

Case Audit

624.1 PURPOSE AND SCOPE

To set forth the guidelines and procedures for conducting case audits by supervising probation officers. This policy applies to all supervisors responsible for oversight of supervision caseloads.

624.2 AUTHORITY AND REFERENCES

- Executive Committee

624.3 POLICY

Supervisors will conduct case audits of randomly selected cases from each caseload to monitor compliance with individualized caseload mandates.

624.4 CASE AUDIT PROCEDURE

- (a) The supervisor shall complete monthly case audits utilizing the Juvenile Adult Management System (JAMS) Case Audit form to determine the following:
 1. File contents are complete and in order.
 2. Contacts are appropriate for the current level of supervision with respect to frequency and content and in accordance with policy 606 Contact Entries.
 3. All appropriate JAMS screens are accurate.
- (b) A record of the audit shall be entered in JAMS indicating supervisor reviewed and returned to assigned personnel for modifications, if applicable.

Date(s) revised:

11/22/2016

09/19/1994

12/1991 (Corrected Index No.)

Created: 01/03/1989

Attachments: None