

## CHRONOLOGICAL HISTORY SHEET - ADULT

- AUTHORITY:** Section 1203.10 California Penal Code
- RESCINDS:** Procedure Manual Item 2-1-104, dated 04/08/16 (Recertified)
- FORMS:** Chronological History (ICMS Generated)  
Transfer of Court Jurisdiction per 1203.9 PC (F057-2079(A) AF (7/06))
- PURPOSE:** To obtain uniformity in frequency, content, and method of recording chronological entries in adult files.

### PROCEDURE

- A. There is a series of chronological entries for each adult case, even though the case file may consist of misdemeanor and/or felony grants of probation, terms of Mandatory Supervision and/or Post-release Community Supervision. The file may also include information on Jurisdictional, Interstate Compact or Post-Release Community Supervision transfers.
- B. Chronological entries in adult case files include the following:
1. Court Action - findings of the Court and summary of Court findings and orders pertaining to probation status, conditions, and financial orders.
  2. Other Court Action - including petitions filed, hearings scheduled, modification of Court orders, warrants.
  3. Routine Entries - Chronological entries will also be made to record revised expiration dates.
  4. Special Chronos - Nonroutine events or circumstances which are significant to the case are also recorded in narrative form. An example would be a record of the fact that case file information had been provided to another jurisdiction (i.e., release of CORI to an authorized source).

Also, Transfer of Court Jurisdiction (1203.9) requests will be entered (F057-2079(A) AF (07//06)).

**NOTE:** Staff should not rely upon chronological entries to verify specific contents of a Court order. Only a copy of the actual findings and Court order should be used for that purpose.

**REFERENCES:**

Procedure: 1-1-101 Access to and Release of Criminal Offender Record Information  
(CORI)

J. Durk

**APPROVED BY:**