


Department of Justice

Section:	Community Corrections	Classification:	Public Document
Subject:	File Review Document		
For:	Community Corrections	 Authorized by Executive Director	

1. Policy

- 1.1 It is the policy of Correctional Services to conduct file reviews of all probation officer case work. The Community Corrections File Review Case Management Guide see form [13.03.00 – A](#), will ensure adherence to a prescribed case management process.
- 1.2 Senior Probation Officers will conduct file reviews every six (6) months of current and closed files supervised by probation officers to
 - 1.2.1 assist in maintaining consistency in case management within Community Corrections in keeping with the principles of effective intervention and Core Correctional Practices (CCP)
 - 1.2.2 assist in coaching and supporting Probation Officers
 - 1.2.3 assist in identifying training needs of staff
 - 1.2.4 ensure each probation officer is operating in accordance with Policy and Procedures, Section 14, [Community Case Management](#)

2. File Review Document


- 2.1 The senior probation officer will prepare and complete the File Review Document, see form [13.03.00 – B](#), in accordance with the Community Corrections File Review Case Management Guide.
- 2.2 The File Review Document will detail the minimum acceptable case management practices and ongoing criteria required.

3. Completion of the File Review Document

- 3.1 File reviews will be conducted during the months of May and November or more frequently at the discretion of the senior probation officer.
- 3.2 The senior probation officer will utilize the JEIN Corrections File Review function to identify the cases to be reviewed.

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- 3.3 The senior probation officer will complete the File Review Document for all probation officers, and
 - 3.3.1 email to and review with the probation officer
 - 3.3.2 upload to the Community Corrections Shared Drive ([Community Corrections File Review](#)) for review by the Manager, Correctional Services no later than the last business day of the following month.

- 3.4 The Manager, Correctional Services will advise the Director, Correctional Services of file review process completion, along with required follow up plans, by the end of the month that they were received.