

DISCHARGE\DCC\CASE CLOSING

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PROCEDURES PRIOR TO DISCHARGE

.01 GENERAL STATEMENT

It is the agent's responsibility to ensure that all court-ordered conditions and statutory provisions have been completed or addressed prior to an offender's discharge from supervision.

.02 PROCEDURE

At least 90 days prior to an offender's discharge date, the agent shall determine if DNA requirements have been met. Refer to the DNA chapter for procedures prior to discharge.

At least 30 days in advance of an offender's discharge, the agent shall complete all of the following:

- Update the offender photos and upload to PICS;
- Ensure all court obligations are paid or an extension or civil judgment has been signed by the court;
- Ensure that all court ordered conditions have been met or removed;
- Update the offender photo;
- Verify if there are any consecutive cases

In addition, for sex offenders:

- Explain Sex Offender Registry requirements and complete [DOC-1759](#) for registrants;
- Explain Lifetime GPS procedures, if applicable and
- Victim Notification