AGENT RESPONSIBILITIES DURING INTAKE

.01 State Identification Number

The State Identification Number (SID) is utilized in the COMPAS software to identify offenders. The SID number is a number recognized by courts, law enforcement, and other criminal justice agencies. Upon the first office contact with an offender, DCC will employ Electronic Fingerprint Submission (EFS) technology to verify the offender's identity and retrieve the offender's SID number. If EFS is not available, the SID number may be obtained by alternate methods, but care must be taken to correctly determine the client's identity and SID number. The SID number is always found on the Computerized Criminal History (CCH) and may be found on the arrest report or jail booking records.

Infrequently, an offender will not have an SID number at the time he or she is received on supervision. When this occurs, the clients shall be directed to report to a local law enforcement agency to provide a full set of fingerprints and if required, a DNA sample. The law enforcement agency will transmit the fingerprint set to CIB and a SID number will be assigned.

.02 Case Opening

To prepare for supervision and the first meeting with an agent, all clients shall receive an orientation packet upon being placed on supervision. The orientation packet shall, at a minimum, include a handbook, Rules of Community Supervision, the DOC-179 Probation Social Investigation and contact information for the assigned agent or office.

The following case opening activities shall be accomplished within the first 30 days of case opening activities:

- Obtain information about the offense.
- Obtain and review Criminal History Record Information (CIB/NCIC). The agent must use the Prior Record Listing DOC-2354 to document prior record. The original form is kept in the DCC Case When the DOC-2354 is updated due to new information or the client returns to supervision on a subsequent case, the agent will add new arrests and convictions and save the updated DOC-2354 in the DCC Case File.