

Memorandum

Date : September 22, 2008

To : All Division of Adult Parole Operations Staff

Policy No.: 08-36

Subject: **FIELD FILE COMPOSITION, MAINTENANCE, RETENTION, AND DISPOSITION
POLICY AND PROCEDURES**

This memorandum represents the California Department of Corrections and Rehabilitation (CDCR), Division of Adult Parole Operations (DAPO) policy and procedures relative to the parolee Field File. The contents of this memorandum will be incorporated into the Department Operations Manual (DOM) and will supersede current DOM Sections 81090.6 through 81090.8.

Policy

The parolee Field File was established to provide field Parole Units with copies of pertinent information extracted from the Central File, along with a chronological history of documents obtained during the parole period. Field Files shall continue to be maintained for all parolees. Upon discharge, pertinent information shall be retained in the Parole Unit and the remaining information from the file shall be destroyed.

Field File Composition

All case material shall be filed chronologically in the Field File with the current material on top. Filing shall be two sided, with materials distributed as follows:

Left Side of File	Right Side of File
One copy of the most recent Face Sheet. Older copies may be purged.	Parole Violation Disposition Log, CDCR form 1244.
The most current Gang, Sex, Arson, and/or Narcotic Registration Receipt(s).	Legal Status Summary Sheet, CDCR form 188. Only the most recent version is required to be maintained.
Notice and Conditions of Parole, CDCR form 1515. Only the most current signed canary copy, with any attached addendums shall be required to be maintained.	Arrest Report(s) from commitment offense(s) and subsequent violations of parole.
Parolee Initial Interview, CDCR Form 1650B. This includes the initial release from prison and any subsequent release(s). Must be signed and dated by the interviewing agent.	Probation Officer Report.

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Left Side of File	Right Side of File
All Record(s) of Supervision, CDCR form 1650D.	Release Program Study, CDCR Forms 611.
Parolee Monthly Report, CDCR form 1508.	Board of Parole Hearings actions, in chronological order, with corresponding report(s), i.e., Violation, At-Large, Miscellaneous Decisions, Discharge, etc.
Parole Assessment, CDCR form 1659.	Activity Reports (violation, program referrals, case reviews, suspend/reinstate, etc.)
Referral and transfer material.	Parole Outpatient Clinic Evaluations.
Anti-narcotic and alcohol testing records.	Reentry materials. (Chronos, summaries, Report of Rules Violation, CDC forms 115.)
Special instructions, reporting instructions, etc.	Confidential Folder shall be attached to the inside back cover of file.
Other letters, memoranda, and miscellaneous documents with regard to the parolee.	Disability documents.
	Any other legal forms.

Discharged Parolee Field File Retention

Upon confirmation of discharge from parole supervision, Parole Unit Support Staff shall set aside the following documents for retention.

- The most recent Face Sheet.
- Parole Violation Disposition Log, CDCR form 1244.
- Board Reports (Violation, At-Large, Miscellaneous Decisions, Discharge, etc).
- Activity Reports (Violation, program referrals, case reviews, suspend/reinstate, etc).
- Parole Outpatient Clinic Evaluations.
- Arrest Report(s) from commitment offense(s) and subsequent violations of parole.
- Confidential Folder shall be attached to the inside back cover of the Field File.
- Parolee Initial Interview(s), CDCR form 1650B.
- Parole Assessment, CDCR form 1659.
- The most current Gang, Sex, Arson, and/or Narcotic Registration Receipt(s).
- All Record(s) of Supervision, CDCR form 1650D.
- Other letters, memoranda, or miscellaneous documents with regard to the parolee.

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These documents shall be maintained in the Field File. The front cover of the Field File shall be marked with the discharge date and retained in the Parole Unit for one year from the date of discharge. Boxed storage is appropriate.

Field File Disposition Policy

Once the aforementioned documents have been retained, the remaining documents from the Field File shall be purged and destroyed by burning or shredding through a State-approved local contractor who is authorized to destroy original documents.

Parole Violators With a New Term

If a parolee is returned to prison with a new term, the assigned Parole Unit may elect to retain the Field File intact in a designated area. Information which should be considered when making this determination includes:

- The parolee will likely be released to the same county and Unit assignment.
- The release date is within a short period of time.

The existing Field File contains significant and valuable information that would assist the Unit in determining the most appropriate supervision of the parolee upon release that would otherwise not be available in a preparole packet

If the Parole Unit elects to save the Field File, a preparole packet must still be completed in accordance with existing policy and procedures.

It is expected that this form of file retention will be modified in the near future, as the Division is currently exploring alternative methods of retaining this critical information. However, in the interim, your cooperation is essential.

If you have any questions, please contact Bill Dunkak, Parole Agent III, Policy and Procedures Unit, DAPO, at (916) 327-1136, or via e-mail, at ParolePolicyandProcedureUnit@cdcr.ca.gov.



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cc: Bill Dunkak