**DOC Offender Management System Data Entry Minimum Requirements List:**

**Field PO Tab - Offender Information:**

1. Address.
2. Assessments.
3. Basic Info.
4. Birth Date.
5. Case Update.
6. Cautions / Alerts.
7. Court Cases:
8. Case Number.
9. Jurisdiction. (State or ISC.)
10. Judge.
11. Case Status.
12. Change Reason.
13. Effective Date.
14. Legal Status.
15. Referred Offense.
16. Sentencing Information.
17. Probation Time Listing.
18. DNA Test.
19. Documents:
20. Presentence Report.
21. Judgement / Disposition Order.
22. PTRP’s.
23. PVR’s.
24. Parole Reports.
25. Employment:
26. Start Date.
27. Stop Date.
28. Employer Name.
29. Family / Associates.
30. Field PO.
31. Legal Status.
32. Location.
33. Military. (Active duty only.)
34. Name. (If applies.)
35. Parole Time Listing.
36. Photo. (New case or change of physical appearance.)
37. Phones.
38. Scars / Marks.
39. Sanctions.
40. Security Threat Group.
41. Supervision Contact.
42. Vehicle.
43. Victims.
44. Warrants.

**Field PO Tab - Offender Tab:**

1. Substance Test.
2. Travel Permits.