# 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 (doccasestaffing@state.vt.us) and should not be part of the offender's file.

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

*Cc: DOC Case Staffing Alias*

*Rev August 2012*