

.06 Amendments

Following a revocation event, Revocation Order and Warrants (ROW) are reviewed by DAI records and DCC CRU. If errors are noted, requests for amendment may be requested.

Common areas of concern: Date granted status, earliest date of violation; confirmation of condition time served; concurrent cases carrying equal recommendations, and general typos.

Requests for amended ROW created by the regional office (waived revocation hearing):

The requestor will contact the identified Region via the regional mailbox. Regional staff will confer with the agent, CFS and Chief / Assistant Chief to determine if an amendment is necessary. Amendments will be completed and processed in the same manner as the original.

Requests for amended ROW created by the Division of Hearings and Appeals (DHA) (final revocation hearing held):

If DCC determines an amended ROW from DHA is necessary, the regional staff will contact DOC DCC CRU Status Documents mailbox with the request. DCC CRU will make the formal request for amendment to DHA.

If the request for amendment is from DAI records, DAI will contact the identified Region via the regional office mailbox. Regional staff will confer with the agent, CFS and Chief / Assistant Chief to determine if an amendment is necessary. If an amendment is needed, DAI records will utilize the response from DCC to draft a letter to DHA requesting an amended ROW.

Agents will need to ensure that clients, in the field or serving time in the county jail, are provided a copy of any amended ROW received. (*DAI provides inmates with all amended ROWs*). Once all documentation (DOC-186, Amended ROW, and vacating order or amended JOC with vacating language) is received, DCC CRU will update WICS data.