

### **Filing Order using Manilla Folders (Method 2)**

When using legal-sized manilla folders, documents contained within detainee files should be organized according to the following:

**I. On the Left Side of the Manilla Folder, the following documents should be placed in the order listed below:**

- A. Warrants/Requests for Holds to be placed on detainees from outside law enforcement agencies (if applicable)
- B. Notice of Transfer
- C. Offender Personal Data Summary
- D. Center Referral Sheet
- E. Revocation/Modification Orders/Sentence/Special Conditions
- F. Prior Disciplinary History
- G. Transfer Email (from Center Referrals)
- H. GCIC/FCIC

Note: Upon release of detainee, Notice of Transfer should be placed on top of the documents on the left side.

**II. On the Right Side of the Manilla Folder, the following documents should be placed in the order listed below:**

- A. Disciplinary Reports
- B. P6 (Supplemental/Case Note Sheets)
- C. Post Release Program Plan
- D. Program Plan
- E. PREA Sexual Victim/Sexual Aggressor Classification Screening
- F. Change in Assignment
- G. Supervision Level Reduction
- H. Supervision Assessment
- I. Detainee Intake Data Form
- J. Hazard Communication Training/Chainsaw Awareness Safety Video
- K. Hazard Communication Work Specific Form
- L. Fire Rake Crew
- M. News Media Release (if applicable)
- N. Health Information Release Authorization Form
- O. Funds Endorsement/Emergency Contact/ Random Drug Screening/Acknowledgment
- P. Certificate of Service/Issuance of Detainee Handbook and Completion of Training/PREA Acknowledgement/Emergency Procedures and Setting it Straight Video
- Q. Applications for Visitation/Financial Privilege
- R. Counselor Request
- S. Visitation List
- T. Telephone List
- U. Health Activity Profile

- V. Indigent Postage
- W. Initial Offender Personal Property Inventory
- X. Offender Personal Property Inventory
- Y. Offender Property Disposal Agreement
- Z. TOPPSTEP Checklist and envelope