Fill out the summary chart with the basic information about the client. Click on each link to get more information on where to find the data in the C-file. Click [here](#FAQ) for instructions how to find the Classification Scores, and for what should go into the table. Remember: Add the IP’s name to the [header](#IP), your name to the [footer](#name), and a citation to the Bates-numbered page for EVERY fact you include.

|  |  |  |
| --- | --- | --- |
| Item |  | Citation |
| [Full Name (First Middle Last)](#IPNAME) |  |  |
| [CDCR Number](#CDCR) |  |  |
| [Current Age](#CURRENTAGE) |  |  |
| [Admission Date](#ADMIT) |  |  |
| [Facility](#LOCATION) |  |  |
| [EPD](#EPD) |  |  |
| [DOB](#DOB) |  |  |
| [Race](#RACE) |  |  |
| [Offense Date](#OFFENSEDATE) |  |  |
| [Offense Charged as](#CHARGEDAS) |  |  |
| [Age at Time of Offense](#AGEATOFFENSE) |  |  |
| [Conviction Date](#CONVICTIONDATE) |  |  |
| [Sentence](#SENTENCE) |  |  |
| [CS](#CS) |  |  |
| [CSRA](#CSRA) |  |  |
| [TABE](#TABE) |  |  |
| [Photograph](#PHOTO) |  |  |

|  |  |  |
| --- | --- | --- |
| Item | Where to Find It | Notes |
| Name of Incarcerated Person | <https://inmatelocator.cdcr.ca.gov/> | Client name will be on many documents, but using the name on the CDCR website will be most accurate. |
| Middle Name | If the IP doesn’t have a middle name, skip this item |
| Last Name |  |
| CDCR Number | <https://inmatelocator.cdcr.ca.gov/> | CDCR Number is the IP’s ID number within the prison system |
| Current Age | <https://inmatelocator.cdcr.ca.gov/> |  |
| Admission Date | <https://inmatelocator.cdcr.ca.gov/> | Original admission date for this conviction, not the admission date to this prison. If the IP was transferred, these dates can differ. |
| Facility | <https://inmatelocator.cdcr.ca.gov/> | This is the prison where the IP is currently housed. |
| EPD | <https://inmatelocator.cdcr.ca.gov/> | This is the **Earliest Possible Release Date**. It is updated each year (or more often) based on the IP’s reviews, so you’ll see a lot of calculations of it in various documents in the C-File. The most up-to date EPD will be on the CDCR website. |
| DOB | C-File: SOMS Offender Demographics if available | Date of Birth. If there is not “offender demographics” section of SOMS, search for keyword “DOB” or “Birth” |
| Race | C-File: SOMS Offender Demographics if available | If there is not “offender demographics” section of SOMS, search for keyword “Race” “Self-Identify” or “Country of Birth” |
| Offense Date | C-File: ERMS, Probation Report | Offense date is the date that the incident occurred, not the date of arrest or conviction. |
| Offense Charged as | C-File: ERMS, Probation Report | Criminal defendants are often charged with one crime, but plead to and are convicted of, a different crime. “Offense charged as” is the crime originally charged before plea/trial and conviction. |
| Age at Time of Offense | C-File: ERMS, Probation Report | If the probation report does not specify their age at the time of the offense, subtract the date of the offense from the person’s date of birth. |
| Conviction Date | C-File: ERMS, Probation Report | The is the date of conviction for the case for which the IP is CURRENTLY serving a sentence. |
| Sentence | C-File: ERMS, Abstract of Judgment | This is the CURRENT sentence the IP is serving. |
| Most recent CS | C-File: SOMS, Classification Review Details | Classification Score. The most recent CS will be the first entry in this section. |
| CSRA | C-File: SOMS, Classification Review or Classification Committee Chronos | CSRA is the California Static Risk Assessment. Per CDCR it “uses an IP’s past criminal history and characteristics to predict their risk to reoffend.”  Might be easiest to search SOMS for CSRA and select most current entry, as the CSRA can show up in different sections of SOMS depending on the C-File. |
| TABE | C-File: SOMS, Inmate Assignment (listed under Jobs / Programs / Education in table of contents) | TABE is the Test of Adult Basic Education. Testing yields a TABE grade-point level (GPL) score which determines the IP’s educational level.  Most recent will be the first entry. If no Inmate Assignment section, you can also find it in either Classification Committee Chronos or Classification Review Details. |
| Photo | C-File: SOMS Offender Demographics if available |  |

**Keyword searches**

Offender Demographics

DOB

Date of Birth

Age

Race

Country of Origin

Country of Birth

COB

Self-reported nationality

CS

CSRA

Facility

EPD

TABE