



RELEASE SENSITIVE NOTIFICATION CHECKLIST

INMATE NAME: _____ **DOB:** _____

PID#: _____

CSS CHECKLIST - Rationale used (*Check all that apply.*):

- Listed offender
- Medium or high risk within Risk Management Supervision
- Victim notification on file
- Community sentiment
- Level C designation
- Referred to Sex Offender Review Committee (*Directive 255.01*)

CASE STAFFING CSS (Field & Facility), CWS, Victim Services) - (*Check all that apply.*)

- Media issues/coverage
- Political issues/coverage
- Victim reaction
- Community reaction
- Victim/community safety
- Other reasonable rationale

Central Staffing Date: _____

Case Note Dated: _____

Case Note Entered by: _____

Special Note - This form should be mailed electronically to the case staffing alias (docasestaffing@state.vt.us) and should not be part of the offender's file.

Central Office Approval by: _____ **Date:** _____

Cc: DOC Case Staffing Alias