

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.

