

Your CIS (Corrections Information System) adventure begins here!

If you've never worked with this system before and are now wondering what you've gotten yourself into, don't panic; just take a deep breath! While the field of community corrections and this computer system are ever-changing, the support system you have both with this manual and your SOON Reps (Statewide Office Operations Network) is consistent. SOON Reps are more than happy to assist you by answering your questions, offering advice or simply lending an ear when you feel overwhelmed or frustrated.

Learning how to do this job correctly is an enormous challenge; but it is possible and it is an accomplishment of which you should be very proud! This manual has been designed to assist you in entering, modifying and transferring offender data within CIS and a few other systems like WebLEDS, OJIN & e-Courts. You will find screen prints with detailed directions and quick reference checklists to help ensure you complete a specific task accurately and in its entirety.

This system is known by many different names; CIS, DOC400, AS400, DOC, ISIS, etc. Just as there are different ways of referring to this system, there are likewise a variety of different ways to navigate within it. One method is to utilize the shortcuts found within the Menu Bar at the top of the screen (found by pressing F11); another is to select an option from the Main Menu and pressing the "Enter" key to make your way through the screens one-by-one until you've reached the desired screen. For the most part, this manual uses the steps that appear within the Main Menu.

As you now begin to navigate through the community corrections and CIS worlds, **remember that you are not alone!!** Here are some tips to keep in mind that may help you on your journey:

- Take a deep breath and remember that there is nothing you can do within the system that cannot be undone!
- Read the screen and take your time; don't rush your work. Quality trumps quantity here.
- Read this manual and use the quick reference checklists found within it.
- If you still can't find the answer to your question, contact a SOON Rep. You can find one on the website:

http://www.oregon.gov/doc/CC/docs/pdf/soon_rep_phone_directory.pdf

Good luck!

THANK YOU to the current, and previous, Manual Committee members for their ongoing support and contributions that help make this manual possible.

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OPS 28 – eCourts

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OPS CHAPTER 1 – Public Information

1.1 PUBLIC INFORMATION SCREEN

****No F11-4 etc. to do supervision fees, etc. Reminder that the F11 screens from public information would NOT be public information.****

To search a name: Enter SID# or F4 on the Offender line if you do not know the SID#, type in name you are searching, click on the name and open the public information screen when looking for an offender BEFORE giving out any information.

OPS501I Corrections Information Systems 13:02:05
Offender Public Information 12/11/17

Offender.. - 1 Status. Probation 2
Location.. LINN Linn County Community Corrections Cell.
DOC cycles. 05-01-01

Age 54 DOB DNA Collected
Sex Male Race WHITE Field admission date.. 11/04/2016 4
Height 5'05" Hair BROWN 3 Maximum custody date.. 05/03/2018
Weight 150lbs Eyes GREEN

Caseload 5
Supervision ...

| Court Case | Cnty | ORS | Abbrev | Cls | Type | Begin Date | Yrs-Mos-Days | Term Date & Code |
|------------|------|-----|--------|-----|------|------------|--------------|------------------|
| 6 | | | | | | | | |

Bottom

F3=Exit F4=Prompt F5=Refresh F6=PTA Caseload F9=Retrieve
F11=Menu bar F12=Cancel F17=All offenses F22=Offender Photo

MA A MW 04/013
1902 - Session successfully started

1. SID number, name, and supervision location
2. Current status of supervision
3. Basic physical description
4. Supervision begin and projected end dates / Discharge Date – “F” behind discharge date signifies a “FIRM” parole release date. This is programming used in the institution.

5. Supervising PO name and supervision risk level
6. Cases currently being supervised

F17 = All offenses: which includes expired offenses. ALL offenses are considered public information.

F22 = Offender Photo: This feature allows you to see a photo of an offender, if one is available.

Double click directly on the F22 (not the words "Offender Photo")
Or simply press F22 (shift + F10)

PUBLIC INFORMATION SCREEN – New Designator

This new designator went into effect in August of 2014 and is for offenders convicted in Oregon who are serving their sentence in another state's institution or are convicted in another state who are serving their time in a Oregon institution.

****Please read the warning shown below and follow the directions carefully – tell the requestor that you have no information regarding the offender.

WARNING!

Any information regarding this offender is confidential and not to be disclosed, up to and including status in our system. If you receive an inquiry regarding this offender, inform the requestor you have no information regarding the offender.

WARNING!

Hit enter to get past this screen and it will take you to the public information screen. This is what it looks like from here.

Offender Profile System (OPS) Training Manual

| | | |
|---|---------------------------------|---|
| OPSS01I | Corrections Information Systems | 6:54:41 |
| KENNEDYH | Offender Public Information | 8/07/14 |
| ** WARNING! ! CONFIDENTIAL OFFENDER INFORMATION - DO NOT PRINT OR SHARE!! ** | | |
| Offender.. | Offender Name | Status. Inmate |
| Location.. | | Cell. Cell# |
| | | DOC cycles. 01-01-03 |
| Age 54 | DOB 9/14/1959 | DNA Collection Required |
| Sex Male | Race WHITE | Inst admission date... 01/16/2013 |
| Height 5'09" | Hair BLOND | Earliest release date. 11/06/2378 |
| Weight 190lbs | Eyes BLUE | |
| Caseload | | *DESIGNATOR* |
| Classification | | |
| Court Case | Cnty ORS Abbrev | Cls Type Begin Date Yrs-Mos-Days Term Date & Code |
| 27CR80255/01 | DOC MURDER | UF I 11/05/1982 099-000-000 |
| Bottom | | |
| F3=Exit | F4=Prompt | F5=Refresh F6=PTA Caseload F9=Retrieve |
| F11=Menu bar | F12=Cancel | F17=All offenses |

Once the offender has been discharged, the data contained on the Offender Public Information screen can be disclosed.

2.2 Description of Defendant

DEFENDANT

True Name: Bentley Hart Chappell

Sex: Male

Date Of Birth: 10/14/1983

State Identification No (SID): 19900085OR

Fingerprint Control No (FPN): JBEN115254533

This section describes the Defendant and may include his true name, court name, AKAs, date of birth, gender, SID, and fingerprint control number. (NOTE: SID is not always included and should be double-checked against CCH to be sure the correct SID is being used) Information found here can be used to run a QWHD in LEDS.

2.3 Description of Court Officers

HEARING

Proceeding Date: 09/03/2015

Judge: Locke A Williams

Defendant appeared in person and was not in custody. The defendant was represented by Attorney(s) DAVID A CORDEN, OSB Number 910339. Plaintiff appeared by and through Attorney(s) HOLLY D ALLEN, OSB Number 096244.

The proceeding date is your admission date (for probation, conditional discharges, diversions, and sometimes local control) as well your begin date on the offense data entry. The names of the convicting/proceeding judge, defense attorney, and prosecuting attorney are all listed here. If an offender is not represented, it may say "pro se" in the defense attorney section, which means the Defendant represented himself.

2.4 Offenses

This section is where the offenses begin.

COUNT(S)

It is adjudged that the defendant has been convicted on the following count(s):

2

Count 1 : Failure to Perform Duties of Driver to Injured Persons

Count number 1, Failure to Perform Duties of Driver to Injured Persons, 811.705(2)(a), Felony Class C, committed on or about 02/14/2015. Conviction is based upon a Guilty Plea on 07/31/2015.

- ① You'll see the title "Count(s)" and language following that explains the Defendant has been convicted.
- ② Count and crime name
- ③ The paragraph under the count title describes the count number again, the name of the crime again, and also tells you the ORS code the Defendant was convicted of, and what type of crime it is (degree of felony or degree of misdemeanor). It also tells you the date the crime was committed and the date the Defendant plead guilty or guilt was determined by a jury.

2.5 Sentencing Guidelines

| Sentencing Guidelines | |
|--|--|
| The Crime Severity Classification (CSC) on Count Number 1 is 6 and the Criminal History Classification (CHC) is F. | |

The next section addresses sentencing guidelines. The sentencing guidelines contain two parts: the crime severity classification (CSC) and the criminal history classification (CHC). Both components are determined by the District Attorney's office and may or may not reflect the exact nature of the crime or the Defendant's criminal history. Sometimes deals are made to classify crimes in a higher or lower category. If the offender is sentenced based on the CSC and CHC as listed, there is no "departure" of the sentence. If the following sentence does not match the prescribed sentence for the CSC and CHC listed, that is known as a "departure." Departures can be dispositional, durational, optional probations, and/or stipulated to.

Here's an example with departure language of an "optional probation":

| Sentencing Guidelines |
|--|
| The Crime Severity Classification (CSC) on Count Number 1 is 8 and the Criminal History Classification (CHC) is I. |
| The court finds substantial and compelling reason for a Downward Dispositional Departure, as stated on the record. This departure is pursuant to the following aggravating or mitigating factor(s): <ul style="list-style-type: none">• Stipulation of Parties• Same as Optional Probation Criteria |

Here is an example of a downward dispositional departure:

Sentencing Guidelines

The Crime Severity Classification (CSC) on Count Number 2 is 7 and the Criminal History Classification (CHC) is A.

The court finds substantial and compelling reason for a Downward Dispositional Departure, as stated on the record. This departure is pursuant to the following aggravating or mitigating factor(s):

- By stipulation of the parties.

Here is another example of a departure, with a specific reason for the departure:

Sentencing Guidelines

The Crime Severity Classification (CSC) on Count Number 23 is 8 and the Criminal History Classification (CHC) is I.

The court finds substantial and compelling reason for a Downward Dispositional Departure, as stated on the record. This departure is pursuant to the following aggravating or mitigating factor(s):

- Diminished mental capacity; lack of previous criminal history; defendant is amenable to treatment and treatment is available.

The information circled in blue found in this section described the crime severity classification and the criminal history classification. These scores determine what the presumptive sentence should be for a particular offender/offense. There is a sentencing guidelines grid that utilizes these scores and contains the information that courts and district attorneys use for sentencing, either following the sentencing guidelines or departing from the grid.

2.6 Court Language

License Suspension / Revocation

Defendant's Drivers License is Suspended for 1 year(s).

This section may or may not appear on your judgment, depending on whether or not the Defendant's license has been suspended or revoked.

2.7 Sentence

This next section indicates the type of sentence handed down.

| | |
|---|--|
| 1 | Probation |
| 2 | Defendant is sentenced to Supervised Probation for a period of 36 month(s) and shall be subject to the following conditions of Probation: Defendant is ordered to pay a supervision fee. |

- 1 In this first example, the offender was given probation, as indicated by the title.
- 2 In the paragraph following, it indicated whether this is supervised probation or bench probation and the length of supervision. Bench probation cases NEVER get entered into CIS.

2.8 Conditions

On probation judgments after the sentence portion, shown directly above, you will find language regarding conditions. Sometimes you will only see one line regarding general conditions like this:

Defendant is subject to the following general conditions of probation (ORS 137.540):

Sometimes all the ORS-governed general conditions are spelled out. Either way is okay and both cause the Defendant to be subject to the general conditions.

| |
|---|
| <p>Defendant is subject to the following general conditions of probation (ORS 137.540):</p> <ul style="list-style-type: none"> • Pay supervision fees, fines, restitution or other fees ordered by the court. • Not use or possess controlled substances except pursuant to a medical prescription. • Submit to testing for controlled substance or alcohol use if the probationer has a history of substance abuse or if there is a reasonable suspicion that the probationer has illegally used controlled substances. • Participate in a substance abuse evaluation as directed by the supervising officer and follow the recommendations of the evaluator if the probationer has grounds to believe there is a history of substance abuse. • Remain in the State of Oregon unless written permission to leave is granted by the Department of Corrections or the community corrections agency. • If physically able, seek and maintain gainful full-time employment, approved schooling, or a full-time combination of both. Any waiver of this requirement must be based on a finding by the court stating |
|---|

If there are any special conditions ordered, they should appear right after the language of the general conditions. Sometimes the court will include language in the special conditions that's already covered by the general conditions, and that's okay.

Furthermore, Defendant is subject to the following Special Conditions of Probation (ORS 137.540(2)): Defendant shall:

- Report immediately following sentencing or release from custody to Benton County Community Corrections office at 180 NW 5th Street, Corvallis, OR. Phone: 541-766-6888.
- Immediately surrender to the Court any licenses, tags and permits suspended or revoked in this case.
- Not operate a motor vehicle without a valid driver license or permit and insurance.
- Complete a substance abuse evaluation/screening at the direction of probation officer. Enroll in, actively participate in and successfully complete an approved program recommended by the evaluator. Pay all costs of evaluation and treatment as directed. Provide probation officer proof of completion of treatment at a properly licensed treatment provider not later than 60 days prior to the expiration of the probation period.
- Submit to blood, breath, saliva, or urine analysis tests at the direction of the treatment provider, probation officer or the Court to determine compliance with the conditions of probation or if probable cause exists to believe that defendant has consumed alcohol or controlled substances or upon request of a law enforcement officer having a reasonable suspicion defendant committed the offense of driving under the influence of intoxicants. Pay all costs of testing as directed.
- Sign any and all releases necessary for probation officer or the Court to ensure defendant's compliance with any and all terms of probation. Said release(s) shall include, but not be limited to

2.9 Jail as a Condition

Sometimes jail is ordered as a condition of probation. This is different than the Defendant being sentenced to Incarceration (which would be either into the institution or into local control and possibly straight jail). Don't let the language "Supervisory Authority" confuse you. That's just a fancy way to describe your jail. *The definition of "Local Supervisory Authority" is the local corrections agency or official, designated in each county by that county's board of commissioners to operate correction supervision services, custodial facilities, or both. (often the Sheriff's Office)* So when the offender is in custody the Supervisory Authority is the jail; when the offender is on (local) post-prison supervision the Supervisory Authority is the community corrections agency.

Jail as a Condition of Probation

Defendant is confined to jail for 45 day(s). Defendant is to report to Supervisory Authority by 11/10/2015 at 8:00 AM. Eligible for earned good time credit. Defendant will receive credit for 15 days jail if he reports on time. Defendant may receive credit for time served.

The Defendant may be considered by the supervisory authority for any form of alternative sanction authorized by ORS 423.478, and the defendant shall pay any required per diem fees.

The body of this section is information the jail uses for their calculations. Take your time and read the paragraph to learn more about the jail condition.

2.10 Statutory Provisions

Statutory Provisions

Defendant is ordered to submit blood or buccal sample and thumbprint pursuant to ORS 137.076.

If the Defendant is required to submit a DNA sample, you should see language like this. The crime determines whether or not a person is required to submit to this.

Statutory Provisions

Defendant is ordered to submit blood or buccal sample and thumbprint pursuant to ORS 137.076. Defendant is ordered to submit to testing for HIV and other communicable diseases pursuant to ORS 135.139.

Here's an example that includes the requirement to submit to HIV testing as well.

2.11 Court fees and fines

Money: An offender is often subject to fines or court fees, including a charge for a public defender, and sometimes required to pay restitution or a compensatory fine. This first example shows court fees and fines.

Monetary Terms

Defendant shall be required to pay the following amounts on this count:

Fees and Assessments: Payable to the Court.

| Type | Amount | Modifier | Reduction | Actual Owed |
|---------------|----------|----------|-----------|-------------|
| Fine - Felony | \$200.00 | | | \$200.00 |
| Total | \$200.00 | | | \$200.00 |

In this example, the Defendant only has to pay one fine. You may see a list of costs here, outlining a variety of fees and fines owing. If this is showing at the end of count one, it is related only to count one. There may be several counts on one judgment, all of which can have separate fines, fees, costs, and restitution. If this doesn't show until the very end of the judgment, after all the counts are listed, then it relates to ALL counts on the judgment.

2.12 Compensatory Fine/Restitution

In this next section under Monetary Terms, we see an example of restitution:

| Compensatory Fine/Restitution: | | |
|---|---------------|-------------------|
| Restitution is ordered to be paid to the court and disbursed to the payee(s) named below. | | |
| Payee | Not To Exceed | Amount |
| State Farm Claims | | \$4,102.09 |
| [REDACTED] | | \$250.00 |
| Total | | \$4,352.09 |

For privacy purposes, I've marked over the payee's name in this example. This example shows restitution that is ordered to a specific count.

It is important that the total amount owed is entered into CIS and the restitution condition is marked as trackable. If this appears after a specific count, be sure to add this condition to that specific count. There are a variety of reasons that it's important to track restitution on the proper count, if it is so ordered on a specific count.

Another example of restitution language you may see:

| <p>Compensatory Fine/Restitution:</p> <p>Restitution is ordered to be paid to the court and disbur</p> <table> <tr> <th>Payee</th> </tr> <tr> <td>Home Depot</td> </tr> <tr> <td>Joint and Several Liability with:</td> </tr> <tr> <td>[REDACTED]</td> </tr> <tr> <td>Case#:</td> </tr> <tr> <td>15CR17856</td> </tr> </table> | Payee | Home Depot | Joint and Several Liability with: | [REDACTED] | Case#: | 15CR17856 |
|---|-------|------------|--|-------------------|--------|-----------|
| Payee | | | | | | |
| Home Depot | | | | | | |
| Joint and Several Liability with: | | | | | | |
| [REDACTED] | | | | | | |
| Case#: | | | | | | |
| 15CR17856 | | | | | | |

When a judgment indicates restitution is "joint and several liability with:" that means more than one person is responsible for paying the restitution owed. If anyone makes a payment and reduces the balance of restitution, it should be tracked, regardless of who made the payment. The concern isn't with who has made the payments, as much as with the percentage of the overall balance that has been paid.

If restitution or compensatory fine is NOT ordered on a specific count, it will come after language like this (if appropriate – not all judgments have multiple counts)

COUNTS DISPOSED WITH NO CONVICTION

And it will also be shown at the very end of the judgment with a title like this:

| |
|--|
| <p>MONEY AWARD INCLUDING RESTITUTION</p> <p>Judgment Creditor: State of Oregon</p> <p>Judgment Debtor: Bentley Hart Chappell</p> |
|--|

Notice the different titles of the sections:

| |
|---|
| <p>Compensatory Fine/Restitution:</p> <p>Restitution is ordered to be paid to the cc Payee</p> |
|---|

This one appears directly after a count.
Relates to only one count and should
appear after individual count.

| |
|---|
| <p>MONEY AWARD INCLUDING RESTITUTION</p> <p>Judgment Creditor: State of Oregon</p> <p>Judgment Debtor: Bentley Hart Chappell</p> |
|---|

This one appears at the end of the order.
Relates to ALL counts if this is the only
reference to restitution.

IMPORTANT: Don't be confused because the example on the right should appear on EVERY judgment, including ones that show the restitution on each individual count. The difference is if it ONLY appears at the end or if you see both types of language – one after a specific count and one at the end.

2.13 Judge's signature

Signature block. There should be a judge's signature on every order. Sometimes it appears hand-written like this example, sometimes it is type-written (or computer generated). Either is okay. Every judgment should have a date on it as well.

| | |
|--------------------------------------|--|
| Signed: 9/3/2015 09:04 AM | |
| Dated the _____ day of _____, 20____ | |
| Signed: _____ | |
| Locke A Williams | |

In some counties, the date the judge signs the judgment order is different than the date of the proceeding. This delay often occurs in larger counties and happens because of the way the court processes orders. The date of the proceeding is the conviction date, regardless of how many days later the judge signed the order.

2.14 Footer

Judgment footer. Each judgment should have a footer that designates what type of document it is, how many pages it is, and the date it was filed or created.

Document Type: Judgment

Page 9 of 9

Printed on 09/03/2015 at 9:03 AM

2.15 Incarceration Sentence

Here is an example of a judgment ordering Incarceration, as compared to the example above that ordered supervised probation. A sentence of 12 months or less is local control and a sentence of more than 12 months is prison (institution).

Incarceration 1

2

3

Defendant is sentenced to the custody of Oregon Dept of Corrections, for a period of 24 month(s). Defendant is remanded to the custody of the Benton Sheriff for transportation to the Oregon Dept of Corrections for service of this sentence. Eligible for earned good time credit. Defendant may receive credit for time served.

The Defendant may be considered by the executing or releasing authority for any form of Reduction in Sentence, Conditional or Supervised Release Program, Temporary Leave From Custody, Work Release authorized by law for which the Defendant is otherwise eligible at the time of sentencing. The Defendant may be considered for release on post-prison supervision under ORS 421.508(4) upon successful completion of an alternative incarceration program.

This sentence shall be concurrent with all previously imposed sentences.

Post-Prison Supervision 4

5

The term of Post-Prison Supervision is 3 year(s). If the Defendant violates any of the conditions of post-prison supervision, the defendant shall be subject to sanctions including the possibility of additional imprisonment in accordance with the rules of the State Sentencing Guidelines Board. The court recommends as a condition of post-prison supervision:

- Evaluation and treatment for drug or alcohol dependency

Key items to look for:

- 1 Description of sentence type
- 2 Sentenced to where
- 3 Sentence length
- 4 Post-Prison Supervision ordered
- 5 Post-Prison length

2.16 Tricky Language

Some tricky language to look out for:

- Possession of Methamphetamine, [475.894](#), [Misdemeanor Class A by Reduced -to A Misdemeanor](#)
~ this means the original crime of a felony will be charged to the offender as a misdemeanor
- [Conspiracy to Commit a Class C Felony](#) (or Solicitation)
~ this is an inchoate crime ([see Chapter 2, section 2.21, step 10, page 2-25](#) for data entry instructions)
- Attempt to commit a Class C Felony – [ORS 161.405](#)
~ this ORS is the definition of “attempt,” not the ORS for the crime itself

2.17 Conditional Discharge and Diversion

Orders such as conditional discharge and diversion are not yet uniform among the courts, meaning each court has their own format for these types of judgments. As you learn your county's format, it becomes easier to read and interpret those judgments. The important idea is to read the judgment slowly and thoroughly to ensure you're catching all the key components of the judgment including count number, grid and criminal history score, sentence, crime, etc. In some counties, the court does not allow sanctions of conditional discharges, but often won't include that information on the order. If an offender has transferred to your county and you see the conditional discharge is marked as unsanctionable, it's because the community corrections agency in that county who did the data entry is aware of the court's regulations; please abide by the way the data entry is done. If you're unsure if your county allows structured sanctions on these types of sentences, check with your court.

2.18 Probation Violation Order

There are probably as many different looking probation violation orders as there are counties in Oregon. You must read through the order slowly to identify what it's telling you, until you become familiar with your county's format.

Key components to look for:

Date of the proceeding. In some counties the court hearing/conviction is one day but due to a lag in processing the judge may sign the order a few days later. If there is a discrepancy in the date of the proceeding and the signature date, use the date the

hearing took place in open court and the judge ordered the conviction, continuation, revocation, etc.

Type of judgment. Is this a probation violation judgment? Is this a conviction of a previous conditional discharge, so perhaps simply called an order? Taking note of the title of the order can be useful.

Type of conviction. Does it say revocation anywhere on the judgment? Does it say revoke and reinstate? Does it say probation continued? Look in the body of the judgment for clues as to what kind of sentence is being handed down. Something that says “revoke and reinstate” is essentially the same as probation continued.

Length of sentence and/or new expiration date. If a probation has been revoked and the offender is sentenced to local control, look for the length of the jail term and the length of PPS. If an offender has a misdemeanor probation revoked and is sentenced to jail, look for the length of jail time and perhaps language that states probation is terminated. If probation is extended, continued, revoked and reinstated – look for either a length of sentence or perhaps a listed expiration date. Sometimes these don’t always match since CIS calculates to and often calculations done quickly in the court will include an extra day. (example: On June 3, 2016, a judgment will say extend one year to June 3, 2017. We know one year from June 3, 2016, would bring us to June 2, 2017. Use the date provided for the expiration if is stated, rather than the length)

Conditions. Have new conditions been imposed on the probation violation judgment like jail time or work crew, etc? Read through the court order carefully to determine if during the violation hearing new sanctions were imposed that will now be conditions of the supervision.

2.19 Data Entry – Who does which entry?

| Type of Judgment | Who enters it |
|--|---|
| New conviction of probation, conditional discharge, or diversion | Convicting county's community corrections agency |
| New conviction of incarceration more than 12 months | OISC TPS/PTA workers |
| New conviction of incarceration 12 months or less that <u>is not</u> consecutive to incarceration of more than 12 months, <u>nor</u> concurrent to any sentence that is consecutive to incarceration of more than 12 months | Convicting county's community correction agency |
| New conviction of incarceration 12 months or less that <u>is</u> consecutive to incarceration of more than 12 months, or is concurrent to any sentence that is consecutive to incarceration of more than 12 months* | <p>OISC TPS/PTA workers</p> <p>*If you get confused when there is a combination of local control and institution, remember if there are any consecutive sentences, likely OISC will enter all; but feel free to email the TPS workers (DLOISCTPSWORKERS-OISCTPSWORKERS@doc.state.or.us) to ask who should enter the local control sentences.</p> <p>*If OISC contacts you and asks that you delete an L line or enter an L line, please do so.</p> |
| Probation Violation judgment that results in anything other than a local control or institution incarceration | Supervising county's community corrections agency – including F8 notes |
| Probation Violation judgment that results in revocation with incarceration of more than 12 months | OISC TPS/PTA workers |
| Probation Violation judgment that results in revocation with incarceration 12 months or less if the sentence is considered local control (not straight jail) and if the sentence is not consecutive to incarceration of more than 12 months, or concurrent to incarceration that is consecutive to incarceration of more than 12 months* | Convicting county's community correction agency |

| Type of Judgment | Who enters it |
|---|--|
| Probation Violation judgment that results in revocation with incarceration that is considered straight jail. | The jail sentence is not entered into CIS, but the probation line closure code and F8 note is to be entered by the supervising county's community corrections agency. |
| Probation Violation judgment that results in revocation with incarceration of 12 months or less that is consecutive to incarceration of more than 12 months or incarceration of 12 months or less that is concurrent to incarceration of 12 months or less that is consecutive to incarceration of more than 12 months* | OISC TPS/PTA workers enter the incarceration sentences, but if the offender starts local control incarceration in jail, then the convicting county's community corrections agency enters the admission into the appropriate L location prior to the offender entering and being admitted to the institution. |
| Revocation of Post-Prison Supervision or Parole (PPSVSanc/PAROSanc) sentences | Supervising county's community correction agency, regardless of where offender is serving the sentence. Be sure to admit to the proper L location based on offender's whereabouts and any subsequent admissions needed due to offender moving from one jail to another. |
| Post-Prison Supervision (O) line | The supervising county enters the O line regardless of where the offender served their local control incarceration sentence. |

OPS CHAPTER 2

PART B - (STEPS TO ADMITTING OFFENDERS INTO CIS)

All new convictions, including sentences into local control, probation revocation that results in local control, or new conviction are the responsibility of the sentencing county. All modifications and updates to open offense lines are the responsibility of the supervising county and not the sentencing county.

2.20 SHOULD OFFENDER BE ADMITTED TO CIS?

Step 1- **READ COURT ORDERS THOROUGHLY BEFORE ENTERING IN CIS TO MAKE SURE THE OFFENDER WAS SENTENCED TO FORMAL PROBATION.**

- **THINGS THAT ARE NOT ADMITTED TO CIS:**
 - Bench Probation (Except Incoming Compact)
 - PSRB Judgements
 - City Ordinances
 - Bench Parole

Step 2 – **VERIFY THIS IS A NEW CUSTODY CYCLE, IF NOT SEE CHAPTER 7 – ADDING AN OFFENSE.**

- What determines a Custody Cycle? If there is a gap in time (one day between case closure and new supervision entry in CIS), a new custody cycle should be created.
 - Examples:
 - Same Cycle: An offender receives a new supervision on the same day their current supervision ends.
 - New Cycle: An offender receives a new supervision one day after current supervision ends.
 - New Cycle: An offender receives a new prison conviction on the same day their only misdemeanor case was revoked and closed to CRTR. Due to transport, it takes a few days for the “I” line to be added to CIS. Because there is a gap in time a new custody cycle should be created.

NOTE: Drug Court cases may be entered in CIS as Conditional Discharge ORS 475.245 or Diversion ORS 137.533 or 135.881 per your county as long as the order/petition states that the offender is “on formal supervision.”

2.21 OFFENDER ADMISSION

Step 1- Before Admitting:

- Run WEBLEDS to check for the offender's SID# and eCourts to retrieve further information on the offender.
- From the Main Menu, go to Admission screen by entering the corresponding menu number on the on the selection line, press enter. This will bring up the 'Community Corrections Admission' screen.

CC Support Menu Admissions Selection example

| | | |
|----------------------------------|--|-------------------|
| CCSUPPORT | Corrections Information Systems (TEST) | 8:49:14 |
| MCCARTHY | CC Support Menu | 9/01/05 |
| Select one of the following: | | |
| 1. Offender Information | | |
| 2. LEDS | | |
| 3. Admissions | | |
| 4. CC Release Process | | |
| 5. CC Court Orders Process | | |
| 6. CC Support Data Entry/Update | | |
| 7. CC EPR Process | | |
| 8. CC Abscond Return Process | | |
| 9. CC Transfer Process | | |
| 10. CC Change Primary Caseload | | |
| 11. W/W Risk Assessments | | |
| 12. W/W Sex Offender Assessments | | |
| More... | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top |
| | F11=Menu bar | F12=Previous menu |

- Verify the offender is not already in CIS by using either the name search method or SID # entry method.
 - **Name Search Method:** Press F4=Prompt on the 'offender' field, this will bring up the 'Offender Name Search' screen. On the 'position to' field, type the offender's name shown on Court Order (last first then middle – **don't use a comma between the last and first name**), press enter. A list of possible matches should appear, you may need to page up or down to verify your offender is not listed. Check the identifying data, i.e. Name; DOB; and SID# to see if anyone listed matches with your offender. If there is **not** a match, press F12=Cancel and move on to **Step 2a**. If there is a match, go to **Step 2b**.
 - **SID Entry Method:** enter SID# of your offender on 'offender' field, press enter. If you get the following message on the bottom of the screen "**Offender Not Found. Check ID Number. Use F6 for Offenders new to OPS.**" go to **Step 2a**. If a match is found, go to **Step 2b**.

Name Search Method Example

```

OPS225I                      Corrections Information Systems (TEST)          10:12:10
MCCARTHY                      Community Corrections Admission                9/02/05

Offender.....
.....
:                               Offender Name Search                       :
: Position to . . . TEST OFFENDER EUGENE                               Loc: *ALL                      :
: Name                               Birthdate   SID#   Case   Loc   Status/Cell   :
: TEST                               M 03/26/1984 13861307 00410 EOCI  Inmate(A316A ) :
: TEST, OFFEND CHANIEL                C 07/30/1981 13904807 0850  JEFF  Discharge      :
: TEST, THOMAS EUGENE                 C 03/20/1981 14838795 3810  TILL  Discharge      :
: TEST, XSASHA CHANIEL                A 07/30/1981 13904807 0850  JEFF  Discharge      :
: TEST-JACQUEZ, JUAN M                A 09/25/1983 12966261 01409 CCCF  Inmate (B226B ) :
: TEST-JACQUEZ, JUAN MAUR             A 09/25/1983 12966261 01409 CCCF  Inmate (B226B ) :
:                                     More... :
: F4=Prompt   F12=Cancel   F16=View description                       :
: Copy PSI data from....          SIDNO                               :

F3=Exit   F4=Prompt   F5=Refresh   F6=New admission
F7=Current date/time   F9=Retrieve   F11=Menu bar   F12=Cancel

```

SID Search Method Example

```

OPS225I                      Corrections Information Systems (TEST)          9:28:41
MCCARTHY                      Community Corrections Admission                9/01/05

Offender..... 1234567
DOB.....
Current status.....
Last location.....
Release date/time....
Supervision level.....
Admission to location.
Admission date/time...
Caseload.....

Post admission status.

```

Step 2a- Offender not in CIS system:

- At the 'Community Corrections Admission' screen, press F6=New Admission, this will bring up the 'Community Corrections New Intake – 'New Offender Data' screen. Go to **Step 3**.

Offender not in CIS example (F6=New Admissions)

```

OPS226I                      Corrections Information Systems (TEST)          10:19:02
MCCARTHY                      COMMUNITY CORRECTIONS NEW INTAKE          9/02/05
                               **NEW OFFENDER DATA**

** Note: Use only for offenders not currently enrolled in OP System. **

ID number..... _____
Last name..... _____
First/middle/title.. _____
DOB.....                      SEX: __      Race: __
Admit to location... MTDC
Date/Time..... _____
From county/state... _____
Caseload..... _____
Admission status.... PR  Note: Diversion Offenders enter as DV = Diversion

LC conviction county _____
LC supv status code. _____
Search PSI data..... Y
Copy PSI data from.. _____ SIDNO

```

Step 2b- Admitting offender found in CIS system:

- Put cursor on offender and press enter.
- This will take you to the 'Community Corrections Admission' screen.
 - Fill in Admission to Location, Admission date/time, Caseload, Adm from State/County, and Post Admission Status (PR=Probation, CD=Prob/Conditional Discharge, DV=Probation Diversion) fields.
 - Press enter to process; you will get the message '**Field admission processed**' at the bottom of the screen.
 - Press enter to go to next screen the 'Offender Names' screen follow [steps 4 through 15 below](#).

Offender in CIS example (Community Corrections Admission)

```

OPS225I                      Corrections Information Systems (TEST)          14:38:31
MCCARTHY                     Community Corrections Admission                9/07/05

Offender..... 1234567 TEST, OFFENDER EUGENE
DOB.....      3/20/1981
Current status..... Probation
Last location..... TILL
Release date/time.....
Supervision level..... MED

Admission to location. TILL Tillamook County Community Corrections
Admission date/time... 9072005 1437
Caseload.....      3810  DIANE WALLING

Post admission status..
LC conviction county..
LC supv status code...
Copy PSI data from....          SIDNO 00000000
F3=Exit   F4=Prompt   F5=Refresh   F6=New admission
F7=Current date/time   F9=Retrieve   F11=Menu bar   F12=Cancel
Field admission processed.
    
```

Step 3- Admitting offender not in CIS System:

- On 'Community Corrections New Intake' screen fill in all pertinent information.
 - ID Number (SID number= State ID number)
 - If no SID number, tab to name field – computer will generate block # when you press enter)
 - Last Name, First/middle/title (Name is entered exactly as listed on court order)
 - DOB
 - Date/Time (Admission date/time). The date should be the proceeding or conviction date on order. The time will be entered using military time. If you know the time the proceeding happened, you can use that time. If you do not know, use any time. 0800 is commonly used for admissions.
 - From county/state
 - Caseload
 - Press enter.
- This will take you to the 'PSI Offender Name Search' screen, check for available PSI information by matching your offender's information to those listed.

- If there is PSI information, put cursor on offender's name and press enter. You will get the message "PSI data will be copied. Enter to copy and admit." Press enter to admit.
- If there is no PSI information, press enter to admit.

PSI Search example

```

OPS226I                      Corrections Information Systems (TEST)                      10:19:02
MCCARTHY                      COMMUNITY CORRECTIONS NEW INTAKE                      9/02/05
                                **NEW OFFENDER DATA**

** Note: Use only for offenders not currently enrolled in OP System. **

ID number..... 1234567

.....
:                               PSI Offender Name Search                               :
: Position to . . .                               Loc: *ALL                               :
: Name                               Birthdate  PSI#  SID#  Loc  PSI Date  :
: TEST, GARY PAUL                    06/22/1956  51050200  [REDACTED]  LINC  09/09/1988  :
: TEST,                               07/11/1952  51552900  [REDACTED]  MALH  07/28/1989  :

```

PSI Copy example

```

OPS226I                      Corrections Information Systems (TEST)                      10:23:44
MCCARTHY                      COMMUNITY CORRECTIONS NEW INTAKE                      9/02/05
                                **NEW OFFENDER DATA**

** Note: Use only for offenders not currently enrolled in OP System. **

ID number..... 1234567
Last name..... TEST
First/middle/title.. OFFENDER                      EUGENE
DOB..... 6221956
Admit to location... COMM
Date/Time..... 9022005 1019
From county/state... LINC
Caseload..... 6010
Admission status.... PR Note: Diversion Offenders enter as DV = Diversion
Compact offender.... N Compact Offenders ONLY enter as PA = Parole
LC conviction county
LC supv status code.
Search PSI data..... N
Copy PSI data from.. 510502 SIDNO 1234567 TEST, OFFENDER EUGENE
F3=Exit F4=Prompt F5=Refresh F7=Current date/time
F9=Retrieve F11=Menu bar F12=Cancel
PSI data will be copied. Enter to copy and admit.

```

- This will take you to the 'CIS Offender Name Search' screen, since you already checked to make sure your offender is not in CIS system, press enter to return to the 'Community Corrections Admission' screen and you will get the message 'Field Admission Processed'.
- Press enter again to go to the 'Offender Names' screen.

Admission message example

```

MCCARTHY           Community Corrections Admission           9/02/05
Offender..... 1234567 TEST, OFFENDER EUGENE
DOB..... 6/22/1956
Current status.....
Last location.....
Release date/time....
Supervision level.....
Admission to location..
Admission date/time...
Caseload.....
Post admission status..
LC conviction county..
LC supv status code...
Copy PSI data from...          SIDNO 00000000
F3=Exit   F4=Prompt   F5=Refresh   F6=New admission
F7=Current date/time   F9=Retrieve   F11=Menu bar   F12=Cancel
Field admission processed.
  
```

Step 4 - 'Offender Names' screen:

- Enter all names the offender uses one at a time by entering the information in the required fields, i.e. Last Name, First, Middle, Title, and Type.
- Use F4=Prompt for examples of allowable titles and types.
- Press enter to process each name.
- You will receive the message "record added".
- Press enter to the next screen 'Offender Residential Addresses'.

NOTE: When offender comes back under supervision on a new cycle and the convicted name is not the same as the previous cycle, change the name to the new convicted name on the 'Offender Names' screen.

Changing Court Name Process

- Enter new Court Order name using 'X' as the 'type'.
- Press enter; you will get message 'record added.'
- Press F7=change, enter the sequence number of the new Court name and tab to the 'X' and change to 'C'.
- Press enter; this will change the current Court name to the new Court name. The old Court name will be listed with an 'X' so you know the offender had a previous Court name.

'Offender Name' screen example

```

OPS212I          Corrections Information Systems (TEST)          11:24:42
MCCARTHY          Offender Names                                9/02/05
                                     CREATE
Offender: 1234567 TEST, OFFENDER EUGENE
Status: Probation      LINC Lincoln County Community Corrections

  00  TEST          OFFENDER          MANUEL          JR          T
Seq  Last Name      First             Middle          Title  Type
01  TEST           OFFENDER          EUGENE          C
02  TEST           OFFENDER          PAUL           A
03  TEST           OFFENDER          M              X
04  TEST           OFFENDER          MANUEL         A

                                     Bottom
F3=Exit   F4=Prompt   F5=Refresh F6=Add   F7=Change F9=Retrieve
F10=Print F11=Menu bar F12=Cancel F14=Delete
OFFENDER Test record added.
  
```

Step 5 – 'Offender Residential Addresses' screen:

- Fill in address information in required fields.
- Press enter to process.
- You will receive the message "Address record added".
- If mailing address is different from physical address, use 'F15=mailing address'.
- Press enter to go to the next screen, 'Offender Description'.

'Offender Residential Addresses' screen example

```

OPS213I          Corrections Information Systems (TEST)          11:33:22
MCCARTHY          Offender Residential Addresses                9/02/05
                                     CREATE
Offender: 1234567 TEST, OFFENDER EUGENE
Status: Probation      LINC Lincoln County Community Corrections

  00  1234 OCEAN BAY LOOP
City: LINCOLN          State/Zip: OR 97454 - 0000
County: LINC   Update mailing? Y Effective: 9/02/2005 HmPh: 000)000-0000
Seq Address1          Address2
  City              St  Zip          County  Effective Date
01  1234 OCEAN BAY LOOP
    LINCOLN          OR  97454 0000  LINC      9/02/2005
Bottom
F3=Exit   F4=Prompt   F6=Add   F7=Change F9=Retrieve F10=Print
F11=Menu bar F12=Cancel F14=Delete F15=Mailing address
ADDRESS record added.
  
```

Step 6 – ‘Offender Description’ screen:

- Fill in required fields, i.e. Sex/Race; Hair/Eyes; Height; Weight; Social Security Number; FBI Number; Drivers License No., St, Yr.
- Fill in any other fields per your County’s policy.
- Press enter to process.
- You will receive the message “Description record added”.
- Press enter to go to the next screen ‘Offenders Scars/Marks/Tattoos’.

NOTE: Do not use dashes in social security number; computer will generate the SSN dashes and if the offender’s driver’s license is suspended then enter ‘1900’ in year field.

‘Offender Description’ screen example

| | | |
|---|--|--|
| OPS211I | Corrections Information Systems (TEST) | 11:45:30 |
| MCCARTHY | Offender Description | 9/02/05 |
| | CHANGE | |
| Offender: 1234567 TEST, OFFENDER EUGENE | | |
| Birthdate..... 6/22/1956 | | |
| Sex/Race..... M W | | |
| Hair/Eyes..... BLK BRO | | |
| Height..... 5 ft 7 in | | |
| Weight..... 145 lbs | | |
| Social security No.. 111-22-5555 | | |
| SIS Permission/Date. | | PRISM Permission/Date. <u>12/12/2005</u> |
| FBI Number.....***** | | California ID..... |
| Drivers license No.. ***** | | St OR Yr 2006 |
| Handicap..... NONE | | |
| Birthplace..... XX UNKNOWN | | |
| Citizenship..... XX UNKNOWN | | |
| Primary language.... | | |
| SSN verified..... by on | | |
| F3=Exit F4=Prompt F5=Refresh | | |
| F9=Retrieve F11=Menu bar F12=Cancel | | |
| Description record added. | | |

Step 7 – ‘Offenders Scars/Marks/Tattoos’ screen:

- Enter all scars/marks/tattoos (SMT) one at a time on required fields.
- Use F4=Prompt to view allowable SMTs codes. Use these codes for entry on EPR's.
- Add SMT description if available in ‘Additional Description’ field.
- Press enter to process.
- You will get a message “record added”.
- Press enter to go to next screen ‘Offender Other Numbers’.

‘Offenders Scars/Marks/Tattoos’ screen example

| | | |
|---|--|------------------------|
| OPS214I | Corrections Information Systems (TEST) | 11:54:45 |
| MCCARTHY | Offender Scars/Marks/Tattoos | 9/02/05 |
| | CREATE | |
| Offender: 1234567 TEST, OFFENDER EUGENE | | |
| Status: Probation LINC Lincoln County Community Corrections | | |
| 00 TAT UL ARM | | |
| Seq Code | Table Description | Additional Description |
| 01 TAT RF ARM | FOREARM, RIGHT | |
| 02 SC RF ARM | FOREARM, RIGHT | 5 inches |
| 03 TAT R ARM | ARM, RIGHT, NONSPECIFIC | |
| F3=Exit F4=Prompt F6=Add F7=Change F9=Retrieve F10=Print | | Bottom |
| F11=Menu bar F12=Cancel F14=Delete | | |
| TAT R ARM record added. | | |

Step 8 – ‘Offender Other Numbers’ screen:

- Enter any other numbers the offender uses, i.e. DOB; SSN; institution; driver’s license, other State’s SID #, etc.
- Use F4=Prompt to view ‘Type’ abbreviations.
- Press enter to process each number separately.
- You will get a message “record added”.
- Press enter to go to next screen ‘Work With Offenses’.

‘Offender Other Numbers’ screen example

| | | |
|---------------------|---|--|
| OPS215I | Corrections Information Systems (TEST) | 12:00:50 |
| MCCARTHY | Offender Other Numbers | 9/02/05 |
| CREATE | | |
| Offender: 1234567 | TEST, OFFENDER EUGENE | |
| Status: Probation | LINC Lincoln County Community Corrections | |
| 46620 | IN# current institution # | |
| Seq Other Numbers | Type Additional Description | |
| 01 000000000 | SSN | |
| 02 13622 | IN# old institution number | |
| Bottom | | |
| F3=Exit | F4=Prompt | F6=Add F7=Change F9=Retrieve F10=Print |
| F11=Menu bar | F12=Cancel | F14=Delete |
| 13622 record added. | | |

Step 9 - ‘Work With Offenses’ screen:

- Press ‘F6=Add Docket’
- F6 takes you to ‘New Docket, Offense and Sentence’ screen.

Step 10 - ‘New Docket, Offense and Sentence’ screen: Adding an Offense

- Fill In all fields below:
 - Docket # (Case #) (a total of 14 numbers only including /count number) from Court Order (specify counts by using “/01, etc.”, count #'s should match Court Order);
 - County of conviction (F4 prompt to search for correct county code);
 - Sanction status – read the court order very carefully to determine sanction status, use F4 to determine proper entry, know your court’s policy on misdemeanor sanctions. At this time there will only be three options: (1) use SANC when court allows sanctions as does your county office, (2) use PSSR when court does not allow sanctions, (3) leave blank – ONLY – if your court allows sanctions but your office policy does not (example: XYZ County Community Corrections requires all misdemeanors violations to be reported to

the court even though the court would allow structured sanctions to be imposed);

- ORS # - taken from ORS table (F4=prompt to search). If ORS is not listed in table, please [refer to OPS Chapter 13.4](#). If offense is solicitation or conspiracy (criminal conspiracy), enter solicitation or conspiracy ORS # in the first ORS field (add complete ORS # including additional #s or letters past the first 5 to 6 digits) this will trigger the requirement to enter a corresponding “C or S” in the ‘inchoate’ field, in the second ORS # field fill in the underlying crime.);
- Sentencing guidelines ‘Y’ (felonies committed after 11/1/89) or ‘N’ (misdemeanors);
- Felony=misdemeanor ‘N’ (normal sentence), ‘Y’ (felony treated as misdemeanor – FMP). These are the only two codes that should be used at the time an offense is added. Two other codes available are ‘C’ (felony is misdemeanor at completion of supervision-MFP) and should ONLY be used after body closure; and ‘E’ (when misdemeanor status is earned during course of probation). DO NOT ENTER the ‘C’ code or ‘E’ code at the beginning during admissions! (Refer to Felony Convictions with Misdemeanor Treatment in OPS [Chapter 12.10](#) for detailed information);
- CSS &CHS (Felonies only & Grid score taken from Court Order.);
- Supervising Judge’s last name;
- Dispositional depart (Felonies only & Taken from Court Order) = “N” (None), “U” (Upward), “D” (Downward), “O” (Optional Probation- only for grid scores 8-G, 8-H, or 8-I). Clarify with PO, Court or DA if departure information is unclear;
- Durational depart (Felonies only & Taken from Court Order) = “N” (None), “U” (Upward), “D” (Downward). Clarify with PO, Court or DA if departure information is unclear;
- Defense counsel last name;
- District attorney last name;
- DA #;
- Crime date (taken from Court Order or eCourts);
- M57 Eligible __ M57 Convicted__, this is a specific finding that the court makes and you will only enter a ‘Y’ or ‘N’ (for yes or no) in the appropriate

field if the court has made that finding. If you do not see this on the order leave the fields blank.

- Arrest date – enter if available, okay to leave blank;
- Conviction date (from the order). Usually conviction date is the date of the sentencing order; rarely an offender is convicted on one date and sentencing is held over pending a PSI; NOTE: Conditional Discharge and Diversion - CIS will not allow a conviction date.
- Sentence type (P = probation; D = diversion; C = conditional discharge);
- Begin date (same as conviction/sentence/proceeding date);
- Length of sentence is entered as shown on the court order (days, months, or years);
- Press enter. You will get the message ‘Docket, offense, and sentence added’;
- Press enter again to take you back to “Work with Offenses” screen.

NOTE: If sentences are merged, go to the sentence line of the offense that is to be merged, put a ‘2=change’, press enter. Tab down to the ‘merged to’ field and enter the offense number that this offense is being merged with.

‘New Docket, Offense and Sentence’ screen example

| | | |
|--|--|--------------------------|
| OPS263I | Corrections Information Systems (TEST) | 13:02:15 |
| MCCARTHY | New Docket, Offense and Sentence | 9/07/05 |
| | CHANGE | |
| Offender.... 12345678 | TEST, OFFENDER EUGENE | |
| Status..... Probation | LINC | |
| Docket#..... 881132/01 | County..... LINC | |
| Offense number..... 1 | Sanction status..... SANC | |
| ORS number..... 162205 | FAIL AP I CF | |
| Sent guide (Y/N)... Y | | |
| Felony=Misdemeanor.. N | | |
| Inchoate/ORS..... | | |
| Crime seriousness... 8 | Criminal history.... I | |
| Sentencing judge.... LITTLEHALES | Dispositional....O | |
| Defense counsel.... GRECO | Durational depart... N | |
| District attorney... WRIGHT | DA case number..... 123456 | |
| Crime date..... 9201988 | M57 Eligible ___ M57 Convicted...___ | |
| Arrest date..... | | |
| Convicted Date..... 10261988 | | |
| Sentence type..... P | Life (L)..... | Begin date..... 10261988 |
| Length (ymd)..... 5 - 0 - 0 | | Compact begin date.. |
| F3=Exit F4=Prompt F5=Refresh F6=Sentence detail F11=Menu bar | | |
| Docket, offense, and sentence added. | | |

'New Docket, Offense and Sentence' screen inchoate example

```

OPS263I                      Corrections Information Systems (TEST)          13:08:41
MCCARTHY                     New Docket, Offense and Sentence              9/07/05
                                CHANGE

Offender.... 1234567 TEST, OFFENDER EUGENE
Status..... Probation          LINC

Docket#..... 900982/02          County..... LINC
Offense number..... 2          Sanction status..... SANC
ORS number..... 161450 03    CONSP CF    CF CRIMINAL CONSPIRACY C FELONY
Sent guide (Y/N)... Y
Felony=Misdemeanor.. N
Inchoate/ORS..... C 811.182 03    DRIV S/R F DRIVE SUSPENDED/REVOKED FELO
Crime seriousness... 1          Criminal history....
H
Sentencing judge.... LITTLEHALES          Dispositional depart...N
Defense counsel..... GRECO          Durational depart.....U
District attorney... WRIGHT          DA case number.....
567891
Crime date..... 6011990          M57 Eligible ____ M57 Convicted____
Arrest date.....
Convicted date.....
Sentence type..... P Life (L)..... Begin date..... 6181990
Length (ymd)..... 5 - 0 - 0          Compact begin date..
F3=Exit F4=Prompt F5=Refresh F6=Sentence detail F11=Menu bar
F12=Cancel
Docket, offense, and sentence added.

```

Step 11 – 'Work With Conditions' screen:

- Put an 8 on first line of offense next to docket # (8=Conditions)
- Press enter.
- This will bring you to the "Work with Conditions" screen.

How to get to 'Work With Conditions' screen example

```

OPS230I                      Corrections Information Systems (TEST)          13:32:01
MCCARTHY                     Work with Offenses              9/07/05

Offender: 1234567 Test, Offender Eugene          Record key:
Status: Probation          LINC Lincoln County Community Corre
          DNA Collection Required          OISC migr date...
Enter option...          Custody cycle.... 1
  2=Change          3=Copy offense          4=Delete          5=Display
  7=Add sentence    8=Conditions          9=Custody units    17=Add LC
OFF# DOCKET CNTY ORS ABBREV ORS NUMBER SG SANC SGDO
  CS Type Begin date Length Max date Term date Code
_ 01 881132/01 LINC FAIL AP I 162.205 N N
_ 00 P FPR 10/26/1988 005-000-000 10/25/1993
_ 8 02 900982/02 LINC CONSP CF 161.450 03 Y Y
  DRIV S/R F 811.182 03
_ 00 P FPR 06/18/1990 005-000-000 06/17/1995
                                Bottom
F3=Exit F6=Add docket F7=Facesheet F8=Notes F10=Print Options
F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys...

```

'Work With Conditions' screen example

| | | | |
|---|--|---|-------------|
| OPS208I | Corrections Information Systems (TEST) | | 13:48:21 |
| MCCARTHY | Work With Conditions | | 9/07/05 |
| Offender..... | 1234567 | TEST, OFFENDER EUGENE | |
| Status..... | Probation | LINC Lincoln County Community Corrections | |
| Court case number. | 900982/02 | LINC Judge..... LITTLEHALES | |
| Enter option... | | | |
| 2=Change 4=Delete 5=Display 8=Payment Entry | | | |
| Opt | Code | Type | Description |
| No records found | | | |
| Trk | Txt | Compl | |

- Press "F17 (Shift F5) =add conditions"
- Put a 1 beside each **special** condition that is listed on Court Order (page down to go to next condition screen). **NOTE: No need to enter general conditions.**
- Press Enter
- Press "F17 (Shift F5) =selected conditions" to see list of chosen conditions.
- Put a 2 (2=Change) beside each condition that needs text added, money amounts, hours or days (taken from Court Order) or a monthly amount, if applicable.
 - All financial obligations except restitution/compensatory fines and supervision/probation fees are added together under the COFO condition.
 - REST, SC7, CMPF, and CSWK conditions require entry of an amount or being marked as "N" Trackable
 - **NOTE: Outcome Measure conditions REST, SC7, CMPF, and CSWK should NEVER be changed to Trackable N, unless one of the following occurs:**
 - Multiple counts and you are only tracking the condition on one count;
 - Multiple dockets (Parole/Post Prison Orders) and you are only tracking condition on one count;
 - Court ordered condition, but no amount ordered;
 - When Court or Board converts entire amount ordered prior to completion of any portion of the condition (see **FAQ's in OPS 18**).
- Check Court Order/County Policy for Supervision Fee Amount ([refer to Supervision Fee Manual](#)) for Steps to Updating the Supervision Fee Amount instructions and Waiver, if applicable.
- Press enter to go you back to "Work with Offenses" screen.
- Press enter until you get to the 'Offender Print' screen or press F10 from "Work with Offenses" screen.

'Work With Conditions' screen condition selection example

```

OPS208I                      Corrections Information Systems (TEST)          13:54:44
MCCARTHY                      Work With Conditions                          9/07/05

Offender..... 1234567          TEST, OFFENDER EUGENE
Status..... Probation          LINC Lincoln County Community Corrections
Court case number. 900982/02    LINC Judge..... LITTLEHALES

Enter option...                Position to Seq#.....

1=Select
Opt  Code   Seq   Type      Description                      Trk
 1  NOEA    200   PROBATION NO ENTRY ALCOHOL SOLD                N
      ANTA    205   PROBATION ANTABUSE                          N
      NAAA    205   PROBATION NARCOTICS ANONYMOUS OR AA                N
 1  NDRG    205   PROBATION NO DRUGS/DRUG PARAPHERNAL-GC02          N
      NOAD    205   PROBATION NO ASSN W/DRUG USERS                      N
      NOED    205   PROBATION NO ENTRY DRUGS KEPT/SOLD                  N
 1  URIN    205   PROBATION URINALYSIS (GC03)                          N
      ADCO    210   PROBATION ALCOHOL/DRUG EVAL/TREAT-GC04                N
      ALTX    210   PROBATION ALCOHOL EVAL/COUNSELING-GC04                N
      ANGR    210   PROBATION ANGER CONTROL COUNSELING                    N

More...

F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel  F13=Repeat
          F17=Selected conditions  F18=Expired conditions
  
```

Step 12 – 'Offender Print' screen:

- Put a 5 on option line.
- Press enter.
- This will print a kardex.

'Offender Print' screen example

```

OPS511I                      Corrections Information Systems (TEST)          14:07:26
MCCARTHY                      Offender Print                              9/07/05

Offender: 1234567          TEST, OFFENDER EUGENE
Status:   Probation          LINC Lincoln County Community Corrections

1.  Facesheet - with detainers and notifiers
2.  Facesheet - display
3.  Facesheet
4.  Facesheet - with detainers

5.  Kardex - print
6.  Kardex - display
7.  Movement history (ISU only)

8.  Facesheet - log
9.  Facesheet - work with

10. Print Offenses & Sentences

Option:  5
F3=Exit  F9=Retrieve  F11=Menu Bar  F12=Cancel
Enter desired option = 1 to 10
  
```

Step 13 – Go to WebLEDS to enter EPR. [Refer to OPS Chapter 5-](#) (Enter probation record) for instructions on entering EPRs.

NOTE: EPR can only be entered if offender has SID #. If no SID #, put a note on the file for PO to fingerprint offender, or per your county policy. In order to obtain SID #, the offender must be fingerprinted.

Step 14 – Label:

- Type label with case type (i.e. FPR, MPR, DV, CD) offender's name, SID # and expiration date as shown below or per your county policy.

Label Example:

| | |
|-------|---------------------|
| FPR | LAST NAME, First MI |
| SID # | |
| | Exp: 02/03/27 |

Step 15 – File:

- Prepare file accordingly per your county policy.
- Place in appropriate Probation Officer (PO) mailbox.

2.22 COMPACT ADMISSION - [REFER TO OPS CHAPTER 3](#) – INTERSTATE COMPACT

2.23 LOCAL CONTROL ADMISSION- [REFER TO OPS CHAPTER 15](#)- LOCAL CONTROL DATA ENTRY

2.24 ADMITTING PAROLE/POST-PRISON/LEAVE/SECOND LOOK/CASES FROM AN INSTITUTION

NOTE: All offenders released from prison to your location, should be admitted to your location whether or not they have physically reported to your location, unless released to your location in error.

Step 1- In the 'Community Corrections Admission' screen:

- Type SID # on "Offender line", press enter. The "Current Status" line will show Admission Pending.
- Admission to Location is auto filled with your location.
- Tab to 'Admission Date/Time' field, fill in date and time of admission (take from release date and time. Release and admission time/date should match exactly).
- Tab to Caseload, enter caseload # and press enter.
- You will get the message 'admission from institution processed.'

'Community Corrections Admission' screen- Admission Pending example

| | | |
|---------------------|--|---------|
| OPS225I | Corrections Information Systems (TEST) | 9:03:00 |
| MCCARTHY | Community Corrections Admission | 9/08/05 |
| Offender..... | 1234567 TEST, OFFENDER RUSSELL | |
| DOB..... | 3/20/1958 | |
| Current status..... | Admission Pending | |

'Community Corrections Admission' screen - Entry example

| | | |
|------------------------|--|-----------------------------|
| OPS225I | Corrections Information Systems (TEST) | 9:05:24 |
| MCCARTHY | Community Corrections Admission | 9/08/05 |
| Offender..... | 1234567 TEST, OFFENDER RUSSELL | |
| DOB..... | 3/20/1958 | |
| Current status..... | Post Prison | |
| Last location..... | CRCI | |
| Release date/time..... | | |
| Supervision level..... | HI | |
| Admission to location. | MTNO Multnomah North Office | |
| Admission date/time... | 8262004 906 | |
| Caseload..... | 3484 GOSS, RICHIE | |
| Post admission status. | | |
| LC conviction county.. | | |
| LC supv status code... | | |
| Copy PSI data from.... | SIDNO 00000000 | |
| F3=Exit | F4=Prompt | F5=Refresh F6=New admission |

Step 2- Admissions Screen Series:

- Press enter to move from one screen to the next updating all pertinent information until you come to the 'Work with Offenses' screen. (See OPS chapter 2.21 Steps 4-8)

Step 3 – Review Orders & Release Documents to determine if offender should be on Post-Prison or Leave Status:

- Parole/Leave status: Offenders released to community corrections from an institution that are serving the remainder of their prison sentence in the community.
 - Parole (FPA)/Leave -STTL & AIP (FLV)/second look (FSL) crimes and sentences will already be entered, so do not add 'O' line at this time.

- When leave sentences are complete, [refer to OPS Chapter 7.4](#) Transferring from Leave (AIP or STTL) Status to Post-Prison Status.
 - Parole cases will never have an O line, just an open I line.
 - Check offenses in CIS against Orders/Release Documents.
 - If Offender served local sentences in the institution, DO NOT close L line to POST while on Leave status.
 - Move to [Step 4](#) below.
- **Post-Prison:** Offenders released to community corrections from an institution or from Leave status that have completed their prison sentence.
 - Post-Prison sentences will need “O” lines added from ‘Work With Offenses’ screen
 - Check offenses and sentence lengths/expiration dates in CIS against Parole/Post-Prison Orders.
 - Post-Prison “O” line (FPO sentence) will be entered after the institution has closed the “I” line POST.
 - To add “O” line, put a ‘7=add sentence’ on appropriate offense line (matching docket #'s with PPS Order), press enter, this will take you to the ‘Sentence Data’ screen.
 - Put an “O” (not zero) on the “Sentence Type” line, fill in begin date (this is the same as release date taken from PPS order), fill in sentence length taken from PPS order (PPS orders use months for sentence length), press enter, you will get the message ‘record updated’.
 - If the **Max sent date** does not match the PPS order contact the Board.
 - Press enter again to return to “Work with Offenses” screen.

NOTE: If there is an “I” line(s) closed to POST, but no PPS ordered, email OISC to resolve (TPS and PTA lead worker group email in OISC section of CC directory). OISC may need to close line(s) to expire.

Adding O Line Example: 7=add sentence

| | | | | | | | | |
|---|--|--------------|------------|-------------|------------|------------|------|--|
| OPS230I | Corrections Information Systems (TEST) | | | | | 9:08:18 | | |
| MCCARTHY | Work with Offenses | | | | | 9/08/05 | | |
| Offender: 1234567 Test, Offender Russell | | | | | | | | |
| Record key: | | | | | | | | |
| Status: PostPrison MTNO Multnomah North Office | | | | | | | | |
| DNA Collection Required OISC migr date... | | | | | | | | |
| Enter option... Custody cycle.... 4 | | | | | | | | |
| 2=Change 3=Copy offense 4=Delete 5=Display | | | | | | | | |
| 7=Add sentence 8=Conditions 9=Custody units 17=Add LC | | | | | | | | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG | SANC | SGDO | |
| CS | Type | Begin date | Length | Max date | Term date | Code | | |
| <u>7</u> | 01 | 021237686/01 | MULT | BURG I | 164.225 | Y | Y | |
| | 00 | I F | 03/26/2003 | 000-020-000 | 08/26/2004 | 08/26/2004 | POST | |

Adding O line Example: Sentence type 'O'

| | | |
|------------------------------|--|--------------------------------|
| OPS235I | Corrections Information Systems (TEST) | 9:19:39 |
| MCCARTHY | Sentence Data | 9/08/05 |
| | | CHANGE |
| Offender..... | 1234567 TEST, OFFENDER RUSSELL | |
| Status..... | PostPrison MTNO | |
| Offense/Sentence.... | 01 002 | Court Case..... 021237686/01 |
| Sentencing Guid..... | Y | County..... MULT |
| ORS..... | 164.225 BURG I | AF BURGLARY I |
| Sent type..... O | | |
| Begin date..... | 8/26/2004 | |
| Compact begin dt.... | | |
| Length (ymd)..... | 0 - 36 - 0 | Life (L)..... |
| Inop days..... | | Inop days (F4=W/W).. |
| CS to..... | | MRG to..... |
| Time served..... | | |
| Tent paro disc date. | | |
| Termination date.... | | Max sent date..... 8/25/2007 |
| Termination code.... | | Max indet sent date. 3/26/2023 |
| F3=Exit F4=Prompt F5=Refresh | F11=Menu bar | F12=Cancel |
| 002 record updated. | | |

Step 4– 'Work With Conditions' screen:

- Put an 8 on first line of offense next to docket # (8=Conditions).
- Press enter this will take you to the "Work with Conditions" screen.

How to get to 'Work with Conditions' screen example

| | | |
|-------------------------|--|---------------------|
| OPS230I | Corrections Information Systems (TEST) | 9:21:31 |
| MCCARTHY | Work with Offenses | 9/08/05 |
| Offender: 1234567 | Test, Offender Russell | Record key: |
| Status: PostPrison | MTNO Multnomah North Office | |
| DNA Collection Required | | OISC migr date... |
| Enter option... | | Custody cycle.... 4 |
| 2=Change | 3=Copy offense | 4=Delete |
| 7=Add sentence | 8=Conditions | 9=Custody units |
| 17=Add LC | | |
| OFF# | DOCKET | CNTY |
| CS | Type | Begin date |
| Length | Max date | Term date |
| Code | | |
| 8 01 | 021237686/01 | MULT |
| | | BURG I |
| | | 164.225 |
| 00 | I F | 03/26/2003 |
| 00 | O FPO | 08/26/2004 |
| | | 000-020-000 |
| | | 08/26/2004 |
| | | 08/25/2007 |
| | | 08/26/2004 POST |

- Press "F17=add conditions"(Shift F5).
- Put a 1(1=Select) on the option line beside each condition that is listed on order.
- Press enter.

NOTE: If Compensatory Fine is listed on PPS order under SC10, use the probation condition of compensatory fine. See OPS Chapter 18 for more condition information.

'Work With Conditions' screen selection example

| | | |
|---|---|---------|
| OPS208I | Corrections Information Systems (TEST) | 9:28:22 |
| MCCARTHY | Work With Conditions | 9/08/05 |
| Offender..... | 1234567 TEST, OFFENDER RUSSELL | |
| Status..... | PostPrison MTNO Multnomah North Office | |
| Court case number. | 021237686/01 MULT Judge..... ROSENBLUM | |
| Enter option... | Position to Seq#..... | |
| 1=Select | | |
| Opt | Code Seq Type Description Trk | |
| 1 | SC1 50 PARO/POST SUBMIT TO Mental Health Eval N | |
| | SC2 50 PARO/POST Psych Medication Monitoring N | |
| | SC3 50 PARO/POST No Contact with Minor Females N | |
| | SC4 50 PARO/POST No Contact with Minor Males N | |
| | SC5 50 PARO/POST S/O Polygraph Test N | |
| | SC6 50 PARO/POST Sex Offender Treatment Program N | |
| 1 | SC7 50 PARO/POST Court Ordered Restitution Y | |
| | SC8 50 PARO/POST Sex Offender Notification N | |
| 1 | SC9 55 PARO/POST No Intoxicating Beverages N | |
| 1 | SC10 60 PARO/POST Other Conditions as Listed N | |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F13=Repeat | | |
| | F17=Selected conditions F18=Expired conditions | |

- Press 'F17=add conditions' (shift F5) again to see list of chosen conditions.
- Put a '2=change' beside each condition that needs text added.
- Press enter to add text (taken from Order).
- After entering text, press enter.
- You will get message 'record updated'.
- Press enter twice to return to 'Work with Offenses' screen.

'Work with Conditions' screen- Text entry example #1

| | | |
|--|--|---------|
| OPS208I | Corrections Information Systems (TEST) | 9:32:26 |
| MCCARTHY | Work With Conditions | 9/08/05 |
| Offender..... | 1234567 TEST, OFFENDER RUSSELL | |
| Status..... | PostPrison MTNO Multnomah North Office | |
| Court case number. | 021237686/01 MULT Judge..... ROSENBLUM | |
| Enter option... | | |
| 2=Change 4=Delete 5=Display 8=Payment Entry | | |
| Opt | Code Type Description Trk Txt Compl | |
| | SUPV PROBATION SUPERVISION FEES (GC01) N | |
| | SC1 PARO/POST SUBMIT TO Mental Health Eval N | |
| | SC10 PARO/POST Other Conditions as Listed N | |
| | SC11 PARO/POST No Contact with Listed People N | |
| 2 | SC7 PARO/POST Court Ordered Restitution Y | |
| | SC9 PARO/POST No Intoxicating Beverages N | |
| | | Bottom |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F13=Repeat | | |
| F16=Review/copy all conditions F17=Add conditions F18=Expired conditions | | |

‘Work With Conditions’ screen-Text entry example #2

| | | | |
|----------------------------|--|-----------------------------|--------------------|
| OPS209I | Corrections Information Systems (TEST) | | 9:36:56 |
| MCCARTHY | Offender Condition | | 9/08/05 |
| | CHANGE | | |
| Offender..... | 1234567 | TEST, OFFENDER RUSSELL | |
| Status..... | PostPrison | MTNO Multnomah North Office | |
| Court Case number. | 021237686/01 | County.. MULT | Cycle..... 04 02 |
| Condition..... | SC7 | Court Ordered Restitution | Baf Number..... 0 |
| Condition type.... | PAROLE | | |
| Condition text.... | | | |
| Trackable..... | Y | | |
| Expiration date... | 8/25/2007 | Start date..... | 8/26/2004 |
| Amount/unit..... | 3,452.50 | Completed date.... | 0/00/0000 |
| Monthly amount.... | \$ Dollars | | |
| Last payment activity.. | 0/00/0000 | Balance..... | 3,452.50 |
| F3=Exit | F4=Prompt | F5=Refresh | F7=Browse backward |
| F8=Browse forward | F11=Menu bar | F12=Cancel | |
| SC7 record updated. | | | |

Step 5 – Update case information/sanction status:

- Put a 2 (2=Change) on appropriate offense line.
- Check to make sure sanction status and grid score have been entered.
- Enter sanction status and grid score if known (criminal seriousness and criminal history fields)
- Press enter.
- Press enter again to return to ‘Work With Offenses’ screen.

Updating case information/sanction status example #1

| | | | |
|-----------------|--|-----------------------------|-------------------------|
| OPS230I | Corrections Information Systems (TEST) | | 9:40:57 |
| MCCARTHY | Work with Offenses | | 9/08/05 |
| Offender: | 1234567 | Test, Offender Russell | Record key: |
| Status: | PostPrison | MTNO Multnomah North Office | |
| | DNA Collection Required | | OISC migr date... |
| Enter option... | | | Custody cycle.... 4 |
| 2=Change | 3=Copy offense | 4=Delete | 5=Display |
| 7=Add sentence | 8=Conditions | 9=Custody units | 17=Add LC |
| OFF# | DOCKET | CNTY | ORS ABBREV |
| CS | Type | Begin date | Length |
| 2 01 | 021237686/01 | MULT | BURG I |
| 00 | I F | 03/26/2003 | 000-020-000 |
| 00 | O FPO | 08/26/2004 | 000-036-000 |
| | | | 08/25/2007 |
| | | | SG SANC SGDO |
| | | | Max date Term date Code |
| | | | Y Y |
| | | | 08/26/2004 POST |
| | | | Bottom |
| F3=Exit | F6=Add docket | F7=Facesheet | *F8=Notes |
| F11=Menu bar | F12=Cancel | F14=Recalculate | F20=Add Local |
| | | | F24=More keys... |

Updating case information/sanction status example #2

| | | |
|--|--|-------------------------------|
| OPS236I | Corrections Information Systems (TEST) | 9:42:18 |
| MCCARTHY | Docket and Offense Description | 9/08/05 |
| | CHANGE | |
| Offender..... | 1234567 TEST, OFFENDER RUSSELL | |
| Status..... | PostPrison MTNO Multnomah North Office | |
| Docket#/County..... | 021237686/01 MULT | |
| Sanction status..... SANC | | |
| Offense number..... | 01 | |
| ORS number..... | 164.225 BURG I | BURGLARY I |
| Sent guide (Y/N)... | Y | Crime Class/Severity AF 245 |
| Felony=Misdemeanor.. | N | |
| Inchoate/ORS..... | | |
| Crime seriousness... | 7 | Criminal history.... B |
| Sentencing judge.... | ROSENBLUM | |
| Defense counsel.... | JEFFERSON | |
| District attorney... | SNOWDEN | DA case number..... |
| Crime date..... | 12/24/2002 | Arrest date..... |
| Convicted date..... | 3/25/2003 | |
| F3=Exit F4=Prompt F5=Refresh F6=Add Sentence F8=Add counts | | |
| F11=Menu Bar F12=Cancel | | |

Step 6 – All open cases should be reviewed and closed if they have expired.

Step 7 – ‘Offender Print’ screen:

- Press F10 to get to the ‘Offender Print’ screen.
- Put a 5 on option line.
- Press enter to print kardex.

Step 8 – Go to WebLEDS to enter EPR. [Refer to OPS Chapter 5-](#) (Enter probation record) for instructions on entering EPRs.

Step 9 - Type label as shown above [\(2.21, Step 14\)](#).

Step 10 – Paperclip all information together and give to PO or put in file as per your county’s practice.

2.25 ADMITTING POST-PRISON CASES FROM COUNTY JAILS (LOCAL CONTROL) [\(SEE OPS CHAPTER 15-SB1145 DATA ENTRY\)](#)

Step 1 – From ‘Community Corrections Admission’ screen:

- Type SID # on ‘Offender line’.
- Press enter.
- The ‘Current Status’ field will show Local Control and the ‘Last Location’ field will show the ‘L’ location.

Local Control admissions example

```

OPS225I                      Corrections Information Systems (TEST)          10:29:31
MCCARTHY                      9/08/05

Offender..... 1234567 TEST, OFFENDER ALLAN
DOB..... 10/31/1962
Current status..... Local Control
Last location..... LLAK
Release date/time..... 4/12/2005 13:00
Supervision level..... MED

Admission to location. COMM Community Corrections
Admission date/time...
Caseload.....

Post admission status.

LC conviction county..
LC supv status code...
Copy PSI data from....          SIDNO 00000000

F3=Exit   F4=Prompt   F5=Refresh   F6=New admission
F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel

```

Step 2 – ‘Movement/History’ screen:

- Use F11/3/V or press enter 8 times to check the Movement/History Screen to see if the ‘L’ location has released the offender to LCMP.
- If not released to LCMP, then you must wait for ‘L’ location to process release.

‘Movement/History’ screen LC admissions example

```

SYS402I                      Corrections Information Systems (TEST)          10:33:21
MCCARTHY                      Movement History/Maintenance              9/08/05

RECORD KEY: 0224501
Offender.... 1234567 TEST, OFFENDER ALLAN          Curr cycle. 02-02-01
Status..... LocalControl      Location.... LLAK          Primary caseload *None
Position custody/admission cycle... 2 2
--Cycle-- Location      --Admission----- -----Release-----
02 Admission From: LAKE 05/10/2001
02-02      Status: LC      01/13/2005      04/12/2005      LCMP MTCE
02-02-01   LLAK          01/13/2005 08:00 04/12/2005 13:00 LCMP MTCE
Housing                    01/13/2005 08:00 04/12/2005 13:00
SB1145                    JAIL 01/13/2005 08:00

Bottom
F3=Exit   F6=Insert housing F7=Remarks F10=Print F16=Caseload history
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance

```

Step 3 – LC Admissions:

- If LCMP release has been completed.
 - Press F3 to return to ‘Community Corrections Admission’ screen.
 - Admit offender following steps above under ‘Parole/Post-Prison Cases from an Institution’; don’t forget to fill in the ‘post admission status’ field.

Step 4- Admissions Screen Series:

- Press enter to move from one screen to the next updating all pertinent information until you come to the ‘Work with Offenses’ screen. (See OPS 2.21 Steps 4-8)

Step 5 –Process file accordingly per your county practice.

Note: If offender is supervised by another county, provide copy of Post Prison order to that county.

2.26 ADMITTING NEW OFFENDERS CONVICTED ON SAME DATE TO PROBATION AND PRISON SENTENCES

NOTE: The institution uses a start date of the date the offender is admitted to the institution and community correction offices use the conviction date as the start date.

Step 1 - Offender was admitted to prison on the same date as Court ordered probation.

- Follow instructions under [2.2 \(ADMITTING TO CIS\) Steps 9-11](#).
- Enter Agency Notifier following instructions under “[OPS 12 -Miscellaneous Data Entry – 12.13: Notifier, How to Enter](#)”.
- Per your county’s policy, type label and file material and/or file.

Step 2 - If offender admitted to prison before the field office admits to probation (used when Offender is convicted on the same date to both prison and probation sentence).

- Follow instructions under [2.21 \(ADMITTING TO CIS\) Steps 9-11](#).
- Enter Agency Notifier following instructions under “[OPS 12 -Miscellaneous Data Entry – 12.13: How to Notifier, How to Enter](#)”.
- E-mail Help Desk to enter a ticket to SUN to insert the probation movement.
- Per your county’s policy, type label and file material and/or file.

2.27 ADMITTING CASES CONVERTED FROM BENCH TO FORMAL SUPERVISION

Step 1 - Follow instructions under [2.21 \(ADMITTING TO CIS\)](#). See below for correct admission date to use in section [2.21 Step 2b](#) or [Step 3](#).

- Admission Date = the date the case was converted to formal supervision.

Step 2 - When adding the offense, follow instructions under [2.21 Step 10](#) (New Docket, Offense and Sentence’ screen). See below for correct Begin Date and Length of Sentence.

- Convicted Date = the date the case was originally convicted.

- Begin date = the date the case was converted to formal supervision.
- Length of Sentence = If the court order converting the case to formal does not give a sentence length or expiration date because the original sentence is continued, review the original Bench Sentencing Order to determine the length of sentence. See below for instructions on how to calculate length of sentence using the CIS Date Calculator.

Utilizing the Date Calculator in CIS from 'New Docket, Offense and Sentence' screen for cases converted from bench to formal supervision.

- Type F11/2/B
- Enter 1 (1=Find date) in the 'Operation' field.
- Enter the original bench conviction date in the 'From date' field.
- Enter the original bench length of sentence in the 'Years, Months or Days' ADD fields.
- Press enter.
- The expiration date will show in the 'To Date' field.

Example

The screenshot shows the CIS Date Calculator interface. On the left, there is a list of menu options: Offender..., Status..., Docket#, Offense numb, ORS number, Sent guide, Felony=Misde, Inchoate/ORS, Crime serious, Sentencing j, Defense coun, District attorney, Crime date, Arrest Date, Convicted Date, Sentence Type, Length (ymd), F3=Exit, F4=Prompt. A sub-menu is open for 'Work Station Options' with options: A Change Assigned Printer, F W/W Printed Output, D W/W System Messages, K Kardex/Face Sheet Print Option, T Add, W W/W, E Use, Z Pop, B Dat. The main calculator area has the following fields: Operation (1), 1=Find date, 2=Find difference; From date (8/15/2012); To date (8/15/2022 Monday, circled in red); Date addend (Years: 10, Months: 0, Days: 0); Elapsed days (003652); Years/months/days (0000 00 00). A 'CREATE' button is visible in the top right.

- Change the 'Operation' field to 2 (2=Find difference)
- Change the 'From date' field to the date the case was converted to Formal Supervision.
- Do not clear the 'To date' field (expiration date).
- Clear the 'Years, Months or Days' ADD fields.
- Press enter.
- The Length of Sentence will show at the bottom of the calculator.

Example

The screenshot shows a terminal window with the following layout:

- Top Bar:** 2 Active_Jobs WS_Options Process_Step Info_Windows Cis_Web_Serve
- Left Panel (Fields):**
 - Offender....
 - Status.....
 - Docket#.....
 - Offense numb
 - ORS number..
 - Sent guide
 - Felony=Misde
 - Inchoate/ORS
 - Crime seriou
 - Sentencing j
 - Defense coun
 - District attorney...
 - Crime date.....
 - Arrest Date.....
 - Convicted Date.....
 - Sentence Type.....
 - Length (ymd).....
- Work Station Options Menu:**
 - B Work Station Options
 - A Change Assigned Printer
 - F W/W Printed Output
 - D W/W System Messages
 - K Kardex/Face Sheet Print Option
 - T Add
 - W W/W
 - E Use
 - Z Pop
 - B Dat
- Right Panel (Form):**
 - CREATE** (button)
 - Operation..... 2 1=Find date 2=Find difference
 - From date..... 5/21/2015
 - To date..... 8/15/2022
 - Date addend..Years... ADD _____ SUBTRACT _____
 - Months... _____
 - Days..... _____
 - Elapsed days..... 002043
 - Years/months/days... 0007 02 25 (circled in red)
- Bottom Bar:** F3=Exit F4=Prompt

- F12 back to new Docket, Offense and Sentence Screen.
- Enter Length of Sentence in the 'Length (ymd)' field.

OPS CHAPTER 3 – Interstate Compact

Incoming transfers

Please read the entire section before you begin!!!!!!

For restitution, compensatory fine, or community service ordered on incoming compact cases, set condition tracking to “No.”

It is not required of the sending state to send the court order/judgment with a transfer investigation. It is recommended the field enter offense information from ICOTS, not from the court order/judgment; however, conditions may be entered from the court order/judgment. The court order/judgment may be requested from the sending state upon acceptance from the receiving state.

There are two types of Compact entries into DOC400/CIS:

Reporting Instructions (RI): Offender has been given permission to come to Oregon before an investigation is done.

Investigation Request (IV) Offender remains in the sending state while the investigation is completed in Oregon.

Bench Probation: Oregon is required to supervise misdemeanor and bench probation cases **from other states**. We enter those in DOC400/CIS. (Other states may refer to a case as bench probation but this may not have the same meaning in that state as in Oregon). If we are required to supervise another state’s “bench” probations, they are considered supervised probation in Oregon. However, we **do not enter Oregon bench probations** in DOC400/CIS as those are under the jurisdiction of the Court. When the Court allows a bench probation offender to compact to another state, they or their designee prepare the compact paperwork, but it is not recorded in DOC400/CIS.

Definitions and general information are found in [3.8 Additional Information](#). If in doubt on how to proceed, once you have read the entire section, call another SOON Representative.

If the offender fails to report, either by phone or in person, as per your County practice, and you have received the Investigation Request, enter the offender in DOC400/CIS as an IV so there is a record in DOC400/CIS. Once the offender reports, it can be changed to PR or PA and entered as per directions below in either [3.1.1](#) or [3.1.2](#).

See [3.1.1](#) and [3.1.2](#) for entry of offender into DOC400/CIS on RI after offender reports.

3.1.1 REPORTING INSTRUCTIONS (RI) ADMISSION – OFFENDER WITH PREVIOUS DISCHARGE STATUS –

NOTE: DOC400/CIS data entry takes place after offender reports per your County practice. Admission date MUST match date on Notice of Arrival from ICOTS

Step 1 – Go to the “Admissions” process (#3 from CC Support main menu). If offender has a SID# per CCH, type SID# on “offender” line of “Community Corrections Admission” screen (first line), then press enter.

If offender is already in the system with a current status of “discharge”, determine if offender was previously supervised on the same offense(s). If so, follow Steps to Reopen a Compact (RCOM) Case in - [OPS 13.2](#) (Data Entry Requiring Sun).

Step 2 – **If new offense information**, fill in admission date/time (date offender reports to PO either in person or by phone, per your office practice), the assigned PO’s caseload number, post admission status of “PR for probation” or “PA for parole”, then press enter.

Step 3 – Run QWHD in CJIS/LEDS for updated information. Press enter to move from one screen to the next and update all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. Enter the offense information from ICOTS printouts. Conditions may be entered from the court order/judgment. Note: you may need to request court order/judgment from the sending State.

Step 4 – If offender has a SID number, go to WebLEDS and enter EPR (refer to EPR [Steps in OPS 5 of this manual](#)) per your county practice.

Step 5 – Give to the assigned PO with a note to have offender fingerprinted if they do not have a SID number.

3.1.2 REPORTING INSTRUCTION (RI) ADMISSION PROCESS - NEW OFFENDERS

Step 1 – Go to the “Admissions” process (#3 from CC Support main menu). On “offender” line of the “Community Corrections Admission” screen, press “F6=New Admission”. This will take you to the “Community Corrections New Intake New Offender Data” screen. If the offender already has a SID number, type the SID number on “ID number” line. If they do not have a SID number, leave the “ID number” line blank and the computer will automatically assign a temporary block number. Fill in the following lines (using information from ICOTS printouts):

- Last name, first/middle/title
- DOB
- Sex
- Race

- Your County should already be filled in, do not change
- date/time (date the offender reports to PO either by phone or in person per your county practice) NOTE: Must match Arrival Notice from ICOTS
- from county/state (2 letter state code or choose “F-4 Prompt” from the table)
- caseload (the PO’s caseload number)
- “PR” for probation, “PA” for parole

Step 2 – Press enter to move screen by screen and update all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. Enter the offense information from ICOTS printouts. Conditions of supervision may be entered from the court order/judgment.

Note: When the offender is here on Reporting Instructions (RI), enter everything because the offender is to be supervised and the PO needs the ability to sanction.

Step 3 – If the offender has a SID number, go to WebLEDS and enter EPR (refer to [EPR Steps in OPS 5 of this manual](#)). If there is a temporary Block number, skip this step.

Step 4 - Give to assigned PO, with a note to have offender fingerprinted if they do not have a SID number.

3.1.3 REPORTING INSTRUCTIONS (RI) ADMISSION PROCESS – OFFENDER ON ACTIVE SUPERVISION IN OREGON

If an offender is already under supervision in Oregon in a county different from the proposed residence, the supervising county must investigate the case and then IRT the offender to the county of proposed residence after acceptance.

If an offender is already under supervision in Oregon in the county of proposed residence, skip the admission process and go to the “Work with Offenses” screen and enter the offense information from ICOTS printouts and conditions of supervision from the court order/judgment. Print new kardex and give to supervising PO.

[\(See 3.8 ADDITIONAL INFORMATION\)](#)

3.2 RESCINDING OF REPORTING INSTRUCTIONS & IV REJECTIONS

In the event the Compact Office rescinds the Reporting Instructions before the Compact Investigation is received and the offender has been supervised by Oregon, the following applies:

Step1 – Go to the “CC Release Process” (#4 CC Support main menu). On “Work With Offenses” screen, type offenders SID number or Block number on the “Offender” line, press enter. Go to the sentence line (second line) and enter 2 to “Change”. Press enter.

This will take you to the “Sentence Data” screen. Tab down to the termination date field and enter date the Compact Office rescinded the Reporting Instructions (from Compact Office e-mail sent to PO, Compact chrono, or ICOTS info). Tab down to the termination code field and type “COMP”, press enter. Repeat for each offense entered.

Step 2 – After all offense lines are closed, press enter. This will bring you to the “Offender Release” screen; enter the Compact Office rescinded date on “release date” line and enter time. Tab down to “release type” and put in the termination code (COMP), press enter.

3.3 COMPACT INVESTIGATION REQUEST FOR TRANSFER (IV) DATA ENTRY

If Reporting Instructions were already received and the offender is in Oregon and was entered as “PR” or “PA” in DOC400/CIS, **do not change status to “IV.”**

If offender remains in sending state during investigation follow the steps outlined in either section [3.6](#) or [3.7](#) below.

Run CCH via WebLEDS on offender. If offender has an Oregon SID number, write it on the packet.

Per your county/office practice, put ICOTS information in a file and route as appropriate to acquire an assigned PO. When the assignment PO returns packet to you, enter offender into DOC400/CIS using the date the compact office emailed the investigation to your office.

3.4 COMPACT IV ADMISSION PROCESS - OFFENDERS WITH PREVIOUS DISCHARGE STATUS

Step 1 – Go to “Admissions” process (#3 from CC Support main menu). If offender has a SID number per CCH, type the SID number on “offender” line of the “Community Corrections Admission” screen (first line), then press enter. If offender is already in the system under status “discharge”, determine if the offender was previously supervised on the same offense(s) as the current investigation. If so, follow the Steps to Reopen a Compact (RCOM) Case in DOC400/CIS in section [OPS 13.2](#) of this manual.

Note: If offender’s current status is IV/Discharge, per Movement History Screen, open a new cycle. Do not use RCOM. If the offender had previously been rejected and is applying again, enter a new admission to IV. Do not use RCOM.

Step 2 – If it is new offense information, fill in admission date/time (date email notification is received from ICOTS).

Step 3 – Press enter to move from one screen to the next and update all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. (This is the minimum we are required to enter). **DO NOT ENTER OFFENSE INFORMATION.**

Step 4 - Give to the assigned PO.

3.5 COMPACT INVESTIGATION ADMISSION PROCESS (IV) - NEW OFFENDERS

Step 1 – Go to the “Admissions” process (#3 from CC Support main menu). On “offender” line of the “Community Corrections Admission” screen, press “F6=New Admission”. This will take you to the “Community Corrections New Intake New Offender Data” screen.

If the offender has a SID number, type the SID number on “ID number” line. If they do not have a SID number, leave the “ID number” line blank and the computer will fill automatically assign a temporary block number.

Fill in the following lines (taking information from Compact papers):

- Last name
- first/middle/title
- DOB
- Sex, Race
- Your county (should auto fill in with your county, Do not change)
- date/time (date of compact email or date on IV request)
- from county/state (2 letter state code or choose “F-4 Prompt” for the table)
- caseload (the PO’s caseload number)
- Admission status.....IV

Step 2 – Press enter to move from screen to screen and update all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. (This is the minimum we are required to enter). **DO NOT ENTER OFFENSE INFORMATION.**

Step 3 – Give to the assigned PO with a reminder to have offender fingerprinted (unless the offender already has an Oregon SID) when he/she reports, and to return file to clerical so the offense information and an EPR can be added.

NOTE: If offender does not report within 120 days from the date Compact processes the acceptance, the PO or compact person, per your office policy, should send a “Compact Case Closure Notice” form to Compact through ICOTS. Once the Compact Office has forwarded the Case Closure Notice in ICOTS, close to CREJ.

3.6 DATA ENTRY UPON ACCEPTANCE AND ARRIVAL IN OREGON

(Offender in system under “IV” status)

Step 1 – Go to “Offender Release” screen. Fill in “release date” and “time” field (date offender reports as directed either by phone or in person per your county practice),

'release type code' field (use appropriate 4-letter status of PARO for parole and PROB for probation), leave the "ABSC release to FTR" blank, 'release to location' field (use your 4-letter county code), press enter. Press enter again to verify release.

Step 2 – Use menu bar to go to your Admission Process. Retrieve offender: Fill in 'admission date and time' (matches the release date/time which is the date the offender reports as directed), 'PO caseload number', and 'Post Admission Status' fields (PA or PR), press enter.

Step 3 – Go to "Work with Offenses" screen. Press 'F6=Add Docket'. Fill in the following information: NOTE: Leave field blank if not addressed below.

- docket #/case #
- county (2 letter State Code)
- SANC
- ORS #
- sentencing guidelines 'N' on incoming compact offenders
- Crime Seriousness & Criminal History (not applicable to compact, leave blank)
- Judge's Name: enter "Compact"
- crime date if known
- sentence type (exception: for compact parolees, you will need to use 'I')
- begin date (from ICOTS paperwork)
- length of sentence – DOE must match ICOTS date
- Compact begin date (date offender reports as directed either by phone or in person per your county practice), press enter.

Press enter again to return to 'Work With Offenses' screen. Put 'Option 8=Conditions' on first line of offense next to docket #, press enter. This will take you to 'Work With Conditions' screen. Press 'F17 (shift F5) =Add conditions'.

Step 4 – This will take you to the "Movement History/Maintenance" screen to verify release.

Step 5 – Update other information as needed and enter EPR via WebLEDS if offender has an Oregon SID number.

Step 6 – Put in 4-sided file, print kardex, make blue label (or per your County practice) and return to assigned PO. If offender has no OR SID number, put a note on the file to remind PO to have offender fingerprinted.

3.7 DOC400/CIS DATA ENTRY UPON INVESTIGATION REJECTION

Close the record in DOC400/CIS *after* the Compact Administrator has forwarded the Reply to Transfer investigation to the sending state.

If Compact Investigation is the only status on the custody cycle, use Release Process to close record.

Step 1 – On “Offender Release” screen, fill in ‘release date’ field with date of rejection (taken from form in ICOTS), time, ‘release type code’ field with CREJ, and leave blank the ‘ABSC release to FTR’ & ‘release to location’ field, press enter. Press enter again to go to the Movement History/Maintenance screen to verify discharge status.

3.8 ADDITIONAL INFORMATION

- Sending State = state the offender was sentenced in.
- Receiving State = state where the offender plans to reside if accepted or where the offender resided at time of sentencing and will be supervised.
- CREJ is used with Compact Investigations (IV Status) - case rejected or withdrawn.
- COMP is used with Reporting Instructions (PR/PA Status), when a compact offender returns to the sending state, a warrant is issued by the sending state, the offender moves to another state, or any other reason we no longer supervise offender, prior to expiration.
- “IV” status is only used when entering a Compact Investigation where the offender remains in the sending state during the investigation process.
- “PR and PA” status is used when an offender has been granted Reporting Instructions and is actively reporting to an Oregon PO during the investigation process.
- When a Compact Investigation Packet or Reporting Instructions through ICOTS have been assigned to your office by mistake (i.e. address is neighboring office or county), forward to the appropriate office or county through ICOTS. Send an e-mail to the Compact office advising that investigation or reporting instructions were forwarded to the appropriate office or county. **DO NOT RETURN INVESTIGATION OR REPORTING INSTRUCTIONS TO COMPACT.** If you have entered the above in DOC400/CIS, transfer the investigation or reporting instructions to the appropriate office.
- If an offender is being supervised on Reporting Instructions, but moves to another county because the supervising county will not allow the first housing proposed, you would transfer (TRAN) him/her to the other county, **once you have determined the new county has received the RI request.** You should contact the SOON rep in the new receiving county to advise of the transfer.
- Compact’s e-mail address is: Oregon.Interstate@doc.state.or.us

- If an offender is already under supervision in Oregon in a county different from the proposed residence, the supervising county must investigate the case and then IRT the offender to the county of proposed residence after acceptance.
- If an Oregon offender is compacted to another state and wants to return to Oregon but lives in a different county than the supervising county, the two counties should work together (example Curry Co had an offender compacted to CA. Offender received new charges in CA and wanted to return to Oregon but live in Benton Co. Curry Co sent an IRT to Benton Co who investigated and agreed to supervise. Curry Co sent the Compact Acceptance paperwork, and then transferred the file to Benton Co.)
- SOON's procedure is to match the sending state crime as close as possible to an Oregon ORS when entering offenses. Felony in sending state must be felony in Oregon, misdemeanor must be misdemeanor. This may require review of Oregon ORS and the sending state equivalent. The PO should review and approve the chosen offense. Enter an F8 note on offense screen indicating sending state's offense.
- While your office practice determines the date to be used on the Notice of Arrival (NOA) (offender reports by phone or in person), for data entry purposes all entry dates should match the date on the Notice of Arrival.

Note: ICOTS and DOC400/CIS entries should always match.

The sending state is responsible for keeping the supervision end date correct and updated. Incoming compact cases are closed according to the supervision end date in ICOTS.

On outgoing compact cases (Oregon is sending state) the date in DOC400/CIS is the correct date and ICOTS should always be kept current and updated.

If an offender is compacting out, and the institution put together the compact transfer, we should check the supervision end date when we open their PPS, as the institution is putting in an estimate. Inmates who compact to another state upon release are entered the same way as any other. They would be closed to CMPO upon receipt of a Notice of Arrival (NOA) from the other state.

Clarification regarding what point a receiving state accepts responsibility: ICAOS Rules [3.103 \(b\)\(3\)](#) and [3.106\(b\)](#) state the point at which a receiving state accepts responsibility for an offender is when the offender “arrives” in the receiving state. “Arrive” is interpreted to mean when the incoming offender has reported to the assigned county community corrections office, either by phone or in person, the very first time.

Further:

1. When reporting instructions are granted by the Oregon Interstate Compact Office AND upon the offender's "arrival" in Oregon, the county community corrections office would open the case in either PR or PA status. When admitting an offender into DOC400/CIS, always use the date listed on the NOA (Notice of Arrival) in ICOTS.
2. When Oregon investigates a transfer for supervision where the offender remains in the sending state during the investigation, the offender's record in DOC400/CIS would be opened in IV status. Upon the offender's "arrival" in Oregon, the county community corrections office would change the case status from IV to PR or PA, as appropriate. When admitting an offender into CIS, always use the date listed on the NOA (Notice of Arrival) in ICOTS.
3. If the offender fails to report to Oregon, A Notice of Failure to Arrive (NOFA) is sent through ICOTS, the case is never opened and remains in IV status until such time as Oregon is notified by the sending state to cancel/close the transfer request. Further, a Notice of Arrival (NOA) can still be done after a NOFA has been submitted if the case has not been withdrawn by the Sending state.
4. When the institution accepts a Compact Transfer, the offender will serve all or part of their out-of-state incarceration in an Oregon facility before releasing to community supervision. OISC enters the FPAC "I" and uses DOC in the CNTY field. When CNTY=DOC, the offense belongs to the institution and normal location authorities apply. The system views the offense as if it were an Oregon Parole "I" line and the community cannot make changes to the offense.

An example is shown below:

| | | | | | | | |
|----|----------|------------|-------------|------------|------------|------|---|
| 01 | 00000/01 | DOC | MURDER | 163.115 | N | Y | |
| 00 | I FPAC | 10/06/1982 | Life | | | | |
| 02 | 00000/02 | DOC | ROBB I AT | 164.415 | X | N | N |
| 00 | I FPAC | 10/06/1982 | 015-000-000 | 10/05/1997 | 10/05/1997 | EXPI | |
| 03 | 00000/02 | DOC | CONSPI AF | 161.450 | 01 | N | N |
| | | ROBB I | 164.415 | | | | |
| 00 | I FPAC | 10/06/1982 | 014-000-000 | 10/05/1996 | 10/05/1996 | EXPI | |

You must contact OISC to have the SANC data added to the offense.

5. Re-Open (RCOM) in DOC400/CIS: [Refer to OPS 13.2](#).
6. CMPO Return ([Also see OPS 7.3](#)) Once RCOM has been completed, Go to Admissions process, retrieve offender.

Tab down to “Admission Date/Time” and enter the date the offender reported to PO (same date as listed on the NOA (Notice of Arrival) either by phone or in person, as per your County practice, then enter the time using military time.

Tab to caseload field, enter PO’s caseload number, press enter to process. You will get message “Admission from non-supervised status processed.” Print kardex. Modify EPR eliminating any reference to offender on compact status in another state.

7. Compact offenders (incoming or outgoing) do not qualify for INPR status. Outgoing offenders do qualify for EDIS, but not INPR or UNSU.
Incoming offenders do not qualify for INPR, UNSU or EDIS from our state
The sending state may have their own version of EDIS.
8. Case Accepted by Another State – CMPO – [See OPS 8.16](#).
9. Process for closing Non-Oregon Compact Cases: [Refer to OPS 8.17](#).
10. Changing “Admission From” Location ([See OPS 10.1](#))
11. Changing Status ([See OPS 10.2](#)).
12. Changing Admission Date ([See OPS 10.3](#))
13. Legal Status Change – Lower to Higher Status ([See OPS 12.8](#))
14. Compact probation case closed to COMP comes back as parole case (See OPS [14.9](#))
15. Extraditions – [OPS 15.14](#)
16. DNA Date Entry in DOC400/CIS – incoming compact offenders do not need a DNA test, unless the sending state requires it. If the sending state requests DNA, we do the swab and send it back to the sending state. **It does not go into our data base.** Out of state offenders are not swabbed and recorded unless the offender has or receives Oregon offenses which require it. ([See OPS 17](#))
17. Compact Reports ([See OPS 20](#))
18. Compact documents maintained by OISC – [see OPS 21.9](#).
19. File organization of Compact Paperwork/Documents Maintained by OISC – See [OPS 24](#))

3.9 CASE ACCEPTED BY ANOTHER STATE – CMPO

TIP: Offenders should not be allowed to travel or relocate to another state without Reporting Instructions or Acceptance being issued by the receiving state. The ONLY exception to this rule is for those sentenced within the last 7 days who were living in the receiving state at the time of sentencing, are NOT sex offenders, served less than 6 months of incarceration, and for whom Reporting Instructions have been requested.

The Reply to Transfer Request has been received accepting transfer of case. The PO has sent the Notice of Departure as the offender has left. When you receive the Notice of Arrival, then close and follow steps below:

From the CC RELEASE PROCESS on your main menu:

Step 1 – Type SID# on “Offender” line, press enter, this will bring offender to screen. Press enter to go to the ‘Offender Release’ screen, enter release date/military time (Arrival date on Notice of Arrival). NOTE: When releasing “Offender” always use date from your ICOTS Notice of Arrive i.e. Reporting Instructions or other State accepting “Offender”. Release type will be CMPO and release to location will be the 2-letter State abbreviation where offender is accepted, press enter.

Press enter to check ‘Movement History/Maintenance’ screen.

Step 2 – Go to WebLEDS to modify EPR per your county’s practice (refer to EPR Steps, [Modifying an EPR](#)).

Step 3 – Per your county’s practice, change primary caseload number to designated Compact PO.

Step 4– Supervision fees will automatically be waived while offender is on CMPO status. If Offender returns to Oregon before the end of supervision, change status from CMPO outcount using the Admission Process.

3.10 CMPO RETURN

From the ADMISSION PROCESS on your main menu:

Step 1 - Type the SID# on the “Offender” line on the Community Corrections Admission Screen, press enter to bring up the offender.

Step 2 - Tab down to “Admission Date/Time” field, put in the date the offender reported to the PO either by phone or in person, as per your county practice. Enter time using military time.

Step 3 - Tab down to “Caseload” field, enter the PO’s caseload #, press enter to process. You will get message “Admission from non-supervised status processed.”

Step 3 - Print a kardex.

Step 4 - Modify EPR eliminating any reference to offender being on compact status in another state.

OPS CHAPTER 4 – DOC and Institution Release Data

4.1 RETRIEVING A BOARD PPS ORDER

NOTE: The Parole Board will issue an order one or two days before an offender's release date, at that time an order can be retrieved. No notification will be received.

Step 1 – From the Main Menu, type a '48=Print Parole Board Orders' on the selection line, press enter this will bring up the 'Work With Offender Parole Board Documents' screen.

```
CCSUPPORT                Corrections Information Systems          10:55:03
MCCARTHY                  CC Support Menu                        12/28/06

Select one of the following:
```

48. Print Parole Board Orders

49. CC Training Menu

50. W/W ORS Descriptions

60. Execute PCM Programs

80. Return to regional menu

90. End pass through

Bottom

Selection: 48

Job:

F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu

Step 2 – Type offender's SID # on 'Offender' field, press enter to bring offender to screen; or press F4=prompt on 'Offender' field to bring up the 'Offender Name Search' screen.

```

PBM250I                      Corrections Information Systems                      11:12:43
MCCARTHY                      Work with Offender Parole Board Documents          12/28/06

Offender..... 1234567 TEST, OFFENDER                      Status: AdmitPend
Location..... OSCI      OREGON STATE CORRECTIONAL INSTITUTION
Enter option...
    10=Send Document via E-mail

Opt Folder      Document      Description      Revise Date      Type
  10 PBMISII    5601159.ACD    5601159.ACD      8/17/2006        PCFILE

F3=Exit  F4=Prompt  F5=Refresh  F9=Retrieve  F11=Menu bar
F12=Cancel  F13=Repeat

Bottom

```

Step 3 – Put 'Option 10=Send Document via E-mail' on option line of document you want to send to your e-mail, press enter. You will receive message 'Document has been sent via e-mail'.

Step 4 - Open your e-mail inbox to retrieve and print Board PPS Order.

NOTE: The sending of the Parole Board order to your e-mail inbox could take a few minutes. If nothing happens after 5 to 10 minutes, contact the help desk for assistance.

4.2 BOARD/LC SUPERVISORY OVERRIDE

[Division 75 of the Parole Board Rules](#) states: “If the Board issued the order of post-prison supervision for an offender whose only sentence was 12 months or less, jurisdiction will remain with the Board until petition by the supervisory authority to assume jurisdiction OR upon re-release following revocation of the post-prison supervision for that sentence; whichever comes first”.

If your case meets the criteria of [Division 75 of the Parole Board Rules](#), please follow the steps under scenarios [4.2.1](#) and [4.2.2](#) below:

4.2.1 Petition the Board: When there has been a Parole Board involvement within the same custody cycle as a local sentence and all Board cases have discharged, jurisdiction remains with the Board and the status remains Post Prison/BRD until the local supervisory authority petitions to assume jurisdiction. The decision to petition the Board for jurisdiction is at the discretion of the local supervisory authority.

Step1 – Send a petition e-mail to Pat Ziegler at Pat.S.Ziegler@doc.state.or.us with the request to have the Parole Board relinquish their authority over the specified offender.

Step 2 – If the Board approves the petition you will receive a Certificate of Sentence Expiration with the following “**The Board is closing its interest in this parolee; however, Local Supervisory Authority Jurisdiction continues until ____**”, go to the W/W Offenses screen, type offender’s SID # on ‘Offender’ line, and press enter to bring offender record to screen.

| | | | | | |
|----------------------------------|--------------|--|---------------------|------------------------------------|------------------------|
| OPS230I | | Corrections Information Systems (TEST) | | 18:18:21 | |
| | | Work with Offenses | | 11/08/06 | |
| Offender: 1234567 Test, Offender | | | | Record key: 1673084 | |
| Status: PostPrison/BRD | | | | DESC Deschutes County Adult Parole | |
| Enter option... | | | Custody cycle.... 1 | | |
| 2=Change | | | 3=Copy offense | | |
| 4=Delete | | | 5=Display | | |
| 7=Add sentence | | | 8=Conditions | | |
| 9=Custody units | | | 17=Add LC | | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG SANC SGDO |
| CS | Type | Begin date | Length | Max date | Term date Code |
| 01 | 03FE0645MA/1 | DESC | UN USE VEH | 164.135 | Y Y |
| 00 | P FPR | 09/02/2003 | 000-018-000 | 03/01/2005 | 10/29/2003 VIOL |
| 00 | L F | 10/29/2003 | 000-006-000 | 04/28/2004 | 04/28/2004 POST |
| 00 | O FPO | 10/28/2004 | 000-024-000 | 12/11/2006 | |
| 02 | 03FE0969MA/1 | DESC | UN USE VEH | 164.135 | Y Y |
| 00 | P FPR | 09/02/2003 | 000-018-000 | 03/01/2005 | 03/01/2005 VIOL |
| 00 | I F | 03/08/2005 | 000-013-000 | 03/19/2006 | 12/30/2005 POST |
| 00 | O FPO | 12/30/2005 | 000-012-000 | 12/30/2006 | 11/01/2006 EXPI |
| More... | | | | | |
| F3=Exit | | F6=Add docket | | F7=Facesheet | |
| F8=Notes | | F10=Print Options | | | |
| F11=Menu bar | | F12=Cancel | | F14=Recalculate | |
| F20=Add Local | | F24=More keys... | | | |

Offender Profile System (OPS) Training Manual

Step 3- Press F15=Post Supv Ovr (Shift F3). This will bring up the 'Supervisory Authority Override for Post Offenders' screen.

```

SNT231I                      Corrections Information Systems (TEST)                18:24:59
                          Supervisory Authority Override for Post Offenders        11/08/06
                                      CREATE
Offender: 1234567  Test, Offender
Status:   PostPrison/BRD          DESC Deschutes County Adult Parole

Override location... LC      Only LC currently valid for location
Override reason.....
Override date.....

F3=Exit    F4=Prompt    F5=Refresh
F9=Retrieve F11=Menu bar F12=Cancel
  
```

Step 4 – Tab down to the 'Override reason' field, type in reason (PETN Petition) or F4=Prompt for list of override reasons. Tab to 'Override date' field and type in date of override, which is the date the Board approved the petition. Press enter to process, you will receive message 'LC PETN record added'. Press enter to return to 'W/W Offenses' screen. The status will now show Post Prison/LC. **If not, press F14=Recalculate to correct status.**

```

OPS230I                      Corrections Information Systems (TEST)                18:18:21
                          Work with Offenses                                    11/08/06

Offender: 1234567  Test, Offender          Record key: 1673084
Status:   PostPrison/LC          DESC Deschutes County Adult Parole

Enter option...
  2=Change      3=Copy offense    4=Delete      5=Display
  7=Add sentence 8=Conditions    9=Custody units 17=Add LC
OFF#  DOCKET    CNTY      ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
   CS   Type      Begin date  Length      Max date    Term date  Code
   01   03FE0645MA/1  DESC      UN USE VEH   164.135     Y    Y
       00   P FPR    09/02/2003  000-018-000  03/01/2005  10/29/2003 VIOL
       00   L F      10/29/2003  000-006-000  04/28/2004  04/28/2004 POST
       00   O FPO    10/28/2004  000-024-000  12/11/2006
   02   03FE0969MA/1  DESC      UN USE VEH   164.135     Y    Y
       00   P FPR    09/02/2003  000-018-000  03/01/2005  03/01/2005 VIOL
       00   I F      03/08/2005  000-013-000  03/19/2006  12/30/2005 POST
       00   O FPO    12/30/2005  000-012-000  12/30/2006  11/01/2006 EXPI
                                      More...
F3=Exit      F6=Add docket  F7=Facesheet  F8=Notes    F10=Print Options
F11=Menu bar F12=Cancel    F14=Recalculate F20=Add Local F24=More keys...
  
```

Step 5 – The Local Supervisory Authority should cut a new PPS amended order indicating authority change from Board to Local Control.

4.2.2 Re-Released Following Revocation: When there has been a Parole Board involvement within the same custody cycle as a local sentence, all Board cases have expired AND the remaining Local Post Prison is revoked with no new DOC charges. Jurisdiction returns to the local supervisory authority when the offender is re-released to Local Post Prison status.

The scenario: The Local Control offender is on PPS under the jurisdiction of the State Board. He is revoked, with no new DOC charges. Who does the new order and what date is used?

The solution: The State Board notifies the county of the re-release date and that it has no more interest in the case. The County prepares the new order with the re-release date provided.

Step1 – Admit offender to POST. The status will still show as Post Prison/BRD.

```

OPS230I                      Corrections Information Systems (TEST)                      18:18:21
                                Work with Offenses                                    11/08/06

Offender: 1234567  Test, Offender                      Record key: 1673084
Status:  PostPrison/BRD                      DESC Deschutes County Adult Parole

Enter option...                               Custody cycle.... 1
  2=Change          3=Copy offense          4=Delete          5=Display
  7=Add sentence    8=Conditions          9=Custody units    17=Add LC

OFF#   DOCKET      CNTY      ORS ABBREV   ORS NUMBER   SG   SANC   SGDO
      CS   Type      Begin date   Length      Max date     Term date   Code
01     03FE0645MA/1  DESC      UN USE VEH   164.135      Y    Y
      00   P FPR      09/02/2003   000-018-000  03/01/2005   10/29/2003  VIOL
      00   L F        10/29/2003   000-006-000  04/28/2004   04/28/2004  POST
      00   O FPO      10/28/2004   000-024-000  12/11/2006
02     03FE0969MA/1  DESC      UN USE VEH   164.135      Y    Y
      00   P FPR      09/02/2003   000-018-000  03/01/2005   03/01/2005  VIOL
      00   I F        03/08/2005   000-013-000  03/19/2006   12/30/2005  POST
      00   O FPO      12/30/2005   000-012-000  12/30/2006   11/01/2006 EXPI

More...
F3=Exit      F6=Add docket  F7=Facesheet  F8=Notes      F10=Print Options
F11=Menu bar  F12=Cancel    F14=Recalculate  F20=Add Local  F24=More keys...
  
```

Step 2- At the W/W Offenses screen press F15=Post Supv Ovr (Shift F3). This will bring up the 'Supervisory Authority Override for Post Offenders' screen.

```

SNT231I                      Corrections Information Systems (TEST)                      18:24:59
                                Supervisory Authority Override for Post Offenders        11/08/06
                                CREATE

-Offender: 1234567  Test, Offender
Status:  PostPrison/BRD                      DESC Deschutes County Adult Parole

Override location... LC      Only LC currently valid for location
Override reason.....
Override date.....

F3=Exit      F4=Prompt      F5=Refresh
F9=Retrieve   F11=Menu bar   F12=Cancel
  
```

Step 3 – Tab down to the ‘Override reason’ field, type in reason (REVO Revocation) or F4=Prompt for list of override reasons. Tab to ‘Override date’ field and type in date of override which is the date offender is re-released. Press enter to process, you will receive message ‘LC REVO record added’. Press enter to return to ‘W/W Offenses’ screen. The status will now show Post Prison/LC. **If not, press F14=Recalculate to correct the status.**

```

OPS230I                      Corrections Information Systems (TEST)                      18:18:21
                                Work with Offenses                                  11/08/06

Offender: 1234567  Test, Offender                      Record key: 1673084
Status:   PostPrison/LC          DESC Deschutes County Adult Parole

Enter option...
2=Change          3=Copy offense          4=Delete          5=Display
7=Add sentence    8=Conditions          9=Custody units    17=Add LC

OFF#   DOCKET      CNTY      ORS ABBREV   ORS NUMBER   SG   SANC   SGDO
      CS      Type      Begin date   Length       Max date     Term date   Code
01     03FE0645MA/1  DESC      UN USE VEH   164.135      Y     Y
      00   P FPR      09/02/2003  000-018-000  03/01/2005   10/29/2003  VIOL
      00   L F        10/29/2003  000-006-000  04/28/2004   04/28/2004  POST
      00   O FPO      10/28/2004  000-024-000  12/11/2006
02     03FE0969MA/1  DESC      UN USE VEH   164.135      Y     Y
      00   P FPR      09/02/2003  000-018-000  03/01/2005   03/01/2005  VIOL
      00   I F        03/08/2005  000-013-000  03/19/2006   12/30/2005  POST
      00   O FPO      12/30/2005  000-012-000  12/30/2006   11/01/2006  EXPI

More...
F3=Exit          F6=Add docket    F7=Facesheet     F8=Notes         F10=Print Options
F11=Menu bar     F12=Cancel       F14=Recalculate  F20=Add Local    F24=More keys...
  
```

4.2.3 Parole Board Closes Interest: If there has been a Parole Board involvement within the same cycle as a local sentence, but the Board was not notified of the local sentence, and all Board cases have expired while offender is serving a Local sentence or prior to receiving a new Local sentence the Board will have closed their interest in the case. Jurisdiction would return to the Local Supervisory Authority.

Step 1 – Admit offender to Post and add new LC ‘O’ sentence line using option 7=add sentence (taken from new Local Control PPS Order). The status will show Post Prison/BRD.

Step 2 - Press F15=Post Supv Over (Shift F3). This will bring up the Supervisory Authority Override for Post Offenders’ screen.

Step 3 - Tab down to the ‘Override reason’ field, type in reason PBCI (Parole Board Closed Interest) or F4=Prompt for list of override reasons. Tab to ‘Override date’ field and type in date of override which is the date offender is released. Press enter to process, you will receive message ‘LC PBCI record added’. Press enter to return to ‘W/W Offenses’ screen. The status will now show Post Prison/LC. **If not, press F14=Recalculate to correct status.**

4.2.4 Local Control Back to Board : When there has been a Parole Board involvement within the same custody cycle as a local sentence, all Board cases expired and it became the jurisdiction of the Supervisory Authority and then a new Parole Board charge occurs, jurisdiction would return to the Parole Board.

Step1 – Go to the W/W Offenses screen, type offender's SID # on 'Offender' line, and press enter to bring offender record to screen.

```

OPS230I                      Corrections Information Systems (TEST)          12:25:15
MCCARTHY                      Work with Offenses                          2/22/07

Offender: 1234567  Test, Offender                      Record key:
Status:   PostPrison/LC          DESC Deschutes County Adult Parole
          DNA Collection Required

Enter option...                                         Custody cycle.... 1
 2=Change          3=Copy offense      4=Delete          5=Display
 7=Add sentence    8=Conditions        9=Custody units    17=Add LC

OFF#  DOCKET      CNTY      ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
CS    Type        Begin date  Length      Max date    Term date  Code
01    99CR0062AB/1  DESC      ROBB I      164.415     Y    Y
00    I F          03/23/1999  000-090-000  07/21/2006  07/21/2006  POST
00    O FPO        07/21/2005  000-014-000  09/20/2006  09/20/2006  EXPI
02    109602928/01  LANE      BURG II     164.215     Y    N
00    L F          06/23/2006  000-006-000  12/22/2006  12/22/2006  POST
00    O FPO        12/22/2006  000-006-000  06/21/2007

Bottom
F3=Exit          F6=Add docket    F7=Facesheet      *F8=Notes          F10=Print Options
F11=Menu bar     F12=Cancel      F14=Recalculate   F20=Add Local      F24=More keys...

```

Step 2 – Add new Board 'O' sentence line using option 7=add sentence (taken from new Board PPS Order).

Step 3 – Press F15=Post Supv Over (Shift F3). This will bring up the Supervisory Authority Override for Post Offenders' screen.

```

SNT231I                      Corrections Information Systems (TEST)          12:26:32
MCCARTHY                      Supervisory Authority Override for Post Offenders  2/22/07
                                CHANGE

Offender: 1234567  Test, Offender
Status:   PostPrison/LC          DESC Deschutes County Adult Parole

Override location... LC      Only LC currently valid for location
Override reason..... PETN
Override date..... 9/20/2006

F3=Exit  F4=Prompt  F5=Refresh
F9=Retrieve  F11=Menu bar  F12=Cancel

```

Offender Profile System (OPS) Training Manual

Step 4 – Clear all three data fields by tabbing down to each field and space over typed information press enter to save.

```

SNT231I                      Corrections Information Systems (TEST)                      12:29:37
MCCARTHY                      Supervisory Authority Override for Post Offenders          2/22/07
                                CHANGE
Offender: 1234567    Test, Offender
Status:   PostPrison/BRD          DESC Deschutes County Adult Parole

Override location... LC      Only LC currently valid for location
Override reason.....
Override date.....

F3=Exit    F4=Prompt    F5=Refresh
F9=Retrieve    F11=Menu bar    F12=Cancel
12758504/ record updated.

```

Press enter to return to 'W/W Offenses' screen. The status will now show Post Prison/BRD. The history will remain. **If the status is not correct, press F14=Recalculate to correct the status.**

```

OPS230I                      Corrections Information Systems (TEST)                      12:31:49
MCCARTHY                      Work with Offenses                                2/22/07

Offender: 1234567    Test, Offender                      Record key:
Status:   PostPrison/BRD          DESC Deschutes County Adult Parole
                                DNA Collection Required

Enter option...                      Custody cycle.... 1
 2=Change          3=Copy offense      4=Delete          5=Display
 7=Add sentence    8=Conditions        9=Custody units   17=Add LC

OFF#   DOCKET      CNTY      ORS ABBREV   ORS NUMBER   SG   SANC   SGDO
CS     Type        Begin date   Length        Max date      Term date   Code
01     99CR0062AB/1  DESC      ROBB I        164.415      Y    Y
00     I F          03/23/1999   000-090-000   07/21/2006   07/21/2006   POST
00     O FPO        07/21/2005   000-014-000   09/20/2006   09/20/2006   EXPI
02     109602928/01  LANE      BURG II       164.215      Y    N
00     L F          06/23/2006   000-006-000   12/22/2006   12/22/2006   POST
00     O FPO        12/22/2006   000-006-000   06/21/2007
03     07CR0073AB/1  DESC      MURDER        163115      Y    N
00     I F          12/30/2006   002-000-000   12/29/2008   02/22/2007   POST
00     O FPO        02/22/2007   002-000-000   02/21/2009

                                Bottom
F3=Exit    F6=Add docket  F7=Facesheet    *F8=Notes    F10=Print Options
F11=Menu bar  F12=Cancel    F14=Recalculate  F20=Add Local  F24=More keys...

```

Note: If user returns to the F15 override screen, the data from the previous LC override should be there.

SPECIAL NOTE: If you have a record that is not showing the correct BRD or LC status, and does not meet the criteria of [Division 75 of the Parole Board Rules](#), try correcting the status by pressing F14=Recalculate. If this does not work check to see if this is an AIP or Trans Leave to Post Prison case. If this is so then please contact the Help Desk and ask for a ticket to Development.

Remember when you use the override that it will carry over from one custody cycle to another.

4.3 DESCRIPTION OF PAROLE AND POST-PRISON CLOSURES

There are three categories of offenders under the Board's jurisdiction: 1)Pre-Ballot Measure 10 parolees- who committed crimes before December 4, 1986; 2)Ballot Measure 10 parolees-who committed crimes December 4, 1986 through October 31, 1989; and 3)Post-Prison Supervision-who committed crimes November 1, 1989 and after.

In categories 1 and 2 no O line will show in the DOC 400 as these are parolees at release from the institution. The DOC 400 will only show with an I line. In category 3, these are Sentencing Guideline cases that will be Post Prison Supervision and will show both an I line and an O line. An offender can have both Parole and PPS cases (status Post Parole).

4.3.1 Pre-Ballot Measure 10 parolees: (Crime was committed before 12/4/86) The Board normally orders 6 or 12 months parole supervision on these offenders. The tentative parole discharge date (TPD date) is the earliest date the Board will consider discharge from supervision. Discharge prior to the maximum sentence expiration date requires a closing summary to the Board from the parole officer; or if additional supervision is deemed necessary, a report requesting extension is sent to the Board. If the Board orders discharge prior to the maximum expiration date, the Board forwards a Discharge Order to the field office as notification. When the Board extends supervision to the maximum expiration date, the Board will automatically discharge the sentence, with notification to the supervising field office and Central Records (Notification of File Closure form). A closing summary is not sent to the Board on sentence expired cases.

4.3.2 Ballot Measure 10 Parolees: (Crime was committed 12/4/86 through 10/31/89) This group of offenders remains on active (supervised) parole for a minimum of 6 months and a maximum of 18 months except certain sex offenders, who remain on active supervision to the expiration of their sentence. Murder, Aggravated Murder, and Dangerous Offenders are required to serve 36 months active supervision. The Board will consider moving the offender to unsupervised status when the parole officer sends the Board a positive recommendation. No closing summary is sent to the Board. The Board forwards to the field office a status change form indicating movement from supervised to unsupervised status as notification of this decision. The case is then moved to Inactive (UNSU) status on CIS. Modify the EPR per your county policy. When the offender's maximum expiration date is reached, the Board will notify the field office and Central Records (Notification of File Closure Form). The Board will monitor length of time offender is on parole and will automatically close interest in case at end of sentence.

4.3.3 Post-Prison Supervision: (Crime committed 11/1/89 and after) These offenders are sentenced under Sentencing Guidelines. They receive a sentence to prison with a period of Post-prison supervision (12, 24, or 36 months) in the community beginning upon release from the institution. The minimum supervision period for PPS offenders is generally ½ of the total amount of PPS ordered by the Court (i.e. 36 months ordered by

the Court receives 18 months minimum supervision, etc.). Murder, aggravated Murder, and Dangerous Offenders serve a minimum of 36 months supervised supervision. Certain sex offenders serve up to a 20 year sentence, which includes both the period of incarceration and the active supervision period. The Board tracks the post-prison expiration date (PPS EXP DT) and does not need a report from the parole officer when this period has ended. The Board will notify the supervising office and Central Records when supervision period has expired using the **Certificate of Expiration** form.

4.3.4 Unsupervised Status: With the implementation of **SB 139**, Ballot Measure 10 Parole cases and Post Prison cases are not eligible for unsupervised status. The Board will provide field offices with a list of offenders who will reach their minimum period of supervision the month before that date. The offender automatically goes to unsupervised status unless the parole officer recommends supervision to continue. If recommending the offender go to unsupervised status, the parole officer sends an Option 23/24 report (Parole/PPS Inactive Supervision) to the Board, the offender, and Central Records. If recommending the offender continue on supervision, the parole officer must send the Board a request that supervision be continued via t-type, fax, letter. Pre-Ballot Measure 10 cases do not qualify for unsupervised status. A recommendation for Board consideration on Pre-Ballot Measure 10 cases will in fact result in discharge of the sentence (closing the case out with no re-activation possible). Upon moving the offender to unsupervised status in CIS, **the EPR is modified per your county policy.**

If there is still an active probation running at the time the Parole or PPS is placed on unsupervised status, the PPS sentence line is closed to UNSU but the body is left open. If the supervising officer receives a hit on an offender on unsupervised status indicating he/she has been arrested, the officer may request that the Board re-activate the Parole/PPS supervision.

OPS CHAPTER 5 – LEDS / WEBLEDS / EPR ENTRY

NOTE: Please read entire section before processing any LEDS transactions.

5.1 LEDS REPS BY COUNTY – See General Information Pages

5.2 LAW ENFORCEMENT DATA SYSTEM (LEDS), GENERAL INFORMATION

The Department of Corrections most often uses LEDS when an intake is done on a new offender, to obtain the State ID # (SID #) and full criminal history, to enter and maintain an EPR, or to perform a warrant check. The LEDS Manual gives detailed information on LEDS. It may be found as a hard copy in your office or on-line at: www.oregon.gov/OSP/CJIS (on the menu, left side, click on “LEDS Documents.” See your LEDS rep for Username and Password.)

In the LEDS Manual, see Chapter 3 “Agency Address Codes” for the ORI’s of Law Enforcement Agencies, Courts, and Institutions throughout the state of Oregon. (You can also locate the ORI’s of P&P Offices on the General Information page and the County Directory page of the Community Corrections Directory.) On the website’s left-hand side menu, the NCIC Code manual is available. Within this code manual are the Uniform Offense Codes, where the NCIC codes, listed by category, can be found for use in EPR’s (or see OPS 6 for ORS # listing with NCIC codes).

5.3 WEBLEDS, GENERAL INFORMATION

Most County P&P offices access LEDS through WebLEDS at <https://ccwebleds/>. State P&P offices (Douglas & Linn) access LEDS through WebLEDS at <https://docwebleds/>. As of this writing, Marion, Multnomah & Tillamook counties access LEDS using their own LEDS Server. The WebLEDS Manual is accessed on the WebLEDS website and will assist you in performing the LEDS tasks using WebLEDS.

Your LEDS representative will grant you access to WebLEDS by providing your Username and initial password. You may change your password whenever desired following the directions in the Management category, “My Account Info.”

Enter your user name and copy the passcode from your RSA token and press enter. (This step is for Community Corrections Offices [County & State] that do not have their own server. Marion, Multnomah & Tillamook should check with their LEDS Reps for logon instructions.)

This is the main WebLEDS working screen:



The left side of the screen, the blue area, is the Navigation window. This window includes the response keys, My Favorites (list of favorite/frequently used masks), Mask Menus, My WebLEDS (user profile tasks), access to State Systems & Directories, Manuals, and formatting options.

To access the mask desired, click on the mask in My Favorites, or enter the mask name (if known) into the “Go to Mask” box, or click on the link to the alphabetical or categorized menu of masks.

The MKE, INI, ORI, REQ and PUR fields can be set up to auto-fill on all masks. [Refer to the WebLEDS manual](#) or your LEDS rep for set-up.

Example: The screen below is used to request a CCH by SID number, using the RR mask. The MKE, INI, ORI, REQ & PUR (in red) are required. The fields are described off to the right side of each field. [Refer to the LEDS Manual](#) for questions about a specific field. Fill out the required information and click the “Submit” button at the bottom of the page.

Criminal Records Inquiry - RAP Sheet

MKE: Message Key

INI: Operator Initials

ORI: ORI Number

REQ: Requestor Name (DPSST or Lastname, Firstname)

PUR: Purpose Code

Either SID or FBI must be selected:

SID: SID Number

FBI: FBI Number

RSN: Reason for Requesting CCH

Mask Menus:

- Go To Mask:
- Alphabetical Masks Menu
- Categorized Mask Menu

My WebLEDS:

- Logout
- My Account Change Password
- Display Sent Received Logs
- Change Response Buttons
- Change Printer
- Change Colors & Fonts
- Change Field Paste Values
- PDA Password Card Mgmt

To view responses, click the “View Responses” button. WebLEDS will navigate to this screen. From this screen all responses can be viewed, deleted, saved or printed. Users can select multiple responses by clicking the “Check” box; this allows the user to delete, save or print more than one response at a time. To view, delete or print just one response, click the appropriate button on the line of the particular response.

Total Responses: 7

Delete ALL Print ALL Check ALL Print Checked Print Checked + Delete Checked Save Checked Print/Del Checked

Use ALT+letter to activate VIEW button:

| Check | View | Delete | Print | Date | Time | Description |
|--------------------------|--------|--------|-------|----------|-------------|-------------|
| <input type="checkbox"/> | a=view | del | prt | 03/07/11 | 09:40:11.78 | ... |
| <input type="checkbox"/> | b=view | del | prt | 03/07/11 | 09:36:56.96 | ... |
| <input type="checkbox"/> | c=view | del | prt | 03/07/11 | 09:36:53.74 | ... |
| <input type="checkbox"/> | d=view | del | prt | 03/07/11 | 09:36:10.64 | ... |
| <input type="checkbox"/> | e=view | del | prt | 03/07/11 | 09:29:32.10 | ... |
| <input type="checkbox"/> | f=view | del | prt | 03/07/11 | 09:29:28.89 | ... |
| <input type="checkbox"/> | g=view | del | prt | 03/07/11 | 09:28:28.54 | ... |

Delete ALL Print ALL Check ALL Print Checked Print Checked + Delete Checked Save Checked Print/Del Checked

Admin - WebLEDS Administration

Hide - Hide this Window

Leds ID:

User ID:

Printer:

View Responses - (Esc Key)

View Saved Responses

View Deleted Responses

View Attachment Files

My Favorites: [mjackson]

- F1: QLW - Want by SID
- F2: EPR
- F3: EN - EPR SUPP
- F4: MPR - Modify EPR
- F5: NN - XCEL SUPP
- F6: XPR - XCEL EPR
- F7: AM - Admin Msg
- F8: DLW - DMV by OLN
- F9: QWHD - CCH by Name
- F10: IQ - Crim ID Inquiry
- F11: IAQ - INS Inquiry

The screen below is a view of a response once it is opened. It can be deleted or printed from this view using the buttons above the printout.

Use ALT+letter to activate buttons:

| | | | | | | | |
|----------|--------|-----------|-----------|------------|--------|-------------|-------------|
| a=Delete | b=REPO | c=Print | d=Print+ | e=Previous | f=Next | g=Submit | h=Paste Req |
| i=WANTS | j=CCH | k=RAP/SID | l=RAP/FBI | m=QLW/LNU | n=DMV | o=Q VIN/LIC | p=Send AM |

Received on 03/07/11 at 10:42:05

Admin - WebLEDS Administration

Hide - Hide this Window

Leds ID:

User ID:

Printer:

View Responses - (Esc Key)

View Saved Responses

View Deleted Responses

5.4 WEBLEDS MASKS

Users can select which masks appear under the “My Favorites” section of their screen. This allows users to have quick access to the masks they use most frequently. [Refer to the LEDS Manual](#) for instructions on how to modify your “Favorites” selection.

A list of all masks can also be accessed by clicking on the appropriate link under the “Masks Menu” option. Users can choose to view the list sorted alphabetically, or by category.

Some examples of masks frequently used by Community Corrections users:

Full Criminal History: QWHD, RR, FQ and IQ are the standard masks.

Warrant Checks can be accessed via QW and QLW.

EPR masks include: QPR, EPR, MPR, EN, XN, and XPR.

To find an Oregon Inmate's photo: Enter the following transaction using the freeform mask (FREE): CPQ.OR.SID/#####.IMQ/Y

5.4.1 CREATING AN EPR

To enter an EPR, use the QPR or EPR mask. **NOTE: An offender must have a permanent SID (State Identification) number before an EPR can be entered in LEDS.** The system will not allow users to create an EPR using a Temp SID (Block # assigned by DOC400).

Many fields will not accept certain punctuation marks. For example, users should not use periods (.) in any field (other than the Supplemental Info fields) or the record will be rejected. Another rejection comes from users entering a forward-slash (/) in the OFN field. If the description of the crime in AS400 has a (/), omit it when entering the OFN field (“Tamp w/ witness” would become “Tamp with witness”). For a full list of restrictions, see the individual field descriptions at the end of [Chapter 14 of the LEDS Manual](#). As a *general rule* the characters: period, single quote, double quote and forward-slash are either rarely or never allowed.

Only one EPR can be entered into LEDS on any given client. Therefore, if another agency (Juvenile Corrections, Federal Corrections, and PSRB etc) already has an existing EPR in LEDS, you have a few options. You can try to contact the other agency and see if they would be willing to cancel their EPR so that you may enter your own (sometimes works with Juvenile, almost never works with Feds) or you can enter an “Investigative Interest” on the other agency’s EPR using the EII (eee-eye-eye) mask. To read more about this and to see steps to enter an Investigative Interest, [see chapter 27 of the LEDS Manual](#) (check with your county’s LEDS Rep if you need help accessing the LEDS Manual).

A quick way to enter an EPR is using the QPR mask. This mask is set up strictly for Community Corrections Offices and pulls general description information from AS400(CIS/DOC400) into the EPR. All info is required, except the MIS field & Supplemental Info fields. LEDS pulls the PO info (name, phone #s) from the LEDS Admin List based on the MBX # entered. Entering info into the MIS field is optional, a county-by-county decision.

The following example uses the QPR mask.

Step 1 – Go to WebLEDS, from your main menu, type “QPR” in the “Go To Mask” box, press enter to bring up the “Dept. of Corrections – Offender EPR Entry” screen; or if you have added it to your “favorites list”, you can click on “QPR” to go to the “Dept. of Corrections – Offender EPR Entry” screen.

Step 2 – The following screen is the “Dept. of Corrections – Offender EPR Entry” screen

- MKE: Auto fills with QPR= Offender EPR Entry
- INI: Auto fills with your initials; if it doesn't, enter your initials
- ORI: Auto fills with your county ORI; if it doesn't, then enter agency ORI Number
- REQ: Auto fills with name of requester; if it doesn't, enter your name
- SID: Enter Offender's SID #
- OFF: Enter in Offense NCIC # (see OPS 6 – ORS Listing with NCIC codes; be sure to use the most serious crime if multiple convictions.)
- OFN: Enter Offense Name, abbreviate name of crime if needed & omit the forward-slash "/" if there is one in the crime description in AS400 (Ex. Interfere W/ Peace Officer would become "Interfere with Officer", "Interf with Peace Officer" or something else that does not include the forward-slash.)
- RTP: Click on drop down arrow, select appropriate RTP Code
- OCA: Enter Offender's SID (**important** to enter SID # again – **do not use** any other number in this field)
- MBX: Enter the PO's LEDS mailbox if used; otherwise the system will automatically enter the 3-letter mnemonic for your ORI.
- EXP: Enter the longest running expiration date using format yyyyymmdd
- MIS: Enter misc. information per your county policy. If entering conditions, use a hyphen or an asterisk to separate conditions. If the LEDS mailbox was used in the MBX field, the PO's name & phone numbers will auto-fill in the PON, POD, POE & POO fields. If a space was used in the MBX field, the PO's name & phone numbers will need to be manually entered, followed by any conditions.
- AKA: Enter any aliases associated with the offender
- DOB: Enter any additional DOBs associated with the offender
- SMT: Enter any additional SMTs associated with the offender
- MNU: Enter any additional ID #s associated with the offender (OOS SIDs, INS #, etc)
- SOC: Enter any additional SOC's associated with the offender
- MON: Enter any monikers (nicknames) associated with the offender
- CMC: Enter any additional caution codes necessary
- CND: Enter conditions of supervision (w/ no supporting text), per your county policy
- CNDC: Enter conditions of supervision (w/ supporting text), per your county policy
- CNDT: Enter the supporting text for each CNDC entered above, per your county policy

- Unlike the EN Mask discussed below, users can enter up to nine entries in *each* of the supplemental info fields (Ex. 9 AKAs & 9 DOBs & 9 SMTs, etc) using the QPR since each of those fields is submitted to LEDS as a separate transaction.
- For more information on the difference & appropriate uses of the CND, CNDC & CNDT fields, please see subsection 5.4.2 later in this chapter.

Step 3 – Press “Submit” button to send to LEDS. All other descriptive information (Eye color, hair color, height, weight, etc) is pulled from the DOC400.

Users can also enter an EPR using the EPR mask, filling in required info (all fields down to the License Data Set **excluding** CHG, DES, EXP, ADR, CIS, ZIP, POB and FPC).

Once an EPR is entered, two things are required in order to modify, enter or delete supplemental information, or cancel the EPR. Users will need:

1. The exact name as shown on the EPR
- And**
2. Either the OCA # (which should be the SID#) **or** the LNU #.

If there are multiple records for the same offender (ex. S/O Regist, Restr Order, Warrant, etc), then the LNU # must be used to make any changes as the LNU # identifies the specific LEDS record – in this case, the EPR.

5.4.2 ADDING SUPPLEMENTAL INFORMATION (Use the EN Mask)

If not entered using the QPR mask, this mask can be used to enter AKA's, DOBs, SOC's, SMT's, MNUs, monikers and conditions *after* the EPR has been created. *Descriptive* Supplemental Information **is required by LEDS** to be entered into an EPR. *Conditions* are optional and entering those is a county-by-county decision. **NOTE: In order to enter supplemental information in the EN mask, there must be an original identifier in the body of the EPR. For example, in order to enter an additional SMT on the EN Mask, there must already be a SMT listed on the EPR.**

A maximum of nine identifiers within a particular field can be entered & a maximum of nine **total** supplemental entries are allowed per EN transaction. So you can enter up to nine AKAs at a time, or a combination of nine total AKAs/DOBs/SMTs at a time. Be sure to use a period (but no space) between each identifier.

Examples: **AKA** - Public, John.Public, Jon Q. (Last, First.Last, first middle.)
SMT - SC L ARM.SC R ARM.TAT LF ARM
DOB - yyyyymmdd.yyyyymmdd
SOC – 999889999.888998888

The following screen is the “Enter Supplemental Info” screen:

There are limits to the total number of supplemental identifiers that can be entered for a single EPR. Remember, only nine total identifiers can be entered using a single EN transaction. So if you have 10 AKAs to enter, you'll have to add nine in one EN transaction, and the 10th AKA in a second EN transaction.

AKA – Max of 99 AKAs
 MON - Max of 9 MONs
 SMT - Max of 20 SMTs
 SOC - Max of 10 SOC's
 MNU - Max of 10 MNUs
 DOB - Max of 10 DOBs
 CMC - Max of 11 CMCs
 CND & CNDC - Max of 25 total CNDs and/or CNDCs
 CNDT - Max of 25 CNDTs

Users have two options when entering conditions:

- Conditions *without* supporting text are entered using the CND field. Use the 4-letter DOC400 code for these conditions. LEDS **does not allow** for duplicate entries within the CND field (you can only enter each condition once). Example. No alcohol, no drug, no gambling **CND field enter** – NALC.NDRG.NGAM
- Conditions *with* supporting text are entered using the 'CNDC' & corresponding 'TEXT' fields. Use the 4-letter AS400 (CIS/DOC400) code in the 'CNDC' field and free-form text in the corresponding 'TEXT' field. LEDS **will** allow duplicate entries for the 'CNDC' and TEXT fields. This was done in case an offender has more victim names. Each CNDT field is limited to 44 characters. Examples:
 - No Contact Victim- In 'CNDC' Field Enter: NCVI. In the corresponding 'Text' field enter: Piggy, Miss.Grouch, Oscar
 - Curfew- In 'CNDC' Field Enter– CURF. In the corresponding 'Text' field enter – 21:00 – 06:00
 - Trespass- In 'CNDC' Field Enter– TRES. In the corresponding 'Text' field enter – Safeway Stores

This is a screen shot showing entry of the conditions in the previous example:

The screenshot displays the 'WebLEDS Administration' window. On the left, there is a sidebar with a 'Hide' button and fields for 'Leds ID:', 'User ID:', and 'Printer:'. Below these are buttons for 'View Responses - (Esc Key)', 'View Saved Responses', 'View Deleted Responses', and 'View Attachment Files'. A 'My Favorites' section lists several links like 'F1: QLW - Want by SID', 'F2: EPR', etc. The main area is divided into sections for 'CMC:' (Caution and Medical Conditions) and 'CND:' (Condition of Supervision). The 'CND:' section contains a list of 'Condition Codes and user supplied Condition Text' with columns for 'CNDC' and 'Text'. The entries shown are: NCVI (Piggy, Miss.Grouch, Oscar), CURF (21:00 - 06:00), and TRES (Safeway Stores). The 'TRES' entry is highlighted in pink.

How to use the EN Mask:

Step 1: Enter "EN" in "Go to Mask" box or click on "EN" from your favorites list to get to the "Enter Supplemental Info" screen.

Step 2: Fill in the appropriate fields (refer to [WebLEDS manual](#) for detailed information).

Remember – Max of 9 entries TOTAL per "EN" transaction!

NAME: Offender's Name exactly as it appears in EPR

OCA: Offender's SID # **or**

LNU: Offender's LNU # (taken from EPR)

AKA: Enter up to 9 different names

DOB: Enter up to 9 different dates of birth

SMT: Enter up to 9 tattoos, scars or marks

MNU: Enter up to 9 miscellaneous numbers, using a valid MNU code.

SOC: Enter up to 9 different social security numbers

MON: Enter up to 9 different monikers

CND: Enter up to 25 total conditions, using 4-letter DOC400 condition code.

CNDC: Enter up to 25 total conditions, using 4-letter DOC400 condition code.

CNDT: Enter support text for CNDC conditions, 44 characters max per line.

Step 3: Click on "Submit". Per your county policy, the other fields showing on the EN Mask can be used to add other supplemental information.

5.4.3 DELETE SUPPLEMENTAL INFORMATION (Use the XN mask)

Fill in Offender Name [as it appears on EPR] **and** either OCA # **or** LNU #.

On the appropriate field, fill in the information to be deleted. For example, if you want to remove the AKA "Giant, Jolly Green"... you would tab down to the AKA field and type in "Giant, Jolly Green" and click on "Submit". Repeat this for all other supplemental info you want to remove from the EPR.

The CNDC & corresponding CNDT have to be removed together as a set & EXACTLY as originally entered. For example, if you wanted to remove NCVI - Piggy, Miss... you would have to remove them both at the same time in the same transaction. If you had two names in the CNDT field but wanted to remove only one, you must remove them both; you cannot remove only one. Remove them both, then re-enter with the name that needs to stay on the EPR.

Remember – max of 9 entries TOTAL can be removed per "XN" transaction!

5.4.4 MODIFY AN EPR (Use the MPR mask)

Use this screen for updating/changing any general EPR information (*except* Supplemental Info – see "Adding Supplemental Info" section above), for transferring the offender to another county, or if offender is admitted to Local Control. Users can only modify EPRs which are listed under their agency's ORI. **NOTE: Be very careful when scrolling in the MPR mask. If your cursor is inside a scroll box, use the tab key or click outside the box after making your entry and before pressing enter.**

Step 1 – Enter "MPR" in the "Go to Mask" box or click "MPR" from your favorites list to get to the "Modify Corrections Client" screen, the cursor will be on the "Name" field.

The screenshot shows the 'Modify Corrections Client' web application. The left sidebar is blue and contains a 'My Favorites' list with items like 'F1 - QW - Want by SID', 'F2 - EPR', 'F3 - EN - EPR SUPP', 'F4 - MPR - Modify EPR', 'F5 - NX - NCCL SUPP', and 'F6 - NXR - Nocl EPR'. The main content area has a yellow background and contains the following fields:

- MKE:** MPR - Modify Corrections Client
- ORI:** [Redacted]
- NAME:** [Redacted]
- OCA -or- LNU is required:**
 - OCA:** [Redacted]
 - LNU:** [Redacted]
- Fields to be Modified (Enter "*" in Field to Delete):**
 - LIC:** [Redacted]
 - VCO:** [Redacted]
 - MKE:** -- select --
 - ORI:** [Redacted]
- Message Key:** [Redacted]
- ORI Number:** [Redacted]
- Name (Last,First MI):** [Redacted]
- Originating Agency Case Number:** [Redacted]
- Leds Number:** [Redacted]
- Delete (LIC Group) and (VIN Group):** [Redacted]
- New MKE (EPRC or EPRP):** [Redacted]
- ORI Number:** [Redacted]

Step 2- Enter:

- NAME: Offender's Name as shown on the EPR
- OCA: Offender's SID # **or**
- LNU: Offender's LNU # (from the EPR) (use LNU # if modifying EPR when multiple records exist... Sex Offender Registration, Warrant, Restraining Order, etc)

Step 3 - Tab to appropriate field(s) to be modified, type in changes: Examples

- Change DOE: Enter new date
- Change RTP: Enter new type from dropdown list
- Add MNU if none yet entered: The first two characters must be a valid MNU code from the Personal Descriptors chapter of the [NCIC 2000 Code Manual](#). The third character must be a hyphen. Entry of only zeros is prohibited in positions 4 through 15.
- Transfer to another county or remove MBX: Enter an asterisk (*) or a space which will remove whatever MBX # is currently in that field. **NOTE: If transferring from a caseload that had more phone #s than the new caseload has, enter "*" or a space in each field that the new caseload lacks. For example, if the old caseload had a phone number in the POO field, but the new caseload does not have a POO number, enter "*" (or a space) in the POO field to clear the old number out.**

Scenarios where modifying an EPR is necessary:

- **Offenders who have been revoked for less than 12 months (Local Control):**
 - RTP: Change to FLC (per your county policy)
 - MIS: Add "Offender revoked to (enter which jail) jail" (per your county policy)
- **Transferring EPR to another county:**
 - ORI: Enter receiving county's ORI #.
 - MBX: Enter an asterisk (*) or a "space". (The system will automatically change from old MBX to receiving county's 3-letter mnemonic ID)
 - MIS: Enter new PO name and telephone # (if provided by other county), otherwise enter "XXXX County Community Corrections" along with that county's contact phone number.
 - PON: Enter an asterisk (*) or a space to clear your county PO information.
 - POD: Enter an asterisk (*) or a space to clear your county PO information.
 - POE: Enter an asterisk (*) or a space to clear your county PO information.
 - POO: Enter an asterisk (*) or a space to clear your county PO information.
- **Modifying a Sex Offender EPR to designate a Predatory Sex Offender:**

Note: Only add EPRP if offender is currently designated predatory by the Board in CIS (Designation codes: PSO- Predatory Sex Offender or SDVO- Sexually Violent Predatory Sex Offender). If the offender has been designated into a Sex Offender Level, do not add EPRP (Designation code: SONL- Sex Offender Classification Level). To verify designation code, go to the 'Work with Offenses' screen in AS400 (CIS/DOC400), put cursor on the flashing word *Designator*, press F4. This will take you to the 'W/W Offender Designator' screen.

 - MKE: select EPRP.
 - MIS: add "Predatory Sex Offender"
 - CMC: enter "01" for "Other"
 - The exception would be if you have an offender who is designated sexually violent predatory. In this case, you would use "30" in the CMC field & "Sexually Violent Predatory" in the MIS field.
 - Click on "Submit".

➤ **Changing a Predatory S/O (EPRP) back to a regular EPR:**

NOTE: This may happen if an offender's predatory sex offender designation (PSO or SDVO) changed to a sex offender level designation (SONL) by the Board.

- Modify the MIS field to remove "Predatory S/O" wording: Using MPR mask put an asterisk (*) in the MIS field.
- Modify the MKE field using Free Form (See LEDS Manual on how to use Free Form): **MPR/ORI/NAM/LNU/MKE/***
- Remove the CMC designation using the XN mask: **XN.NAM/OCA/CMC/***

➤ **Offender returned from ABSC past their expiration date (Probation Only):**

NOTE: Modify only after the probation warrant is cleared.

- Change the RTP field to the PVP code.
 - **Violation Pending – No Judgment available:** LEDS created the RTP code, "PVP" (Community Corrections Offender - Violation Pending). The purpose of this new code was to give Support Staff the ability to extend the DOE while waiting for a violation hearing and/or a new judgment.
- Change the DOE field to reflect a date no more than 90 days out
- Add "PV Pending" to beginning of MIS field (this is an office-by-office decision)
- If the PV Hearing still has not occurred by the end of the 90 days, extend it out again, as necessary, no more than 90 days at a time. The **PVP** code does **not** function like the ABSC code. EPRs **will continue to fall off** upon reaching the date noted in the DOE field.

➤ **Transferring EPRs from one caseload to another within your own ORI:**

- The MMBX mask allows users to migrate **ALL** EPR records from one MBX to another. This can be especially helpful when you need to change all EPRs assigned to PO Smith over to PO Jones. Instead of having to pull up each EPR & modify it individually, this allows you to modify them all at once.
- To find a list of all EPRs attached to a specific MBX do a QLW in the "Go to Mask field, select "By Mailbox" option. Enter the MBX in question and submit your query. You will receive a query response listing the LNU # of all records associated with that MBX. *(There is currently no option to receive a response back that lists names or SID #s.)*
- When an MMBX transaction is ran, the MBX, PON, POD, POE & POO fields on all EPRs that were associated with the old MBX will update with the information associated with the new MBX. Follow steps below.

Step 1 –

- Enter the current MBX in the "From" field
- Enter the new MBX in the "To" field
- Tab to the next field; the remaining fields should auto-populate with the info associated to the new MBX. (Information pulled from the LEDS Admin Tables. If the info is not correct, talk to your LEDS Rep.)

Step 2 –

- Click "Submit"
- You will receive a response telling you how many EPRs were modified to the new MBX. Compare this response to the QLW – By Mailbox Query response you received prior to MMBX transaction.

Corrections MBX to MBX Transfer screen:

The screenshot shows the 'Corrections MBX to MBX Transfer' screen. On the left is a sidebar with 'Admin - WebLEDS Administration' and a 'Hide this Window' button. Below this are links for 'View Responses - (Esc Key)', 'View Saved Responses', 'View Deleted Responses', and 'View Attachment Files'. At the bottom of the sidebar is a 'My Favorites' section with links for 'QLW - Want by SID', 'EPR', 'EN - EPR SUPP', 'MPR - Modify EPR', and 'XN - XN EPR'. The main area has a yellow header with the title 'Corrections MBX to MBX Transfer'. Below the header is a form with the following fields: MKE (dropdown menu), ORI (text field), FROM (text field), TO (text field with a '- Lookup' button), PON (text field), POD (text field), POE (text field), and POO (text field). To the right of these fields is a 'Message Key' section with labels for ORI Number, From Mailbox ID, To Mailbox ID, PO Name, Parole Office Day Phone Number, Parole Office Evening Phone Number, and Parole Office Other Phone Number. At the bottom of the form are four buttons: 'Submit', 'Submit & Log', 'Show Transaction', and 'Clear Form'.

5.4.5 TO CANCEL AN EPR (XPR mask): **NOTE: Use this mask to cancel an EPR on an offender who has gone to prison for more than 12 months or whose supervision has expired/terminated when there is no sex offender information in EPR.**

Step 1 – Enter “XPR” in “Go To Mask” box or click on “XPR” from your favorites list to get to the “Cancel Corrections Client” screen. The cursor will be on the “Name” field. Fill in appropriate fields below.

- NAME: Offender’s Name as shown on EPR
- OCA: Enter Offender’s SID # **or**
- LNU: Enter Offender’s LNU # (taken from EPR) – use for Sex Offenders
- DOC: Fill in date of cancellation using YYYYMMDD

5.4.6 TO CANCEL A SEX OFFENDER EPR, WHEN S/O REGISTRATION IS IN EPR.

Step 1 – Enter “MPR” in “Go To Mask” box or click on “MPR” from your favorites list to get to the “Modify Corrections Client” screen.

Step 2 – Fill in Offender Name (exactly as shown on EPR) and LNU (LEDS Number)

Step 3 – Select the process you want to perform below and follow steps.

- **Supervision has expired/terminated:**
 - DOE - change to date active supervision stops.
 - RTP - change to DSX to send registration info to State Police
 - MIS - “Sex Offender Registration Only”. If offender died, used died. In all cases, remove PO’s name and number
- **Supervision is revoked and offender is sentenced to an institution:**
 - DOE – enter date offender sentenced to prison
 - RTP - change to DSX to send registration info to State Police
 - MIS - “Offender revoked, sentenced to institution” Remove PO’s name and number.
- **Supervision goes to Unsupervised Parole/PPS:**
 - DOE – enter date offender goes unsupervised
 - RTP - change to USO to send registration info to State Police
 - MIS - “Offender unsupervised. If any contact call PO at (###) ###-####.
- **Sex offense is discharged but offender still has other crimes:**
 - DSX EPR as noted above in #1 and enter non-sex offense EPR.

5.4.7 RTP CODES

ABS - Abscond

CND - Conditional Discharge

CPA - Compact Parole

CPR - Compact Probation

DIV - Diversion

DRG – Drug Offender

DSX - Discharged SO w/Registration in EPR

ESC – Escapee

FLC - Felony Local Control

FMP - Felony = Misdemeanor

FPA - Felony Parole

FPR - Felony Probation

MPA - Misdemeanor Parole

MPR - Misdemeanor Probation

PPS - Felony Post-prison

PSB - Psych Security Review Board

PVP – Comm Corr Offender - Violation Pending

TPL - Temporary/Transitional Leave

USO - Unsupervised Sex Offender

5.4.8 CMC FIELD, (CAUTION, MEDICAL CONDITIONS FIELD)

Section 20 of the “Personal Descriptor Codes” chapter in the [NCIC code manual](#) lists each of these CMC codes. The CMC field is located in the EPR just after the vehicle information. The code 01 (other) is used for the predatory sex offenders along with information in the miscellaneous field that specifies the caution. The code 30 is used for Sexually Violent Dangerous offenders. If you have a specific caution indicator you do not see listed, you may also use 01 and provide the specifics in the miscellaneous field.

5.4.9 MNU FIELD (Miscellaneous ID Number)

The first two characters must be a valid MNU code from Chapter 15, the Personal Descriptors chapter of the [NCIC 2000 Code Manual](#). The third character must be a hyphen. Entry of only zeros is prohibited in positions 4 through 15. (Examples of MNU # that might be entered are: AR – Alien Registration number, PI – Personal Identification number (Other state's SID#), etc.)

5.5 LEDS ENTRY - SEX OFFENDER SPECIFICS

As Oregon State Police has the responsibility of maintaining Sex Offender registration files (ESX), it is no longer required that Community Corrections enter the registration info into the EPR. It is possible with WebLEDS to enter Sex Offender Registration info into the EPR, but not recommended.

If your present EPR still shows Sex Offender Registration and there is an address change, discuss with the PO canceling the EPR and entering a new EPR without registration information. Sex Offenders tend to move frequently and it can be confusing to law enforcement when there are two addresses in LEDS (one in the Oregon State Police ESX record and another in EPR). If your PO wants the address info kept up-to-date in the EPR, use the MPR mask to update.

Once an EPR has been entered on a Sex Offender, all modifications, additions and/or deletions of supplemental info, and cancellation of EPR **must use the LNU #** as the identifier. Follow the directions for entering, modifying, adding supplemental information and canceling EPR's found on Pages 5 through 9 of this section.

5.6 SEX OFFENDER REGISTRATION INFORMATION

Sex Offender Registration LEDS records (ESX) are maintained only by Oregon State Police.

The most common registrations are the first (initial) registration, annual registration, change of address registration and higher education registration. For information on specific offenders and their registration requirements, contact Oregon State Police, Sex Offender Registration.

5.6.1 SEX OFFENDER REGISTRATION MOST COMMON QUESTIONS

- **WHAT IS THE "TRIGGER DATE" FOR REGISTRATION?** This date varies by offender depending on many factors and changes made over the years in statute. For information on specific offenders and their registration requirements, contact Oregon State Police, Sex Offender Registration.
- **WHO MAINTAINS REGISTRATION ON "INACTIVE" OR "UNSUPERVISED" PAROLEES/PPS?** Oregon State Police is required by law to maintain LEDS (ESX) records on all persons required to report for sex offender registration in Oregon, regardless of their supervision status.
- **WHAT IF SUPERVISION FOR THE SEX OFFENSE ENDS BUT THE OFFENDER IS STILL ON SUPERVISION FOR ANOTHER OFFENSE?** Oregon State Police is required by law to maintain LEDS (ESX) records on all persons required to report for sex offender registration in Oregon, regardless of supervision status. As of 08/02/2011, offenders who have been convicted of sex crimes can no longer register with the supervising agency. They must report to a city police department, county sheriff's office or Oregon State Police office to register, usually in the county in which the offender resides. If registration was entered on the EPR, cancel the EPR and enter a new EPR.

- **WHO HAS REGISTRATION RESPONSIBILITY IF ALL SUPERVISION TERMINATES AND THE OFFENDER LATER RETURNS FOR SUPERVISION ON A NEW OFFENSE?** Oregon State Police is required by law to maintain LEDS (ESX) records on all persons required to report for sex offender registration in Oregon, regardless of their supervision status. As of August 2, 2011, offenders who have been convicted of sex crimes can no longer register with the supervising agency. They must report to a city police department, county sheriff's office or Oregon State Police office to register, usually in the county in which the offender resides.
- **WHAT IF AN ALREADY-REGISTERED OFFENDER IS CONVICTED OF A NEW REGISTERABLE OFFENSE?** As of August 2, 2011, offenders who have been convicted of sex crimes can no longer register with the supervising agency. They must report to a city police department, county sheriff's office or Oregon State Police office to register, usually in the county in which the offender resides.
- **HOW DO WE HANDLE EPR'S ON OFFENDERS WHO ARE REVOKED AND SENT TO PRISON TO AVOID THE AUTOMATIC "DSX" TO THE OREGON STATE POLICE?** As Oregon State Police maintains all ESX LEDS records, go ahead and DSX the offender. When offender is released from prison, enter a new EPR.
- **WHAT IS THE REGISTRATION RESPONSIBILITY OF OREGON OFFENDERS LIVING IN OTHER STATES?** The offender is to contact the Oregon State Police Sex Offender Registration Unit for instructions on how to comply with the law.
- **WHAT ARE THE REQUIREMENTS ON AN OUT-OF-STATE OFFENDER WHO IS ACCEPTED HERE, IS REGISTERED HERE, AND THEN RETURNS TO THE SENDING STATE?** We close the EPR as usual. Persons moving out of Oregon are required to complete a change of address registration prior to leaving Oregon. They must report to a city police department, county sheriff's office or state police office in the county in which they last registered while residing in Oregon. Failure to make this report can result in a warrant for Failure to Register.
- **WHAT IS THE ADDRESS OF STATE POLICE SEX OFFENDER REGISTRATION UNIT?**
Oregon State Police/Sex Offender Registration
255 Capitol St NE, 4th Floor (Public Service Building)
Salem OR 97310
(503) 378-3720
ORI #OROSP0004

FOR MORE INFORMATION, REFER TO THE SEX OFFENDER RULE #14, TAB #92

For a list of offenses that require registration, [see ORS 181.594](#).

5.7 EPR EXPIRING REPORTS: Each month, LEDS sends out a report, broken out by county, which lists all EPRs that will soon be expiring. County offices are to check the EPRs on their list to verify that the EPRs listed truly should be expiring.

- If the EPR should be expiring, then nothing else needs to be done.
- If the EPR should **not** be expiring, users should research what the correct DOE should be to keep the EPR from expiring and follow the correct process to modify the EPR as needed.

5.7.1 EPRP REPORTS: Each month, LEDS sends out a report, broken out by county, which lists all EPRP records in LEDS for each county ORI. County offices are to check the EPRP records to verify that the offender truly has been designated by the Parole Board as “Predatory”, “Sexually Violent Dangerous Offender – SVDO”, or “SVDO-Predatory” and that the appropriate code & designation are noted on the EPR.

When checking your lists, if either the CMC code is missing or incorrect; or if the Parole Board's designation is missing or not listed in the MIS field, modify the EPR to correct the data.

- If the offender *has been designated* as Predatory, SVDO, or SVDO-Predatory, then users should verify that the code “01” has been added to the CMC Field, and the appropriate designation has been noted in the MIS Field.
- If the offender ***has not*** been designated Predatory, SVDO, etc or the Parole Board ***has removed*** that designation (very rare)... then users should modify the EPRP by removing any applicable wording in the MIS Field, removing the “01” code from the CMC Field, and modifying the record from MKE type of EPRP to EPR ([see “Changing Predatory S/O Back to Regular EPR” section above](#)).

OPS CHAPTER 6 - NCIC Codes

6.1 LISTED BY CRIME, ALPHABETICALLY

The following is a list of the NCIC codes tied specifically to the ORS used in the DOC400. These NCIC codes are to be used in the EPR **and** ICOTS (Interstate Compact Offender Tracking System).

| CRIME | CLASS | ORS # | SUB | NCIC |
|--|-------|---------|------|------|
| ABANDON CHILD | CF | 163.535 | | 3806 |
| ABANDONMENT OF CHILD ATTEMPT | AM | 163.535 | X | 3806 |
| ABUSE OF CORPSE I | BF | 166.087 | | 7299 |
| ABUSE OF CORPSE II | CF | 166.085 | | 7299 |
| ABUSE TO MEMORIAL TO THE DEAD | AM | 166.076 | 2 | 7299 |
| ABUSE VENERATED OBJECT | CM | 166.075 | | 7299 |
| ADULT FOSTER CARE LICENSE VIOL | CM | 443.725 | | 5599 |
| ADULT FOSTER HOME INSPECT VIOL | BM | 443.755 | | 5599 |
| AGG DRIVING WHILE SUSPEND/REVK | CF | 163.196 | | 5499 |
| AGGRAVATED ANIMAL ABUSE 1 | CF | 167.322 | | 6201 |
| AGGRAVATED ANIMAL ABUSE I ATT | AM | 167.322 | X | 6201 |
| AGGRAVATED VEHICULAR HOMICIDE | AF | 163.149 | | 0909 |
| AID IN FISH/GAME VIOLATION | UM | 496.695 | | 6202 |
| AIDING UNAUTHORIZED DEPARTURE | AM | 162.175 | 01B | 4901 |
| ALLOW MINOR TO VIOLATE CURFEW | AM | 419.720 | | 7399 |
| ALLOW MISUSE OPERATORS LICENSE | AM | 807.590 | | 2699 |
| ALTER BODY/DEATH INVESTIGATION | BM | 146.103 | 04 | 5599 |
| ALTER DOCUM OF ANATOMICAL GIFT | CF | 097.982 | | 2699 |
| ALTERING REGISTRATION CARD | CF | 247.125 | | 5999 |
| AMBULANCE - UNLAWFUL OPERATION | AM | 682.015 | | 2411 |
| ANIMAL ABANDONMENT | CM | 167.340 | | 6201 |
| ANIMAL ABUSE I | AM | 167.320 | | 6201 |
| ANIMAL ABUSE II | BM | 167.315 | | 6201 |
| ANIMAL ABUSE I ATT | BM | 167.320 | 3X | 6201 |
| ANIMAL ABUSE C FELONY | CF | 167.320 | 04A | 6201 |
| ANIMAL ABUSE I IN THE IMMEDIATE PRESENCE OF A MINOR CHILD | CF | 167.320 | 04B | 6201 |
| ANIMAL FIGHTING | AM | 167.355 | | 6201 |
| ANIMAL NEGLECT I | AM | 167.330 | | 6201 |
| ANIMAL NEGLECT I – FELONY | CF | 167.330 | 03 | 6201 |
| ANIMAL NEGLECT II | BM | 167.325 | | 6201 |
| ANIMAL NEGLECT II – FELONY | CF | 167.325 | 03 | 6201 |
| AQUIRE CONT SUB BY FRAUD | AM | 475.994 | 01CX | 2699 |
| ARCHAEOLOGICAL SITE VIOLATION | BM | 390.235 | | 6299 |
| ARSON I | AF | 164.325 | | 2099 |
| ARSON I ATTEMPT | BF | 164.325 | X | 2099 |
| ARSON II | CF | 164.315 | | 2099 |
| ARSON II ATTEMPT | AM | 164.315 | X | 2099 |

OPS 6 – NCIC CODES

Revised Date: 09/23/16

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|-----------------------------------|----|---------|-----|------|
| ASSAULT I | AF | 163.185 | | 1399 |
| ASSAULT I ATTEMPT | BF | 163.185 | X | 1399 |
| ASSAULT II | BF | 163.175 | | 1399 |
| ASSAULT II ATTEMPT | CF | 163.175 | X | 1399 |
| ASSAULT III | CF | 163.165 | | 1399 |
| ASSAULT III (MV DUII) | BF | 163.165 | 2B | 1399 |
| ASSAULT III ATTEMPT | AM | 163.165 | X | 1399 |
| ASSAULT IV | AM | 163.160 | | 1399 |
| ASSAULT IV ATTEMPT | BM | 163.160 | X | 1399 |
| ASSAULT IV FELONY | CF | 163.160 | 03 | 1399 |
| ASSAULT IV FELONY ATTEMPT | AM | 163.160 | 03X | 1399 |
| ASSAULT LAW ENFORCEMENT ANIMAL | CF | 167.339 | | 1399 |
| ASSAULT LAW ENFORCEMENT ANIMAL AT | AM | 167.399 | X | 1399 |
| ASSAULT OFFICER | AM | 163.208 | | 1399 |
| ASSAULT OFFICER ATTEMPT | BM | 163.208 | X | 1399 |
| ASSAULT PUBLIC SAFETY OFFICER | CF | 163.208 | NEW | 1399 |
| ATT ALTER DOCUM OF ANATOM GIFT | CF | 097.982 | X | 2699 |
| ATT CONT SUB RECORD VIOL/FRAUD | BM | 475.916 | X | 2699 |
| ATT ENCOURAGE CHILD SEX ABUSE 3 | BM | 163.687 | | 3699 |
| ATT ENVIRONMENTAL ENDAGERMENT | UF | 468.851 | 1X | 6205 |
| ATT FEMALE GENITAL MUTILATION | CF | 163.207 | | 7099 |
| ATT LAUNDERING MONETARY INST | CF | 164.170 | X | 2699 |
| ATT ONLINE SEX CORRUPT CHILD I | CF | 163.433 | 1X | 3699 |
| ATT ONLINE SEX CORRUPT CHLD II | AM | 163.432 | 1X | 3699 |
| ATTEMPT INTIMIDATION 1ST DEGRE | AM | 166.165 | X | 2199 |
| ATTEMPT SUPPLY LIQ TO MINOR | BM | 471.410 | X | 4199 |
| ATTEMPTED ANIMAL ABUSE II | CM | 167.315 | 01X | 6201 |
| ATTEMPTED SEX PENETRATION II | CF | 163.408 | X | 1199 |
| ATTEMPTED SEXUAL PENETRATION I | BF | 163.411 | X | 1199 |
| ATTEMPTED WEAPON USE UNLAWFUL | AM | 166.220 | 01X | 5299 |
| | | | | |
| BIGAMY | CF | 163.515 | | 3804 |
| BRIBE GIVING | BF | 162.015 | | 5101 |
| BRIBE GIVING ATTEMPT | CF | 162.015 | X | 5101 |
| BRIBE RECEIVED BY WITNESS | CF | 162.275 | | 5103 |
| BRIBE RECEIVING | BF | 162.025 | | 5103 |
| BRIBE WITNESS | CF | 162.265 | | 5102 |
| BRIBERY - SPORTS | CF | 165.085 | | 5101 |
| BRIBERY RECEIVING - SPORTS | CF | 165.090 | | 5103 |
| BURGLARY I | AF | 164.225 | | 2299 |
| BURGLARY I ATTEMPT | BF | 164.225 | X | 2299 |
| BURGLARY II | CF | 164.215 | | 2299 |
| BURGLARY II ATTEMPT | AM | 164.215 | X | 2299 |
| BURGLARY TOOLS - POSSESSION OF | AM | 164.235 | | 2206 |
| BURNING WITHOUT A PERMIT | UM | 477.515 | | 7399 |
| BUY / SELL MINOR | BF | 163.537 | | 7099 |
| | | | | |
| CHEATING | CF | 167.167 | | 2699 |
| CHILD NEGLECT | AM | 163.545 | | 3806 |
| CHILD NEGLECT 1 | BF | 163.547 | | 3806 |

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| CHILD NEGLECT 1 ATTEMPT | CF | 163.547 | X | 3806 |
| CHILD NEGLECT 2 | AM | 163.545 | NEW | 3806 |
| CHILD NEGLECT 2 ATTEMPT | BM | 163.545 | X | 3806 |
| CIVIL COMMITMENT MENTAL DEFECT | OC | 161.328 | | NONE |
| COCKFIGHTING | CF | 167.428 | | 6299 |
| COERCION | CF | 163.275 | | 1316 |
| COERCION ATTEMPT | AM | 163.275 | X | 1316 |
| COMMERCIAL VEHICLE COMPLIANCE | BM | 818.400 | | 5599 |
| COMPOUNDING A FELONY | AM | 162.335 | | 4808 |
| COMPUTER ACCESS-UNLAWFUL | AM | 164.377 | 04 | 7199 |
| COMPUTER DAMAGE/DESTRUCTION | CF | 164.377 | 03 | 7199 |
| COMPUTER FRAUD/THEFT | CF | 164.377 | 02 | 2699 |
| COMPUTER LOTTERY VIOLATION | CF | 164.377 | 05B | 3918 |
| COMPUTER LOTTERY VIOLATION ATTEMPT | AM | 164.377 | 05BX | 3918 |
| CONCEAL BIRTH OF INFANT | AM | 167.820 | | 7299 |
| CONT SUB RECORD VIOL/FRAUD | AM | 475.916 | | 2699 |
| CONT SUB RECORDS VIOL/FRAUD | AM | 475.994 | | 2699 |
| CONT SUB-APPL BODY ANOTH AF AT | BF | 475.910 | 01X | 3599 |
| CONT SUB-APPL BODY ANOTHER AF | AF | 475.910 | 01A | 3599 |
| CONT SUB-APPL BODY ANOTHER AF | AF | 475.986 | 1A | 3599 |
| CONT SUB-APPL BODY ANOTHER AM | AM | 475.910 | 01D | 3599 |
| CONT SUB-APPL BODY ANOTHER BF | BF | 475.910 | 01B | 3599 |
| CONT SUB-APPL BODY ANOTHER BF | BF | 475.986 | 1B | 3599 |
| CONT SUB-APPL BODY ANOTHER CF | CF | 475.910 | 01C | 3599 |
| CONT SUB-CAUSE INGEST AF ATT | BF | 475.908 | 02X | 3599 |
| CONT SUB-CAUSE INGEST AF ATT | BF | 475.984 | 2 X | 3599 |
| CONT SUB-CAUSE INGEST BF ATT | CF | 475.908 | 01X | 3599 |
| CONT SUB-CAUSE INGEST BF ATT | CF | 475.984 | 1 X | 3599 |
| CONT SUB-CAUSE PERSN INGEST AF | AF | 475.984 | 2 | 3599 |
| CONT SUB-CAUSE PERSN INGEST BF | BF | 475.908 | 01 | 3599 |
| CONT SUB-CAUSE PERSN INGEST BF | BF | 475.984 | 1 | 3599 |
| CONTEMPT OF COURT | UM | 033.015 | 02 | 5005 |
| CONTEMPT OF COURT-FAIL TO PAY | UM | 161.685 | | 5005 |
| CORP DOING BUSINESS W/O LIC | AM | 057.735 | | 7399 |
| COUNTERFEIT LICENSE FORMS | AM | 807.500 | | 2503 |
| COUNTERFEIT LICENSE FORMS NEW | CF | 807.500 | NEW | 2503 |
| COUNTERFEIT VEHICLE TITLE | CF | 803.080 | | 2503 |
| CREATING A HAZARD | BM | 167.810 | | 5599 |
| CRIM MISTREATMENT I ATTEMPT | AM | 163.205 | X | 7099 |
| CRIM MISTREATMENT II ATTEMPT | BM | 163.200 | X | 7099 |
| CRIM NEGLIG HOMICIDE ATT NEW | CF | 163.145 | NEWX | 0999 |
| CRIM NEGLIG HOMICIDE ATTEMPT | AM | 163.145 | X | 0999 |
| CRIMINAL CONSPIRACY A FELO ATT | BF | 161.450 | 02AX | DEP ON CRIME |
| CRIMINAL CONSPIRACY A FELONY | AF | 161.450 | 01 | DEP ON CRIME |
| CRIMINAL CONSPIRACY A FELONY | AF | 161.450 | 02A | DEP ON CRIME |
| CRIMINAL CONSPIRACY A MISD | AM | 161.450 | 04 | DEP ON CRIME |
| CRIMINAL CONSPIRACY B FELO ATT | CF | 161.450 | 02BX | DEP ON CRIME |
| CRIMINAL CONSPIRACY B FELONY | BF | 161.450 | 02 | DEP ON CRIME |
| CRIMINAL CONSPIRACY B FELONY | BF | 161.450 | 02B | DEP ON CRIME |
| CRIMINAL CONSPIRACY C FELO ATT | AM | 161.450 | 02CX | DEP ON CRIME |

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| CRIMINAL CONSPIRACY C FELONY | CF | 161.450 | 02C | DEP ON CRIME |
| CRIMINAL CONSPIRACY C FELONY | CF | 161.450 | 03 | DEP ON CRIME |
| CRIMINAL DEFAMATION | AM | 163.605 | | DEP ON CRIME |
| CRIMINAL IMPERSONATION FELONY | CF | 162.365 | 02B | 2604 |
| CRIMINAL IMPERSONATION OFFICER | CF | 162.367 | | 2604 |
| CRIMINAL IMPERSONATION/MISD | AM | 162.365 | 02A | 2604 |
| CRIMINAL MISCHIEF I | CF | 164.365 | | 2999 |
| CRIMINAL MISCHIEF I ATTEMPT | AM | 164.365 | X | 2999 |
| CRIMINAL MISCHIEF II | AM | 164.354 | | 2999 |
| CRIMINAL MISCHIEF II ATTEMPT | BM | 164.354 | X | 2999 |
| CRIMINAL MISCHIEF III | CM | 164.345 | | 2999 |
| CRIMINAL MISTREATMENT I | CF | 163.205 | | 7099 |
| CRIMINAL MISTREATMENT II | AM | 163.200 | | 7099 |
| CRIMINAL NONSUPPORT | CF | 163.555 | | 3899 |
| CRIMINAL NONSUPPORT ATTEMPT | AM | 163.555 | X | 3899 |
| CRIMINAL SIMULATION | AM | 165.037 | | 2699 |
| CRIMINAL TRESPASS ARMED | AM | 164.265 | | 5707 |
| CRIMINAL TRESPASS I | AM | 164.255 | | 5707 |
| CRIMINAL TRESPASS I ATTEMPT | BM | 164.255 | X | 5707 |
| CRIMINAL TRESPASS II | CM | 164.245 | | 5707 |
| CRIMINALLY NEGLIGENT HOMIC NEW | BF | 163.145 | NEW | 0999 |
| CRIMINALLY NEGLIGENT HOMICIDE | CF | 163.145 | | 0999 |
| CUSTODIAL INTERFERENCE I | BF | 163.257 | | 1005 |
| CUSTODIAL INTERFERENCE I AT | CF | 163.257 | X | 1005 |
| CUSTODIAL INTERFERENCE II | CF | 163.245 | | 1005 |
| CUSTODIAL INTERFERENCE II ATT | AM | 163.245 | X | 1005 |
| CUSTODIAL SEXUAL MISCONDUCT I | CF | 163.452 | | 3699 |
| CUSTODIAL SEXUAL MISCONDUCT II | AM | 163.454 | | 3699 |
| CUT/TRANS CONIFERS W/O PERMIT | BM | 164.825 | | 6299 |
| CUT/TRANS FOREST PROD UNLAW | BM | 164.813 | | 6299 |
| | | | | |
| DANGEROUS OFFENDER MIN TERM-SG | UF | 161.737 | 2 | 7399 |
| DEALING IN CHILD PORNOGRAPHY | BF | 163.673 | | 3799 |
| DELIV COCAINE | BF | 475.880 | 02 | 3530 |
| DELIV COCAINE ATTEMPTED | CF | 475.880 | 02X | 3530 |
| DELIV COCAINE NEAR SCHOOL | AF | 475.882 | | 3533 |
| DELIV COCAINE NEAR SCHOOL ATT | BF | 475.882 | X | 3533 |
| DELIV COCAINE TO MINOR | AF | 475.880 | 03 | 3533 |
| DELIV COCAINE TO MINOR ATTEMPT | BF | 475.880 | 03X | 3533 |
| DELIV CONT SUB MINO-SCH I/II AT | BF | 475.906 | 01X | 3599 |
| DELIV CONT SUB MINOR - SCH III | BF | 475.995 | 02 | 3599 |
| DELIV CONT SUB MINOR - SCH III | BF | 475.906 | 02 | 3599 |
| DELIV CONT SUB MINOR - SCH IV | AM | 475.906 | 03 | 3599 |
| DELIV CONT SUB MINOR - SCH V | BM | 475.906 | 04 | 3599 |
| DELIV CONT SUB MINOR -SCH I/II | AF | 475.906 | 01 | 3599 |
| DELIV CONT SUB MINOR-SCH I/II | AF | 475.995 | 01 | 3599 |
| DELIV CONT SUB NEAR SCHOOL | AF | 475.904 | | 3599 |
| DELIV CONT SUB NEAR SCHOOL | AF | 475.999 | | 3599 |
| DELIV CONT SUB NEAR SCHOOL ATT | BF | 475.904 | X | 3599 |
| DELIV CONT SUB NEAR SCHOOL ATT | BF | 475.999 | X | 3599 |

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| DELIV HEROIN | AF | 475.850 | | 3510 |
| DELIV HEROIN ATTEMPTED | BF | 475.850 | X | 3510 |
| DELIV HEROIN NEAR SCHOOL | AF | 475.852 | | 3513 |
| DELIV HEROIN NEAR SCHOOL ATT | BF | 475.852 | X | 3513 |
| DELIV HYDROCODONE | CF | 475.810 | | 3599 |
| DELIV HYDROCODONE ATTEMPT | AM | 475.810 | X | 3599 |
| DELIV HYDROCODONE TO MINOR | BF | 475.810 | 03 | 3599 |
| DELIV HYDROCODONE TO MINOR ATT | CF | 475.810 | 03X | 3599 |
| DELIV HYDROCODONE NEAR SCHOOL | BF | 475.812 | | 3599 |
| DELIV HYDROCODONE NEAR SCHL AT | CF | 475.812 | X | 3599 |
| DELIV IMITATION CONTROL SUB | AM | 475.912 | | 3599 |
| DELIV MARIJ NEAR SCHOOL/NO PAY | CM | 475.860 | 04B | 3560 |
| DELIV MARIJUANA FOR PAY - ATT | CF | 475.860 | 02X | 3560 |
| DELIV MARIJUANA FOR PAYMENT | BF | 475.860 | 02 | 3560 |
| DELIV MARIJ ON/AFTER 63015 | AM | 475.860 | 2 | 3560 |
| DELIV MARIJ ATT ON/AFTER 63015 | BM | 475.860 | 2X | 3560 |
| DELIV MARIJUANA NEAR SCHOOL | AF | 475.862 | | 3560 |
| DELIV MARIJUANA NEAR SCHOOL AT | BF | 475.862 | X | 3560 |
| DELIV MARIJUANA TO MINOR | AF | 475.860 | 04A | 3560 |
| DELIV MARIJUANA TO MINOR - ATT | BF | 475.860 | 04AX | 3560 |
| DEL MJ TO MINOR ON/AFTER 63015 | CF | 475.860 | 04 | 3560 |
| DEL MJ TO MINOR AT ON/AFTER 63015 | AM | 475.860 | 04X | 3560 |
| DELIV MARIJUANA/NO PAYMENT<1oz | AM | 475.860 | 03A | 3560 |
| DELIV MARIJUANA/NO PAYMENT>1 oz | CF | 475.860 | 02B | 3560 |
| DELIV MARIJ/NOPAY/>1 oz ATT | AM | 475.860 | 02BX | 3560 |
| DELIV MDMA | AF | 475.870 | | 3599 |
| DELIV MDMA ATTEMPTED | BF | 475.870 | X | 3599 |
| DELIV MDMA NEAR SCHOOL | AF | 475.872 | | 3599 |
| DELIV MDMA NEAR SCHOOL ATTEMPT | BF | 475.872 | X | 3599 |
| DELIV METH | BF | 475.890 | 02 | 3599 |
| DELIV METH ATTEMPTED | CF | 475.890 | 02X | 3599 |
| DELIV METH NEAR SCHOOL | AF | 475.892 | | 3599 |
| DELIV METH NEAR SCHOOL ATTEMPT | BF | 475.892 | X | 3599 |
| DELIV METH TO MINOR | AF | 475.890 | 03 | 3599 |
| DELIV METH TO MINOR ATTEMPTED | BF | 475.890 | 03X | 3599 |
| DELIV METHADONE | BF | 475.820 | | 3599 |
| DELIV METHADONE ATTEMPT | CF | 475.820 | X | 3599 |
| DELIV METHADONE TO MINOR | AF | 475.820 | 03 | 3599 |
| DELIV METHADONE TOMINOR ATT | BF | 475.820 | 03X | 3599 |
| DELIV METHADONE NEAR SCHOOL | AF | 475.822 | | 3599 |
| DELIV METHADONE NEAR SCHL ATT | BF | 475.822 | X | 3599 |
| DELIV OXYCODONE | BF | 475.830 | | 3599 |
| DELIV OXYCODONE ATTEMPT | CF | 375.830 | X | 3599 |
| DELIV OXYCODONE TO MINOR | AF | 475.830 | 03 | 3599 |
| DELIV OXYCODONE TO MINOR ATT | BF | 475.830 | 03X | 3599 |
| DELIV OXYCODONE NEAR SCHOOL | AF | 475.832 | | 3599 |
| DELIV OXYCODONE NEAR SCHOOL AT | BF | 475.832 | X | 3599 |
| DELIV/MANU CON SUB AT-SCH III | AM | 475.992 | 01CX | 3599 |
| DELIV/MANU CONT SUB - SCH I | AF | 475.840 | 01A | 3599 |
| DELIV/MANU CONT SUB - SCH I | AF | 475.752 | 01A | 3599 |

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|----------------------------------|----|---------|------|------|
| DELIV/MANU CONT SUB - SCH I | AF | 475.992 | 01A | 3599 |
| DELIV/MANU CONT SUB - SCH II | BF | 475.752 | 01B | 3599 |
| DELIV/MANU CONT SUB - SCH II | BF | 475.992 | 01B | 3599 |
| DELIV/MANU CONT SUB - SCH II | BF | 475.840 | 01B | 3599 |
| DELIV/MANU CONT SUB - SCH III | CF | 475.752 | 01C | 3599 |
| DELIV/MANU CONT SUB - SCH III | CF | 475.840 | 01C | 3599 |
| DELIV/MANU CONT SUB - SCH III | CF | 475.992 | 01C | 3599 |
| DELIV/MANU CONT SUB - SCH IV | BM | 475.752 | 01D | 3599 |
| DELIV/MANU CONT SUB - SCH IV | BM | 475.840 | 01D | 3599 |
| DELIV/MANU CONT SUB - SCH IV | BM | 475.992 | 01D | 3599 |
| DELIV/MANU CONT SUB - SCH V | CM | 475.752 | 01E | 3599 |
| DELIV/MANU CONT SUB - SCH V | CM | 475.840 | 01E | 3599 |
| DELIV/MANU CONT SUB AT -SCH I | BF | 475.752 | 01AX | 3599 |
| DELIV/MANU CONT SUB AT - SCH I | BF | 475.840 | 01AX | 3599 |
| DELIV/MANU CONT SUB AT - SCH I | BF | 475.992 | 01AX | 3599 |
| DELIV/MANU CONT SUB AT - SCH I | BF | 475.752 | 01BX | 3599 |
| DELIV/MANU CONT SUB AT -SCH II | CF | 475.840 | 01BX | 3599 |
| DELIV/MANU CONT SUB AT-SCH II | CF | 475.992 | 01BX | 3599 |
| DELIV/MANU CONT SUB AT - SCH III | AM | 475.752 | 01CX | 3599 |
| DELIV/MANU CONT SUB AT-SCH III | AM | 475.840 | 01CX | 3599 |
| DELIV/MANU FAKE SUB - SCH I | AF | 475.752 | 02A | 3599 |
| DELIV/MANU FAKE SUB - SCH I | AF | 475.840 | 02A | 3599 |
| DELIV/MANU FAKE SUB - SCH II | BF | 475.752 | 02B | 3599 |
| DELIV/MANU FAKE SUB - SCH II | BF | 475.840 | 02B | 3599 |
| DELIV/MANU FAKE SUB - SCH III | CF | 475.752 | 02C | 3599 |
| DELIV/MANU FAKE SUB - SCH III | CF | 475.840 | 02C | 3599 |
| DELIV/MANU FAKE SUB - SCH IV | BM | 475.752 | 02D | 3599 |
| DELIV/MANU FAKE SUB - SCH IV | BM | 475.840 | 02D | 3599 |
| DELIV/MANU FAKE SUB - SCH V | CM | 475.752 | 02E | 3599 |
| DELIV/MANU FAKE SUB - SCH V | CM | 475.840 | 02E | 3599 |
| DELIVER IMITATION CONTROL SUB | AM | 475.991 | | 3599 |
| DELIVER MARIJUANA FOR PAY - AT | CF | 475.992 | 02AX | 3599 |
| DELIVER MARIJUANA FOR PAYMENT | BF | 475.992 | 02A | 3599 |
| DEPOSIT TRASH 100 YD WATER | BM | 164.775 | | 6205 |
| DESTROYED VEHICLE OFFENSE | AM | 819.020 | | 7199 |
| DISORDERLY CONDUCT I | AM | 166.023 | | 5311 |
| DISORDERLY CONDUCT I ATTEMPTED | BM | 166.023 | X | 5311 |
| DISORDERLY CONDUCT II | BM | 166.025 | | 5311 |
| DISORDERLY CONDUCT II ATTEMPT | CM | 166.025 | X | 5311 |
| DOG PUBLIC NUISANCE REPEAT OFF | CM | 609.990 | 03 | 6201 |
| DOGFIGHTING | CF | 167.365 | | 6201 |
| DRIVE SUSP/REVO FELONY ATTEMPT | AM | 811.182 | 03 X | 5499 |
| DRIVE SUSPEND/REVO FEL NEW ATT | CF | 811.182 | NEWX | 5499 |
| DRIVE SUSPEND/REVOKED FELO NEW | BF | 811.182 | NEW | 5499 |
| DRIVE SUSPENDED/REVOKED FELO | CF | 811.182 | 03 | 5499 |
| DRIVE SUSPENDED/REVOKED MISD | AM | 811.182 | 04 | 5499 |
| DRIVE UNDER INFLUENCE INTOX | AM | 813.010 | | 5404 |
| DRIVE UNDER INFLUENCE INTOX AT | BM | 813.010 | X | 5404 |
| DRIVING RECKLESSLY | AM | 811.140 | | 5499 |
| DRIVING UNDER INFLUENCE FELONY | CF | 813.010 | 05 | 5404 |

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| DRUG RECORDS TRANSACTION VIOL | AM | 475.973 | 01B | 5599 |
| ELECTION LAW VIOLATION | CF | 260.715 | | 5999 |
| ELECTION/PETITION THREATS | CF | 260.575 | | 5999 |
| ELECTROLYSIS/TATTOO WO LICENSE | AM | 690.355 | | 5599 |
| ELUDE POLICE ATTEMPT - ON FOOT | AM | 811.540 | 1BB | 5499 |
| ELUDE POLICE ATTEMPT - VEHICLE | CF | 811.540 | 1BA | 5499 |
| EMERGENCY TELE CALL-MISCONDUCT | BM | 166.095 | | 7399 |
| EMPLOY MINOR PUBLIC ENTERTAIN | UM | 167.830 | | 7299 |
| EMPLOYMENT SAFETY RULES VIOL | UM | 654.310 | | 7399 |
| ENCOURAGING CHILD SEX AB 1 ATT | CF | 163.684 | X | 3699 |
| ENCOURAGING CHILD SEX AB 2 ATT | AM | 163.686 | X | 3699 |
| ENCOURAGING CHILD SEX ABUSE 1 | BF | 163.684 | | 3699 |
| ENCOURAGING CHILD SEX ABUSE 2 | CF | 163.686 | | 3699 |
| ENCOURAGING CHILD SEX ABUSE 3 | AM | 163.687 | | 3699 |
| ENDANGER WELFARE OF MINOR | AM | 163.575 | | 3899 |
| ENDANG PERS PROT FAPA RSTR ORD | CF | 163.192 | | 3899 |
| ENDANGERING AIRCRAFT | CF | 164.885 | | 5299 |
| ENVIRONMENTAL ENDAGERMENT | UF | 468.951 | | 6205 |
| ESCAPE I | BF | 162.165 | | 4901 |
| ESCAPE I ATTEMPT | CF | 162.165 | X | 4901 |
| ESCAPE II | CF | 162.155 | | 4901 |
| ESCAPE II ATTEMPT | AM | 162.155 | X | 4901 |
| ESCAPE III | AM | 162.145 | | 4901 |
| ESCAPE III ATTEMPT | BM | 162.145 | X | 4901 |
| EVADE INCOME TAX | CF | 314.075 | | 6101 |
| EXCLUSION FROM PUBLIC PROP | AM | 131.725 | | 5707 |
| EXHIBITING PERSON IN TRANCE | AM | 167.870 | | 7299 |
| EXPLICIT MATERIAL-FURNISH/CHILD | AM | 167.054 | | 3699 |
| FACTORING OF CREDIT CARD TRAN | CF | 165.074 | | 2605 |
| FAIL CARRY/PRESENT OP LICENSE | CM | 807.570 | | 5499 |
| FAIL MAINTAIN CEDAR RECORD | BM | 165.109 | | 7199 |
| FAIL MAINTAIN CHILD IN SCHOOL | UM | 339.020 | | 3879 |
| FAIL MAINTAIN DLR VEHICLE REC | AM | 822.045 | 01B | 2699 |
| FAIL MAINTAIN METAL PURCH REC | BM | 165.107 | | 7199 |
| FAIL PERF DUTIES DRIV INJURY | CF | 811.705 | | 5401 |
| FAIL PERF DUTIES SERIOUS INJ | BF | 811.705 | 2B | 5401 |
| FAIL PERFORM DUTIES OF DRIVER | AM | 811.700 | | 5401 |
| FAIL REPORT CHILD PORNOGRAPHY | AM | 163.693 | | 4812 |
| FAIL REPRT PRECURSOR SUBSTANCE | AM | 475.950 | | 5503 |
| FAIL RETURN SUSP WRECKER CERT | AM | 822.150 | | 7199 |
| FAIL TO APPEAR I | CF | 162.205 | | 5015 |
| FAIL TO APPEAR I ATTEMPT | AM | 162.205 | X | 5015 |
| FAIL TO APPEAR II | AM | 162.195 | | 5015 |
| FAIL TO APPEAR-CRIM CITATION | AM | 133.076 | | 5015 |
| FAIL TO APPEAR FOR A VIOLATION | AM | 153.992 | | 5015 |
| FAIL TO COMPLY-VEH DESTRUCTION | AM | 819.010 | | 7199 |
| FAIL TO REGISTER OUTFITTER/GUIDE | AM | 704.020 | | 2699 |
| FAIL TO RETURN SUSP PERMIT | CM | 809.500 | | 7199 |

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| FAIL TO SURRENDER REGIS/TITLE | AM | 809.110 | | 7199 |
| FALSE ACCIDENT REPORT | BM | 811.740 | | 4812 |
| FALSE APPL-VEH REGISTRATION | AM | 803.375 | | 2607 |
| FALSE APPLICATION-OP LICENSE | AM | 807.530 | | 2607 |
| FALSE CERTIFY FINANCIAL RESP | BM | 806.050 | 01 | 2607 |
| FALSE CERTIFY LIABILITY INSUR | AM | 806.050 | 02 | 2607 |
| FALSE CLAIM HEALTH CARE PAYMNT | CF | 165.692 | | 5599 |
| FALSE CLAIM HEALTHCARE ATTEMPT | BM | 165.692 | X | 5599 |
| FALSE FINANCIAL STATEMENT | AM | 165.100 | | 2607 |
| FALSE INFO HANDGUN TRANSACTION | AM | 166.416 | | 5299 |
| FALSE INFO TO POLICE OFFICER | AM | 162.385 | | 4803 |
| FALSE INFO TO POLICE-VEH OFF | AM | 807.620 | | 4803 |
| FALSE LAW ENFORCEMENT ID CARD | AM | 162.369 | | 2699 |
| FALSE LIAB INS INFO TO POLICE | BM | 806.055 | | 7399 |
| FALSE REPORT - INITIATE | CM | 162.375 | | 4803 |
| FALSE REPORT ODOMETER READING | CF | 815.430 | | 2699 |
| FALSE SPECIAL REGISTRATION | CF | 247.420 | 02 | 5999 |
| FALSE STATEMENT OF AGE | UM | 471.135 | | 4199 |
| FALSE STATEMENT WORKERS COMP | AM | 656.990 | | 2607 |
| FALSE STATEMENT-VEHICLE TITLE | AM | 803.070 | | 2607 |
| FALSE SWEAR/VEH REGISTRATION | AM | 803.385 | | 2607 |
| FALSE SWEARING | AM | 162.075 | | 2607 |
| FALSE SWEARING-FARM REGISTR | AM | 805.370 | | 5499 |
| FALSE SWEARING-OP LICENSE | AM | 807.520 | | 2607 |
| FALSE SWEARING-VEH BUSN CERT | CF | 822.605 | | 2607 |
| FALSE SWEARING-VEHICLE TITLE | AM | 803.075 | | 2607 |
| FALSE VOTER REGISTRATION INFO | CF | 247.121 | 02 | 5999 |
| FALSELY CERTIFY REGISTRATION | CF | 247.340 | 04 | 5999 |
| FALSIFICATION - UNSWORN | BM | 162.085 | | 4803 |
| FALSIFY BUSINESS RECORDS | AM | 165.080 | | 2607 |
| FALSIFYING DRUG TEST RESULTS | BM | 475.918 | | 2607 |
| FELON IN POSS OF RESTRICT WEAP | AM | 166.270 | 05 | 5212 |
| FEMALE GENITAL MUTILATION | BF | 163.207 | | 7099 |
| FERAL SWINE HUNT – OFFER/SELL | AM | 498.180 | 2 | 7399 |
| FINANCIAL TRANS UNLAWFUL ACTIV | CF | 164.172 | | 2699 |
| FIREARM - ALTER ID MARKS | CF | 166.450 | | 5201 |
| FIREARM - FELON POSSESS | CF | 166.270 | 01 | 5212 |
| FIREARM - HANDGUN POSSESSION | AM | 166.250 | | 5212 |
| FIREARM - POINTING AT ANOTHER | BM | 166.190 | | 5299 |
| FIREARM - UNLAWFUL PURCHASE | AM | 166.425 | | 5299 |
| FIREARM -SHORT BARREL/MACH GUN | BF | 166.272 | | 5299 |
| FIREARM INCUMBUSTIBLE WADDING | BM | 166.330 | | 5299 |
| FIREARM USED IN FELONY | BF | 166.429 | | 5299 |
| FIREARM-ALTER ID MARKS ATTEMPT | AM | 166.450 | X | 5201 |
| FIREARM-CONCEALABLE SALE RULES | UM | 166.470 | | 5214 |
| FIREARM-EX-CON POSSESS ATTEMPT | AM | 166.270 | X | 5212 |
| FIREARM-SHRT BARR/MACH GUN ATT | CF | 166.272 | X | 5299 |
| FIREARM/DESTR DEVICE-POSSESS | CF | 166.370 | | 5211 |
| FIREARM/EXPLOSIVE-SALE TO CHIL | UM | 166.480 | | 5211 |
| FIREARMS-MANUFACTURE/SALE ATT | CF | 166.410 | X | 5214 |

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| FIREARMS-MANUFACUTURE/SALE OF | BF | 166.410 | | 5214 |
| FIREARMS-UNLIC SELL/ADVERTISE | UM | 166.440 | | 5214 |
| FIREWORKS-UNLAWFUL POSSESSION | AM | 480.120 | | 5211 |
| FISH/GAME LIC - FALSE APPLI | AM | 497.400 | | 6202 |
| FISHING CLOSED SEASON | AM | 509.011 | 01 | 6202 |
| FISHING VIOLATION - COMMERCIAL | CF | 509.011 | 02 | 6202 |
| FISHING VIOLATION - COMMERCIAL | AM | 506.991 | | 6202 |
| FOOD FISH GENERAL PROHIBITION | AM | 509.006 | | 6202 |
| FOREST - BOOM STICK VIOLATION | CF | 532.610 | | 6205 |
| FOREST - STRAY LOG VIOLATION | CF | 532.620 | | 6205 |
| FOREST PRODUCTS FALSE MARKING | CF | 532.140 | | 6205 |
| FORGE/ALTER VEHICLE TITLE/REG | CF | 803.230 | | 2502 |
| FORGED INSTRUMENT-CRIM POSS I | CF | 165.022 | | 2506 |
| FORGED INSTRUMENT-CRIM POSS II | AM | 165.017 | | 2506 |
| FORGERY DEVICE-CRIM POSS ATT | AM | 165.032 | X | 2508 |
| FORGERY DEVICE-CRIM POSSESSION | CF | 165.032 | | 2506 |
| FORGERY INSTR-CRIM POSS I ATT | AM | 165.022 | X | 2506 |
| FORGERY I | CF | 165.013 | | 2589 |
| FORGERY I ATTEMPT | AM | 165.013 | X | 2589 |
| FORGERY II | AM | 165.007 | | 2589 |
| FORGERY II ATTEMPT | BM | 165.007 | X | 2589 |
| FRAUD BY A NOTARY | AM | 194.310 | | 2607 |
| FRAUD COMMUNICA DEVICE-POSSESS | CF | 165.070 | | 2608 |
| FRAUD CRED CARD UNDER 500 ATT | BM | 165.055 | 03AX | 2605 |
| FRAUD SECURITIES CONTRACT | BF | 059.730 | | 2699 |
| FRAUD USE CRED CARD UNDER 750 | AM | 165.055 | 04A | 2605 |
| FRAUD USE CRED CRD OVER 750 AT | AM | 165.055 | 04BX | 2605 |
| FRAUD USE CREDIT CARD OVER 750 | CF | 165.055 | 04B | 2605 |
| FRAUD-MORTGAGE/BROKER BUSINESS | CF | 059.930 | | 2699 |
| FRAUDULENTLY OBTAIN SIGNATURE | AM | 165.042 | | 2589 |
| FREQ PLACE CONTROL SUBS USED | AM | 167.222 | | 3599 |
| FREQUENT PLACE CONT SUBS USED | BM | 167.222 | X | 3599 |
| | | | | |
| GAMBLING DEVICE-POSSESSION OF | AM | 167.147 | | 3908 |
| GAMBLING PROMOTION I | CF | 167.127 | | 3999 |
| GAMBLING PROMOTION II | AM | 167.122 | | 3999 |
| GAMBLING RECORDS POSSESSION I | CF | 167.137 | | 3901 |
| GAMBLING RECORDS POSSESSION II | AM | 167.132 | | 3901 |
| GIVE PRICE FORBIDDEN CONTRACT | BF | 059.750 | | 2699 |
| | | | | |
| HABITUAL CRIMINAL OUT OF STATE | UF | 421.245 | | 7399 |
| HABITUAL TRAFFIC OFFENDER | CF | 811.185 | | 5499 |
| HARASSMENT | BM | 166.065 | | 5309 |
| HARASSMENT AGGRAVATED | CF | 166.070 | | 5309 |
| HARASSMENT AGGRAVATED – ATT | AM | 166.070 | X | 5309 |
| HARASSMENT A MISD | AM | 166.065 | 04 | 5309 |
| HARASSMENT ATTEMPT | CM | 166.065 | X | 5309 |
| HAZARDOUS WASTE HANDLING 1 | BF | 468.926 | | 5599 |
| HAZARDOUS WASTE HANDLING 2 | BM | 468.922 | | 5599 |
| HINDER PROSECUTION | CF | 162.325 | | 4802 |

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| HINDER PROSECUTION ATTEMPT | AM | 162.325 | X | 4802 |
| HIT AND RUN-VEHICLE-INJURY AT | AM | 811.705 | X | 5401 |
| HIT/RUN BOAT | AM | 488.164 | | 5401 |
| HUNT IN CEMETERY | UM | 166.645 | | 7399 |
| HUNTING FROM MOTOR VEHICLE | UM | 498.136 | | 7399 |
| HUNTING ON ANOTHER'S ENCL.LAND | AM | 498.120 | 01 | 7399 |
| HUNTING WITH ARTIFICIAL LIGHT | AM | 498.142 | | 6201 |
| IDENTITY THEFT | CF | 165.800 | | 2610 |
| IDENTITY THEFT ATTEMPT | AM | 165.800 | X | 2610 |
| IMPROPER USE OF 911 | AM | 165.570 | | 7399 |
| IN RESTRICTED AREA W/O PERMIT | UM | 477.550 | | 7399 |
| INCEST | CF | 163.525 | | 3699 |
| INCEST ATTEMPT | AM | 163.525 | X | 3699 |
| INDIAN GRAVE-DISTURB/MUTILATE | CF | 097.745 | | 6290 |
| INITIATING A FALSE REPORT | AM | 162.375 | 1 | 4803 |
| INSOLVNT DLR RECV SECURITIES | BF | 059.790 | | 7399 |
| INTERCEPT COMMUNICATIONS | AM | 165.540 | | 5704 |
| INTERFERE W/AGRIC OPERATIONS | AM | 164.877 | | 7199 |
| INTERFERE W/ PEACE OFFICER | AM | 162.247 | | 4899 |
| INTERFERE LEGISLATIVE OPER | BM | 162.455 | | 5099 |
| INTERFERE LIVESTOCK PRODUCTION | CF | 167.388 | | 6201 |
| INTERFER W/FIREFIGHTER OR EMT | AM | 162.257 | | 5399 |
| INTERFERE W/PUBLIC TRANSPORT | AM | 166.115 | | 7399 |
| INTERFERE WITH POLICE ANIMAL | AM | 164.369 | | 4899 |
| INTERFERENCE W/MAKING A REPORT | AM | 165.572 | 2 | 4803 |
| INTERFERENCE W/MAKING REPORT ATT | BM | 165.572 | X | 4803 |
| INTIMIDATION I | CF | 166.165 | | 1316 |
| INTIMIDATION II | AM | 166.155 | | 1316 |
| INVOLUNTARY SERVITUDE I | CF | 163.263 | | 5699 |
| INVOLUNTARY SERVITUDE II | CF | 163.264 | | 5699 |
| KEEP PLACE FOR CONTROLLED SUB | AM | 475.993 | 1EB | 3599 |
| KEEP PLACE FOR CONTROLLED SUB | CF | 475.993 | 1EA | 3599 |
| KIDNAPPING I | AF | 163.235 | | 1099 |
| KIDNAPPING I ATTEMPT | BF | 163.235 | X | 1099 |
| KIDNAPPING II | BF | 163.225 | | 1099 |
| KIDNAPPING II ATTEMPT | CF | 163.225 | X | 1099 |
| KILL ANOTHER-LOSE RT BEAR ARMS | AM | 166.300 | | 5203 |
| LAUNDERING MONETARY INSTRUMENT | BF | 164.170 | | 6300 |
| LEGISLATIVE LOBBYING UNLAWFUL | BM | 162.465 | | 5099 |
| LIVESTOCK AT LARGE | UM | 607.045 | | 6201 |
| LIVESTOCK BRAND VIOLATION | BM | 604.071 | | 6201 |
| LURING A MINOR | CF | 167.057 | 1 | 3699 |
| LURING A MINOR ATTEMPT | AM | 167.057 | 1X | 3699 |
| MAIL THEFT | AM | 164.162 | 2 | 2310 |
| MAIL THEFT NEW | CF | 164.162 | | 2310 |
| MAINTAINING DANGEROUS DOG | AM | 609.098 | | 6201 |

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| MAINTAINING DANGEROUS DOG | CF | 609.098 | 3 B | 6201 |
| MAN/DEL SCH IV – CAUSES DEATH | CF | 475.752 | 06A | 3599 |
| MAN/DEL SCH IV – CAUSES DEATH | CF | 475.840 | 06A | 3599 |
| MANIPULATE MARKET-FALSE SALE | BF | 059.770 | | 2699 |
| MANSLAUGHTER I | AF | 163.118 | | 0999 |
| MANSLAUGHTER I ATTEMPT | BF | 163.118 | X | 0999 |
| MANSLAUGHTER II | BF | 163.125 | | 0999 |
| MANSLAUGHTER II ATTEMPT | CF | 163.125 | X | 0999 |
| MANU HYDROCODONE | CF | 475.806 | | 3599 |
| MANU HYDROCODONE ATTEMPT | AM | 475.806 | X | 3599 |
| MANU HYDROCODONE NEAR SCHOOL | BF | 475.808 | | 3599 |
| MANU HYDROCODONE NEAR SCHL ATT | CF | 475.808 | X | 3599 |
| MANU MARIJ-ON/AFTER 70113 | BF | 475.856 | 2 | 3563 |
| MANU MARIJ ATT-ON/AFTER 70113 | CF | 475.856 | 2X | 3563 |
| MANU MARIJ ON/AFTER 63015 | CF | 475.856 | 3 | 3563 |
| MANU MARIJ ATT ON/AFTER 63015 | AF | 475.856 | 3X | 3563 |
| MAN MJ >4<8 PLANT ON/AFT 63015 | BM | 475.856 | 4 | 3563 |
| MAN MJ AT >4<8 PLANT ON/AFT 63015 | CM | 475.856 | 4X | 3563 |
| MANU METHADONE | BF | 475.816 | | 3599 |
| MANU METHADONE ATTEMPT | CF | 475.816 | X | 3599 |
| MANU METHADONE NEAR SCHOOL | AF | 475.818 | | 3599 |
| MANU METHADONE NEAR SCHOOL ATT | BF | 475.818 | X | 3599 |
| MANU OXYCODONE | BF | 475.826 | | 3599 |
| MANU OXYCODONE ATTEMPT | CF | 475.826 | X | 3599 |
| MANU OXYCODONE NEAR SCHOOL | AF | 475.828 | | 3599 |
| MANU OXYCODONE NEAR SCHOOL ATT | BF | 475.828 | X | 3599 |
| MANUF COCAINE | BF | 475.876 | | 3533 |
| MANUF COCAINE ATTEMPTED | CF | 475.876 | X | 3533 |
| MANUF COCAINE NEAR SCHOOL | AF | 475.878 | | 3533 |
| MANUF COCAINE NEAR SCHOOL ATT | BF | 475.878 | X | 3533 |
| MANUF CRTL SUB DIST EQUIP INTENT | BF | 475.962 | | 3599 |
| MANUF HEROIN | AF | 475.846 | | 3513 |
| MANUF HEROIN ATTEMPTED | BF | 475.846 | X | 3513 |
| MANUF HEROIN NEAR SCHOOL | AF | 475.848 | | 3513 |
| MANUF MARIJUANA | AF | 475.856 | | 3563 |
| MANUF MARIJUANA ATTEMPTED | BF | 475.856 | X | 3563 |
| MANUF MARIJUANA NEAR SCHOOL | AF | 475.858 | | 3563 |
| MANUF MARIJUANA NEAR SCHOOL AT | BF | 475.858 | X | 3563 |
| MANUF MDMA | AF | 475.866 | | 3599 |
| MANUF MDMA ATTEMPTED | BF | 475.866 | X | 3599 |
| MANUF MDMA NEAR SCHOOL | AF | 475.868 | | 3599 |
| MANUF MDMA NEAR SCHOOL ATTEMPT | BF | 475.868 | X | 3599 |
| MANUF METH | BF | 475.886 | | 3573 |
| MANUF METH ATTEMPTED | CF | 475.886 | X | 3573 |
| MANUF METH NEAR SCHOOL | AF | 475.888 | | 3573 |
| MANUFACTURE DESTRUC DEVICE ATT | AM | 166.384 | X | 5211 |
| MANUFACTURE DESTRUCTIVE DEVICE | BM | 480.220 | | 5211 |
| MANUFACTURE DESTRUCTIVE DEVICE | CF | 166.384 | | 5211 |
| MENACING | AM | 163.190 | | 1316 |
| MENACING ATTEMPT | BM | 163.190 | X | 1316 |

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| MINOR IN POSSESSION OF LIQUOR | UM | 471.430 | | 4104 |
| MISAPPLY ENTRUSTED PROPERTY | AM | 165.095 | | 2399 |
| MISREP AGE BY A MINOR-LIQUOR | CM | 471.130 | | 4199 |
| MISREPRESENT AGE BY MINOR | CM | 165.805 | | 2699 |
| MISREPRESENT SECURITIES | BF | 059.145 | | 7399 |
| MISUSE CONFIDENTIAL INFO | BM | 162.425 | | 5799 |
| MISUSE OF IDENTITY CARD | AM | 807.430 | | 2604 |
| MONEY TO INFLUENCE ELECTIONS | CF | 260.665 | 03 | 5999 |
| MOTOR CARRIER VIOLATION | UM | 767.990 | | 5499 |
| MURDER | UF | 163.115 | | 0999 |
| MURDER AGGRAVATED | UF | 163.095 | | 0999 |
| MURDER AGGRAVATED ATTEMPT | AF | 163.095 | X | 0999 |
| MURDER ATTEMPT | AF | 163.115 | X | 0999 |
| MV CARRIER OUT-OF-SERVICE VIOL | AM | 825.990 | 02 | 5499 |
| | | | | |
| NEGLIGENTLY WOUNDING ANOTHER | BM | 166.180 | | 5299 |
| NEGOTIATE BAD CHECK - AM | AM | 165.065 | 03A | 2606 |
| NEGOTIATE BAD CHECK - CF | CF | 165.065 | 03B | 2606 |
| NO BUILDER REGISTRATION | UM | 701.055 | | 7199 |
| NO LIC BREW/DISTILL LIQUOR | UM | 471.205 | | 4101 |
| NO PRIVATE HUNT PRESERVE LIC | UM | 497.248 | | 6201 |
| NO VEHICLE DEALER CERTIFICATE | AM | 822.005 | | 7199 |
| NO WRECKING BUSN CERTIFICATE | AM | 822.100 | | 7199 |
| NUDITY/SEX-PUBLIC DISPLAY OF | AM | 167.090 | | 3608 |
| | | | | |
| OBSCENE MATERIAL-DISPLAY/MINOR | AM | 167.080 | | 3700 |
| OBSCENE MATERIAL-DISSEMINATE | AM | 167.087 | | 3702 |
| OBSCENE MATERIAL-FURNISH/MINOR | AM | 167.065 | | 3707 |
| OBSCENE MATERIAL-SEND TO MINOR | AM | 167.070 | | 3707 |
| OBSCENE PERFORM-EXHIBIT/MINOR | AM | 167.075 | | 3707 |
| OBSTRUCT GOVERNMENT ADMIN | AM | 162.235 | | 5099 |
| OBSTRUCT LIQUOR CONTROL COMM | UM | 471.675 | | 4199 |
| OBSTRUCTION ATTEMPT | BM | 162.235 | X | 5099 |
| OBTAIN EXEC DOCUMENT BY DECEPT | AM | 165.102 | | 2699 |
| OBTAIN FOOD STAMPS UNLAWFUL AT | AM | 411.840 | X | 2699 |
| OBTAIN PUB ASSIST UNLAWFUL ATT | AM | 411.630 | X | 2699 |
| OBTAIN PUB ASSIST UNLAWFULLY | CF | 411.630 | | 2699 |
| OBTAIN/USE FOOD STAMPS UNLAW | CF | 411.840 | | 2699 |
| ODOMETER TAMPERING | CF | 815.410 | | 2699 |
| OFFENSIVE LITTERING | CM | 164.805 | | 6205 |
| OFFENSIVE/POLLUTING SUBSTANCE | AM | 164.785 | | 6205 |
| OFFICIAL MICONDUCT II | CM | 162.405 | | 7399 |
| OFFICIAL MISCONDUCT I | AM | 162.415 | | 7399 |
| OFFICIAL MISCONDUCT I ATTEMPT | BM | 162.415 | X | 7399 |
| ONLINE SEX CORRUPT CHILD I | BF | 163.433 | 1 | 4099 |
| ONLINE SEX CORRUPT CHILD II | CF | 163.432 | 1 | 3699 |
| OPEN, READ LETTER UNAUTHORIZED | UM | 165.520 | | 5799 |
| OPERATE BOAT WHILE INTOXICATED | AM | 830.325 | | 5404 |
| OPERATE ILLEGAL TOWING BUSINESS | AM | 822.200 | | 2699 |
| OPERATE RESTAURANT W/O LICENSE | CM | 624.020 | | 7199 |

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| OPERATE STILL/POSSESS MASH | CF | 471.440 | | 4104 |
| OPERATE W/O FARM CONTRACT LIC | AM | 658.991 | | 7399 |
| ORGANIZED RETAIL THEFT | BF | 164.098 | | 2399 |
| PA / PPS SANCTION - NO REVO | | 144.106 | | 5011 |
| PAROLE VIOLATION | | 144.346 | | 5011 |
| PAWNBROKERS ACT - VIOLATION OF | UM | 726.020 | | 7199 |
| PAY TO VIEW CHILD PORN ATTEMPT | AM | 163.680 | X | 4099 |
| PAY TO VIEW CHILD PORNOGRAPHY | CF | 163.680 | | 4099 |
| PAYMENTS IN FALSE NAME | CF | 260.402 | | 5999 |
| PERJURY | CF | 162.065 | | 5003 |
| PERMIT DOG TO RUN AT LARGE | UM | 609.060 | | 6201 |
| PESTICIDE CONTROL VIOLATION | UM | 634.372 | | 5599 |
| PETITION VIOLATIONS | CF | 260.555 | | 5999 |
| PLEDGE SALE BY BROKER | BF | 059.800 | | 7399 |
| POSS <1oz MARIJ NEAR SCHOOL | CM | 475.864 | 04 | 3562 |
| POSS MARI 4oz OR MORE | CF | 475.864 | 3A | 3562 |
| POSS MARI 4oz OR MORE ATTEMPT | AM | 475.864 | 3AX | 3562 |
| POSS MARI 1oz LESS 4oz | BM | 475.864 | 3B | 3562 |
| POSS MARI >8OZ BY <21 YR AGE | AM | 475.864 | 03A | 3562 |
| POSS MJ AT >8OZ BY <21 YR AGE | BM | 475.864 | 03AX | 3562 |
| POSS MJ >16OZ SOLID >72 OZ LIQ | AM | 475.864 | 04A | 3562 |
| P MJ ATT> 16OZ SOLID >72 OZ LIQ | BM | 475.864 | 04AX | 3562 |
| POSS MJ <16OZ SOLID <72 OZ LIQ | BM | 475.864 | 04B | 3562 |
| P MJ ATT<16OZ SOLID <72 OZ LIQ | CM | 475.864 | 04BX | 3562 |
| POSS MJ > 4 TIMES LEGAL LIMIT | AM | 475.864 | 7A | 3562 |
| POSS MJ AT > 4 X LEGAL LIMIT | BM | 475.864 | 7AN | 3562 |
| POSS MJ > 2 TIMES LEGAL LIMIT | BM | 475.864 | 7B | 3562 |
| POSS MJ AT > 2 X LEGAL LIMIT | CM | 475.864 | 7BN | 3562 |
| POSS MJ >1/4OZ NON OREGON OLCC | CF | 475.864 | 8A | 3562 |
| POSS P MJ AT > 1/4OZ NON OREGON OLCC | AM | 475.864 | 8AN | 3562 |
| POSS MJ <1/4OZ NON OREGON OLCC | BM | 475.864 | 8B | 3562 |
| POSS P MJ AT< 1/4OZ NON OREGON OLCC | CM | 475.864 | 8BN | 3562 |
| POSS CHILD PORN MATERIAL I ATT | CF | 163.688 | X | 3704 |
| POSS HOAX DEST DEVICE AM ATTEM | BM | 166.385 | 02X | 5299 |
| POSS HOAX DEST DEVICE CF ATTEM | AM | 166.385 | 03X | 5299 |
| POSS LESS 1OZ MARJ W/1000FTSCH | CM | 475.999 | 02B | 3564 |
| POSS LESS ¼ OZ MARIJ PROD | BM | 475.864 | 4B | 3562 |
| POSS MORE 1/4 OZ MARIJ PROD | CF | 475.864 | 4A | 3562 |
| POSS OF HOAX DEST DEVICE AM | AM | 166.385 | 02 | 5299 |
| POSS OF HOAX DEST DEVICE CF | CF | 166.385 | 03 | 5299 |
| POSS OF IODINE IN ITS ELE FORM | AM | 475.975 | 04 | 5599 |
| POSS PRECUR SUB W/INT MCS ATT | CF | 475.967 | X | 3599 |
| POSS PRECURSR SUB W/INTENT MCS | BF | 475.967 | | 3599 |
| POSS/DIST DRUG W/O PRESCRIPT'N | UM | 689.765 | 07 | 5599 |
| POSSESS ARMOR PIERCING AMMO | AM | 166.350 | | 5206 |
| POSSESS CHILD PORN MATERIAL I | BF | 163.688 | | 3704 |
| POSSESS CHILD PORN MATERIAL II | CF | 163.689 | | 3704 |

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| POSSESS CHILD PORNOGRAPHY | CF | 163.672 | | 3704 |
| POSSESS COCAINE | CF | 475.884 | | 3532 |
| POSSESS COCAINE ATTEMPTED | AM | 475.884 | X | 3532 |
| POSSESS CONTROL SUB – SCH I | BF | 475.752 | 03A | 3599 |
| POSSESS CONTROL SUB - SCH I | BF | 475.840 | 03A | 3599 |
| POSSESS CONTROL SUB - SCH I | BF | 475.992 | 04A | 3599 |
| POSSESS CONTROL SUB – SCH II | CF | 475.752 | 03B | 3599 |
| POSSESS CONTROL SUB - SCH II | CF | 475.992 | 04B | 3599 |
| POSSESS CONTROL SUB - SCH II | CF | 475.840 | 03B | 3599 |
| POSSESS CONTROL SUB – SCH III | AM | 475.752 | 03C | 3599 |
| POSSESS CONTROL SUB - SCH III | AM | 475.840 | 03C | 3599 |
| POSSESS CONTROL SUB - SCH III | AM | 475.992 | 04C | 3599 |
| POSSESS CONTROL SUB – SCH IV | CM | 475.752 | 03C | 3599 |
| POSSESS CONTROL SUB - SCH IV | CM | 475.840 | 03D | 3599 |
| POSSESS CONTROL SUB AT – SCH I | CF | 475.752 | 03AX | 3599 |
| POSSESS CONTROL SUB AT - SCH I | CF | 475.992 | 04AX | 3599 |
| POSSESS CONTROL SUB AT - SCH I | CF | 475.840 | 03AX | 3599 |
| POSSESS CONTROL SUB AT – SCH II | AM | 475.752 | 03BX | 3599 |
| POSSESS CONTROL SUB AT -SCH II | AM | 475.840 | 03BX | 3599 |
| POSSESS CONTROL SUB AT – SCH III | BM | 475.752 | 03CX | 3599 |
| POSSESS CONTROL SUB AT-SCH III | BM | 475.840 | 03CX | 3599 |
| POSSESS CONTROL SUB-SCH II AT | AM | 475.992 | 04BX | 3599 |
| POSSESS DESTRUCTIVE DEVICE | CF | 166.382 | | 5207 |
| POSSESS DESTRUCTIVE DEVICE ATT | AM | 166.382 | X | 5207 |
| POSSESS EXPLOSIVE W/O PERMIT | UM | 480.210 | | 5211 |
| POSSESS GRAY MACHINE | CF | 167.164 | | 3908 |
| POSSESS HEROIN | BF | 475.854 | | 3512 |
| POSSESS HEROIN ATTEMPTED | CF | 475.854 | X | 3512 |
| POSSESS HYDROCODONE | AM | 475.815 | | 3599 |
| POSSESS HYDROCODONE ATTEMPT | BM | 475.814 | X | 3599 |
| POSSESS MARIJUANA | BF | 475.864 | 02 | 3562 |
| POSSESS MARIJUANA ATTEMPTED | CF | 475.864 | 02X | 3562 |
| POSSESS MDMA | BF | 475.874 | | 3599 |
| POSSESS MDMA ATTEMPTED | CF | 475.874 | X | 3599 |
| POSSESS METH | CF | 475.894 | | 3599 |
| POSSESS METH ATTEMPTED | AM | 475.894 | X | 3599 |
| POSSESS METHADONE | CF | 475.824 | | 3599 |
| POSSESS METHADONE ATTEMPT | AM | 475.824 | X | 3599 |
| POSSESS OXYCODONE | CF | 475.834 | | 3599 |
| POSSESS OXYCODONE ATTEMPT | AM | 475.834 | X | 3599 |
| POSSESS RENTED PROP OVER 500 | CF | 164.140 | 04B | 2804 |
| POSSESS RENTED PROP UNDER 500 | AM | 164.140 | 04A | 2804 |
| POSSESS STOLEN VEHICLE | CF | 819.300 | | 2408 |
| POSSESS STOLEN VEHICLE ATTEMPT | AM | 819.300 | X | 2408 |
| POSSESSION BODY ARMOR | BF | 166.643 | | 5299 |
| POSSESSION BODY ARMOR BY FELON | CF | 166.642 | 01 | 5299 |
| POSSESSION OF IODINE MATRIX | AM | 475.976 | 04 | 5599 |
| PPS VIOLATION SANCTION | | 144.108 | | 5011 |
| PRACTICE LAW UNLAWFULLY | UM | 009.160 | 01 | 5099 |
| PRACTICE MED W/O LIC FELONY | CF | 677.080 | 04 | 5599 |

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| PRACTICE MEDICINE W/O LICENSE | AM | 677.085 | | 5599 |
| PRACTICE NURSING W/O LICENSE | CF | 678.021 | | 2699 |
| PRECURSOR SUB FALSE REPORT | AM | 475.965 | | 2607 |
| PRIVACY INVASION | AM | 163.700 | | 5799 |
| PRIVACY INVASION ATTEMPT | BM | 163.700 | X | 5799 |
| PRIVATE INDECENCY | AM | 163.467 | | 3699 |
| PRIVATE INDECENCY ATTEMPT | BM | 163.467 | | 3699 |
| PROHIBIT POSS OF DOMESTIC ANIM | UM | 167.332 | 01 | 6299 |
| PROHIBIT SALE/TRAN/IMPORT LIQ | UM | 471.405 | | 4102 |
| PROHIBITED ADVERTISEMENTS | CF | 059.945 | | 2699 |
| PROSTITUTION | AM | 167.007 | | 4004 |
| PROSTITUTION ATTEMPT | BM | 167.007 | 01X | 4004 |
| PROSTITUTION COMPEL ATTEMPT | CF | 167.017 | X | 4099 |
| PROSTITUTION COMPELLING | BF | 167.017 | | 4099 |
| PROSTITUTION PATRONIZING | AM | 167.008 | | 4004 |
| PROSTITUTION PROMOTION | CF | 167.012 | | 4002 |
| PROSTITUTION PROMOTION ATTEMPT | AM | 167.012 | X | 4002 |
| PROVIDE DRUG TEST FALSIF EQUIP | AM | 475.920 | | 5599 |
| PUBLIC INDECENCY | AM | 163.465 | | 3605 |
| PUBLIC INDECENCY | AM | 163.465 | 2A | 3605 |
| PUBLIC INDECENCY | CF | 163.465 | 2B | 3605 |
| PUBLIC INVESTMENT FRAUD | BF | 162.117 | | 2699 |
| PUBLIC INVESTMENT FRAUD ATT | CF | 162.117 | X | 2699 |
| PURCH/SALE BODY PARTS ATTEMPT | AM | 097.981 | X | 7299 |
| PURCH/SALE OF BODY PARTS PROHIB | CF | 097.981 | | 7299 |
| PURCHASE SEX W/ MINOR | BF | 163.413 | 2B | 4099 |
| PURCHASE SEX W/ MINOR | CF | 163.413 | 2C | 4099 |
| | | | | |
| RACKETEER ACTIVITY | AF | 166.720 | | 7399 |
| RACKETEER ACTIVITY ATTEMPT | BF | 166.720 | X | 7399 |
| RAPE I | AF | 163.375 | | 1199 |
| RAPE I ATTEMPT | BF | 163.375 | X | 1199 |
| RAPE II | BF | 163.365 | | 1199 |
| RAPE II ATTEMPT | CF | 163.365 | X | 1199 |
| RAPE III | CF | 163.355 | | 1199 |
| RAPE III ATTEMPT | AM | 163.355 | X | 1199 |
| REAL ESTATE W/O LICENSE | AM | 696.020 | | 2699 |
| REALESTATE MARKETING NO LICENS | AM | 696.603 | | 2699 |
| RECEIVE PUB ASSIST UNLAWFULLY | CF | 411.640 | | 2699 |
| RECKLESS BOATING | AM | 830.315 | | 5499 |
| RECKLESS BURNING | AM | 164.335 | | 2007 |
| RECKLESS ENDANGERMENT HWY WRKR | AM | 811.231 | | 7099 |
| RECKLESSLY ENDANGER ANOTHER | AM | 163.195 | | 7099 |
| REGISTRATION OF BROKERS | BF | 059.165 | | 2699 |
| REGISTRATION OF BROKERS | CF | 059.165 | | 2699 |
| REMOVAL OF DEAD HUMAN BODY | AM | 146.103 | 01 | 4804 |
| REMOVAL OF DEAD HUMAN BODY | BM | 146.103 | 02 | 4804 |
| REMOVE PART/WASTE GAME ANIMAL | AM | 498.042 | | 6201 |
| REPEATED FORBIDDEN CONTRACTS | BF | 059.740 | | 6099 |
| REPORT FALSE SALE SECURITIES | BF | 059.760 | | 7399 |

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|----------------------------------|----|---------|------|--------------|
| RESIST ARREST | AM | 162.315 | | 4801 |
| RESTRAINING ORDER VIOLATION | AM | 133.310 | | 5007 |
| RESTRICTED WEAPON/XCON POSSESS | AM | 166.270 | 02 | 5212 |
| RIOT | CF | 166.015 | | 5306 |
| RIOT - MISDEMEANOR | AM | 166.015 | M | 5306 |
| ROBBERY I | AF | 164.415 | | 1299 |
| ROBBERY I ATTEMPT | BF | 164.415 | X | 1299 |
| ROBBERY II | BF | 164.405 | | 1299 |
| ROBBERY II ATTEMPT | CF | 164.405 | X | 1299 |
| ROBBERY III | CF | 164.395 | | 1299 |
| ROBBERY III ATTEMPT | AM | 164.395 | X | 1299 |
| SECURITIES FRAUD | BF | 059.135 | | 2699 |
| SELL FALSE DOCUMENTS-LIC/REG | AM | 807.510 | | 2699 |
| SELL UNTITLED VEHICLE | AM | 803.085 | | 7199 |
| SERVE LIQUOR WITHOUT LICENSE | UM | 471.475 | | 4102 |
| SETTING SPRING GUN OR SETGUN | BM | 166.320 | | 5299 |
| SEX ABUSE 1 NEW | BF | 163.427 | NEW | 3699 |
| SEX ABUSE 1 NEW ATTEMPT | CF | 163.427 | NEWX | 3699 |
| SEX ABUSE 2 NEW | CF | 163.425 | NEW | 3699 |
| SEX ABUSE 2 NEW ATTEMPT | AM | 163.425 | NEWX | 3699 |
| SEX ABUSE 3 NEW | AM | 163.415 | NEW | 3699 |
| SEX ABUSE 3 NEW ATTEMPT | BM | 163.415 | NEWX | 3699 |
| SEX ABUSE I | CF | 163.425 | | 3699 |
| SEX ABUSE I ATTEMPT | AM | 163.425 | X | 3699 |
| SEX ABUSE II | AM | 163.415 | | 3699 |
| SEX ABUSE II ATTEMPT | BM | 163.415 | X | 3699 |
| SEX OFFENDER/FAIL REGISTER AM | AM | 181.599 | 02 | 3612 |
| SEX OFFENDER/FAIL REGISTER CF | CF | 181.599 | 03 | 3612 |
| SEX OFFENDER/FAIL TO REPORT AM | AM | 181.812 | 02 | 3699 |
| SEX OFFENDER/FAIL TO REPORT CF | CF | 181.812 | 03 | 3699 |
| SEX SHOW-LIVE/SADOMASO-FELONY | CF | 167.062 | 03 | 4099 |
| SEX SHOW-LIVE/SADOMASO-MISDEAM | AM | 167.062 | 01 | 4099 |
| SEXUAL ASSAULT OF ANIMAL | AM | 167.333 | | 1199 |
| SEXUAL DELINQ MINOR CONTR ATT | BM | 163.435 | X | 3805 |
| SEXUAL DELINQ MINOR – CONTRIBUTE | AM | 163.435 | | 3805 |
| SEXUAL MISCONDUCT | CM | 163.445 | | 3699 |
| SIMULATE LEGAL PROCESS | CF | 162.355 | | 2699 |
| SODOMY I | AF | 163.405 | | 1199 |
| SODOMY I ATTEMPT | BF | 163.405 | X | 1199 |
| SODOMY II | BF | 163.395 | | 1199 |
| SODOMY II ATTEMPT | CF | 163.395 | X | 1199 |
| SODOMY III | CF | 163.385 | | 1199 |
| SODOMY III ATTEMPT | AM | 163.385 | X | 1199 |
| SOLICIT CLASS A FELONY | BF | 161.435 | 02 | DEP ON CRIME |
| SOLICIT CLASS A MISDEMEANOR | BM | 161.435 | 05 | DEP ON CRIME |
| SOLICIT CLASS B FELONY | CF | 161.435 | 03 | DEP ON CRIME |
| SOLICIT CLASS C FELONY | AM | 161.435 | 04 | DEP ON CRIME |
| SOLICIT MURDER/TREASON | AF | 161.435 | 01 | 0999 |
| SOUND RECORDING UNLAWFUL | BM | 164.865 | | 2599 |

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| SPEED RACING EVENT ORGANIZING | CF | 811.127 | | 7399 |
| SPREAD COMMUNICABLE DISEASE | UF | 433.010 | | 5599 |
| STALKING ATTEMPT | BM | 163.732 | X | 7099 |
| STALKING FELONY | CF | 163.732 | 02B | 7099 |
| STALKING MISDEMEANOR | AM | 163.732 | 02A | 7099 |
| STALKING/VIOL COURT ORDER AM | AM | 163.750 | 02A | 5099 |
| STALKING/VIOL COURT ORDER CF | CF | 163.750 | 02B | 5099 |
| STALKING/VIOL OFFICER ORDER AM | AM | 163.747 | 02A | 5099 |
| STALKING/VIOL OFFICER ORDER CF | CF | 163.747 | 02B | 5099 |
| STRANGULATION | AM | 163.187 | | 1399 |
| STRANGULATION ATTEMPT | BM | 163.187 | X | 1399 |
| STRANGULATION FELONY | CF | 163.187 | 4 | 1399 |
| STRANGULATION FELONY – ATTEMPT | AM | 163.187 | 4X | 1399 |
| SUPPLY CONTRABAND | CF | 162.185 | | 5899 |
| SUPPLY CONTRABAND ATTEMPT | AM | 162.185 | X | 5899 |
| SUPPLY FALSE INFO TO AGENCY | CF | 468.953 | | NONE |
| SUPPLY LIQ MINOR/INTOX PERS | AM | 471.410 | | 4199 |
| | | | | |
| TAKING BEAR BY UNLAWFUL METHOD | AM | 498.164 | 4 | 6201 |
| TAMPER DRUG RECORDS ATTEMPT | AM | 167.212 | X | 2589 |
| TAMPER WITH A WITNESS | CF | 162.285 | | 4805 |
| TAMPER WITH A WITNESS ATTEMPT | AM | 162.285 | X | 4805 |
| TAMPER WITH EVIDENCE | AM | 162.295 | | 4804 |
| TAMPER WITH EVIDENCE ATT | BM | 162.295 | X | 4804 |
| TAMPER WITH LOTTERY RECORDS | CF | 162.305 | 02B | 7399 |
| TAMPER WITH PUBLIC RECORDS | AM | 162.305 | 02A | 7399 |
| TAMPERING WITH CABLE TV EQUIP | BM | 164.373 | | 7199 |
| TAMPERING WITH DRUG RECORDS | CF | 167.212 | | 2589 |
| TELE SOLICIT CHARITY PURPOSE | CM | 165.555 | | 5799 |
| TELEPHONIC HARASSMENT | BM | 166.090 | | 5309 |
| THEFT BY DECEPTION | CF | 164.085 | | 2399 |
| THEFT BY DECEPTION ATTEMPT | AM | 164.085 | X | 2399 |
| THEFT BY EXTORTION | BF | 164.075 | | 2199 |
| THEFT BY EXTORTION ATTEMPT | CF | 164.075 | X | 2199 |
| THEFT BY RECEIVING | CF | 164.095 | | 2399 |
| THEFT BY RECEIVING ATTEMPT | AM | 164.095 | X | 2399 |
| THEFT I | CF | 164.055 | | 2399 |
| THEFT I AGGRAVATED | BF | 164.057 | | 2399 |
| THEFT I AGGRAVATED ATTEMPT | CF | 164.057 | X | 2399 |
| THEFT I ATTEMPT | AM | 164.055 | X | 2399 |
| THEFT II | AM | 164.045 | | 2399 |
| THEFT II ATTEMPT | BM | 164.045 | X | 2399 |
| THEFT III | CM | 164.043 | | 2399 |
| THEFT LOST/MISLAID PROPERTY | CF | 164.065 | | 2899 |
| THEFT OF SERVICES OVER 10,000 | BF | 164.125 | 04D | 2399 |
| THEFT OF SERVICES OVER 750 | CF | 164.125 | 04C | 2399 |
| THEFT OF SERVICES OVER 750 ATT | AM | 164.125 | 04CX | 2399 |
| THEFT OF SERVICES UNDER 50 | CM | 164.125 | 04A | 2399 |
| THEFT OF SERVICES UNDER 750 | AM | 164.125 | 04B | 2399 |
| THEFT SERVICES OVER 10,000 AT | CF | 164.125 | 04DX | 2399 |

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|--------------------------------------|----|---------|---------|------|
| THROW BURNING MATERIAL | UM | 476.715 | | 5208 |
| THROW OBJECT OFF OVERPASS I | CF | 166.651 | | 7399 |
| THROW OBJECT OFF OVERPASS II | AM | 166.649 | | 7399 |
| TOBACCO PRODUCTS FALSE REPORT | CF | 323.630 | 03 | 2607 |
| TRADE AGAINST CUSTOMER ORDER | BF | 059.780 | | 2699 |
| TRADEMARK COUNTERFEITING I | BF | 167.150 | | 2503 |
| TRADEMARK COUNTERFEITING II | CF | 167.145 | | 2503 |
| TRADEMARK COUNTERFEITING III | AM | 167.140 | | 2503 |
| TRAFFIC IN STOLEN VEHICLE | CF | 819.310 | | 2499 |
| TRAFFIC VEH W/ALTERED VEH ID | AM | 819.430 | | 2499 |
| TRAFFICKING IN PERSONS BFELN | BF | 163.266 | 1A | 6411 |
| TRAFFICKING IN PERSONS AFELN | AF | 163.266 | 1B | 6411 |
| TRANSPORT CHILD PORNOGRAPHY | BF | 163.677 | | 3706 |
| TRANSPORT HAY UNLAWFULLY | CM | 164.815 | | 6299 |
| TRANSPORT MEAT CARCASS UNLAW | CM | 164.863 | | 6201 |
| TRANSPORT METAL PROPERTY UNLAW | CM | 164.857 | | 7199 |
| TREASON | UF | 166.005 | | 0101 |
| TREE SPIKING - INJURY | BF | 164.877 | 03 | 6205 |
| TREE SPIKING FELONY | CF | 164.877 | 02 | 6205 |
| TREE SPIKING MISD | AM | 164.877 | 04 | 6205 |
| | | | | |
| UNAPPROVED VEHICLE WINDOWS | AM | 815.090 | | 5499 |
| UNAUTHORIZED DEPARTURE | AM | 162.175 | 01A | 2411 |
| UNAUTHORIZED USE LIVESTOCK ANIMAL | AM | 167.385 | | 6201 |
| UNAUTHORIZED USE VEHICLE | CF | 164.135 | | 2411 |
| UNAUTHORIZED USE VEHICLE ATT | AM | 164.135 | X | 2411 |
| UNBRANDED FOREST PRODUCTS | BM | 532.130 | | 6205 |
| UNDUE INFLUENCE - ELECTIONS | CF | 260.665 | 02 | 5999 |
| UNLAW DISSEM INTIMATE IMAGE | AM | 163.472 | 2A | 3705 |
| UNLAW DISSEM INTIMATE IMAGE AT | BM | 163.472 | 2AX | 3705 |
| UNLAW DISSEM INTIM IMAGE FEL | CF | 163.472 | 2B | 3705 |
| UNLAW DISS INTIM IMAGE FEL AT | AM | 163.472 | 2BX | 3705 |
| | | | | |
| UNLAW LOC WHERE CHILDREN CONG | AM | 163.476 | | 3699 |
| UNLAW PO UNLAW DISSEM INTIMATE IMAGE | AM | | 163.472 | 2A |
| SS OF RENTED MOTOR VEH | CF | 164.138 | | 2499 |
| UNLAW POSS RENT MOTOR VEH ATT | AM | 164.138 | X | 2499 |
| UNLAWFUL AIR POLLUTION 1 | BF | 468.939 | | 6205 |
| UNLAWFUL AIR POLLUTION ATTEMPT | CF | 468.939 | X | 6205 |
| UNLAWFUL CONTACT WITH A CHILD | CF | 163.479 | | 3699 |
| UNLAWFUL DIRECTING OF LIGHT | AM | 163.709 | 02 | 7099 |
| UNLAWFUL DISPOSAL OF BODY | BM | 146.121 | | 4804 |
| UNLAWFUL DIST CABLE EQUIP ATT | CM | 164.132 | X | 7199 |
| UNLAWFUL DISTRI CABLE TV EQUIP | BM | 164.132 | | 7199 |
| UNLAWFUL DISTRIB CIGS A MISD | AM | 323.482 | 2A | 5599 |
| UNLAWFUL DISTRIB CIGS B FEL | BF | 323.482 | 2D | 5599 |
| UNLAWFUL DISTRIB CIGS C FEL | CF | 323.482 | 2BC | 5599 |
| UNLAWFUL ENTRY MOTOR VEHICLE | AM | 164.272 | | 2411 |
| UNLAWFUL ENTRY-CRIME SCENE | BM | 146.107 | | 4811 |
| UNLAWFUL HAIR DESIGN | BM | 690.015 | | 7099 |

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| UNLAWFUL INCOME TAX PREPARATIO | AM | 673.990 | | 6199 |
| UNLAWFUL INHALANT USE | BM | 167.808 | 5B | 3599 |
| UNLAWFUL LABEL SOUND RECORDING | CF | 164.868 | | 2599 |
| UNLAWFUL LABEL VIDEOTAPE | CF | 164.872 | | 2599 |
| UNLAWFUL PARAMILITARY ACTIVITY | CF | 166.660 | | 7399 |
| UNLAWFUL POSS OF PHOSPHORUS | AM | 475.969 | 03 | 5599 |
| UNLAWFUL POSS OF PSEUDOPHEDRIN | AM | 475.973 | 05A | 5599 |
| UNLAWFUL POSSESSION OF LIQUOR | AM | 471.478 | | 4102 |
| UNLAWFUL PURCHASE SECURITIES | BF | 059.127 | | 7399 |
| UNLAWFUL RECORD PERFORMANCE | CF | 164.869 | | 2599 |
| UNLAWFUL SEXUAL PENETRATION I | AF | 163.411 | | 1199 |
| UNLAWFUL SEXUAL PENETRATION II | BF | 163.408 | | 1199 |
| UNLAWFUL SIGNING PETITION | CF | 260.555 | 3 | 2699 |
| UNLAWFUL SUBLEASE OF VEHICLE | AM | 822.090 | | 2699 |
| UNLAWFUL TAKING OF GAME MAMMAL | AM | 498.002 | | 6201 |
| UNLAWFUL TREE SPIKING | CF | 164.886 | 02 | 6205 |
| UNLAWFUL TREE SPIKING – INJURY | BF | 164.886 | 03 | 6205 |
| UNLAWFUL TREE SPIKING – MISD | AM | 164.886 | 04 | 6205 |
| UNLAWFUL USE OF GROUND WATER | UM | 537.535 | | 6205 |
| UNLAWFUL VEHICLE SALVAGE | AM | 819.040 | | 7199 |
| UNLAWFUL WATER POLLUTION 1 | BF | 468.946 | | 6205 |
| UNLAWFUL WATER POLLUTION 2 | AM | 468.943 | | 6205 |
| UNLAWFULLY SELL SECURITIES | BF | 059.115 | | 7399 |
| UNREGISTERED SECURITIES | BF | 059.055 | | 7399 |
| USE CHILD DISPLAY SEX ACT | AF | 163.670 | | 3699 |
| USE CHILD DISPLAY SEX ACT ATT | BF | 163.670 | X | 3699 |
| USE CONTRACTORS LIC W/O AUTH | AM | 701.990 | 02 | 2699 |
| USE INVALID OPERATORS LICENSE | AM | 807.580 | | 2604 |
| USE MACE, TEAR GAS, STUN GUN | CF | 163.213 | | 5299 |
| USE MACE/STUN GUN/TEAR GAS | AM | 163.212 | | 5299 |
| USE MINOR DRUG OFFENSE | AF | 167.262 | | 3599 |
| USE MINOR DRUG OFFENSE AT | BF | 167.262 | X | 3599 |
| USE MINOR DRUG OFFENSE MISD | AM | 167.262 | 02B | 3599 |
| USE SLUGS UNLAWFULLY | BM | 165.047 | | 2307 |
| USING ANOTHER'S DRIVER LICENSE | AM | 807.600 | | 2699 |
| VEH ASSAULT OF BICYCLIST/PED | AM | 811.060 | | 5499 |
| VIDEOTAPE RECORDING UNLAWFUL | BM | 164.875 | | 2599 |
| VIOL PRES DRUG LAW - SCH IV/V | CM | 475.993 | 02D | 3599 |
| VIOL PRESC DRUG LAW - SCH I | CF | 475.993 | 02A | 3599 |
| VIOL PRESC DRUG LAW - SCH I | CF | 475.914 | 02A | 3599 |
| VIOL PRESC DRUG LAW - SCH II | AM | 475.993 | 02B | 3599 |
| VIOL PRESC DRUG LAW - SCH II | AM | 475.914 | 02B | 3599 |
| VIOL PRESC DRUG LAW - SCH III | BM | 475.993 | 02C | 3599 |
| VIOL PRESC DRUG LAW - SCH III | BM | 475.914 | 02C | 3599 |
| VIOL PRESC DRUG LAW - SCH IV/V | CM | 475.914 | 02D | 3599 |
| VIOLATE WILDLIFE LAW-FELONY | CF | 496.992 | 03 | 6299 |
| VIOLATE WILDLIFE LAW-MISD | AM | 496.992 | 01 | 6299 |
| VIOLATION - WILDLIFE | UM | 496.162 | | 6299 |

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| VIOLATION / WILDLIFE LICENSE | AM | 497.075 | | 7399 |
| VIOLATION TAXIDERMY LICENSE | UM | 497.238 | | 7399 |
| VIOLATION/FAIL STANDARDS LAND | UM | 527.710 | 1B | 6299 |
| VOTE COUNTING - ILLEGAL ACTS | CF | 260.645 | | 5999 |
| VOTING WHEN NOT ENTITLED | AM | 260.695 | 4 | 5999 |
| | | | | |
| WEAP DISCHARGE/THROW AT TRAINS | AM | 166.635 | | 5213 |
| WEAPON - CARRY CONCEALED | BM | 166.240 | | 5202 |
| WEAPON - SLUGGING/STABBING | AM | 166.510 | | 5299 |
| WEAPON DISCHARGING AT AIRPORT | AM | 166.638 | | 5299 |
| WEAPON POSSESS ATTEMPT -INMATE | BF | 166.275 | X | 5299 |
| WEAPON POSSESS UNLAWFUL ATTMPT | BM | 166.250 | X | 5212 |
| WEAPON POSSESSION - INMATE | AF | 166.275 | | 5299 |
| WEAPON USE UNLAWFUL | CF | 166.220 | | 5213 |
| WEAPON-REGISTER CONCEALABLE CF | CF | 166.420 | 09 | 5202 |
| WEAPON-REGISTER CONCEALABLE/AM | AM | 166.420 | 03C | 5202 |
| WRECKING BUSINESS OFFENSE | AM | 822.135 | | 7199 |
| WRONGFUL CLAIM FOR PAYMENT | CF | 411.675 | | 2699 |
| WRONGFULLY ACCEPT PAYMENT | CF | 411.690 | | 2699 |

OPS CHAPTER 7

(Modifying Offender Records)

NOTE: All modifications and updates to open offense lines in CIS are the responsibility of the supervising county and not the sentencing county. All new convictions, including sentences into local control, probation revocation with local control sentence or new conviction, are the responsibility of the sentencing county.

7.1 OUTCOUNT RETURNS

Step 1- “Community Corrections Admission” screen:

- From the Main Menu choose either the ‘**CC Abscond Return Process**’ or the ‘**CC Admissions Process**’. This will bring up the “Community Corrections Admission” screen.
- Type offender’s SID # on “Offender” field, press enter to bring offender to screen.
- Tab down to “Admission Date/Time” field, put in arrest date and time using military time (i.e. 1500). See table below to determine appropriate date.

| Outcount Status | Admission Date |
|--------------------------------|--|
| ABSC/WARR/ESCA | Probation & Local Control (LC) PPS <ul style="list-style-type: none"> • Arrested: Date warrant is cleared. LC PPS cases- If arrested in another State, the admission date is the day they return to Oregon, not the date the warrant is cleared. INOP time accrues until they enter Oregon. • Warrant is recalled or rescinded: The date the Judge or Local Supervising Authority (LSA) recalls or rescinds the warrant. LC PPS cases- INOP time accrues until the warrant is recalled or rescinded by LSA. • Quashed warrant– The Warrant is removed completely and any reference to it should be as well. Delete ABSC/WARR closure from CIS. See OPS chapter 10- Deleting admission portion of housing/location records. LC PPS- INOP time is not applied. |
| | Board PPS <ul style="list-style-type: none"> • Arrested in Oregon: The date of arrest INOP time accrues until they are arrested. • Arrested in another State: The date the offender returns to Oregon. INOP time accrues until they enter Oregon. NOTE: Do not return until you know the offender is back in Oregon. • Withdrawn warrants: The date the Board withdraws the warrant. INOP time accrues until the warrant is withdrawn. • Quashed warrant – The Warrant is removed completely and any reference to it should be as well. Delete ABSC/WARR closure from CIS. See OPS chapter 10 – Deleting admission portion of housing/location records. INOP time is not applied. |
| IMMI | Date PO is notified Offender is back in the US Note: Verify IMMI status with ICE. |
| PSRB | Date released from Psychiatric Review Board |
| UNSU | Date from reactivate PPS Parole Board order |
| CMPO | Date Offender reports to PO either by phone or in person as listed on Notice of Arrival |
| INPR/UNSU-Local Control | Date the Return to Active Supervision form was signed (Form to be completed by PO and signed by Supervising Authority or Director) |
| REVP | Date Offender is released from Federal Institution |
| INAC | Date Offender is released from out of state institution |

- Tab down to “Caseload” field and enter PO caseload #, press enter.
- You will get the message “Admission from non-supervised status processed.”

```

OPS225I      Corrections Information Systems (TEST)      10:38:27
MCCARTHY      Community Corrections Admission      9/14/05

Offender..... 1234567 OFFENDER, TEST
DOB..... 12/17/1957
Current status..... Post Parole
Last location..... MARI
Release date/time.....
Supervision level..... LTD

Admission to location. MARI Marion County Community Corrections
Admission date/time... 9142005 1300
Caseload..... 8102 CAIN, JIM

Post admission status.

LC conviction county..
LC supv status code...
Copy PSI data from....      SIDNO 00000000

F3=Exit F4=Prompt F5=Refresh F6=New admission
F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel
Admission from non-supervised status processed.
    
```

Step 2 – “Work with Offenses” screen:

- Press enter to the “Work with Offenses” screen.
- Check offenses
 - Modify if needed. Reminder: Add INOP time if appropriate to local control cases if status is PPS/LC. (see OPS Chapter 16 for instructions on adding INOP time).
- Press enter.

```

OPS230I      Corrections Information Systems (TEST)      10:43:03
MCCARTHY      Work with Offenses      9/14/05

Offender1234567 OFFENDER, TEST      Record key:
Status: PostParole      MARI Marion County Community Correc
      DNA Collection Required      OISC migr date... 2/12/2002
Enter option...      Custody cycle.... 2
2=Change      3=Copy offense      4=Delete      5=Display
7=Add sentence 8=Conditions      9=Custody units 17=Add LC
OFF# DOCKET CNTY ORS ABBREV ORS NUMBER SG SANC SGDO
CS Type Begin date Length Max date Term date Code
20 87102201/01 LINN FAIL AP I 162.205 N Y
00 I FPA 05/31/1988 005-000-000 04/13/1993 04/13/1993 EXPI
21 01102329/01 LINN BURG I 164.225 Y Y
00 I F 02/12/2002 000-019-000 05/06/2003 05/06/2003 POST
00 O FPO 05/06/2003 000-036-000 05/09/2006
22 87102201/02 LINN FAIL AP I 162.205 N Y
19 I FPA 05/31/1988 005-000-000 06/21/2008

Bottom
F3=Exit F6=Add docket F7=Facesheet F8=Notes F10=Print Options
F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys...
    
```

Step 3 – ‘Offender Print’ screen:

- Press F10, this will take you to the “Offender Print” screen.
- Put a 5 on the option line.
- Press enter to print kardex.

| | | |
|---------------------|--|---------------------|
| OPS5111 MCCARTHY | Corrections Information Systems (TEST) Offender Print | 10:46:57 9/14/05 |
|---------------------|--|---------------------|

Offender: 1234567 OFFENDER, TEST
Status: PostParole MARI Marion County Community Corrections

1. Facesheet - with detainees and notifiers
2. Facesheet - display
3. Facesheet
4. Facesheet - with detainees
- 5. Kardex - print**
6. Kardex - display
7. Movement history (ISU only)
8. Facesheet - log
9. Facesheet - work with
10. Print Offenses & Sentences

Option: 5
F3=Exit F9=Retrieve F11=Menu Bar F12=Cancel

Enter desired option = 1 to 10

Step 4 – Modify EPR via WebLEDS. [Refer to OPS Chapter 5 - Modifying an EPR](#)

- Modify EPR's RTP field to match current status in CIS.
- Update DOE field if needed.
 - If case(s) are expired, change RTP field to PVP- Comm. Corr. Offender- Violation Pending.
 - Change the DOE field to reflect a date no more than 90 days out (this is an office by office decision).
 - Add "PV Pending" to beginning of MIS field.
- For CMPO returns, modify EPR eliminating any reference to offender being on compact status in another state.

Step 5 – Route file/paperwork per your county practice.

Step 6 –Check the Fee Screen to make sure the Fees are billing correctly per your county practice. [\(refer to Supervision Fee Manual\)](#)

7.2 ADDING AN OFFENSE

NOTE: 7.2 gives instruction for adding a new probation sentence. If you need to revoke a probation sentence and add a local control sentence, or add a new local control sentence, please see OPS Chapter 15. If you add a local control sentence to an existing Parole Board offender, don't forget to notify the Board by sending the judgment sentencing the offender in to local control, and the release date. Please e-mail to Orders.BOPPPS@doc.state.or.us. If you must fax, send to 503-373-7558.

DO NOT ADD THE FOLLOWING TYPES OF OFFENSES:

- Bench probation (except incoming Compact)
- City Ordinances
- Bench parole

Step 1- Refer to OPS Chapter 2.21 steps 9-12 for adding offenses, adding conditions, and printing kardex instructions. NOTE: If you are entering a Bench Probation converted to Formal Probation please see OPS chapter 2- Admitting cases converted from Bench to Formal Supervision.

Step 2 - Modify EPR. Refer to OPS Chapter 5 – Modifying an EPR

- If the new offense added has a longer expiration date than original crime(s), go to WebLEDS and modify DOE field.
- If entering a Felony offense and previous RTP field was CND, MPR, FMP, DIV, or MPA modify RTP to FPR. **NOTE: RTP in LEDS should reflect the offender's status in CIS.**

7.3 CLOSING A SINGLE OFFENSE LINE

Step 1- 'CC Court Orders Process; screen:

- Select the 'CC Court Orders Process' from your main menu.
- This will take you to the 'Work with Offenses' screen.
- On the offense you're closing, check conditions for Restitution (SC7)/Compensatory Fine and/or Community Service. Update/make payments to conditions if applicable. Refer to **OPS chapter 18- Condition Tracking** for further instructions.
- From the 'Work with Offenses' screen put a "2=Change" on the appropriate open sentence line that needs to be closed.
- Press enter; this will bring you to the "Sentence Data" screen.
- Tab down to "termination date" field, put date of closure (either date expired, date from Court Order for EARL, BNPB, CRTR (Misdemeanors only) & RTNS, or from EDIS closure form for EDIS.)
- Tab to "termination code" field.
- Enter appropriate closure code (F4=Prompt for list or **refer to OPS chapter 8.18 - Sentence Closure Codes**).
- Press enter to process. You will get message "record updated." Conditions will move to Expired Conditions Table.
- Press enter, that will take you back to the "Work with Offenses" screen.
- **Repeat these steps for each offense that needs to be closed.**
- If closing individual sentence(s) causes you to get the message "Status does not match offenses. Correct offenses of F13=change status." do an F13 and use the date and time used to close the sentence that caused the status change.
- Update EPRs RTP, DOE, offense information, and conditions as needed.

NOTES:

- 1) If your county includes special conditions on you EPRs, check EPR and remove all special conditions that no longer apply due to offense being closed.**
- 2) Expired Offense Conditions still showing on Kardex. Prior to July 1, 2003, our policy was to delete all conditions when an offense line was closed, thereby removing them from the kardex. Now, they are automatically sent to a subset table. Occasionally you will see conditions show up on a kardex from an old offense. Two ways to remove these conditions.**
 - a) If offense was closed prior to 6/1/2003, then put an 8 for conditions on the offense line of the old offense to see if any conditions were not deleted originally. If so, put a 4 on condition line to delete, press enter.**
 - b) If the offense was closed after 6/1/2003, then remove the closure date and code to reopen the offense. Once reopened, close the line with the same closure date and code, this will cause any conditions to go to the subset table.**

Offense Line Closure Example 1

OPS230I Corrections Information Systems (TEST) 9:32:21
 MCCARTHY Work with Offenses 9/15/05

Offender: 1234567 OFFENDER, TEST Record key:
 Status: PostPrison/BRD MTGR Multnomah Gresham Office
 DNA Collection Required OISC migr date...

Enter option... Custody cycle.... 1
 2=Change 3=Copy offense 4=Delete 5=Display
 7=Add sentence 8=Conditions 9=Custody units 17=Add LC

| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG | SANC | SGDO |
|----------|-----------------|-------------------|--------------------|-------------------|------------|------|------|
| CS | Type | Begin date | Length | Max date | Term date | Code | |
| 03 | 001138669/01 | MULT | POS SUB CF | 475.992 04B | Y Y | | |
| 00 | P FPR | 11/27/2000 | 000-027-000 | 02/26/2003 | 02/26/2002 | VIOL | |
| 00 | L F | 02/26/2002 | 000-006-000 | 08/25/2002 | 08/25/2002 | EXPI | |
| 04 | 001138669/02 | MULT | THEFT II | 164.045 | N Y | | |
| 2 | 00 P MPR | 11/27/2000 | 000-027-000 | 02/26/2003 | | | |
| 05 | PPSVSANC | MULT | PPSV SANC | 144.108 | Y N | | |
| 00 | L | 01/04/2002 | 000-000-120 | 05/03/2002 | 05/03/2002 | EXPI | |

More...

F3=Exit F6=Add docket F7=Facesheet *F8=Notes F10=Print Options
 F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys...

Offense Line Closure Example 2

OPS235I Corrections Information Systems (TEST) 9:33:31
 MCCARTHY Sentence Data 9/15/05
 CHANGE

Offender..... 1234567 OFFENDER, TEST
 Status..... PostPrison MTGR
 Offense/Sentence.... 04 001 Court Case..... 001138669/02
 Sentencing Guid.... N County..... MULT
 ORS..... 164.045 THEFT II AM THEFT II

Sent type..... P
 Begin date..... 11/27/2000
 Compact begin dt....
 Length (ymd)..... 0 - 27 - 0 Life (L).....
 Inop days.....
 CS to..... MRG to.....

Tent paro disc date.
Termination date.... 02262003 Max sent date..... 2/26/2003
Termination code.... EXPI Max indet sent date.

F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel

Step 3 – Press enters to the “Offender Print” screen; put a “5” on option line to print kardex.

Step 4 – Per your county policy, give paperwork to PO.

7.4 TRANSFERRING FROM LEAVE (AIP or STTL) STATUS TO POST-PRISON STATUS

NOTE: Moving an offender to Post-Prison Supervision status from Leave status should be done as soon as possible, and preferably done within one week of status change!

Step 1 – Select the ‘CC Release Process’ screen from your main menu

- On the “**Work with Offenses**” screen, enter SID # on “Offense line.”
- Press enter to bring offender to screen.
- If appropriate offenses are not closed to “POST, AIP or SUMM” already, contact OISC to close the “I” lines before proceeding. **NOTE: OISC should have the “I” lines closed no later than the next business day after the completion of the T/L.**
- Check offenses with parole/post prison order.
 - If you do not have a PPS order, use Option ‘5=Display on the “I” line for PPS length. It is located in the upper center of the screen. When you get the PPS order, verify the docket/sentence data, PPS length and add conditions. The signed PPS order needs to be sent to the Board @ Orders.BOPPPS@doc.state.or.us
- After “I” lines are closed to POST, AIP, or SUMM, add “O” line.
 - Put a “7=Add sentence” on appropriate offense line (matching docket #'s from PPS order), press enter. This will take you to the “Sentence Data” screen.
 - Put an “O” (not zero) on the “Sentence Type” line.
 - Fill in the begin date (this is the same as the release date taken from the PPS order. If you do not have a PPS order, use the latest offense termination date to POST or AIP.)
 - Fill in the sentence length taken from the PPS order or from 5= display screen, press enter.
 - You will get the message “**record updated.**”
 - Repeat this step for each offense.
 - If the **Max sent date** does not match the PPS order expiration date contact the Board.
- Enter back to ‘Work with Offenses’ screen.
- Add conditions to each offense where “O” lines were added. (Refer to OPS chapter 18-Condition Tracking) **NOTE: If Compensatory Fine is listed on PPS order under SC10, use the probation condition of CMPF (compensatory fine).**
- Enter back to ‘Work with Offenses’ screen.
- Check to make sure “SANC” code has been entered. There should be a “Y” on the offense line under “SANC” column.
- If no “SANC” code has been entered, enter by typing a “2=Change” on “Offense Line,” press enter. This will take you to the “Docket and Offense Description” screen, type “SANC” in “Sanction Status” field

Adding O Line Example: 7=add sentence

```

OPS230I      Corrections Information Systems (TEST)      9:18:19
MCCARTHY      Work with Offenses      9/22/05

Offender: 1234567 OFFENDER, TEST      Record key:
Status: Leave      MARI Marion County Community Correc
      DNA Collection Required      OISC migr date...
Enter option...      Custody cycle.... 1
2=Change      3=Copy offense      4=Delete      5=Display
7=Add sentence      8=Conditions      9=Custody units      17=Add LC
OFF# DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC      SGDO
CS      Type      Begin date      Length      Max date      Term date      Code
05      04C44611/02      MARI      POS SUB CF      475.992      04B      Y      N
00      L F      08/12/2004      000-000-010      08/12/2004      08/12/2004      EXPI
7 06      04C45510/01      MARI      FAIL AP I      162.205      Y      N
00      I FLV      08/19/2004      000-018-000      12/29/2005      09/22/2005      AIP

```

Adding “O” Line example: Sentence type “O”

```

OPS235I      Corrections Information Systems (TEST)      9:21:13
MCCARTHY      Sentence Data      9/22/05
              CREATE
Offender..... 1234567 OFFENDER, TEST
Status..... Leave      MARI
Offense/Sentence.... 00 000      Court Case..... 04C45510/01
Sentencing Guid.... Y      County..... MARI
ORS..... 162.205      FAIL AP I CF FAIL TO APPEAR I

```

```

Sent type..... O
Begin date..... 09222005
Compact begin dt....
Length (ymd)..... 0 - 012 - 0      Life (L).....
Inop days.....
CS to.....      MRG to.....

```

```

Tent paro disc date.
Termination date....      Max sent date.....
Termination code....      Max indet sent date.

```

```

F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel
“002 record updated”

```

Step 2 – Status Change from “Work with Offense” screen:

- Press enter to return to “Work with Offenses” screen. You will get a message “Status does not match offenses. Correct offenses or F13=change status”

```

Status does not match offenses. Correct offenses or F13=change status.  +

```

- Either** use F13=Change Status **or** press enter to use the “Offender Release” process.
 - Status Change Using “F13”**
 - If you press F13 you will get a window, enter in the date of admission and current time; make sure current status and derived status are correct and change if necessary; press enter.
 - Use F14=Recalculate at this time to recalculate sentences to make sure status reads correctly (PostPrison/BRD).
 - Press enter twice to take you to the “Movement History/Maintenance” screen where you can check to make sure the entry is correct.
 - Status change using “Offender Release” screen**
 - On the “Offender Release” screen, enter in “Release Date” (taken from Post-Prison Order – same as Physical Release Date),
 - Tab to “Time” field, enter time in military format
 - Tab to release “Type Code” field and put in “POST.”
 - Tab to “Release to Location” field and put in your county/office 4-digit code (i.e. MTEA, MTGR, BAKR, COOS).
 - Press enter to process.
 - Use F12 to go back to the ‘Work with Offenses’ screen and use F14=Recalculate at this time to recalculate sentences to make sure status reads correctly (PostPrison/BRD). Admission is automatically processed when “releasing” to a new status.
 - Press enter twice to take you to the “Movement History/Maintenance” screen where you can check to make sure the entry is correct.

Offender Release Screen Example

```

OPS270I      Corrections Information Systems (TEST)      9:46:02
MCCARTHY      Offender Release      9/22/05
                PROCESS
                * DETAINER *
Offender..... 1234567 OFFENDER, TEST      * NOTIFIER *
DOB..... 11/15/1983      Location: MARI
Status..... LV Leave
Current caseload.... 8190 BECKY ANDERSON
Custody/Supv level..

Release date..... 9222005      Time.... 930
Release type code... POST

Release to location. MARI

F3=Exit      F4=Prompt      F5=Refresh      F7=Current date/time
F9=Retrieve      F11=Menu bar      F12=Cancel
Release processed - Select new offender or      Press ENTER to continue.

```

Movement History Example

```

SYS402I      Corrections Information Systems (TEST)      9:48:58
MCCARTHY      Movement History/Maintenance      9/22/05
RECORD KEY: 1673021      **Remarks**
Offender.... 1234567 OFFENDER, TEST      Curr cycle. 01-05-01
Status..... PostPrison      Location.... MARI      Primary caseload 8190
Position custody/admission cycle... 1 4
--Cycle-- Location      --Admission-----Release-----
01 Admission From: MARI 09/29/2003
01-04 Status: LV 08/20/2005 09/22/2005 POST MARI
01-04-01 MARI 08/20/2005 08:10 09/22/2005 09:30 POST MARI
Housing 08/20/2005 08:10 09/22/2005 09:30
01-05 Status: PO 09/22/2005
01-05-01 MARI 09/22/2005 09:30
Housing 09/22/2005 09:30

Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance

```

Step 5 – Go to WebLEDS to make appropriate changes (refer to EPR Steps, OPS Chapter 5, “Modifying an EPR”).

- Update RTP to PPS and DOE to new expiration date if applicable.

Step 6 - Remember to Check the Fee Screen to make sure the Fees are billing correctly.**7.5 EXTENDING A PROBATION SENTENCE**

Note: This is done by the supervising office, including F8 notes. If offender was convicted in your county and supervised in another county, send order to supervising county to extend length of sentence.

Step 1 – “CC Court Orders Process” screen:

- From the Main Menu, choose “**CC Court Orders Process**” on the selection line, press enter. This will bring up the “**Work with Offenses**” screen.
- Type offender’s SID # on “Offender line”, press enter to bring offender to screen.
- Tab down to the appropriate docket #, then on the sentence length line of that docket # (MPR, MDV, FPR, FMP etc.), put “2=Change”, press enter this will bring up the “Sentence Data” screen.
- Tab down to the “sentence length” field and change appropriately (if Court Order extends in years, add to year field or if extension is in months, add to month field) information is taken from extension order. The total will be what is entered in the “sentence length” field. **If you need assistance in calculating the dates, use the Date Calculator found under F11-2-A.**
- Press enter to process change, you will get message “**record updated.**”
- Repeat this for each offense that needs to be extended.
- Press enter to go back to the “**Work with Offenses**” screen.
- Make F8 Note:
 - Press ‘**F8=Note**’, this will take you to “**Offense Note**” screen.
 - Press ‘**F6=Create**’ to make an F8 note per your county practice.
 - Be sure to include: County, case number, date of PV judgment, and what was ordered.
 - Press enter to process; you will receive the message “**Note entry record added.**”
 - Press enter twice to return to “Work with Offenses” screen.

NOTE: For all sentence extensions make an “F8=Note”

Extending Probation Sentence Example 1

```

OPS230I      Corrections Information Systems (TEST)      10:22:39
MCCARTHY      Work with Offenses      4/17/06

Offender: 1234567 OFFENDER, TEST      Record key:
Status: Probation      MTNO Multnomah North Office
      DNA Collection Required

Enter option...      Custody cycle.... 2
2=Change      3=Copy offense      4=Delete      5=Display
7=Add sentence      8=Conditions      9=Custody units      17=Add LC
OFF# DOCKET CNTY ORS ABBREV ORS NUMBER SG SANC SGDO
CS Type Begin date Length Max date Term date Code
01 030231154/01 MULT ID THEFT 165.800 Y Y
00 P FPR 09/19/2003 000-024-000 09/18/2005 09/18/2005 EXPI
02 030431988/01 MULT ID THEFT 165.800 Y Y
2 00 P FPR 01/12/2004 000-018-000 07/11/2005
03 030733392/01 MULT ID THEFT 165.800 Y Y
00 P FPR 01/12/2004 000-018-000 07/11/2005
04 040934908/11 MULT ID THEFT 165.800 Y Y
00 P FPR 01/27/2005 000-018-000 07/26/2006

Bottom
F3=Exit F6=Add docket F7=Facesheet *F8=Notes F10=Print Options
F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys...

```

Extending Probation Sentence Example 2

OPS235I Corrections Information Systems (TEST) 10:38:33
 MCCARTHY Sentence Data 4/17/06
 CHANGE
 Offender..... 1234567 OFFENDER, TEST
 Status..... Probation MTNO
 Offense/Sentence.... 02 001 Court Case..... 030431988/01
 Sentencing Guid.... Y County..... MULT
 ORS..... 165.800 ID THEFT CF IDENTITY THEFT

 Sent type..... P
 Begin date..... 1/12/2004
 Compact begin dt....
Length (ymd)..... 1 - 18 - 0 Life (L).....
 Inop days.....
 CS to..... MRG to.....

 Tent paro disc date.
 Termination date.... **Max sent date..... 7/11/2006**
 Termination code.... Max indet sent date.
 F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel
 001 record updated.

F8 Note for Extending Probation Sentence Example

OPS230I Corrections Information Systems (TEST) 9:25:38
 MCCARTHY Work with Offenses 4/24/06

 Offender: 1234567 OFFENDER, TEST Record key:
 Status: Probation MTNO Multnomah North Office
 DNA Collection Required
 Enter opt y cycle.... 2
 2=Chang Add Offense Note for splay
 7=Add s 1234567 OFFENDER, TEST dd LC
 OFF# **O originally sentenced to 18 m on** MBER SG SANC SGDO
 CS **1/12/04, in court on 4/1/05 and given 1** te Term date Code
 01 **year from 4/1/05 for new expiration** 0 Y Y
 00 **date of 4/1/06; total supervision time** 2005 09/18/2005 EXPI
 02 **from original sentence is 2 yrs 7 mo.** 0 Y Y
 00 2006
 03 More... 0 Y Y
 00 F5=Refresh F12=Cancel F13=Insert 2005
 04 F14=Delete F15=Wrap off 0 Y Y
 00 2006

 Bottom
 F3=Exit F10=Print Options
 F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys...

Step 2 – Enter to the “Offender Print” screen; put a “5” on option line to print kardex.

Step 3 – Go to WebLEDS and make appropriate changes (refer to EPR Steps, OPS Chapter 5 “Modifying an EPR”).

- Update DOE if applicable.

Step 4 – Per your county policy, change expiration date on file label and give to PO.

Step 5 - Remember to Check the Fee Screen to make sure the Fees are billing correctly.

7.6 Inactive Probation (INPR) and Unsupervised Local Control PPS (UNSU) Closure

When an offender has served the minimum period of active supervision as authorized in [OAR 291-206-0015\(5\)](#), and has satisfactorily completed all special conditions, the offender can be moved to Inactive Probation (INPR) or Unsupervised Post-Prison Supervision (UNSU). To be eligible for Inactive Probation (INPR) the crime for which the offender is supervised must have been committed on or before June 30, 2011. Crimes committed after that date are not eligible for INPR status. Each county office is responsible for ensuring the crime date and all other criteria has been met before moving an offender onto Inactive Probation or Unsupervised Post-Prison Supervision.

According to [SB3508](#), section 21(1) each person convicted of a felony and sentenced to probation is eligible for a reduction in the period of active probation. Felony Conditional Discharges and Felony Diversions are not convictions so they do not qualify for INPR status. Misdemeanor convictions are not a felony, so they do not qualify for INPR status. Compact offenders, either coming in or going out, also do not qualify for INPR status.

There are two possible scenarios for this type of closure. You can do only one or the other, but NOT BOTH.

1. Just the offense line is closed as there are other open offenses that the offender is still being supervised on;

OR

2. All open offenses qualify so the offense lines are NOT closed, but the “body” is closed. The body closure is a parenthetical closure (outcount) much like ABSC, IMMI, etc.

Your PO will have submitted some form of documentation to a Supervisor or Director for his/her approval (OACCD and FAUG have developed several for these purposes). The date the Supervisor or Director signed the form is the date you will use as your movement date. Samples of these forms follow.

Scenario 1: If the offense line is being closed to INPR or UNSU- Temporary Line Closure:

- Select Option “CC Court Orders Process” from your Main Menu
- Type in the offender’s SID # on “Offender” line and press enter.
- Put a “2” on the sentence line and press enter.
- Tab to the “Termination Date” and enter the date from your order that the offender was placed on Inactive Probation.
- Tab to the “Termination code” field and either press F4 for the table or type in INPR.
- Press enter to continue.

Temporary Line Closure Example 1

```

OPS235I      Corrections Information Systems      11:38:08
HEMMAND      Sentence Data      6/23/10
              CHANGE
Offender..... 1234567 OFFENDER, TEST
Status..... Probation POLK
Offense/Sentence.... 01 001      Court Case..... 09P3015/08
Sentencing Guid.... Y      County..... POLK
ORS..... 475.864 02  POSS MARIJ BF POSSESS MARIJUANA

Sent type..... P
Begin date..... 5/12/2009
Compact begin dt...
Length (ymd)..... 0 - 18 - 0   Life (L).....
Inop days.....
CS to.....      MRG to.....

Tent paro disc date.
Termination date.... 06 23 2010      Max sent date..... 11/11/2010
Termination code.... INPR      Max indet sent date.

```

Temporary Line Closure Example 2

```

OPS230I      Corrections Information Systems      13:55:27
HEMMAND      Work with Offenses      6/23/10

Offender: 1234567 OFFENDER, TEST      Record key:
Status: Probation      POLK Polk County Community Corrections
      DNA Collected
Enter option...      Custody cycle.... 1
2=Change      3=Copy offense      4=Delete      5=Display
7=Add sentence      8=Conditions      9=Custody units      17=Add LC
OFF# DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC
SGDO
  CS  Type      Begin date      Length      Max date      Term date      Code
01  08C48454/01 MARI      SELL MARIJ      475.860 02  Y  Y
    00 P FPR      03/31/2009 000-036-000 03/30/2012 06/23/2010 INPR
02  09P51093/01 POLK      RESIST ARR      162.315      N  Y
    00 P MPR      01/26/2010 000-013-000 02/25/2011

```

Scenario 2: If all of the offender's offenses are eligible to close to INPR or UNSU – Body Closure. Same process used for ABSC or IMMI is used here.

- Select “**CC Release Process**” from the Main Menu.
- This will take you to the “**Work with Offenses**” screen.
- Press enter to continue to the Release Screen.
- Enter the date and time, and closure code (INPR for Probation or UNSU for Local Control PPS).

NOTE: The offender is no longer required to pay supervision fees so the fee system automatically stops the accrual of more fees and the print statement switch is turned to N= no.

Body Closure Example

| | | |
|---|---------------------|---|
| HEMMAND | Work with Offenses | 6/23/1 |
| Offender: 1234567 OFFENDER, TEST Record key: | | |
| Status: Probation(INPR) POLK Polk County Community Corrections | | |
| DNA Collected | | |
| Enter option... | Custody cycle.... 1 | |
| 2=Change 3=Copy offense 4=Delete 5=Display | | |
| 7=Add sentence 8=Conditions 9=Custody units 17=Add LC | | |
| OFF# | DOCKET | CNTY ORS ABBREV ORS NUMBER SG SANC SGD |
| CS | Type | Begin date Length Max date Term date Cod |
| 01 | 09P3015/08 | POLK POSS MARIJ 475.864 02 Y Y |
| 00 | P FPR | 05/12/2009 000-018-000 11/11/2010 |

7.7 CONDITIONAL DISCHARGE/DIVERSION REVOKED/CONVICTED TO PROBATION

When a conditional discharge or diversion is revoked and the offender is given probation, follow these steps outlined below. When a conditional discharge or diversion is revoked and no probation is ordered, follow steps in [OPS Chapter 8, section 8.10](#) for closing to RTNS.

Step 1 – Select “CC Court Orders Process” on your main menu:

- This will take you to the “**Work with Offenses**” screen.
- On “Work with Offenses” screen, put “2=Change” on second line of offense, press enter, this will take you to the “Sentence Data” screen,
- Tab down to term date.
- Put date of revocation judgment found on court order.
- Put in CONV as term code, press enter twice back to “Work with Offenses” screen.
- Put cursor on first line of the offense, put “7=Add Sentence” and press enter. This will take you to the “Sentence Data” screen.
- Add Sentence Type P=Probation.
- Add begin dat. **The Begin date is the date the conditional discharge is converted to supervised probation aka conviction date**
- Add sentence length. Sentence length is taken from the Order. Press enter.
- Press enter again to return to the “**Work with Offenses**” screen.

- On the first line (Offense Line) put a 2 = change and press enter.
- Add the conviction date in appropriate field. Press enter.
- Press enter again to return to the “**Work with Offenses**” screen.
- Use “F13=Auto Change” to change status to Probation, using date of court order.
- Press enter – this will take you back to the “Work with Offenses” screen.
- F14 to re-calculate.

Step 3 –Add Conditions

- Put cursor on the first line of the offense, put “8=Conditions” and press enter.
- Review conditions for additions or removals.
- Press enter to return to “Work with Offenses” screen.
- For trackable conditions, add amount ordered on FPR to original FCD amount. Add text to differentiate the two.
- Press enter back to “**Work with Offenses**” screen.

Step 4 – Print a kardex.

- Press “F10=Print Options”
- Put a 5 on the “Option” line and press enter – this will print a kardex.

Step 5 – Go to WebLEDS to modify DOE and RTP fields ([refer to EPR Steps, Modify an EPR in OPS Chapter 5](#)).

Step 6 – Per your county policy, you may need a new file label. Give file to the PO.

7.8 CONDITIONAL DISCHARGE REVOKED/CONVICTED DIRECTLY TO LOCAL CONTROL

Sometimes a judge will convict an offender on their conditional discharge and sentence them directly into local control with PPS, and skip probation altogether. If this happens you follow the directions above, but instead of closing the offense line to CONV you close the conditional discharge offense line to VIOL, and then enter the L line as you would any other local control sentence following a VIOL offense line. Admit O to Local Control. [Refer to OPS Chapter 15-SB1145 Data Entry](#).

OPS CHAPTER 8 – Closing Offender Records in CIS

Note: It is the practice that the Sentencing County enters the original sentence and the Supervising County enters all modifications/closures (with the exception of Local Control sentences).

8.1 ABSCONDS/WARRANTS

For the CC RELEASE PROCESS on your main menu:

Step1 – Type a '4' on the selection line and press enter. This will take you to the 'Work with Offenses' screen.

```

CCSUPPORT          Corrections Information Systems (TEST)      8:55:26
MCCARTHY           CC Support Menu                            9/09/05
Select one of the following:

  1. Offender Information
  2. LEDS
  3. Admissions
  4. CC Release Process
  5. CC Court Orders Process
  6. CC Support Data Entry/Update
  7. CC EPR Process
  8. CC Abscond Return Process
  9. CC Transfer Process
 10. CC Change Primary Caseload
 11. W/W Risk Assessments
 12. W/W Sex Offender Assessments
      More...

Selection: 4                      Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu

```

Step 2 -Type SID # on 'Offender' line; press enter to bring offender information to screen. Press enter to get to the 'Offender Release' screen, type date of warrant (from Board or Local Control T-type, Court Order or from LEDS printout using DOW date) on release date line including time, tab down to release type, type in "ABSC". If your county uses the FTR designator, tab to 'Abscond release to FTR' and enter Y. Press enter, you will receive message "release processed select new offender or press enter to continue".

NOTE: The FTR (Fail to Report) designator was created as some county directors wanted to know how many offenders just didn't report vs. leaving the area, absconding. This is a decision made by your director whether to use or not.

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| | | |
|---|--|--------------------|
| OPS270I MCCARTHY | Corrections Information Systems (TEST) Offender Release | 9:04:17 9/09/05 |
| PROCESS | | |
| Offender..... 1234567 TEST, OFFENDER | | |
| DOB..... 8/27/1968 Location: UMAP | | |
| Status..... PR Probation | | |
| Current caseload.... 1017 INTAKE-EAST | | |
| Custody/Supv level.. LOW | | |
| Release date..... 10162003 Time.... 800 | | |
| Release type code... ABSC | | |
| Release to location. | | |
| F3=Exit F4=Prompt F5=Refresh F7=Current date/time | | |
| F9=Retrieve F11=Menu bar F12=Cancel | | |
| Release processed - Select new offender or Press ENTER to continue. | | |

Step 3 – Press enter to check ‘Movement History/Maintenance’ screen.

Step 4 – Go to WebLEDS to modify EPR RTP field to ABS ([refer to EPR Steps, Modifying an EPR](#)). Follow your county procedure for where to put the EPR modification confirmation.

Step 5 – Per your county policy, relocate file. Press ‘F3=Exit’ to return to first screen of process.

8.1.1 ABSC/REVP SCENARIO

An offender is on county probation and federal probation. The offender absconds supervision. Both authorities issue warrants. The offender is picked up on the federal warrant and sent to federal prison. The county warrant is still active. Six months after the offender is in federal prison the Court recalls the county warrant. When the warrants were issued you put the offender out to abscond. You leave the offender on abscond status until the date the court recalls the county warrant. Release again to REVP as of the date the warrant is recalled.

8.2 PERMANENT FILE CLOSURES FOR PROBATION & PPS

NOTE: When offenders receive a new conviction at the same time as supervision expiration, there needs to be one day between case closure and date of conviction to constitute a new cycle of supervision. If new conviction occurs on the same date as supervision expiration it would be the same cycle.

From the CC RELEASE PROCESS on your main menu:

Step 1 – On ‘Work with Offenses’ screen, type SID # on ‘Offender’ line, press enter to bring offender to the screen.

Check for Restitution (SC7)/Compensatory Fine/Community Service condition before processing. Refer to ‘Steps to Condition Tracking(18)’ manual for instructions to update these amounts.

Check Treatment Module for treatment completion by pressing F11-3-T, this will take you to the “Treatment Programs” window. Refer to ‘Treatment Module (12.17)’ manual for data entry. Follow your county policy for data entry. When finished use F3 to return to work with offences screen.

| 3 | Active_Jobs | WS_Options | Process_Step | Info_Windows |
|----------------------------|----------------------------------|------------|------------------------------------|-------------------------------|
| : 1234567 TEST, OFFENDER : | | | | |
| Offender: | 1234567 | | : T CC Release Process : | |
| | | | : C W/W Offenses/Court Orders : | |
| ORI No: | OR026035G | N | : R Releases : | |
| | | | : V Movement History/Maintenance : | |
| Case No: | 1234567 | D | : M Modify Probation Record : | |
| : : | | | | |
| Process X : | Treatment Programs | | | : |
| : | | | | : |
| : | Offender: 1234567 TEST, OFFENDER | | | : |
| : | *ALL *ALL | | | *ALL : |
| : | Treatment | Cnty Type | Referred | Entered Exit date Code I : |
| : | No treatment records found | | | |
| : | | | | |
| F2=Message : | F4=Prompt | F6=Add | F10=Print | F12=Cancel F16=View history : |
| F9=Retriev : | | | | |

Put ‘2=Change’ on sentence line (last line) of offense (matching docket #'s from Court Order) press enter; this will take you to the ‘Sentence Data’ screen.

| OPS230I | | Corrections Information Systems | | 9:27:15 | |
|----------------------------------|----------------|---------------------------------|-------------------|-------------------|----------------|
| MCCARTHY | | Work with Offenses | | 9/09/05 | |
| Offender: 1234567 TEST, OFFENDER | | Record key: | | | |
| Status: | Probation | CROO Crook County | Community Correct | | |
| DNA Collection not Required | | OISC migr date... | | | |
| Enter option... | | Custody cycle.... 2 | | | |
| 2=Change | 3=Copy offense | 4=Delete | 5=Display | | |
| 7=Add sentence | 8=Conditions | 9=Custody units | 17=Add LC | | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG SANC SGDO |
| CS | Type | Begin date | Length | Max date | Term date Code |
| 01 | MI030440/01 | CROO | MENACING | 163.190 | N Y |
| 2 | 00 P MPR | 08/05/2003 | 000-018-000 | 02/04/2005 | |
| Bottom | | | | | |
| F3=Exit | F6=Add docket | F7=Facesheet | F8=Notes | F10=Print Options | |
| F11=Menu bar | F12=Cancel | F14=Recalculate | F20=Add Local | F24=More keys... | |

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Step 2 - Tab down to term date, put date of closure (either date offense expired or date from Court Order/Compact Papers for EARL, BNPB, CRTR (Misdemeanors only), RTNS, EDIS, COMP or DIED) taken from official documentation and closing summary, press enter. For deceased offenders on Parole Board PPS or LC PPS, termination date will be taken from Parole Board/LC closure notice. For probation cases it will be the date you notify the court or the court notifies your office.

| | | |
|--|---------------------------------|------------------------------|
| OPS235I | Corrections Information Systems | 9:29:34 |
| MCCARTHY | Sentence Data | 9/09/05 |
| | | CHANGE |
| Offender..... | 1234567 TEST, OFFENDER | |
| Status..... | Probation CROO | |
| Offense/Sentence.... | 01 001 | Court Case..... MI030440/01 |
| Sentencing Guid..... | N | County..... CROO |
| ORS..... | 163.190 MENACING AM MENACING | |
| Sent type..... | P | |
| Begin date..... | 8/05/2003 | |
| Compact begin dt.... | | |
| Length (ymd)..... | 0 - 18 - 0 | Life (L)..... |
| Inop days..... | | |
| CS to..... | | MRG to..... |
| Tent paro disc date. | | |
| Termination date.... | 11212003 | Max sent date..... 2/04/2005 |
| Termination code.... | CRTR | Max indet sent date. |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel | | |

You will get message 'record updated'.

| | | |
|--|---------------------------------|------------------------------|
| OPS235I | Corrections Information Systems | 9:38:13 |
| MCCARTHY | Sentence Data | 9/09/05 |
| | | CHANGE |
| Offender..... | 1234567 TEST, OFFENDER | |
| Status..... | Probation CROO | |
| Offense/Sentence.... | 01 001 | Court Case..... MI030440/01 |
| Sentencing Guid..... | N | County..... CROO |
| ORS..... | 163.190 MENACING AM MENACING | |
| Sent type..... | P | |
| Begin date..... | 8/05/2003 | |
| Compact begin dt.... | | |
| Length (ymd)..... | 0 - 18 - 0 | Life (L)..... |
| Inop days..... | | |
| CS to..... | | MRG to..... |
| Tent paro disc date. | | |
| Termination date.... | 11/21/2003 | Max sent date..... 2/04/2005 |
| Termination code.... | CRTR | Max indet sent date. |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel | | |
| 001 record updated. | | |

NOTE: If the sentence line has already been closed to INPR or UNSU, you will need to change the date and termination code on the sentence line to whatever the final closure code would be (as above). The system has a hard edit that will not allow you to close the body until this is changed. Conditions will automatically be moved to the Expired Conditions Table.

Repeat this step for each offense. Refer to [Sentence/Body Closure Codes \(8.18\)](#) document for definitions of closures or F4=Prompt to view closure table.

Supervision fees automatically close upon closure. Refer to [Supervision Fee Manual](#) for DOR procedures or contact supervision fee person per your county policy.

Step 3 – After all lines are processed, press enter to return to ‘Work with Offenses’ screen review line closure(s). Press enter again to go to the ‘Offender Release’ screen, put in date to be released (same as termination date above) on ‘release date’ line, enter current time on ‘time’ line, enter release type code (same as above) on ‘release type code’ line, press enter. You will get message “release processed – select new offender or press enter to continue”. **If more than one offense closure date, use most current date and code to match date used on ‘Offender Release’ screen.**

Informational note: Board PPS cases expire at 12:01 am day of expiration. LSA & Court cases, expiration time is up to the local county.

```

OPS270I                      Corrections Information Systems          9:48:32
MCCARTHY                     Offender Release                      9/09/05
                                PROCESS

Offender..... 1234567 TEST, OFFENDER
DOB..... 11/02/1983      Location: CROO
Status..... PR Probation
Current caseload.... 1116 DENNIS D. COOK
Custody/Supv level.. LTD

Release date..... 11212003      Time.... 946
Release type code... CRTR

Release to location.

F3=Exit      F4=Prompt      F5=Refresh      F7=Current date/time
F9=Retrieve  F11=Menu bar   F12=Cancel

Release processed - Select new offender or      Press ENTER to continue.

```

Step 4 – Press enter to review the ‘Movement/History Maintenance’ screen for errors.

| | | |
|---|--|----------------------|
| SYS402I | Corrections Information Systems (TEST) | 16:33:39 |
| FILBECKR | Movement History/Maintenance | 5/20/16 |
| Offender....12345678 | TEST, OFFENDER | Curr cycle. 03-04-01 |
| Status..... Discharge | Loca: TILL | Prim caseload *None |
| Position custody/admission cycle... 3 4 | | |
| --Cycle-- Location | --Admission---- | -----Release----- |
| 03 Admission From: TILL | | |
| 03-04 Status: PO | | |
| 03-04-01 TILL | | EXPI |
| Housing | 10/06/2014 08:00 | 07/08/2015 12:40 |
| Housing ABSC | 07/08/2015 12:40 | 07/29/2015 21:08 |
| Housing | 07/29/2015 21:08 | 09/29/2015 14:48 |
| Housing ABSC | 09/29/2015 14:48 | 10/20/2015 00:31 |
| Housing | 10/20/2015 00:31 | 11/16/2015 00:01 |

Step 5 – Go to WebLEDS to cancel EPR ([refer to EPR Steps, Canceling an EPR \(5\)](#)). (EXCEPTION: SEX OFFENDERS. This will only be on those sex offenders who have been under supervision for a long period of time and their sex offender registration is part of the EPR. [Refer to ‘LEDS ENTRY – SEX OFFENDERS \(5.5\)’ document](#)). Follow your county procedure for where to place the EPR cancellation or modification confirmation.

Step 6 – If Felony conviction send official file material to OISC-Central Records, marking right bottom corner with CC:CR (Central Records) after sending material to Central Records. Per your office policy archive file material, shred **LEDS**.

Note: Closing Summary goes on top of material to be sent. When there are previously closed felonies that are not on the Closing Summary or more offenses than will show, a list of all offenses in the cycle needs to be attached. This is not optional. You can handwrite in the other offenses on the closing summary, or you can print a separate list (option 10 from the kardex screen will print a list of all offenses in a cycle). If you print the list, it should be the second page of the file material, after the Closing Summary.

See [Chapter 21 OISC in OPS manual](#) for file material to be sent to OISC.

For deceased offenders, [Chapter 21 OISC](#) and [Chapter 22 Parole Board](#) lists what is acceptable for proof of death.

NOTE: Conditional Discharge cases – If you receive a dismissal order, check with the Courts for clarification on whether this is an expungement or just a dismissal order. If a dismissal order and the case is still open close the sentence line and the body to DISM using the date of the dismissal order. If sentence already closed to expire do an F8 note only stating a dismissal order was received on (date). If this is an expungement order, follow expungement document steps in [OPS 12](#).

Probation cases if appeal won – Do the same as conditional discharge; but also change Movement/History date and EXPI to new order date and DISM.

8.3 PROBATION REVOCATIONS TO PRISON (More than 12 months)

NOTE: It is mandatory that the trackable conditions Restitution (SC7)/Compensatory Fine and Community Service have the amount ordered entered. It is recommended that this amount be updated by payments to reflect the balance due before closing any offender to VIOL. The county of conviction is responsible for this data entry. Refer to the Conditions Tracking Manual (18) for instructions on how to update these amounts.

The following process is not required. You ‘can’ process this revocation or wait for the prison to admit the offender and close the appropriate sentence lines to VIOL. In either case you would update the trackable conditions as stated in the note above.

From the CC RELEASE PROCESS on your main menu:

Step 1 – On “Work With Offenses” screen, check each probation offense to see if line is closed to VIOL, if not put ‘2=change’ on second line (matching docket #'s with Court Orders), press enter.

| | | | | | |
|--|-------------|--|-----------------------------|-----------------|-----------------|
| OPS230I | | Corrections Information Systems (TEST) | | 10:35:37 | |
| MCCARTHY | | Work with Offenses | | 9/12/05 | |
| Offender: 1234567 TEST, OFFENDER | | | Record key: | | |
| Status: Inmate(E2-21B) CCCF COFFEE CREEK | | | CORRECTIONAL FACI | | |
| | | | OISC migr date... 5/01/2003 | | |
| Enter option... | | | Custody cycle.... 2 | | |
| 2=Change | | 3=Copy offense | | 4=Delete | |
| 5=Display | | 7=Add sentence | | 8=Conditions | |
| 9=Custody units | | 17=Add LC | | | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG SANC SGDO |
| CS | Type | Begin date | Length | Max date | Term date Code |
| 01 | CF010467/01 | UMAT | FELON WEAP | 166.270 01 | Y Y |
| 00 | P FPR | 01/17/2002 | 001-036-000 | 01/16/2006 | 03/31/2003 VIOL |
| 02 | CF020948/01 | UMAT | DEL/MAN BF | 475.992 01B | Y N |
| 01 | I F | 05/01/2003 | 000-029-000 | 10/07/2006 | |
| 03 | CF020644/01 | UMAT | POS SUB CF | 475.992 04B | Y N |
| 02 | I F | 05/01/2003 | 000-003-000 | 01/07/2007 | |
| More... | | | | | |
| F3=Exit | | F6=Add docket | | F7=Facesheet | |
| F8=Notes | | F10=Print Options | | | |
| F11=Menu bar | | F12=Cancel | | F14=Recalculate | |
| F20=Add Local | | F24=More keys... | | | |

Step 2 - This will take you to the “Sentence Data” screen. Tab down to term date put date of revocation from court order, put term code as VIOL, press enter twice. **The conditions will automatically move to the Expired Conditions Table and Supervision fees will automatically close to VIOL.**

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```
OPS235I          Corrections Information Systems (TEST)          10:36:55
MCCARTHY          Sentence Data                                9/12/05
                                     CHANGE
Offender..... 1234567 TEST, OFFENDER
Status..... Inmate CCCF
Offense/Sentence.... 01 001          Court Case..... CF010467/01
Sentencing Guid.... Y          County..... UMAT
ORS..... 166.270 01 FELON WEAP CF FIREARM - FELON POSSESS

Sent type..... P
Begin date..... 1/17/2002
Compact begin dt....
Length (ymd)..... 1 - 36 - 0          Life (L).....
Inop days.....
CS to..... MRG to.....

Tent paro disc date.
Termination date.... 3/31/2003          Max sent date..... 1/16/2006
Termination code.... VIOL          Max indet sent date.
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel
```

Step 3 – Go to WebLEDS to cancel the EPR ([refer to EPR Steps, Canceling an EPR \(5\)](#)). Follow your county procedure for where to put the EPR cancellation confirmation.

Step 4 – Per your county policy write disposition on file label and relocate file.

8.4 PAROLE/POST-PRISON REVOCATIONS TO PRISON (More than 12 months)

There is no data entry for community corrections to do. Upon the offender's arrival at the prison, they will admit the offender and any open O or I lines will remain open and continue to run. The institution will do all data entry.

[Refer to Chapter 15](#) if an offender has Post-Prison or Parole that is revoked for 180 days or less.

8.5 FELONY PROBATION REVOCATIONS TO JAIL (12 months or less)(Local Control)

[Refer to OPS15-Local Control Data Entry](#)

8.6 PAROLE/POST-PRISON REVOCATIONS TO JAIL (12 months or less)(Local Control)

Refer to OPS 15 – Local Control Data Entry.

8.7 UNSUPERVISED for Parole Board and Local Control cases (Body closure only)

NOTE: Offenders being supervised in another state are not eligible for UNSU status. If offender's closure is processed after ASR date, notify Supervision Fee person so adjustments can be made to offender's account.

From the CC RELEASE PROCESS on your main menu:

Step1 – Type SID # on “Offender” line, press enter. Press enter to go to the “Offender Release” screen, put in actual ASR date to be released (taken from body of letter to offender from PO – do not use date letter was generated), release type is UNSU, press enter. Press enter again to check ‘Movement History/Maintenance’ screen.

Step 2 – Per your county policy update label and/or relocate file.

8.8 INACTIVE PROBATION (Body closure only)

When an offender has served the minimum period of active supervision as authorized in [OAR 291-206-0015\(5\)](#); and has satisfactorily completed all special conditions; the offender can be moved to inactive probation (INPR). To be eligible for inactive probation (INPR) the crime for which the offender is supervised must have been committed on or before June 30, 2011. Crimes committed after that date are not eligible for inactive probation status. Each county office is responsible for ensuring the crime date and all other criteria have been met before moving an offender to inactive probation.

Misdemeanor convictions are not a felony, so they do not qualify for INPR status. Compact offenders, either coming in or going out, also do not qualify for INPR status. According to SB3508, section 21(1) each person convicted of a felony and sentenced to probation is eligible for a reduction in the period of active probation. Felony Conditional Discharges and Felony Diversions are not convictions so they do not qualify for INPR status.

This means there are two possible scenarios for this closure. You can do only one or the other, NOT BOTH.

(1) just the offense line is closed as there are other open offenses that the offender is still being supervised on; OR

(2) All open offenses qualify so the offense lines are NOT closed, but the 'body' is closed. The body closure is a parenthetical closure much like ABSC, IMMI, etc.

Your PO will have submitted some form of documentation to a Supervisor or Director for his/her approval (OACCD and FAUG have developed several for these purposes). The date the Supervisor or Director signed the form is the date you will use as your movement date.

If just the offense line is being closed [refer to OPS 7](#) for instructions.

If all of the offender's offenses are eligible to close to INPR then **the body is closed**. (Again the offense lines are **NOT** closed). The same process that is used for ABSC or IMMI is used here. Option 4 from the Main Menu, Release Process, press enter to continue to the Release Screen. Enter the date and time, the closure code is INPR (Probation).

```
OPS270I      Corrections Information Systems
HEMMAND      Offender Release
              PROCESS

Offender..... 1234567 OFFENDER, TEST
DOB..... 12/23/1987   Location: POLK
Status..... PR Probation
Current caseload.... 9106 HARLAN, MELISSA
Custody/Supv level.. LOW

Release date..... 06232010   Time.... 0800
Release type code... INPR     ABSC release to FTR....

Release to location.
```


The offender's status now looks like this and the offense lines are not closed:

| | | | | | |
|----------------------------------|------------|---------------------|-------------|--|----------------|
| HEMMAND | | Work with Offenses | | 6/23/1 | |
| Offender: 1234567 OFFENDER, TEST | | | | Record key: | |
| Status: Probation(INPR) | | | | POLK Polk County Community Corrections | |
| DNA Collected | | | | | |
| Enter option... | | Custody cycle.... 1 | | | |
| 2=Change | | 3=Copy offense | | 4=Delete 5=Display | |
| 7=Add sentence | | 8=Conditions | | 9=Custody units 17=Add LC | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG SANC SGDO |
| CS | Type | Begin date | Length | Max date | Term date Code |
| 01 | 09P3015/08 | POLK | POSS MARIJ | 475.864 02 | Y Y |
| 00 | P FPR | 05/12/2009 | 000-018-000 | 11/11/2010 | |

NOTE: The offender is no longer required to pay supervision fees so the fee system automatically stops the accrual of more fees and the print statement switch is turned to N= no.

Some counties modify the EPR to reflect the offender's unsupervised status. This is a county by county decision as some counties leave the EPR as it is so the PO is contacted if the offender has law enforcement contact.

8.9 EARNED DISCHARGE OF PROBATION AND LC PPS CASES

When an offender has served the minimum period of active supervision as authorized in [OAR 291-209-0030\(2\)\(3\)](#); and has satisfactorily completed all special conditions; the offender can be moved to EARNED DISCHARGE (EDIS). To be eligible for earned discharge (EDIS) offenders must have been convicted of a felony crime and sentenced to probation on or after August 1, 2013 or sentenced to the legal and physical custody of the supervisory authority (the start of the L sentence not the start of PPS). Crimes committed before that date are not eligible. Board controlled PPS cases and incoming compact cases are not eligible as well. Each county office is responsible for ensuring the crime date and all other criteria have been met before discharging an offender to earned discharge status.

You can close one sentence line or all cases being supervised. If closing one sentence [refer to Chapter 7- Closing a Single Offense Line](#) for instructions. The closure date is taken from the EDIS closure form. The termination code is EDIS.

To close the whole cycle:

Step 1 – You should receive an OISC closing summary and the EDIS closure form from the PO stating the date of closure.

Step 2 – Follow all steps above in section [8.2 PERMANENT FILE CLOSURE](#). Use date taken from EDIS closure form and current time. Termination code is EDIS.

8.10 INACTIVE (Body Closure Only for Offenders in another State Prison)

**THE PO NEEDS TO DO AN OPTION 24 NOTIFIER LETTER TO THE INSTITUTION THAT THE OFFENDER IS BEING HOUSED IN, ADVISING INSTITUTION THAT OFFENDER HAS AN OBLIGATION TO THIS COUNTY AND TO NOTIFY US OF RELEASE DATE BEFORE THIS CLOSURE CAN BE DONE.*

NOTE: You need some form of notification the offender has been sentenced to incarceration in the other state. A sentence order is preferable. If you are unable to obtain the sentence order you can Google “[state name Department of Corrections](#)” for the other state. You will be able to find basic information after the offender has been sentenced and incarcerated.

CC RELEASE PROCESS:

Step1 – Type SID# on ‘Offender’ line, press enter. Press enter to go to the ‘Offender Release’ screen, put in release date (date of conviction from court order or information from other institution), current time, release type code is INAC, press enter.

Step 2 – Press enter to review ‘Movement History/Maintenance’ screen.

Step 3 – Go to WebLEDS to modify EPR MIS field ([refer to EPR Steps, Modifying an EPR\(5\)](#)). Change MIS field to “Offender in (*state which prison*)”. Follow your county procedure for where to place the EPR modification confirmation.

Step 4 – Per your county policy, update file label and relocate file.

8.11 REVP (Offender revoked to a Federal Prison)

NOTE: A sentence order is recommended for this closure. If you are unable to obtain one the following link to the Federal Bureau of Prisons is good for looking up an offender.

<https://www.bop.gov/inmateloc/>

This will let you look up a person by name, BOP number or FBI number. This will give you what institution they are located in and their release date.

Follow steps for **INACTIVE (8.8)**, release type is REVP

8.12 CONDITIONAL DISCHARGE or DRUG COURT REVOKED

When a conditional discharge is revoked and terminated, follow the steps outlined below. When a conditional discharge is revoked and given probation, follow steps in [Chapter 7](#) for closure code and adding probation line.

CC RELEASE PROCESS:

Step 1 – On ‘Work with Offenses’ screen, put ‘2=Change’ on sentence line, press enter. This will take you to the ‘Sentence Data’ screen.

Step 2 - Tab down to term date, put in date of sentencing order, tab to termination code put in RTNS, press enter twice. This will take you back to the ‘Work with Offenses’ screen.

Step 3 – Press F8, enter an explanation and press enter.

Step 4 – If there are no other open offenses press enter again to go to Offender Release screen. Enter release date and time from date of order, release type code is RTNS. Press enter.

Step 5 – Go to WebLEDS to cancel the EPR ([refer to EPR Steps, Canceling an EPR](#)). Follow your county procedure for where to place the EPR cancellation modification.

Step 6 – Per your county policy write disposition on file label and relocate file.

8.13 DOMESTIC VIOLENCE DIVERSION REVOKED & GIVEN FORMAL PROBATION

Follow steps for Conditional Discharge Revoked and given probation in [Chapter 7](#).

8.14 PSYCHIATRIC SECURITY REVIEW BOARD (Body closure only)

From the CC RELEASE PROCESS on your main menu:

Step 1 – Type SID # on “Offender” line, press enter, this will bring offender to screen. Press enter to go to the “Offender Release” screen, put in date to be released (taken from court order), release type is PSRB, press enter. Press enter to check Movement History/Maintenance Screen.

Step 2 – Go to WebLEDS to Modify EPR ([refer to EPR Steps, Modifying an EPR](#)). If EPR is on to PSRB, call Mary Clair at PSRB 503-229-5596 to see about getting the PO information added to their EPR.

Step 3 – Check Treatment Module for treatment completion by pressing F11-3-T, this will take you to the “Treatment Programs” window. [Refer to ‘Treatment Module’](#) manual for data entry. Follow your county policy for data entry.

Step 4 – Relocate file according to your county’s policy.

8.15 IMMIGRATION CASES

Verify deportation through LEDS. [Refer to LEDS manual](#) for IAQ instructions. In the IAQ response it will say DATE REMOVED/DEPORTED/EXCLUDED. When this shows a current date this is when the person was deported.

From the CC RELEASE PROCESS on your main menu:

Step 1 – Type SID # on “Offender” line, press enter, this will bring offender to screen. Press enter to go to the ‘Offender Release’ screen, enter release date/time (taken from deportation query from LEDS). Release type will be IMMI, press enter. Press enter to check ‘Movement History/Maintenance’ screen.

Step 2 – Go to WebLEDS to modify EPR per your county’s policy ([refer to EPR Steps, Modifying an EPR on page 4](#)).

Step 3 – Per your county policy, relocate file.

8.16 CASE ACCEPTED BY ANOTHER STATE - CMPO

The Reply to Transfer Request has been received accepting transfer of case. The PO has sent the Notice of Departure as the offender has left. When you receive the arrival notice then close using the following steps:

From the CC RELEASE PROCESS on your main menu:

Step 1 – Type SID# on “Offender” line, press enter, this will bring offender to screen. Press enter to go to the ‘Offender Release’ screen, enter release date/time (Arrival date on Notice of Arrival). Release type will be CMPO and release to location will be the 2-letter State abbreviation where offender is accepted, press enter. Press enter to check ‘Movement History/Maintenance’ screen.

Step 2 – Go to WebLEDS to modify EPR per your county’s policy ([refer to EPR Steps, Modifying an EPR](#)).

Step 3 – Per your county's policy, change primary caseload number to designated Compact PO.

Step 4– Supervision fees will automatically be waived while offender is on CMPO status.

If Offender returns to Oregon before the end of supervision, change status from CMPO outcount using the Admission Process.

8.17 PROCESS FOR CLOSING NON-OREGON COMPACT CASES

1 – For abscond cases, send a violation report and a case closure request indicating that you want to close due to offender absconding. When you receive the case closure response from the sending state indicating their approval to close the case the file can be closed to COMP. (NOTE: Never close a non-Oregon Compact case to ABSC).

2 – For cases where the offender is sentenced to a term of incarceration of more than 180 days, the supervising Oregon County notifies the sending state by violation report that the offender has been convicted and sentenced to a prison/jail term of more than 180 days. The county office also sends a case closure request to the sending state. Upon receiving the case closure response indicating their approval to close the case, the county office closes the out of state sentence to COMP. (NOTE: Either the violation report or the closure notice shall include a copy of the sentencing/judgment order for the sending state)

3 – For cases where the offender has died, counties send through ICOTS the Compact Closure Request along with verification of the offender's death. Upon receiving the Case Closure Response indicating the sending states approval to close the case the county office can close the file to DIED.

4 - For cases where the offender returns to the sending state on approved reporting instructions and the PO has confirmation that the offender arrived back in the sending state, the county office sends through ICOTS a Case Closure Request. Upon receiving the Case Closure Reply the file can be closed to COMP. (NOTE: An offender should not return/relocate back to the sending state without first obtaining reporting instructions from that state).

For all cases, prior approval must be obtained from the sending state.

If you are holding cases open waiting for a response from the sending state to close, please send an e-mail to the Compact office (Oregon.interstate@doc.state.or.us) and let them know. The Compact office will contact the other state and see what they can do.

YOU CAN ACCESS THE BELOW CODES IN THE DOC400. WHEN YOU ARE AT THE TERMINATION CODE FIELD PRESS F4. THIS WILL BRING UP THE TERMINATION CODE TABLE. TO ACCESS THE LONG DESCRIPTION OF A CODE PLACE YOUR CURSOR ON THE CODE AND PRESS F4. THIS WILL GIVE YOU THE LONG DESCRIPTION AS LISTED BELOW.

8.18 SENTENCE CLOSURE CODES

BOLD = Community Only * = Institution only ***BOLD** = Community and Institution

ABEX – Absc Expi/Dismissed by Court – Doc Req'd

ABSC Prob term/dismissed by Court Order. Offenders closed to ABSC, whose sentences have passed their max supervision date, the Judge has lifted the warrant, and allowed the sentence to terminate. Not for use on Parole/PPS/normal prob.

***AIP – Termination of SG Sentence due to completion of AIP Program**

When an inmate successfully completes the institution portion of an alternative incarceration program (SUMMIT, A&D AIP, etc.) and the 90-day transitional leave period.

***APPE – Appeal – Appeal won- Court Order Required**

Appeal - Appeal Won - Court Order Req'd. When an offender/inmate has appealed his/her conviction, and the Appeal has been won. Use USAP during appeal process.

BNPB – Conversion to bench probation – Court Order Required

Covert to Bench Probation - Order Req'd. When an offender's supervision is revoked and/or converted by Court Order to supervision by the Court.

***CDPR – Condition of Probation – Jail Sentence served in Institution**

When an offender receives a probationary jail sentence consecutive to a DOC SGL sentence, used to temporarily close probation line by institutions. When the offender is released and this code is still showing, remove the code and supervise the case or close the sentence line appropriately.

COMP – Compact Closure – Only out of state cases – Compact Form Required

When out-of-State offender, being supervised by Oregon, returns to originating State or another State prior to expiration. (Discharges Oregon's responsibility for supervision).

CONV – Conditional Discharge/Diversion Converted to Probation – Court Order Required

When an offender's conditional discharge/diversion is revoked and formal probation is imposed.

CREJ – Compact Investigation Only – Case Rejected

For Compact Investigation (IV) cases ONLY. When the investigation is rejected or withdrawn and the Compact sentence(s) will not be supervised in Oregon.

CRTR – Revoked or Terminated to Jail – Court Order Required

Probation revocation to jail - Order Req. Offender's probation sentence revoked to jail sentence. For Misdemeanor, Felony treated as or reduced to Misdemeanor, Conditional Discharge or Diversion ONLY - DO NOT use on Felony sentences.

***DIED – Offender Died before sentence Termination Date – Verification Required**

Death - Documentation Required. When an offender/inmate has died prior to the completion of his/her obligation. If the offender had parole and/or PPS sentences, send notification to the Board of Parole and PPS.

DISC – Discharge – Parole Discharge Paper Required

Discharge - Parole Discharge Order Req'd. When an offender's parole is discharged prior to max date. The Board issues an Order of Discharge

(Pre BM-10) (like an [Early Termination of Probation](#)) .

***DISM – Conviction/Sentence Dismissed – Court Order Required**

Conviction/sentence reversed/vacated &/or new trial results in dismissal of conviction/sentence. Includes conviction/sentence remanded for new trial but state determines case won't be retried; Cond Disch case dismiss after successful completion.

EARL – Early Termination of Probation – Court Order Required

Early Termination of Probation - Order Req'd. When a Judge orders sentence terminated before the supervision expiration date.

EDIS – EARNED DISCHARGE

When Felony probation or Local PPS sentence qualifies for Earned Discharge under [HB 3194 \(OAR 291-209\)](#). Cannot be used on Misd, FMP, FCD, incoming Compact, or any sentence under DOC or Parole Board jurisdiction.

***EXEC – Executed**

Execution - Documentation Req'd. When an inmate has been executed, and upon formal notification from the Superintendent's office that the execution order has been carried out.

***EXPI – Sentence Expiration**

Expiration of all sentences. Used when a probation/parole/PPS/max dates have been reached. For matrix inmates who have reached max/good time date. For SGL inmates/LC where no PPS is imposed. For prob. jail sentences served in an inst.

***HEAR – 137.700 (BM-11) Resentenced under 137.712 (SB1049)**

For inmates originally sentenced to Rob II, Kid II, Assa II under ORS 137.700 (BM 11) who are resentenced under ORS 137.712 (SB1049).

INPR - Inactive Probation offense – Document Required

Used when a felony probation offender is placed on inactive status when he/she has completed his/her period of active supervision as determined by the local supervising authority.

***INST – LC Sentence Converted to Institution**

When an offender is serving a LC sentence and then receives a consecutive DOC sentence.

***LOCL – Institution sentence (I) converted to a local sentence (L)**

When a felony sentence of 12m or less becomes a LC sentence because the DOC sentence it was consecutive to has been vacated; or a DOC sentence is amended to 12 months or less.

***ORDE – Court Ordered Release – Court Order Required**

Court Ordered Release - Order Req'd. When an inmate has been ordered released by the courts through post-conviction relief, appellate judgment or resentencing and has parole and/or pps or probation obligation. Court documentation required.

***POST – Sent Guidelines Prison/LC sentence expired**

Post-Prison Supervision. The date on which an inmate completes a SG prison/LC term, and is released to a mandated period of PPS.

***REPA – Refused Parole – Expiration/Discharge of a Bollinger Sentence**

When an inmate's crime date is prior to 9/20/85 and has refused parole and is released on good time/extra good time date.

***RETU – Return to Sentencing State**

Return to Sentencing State - Doc Req'd - Inst. only. When an out-of-State boarder is returned to the sentencing State prior to completing the out-of-State sentence. Notification req'd.

***RSNT – Resentence of Conviction and/or Sentence**

When an offender's/inmate's conviction(s) &/or sentence(s) have been reversed or vacated & the inmate/offender will be subject to a new trial for resentencing. Also includes convictions affirmed w/sentences vacated & remanded for new trial.

RTNS – Probation Revoked/Terminated no sanctions – Court Order Required

Revoked/terminated no sanction imposed. Terminates probation supervision of offender, including felony treated as misdemeanor, conditional discharge, or diversion supervision.

***SAPP – Supervised Appeal – Court Order Required**

When an inmate is released pending an appeal and supervision is ordered.

***SCOM – Sentence Commuted – Document Required**

Sentenced Commuted By the Governor. Document Signed By the Governor Required.

***TERM – Oregon Incarceration Term Terminated – International Transfer**

Oregon Incarceration Term Terminated Due to Request and Approval of International Transfer. Sentence will be completed in receiving country.

UNSU – Unsupervised Parole/PPS – PO Letter Required

Used when a parole or post-prison offender is placed on unsupervised/inactive status when he/she has completed his/her period of active supervision as determined by the Board or Local Supervisory Authority (LSA).

***USAP – Unsupervised Appeal – Court Order Required**

Unsupervised Appeal - Court Order Req'd. When an offender/inmate has appealed his/her conviction and the sentencing Judge has ordered that he/she not be supervised during the appeal process. Order req'd

***VACA – Conviction Vacated – Court Order Required**

When a conviction on a case/count is vacated by court order and: 1) no new trial occurs; or 2) a new trial occurs but the count is merged for conviction; or 3) a new trial occurs but the count is reduced to a misdemeanor and gets jail only.

VIOL – Fel Prob/cond Disch/Div violated to prison/LC – Court Order Req'd

Felony Probation/Conditional Discharge/Diversion Violation to DOC/Local Control. Offender violates conditions of felony prob/cond disch/div and is sentenced to prison or the Local Supervisory Authority (LC Sentence).

*XERR – Offender admitted to prison in error with his offense
Admitted in Error to prison & released back to field. When an inmate is delivered & admitted at Intake and it's later determined that DOC has no legal authority for the admission but the inmate has active parole, pps, LC or prob.

8.19 BODY CLOSURE CODES

BOLD = Community Only * = Institution only ***BOLD** = Community and Institution

ABEX – ABSC EXPI/DISMISSED BY COURT -DOC REQ.

ABSC Probation terminated/dismissed by Court Order. Offenders closed to ABSC, whose sentences have passed their maximum supervision date, the Judge has lifted the warrant, and allowed the sentence to terminate. FOR ABSC CASES ONLY! Not for use on Parole/PPS cases or normal probation sentence expiration.

ABSC – Absconded Supervision – Court Order Required

Changes offender's status to outcount (ABSC). Offender has stopped reporting, Changed residence without permission, AND a Warrant has been issued (or could have been if the PO couldn't obtain prior to arrest). Recommend conduct home visit/employment/school check prior to requesting warrant.

***APPE – Appeal – Appeal Won – Court Order Required**

Appeal Won- Court Order Req'd. When an offender/inmate has appealed his/her conviction, and the Appeal has been won. Use USAP during appeal process.

BNPB – Convert to Bench Prob. Court Order Required

When an offender's supervised probation is converted by Court Order to supervision by the Court.

*CCPR – Concurrent Probation

CMPO – Compact Out – Oregon Offenders Only

Changes offender's status to outcount (CMPO). When an Oregon offender is accepted for supervision in another State via Interstate Compact.

*CNPA – Parole Supervision Continued

*CNPO – Post Prison Supervision Continued

*CNPS – Post Prison and Parole Supervision Continued

COMP – Compact Closure Only-Compact Form Required

When an out-of-State offender, being supervised by Oregon, returns to originating State or another State prior to expiration (discharges Oregon responsibility for supervision).

CREJ – Compact Investigation ONLY-case rejected

For Compact Investigation (IV) cases ONLY. When the investigation is rejected or withdrawn, and the compact sentence(s) is the only sentence in the custody cycle. Changes status to Discharge.

CRTR – Terminated/Revoked to Jail - Order Required

Probation revocation to jail - Order Required. Judge orders offender's probation sentence revoked to a jail sentence. Includes Misdemeanors, Felonies treated as Misdemeanors, Conditional Discharge and Diversion.

***DIED –Death - Documentation Required**

When an Offender has died prior to the completion of his/her DOC obligation. Formal notification required, and if the Offender had Parole and/or PPS sentences, send notification to the Board of Parole and PPS as well.

***DISC – Parole Discharged – Document Required**

Discharge - Parole Discharge Order Req'd. When an offender's parole is discharged prior to max date. The Board issues an Order of Discharge (Pre BM-10) (like an Early Termination of probation).

***DISM – Conviction/Sentence Dismissed**

Conviction(s) &/or sentence(s) reversed or vacated and new trial resulted in dismissal of conviction(s) &/or sentence(s). Also includes conviction(s) &/or sentence(s) remanded for new trial but the state determines the case won't be retried.

DIVR – Diversion – Status Change only

Changes offender's status if all other sentence types are closed except the open Diversion sentence (D type sentence). This is done by the Auto change feature on the W/W Court Orders screen.

***DOC – Return to DOC Custody**

EARL – Early Termination of Prob-order required

Early Termination of Probation - Order Required. When a Judge orders sentence terminated before the supervision expiration date.

EDIS – EARNED DISCHARGE

When Felony probation or Local PPS sentence qualifies for Earned Discharge under [HB 3194 \(OAR 291-209\)](#). Cannot be used on Misd, FMP, FCD, incoming Compact, or any sentence under DOC or Parole Board jurisdiction.

ERRO – PA/PPS/LV returned to DOC or LC

Offender released prior to completion of sentence. Returned to prison (DOC) or County Supervisory Authority (Local Control Sentence).

***EXEC - Executed**

Execution - Documentation Req'd. When an inmate has been executed, and upon formal notification from the Superintendent's office that the execution order has been carried out.

***EXPI – Sentence Expiration – See Long Definition**

Expiration of all sentences. Used when a probation/parole/PPS/max dates have been reached. For matrix inmates who have reached max/good time date. For SG inmates/LC where no PPS is imposed. For probationary jail sentences served in an institution.

***FCAM – Forest Camp, Permanent Bed Facility**

IMMI – Immigration deportation – Document Required

Changes offender status to outcount (IMMI) when deported by INS to his country of citizenship. File is inactive, and remains in last supervising office until sentence expiration under normal retention schedules.

INAC – Inactive Supervision – Document Required

Changes offender status to outcount (INAC). Offender on parole/PPS/prob & sentenced to an out-of-State prison/jail. Notification/Release planning to out-of-State facility required. NOT TO BE USED while offender is in holding pending adjudication. NOT TO BE CONFUSED WITH UNSU OR REVP RELEASE.

INPR – Inactive Probation-Document Required

Changes offender's status to outcount (INPR). Used when a probation offender is placed on unsupervised/inactive status after period of active supervision has been completed, as determined by supervising authority. Offender should have no other open sentences under active supervision.

***INTR – Released to International Transfer**

LCMP – Completion of Local Control Sentence Obligation

*LEAV – Temporary or Transitional Leave

*LOCL – Institution sentence (I) converted to a local sentence (L)

When a felony sentence of 12m or less becomes a LC sentence because the DOC sentence it was consecutive to has been vacated; or a DOC sentence is amended to 12 months or less.

*MATR – Matrix Release from Jail – LC Offenders only

*MEDI – Medical Leave

*ORDE – Court Ordered Release – Court Order Required

Court Ordered Release - Order Req'd. When an inmate has been ordered released by the courts through post-conviction relief, appellate judgment or resentencing and has parole and/or pps or probation obligation. Court documentation required.

***PARO – Parole – Document Required**

By the institution, the date on which an inmate is ordered to be conditionally released from an indeterminate prison sentence(s) to parole by the Board. By the field, to change status to Parole from another status. Creates a new admission cycle.

***POPA – Post Prison and Parole – Document Required**

By the institution, when an inmate serves both an indeterminate prison term and a determinate (SGL) prison term, and is simultaneously released to Parole and a period of Post-Prison Supervision. By the field, to change status to POPA from another status. Creates new admission cycle.

***POST – SGL Prison/LC Sentence Expired**

Post-Prison Supervision. The date on which an inmate completes a SGL prison/LC term, and is released to a mandated period of PPS supervision.

PRCD – Conditional Discharge – Status Change Only

Changes Offender's status if all other sentence types are closed except the open Conditional Discharge sentence (C type sentence). This is done by the auto-change feature on the W/W/ Court Orders screen.

PROB – Probation – Status Change Only

Changes offender's status if all other sentence types are closed except the open probation sentence. This is done by the auto change feature on the W/W Court Orders screen.

PSRB – Psychiatric Review Board – Document Required

Changes offender's status to outcount (PSRB). When Court orders offender to treatment under jurisdiction of Psychiatric Review Board.

***RETU – Return to Sentencing State**

Return to Sentencing State - Doc Req'd - Inst. only. When an out-of-State boarder is returned to the sentencing State prior to completing the out-of-State sentence. Notification req'd.

***REVP – Offender Housed in Federal Prison – Document Required**

Offender on parole/PPS/probation & sentenced on new Federal charges or revoked on his Oregon charges to a Federal institution. The Board considers his Oregon State charges auto-revoked. NOT TO BE USED while offender is in holding pending adjudication.

RTNS – Probation Revoked/Terminated no sanctions – Court Order Required

Revoked/terminated no sanction imposed. Terminates probation supervision of offender.

***SCOM – Sentence Commuted – Document Required**

When the Governor commutes an Inmate's/offender's sentence(s), and the inmate/offender has no other Parole, Post-Prison Supervision, or Probation obligations. Documentation required.

***SLJU – Second Look Juvenile**

TRAN – Transferred to another location

A movement and reassignment of supervision of an offender between institutions or between field offices. Notification required.

UNSU – Unsupervised Parole/Post Prison

Changes offender's status to outcount (UNSU). Used when a parole or post-prison offender is placed on unsupervised/inactive status when period of active supervision has been completed, as determined by the Board or LSA. Offender should have no other open sentences under active supervision.

***USAP – Unsupervised Appeal - Court Order Req'd**

When an offender on probation has appealed his conviction, and the sentencing Judge has ordered that he/she not be supervised during the appeal process. Order required.

***VACA – Conviction(s) Vacated/ No New Trial**

Conviction(s) Vacated. When an offender/inmate's conviction(s) are vacated by court order and a new trial will not occur.

***VIOL – PA/PPS/PR/LV Viol. to DOC or Local Cntrl**

Offender violates conditions of parole, probation, leave or post prison supervision and is sentenced to prison or the County Supervisory Authority (Local Control Sentence) OR offender has not violated probation status but is being admitted to DOC/LC on additional sentences.

WARR – Warrant for Non-Compliance

Changes offender's status to outcount (WARR). When another agency (judge) issues a warrant for non-compliance just prior to the close of supervision.

Examples are because the offender hasn't paid fees, or has not completed a condition of supervision such as drug treatment.

***XERD – Admitted in Error & Discharged**

***XERR – Offender admitted to prison in error with his offense**

Admitted in Error to prison & released back to field. When an inmate is delivered & admitted at Intake and it's later determined that DOC has no legal authority for the admission but the inmate has active parole, pps, LC or prob.

OPS CHAPTER 9 – Transfer’s and Field Investigations

9.1 INTER-COUNTY TRANSFER INVESTIGATIONS (IRT’s)

After you have received the investigation do the following:

Step 1 – Go to WebLEDS run a QWHD, RR, FBI, & other State ID if appropriate.

From the main menu, type ‘QWHD’ in the ‘Go To Mask’ box, press enter to bring up the ‘Criminal Records Inquiry by Name’ screen; or if you have added it to your ‘favorites list’, you can click on ‘QWHD’ to go to the ‘Criminal Records Inquiry by Name’ screen. Fill in the name, race, sex and DOB. Press the ‘Submit’ button to send to LEDS. If your profile has been set to display, click on ‘View Responses’ and then request print.

The screenshot shows a web browser window titled 'WebLEDS - Microsoft Internet Explorer' with the address bar displaying 'https://docwebleds/leds.htm'. The main content area is titled 'Criminal Records Inquiry by Name'. On the left, there is a sidebar with a 'View Responses - (Esc Key)' button and a 'My Favorites' list. The main form contains several fields for data entry, including 'MKE', 'INI', 'ORI', 'REQ', 'NAM', 'RAC', 'SEX', 'PUR', 'DOB', 'MNU', and 'SOC'. Each field has a corresponding label on the right side of the form. The 'DOB' field has a note '(Required for QHD, QWHD, QPO, QMEN)'. The 'PUR' field has a dropdown menu with 'C = Criminal Justice Purposes' selected. The 'DOB' field has a note '(Required for QHD, QWHD, QPO, QMEN)'. The 'MNU' field has a note 'Miscellaneous ID Numbers'. The 'SOC' field has a note 'Social Security Number'. At the bottom of the form, there is a red text prompt: 'At least 1 other identifier must be specified:'. The sidebar on the left contains a 'View Responses - (Esc Key)' button and a 'My Favorites' list with various links. The 'Go To Mask' field at the bottom of the sidebar contains the text 'QWHD'.

View Responses - (Esc Key)

View Saved Responses

View Deleted Responses

View Attachment Files

My Favorites: [mccarthy]

- F1 : AM - Admin Msg
- F2 : DLR - DMV by OLN
- F3 : DLW - DMV by OLN
- F4 : FREE - Free Format
- F5 : QDW - DMV by Name
- F6 : QH - CCH by Name
- F7 : QRS - Reg by Plate
- F8 : QWHD - CCH by Name
- F9 : RR - CCH by SID/FBI
- F10 : W - Want by Name
- F11 : YQ - Hit Inquiry
- F12 : YR - Hit Response
- ShAF1 : QPR
- ShAF2 : MPR
- ShAF3 : XPR
- ShAF4 : QLW
- ShAF5 : EN

Mask Menus:

- Go To Mask: QWHD

Criminal Records Inquiry by Name

MKE: QWHD = CCH, NCIC, LEDS/NCIC Wanted, DMV Message Key

INI: Operator Initials

ORI: OR024075G ORI Number

REQ: Requestor Name

NAM: Inquiry Name (Last,First M)

RAC: - select - Race

SEX: - select - Sex

PUR: C = Criminal Justice Purposes Purpose Code

DOB: Date of Birth (YYYYMMDD)

MNU: Miscellaneous ID Numbers

SOC: Social Security Number

At least 1 other identifier must be specified:

Step 2 - Type 'RR' in the 'Go To Mask' box, press enter to bring up the 'Criminal Records Inquiry – RAP Sheet' screen; or click on 'RR' from your favorites list to go to the 'Criminal Records Inquiry – RAP Sheet' screen. Fill in SID number, then press 'Submit' button to send to LEDS. Click on 'View Responses' and then request print.

WebLEDs - Microsoft Internet Explorer

Address: <https://docwebleds/leds.htm>

Criminal Records Inquiry - RAP Sheet

MKE: **Message Key**

INI: **Operator Initials**

ORI: **ORI Number**

REQ: **Requestor Name**

PUR: **Purpose Code**

Either SID or FBI must be selected:

SID: **SID Number**

FBI: **FBI Number**

Optional, but if specified must enter all fields except BLD:

DPT: **Department**

BLD: **Building**

ADR: **Address**

CIS: **City, State**

ZIP: **Zip**

Mask Menus:

- Go To Mask:

My Favorites: [mccarthy]

- F1 : AM - Admin Msg
- F2 : DLR - DMV by OLN
- F3 : DLW - DMV by OLN
- F4 : FREE - Free Format
- F5 : QDW - DMV by Name
- F6 : QH - CCH by Name
- F7 : QRS - Reg by Plate
- F8 : QWHD - CCH by Name
- **F9 : RR - CCH by SID/FBI**
- F10 : W - Want by Name
- F11 : YQ - Hit Inquiry
- F12 : YR - Hit Response
- ShAF1 : QPR
- ShAF2 : MPR
- ShAF3 : XPR
- ShAF4 : QLW
- ShAF5 : EN

View Responses - (Esc Key)

View Saved Responses

View Deleted Responses

View Attachment Files

Done

Local intranet

Step 3 – For FBI record, fill in FBI number on the 'RR' screen (if offender has one taken from RR CCH), press 'Submit' button to send to LEDS. Click on 'View Responses' button and request print.

Step 4 - If there is States ID # on FBI or RR CCH, type FQ in the 'Go To Mask' box, press enter this will take you to the 'Criminal Records Inquiry By SID (State to State)' screen.

The screenshot shows a Microsoft Internet Explorer window titled 'WebLEDS - Microsoft Internet Explorer'. The address bar displays 'https://docwebleds/leds.htm'. The page content is titled 'Criminal Records Inquiry by SID (State to State)'. On the left, there is a sidebar with 'My Favorites' and 'Mask Menus'. The main form area contains the following fields and labels:

- MKE:** FQ = Identification Inquiry by SID (dropdown menu)
- STA:** (text input field)
- PUR:** C = Criminal Justice Purposes (dropdown menu)
- ATN:** (text input field)
- SID:** (text input field)
- Message Key** (label for MKE)
- State Code** (label for STA)
- Purpose Code** (label for PUR)
- Requestor Name** (label for ATN)
- SID Number** (label for SID)
- Optional, but if specified must enter all fields except BLD:** (instructional text)
- DPT:** (text input field)
- BLD:** (text input field)
- ADR:** (text input field)
- CIS:** (text input field)
- ZIP:** (text input field)
- Department** (label for DPT)
- Building** (label for BLD)
- Address** (label for ADR)
- City,State** (label for CIS)
- Zip** (label for ZIP)

At the bottom of the form, there are four buttons: 'Submit', 'Submit & Log', 'Show Transaction', and 'Clear Form'. The sidebar on the left includes 'View Deleted Responses', 'View Attachment Files', 'My Favorites: [mccarthy]', a list of favorites (F1-F12, ShAF1-5), 'Mask Menus' (Go To Mask: FQ, Alphabetical Masks Menu, Categorized Mask Menu), and 'Management'.

Fill in STA field with 2-letter State code, ATN field with your name, and SID # (using 2-letter State Code in front of number). The DPT, BLD, ADR, CIS (Example: Salem,OR) and ZIP fields are optional, but if specified you must enter all fields except BLD. Press 'Submit' button to send to LEDS. View and print responses.

Step 5 - Put all LEDS information in file folder, per your counties policy.

Step 6 –Per your counties policy, log as required then go to the DOC400, make entry on "Remarks" screen (F7) indicating assigned PO, ect. (EXAMPLE: Date IRT/Field Investigation/Notification was received and assigned to PO's Name – YOUR INITIALS/OFFICE).

```

OPS268I                      Corrections Information Systems (TEST)          13:15:12
MCCARTHY                      Informational Remarks on Offender              8/29/05

Add Informational Note for
Last note:
Entered:                      By:
-----
8/28/05 IRT received and assigned to PO (PO Name) - CLM/COMM_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
More...

F3=Exit      F5=Refresh  F11=Menu Bar  F10=Print      F12=Cancel
F13=Insert   F14=Delete   F15=Wrap off
Enter ID number for offender - or press F4=Prompt to select.

```

There are many different ways to get to the F7 Remarks screen, here are a few suggestions: While on the Movement/History screen press F7 to bring up remarks screen; At Offender Information screen, press F11-Menu Bar, 4-Info Windows, H-housing or A-admission/release history, then F7-remarks; While on the Housing History screen press F7-remarks; while in any process, press F11, 4, H or V, then F7-remarks; or from main menu, type 14 on selection line enter.

Step 7 - Type white label with name and SID #. Staple "assignment slip" to outside of file in upper right hand corner or follow your counties policy.

Step 8 - Give to assigned PO.

9.2 OUT-OF-STATE INVESTIGATIONS (COMPACT)

Step 1 - Verify that offender should report to your office. If not, then forward to appropriate office or county through ICOTS. Send an email to Interstate Compact advising the investigation or reporting instructions were forwarded to another county or office. Do not return to Interstate Compact.

Step 2 – Refer to Steps to Entering Reporting Instructions and Compact Investigations.
OPS 3

9.3 FIELD INVESTIGATIONS (RELEASE PLANS FROM INSTITUTION OR LOCAL CONTROL)

Step 1 - Follow **steps 1** through 4 above under IRT'S.

Step 2 - Put LEDS in file folder along with Field Investigation information.

Step 3 - If offender has been previously supervised, call last office of supervision for closed file. Type in "Remarks" screen that file was requested. If last supervised in your office/county, attach FI to closed file.

Step 4 – Log as required per your counties policy; go to 'W/W Release Plans' to change 99 – Release Plan caseload to appropriate assigned PO and type in remarks screen indicating assigned PO as shown in example under IRT's.

Step 5 - Give to assigned PO.

9.4 ACCEPTANCE/REJECTION STEPS

After PO does investigation, they will return to Supervisor indicating acceptance or rejection. Supervisor will return to Support Staff or per your counties policy.

For IRT/Field Investigations/OOS's: If case has been accepted, go to "Remarks" screen and record as shown. (Example: Date IRT/Field Investigation/Notification accepted by PO's name – YOUR INITIALS/OFFICE). Give back to assigned PO.

For IRT/Field Investigations/OOS's: If case has been rejected, go to "Remarks" screen and record as shown. (Example: Date IRT/Field Investigation/Notification rejected, closed file returned to last office of supervision – YOUR INITIALS/OFFICE).

Rejection files are taken out of folders, stapled together and filed in rejection drawer, for 6 months, under PO's name who did investigation or per your counties policy

9.5 TRANSFER-INS FROM ANOTHER COUNTY

From the ADMISSION PROCESS on your main menu:

Step 1 – After you receive transfer file in mail, type SID # on 'offender line' of 'Community Corrections Admission' screen, press enter to bring offender to screen. Tab to admission date/time field and enter exact date and time transfer was released from other county. Fill in caseload (PO #) case is being transferred to, press enter you will receive message, 'transfer admission processed'.

```

OPS225I                Corrections Information Systems (TEST)                10:47:16
MCCARTHY                Community Corrections Admission                        9/08/05

Offender..... 1234567 Test, Offender
DOB..... 5/20/1959
Current status..... Probation
Last location..... GRAN
Release date/time.....
Supervision level..... LTD

Admission to location. POLK Polk County Community Corrections
Admission date/time... 3122004 1525
Caseload..... 9161 BOYER, ANGELA

Post admission status.

LC conviction county..
LC supv status code...
Copy PSI data from.... SIDNO 00000000

F3=Exit   F4=Prompt   F5=Refresh   F6=New admission
F7=Current date/time   F9=Retrieve   F11=Menu bar   F12=Cancel
Transfer admission processed.

```

Step 2 – Press enter to move from one screen to the next updating all pertinent information until you come to the ‘Offender Print’ screen, put a 5 on option line, press enter to print kardex.

Step 3 – Run QLW via WebLEDS to check if EPR was transferred to your location, if mailbox information was added, if current PO’s name and number are in miscellaneous field and if supplemental information was entered. If not, [refer to ‘Adding Supplemental Information’](#) document under ‘Enter Probation Record’ section of manual to add supplemental information. Per your county policy, add special conditions if appropriate.

Step 4 – Check supervision fee amount, if different from your county amount, change supervision fee by [referring to “Supervision Fee Manual”](#).

Step 5 – Type new label if needed per your county policy.

Step 6 – Paperclip information to front of file or per your county policy and give file to PO.

Note- New intake from another county: If an O is a no show or had provided an incorrect address, **TRANSFER** back to the county of conviction. (This shows what actually happened, that supervision was attempted in the receiving county and O either did not show up for supervision or provided a bad address. This process will not mess up supervision fee account. This is a new practice for SOON.)

9.6 TRANSFERRING TO ANOTHER COUNTY

:Step 1 – From the CC RELEASE PROCESS on your main menu: On the 'Work with Offenses' screen, enter SID # on 'Offender' line, press enter, this will bring offender to screen. Check 'Work with Offenses' screen and make appropriate changes to offenses and conditions if needed (entering balances of restitution (SC7)/compensatory fine/community service work), press enter to process changes. If no changes needed press enter twice to go to 'Offender Release' screen.

Step 2 – Fill in release date and time with date other county accepted offender, release type is 'TRAN', fill in release location with appropriate 4-digit county location (use F4=prompt to view location list). Press enter to process, you will get message 'Release Processed – Select new offender or press enter to continue'.

| | | |
|---|--|----------------|
| OPS270I | Corrections Information Systems (TEST) | 9:49:12 |
| MCCARTHY | Offender Release | 9/15/05 |
| PROCESS | | |
| Offender..... 1234567 TEST, OFFENDER | | |
| DOB..... | 8/17/1978 | Location: JEFF |
| Status..... | PO Post Prison | |
| Current caseload.... | 0888 KIM PERKINS | |
| Custody/Supv level.. | LTD | |
| Release date..... 9152005 Time.... 930 | | |
| Release type code... TRAN | | |
| Release to location. JACB | | |
| F3=Exit F4=Prompt F5=Refresh F7=Current date/time | | |
| F9=Retrieve F11=Menu bar F12=Cancel | | |
| Release processed - Select new offender or Press ENTER to continue. | | |

Step 3 – Press enter this will take you to the 'Movement History/Maintenance' screen. Check to make sure transfer was completed.

| | | |
|--|--|----------------------------|
| SYS402I | Corrections Information Systems (TEST) | 9:51:06 |
| MCCARTHY | Movement History/Maintenance | 9/15/05 |
| RECORD KEY: 0257422 | | |
| Offender.... | 1234567 TEST, OFFENDER | Curr cycle. 01-09-01 |
| Status..... | PostPrison(JEFF Location.... JEFF | Primary caseload *None |
| Position custody/admission cycle... | 1 9 | LC COUNTY..... JEFF |
| --Cycle-- Location | --Admission---- | -----Release----- |
| 01 Admission From: JEFF | 09/22/2000 | |
| 01-09 Status: PO | 07/22/2004 | |
| 01-09-01 JEFF | 07/22/2004 08:01 | 09/15/2005 09:30 TRAN JACB |
| Housing | 07/22/2004 08:01 | 07/28/2004 12:00 |
| Housing ABSC | 07/28/2004 12:00 | 08/28/2004 12:00 |
| Housing | 08/28/2004 12:00 | 09/15/2005 09:30 |
| SANC JAIL | 08/28/2004 00:00 | 09/26/2004 00:00 |
| Bottom | | |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | |
| F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance | | |

Step 4 – Go to WebLEDS ([refer to EPR Steps, Modifying An EPR, page 4](#)) to make appropriate changes.

- A. MBX: Enter PO's LEDS mailbox #; if no mailbox # enter an "*" in first character
- B. ORI: Enter location being transferred to
- C. MIS: Enter PO's name and number ([refer to Office Procedures Manual, Resource Information](#)).

Press 'Submit' button to send to LEDS.

Step 5 – Press enter three times to go to the 'W/W Caseload History by Offender' screen to check exit date of transfer. Press enter twice to get to the 'Informational Remarks on Offender' screen, enter date file sent in remarks screen with you initials.

| | | |
|--|--|--------------|
| OPS268I | Corrections Information Systems (TEST) | 10:02:32 |
| MCCARTHY | Informational Remarks on Offender | 9/15/05 |
| Add Informational Note for 1234567 TEST, OFFENDER | | |
| Last note: | | |
| Entered: | By: | |
| ----- | | |
| 9/15/05 Transfer file sent to Jackson County - CM/JEFF____ | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| More... | | |
| F3=Exit | F5=Refresh | F11=Menu Bar |
| F13=Insert | F14=Delete | F15=Wrap off |
| F10=Print | F12=Cancel | |

Step 6 – Check Treatment Module for treatment completion. Press F11-3-T, this will take you to the 'Treatment Programs' window. [Refer to 'Treatment Module\(12.17\)'](#) manual for data entry. Follow your county policy for data entry.

Step 7 - Contact your supervision fee person regarding your county policy if any other fees still owed to your county.

Step 8 - Per your county practice, attach modified EPR print out, transfer acceptance and transfer memo and check list (you can find in [OPS 24](#)) send file to appropriate county.

Step 9 – Per your county policy remove CCH/LEDS and chronos before sending,

9.7 NEW CASE TRANSFER / 90-DAY RULE

The following is the portion of the [DOC Transfer Rule #19 \(291-019-0160\)](#), updated April 5, 2001, that outlines cases not requiring a transfer request and the corresponding responsibilities. The 90-Day Rule is referred to under Item (3).

(1) New Cases: New cases are not subject to the transfer process.

(2) If the offender resides in a county other than the county of conviction, the office serving the county of residence shall assume supervision without requiring any transfer investigation from the sending office.

(3) Ninety-day Rule: If an offender, whose residence is in another county, is sentenced by court order to less than 90 days in jail, the case will be transferred to the office in the county of residence. If an offender is sentenced to 90 days or more, the case will be held by the county of conviction until released from jail at which time the case will be handled as a new intake in the county of residence upon verification of residence.

(4) In situations described in sections (2) and (3) above, it is the responsibility of the office for the county in which the conviction occurred to assure that the court order is sent to the office in the county of residence.

To view the Department of Corrections Transfer Rule, go to DOC Web Page <http://www.oregon.gov/DOC>. Then go down and click on OAR, click on numerically by [OAR, 291](#). Scroll down to 291-0

OPS CHAPTER 10 - CIS/DOC400 Movement History / Maintenance

This document is designed to walk you through making changes on the Movement History/Maintenance screen. **Remember! Always** start with F10 to print your screens before making changes. After making any changes, perform the F21=Auto Cycle/Summary Maintenance ([see 10.9 for directions](#)). This clears up behind-the-scenes issues. And finally, check the supervision fee screens after all changes or notify the appropriate person in your office to do so. Issues may arise at the next billing cycle.

10.1 CHANGING “ADMISSION FROM” LOCATION:

Ever goof when admitting a brand new offender and put the wrong code in the “Admission From” field in the Admissions process? A good example would be putting your county code in that field instead of the two letter State code when admitting a Compact case. You can change this easily!

Step One: Position your cursor to the line that says ‘Admission From’ and press F18 (shift F6) to Change Data.

| | | |
|---|--|----------------------|
| SYS402I | Corrections Information Systems (TEST) | 15:33:20 |
| SHIPPEYT | Movement History/Maintenance | 10/21/08 |
| RECORD KEY: 1706643 | | |
| Offender.... 12345678 | TEST, OFFENDER | Curr cycle. 01-04-01 |
| Status..... Probation | Loca: COOS | Prim caseload 6202 |
| Position custody/admission cycle... 1 4 | | |
| --Cycle-- Location | --Admission----- | -----Release----- |
| 01 Admission From: COOS | 03/27/2006 | |
| 01-04 Status: PR | 07/26/2008 | |
| 01-04-01 COOS | 07/26/2008 10:00 | |
| Housing | 07/26/2008 10:00 | |
| | | Bottom |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | |
| F18=Change data F21=Auto cycle/summary maintenance | | |

The following Custody Cycle Maintenance screen will appear:

| | | |
|---|--|-------------------|
| SYS406I | Corrections Information Systems (TEST) | 15:37:29 |
| SHIPPEYT | Custody Cycle Maintenance | 10/21/08 |
| Offender.... 12345678 TEST, OFFENDER | | |
| Status..... Probation | Location.... COOS | |
| Custody from location.... COOS | | |
| --Cycle-- Location | --Admission----- | -----Release----- |
| 01 Admission From: COOS | | |
| 01-01 Status: PR | | |
| 01-01-01 COOS | | |
| Housing | 03/27/2006 10:00 | |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar | | |
| F12=Cancel F14=Delete custody F17=Show all data | | |

Step Two: Position your cursor on the location field on the line that reads ‘**Custody from location**’ and change to the appropriate code (For instance, if the offender was a Compact case from Washington State, you would change COOS to WA). If you do not know the correct code, press the F4 key. Press <Enter> to save your change.

| | | |
|---|--|----------|
| SYS406I | Corrections Information Systems (TEST) | 15:37:29 |
| SHIPPEYT | Movement History/Maintenance | 10/21/08 |
| Offender.... 12345678 TEST, OFFENDER | | |
| Status..... Probation | Location.... COOS | |
| --Cycle-- Location --Admission----- -----Release----- | | |
| 01 Admission From: WA | | |
| 01-01 | Status: PR | |
| 01-01-01 | COOS | |
| Housing | 03/27/2006 10:00 | |
| F3=Exit F6= Insert housing F7=remarks F10=Print | | |
| F18=Change data F21=Auto cycle/summary maintenance | | |

Note above the Admission Location has been changed to WA. **Remember!! F21 to auto cycle/summary maintenance.** This cleans up the workings behind the screens.

10.2 CHANGING STATUS, WHEN ENTERED IN ERROR

NOTE: Remember that Status is tied to offense type. Program edits will not allow you to make a status change if you haven't changed the sentence type first (example: PR status must have an open 'P' type offense, etc).

Have you ever admitted an offender to Probation, when you really meant to admit them to Conditional Discharge? How about admitting a Compact offender to Probation instead of Parole? It's easy to change with the Movement History/Maintenance screen!

Step One: Position your cursor to the line that reads ‘**Status**’ and press F18 (Shift F6) to Change Data.

| | | |
|---|--|----------------------|
| SYS402I | Corrections Information Systems (TEST) | 16:10:51 |
| SHIPPEYT | Movement History/Maintenance | 10/21/08 |
| RECORD KEY: 1706643 | | |
| Offender.... 12345678 | TEST, OFFENDER | Curr cycle. 01-04-01 |
| Status..... Probation | Loca: COOS | Prim caseload 6202 |
| Position custody/admission cycle... 1 4 | | |
| --Cycle-- Location --Admission----- -----Release----- | | |
| 01 Admission From: COOS | | |
| 01-04 | Status: PR | |
| 01-04-01 | COOS | |
| Housing | 07/26/2008 10:00 | |
| Bottom | | |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | |
| F18=Change data F21=Auto cycle/summary maintenance | | |

The following screen will appear:

| | | |
|---|--|-------------------|
| SYS405I | Corrections Information Systems (TEST) | 16:36:23 |
| SHIPPEYT | Admission Cycle Maintenance | 10/21/08 |
| Offender.... 12345678 TEST, OFFENDER | | |
| Status..... Probation | Location.... COOS | |
| New current status..... PR Hold reason/location... | | |
| --Cycle-- Location | --Admission----- | -----Release----- |
| 01-04 Status: PR | | |
| 01-04-01 COOS | | |
| Housing COOS | 07/26/2008 10:00 | |
| | | Bottom |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar | | |
| F12=Cancel F14=Delete admission F17=Show all data | | |

Step Two: Position your cursor on the status field on the line that reads '**New current status...**' and change to the correct status. For example, if the offender was really a conditional discharge case, you would enter CD. Use the F4 prompt key if you don't know the correct status code. Press enter to save your changes.

Step Three: Use F21 Auto Cycle/summary maintenance.

10.3 CHANGING ADMISSION DATE:

Here's another pesky problem. You accidentally put the wrong date in the Admission Date/Time field in the Admissions process. No problem with this screen! Remember, the Admission Date, Sentence Begin Date or Compact Begin Date, and the Supervision Fee Account Start Date must match.

Step One: Position your cursor to the line that reads '**Housing**' with the date to the right of it, and press F18 (Shift F6) to change data. The following screen will appear:

| | | |
|---|--|----------------------|
| SYS402I | Corrections Information Systems (TEST) | 16:48:41 |
| SHIPPEYT | Movement History/Maintenance | 10/21/08 |
| RECORD KEY: 1735925 | | |
| Offender.... 12345678 | TEST, OFFENDER | Curr cycle. 01-01-01 |
| Status..... Probation | Loca: COOS | Prim caseload 6207 |
| Position custody/admission cycle... 1 1 | | |
| --Cycle-- Location | --Admission----- | -----Release----- |
| 01 Admission From: COOS | | |
| 01-01 Status: PR | | |
| 01-01-01 COOS | | |
| Housing | 07/14/2008 10:00 | |
| | | Bottom |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | |
| F18=Change data F21=Auto cycle/summary maintenance | | |

The following screen will appear.

| | | |
|--|--|----------|
| SYS403I | Corrections Information Systems (TEST) | 11:00:33 |
| SHIPPEYT | Maintain Movement Data | 10/22/08 |
| | | CHANGE |
| Offender.. 12345678 | TEST, OFFENDER | |
| Location... COOS | Coos County Community Corre | |
| Housing location..... | COOS Coos County Community Corre | |
| Start date/time..... 7/26/2008 10:00 | | |
| Cell number..... | | |
| Outcount reason/loca.... | | |
| Stop date/time..... | | |
| F3=Exit F4=Prompt F5=Refresh F6=Create | | |
| F11=Menu bar F12=Cancel F14=Delete | | |

Step Three: Use F21 Auto Cycle/summary maintenance and you're done!

Have you ever admitted an offender to your 'L' location, and realized he should have been admitted to your current location. **Note: You can only change the current (last) or only admission/housing location. A ticket to the Super Users will be needed if the change is to a previous admission/housing location.**

SYS402I Corrections Information Systems (TEST) 13:57:44
SHIPPEYT Movement History/Maintenance 11/17/10
RECORD KEY: 1753390
Offender.... 12345678 TEST, OFFENDER Curr cycle. 01-01-01
Status..... Probation Loca: COOS Prim caseload 6206
Position custody/admission cycle... 1 1
--Cycle-- Location --Admission-----Release-----
01 Admission From: COOS
01-01 Status: PR
01-01-01 LCOO
Housing 01/14/2010 10:00

Bottom

F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance

The following Maintain Movement Data Screen will appear.

| | | |
|--|--|--------|
| SYS403I | Corrections Information Systems (TEST) | 14:08: |
| SHIPPEYT | Maintain Movement Data | 11/17/ |
| CHANGE | | |
| Offender.. | 12345678 TEST, OFFENDER | |
| Location... | COOS Coos County Community Corre | |
| Housing location..... LCOO Coos County Jail | | |
| Start date/time..... | 1/14/2010 10:00 | |
| Cell number..... | | |
| Outcount reason/loca.... | | |
| Stop date/time..... | | |
| F3=Exit F4=Prompt F5=Refresh F6=Create | | |
| F11=Menu bar F12=Cancel F14=Delete | | |

Step Two: On the Housing Location field, type the correct housing location, press <Enter> to save. Press <Enter> to return to the movement History Maintenance Screen.

And the correct Housing Location should appear!

| | | |
|-------------------------------------|--|-------------------------------|
| SYS402I | Corrections Information Systems (TEST) | 14:12:46 |
| SHIPPEYT | Movement History/Maintenance | 11/17/10 |
| RECORD KEY: 1753390 | | |
| Offender.... | 12345678 TEST, OFFENDER | Curr cycle. 01-01-01 |
| Status..... | Probation | Loca: LCOO Prim caseload 6206 |
| Position custody/admission cycle... | 1 1 | |
| --Cycle-- | Location | --Admission-----Release----- |
| 01 Admission From: | COOS | |
| 01-01 | Status: PR | |
| 01-01-01 COOS | | |
| Housing | 01/14/2010 10:00 | |

Step Three: Use F21 Auto Cycle/summary maintenance and you're done!

10.5 DELETING ADMISSION PORTION OF HOUSING/LOCATION RECORDS

Remember to print those screens first!

NOTE: NEVER use the F14=Delete function if both "Start" and "Stopt" data is showing on this screen.

Let's look at the following example. This offender should not have gone out on ABSC status. The record will need to be removed in two steps, Admission and Release.

Step One: Delete ABSC Housing Admission To remove the ABSC movement, place your cursor on the last 'Housing' record, and press F18 (shift F6) to change data.

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| | | |
|--|--|----------------------|
| SYS402I | Corrections Information Systems (TEST) | 11:14:51 |
| SHIPPEYT | Movement History/Maintenance | 10/22/08 |
| RECORD KEY: 1706643 | | |
| Offender.... 12345678 | TEST, OFFENDER | Curr cycle. 01-04-01 |
| Status..... Probation(ABSC) | Loca: COOS | Prim caseload 6202 |
| Position custody/admission cycle... 1 4 | | |
| --Cycle-- Location | --Admission----- | -----Release----- |
| 01 Admission From: COOS | | |
| 01-04 Status: PR | | |
| 01-04-01 COOS | | |
| Housing | 07/26/2008 10:00 | 09/20/2008 10:00 |
| Housing ABSC | 09/20/2008 10:00 | |
| | | Bottom |
| F3=Exit F7=Remarks F10=Print F16=Caseload history | | |
| F18=Change data F21=Auto cycle/summary maintenance | | |

The following screen will appear.

| | | |
|--|--|----------|
| SYS403I | Corrections Information Systems (TEST) | 11:43:45 |
| SHIPPEYT | Maintain Movement Data | 10/22/08 |
| CHANGE | | |
| Offender.. 12345678 TEST, OFFENDER | | |
| Location... COOS Coos County Community Corre | | |
| Housing location..... COOS Coos County Community Corre | | |
| Start date/time..... 9/20/2008 10:00 | | |
| Cell number..... | | |
| Outcount reason/loca.... ABSC | | |
| Stop date/time..... | | |
| F3=Exit F4=Prompt F5=Refresh F6=Create | | |
| F11=Menu bar F12=Cancel F14=Delete | | |

Step Two: To delete the admission portion of the ABSC movement, press F14 (Shift F2). *(Note: If you just wanted to change the Move-in date/time you could do that from this screen.)*

Step Three: Use F21 Auto Cycle/summary maintenance and you're done!

NOTE: When changing/deleting a 'Start' date/time, you must also change the previous Housing record's 'Stop' date/time to match. If this was done at another location, you will have to call that location to change the "Release" record as there is an edit that prevents us from changing another location's records.

10.6 DELETING RELEASE PORTION OF HOUSING/LOCATION RECORDS

This record is still showing the Release date/time of the incorrect ABSC movement. This movement must also be removed. **REMEMBER: NEVER use the F14=Delete function if both “Start” and “Stop” data is showing on this screen.**

Step One: To remove the Release portion of the record, place your cursor on the last ‘Housing’ record, and press F18 (shift F6) to change data

| | | |
|---|--|----------------------|
| SYS402I | Corrections Information Systems (TEST) | 11:52:19 |
| SHIPPEYT | Movement History/Maintenance | 10/22/08 |
| RECORD KEY: 1706643 | | |
| Offender.... 12345678 | TEST, OFFENDER | Curr cycle. 01-04-01 |
| Status..... Probation | Loca: COOS | Prim caseload 6202 |
| Position custody/admission cycle... 1 4 | | |
| --Cycle-- Location | --Admission----- | -----Release----- |
| 01 Admission From: COOS | | |
| 01-04 Status: PR | | |
| 01-04-01 COOS | | |
| Housing | 07/26/2008 10:00 09/20/2008 10:00 | |
| | | Bottom |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | |
| F18=Change data F21=Auto cycle/summary maintenance | | |

The following screen appears:

| | | |
|--|--|----------|
| SYS403I | Corrections Information Systems (TEST) | 11:59:02 |
| SHIPPEYT | Maintain Movement Data | 10/22/08 |
| CHANGE | | |
| Offender.. 12345678 TEST, OFFENDER | | |
| Location... COOS Coos County Community Corre | | |
| Housing location..... COOS Coos County Community Corre | | |
| Start date/time..... 7/26/2008 10:00 | | |
| Cell number..... | | |
| Outcount reason/loca.... | | |
| Stop date/time..... 9/20/2008 10:00 | | |
| F3=Exit F4=Prompt F5=Refresh F6=Create | | |
| F11=Menu bar F12=Cancel F14=Delete | | |

Step Two: Tab to the 'Stop date/time' field and remove the date and time by using the space bar or field exit key. Press <Enter>.

The incorrect Abscond movement has been removed and record returned to active status.

| | | |
|---|--|----------------------|
| SYS402I | Corrections Information Systems (TEST) | 13:50:03 |
| SHIPPEYT | Movement History/Maintenance | 10/22/08 |
| RECORD KEY: 1706643 | | |
| Offender.... 12345678 | TEST OFFENDER | Curr cycle. 01-04-01 |
| Status..... Probation | Loca: COOS | Prim caseload 6202 |
| Position custody/admission cycle... 1 4 | | |
| --Cycle-- Location | --Admission----- | -----Release----- |
| 01 Admission From: COOS | | |
| 01-04 | Status: PR | |
| 01-04-01 | COOS | |
| Housing | 07/26/2008 10:00 | |
| | | Bottom |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | |
| F18=Change data F21=Auto cycle/summary maintenance | | |

Step Three: Use F21 Auto Cycle/summary maintenance and you're done!

10.7 DELETING THE 'ONLY' OR LAST HOUSING RECORD:

NOTE: This only applies if there are multiple admission lines. If the Cycle reads: 01-01-01, do not do this!

In order to delete an Admission record with only one Housing record attached, you must delete the Location and Housing record together as follows:

Step One: Place your cursor on the line above the last Housing record that shows the last Location. Press F18 (shift F6) ... (be sure you are putting your cursor on the location line, ex 01-04-02 Lane, not on the line: 01 Admission From location

| | | |
|---|--|-----------------------------------|
| SYS402I | Corrections Information Systems (TEST) | 14:39:19 |
| SHIPPEYT | Movement History/Maintenance | 10/22/08 |
| RECORD KEY: 1706643 | | |
| Offender.... 12345678 | TEST, OFFENDER | Curr cycle. 01-04-02 |
| Status..... Probation | Loca: LANE | Prim caseload 6500 |
| Position custody/admission cycle... 1 4 | | |
| --Cycle-- Location | --Admission----- | -----Release----- |
| 01 Admission From: COOS | | |
| 01-04 | Status: PR | |
| 01-04-01 | COOS | TRAN LANE |
| Housing | 07/26/2008 10:00 | 08/01/2008 10:00 |
| Housing | ABSC | 08/01/2008 10:00 09/01/2008 10:00 |
| Housing | | 09/01/2008 10:00 09/05/2008 10:00 |
| 01-04-02 | LANE | |
| Housing | 09/05/2008 10:00 | |
| | | Bottom |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | |
| F18=Change data F21=Auto cycle/summary maintenance | | |

... to go to the Change Transfer Data screen:

| | | | |
|---|--|----------------------|----------|
| SYS404I | Corrections Information Systems (TEST) | | 14:41:51 |
| SHIPPEYT | Change Transfer Data | | 10/22/08 |
| Offender.... 12345678 TEST, OFFENDER | | | |
| Status..... Probation | Location.... LANE | | |
| Transfer location... LANE | | Transfer reason..... | |
| Transfer to location..... | | | |
| --Cycle-- Location | --Admission---- | -----Release----- | |
| 01-04-02 LANE | | | |
| Housing | 09/05/2008 10:00 | | |
| | | | Bottom |
| F3=Exit F4=Prompt F5=Refresh | | | |
| F11=Menu bar F12=Cancel F14=Delete F17=Show all dates | | | |

Step Two: Delete Record: Press F14 (shift F2) to delete the record. Remember that the Release date/time of the previous record will need to be changed, and can only be done by the transferring location.

NEVER use the F14=Delete function if “Release” information is also showing on this screen.

Step Three: Press <enter> to return to the Movement History/Maintenance screen and use F21 Auto Cycle/summary maintenance. You're done!

10.8 STEPS TO INSERTING COUNTY INMATE MOVEMENT

Have you received one of those clean-up lists from DOC where the County Inmate Movement is missing on an LC admission? Here is how you insert the movement. There are many ways to get to the Movement History/Maintenance screen. Below we will use Option 6 from your Main CCSUPPORT Menu.

Step 1 - From your Main Menu, type 6 (CC Support Data Entry/Update) on the 'Selection' line and press <Enter>. Enter the SID # on 'Offender' line, press <Enter>. This will open the offender's record on the Public Information screen.

Step 2 – Press <Enter> or F11-3-V to get to the Movement History/Maintenance screen.

Step 3 - **Request a screen print or F10=Print.**

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Step 4 - Locate the dates that correspond with the jail movement you need to enter. Circle or highlight the start and stop date/times you'll be using on the new movement. (Refer to 'Note' under Steps 4 & 6 for additional information)

| | | | | |
|---|------------|--|-------------------------|----------|
| SYS402I | | Corrections Information Systems (TEST) | | 16:05:25 |
| SHIPPEYT | | Movement History/Maintenance | | 11/18/10 |
| RECORD KEY: 1720904 | | | | |
| Offender.... | 12345678 | TEST, OFFENDER | Curr cycle. 01-04-01 | |
| Status..... | PostPrison | Loca: COOS | Prim caseload 6205 | |
| Position custody/admission cycle... 1 3 | | | | |
| --Cycle-- Location --Admission----- -----Release----- | | | | |
| 01 Admission From: COOS | | | | |
| 01-03 Status: LC | | | | |
| 01-03-01 LCOO | | | | |
| Housing | | | | |
| | | 01/08/2010 10:00 | 02/24/2010 10:00 | |
| LCMP COOS | | | | |
| 01-04 | Status: PO | 02/24/2010 | | |
| 01-04-01 | COOS | 02/24/2010 10:00 | | |
| Housing | | 02/24/2010 10:00 | | |
| SANC | CSWK | 04/06/2010 08:00 | 04/06/2010 15:00 | |
| SANC | JAIL | 07/23/2010 10:00 | 07/28/2010 10:00 | |

Step 5 - Press F11-3-J for the W/W County Inmate Movements screen.

| | | | | |
|--------------------------------------|------------|---|-----------------------------------|------------------|
| OPS154I | | Corrections Information Systems (TEST) | | 16:18:41 |
| SHIPPEYT | | W/W County Inmate Movements/Supv Status Codes | | 11/18/10 |
| CHANGE | | | | |
| Offender..... | 12345678 | TEST, OFFENDER | | |
| Status..... | PostPrison | COOS | | |
| LC conviction county COOS | | | | |
| Start date/time..... | | 01082010 1000 | Supervision Sts Code. JAIL | |
| | | | Move type..... | |
| Enter option..... 2=Change 5=Display | | | | |
| Move | LCsupv | Start | Stop | Resp Supervision |
| Opt | Type Auth | Date Time | Date Time | Loca Status Code |
| | SANC | 7/23/2010 10:00 | 7/28/2010 10:00 | COOS JAIL |
| | SANC | 4/06/2010 8:00 | 4/06/2010 15:00 | COOS CSWK |
| | SANC | 8/11/2009 10:00 | 8/21/2009 10:00 | COOS JAIL |
| | SANC | 5/01/2009 10:00 | 5/09/2009 10:00 | COOS JAIL |
| | SANC | 11/18/2008 8:00 | 11/18/2008 14:00 | COOS WKCR |
| | SANC | 9/02/2008 10:00 | 9/06/2008 10:00 | COOS JAIL |

Step 6 - Review the list of movements to make sure the one you need isn't already there. (In the above example the movement is not there). If it's on this screen, but not displaying on the Movement History, you may need to correct or add a date/time. If the movement is not there, continue to Step 7.

Step 7 – Tab to the ‘LC conviction county’ field and enter the 4-digit county code. On the ‘Start date/time’ field enter the date and time of the SB1145 jail movement. ***NOTE: The start date/time must match the date/time of the admission to LC status. On the ‘Supervision Sts Code’ field type in JAIL (or appropriate code). Press <Enter>.***

Step 8 - Tab to the new entry, put a 2=Change on the 'Opt' line, and press <Enter>

OPS 10 - CIS Movement History Maintenance rev 091317
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This takes you to the Maintain County Inmate Movement screen.

Step 9 – Tab to the 'Stop date/time' field and fill in the date and time. Press <Enter> to save.

NOTE: The stop date/time must match the date/time of the release to LCMP and admission to PO status. The date/time should be the same on both. If not, use the date/time of the admission to PO status, because that's what the system uses when it auto closes the inmate movement (SB1145) line.

| | | |
|--|---|----------|
| OPS155I | Corrections Information Systems (TEST) | 16:34:02 |
| SHIPPEYT | Maintain County Inmate Movement & Supv. Status Code | 11/18/10 |
| CHANGE | | |
| Offender..... 12345678 | TEST, OFFENDER | |
| Current status..... PostPrison | | |
| Responsible location.. | | |
| LC conviction county.. COOS | -- CJIS transfered data to CIS | |
| Start date/time..... 1/08/2010 10:00 | Sending agency..... | |
| Stop date/time..... 2/24/2010 10:00 | Transaction number.... | |
| Responsible location.. LCOO | | |
| Supervision status.... JAIL | | |
| Move Type..... LC | | |

Step 10 – Return to the Movement History/Maintenance screen and verify the entry is correct.

| | | |
|---|--|-------------------------|
| SYS402I | Corrections Information Systems (TEST) | 16:37:31 |
| SHIPPEYT | Movement History/Maintenance | 11/18/10 |
| RECORD KEY: 1720904 | | |
| Offender.... 12345678 | TEST, OFFENDER | Curr cycle. 01-04-01 |
| Status..... PostPrison | Loca: COOS | Prim caseload 6205 |
| Position custody/admission cycle... 1 3 | | |
| --Cycle-- Location | --Admission---- | -----Release----- |
| 01 Admission From: COOS | | |
| 01-03 Status: LC | | |
| 01-03-01 LCOO | | LCMP COOS |
| Housing | 01/08/2010 10:00 | 02/24/2010 10:00 |
| SB1145 JAIL | 01/08/2010 10:00 | 02/24/2010 10:00 |
| 01-04 Status: PO | 02/24/2010 | |
| 01-04-01 COOS | 02/24/2010 10:00 | |
| Housing | 02/24/2010 10:00 | |
| SANC CSWK | 04/06/2010 08:00 | 04/06/2010 15:00 |
| SANC JAIL | 07/23/2010 10:00 | 07/28/2010 10:00 |

Step 11 – Press **F21 (Shift F9) =Auto Cycle/Summary Maintenance**. F21 must always be used when you insert, remove, or change data on the Movement History.

10.9 AUTO CYCLE/SUMMARY MAINTENANCE:

This feature will help if programming gets confused. Edits in CIS/DOC400 maintain that all the cycle information must match. An example would be that 'Curr cycle' must contain the same cycle numbers as the field 'Position custody/admission cycle,' and 'Status..... PROBATION' must match '01-01 Status: PR'. 'Location.... COOS' must also match '01-01-01 COOS,' and if there is an outcount record in the Housing file, it must also be parenthetically noted in the 'Status' field [an example would be PROBATION(ABSC)]. If things start to look funny, trying using F21=Auto cycle/summary maintenance, and it will automatically make everything match up!

| | | |
|---|--|----------------------|
| SYS402I | Corrections Information Systems (TEST) | 15:32:31 |
| SHIPPEYT | Movement History/Maintenance | 10/22/08 |
| RECORD KEY: 1706643 | | |
| Offender.... 12345678 | TEST, OFFENDER | Curr cycle. 01-04-01 |
| Status..... Probation | Loca: COOS | Prim caseload 6202 |
| Position custody/admission cycle... 1 4 | | |
| --Cycle-- Location | --Admission----- | -----Release----- |
| 01 Admission From: COOS | | |
| 01-04 Status: PR | | |
| 01-04-01 COOS | | |
| Housing | 07/26/2008 10:00 | |
| Bottom | | |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | |
| F18=Change data F21=Auto cycle/summary maintenance | | |

10.10 REMOVING A CUSTODY CYCLE OPENED IN ERROR

NOTE: This is something you can do yourself only if the custody cycle opened in error is Cycle 2 or more. If it is the first custody cycle, you must put in a SUN ticket requesting the offender be removed from the DOC400.

Step One – Find your offender in CIS/DOC400, go to the Movement History/Maintenance Screen and F10 Print the history.

Step Two – In our example, we have admitted offender to a 3rd custody cycle by accident. Put your cursor on the Admission From line that is incorrect.

In this case: 03 Admission From: Coos 06/15/15 Press F18 (shift F6).

| | | | |
|---|--|----------------------|-------------------|
| SYS402I | Corrections Information Systems (TEST) | | 14:14:43 |
| SHIPPEYT | Movement History/Maintenance | | 6/17/15 |
| RECORD KEY: 0238484 | **Remarks** | *DESIGNATOR* | |
| Offender.... 12345678 | Offender, Test D | Curr cycle. 03-01-01 | |
| Status..... Probation | Loca: COOS | Prim caseload 6200 | |
| Position custody/admission cycle... 2 | | | |
| --Cycle-- | Location | --Admission---- | -----Release----- |
| Housing | | 01/21/2011 16:30 | 09/19/2011 08:40 |
| SANC | WKCR | 06/21/2011 10:32 | 01/20/2014 09:00 |
| SANC | JAIL | 07/27/2011 00:00 | 01/20/2014 09:00 |
| 02-02-02 | DESC | | TRAN COOS |
| Housing | | 09/19/2011 08:41 | 08/13/2012 08:00 |
| 02-02-03 | COOS | | EXPI |
| Housing | | 08/13/2012 08:00 | 01/20/2014 09:00 |
| SANC | JAIL | 06/04/2013 08:00 | 06/18/2013 08:00 |
| 03 Admission From: COOS | | | |
| 03-01 | Status: PR | | |
| 03-01-01 | COOS | | |
| Housing | | 06/15/2015 10:00 | |
| | | | Bottom |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | | |
| F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance | | | |

This takes you to the Custody Cycle Maintenance Screen

| | | | |
|--------------------------------|--|-------------------|-------------------|
| SYS406I | Corrections Information Systems (TEST) | | 14:22:43 |
| SHIPPEYT | Custody Cycle Maintenance | | 6/17/15 |
| Offender....12345678 | Offender, Test D | | |
| Status..... Probation | Location.... COOS | | |
| Custody from location.... COOS | | | |
| --Cycle-- | Location | --Admission---- | -----Release----- |
| 03 Admission From: COOS | | | |
| 03-01 | Status: PR | | |
| 03-01-01 | COOS | | |
| Housing | | 06/15/2015 10:00 | |
| | | | Bottom |
| F3=Exit | F4=Prompt | F5=Refresh | F11=Menu bar |
| F12=Cancel | F14=Delete custody | F17=Show all data | |

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Step Three: Press F14 (shift F2). This will highlight the 3rd custody cycle information. You must press F14 again in order to delete it.

Step Four: Return to the Movement History/Maintenance Screen, review that your final custody cycle has been removed, and use F21 (shift F9) for Autocycle/summary maintenance. This will clean up any behind-the-scenes issues.

| | | | |
|---|--|----------------------|-------------------|
| SYS402I | Corrections Information Systems (TEST) | | 14:14:43 |
| SHIPPEYT | Movement History/Maintenance | | 6/17/15 |
| RECORD KEY: 0238484 | **Remarks** | | *DESIGNATOR* |
| Offender.... 12345678 | Offender, Test D | Curr cycle. 02-02-03 | |
| Status..... Probation | Loca: COOS | Prim caseload 6200 | |
| Position custody/admission cycle... 2 | | | |
| --Cycle-- | Location | --Admission---- | -----Release----- |
| Housing | | 01/21/2011 16:30 | 09/19/2011 08:40 |
| SANC | WKCR | 06/21/2011 10:32 | 01/20/2014 09:00 |
| SANC | JAIL | 07/27/2011 00:00 | 01/20/2014 09:00 |
| 02-02-02 | DESC | | TRAN COOS |
| Housing | | 09/19/2011 08:41 | 08/13/2012 08:00 |
| 02-02-03 | COOS | | EXPI |
| Housing | | 08/13/2012 08:00 | 01/20/2014 09:00 |
| SANC | JAIL | 06/04/2013 08:00 | 06/18/2013 08:00 |
| Bottom | | | |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | | |
| F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance | | | |

Step Five: Go the W/W caseload History by Offender screen and remove the incorrect Caseload info added when O was admitted to the incorrect custody cycle.

10.11 TIPS AND REMINDERS:

- On the DOC400 go to: Menu CCTrain for tutorial on this section. (On Selection line type Menu CCTrain and press <Enter>) Select #13 Movement History Maintenance
- **Print It!** It is very important to print out the Movement History/Maintenance screen before making any changes. That way if you 'goof', you or the Super User can put it back the way you found it!
- **More Message!:** You know that message you get at the bottom of the screen, like "Status does not match offenses. Correct offenses or change status." Well, if you place your cursor on the message and press the Page Down key, a second message may appear with some more specific information!
- **Only Yours:** Remember you can only change your own location's movements. Our commitment to data integrity is extremely high in Community Corrections, and we're proud of it! Make sure the information is correct, and call the previous location to correct their piece if needed.

- **But it IS my Location!:** Joe Offender is on PPS in CIS/DOC400 when you notice that a movement is incorrect while he was on probation status. When you go to change it, the system gives you a message that you can't! This is because you can only make changes in the most current movement. Submit a ticket request to the Help Desk who will refer it to a member of CCSUN (Super User Network) to make the change.
- **Add it Back:** So you removed the last housing movement, and now want to add another movement back on. You must use your regular release or admit process to add a new movement.
- **Missed a Movement:** You discover, back in Joe's history, that he's missing a move out to Abscond. CCSUN (Super User Network) can insert this movement in the history for you, so that you don't have to do a lot of deleting. Email the Help Desk for a ticket to CCSUN.
- **Need Help?** Remember to contact your SOON Rep first if things get tough, or send an email to the SOON Rep distribution list for assistance.
- If you need SUN (Super User Network) assistance, email the DOC Help Desk at HELPDESK@doc.state.or.us requesting a ticket to CCSUN with complete information: the problem, the name & SID# of offender, along with your name, email address, and phone number.

Example: I need to request a ticket for CCSUN to have them insert the LC movement prior to the institution admission on the following offender.

Name: Offender, Test

SID#: 01234567

Admission to Location: LCOO

Admission Date: 01/02/2015

Caseload: 6240

LC Conviction County: COOS

LC Supv Status Code: JAIL

(be sure to include your name and contact info)

OPS CHAPTER 11 - Caseload History Maintenance

The following instruction manual will walk you through changing, adding, or removing caseload history.

It is recommended that you do a screen print and READ THIS ENTIRE SECTION BEFORE MAKING ANY CHANGES.

11.1 CHANGING INCORRECT CASELOAD NUMBER

There may be several ways of adding an offender to an incorrect caseload number. These could be mistakes made in the admission process, transfer process, change primary caseload process, or batch caseload change. To correct the caseload number, go to the W/W Caseload History by Offender screen from whichever process you prefer (i.e. Admissions, Releases, Transfer, CC Support Data Entry/Update). The new screen appears as follows:

| | | |
|---|--|-----------------------------|
| CMS294I | Corrections Information Systems (TEST) | 14:41:16 |
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 |
| ID Number..... 1234567 TEST, Offender | | |
| Location..... YAMH Yamhill County Community Corrections | | |
| Primary caseload. 5327 SETTELL, RANDY | | |
| Enter option... | | |
| 2=Edit 4=Delete 5=Display | | |
| Opt | Caseload Loc | Entry Date Exit Date Status |
| | | To create entry |
| 5327 | YAMH | 11/01/1998 PS |
| 5306 | YAMH | 8/25/1994 11/01/1998 PS |
| 00106 | OSP | 5/31/1994 8/25/1994 IN |
| 00504 | SCI | 5/24/1994 5/31/1994 IN |
| 01001 | MCCF | 3/25/1994 5/24/1994 IN |
| 00306 | OSCI | 12/16/1991 3/25/1994 IN |
| 5306 | YAMH | 5/16/1990 10/02/1991 * PA |
| Bottom | | |
| F3=Exit | F5=Refresh | F6=Create F11=Menu |
| F12=Cancel | F15=Secondary caseloads | |

In our example, caseload number 5327 is incorrect. To change, place your cursor on the incorrect number and type over with the correct number, and <Enter>. If you don't know the correct number, you can use the F4 prompt function and select the correct caseload number from the window. You can also use the 2=edit option and either type the correct number, or use the F4 prompt function to select the correct number. See the corrected screen below:

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| | | |
|--|--|-----------------------------|
| CMS294I | Corrections Information Systems (TEST) | 15:18:26 |
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 |
| <p>ID Number..... 1234567 TEST, Offender Location..... YAMH Yamhill County Community Corrections Primary caseload. 5301 PAGEL, KLAUS Enter option... 2=Edit 4=Delete 5=Display</p> | | |
| Opt | Caseload Loc | Entry Date Exit Date Status |
| | | To create entry |
| 5301 | YAMH | 11/01/1998 PS |
| 5306 | YAMH | 8/25/1994 11/01/1998 PS |
| 00106 | OSP | 5/31/1994 8/25/1994 IN |
| 00504 | SCI | 5/24/1994 5/31/1994 IN |
| 01001 | MCCF | 3/25/1994 5/24/1994 IN |
| 00306 | OSCI | 12/16/1991 3/25/1994 IN |
| 5306 | YAMH | 5/16/1990 10/02/1991 * PA |
| Bottom | | |
| <p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads</p> | | |

11.2 INSERTING CASELOAD NUMBER

There may be times when you discover an offender should have been transferred to a different caseload within your location, or some caseload history was deleted by mistake and needs to be recreated. To insert, go to your W/W Caseload History by Offender screen:

| | | |
|--|--|-----------------------------|
| CMS294I | Corrections Information Systems (TEST) | 15:50:40 |
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 |
| <p>ID Number..... 1234567 TEST, Offender Location..... DESC Deschutes County Community Corrections Primary caseload. 1542 MIKKELBORG, ELAINE Enter option... 2=Edit 4=Delete 5=Display</p> | | |
| Opt | Caseload Loc | Entry Date Exit Date Status |
| | | To create entry |
| 1542 | DESC | 10/28/1999 PO |
| 1540 | DESC | 7/31/1999 10/28/1999 LC |
| 1538 | DESC | 8/12/1997 7/31/1999 PO |
| 00110 | OSP | 5/24/1997 8/12/1997 IN |
| 00501 | SCI | 2/19/1997 5/24/1997 IN |
| 00410 | EOCI | 8/14/1996 2/19/1997 IN |
| 13002 | PRCF | 6/04/1996 8/14/1996 IN |
| 13099 | PRCF | 6/04/1996 6/04/1996 IN |
| 11002 | SRCI | 9/20/1994 6/04/1996 IN |
| 00410 | EOCI | 9/02/1994 9/20/1994 IN |
| More... | | |
| <p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads</p> | | |

In this example, we need to add caseload number 1560 with an entry date of 6/4/98 and an exit date of 7/31/99. To accomplish this we will insert caseload 1560 between 1538 and 1540. The first step is to create a space within the existing dates by changing the exit date on the line prior to where the new caseload number will be inserted and pressing <Enter>:

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| CMS294I | Corrections Information Systems (TEST) | 15:55:59 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|----------|------------|------------------|-----------------|------------|-----------|--------|--|--|--|--|--|-----------------|--|------|------|------------|--|----|--|------|------|-----------|------------|----|--|------|------|-----------|------------------|-------------|--|-------|-----|-----------|-----------|----|--|-------|-----|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>ID Number..... 1234567 TEST, Offender Location..... DESC Deschutes County Community Corrections Primary caseload. 1542 MIKKELBORG, ELAINE Enter option...</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2=Edit 4=Delete 5=Display</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Opt</th> <th style="text-align: left;">Caseload</th> <th style="text-align: left;">Loc</th> <th style="text-align: left;">Entry Date</th> <th style="text-align: left;">Exit Date</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>To create entry</td> </tr> <tr> <td></td> <td>1542</td> <td>DESC</td> <td>10/28/1999</td> <td></td> <td>PO</td> </tr> <tr> <td></td> <td>1540</td> <td>DESC</td> <td>7/31/1999</td> <td>10/28/1999</td> <td>LC</td> </tr> <tr> <td></td> <td>1538</td> <td>DESC</td> <td>8/12/1997</td> <td>6/04/1998</td> <td>* PO</td> </tr> <tr> <td></td> <td>00110</td> <td>OSP</td> <td>5/24/1997</td> <td>8/12/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00501</td> <td>SCI</td> <td>2/19/1997</td> <td>5/24/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>8/14/1996</td> <td>2/19/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>13002</td> <td>PRCF</td> <td>6/04/1996</td> <td>8/14/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>13099</td> <td>PRCF</td> <td>6/04/1996</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>11002</td> <td>SRCI</td> <td>9/20/1994</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>9/02/1994</td> <td>9/20/1994</td> <td>IN</td> </tr> </tbody> </table> | | | Opt | Caseload | Loc | Entry Date | Exit Date | Status | | | | | | To create entry | | 1542 | DESC | 10/28/1999 | | PO | | 1540 | DESC | 7/31/1999 | 10/28/1999 | LC | | 1538 | DESC | 8/12/1997 | 6/04/1998 | * PO | | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN | | 00410 | EOCI | 9/02/1994 | 9/20/1994 | IN |
| Opt | Caseload | Loc | Entry Date | Exit Date | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | To create entry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1542 | DESC | 10/28/1999 | | PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1540 | DESC | 7/31/1999 | 10/28/1999 | LC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1538 | DESC | 8/12/1997 | 6/04/1998 | * PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00410 | EOCI | 9/02/1994 | 9/20/1994 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| More... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

***Please note when changing either entry or exit dates, the date must be greater than the previous date, and less than the latter date.

The next step will be to create the new record by using F6=create function, or by entering the data on the top blank lines (text says To create entry) as follows:

| CMS294I | Corrections Information Systems (TEST) | 15:55:59 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------|-------------------|-------------------|------------------------|------------|-----------|--------|--|-------------|--|-------------------|-------------------|------------------------|--|------|------|------------|--|----|--|------|------|-----------|------------|----|--|------|------|-----------|-----------|-------------|--|-------|-----|-----------|-----------|----|--|-------|-----|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>ID Number..... 1234567 TEST, Offender Location..... DESC Deschutes County Community Corrections Primary caseload. 1542 MIKKELBORG, ELAINE Enter option...</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2=Edit 4=Delete 5=Display</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Opt</th> <th style="text-align: left;">Caseload</th> <th style="text-align: left;">Loc</th> <th style="text-align: left;">Entry Date</th> <th style="text-align: left;">Exit Date</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td></td> <td>1560</td> <td></td> <td>06 04 1998</td> <td>07 31 1999</td> <td>To create entry</td> </tr> <tr> <td></td> <td>1542</td> <td>DESC</td> <td>10/28/1999</td> <td></td> <td>PO</td> </tr> <tr> <td></td> <td>1540</td> <td>DESC</td> <td>7/31/1999</td> <td>10/28/1999</td> <td>LC</td> </tr> <tr> <td></td> <td>1538</td> <td>DESC</td> <td>8/12/1997</td> <td>6/04/1998</td> <td>* PO</td> </tr> <tr> <td></td> <td>00110</td> <td>OSP</td> <td>5/24/1997</td> <td>8/12/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00501</td> <td>SCI</td> <td>2/19/1997</td> <td>5/24/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>8/14/1996</td> <td>2/19/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>13002</td> <td>PRCF</td> <td>6/04/1996</td> <td>8/14/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>13099</td> <td>PRCF</td> <td>6/04/1996</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>11002</td> <td>SRCI</td> <td>9/20/1994</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>9/02/1994</td> <td>9/20/1994</td> <td>IN</td> </tr> </tbody> </table> | | | Opt | Caseload | Loc | Entry Date | Exit Date | Status | | 1560 | | 06 04 1998 | 07 31 1999 | To create entry | | 1542 | DESC | 10/28/1999 | | PO | | 1540 | DESC | 7/31/1999 | 10/28/1999 | LC | | 1538 | DESC | 8/12/1997 | 6/04/1998 | * PO | | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN | | 00410 | EOCI | 9/02/1994 | 9/20/1994 | IN |
| Opt | Caseload | Loc | Entry Date | Exit Date | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1560 | | 06 04 1998 | 07 31 1999 | To create entry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1542 | DESC | 10/28/1999 | | PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1540 | DESC | 7/31/1999 | 10/28/1999 | LC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1538 | DESC | 8/12/1997 | 6/04/1998 | * PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00410 | EOCI | 9/02/1994 | 9/20/1994 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| More... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Please note that the asterisk between the exit date and the status denotes a break in sequential progression. There should always be an asterisk between custody cycles, however this would otherwise indicate a possible problem with the caseload history that may need to be fixed. In this particular case, the asterisk is there because you are currently making changes to the caseload.

After pressing <Enter> to save your changes, you will see the following:

Offender Profile System (OPS) Training Manual

| CMS294I | Corrections Information Systems (TEST) | 16:20:27 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-------------|------------------|------------------|-----------------|------------|-----------|--------|--|--|--|--|--|-----------------|--|------|------|------------|--|----|--|------|------|-----------|------------|----|--|-------------|-------------|------------------|------------------|-----------|--|------|------|-----------|-----------|----|--|-------|-----|-----------|-----------|----|--|-------|-----|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Opt | Caseload | Loc | Entry Date | Exit Date | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | To create entry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1542 | DESC | 10/28/1999 | | PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1540 | DESC | 7/31/1999 | 10/28/1999 | LC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1560 | DESC | 6/04/1998 | 7/31/1999 | PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1538 | DESC | 8/12/1997 | 6/04/1998 | PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| More... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads 1560 06/04/1998 Added.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

And your data has been inserted.

11.3 REMOVING AN INCORRECT RECORD

In this example, you discover a record within the caseload history that should not be there. For instance, in the old program, the only way to correct a mistake in the caseload number was to add a new line of data, leaving the incorrect data there. Now you can simply remove the incorrect line, in essence by doing reversing the steps in Scenario II as follows:

| CMS294I | Corrections Information Systems (TEST) | 16:46:10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-------------|------------------|------------------|-----------------|------------|-----------|--------|--|--|--|--|--|-----------------|--|------|------|------------|--|----|--|------|------|-----------|------------|----|----------|-------------|-------------|------------------|------------------|-----------|--|------|------|-----------|-----------|----|--|-------|-----|-----------|-----------|----|--|-------|-----|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>ID Number..... 1234567 TEST, Offender Location..... DESC Deschutes County Community Corrections Primary caseload. 1542 MIKKELBORG, ELAINE Enter option...</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2=Edit 4=Delete 5=Display</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Opt</th> <th style="text-align: left;">Caseload</th> <th style="text-align: left;">Loc</th> <th style="text-align: left;">Entry Date</th> <th style="text-align: left;">Exit Date</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>To create entry</td> </tr> <tr> <td></td> <td>1542</td> <td>DESC</td> <td>10/28/1999</td> <td></td> <td>PO</td> </tr> <tr> <td></td> <td>1540</td> <td>DESC</td> <td>7/31/1999</td> <td>10/28/1999</td> <td>LC</td> </tr> <tr> <td>4</td> <td>1560</td> <td>DESC</td> <td>6/04/1998</td> <td>7/31/1999</td> <td>PO</td> </tr> <tr> <td></td> <td>1538</td> <td>DESC</td> <td>8/12/1997</td> <td>6/04/1998</td> <td>PO</td> </tr> <tr> <td></td> <td>00110</td> <td>OSP</td> <td>5/24/1997</td> <td>8/12/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00501</td> <td>SCI</td> <td>2/19/1997</td> <td>5/24/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>8/14/1996</td> <td>2/19/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>13002</td> <td>PRCF</td> <td>6/04/1996</td> <td>8/14/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>13099</td> <td>PRCF</td> <td>6/04/1996</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>11002</td> <td>SRCI</td> <td>9/20/1994</td> <td>6/04/1996</td> <td>IN</td> </tr> </tbody> </table> | | | Opt | Caseload | Loc | Entry Date | Exit Date | Status | | | | | | To create entry | | 1542 | DESC | 10/28/1999 | | PO | | 1540 | DESC | 7/31/1999 | 10/28/1999 | LC | 4 | 1560 | DESC | 6/04/1998 | 7/31/1999 | PO | | 1538 | DESC | 8/12/1997 | 6/04/1998 | PO | | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN |
| Opt | Caseload | Loc | Entry Date | Exit Date | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | To create entry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1542 | DESC | 10/28/1999 | | PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1540 | DESC | 7/31/1999 | 10/28/1999 | LC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | 1560 | DESC | 6/04/1998 | 7/31/1999 | PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1538 | DESC | 8/12/1997 | 6/04/1998 | PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| More... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Place your cursor on the line to be removed and enter 4=delete option and press <Enter>.

You will be asked to confirm the deletion by pressing <Enter> again.

```

CMS294I                      Corrections Information Systems (TEST)          16:49:11
CUMMINSL                     W/W Caseload History by Offender              5/31/00

ID Number..... 1234567 TEST, Offender
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
                                To create entry
    1542      DESC  10/28/1999
    1540      DESC  7/31/1999   10/28/1999   LC
    1538      DESC  8/12/1997   6/04/1998   * PO
    00110     OSP   5/24/1997   8/12/1997   IN
    00501     SCI   2/19/1997   5/24/1997   IN
    00410     EOCI  8/14/1996   2/19/1997   IN
    13002     PRCF  6/04/1996   8/14/1996   IN
    13099     PRCF  6/04/1996   6/04/1996   IN
    11002     SRCI  9/20/1994   6/04/1996   IN
    00410     EOCI  9/02/1994   9/20/1994   IN

More...

F3=Exit      F5=Refresh  F6=Create  F11=Menu
F12=Cancel   F15=Secondary caseloads
1560  04/06/1998 Deleted.
  
```

Note that the asterisk has returned because the dates are now out of sequence. You must now change the exit date of the previous record to match the entry date of the latter record by placing your cursor on the date to be changed, typing the correct date, and pressing <Enter> as follows:

```

CMS294I                      Corrections Information Systems (TEST)          16:52:45
CUMMINSL                     W/W Caseload History by Offender              5/31/00

ID Number..... 1234567 TEST, Offender
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
                                To create entry
    1542      DESC  10/28/1999
    1540      DESC  7/31/1999   10/28/1999   LC
    1538      DESC  8/12/1997   7/31/1999   PO
    00110     OSP   5/24/1997   8/12/1997   IN
    00501     SCI   2/19/1997   5/24/1997   IN
    00410     EOCI  8/14/1996   2/19/1997   IN
    13002     PRCF  6/04/1996   8/14/1996   IN
    13099     PRCF  6/04/1996   6/04/1996   IN
    11002     SRCI  9/20/1994   6/04/1996   IN
    00410     EOCI  9/02/1994   9/20/1994   IN

More...

F3=Exit      F5=Refresh  F6=Create  F11=Menu
F12=Cancel   F15=Secondary caseloads
  
```

Note that the asterisk has gone away, denoting that the dates are again in sequential order.

11.4 CASELOAD HISTORY / INCORRECT DISCHARGE

In this example, the offender's record was discharged on 01/11/2000 to EXPI in error, and needs to be reopened to active status. Any time changes are made to the Movement History/Maintenance screen, you **MUST** make corresponding changes to the W/W Caseload History by Offender screen. To begin, go to the Movement History Maintenance screen. Please refer to the Movement History/Maintenance section for more detail on changing Admission/Release history.

| | | |
|--|--|------------------------------|
| SYS402I | Corrections Information Systems (TEST) | 17:35:47 |
| CUMMINSL | Movement History/Maintenance | 5/31/00 |
| | | **Remarks** |
| Offender.... 1234567 TEST, Offender | | Curr cycle. 01-01-03 |
| Status..... DISCHARGE | Location.... MTCB | Primary caseload *None |
| Position custody/admission cycle... 1 1 | | |
| --Cycle-- | Location | --Admission-----Release----- |
| 01 Admission From: MULT | | |
| 01-01 | Status: PR | |
| 01-01-01 | MTDC | TRAN MTSW |
| Housing | 01/12/1998 09:00 | 01/22/1998 13:26 |
| 01-01-02 | MTSW | TRAN MTCB |
| Housing | 01/22/1998 13:26 | 11/23/1999 00:00 |
| 01-01-03 | MTCB | EXPI |
| Housing | 11/23/1999 00:00 | 01/11/2000 23:00 |
| Bottom | | |
| F3=Exit F7=Remarks F10=Print F13=Show dates F16=Caseload history | | |
| F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance | | |
| FRANKLIN CONNIEE is the court name for MACK CONNIEE. | | |

Place your cursor on the last housing line, press F18=change data function key, and remove the stop date/time information **ONLY** from the Maintain Movement Data screen. **DO NOT USE F14=DELETE.**

| | | |
|--|--|------------------------------|
| SYS402I | Corrections Information Systems (TEST) | 17:43:55 |
| CUMMINSL | Movement History/Maintenance | 5/31/00 |
| | | **Remarks** |
| Offender.... 1234567 TEST, Offender | | Curr cycle. 01-01-03 |
| Status..... PROBATION | Location.... MTCB | Primary caseload *None |
| Position custody/admission cycle... 1 1 | | |
| --Cycle-- | Location | --Admission-----Release----- |
| 01 Admission From: MULT | | |
| 01-01 | Status: PR | |
| 01-01-01 | MTDC | TRAN MTSW |
| Housing | 01/12/1998 09:00 | 01/22/1998 13:26 |
| 01-01-02 | MTSW | TRAN MTCB |
| Housing | 01/22/1998 13:26 | 11/23/1999 00:00 |
| 01-01-03 | MTCB | |
| Housing | 11/23/1999 00:00 | |
| Bottom | | |
| F3=Exit F7=Remarks F10=Print F13=Show dates F16=Caseload history | | |
| F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance | | |
| Records deleted. Next, caseload history. | | |

Notice – the Discharge status has returned to the previous active status, in this example Probation. You will also receive the message the record was deleted and that “Next, caseload history”. This alerts you that the next screen you see, upon pressing <Enter>, will be the W/W Caseload History by Offender screen.

```

CMS294I                      Corrections Information Systems (TEST)          17:47:59
CUMMINSL                     W/W Caseload History by Offender              5/31/00

ID Number..... 1234567 TEST, Offender
Location..... MTCB Multnomah CBC/Casebank Office
Primary caseload.
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc  Entry Date  Exit Date      Status
                                To create entry
      3222      MTCB  11/23/1999   1/11/2000    PR
      3661      MTSW   3/06/1998   11/23/1999    PR
      4825              1/22/1998   3/06/1998     PR
      4008      MTDC   1/12/1998   1/22/1998     PR

                                           Bottom

F3=Exit      F5=Refresh  F6=Create  F11=Menu
F12=Cancel   F15=Secondary caseloads
Check caseload history.
  
```

On the above screen, the “Exit Date” corresponding to the discharge date removed from the Movement History Maintenance screen must also be removed. Please note the “Primary caseload” field is blank at this point. Removing the “Exit Date” causes the previous caseload number to become the current primary caseload number. This is important for accurate caseload statistics.

To remove the 1/11/2000 “Exit Date”, place your cursor on the date and clear the field by using the field exit key or the space bar, and press <Enter>.

```

CMS294I                      Corrections Information Systems (TEST)          17:50:07
CUMMINSL                     W/W Caseload History by Offender              5/31/00

ID Number..... 1234567 TEST, Offender
Location..... MTCB Multnomah CBC/Casebank Office
Primary caseload. 3222  ASSP CASELOAD
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc  Entry Date  Exit Date      Status
                                To create entry
      3222      MTCB  11/23/1999                PR
      3661      MTSW   3/06/1998   11/23/1999    PR
      4825              1/22/1998   3/06/1998     PR
      4008      MTDC   1/12/1998   1/22/1998     PR

                                           Bottom

F3=Exit      F5=Refresh  F6=Create  F11=Menu
F12=Cancel   F15=Secondary caseloads
  
```

Note: The “Primary caseload” is now showing the last caseload of 3222.

11.5 CASELOAD HISTORY/REMOVING AN ADMISSION/RELEASE CYCLE

In this example, the offender should not have been released to Post Prison. We will be removing the 10/28/1999 admission to Post and the corresponding LCMP release, returning the offender to LC status.

To begin, go to the Movement History/Maintenance screen. Place your cursor on the 02-04 Status: PO line, press F18=change data and <Enter>.

| | | |
|--|--|------------------------|
| SYS402I | Corrections Information Systems (TEST) | 17:56:24 |
| CUMMINSL | Movement History/Maintenance | 5/31/00 |
| Offender.... 1234567 TEST, Offender | | |
| Status..... POST PRISON | | Location.... DESC |
| Position custody/admission cycle... 2 3 | | Curr cycle. 02-04-01 |
| | | Primary caseload *None |
| --Cycle-- Location --Admission-----Release----- | | |
| 02 Admission From: DESC | | |
| 02-03 Status: LC | | |
| 02-03-01 LDES | | |
| Housing 07/31/1999 12:00 10/28/1999 05:30 | | |
| 02-04 Status: PO | | |
| 02-04-01 DESC | | |
| Housing 10/28/1999 05:31 | | |
| Bottom | | |
| F3=Exit F7=Remarks F10=Print F13=Show dates F16=Caseload history | | |
| F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance | | |

On the Admission Cycle Maintenance screen, press F14=delete to remove the entire admission cycle. You will be asked to press F14 again to confirm.

| | | |
|--|--|-------------------|
| SYS405I | Corrections Information Systems (TEST) | 18:45:22 |
| CUMMINSL | Admission Cycle Maintenance | 5/31/00 |
| Offender.... 1234567 TEST, OFFENDER | | |
| Status..... POST PRISON | | Location.... DESC |
| New current status..... PO Hold reason/location... | | |
| --Cycle-- Location --Admission-----Release----- | | |
| 02-04 Status: PO | | |
| 02-04-01 DESC | | |
| Housing DESC 10/28/1999 05:31 | | |
| Bottom | | |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar | | |
| F12=Cancel F14=Delete admission F17=Show all data | | |
| Records deleted. Next, caseload history. | | |

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Notice – You will receive the message the “Record was deleted. Next, caseload history.” This alerts you that the next screen you see, upon pressing <Enter>, will be the W/W Caseload History by Offender screen.

| | | |
|--|--|-----------------|
| CMS294I | Corrections Information Systems (TEST) | 18:46:27 |
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 |
| <p>ID Number..... 1234567 TEST, Offender Location..... LDES Deschutes County Jail Primary caseload. 1542 MIKKELBORG, ELAINE Enter option...</p> | | |
| <p>2=Edit 4=Delete 5=Display</p> | | |
| Opt | Caseload Loc Entry Date Exit Date Status | |
| | | To create entry |
| | 1542 DESC 10/28/1999 | LC |
| | 1540 DESC 7/31/1999 10/28/1999 | LC |
| | 1538 DESC 8/12/1997 7/31/1999 | PO |
| | 00110 OSP 5/24/1997 8/12/1997 | IN |
| | 00501 SCI 2/19/1997 5/24/1997 | IN |
| | 00410 EOCI 8/14/1996 2/19/1997 | IN |
| | 13002 PRCF 6/04/1996 8/14/1996 | IN |
| | 13099 PRCF 6/04/1996 6/04/1996 | IN |
| | 11002 SRCI 9/20/1994 6/04/1996 | IN |
| | 00410 EOCI 9/02/1994 9/20/1994 | IN |
| More... | | |
| <p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads Check caseload history.</p> | | |

You must first remove the caseload and entry date of the admission cycle you just deleted. To do this, place your cursor in the Opt field and use the 4=delete option.

| | | |
|--|--|-----------------|
| CMS294I | Corrections Information Systems (TEST) | 18:46:27 |
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 |
| <p>ID Number..... 1234567 TEST, Offender Location..... LDES Deschutes County Jail Primary caseload. 1542 MIKKELBORG, ELAINE Enter option...</p> | | |
| <p>2=Edit 4=Delete 5=Display</p> | | |
| Opt | Caseload Loc Entry Date Exit Date Status | |
| | | To create entry |
| 4 | 1542 DESC 10/28/1999 | LC |
| | 1540 DESC 7/31/1999 10/28/1999 | LC |
| | 1538 DESC 8/12/1997 7/31/1999 | PO |
| | 00110 OSP 5/24/1997 8/12/1997 | IN |
| | 00501 SCI 2/19/1997 5/24/1997 | IN |
| | 00410 EOCI 8/14/1996 2/19/1997 | IN |
| | 13002 PRCF 6/04/1996 8/14/1996 | IN |
| | 13099 PRCF 6/04/1996 6/04/1996 | IN |
| | 11002 SRCI 9/20/1994 6/04/1996 | IN |
| | 00410 EOCI 9/02/1994 9/20/1994 | IN |
| More... | | |
| <p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads Check caseload history.</p> | | |

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The “Exit Date” corresponding to the previous entry date must also be removed. Please note the “Primary caseload” field is blank at this point. Removing the “Exit Date” causes the previous caseload number to become the current primary caseload number. This is important for accurate caseload statistics.

| CMS294I | Corrections Information Systems (TEST) | 18:53:29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------|------------|------------|-----------------|------------|-----------|--------|--|--|--|--|--|-----------------|--|------|------|-----------|------------|----|--|------|------|-----------|-----------|----|--|-------|-----|-----------|-----------|----|--|-------|-----|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|--|-----------|-----------|----|
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>ID Number..... 1234567 TEST, Offender Location..... LDES Deschutes County Jail Primary caseload. Enter option...</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2=Edit 4=Delete 5=Display</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Opt</th> <th style="text-align: left;">Caseload</th> <th style="text-align: left;">Loc</th> <th style="text-align: left;">Entry Date</th> <th style="text-align: left;">Exit Date</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>To create entry</td> </tr> <tr> <td></td> <td>1540</td> <td>DESC</td> <td>7/31/1999</td> <td>10/28/1999</td> <td>LC</td> </tr> <tr> <td></td> <td>1538</td> <td>DESC</td> <td>8/12/1997</td> <td>7/31/1999</td> <td>PO</td> </tr> <tr> <td></td> <td>00110</td> <td>OSP</td> <td>5/24/1997</td> <td>8/12/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00501</td> <td>SCI</td> <td>2/19/1997</td> <td>5/24/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>8/14/1996</td> <td>2/19/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>13002</td> <td>PRCF</td> <td>6/04/1996</td> <td>8/14/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>13099</td> <td>PRCF</td> <td>6/04/1996</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>11002</td> <td>SRCI</td> <td>9/20/1994</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>9/02/1994</td> <td>9/20/1994</td> <td>IN</td> </tr> <tr> <td></td> <td>01441</td> <td></td> <td>8/26/1994</td> <td>9/02/1994</td> <td>IN</td> </tr> </tbody> </table> | | | Opt | Caseload | Loc | Entry Date | Exit Date | Status | | | | | | To create entry | | 1540 | DESC | 7/31/1999 | 10/28/1999 | LC | | 1538 | DESC | 8/12/1997 | 7/31/1999 | PO | | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN | | 00410 | EOCI | 9/02/1994 | 9/20/1994 | IN | | 01441 | | 8/26/1994 | 9/02/1994 | IN |
| Opt | Caseload | Loc | Entry Date | Exit Date | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | To create entry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1540 | DESC | 7/31/1999 | 10/28/1999 | LC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1538 | DESC | 8/12/1997 | 7/31/1999 | PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00410 | EOCI | 9/02/1994 | 9/20/1994 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 01441 | | 8/26/1994 | 9/02/1994 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| More... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads 1542 28/10/1999 Deleted.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

To remove the 10/28/1999 “Exit Date”, place your cursor on the date and clear the field by using the field exit key or the space bar, and press <Enter>.

| CMS294I | Corrections Information Systems (TEST) | 18:54:42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------|------------|-----------|-----------------|------------|-----------|--------|--|--|--|--|--|-----------------|--|------|------|-----------|--|----|--|------|------|-----------|-----------|----|--|-------|-----|-----------|-----------|----|--|-------|-----|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|------|-----------|-----------|----|--|-------|--|-----------|-----------|----|
| CUMMINSL | W/W Caseload History by Offender | 5/31/00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>ID Number..... 1234567 TEST, Offender Location..... LDES Deschutes County Jail Primary caseload. 1540 DIZNEY, VICKI Enter option...</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2=Edit 4=Delete 5=Display</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Opt</th> <th style="text-align: left;">Caseload</th> <th style="text-align: left;">Loc</th> <th style="text-align: left;">Entry Date</th> <th style="text-align: left;">Exit Date</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>To create entry</td> </tr> <tr> <td></td> <td>1540</td> <td>DESC</td> <td>7/31/1999</td> <td></td> <td>LC</td> </tr> <tr> <td></td> <td>1538</td> <td>DESC</td> <td>8/12/1997</td> <td>7/31/1999</td> <td>PO</td> </tr> <tr> <td></td> <td>00110</td> <td>OSP</td> <td>5/24/1997</td> <td>8/12/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00501</td> <td>SCI</td> <td>2/19/1997</td> <td>5/24/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>8/14/1996</td> <td>2/19/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>13002</td> <td>PRCF</td> <td>6/04/1996</td> <td>8/14/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>13099</td> <td>PRCF</td> <td>6/04/1996</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>11002</td> <td>SRCI</td> <td>9/20/1994</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>9/02/1994</td> <td>9/20/1994</td> <td>IN</td> </tr> <tr> <td></td> <td>01441</td> <td></td> <td>8/26/1994</td> <td>9/02/1994</td> <td>IN</td> </tr> </tbody> </table> | | | Opt | Caseload | Loc | Entry Date | Exit Date | Status | | | | | | To create entry | | 1540 | DESC | 7/31/1999 | | LC | | 1538 | DESC | 8/12/1997 | 7/31/1999 | PO | | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN | | 00410 | EOCI | 9/02/1994 | 9/20/1994 | IN | | 01441 | | 8/26/1994 | 9/02/1994 | IN |
| Opt | Caseload | Loc | Entry Date | Exit Date | Status | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | To create entry | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1540 | DESC | 7/31/1999 | | LC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 1538 | DESC | 8/12/1997 | 7/31/1999 | PO | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00110 | OSP | 5/24/1997 | 8/12/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00501 | SCI | 2/19/1997 | 5/24/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00410 | EOCI | 8/14/1996 | 2/19/1997 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13002 | PRCF | 6/04/1996 | 8/14/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 13099 | PRCF | 6/04/1996 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 11002 | SRCI | 9/20/1994 | 6/04/1996 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 00410 | EOCI | 9/02/1994 | 9/20/1994 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 01441 | | 8/26/1994 | 9/02/1994 | IN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| More... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Note: The Primary caseload field is again showing a current primary caseload number.

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The final step for this example is to remove the 10/28/1999 release to LCMP. Place your cursor on the last housing line, press F18=change data function key, and remove the stop date/time information ONLY from the Maintain Movement Data screen. DO NOT USE F14=DELETE.

| | | |
|--|--|-------------------|
| SYS402I | Corrections Information Systems (TEST) | 18:55:52 |
| CUMMINSL | Movement History/Maintenance | 5/31/00 |
| Offender.... 1234567 TEST, OFFENDER | | |
| Status..... | LOCAL CONTRL | Location.... LDES |
| Position custody/admission cycle... | 2 3 | |
| --Cycle-- Location --Admission-----Release----- | | |
| 02 Admission From: | DESC | |
| 02-03 | Status: | LC |
| 02-03-01 | LDES | LCMP DESC |
| Housing | 07/31/1999 12:00 | 10/28/1999 05:30 |
| Bottom | | |
| F3=Exit F7=Remarks F10=Print F13=Show dates F16=Caseload history | | |
| F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance | | |

The record should look like the following screen when you have completed this scenario.

| | | |
|--|--|---------------------|
| SYS402I | Corrections Information Systems (TEST) | 18:57:41 |
| CUMMINSL | Movement History/Maintenance | 5/31/00 |
| Offender.... 1234567 TEST, OFFENDER | | |
| Status..... | LOCAL(DESC) | Location.... LDES |
| Position custody/admission cycle... | 2 3 | LC COUNTY..... DESC |
| --Cycle-- Location --Admission-----Release----- | | |
| 02 Admission From: | DESC | |
| 02-03 | Status: | LC |
| 02-03-01 | LDES | |
| Housing | 07/31/1999 12:00 | |
| SB1145 | JAIL | 07/31/1999 12:00 |
| Bottom | | |
| F3=Exit F7=Remarks F10=Print F13=Show dates F16=Caseload history | | |
| F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance | | |

POST NOTE: Scenario 11.5 involved the removal of an admission and release cycle within the same location. When dealing with admission/release data from two different locations, each office must correct their own data.

11.6 SECONDARY CASELOAD INDICATOR

As an added feature, the F15=secondary caseloads will now show you all caseloads attached to this offender. To access this feature, from the W/W Caseload History by Offender screen, press F15 function key.

```

CMS294I                Corrections Information Systems (TEST)                20:40:37
CUMMINSL                W/W Caseload History by Offender                    5/31/00

ID Number..... 1234567  TEST, Offender
Location..... OWCC Oregon Womens Correctional Center
Primary caseload. 00202 HATHAWAY, MIKE
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
                                To create entry
      00202    OWCC   4/13/1999
      4970    MTPN   9/15/1997   4/13/1999   PR
      4917    MTPN   6/07/1996   9/15/1997   PR
      3406    MTNO   3/17/1993   6/07/1996   PR
      4004    MTDC   3/15/1993   3/17/1993   PR

F3=Exit      F5=Refresh  F6=Create  F11=Menu
F12=Cancel   F15=Secondary caseloads

Bottom

```

The following screen shows the primary and any secondary caseloads attached to this offender.

```

CMS224I                Corrections Information Systems (TEST)                20:37:03
CUMMINSL                W/W Primary/Secondary Caseloads                    5/31/00
Offender: 1234567  TEST, Offender                Location: OWCC Cell Number: W6B

Position to:
Enter option...
  4=Delete   5=Display   A=Audit stamp

Opt  Caseload  P/S  Name                Type  Location
      00202    P    HATHAWAY, MIKE          I     OWCC
      08021    S    PTA - JUDY ROCQUE       I     IBRO
      4664    S    TOM CHILDERS           C     MTAD
      S

F3=Exit      F5=Refresh  F6=Create  F11=Menu bar
F12=Cancel   F13=Repeat
MAJORS WANDAL is the court name for MANN WANDAL.

Bottom

```

OPS CHAPTER 12 – Miscellaneous Data Entry

12.1 BLOCK NUMBERS, CHANGE TO SID NUMBERS

Step 1 - From your Main Menu, type a '19' on the selection line (ID#/Caseload Maintenance), press enter.

| | | |
|-------------------------------------|---------------------------------|--|
| CCSUPPORT | Corrections Information Systems | 11:18:33 |
| MCCARTHY | CC Support Menu | 8/24/05 |
| Select one of the following: | | |
| 13. W/W Sanctions | | |
| 14. Offender Remarks (old CF9) | | |
| 15. PSI Menu | | |
| 16. W/W Supervision Fees | | |
| 17. Kardex/Face Sheet Print Option | | |
| 18. Employee Maintenance Changes | | |
| 19. ID#/Caseload Maintenance | | |
| 20. W/W Red Tags | | |
| 21. W/W Housing History | | |
| 22. W/W Caseloads | | |
| 23. CC Reports Menu | | |
| 24. Office Calendar | | |
| More... | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 2 - This will take you to the 'ID#/Caseload Maintenance' Screen. Type a '1' on the selection line (Change ID #), press enter.

| | | |
|------------------------------|---------------------------------|--|
| CCSIDCASEL | Corrections Information Systems | 11:21:06 |
| MCCARTHY | ID#/Caseload Maintenance | 8/24/05 |
| Select one of the following: | | |
| 1. Change ID# | | |
| 2. Multiple Caseload Changes | | |
| 80. Return to regional menu | | |
| 90. End pass through | | |
| Bottom | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 3 - This will take you to the 'Offender Data Change Utility' Screen. Type in the offender's block # or use the F4=Prompt to access the Offender Name Search screen, select offender and press enter, this will bring offender to screen.

| | | |
|--|---------------------------------|----------|
| OPS219I | Corrections Information Systems | 11:28:18 |
| MCCARTHY | Offender Data Change Utility | 8/24/05 |
| Offender..... 1234567 TEST, OFFENDER | | |
| Location..... LANE Lane County Community Corrections | | |
| Status..... Probation | | |
| DOB..... 1/04/1967 | | |
| Enter data to be changed: | | |
| ID Number/SID..... 70303834 | | |
| Admit Reason..... NEWCASE | | |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel | | |

Step 4 - At the highlighted 'ID Number/SID' field, type the new SID # over the existing block #, do a screen print to send to Central Records, and press enter. The ID number is now changed throughout OPS and the block number has automatically been added to the 'Other Numbers' screen. Press F3 twice to exit.

Note: If documents were sent to Central Records under the Block number, inform them of the change to SID number.

Step 5 – From Main Menu, type a '17' on selection line (Kardex/Face Sheet Print Option), press enter, this will take you to the 'Offender Print' screen. On 'Offender Print' screen, type offender's SID # on 'Offender' field or use F4=Prompt to access the Offender Name Search screen, select offender and press enter, this will bring offender to screen. Put a 5 on option line, press enter, this will print new Kardex.

Step 6 – Go to WebLEDS to enter an EPR ([refer to EPR Steps](#)) on the offender.

Step 7 - Per your county policy the file label needs to be updated with SID# or a new label typed.

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```

OPS230I                      Corrections Information Systems (TEST)                      9:52:26
MCCARTHY                      Work with Offenses                                     9/13/05

Offender: 1234567 Test, Offender                      Record key:
Status:   Probation                      UMAP Umatilla/Morrow CCC - Pendleto
          DNA Collection Required                      OISC migr date...
Enter option...                      Custody cycle.... 1
2=Change      3=Copy offense      4=Delete      5=Display
7=Add sentence 8=Conditions      9=Custody units 17=Add LC
OFF#   DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC      SGDO
CS      Type      Begin date   Length      Max date      Term date   Code
01      03CF016/01  MORR      THEFT I      164.055      Y      Y
00      P FPR      07/17/2003  002-000-000  07/16/2005
02      03CF016/03  MORR      THEFT I      164.055      Y      Y
00      P FPR      07/17/2003  002-000-000  07/16/2005

                                          Bottom
F3=Exit      F6=Add docket  F7=Facesheet  F8=Notes      F10=Print Options
F11=Menu bar  F12=Cancel   F14=Recalculate F20=Add Local F24=More keys...
Offense and Sentence(s) copied.
  
```

Step 3 – Change any data that needs to be changed, i.e. Length of supervision, offense, etc., by putting a ‘2=change’ on the appropriate offense line, press enter. This will take you to the ‘Docket and Offense Description’ screen where you can make the appropriate changes. Press enter to update the screen.

```

OPS236I                      Corrections Information Systems (TEST)                      9:58:28
MCCARTHY                      Docket and Offense Description                                     9/13/05
                                          CHANGE
Offender..... 1234567      TEST, OFFENDER
Status..... Probation      UMAP Umatilla/Morrow CCC - Pendleton

Docket#/County..... 03CF016/03  MORR

Sanction status..... SANC
Offense number..... 02
ORS number..... 164.057      THEFT AGGR THEFT I AGGRAVATED
Sent guide (Y/N)... Y      Crime Class/Severity BF 405
Felony=Misdemeanor.. N
Inchoate/ORS.....
Crime seriousness... 4      Criminal history.... H
Sentencing judge.... WALLACE
Defense counsel..... BENDIXSEN
District attorney... BALLARD      DA case number.....
Crime date.....      Arrest date.....
Convicted date..... 7/17/2003

F3=Exit      F4=Prompt      F5=Refresh      F6=Add Sentence      F8=Add counts
F11=Menu Bar  F12=Cancel
  
```

Step 4 - Press enter to return to the ‘Work with Offenses’ screen. Verify that your changes are correct.

Step 5 – Press ‘F10=Print’ to print kardex. ‘F3=Exit’ to return to Main menu.

12.3 CONDITIONS, COPYING

Step 1 – Go to your 'Work with Offenses' Screen, enter the offenders SID #, press enter this will bring the offender to the screen.

```

OPS230I          Corrections Information Systems (TEST)          9:45:02
MCCARTHY          Work with Offenses          9/14/05

Offender: 1234567 Test, Offender          Record key:
Status: Probation          MTCB Multnomah Reduced Supervision
                                OISC migr date...
Enter option...          Custody cycle.... 2
  2=Change          3=Copy offense          4=Delete          5=Display
  7=Add sentence    8=Conditions          9=Custody units    17=Add LC
OFF# DOCKET CNTY ORS ABBREV ORS NUMBER SG SANC SGDO
CS Type Begin date Length Max date Term date Code
8 01 011002805/01 WA BURG I 164.225 N Y
    00 P FPRC 04/05/2001 004-000-000 04/04/2005

Bottom
F3=Exit          F6=Add docket F7=Facesheet F8=Notes F10=Print Options
F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys...

```

Step 2 – On 'Work with Offenses' Screen, tab down to correct offense line (if docket # not found, use any docket # to get to conditions screen), put an '8=conditions' on line, press enter. This will take you to the 'Work with Conditions' Screen.

```

OPS208I          Corrections Information Systems (TEST)          9:48:15
MCCARTHY          Work With Conditions          9/14/05

Offender..... 1234567 TEST, OFFENDER
Status..... Probation MTCB Multnomah Reduced Supervision Team
Court case number. 011002805/01 WA Judge..... WOOLARD

Enter option...
  2=Change  4=Delete  5=Display  8=Payment Entry
Opt Code Type Description Trk Txt Compl
ADCO PROBATION ALCOHOL/DRUG EVAL/TREAT-GC04 N
ANGR PROBATION ANGER CONTROL COUNSELING N
COFO PROBATION COURT ORDERD FINANCE OBL -GC01 Y
CONC PROBATION OTHER COUNSELING N Y
MHTX PROBATION MENTAL HEALTH EVAL/TX (GC15) Y
NALC PROBATION NO ALCOHOL N
NCVI PROBATION NO CONTACT VICTIM N Y
NDRG PROBATION NO DRUGS/DRUG PARAPHERNAL-GC02 N
NOAC PROBATION NO ASSN W/KNOWN CRIMINAL N
NOAD PROBATION NO ASSN W/DRUG USERS N

More...
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F13=Repeat
F16=Review/copy all conditions F17=Add conditions F18=Expired conditions

```

Step 3 – On the 'Work with Conditions' Screen, press 'F16=Review/Copy All Conditions' (Shift F4), this will take you to the 'Review/Copy Offender Conditions' Screen.

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| | | |
|--------------------|--|---|
| OPS526I | Corrections Information Systems (TEST) | 9:51:03 |
| MCCARTHY | Review/Copy Offender Conditions | 9/14/05 |
| | | |
| Offender..... | 1234567 | TEST, OFFENDER |
| Status..... | Probation | MTCB Multnomah Reduced Supervision Team |
| Court case number. | WA | Judge..... |
| | | |
| Enter option... | Position to..... | |
| 3=Copy 4=Delete | | |
| Opt Code | Type | Description |
| ADCO | PROBATION | ALCOHOL/DRUG EVAL/TREAT-GC04 |
| ANGR | PROBATION | ANGER CONTROL COUNSELING |
| COFO | PROBATION | COURT ORDERD FINANCE OBL -GC01 |
| CONC | PROBATION | OTHER COUNSELING |
| MHTX | PROBATION | MENTAL HEALTH EVAL/TX (GC15) |
| NALC | PROBATION | NO ALCOHOL |
| NCVI | PROBATION | NO CONTACT VICTIM |
| NDRG | PROBATION | NO DRUGS/DRUG PARAPHERNAL-GC02 |
| NOAC | PROBATION | NO ASSN W/KNOWN CRIMINAL |
| NOAD | PROBATION | NO ASSN W/DRUG USERS |
| | | More... |
| F3=Exit | F4=Prompt | F5=Refresh |
| F12=Cancel | F17=Review Selected Conditions | |

On that screen page down until you find the conditions with the same Court case # in question. If the docket # is on the 'Work with Offenses' Screen, then put a '3=copy' beside each condition, press enter. This will bring up the 'Docket # Select' window. Put your cursor beside the correct docket #, press enter. This will copy the condition to the correct docket #.

| | | |
|--------------------|--|---|
| OPS526I | Corrections Information Systems (TEST) | 9:51:03 |
| MCCARTHY | Review/Copy Offender Conditions | 9/14/05 |
| | | |
| Offender..... | 1234567 | TEST, OFFENDER |
| Status..... | Probation | MTCB Multnomah Reduced Supervision Team |
| Court case number. | WA | Judge..... |
| | | |
| Enter option... | Position to..... | |
| 3=Copy | | |
| Opt Code | Docket Number Select | CC Court Case # |
| ADCO | | on 011002805/01 |
| 3 ANGR | Offender: 1234567 Test, Offender | on 011002805/01 |
| 3 COFO | | on 011002805/01 |
| CONC | Number Cnty Judge | Sts on 011002805/01 |
| MHTX | 011002805/01 WA | PR on 011002805/01 |
| 3 NALC | 981017805 WA | DI on 011002805/01 |
| 3 NCVI | | on 011002805/01 |
| NDRG | | on 011002805/01 |
| 3 NOAC | | on 011002805/01 |
| NOAD | | on 011002805/01 |
| | | Bottom More... |
| F3=Exit | F12=Cancel | |
| F12=Cancel | | |

Note : If the docket # does not exist on the 'Work with Offenses' Screen on any supervision cycle, then put a '4=delete' on the line beside the condition and press enter. This will delete the condition. If you get an error message that the condition is already attached to the docket #, just put a '4=delete' by condition with the 'unknown' status, press enter to delete. F3 to exit.

12.4 OFFENSES, RE-SEQUENCING

Note: Never resequence offenses of a person that has I lines without getting permission from OISC first

Step 1 – Go to your 'Work with Offenses' Screen, enter the offenders SID #, press enter, this will bring the offender to the screen. To see the option for re-sequencing offenses, press 'F24=More keys' (Shift F12).

```

OPS230I                      Corrections Information Systems (TEST)                      9:14:54
MCCARTHY                      Work with Offenses                                     9/23/05

Offender: 1234567  Test, Offender                      Record key:
Status:  Probation                      JOSE Josephine County Community Cor
          DNA Collection Required                      OISC migr date...
Enter option...                      Custody cycle.... 2
2=Change          3=Copy offense          4=Delete          5=Display
7=Add sentence    8=Conditions          9=Custody units    17=Add LC
OFF#  DOCKET      CNTY      ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
   CS   Type      Begin date  Length      Max date    Term date  Code
   04   03CR0832/02  JOSE      ENDAN MIN    163.575     N    Y
       00   P MPR      07/22/2004    000-018-000  01/21/2006
   05   0215CR32/01  MARI      MURDER      163.115     Y    Y
       00   P FPR      10/12/2003    005-000-000  10/11/2008

                                                                 Bottom
F13=Autochange    F15=Post Supv Ovr  F16=History      F17=Earned time
F18=Resequence    F20=Add Local Docket F21=Trans Leave  F24=More keys...
  
```

Step 2 - Press 'F18=resequence' (Shift F6) this will take you to the 'Work with Sentence/Re-sequencing' screen.

```

OPS232I                      Corrections Information Systems (TEST)                      9:21:04
MCCARTHY                      Work with Sentences/Resequencing                                     9/23/05

Offender: 1234567  TEST, OFFENDER
Status:  Probation                      JOSE Josephine County Community Corrections

Enter option...
Change offense number by typing over current.

Off#  Typ  CS  Docket#      SG Crime      Begin date Length      Term date  Code
   01   P   95CR1097/01  Y DEL/MAN BF  9/30/1997 003-000-000 11/29/1999 VIOL
       I                                12/02/1999 000-024-000 7/12/2001 POST
       O                                7/12/2001 003-000-000 11/25/2004 EXPI
   02   L   PPSVSANC      Y PPSV SANC  4/30/2004 000-000-120 8/10/2004 EXPI
   03   P   03CR0832/01  Y POS SUB CF  7/22/2004 000-018-000
   04   P   03CR0832/02  N ENDAN MIN  7/22/2004 000-018-000
   05   P   0215CR32/01  Y MURDER     10/12/2003 005-000-000

                                                                 Bottom
F3=Exit          F5=Refresh        F7=Facesheet      F10=Print
F11=Menu bar     F12=Cancel
  
```

Step 3 – To change the offense number you will need to type over the current offense number. If the offense number is currently being used, you will need to change that

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offense number first as the system does not allow us to have two offense numbers that are the same. After you have changed the offense numbers, press enter.

| | | |
|---|--|--|
| OPS232I | Corrections Information Systems (TEST) | 9:21:04 |
| MCCARTHY | Work with Sentences/Resequencing | 9/23/05 |
| Offender: 1234567 TEST, OFFENDER | | |
| Status: Probation JOSE Josephine County Community Corrections | | |
| Enter option... | | |
| Change offense number by typing over current. | | |
| Off# | Typ CS Docket# | SG Crime Begin date Length Term date Code |
| 01 | P 95CR1097/01 | Y DEL/MAN BF 9/30/1997 003-000-000 11/29/1999 VIOL |
| | I | 12/02/1999 000-024-000 7/12/2001 POST |
| | O | 7/12/2001 003-000-000 11/25/2004 EXPI |
| 02 | L PPSVSANC | Y PPSV SANC 4/30/2004 000-000-120 8/10/2004 EXPI |
| 06 | P 03CR0832/01 | Y POS SUB CF 7/22/2004 000-018-000 |
| 07 | P 03CR0832/02 | N ENDAN MIN 7/22/2004 000-018-000 |
| 05 | P 0215CR32/01 | Y MURDER 10/12/2003 005-000-000 |
| Bottom | | |
| F3=Exit | F5=Refresh | F7=Facesheet |
| F11=Menu bar | F12=Cancel | F10=Print |

| | | |
|---|--|--|
| OPS232I | Corrections Information Systems (TEST) | 9:24:38 |
| MCCARTHY | Work with Sentences/Resequencing | 9/23/05 |
| Offender: 1234567 TEST, OFFENDER | | |
| Status: Probation JOSE Josephine County Community Corrections | | |
| Enter option... | | |
| Change offense number by typing over current. | | |
| Off# | Typ CS Docket# | SG Crime Begin date Length Term date Code |
| 01 | P 95CR1097/01 | Y DEL/MAN BF 9/30/1997 003-000-000 11/29/1999 VIOL |
| | I | 12/02/1999 000-024-000 7/12/2001 POST |
| | O | 7/12/2001 003-000-000 11/25/2004 EXPI |
| 02 | L PPSVSANC | Y PPSV SANC 4/30/2004 000-000-120 8/10/2004 EXPI |
| 05 | P 0215CR32/01 | Y MURDER 10/12/2003 005-000-000 |
| 06 | P 03CR0832/01 | Y POS SUB CF 7/22/2004 000-018-000 |
| 07 | P 03CR0832/02 | N ENDAN MIN 7/22/2004 000-018-000 |
| Bottom | | |
| F3=Exit | F5=Refresh | F7=Facesheet |
| F11=Menu bar | F12=Cancel | F10=Print |
| Offense resequenced. | | + |

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| | | |
|---|--|---------------------------------------|
| OPS232I | Corrections Information Systems (TEST) | 9:26:13 |
| MCCARTHY | Work with Sentences/Resequencing | 9/23/05 |
| Offender: 1234567 TEST, OFFENDER | | |
| Status: Probation JOSE Josephine County Community Corrections | | |
| Enter option... | | |
| Change offense number by typing over current. | | |
| Off# | Typ CS Docket# SG Crime | Begin date Length Term date Code |
| 01 | P 95CR1097/01 Y DEL/MAN BF | 9/30/1997 003-000-000 11/29/1999 VIOL |
| | I | 12/02/1999 000-024-000 7/12/2001 POST |
| | O | 7/12/2001 003-000-000 11/25/2004 EXPI |
| 02 | L PPSVSANC Y PPSV SANC | 4/30/2004 000-000-120 8/10/2004 EXPI |
| 03 | P 0215CR32/01 Y MURDER | 10/12/2003 005-000-000 |
| 04 | P 03CR0832/01 Y POS SUB CF | 7/22/2004 000-018-000 |
| 05 | P 03CR0832/02 N ENDAN MIN | 7/22/2004 000-018-000 |
| Bottom | | |
| F3=Exit | F5=Refresh | F7=Facesheet |
| F11=Menu bar | F12=Cancel | F10=Print |
| Offense resequenced. | | |

This will re-sequence the offenses and you will get a message 'Offense resequenced'. Press enter to return to 'Work with Offense' Screen to view the changes.

| | | |
|---|--|----------------------------|
| OPS230I | Corrections Information Systems (TEST) | 9:28:20 |
| MCCARTHY | Work with Offenses | 9/23/05 |
| Offender: 1234567 Test, Offender | | |
| Status: Probation JOSE Josephine County Community Cor | | |
| DNA Collection Required OISC migr date... | | |
| Enter option... Custody cycle.... 2 | | |
| 2=Change 3=Copy offense 4=Delete 5=Display | | |
| 7=Add sentence 8=Conditions 9=Custody units 17=Add LC | | |
| OFF# | DOCKET CNTY ORS ABBREV | ORS NUMBER SG SANC SGDO |
| CS Type | Begin date Length Max date | Term date Code |
| 01 | 95CR1097/01 JOSE DEL/MAN BF | 475.992 01B Y Y |
| 00 | P FPR 09/30/1997 003-000-000 | 09/29/2000 11/29/1999 VIOL |
| 00 | I F 12/02/1999 000-024-000 | 10/29/2001 07/12/2001 POST |
| 00 | O FPO 07/12/2001 003-000-000 | 11/25/2004 11/25/2004 EXPI |
| 02 | PPSVSANC PPSV SANC | 144.108 Y N |
| 00 | L 04/30/2004 000-000-120 | 08/10/2004 08/10/2004 EXPI |
| 03 | 0215CR32/01 MARI MURDER | 163.115 Y Y |
| 00 | P FPR 10/12/2003 005-000-000 | 10/11/2008 |
| 04 | 03CR0832/01 JOSE POS SUB CF | 475.992 04B Y Y |
| 00 | P FPR 07/22/2004 000-018-000 | 01/21/2006 |
| 05 | 03CR0832/02 JOSE ENDAN MIN | 163.575 N Y |
| 00 | P MPR 07/22/2004 000-018-000 | 01/21/2006 |
| Bottom | | |
| F13=Autochange | F15=Post Supv Ovrr | F16=History |
| F18=Resequence | F20=Add Local Docket | F21=Trans Leave |
| F17=Earned time F24=More keys.. | | |

12.5 CONDITIONS TABLE, RE-SEQUENCING

Note: This will resequence the condition table for all staff at your location

Step 1 – From the 'Work with Offenses' Screen, enter the SID # of any offender on 'offender line', press enter, this will bring the offender's offenses to the screen.

```

OPS230I                      Corrections Information Systems (TEST)                      8:49:23
MCCARTHY                      Work with Offenses                                    9/23/05

Offender: 1234567      Test, Offender                      Record key:
Status:  Probation      DOUG Douglas County Community Corre
                                OISC migr date...
Enter option...      Custody cycle.... 1
2=Change      3=Copy offense      4=Delete      5=Display
7=Add sentence      8=Conditions      9=Custody units      17=Add LC
OFF#   DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC      SGDO
CS      Type      Begin date      Length      Max date      Term date      Code
8  01      03CR1732FE/1  DOUG      POS SUB CF      475.992 04B      Y      Y
      00      P FPR      11/20/2003      000-018-000      05/19/2005

Bottom
F3=Exit      F6=Add docket      F7=Facesheet      F8=Notes      F10=Print Options
F11=Menu bar      F12=Cancel      F14=Recalculate      F20=Add Local      F24=More keys...

```

Step 2 – Type an '8=conditions' on the option line by the offense, press enter, this will take you to the 'Work with Conditions' Screen.

```

OPS208I                      Corrections Information Systems (TEST)                      8:52:31
MCCARTHY                      Work With Conditions                                    9/23/05

Offender..... 1234567      TEST, OFFENDER
Status..... Probation      DOUG Douglas County Community Corrections
Court case number. 03CR1732FE/1  DOUG Judge..... MILLIKAN, ROBERT

Enter option...
2=Change      4=Delete      5=Display      8=Payment Entry
Opt   Code      Type      Description      Trk Txt Compl
ADCO      PROBATION      ALCOHOL/DRUG EVAL/TREAT-GC04      N
BODY      PROBATION      BODY SUBSTANCE/DNA TEST      N      Y
BREA      PROBATION      BREATHALYZER TEST (GC03)      N
JAIL      PROBATION      JAIL DAYS      Y      Y
NALC      PROBATION      NO ALCOHOL      N
NDRG      PROBATION      NO DRUGS/DRUG PARAPHERNAL-GC02      N
NOAD      PROBATION      NO ASSN W/DRUG USERS      N
NOED      PROBATION      NO ENTRY DRUGS KEPT/SOLD      N
OTHR      PROBATION      OTHER      N      Y
OTH1      PROBATION      OTHER CONDITION      N      Y

More...
F3=Exit      F4=Prompt      F5=Refresh      F11=Menu bar      F12=Cancel      F13=Repeat
F16=Review/copy all conditions      F17=Add conditions      F18=Expired conditions

```

Step 3 – From the 'W with Conditions' Screen use your menu bar F11-4-S, this will take you to the 'Work With Field Condition Sequence' Screen

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| | | |
|--|--|--|
| TBL238I | Corrections Information Systems (TEST) | 8:54:42 |
| MCCARTHY | Work with Field Condition Sequence | 9/23/05 |
| Location. . MTEA Multnomah East Office | | CHANGE |
| Enter option... Position to Seq#. . . 103 | | |
| 2=Change 3=Copy 5=Display | | |
| Seq | Code Type | Description |
| 50 | SC1 PARO/POST | SUBMIT TO Mental Health Eval |
| 50 | SC2 PARO/POST | Psych Medication Monitoring |
| 50 | SC3 PARO/POST | No Contact with Minor Females |
| 50 | SC4 PARO/POST | No Contact with Minor Males |
| 50 | SC5 PARO/POST | S/O Polygraph Test |
| 50 | SC6 PARO/POST | Sex Offender Treatment Program |
| 50 | SC7 PARO/POST | Court Ordered Restitution |
| 50 | SC8 PARO/POST | Sex Offender Notification |
| 55 | SC9 PARO/POST | No Intoxicating Beverages |
| 60 | SC10 PARO/POST | Other Conditions as Listed |
| 60 | SC11 PARO/POST | No Contact with Listed People |
| | | More... |
| F3=Exit | F4=Prompt | F5=Refresh F6=Create F10=Print F11=Menu bar |
| F12=Cancel | F13=Repeat | F17=Subset |

Step 4 – Tab down to the condition you want to re-sequence or if you know the number of the condition you want to re-sequence, type that number in the ‘Position to Seq #’ Field, press enter to take you to the condition.

Step 5 – Put a ‘2=change’ on the option line beside the condition you want to re-sequence, press enter. If you have more than one condition to re-sequence, put a ‘2=change’ beside each condition, then press enter. This will allow you to re-sequence the conditions without having to go back and forth.

| | | |
|--|--|--|
| TBL238I | Corrections Information Systems (TEST) | 8:58:07 |
| MCCARTHY | Work with Field Condition Sequence | 9/23/05 |
| Location. . MTEA Multnomah East Office | | CHANGE |
| Enter option... Position to Seq#. . . | | |
| 2=Change 3=Copy 5=Display | | |
| Seq | Code Type | Description |
| 700 | OTHE PROBATION | OTHER CONDITION |
| 700 | OTH3 PROBATION | OTHER CONDITION |
| 700 | OTH4 PROBATION | OTHER CONDITION |
| 700 | PENT PROBATION | PENITENTIARY/JAIL TOUR |
| 700 | PRG1 PROBATION | PROGRAM |
| 700 | PRG2 PROBATION | PROGRAM |
| 700 | PRG3 PROBATION | PROGRAM |
| 2 700 | VLSP PROBATION | VEHICLE LICENSE SUSP/REVK |
| 900 | GC01 GENERAL | PAY COURT ORDERED FEES, FINES |
| 900 | GC02 GENERAL | NO USE OR POSSESS CONTROL SUBS |
| 900 | GC03 GENERAL | SUBMIT TO BREATH/URINE TESTS |
| | | More... |
| F3=Exit | F4=Prompt | F5=Refresh F6=Create F10=Print F11=Menu bar |
| F12=Cancel | F13=Repeat | F17=Subset |

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This will take you to the 'Condition Sequence' Screen, tab to the 'New Sequence No.' Field and type in the new number you want the condition to be, press enter, this will re-sequence the condition and you will receive the message 'record updated'. If you have multiple conditions to re-sequence, each time you hit enter it will take you to the next condition if you put a '2=change' by more than one condition. Press 'F3' to exit.

```
TBL239I          Corrections Information Systems (TEST)          9:01:06
MCCARTHY          Condition Sequence                             9/23/05

                                CHANGE

Location code. . . . MTEA Multnomah East Office
Condition Code . . . VLSP VEHICLE LICENSE SUSP/REVK          PROBATION

New Sequence No. . . 700

F3=Exit   F4=Prompt   F5=Refresh
F11=Menu bar  F12=Cancel  F14=Delete
```

```
TBL239I          Corrections Information Systems (TEST)          9:03:05
MCCARTHY          Condition Sequence                             9/23/05

                                CHANGE

Location code. . . . MTEA Multnomah East Office
Condition Code . . . VLSP VEHICLE LICENSE SUSP/REVK          PROBATION

New Sequence No. . . 110

F3=Exit   F4=Prompt   F5=Refresh
F11=Menu bar  F12=Cancel  F14=Delete
VLSP record updated.
```


12.6 MULTIPLE CASELOAD CHANGES

THIS WOULD BE DONE IF YOU WERE CHANGING AN ENTIRE CASELOAD TO ANOTHER CASELOAD.

To Change Entire Caseload:

Step 1 – From the Main Menu, type a '19=ID#/Caseload Maintenance' on the selection line, press enter. This will take you to the 'ID#/Caseload Maintenance' menu.

```

CCSIDCASEL      Corrections Information Systems (TEST)      10:11:12
MCCARTHY        ID#/Caseload Maintenance                    9/14/05
Select one of the following:

  1. Change ID#
  2. Multiple Caseload Changes
  80. Return to regional menu
  90. End pass through

Bottom

Selection: 2      Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu

```

Step 2 – Put a '2=Multiple Caseload Changes' on the selection line and press enter, this will take you to the 'Multiple Caseload Change' screen. Fill in the current caseload # that you want to change, press enter. Fill in the new caseload # and then press 'F6=Entire Caseload'; or if you don't want to include absconded offenders you would press 'F7=Entire Caseload w/o Absc'.

```

OPS269I      Corrections Information Systems (TEST)      10:17:11
MCCARTHY      Multiple Caseload Change(s)                9/14/05

Current Caseload: 3302  BROWN,LINDA
New Caseload: 3310      Position to.

1=Select      Total caseload.. 010
               Total changed... 000

Offender Name      Loca  Status      IDNO
TEST, OFFENDER     MTEA  Post Prison  1234567
TEST, OFFENDER A    MTEA  Post Prison  1234567A
TEST, OFFENDER B    MTEA  Post Prison  1234567B
TEST, OFFENDER C    MTEA  Post Prison  1234567C
TEST, OFFENDER D    MTEA  Post Prison  1234567D
TEST, OFFENDER E    MTEA  Probation(ABSC) 1234567E
TEST, OFFENDER F    MTEA  Probation    1234567F

More...

F3=Exit   F5=Refresh   F6=Entire Caseload   F7=Entire W/O ABSC
F10=Print  F12=Cancel

```

To Change More Than One Offender From One Caseload to Another:

Step1 – Follow step 1 above.

Step 2 – Put a '2=Multiple Caseload Changes' on the selection line and press enter, this will take you to the 'Multiple Caseload Change' screen. Fill in the current caseload # that you want to change, press enter. Put a '1=select' on the selection line of all offenders you want to change from the current caseload to another caseload, enter the new caseload # and then press enter to process changes. F3 twice to return to Main Menu.

```

OPS269I          Corrections Information Systems (TEST)          10:17:11
MCCARTHY          Multiple Caseload Change(s)                   9/14/05

Current Caseload: 3302  BROWN,LINDA
New Caseload: 3310

1=Select          Total caseload.. 010
                  Total changed... 000

Offender Name      Loca  Status      IDNO
1  TEST, OFFENDER JOHN      MTEA  Post Prison
1  TEST, OFFENDER JOSEPH    MTEA  Post Prison
    TEST, OFFENDER DUANE    MTEA  Post Prison
1  TEST, OFFENDER CHARLES   MTEA  Post Prison
    TEST, OFFENDER JAY      MTEA  Post Prison
1  TEST, OFFENDER M         MTEA  Probation(ABSC)
    TEST, OFFENDER OMAR     MTEA  Probation(ABSC)
1  TEST, OFFENDER ORAN      MTEA  Post Prison
1  TEST, OFFENDER          MTEA  Post(ABSC)
1  TEST, OFFENDER CHARLES   MTEA  Probation
More...

F3=Exit    F5=Refresh    F6=Entire Caseload    F7=Entire W/O ABSC
F10=Print  F12=Cancel

To process change need valid new caseload entered.
  
```

12.7 DUPLICATE DOCKET # WITH SAME COUNT #'S

Note: This typically is only needed on older institution cases before the rule that the docket numbers could not be duplicated was implemented in DOC

Step 1 – From your Main Menu, type a '5' on the selection line. This will take you to the 'Work With Offenses' screen.

| | | |
|----------------------------------|---------------------------------|--|
| CCSUPPORT | Corrections Information Systems | 12:56:15 |
| MCCARTHY | CC Support Menu | 8/24/05 |
| Select one of the following: | | |
| 1. Offender Information | | |
| 2. LEDS | | |
| 3. Admissions | | |
| 4. CC Release Process | | |
| 5. CC Court Orders Process | | |
| 6. CC Support Data Entry/Update | | |
| 7. CC EPR Process | | |
| 8. CC Abscond Return Process | | |
| 9. CC Transfer Process | | |
| 10. CC Change Primary Caseload | | |
| 11. W/W Risk Assessments | | |
| 12. W/W Sex Offender Assessments | | |
| More... | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 2 – Enter the SID # of the offender in question, press enter. This will bring the offender's information to the 'Work With Offenses' screen.

| | | |
|--|---------------------------------|-----------------|
| OPS230I | Corrections Information Systems | 13:00:14 |
| MCCARTHY | Work with Offenses | 8/24/05 |
| Offender: 1234567 Test, Offender Record key: | | |
| Status: PostPrison/BRD | MTGN Multnomah Gang Unit | |
| DNA Collected | OISC migr date... | |
| Enter option... | Custody cycle.... 1 | |
| 2=Change | 3=Copy offense | 4=Delete |
| 7=Add sentence | 8=Conditions | 9=Custody units |
| 5=Display | 17=Add LC | |
| OFF# | DOCKET | CNTY |
| CS | Type | Begin date |
| 01 | 920230864 | MULT |
| 00 | I F | 05/26/1992 |
| 00 | O FPO | 08/19/1994 |
| 02 | 920230864 | MULT |
| 00 | P FPR | 05/22/1992 |
| 03 | 970533816/01 | MULT |
| 00 | I F | 10/31/1997 |
| 00 | O FPO | 11/08/2004 |
| ORS ABBREV | Length | Max date |
| ROBB I | 000-037-000 | 03/12/1995 |
| 000-036-000 | 08/18/1997 | 08/18/1997 |
| UN USE VEH | 164.135 | Y Y |
| 000-018-000 | 11/21/1993 | 11/21/1993 |
| ROBB I | 164.415 | Y Y |
| 000-090-000 | 11/08/2004 | 11/08/2004 |
| 000-036-000 | 11/07/2007 | |
| SG | SANC | SGDO |
| Term date | Code | |
| 08/19/1994 | POST | |
| 08/18/1997 | EXPI | |
| 11/21/1993 | EXPI | |
| 11/08/2004 | POST | |
| More... | | |
| F3=Exit | F6=Add docket | F7=Facesheet |
| F11=Menu bar | F12=Cancel | F14=Recalculate |
| *F8=Notes | F10=Print Options | F20=Add Local |
| F24=More keys... | | |

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Step 3 - Go to the offense number in question, put a '2=change' on the selection line, and press enter. This will take you to the 'Docket and Offense Description' screen.

| | | | |
|----------------------|---------------------------------|--------------------------|-----------------------------|
| OPS236I | Corrections Information Systems | | 13:03:15 |
| MCCARTHY | Docket and Offense Description | | 8/24/05 |
| | | CHANGE | |
| Offender..... | 1234567 | TEST, OFFENDER | |
| Status..... | PostPrison | MTGN Multnomah Gang Unit | |
| Docket#/County..... | 970533816/01 | MULT | |
| Sanction status..... | SANC | | |
| Offense number..... | 03 | | |
| ORS number..... | 164.415 | ROBB I | ROBBERY I |
| Sent guide (Y/N)... | Y | | Crime Class/Severity AF 150 |
| Felony=Misdemeanor.. | N | | |
| Inchoate/ORS..... | | | |
| Crime seriousness... | 9 | | Criminal history.... C |
| Sentencing judge.... | FRANKEL | | |
| Defense counsel..... | WATT | | |
| District attorney... | EDMONDS | | DA case number..... |
| Crime date..... | 5/12/1997 | | Arrest date..... |
| Convicted date..... | 10/29/1997 | | |
| F3=Exit | F4=Prompt | F5=Refresh | F6=Add Sentence |
| F11=Menu Bar | F12=Cancel | F8=Add counts | |

Step 4 - Remove the count number by back spacing over the existing count number, press enter. Press enter again to return to the 'Work With Offenses' screen.

Step 5 – Go back into the offense line, following step 3 above and do an F8 (add counts), this will add the count #'s in sequence. If the count #'s don't match Court Order, follow step 3 above to enter the correct count number, press enter to make change(s).

12.8 OFFENDER'S STATUS, TO CHANGE OR CORRECT

12.8.1 Legal Status Change – Higher to Lower Status: To be used when offenses added or closed.

Examples: Parole and/or Post Prison offenses are being closed to DISC or EXPI, and offender still has active Probation offenses.

Once you close the Parole and/or Post Prison offense lines and have only open Probation lines remaining, the following message will appear at the bottom of the Work With Offenses screen: "Status does not match offenses. Correct offenses or F13=change status."

Use the F13=change status function. On the Auto Release and Admit window, enter the date/time the status change occurred (i.e. the date the Parole and/or Post Prison offenses closed), and press <Enter>. Do NOT use this window to "correct" the status.

12.8.2 Legal Status Change – Lower to Higher Status: Use either the F13=change status function or Release Process.

Examples: Changing status from LV to PA, PO, or PS. Changing status from SL to PA, PO, or PS. Changing status from PR to PA (new Compact Parole added to existing probation case).

Add the new "O" line (for Post Prison) or the new "I" line (for Compact Parole). The following message will appear at the bottom of the Work With Offenses screen: **"Status does not match offenses. Correct offenses or F13=change status."**

NOTE: No changes are made to an existing Oregon Parole offense line.

Press F13=Change Status or Go to the CC Release Process from your main CCSUPPORT menu (Option 4). Verify that your offense data is correct and press <Enter> to move to the **Offense Release** screen. Fill in the following information:

Release date/time: Sentence begin date for the "O" line
Or
Compact begin date for Compact Parole
Release type code: POST, PARO, or POPA
Release to location: your 4-letter county code

Press <Enter> to save data, then <Enter> again to go to the **Movement History/Maintenance** screen. You will see that both the Release and Admission to the new status has been completed. **DO NOT use the Admission Process.**

If you have any problems with this process, check to make sure your offense data is correct.

12.8.3 Correcting the Status – Not a Legal Status Change:

Example: New offender has been admitted to status PO and should have been PA or PS; Compact Parole has been admitted as Compact Probation.

Verify that all offense data is correct, then go to the **Movement History/Maintenance** screen. Place your cursor on the “incorrect” Status line, press **F18=Change data**. Tab to the **New current status** field and type in the correct status. Press <Enter>.

Status should now match open offenses.

12.8.4 If Status is Still Incorrect:

Email the DOC Help Desk at helpdesk@doc.state.or.us and have a ticket submitted to CCSUN.

NOTE: The RTP field may need to be modified after a status change has been completed. Go to WebLEDS and run a QLW to review the EPR.

12.9 ABSCOND WARRANTS, HOW TO CHECK

This is done per your county's policy

Step 1 – From the Main Menu, type 23 on selection line (CC Report Menu) press enter, this will take you to the CC Reports Menu.

| | | |
|------------------------------------|---------------------------------|--|
| CCSUPPORT | Corrections Information Systems | 7:40:57 |
| MCCARTHY | CC Support Menu | 8/26/05 |
| Select one of the following: | | |
| 13. W/W Sanctions | | |
| 14. Offender Remarks (old CF9) | | |
| 15. PSI Menu | | |
| 16. W/W Supervision Fees | | |
| 17. Kardex/Face Sheet Print Option | | |
| 18. Employee Maintenance Changes | | |
| 19. ID#/Caseload Maintenance | | |
| 20. W/W Red Tags | | |
| 21. W/W Housing History | | |
| 22. W/W Caseloads | | |
| 23. CC Reports Menu | | |
| 24. Office Calendar | | |
| | | |
| | More... | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 2 – Type 4 on selection line (Total Office Reports) press enter, this will take you to the Total Office Reports menu.

| | | |
|--------------------------------|---------------------------------|--|
| CCRPTS | Corrections Information Systems | 7:43:09 |
| MCCARTHY | CC Reports Menu | 8/26/05 |
| Select one of the following: | | |
| 1. Management Statistics | | |
| 2. PPO Special Reports | | |
| 3. Structured Sanction Reports | | |
| 4. Total Office Reports | | |
| 5. Fee System Reports | | |
| 80. Return to regional menu | | |
| 90. End pass through | | |
| | | |
| | Bottom | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 3 – Type 8 on selection line (Total Office Caseload Report), press enter. This will take you to the 'Total Office Caseload Report'.

| | | |
|--|---------------------------------|--|
| CCTOTRPT | Corrections Information Systems | 9:24:55 |
| MCCARTHY | Total Office Reports | 10/27/06 |
| Select one of the following: | | |
| TOTAL OFFICE REPORTS | | |
| 1. Parole/Probation Expiration | | |
| 2. Parole Officer Listing | | |
| 3. Expected Arr/Rel Not Admitted | | |
| 4. Temporary SID Number Report | | |
| 5. Alpha Office List | | |
| 6. PA/LV Released to Office/Cnty | | |
| 7. Parole Officer Caseload Report | | |
| 8. Total Office Caseload Report | | |
| 9. Parole Officer Data Sheet | | |
| 10. Office Supv/Distribution Rpts | | |
| 11. Sex Offenders by Name/City/Zip | | |
| 12. DNA Report | | |
| More... | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

| | | |
|-----------------------------|-------------------------------------|---|
| CMS588BP | Corrections Information Systems | 7:47:59 |
| MCCARTHY | Total Office Caseload Report | 8/26/05 |
| Type choices, press Enter. | | |
| Location. | COMM | Code, F4 to prompt |
| Sort Order. | A | A = Alphabetically, S = Supervision Level |
| Subset by: | | |
| Current Status . . . | *ALL | *ALL, F4 to prompt |
| Outcount Reason. . . | ABSC | *ALL, NONE, ONLY, F4 to prompt |
| Major Crime Class. . | *ALL | *ALL, FEL, MISD |
| Gender | A | A, M, F, O |
| Race | *ALL | *ALL, race, F4 to prompt |
| ORS Abbreviation . . | *ALL | *ALL, NONE, F4 to prompt |
| Sentence type. . . . | *ALL | *ALL, F4 to prompt |
| Sentences. | *ALL | *ALL, MAJ |
| OR use | | |
| Research Standard. . | *NO | *YES, *NO |
| Print now | N | Y = Now, N = Overnight |
| F4=Prompt | F5=Refresh | F12=Cancel Enter=Print |

Step 4 - Tab down to the 'Outcount Reason' field, type in ABSC. Tab down to the 'Print Now' field, type in 'Y' (to print now), press enter. Report will print showing all abscond offenders for your office. Press F3 three times to return to **Main Menu**.

Step 5 – Go to WebLEDS, from the main menu, type 'QLW' in the 'Go To Mask' box, press enter to bring up the 'Wanted Persons – Inquiry by Name or Identifier' screen; or if you have added it to your 'favorites list', you can click on 'QLW' to go to the 'Wanted Persons – Inquiry by Name or Identifier' screen.

The screenshot shows a web browser window titled 'WebLEDS - Microsoft Internet Explorer'. The address bar shows 'https://docwebleds/leds.htm'. The main content area is titled 'Wanted Persons - Inquiry By Name or Identifier'. On the left, there is a sidebar with a yellow background containing a list of 'My Favorites' and buttons for 'View Responses', 'View Saved Responses', 'View Deleted Responses', and 'View Attachment Files'. The main form area has the following fields:

- MKE:** QLW = Inquiry by Name or Identifier (dropdown menu)
- ORI:** OR024075G
- Message Key:**
- ORI Number:**
- At Least One Identifier Required:**
- NAM:** (text input)
- DOB:** (text input)
- LNU:** (text input)
- SOC:** (text input)
- FBI:** (text input)
- MNU:** (text input)
- SID:** (text input)
- OLN:** (text input)
- OLS:** (text input)
- LIC:** (text input)
- LIS:** (text input)
- Name (Last,First M):**
- Date of Birth (YYYYMMDD):**
- LEDS Number:**
- Social Security Number:**
- FBI ID Number:**
- Miscellaneous ID Numbers:**
- State ID Number:**
- Operator License Number:**
- Operator License State:**
- Vehicle License Number:**
- Vehicle License State:**

Step 6 – Type in Offenders SID # taken from the Total Office Caseload Report.
Note: Use name and DOB if they have a Block #

Press 'Submit' button to send to LEDS.

Step 7 – If profile is set to display, click on 'Review Responses' to see response.

Step 8 – Check response to see if warrant is still active. Make sure warrant coincides with the cases being supervised.

If warrant is **active**, go to next offender and repeat above steps.

If warrant is **not active**, print LEDS response and check OJIN ([see OJIN instructions](#)).

If warrant has been **recalled or removed** according to OJIN, print OJIN and request order from Court.

Step 9 – Pull file from closed file area. Attach LEDS and/or OJIN showing no active warrant and give to PO or CT in your office with note advising order was requested (or per your county's policy) to close to ABEX.

NOTE: If OJIN shows that a warrant is still active but none is in LEDS, the supervising office decides whether to ask the Court to re-establish the warrant in LEDS or to close the file. A report should be sent to the Court either asking for the warrant to be re-issued or that it is recommended the warrant be dismissed and the offender be terminated. Depending upon what the Court decides, the file can either be closed to ABEX or left closed to abscond. If no order can be received from Court, use OJIN printout to close to ABEX, be sure to attach a copy of OJIN printout to the Closing Summary for Central Records.

Step 10 – Make a note in the Chronos or F8 notes that OJIN was used

Step 11 – Cancel EPR if no active warrant is in effect.

12.10 FELONY CONVICTIONS WITH MISDEMEANOR TREATMENT

There are currently three separate scenarios that involve felony convictions that are sentenced or treated as misdemeanors. The entry procedures are listed below:

12.10.1 Scenario #1 - FMP

Conviction is for a felony with misdemeanor treatment at the time of sentencing. Use F6=Create to access the Docket & Offense Description screen. Enter the felony ORS number, change the Sent Guide field to “N” and change the Felony=Misdemeanor field from “N” (Normal Sentence) to “Y” (Felony Treated as Misdemeanor). Complete entry of remaining fields and press <Enter> to save. This will cause the sentence “Type” field to show as **FMP** (Felony is Misdemeanor), and the Offender Public Information screen will display crime class (CIs) as AM (A Misdemeanor). If appropriate, enter RTP field of EPR as ‘FMP’. If your county still uses colored labels, label is yellow. [Refer to WebLEDS manual](#) for more detailed instructions.

12.10.2 Scenario #2 - MFP

Conviction is for a felony with the condition that offender can request “misdemeanor treatment upon successful completion of probation” (MSDR). **After the offense closure**, if the offender successfully completes probation **AND a court order** has been received reducing the felony conviction to a misdemeanor, the following steps should be completed:

Use Option 2=Change on the first line of the closed felony offense to access the Docket & Offense Description screen. Tab to the Felony=Misdemeanor field and change the default “N” setting to “C” (Successful Completion). This will cause the sentence “Type” field to change from FPR to MFP. The Offender Public Information screen will display crime class as AM (A Misdemeanor). [Refer to WebLEDS manual](#) for EPR modification instructions.

NOTE: EXPI, EARL, BNPB, and DISC are the only offense termination codes which are considered “successful”.

12.10.3 Scenario #3 - MFP

Conviction is for a felony and the offender is supervised as such. If at some point during the supervision period, **a court order** is received stating the offender has “earned misdemeanor treatment”, the following steps should be completed: Use Option 2=Change on the first line of the open felony offense to access the Docket & Offense Description screen. Tab to the Felony=Misdemeanor field and change the default “N” setting to “E” (Earned Misdemeanor). This will cause the sentence “Type” field to change from FPR to **MFP** (Misdemeanor was Felony), and the Offender Public Information screen will display crime class (CIs) as AM (A Misdemeanor). Users should always add a sentence note with the date of the “earned misdemeanor treatment” order,

as there will be no other record of this date in CIS. If appropriate, modify RTP field of EPR to MPR. [Refer to WebLEDS manual](#) for more detailed instructions.

12.11 INDICATING MISDEMEANORS AS SANCTIONABLE

Type SANC in the sanction field on the Work with Court Orders screen. The same process is used for felony offenders.

WHO THIS APPLIES TO: Any defendant convicted of one or more misdemeanors and sentenced to formal probation after November 1, 2000 per your County policy.

NOTE: All counties do not sanction misdemeanor offenses; therefore we only enter this information per your Counties policy. Check with convicting County to see if offense should be made sanctionable nor not.

NOTE: Offenders sentenced to misdemeanor probation prior to November 1, 2000 will not be retroactively subject to structured sanctions, unless a probation violation hearing by the Court is held and it is so ordered.

12.12 DESIGNATORS

The W/W Offender Designators program can be accessed using several methods:

1. On screens where the DESIGNATOR flag appears (e.g. Public Information Screen), place the cursor on the DESIGNATOR flag and enter function key F4. This will take the user directly to the W/W Offender Designators screen.
2. Using Information Windows (F11, 4) from some screens.
3. Option on User Menus.

Definitions of function keys available on the W/W Offender Designators screen.

F16 = Show Detail

If an offender has more than one record entered for a particular designator, a "+" will display on the far right side of the screen for that designator. Upon entry of F16, the additional records for the designator will display.

F17 = Subset

To display discontinued designator records the user enters F17, which provides the subset selection screen. On the subset selection screen, the user changes the field titled, "Show Discontinued Designators?" from *NO to *YES.

Example of "DESIGNATOR" flag (will flash) on Offender Public Information Screen
Example of new "W/W Offender Designators" screen

| | | |
|--|---------------------------------|-----------------------------------|
| OPS501I | Corrections Information Systems | 9:59:43 |
| MCCARTHY | Offender Public Information | 10/25/11 |
| Offender.. 1234567 TEST, OFFENDER Status. Probation | | |
| Location.. LINN Linn County Community Corrections Cell. | | |
| Record key.. 1764014 DOC cycles. 01-01-01 | | |
| Age 21 | DOB 3/25/1990 | DNA Collected |
| Sex Male | Race WHITE | Field admission date.. 12/10/2010 |
| Height 6' | Hair BROWN | Maximum custody date.. 12/09/2013 |
| Weight 205lbs | Eyes BROWN | |
| Caseload 6173 FILLEY, CLIFF | | *DESIGNATOR* |
| Supervision HI | | |
| Court Case Cnty ORS Abbrev Cls Type Begin Date Yrs-Mos-Days Term Date & Code | | |
| 10101779/01 LINN RAPE III CF PROB 12/10/2010 000-036-000 | | |
| Bottom | | |
| F3=Exit | F4=Prompt | F5=Refresh |
| F11=Menu bar | F12=Cancel | F17=All offenses |
| F6=PTA Caseload | F9=Retrieve | |

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Example of new “W/W Offender Designators” screen

```

DES200I                      Corrections Information Systems          10:03:09
MCCARTHY                     W/W Offender Designators              10/25/11

Offender..... 1234567      Test, Offender

Current status.. Probation          LINN Linn County Community Correcti
Enter option....                      Position to.....

    1=Select          9=Long Description

Opt Desg Alr Description                      Comments
    SXOF  *   Sex Offense          OR Sex Offense Conviction  - Custody 01 Offense 0

                                                                 Bottom

F3=Exit      F4=Prompt      F5=Refresh      F6=Select DESG      F10=Print      F11=Menu bar
F12=Cancel   F13=Repeat     F16=Show Detail      F17=Subset
This is a subsetted list.

```

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| Designator | Short Description | Description/Purpose |
|-------------------|---------------------------------------|--|
| 2LOO | 2 nd Look Eligible | Inmates who committed their crimes as juveniles and who are eligible for a 2 nd Look Hearing after service of ½ of their sentence(s) – Easy way for counselors or others to see if an inmate is eligible |
| AIPP | AIP Participant | Inmates currently participating in an Alternative Incarceration Program (AIP) |
| BOLI | Bollinger | Inmates serving matrix sentences that have been identified by the BPPPS as eligible for release under Bollinger case law – These inmates must be released on their good time date and if working or attending school their good time date continues to move up to the day of release |
| COUR | Court Trip Pending | Pending court trip scheduled – Contains information to contact OISC Institution staff before transferring an inmate |
| DV | Domestic Violence | The FVSN network uses an assessment tool called the ODARA & at some point they want to do assessments of its predictive validity. To do this, Community Corrections needs to be able to identify Domestic Violence cases. |
| EDU1 | Special Education Services | Education services required by Federal "IDEA" law or Americans w/Disabilities Act for those under age 22. – Make sure those enrolled inmates are housed at EOIC, OSCI, TRCI or SRCI (men) and CCCF (women) |
| EDU2 | Work-based Education Programs | Prevent those inmates enrolled in WBE certification programs (6 mos. To 2yr programs) from being transported to another institution prior to completion. |
| EDU3 | College | Those inmates attending college who are paying for the program or the program is funded by an outside source – up to about 150 inmates at one time (OSP, EOIC, OSCI) |
| HOLD | Temporary Hold | Includes 45 day marriage hold, release planning holds, Public Interest Case, etc. |
| HPCR | High Profile Crimes Related to WHALE | To document crimes committed by inmates with high media coverage which include safety concerns for either the community or the inmate if assigned to a community work assignment or unfenced housing placement for the WHALE. |
| IAD | IAD Pending | Interstate Agreement on Detainers pending for out of state untried detainer – Contact Records Office prior to making plans to transfer inmate to another housing institution |
| ICOM | Special Interstate Compact Cases Only | Special Interstate Compact Cases identified by Population Management |
| IMU5 | IMU Designation | IMU5 indicates that an inmate who possesses a serious threat to the safety and security of the Department has been reviewed by committee for Intensive Management Unit placement and custody level 5 designation. |
| NOTF | Notifiers | Any notification request that has been received for an inmate, such as victims, DMV, etc. Also includes statutory notifications required, such as State Fire Marshall for arson convictions and M10. |
| OCHG | Other Charges | Any pending charge/unserved sentence in which the other authority (in-state, out-of-state, or federal) does not wish to place a hold for or has released the inmate on. |

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| | | |
|-------------|---|---|
| PMAS | Prison Management Alert System | Used to monitor high risk inmates (High, Moderate, Alert) |
| PSO | Predatory Sex Offender (ORS 181.585) | Inmates designated as Predatory Sex Offenders by the BPPPS or Community Corrections |
| PSYC | Psychological Concerns | Inmates with Psychological Concerns, Suicide History, or Developmentally Disabled |
| RMP | Behavior and Risk Mgt. Plans | |
| RSNT | Released to Resentence / on Supervision Status | Inmates released from DOC for resentencing that release to supervision status on other sentences |
| RSTR | Restraining Order (ORS 107.718) | To document inmates with restraining orders for community work assignments or unfenced housing placement for the WHALE. |
| SC25 | Special Case Factor 25 – Residential A/D Required | Inmates identified as needing residential alcohol and drug treatment |
| STLK | Stalking History (ORS 163.732) | To document Inmates/Offenders convicted of Stalking or served a stalking order in Oregon or another state for community work assignments or unfenced housing placement for the WHALE. |
| STM | Security Threat Management | Inmates identified as high alert inmates based on past misconduct and intelligence (e.g. excessive and/or violent behavior) |
| SVDO | Sexually Violent Dangerous Offender (ORS 137.765 and 144.635-144.639) | Inmates designated by the court or BPPPS/Local Supervisory Authority as Sexually Violent Dangerous Offenders that require life PPS or intensive supervision during the entire term of their PPS as required by statute |
| SWS | Special Work Skills | Identify inmates with special work skills in a particular trade for which special placement consideration may be warranted or a transfer may disrupt institution operations. Also identifies inmates in OCE certification programs and dot codes 17 & 18. |
| SXDP | Sexually Dangerous Person (ORS 426.675) | Inmates designated as Sexually Dangerous Person by the court and court must order the person participate in treatment – Designation must appear in sentencing judgment |
| SXEL | Sexual Element | To document Inmates/Offenders convicted of non-sex crimes with a sexual element to determine community work assignment or unfenced housing placement for the WHALE. |
| SXOF | Sex Offense | To document sexual offenses to determine community work assignment or unfenced housing placement for the WHALE. |
| TL | Transitional Leave Eligibility | Each inmate's statutory eligibility for transitional leave (TL) |
| VICC | Victim Concern | To document crimes committed that have victim concerns if an inmate qualifies for a community work assignment or unfenced housing placement within that community for the WHALE. |
| WHAL | Work, Housing, Assignment Level Evaluation | To determine the level of work assignment or unfenced housing for inmates housed in minimum facilities. Levels include: inside, on-site, community, or unfenced. |

12.13 NOTIFIER, HOW TO ENTER

Step 1 – From the Main Menu, type a '37=W/W Notifiers' on the selection line, this will bring up the 'Work with Notifiers' screen.

| | | |
|------------------------------------|--|--|
| CCSUPPORT | Corrections Information Systems (TEST) | 11:23:12 |
| MCCARTHY | CC Support Menu | 11/16/05 |
| Select one of the following: | | |
| 31. Change Assigned printer | | |
| 32. Change User Password | | |
| 33. Director's News | | |
| 37. W/W Notifiers | | |
| 41. W/W Warrant Request (Offender) | | |
| 42. W/W Warrant Records (by PO) | | |
| 44. W/W Release Plans - Location | | |
| 45. W/W Release Plans - Caseload | | |
| 46. W/W Release Plans - Offender | | |
| 47. W/W Sanction Movements | | |
| More... | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 2 – Type offender's SID # on the 'Offender' line, press enter to bring offender to screen.

| | | |
|--------------------------------------|--|--|
| OPS277I | Corrections Information Systems (TEST) | 11:31:23 |
| MCCARTHY | Work with Notifiers | 11/16/05 |
| Offender..... 1234567 | TEST, OFFENDER | |
| Status..... Inmate | CCCF | |
| Enter option.. 2=Change 5=Display | | |
| Entry dt Type | Contact name | Disc Date |
| Opt Notify dt Reason / Comments | | |
| No records found | | |
| F3=Exit | F5=Refresh | F6=Add F9=Retrieve F10=Print Facesheet |
| F11=Menu bar | F12=Cancel | F17=Subset |

Step 3 – Press F6=Add, this will take you to the 'Notify Data' screen, fill in:

- name
- phone(s)
- address
- city
- state
- zip
- notify type (4 letters, see below for appropriate types)
- docket #/county(use F4=prompt)
- notify date
- reason
- comments, if applicable; press enter to process.

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| | | |
|--|--|----------------------|
| OPS278I | Corrections Information Systems (TEST) | 11:33:28 |
| MCCARTHY | Notify Data | 11/16/05 |
| | CREATE | |
| Offender..... | 1234567 | TEST, OFFENDER |
| Status..... | Inmate | CCCF |
| Entry date..... | 11/16/2005 | |
| Name..... | | |
| Phone 1..... | (000) 000 - 0000 | Ext.. |
| Phone 2..... | (000) 000 - 0000 | Ext.. |
| Address..... | | |
| City..... | | State. Zip. |
| Notify type..... | | Docket #/County.. |
| Notify date..... | | Discontinued Date... |
| Reason..... | | |
| Comments..... | | |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel | | |

Press enter again to return to the 'Work with Notifiers' screen. Press F3 to exit.

12.13.1 NOTIFIER TYPE CODES & GUIDELINES

AGEN = Agency – can be entered in CIS by anyone.

DMV = Department of Motor Vehicles – OISC gets lists of inmates DMV wants to be notified on and enters them.

GOVR = Governor's Dignitary Protection Unit – OISC enters in CIS for all inmates who have petitioned the Governor's Office for pardons, clemency, or expungement of records. This notification is confidential and WILL NOT print the name and reason for the notifier on the facesheet. The Governor's Office will be notified thirty (30) days prior to the inmate's release from confinement.

STAT = Statutory – It was agreed that Fire Marshall and BM10 notifiers are required by statute and will appear as STAT type notifications.

State Fire Marshall – OISC enters in CIS for all inmates who are currently serving convictions or have not yet completed their supervision for the crime(s) of Arson and/or Attempted Arson. This notice shall be sent ten (10) days prior to release or immediately following the escape of the inmate.

BM10 – The old 'M' notification type will be discontinued. BM10 notifications can still be entered manually under the new STAT type code, although the Board does the majority of notifications, and when they run the BM10 report that creates the notification letters, the AS400 writes the entries into the STAT type in the notification table currently.

VIC1 = Board Victim – Can be created by Board staff only. An error message will appear "Not authorized to use Notify Type" if anyone else attempts to use. Counselors

will be able to update the Notify Date and Comments field only. Community and other institution staff cannot update any of the fields. When enter is pressed, a window will appear with the warning message "OPS2791 Victim Sensitive Notice – Victim information is confidential and can be released ONLY to the victim. DO NOT SCREEN PRINT THIS INFORMATION.

VIC2 = Compact Victim Sensitive – can be created by Community Corrections staff only. An error message should appear "Not authorized to use Notify Type" if anyone else attempts to use. The Name and Reason fields will be filled automatically with "Compact Sensitive Victim Case" as the Name; and "Special Notification Required – See Compact Rule" as the Reason.

VIC3 = Community Victim – can be created by Community Corrections staff only. For use on Local Control and Probation offenders where victims are identified.

NOTE: For all victim type records, a docket number does not have to be selected in the Docket #/County field, however a warning message will appear "Warning: Notify not assigned to Docket". The user may press the enter key to bypass entering the docket number.

For all other non-victim Notifier types, anyone can create and anyone can modify.

A subset option to Display Discontinued Notifiers was added. Only the Open Notifiers appear on the screen unless you change the subset to display 'ALL' or just a specific code.

Notifiers can no longer be deleted by most staff. Only the Board can delete VIC1 records, and SUN staff can delete VIC2, VIC3, AGEN, DMV, GOVR and STAT notifiers if these records were entered in error.

If a notifier has been completed, fill in the discontinued date.

12.14 OFFENDER NOTES IN ISIS

The Offender Notes feature of ISIS allows any user to convey information about an offender to the PO who supervises that offender by transferring the information directly into the offender caseload, yet allowing the PO to determine whether the message should become a chrono. The information is also accurate and dated and identifies the person creating the note. All you need is the name of the offender to create the note.

| 2 | Active_Jobs | WS_Options | Process_Step | Info_Windows |
|--|-------------|------------|--------------|--------------|
| Select one of | | | | |
| <div> <div> 1. Offend 2. LEDS/O 3. Admiss 4. CC Rel 5. W/W Co 6. CC Sup 7. CC EPR 8. CC Abs 9. CC Tra 10. Change 11. W/W Risk Assessments 12. W/W Sex Offender Assessments More... </div> <div> Work Station Options T Add Offender Note (F4) W W/W To-Do List E User E-Mail Address and Phone Z PopUp Calendar L Command Line B Date Calculator Bottom </div> </div> | | | | |
| Selection: | | Job: | | |
| F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu | | | | |

Work Station Options (F11-2) displays the Add Offender Note Window.

Touch the letter key matching the letter next to 'Add Offender Note (F4)' to bring up the following screen:

| 2 | Active_Jobs | WS_Options | Process_Step | Info_Windows |
|---|-------------|------------|--------------|--------------|
| Select one of Station T Work Options | | | | |
| <div> <div> 1. Offend 2. LEDS/O 3. Adm 4. CC 5. W/W 6. CC 7. CC 8. CC 9. CC 10. Cha 11. W/W 12. W/W </div> <div> T Add Offender Note (F4) W W/W To-Do List E User E-Mail Address and Phone Add Offender Note Offender: More... </div> </div> | | | | |
| Selection: | | Job: | | |
| F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu | | | | |

If the notes window is selected while you are displaying an Edit Offender Data or Chrono History screen, notes will automatically select the same offender and display his/her name on the note.

From any other screen, or if a different name is selected:

- 1) Type offender name (Last, First,) and press enter, OR...
- 2) <F4> Prompt to display Offender Name Search window and proceed to select the name you want.
- 3) TAB to the next field to move to the text entry area.
- 4) Type the text of your note. The window will expand as you type if needed. Press <enter> once, the note is saved, and the window will switch to "CHANGE" mode in the event you need to make any corrections or additions.
- 5) Press <Enter> a second time OR <F12> to exit the note window.

12.14.1 HOW TO READ AN OFFENDER NOTE:

1. Select a PPO main menu or option 22 from your menu to access a caseload.

| | | |
|-------------------------------------|--|-----------------|
| F3 CCSUPPORT | Corrections Information Systems (TEST) | 13:43:59 |
| MORRISOJ | CC Support Menu | 4/10/00 |
| Select one of the following: | | |
| 1. Offender Information | | |
| 2. LEDS/OJIN/Other Systems Menu | | |
| 3. Admissions | | |
| 4. CC Release Process | | |
| 5. W/W Court Orders | | |
| 6. CC Support Data Entry/Update | | |
| 7. CC EPR Process | | |
| 8. CC Abscond Return Process | | |
| 9. CC Transfer Process | | |
| 10. Change Primary Caseload Process | | |
| 11. W/W Risk Assessments | | |
| 12. W/W Sex Offender Assessments | | |
| More... | | |
| Selection: MENU CCPPPO Job: | | |
| =Exit | F4=Prompt | F10=Move to top |
| | | F11=Menu bar |
| | | F12=Previous |

2. Select W/W Caseload from the PPO main menu or option 22 from the CC Support Menu to access a caseload.

3. Press <F21> Notes to display the Offender Notes window.

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| | | | | | |
|-----------------------------------|--|--|--|------------------|--|
| CMS204I | | Corrections Information Systems (TEST) | | 14:02:53 | |
| MORRISOJ | | Edit Offender Data | | 4/10/00 | |
| | | 1563 DUNAWAY, JIM | | CREATE | |
| SID#: 1234567 | | POS SUB CF | | SAN | |
| TEST, OFFENDER | | DOB: 11/16/1957 | | SSN: ###-##-#### | |
| 1234 NW MAIN | | Last attempted HV... | | 0/00/0000 | |
| TERREBONNE, OR 97760 | | Last completed HV... | | 0/00/0000 | |
| Phones: 000 00-0000 & 000 00-0000 | | Last office visit... | | 0/00/0000 | |
| JAIL SUPV | | Last monthly report... | | 0/00/0000 | |
| | | Employed? (Y/N)... | | 0/00/0000 00 % | |
| | | Next office visit... | | 0/00/0000 0:00 | |

| | | | | | | |
|-----------|------|-------|--------|----|----|----------|
| Date | Time | Place | Person | SC | MR | Key word |
| 4/10/2000 | | O | X | | | Y N |

More...

F12=Cancel F13=Insert line F14=Delete line F16=No wrap
 F20=History **F21=Notes** F22=Defaults F24=More keys

| | | | | | |
|---------------------|--|--|--|------------------|--|
| CMS204I | | Corrections Information Systems (TEST) | | 14:02:53 | |
| MORRISOJ | | Edit Offender Data | | 4/10/00 | |
| | | 1563 DUNAWAY, JIM | | CREATE | |
| SID#: 1345567 | | POS SUB CF | | SAN | |
| TEST, OFFENDER | | DOB: 11/16/1957 | | SSN: ###-##-#### | |
| 1234 NW MAIN | | Last attempted HV... | | 0/00/0000 | |
| TERREBONN | | HV... | | 0/00/0000 | |
| Phones: 0 | | sit... | | 0/00/0000 | |
| JAIL SUPV | | eport... | | 0/00/0000 | |
| | | 0... | | 0/00/0000 00 % | |
| | | sit... | | 0/00/0000 0:00 | |

| | | |
|----------|----|----------|
| Dat | MR | Key word |
| 4/10/200 | | N |

Offender notes for 1234567 **0 of 0**
 TEST, OFFENDER
 Entered: By: _____

Bottom

F3=Exit F6=Create
 F12=Cancel

More...

- a. Top right hand corner advises which note this one is out of total number of notes present.
- b. <F6> Create allows user to write a new note for this offender.
- c. <F13> Change allows the author only of a note to change it.
- d. <F14> Delete allows the owner of the caseload to delete the note.
- e. <F15> Move to Chrono places the note on the Edit Offender Data screen. Press <Enter> to add the note to the chrono history.

12.14.2 Notification of Note Delivery: How will you know a note has been sent and by whom?

1. "NEW MAIL" will display on your mail notification system.
2. In your e-mail inbox there will be a message that an offender note on a specific offender has been received.
3. On the Edit Offender Data screen for that offender, the reminder "NOTES" will display in the center.

12.15 EXPUNGEMENTS & SEALING OF FILES/RECORDS AND/OR SETTING ASIDE CONVICTIONS/ARRESTS

[See Section 21](#) – OISC Central Records

12.16 ORS TABLE – How to Access

From the SUPPORT STAFF MAIN MENU:

At the CIS Menu on the Selection line type #50. This will bring up your ORS Table by the ORS #.

| | | | |
|---|---|----------------------|-------------------|
| SNT220I FENNERK | Corrections Information Systems W/W ORS Table | 14:33:28 12/05/08 | |
| Position to: _____ or find _____ | | | |
| Enter option... 5=Display 8=Crime serious - matrix 9=Crime serious sentencing guidelines 12=Extensions | | | |
| Opt ORS Nbr | Description | Abbrev Rt Ext | |
| 009.160 01 | PRACTICE LAW UNLAWFULLY | PRACT LAW UM | |
| 033.015 02 | CONTEMPT OF COURT | CONT OF CT UM | |
| 057.735 | CORP DOING BUSINESS W/O LIC | UNLIC CORP AM | |
| 059.055 | UNREGISTERED SECURITIES | UNREG SECU BF | |
| 059.115 | UNLAWFULLY SELL SECURITIES | SECU VIOL1 BF | |
| 059.127 | UNLAWFUL PURCHASE SECURITIES | SECU VIOL2 BF | |
| 059.135 | SECURITIES FRAUD | SECU FRAUD BF | |
| 059.145 | MISREPRESENT SECURITIES | SECU VIOL3 BF | |
| | | | More... |
| F3=Exit F5=Refresh F11=Menu bar F10=Print F13=Repeat F16=Change view F17=Subset | | | F12=Cancel |
| This is a subsetted list. | | | |

If you want to know if the offense is a statutory or Person to Person crime then put a 5 on the line next to the ORS# that you want to select.

| | | | |
|---|---|----------------------|------------------------------|
| SNT220I FENNERK | Corrections Information Systems W/W ORS Table | 13:40:07 12/09/08 | |
| Position to: _____ or find _____ | | | |
| Enter option... 5=Display 8=Crime serious - matrix 9=Crime serious sentencing guidelines 12=Extensions | | | |
| Opt ORS Nbr | Description | Abbrev Rt Ext | |
| 009.160 01 | PRACTICE LAW UNLAWFULLY | PRACT LAW UM | |
| <u>5</u> 033.015 02 | CONTEMPT OF COURT | CONT OF CT UM | |
| 057.735 | CORP DOING BUSINESS W/O LIC | UNLIC CORP AM | |
| 059.055 | UNREGISTERED SECURITIES | UNREG SECU BF | |
| 059.115 | UNLAWFULLY SELL SECURITIES | SECU VIOL1 BF | |
| 059.127 | UNLAWFUL PURCHASE SECURITIES | SECU VIOL2 BF | |
| 059.135 | SECURITIES FRAUD | SECU FRAUD BF | |
| 059.145 | MISREPRESENT SECURITIES | SECU VIOL3 BF | |
| | | | More... |
| F3=Exit F5=Refresh F11=Menu bar F10=Print F16=Change view F17=Subset | | | F12=Cancel F13=Repeat |
| This is a subsetted list. | | | |

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| | | |
|---|--|-------------------------------------|
| SNT221I FENNERK | Corrections Information Systems Maintain ORS Table | 13:48:40 DISPLAY 12/09/08 |
| | | |
| ORS Number..... 033.015 Paragraph: 02 Effective date..... 1/01/1991 Discontinued date: Description..... CONTEMPT OF COURT Abbreviation..... CONT OF CT Crime type..... STAT Statutes Offense group code.. P Crime class..... UM Research fields below: Severity rating..... 807 NCRP Offense code... 000 | | |
| F3=Exit F4=Prompt F5=Refresh F7=Browse backward F8 – Browse forward F11 = Menu bar F12 - Cancel | | |

How to access the ORS Table working with Court Order screen: You can also get to the ORS Table through the main menu by selecting 5, Work With Offenses.

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|----------------------|-------------------------|--|--|--|--|--|---------------|--|--|-----------------------|--|--|----------------------------|--|--|---------------------------------|--|--|-------------------|--|--|------------------------------|--|--|------------------------|--|--|-------------------------------------|--|--|--------------------------|--|--|--|--|--|----------------------------------|--|--|--|--|---------|
| CCSUPPORT FENNERK | Corrections Information Systems CC Support Menu | 11:19:49 12/12/08 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Select one of the following: <hr style="border: 0.5px solid black;"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">1. Offender Information</td> <td style="width: 5%; text-align: center;"> </td> <td style="width: 50%;"></td> </tr> <tr> <td> </td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>3. Admissions</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>4. CC Release Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>5. CC Court Orders Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>6. CC Support Data Entry/Update</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>7. CC EPR Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>8. CC Abscond Return Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>9. CC Transfer Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>10. Change Primary Caseload Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>11. W/W Risk Assessments</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td> </td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>12. W/W Sex Offender Assessments</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"> </td> <td>More...</td> </tr> </table> | | | 1. Offender Information | | | | | | 3. Admissions | | | 4. CC Release Process | | | 5. CC Court Orders Process | | | 6. CC Support Data Entry/Update | | | 7. CC EPR Process | | | 8. CC Abscond Return Process | | | 9. CC Transfer Process | | | 10. Change Primary Caseload Process | | | 11. W/W Risk Assessments | | | | | | 12. W/W Sex Offender Assessments | | | | | More... |
| 1. Offender Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. Admissions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. CC Release Process | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. CC Court Orders Process | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. CC Support Data Entry/Update | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. CC EPR Process | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. CC Abscond Return Process | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. CC Transfer Process | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. Change Primary Caseload Process | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. W/W Risk Assessments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. W/W Sex Offender Assessments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | More... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Selection: <u>5</u> _____ Job: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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Once it brings up the screen then type an F6.

| OPS230I FENNERK | Corrections Information Systems Work with Offenses | 13:54:55 12/09/08 | | | | | | | | | | | | | | | | |
|--|--|----------------------|------------|------------|-----------|------------|------------|----|------|------|----|------|------------|--------|----------|-----------|------|--|
| Offender: Status: | Record key: | | | | | | | | | | | | | | | | | |
| <div style="display: flex; justify-content: space-between;"> <div> Enter option... 2=Change 7=Add sentence </div> <div> Custody cycle.... 3=Copy offense 8=Conditions </div> <div> 4=Delete 9=Custody units </div> <div> 5=Display 17=Add LC </div> </div> | | | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">OFF#</th> <th style="text-align: left;">DOCKET</th> <th style="text-align: left;">CNTY</th> <th style="text-align: left;">ORS ABBREV</th> <th style="text-align: left;">ORS NUMBER</th> <th style="text-align: left;">SG</th> <th style="text-align: left;">SANC</th> <th style="text-align: left;">SGDO</th> </tr> <tr> <td style="border: 1px solid black;">CS</td> <td style="border: 1px solid black;">Type</td> <td style="border: 1px solid black;">Begin date</td> <td style="border: 1px solid black;">Length</td> <td style="border: 1px solid black;">Max date</td> <td style="border: 1px solid black;">Term date</td> <td style="border: 1px solid black;">Code</td> <td></td> </tr> </table> | | | OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG | SANC | SGDO | CS | Type | Begin date | Length | Max date | Term date | Code | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG | SANC | SGDO | | | | | | | | | | | |
| CS | Type | Begin date | Length | Max date | Term date | Code | | | | | | | | | | | | |
| Bottom | | | | | | | | | | | | | | | | | | |
| F3=Exit F6=Add docket F7=Facesheet *F8=Notes F10=Print Options F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys... | | | | | | | | | | | | | | | | | | |

F6 will bring you to the New docket, Offense and Sentence screen.

| | | |
|--|--|---------------------------------------|
| OPS263I FENNERK | Corrections Information Systems New Docket, Offense and Sentence | 15:27:42 12/05/08 CREATE |
| Offender.... Status..... | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Docket#..... Offense number..... ORS number.....(F4) Sent guide (Y/N)... Y Felony=Misdemeanor.. N Inchoate/ORS..... Crime seriousness... Sentencing judge.... Defense counsel..... District attorney... Crime date..... Convicted date..... Sentence type..... P Life (L)..... Length (ymd)..... 0 - 0 - 0 </div> <div style="width: 45%;"> County..... Sanction status..... Criminal history.... DA case number..... Arrest date..... Begin date..... Compact begin date.. </div> </div> | | |
| F3=Exit F4=Prompt F11=Menu bar F12=Cancel | | |

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To find the correct ORS data for the new offense, put your cursor at the ORS Number field and then do an F4 and the ORS Table will pop up (See next page.)

| | | |
|-------------------------------------|--|--|
| OPS263I FENNERK | Corrections Information Systems New Docket, Offense and Sentence | 11:44:13 12/12/08 CREATE |
| Offender.... Status..... | | |
| Docket#..... | | County..... |
| Offense number..... | | Sanction status..... |
| OR | | |
| ORS Table Select | | |
| Position to..... | | |
| ORS description | Type | CI Ct Sev F ORS number Abbreviation |
| Aggravated Identity Theft | PROP BF | 608 165803 AG ID THFT |
| ABANDON CHILD | PERS CF | 430 Y 163535 ABAN CHIL |
| ABANDONMENT OF CHILD ATTEMPT | PERS AM | 665 Y 163535 X ABANDON AT |
| ABUSE OF CORPSE I | PERS BF | 415 Y 166087 CORPSE I |
| ABUSE OF CORPSE II | STAT CF | 570 Y 166085 CORPSE II ABUSE TO |
| MEMORIAL TO THE DEAD | PROP AM | 715 166076 2 ABUMEMDEAD |
| ABUSE VENERATED OBJECT | STAT CM | 800 166075 ABUSE OBJ ADULT |
| FOSTER CARE LICENSE VIOL | STAT CM | 800 0 443725 FOSTER LIC |
| ADULT FOSTER HOME INSPECT VIOL | STAT BM | 785 0 443755 FOSTER INS |
| F12=Cancel F16=Search by ORS Number | | |

12.17 TREATMENT MODULE ENTRY AND CLEAN UP PROCEDURE

12.17.1 CLEAN-UP PROCEDURE

Step 1 – From the ‘CC Reports Menu’ (option 23), go to your PPO Special Reports (option 2).

Step 2 – Run PPO Treatment Completion (option 7) and PPO Treatment Open Referral (option 6) reports.

Step 3 – Give reports to PO’s. PO’s will review and either enter appropriate information in TX module or per your county policy give report to appropriate person indicating date and closure type for updating of TX module.

12.17.2 ENTRY PROCEDURE

TX referrals need to be entered into TX Module per your county/office policy (i.e. PO, Support, CT or Volunteer)

Step 1 – PO completes referral form and either enters information into Tx module or gives referral form to Support, CT or Volunteer to be entered.

Step 2 – Upon offenders entry into TX, PO enters or notifies Support, CT or Volunteer of entry date so TX module can be updated.

Step 3 – TX reports are received via fax, shuttle/regular mail. They are date stamped and per your county/office policy either a copy or the original is given to the PO to be reviewed and entered if information is not in TX module or gives to Support, CT or Volunteer to enter.

Step 4 – Upon offenders completing TX, PO enters or notifies Support, CT or Volunteer of exit date so TX module can be updated.

12.17.3 CIS/ISIS CLOSURE CODES & CORRESPONDING EXIT VALUE

| CIS Closure Code | Exit Value & Treatment Exit Code |
|---|--|
| ABSC – Abscond | Unsuccessful (UNSU) |
| CMPO – Compact Out | Neutral (ADMN) |
| IMMI – Immigration | Neutral (ADMN) |
| INAC – Inactive Supervision | Neutral (ADMN) |
| PSRB – Psych Review Board Order | Unsuccessful or Neutral depending on order reason (UNSU or ADMN) |
| REVP – Offender House in Federal Prison | Unsuccessful (UNSU) |
| UNSU – Unsupervised Parole/Post Prison | Neutral (ADMN) |
| USAP – Unsupervised Appeal | Neutral (ADMN) |

12.18 DEATH CERTIFICATES, STEPS TO SEARCHING SSN WEB

Step 1 – From the Main Menu type a '23=CC Reports Menu' on the selection line, press enter. This will take you to the 'CC Reports Menu'.

| | | |
|------------------------------------|--|--|
| CCSUPPORT | Corrections Information Systems (TEST) | 9:41:09 |
| MCCARTHY | CC Support Menu | 9/23/05 |
| Select one of the following: | | |
| 13. W/W Sanctions | | |
| 14. Offender Remarks (old CF9) | | |
| 15. PSI Menu | | |
| 16. W/W Supervision Fees | | |
| 17. Kardex/Face Sheet Print Option | | |
| 18. Employee Maintenance Changes | | |
| 19. ID#/Caseload Maintenance | | |
| 20. W/W Red Tags | | |
| 21. W/W Housing History | | |
| 22. W/W Caseloads | | |
| 23. CC Reports Menu | | |
| 24. Office Calendar | | |
| More... | | |
| Selection: 23 | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 2 – From the 'CC Reports Menu', type a '4=Total Office Reports' on the selection line, press enter. This will take you to the 'Total Office Reports Menu'.

| | | |
|--------------------------------|--|--|
| CCRPTS | Corrections Information Systems (TEST) | 9:45:24 |
| MCCARTHY | CC Reports Menu | 9/23/05 |
| Select one of the following: | | |
| 1. Management Statistics | | |
| 2. PPO Special Reports | | |
| 3. Structured Sanction Reports | | |
| 4. Total Office Reports | | |
| 5. Fee System Reports | | |
| 80. Return to regional menu | | |
| 90. End pass through | | |
| Bottom | | |
| Selection: 4 | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 3 – From the ‘Total Office Reports Menu’, type a ‘7=Parole Officer Caseload Report’, press enter. This will take you to the ‘Total Office Reports Menu’.

```

CCTOTRPT          Corrections Information Systems (TEST)          9:46:29
MCCARTHY          Total Office Reports                          9/23/05
Select one of the following:

TOTAL OFFICE REPORTS
1. Parole/Probation Expiration
2. Parole Officer Listing
3. Expected Arr/Rel Not Admitted
4. Temporary SID Number Report
5. Alpha Office List
6. PA/LV Released to Office/Cnty
7. Parole Officer Caseload Report
8. Total Office Caseload Report
9. Parole Officer Data Sheet
10. Office Supv/Distribution Rpts
11. Sex Offenders by Name/City/Zip
12. DNA Report
    More...

Selection: 7                                     Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu
  
```

Step 4 - Tab down to the ‘Outcount Reason’ field and type in ‘ABSC’, press enter. This report will be by caseload # and will run overnight. If you need to have this run immediately, tab down to the ‘Print Now’ field and change the ‘N’ to ‘Y’, then press enter. To exit, press F12 three times this will take you back to the Main Menu.

```

CMS587BP          Corrections Information Systems (TEST)          9:49:18
MCCARTHY          Parole Officer Caseload Report                9/23/05
                  With or Without Offenses Listed

Type choices, press Enter.
Location. . . . . COMM   Code, F4 to prompt
Caseload. . . . . *ALL   *ALL, Number, F4 to prompt
Subset by:
  Current Status . . *ALL   *ALL, F4 to prompt
  Outcount Reason. . ABSC   *ALL, NONE, ONLY, F4 to prompt
  Major crime class. *ALL   *ALL, FEL, MISD
  Gender . . . . . A      A, M, F, O
  Race . . . . . *ALL   *ALL, race, F4 to prompt
  ORS abbreviation . *ALL   *ALL, NONE, F4 to prompt
  Sentence type. . . *ALL   *ALL, F4 to prompt
  Sentences. . . . . *ALL   *ALL, MAJ
OR use
  Research Standard. *NO    *YES, *NO

Print now . . . . . Y   Y = Now, N = Overnight

F4=Prompt   F5=Refresh   F12=Cancel   Enter=Print
  
```

Step 5 – Go to the description screen on CIS to retrieve the SSN # for each offender. Write the SSN# on this report beside each offender’s name.

Step 6 – Go to Internet Explorer, on the address line type <http://www.genealogybank.com/gbnk/ssdi/>, press enter. This will take you to the Social Security website. Fill in the last name, first name, middle name (if you have it) and SSN

fields, press the “Begin Search” button. This will bring up the search screen indicating if there are any records that match the information you have entered. If there are none, it will give you suggestions on how better to search. If there are possibilities, it will list them and you can check these possibilities with the DOB’s from your Parole Officer Caseload List. The website does require you sign up for a free account in order to view or print the details of the record including actual date of death. Note: this website does send junk mail

Step 7 – If you find a match, print the notification. Per your county policy, give information to the PO (or whomever) along with the abscond file indicating this can be closed to ‘death’. PO (or whomever) will do a closing summary and submit file for closure.

12.19 TIPS & TRICKS

12.19.1 How to find another employees e-mail address, phone number and extension throughout the State on the DOC400: While in any process of OPS or from the Main Menu, press F11-2 then select 'User E-mail Address and Phone' (possibly E), this will bring up the 'User E-mail Address and Work Phone Number' screen. On the position to line, enter the user's profile, if known, press enter, this will bring you to that user's information. If the user's profile isn't known, enter the last name of the employee you are looking for, press enter and this will get you to all employees with the same last name and then you will need to find the correct employee by paging up or down. To see the e-mail address, put a '5' on the 'option' line and press enter. This will take you to the 'Maintain Work Phone' screen where you can view the users e-mail address. Another useful function to use is the 'F17=subset', this will bring you to a screen where you can subset by location. Enter the 4-digit county code in the location field, press enter to bring up the desired county user's list, or press 'F4=prompt' for a list of all locations. If you see any information that isn't correct, per your county policy contact appropriate support staff so the information can be corrected. **FYI – This is tied to the DOC400 Employee Table, so if you correct either table it will correct the other table also. The name and phone number are put on this table at the time you become an employee by Salem but it is the responsibility of each County to keep the table updated.**

12.19.2 Difference between packet and file: Please remember when entering information in the Remarks Screen that there is a difference between a packet and a file. A file is the 4-sided hard file and a packet is the paperwork that goes inside the file.

12.19.3 How to use the Menu Bar: While in any process of OPS you can use the menu bar function by pressing F11. This displays the four selections available at the top of the screen (1) Active Jobs; (2) WS (Work Station) Options; (3) Process Step; (4) Info Windows; and (5) CIS_Web_Serve. Typing the number selects that option (do not hit the enter key). A window containing the choices available within that option will then appear. These choices are identified by letters (letter keys will vary by task, when available), and are selected by typing just the appropriate letter on the selection line **(DO NOT USE ENTER)**. **NOTE: A Menu Bar option is available only when it is highlighted.**

12.19.4 What goes in the Remarks Screen: All Investigation and notification assignments; file movement between offices; archiving information and retrieval of archived file; file destruction notices; file acceptance information; and date of entry, your initials and office location.

12.19.5 How to Change Judges Name to LC Authority: THIS IS A COUNTY BY COUNTY DECISION. When you receive a Local Control PPS order, you go to the W/W Offense Screen to enter the 'O' line. While on the W/W Offense Screen, put a 2 beside the offense, press enter. This will take you to the Docket and Offense Description

screen, tab down to the Sentencing Judge field, remove Judges name and type in LC Authority, and press enter. **ALSO, NEVER CHANGE THE JUDGE FIELD ON A PAROLE BOARD CASE.**

12.19.6 How to Recognize a Conditional Discharge Order and a Conditional Discharge Revoke Order: The title of the order could say Pleading and Conditional Discharge Order or in the body of the order it will state that the Court finds that a conditional discharge pursuant to [ORS 475.245](#) is warranted which means that if the offender successfully completes the probationary period, the charge will be dismissed.

The order to revoke a conditional discharge might be titled Revocation, Judgment of Conviction and Sentencing Order or in the body of the order it will state that the defendant's conditional discharge heretofore granted shall be and is hereby revoked and the defendant is sentenced to a probationary term of however many months and is placed on probation to the Community Corrections Office upon the terms and conditions set forth. When you get an order revoking a conditional discharge, you close the FCD line to CONV and open a new probation line for the same offense.

12.19.7 How to get a release date for an inmate in a federal prison: Go to your internet access, type in www.bop.gov and press enter. This will open the Federal Bureau of Prisons website. Click on inmate information, type in the name of the inmate and press enter. This will bring up the information on this inmate if they are in a federal prison.

12.19.8 Cleaning up expired probation offenses after an offender has been released from the institution or local control jail sentence: When an offender has been released from an institution or a local control jail sentence you will need to check the Work with Offenses Screen. If you find any offenses that look like they need to be closed, check the file to make sure there were no orders to extend. If there are no orders, go ahead and close the offenses, print a new kardex and give it to the PO with the new PPS order.

12.19.9 DMV ID #: If Offender doesn't have a driver's license but does have an ID card issued from DMV, the ID # should be entered in the ODL field along with the State and Expiration Date of the ID#.

12.19.10 Delete an offense first before backing out an admission.

12.19.11 Kardex 'From' Field Explanation: This field has nothing to do with where an offender is sentenced, and very little to do with where an offender is incarcerated. On offenses with multiple sentence lines, the program looks at the last "termination" date of the sentence and compares that with the location on the Movement History/Maintenance screen on that date.

Example: If offense 02 was terminated on 4/12/05 – Movement History shows he/she was released "From" LWSH on that date.

The 'L' line for offense 03 was terminated on 3/31/05 – Movement History shows he/she was released “From” LANE on that date.

The Kardex would show 'From' LWSH for offense 02 and 'From' LANE on offense 03.

Email the DOC helpdesk at helpdesk@doc.state.or.us for the correction to be made.

12.19.12 Searching Specific County/Office for Offender on the Name Search

Screen: If you would like to search the Name Search Screen for an offender and you know the offender is being supervised or was previously supervised in a specific county/office, after entering the offender's name (last first middle), tab to the location field and type in the 4-digit county of that county/office, press enter. This will search just that county/office for that offender.

12.20 VINE INFORMATION

What does VINE stand for: Victim Information and Notification Everyday

General information: VINE is a free and anonymous telephone service that provides victims of crime two important features; information and notification. It is provided by the Oregon Department of Corrections and the Oregon Department of Justice, in cooperation with the Oregon Sheriffs' Association and the Oregon Youth Authority.

VINE monitors the custody status of offenders in county jails, youth authority facilities, Oregon prisons, and individuals currently on parole/probation. Information is available 24 hours a day, 365 days a year. It is available in English and Spanish and a live operator is available to anyone calling the number for any reason.

Data Transfer Schedule: County jails every 15 minutes, 24 hours a day, 7 days a week; Oregon prisons and Community Corrections 6 times a day, 7 days a week.

Who can register: Crime victims and concerned citizens may register for notification.

How do they register: By calling the VINE toll-free number (1-877-674-8463) or via the internet at www.vinelike.com.

What information is needed to register: A telephone number, including area code where they can be reached for notification; a 4-digit personal identification number (PIN); or an e-mail address (no PIN required).

Notification calls and patterns: Calls will be made to a registered person(s) when one or more of the following occur:

- General Release – Normal
- Release on Bond or Court Order– Normal
- Schedule Release 1 – Advanced
- Escape – Normal
- Return to custody from escape – Non-Emergency Final
- Death – Non-Emergency Delay Death
- Transfer to known or unknown facility – Non-Emergency Delay Transfer
- Work Release – Non-Emergency Final
- Home Detention – Non-Emergency Final
- Parole Hearing – Advanced
- Probation Abscond, return from abscond, case terminated/discharged, case revoked, early discharge, transfer to another office, term extended, arrest – Non-Emergency Final

1. Normal - calls will be made every 30 minutes for 24 hours or until the call is confirmed.

2. Advanced - calls will start 30 days prior to the expected date of event, every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed.
3. Non-Emergency Final; Delay Death; Delay Transfer – calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed.

How to confirm and stop calls: By entering your PIN. Notification messages will be left on an answering machine, but call will continue every 2 hours for 24 to 48 hours, depending upon the calling pattern.

How to Search for information: Callers will need to provide one or more of the following items:

- Offender Name
- Offender Number – SID
- JJIS Number for Oregon Youth Authority
- Race and Date of Birth for secondary search options when more than one offender has the same name.

Information provided when calling the VINE service:

- Name of Offender
- Offender Number – SID
- Current Offender and Probationer Custody Status
- Location of Offender – Institution Name or Community Corrections Location
- Scheduled Release Date (if known)
- Charges (not available for DOC inmates)
- Bail
- Probation Expiration Date (if known)

Additional Assistance: For customer service, technical assistance or to report a possible problem, call the APPRISS Operations Center at 1-877-277-7477, Option 2.

12.21 VINEWATCH

What is Vinewatch: An internet based secure web site designed to give criminal justice personnel and victim advocates the ability to register victims for notification of changes in offender custody status. It is an enhancement to the current victim notification process.

How to Access: You must obtain a User ID and password.

How to Obtain a User ID and Password: Contact Karen Roddy, Oregon Department of Corrections, (541)881-4625 or Karen.g.rodny@doc.state.or.us

Other Capabilities: Your agency can generate reports on:

- Notification calls on offenders custody status changes
- Registration (for offender and probation/parolee notification)
- Statistics to show monthly and year-to-date usage of VINE in your community

Your agency can also:

- Register victims for notification and update existing registrations
- Search for and view pertinent information on an offender or probationer/parolee.

OPS CHAPTER 13 – Data Entry Requiring a SUN User

Every once in a while there is a data entry problem that you just can't fix yourself. If you have exhausted all other sources (this manual and your fellow SOON reps), call upon SUN for assistance.

Email the DOC Help Desk at HELPDESK@doc.state.or.us requesting a ticket to CCSUN with complete information: the problem, the name & SID# of offender, what the solution should be and *be sure to include your name, email address, and phone number* so the SUN user can contact you. Be sure you have completed any steps you are required to do *before* requesting the CCSUN ticket.

Example: I need to request a ticket for CCSUN to have them insert the LC movement prior to the institution admission on the following offender.

Name: Abcde, Fghij
SID#: 01234567
Admission to Location: LMAR
Admission Date: 01/02/0304
Caseload: 8124
LC Conviction County: MARI
LC Supv Status Code: JAIL Or

I need to request a ticket for CCSUN to return an offender from Bench to Active Supervision. I have transferred offender to BNPB.

Name: Abcde, Fghij
SID#: 01234567
Transfer to Location: Coos
Transfer Date back to County Location: 01/02/0304

- Do not send in more than one data fix per email. If you have multiple fixes of the same type, i.e. from-up from clean-up lists, please send each fix as a separate email. Be kind to your Superusers, spread the clean-up list fixes over multiple weeks.

You should receive an email from the HelpDesk within 24 hours providing the PCM number and a SUN user should contact you by the end of the week at least notifying you that your ticket has been assigned. If you don't receive a PCM # notification email or hear from SUN, **DO NOT ENTER** another ticket. Contact the HelpDesk and inquire about whether your prior ticket had been assigned.

NOTE: If the problem involves fees, chronos, sanctions, warrants or release plans, do not request a ticket to CCSUN. For Fee issues contact your Fee Rep; ISIS issues (chronos, sanctions, warrants or release plans) contact your FAUG rep. If the Fee or FAUG Rep is unable to resolve, turn to Lee Cummins or Mary Hunt at DOC.

The following sections involve both you as user and CCSUN. Please review the appropriate section and complete your steps before contacting SUN.

13.1 DUPLICATE OFFENDER RECORDS- MERGING IN CIS/DOC400

- 1 – Be sure the records are actually the same offender – check LEDS by running the CCH records and check EPR if both records have SID #'s.
- 2 – It is recommended that you move the offender record that will ultimately be purged off the active PPO caseload. This will ensure that data is not being added to the “bad” record while you’re moving data to the “good” record.
- 3 –DOC policy has been to **copy** all CIS/DOC400 (OPS/ISIS) data from the newer record to the oldest record, so that historical data is not lost (However, there are occasions where it may be better to keep the newer record. See ‘Special Note’ on page 4). **NEVER DELETE DATA FROM THE RECORD BEING COPIED!**
- 4 --Run the **Merge Record Report** (go to CC Reports menu #23, then Total Office Reports #4, then Merge Record Report #19) on the offender to be copied, merged and purged. Please note that any items on the list with an asterisk (*) will be automatically or manually merged by the Super User. The person requesting the merge/purge does not need to worry about this data. **(NOTE: The PSC score merges automatically but not until OISC is doing their part of the merge process.)**

Example of Merge Record Report. Note: * data is auto-merged.

| | | |
|---|---------------------------------|----------|
| SYS300I | Corrections Information Systems | 14:21:30 |
| SHIPPEYT | W/W Merge Records Report | 9/15/16 |
| Offender.. 12345678 Offender, Test Status. Probation | | |
| Location.. COOS Coos County Community Correcti | | |
| Existing Records Summary Detail | | |
| * Caseload History | | |
| * CHRONO History | | |
| * Conditions | | |
| County Inmate Movements | | |
| DNA Collection | | |
| Fee System Data | | |
| * Movement History - Custody | | |
| * Movement History - Admission | | |
| * Movement History - Transfer | | |
| * Movement History - Housing | | |
| * Offender Court Orders | | |
| More... | | |
| NOTE: *(Asterisk) = Data will be auto merged by the system and/or manually merged by the Super User. Do not manually re-enter the data. | | |
| F3=Exit F5=Refresh F10=Print F12=Cancel | | |

- 5 – Open the record to be copied and print all the screens in the admission process which contain data. Don't forget sub screens, such as W/W Offenses, Notifiers, Detainers, etc. If you don't recognize a program listed on the report, please check with the Super User, it may be institution data and CCSUN will work with OISCSUN to get all institution data copied over prior to the purge.
- 6 – If a new custody cycle needs to be opened on the older record, please process the admission, but **DO NOT copy the offense data**. If multiple cycles are required or a cycle needs to be inserted, skip this step and go directly to Step #7.
- 7 – Email the DOC Help Desk and ask for a ticket to CCSUN. Provide them with the offender names and SID numbers for both records and specify which record is to be kept and which is being merged and purged, include your email address and phone number.

CCSUN has a new "Offender Merge Data" program which allows them to automatically merge the following data:

- All Offense data (aka Offender Court Orders), including Inop data and F8 sentence notes.
- All Conditions – active and expired.
- Earned time data – for institution records.
- F7 Remarks from the Movement History Maintenance screen.
- Risk Assessments
- Sanction Requests
- Residential Address
- Scars/Marks/Tattoos
- Other Numbers

- 8 – CCSUN will contact you when Step #7 has been completed. You must then enter all other data from your screen prints to the record being kept.
- 9 – If the Court name on the record being kept is different than the record to be purged, change the "C" name to the appropriate Court name.
- 10 – Contact your Supervision fee person and have them copy fee account data to the record being kept.
- 11 – Update any other data you deem necessary.
- 12 – Re-entering ISIS data can be more difficult. PPO's may use different programs in ISIS depending on individual County policy. Print all the screens in the programs used by your PPO and either support staff or the PPO will have to re-enter the data onto the older record. This may include all or some of the following:
 - 1 – W/W Treatment Programs and W/W SAT (UA) Log
 - 2 – W/W Supervision Fees

- 3 – W/W Sex Offender Assessments
- 4 – W/W Warrant Requests by Offender or PO
- 5 – W/W County Inmate Status
- 6 – W/W Sanction Movements
- 7 – W/W Release Plans by Location, Caseload, or Offender
- 8 – W/W Supervisor Warrant Review
- 9 – W/W Supervisor SRF Review

NOTE: You will not need to worry about the chrono history as the OISC Super User will automatically transfer all chronos when the duplicate record is purged.

- 13 – When all the re-entry of data has been completed, contact the Super User assigned to your ticket and tell them you are ready to complete the merge/purge process. CCSUN will verify the request and re-assign to the OISC Super User, requesting that the record be purged & chrono's merged. The Requester will be notified when this has been completed. You will then be able to change the record to the correct SID # if necessary.

You won't have to do anything with the EPR record unless you determine that the SID # it has been entered under is incorrect. In that case, you should modify the EPR record in WebLEDS with the valid SID #.

SPECIAL NOTE: In cases where the oldest record has data which predates 11/89, data integrity might be better served by making sentence notes and movement history remarks on the newest record, rather than transferring all the data to the older record. We would only suggest this alternative if the older case is REALLY OLD and has minimal usable data. If you choose to handle the merge in this way, please be sure to make as detailed sentence notes as possible on the new record. And remember: DO NOT DELETE data from the old record. When in doubt about merging from old to new or new to old, please contact the Super User before completing Steps #5 and #6.

The OISC Super User will also be informing Central Records when records are being merged, as we are unable to purge any record without informing them first.

13.2 COMPACT CASE - REOPEN (RCOM) IN CIS/DOC400

This process is used only when an incoming Compact offender has already been supervised on the docket numbers. It is not to be used for multiple investigations on new docket numbers.

13.2.1 USER STEPS: *PRINT THE MOVEMENT HISTORY SCREEN.*

Step 1 – Undo the last release by putting cursor on the last housing line, press 'F18=change data (Shift F6)',

| | | |
|---|---------------------------------|---|
| SYS402I | Corrections Information Systems | 10:01:43 |
| MCCARTHY | Movement History/Maintenance | 9/22/05 |
| RECORD KEY: 0269799 | | **Remarks** |
| Offender.... 12345678 TEST, OFFENDER | | Curr cycle. 01-01-02 |
| Status..... Discharge | Location.... MTGR | Primary caseload *None |
| Position custody/admission cycle... 1 1 | | |
| --Cycle-- Location | --Admission---- | -----Release----- |
| 01 Admission From: NV | 08/08/2001 | 08/08/2002 COMP |
| 01-01 Status: PR | 08/08/2001 | 08/08/2002 COMP |
| 01-01-01 MTNO | 08/08/2001 07:39 | 10/04/2001 09:26 TRAN MTGR |
| Housing | 08/08/2001 07:39 | 10/04/2001 09:26 |
| 01-01-02 MTGR | 10/04/2001 09:26 | 08/08/2002 11:11 COMP |
| Housing | 10/04/2001 09:26 | 08/08/2002 11:11 |
| | | Bottom |
| F3=Exit | F6=Insert housing | F7=Remarks F10=Print F16=Caseload history |
| F18=Change data | F20=W/W Movements | F21=Auto cycle/summary maintenance |

Step 2 - tab down to 'stop date/time' field and remove the date and time using the space bar or the field exit key, press <enter>.

| | | |
|---|---------------------------------|----------------------|
| SYS403I | Corrections Information Systems | 10:06:03 |
| MCCARTHY | Maintain Movement Data | 9/22/05 |
| | CHANGE | |
| Offender.. 12345678 TEST, OFFENDER | | |
| Location... MTGR Multnomah Gresham Office | | |
| Housing location..... MTGR Multnomah Gresham Office | | |
| Start date/time..... 10/04/2001 9:26 | | |
| Cell number..... | | |
| Outcount reason/loca.... | | |
| Stop date/time..... 8/08/2002 11:11 | | |
| F3=Exit | F4=Prompt | F5=Refresh F6=Create |
| F11=Menu bar | F12=Cancel | F14=Delete |

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You will receive message 'date deleted. Next, caseload history'. **(DO NOT USE THE F14-DELETE KEY).**

| | | |
|---|---------------------------------|------------|
| SYS403I | Corrections Information Systems | 10:08:23 |
| MCCARTHY | Maintain Movement Data | 9/22/05 |
| | | CHANGE |
| Offender.. 12345678 TEST, OFFENDER | | |
| Location... MTGR Multnomah Gresham Office | | |
| Housing location..... MTGR Multnomah Gresham Office | | |
| Start date/time..... 10/04/2001 9:26 | | |
| Cell number..... | | |
| Outcount reason/loca.... | | |
| Stop date/time..... | | |
| | | |
| F3=Exit | F4=Prompt | F5=Refresh |
| F11=Menu bar | F12=Cancel | F14=Delete |
| Date deleted. Next, caseload history. | | + |

Step 3 – Go to 'W/W Caseload History by Offender' screen and make sure the exit date has been removed. If not, use Option 2=Edit, tab to the 'exit date field' and remove the date by using space bar to remove date; or on 'W/W Caseload History by Offender' screen, tab over to the exit date and use the space bar to remove date.

| | | | | |
|---|----------------------------------|-----------------------------|------------|----------|
| CMS294I | Corrections Information Systems | 10:11:34 | | |
| MCCARTHY | W/W Caseload History by Offender | 9/22/05 | | |
| ID Number..... 12345678 TEST, OFFENDER | | | | |
| Location..... MTGR Multnomah Gresham Office | | | | |
| Primary caseload. | | | | |
| Enter option... | | | | |
| 2=Edit 4=Delete 5=Display | | | | |
| Opt | Caseload Loc | Entry Date Exit Date Status | | |
| To create entry | | | | |
| 3003 | MTGR | 10/04/2001 | 8/08/2002 | PR |
| 3466 | MTNO | 8/14/2001 | 10/04/2001 | PR |
| 3400 | MTNO | 8/08/2001 | 8/14/2001 | PR |
| Bottom | | | | |
| F3=Exit | F5=Refresh | F6=Create | F10=Print | F11=Menu |
| F12=Cancel | F15=Secondary caseloads | | | |
| Check caseload history. | | | | |

Press enter to process changes, you will receive message 'record updated.'

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| | | |
|----------|----------------------------------|----------|
| CMS294I | Corrections Information Systems | 10:14:40 |
| MCCARTHY | W/W Caseload History by Offender | 9/22/05 |

ID Number..... 12345678 TEST, OFFENDER
Location..... MTGR Multnomah Gresham Office
Primary caseload. 3003 BEHRMAN, KERRIE
Enter option...
2=Edit 4=Delete 5=Display

| Opt | Caseload | Loc | Entry Date | Exit Date | Status |
|-----|----------|------|------------|------------|-----------------|
| | | | | | To create entry |
| | 3003 | MTGR | 10/04/2001 | | PR |
| | 3466 | MTNO | 8/14/2001 | 10/04/2001 | PR |
| | 3400 | MTNO | 8/08/2001 | 8/14/2001 | PR |

Bottom

F3=Exit F5=Refresh F6=Create F10=Print F11=Menu
F12=Cancel F15=Secondary caseloads
3003 record updated.

Step 4 – Transfer offender to RCOM using the original closure date.

| | | |
|----------|---------------------------------|----------|
| OPS270I | Corrections Information Systems | 10:18:02 |
| MCCARTHY | Offender Release | 9/22/05 |

PROCESS

Offender..... 12345678 TEST, OFFENDER
DOB..... 4/12/1975 Location: MTGR
Status..... PR Probation
Current caseload.... 3003 BEHRMAN, KERRIE
Custody/Supv level.. MED

Release date..... 08082002 Time.... 1020
Release type code... TRAN

Release to location. RCOM

F3=Exit F4=Prompt F5=Refresh F7=Current date/time
F9=Retrieve F11=Menu bar F12=Cancel

Step 5 –E-mail the Help Desk with a request for a ticket to CCSUN for an offender that needs to be reopened from Compact (include offender name, SID# and date offender is to be re-opened, either date of investigation or date reported on approved RI's). Be sure to include your e-mail address and phone number so the SUN user will be able to contact you. SUN will do the following steps.

13.2.2 SUN STEPS:

Step 1 – Admit using RCOM as 'LOC' and 6000 as 'Caseload #' as of the transfer date.

Step 2 – Transfer back to field office location using date offender reported for supervision or investigation opened (if investigation is on cases supervised before).

Step 3 – The SUN user will e-mail or call you advising you that you can now admit the offender to your office.

13.2.3 USER STEPS

Step 1 - Admit the offender using same date as the transfer (re-acceptance).

```

OPS225I                      Corrections Information Systems          10:23:28
MCCARTHY                     Community Corrections Admission         9/22/05

Offender..... 12345678 TEST, OFFENDER
DOB..... 4/12/1975
Current status..... Probation
Last location..... RCOM
Release date/time..... 10/20/2004 10:25
Supervision level..... MED

Admission to location. MTGR Community Corrections
Admission date/time... 10202004 1026
Caseload..... 3009

Post admission status. PR Probation

LC conviction county..
LC supv status code...
Copy PSI data from....          SIDNO 00000000

F3=Exit   F4=Prompt   F5=Refresh   F6=New admission
F7=Current date/time   F9=Retrieve   F11=Menu bar   F12=Cancel

```

Step 2 - Make sure the Primary Caseload Screen has updated correctly.

```

CMS294I                      Corrections Information Systems          10:25:01
MCCARTHY                     W/W Caseload History by Offender         9/22/05

ID Number..... 12345678 TEST, OFFENDER
Location..... MTGR Multnomah Gresham Office
Primary caseload. 3009
Enter option...
  2=Edit   4=Delete   5=Display

Opt  Caseload  Loc  Entry Date  Exit Date  Status
                                To create entry
  3009      MTGR  10/20/2004
  6000      RCOM  08/08/2002  10/20/2004
  3003      MTGR  10/04/2001   8/08/2002
  3466      MTNO   8/14/2001  10/04/2001
  3400      MTNO   8/08/2001   8/14/2001

                                PR
                                PR
                                PR
                                PR
                                PR

                                Bottom

F3=Exit   F5=Refresh   F6=Create   F10=Print   F11=Menu
F12=Cancel F15=Secondary caseloads

```

Step 3 - Update the Work with Offense Screen as needed. (If the type of offense has not changed, do not start a new offense line, simply remove the closure code on the offense and extend if needed. If the type is different, add the appropriate type (typically an I line), and update the status.)

Step 4 – Go to WebLEDS to enter/update EPR.

Step 5 – Contact your supervision fee person to review account.

13.3 BENCH (BNPB) CLOSURE REOPEN

This process is used for returning an offender to active supervision when the body and docket were released to BNPB and who will now be supervised on the same docket.

13.3.1 USER STEPS: *PRINT THE MOVEMENT/HISTORY SCREEN.*

Step1 – Undo the last release by putting cursor on the last housing line.

| | | | |
|---|---------------------------------|-------------------------|----------------------|
| SYS402I | Corrections Information Systems | | 10:53:00 |
| MCCARTHY | Movement History/Maintenance | | 8/29/05 |
| RECORD KEY: 0234607 | | | **Remarks** |
| Offender.... 12345678 TEST, OFFENDER | | | Curr cycle. 02-03-01 |
| Status..... Discharge | Location.... DOUG | Primary caseload *None | |
| Position custody/admission cycle... 2 3 | | | |
| --Cycle-- | Location | --Admission---- | -----Release----- |
| 02 Admission From: DOUG | 02/06/2001 | 12/26/2003 | BNPB |
| 02-03 Status: PR | 12/27/2001 | 12/26/2003 | BNPB |
| 02-03-01 DOUG | 12/27/2001 08:00 | 12/26/2003 04:26 | BNPB |
| Housing | 12/27/2001 08:00 | 12/26/2003 04:26 | |
| SANC | WKCR 01/30/2002 00:00 | 02/25/2002 00:00 | |
| SANC | JAIL 04/13/2002 00:00 | 04/26/2002 00:00 | |
| Bottom | | | |
| F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history | | | |
| F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance | | | |

Press F18 = Change data (Shift F6), tab down to 'stop date/time' field and remove the date and time, using the space bar or the field exit key, press enter. **(DO NOT USE THE F14-DELETE KEY).**

| | | | |
|------------------------------------|--|------------|-----------|
| SYS403I | Corrections Information Systems (TEST) | | 10:57:06 |
| MCCARTHY | Maintain Movement Data | | 8/29/05 |
| | | CHANGE | |
| Offender.. 12345678 TEST, OFFENDER | | | |
| Location... DOUG | Douglas County Community Co | | |
| Housing location..... DOUG | Douglas County Community Co | | |
| Start date/time..... | 12/27/2001 8:00 | | |
| Cell number..... | | | |
| Outcount reason/loca.... | | | |
| Stop date/time..... | 12/26/2003 4:26 | | |
| | | | |
| F3=Exit | F4=Prompt | F5=Refresh | F6=Create |
| F11=Menu bar | F12=Cancel | F14=Delete | |

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Step 2 – Go to ‘W/W Caseload History by Offender’ screen and make sure the exit date has been removed. If not, use Option 2=Edit, tab to the exit date field and remove the date, or tab over to the exit date and use the space bar to remove date. Press enter to process changes.

| | | |
|---|--|-----------------------------|
| CMS294I | Corrections Information Systems (TEST) | 11:02:11 |
| MCCARTHY | W/W Caseload History by Offender | 8/29/05 |
| ID Number..... 12345678 TEST, OFFENDER Location..... DOUG Douglas County Community Corrections Primary caseload. 7005 DANIELS, NEIL Enter option... 2=Edit 4=Delete 5=Display | | |
| Opt | Caseload Loc | Entry Date Exit Date Status |
| | | To create entry |
| 7005 | DOUG | 2/14/2003 PR |
| 7017 | DOUG | 8/27/2002 2/14/2003 PO |
| 7016 | DOUG | 7/12/2002 8/27/2002 PO |
| 7008 | DOUG | 12/27/2001 7/12/2002 PO |
| 7008 | DOUG | 10/04/2001 12/27/2001 LV |
| 7011 | DOUG | 10/02/2001 10/04/2001 LV |
| 01507 | SCCI | 4/03/2001 10/02/2001 IN |
| 01599 | SCCI | 4/02/2001 4/03/2001 IN |
| 00599 | SCI | 3/28/2001 4/02/2001 IN |
| 01001 | MCCF | 2/16/2001 3/28/2001 IN |
| | | More... |
| F3=Exit F5=Refresh F6=Create F10=Print F11=Menu F12=Cancel F15=Secondary caseloads | | |

Step 3 – Go to ‘Offender Release’ screen and transfer (TRAN) offender to BNPB on the date of original BNPB order.

| | | |
|--|--|----------|
| OPS270I | Corrections Information Systems (TEST) | 11:10:49 |
| MCCARTHY | Offender Release | 8/29/05 |
| PROCESS | | |
| Offender..... 12345678 TEST, OFFENDER * NOTIFIER * DOB..... 5/25/1972 Location: DOUG Status..... PO Post Prison Current caseload.... 7005 DANIELS, NEIL Custody/Supv level.. LOW | | |
| Release date..... 03072004 Time.... 1300 Release type code... TRAN Release to location. BNPB | | |
| F3=Exit F4=Prompt F5=Refresh F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel | | |

Step 4 –E-mail the Help Desk Requesting a SUN ticket and providing the name & SID# of the offender, and the date to be reopened from bench to formal probation. Include your e-mail address and phone number so the SUN user will be able to contact you. The Help Desk will submit a ticket to SUN. Then SUN will do the following steps.

13.3.2 SUN STEPS:

Step 1 – Admit using BNPB as ‘LOC’ and 6050 as ‘Caseload #’.

Step 2 – Transfer back to field location using date that offender was returned to formal supervision.

Step 3 – The SUN user will e-mail or call you advising you that you can now admit the offender to your office.

13.3.3 USER STEPS:

Step 1 – Admit the offender to your county using same date as the transfer. (If Local Control offender, then admit to ‘L’ location.)

| | | |
|---|--|-------------|
| OPS225I | Corrections Information Systems (TEST) | 11:17:21 |
| MCCARTHY | Community Corrections Admission | 8/29/05 |
| Offender..... 12345678 TEST, OFFENDER | | |
| DOB..... 5/25/1972 | | |
| Current status..... Probation | | |
| Last location..... BNPB | | |
| Release date/time..... 8/24/2005 8:00 | | |
| Supervision level..... LOW | | |
| Admission to location. DOUG Community Corrections | | |
| Admission date/time... 8242005 800 | | |
| Caseload..... 7001 | | |
| Post admission status. PR Probation | | |
| LC conviction county.. | | |
| LC supv status code... | | |
| Copy PSI data from.... SIDNO 00000000 | | |
| F3=Exit | F4=Prompt | F5=Refresh |
| F6=New admission | F7=Current date/time | F9=Retrieve |
| F11=Menu bar | F12=Cancel | |

Step 2 - Update the Work with Offense screen as needed. If offender remains on probation, remove the closure code and extended P line to new expiration date. If P line revoked, change closure code & date to VIOL and revocation date and add ‘L’ line.

Step 3 - Make sure the Primary Caseload Screen has updated correctly.

Step 2 – Go to WebLEDS to enter EPR.

Step 3 - Contact your supervision fee person to review account.

13.4 ADMITTING TO COUNTY LOCATION INSTEAD OF L LOCATION

When you have found that you admitted an offender to your regular county location rather than your L location, you will need to enter a SUN ticket. There is a glitch that prevents the field user from fully correcting the data. A SUN member is required in order to fix the location listed on the release of the housing movement.

13.5 INSERTION INTO MOVEMENT HISTORY/MAINTENANCE

Note: When an offender has been on Abscond and then picks up a Local Control sentence, the offender needs to be admitted back to active supervision **before** the admission to Local Control. If the offender has been admitted directly from ABSC to Local Control, the return from ABSC needs to be inserted.

There are times when Housing/Outcount Movements need to be inserted into the Movement History/Maintenance. Examples include inserting a movement to Local Control, a return from Abscond, or even the full movement for an Abscond. These will require a SUN user to assist. When requesting a SUN ticket, be sure to provide all the information needed for the movement insertion, i.e. Start Date, End Date, type of Insertion (local control, return from abscond, Abscond dates), and PO caseload, in addition to the name and SID number of the offender.

13.6 ADDING AN ORS TO THE ORS TABLE

OISC (Offender Information and Sentence Computation) maintains the ORS Table in CIS/DOC400. If the crime you need is not listed on the ORS table, send an email to the Help Desk and ask for a ticket to OISCSUN. Include the ORS #, description and crime class. A copy of the court order is very helpful.

That being said, if the ORS you are looking for is 'Attempt to commit' you need to find out what crime the offender attempted to commit and look for that ORS # on the table. Check with the JA or DA for assistance if it's not clear on the court order. Once you have the crime's ORS # look on the ORS table for the crime and the Attempt. If that ORS is not on the table, send a request to the Help Desk for a ticket to OISCSUN. Be sure to include the actual ORS #, description and crime class and OISCSUN will add the ORS for the crime and the ORS with the 'X' extension which denotes the 'Attempt' version of the crime. (Example: Attempt to commit ORS 164.057 Theft I Aggravated (BF) is ORS 164.057X, Theft I Aggravated Attempt (CF).)

Never use the Inchoate field for 'Attempt' crimes. Inchoate is only used for Solicitation and Conspiracy after selecting the ORS for actual crime, i.e., murder, theft, assault.

OPS CHAPTER 14 – Odd Scenarios

Though this manual has indeed covered almost every aspect of the **what** and **how to** of our business practices, there will always be the data entry situation that requires a little creativity. As these odds and ends crop up, we will use this chapter as a place to store these scenarios and how the many creative minds that make up SOON set about adapting it to our programming. In most all cases an F-8 Offense Note explaining the reason for the “creative” change is recommended. *The intent of this section is not to promote that all of the situations presented are appropriate business practice, but is intended to answer the question of how to deal with a situation after it is happened.*

Please keep in mind that every “odd scenario” that arises cannot go into this manual. If you come across an unusual data entry challenge that you can’t find the answer to in this manual, please consult the SOON group via the email distribution list.

14.1 Felony reduced to a Misdemeanor at time of sentencing

[OPS Chapter 12.10](#) addresses the Felony treated as a Misdemeanor scenario, Felony to have Misdemeanor treatment upon successful completion of Probation scenario, and Felony reduced to a Misdemeanor at some point during the probationary term scenarios.

There is often confusion when a court order is received and the court has **reduced** the felony to a misdemeanor at the time of sentencing. Different counties’ courts use different language, so *be careful*.

If an order references [ORS 161.570](#), that is a clear indication of FMP status (Felony treated as a misdemeanor) by definition of the ORS.

Some counties use the term reduced, but their intention is to have the felony be treated as a misdemeanor. Benton County is an example of this. The sentencing part of the order will only mention the felony ORS and the name of the felony crime, but say it is reduced to a misdemeanor. Because we are familiar with our court’s language and intent, we know this is FMP status.

If a court wants the felony charge reduced to a misdemeanor (not just treated as one) the language should be very clear and include the name and ORS of the felony, the language **reduced** to, and the name and ORS of the misdemeanor. When you find clear language like this, the crime is entered as a misdemeanor and there is no mention of it as being a felony in DOC400, because the court has ordered it to be a misdemeanor from the start.

If the judgment language is vague, the court’s intent is not clear, and you are not familiar with the language your court uses, check with the DA’s office or court to be sure of their intent.

14.2 Conditional Discharge Revoked and Reduced to a Misdemeanor

Step 1 – Close FCD line to CONV as of date of order.

Step 2 – Add P line same date.

Step 3 – Put a “2” on the offense line and change the Felony=Misdemeanor to Yes.

NOTE: Don't get confused by the term reduced here. Follow the same logic and direction offered in 14.1. Since you are working off the same docket entry, adding the CONV closure, and opening a new probation line - the original charge remains felony and turns into an FMP even though the judgment language may use the “reduced” term.

If the charge is reduced to a misdemeanor and revoked with no probation or local control, then on the offense line change the felony=misd to Y for yes, and close the sentence line to CRTR.

14.3 Offender opting out of Drug Court or other treatment program that has no conviction

We are all familiar with the data entry practices when a conditional discharge is revoked and the supervision is converted to a probation, but when a we receive an order from a court that has an offender opting out of a program with a hearing pending it is confusing. At this point until the court makes a decision on what to do with the offender, i.e.; sentence to probation, terminate supervision, reinstate to the same or other program there is nothing for us to do with the data entry.

14.4 Reverse and Remanded

When a court sends an order that the previous conviction has been “reversed and remanded” it means the case is now on appeal. If the order specifies the offender is on unsupervised appeal, close the body to USAP (unsupervised appeal), when (if) a resentencing order is received then the offender is admitted back to supervision as of the date of the sentencing order, the original offense line is closed to RSNT and a new sentence line is entered.

14.5 Sanction End Date is greater than the Max Date

When an offender has been given a sanction that exceeds his max date the DOC 400 will not let you expire out the offender and gives you an error code similar to “SB 1145 Status Date greater than Release Date.” In a case like this you would close the sanction movement, offense line, and the body out to the original sentence expiration date and make an F8 note explaining the situation. Also have the PO chrono what happened.

14.6 Local Control L Sentence showing as L?? or F??

Step 1 – Put a “2” on offense line.

Step 2 – Tab to Sent Guide, change to Y.

14.7 Expired offense conditions still showing on a kardex

Prior to July 1, 2003, our policy was to delete all conditions when a count was expired out, thereby removing them from the kardex. Since that time all conditions from a closed offense line closes to a subset file automatically. Occasionally an odd condition will show up on a kardex from an old offense. There are two ways to remove the orphan conditions. One, and the easiest, is to put an 8 for conditions on the offense line of the old offense and check to see if any conditions were overlooked and not deleted originally. Enter a 4 to delete and press enter. **If the case closed out prior to July 1, 2003 it is safe to delete the condition.** If the offense was closed after 2003 then simply remove the closure date and code to reopen the offense and then reclose, this will cause any orphan conditions to go to the subset table.

14.8 Offender on outcount IMMI, REVP, or INAC and a case expires and status change is necessary

(Message on bottom of screen “status does not match offenses”)

Step 1 – Go to Admissions and admit offender back to active supervision.

Step 2 – Close the expired case.

Step 3 – Change status to reflect new status.

Step 4 – Release back to IMMI, REVP, or INAC outcount one minute later than admit time.

14.9 Compact probation case closed to COMP comes back as parole case

After the RCOM movement is complete:

Step 1 – Admit to PA status

Step 2 – Leave FPRC line closed to COMP

Step 3 – Put a “7” to add sentence

Step 4 – Add an “I” sentence with new parole sentence

14.10 Offender is a company rather than an individual

On the offender description screen, enter sex as Male.

14.11 Probation ordered with partial consecutive term of probation

Step 1 – Enter offense as usual with the first “P” line showing the concurrent probation term.

Step 2 – Enter second “P” line with the consecutive sentence term. On the “CS to” line, put in the offense number (OFF#) it is consecutive to. The system will calculate the correct max date.

14.12 Probation closed to expire and reinstated at later date due to restitution still owed

Step 1 – Go to previous cycle and remove count number from offense.

Step 2 – Open new cycle with same case number with the count number.

Step 3 – Enter an F8 note with explanation of two cycles with same case number.

14.13 Bollinger Cases

- For crimes committed prior to 7/21/81, inmates can refuse parole and serve out the remainder of the Matrix sentence until the good time date. If they did, their sentence will expire on the good time date. **Sentence termination code = EXPI.** If that is all the offender has, the **custody cycle will also close to EXPI.** These should typically happen while the inmate is in an institution so will be handled by DOC.
- For crimes committed from 7/21/81 and prior to 9/20/85, the inmate can also refuse parole and serve out the remainder of the Matrix sentence until the good time date, but these inmates are subject to a 6-month period of “parole-like supervision” following their release from DOC. **Sentence termination code = EXPI** 6 months after the good time date. Again, if that is all the offender has, **the custody cycle will close to EXPI.** This will usually happen while the offender is on supervision in the community so Community Corrections will handle the sentence and body closure.
- Essentially, these offenders are serving out their sentences fully, less good time, so it is not an early closure. It is an expiration.

For your information, the closure code of REPA was for inmates with crime dates prior to 9/20/85 who refused parole but were not allowed to. After the Court decision in [Bollinger v. Board of Parole](#) was handed down, these inmates/offenders sentences were updated to reflect the prior parole refusal. Here is what the Board's internal instruction says:

The BPPPS identified and if necessary, discharged from the relevant sentences, inmates who committed their crimes before September 20, 1985, who attempted to refuse parole, whose statutory good time dates on

the sentences have passed, and who were either out on parole or were revoked back into DOC custody.

If an inmate was out on parole at the time the BPPPS discharged the inmate's Bollinger sentence, the PTA enters the BPPPS' discharge date as the termination date of the sentence and codes the termination as "REPA."

If an inmate was in DOC custody (parole violation) at the time the BPPPS discharged the inmate's Bollinger sentence and the inmate had no other DOC sentences, the PTA enters the date that the inmate physically releases from custody as the termination date of the Bollinger sentence and codes the termination as "REPA."

This closure code was used for those affected inmates/offenders immediately following the Bollinger decision. PTAs handled all of these at the time which is why it is an Institution code, even if some of the offenders were out on supervision when the closure happened. It is not a code that we would use now.

14.14 Felony Probation terminated, sentenced to jail, but no PPS ordered

Use the RTNS closure code. Think of the ordered jail time as a "straight sentence" rather than a sanction. This code can be used to close an offense and/or the body.

14.15 Resentencing changes expiration date prior to current date of notice

If the board recalculates a sentence based on an appeal and the new expiration date is prior to the begin date of the PPS line, the system will not allow you to close the sentence line or body to a date prior to the PPS begin date; therefore, you would use the date you received the notice from the board and use F8 notes to explain the discrepancy.

For example: an offender's prison term is resentenced and his new POST date is 09/24/2013, and his PPS would also start running that date; but then on 12/12/2013 after reviewing their calculations the board determines his expiration should have been 11/26/12 and on 12/12/2013 issues a Notice of Expiration with the 11/26/2012 as the date of expiration. Since you can't enter an expiration date (11/26/2012) that is prior to the start of the last PPS O line (09/24/2013) you would close the sentence and body with the date you received the notice (12/12/2013). Remember to include a comprehensive F8 note.

14.16 Probation extending in error, judgment issued later with earlier expiration date

If you have a case where the court issues a judgment that spells out an expiration date that overrides a previous PV judgment extending probation, and if the judgment clearly spells out the desired expiration date – use the date of the most recent order as the expiration date. Be sure to include an F8 note to explain the discrepancy.

Example: Probation was extended with a PV judgment to 05/05/2014. The next PV judgment signed by a judge on 05/28/2014 indicates probation should not have been extended and orders probation expired as of 07/24/2013. Even though the P line was previously extended and shows a scheduled expiration of 05/05/2014, close the line to EXPI with a date of 07/24/2013. Remember to include a comprehensive F8 note.

14.17 Warrants – rescinded, lifted, quashed, etc.

Quashed warrants

When a warrant is “quashed” that means it is removed completely and any reference to it should also be removed because it acts as though the warrant was never issued. That is different from recalled because a “recalled” warrant does acknowledge that it was issued, but then taken back and removed. Quashed creates a scenario where one does NOT acknowledge the issuance and acts to pretend it was never issued. If an offender has a warrant quashed, there would be no INOP time, no abscond movement, etc., because it’s as though the warrant did not exist.

Withdrawn warrants

The Board uses the term “withdraw” to describe when a warrant request needs to be deleted or a warrant has already been issued, but needs to be returned and destroyed. This can occur PRIOR to arrest on that warrant and INOP time is not applied.

Lifted warrants

The Board uses the term “lift” to describe when a warrant has been issued and served (the offender was arrested on the warrant) and the PO needs the Board’s hold on the offender removed, for a variety of reasons. In these cases, INOP time is applied.

Rescinded and Recalled warrants

These are interchangeable terms that community agencies or courts may use to describe when a warrant has been issued, but for varying reasons is being cancelled. This can happen prior to or after arrest. It’s usually used to describe probation and/or administrative warrants; therefore, the question of INOP does not apply. The history of the fact that the warrant was issued remains, as would any coinciding abscond movement. While less common, this language can also be used for local control

warrants, in which case INOP is applied if the warrant has been served and then recalled/rescinded; and no INOP is applied if the warrant has been recalled/rescinded prior to any arrest.

14.18 Line closure code CDPR explained

When an offender picks up a probation sentence and a DOC incarceration sentence at the same time, and on that probation sentence the offender receives “jail as a condition of probation,” and does that jail time in the institution, the institution will close the P line with the temporary code CDPR (condition of probation) and add a J line. After that jail sentence has been served, the institution will remove the CDPR code from the P line and close their J line to EXPI. If the institution forgot to remove the CDPR code and you find it there when your offender gets out of prison, you need to remove the code yourself, thus opening the P line back up to show as an active supervision sentence. If the expiration date for the probation sentence has passed, you should then close the P line to EXPI as of the probation’s max date.

OPS CHAPTER 15 – Local Control Data Entry

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Please read the three introduction pages for an overview of concepts and terms before you begin. Also, please read the entire section that relates to the data entry you need to accomplish (probation revoked, new LC, etc.) before you begin your work.

* * * * *

These scenarios have been designed to assist you in the entry of data for some of the most common Local Control situations. For more information on policy issues for Local Control cases (aka SB1145, effective 01/01/1997, [ORS 137.124](#)), refer to the [Local Supervisory Authority Manual](#), which can be found on the [Networking Groups](#) page under Other Miscellaneous Manuals.

Local Supervisory Authority (LSA) defined: LSA is the local corrections agency or official, designated in each county by that county's board of commissioners to operate community correction supervision services, custodial facilities, or both. (often the Sheriff's Office)

Local Control (LC) defined: For the purposes of data entry, a Local Control sentence is a felony conviction sentenced to 12 months or less of incarceration usually with a term of Post-Prison Supervision. A Local Control sentence is served under the jurisdiction and authority of the LSA unless it is concurrent or consecutive to DOC sentences, in which case it can be served in the institution. Local Control sentences can also be referred to as SB1145 and/or SB156, because of the Senate Bills that created the rules governing these sentences. The community corrections agency of the convicting county always does the data entry for Local Control sentences unless there is language included in the judgment that states sentences are consecutive to DOC sentences (explained in more detail later in the chapter).

County Inmate Movement defined: County Inmate Movement describes the data entry of where an offender is physically located in such as jail, inpatient treatment, work centers, or out in the community. For Local Control sentences an offender must serve all of his time under the LC status. Community Corrections will **NEVER** move someone to "Leave" (LV) status in CIS/DOC400 when they are serving Local Control time. The Local Control sentence can be served either at the jail or at the Community Corrections location ("housing movement"). If the offender leaves the jail and goes to inpatient treatment, a work center, or back into the community to finish serving their local control sentence (or one of many other possible "programs"), he remains on LC status, but his county inmate movement changes and possibly his housing movement (L to county location ~or~ county to L location). Don't be confused that if an offender is outside of the jail and serving their Local Control sentence in the community that their Local Control

sentence is complete. It may not be. They may be walking around the community with invisible bars, still serving their Local Control time. Only when your jail tells you that the offender is “sentence served” are they to move off the LC status and onto Post-Prison.

Please note: A Local Control sentence can also be served in its entirety at the Community Corrections location. The location depends on who is the authority for the county inmate movement status.

Housing Movement defined: Housing Movement describes the data entry to reflect who has jurisdiction over the offender, which will always be the community corrections location (ex: BENT) ~or~ the L location (ex: LBEN) for local control offenders [or an institution location (ex: CCIC) for DOC inmates]. The jurisdiction (aka LSA authority) sometimes changes from the jail to the community corrections agency; therefore, inmate housing movement should change to reflect who has jurisdiction.

Screen prints with directions will walk you through the following scenarios: Felony Probation Revocation, Post-Prison and Parole Supervision Revocation, and New Felony Local Control Sentence(s).

The last section contains information on Less Common Sentencing Scenarios, Local Post-Prison ([SB156](#)), Central Records, Extraditions and the Old PPS Stop/Start Practice.

Release Plans and PPS orders: A Release Plan should be developed so a PPS Order can be created. If the offender is under the jurisdiction of the LSA, the Supervisory Authority (Community Corrections Office) for the county of conviction creates the Release Plan and PPS Order and forwards same to the supervising county. Although a policy has not been written or approved yet, it is common practice for the convicting county to confer and work with the supervising county to create only one PPS order. It is often easier to combine existing Post-Prison sentences with the new Post-Prison sentences at the time the new order is being prepared, rather than there being two orders that need to be combined later. Only one PPS order should exist at a time and should include all open PPS cases. Be sure to “complete” the release plan so that the next agency or institution who needs to prepare a release plan can do so.

If the offender is under the jurisdiction of the Parole Board, and receives a new local sentence or his probation revoked, the Board does NOT need a release plan. The Board does need a copy of the sentencing order (either new or PV judgment) and the release date (calculated by the jail which may include time served credits, work credits, and good time credits) for that local sentence. Please email the release date and sentencing order to: Orders.BOPPPS@doc.state.or.us. Email is the preferred method, but if you must fax, send to 503-373-7558.

If the offender is under the jurisdiction of the Parole Board and his PPS or Parole is revoked, the Board DOES need a release plan. That release plan is generated by the supervising county and sent electronically to the Board, both in CIS/DOC400 with the send feature and via email to Orders.BOPPPS@doc.state.or.us. Email is the preferred method, but if you must fax, send to 503-373-7558. Be sure to “complete” the release

plan so that the next agency or institution who needs to prepare a release plan can do so.

For new Local Control sentences and probations revoked to Local Control, the Local Control data entry is done by the convicting county. For PPS or Parole revocation sentences, the data entry is done by the supervising county.

NOTE: If an offender is on abscond immediately prior to entering local control, YOU MUST RETURN FROM ABSCOND FIRST. If you are not the supervising county, please contact the supervising county immediately and request they return from abscond on the date the warrant was served, prior to your admitting to local control.

~INSTRUCTIONS BEGIN HERE FOR FELONY PROBATION REVOKED TO LOCAL CONTROL~

15.1 Felony Probation Revocation

All felony cases revoked to incarceration for one year or less after 1/1/1997 should be entered as Local Control. If the judge states “no post prison,” LC supervision is to be served and the local sentence closed to EXPI. On cases whose original sentence was not subject to sentencing guidelines, you would enter SG: N. Some felony cases (uncommon) can be sentenced to “straight jail” with no PPS; see pages 15-31 and 15-32 – these are not entered in CIS/DOC400 at all.

In addition, all felony probations sentenced prior to 11/1/1989 can be sentenced to local control. According to Bill Penny, “In reality, Matrix probation revokes should be sentenced to ODOC, but most get the 6 months or less revoke.” For these cases, “they are revoked and closed to ‘VIOL’, the L sentence is added, but it is not given PPS.”

15.1.1 Admit to 'L' Location (Jail)

NOTE: Offender must have started his/her local control time before you can enter into CIS/DOC400. Sometimes this means entering the jail, sometimes it does not. The LSA must determine that the sentence has begun prior to doing the admission data entry in CIS/DOC400.

To begin, go to your Admissions process from your main menu. When admitting to Local Control, this process works much like the institution’s admission process, in that you do not have to release the offender from his previous status before you can admit him/her. The following screen is the first step in the Admissions process:

| | | |
|--|--|--------------------|
| OPS225I BEL LJU | Corrections Information Systems Community Corrections Admission | 9:53:48 5/18/16 |
| Offender..... 12345678 OFFENDER, TEST DOB..... 9/08/1994 Sex: M Race: W Current status..... Probation Last location..... BENT Release date/time..... Supervision level..... MED | | |
| <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> This field defaults to your community location – be sure to change it to your L location if the offender starts his sentence in jail or under the jurisdiction of your jail </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">1</div> Admission to location. </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">2</div> Admission date/time... </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">3</div> Caseload..... </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">4</div> Post admission status. </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">5</div> LC conviction county.. </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">6</div> LC supv status code... </div> Copy PSI data from.... | LLAN 01011997 6245 LC LANE JAIL SIDNO 00000000 | |
| F3=Exit F4=Prompt F5=Refresh F6=New admission F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel | | |

Please note the field “Post Admission Status” no longer defaults to PR for Probation status. “LC Conviction County” and “LC Supv Status Code” are fields to be used only for offenders convicted and sentenced under SB1145. Most fields in the Admission screen are promptable with the F4 key if you do not know the correct code to enter.

- ① **Admission To Location:** If the offender starts Local Control time in a jail, this field must be changed to a location code beginning with “L” (all county Jail codes begin with “L”) that represents the actual physical location of the offender. In most cases this would be the ‘Supervisory Authority’ for the offense that received the Local Control sentence, but could be another county jail location if the offender is currently housed in a different jail and will be serving the local control sentence there; often this occurs when sentences are concurrent or when the offender is sitting in jail awaiting trial in that other county.

If your county rents jail beds from another county and the offender is in a rented bed that your county is paying for and your jail considers that offender to be an inmate in your jail (just out at a different location), then you do NOT put the offender in the actual L location, instead use your own L location. Funding is based on the L location of the offender in CIS/DOC400, so if you are paying for a rental bed, you want the funding; therefore, admit to your L location.

To decide whether you admit to an L location or a county location, you must determine who has jurisdiction over the offender at the time of admission and where/how the offender is serving the sentence. For example if your jail has jurisdiction over your work center, it would be appropriate to admit to the L location if the offender starts his local control sentence in your work center. If your county community corrections office has jurisdiction over any alternative county inmate program, like your work center, you will use your county location to admit. Every county is different; be sure to confirm who has jurisdiction to determine what location to admit.

In this example you admit the offender to the Lane County Jail because the offender was revoked on a Lane County probation and is physically housed in the Lane County Jail, thus you choose “LLAN.”

NOTE: There is an F4 prompt on the “Admission To Location” field. Once you get there, you will see only the “C” locations (the community corrections field office codes). You will need to tab to the “Type” field and change the “C” to an “L” to see the codes for the county Jails (those that begin with “L”).

- ② **Admission Date/Time:** This field must correspond with “Sentence Begin Date.” For instance, if the offender was sentenced on Friday, January 3, 1997, but the judge ordered him/her to report on Monday, January 6, 1997, to begin serving his/her sentence, then 01/06/97 would be the Admission Date. Remember, the offender must have begun his sentence to admit, whether in jail or otherwise, as determined by the LSA.
- ③ **Caseload:** Use the caseload designated for Local Control for your office; this could be the caseload number of the Local Control PO in your office, or a specifically

designated Local Control caseload number. It is recommended, although not mandatory, that you have a Local Control caseload that is tied to your L location. If you need help with this, please contact your office SOON rep.

- ④ **Post Admission Status:** When admitting to Local Control the code must be 'LC'
- ⑤ **LC Conviction County:** This field requires the County location code representing the Supervising Authority (county of current Local Control conviction).
- ⑥ **LC Supv Status Code:** This field represents the current status (aka inmate movement code), which is either Jail or one of the 'alternative incarceration programs' (AIP) of the Local Control Offender when he begins his Local Control sentence. In this case, the offender is currently at the Jail, and hasn't started an 'alternative incarceration program' yet. If the offender had gone immediately out on Work Crew without being booked in your jail first, it would be appropriate to admit using the code for that program, which can be found by using F4 in this field.

Now press <Enter> to process the admission.

15.1.2 Open 'L' Sentence

To begin, go to the Work with Offenses screen:

NOTE: Information about the sentence should come from the court order (conviction date, sentence begin date, sentence length) and the LSA/jail (time served credits).

| | | | | | | | |
|-----------------------------|------------|--|-------------|-----------------|------------|------------------|------|
| OPS230I | | Corrections Information Systems (TEST) | | | | 12:18:29 | |
| MCCARTHY | | Work with Offenses | | | | 8/30/07 | |
| Offender: 12345678 | | Offender, Test | | | | Record key: | |
| Status: Discharge | | LANE Lane County Community Correcti | | | | | |
| DNA Collection not Required | | | | | | | |
| Enter option... | | Custody cycle.... 1 | | | | | |
| 2=Change | | 3=Copy offense | | 4=Delete | | 5=Display | |
| 7=Add sentence | | 8=Conditions | | 9=Custody units | | 17=Add LC | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG | SANC | SGDO |
| CS | Type | Begin date | Length | Max date | Term date | Code | |
| 01 | 109104030B | LANE | BURG I | 154.225 | Y | Y | |
| 00 | P FPR | 08/26/1991 | 004-000-000 | 08/25/1995 | 08/25/1995 | EXPI | |
| 02 | 109104028B | LANE | BURG I | 154.225 | Y | Y | |
| ② | 00 | P FPR | 08/26/1991 | 006-000-000 | 08/25/1997 | | |
| Bottom | | | | | | | |
| F3=Exit | | F6=Add docket | | F7=Facesheet | | F8=Notes | |
| F11=Menu bar | | F12=Cancel | | F14=Recalculate | | F20=Add Local | |
| | | | | | | F24=More keys... | |

Close Probation Sentence: Tab to the sentence line of the revoked docket and enter 2=Change and press enter. The following screen will appear:

Offender Profile System (OPS) Training Manual

```

OPS235I                      Corrections Information Systems (TEST)          12:21:54
MCCARTHY                      Sentence Data                                8/30/07

                                CHANGE

Offender..... 12345678 Offender, Test
Status..... Local Control      LANE
Offense/Sentence.... 02 001      Court Case..... 109104028B
Sentencing Guid..... Y          County..... LANE
ORS..... 154.225      BURG I      AF BURGLARY I

Sent type..... P
Begin date..... 8/26/1991
Compact begin dt....
Length (ymd)..... 6 - 0 - 0      Life (L).....
Inop days.....
CS to.....
MRG to.....

Tent paro disc date.
Termination date.... 9/02/1997      Max sent date..... 8/25/1997
Termination code.... VIOL          Max indet sent date.
F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel
  
```

- Tab down to the field 'Termination date' and enter the date of revocation (sentencing date).
- Tab to the field 'Termination code' and enter VIOL. Press <Enter> and return to the w/w offenses screen.

```

OPS230I                      Corrections Information Systems (TEST)          12:24:25
MCCARTHY                      Work with Offenses                                8/30/07

Offender: 12345678 Offender, Test          Record key:
Status:   Local Control      LLAN Lane County Jail
          DNA Collection not Required

Enter option...      Custody cycle.... 1
  2=Change      3=Copy offense      4=Delete      5=Display
  7=Add sentence  8=Conditions      9=Custody units  17=Add LC

OFF#  DOCKET      CNTY  ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
CS    Type      Begin date  Length      Max date    Term date  Code
01    109104030B  LANE      BURG I      154.225     Y  Y
00    P FPR      08/26/1991  004-000-000  08/25/1995  08/25/1995  EXPI
17 02    109104028B  LANE      BURG I      154.225     Y  Y
00    P FPR      08/26/1991  006-000-000  08/25/1997  01/01/1997  VIOL

                                Bottom
F3=Exit      F6=Add docket  F7=Facesheet  F8=Notes      F10=Print Options
F11=Menu bar  F12=Cancel    F14=Recalculate  F20=Add Local  F24=More keys...
  
```

Add Local Sentence: Tab to the docket line and use **Option 17=Add LC** to add a local control sentence. Press <Enter> to create the sentence. The following screen will appear.

| | | |
|--|--|--------------------|
| OPS150I | Corrections Information Systems (TEST) | 10:28:18 |
| BELLJU | Sentence Data for Local Control | 5/18/16 |
| | CREATE | |
| Offender..... | 12345678 OFFENDER, TEST | |
| Status..... | LocalControl LLAN | |
| Offense/Sentence.... | Court Case..... | 15CR24070/1 |
| Sentencing Guid..... | Y | County..... |
| ORS..... | 154.225 BURG I | AF BURGLARY I |
| ① Sent type..... | L | |
| ② Begin date..... | 01/01/1997 | |
| ③ Length (ymd)..... | 0 - 6 - 0 | |
| ④ Consecutive to..... | | ⑤ Merge to..... |
| ⑥ Time served credits. | 30 | Inop time..... |
| ⑦ Maximum date..... | 05/31/1997 | Inop (F4=W/W)..... |
| | | 00000 |
| Termination date.... | | |
| Termination code.... | | |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel | | |

- ① **Sentence Type:** Sentence type should automatically default to 'L'.
- ② **Begin Date:** Sentence begin date is the date the offender begins serving his time (date of sentencing or later), and should correspond with Admission Date. For instance, if the offender was sentenced on Friday, January 3, 1997, but the judge ordered him/her to report on Monday, January 6, 1997 to begin serving his/her sentence, then 01/06/97 would be the Begin date. This can be different than the VIOL date.

NOTE: Be careful! Jails sometimes misunderstand Begin Date and may give you Arrest Date as that is the date the offender 'Began' in their jail.
- ③ **Length:** Sentence length is the amount of time the judge sentences the offender to serve. For Local Control offenders, this would be 1 year or less. Enter as the order states whether that is in years, months, or days.
- ④ **Consecutive To:** If the sentence runs consecutive to another sentence, enter the offense # of the sentence it is consecutive to. However, this is not used in the sentence calculation. If you have a consecutive sentence, ask your LSA the "sentenced served" date on the first offense, and then use that completion date as the begin date for the next sentence (the consecutive one). Continue in this pattern for all consecutive sentences. Do all this consecutive sentence data entry at the time of admission and initial data entry. The max date on each may be different than the sentence served date since work time and good time are not input into CIS/DOC400. If you have a sentence that is consecutive to a DOC sentence of more than 12 months, the data entry will be done by the institution ([see 15.8 less common scenarios for more details](#)).
- ⑤ **Merge To:** If the sentence is merged with another sentence for purposes of sentencing; enter the offense # it is merged with.

- 6 Time Served Credits:** These are credits the offender earns for days spent in the jail prior to sentencing, and can include jail time ordered as a condition of probation as well as sanction time the offender served. The judge may choose to withhold these credits at sentencing, and if so, must include language to mean “No Credit For Time Served.” Remember good time and work time credits are NOT entered here.

NOTE: Be careful! The jail's use of the term 'Time Served Credits' may include other types of time credits such as 'Good' time/'Statutory' time or 'Earned' time/'Work' time which the offender accrues AFTER he/she begins serving the sentence. Be sure that you specify you need ONLY those credits allowed prior to sentencing!

- 7 Maximum Date:** This date is the sum total of Begin Date, plus Length, minus Time Served Credits. The program automatically calculates this date. Your max date will often be different than the actual release (or sentence served) date because good time and work credits are not entered in CIS/DOC400.

Now press <Enter> to update the sentence.

| | | | | | |
|-----------------------------------|------------|--|---------------------|-----------------|-----------------|
| OPS230I | | Corrections Information Systems (TEST) | | 12:40:55 | |
| MCCARTHY | | Work with Offenses | | 8/30/07 | |
| Offender: 12345678 Offender, Test | | | | Record key: | |
| Status: Local Control | | LLAN Lane County Community Correcti | | | |
| DNA Collection not Required | | | | | |
| Enter option... | | | Custody cycle.... 1 | | |
| 2=Change | | 3=Copy offense | | 4=Delete | |
| 7=Add sentence | | 8=Conditions | | 9=Custody units | |
| 5=Display | | 17=Add LC | | | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG SANC SGDO |
| CS | Type | Begin date | Length | Max date | Term date Code |
| 01 | 109104030B | LANE | BURG I | 154.225 | Y Y |
| 00 | P FPR | 08/26/1991 | 004-000-000 | 08/25/1995 | 08/25/1995 EXPI |
| 02 | 109104028B | LANE | BURG I | 154.225 | Y Y |
| 00 | P FPR | 08/26/1991 | 006-000-000 | 08/25/1997 | 01/01/1997 VIOL |
| 00 | L FLC | 01/01/1997 | 000-006-000 | 06/20/1997 | |
| Bottom | | | | | |
| F3=Exit | | F6=Add docket | | F7=Facesheet | |
| F8=Notes | | F10=Print Options | | | |
| F11=Menu bar | | F12=Cancel | | F14=Recalculate | |
| F20=Add Local | | F24=More keys... | | | |

Your local control sentence is entered as shown above.

* * * * *

The next two sets of instructions (15.1.3 and 15.1.4) are for slightly different scenarios.

15.1.3 is used when an offender changes their incarceration location (ex: JAIL to INTX) AND ALSO changes their admission (housing) location (ex: LBEN to BENT).

15.1.4 is used when an offender only changes their incarceration location (aka inmate movement) (ex: JAIL to INTX) but remains in their same housing location. To determine the housing location, you must determine who has jurisdiction over the offender. If the Jail continues to have jurisdiction over the offender when he moves to inpatient treatment or the work center, the housing

location will remain in the L location. If the community corrections agency assumes jurisdiction when the offender changes physical location of incarceration, the housing location will change to the community location.

If the offender remains in the same jail for the duration of his Local Control sentence, [15.1.3](#) and [15.1.4](#) do not apply; you can skip to [15.2](#).

* * * * *

15.1.3 Supervision Status (aka county inmate movement) and Housing Movement changes while still on Local Control Status

Sometimes an offender does not serve his entire Local Control sentence in jail. Every time an offender leaves the jail and moves to an alternative incarceration program, supervision status (aka inmate movement) should reflect that change. This data entry should be done timely and reflect the actual location of the offender.

For example, if the offender goes out to an Inpatient Treatment facility a week after starting their local sentence, you will need to move them from JAIL status to INTX status. You need to determine who has jurisdiction (aka who is the LSA – Jail or Community Corrections?) when an offender is outside of the jail. Often the jail retains jurisdiction (remains LSA) until the Local sentence is served especially if they are going to a work center, etc.; sometimes jurisdiction shifts to the Community Corrections Agency. Knowing who has jurisdiction (who is the LSA) during supervision status movement determines whether or not the housing location needs to change as well (L or community).

In this set of data entry instructions, the offender is changing from the L location to the Community location (housing movement) as well as changing from JAIL to STND (supervision status aka inmate movement). When an offender stays on LC status, you do NOT do a release first, you simply do a new admission.

Go to the Community Corrections Admission screen in the Admissions process:

| | | |
|--|---|---------------------|
| OPS225I BELLJU | Corrections Information Systems (TEST) Community Corrections Admission | 10:44:23 5/18/16 |
| Offender..... 12345678 OFFENDER, TEST | | |
| DOB..... 8/13/1989 Sex: M Race: W | | |
| Current status..... Local Control | | |
| Last location..... LLAN | | |
| Release date/time..... | | |
| Supervision level..... HI | | |
| ① | Admission to location.. | LANE |
| ② | Admission date/time... | 03011997 |
| ③ | Caseload..... | 6517 |
| ④ | Post admission status.. | LC |
| ⑤ | LC conviction county.. | LANE |
| ⑥ | LC supv status code... | STND |
| Copy PSI data from.... SIDNO 00000000 | | |
| F3=Exit F4=Prompt F5=Refresh F6=New admission | | |
| F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel | | |

- ① **Admission to Location:** This will be the community correction office's location code because the community corrections office will have control of the offender. [If the jail retains control of the offender, they will stay at the L location and you will use directions in 15.1.4 for supervision status movement.] (in this example 'LANE' for Lane County Community Corrections).
- ② **Admission Date/Time:** This would be the date the offender was released from the jail to another location to continue serving their local control sentence while the community corrections office has control of the offender. Enter date without slashes (/), the system will put them in when you hit enter.
- ③ **Caseload:** Caseload number of the assigned parole/probation officer or your local control caseload, depending on your county's practice.
- ④ **Post Admission Status:** This field MUST be LC to continue the offender on Local Control status.
- ⑤ **LC Conviction County:** This field will default to the county designated as County of Conviction entered when admitted to the jail location.
- ⑥ **LC Supv Status Code:** This code represents the current status, or 'program' of the offender when released from the jail to another location (for example a work center, inpatient treatment, or even just to be supervised in the community). In this example, the code 'STND' is used, meaning the offender is being supervised in the community, just like any other offender on supervision in your office. If the officer had immediately placed the offender on Day Reporting, it would be appropriate to use 'DAYR' as the code.

Now press <Enter> to process the admission. The record remains on LC status, but the Housing Movement location and the Supervision Status location have changed.

15.1.4 County Inmate Movements (Supervision Status change) while still on Local Control

These instructions are for supervision status change only. This is for tracking supervision status of the Local Control offender while he is within a given location (either your L Location or your Community Location). This is the process to use for movement of any type of offender, whether they are Probation, Parole, or Post-Prison Supervision violators, or new commitments. If the offender is changing supervision status AND housing movement location, use step 15.1.3 above.

You will do this data entry on the w/w County Inmate Movements/Supv Status Codes screen. There are several ways to get to that screen. The easiest is to use F11-3-J from a variety of screens (housing movement history, w/w offenses, etc., – it works from a lot of different places) You can also access this screen by opening a process like Admissions, Release, Support Data Entry/Update and pressing enter through the screens until you reach this one.

In our data entry example below, we are moving an offender from STND supervision status to DAYR. This is within the community location. Remember, we are not changing housing location here, just the supervision status. Please do these types of movements in a timely matter so the record is reflective of where the offender actually is.

```

OPS154I          Corrections Information Systems (TEST)          11:01:30
BELLJU           W/W County Inmate Movements/Supv Status Codes  5/18/16
                                           CHANGE
Offender..... 12345678      OFFENDER, TEST
Status..... LocalControl LANE

1 LC conviction county LANE
2 Start date/time..... 03151997 0800      Supervision Sts Code. DAYR 3
                                           Move type.....

Enter option..... 2=Change  5=Display
Move  LCsupv      Start      Stop      Resp Supervision
Opt  Type  Auth   Date   Time   Date   Time   Loca Status Code
LC   LANE   LANE   03/01/1997 14:00      LANE   STND
LC   LANE   LANE   01/01/1997 12:00      5/18/2016 14:00  LLAN   JAIL

```

- 1 **LC Conviction County:** This field remains the same (current LSA). In this example "LANE."
- 2 **Start Date/Time:** The actual date and time the offender began the new supervision status. Please remember it is important to enter a time in the time field and not leave it blank. Enter date without slashes (/), the system will put them in when you hit enter. In this example, the officer has decided to put the offender in the Day Reporting program on 03/15/97 at 8am.

3 **Supervision Sts Code:** This is the status the offender is going to. F4=Prompt will bring up the status code table. In this example it is “DAYR” for Day Reporting.

Press enter to see your data added.

```

OPS154I      Corrections Information Systems (TEST)      10:05:36
MCCARTHY      W/W County Inmate Movements/Supv Status Codes      5/21/07
                                     CHANGE
Offender..... 12345678      OFFENDER, TEST
Status..... LocalControl LANE

LC conviction county
Start date/time....      Supervision Sts Code.
                             Move type.....

Enter option..... 2=Change      5=Display
Move      LCsupv      Start      Stop      Resp Supervision
Opt      Type      Auth      Date      Time      Date      Time      Loca Status Code
  LC      LANE      3/15/1997      8:00      LANE      DAYR
  LC      LANE      3/01/1997      8:00      3/15/1997      8:00      LANE      STND
  LC      LANE      1/01/1997      8:00      3/01/1997      8:00      LLAN      JAIL
                                           Bottom
F3=Exit      F5=Refresh      F9=Retrieve
F11=Menu bar  F12=Cancel

```

NOTE: Notice how an admission to a ‘status’ automatically closes the previous one. Research has asked that these ‘movements’ remain continuous. For example, if the Day Reporting program was discontinued for an offender, move him back to STND. This will automatically close Day Reporting. Record these movements as many times as necessary and in a timely manner.

15.1.5 Completion of the Local Control Obligation (close ‘L’ sentence)

NOTE: Be careful! You need to be sure the offender really should be released to Post-Prison supervision. There has been a lot of confusion within Community Corrections and Institutions over this issue. Jails may release an offender at any time before their Local Control obligation has been completed, so be sure the jail ‘release’ date is the date the offender totally completed his/her sentence.

If the jail released the offender prior to the completion of their local control sentence, this creates ‘dead time’ between the release and when the offender can legally be on Post-Prison Supervision, which means they need to remain on LC status and change supervision status and maybe housing location, also (refer to Supervision Status and Housing Movement changes while still on Local Control Status above).

Also, for counties who contract back prison beds from DOC, releases from the institution do not necessarily mean the offender should be admitted on PPS. In all cases, check the sentence calculation to make sure the local control incarceration obligation has been completed and is considered “sentence served.”

The offender has completed his Local Control obligation when the entire sentence has been served. Remember good time and work credits are not entered into CIS/DOC400,

so it's possible the Max Date shown is not the same as the date the offender is sentence served.

NOTE: It is okay to add the PPS (O) line prior to receiving the LC PPS order. This is not preferred, because it is easier to forget to follow up that you have received a PPS order, but could be necessary at times for many reasons. Remember – without an active running sentence line, you have no sentences showing on your public information screen, and no supervision fees running, etc.

*****All of this release data entry is done by the convicting county, regardless of what county the record will be released to.*****

To begin, go to the Work with Offenses screen in the CC Release Process.

| | | |
|---|--|-------------------|
| OPS230I | Corrections Information Systems (TEST) | 12:40:55 |
| MCCARTHY | Work with Offenses | 8/30/07 |
| Offender: 12345678 Offender, Test Record key: | | |
| Status: Local Control LLAN Lane County Jail | | |
| DNA Collection not Required | | |
| Enter option... Custody cycle.... 1 | | |
| 2=Change 3=Copy offense 4=Delete 5=Display | | |
| 7=Add sentence 8=Conditions 9=Custody units 17=Add LC | | |
| OFF# | DOCKET | CNTY |
| CS | Type | Begin date |
| 01 | 109104030B | LANE |
| 00 | P FPR | 08/26/1991 |
| 02 | 109104028B | LANE |
| 00 | P FPR | 08/26/1991 |
| 2 | 00 L FLC | 01/01/1997 |
| | | 000-006-000 |
| | | 06/20/1997 |
| Bottom | | |
| F3=Exit | F6=Add docket | F7=Facesheet |
| F11=Menu bar | F12=Cancel | F14=Recalculate |
| | F8=Notes | F10=Print Options |
| | F20=Add Local | F24=More keys... |

Close “L” Sentence: Tab to the ‘L’ sentence line and enter 2=Change and press <Enter>. The following screen will appear:

| | | |
|----------------------|--|----------------------------|
| OPS150I | Corrections Information Systems (TEST) | 13:14:41 |
| MCCARTHY | Sentence Data for Local Control | 8/30/07 |
| CHANGE | | |
| Offender..... | 12345678 | OFFENDER, TEST |
| Status..... | Discharge | LANE |
| Offense/Sentence.... | 02 002 | Court Case..... 109104028B |
| Sentencing Guid.... | Y | County..... LANE |
| ORS..... | 154.225 | BURG I AF BURGLARY I |
| Sent type..... L | | |
| Begin date..... | 1/01/1997 | |
| Length (ymd)..... | 0 - 6 - 00 | |
| Consecutive to..... | | Merge to..... |
| Time served credits. | 10 | Inop time..... |
| Maximum date..... | 6/20/1997 | Inop (F4=W/W)..... 00000 |
| Termination date.... | 6/10/1997 | |
| Termination code.... | POST | |

- Tab to Termination date and enter the date the local control obligation ends. This may be close to the max date, but will highly likely not be exact if the offender has

received good time or work credits. This may be very different than the date the PPS line begins. Each L line will close to POST at the time that each sentence is considered “served,” but ALL O lines that are served together in the same incarceration period begin on the same date.

- Tab to Termination code and enter ‘POST’.
- Press <Enter> to update the sentence and return to the main screen.

Note: In our example, the Max date of the Local Control sentence is 6/20/97, but the Termination date was entered as 6/10/97 because the offender received 10 days credit (other than the “time served” credit), which makes the Release Date 10 days sooner. Your release date may not (and probably won’t) match the max date in CIS/DOC400 because good time and work credits are not entered into CIS/DOC400, but do shorten the length of the sentence to be served. If you do not know the good time and work credit, use the max date shown as the POST date.

15.1.6 Releasing the Body to “LCMP” (Local CoMPlete)

Go to the Offender Release screen in the CC Release Process.

| | | |
|---|--|-----------------|
| OPS270I | Corrections Information Systems (TEST) | 11:17:49 |
| BELLJU | Offender Release | 5/18/16 |
| PROCESS | | |
| Offender..... | 12345678 | OFFENDER, TEST |
| DOB..... | 8/13/1989 | Location: LANE |
| Status..... | LC Local Control | |
| Current caseload.... | 6517 OFFICER, PROBATION | |
| Custody/Supv level.. | HI | |
| ① Release date..... | 06101997 | Time.... 0800 ① |
| ② Release type code... | LCMP | |
| ③ Release to location. | LANE | |
| F3=Exit F4=Prompt F5=Refresh F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel | | |

- 1 Release Date/Time:** This date should be the same as the ‘L’ sentence’s termination date (if more than one ‘L’ sentence, use longest termination date). Remember to enter a time – do not leave that field blank. Enter date without slashes (/), the system will put them in when you hit enter.
- 2 Release Type Code:** The code used must be ‘LCMP’ to denote the completion of the Local Control sentence.
- 3 Release to Location:** This will be the Community Corrections office the offender will be supervised in.

Now press <Enter> to process the release.

15.1.7 Admitting Offender to Post-Prison Supervision

Note: The admission to Post-Prison, 'O' line entry, addition of conditions, and update of the EPR are completed by the Community Corrections Office that will be supervising the offender.

Go to the Community Corrections Admission screen in the Admission process to admit the offender on Post-Prison Supervision.

| | | |
|--|--|----------------|
| OPS225I | Corrections Information Systems (TEST) | 11:30:32 |
| BELLJU | Community Corrections Admission | 5/18/16 |
| Offender..... 12345678 OFFENDER, TEST | | |
| DOB..... | 8/13/1989 | Sex: M Race: W |
| Current status..... | Local Control | |
| Last location..... | LLAN | |
| Release date/time..... | 05/30/1997 08:00 | |
| Supervision level..... | HI | |
| ① Admission to location.. | LANE | |
| ② Admission date/time... | 05301997 0800 | |
| ③ Caseload..... | 6517 OFFICER, PROBATION | |
| ④ Post admission status.. | PO | |
| ⑤ LC conviction county.. | | |
| ⑥ LC supv status code... | | |
| Copy PSI data from.... | SIDNO 00000000 | |
| F3=Exit F4=Prompt F5=Refresh F6=New admission | | |
| F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel | | |

- ① **Admission to Location:** Your county code.
- ② **Admission Date/Time:** The exact date/time as the Release date/time. Enter date without slashes (/), the system will put them in when you hit enter.
- ③ **Caseload:** Use the caseload number of the officer assigned to the case.
- ④ **Post Admission Status:** Use the proper status, which will likely be PO for Post-Prison Supervision. If there are both Post-Prison and Parole sentences, use PS.
- ⑤ **LC Conviction County:** Leave blank as the offender is no longer on Local Control status.
- ⑥ **LC Supv Status Code:** Leave blank as the offender is no longer on Local Control status.

Now press <Enter> to process the admission.

PLEASE NOTE: Offender status now changes from LocalControl to PostPrison. Check status for PostPrison/LC or BRD on Work with Offenses screen. If status is not correct, first do an F14 to recalculate. If status is still wrong, follow Board/LC Override document to correct.

15.1.8 Open Post-Prison Supervision Sentence (Add 'O' line)

Go to the Work with Offenses screen.

```

OPS230I      Corrections Information Systems (TEST)      13:18:15
MCCARTHY      Work with Offenses                        8/30/07

Offender: 12345678 OFFENDER, TEST                      Record key:
Status: PostPrison/LC LANE Lane County Community Correcti
DNA Collection not Required

Enter option... Custody cycle.... 1
2=Change      3=Copy offense    4=Delete      5=Display
7=Add sentence 8=Conditions      9=Custody units 17=Add LC

OFF# DOCKET CNTY ORS ABBREV ORS NUMBER SG SANC SGDO
CS Type Begin date Length Max date Term date Code
01 109104030B LANE BURG I 154.225 Y Y
00 P FPR 08/26/1991 004-000-000 08/25/1995 08/25/1995 EXPI
7 02 109104028B LANE BURG I 154.225 Y Y
00 P FPR 08/26/1991 006-000-000 08/25/1997 01/01/1997 VIOL
00 L F 01/01/1997 000-006-000 06/20/1997 06/10/1997 POST

F6=Add docket F7=Facesheet F8=Notes F10=Print Options Bottom F3=Exit
F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys..

```

Open 'O' Sentence: Add the Post-Prison sentence by entering **7=Add Sentence**, on the docket line and press <Enter>. The following screen will appear:

Please remember that data entry of adding the O line is done by the supervising county.

```

OPS235I      Corrections Information Systems (TEST)      11:42:19
BELLJU      Sentence Data                               5/18/16
CREATE

Offender..... 12345678 OFFENDER, TEST
Status..... PostPrison LANE
Offense/Sentence... 02 002 Court Case..... 15CR24070/1
Sentencing Guid.... Y County..... LINN
ORS..... 154.225 BURG I AF BURGLARY I

1 Sent type..... 0
2 Begin date..... 06101997
3 Length (ymd)..... 0 - 12 - 0 Life (L).....
Inop days.....
CS to..... MRG to.....

Tent paro disc date.
Termination date.... Max sent date.....
Termination code.... Max indet sent date.

F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel

```

- 1 **Sentence Type:** 'O' for Post-Prison.
- 2 **Begin Date:** Physical Release date found on PPS Order. All PPS begins on the same date, regardless of how many different local sentences ended at different times.
- 3 **Length:** This will be taken from the court order or the Order of Post-Prison Supervision.

Add conditions as explained in conditions chapter (18); check the EPR, adjust as needed and check the supervision fee account and bring balances forward as needed.

NOTE: Post-Prison supervision should be served for all Local Control offenders unless the court order specifically spells out no post-prison supervision will be imposed. If an order was received with no PPS time mentioned, and no specific language prohibiting the imposition of PPS time, inquire in writing to the judge about the status of PPS time, with a request to the D.A. to seek a modified order or follow your county's procedure regarding these types of occurrences. The Gaynor decision on April 3, 2000, upheld that if the judge orders no PPS or an incorrect amount of PPS at the time of sentencing, the Board cannot overrule that amount. The Board's policy is PPS time must be specified on the order. If it is determined there will not be a period of PPS Supervision, the offense would be closed to EXPI instead of POST.

The judge can also order "Straight Jail" which would not be entered into CIS/DOC400 at all. When seeking clarification from the DA/court, if you are unsure you may want to find out if it is local control with no PPS or "Straight Jail." See OPS 15.8.4 for more details. Please also be aware that Local Control (with no PPS) sentences are entered and FUNDED. Straight Jail is not entered and not funded.

Now press <Enter> to update the sentence.

```

OPS230I                      Corrections Information Systems (TEST)          13:27:22
MCCARTHY                      Work with Offenses                          8/30/07

Offender: 12345678  OFFENDER, TEST                      Record key:
Status:  Postprison/LC      LANE      Lane County Community Correcti
          DNA Collection not Required

Enter option...      Custody cycle.... 1
  2=Change           3=Copy offense      4=Delete           5=Display
  7=Add sentence    8=Conditions      9=Custody units    17=Add LC

OFF#   DOCKET      CNTY      ORS ABBREV   ORS NUMBER   SG   SANC  SGDO
      CS      Type      Begin date   Length      Max date     Term  date  Code
01     00      109104030B  LANE        BURG I       154.225     Y      Y
      00      P FPR      08/26/1991   004-000-000   08/25/1995   08/25/1995 EXPI
02     00      109104028B  LANE        BURG I       154.225     Y      Y
      00      P FPR      08/26/1991   006-000-000   08/25/1997   09/02/1997 VIOL
      00      L F       01/01/1997   000-006-000   06/20/1997   06/10/1997 POST
      00      O FPO      06/10/1997   000-012-000   06/09/1998
                                                    Bottom
F3=Exit      F6=Add docket  F7=Facesheet    F8=Notes      F10=Print Options
F11=Menu bar  F12=Cancel   F14=Recalculate  F20=Add Local  F24=More keys...

```

~INSTRUCTIONS END HERE FOR FELONY PROBATION REVOKED TO LOCAL CONTROL~

~INSTRUCTIONS BEGIN HERE FOR NEW LOCAL CONTROL SENTENCES~

15.2 New Local Control Admission (may or may not be currently under supervision)

This could be a new admission (new cycle) or it could be a new Local Control sentence (meaning not a probation revocation) on an offender currently supervised.

From the Community Corrections Admission screen, look for the offender using the Name Search Method (press F4 in the name field and type in the name: last name first name no comma in between). If there is a **match**, put cursor on the offender's name and press enter. This will take you to Community Corrections Admission screen.

Example of admission screen with offender who is currently in the system:

| | | |
|--|---|---------------------|
| OPS225I BELLJU | Corrections Information Systems Community Corrections Admission | 10:14:06 4/27/16 |
| Offender..... 12345678 SMITH, JOHN DOB..... 10/19/1978 Sex: M Race: W Current status..... Post Prison Last location..... BENT Release date/time..... Supervision level..... HI | | |
| ① Admission to location. LBEN ② Admission date/time... use the correct date ③ Caseload..... use your local control caseload number ④ Post admission status. LC ⑤ LC conviction county.. BENT ⑥ LC supv status code... JAIL* Copy PSI data from.... | SIDNO 00000000 F3=Exit F4=Prompt F5=Refresh F6=New admission F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel | |

This defaults to your community location, change to your L location if the offender begins his sentence in jail or under the jurisdiction of your jail.

Fill in fields to admit:

- ① **Admission to location:** defaults to community location; change to your L location or the location the offender is in jail. If you rent beds and your county considers the offender an inmate in your facility and is paying for a bed elsewhere, use your L location since funding is tied to the L location and you're paying to house the offender.
- ② **Admission date/time:** use the date that the offender starts his local control sentence. This may be different than the court order conviction date if the offender had his local control sentence deferred or delayed. Be sure the offender has started his sentence before admitting and use the correct date to reflect the date it actually starts. The offender may or may not start his Local Control sentence in your jail, depending on your county practice and the court order.

- ③ **Caseload:** Use the caseload designated for Local Control for your office; this could be the caseload number of the Local Control PO in your office, or a specifically designated Local Control caseload number. It is recommended, although not mandatory, that you have a Local Control caseload that is tied to your L location. If you need help with this, please contact your office SOON rep.
- ④ **Post admission status:** LC
- ⑤ **LC conviction county:** the convicting county enters the local control sentence, so this should be your county
- ⑥ **LC supv status code:** If the offender starts his local sentence in jail, use JAIL as the admission code. If the offender changes location later (even on the first day) you can change that later with the proper movement

Press <enter> to process admission

If the offender is **not** already in CIS/DOC400 on the first admission screen do an F6 to admit new, and you'll get this admission screen:

```

OPS226I                      Corrections Information Systems          10:27:52
BELLJU                       COMMUNITY CORRECTIONS NEW INTAKE      4/27/16
                               **NEW OFFENDER DATA**

    ** Note:  Use only for offenders not currently enrolled in OP System. **

① ID number..... 12345678
② Last name..... OFFENDER
③ First/middle/title.. TEST          MIDDLE          JR
④ DOB..... 01011997          ⑤ Sex: M          ⑥ Race: W
⑦ Admit to location... LBEN
⑧ Date/Time..... 05182016 0900
⑨ From county/state... BENT
⑩ Caseload..... 8245
⑪ Admission status... LC Note: Diversion Offenders enter as DV = Diversion

⑫ LC conviction county BENT
⑬ LC supv status code. JAIL
Search PSI data..... Y
Copy PSI data from..          SIDNO

F3=Exit      F4=Prompt      F5=Refresh      F7=Current date/time
F9=Retrieve  F11=Menu bar   F12=Cancel

```

Fill in fields on new Local Control admission, almost like any other new admission:

- ① **ID number:** Enter SID
- ② **Last name:** taken from the court order
- ③ **First/middle/title:** taken from the court order
- ④ **DOB:** Use format with no slashes: 01012005

- 5 **Sex:** M or F
- 6 **Race:** Choose from F4 options, or enter code if known
- 7 **Admit to location:** will default to your community location; change to your L location if the offender is starting his Local Control sentence in jail.
- 8 **Date/Time:** use the date and time the offender begins his local sentence. This might be different than the date on the court order. Sometimes the start of the sentence is deferred or delayed for a variety of reasons. Make sure the offender is either in custody or has otherwise begun his sentence according to the LSA.
- 9 **From county/state:** this is the convicting county. The convicting county is the agency who enters these new local control sentences; therefore, it should be your county's code
- 10 **Caseload:** use your local control caseload number or the caseload number per your county policy. It is recommended, although not mandatory, that you have a Local Control caseload that is tied to your L location. If you need help with this, please contact your office SOON rep.
- 11 **Admission status:** LC
- 12 **LC conviction county:** this is the convicting county again; same as above.
- 13 **LC supv status code:** use the code that represents the location/sup status the offender begins his Local Control sentence. This will likely be JAIL to start, but depending on your county and the practice of your LSA it may be something different.

Continue to work through the steps of the Admission Process, i.e. descriptive data, addresses, etc.

At the “Work with Offenses” Screen, you will use F20=Add Local Docket and will see the screen below.

NOTE: This is the same procedure as the Felony Probation Revocation Scenario except you must add a new docket (F20=new docket) instead of violating the “P” line. Information about the sentence should come from the court order (sentencing date, sentence begin date, sentence length) and the Jail (for time served credits).

| | | |
|---|---|-------------------------------|
| OPS151I BELLJU | Corrections Information Systems (TEST) Add Sentence Data for Local Control | 12:07:31 5/18/16 |
| Offender.... 13245678 OFFENDER, TEST Status..... LocalControl BENT | | CREATE |
| ① Docket#..... | 16CR12345/01 | County..... BENT ② |
| ③ Court count..... | 01 | Offense number..... |
| ④ ORS number..... | 475.840 | |
| ⑤ Sent guide (Y/N)... | Y | |
| ⑥ Time served credit.. | 5 | Inop time..... |
| ⑦ Sentence type..... | L | |
| Inchoate/ORS..... | | |
| ⑧ Begin date..... | 05/18/2016 | ⑨ Length (ymd)..... 0 - 3 - 0 |
| ⑩ Consecutive to..... | | ⑪ Merge to..... |
| Maximum date..... | | |
| F3=Exit F4=Prompt F11=Menu bar F12=Cancel | | |

- ① **Docket #:** Enter the docket number here, taken from the court order including a slash (/) and the count number.
- ② **County:** Enter the four-letter code of the convicting county. The convicting county should be doing the data entry, so this should be your county code.
- ③ **Court count:** Enter the count number here again in two-digit form (01, 02, etc.)
- ④ **ORS number:** Press F4 and search for the correct number as stated on the court order.
- ⑤ **Sent Guide (Y/N):** This should always be yes because Local Control sentences are only entered if they are felonies and we’ve past the date of when sentencing guidelines began.
- ⑥ **Time Served Credits:** These are credits the offender earns for days spent in the jail prior to sentencing, and can include jail time ordered as a condition of probation as well as sanction time the offender served. The judge may choose to withhold these credits at sentencing, and if so, must include language to mean “No Credit For Time Served.” Remember good time and work time credits are NOT entered here.

- 7 Sentence Type:** L for Local Control.
- 8 Begin Date:** Sentence begin date is the date the offender begins serving his time (date of sentencing or later), and should correspond with Admission Date. For instance, if the offender was sentenced on May 5, 2016, but the judge ordered him to report on May 9, 2016, to begin serving his sentence, then 05/09/2016 would be the begin date. Your offender may or may not start his sentence in custody, depending on your county's practices. Be sure the begin date of the offense matches the admission date and that the offender did in fact begin his sentence on that date.
- 9 Length:** This information is taken from the court order and should be entered exactly as shown on the court order, whether that is in units of years, months, or days.
- 10 Consecutive To:** If the sentence runs consecutive to another sentence; enter the offense # of the sentence it is consecutive to. However, this is not used in the sentence calculation. If you have a consecutive sentence, ask your LSA the "sentenced served" date on the first offense, and then use that completion date as the begin date for the next sentence (the consecutive one). Continue in this pattern for all consecutive sentences. Do all this consecutive sentence data entry at the time of admission and initial data entry. The max date on each may be different than the sentence served date since work time and good time are not input into CIS/DOC400.
- 11 Merge To:** If the sentence is merged with another sentence for purposes of sentencing; enter the offense # it is merged with.

Press <enter> to process docket entry.

You must remember to go back into the docket from the Work with Offenses screen by putting a 2=Change on the docket line to add the rest of the docket information such as Sanction Status, Judge's name, Conviction date, etc.

| | | | |
|----------------------|---------------------------------|---------------|-----------------------------|
| OPS236I | Corrections Information Systems | | 10:43:45 |
| BELLJU | Docket and Offense Description | | 4/27/16 |
| CHANGE | | | |
| Offender..... | 12345678 | SMITH, JOHN | |
| Status..... | Local Control | | |
| Docket#/County..... | 15CR12345/01 | BENT | |
| Court case count.... | 1 | | |
| Sanction status..... | | | |
| Offense number..... | 01 | | |
| ORS number..... | 475.894 | POSS METH | POSSESS METH |
| Sent guide (Y/N)... | Y | | Crime Class/Severity CF 626 |
| Felony=Misdemeanor.. | N | | |
| Inchoate/ORS..... | | | |
| Crime seriousness... | | | Criminal history.. |
| Sentencing judge.... | | | Dispositional depart.. |
| Defense counsel..... | | | Durational depart.... |
| District attorney... | | | DA case number.... |
| Crime date..... | | M57 Eligible. | M57 Convicted..... |
| Arrest date..... | | | |
| Convicted date..... | | | |
| F3=Exit | F4=Prompt | F5=Refresh | F6=Add Sentence |
| F11=Menu Bar | F12=Cancel | | F8=Add counts |

Fill in all this missing data in this screen

Complete any additional data entry as needed similar to the instructions above for probations revoked to Local Control, including any inmate movements necessary, any housing movements necessary, and the release and admission data entry when the Local Control sentence is complete.

~INSTRUCTIONS END HERE FOR NEW LOCAL CONTROL SENTENCES~

~INSTRUCTIONS BEGIN HERE FOR PPS or PAROLE REVOCATION SENTENCES~

15.3 Post-Prison and Parole Supervision Revocation Sentences – Parole Board controlled offenders and/or Local Control controlled offenders

NOTE: These steps are followed when an offender's PPS (or Parole) Supervision is revoked and a sanction of one year or less is imposed. Most fields in the Admission screen are promptable with the F4 key if you do not know the correct code to enter. There are two different ORSs used for Post-Prison (144.108) and Parole (144.136); be sure to choose the correct one.

ALSO NOTE: All PPS revocation sentence data entry is done by the supervising county, regardless of the L location that the offender is serving the revocation sentence, including release back to the supervising county.

15.3.1 Admit to 'L' Location (Jail)

To begin, go to the Community Corrections Admission screen in the Admissions process. When admitting to Local Control, this process works much like the institution's admission process, in that you do not release the offender from his previous status before you admit him. The following screen is the first step in the Admissions process:

| | | |
|---|--|---------------------|
| OPS225I BELLJU | Corrections Information Systems Community Corrections Admission | 15:02:47 5/18/16 |
| Offender..... 12345678 OFFENDER, TEST | | |
| DOB..... | 4/22/1969 | Sex: M Race: W |
| Current status..... | Post Prison | |
| Last location..... | LANE | |
| Release date/time..... | | |
| Supervision level..... | HI | |
| ① Admission to location. | LLAN | |
| ② Admission date/time... | 01011997 0800 | |
| ③ Caseload..... | 6145 | |
| ④ Post admission status. | LC | |
| ⑤ LC conviction county.. | LANE | |
| ⑥ LC supv status code... | JAIL | |
| ⑦ Copy PSI data from.... | SIDNO | |
| F3=Exit F4=Prompt F5=Refresh F6=New admission F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel | | |

- ① Admission To Location:** If the offender started Local Control time in a jail, this field must be changed to a location code beginning with "L" (all county Jail codes begin with "L") and which represents the actual physical location of the offender. This will usually be the "L" location of the supervising county at the time of the revocation (also the Supervisory Authority). The L location may be different from the supervising county

if the offender is currently housed in a different jail and will be serving the revocation sentence there; sometimes this occurs when sentences are concurrent or when the offender is sitting in jail awaiting trial in that other county.

If your county rents jail beds from another county and the offender is in a rented bed that your county is paying for and your jail considers that offender to be an inmate in your jail (just out at a different location), then you do NOT put the offender in the actual L location, instead use your own L location. Funding is based on the L location of the offender in CIS/DOC400, so if you are paying for a rental bed, you want the funding; therefore, admit to your L location.

In this example you are admitting to the Lane County Jail because Lane County is the Supervisory Authority, and the offender is physically housed in the Lane County Jail, thus you are choosing "LLAN."

NOTE: There is an F4 prompt on the "Admission To Location" field. Once you get there, you will see only the "C" locations (the community corrections field office codes). You will need to tab to the field and change the "C" to an "L" to see the codes for the county Jails (those that begin with "L").

- ② **Admission Date/Time:** This will be the Board (or LSA) Action date (Board or Supervisory Authority Revocation/Decision date), which will be on the Teletype (TTY). (You may or may not find all needed information on the Board Action Form (BAF) received from the Board, so it's best to use the Teletype). The TTY should go to a designated printer in your office that may be tied to CIS/DOC400 printing or to your LEDS printer and the BAF will go via email either directly to the PO, or perhaps to the email group the Board has for your office. Be sure to find the TTY to do your data entry. You can ask the Board to resend it, if you can't find it but please check with the PO before you request a resend.
- ③ **Caseload:** Use the caseload designated for Local Control for your office; this could be the caseload number of the Local Control PO in your office, or a specifically designated Local Control caseload number. It is recommended, although not mandatory, that you have a Local Control caseload that is tied to your L location. If you need help with this, please contact your office SOON rep.
- ④ **Post Admission Status:** When admitting to Local Control the code must be 'LC.'
- ⑤ **LC Conviction County:** On PPS revocation cases, the Supervisory Authority is the supervising county at the time of revocation. Enter the County location code, not the "L" location.
- ⑥ **LC Supv Status Code:** This field represents the supervision status of the Local Control Offender. In this case, the offender is currently at the Jail. If the offender had gone immediately to a different supervision status, it would be appropriate to use the code for that secure program (REST, SCTX or WKRL). A secure program is one where

an offender remains in the facility and does not go out to work or out to program. For PPS and Parole revocation sentences, the offender can only serve his time in a “secure” facility and nowhere else.

7 Copy PSI Data from: Leave Blank.

Now press <Enter> to process the admission.

15.3.2 Open PPSVSANC sentence line

To begin, go to the Work with Offenses screen:

```

OPS230I                      Corrections Information Systems (TEST)          11:58:08
MCCARTHY                      Work with Offenses                          9/04/07

Offender: 12345678  OFFENDER, TEST                      Record key:
Status:   LOCAL CONTRL      LLAN Lane Jail
          DNA Collection not Required

Enter option...
2=Change      3=Copy offense      4=Delete      5=Display      1
7=Add sentence 8=Conditions      9=Custody units 17=Add LC

OFF#  DOCKET  CNTY  ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
CS    Type    Begin date  Length      Max date    Term date  Code
01    109104030B  LANE      BURG I      154.225     Y   Y
00    P FPR      08/26/1991  004-000-000  08/25/1995  08/25/1995  EXPI
02    109104028B  LANE      BURG I      154.225     Y   Y
00    P FPR      08/26/1991  006-000-000  08/25/1997  09/02/1997  VIOL
00    L F        06/03/1995  000-018-000  11/30/1996  11/15/1996  POST
00    O FPO      11/15/1996  000-036-000  11/14/1999

F3=Exit      F6=Add docket  F7=Facesheet  F8=Notes      F10=Print Options      Bottom
F11=Menu bar  F12=Cancel    F14=Recalculate  F20=Add Local  F24=More keys...
  
```

IMPORTANT NOTE: The current PPS sentences ‘O’ lines will remain open. (Do not close to VIOL).

Add PPSVSANC Docket: Use the F20=Add Local to go to the following screen:

```

OPS151I                      Corrections Information Systems          15:17:08
BELLJU                      Add Sentence Data for Local Control      5/18/16
                                CREATE

Offender.... 1345678 OFFENDER, TEST
Status..... LocalControl      LLAN

Docket#.....
Court count.....
ORS number..... 144108
Sent guide (Y/N)... Y
Time served credit.. 60
Sentence type..... L
Inchoate/ORS.....
Begin date..... 01011997
Consecutive to.....
Maximum date.....

County.....
Offense number.....
Inop time.....
Length (ymd)..... 0 - 0 - 180
Merge to.....

F3=Exit      F4=Prompt      F11=Menu bar      F12=Cancel
  
```

There are only four (4) fields to enter data into...easy!

1 ORS number..... 144108

2 Time served credit.. 60

3 Begin date..... 01011997

4 Length (ymd)..... 0 - 0 - 180

Docket #: Leave this field blank. (Once you press <Enter>, the docket # will automatically fill in with PPSVSANC and will automatically number accordingly).

County: Leave this field blank. There can be numerous crimes from different counties in each 'set' of Post-Prison supervision.

Court Count: Leave this field blank for the same reason.

- ① **ORS Number:** ORS number **144.108** must be used for Post-Prison and **144.346** for Parole. This field may also be prompted with the F4=Prompt. To find PPSV SANC, type in PPS and press <Enter>; to find PARO VIOL, type in PAR and press <Enter>.

Sent. Guide.: This field defaults to 'Y', and is the correct choice for Post-Prison revocations.

- ② **Time Served Credit:** This would be the number of days between the arrest date and the Board/Supervisory Authority revocation/decision date, found on the T-type. Use the exact number of time served credits provided by the Board or the LSA.

For LSA-controlled cases: To calculate time served credit (amount of time back to arrest date) if the information is not on the LSA T-Type: Type F11, 2, B to go to the date calculator screen. Operation = 2 (find difference). From date = arrest date To date = Supv Authority action date. Enter the days into the TSC field of the sentence line of the sanction. This information should be provided to you by the LSA; unless you are the person responsible for creating the LSA revocation paperwork.

INOP Time: Leave this field blank on Parole Board jurisdiction. For Supervisory Authority jurisdiction: Go to each open "O" line, put in "2" to change. This brings up your "sentence data" screen. Tab to the right side of the screen to "Inop days" and do F4. The next screen should be W/W Inop/Institution & Community Corrections. Do F18 = Create Comm.Corr. The next screen should say "Maintain Community Corrections Inop Days. Go to Offense, do F4 (F4=List). This will pull up your offenses. For each "O" line, put in Start date (Arrest date) and Stop Date (Release date) and Reason is REVD. On Comments: type LSA Action date (from teletype). Repeat this for every open "O" line or use the copy feature.

Sentence Type: Automatically defaults to 'L' which is correct for Local Control.

- ③ **Begin Date:** This would be the Board or LSA revocation/decision date as identified by the Board or LSA T-Type (same as the admission to local control date). In this example we are using 1/1/1997. Enter date without slashes (/), the system will put them in when you hit enter.
- ④ **Length:** This would be the amount of days the Board or LSA states the offender is sanctioned to on the T-Type. This will usually be in 30, 60, 90, or 180 day increments.

Consecutive To: Leave this field blank.

Merge To: Leave this field blank.

Maximum Date: The date the Board or Supervisory Authority identifies as the Re-Release Date on the T-Type. The sentence calculation will be Sentence Begin Date (Board/Supervisory Authority Revocation/Decision date) + Length – Time Served Credit = Max Date (Re-Release Date). This date will calculate and auto fills when you hit enter.

Now press <Enter> to update the docket.

| | | | | | | | |
|--|------------|--|-------------|-------------------|------------|------------------|------|
| OPS230I | | Corrections Information Systems (TEST) | | | | 12:39:25 | |
| MCCARTHY | | Work with Offenses | | | | 9/04/07 | |
| Offender: 12345678 OFFENDER, TEST | | | | | | Record key: | |
| Status: Local Control LLAN | | | | | | | |
| DNA Collection Required | | | | | | | |
| Enter option... | | | | Custody cycle.... | | | |
| 2=Change | | 3=Copy offense | | 4=Delete | | 5=Display | |
| 7=Add sentence | | 8=Conditions | | 9=Custody units | | 17=Add LC | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG | SANC | SGDO |
| CS | Type | Begin date | Length | Max date | Term date | Code | |
| 01 | 109104030B | LANE | BURG I | 154.225 | Y | Y | |
| 00 | P FPR | 08/26/1991 | 004-000-000 | 08/25/1995 | 08/25/1995 | EXPI | |
| 02 | 109104028B | LANE | BURG I | 154.225 | Y | Y | |
| 00 | P FPR | 08/26/1991 | 006-000-000 | 08/25/1997 | 09/02/1997 | VIOL | |
| 00 | L F | 09/29/1997 | 000-018-000 | 11/30/1996 | 11/15/1996 | POST | |
| 00 | O FPO | 11/15/1996 | 000-036-000 | 11/14/1999 | | | |
| 03 | PPSVSANC | | PPSV SANC | 144.108 | Y | N | |
| 00 | L LC | 01/01/1997 | 000-000-180 | 04/30/1997 | | | |
| Bottom | | | | | | | |
| F3=Exit | | F6=Add docket | | F7=Facesheet | | F8=Notes | |
| F11=Menu bar | | F12=Cancel | | F14=Recalculate | | F20=Add Local | |
| | | | | | | F24=More keys... | |
| Status does not match offenses. Correct offenses or F13=change status. + | | | | | | | |

IMPORTANT WARNING: *Physical Release Date:** Please note for Post-Prison Supervision (and Parole) revocation, the Board or LSA does not allow good time or work credits so the Max Date will be the Physical Release Date. **If your jail is going to release the offender on a different date than the Board-calculated Max Date, notify the Board immediately.** The Board will recalculate the offender's sentence length and REVO (INOP) time and your data entry will need to be changed. If this happens before the offender is released, you'll release directly out to PPS. If it does not happen before the offender is released, see data entry instructions below.

If there is no time to notify the Board in advance (or the Board does not make the changes in the system prior to the offender's release) and your offender has been released early, change the housing location from your L location to your county location and use the supervision status code MATX (for matrix release) and keep on LC status until the max date is reached. If the Board eventually changes the sentence length and

INOP days, you will need to change your data entry to match. If they do not, this movement will remain and reflect what has occurred.

NOTE: When the Board or LSA has imposed a revocation sentence to a Post-Prison Supervision case, the field is responsible to create and send the Release Plan electronically to the Parole Board or to the LSA. Also email the release plan to the Board to Orders.BOPPPS@doc.state.or.us, or if you must fax, send to 503-373-7558. The Board or LSA will create a new PPS order, which the offender will need to sign. LSA cases: follow your County's practice. Remember to "complete" the release plan in CIS/DOC400, so the next agency that needs to create a release plan can do so.

15.3.3 County Inmate Movements (moving the offender from one supervision status to another)

This is the same concept as mentioned earlier for other local control offenders who move their physical location during the course of serving their revocation sentence. Please refer to section [15.1.3](#) above for instructions.

NOTE: On those offenders the State Board retains jurisdiction over, there are only four status changes in this screen you may use. They are COUR (out to court), DETA (out on detainer), WKRL (work center), and MATR (matrix release from jail). Please note on WKRL, the program must be supervised and in a secure facility. MATR should be used only in the case where the jail, for whatever reason, released the offender before the max date.

15.3.4 Completion of the Local Control Obligation:

The offender has completed his/her Local Control obligation when the Max Date has been reached, and should be released back to Post-Prison Supervision status. To begin, go to your Work with Offenses screen.

Per the Board's PPS Stop Policy, offenders on Post-Prison supervision as of 10/1/99, whose supervision is revoked and a revocation sentence is ordered shall have revocation time added back to the PPS sentence. The Parole Board will enter the INOP days on Board jurisdiction cases, and the Community Corrections Agency will enter the INOP days on LSA jurisdiction cases. The 'O' line will have a new expiration date.

NOTE: Be careful! You need to be sure the offender should be released back to Post-Prison supervision. There has been confusion within Community Corrections and Institutions over this issue. Jails may release an offender before their Local Control obligation is completed, even though PPS revocation offenders by Board rule must remain in custody. This may create some 'dead time' between the release and when the offender can legally be returned to Post-Prison Supervision (refer to 'Admit to Community Corrections Location While Still on Local Control Status'). If the jail releases early, notify the Board as soon as possible; they may change the revocation sentence

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length and INOP to reflect what has really happened. In the meantime, use the MATR movement code, admit to your community location, and keep on LC status. Be sure to watch the record and if the Board does change the INOP time (and revocation length as shown in a new TTY) be sure to change the sentence length to match, which will change the max date. If the dates have been changed, close line to EXPI as of the new date and move to PPS using the adjusted date as well.

ALSO NOTE: Please remember ALL data entry for revocation sentences is done by the supervising county, including completing the sentence and releasing back to supervision.

```

OPS230I                      Corrections Information Systems (TEST)                      12:39:25
MCCARTHY                      Work with Offenses                                    9/04/07

Offender: 12345678    OFFENDER, TEST                      Record key:
Status:   LOCAL CONTRL      LANE Lane County Community
          DNA Collection Required

Enter option...
  2=Change      3=Copy offense      4=Delete      5=Display
  7=Add sentence 8=Conditions      9=Custody units 17=Add LC
  Custody cycle.... 1

OFF#  DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC      SGDO
CS    Type      Begin date      Length      Max date      Term date      Code
  01    109104030B  LANE      BURG I      154.225      Y      Y
  00    P FPR      08/26/1991  004-000-000  08/25/1995  08/25/1995  EXPI
  02    109104028B  LANE      BURG I      154.225      Y      Y
  00    P FPR      08/26/1991  006-000-000  08/25/1997  06/01/1995  VIOL
  00    L F      06/03/1995  000-018-000  11/30/1996  11/15/1996  POST
  00    O FPO      11/15/1996  000-036-000  11/14/1999
  03    PPSVSANC      PPSV SANC  144.108      Y      N
  2  00    L LC      01/01/1997  000-000-180  04/30/1997

Bottom
F3=Exit      F6=Add docket  F7=Facesheet  F8=Notes      F10=Print Options
F11=Menu bar  F12=Cancel    F14=Recalculate  F20=Add Local  F24=More keys...
  
```

Close “L” Sentence: Tab to the ‘L’ sentence line and enter 2=Change and press <Enter>. The following screen will appear:

```

OPS150I                      Corrections Information Systems (TEST)                      12:57:02
MCCARTHY                      Sentence Data for Local Control                                    9/04/07
                                CHANGE

Offender..... 12345678      OFFENDER, TEST
Status..... LOCAL CONTRL      LLAN
Offense/Sentence.... 02 002      Court Case.....
Sentencing Guid.... Y      County..... LANE
ORS..... 144.108      PPSVSANC

Sent type..... L
Begin date..... 1/01/1997
Length (ymd)..... 0 - 0 - 180
Consecutive to..... Merge to.....
Time served credits..... Inop time.....
Maximum date..... 4/30/1997      Inop (F4=W/W)..... 00000

Termination date.... 4301997
Termination code.... EXPI
F3=Exit      F4=Prompt  F5=Refresh    F11=Menu bar  F12=Cancel
  
```

Tab to Termination date and enter the date the local control obligation ends, this should match the max date. Enter date without slashes (/), the system will put them in when you hit enter. Tab to Termination code and enter 'EXPI'. Press <Enter> to update the sentence and return to the main screen. Because PPS revocation sentences do NOT receive good time or work credits the max date should always match the release date. This is different than new Local sentences or probation revoked to Local sentences.

Press <enter> again to get to the Offender Release screen. Now continue to Releasing the Body to "LCMP."

15.3.5 Releasing the Body to "LCMP"

Here is the Offender Release screen in the CC Release Process.

| | | |
|----------------------|--|----------------|
| OPS270I | Corrections Information Systems (TEST) | 13:14:41 |
| MCCARTHY | Offender Release | 9/04/07 |
| PROCESS | | |
| Offender..... | 12345678 | OFFENDER, TEST |
| DOB..... | 4/22/1969 | Location: LLAN |
| Status..... | LC Local Control | |
| Current caseload.... | 6145 | |
| Custody/Supv level.. | HI | |
| Release date..... | 04301997 | 1 Time....0800 |
| Release type code... | LCMP | 2 |
| Release to location. | LANE | 3 |
| F3=Exit | F4=Prompt | F5=Refresh |
| F9=Retrieve | F11=Menu bar | F12=Cancel |
| F7=Current date/time | | |

- 1 **Release Date/Time:** This date should be the same as the PPSVSANC termination date. Enter date without slashes (/), the system will put them in when you hit enter.
- 2 **Release Type Code:** The code used must be 'LCMP' to denote the completion of the Local Control sentence.
- 3 **Release to Location:** This will be the Community Corrections office the offender will be supervised in.

Now press <Enter> to process the release.

15.3.6 Returning Offender to Post-Prison Supervision

NOTE: Re-admission to PPS will be completed by the Community Corrections Office that will be supervising the offender.

Go to the Community Corrections Admission screen in the Admission process to admit the offender to Post-Prison Supervision.

| | | |
|--|--|----------|
| OPS225I | Corrections Information Systems (TEST) | 13:23:18 |
| MCCARTHY | Community Corrections Admission | 9/04/07 |
| Offender..... | 12345678 OFFENDER, TEST | |
| DOB..... | 4/22/1969 | |
| Current status..... | Local Control | |
| Last location..... | LLAN | |
| Release date/time..... | 04/30/1997 0800 | |
| Supervision level..... | LOW | |
| Admission to location. | LANE ① | |
| Admission date/time... | 04301997 0800 ② | |
| Caseload..... | 6517 ③ | |
| Post admission status. | PO ④ | |
| LC conviction county.. | | |
| LC supv status code... | | |
| Copy PSI data from.... | SIDNO 00000000 | |
| F3=Exit F4=Prompt F5=Refresh F6=New admission | | |
| F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel | | |

- ① **Admission to Location:** This would be your county code.
- ② **Admission Date/Time:** This would be the exact date/time as the Release date/time. Enter date without slashes (/), the system will put them in when you hit enter.
- ③ **Caseload:** Use the caseload number of the officer you are assigning to the case.
- ④ **Post Admission Status:** Use PO for Post-Prison offenders, PA for Parole offenders, and PS for Post/Parole offenders.

LC Conviction County: This field must be blank as the offender is no longer on Local Control status.

LC Supv Status Code: This field must be blank as the offender is no longer on Local Control status.

Now press <Enter> to process the admission.

PLEASE NOTE: offender status now changes from Local Control to Post-Prison (or what you otherwise designated upon admission).

ALSO NOTE: The offender 'returns' to supervision on the existing PPS sentence(s) he was originally revoked on. As of 10/1/99 revocation time is added back to the original sentence(s) (The Parole Board will enter the INOP if the offender is Board controlled or the Community Corrections Agency will enter this if the offender is LSA controlled). After INOP has been added, if any PPS sentences expired during incarceration, they should be closed to EXPI.

Update EPR if needed and check supervision fee account.

15.4 Parole Revocation (PAROVIOL)

This scenario will be treated like the Post-Prison Supervision violation above, with the exceptions of the ORS number used in adding the docket (which will be [144.346](#)), and the sentencing guidelines indicator is 'N'. "I" lines on the corresponding dockets will remain open. When the offender completes his Local Control Obligation and is released to LCMP, he/she would need to be admitted to PA for Parole instead of PO for Post.

15.5 Parole and Post-Prison Revocation (PPSVSANC and PAROLVIOL)

This scenario will use both the PPSVSANC and PAROVIOL dockets as discussed in the Post-Prison Revocation Sanction and Parole Revocation Sanction scenarios. Both the "I" and "O" lines on the corresponding dockets will remain open. Use F20=Add Local to create both dockets. Use ORS number [144.108](#) for the PPSVSANC docket, and [144.346](#) for the PAROVIOL docket. When the Local Control obligation is finished and the offender is released to LCMP, admit him/her to PS for Post-Parole.

~INSTRUCTIONS END HERE FOR PPS or PAROLE REVOCATION SENTENCES~

~INSTRUCTIONS BEGIN HERE FOR ALL OTHER LOCAL CONTROL DATA ENTRY~

15.6 Contract Back

Contract back offenders are offenders for whom the county has contracted with Department of Corrections to rent institution bed space. They will be admitted by the institution and released back to the county. **This practice occurred mostly in the early days of SB1145 and is not as prevalent at the date of this revision.**

| | | | | | |
|---|--|---------------------------------|--|------------------------------------|--|
| SYS402I | | Corrections Information Systems | | 13:20:11 | |
| CUMMINSL | | Movement History/Maintenance | | 8/11/97 | |
| | | | | **Remarks** | |
| Offender.... | | | | Curr cycle. 01-09-02 | |
| Status..... ADMIT PEND | | Location.... CRCI | | Caseload... | |
| Position custody/admission cycle... 1 9 | | | | | |
| --Cycle-- Location | | --Admission-----Release----- | | | |
| 01 Admission From: MULT | | | | | |
| 01-09 Status: IN | | | | | |
| 01-09-01 OCIC | | CUST CRCI | | | |
| Housing Y1B | | 07/02/1997 11:15 | | 07/15/1997 09:30 | |
| Rental | | 07/02/1997 23:59 | | 08/07/1997 00:00 | |
| 01-09-02 CRCI | | | | LOCL LMUL | |
| Housing 6-08 | | 07/15/1997 10:45 | | 07/29/1997 15:49 | |
| Housing 5-22B | | 07/29/1997 15:49 | | 08/07/1997 11:00 | |
| Bottom | | | | | |
| F3=Exit | | F7=Remarks | | F10=Print | |
| F18=Change data | | F20=W/W Movements | | F21=Auto cycle/summary maintenance | |
| | | | | F13=Show all dates + | |

The release from the institution should use the code LOCL to the county's 'L' location (in this example LMUL) if the offender is still serving his/her Local Control obligation. The 'L' type sentence line(s) on the W/W Court Orders screen should remain open (as he/she has not gone on to Post-Prison Supervision yet).

If the offender has served his/her entire Local Control obligation, the institution would then use the code POST to the county corrections office location. The 'L' sentence line(s) on the W/W Court Orders screen would also be closed to POST.

NOTE: Some institutions have agreements with counties to release the offender back to the county jail location prior to the completion of the Local Control sentence, so these counties should not see Local Control Contract Back offenders released to POST to their county corrections office. If you feel the record is incorrect, call the institution that did the release, or OISC if past 30 days from release.

15.7 County Rental

If your county rents jail beds from another county and the offender is in a rented bed that your county is paying for and your jail considers that offender to be an inmate in your jail (just out at a different location), then you do NOT put the offender in the actual L location, instead use your own L location. Funding is based on the L location of the offender in CIS/DOC400, so if you are paying for a rental bed, you want the funding; therefore, admit to your L location.

15.8 Less Common Sentencing Scenarios

15.8.1 Sentences Run Consecutive and Concurrently:

The scenario: Lane County Court has sentenced Offender to one count of FDWS for 90 days, docket #209817499. The judge orders the first 60 days of the sentence to be served concurrently with a 6 month Deschutes County case, and the remaining 30 days to be served consecutively to the same Deschutes County case.

The solution: Enter one of the sentences, use option 3=Copy Offense to create the second docket/offense for the Lane County conviction, #209817499/01 and #209817499/01. Note that count number should remain the same so we can tell there was only one count! Start the sentence on the first docket (the consecutive one) on the end date of the sentence it is consecutive to. Start the sentence of the second docket (the concurrent one) on the date of the sentence it is concurrent to. Only add the PPS line to the longest running sentence (in this case the first docket/sentence), closing the other to EXPI. Use F8=Sentence Note to detail.

15.8.2 Sentenced to PPS With No Jail Time Imposed:

The scenario: Order is received by the Court sentencing an offender to the LSA to post-prison time with no jail sentence.

The solution: Per the Director of the Criminal Justice Commission, Phil Lemman, January 2000, the Commission writes the rules on sentencing guidelines. [OAR 213-10-002](#) indicates that "For those offenders whose presumptive sentence was probation, the sentence upon revocation shall be to the supervisory authority for a term up to a maximum of six months." Mr. Lemman indicated that it appears that the Court could revoke and not impose a jail sanction. For data entry purposes, admit to LC, enter the 'L' sentence for a period of 1 day and close to POST on the same day. If the offender was booked and released day of conviction you can admit with the JAIL as the LC supv status code, if not admit using STND as the LC supv status code. Then admit to POST. This way there will be a record that he was local control. Also use F8 sentence notes to detail the history.

15.8.3 Felony Conditional Discharge Revoked to Local Control:

The scenario: The Court orders a revocation of a felony conditional discharge to the LSA instead of converting it to formal probation.

The solution: January 2000, [ORS 475.245](#) says that, upon violation, the court may enter an adjudication of guilt and proceed as otherwise provided. There is nothing that would prevent the court from sentencing the FCD to the Supervisory Authority. Therefore, if the judge does revoke and sentence to the Supervisory Authority, that case goes directly to LC status, and per Sentencing Guidelines, will serve a period of PPS. For data entry purposes, this means you would follow the previously outlined Probation Revocation scenario and admit to Local Control.

15.8.4 Revoked Probations with no PPS Ordered:

[137.550](#) of the Oregon Criminal Code definitely allows the judge the discretion to discharge, continue, or extend an offender while on felony probation. The Oregon Sentencing Guidelines Manual also states in [OAR 213-05-010](#) that the 'sentencing judge may shorten or terminate a probationary sentence or transfer supervision to bench probation upon a finding that supervision is no longer necessary to accomplish the purposes of the imposed sentence'. However, the Oregon Sentencing Guidelines Manual also states in [OAR 213-05-002](#) that 'A term of community supervision is part of the sentence for any felony offender who is sentenced to the legal and physical custody of the Department or to the supervisory authority. This term of community supervision shall be described as post-prison supervision. Departures on the duration of post-prison supervision shall not be allowed'.

For application purposes, what this means is that if a judge REVOKES and SENTENCES a felony probationer to DOC or the LSA, the offender SHOULD serve PPS. If no PPS is ordered, the procedure is to request an amended order prescribing the correct amount of post-prison supervision (OISC sends the request for sentences greater than one year; the LSA sends the request for sentences equal to or less than one year).

If the Court sends an amended order prescribing the length of PPS supervision, admit to POST and add the appropriate 'O' sentence. If the judge responds with a continued desire to REVOKE and SENTENCE the offender to DOC or Local Control, with no PPS to be served, admit the offender to LC (the institution will admit to IN), add the appropriate sentence, close the sentence to EXPI when it has been completed, and do not add an 'O' line. If no response is received from the Court, the offender will be admitted to Local Control, add the 'L' sentence, then close to EXPI. The State Board's policy is no PPS will be served unless so ordered on the Court order.

PLEASE NOTE: The Gaynor decision on 4/3/2000 mandates that the Board of Parole & Post-Prison Supervision comply with any amount of PPS time the Court ordered, whether it be an incorrect amount, or no PPS time at all. This decision has been

forwarded to the Attorney General's office for verification as to whether or not this also applies to offenders sentenced under the jurisdiction of the LSA. Check with your county counsel to see if Gaynor applies to cases under the jurisdiction of the LSA until it is made formal.

PLEASE ALSO NOTE: As previously mentioned, the judge may TERMINATE, CONTINUE, or EXTEND a felony probation at his/her discretion. One of the ways of stating this intent on an order could be something like ...find John Doe in violation...probation continued and ordered to 30 days in jail...probation to be terminated at completion...In this case, you would close the felony probation sentence to RTNS, with no admission to LC.

Felony offenses sentenced to "straight" jail time, not local control, and no post-prison supervision: The following OAR 213-005-0007 would apply and may or may not be on the judgment:

OAR 213-005-0007 Presumptive Probation Sentences

- (1) Except as provided by OAR 213-009-0001, or otherwise established by ORS 137.717 or 137.719, if the offense is classified in a grid block below the dispositional line, the presumptive sentence shall be:
 - (a) A term of probation which may include custody and conditions of supervision;
or
 - (b) Straight jail subject to the limits in OAR 213-005-0013.
- (2) Each grid block below the dispositional line of the grid includes two components of a presumptive probationary sentence. The top number in each grid block is the number of sanction units that may be imposed as part of the presumptive probationary sentence. The bottom number in each grid block is the maximum number of sanction units that may be imposed as a jail term.

There should be some language on the judgment that indicates it is a "straight jail" sentence, either the phrase "straight jail" or the OAR number above. If these are new sentences, they would not be entered in CIS/DOC400. If they are existing felony probation cases, they would be closed to RTNS. If a judgment is received where there is any question as to the Judge's intention, follow your County policy for clarification.

15.8.5 Data Entry Responsibility for LC Cases With DOC Cases:

DOC is responsible for data entry of any conviction of 12 months or less (local control) that is sentenced at the same time to a conviction of more than 12 months (DOC), where one or the other is consecutive. In the case where the Local sentence, started prior to transportation to DOC, the county would enter the 'L' sentence, and upon receipt at the Intake Center, a Prison Term Analyst would close the 'L' sentence to INST, and open an 'I' sentence for the remainder of the time. In the case where a local sentence is concurrent to another local sentence that is consecutive to a DOC sentence, DOC would enter the data on all three, unless the local sentences began first as stated above. If a PTA from OISC calls and asks you to delete an L line that you've

entered, do so; it is likely you entered it in error.

The County is responsible for data entry of any local case(s) that run concurrently with a DOC case(s) (the local sentence could begin prior to, or during the DOC sentence).

In addition, if the Institution admits your offender before you have done your LC data entry, and the offender served part of the LC sentence in your "L" location, a ticket would be submitted to the Help Desk for CCSUN to insert your local control admission to your "L" location, after you do your entry in the offense screen. CCSUN will notify OISC SUN of the work done. If the offender did not serve any part of the local control sentence in your "L" location, you would skip this step and simply add the "L" line to the offense screen.

If you are unsure as to whether or not you should enter a Local Control sentence when there are also DOC sentences, you can email the OISC TPS workers and send them a copy of the judgment and ask. They're very helpful and can save a lot of time and confusion trying to figure out whether the community agency enters the sentence or not.

15.8.6 Inmate Escapes

Inmate 'Escapes' Prior to Start of Local Control Sentence:

The scenario: Offender is sentenced to a Local Control sentence at some future date, but does not show up to serve it.

The solution: There has been confusion on how to enter 'delayed' sentences. The answer is you do not. The Court, the LSA or designee (check with your county) will request a warrant, and the offender is not added into CIS/DOC400 until he actually begins to serve the sentence. For data entry purposes, the admission to Local Control would not be done until the offender begins to serve the sentence. For probation revocations, use the original revocation date to close the 'P' sentence to VIOL.

Inmate Escapes from custody while serving Local Control Sentence:

The scenario: Offender escapes from custody while serving a local control sentence. This is closed in CIS/DOC400 to ESCA just like any other outcount (ABSC, etc.) – please refer to [OPS manual chapter 8](#) for release instructions if needed. The EPR should also be modified to RTP/ESC. Upon the offender's apprehension, the community agency will admit the offender back to the L location on the date the warrant was served and add INOP time to the L line, using the ESCA reason. INOP is calculated from the date the warrant was issued to the date the warrant was served. [See Chapter 16](#) – Work with INOP for more information and instruction.

IMPORTANT NOTE: The data on the w/w housing movement screen will not automatically update the SB1145 housing line when you move an offender to ESCA. You will need to enter this manually, which can be done one of two ways: (1) by

accessing the county inmate movement screen by doing an F11-3-J from the housing movement screen; put a 2 on the line that should have a stop date/time but does not and enter the missing data. The stop date and time should match exactly to the start date and time of the ESCA movement. Check the w/w housing movement screen to see the data entered properly and do an F21. ~OR~ (2) from the w/w housing movement screen, put your cursor on the SB1145 line that did not close automatically and do an F18; on the screen that pops up (county inmate movement screen), enter the stop date and time, which must match exactly to the ESCA start date and time; press enter; check the w/w housing movement to see it took properly and do an F21.

15.8.7 Auto Revoke:

ORS 144.345 Revocation of parole; effect of conviction for crime. (1) Except as provided in subsection (2) of this section, whenever the State Board of Parole and Post-Prison Supervision considers an alleged parole violator and finds such person has violated one or more conditions of parole and evidence offered in mitigation does not excuse or justify the violation, the board may revoke parole.

(2) When a person released on parole or post-prison supervision is convicted of a crime and sentenced to a term of imprisonment at any institution of the Department of Corrections or its counterpart under the laws of the United States or any other state, such conviction and sentence shall automatically auto-revoke the person's parole or post-prison supervision as of the date of the sentence order. Notwithstanding any other provision of law, the person shall not be entitled to a hearing under **ORS 144.343** and shall have a re-release date set as provided by rule.

DOC's interpretation of this statute is that a DOC prison sentence auto revokes any type of PPS (including PPS from a Local sentence); but that a Local Control sentence does not auto revoke any type of PPS. This is because statute clearly states the conviction that auto revokes the existing Parole/PPS results in a term of imprisonment at any DOC institution.

The scenario: How is a PPS or parole auto-revoke entered in CIS/DOC400?

The solution: There is no entry in CIS/DOC400 for an auto-revoked case.

The term "auto-revoke" in this scenario is basically an administrative term used by the Board and the DOC to indicate that the offender's PPS time will simply continue to run while they are incarcerated. When an offender becomes an inmate, they are under the control and authority of the institution and no longer under the authority of the Board (while incarcerated). If the PPS has expired while the offender is in prison, upon release from the institution and admission to your office, you can close that line(s) to EXPI. If the PPS is still running after release from the institution and admission to your community office, check to be sure it is included in the current Board PPS order and supervise the same as any other PPS line.

NOTE: As of 7/17/02, the Oregon Association of Community Corrections Director's (OACCD) voted to adopt the change in policy the State Board made with respect to its PPS Start/Stop Policy of 10/1/99. On 3/27/01 the Board determined that it will not impose a sanction (sentence) for auto-revokes, and time will not stop running. The change was due to a concern that when an offender is sanctioned for the violation of new criminal activity, and then auto-revoked for later being convicted of the same criminal activity; it may be viewed as "double dipping."

15.9 DATA ENTRY ERRORS

Admitting the Local Inmate to Local Control status when sentencing 15guidelines is entered as "N" rather than the correct entry of "Y"

| | | |
|----------------------|---------------------------------|--------------|
| OPS230I | Corrections Information Systems | 12:01:43 |
| BALLARDD | Work with Offenses | 7/06/10 |
| Offender: 12345678 | OFFENDER, TEST | Record key: |
| Status: LocalControl | LJAC Jackson County Jail | |
| DNA Collected | | |
| Enter option... | Custody cycle.... | 2 |
| 2=Change | 3=Copy offense | 4=Delete |
| 5=Display | 7=Add sentence | 8=Conditions |
| 9=Custody units | 17=Add LC | |
| OFF# | DOCKET | CNTY |
| CS | Type | Begin date |
| 01 | 075118AFE/01 | JACK |
| 00 | P FPR | 09/29/2008 |
| 00 | L F?? | 05/21/2010 |
| ORS ABBREV | Length | Max date |
| POSS METH | 475.894 | 03/28/2010 |
| 000-018-000 | 000-000-060 | 07/19/2010 |
| SG | SANC | SGDO |
| N | Y | Code |
| 05/21/2010 | VIOL | |

The above screen illustrates what happens when a local inmate is admitted to local control status and "Sent Guide Y/N" is incorrectly entered as "N" when "Y" is the correct entry.

To fix this, put a 2 on the L line and change guidelines field to Y, press enter.

15.10 UNCOMMON SCENARIOS

* * * * *

Scenario: An offender is sentenced to a less than 12 month sentence that was ordered to run concurrent to another less than 12 month sentence that was ordered to run consecutive to an over 12 month sentence. Who enters the concurrent less than 12 month sentence?

Data Solution: DOC enters the sentence, as they are already handling the less than 12 month sentence consecutive to the over 12 month sentence.

* * * * *

Scenario: An offender is sentenced to local control and probation, months later the Judge stops the local control time and releases offender from jail due to a medical

condition. At the time of release the offender is advised to return to jail on a given date to resume his/her local control sentence.

Data Solution: You will keep the offender on LC status. Determine who will have authority over the inmate while he is out on medical leave. If it is the jail, then keep the offender in your L location and just do supervision status movements as described earlier in section 15.1.4 (F11-3-J choose MEDI status). If the community corrections agency will be responsible for the offender while on medical leave, then admit to your community location and change supv. status to MEDI, following the directions described above in 15.1.3. When the offender returns to JAIL from medical leave admit and change supv status as appropriate.

* * * * *

Scenario: An offender is sentenced to jail or prison consecutively with sentences being served in another state or federal institution. Oregon sentences have been running concurrently with the other jurisdiction's sentence and will expire, including the PPS time, before the offender is released from the other jurisdiction. (The offender also has 3 other Oregon sentences that have been ordered consecutive to the other jurisdiction's sentence and therefore are not scheduled to begin until the offender is released from the other jurisdiction.)

Data Solution: The Oregon jail or prison sentence(s) that are running concurrently will be closed to POST; an O line will be opened and then closed to EXPI when the PPS time concludes. Note that if the offender was convicted of murder, sex offenses, or was sentenced as a dangerous offender, the PPS time could potentially exceed the consecutive sentences.

* * * * *

Scenario: Offender was sentenced to LC and DOC on the same day, concurrently. Offender entered LC for his/her sentence. Offender never left custody after serving the LC sentence but was not picked up by institution until days after completion of the LC sentence. Technically, the offender completed his/her concurrent LC sentence before being picked up by the institution. Should Offender be released to POST for the time between ending of LC sentence and pick up by the institution?

Data Solution: Because the sentencing date was the same for the LC and DOC sentences, offender should not be released to POST. There may have been circumstances which interfered with the offender pick up by the institution. The institution will prepare the Release Plan and create the PPS order. If the sentencing dates had been different for LC and DOC sentences, you would have released to POST, done the Release Plan and created the PPS order because the offender would actually have started POST prior to being sentenced to DOC.

* * * * *

Scenario: Offender is sentenced to a block of jail time but the judge allows the offender to serve his time on weekends.

Data Solution: Admit the offender to jail on the Saturday the sentence begins, and move back and forth between the “L” location and the Community Corrections office until the sentence is served.

15.11 FREQUENTLY ASKED QUESTIONS

Q. What causes an Auto-Revoke?

A. When an offender is on PPS (either BRD or LC) and receives a new DOC conviction. As interpreted from [ORS 144.345](#), only a conviction to DOC (crimes of more than 12 months), either State or Local Control. A new Local Control (12 months or less) conviction does not auto-revoke any PPS case.

Q. What is the Local Control Population?

A. Felony offenders sentenced to jail for 12 months or less since January 1, 1997. This includes all post-prison supervision revocations of 12 months or less, all parole revocations of 12 months or less, and all revoked probationers whose original presumed sentence was probation.

Q. Are revocations of Felony Treated as Misdemeanor cases Local Control?

A. No. Offenders sentenced under [151.705](#) are considered misdemeanors. Misdemeanor cases are not eligible to serve PPS.

Q. Can FMP cases then be closed to CRTR?

A. Yes.

Q. Which sentences get abscond/inop/revo time entered and who enters the time?

A. All Post-Prison Supervision and Parole sentences. Be sure to note whether the offender's status is Post-Prison/BRD or Post-Prison/LC. The Board enters INOP for all sentences when the offender is under the jurisdiction of the Board and the community corrections agency enters it for sentences when the offender is under the jurisdiction of the LSA. Refer to the [OPS Data Entry Manual, Chapter 16](#), w/w INOP instructions on how to enter this information. ***NOTE: If a local control sentence is found significantly after the conviction and added to CIS/DOC400 after the Board has issued a warrant and that warrant was served (a warrant that would apply to this case as well), the community corrections agency will have to add the INOP manually to that local sentence PPS line. If you find and enter an old LC conviction after the Board has issued a warrant, but PRIOR to that warrant being served, it is likely the Board will be able to get the INOP for that case added. Be sure to send your found judgment to the Board immediately so they can add it to their system. You will not get a new PPS order until after the warrant is served, but if you get it to them right away, they can add it while the warrant is active so the INOP will get added by the Board as appropriate.**

Q. Is a local sentence part of a prison term?

A. If the local sentence is either a presumptive incarcerative sentence of 12 months or less (as opposed to a presumptive or optional probation sentence) for a felony offense(s) or is a probation revocation sentence imposed for a felony offense(s). Under the “one in prison, all in prison” rule, if the local felony probation revocation sentence is ordered consecutive to another felony sentence that exceeds 12 months in length, both the local felony probation revocation sentence AND the other felony sentence that exceeds 12 months in length are to be served in a state correctional facility ([ORS 137.124](#)).

Q. Is there any scenario in which another state’s prison sentence will affect the begin date of PPS in Oregon for a local sentence?

A. Only if the local Oregon sentence is consecutive to the other state’s sentence.

Q. If an offender is sentenced to a local sentence and a DOC sentence at the same time, and the offender completes the local sentence prior to beginning the DOC sentence, does the local PPS start?

A. No. When these sentence are convicted at the same time, they are considered concurrent; therefore, the concept that all PPS begins together regardless of the date that each sentence is served as complete is in effect. “The feet have to hit the street” in order for all PPS to begin.

Q. If an offender is sentenced to a local sentence and a DOC sentence at the same time, offender completes the local sentence and prior to beginning the DOC sentence, the offender is deported, does the local PPS start and who enters the warrant?

A. PPS cannot begin until the DOC sentence is completed, which won’t happen if the offender has been deported; DOC will enter the warrant.

Q. If an order revoking probation to jail is received but LC staff have not admitted offender to LC status in CIS/DOC400, what do I do?

A. If it is felony probation revoked to jail for 12 months or less, follow your county’s procedure for getting the judgment entered into CIS/DOC400. For felony probation, close the line to VIOL using the date of revocation. If it is misdemeanor probation, close the line to CRTR per CIS/DOC400 User Manual. Local control does not supervise misdemeanors.

Q. I am entering PPS in CIS/DOC400 for an out-of-county PPS case. Do I need to do anything special with the order?

A. Yes. Follow your county’s procedure for processing new Local Control cases. This initiates preparation of the Local Control file and notifies LC of an out-of-county case.

Q. I am waiting for a PPS expiration certificate from Local Control to close an out-of-county case, but have not received one, nor see anything in my county’s shared LC Expi folder. What do I do?

A. Contact the person in your county who prepares those certificates to request an expiration certificate. For counties who do not produce EXPI certificates, follow your

county's procedure to close the sentence without.

Q. I am waiting for a PPS expiration certificate to close a PPS case, but Local Control has not issued one. What do I do?

A. Check CIS/DOC400 to make sure there is not an overlapping Board case (cases with I lines). If the PPS on a Board case overlapped with the LC case, the Board maintains jurisdiction. The CIS/DOC400 status will show as "PostPrison/BRD."

If there are no overlapping or open Board cases, contact Local Control to request an expiration certificate. You do not need to fax or send an electronic copy of the PPS order if it was issued by Multnomah County, as Local Control maintains a copy on file.

Q. The offender has already been released from custody, but Local Control has not released them in CIS/DOC400. Can I add the PPS line yet?

A. No. Wait until the "L" line has been closed to POST before entering an "O" line.

Q. What do you do when the jail max date on an LC sentence is one day longer than the CIS/DOC400 calculated max date on the LC sentence (this happens because the jail calculates days differently than the CIS/DOC400).

A. Adjust the dates so the LC sentence max date matches the jail max date. And add an F8 note to explain the discrepancy from the sentencing order and the data in CIS/DOC400.

Q. If an offender is serving a local control sentence in County A and picks up another local control sentence and transfers to County B to start serving that local sentence (prior to completing County A sentence) how do I transfer the record to County B?

A. You do not need to transfer the record at all. County B will simply do a regular admission to their L location on the date of their judgment (start date of County B's local sentence) and the transfer data will automatically fill in the housing movement screen. No release or transfer data entry is required on your part (County A) at all. Close your L line to POST when it is sentence served.

Q. If an offender is on abscond when they receive a local control sentence, can I just admit them directly into local control or do I have to return from abscond first?

A. If an offender is on abscond immediately prior to entering local control, YOU MUST RETURN FROM ABSCOND FIRST. If you are not the supervising county, please contact the supervising county immediately and request they return from abscond on the date the warrant was served, prior to your admitting to local control.

Q. If an offender as abscond time, do we modify the ASR date on the LC PPS order?

A. No. We mirror the Board regarding ASR dates, which means they only change if/when a new sentence is added. They never change based on abscond. The concept of when an offender becomes eligible for inactive PPS status does change based on lots of factors, abscond included, but the actual date on the PPS order never changes because it is set by Oregon Administrative Rules ([OAR 255-94](#)). If the offender is not eligible at the occurrence of the ASR date, they may become eligible at a later date and

that's okay. But the original ASR date doesn't change.

Q. Can I add an O line before I receive a PPS Order?

A. It is okay to add the PPS (O) line prior to receiving the LC PPS order. This is not preferred, because it is easier to forget to follow up that you have received a PPS order, but could be necessary at times for many reasons. Remember – without an active running sentence line, you have no sentences showing on your public information screen, and no supervision fees running, etc.

15.12 Local Post-Prison (SB156)

15.12.1 Inactive Status (UNSU):

Per [ORS 144.085](#), prior to September 1, 2009; only offenders sentenced to prison for more than 12 months were eligible for Inactive status. As of September 1, 2009; offenders sentenced to serve less than 12 months under local supervision became eligible for inactive status.

15.12.2 State Board Authority Reverts to the Local Supervisory Authority:

Division 75 of the Parole Board Rules states: "If the Board issued the order of post-prison supervision for an offender whose only sentence was 12 months or less, jurisdiction will remain with the Board until petition by the supervisory authority to assume jurisdiction OR upon re-release following revocation of the post-prison supervision for that sentence; whichever comes first."

Scenario: The Local Control offender is on PPS for a Local Control sentence only (no prison sentences any more) under the jurisdiction of the State Board. He receives a revocation sentence with no new DOC charges. Who does the new order, and what date is used? **(Note: this means revocation of PPS, not a probation revocation)**

Solution: The State Board notifies the county of the re-release date, and that it has no more interest in the case. The County would do the new order, with the re-release date provided, and use the information from the order in place at the time of revocation, plus any new crimes/conditions from the new release plan. Because authority shifts from the Parole Board to the LSA, it is the community corrections agency who will add the REVO INOP to the open PPS lines.

15.12.3 Waiver of Residency

OACCD has approved the use of the Waiver of Residency for local control offenders just like Board offenders. When the LSA manual is updated (currently under review and in the process of modification), more specific policies and procedures will be outlined regarding Waivers. Until then, mirror the practice of Board Waivers as a temporary

guideline.

15.13 Offender Information Sentence Calculation (OISC) formerly (and casually still) known as Central Records

Remember that copies of all felony convictions, including Local Control convictions, must be sent to OISC - Central Records according to their official file material retention. File material is to be sent all at once at the closing of a custody cycle and as more specifically outlined in [OPS Manual Chapter 21 – OISC](#).

15.14 Extraditions

The decision to extradite is within the discretion of the state in which the crime was committed. There exists no constitutional or statutory requirement to seek extradition (except in interstate compact cases). In Oregon, the Governor generally relies on the district attorneys to consider the practicality and the costs of their decisions to seek a fugitive's return.

The current State of Oregon Director of Extradition Services is Frances Lushenko. Ms. Lushenko administers the Arrest & Return Budget which funds extradition costs. She reviews, authorizes and approves the cost of the return of fugitives from other states to Oregon and has been entrusted by the Governor with discretion to authorize the method of return, approve one officer, two officers, or to deny funding. Extradition requests and the requested funding are not automatically approved just because an agency seeks the return of a fugitive. The requesting agency must obtain Governor's office approval before any commitment to return an individual from the asylum state is finalized. If state funding is denied, this does not preclude the requesting district attorney and/or the sheriff from proceeding with the extradition by funding it from their respective budgets.

Extradition guidelines have been developed by the Legislature and the Governor's Office.

Extradition of untried Class A & B felons will be extended to nationwide. Extradition requests for parole and probation violators of Class A or B felons will be determined on a case-by-case basis since there is little likelihood of incarceration. Class C felons are approved for extradition when the shuttle system can be used for transport. However, there are always exceptions. Class C felony extraditions from outside the shuttle area will be considered on a case-by-case basis in the following circumstances: Sex crimes; Criminal Nonsupport offenses; The fugitive has a substantial prior criminal record including Class A or B felonies (a lengthy record of Class C felonies will not in itself be sufficient to justify the extradition, the criminal record should reflect a history of more serious offenses); The fugitive's criminal conduct is such that he/she could have been charged with a Class A or B felony, even though the pending charge is a Class C. This would include cases in which the fugitive pleaded down from a Class A or B, or cases in which the charge will likely be increased to a Class A or B if the fugitive is returned; The

fugitive is likely to make substantial restitution for the crime if extradited; The fugitive's offense was extraordinary, and the fugitive will likely be incarcerated for a substantial length of time if he/she is returned.

Even though Interstate Agreement on Detainers (IAD) involves untried charges and speedy right to trial issues, approval is on a case-by-case basis. IAD cases require three separate transports and because of this, tend to be more costly.

The new Interstate Compact for Adult Offender Supervision requires that compacted individuals who violate their supervision MUST be returned regardless of where they may have fled. This mandatory retaking combined with minimum sanctions imposed upon the offenders when returned, necessitates the need for more stringent application review by the parole/probation officers before the compact application is forwarded to the Compact Office at the Oregon Department of Corrections.

The Extradition policy sets the transport method: (1) Shuttle Transport; (2) Special Arrangement States; (3) Agency Automobile; (4) US Marshal Service; (5) Commercial Airlines; (6) Private Plans and (7) Private Transport Companies. True shuttle States are WA, ID, MT, and OR only. Special arrangement States include NV, CO, UT, SD, ND, MN, WY, WI and CA.

The Governor's office did not deal directly with county parole/probation officers in extradition matters prior to the passage of SB1145. Since the implementation of SB1145, county Local Control Authority Boards need to assume a similar role that county district attorneys currently do regarding extradition matters. This means that Local Control Authority Boards need to comply with the current extradition guidelines. For more information, contact Ms. Fran Lushenko at 503-378-3156 x225 for assistance.

15.15 Old PPS Stop/Start Practice

NOTE: The following two paragraphs explain an old practice. These are for historical informational purposes only and do not reflect current data entry practices.

From 10/1/99 to 02/25/04 it was the policy of the Board and the Department of Corrections to make reasonable efforts to require felony offenders sentenced under the sentencing guidelines to serve their term of post-prison supervision in the community and subject to community supervision. This practice affected offenders who were released directly to a detainer for more than 30 continuous days from a DOC or Local Control sentence on or after 10/1/99. The start of the offender's post-prison supervision would then be calculated to begin the date the offender was released from the detainer.

The data entry practice was for the institution/LSA to release the inmate to POST. If the community staff knew the offender was to be serving over 30 days on a detainer at the time of release, they then would admit the offender to the status "HOLD." The location would be the county office that would be supervising the offender upon completion of the detainer. If the community staff did not know that the offender would be serving

OPS CHAPTER 16 – Work With INOP Instructions

16.1 W/W INOP Instruction Manual

Maintain Community Corrections Inop Days screen is where we will be entering the amounts of INOP (inoperative) time for abscond, escape and PPS revocation sanctions. This only applies to Parole Board and Local Control sentences.

| | | | |
|------------------------|--|------------|--------------------------|
| SNT214I | Corrections Information Systems (TEST) | | 14:57:56 |
| FILBECKR | Maintain Community Corrections Inop Days | | 1/04/11 |
| | | | *CREATE |
| Offender..... | 11118397 Najjar, Abderrahim | | |
| Current status | PostPrison | | |
| Responsible location . | MTEA | | |
| Offense. | 00 | F4=List | |
| Case Nbr | ORS | Para Abbr | Snt# Type BeginDt Length |
| Start date | | | |
| Stop date. | | | |
| Reason | | | |
| Comments: | | | |
| | | | |
| F3=Exit | F4=Prompt | F5=Refresh | |
| F11=Menu bar | F12=Cancel | F14=Delete | |

Offender Profile System (OPS) Training Manual

There are a variety of ways to access this screen. For example this screen can be accessed directly by using the CIS Menu Navigation Bar (F11-4-U from most processes). It is the screen just after W/W Offenses in the Admissions Process, or through the Work with Offenses screen, as shown below.

| | | | | | |
|---------------------------------------|-----------------|--|---------------------|----------------------------|-----------------|
| OPS230I | | Corrections Information Systems (TEST) | | 15:35:38 | |
| FILBECKR | | Work with Offenses | | 1/04/11 | |
| Offender: 11118397 Najjar, Abderrahim | | | | Record key: | |
| Status: PostPrison/LC | | | | MTEA Multnomah East Office | |
| DNA Collected | | | | | |
| Enter option... | | | Custody cycle.... 2 | | |
| 2=Change | | 3=Copy offense | | 4=Delete | |
| 7=Add sentence | | 8=Conditions | | 9=Custody units | |
| 5=Display | | 17=Add LC | | | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG SANC SGDO |
| CS | Type | Begin date | Length | Max date | Term date Code |
| 01 | 041236846/01 | MULT | ASSA II AT | 163.175 X Y Y | |
| 00 | P FPR | 03/10/2005 | 000-036-000 | 03/09/2008 | 02/11/2010 VIOL |
| 00 | L F | 02/11/2010 | 000-000-060 | 03/02/2010 | 03/02/2010 POST |
| 2 | 00 O FPO | 06/01/2010 | 000-036-000 | 05/31/2013 | |
| 02 | 051036041/07 | MULT | ID THEFT | 165.800 Y Y | |
| 00 | P FPR | 07/21/2006 | 000-024-000 | 07/20/2008 | 02/11/2010 VIOL |
| 00 | L F | 03/03/2010 | 000-000-060 | 04/02/2010 | 04/02/2010 POST |
| 00 | O FPO | 06/01/2010 | 000-012-000 | 05/31/2011 | |
| More... | | | | | |
| F3=Exit | | F6=Add docket | | F7=Facesheet | |
| F11=Menu bar | | F12=Cancel | | F14=Recalculate | |
| | | F20=Add Local | | F24=More keys... | |

Step 1. Use Option 2=Change on the "O" offense line and press <enter>. This will take you to the Sentence Data screen.

| | | | | | |
|--|--|--|--|----------|--|
| OPS235I | | Corrections Information Systems (TEST) | | 15:13:50 | |
| FILBECKR | | Sentence Data | | 1/04/11 | |
| CHANGE | | | | | |
| Offender..... 11118397 NAJJAR, ABDERRAHIM | | | | | |
| Status..... PostPrison MTEA | | | | | |
| Offense/Sentence.... 01 003 | | Court Case..... 041236846/01 | | | |
| Sentencing Guid..... Y | | County..... MULT | | | |
| ORS..... 163.175 | | X ASSA II AT CF ASSAULT II ATTEMPT | | | |
| Sent type..... O | | | | | |
| Begin date..... 6/01/2010 | | | | | |
| Compact begin dt.... | | | | | |
| Length (ymd)..... 0 - 36 - 0 | | Life (L)..... | | | |
| Inop days..... | | Inop days (F4=W/W).. 00000 | | | |
| CS to..... | | MRG to..... | | | |
| Time served..... | | | | | |
| Tent paro disc date. | | | | | |
| Termination date.... | | Max sent date..... 5/31/2013 | | | |
| Termination code.... | | Max indet sent date. 2/11/2015 | | | |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel | | | | | |

Step 2. From the Sentence Data screen, use the F4=Prompt while the cursor is positioned on the Inop Days (F4=W/W) field. This will take you to the W/W Inop/Institution and Community Corrections screen.

NOTE: The F18=W/W revoke Inop function is no longer available, and the original Inop days field (directly below the Length field) will become a display field only for Community Corrections Users.

The Parole Board's calculated Inop days will show in the 'original Inop days' field. DO NOT enter or change data in the 'original Inop days' field. If there is a problem with those numbers or calculations, contact the Parole Board.

| | | | | | |
|--|-----------|--|------|-----------|-------|
| SNT212I | | Corrections Information Systems (TEST) | | 15:38:33 | |
| FILBECKR | | W/W Inop/Institution & Community Corrections | | 1/04/11 | |
| Offender: 11118397 NAJJAR, ABDERRAHIM | | | | | |
| Location: MTEA | | | | | |
| Enter option... | | | | | |
| 2=Change | | 3=Copy | | 5=Display | |
| Inop Sent | | | | | |
| Opt | From date | To date | Days | Type | Notes |
| No records found | | | | | |
| F3=Exit F4=Prompt F5=Refresh F6=Create Inst F7=Facesheet F10=Print | | | | | |
| F11=Menu Bar F12=Cancel F13=Repeat F18=Create Comm Corr F17=Subset | | | | | |

Step 5. Place the cursor on the desired offense and press <enter>.

| | | | | |
|---|--|------------|----------|-----------------------------|
| SNT214I | Corrections Information Systems (TEST) | | 15:51:45 | |
| FILBECKR | Maintain Community Corrections Inop Days | | 1/04/11 | |
| | | | *CREATE | |
| Offender..... 11118397 Najjar, Abderrahim | | | | |
| Current status PostPrison | | | | |
| Responsible location . MTEA | | | | |
| Offense. 02 F4=List | | | | |
| Case Nbr | ORS | Para | Abbr | Snt# Type BeginDt Length |
| 051036041/07 | 165.800 | | ID THEFT | 003 O 6/01/2010 000-012-000 |
| Start date | | | | |
| Stop date. | | | | |
| Reason | | | | |
| Comments: | | | | |
| | | | | |
| F3=Exit | F4=Prompt | F5=Refresh | | |
| F11=Menu bar | F12=Cancel | F14=Delete | | |

Step 6. The offense number you've chosen now shows in the Offense field and the offense information is listed directly below. Type in the Start and Stop dates. You can either type in the reason code or use the F4=Prompt to access the C/C Inoperative Time Types table:

ABSC= Abscond (for use on Local Control "O" lines)

ESCA=Escape on LC Sentences (for use on Local Control "L" lines)

REVD=Days due to PPS revocation sanction (for use on "O" lines)

| | | | | |
|---|--|------------|----------|-----------------------------|
| SNT214I | Corrections Information Systems (TEST) | | 16:10:17 | |
| FILBECKR | Maintain Community Corrections Inop Days | | 1/04/11 | |
| | | | *CREATE | |
| Offender..... 11118397 Najjar, Abderrahim | | | | |
| Current status PostPrison | | | | |
| Responsible location . MTEA | | | | |
| Offense. 02 F4=List | | | | |
| Case Nbr | ORS | Para | Abbr | Snt# Type BeginDt Length |
| 051036041/07 | 165.800 | | ID THEFT | 003 O 6/01/2010 000-012-000 |
| Start date 11/18/2010 | | | | |
| Stop date. 12/31/2010 | | | | |
| Reason REVD | | | | |
| Comments: | | | | |
| | | | | |
| F3=Exit | F4=Prompt | F5=Refresh | | |
| F11=Menu bar | F12=Cancel | F14=Delete | | |

Step 7. Add a comment if applicable. **Always** enter the following comment when creating an REVD entry: "Decision Date (enter date)". The decision date is the date the authority (PO, HO, LSA, etc.) makes the decision to impose the revocation sanction.

Press <enter> to save data.

| | | | |
|------------------------|--|------------|-------------|
| SNT214I | Corrections Information Systems (TEST) | | 16:10:17 |
| FILBECKR | Maintain Community Corrections Inop Days | | 1/04/11 |
| | | *CREATE | |
| Offender..... | 11118397 Najjar, Abderrahim | | |
| Current status | PostPrison | | |
| Responsible location . | MTEA | | |
| Offense. | 02 | F4=List | |
| Case Nbr | ORS | Para | Abbr |
| 051036041/07 | 165.800 | | ID THEFT |
| Snt# | Type | BeginDt | Length |
| 003 | O | 6/01/2010 | 000-012-000 |
| Start date | 11/18/2010 | | |
| Stop date. | 12/31/2010 | | |
| Reason | REVD | | |
| Comments: | | | |
| Decision date | 11/16/2010. | | |
| F3=Exit | F4=Prompt | F5=Refresh | |
| F11=Menu bar | F12=Cancel | F14=Delete | |

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Step 8. When you see the message, “Record Added”, press <enter> again to return to the W/W Inop/Institution and Community Corrections screen.

| | | |
|---------------------------------------|--|------------|
| SNT212I | Corrections Information Systems (TEST) | 16:14:50 |
| FILBECKR | W/W Inop/Institution & Community Corrections | 1/04/11 |
| Offender: 11118397 NAJJAR, ABDERRAHIM | | |
| Location: MTEA | | |
| Enter option... | | |
| 2=Change | 3=Copy | 5=Display |
| Inop Sent | | |
| Opt | From date | To date |
| 11/18/2010 | 12/31/2010 | 44 REVD O |
| 2 Decision date 11/16/2010. | | |
| Bottom | | |
| F3=Exit | F4=Prompt | F5=Refresh |
| F6=Create Inst | F7=Facesheet | F10=Print |
| F11=Menu Bar | F12=Cancel | F13=Repeat |
| F18=Create Comm Corr | F17=Subset | |

Step 9. The W/W Inop screen now lists your entry under the “Inop Sent” columns. Repeat the process for each additional offense that applies by using the F18=Create Comm Corr function to return to the Maintain Community Corrections Inop Days screen (see Step 3 through 9). Use F12 to return to the Sentence Data screen.

SPECIAL NOTE:

- Option 2=Change can be used to make changes or corrections.
- Option 3=Copy can be used instead of F18=Create if you are adding the same Inop time to another offense number. Entering Option 3 on the offense you want to copy also takes you to the Maintain Community Corrections Inop Days screen. However you will not need to re-enter the Start Date, Stop Date, Reason and Comments. You only have to select another offense number by using the F4=List function from the Offense field.

| | | | | | |
|--|------------|--|-------------------|----------|--|
| OPS235I | | Corrections Information Systems (TEST) | | 16:25:54 | |
| FILBECKR | | Sentence Data | | 1/04/11 | |
| CHANGE | | | | | |
| Offender..... | 11118397 | NAJJAR, ABDERRAHIM | | | |
| Status..... | PostPrison | MTEA | | | |
| Offense/Sentence.... | 02 003 | Court Case..... | 051036041/07 | | |
| Sentencing Guid.... | Y | County..... | MULT | | |
| ORS..... | 165.800 | ID THEFT | CF IDENTITY THEFT | | |
| Sent type..... 0 | | | | | |
| Begin date..... | 6/01/2010 | | | | |
| Compact begin dt.... | | | | | |
| Length (ymd)..... | 0 - 12 - 0 | Life (L)..... | | | |
| Inop days..... | | Inop days (F4=W/W) .. | 00044 | | |
| CS to..... | | MRG to..... | | | |
| Time served..... | | | | | |
| Tent paro disc date. | | | | | |
| Termination date.... | | Max sent date..... | 7/14/2011 | | |
| Termination code.... | | Max indet sent date. | 3/03/2015 | | |
| F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel | | | | | |

Step 10. The Inop days you've entered now appear in the new Inop days (F4=W/W) field. The "Max sent date" field will show the new calculated date. Use F12 again to return to the W/W Offenses screen.

| | | | | | |
|---------------------------------------|--------------|--|---------------------|----------------------------|-----------------|
| OPS230I | | Corrections Information Systems (TEST) | | 16:27:26 | |
| FILBECKR | | Work with Offenses | | 1/04/11 | |
| Offender: 11118397 Najjar, Abderrahim | | | | Record key: | |
| Status: PostPrison/LC | | | | MTEA Multnomah East Office | |
| DNA Collected | | | | | |
| Enter option... | | | Custody cycle.... 2 | | |
| 2=Change | | 3=Copy offense | | 4=Delete | |
| 5=Display | | 7=Add sentence | | 8=Conditions | |
| 9=Custody units | | 17=Add LC | | | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG SANC SGDO |
| | Type | Begin date | Length | Max date | Term date Code |
| 01 | 041236846/01 | MULT | ASSA II AT | 163.175 X | Y Y |
| 00 | P FPR | 03/10/2005 | 000-036-000 | 03/09/2008 | 02/11/2010 VIOL |
| 00 | L F | 02/11/2010 | 000-000-060 | 03/02/2010 | 03/02/2010 POST |
| 00 | O FPO | 06/01/2010 | 000-036-000 | 05/31/2013 | |
| 02 | 051036041/07 | MULT | ID THEFT | 165.800 | Y Y |
| 00 | P FPR | 07/21/2006 | 000-024-000 | 07/20/2008 | 02/11/2010 VIOL |
| 00 | L F | 03/03/2010 | 000-000-060 | 04/02/2010 | 04/02/2010 POST |
| 00 | O FPO | 06/01/2010 | 000-012-000 | 07/14/2011 | |
| More... | | | | | |
| F3=Exit | | F6=Add docket | | F7=Facesheet | |
| F8=Notes | | F10=Print Options | | | |
| F11=Menu bar | | F12=Cancel | | F14=Recalculate | |
| F20=Add Local | | F24=More keys... | | | |

POST NOTE: Clarification about which date is used to admit an offender to a PPSV Sanction, and what the sentence begin date would be: The admit and begin date are both the "decision date". Credit for time served would be given for the amount of time between the arrest date and the admit/begin date. [See OPS 15 SB1145 Data Entry](#) for complete instructions.

16.2 HOW TO FIND TOTAL INOP DAYS (As of July 1, 2004)

These days only apply to Parole Board and Local Control cases.

What are INOP Days: ABSC = abscond days
 ESCA = escape days
 REVD = PPS revocation sanction days

Who Adds INOP days: PPS (FPO) Parole Board case – Parole Board adds.
 Local Control case – Supervisory Authority adds.
 FPA case – OISC adds.

Step 1 – Go to the 'W/W INOP/Institution & Community Corrections' screen. You can get there by going to the 'CC Court Orders Process' and pressing F11-4-U.

| | | | | | | | |
|-------------------|-----------|--|------|--------------|------|----------------|------------------------------------|
| SNT212I | | Corrections Information Systems (TEST) | | | | 10:46:23 | |
| FILBECKR | | W/W Inop/Institution & Community Corrections | | | | 1/06/11 | |
| Offender: 6675603 | | CARVER, DANIEL JAMES | | | | | |
| Location: MTSW | | | | | | | |
| Enter option... | | | | | | | |
| 2=Change | | 3=Copy | | 5=Display | | | |
| | | Inop Sent | | | | | |
| Opt | From date | To date | Days | Type | Type | Off# | Notes |
| | 6/30/1999 | 1/18/2006 | 2394 | ABSC | I | | REV 021506/19 MONTHS/REL 081707 |
| | 9/25/1997 | 3/14/1999 | 535 | ABSC | I | | LIFTED 4-29-99/30D LOCL/REL 4-12-9 |
| | 3/27/1997 | 6/05/1997 | 70 | ABSC | I | | REV 6-25-97/RE-RELEASE 10-2-97; 12 |
| | 5/22/1990 | 9/23/1996 | 2316 | ABSC | I | | REV. 11-5-96; RE-REL 1-20-97; 120D |
| | 4/13/1990 | 4/18/1990 | 5 | ABSC | I | | CONTINUED |
| | 5/19/1989 | 5/25/1989 | 6 | ABSC | I | | REVOKED 8-4-89; RE-REL 12-29-89 |
| | 3/17/1989 | 3/29/1989 | 12 | ABSC | I | | WITHDRAWN |
| | | | | | | | |
| | | | | | | Bottom | |
| F3=Exit | | F4=Prompt | | F5=Refresh | | F6=Create Inst | |
| F7=Facesheet | | F10=Print | | F11=Menu Bar | | F12=Cancel | |
| F13=Repeat | | F18=Create Comm Corr | | F17=Subset | | | |

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Step 2 – Print this screen by pressing F10=Print. Once you have printed the above you will need to compare the total INOP days with what has been entered on the 'Work with Offenses' screen. Press enter twice to return to the 'Work with Offenses' screen. Put a 2 on the option line beside the appropriate sentence, press enter.

| | | | | | | | |
|---|--------------|--|-------------|---------------------|-------------|------------------|------|
| OPS230I | | Corrections Information Systems (TEST) | | | 10:45:27 | | |
| FILBECKR | | Work with Offenses | | | 1/06/11 | | |
| Offender: 6675603 Carver, Daniel James | | | | | Record key: | | |
| Status: PostParole(ABSC) MTSW Multnomah West Office | | | | | | | |
| DNA Collected | | | | | | | |
| *DESIGNATOR* | | | | | | | |
| Enter option... | | | | Custody cycle.... 1 | | | |
| 2=Change | | 3=Copy offense | | 4=Delete | | 5=Display | |
| 7=Add sentence | | 8=Conditions | | 9=Custody units | | 17=Add LC | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG | SANC | SGDO |
| CS | Type | Begin date | Length | Max date | Term date | Code | |
| 01 | 880634202/01 | MULT | ESCAPE II | 162.155 | N | Y | |
| 00 | I FPA | 11/09/1988 | 005-000-000 | 03/22/2008 | | | |
| 02 | 880130644/01 | MULT | UN USE VEH | 164.135 | N | Y | |
| 00 | I FPA | 06/06/1989 | 005-000-000 | 08/07/2008 | | | |
| 03 | 900533174/01 | MULT | ARSON II | 164.315 | Y | Y | |
| 00 | P FPR | 01/14/1997 | 000-018-000 | 07/13/1998 | 06/17/1997 | VIOL | |
| 00 | L F | 06/17/1997 | 000-006-000 | 12/17/1997 | 09/03/1997 | POST | |
| 2 | 00 | O FPO | 09/03/1997 | 000-024-000 | 09/09/2007 | | |
| More... | | | | | | | |
| F3=Exit | | F6=Add docket | | F7=Facesheet | | *F8=Notes | |
| F11=Menu bar | | F12=Cancel | | F14=Recalculate | | F20=Add Local | |
| | | | | F10=Print Options | | F24=More keys... | |

This will take you to the 'Sentence Data' screen where you will find the INOP days fields. Make sure the total amount of INOP days entered on these two fields matches the total days on the 'W/W INOP/Institution & Community Corrections' print out. You will need to compare dates from those two screens when checking the total INOP days.

| | | | |
|----------------------|--|----------------------|-------------------------|
| OPS235I | Corrections Information Systems (TEST) | | 10:44:15 |
| FILBECKR | Sentence Data | | 1/06/11 |
| CHANGE | | | |
| Offender..... | 6675603 | CARVER, DANIEL JAMES | |
| Status..... | PostParole(ABSC MTSW) | | |
| Offense/Sentence.... | 03 003 | Court Case..... | 900533174/01 |
| Sentencing Guid.... | Y | County..... | MULT |
| ORS..... | 164.315 | ARSON II | CF ARSON II |
| | | | |
| Sent type..... | O | | |
| Begin date..... | 9/03/1997 | | |
| Compact begin dt.... | | | |
| Length (ymd)..... | 0 - 24 - 0 | Life (L)..... | |
| Inop days..... | 2929 | Inop days (F4=W/W).. | 00000 |
| CS to..... | | MRG to..... | |
| Time served..... | | | |
| Tent paro disc date. | | | |
| Termination date.... | | Max sent date..... | 9/09/2007 |
| Termination code.... | | Max indet sent date. | 6/24/2010 |
| | | | |
| F3=Exit | F4=Prompt | F5=Refresh | F11=Menu bar F12=Cancel |

Example: If there is an entry on the 'W/W INOP/Institution & Community Corrections' screen dated 03/27/1997 but the offense you are checking didn't start until 09/03/1997, then those INOP days would not be added to this offense.

Before July 1, 2004 the Community Corrections Offices could only enter the INOP days as a note on the offense screen so you have to check this location also.

OPS CHAPTER 17 - DNA Data Entry in CIS & Report

This chapter is intended to walk you through entering DNA information in CIS on offenders requiring buccal swabs as a result of HB2664. Programming currently includes all offenders in custody or under supervision with felony convictions on January 1, 2002, as well as those offenders convicted after January 1, 2002. This also includes any conspiracy or attempt to commit a felony, and selected misdemeanors as follows:

- Sex Abuse III
- Public Indecency
- Conspiracy/Attempted Rape III
- Conspiracy/Attempted Sodomy III
- Conspiracy/Attempted Sex Abuse II
- Conspiracy/Attempted Burglary II
- Conspiracy/Attempted Promoting Prostitution

Again, the requirement to obtain DNA is not based on whether the judge has ordered it or not; it is based on HB2664 and [ORS 137.076](#). Felony diversions and conditional discharges are excluded.

Incoming Compact offenders do not need a DNA test, unless the sending state requires it. If the sending state requests DNA, we do the swab and send it back to the sending state. It does not go into our database. Out of state offenders are not swabbed and recorded unless the offender has or receives Oregon offenses that require it.

17.1 DNA Collection Information Screen (CCSUPPORT)

The DNA Collection Offender Information screen can be accessed from the following processes (if using the menu bar within the process, it is F11, 3, Q):

- Admission Process, immediately following the W/W Offenses screen.
- CC Court Orders Process, immediately following the W/W Offenses screen.
- CC Support Data Entry/Update, immediately following the W/W Offenses screen.

17.2 DNA FLAG

A 'flag' has been added in CIS denoting those offenders who meet the above listed criteria for the DNA sample on the Offender Public Information screen, the Work With Offenses screen, and the Edit Offender Data screens.

Please note the flag is activated by the offense and/or status of the offender. Once the flag is flipped to DNA Required, it remains that way until collection data is entered into CIS. This does not necessarily mean the sample has not been taken, but could mean the collection data has not been entered in CIS yet. Please check all available resources, i.e. jail and the CCH to determine if the sample has been taken and submitted to Oregon State Police. The DNA requirement does not go away just because a cycle has closed. If the offender returns to active supervision from discharge status or moves to another location and the DNA collection entry has not been done, the data entry authority to enter collection information transfers with the offender to the current status and location.

On the Offender Public Information screen, the flag is located on the upper right hand side of the screen, above the 'Field admission date'.

When programming determines an offender requires a DNA sample, but has not been entered, the flag will show 'DNA Collection Required'.

| OPS501I | Corrections Information Systems (TEST) | 14:23:56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|-----------------------------------|------------|------|------|------------|--------------|------------------|------------|--------------|------------------|--------------|------|------|------|----|------|-----------|-------------|--|--------------|------|------|------|----|------|-----------|-------------|--|--------------|------|------|------|----|------|-----------|-------------|--|--------------|------|------|------|----|------|-----------|-------------|--|
| CUMMINSL | Offender Public Information | 1/02/02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Offender.... 12345678 Test,Offender Status. PROBATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location.... LANE Lane County Community Corrections | | Cell... | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Record key.. 0224587 | | DOC cycles. 01/01/01 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Age 45 | DOB 8/31/1956 | DNA Collection Required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sex Male | Race WHITE | Field admission date.. 05/13/1998 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Height 5'10" | Hair BROWN | Maximum custody date.. 06/21/2008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Weight 170lbs | Eyes BROWN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Caseload 6509 HAMILTON, LINDA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervision MED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Court Case</th> <th>Cnty</th> <th>ORS</th> <th>Abbrev</th> <th>Cls</th> <th>Type</th> <th>Begin Date</th> <th>Yrs-Mos-Days</th> <th>Term Date & Code</th> </tr> </thead> <tbody> <tr> <td>109709666/01</td> <td>LANE</td> <td>SODO</td> <td>I AT</td> <td>BF</td> <td>PROB</td> <td>5/13/1998</td> <td>010-000-000</td> <td></td> </tr> <tr> <td>109709666/02</td> <td>LANE</td> <td>SODO</td> <td>I AT</td> <td>BF</td> <td>PROB</td> <td>5/13/1998</td> <td>010-000-000</td> <td></td> </tr> <tr> <td>109709666/03</td> <td>LANE</td> <td>SX/P</td> <td>I AT</td> <td>BF</td> <td>PROB</td> <td>5/13/1998</td> <td>010-000-000</td> <td></td> </tr> <tr> <td>98CR0536AB/1</td> <td>DESC</td> <td>SODO</td> <td>I AT</td> <td>BF</td> <td>PROB</td> <td>6/22/1998</td> <td>000-120-000</td> <td></td> </tr> </tbody> </table> | | | Court Case | Cnty | ORS | Abbrev | Cls | Type | Begin Date | Yrs-Mos-Days | Term Date & Code | 109709666/01 | LANE | SODO | I AT | BF | PROB | 5/13/1998 | 010-000-000 | | 109709666/02 | LANE | SODO | I AT | BF | PROB | 5/13/1998 | 010-000-000 | | 109709666/03 | LANE | SX/P | I AT | BF | PROB | 5/13/1998 | 010-000-000 | | 98CR0536AB/1 | DESC | SODO | I AT | BF | PROB | 6/22/1998 | 000-120-000 | |
| Court Case | Cnty | ORS | Abbrev | Cls | Type | Begin Date | Yrs-Mos-Days | Term Date & Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 109709666/01 | LANE | SODO | I AT | BF | PROB | 5/13/1998 | 010-000-000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 109709666/02 | LANE | SODO | I AT | BF | PROB | 5/13/1998 | 010-000-000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 109709666/03 | LANE | SX/P | I AT | BF | PROB | 5/13/1998 | 010-000-000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 98CR0536AB/1 | DESC | SODO | I AT | BF | PROB | 6/22/1998 | 000-120-000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bottom | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F3=Exit | F4=Prompt | F5=Refresh F9=Retrieve | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F11=Menu bar | F12=Cancel | F17=All offenses | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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When collection data has been entered in CIS, the flag will show 'DNA Collected'.

| | | | | | |
|---|--------|--|-----------|-----------------------------------|------------------|
| OPS501I | | Corrections Information Systems (TEST) | | 14:42:32 | |
| CUMMINSL | | Offender Public Information | | 1/02/02 | |
| Offender.... 12345678 Test,Offender | | | | Status. POST PRISON | |
| Location.... LANE Lane County Community Corrections | | | | Cell... | |
| Record key.. 0159150 | | | | DOC cycles. 01/06/01 | |
| Age | 27 | DOB | 7/14/1974 | DNA Collected | |
| Sex | Male | Race | BLACK | Field admission date.. 04/20/2000 | |
| Height | 5'07" | Hair | BLACK | Maximum custody date.. 12/21/2002 | |
| Weight | 205lbs | Eyes | BROWN | | |
| Caseload 6509 HAMILTON, LINDA | | | | | |
| Supervision MED | | | | | |
| Court Case | Cnty | ORS | Abbrev | Cls | Type |
| 921237181 | MULT | ASSA | I | AF | POST |
| 94C21100 | MARI | SUPP | CONT | CF | POST |
| | | | | | Begin Date |
| | | | | | 9/30/1999 |
| | | | | | Yrs-Mos-Days |
| | | | | | 000-036-000 |
| | | | | | Term Date & Code |
| | | | | | 000-024-000 |
| Bottom | | | | | |
| F3=Exit | | F4=Prompt | | F5=Refresh | |
| F11=Menu bar | | F12=Cancel | | F17=All offenses | |

When the offender's offense and status do not meet the requirements for DNA testing, the flag will show 'DNA Collection Not Required'. When the override feature is used, indicating an offender is not required to submit to buccal testing per Court order, the flag will also show 'DNA Collection Not Required'.

| | | | | | |
|---|--------|--|-----------|------------------------------------|------------------|
| OPS501I | | Corrections Information Systems (TEST) | | 14:49:55 | |
| CUMMINSL | | Offender Public Information | | 1/02/02 | |
| Offender.... 12345678 Test,Offender | | | | Status. PROBATION | |
| Location.... LANE Lane County Community Corrections | | | | Cell... | |
| Record key.. 0224128 | | | | DOC cycles. 01/01/01 | |
| Age | 35 | DOB | 7/31/1966 | DNA Collection not Required | |
| Sex | Male | Race | WHITE | Field admission date.. 05/04/1998 | |
| Height | 6'04" | Hair | BROWN | Maximum custody date.. 05/03/2008 | |
| Weight | 350lbs | Eyes | HAZEL | | |
| Caseload 6509 HAMILTON, LINDA | | | | | |
| Supervision HI | | | | | |
| Court Case | Cnty | ORS | Abbrev | Cls | Type |
| 209802657/01 | LANE | SEXAB1 | N | BF | PROB |
| | | | | | Begin Date |
| | | | | | 5/04/1998 |
| | | | | | Yrs-Mos-Days |
| | | | | | 000-120-000 |
| | | | | | Term Date & Code |
| Bottom | | | | | |
| F3=Exit | | F4=Prompt | | F5=Refresh | |
| F11=Menu bar | | F12=Cancel | | F17=All offenses | |

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On the W/W Offenses screen, the flag is located in the upper left corner of the screen, directly below the 'Status' field. The flag works as noted above.

| | | | | | |
|-----------------------------------|-------------|--|-------------|-----------------------|----------------|
| OPS230I | | Corrections Information Systems (TEST) | | 15:55:49 | |
| CUMMINSL | | Work with Offenses | | 1/02/02 | |
| Offender: 12345678 Test, Offender | | | | Record key: 263345 | |
| Status: PROBATION | | WASH Washington County | | Community Corrections | |
| DNA Collection Required | | | | OISC migr date... | |
| Enter option... | | | | Custody cycle.... 1 | |
| 2=Change | | 3=Copy offense | | 4=Delete | |
| 5=Display | | 6=Add offense | | | |
| 7=Add sentence | | 8=Conditions | | 9=Custody units | |
| 17=Add local sent. | | | | | |
| OFF# | DOCKET | CNTY | ORS ABBREV | ORS NUMBER | SG SANC |
| CS | Type | Begin date | Length | Max date | Term date Code |
| 01 | CR00623A/03 | YAMH | SEXAB1 NAT | 163.427 NEWX | Y Y |
| 00 | P FPR | 02/09/2001 | 000-060-000 | 02/08/2006 | |
| Bottom | | | | | |
| F3=Exit | | F6=Add docket | | F7=Facesheet | |
| F8=Notes | | F10=Print Options | | | |
| F11=Menu bar | | F12=Cancel | | F14=Recalculate | |
| F20=Add Local | | F24=More keys | | | |

On the Edit Offender Data screen, the flag will be located directly above the Date/Time/Place fields. The flag also works as noted above.

| | | | | | |
|-------------------------------------|--|--|--|--------------------------------------|--|
| CMS204I | | Corrections Information Systems (TEST) | | 15:52:57 | |
| CUMMINSL | | Edit Offender Data | | 1/02/02 | |
| 6566 BAGLEY, DEAN | | CREATE | | | |
| SID#: 12345678 LOW PUB INDEC | | SAN | | | |
| CASE, TEST | | DOB: 6/12/1960 | | SSN: 47-62-0288 | |
| 10604 SW CAPITOL HIGHWAY | | Last attempted HV... | | 10/22/1996 | |
| PORTLAND, OR 97219-6815 | | Last completed HV... | | 4/16/1996 | |
| Phones: 541 517-1434 & 503 756-9284 | | Last office visit... | | 9/18/2001 | |
| COFO SXTR | | Last monthly report. | | 10/21/1996 | |
| | | Employed? (Y/N).. | | 0/00/0000 00 % | |
| | | NOTES | | Next office visit... 11/25/1996 9:00 | |
| | | | | (Secondary-MTSW) | |
| | | Date Time Place | | Person SC MR Key word | |
| 1/02/2002 | | O | | X Y N | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| More... | | | | | |
| F3=Exit | | F4=Prompt | | F5=Refresh | |
| F7=Browse frwd | | F10=Print | | F11=Menu bar | |
| F19=Edit text | | F24=More keys | | | |

17.3 DNA Collection Entry

A screen has been created for the entry of DNA collection data. It can be accessed through either the CCPPO or CCSUPPORT menus.

17.3.1 CCPPO Data Entry:

At the Work with Offenders Summary screen, locate the column at the far right of the screen entitled 'DNA'. It will either show REQ for required or it will be blank. The blank can denote if it's not required, if it's required and the data has already been entered, or if the override feature was used.

```

CMS203I          Corrections Information Systems (TEST)          16:16:50
CUMMINSL          Work with Offenders Summary                    1/02/02

Caseload number . . . 0000 SMITH, JOHN                          Position to . . .

Enter option...
  2=Change  4=Remove from caseload  5=Display  6=Print chrono  7=DNA req.
  8=History 9=UA log  12=Condition tracking  13=Treatment programs

Opt Offender Name      SID#    Expir Date Cls  Reass Due Status P/S  DNA
TEST, OFFENDER 1      12345678  5/02/2018 MED  12/01/2001 PO      P
TEST, OFFENDER 2      12345678  9/30/2006          PR      P  Req
TEST, OFFENDER 3      12345678  2/20/2011 MED  4/16/2002 PR      P  Req
TEST, OFFENDER 4      12345678  7/20/2003 LTD  12/14/2001 PO      P
TEST, OFFENDER 5      12345678  2/01/2004 MED  4/16/2002 PR      P  Req
TEST, OFFENDER 6      12345678  5/21/2004 LOW  1/10/2002 PR      S
TEST, OFFENDER 7      12345678  9/27/2002 HI   2/28/2002 PO      P  Req
TEST, OFFENDER 8      12345678  6/04/2003 LOW  4/16/2002 PR      P  Req
TEST, OFFENDER 9      12345678  10/11/2004          10/12/2001 PO      P
TEST, OFFENDER 10     12345678  6/23/2003 LTD  4/16/2002 PO      P
TEST, OFFENDER 11     12345678  6/05/2003 MED  2/16/2002 PO      P

More...

F3=Exit  F4=Prompt  F5=Refresh  F6=Add offender  F10=Print  F11=Menu bar
F12=Cancel  F13=Repeat  F17=Subset  F19=Summary  F23=More options

```

Choose option #7=DNA req. Using this option will take you to the following screen:

```

SNT206I          Corrections Information Systems (TEST)          16:28:00
CUMMINSL          DNA Collection-Offender Information            1/02/02

                                CHANGE

Offender..... 12345678 TEST, OFFENDER
Current status..... PROBATION                                LANE

Collection status. . . R  DNA Collection Required
Collection required. . Y  Y/N-Determined by status and offenses

Collection date. . . .
Collection location. .

Override reason. . . .
Override user. . . .

Comments . . . . .

F3=Exit      F4=Prompt      F5=Refresh
F11=Menu bar  F12=Cancel

```

Note the above example shows an offender who is required to submit a sample, but the actual collection data has not been entered yet. If the sample has been taken, position your cursor on the 'Collection date' field and enter the date taken. Tab to 'Collection location' field and use the F4 prompt for the appropriate location code. Currently, valid codes are as follows:

- CCH - LEDS Criminal Case History
- COMM – Community Corrections
- EXT - External Source
- INST – Institution
- JAIL – County Jail

Make your selection and press enter to update the screen.

| | | |
|------------------------|---|------------|
| SNT206I | Corrections Information Systems (TEST) | 16:39:58 |
| CUMMINSL | DNA Collection-Offender Information | 1/02/02 |
| | | CHANGE |
| Offender..... | 12345678 TEST, OFFENDER | |
| Current status..... | PROBATION | LANE |
| Collection status. . . | C DNA Collected | |
| Collection required. . | Y Y/N-Determined by status and offenses | |
| Collection date. . . . | 1/01/2002 | |
| Collection location. . | COMM Community Corrections | |
| Override reason. . . . | | |
| Override user. | | |
| Comments | | |
| F3=Exit | F4=Prompt | F5=Refresh |
| F11=Menu bar | F12=Cancel | |
| Record Changed. | | |

Note that the Collection status has changed to 'C' for DNA Collected. Press enter again to return to your Offender Summary screen. The DNA column will now be blank for this offender.

If you have a Court order stating the offender is not to have a sample taken, leave the Collection date and location fields blank, and enter the 'Override' reason, or press F4 for valid codes. You may use the Comments field for explanations and be sure to reference the docket number.

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| | | |
|------------------------|--|------------|
| SNT206I | Corrections Information Systems (TEST) | 16:48:59 |
| CUMMINSL | DNA Collection-Offender Information | 1/02/02 |
| | CHANGE | |
| Offender..... | 12345678 TEST, OFFENDER | |
| Current status..... | PROBATION | LANE |
| Collection status. . . | N DNA Collection not Required | |
| Collection required. . | Y Y/N-Determined by status and offenses | |
| Collection date. . . . | | |
| Collection location. . | | |
| Override reason. . . . | COUR Court documentation required | |
| Override user. | CUMMINSL | |
| Comments | Judge Smith withheld this offender from the DNA pool. Case 10CR0123. | |
| F3=Exit | F4=Prompt | F5=Refresh |
| F11=Menu bar | F12=Cancel | |
| Record Changed. | | |

Notice that using the override feature changes the Collection status to 'N', for DNA Collection not Required, and automatically enters your UserID in the Override user field.

You may also access the DNA Collection Offender Information screen from within your Edit Offender Data screen on any offender, by using your menu bar (F11) and (4) for InfoWindows. Choose the DNA Collection Data option (Q), and follow the instructions above.

Collection data **must** be removed if OSP has contacted your agency and indicated that the sample was not submitted correctly and needs to be resubmitted. Remove the Collection date and Collection location by spacing over that information and hit enter to save your changes. If there is an override reason or comments, you should remove those as well and press enter to save. Once that has been done, the DNA Required flag will be reactivated. The only time you might see an Override reason is if that reason is REQ=User Override to required. The other two Override reasons would mean a DNA sample was never submitted. Follow up by notifying the Probation Officer that the DNA has to be collected again and the reason why. It would be a good idea to make a chrono in the DOC400 stating the DNA had to be resubmitted at the request of OSP and the reason why. Be sure to check the chrono history to see what has automatically generated and append to reflect why the DNA collection data was removed and that a new sample needs to be submitted.

17.4 DNA Sample Collection Report

A report has been created, entitled DNA Sample Collection Report. This is accessible as option #23 DNA Report from the Total Office Report menu (CCRPTSTO), the More CC Reports menu (CCRPTS), and the Management Statistics menu (CCREPORTSM).

| | | |
|----------------------------------|--|--------------------------------|
| SNT501BP | Corrections Information Systems (TEST) | 17:11:44 |
| CUMMINSL | DNA Sample Collection Report | 1/02/02 |
| Type choices, press Enter. | | |
| DNA collection status. . . | R | R=Required,*ALL,F4=list |
| Location | POLK | *ALL, location |
| Primary caseload | *ALL | *ALL, caseload |
| Secondary/PTA caseload . . | *ALL | *ALL, caseload |
| Comm.Corr. Outcount. . . . | NONE | *ALL, NONE, ONLY, F4 to prompt |
| F4=Prompt F12=Cancel Enter=Print | | |

The default is 'R' in the DNA collection status field for those who still require a sample to be taken, or the collection data has not yet been entered. Use the F4 prompt for additional valid codes. Currently, these are:

- C – DNA Collected
- N - DNA Collection not Required
- R – DNA Collection Required

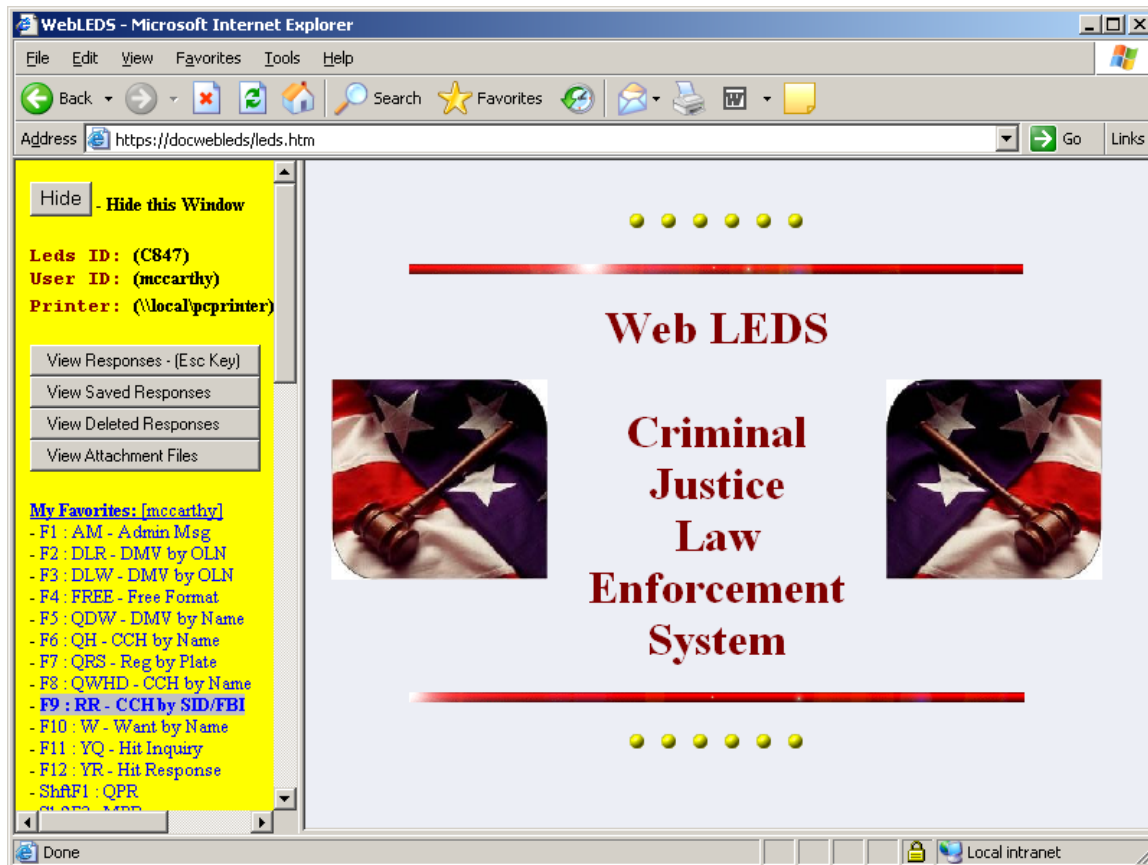
Choosing *ALL provides a list of all the above, with the collection status, and collection date if status is 'Collected'.

Location automatically defaults to your location, however, please note that choosing *ALL here will run a report for the entire State. Please use this option only if absolutely necessary as it will create quite a drain on system resources.

Outcount Reason field has been included so you can determine which offenders not on the active caseload require collection, have been collected, or are not required to be collected. This may come in handy when policy is clarified for Compact Offenders, as well as other offenders not readily available for DNA collection. The default is NONE, however you may subset for *ALL = all outcounts, ONLY = only outcounts (no active cases will display), or use F4 prompt for specific outcount valid codes.

17.5 Checking DNA in LEDS and entering it in CIS

Step 1 – Go to WebLEDS, from your main menu, type 'RR' in the 'Go To Mask' box, press enter to bring up the 'Criminal Records Inquiry – RAP Sheet' screen; or if you have it on your favorite list, you can click on 'RR'. This will take you to the 'Criminal Records Inquiry – RAP Sheet' screen.



Step 2 - On the 'Criminal Records Inquiry – RAP Sheet' screen, fill in the below fields.

WebLEDs - Microsoft Internet Explorer

Address: <https://docwebleds/leds.htm>

Criminal Records Inquiry - RAP Sheet

MKE: Message Key

INI: Operator Initials

ORI: ORI Number

REQ: Requestor Name

PUR: Purpose Code

Either SID or FBI must be selected:

SID: SID Number

FBI: FBI Number

Optional, but if specified must enter all fields except BLD:

DPT: Department

BLD: Building

ADR: Address

CIS: City,State

ZIP: Zip

Hide - Hide this Window

Leds ID: (C847)
User ID: (mccarthy)
Printer: (\\localpcprinter)

View Responses - (Esc Key)
 View Saved Responses
 View Deleted Responses
 View Attachment Files

My Favorites: [mccarthy]
 - F1 : AM - Admin Msg
 - F2 : DLR - DMV by OLN
 - F3 : DLW - DMV by OLN
 - F4 : FREE - Free Format
 - F5 : QDW - DMV by Name
 - F6 : QH - CCH by Name
 - F7 : QRS - Reg by Plate
 - F8 : QWHD - CCH by Name
 - F9 : RR - CCH by SID/FBI
 - F10 : W - Want by Name
 - F11 : YQ - Hit Inquiry
 - F12 : YR - Hit Response
 - Shift F1 : QPR
 - Shift F2 : MPR

MKE: Auto fills with RR=RAP sheet

INI: Enter your initials

ORI: Enter agency ORI number if it didn't auto fill

REQ: Enter name of requester

PUR: Auto fills with C=Criminal Justice Purposes

SID: Enter Offender's SID # **or**

FBI: Enter Offender's FBI #

The below fields are optional, but if filled in, all fields must be entered except BLD:

DPT: Enter agency name

BLD: Enter building number if applicable

ADR: Enter agency address

CIS: Enter agency city, state

ZIP: Enter agency zip code

Press 'Submit' button to send to LEDS.

Step 3 – If your profile is set to display, click on ‘View Responses’ to view your response. Look for “SAMPLE ON FILE FOR DNA PROFILING”.

You’ll find it towards the beginning of the response, in the information before the offender’s history. This response indicates that a blood draw has been taken.

Step 4 – If LEDS indicates DNA collected then go to the Admission Process by typing a 3 on the selection line and pressing enter. This will take you to the ‘Community Corrections Admission’ screen, enter offender’s SID # in the ‘Offender’ field, press enter. You can either press F11-3-Q to get to the ‘DNA Collection – Offender Information’ screen or you can press enter until you reach that screen.

| | | |
|------------------------|---|--------------|
| SNT206I | Corrections Information Systems | 8:59:32 |
| MCCARTHY | DNA Collection-Offender Information | 8/25/05 |
| | CHANGE | |
| Offender..... | 12345678 TEST, OFFENDER | |
| Current status..... | Inmate | SRCI(1B325B) |
| Collection status. . . | C DNA Collected | |
| Collection required. . | Y Y/N-Determined by status and offenses | |
| Collection date. . . . | 1/20/1994 | |
| Collection location. . | CCH LEDS Criminal Case History | |
| Override reason. . . . | | |
| Override user. | | |
| Comments | | |
| F3=Exit | F4=Prompt | F5=Refresh |
| F11=Menu bar | F12=Cancel | |

Step 5 – Tab down to ‘Collection Date’ field, enter today’s date. Tab down to ‘Collection Location’ and type in CCH or F4=Prompt to display locations, press enter.

Repeat above steps for each offender.

17.6 DNA Collection and the Compact Offender

DNA samples are not taken on incoming compact offenders, unless the sending state has asked you to collect one on their behalf. In which case we would take the sample and send it back to the sending state. These samples are not to be forwarded to the Oregon State Police, unless the offender has obtained additional convictions which require collection. In that case, you would need to collect 2 separate samples, sending one to OSP and one to the sending state (again, only if requested by the sending state).

Oregon State Police

ORAL SWAB INSTRUCTIONS

LABEL

- Verify offender's identity card and qualifying crime.
- Open kit and confirm all components are present. Wear gloves.
- Fill in submission card completely with offender's information. Print neatly, within the red boxes, using BLACK or BLUE ink. DO NOT USE RED INK.
- Fill in collector's information and sign the form.
- Apply offender's thumbprints to appropriate space on submission card.
- On the lines provided, label the FTA paper with the offender's name and SID.

OBTAIN

- **The swabbing should be done by the agency personal, not the offender.**
- Swab the area between the lower gum line and cheek by twirling the sterile cotton-tipped swab and rubbing back and forth. Do this for ~15 seconds.
- Make sure you are rubbing the surface and not just wetting it with saliva. We need the epithelial cells from the cheek & gum line.

TRANSFER

- Place cotton-tipped swab on FTA circle.
- Roll cotton tip back and forth, within the FTA circle, until a color change is seen (pink to white). *If no color change is observed, Re-Swab.*
NOTE: If color change is faint, carefully outline the area where the swab was rolled with a pen. This will aid the analyst in finding approximately where the DNA is located within the FTA circle, or Re-Swab.
- Repeat process with the second swab to obtain and transfer cells to the other FTA circle. Discard swabs.

SEND

- Confirm that the information on the submission card and the FTA paper is **CORRECT** and **COMPLETE**.
- Place FTA paper within the fold of the submission card and put inside return envelope.
- Seal envelope with safety seal; date, initial the seal.
- Send in shuttle, or apply postage and mail to OSP Portland Forensic Lab.

| | | | |
|--|-----------------|--|---|
| FELONY DNA SUBMISSION CARD | | OREGON STATE POLICE FORENSIC LAB USE ONLY | |
| SID# | 1 2 3 4 5 6 7 8 | | |
| FIRST NAME | J a n e | MIDDLE INITIAL | R |
| LAST NAME | D o e s y | | |
| DOB | 0 2 - 1 4 - 7 9 | RACE | W |
| CRIME | P C 5 | | |
| PLEASE USE BLUE OR BLACK INK <u>ONLY</u> | | | |
| COLLECTOR'S NAME | | LAB USE ONLY | |
| H e i d i S t e t s o n | | CCH CONFIRMED: <input type="checkbox"/> | |
| COLLECTOR'S INSTITUTION | | SID CONFIRMED: <input type="checkbox"/> | |
| 0 5 P - P o r t l a n d | | | |
| COLLECTION DATE | | LEFT THUMBPRINT | |
| 0 8 - 0 2 - 1 3 | | RIGHT THUMBPRINT | |
| I certify that this person is required to provide a DNA sample according to ORS 137.076 or 419C.473. | | | |
| COLLECTOR'S SIGNATURE | | | |

| |
|-------------------|
| Lot No. FT6868810 |
| |
| |
| Doesy, Jane |
| 12345678 |

QUESTIONS

OSP Portland Forensic
Lab: 971-673-8230
osp.dna@state.or.us

Please print
offenders name
and SID#

Incorrect Samples:

Lot No. FT6868810

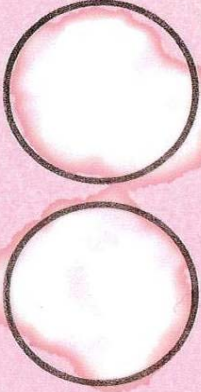


↑
FTA ripped up from
rubbing not rolling

ce
ode
re

Rubbed
not
Rolled

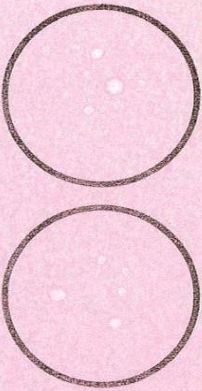
Whatman™



Plac
Bar C
Her

Too Much
Saliva

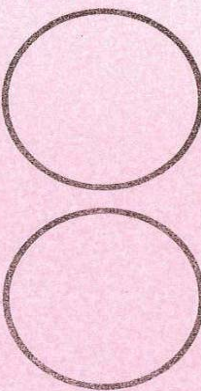
Whatman™



Plac
Bar C
Her

Too
Little
Sample.

Whatman™

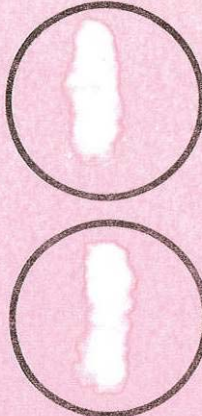


Plac
Bar C
Her

Anything
There?

Correct Sample:

Lot No. FT6868810



e
ode
e

Correct
Sample
Rolled w/enough
sample.



Forensic Services Division Training Bulletin

Collecting Thumbprints for DNA submission cards

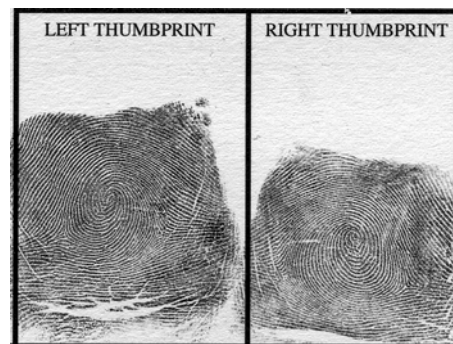
When a DNA sample is collected for the convicted offender program two thumbprints are taken at the time of collection. These thumbprints are used to verify the identity of the individual listed on the submission card. Poor quality prints make it extremely difficult to perform the verification and most of the time no identification can be made.

Please aid the Technician identifying the individual in question by utilizing the suggestions below:

1. Place the offender's inked thumbprints in the designated areas on the submission card. Remember to collect both a right and left thumbprint (when available).
2. Make sure the inked print has clear ridge detail. ([See examples below](#)).
3. For best results, ink entire finger pattern area from nail edge to nail edge and roll finger from one side to the other. It is okay if the ridge detail extends beyond the boxes provided.



Smudged ridge detail



Clear Ridge Detail

4. If the print appears smudged (no clear ridge detail), a second inked impression should be obtained and placed on the back of the card.

Keep these further contributors to poor quality fingerprints in mind:

- Too much ink used for the thumbprint
- Too little ink used
- Too much finger pressure
- Individuals who purposely attempt to leave poor quality prints.

A quality inked print is critical in providing an investigative lead.

If you have any questions or concerns, please contact ID services at 503-378-3070

OPS CHAPTER 18 – Condition Tracking

18.1 INTRODUCTION

The Condition Tracking Module came about as a result of the Community Corrections System Goals for 2003-2005. The goals were developed by the Oregon Association of Community Corrections Directors, in conjunction with the Department of Corrections. Of the five goals, one is 'Provide Reparation to Victims.' The indicators of reaching this goal are restitution/compensatory fines collected, and community service hours provided. County directors agreed to report out the percentage of dollars ordered that are paid at case closure toward restitution and compensatory fines, and percentage of hours ordered that are completed at case closure for community service hours. At a minimum, this data is to be entered into CIS at case closure. However, the module has been designed to allow entry of payments and/or hours/days at any time.

As a result of the new requirements, ISSD Development staff has completed programming to facilitate the tracking of the following conditions: Restitution (REST); Special Condition 7 (SC7); Compensatory Fine (CMPF); Community Service Work (CSWK). Programming also gives the county offices the ability to track other 'trackable' conditions if they so choose. Condition Tracking affects cases that close on or after July 1, 2003.

'Trackable' conditions refer to those conditions where money, hours or days are owed to the court. All other monetary conditions that are paid directly to the Community Corrections office are entered and tracked in the Supervision Fee Module. Currently, 'trackable' conditions in CIS are as follows;

| | | | | | |
|-------|--------------|----|-------|--------------|----|
| AEVF* | ALCOHOL EVAL | \$ | JAIL | JAIL | D |
| ATFE* | ATTORNEY FEE | \$ | JLFE* | JAIL FEES | \$ |
| CMPF | COMPENS FINE | \$ | LEML* | LAW ENFORCEM | \$ |
| COFO | COURT ORDERD | \$ | REST | RESTITUTION | \$ |
| CSFE* | COMM SER FEE | \$ | UNAS* | UNITARY FEE | \$ |
| CSWK | COMMUNITY SE | H | VICT* | VICTIM PENAL | \$ |
| DMVF* | DMV/INTOXICA | \$ | WKCR | WORK CREW | D |
| DVFE* | DV ASSES FEE | \$ | WKRE | WORK RELEASE | D |
| ELHA | EMON/HS ARRS | D | GC01 | PAY BRD FEES | \$ |
| FINE* | FINE | \$ | SC7 | RESTITUTION | \$ |
| FORE | FOREST PROJE | D | | | |

\$=Dollars; H=Hours; D=Days; *=Not used for offenses supervised in Multnomah County

This manual is designed to walk you through tracking conditions and entering payments in the Conditions Tracking Module. Again, the conditions that must be tracked currently are REST, SC7, CMPF and CSWK, with minimum entry at case closure.

The condition must also be marked as trackable to be able to make the payment entry. Restitution/compensatory balance can be obtained from the court order or OJIN. Any discrepancies between OJIN and the court order should be checked with court personnel or as per your County policy. For PPS cases, track only one count, pick longest running case. You can still add condition to other counts, but be sure to mark them as non-trackable.

IMPORTANT INFORMATION:

DO NOT DELETE conditions on cases that close on or after July 1, 2003 or the new Condition Tracking Module will not work. Option **4=Delete** should **ONLY** be used if a condition was entered in error, or on cases that closed prior to July 1, 2003. Cases that closed prior to July 1, 2003 can also be changed to trackable, per your county policy. Trackable conditions will be moved automatically to an Expired Conditions table when a Termination Date and Code is entered on the offense. If old conditions are showing on an offense closed after July 1, 2003, re-open and close the case. The conditions will move to the Expired Conditions table.

18.2 FREQUENTLY ASKED QUESTIONS:

Q: What should I do if I mistakenly delete a condition?

A: You will need to manually re-enter the deleted condition. Once you use the 4=Delete option, the condition is gone.

Q: What should I do if I mistakenly terminate the wrong offense?

A: Simply remove the Termination Date and Code. The offense line will be active again, and the conditions will also return to the active W/W Conditions screen.

Q: What should I do if I mistakenly “complete” a condition?

A: Use Option 2=Change on the condition in question, and remove the Completed date.

Q: Do counties need to track payment of Compensatory Fines, or just Restitution?

A: Per the Community Corrections System Goals for 2003-2005, collection of both Restitution and Compensatory Fines will be reported. Because tracking of both ordered amounts are required, the new Compensatory Fine (CMPF) code has been added to the conditions table in CIS.

Q: When does the information have to be entered into the Conditions Tracking Module?

A: At the minimum level, all information pertaining to REST, SC7, CMPF, and CSWK must be entered at the time of case closure. However, entry of amounts ordered may be entered during the admission process, and payments may be entered at any

time during the course of supervision. Per your county policy, you may also enter data at sentence closure rather than body closure.

Q: Who does the entry?

A: This will be a county-by-county decision. Some offices may want support staff to enter the amounts ordered, and PO's to enter payments. Other offices may have PO's be responsible for all entry, or support staff may be responsible for all entry. Others have chosen to assign this task to another entity. Check with your Director or supervisor for your office policy.

Special Note: The Amount/Units order can only be entered when the condition has been accessed from the W/W Offense Screen. It is a "display" only field on the Conditions Payment screen (where a PPO would normally enter a payment). This may impact the decision as to what staff sets up the initial condition tracking information.

Q: What does it mean if the "Balance" shows a negative amount after entry of a payment?

A: There are a few reasons why this might occur. Either the Amount/Units order has not been entered correctly or hasn't been entered at all, or the payment amounts have been entered incorrectly, or the offender has overpaid (not very likely!). Make sure the Amount/Units have been entered correctly, and/or check with the Court Records Office to see if you've duplicated a payment entry. If there is a discrepancy between what the Court shows as having been paid and what CIS is showing, go with the Court's figures. They are the ones who have physically taken the money and are responsible for an accurate accounting.

Q: What happens if an hourly condition is converted to dollars, or vice versa?

A: If, for example, the offender completes 50 of his 100 ordered community service hours, and the Judge gives him the option to pay off the rest, entry for CSWK would be changed from the original 100 hours to 50 hours, with 50 hours completed. The new money portion would not be tracked. **In this case, we are only concerned with the percentage of hours completed.** If full hours ordered are converted before any hours have been completed, change original amount to zero with balance of zero and change 'Trackable' to N, with a note on the condition as to what happened.

Q: What if the Judge or Board waives the originally ordered REST, SC7, CMPF, or CSWK?

A: If you receive an amended order from the Court or Board waiving all or part of the REST, SC7, CMPF, or CSWK, you will need to change the information in the Conditions Tracking Module to reflect the new amounts per the amended order. The same would be true if the Judge or Board amends the original order by increasing the amount of REST, SC7, CMPF, or CSWK.

Q: What happens if I close the offender record and the entry of dollars paid or hours completed were not made?

A: The Conditions Tracking Module allows entry of data even after the record has been closed. ([Refer to Page 12 for instructions](#))

Q: What if the system does not allow me to make changes to a condition?

A: This should only happen if you are trying to make changes to the condition while in the 'payment' screen. The 'payment' option should only be used for entering payment information. Any changes to the condition itself, must be made using Option 2=Change.

Q: Is there a Restitution/Compensatory fine payment history in CIS? If I make a mistake is it listed somewhere that needs to be fixed?

A: There is no payment history file attached to the condition tracking module. Entering a payment in the 'Amount this month' field updates the Balance and creates an auto chrono, but that's all, because entering individual payments was never required.

Whenever a 'payment' entry is made, you can either enter the 'Amount this month' or you can simply change the Balance. As long as the Balance is equal to or less than the Amount/Unit Ordered, the system is happy, and as long as the Balance in our system matches OJIN's records at discharge, everyone else is happy.

To fix the payment, all you have to do is change the Balance to the correct amount. And you can also use the Append function on the previous auto chrono to note the correction.

18.3 HOW TO ACCESS THE CONDITIONS TRACKING MODULE

18.3.1 Support Staff:

- Continue to access conditions as you always have in the past. For example, from your main menu, select any option that will take you to the W/W Offenses screen (such as Option 4-CC Court Order Process).
- Enter the SID or Block # of the offender you are working on.
- Enter Option 8=Conditions on the appropriate docket selection line.
- Enter Option 2=Change on the condition you are tracking.
- Enter Condition text (if necessary), Amount/Unit (from Court Order), and Monthly amount (if ordered). The condition will already indicate the appropriate symbol for dollars, hours or days. Enter to save data and enter again to return to W/W Conditions screen.
- From this point on, use Option 8=Payment Entry to record all dollars paid or hours/days completed. Note: Option 8 will not work unless the condition has been marked "Y" for trackable.

18.3.2 Parole/Probation Officers:

- Continue to access conditions as you always have in the past. For example, from your main menu, select the W/W Caseloads option.

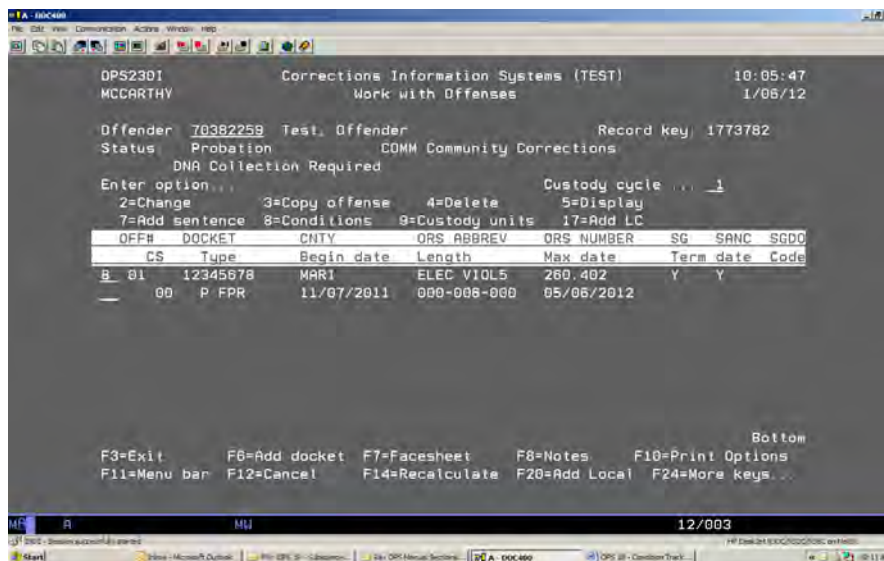
- From the W/W Offenders Summary screen, enter Option 12=Conditions tracking on the appropriate offender. OR
- From the W/W Offenders Summary screen, enter Option 2=Change on the appropriate offender, then F11-4-G for Supervision Conditions.
- Place your cursor on the appropriate condition and press enter for the payment entry screen. Note: The screen will not open unless the condition has been marked “Y” for trackable.

18.4 STEPS FOR DATA ENTRY

The following entries can be made at any time, but at a minimum, will be done at time of file closure. Community Corrections System Goals for 2003-2005 includes “Provide Reparation to Victims”. All offices should track REST, SC7, CMPF, and CSWK. Tracking of any other condition is optional.

18.4.1 FROM THE W/W OFFENSES SCREEN:

1 – Go to your W/W Offenses Screen, enter the SID # of the offender you will be working with, press enter. Put an 8=Conditions on the option line beside the appropriate offense line and press enter.



2 – This will take you to the W/W Conditions screen. Tab down to the trackable condition you are working with and put a 2=Change on the option line, press enter.

Offender Profile System (OPS) Training Manual

OPS2081
MCCARTHY
Corrections Information Systems (TEST)
Work With Conditions
10:12:10
1/06/12

Offender..... 70382259 TEST, OFFENDER
Status..... Probation COMM Community Corrections
Court case number, 12345678 MARI Judge..... UNKNOWN

Enter option...
2=Change 4=Delete 5=Display 8=Payment Entry

| Opt | Code | Type | Description | Trk Txt Compl |
|-----|------|-----------|-------------------------------|---------------|
| — | BODY | PROBATION | BODY SUBSTANCE/DNA TEST | N |
| — | COFO | PROBATION | COURT ORDER FINANCE OBL -GC01 | Y |
| — | JAIL | PROBATION | JAIL DAYS | Y |
| 2 | REST | PROBATION | RESTITUTION | Y |
| — | SUPV | PROBATION | SUPERVISION FEES (GC01) | N |

Bottom
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F13=Repeat
F16=Review/copy all conditions F17=Add conditions F18=Expired conditions

MC A MW 15/003

3 – This will take you to the Offender Condition Screen where you may enter the following information:

- Condition Text: Enter if applicable
- Trackable: Can be changed to either 'Y' or 'N' (If changed to 'N', only 'Completed date' will appear beyond the Trackable field)
- Expiration date: Auto fills from the Max date
- Start date: Auto fills from the Begin date. (If dates are incorrect, F12 and make necessary changes to the offense record)
- Amount/Unit: Total number of dollars, hours, or days ordered.
- Completed date: Will auto fill when offense is terminated. (Can be entered manually if completed prior to termination of offense)
- Monthly amount: Court ordered monthly obligation.
- Last Payment Activity: Auto fills when payment is entered.
- Balance: System calculates based on Amount/Unit ordered and payments made.

OPS2081
MCCARTHY
Corrections Information Systems (TEST)
Offender Condition
CHANGE
10:13:14
1/06/12

Offender..... 70382259 TEST, OFFENDER
Status..... Probation COMM Community Corrections

Court Case number, 12345678 County.. MARI Cycle..... 01 01
Condition..... REST RESTITUTION Baf Number..... 8
Condition type... PROBATION
Condition text...
Trackable..... Y

Expiration date... 5/08/2012 Start date..... 11/07/2011
Amount/Unit..... Completed date... 0/00/0000
Monthly amount... \$ Dollars
Last Payment Activity.. 0/00/0000 Balance..... .00

F3=Exit F4=Prompt F5=Refresh F7=Browse backward
F8=Browse forward F11=Menu bar F12=Cancel

MC A MW 10/021

SPECIAL NOTE: Outcome Measure conditions REST, SC7, CMPF, and CSWK should **NEVER** be changed to Trackable N, unless on of the following occurs:

- Multiple counts and you are only tracking the condition on one count;
- Multiple dockets (Parole/Post Prison Orders) and you are only tracking condition on one count;
- Court ordered condition, but no amount ordered;
- When Court or Board converts entire amount ordered prior to completion of any portion of the condition ([see FAQ's above](#)).

4 – After entry of data, the “Balance” will automatically calculate the amount still due.

The screenshot displays the OPS2001 Corrections Information Systems (TEST) interface. The window title is "OPS2001 Corrections Information Systems (TEST)". The main screen shows the following data:

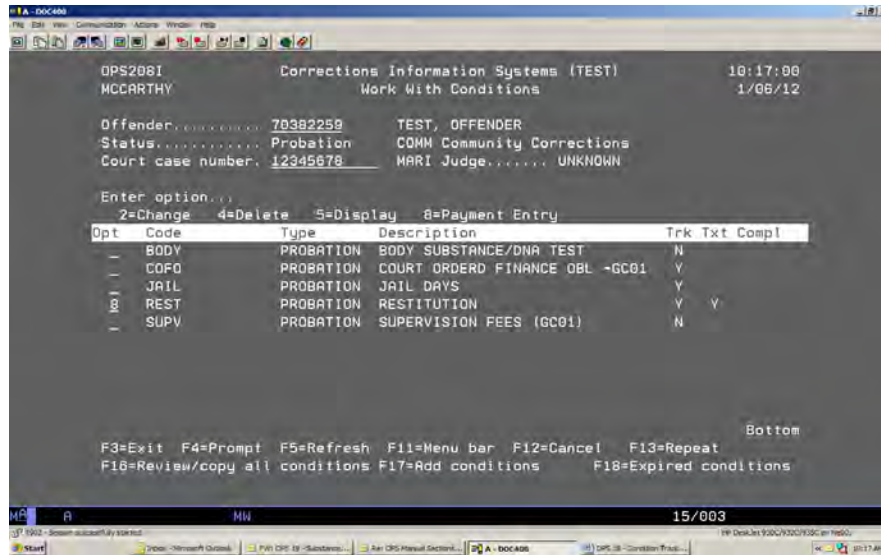
- Offender: MCCARTHY
- Status: 70382259 Probation
- Condition: TEST, OFFENDER
- Condition type: COMM Community Corrections
- Count Case number: 12345678
- County: MARI
- Cycle: 01 01
- Condition: REST RESTITUTION
- Condition text: This is a test
- Trackable: Y
- Expiration date: 5/06/2012
- Start date: 11/07/2011
- Amount/unit: 1,000.00
- Completed date: 0/00/0000
- Monthly amount: 50.00 \$ Dollars
- Last payment activity: 0/00/0000
- Balance: 1,000.00

At the bottom, there are keyboard shortcuts: F3=Exit, F4=Prompt, F5=Refresh, F7=Browse backward, F8=Browse forward, F11=Menu bar, F12=Cancel. A message at the bottom states "REST record updated."

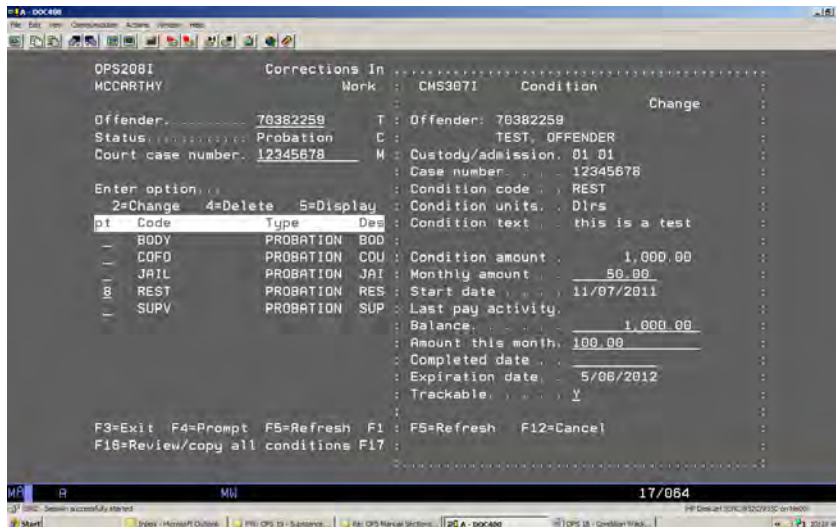
5 – Enter again to return to W/W Conditions screen.

6 – Now that condition tracking has been set up, you are ready to enter payments. Use Option 8=Payment Entry on the condition for which you have received payment. Press enter.

Offender Profile System (OPS) Training Manual



7 – The Conditions pop-up window will appear. Your cursor should default to the “Amount this month” field of the Condition window. Type in the amount of the payment and press enter. You will get the message ‘Condition Record Updated’.



NOTE: If you make a mistake in the amount you entered, **do not** retype the amount on the ‘Amount This Month’ field again. This field adds all amounts you enter on the line to the amount already entered. You will need to enter the error amount with the negative sign at the end to subtract that amount from the balance. You will need to be very careful in the amount you type on in this field.

8 – The payment amount will be recorded and the Balance automatically recalculates the amount still owing. The “Last pay activity” field will also show the date the payment was entered into the system. Enter again to return to the W/W Conditions screen.

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OPS2081 MCCARTHY Corrections In Work: CMS3071 Condition: Change

Offender: 70382259 T Offender: 70382259
 Status: Probation C TEST, OFFENDER
 Court case number: 12345678 M Custody/admission: 01 01
 Case number: 12345678
 Condition code: REST
 Condition units: Dirs
 Condition text: this is a test

Enter option...
 2=Change 4=Delete 5=Display

| Opt | Code | Type | Des |
|-----|------|-----------|-----|
| - | BODY | PROBATION | BOD |
| - | COFO | PROBATION | COU |
| - | JAIL | PROBATION | JAI |
| 8 | REST | PROBATION | RES |
| - | SUPV | PROBATION | SUP |

Condition amount: 1,000.00
 Monthly amount: 50.00
 Start date: 11/07/2011
 Last pay activity: 1/06/2012
 Balance: 900.00
 Amount this month: 100.00
 Completed date:
 Expiration date: 5/06/2012
 Trackable: Y

F3=Exit F4=Prompt F5=Refresh F1: F5=Refresh F12=Cancel
 F16=Review/copy all conditions F17: CONDITION record updated.

9 – If a payment needs to be entered after the offense has been terminated, the condition will not show on the W/W Conditions screen. From the W/W Conditions screen, use F18=Expired conditions and follow steps #6 through #8 above.

NOTE: The only difference will be that you are now on the W/W Expired Conditions screen instead of the original W/W Conditions screen. (See examples on next page.)

OPS2081 MCCARTHY Corrections Information Systems (TEST) 10:21:10
 Work With Conditions 1/06/12

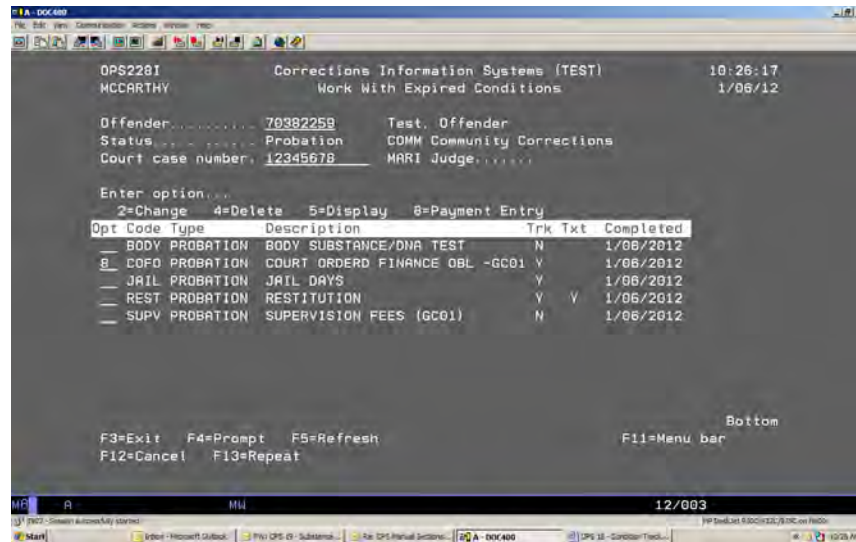
Offender: 70382259 TEST, OFFENDER
 Status: Probation COMM Community Corrections
 Court case number: 12345678 MARI Judge: UNKNOWN

Enter option...
 2=Change 4=Delete 5=Display 8=Payment Entry

| Opt | Code | Type | Description | Trk | Text | Compl |
|------------------|------|------|-------------|-----|------|-------|
| No records found | | | | | | |

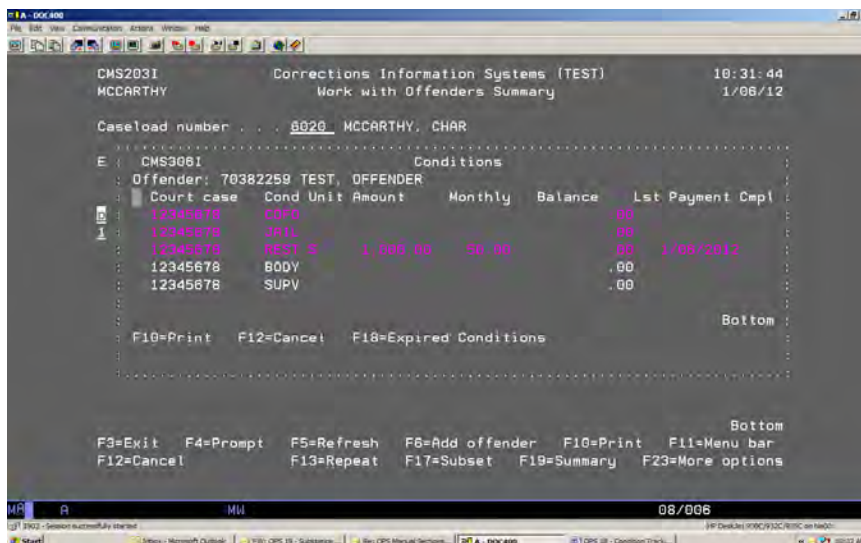
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F13=Repeat
 F17=Add conditions F18=Expired conditions

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18.4.2 FROM W/W OFFENDERS SUMMARY SCREEN:

1 – From the W/W Offenders Summary screen, use Option 12=Condition tracking on the appropriate offender and press enter. This opens the Conditions window. Place your cursor next to (or on) the Court case and Condition you need to work with and press enter.



NOTE: This will only work if the condition has been marked as “trackable”. If it has not been marked “trackable”, you’ll need to make that change by accessing the Conditions table from the W/W Offenses screen. Talk to your support staff if you need assistance in changing the “trackable” flag.

2 – After accessing the Condition window, type in the payment amount into the “Amount this month” field and press enter.

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CMS2031
 MCCARTHY
 Caseload number
 E : CMS3081
 Offender: 7
 Court cas
 12345678
 12345678
 12345678
 12345678
 12345678
 F10=Print
 F3=Exit F4=Pr
 F12=Cancel

CMS3071 Condition Change
 Offender: 70362259
 TEST, OFFENDER
 Custody/admission: 01 01
 Case number: 12345678
 Condition code: REST
 Condition units: Dirs
 Condition text: this is a test
 Condition amount: 1,000.00
 Monthly amount: 50.00
 Start date: 11/07/2011
 Last pay activity: 1/06/2012
 Balance: 900.00
 Amount this month: 100.00
 Completed date
 Expiration date: 5/06/2012
 Trackable: Y
 F5=Refresh F12=Cancel

10:31:44
 1/06/12
 Lst Payment Cmpl
 1/06/2012
 Bottom
 Bottom
 F11=Menu bar
 F23=More options

MW 17/045

3 – The “Balance” will automatically recalculate the amount still owing, and the “Last pay activity” field will show the date you entered the payment. You can also change the “Monthly amount” from this screen, if necessary. The “Completed date” can be manually entered, but it is not necessary. This field will auto fill when the offense is terminated. The “Expiration date” should not be changed here as it auto fills from the Max Date on the offense line. If this date is incorrect, it should be changed from the W/W Offenses screen. Your support staff can assist you in correcting this information.

CMS2031
 MCCARTHY
 Caseload number
 E : CMS3081
 Offender: 7
 Court cas
 12345678
 12345678
 12345678
 12345678
 12345678
 F10=Print+
 F3=Exit F4=Pr
 F12=Cancel

CMS3071 Condition Change
 Offender: 70362259
 TEST, OFFENDER
 Custody/admission: 01 01
 Case number: 12345678
 Condition code: REST
 Condition units: Dirs
 Condition text: this is a test
 Condition amount: 1,000.00
 Monthly amount: 50.00
 Start date: 11/07/2011
 Last pay activity: 1/06/2012
 Balance: 900.00
 Amount this month: 100.00
 Completed date
 Expiration date: 5/06/2012
 Trackable: Y
 F5=Refresh F12=Cancel
 CONDITION record updated.

10:31:44
 1/06/12
 Lst Payment Cmpl
 1/06/2012
 Bottom
 Bottom
 F11=Menu bar
 F23=More options

MW 17/039

SPECIAL NOTE: If the condition is completed prior to the offense expiring, you may manually enter the ‘Completed date’ field with the date of completion. This will remove the condition from the Edit Offender Data screen, but it will still show on the Kardex.

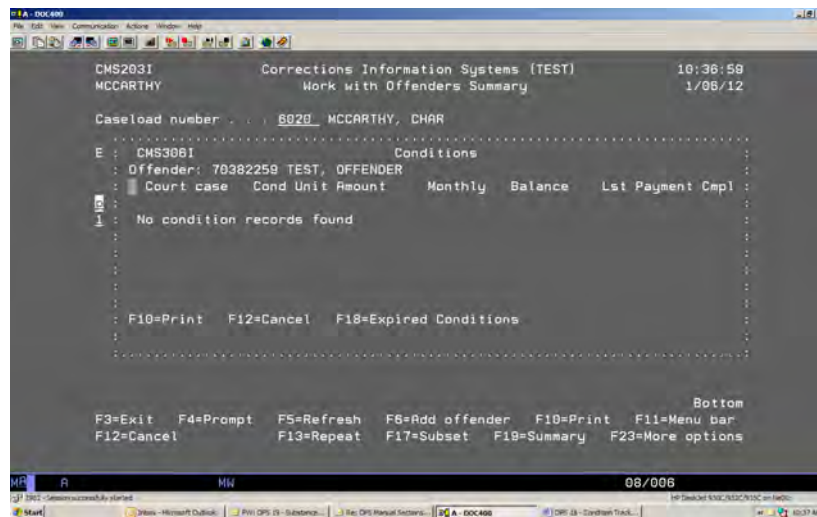
NEVER change Trackable ‘Y’ to ‘N’ on Outcome Measure conditions REST, SC7, CMPF, and CSWK. CMIS is unable to report on the Outcome Measure data if the Trackable field has been changed to N.

Offender Profile System (OPS) Training Manual

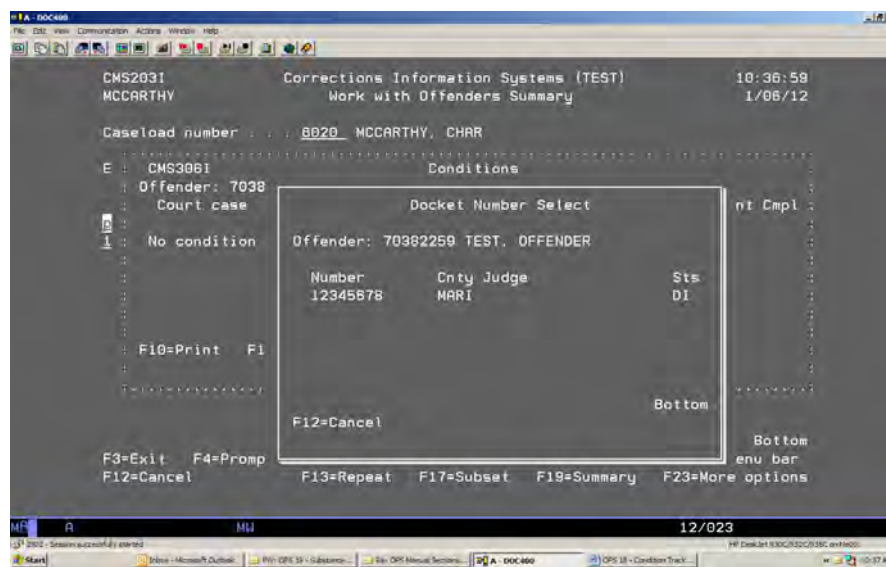
4 – Pressing enter again will return you to the main Conditions screen. You can either select another condition, or return to the W/W Offenders Summary screen by pressing enter again or using F12=Cancel.

5 – If you need to enter a payment to a discharged offender record, you must first add the offender back to your caseload as a secondary. Then use Option 12=Condition Tracking.

The main Conditions screen will show “No conditions records found”



6 – Use F18=Expired Conditions to open the Docket Number Select window. Place your cursor next to (or on) the appropriate docket number and press enter.



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7 – You are now in the W/W Expired Conditions screen. Use Option 8=Payment Entry and press enter.

OPS2281 MCCARTHY Corrections Information Systems (TEST) 10:38:32
Work With Expired Conditions 1/06/12

Offender: 70382259 Test, Offender
Status: Probation COMM Community Corrections
Court case number: 12345678 MARI Judge: UNKNOWN

Enter option...
2=Change 4=Delete 5=Display 8=Payment Entry

| Opt | Code | Type | Description | Trk | Txt | Completed |
|-----|------|-----------|--------------------------------|-----|-----|-----------|
| — | BODY | PROBATION | BODY SUBSTANCE/DNA TEST | N | | 1/06/2012 |
| — | COFO | PROBATION | COURT ORDERD FINANCE OBL -GC01 | V | | 1/06/2012 |
| — | JAIL | PROBATION | JAIL DAYS | V | | 1/06/2012 |
| 8 | REST | PROBATION | RESTITUTION | V | V | 1/06/2012 |
| — | SUPV | PROBATION | SUPERVISION FEES (GC01) | N | | 1/06/2012 |

F3=Exit F4=Prompt F5=Refresh
F12=Cancel F13=Repeat

Bottom
F11=Menu bar

14/003

8 – From the Expired Condition window, complete your payment entry by following steps #2 through #4 above.

OPS2281 MCCARTHY Corrections Information Systems (TEST) 10:38:32
Work With Expir CMS3081 Expired Condition

Offender: 70382259 Test, O :
Status: Probation COMM Co : Offender: 70382259 Change
Court case number: 12345678 MARI Ju : TEST, OFFENDER

Enter option...
2=Change 4=Delete 5=Display 8=Pa

| pt | Code | Type | Description |
|----|------|-----------|-----------------------|
| — | BODY | PROBATION | BODY SUBSTANCE/DNA TE |
| — | COFO | PROBATION | COURT ORDERD FINANCE |
| — | JAIL | PROBATION | JAIL DAYS |
| 8 | REST | PROBATION | RESTITUTION |
| — | SUPV | PROBATION | SUPERVISION FEES (GC0 |

F3=Exit F4=Prompt F5=Refresh
F12=Cancel F13=Repeat

17/064

9 – Once your payment has been entered, enter again or F12 to return to the W/W Offenders Summary screen. If no other entries are needed on this record, you may remove it from your secondary caseload.

OPS CHAPTER 19 – Substance Abuse Tracking

The Substance Abuse Tracking Module replaced the previous UA log in order to expand it to include all forms of substance abuse tracking and includes information gathering.

19.1 Creating a New Record

This module is accessed using option 9 (SAT log) from your caseload, (Work With Offenders Summary).

| | | |
|---|--|---|
| CMS203I | Corrections Information Systems (TEST) | 9:37:53 |
| CUMMINSL | Work with Offenders Summary | 9/30/08 |
| Caseload number . . . 9161 BOYER, ANGELA | | |
| Position to . . . | | |
| Enter option... | | |
| 2=Change 4=Remove from caseload 5=Display 6=Print chrono 7=DNA req. | | |
| 8=History 9=SAT log 12=Condition tracking 13=Treatment programs | | |
| Opt | Offender Name | SID# Expir Date Cls Reass Due Status P/S DNA |
| | TEST, OFFENDER1 | 12345601 5/05/2010 LOW 11/14/2008 PR P |
| 9 | TEST, OFFENDER2 | 12345602 7/16/2011 LTD 1/28/2009 PR P |
| | TEST, OFFENDER3 | 12345603 5/22/2009 HI 11/27/2008 PO P |
| | TEST, OFFENDER4 | 12345604 10/24/2009 HI 2/05/2009 PR P |
| | TEST, OFFENDER5 | 12345605 12/02/2009 LOW 12/10/2008 PR P |
| | TEST, OFFENDER6 | 12345606 11/13/2010 MED 1/23/2009 PO P |
| | TEST, OFFENDER7 | 12345607 8/04/2011 MED 3/02/2009 PR P |
| | TEST, OFFENDER8 | 12345608 10/05/2009 LOW 1/08/2009 PR P |
| | TEST, OFFENDER9 | 12345609 12/24/2009 LTD 12/30/2008 PR P |
| | TEST, OFFENDER0 | 12345610 11/07/2009 LOW 2/18/2009 PR P |
| | TEST, OFFENDERX | 12345611 8/14/2009 HI 2/19/2009 PO P |
| More... | | |
| F3=Exit | F4=Prompt | F5=Refresh F6=Add offender F10=Print F11=Menu bar |
| F12=Cancel | F13=Repeat | F17=Subset F19=Summary F23=More options |

Choosing option 9 takes you to the this screen

| | | |
|---|--|--------------------------------|
| CMS300I | Corrections Information Systems (TEST) | 9:57:33 |
| CUMMINSL | Substance Abuse Tracking | 9/30/08 |
| Offender..... 12345601 TestTest, Offender | | |
| Current status.. Probation | | |
| POLK Polk County Community Correcti | | |
| Position to sample date. | | |
| Enter option... 2=Change 5=Display | | |
| N=Notes A=Audit | | |
| Opt | Sample | Result Reas Type Sts |
| Date | Date | |
| 8/29/2008 | 8/29/2008 | |
| 8/11/2008 | 8/11/2008 | |
| 8/07/2008 | 8/07/2008 | |
| 7/30/2008 | 7/30/2008 | |
| 7/24/2008 | 7/25/2008 | |
| 7/08/2008 | 7/08/2008 | |
| 6/19/2008 | 6/19/2008 | |
| More... | | |
| F3=Exit | F4=Prompt | F5=Refresh F6=Create F10=Print |
| F11=Menu bar | F12=Cancel | F13=Repeat |

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To create a new record, key F6=Create, which will take you to the following screen.

| | | |
|---|--|------------------------|
| CMS301I | Corrections Information Systems (TEST) | 9:58:50 |
| CUMMINSL | Substance Abuse Tracking | 9/30/08 |
| | | Create |
| Offender..... 12345601 TestTest, Offender | | |
| Current status. Probation | | |
| POLK Polk County Community Correcti | | |
| Reason..... COND | Type..... UA | Status.... SUBM |
| Sample date. 9/30/2008 | Result date. | Creat lvl. |
| Taken by First Lee Last... Cummins | | |
| 1=Select 2=Positive 3=Negative 5=Abnormal | | |
| Code Drug/Alcohol R Comment | | |
| ALCO Alcohol | | |
| BARB Barbiturates | | |
| BENZ Benzodiazopine | | |
| COCA Cocaine | | |
| METH Meth | | |
| OPIA Opiates | | |
| PCP PCP | | |
| THC THC | | |
| | | Bottom |
| F5=Refresh F12=Cancel | | |

19.2 Reason, Type and Status Codes

These are the options available for each code type that can be accessed using F4. To obtain the long description, choose a code and F4 again.

| Reason | | Type | | Status | |
|--------|------------------------------|------|----------------|--------|------------------|
| ADMI | Offender Admission | BLD | Blood | DILU | Dilute |
| BASE | Base Line | BRTN | Breathalyzer | EXCU | Excused |
| COND | Condition of Supervision | N/A | Not Applicable | HELD | Sample held |
| HIST | History Prior to Supervision | SWAB | Swab | INVL | Invalid |
| PROG | Program requirement | UA | Urinalysis | LEAK | Leaked |
| PROX | Professional Collateral | UAIN | UA Instant | LOST | Lost |
| SUSP | Suspicion | | | MEDI | Medical Abnormal |
| | | | | N/A | Not Applicable |
| | | | | REFU | Refused |
| | | | | SUBM | Submitted |
| | | | | XNOS | No Show |

Below are examples of the type and status codes to be used with the listed reason codes:

| Reason | Type | Status |
|---|--------------------|--------------------|
| ADMI Offender Admission | N/A Not Applicable | N/A Not Applicable |
| <u>Comments-</u> Client admits to using selected substances while on supervision. No sample was taken with no status. | | |

| | | |
|-----------------------|-----------------|--------------|
| BASE Base Line | UA Urinalysis | DILU Dilute |
| | UAIN UA Instant | INVL Invalid |
| | | LEAK Leaked |
| | | LOST Lost |

Comments- Initial test from which future tests are compared to.

.....

| Reason | Type | Status |
|--------------------------------------|-------------------|-------------------|
| COND Condition of Supervision | UA Urinalysis | DILU Dilute |
| | BRTH Breathalyzer | HELD Sample held |
| | SWAB Swab | INVL Invalid |
| | BLD Blood | LOST Lost |
| | UAIN UA Instant | MEDI Med Abnormal |
| | | SUBM Submitted |
| | | REFU Refused |
| | | XNOS No Show |
| | | LEAK Leaked |

Comments- Sample taken as a condition of supervision.

.....

| Reason | Type | Status |
|---|--------------------|--------------------|
| HIST History Prior to Supervision | N/A Not Applicable | N/A Not Applicable |
| <u>Comments-</u> Reported history prior to current supervision. | | |

| | | |
|---------------------------------|-------------------|-------------------|
| PROG Program requirement | UA Urinalysis | DILU Dilute |
| | BRTH Breathalyzer | HELD Sample held |
| | SWAB Swab | INVL Invalid |
| | BLD Blood | LEAK Leaked |
| | UAIN UA Instant | LOST Lost |
| | | MEDI Med Abnormal |
| | | SUBM Submitted |
| | | REFU Refused |
| | | XNOS No Show |

Comments- As a condition of treatment requirements or treatment provider directive.

| Reason | Type | Status |
|--|--------------------------------|--------------------|
| PROX | Professional Collateral | N/A Not Applicable |
| <u>Comments-</u> Information from a professional collateral source that illustrates or provides evidence of substance abuse. | | |
| Example: receiving a police report illustrating that client was under the influence of a particular substance. | | |
| Example: receiving a call from police, reporting that client is under the influence of a particular substance. | | |
| Example: receiving information from DHS that client tested positive for a particular substance. | | |
| Example: Received information from a treatment provider that client has used a particular substance. | | |
| SUSP Suspicion | UA Urinalysis | DILU Dilute |
| | BRTH Breathalyzer | HELD Sample held |
| | SWAB Swab | INVL Invalid |
| | BLD Blood | LEAK Leaked |
| | UAIN UA Instant | LOST Lost |
| | | EDI Med Abnormal |
| | | SUBM Submitted |
| | | REFU Refused |
| | | XNOS No Show |
| <u>Comments-</u> Testing for reasonable suspicion of substance use. | | |

OPS CHAPTER 20 - Reports

20.1 INSTITUTION MISCONDUCT REPORTS

Step 1 – On selection line in DOC, type MENU INCOUNS, press enter. This will take you to the ‘Counselor Menu’ screen.

| | | |
|----------------------------------|---------------------------------|-----------------|
| CCSUPPORT | Corrections Information Systems | 13:15:22 |
| MCCARTHY | CC Support Menu | 8/24/05 |
| Select one of the following: | | |
| 1. Offender Information | | |
| 3. Admissions | | |
| 4. CC Release Process | | |
| 5. CC Court Orders Process | | |
| 6. CC Support Data Entry/Update | | |
| 8. CC Abscond Return Process | | |
| 9. CC Transfer Process | | |
| 10. CC Change Primary Caseload | | |
| 11. W/W Risk Assessments | | |
| 12. W/W Sex Offender Assessments | | |
| More... | | |
| Selection: MENU INCOUNS | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top |
| F11=Menu bar | F12=Previous menu | |

Step 2 – On selection line type 19, press enter. This will bring up the ‘W/W inmate Misconduct’ screen.

| | | |
|-------------------------------------|---------------------------------|-----------------|
| INCOUNS | Corrections Information Systems | 13:17:29 |
| MCCARTHY | Counselor Menu | 8/24/05 |
| Select one of the following: | | |
| 14. 1206 Transfer/Rel Log Process | | |
| 15. 1206 Transfers Requests | | |
| 16. Call-Outs by Institution | | |
| 17. W/W Relationships by Location | | |
| 18. W/W Relationships by Inmate | | |
| 19. W/W Misconduct by Inmate | | |
| 21. W/W Visitor todo list | | |
| 22. W/W Criminogenics | | |
| 24. W/W Caseload Definitions | | |
| 30. W/W ALL Offender Wait List | | |
| 31. W/W Offender Wait List | | |
| 32. Sex Offender Work Crew Screen | | |
| 35. W/W Notifiers | | |
| 39. Inmate List (Alpha or Unit) | | |
| More... | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top |
| F11=Menu bar | F12=Previous menu | |

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Step 3 – Type in the offender's SID number, press enter. This will bring up the offender.

```
Offender..... 12345678 Test, Offender
Location:        SRCI          Cell Number:    DSB01B  Major RV - 4 Years:    2
Max Incarc Date: 8/23/2019    PRD: 08/23/2019    Major RV - 1 Year:    2
Est Stat GT:          Est earned time:
Est Extra GT:

                                Position to:

Enter option...
  5=Display      R=Review F of F                                Found rules only
Opt Prelim Ord Case Nbr      Rule    Lvl  Description  Hearing Ofcr Status
  8/19/2005 0508 M 041 M 05 2A(F) 3 MAJR  Assault I    Myers, R    SUPR
  8/16/2005 0508 M 011 M 05 4N    1 MAJR  Un Org I     Myers, R    SUPR
  7/12/2005 0507 M 063 M 00 1C    1 MINR  Prop II      Adjudicator FNL

                                Bottom
F3=Exit      F4=Prompt  F5=Refresh  F10=Print  F11=Menu  F12=Cancel
F13=Repeat   F16=Change view
```

Step 4 – Tab down to the entry you want to review, put an R on the option line and press enter to review the report.

```
MTA200I          Corrections Information Systems          13:19:24
MCCARTHY          W/W Inmate Misconduct                8/24/05

Offender..... 12345678 Test, Offender
Location:        SRCI          Cell Number:    DSB01B  Major RV - 4 Years:    2
Max Incarc Date: 8/23/2019    PRD: 08/23/2019    Major RV - 1 Year:    2
Est Stat GT:          Est earned time:
Est Extra GT:

                                Position to:

Enter option...
  5=Display      R=Review F of F                                Found rules only
Opt Prelim Ord Case Nbr      Rule    Lvl  Description  Hearing Ofcr Status
R   8/19/2005 0508 M 041 M 05 2A(F) 3 MAJR  Assault I    Myers, R    SUPR
    8/16/2005 0508 M 011 M 05 4N    1 MAJR  Un Org I     Myers, R    SUPR
    7/12/2005 0507 M 063 M 00 1C    1 MINR  Prop II      Adjudicator FNL

                                Bottom
F3=Exit      F4=Prompt  F5=Refresh  F10=Print  F11=Menu  F12=Cancel
F13=Repeat   F16=Change view
```


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Step 5 – To print all reports, put an R on all entries and press F10 to print. Press F3 twice to return to the counselor's menu. Press F12 to return to your Menu.

| | | |
|---|---|----------------------|
| MTA218I | Corrections Information Systems | 13:22:03 |
| MCCARTHY | Display Misconduct Report | 082405 |
| ----- | | |
| MTA201BR | Corrections Information Systems (DEVL400) | 8/24/05 |
| MCCARTHY | Disciplinary Hearing Unofficial Copy | 13:22:03 |
| | Findings of Fact, Conclusions, and Order | Page 1 |
| Name: Test, Offender | SID#: 12345678 | Case#: 0508 M041 M05 |
| Date(s) of Hearing: 08/08/2005 | | |
| Tape#(s): 05-121-A-099 | | |
| RULES CHARGED AND PLEA: | | |
| #2A Assault I | Plea DENY | |
| #2D Disrespct I | Plea ADMT | |
| #4A Disobed I | Plea ADMT | |
| #4L Un Area I | Plea ADMT | |
| Procedural Points | | |
| Inmate received a copy of the Misconduct Report, Notice of Hearing, Notice of Inmate Rights in a hearing and Rules of Prohibited Conduct. The inmate acknowledged understanding | | |
| | | More... |
| F3=Exit | F11=Menu bar | |
| F12=Cancel | F14=Comments | |

20.2 HOW TO PRINT TOTAL OFFICE CASELOAD REPORTS

This is done per your county policy

The below is done at the end of each month for the following month or per your county policy.

Step 1 –From the Main Menu type a 23 on selection line, press enter. This will take you to the ‘CC Reports Menu’.

| | | |
|------------------------------------|---------------------------------|--|
| CCSUPPORT | Corrections Information Systems | 7:42:36 |
| MCCARTHY | CC Support Menu | 8/25/05 |
| Select one of the following: | | |
| 13. W/W Sanctions | | |
| 14. Offender Remarks (old CF9) | | |
| 15. PSI Menu | | |
| 16. W/W Supervision Fees | | |
| 17. Kardex/Face Sheet Print Option | | |
| 18. Employee Maintenance Changes | | |
| 19. ID#/Caseload Maintenance | | |
| 20. W/W Red Tags | | |
| 21. W/W Housing History | | |
| 22. W/W Caseloads | | |
| 23. CC Reports Menu | | |
| 24. Office Calendar | | |
| 25. W/W Offender Designators | | |
| More... | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 2 - Type a 4 on selection line, press enter. This will take you to the ‘Total Office Reports Menu’.

| | | |
|--------------------------------|---------------------------------|--|
| CCRPTS | Corrections Information Systems | 7:47:30 |
| MCCARTHY | CC Reports Menu | 8/25/05 |
| Select one of the following: | | |
| 1. Management Statistics | | |
| 2. PPO Special Reports | | |
| 3. Structured Sanction Reports | | |
| 4. Total Office Reports | | |
| 5. Fee System Reports | | |
| 90. Signoff | | |
| Bottom | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

20.2.1 Parole Officer Caseload Report #7

Type 7 on selection line, this will take you to the Parole Officer Caseload Report screen, tab to the 'Print Now' field, change the 'N' to a 'Y' to have report print now, press enter. If you want report to print over night, just press enter. Press F12 to return to Total Office Reports Menu.

Give to PO's or per your county's policy.

| | | |
|----------|---------------------------------|---------|
| CMS587BP | Corrections Information Systems | 7:54:17 |
| MCCARTHY | Parole Officer Caseload Report | 8/25/05 |
| | With or Without Offenses Listed | |

Type choices, press Enter.

Location. COMM Code, F4 to prompt

Caseload. *ALL *ALL, Number, F4 to prompt

Subset by:

 Current Status . . *ALL *ALL, F4 to prompt

 Outcount Reason. . NONE *ALL, NONE, ONLY, F4 to prompt

 Major crime class. *ALL *ALL, FEL, MISD

 Gender A A, M, F, O

 Race *ALL *ALL, race, F4 to prompt

 ORS abbreviation . *ALL *ALL, NONE, F4 to prompt

 Sentence type. . . *ALL *ALL, F4 to prompt

 Sentences. *ALL *ALL, MAJ

OR use

 Research Standard. *NO *YES, *NO

Print now N Y = Now, N = Overnight

F4=Prompt F5=Refresh F12=Cancel Enter=Print

NOTE: If you only want one PO's caseload report, then tab to the 'caseload' field and enter the specific PO's caseload number. The other fields are different ways of sub-setting the report to meet your offices specific needs. Use F4=Prompt to see the different options available.

20.2.2 Expiration Report

Type 1 on selection line, press enter. This will take you to the Parole/Probation Expiration screen. Tab to the 'Report Date Range Through' fields enter month and year that you are requesting; tab down to the caseload field, type in PO caseload number; tab down to print option field and type in '1' this will make the report print immediately. Tab back to the caseload field and repeat for each PO number for your office. Press F12 to return to Total Office Reports Menu. Distribute per your county policy.

| | | |
|-------------------------------|---------------------------------|-----------------------------------|
| CMS543BP | Corrections Information Systems | 7:58:35 |
| MCCARTHY | Parole/Probation Expiration | 8/25/05 |
| Type choices, press Enter. | | |
| Location | COMM | Code, F4 Prompt |
| Report Date Range. . . | | |
| through. . . | | |
| Caseload | *ALL | *ALL, Code, F4 Prompt |
| Outcount Reason. . . . | *ALL | *ALL, NONE, ONLY, Code, F4 Prompt |
| Print Option | 1 | 1=Now, 2=Overnight |
| F4=Prompt | F12=Cancel | Enter=Print |

20.2.3 Temporary SID Number Report

Type 4 on selection line, press enter. This will take you to the Temporary SID numbers screen, press enter to print report. If you want to include abscond offenders, then tab down to the With Absconders field and type a 'Y', press enter to print report. Press F12 to return to Total Office Reports Menu.

A – Go to WebLEDS and run a QH to check for SID #. If no SID #, disregard.

B – If there is a SID #, print CCH, go to ID#/Caseload Maintenance #19 from Main Menu, put a '1' on the selection line, press enter. This will take you to the Offender Data Change Utility screen. Enter the temporary SID # of offender (Block #), press enter. Tab down to the ID Number/SID field and enter the SID # from the CCH you just ran, press enter. F3 twice to return to the Main Menu.

C – Go to WebLEDS and enter EPR. If offender is on abscond, RTP should be entered as ABS.

| | | |
|-------------------------------|---------------------------------|-----------------------|
| CMS546BP | Corrections Information Systems | 8:08:54 |
| MCCARTHY | Temporary SID Numbers | 8/25/05 |
| Type choices, press Enter. | | |
| Location. | COMM | Community Corrections |
| With Absconders. . . . | N | |
| F4=Prompt | F5=Refresh | F12=Cancel |

20.2.4 Expected Arrival / Released but Not Admitted Report

Type 3 on selection line, press enter. This will take you to the Expected Arrivals and Released. Not Admitted Reports screen. Tab down to Report Type, type in a '1' for the Expected Arrivals Report and a '2' for the Released but Not Admitted Report, then tab down to the Display/Print field, type in a '1' to display report or type a '2' to print report, press enter. Press F12 to return to Total Office Reports Menu.

A – For cases transferred to your office from another office, check tracking system to see who offender is assigned to. Go to the Movement History/Maintenance screen, check date of transfer. If the transfer date is over 2 weeks, ask PO if they have received file. If PO has file, ask them to return it to you so you can process the admission to your office.

B – For cases released from an institution, check tracking system to see who offender is assigned to and admit offender to your office. Go to Print Parole Orders #48 on Main Menu and print order. Review W/W Court Orders screen, make any corrections needed. Make label and give all to PO.

| | | |
|--|--|---------|
| CMS545BP | Corrections Information Systems | 8:11:33 |
| MCCARTHY | Expected Arrivals and Released/Not Admitted Reports | 8/25/05 |
| Type choices, press Enter. Print one report at a time. | | |
| Location . . . COMM Community Corrections | | |
| Report Type. . | 1. Expected Arrivals 2. Released but Not Admitted | |
| Display/Print. 1 | 1. Display 2. Print Now | |
| F4=Prompt F12=Cancel | | |

20.2.5 Office Supv/Distribution Report

[Refer to Supervision Fee Manual.](#)

20.2.6 Second Look Offender Report

Type 16 on selection line, press enter. This will take you to the Second Look Offender Report. Press enter to print report.

| | | |
|----------------------------|--------------------------------------|---------|
| OPS540BP | Corrections Information Systems | 8:18:29 |
| MCCARTHY | Second Look OYA Report Prompt | 8/25/05 |
| Type choices, press Enter. | | |
| Location. | COMM *ALL for all locations | |
| Primary Caseload. . . . | *ALL *ALL for all caseloads | |
| Type of report. | C (I)nstitution or (C)ommunity Corr. | |

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F4=Prompt F5=Refresh F12=Cancel

20.3 SIS REPORT

This is done per your county's policy

Step 1 – From Main Menu, type 23 (CC Report Menu) on selection line, press enter. This will take you to the 'CC Reports Menu'.

| | | |
|------------------------------------|---------------------------------|--|
| CCSUPPORT | Corrections Information Systems | 13:37:22 |
| MCCARTHY | CC Support Menu | 8/24/05 |
| Select one of the following: | | |
| 13. W/W Sanctions | | |
| 14. Offender Remarks (old CF9) | | |
| 15. PSI Menu | | |
| 16. W/W Supervision Fees | | |
| 17. Kardex/Face Sheet Print Option | | |
| 18. Employee Maintenance Changes | | |
| 19. ID#/Caseload Maintenance | | |
| 20. W/W Red Tags | | |
| 21. W/W Housing History | | |
| 22. W/W Caseloads | | |
| 23. CC Reports Menu | | |
| 24. Office Calendar | | |
| 25. W/W Offender Designators | | |
| More... | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 2 – From the 'CC Reports Menu' type a 4 on the selection line, press enter. This will take you to the 'Total Office Reports Menu'.

| | | |
|--------------------------------|---------------------------------|--|
| CCRPTS | Corrections Information Systems | 13:38:57 |
| MCCARTHY | CC Reports Menu | 8/24/05 |
| Select one of the following: | | |
| 1. Management Statistics | | |
| 2. PPO Special Reports | | |
| 3. Structured Sanction Reports | | |
| 4. Total Office Reports | | |
| 5. Fee System Reports | | |
| 90. Signoff | | |
| Bottom | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 3 – Type 13 (SSN Permission Report) on selection line, press enter. This will take you to the 'SSN Permission Report' screen.

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| | | |
|----------|---------------------------------|----------|
| CCTOTRPT | Corrections Information Systems | 13:44:28 |
| MCCARTHY | Total Office Reports | 8/24/05 |

Select one of the following:

| | |
|----------------------------------|--|
| 13. SSN Permission Report | |
| 14. Compact Reports | |
| 15. Transitional Leave Report | |
| 16. Second Look Offender Report | |
| 17. Offender Condition Report | |
| 18. Measure 57 Elg/Conv Reports | |
| 19. W/W Merge Records Report | |
| 20. Designator Reports | |
| 21. M57 Treatment Funding Report | |
| 22. ODARA Report | |
| 90. Signoff | |

Bottom

Selection: Job:

F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu

| | | |
|----------|---------------------------------|----------|
| OPS519BP | Corrections Information Systems | 13:46:22 |
| MCCARTHY | SSN Permission Report | 8/24/05 |

Type choices, press Enter.

| | | |
|----------------------------|------|-------------------------|
| SSN Permission | NONE | *ALL, Y=Yes, N=No, NONE |
| Responsible Location . . . | COMM | *ALL, location |
| Primary caseload | *ALL | *ALL, caseload |

F4=Prompt F12=Cancel Enter=Print

Step 4 - Press enter to print report. This report will print alphabetical for the entire office. If you want individual reports for each PO, then tab down to the Primary Caseload field and enter the PO's caseload number, pressing enter after each PO number entered. Press F12 three times to return to Main Menu.

20.4 DNA REPORT

This is done per your county's policy

Step 1 – From Main Menu, type 23 (CC Report Menu) on selection line, press enter. This will take you to the 'CC Reports Menu'.

| | | |
|------------------------------------|---------------------------------|--|
| CCSUPPORT | Corrections Information Systems | 13:50:30 |
| MCCARTHY | CC Support Menu | 8/24/05 |
| Select one of the following: | | |
| 13. W/W Sanctions | | |
| 14. Offender Remarks (old CF9) | | |
| 15. PSI Menu | | |
| 16. W/W Supervision Fees | | |
| 17. Kardex/Face Sheet Print Option | | |
| 18. Employee Maintenance Changes | | |
| 19. ID#/Caseload Maintenance | | |
| 20. W/W Red Tags | | |
| 21. W/W Housing History | | |
| 22. W/W Caseloads | | |
| 23. CC Reports Menu | | |
| 24. Office Calendar | | |
| 25. W/W Offender Designators | | |
| More... | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

| | | |
|--------------------------------|---------------------------------|--|
| CCRPTS | Corrections Information Systems | 13:51:25 |
| MCCARTHY | CC Reports Menu | 8/24/05 |
| Select one of the following: | | |
| 1. Management Statistics | | |
| 2. PPO Special Reports | | |
| 3. Structured Sanction Reports | | |
| 4. Total Office Reports | | |
| 5. Fee System Reports | | |
| 90. Signoff | | |
| Bottom | | |
| Selection: | Job: | |
| F3=Exit | F4=Prompt | F10=Move to top F11=Menu bar F12=Previous menu |

Step 2 – From the 'CC Reports Menu' type a 4 on the selection line, press enter. This will take you to the 'Total Office Reports Menu'.

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| | | |
|--|---------------------------------|----------|
| CCTOTRPT | Corrections Information Systems | 13:55:26 |
| MCCARTHY | Total Office Reports | 8/24/05 |
| Select one of the following: | | |
| TOTAL OFFICE REPORTS | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <ul style="list-style-type: none"> 1. Parole/Probation Expiration 2. Parole Officer Listing 3. Expected Arr/Rel Not Admitted 4. Temporary SID Number Report 5. Alpha Office List 6. PA/LV Released to Office/Cnty 7. Parole Officer Caseload Report 8. Total Office Caseload Report 9. Parole Officer Data Sheet 10. Office Supv/Distribution Rpts 11. Sex Offenders by Name/City/Zip 12. DNA Report </div> <div style="width: 5%; text-align: center;"> </div> <div style="width: 55%; border-left: 1px dashed black; padding-left: 5px;"> <p style="text-align: center;">More...</p> </div> </div> | | |
| Selection: | | Job: |
| F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu | | |

Step 3 – From the ‘Total Office Reports Menu’ type a12 on the selection line, press enter. This will take you to the ‘DNA Sample Collection Report’ screen.

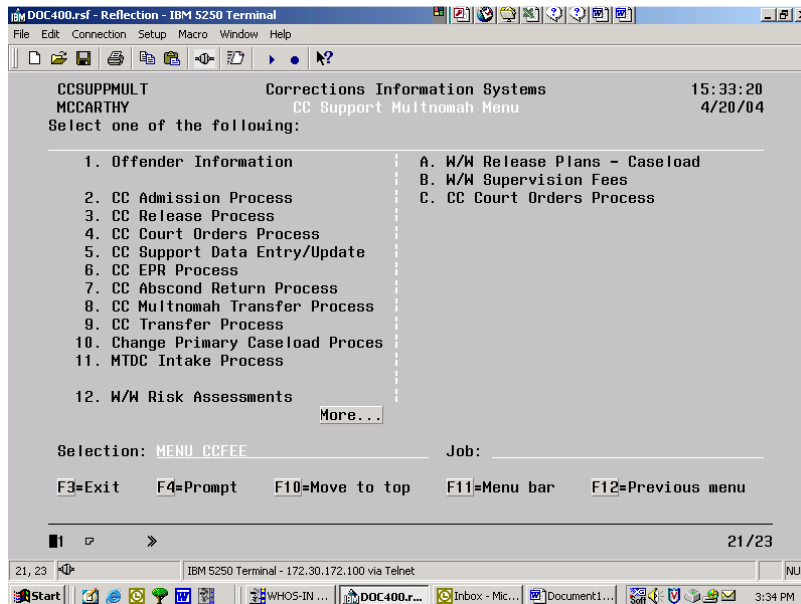
| | | |
|---|---------------------------------|----------|
| SNT501BP | Corrections Information Systems | 13:56:32 |
| MCCARTHY | DNA Sample Collection Report | 8/24/05 |
| Type choices, press Enter. | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> DNA collection status. . . </div> <div style="width: 10%; text-align: center;">R</div> <div style="width: 50%;">R=Required,*ALL,F4=list</div> </div> | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">Location</div> <div style="width: 10%; text-align: center;">COMM</div> <div style="width: 50%;">*ALL, location</div> </div> | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">Primary caseload</div> <div style="width: 10%; text-align: center;">*ALL</div> <div style="width: 50%;">*ALL, caseload</div> </div> | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">Supervision expiration . .</div> <div style="width: 10%; text-align: center;">99/99/9999</div> <div style="width: 50%;">Before this date</div> </div> | | |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;">Comm. Corr. outcounts. . .</div> <div style="width: 10%; text-align: center;">NONE</div> <div style="width: 50%;">*ALL, NONE, ONLY, F4 to prompt</div> </div> | | |
| F4=Prompt F12=Cancel Enter=Print | | |

Step 4 – On the Primary Caseload field enter each individual PO caseload number, pressing enter after each PO number entered. This will print individual reports by caseload number. Press F12 three times to return to Main Menu.

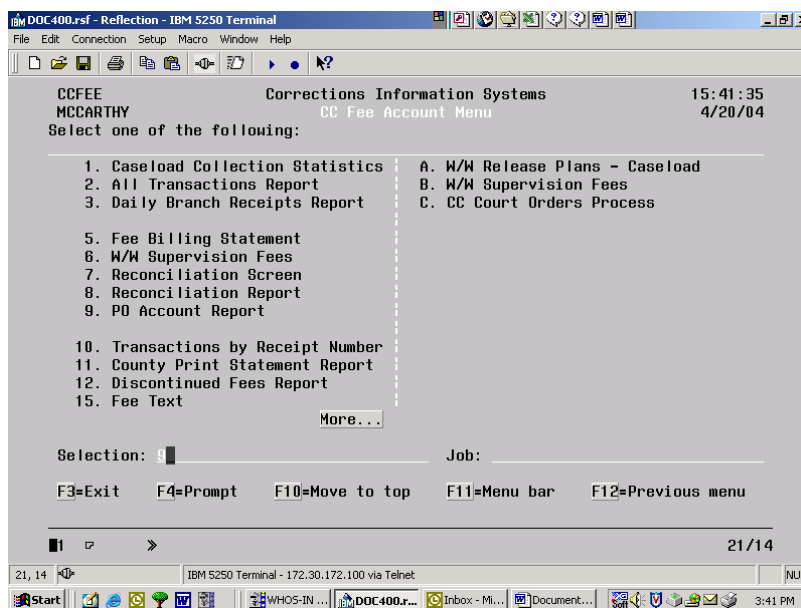
20.5 Supervision Fee Reports

20.5.1 PO Account Report - #9

1 – From your ‘CC Support Menu’, type “MENU CC FEE” on the selection line, press enter.

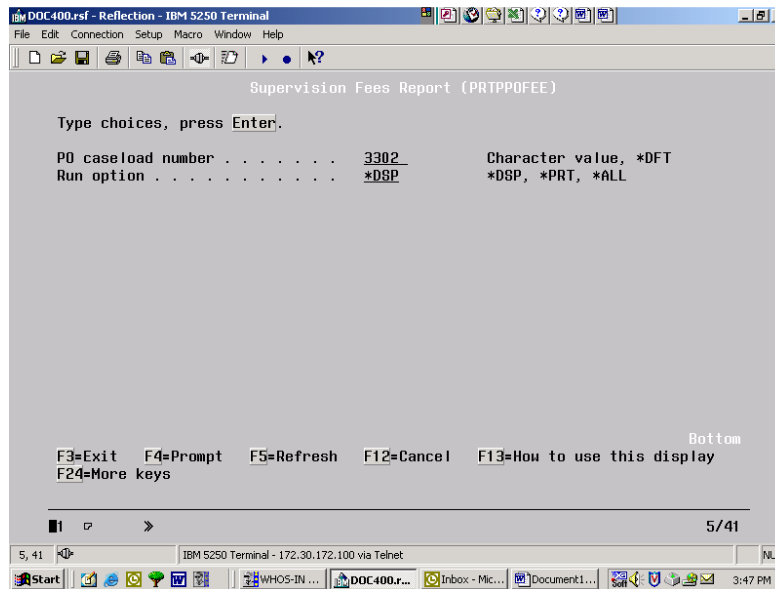


2 – This will take you to the ‘CC Fee Account Menu’, type 9 on the selection line and press enter.



3 - This will take you to the ‘Supervision Fees Report’ screen. On the ‘PO Caseload Number Field’, type in the caseload # of the PO, tab to the ‘Run option field’ and type

*PRT, press enter, this will print the report. You will get a message that request is being processed and then it will return you to the 'CC Fee Account Menu'. You can also just display this report.



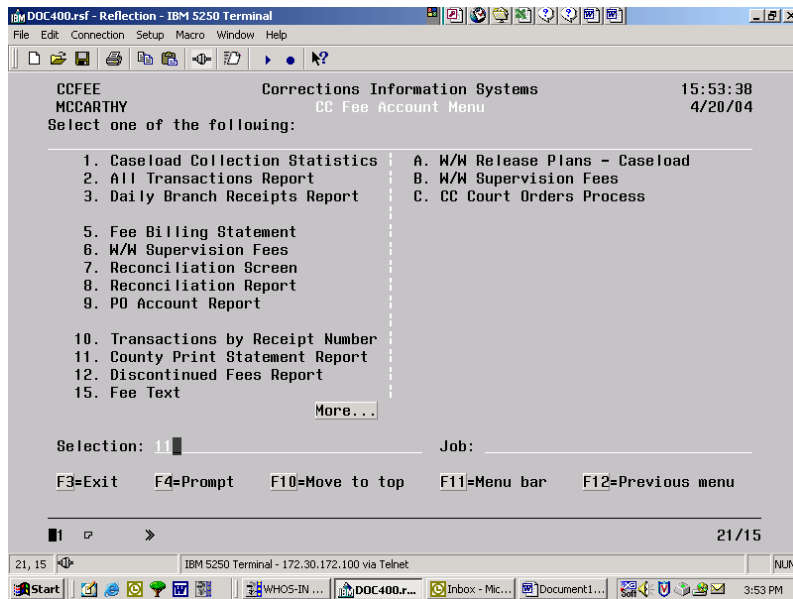
4 – You will need to follow the above steps for all caseloads in your office.

20.5.2 County Print Statement Report - #11

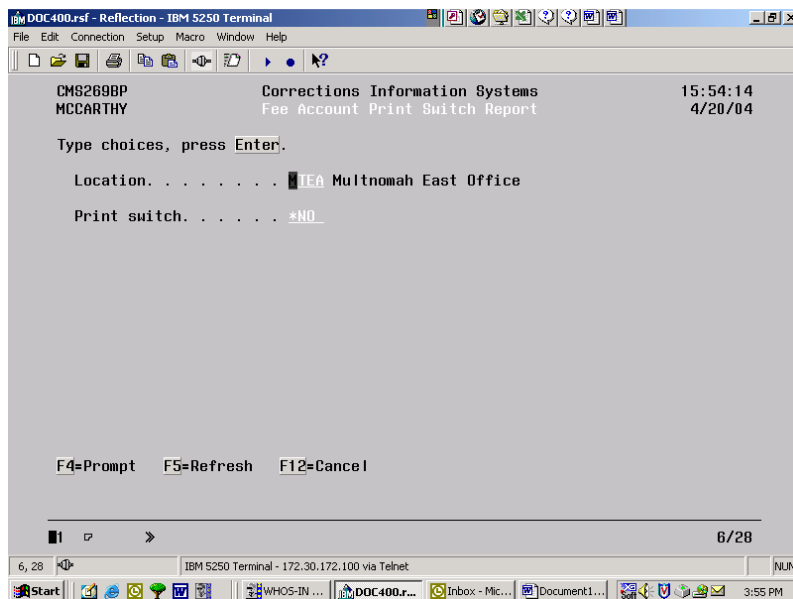
This is not a real clean report. So you will need to cross off offenders that are not supervised in your office before you check the addresses in DOC. The purpose of this is to make sure the address in DOC is a good address and that it is marked 'Y' to help ensure all clients with a valid address are receiving a statement for their fees.

1 – From the 'CC Fee Account Menu' screen, type an 11 on the selection line, press enter.

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2 – This will take you to the 'Fee Account Print Switch Report' screen. Press enter and report will print for your whole office location.



OPS CHAPTER 21 – Offender Information and Sentence Computation (OISC) / Central Records

21.1 CONTACT INFORMATION

Managers

Bethany Smith, Administrator: PH 503-570-6909

Eric Jaroch, Institution Records Manager: PH 503-570-6920

Dianne Erickson, Policy Manager: PH 503-570-6934

Amy Bailey, Information Manager: PH 503-570-6931

Tasha Petersen, Prison Term Analyst (PTA) Manager: PH 503-570-6944

Information Staff

Jennifer Jorgensen, Sealing Coordinator: PH 503-570-6930
Email: Jennifer.Jorgensen@doc.state.or.us

Trish McClellan, Information Request Coordinator: PH 503-570-6935
Email: Patricia.L.McClellan@doc.state.or.us

Information Staff: FAX 503-570-6902 or 503-570-6903

Front Desk: PH 503-570-6919

Miscellaneous

OISC Email Address for Sending Scanned Documents: OISC@doc.state.or.us
OISC Email Address for Sending Sealed Documents: OISCSealings@doc.state.or.us
OISC Email Address for Public Records Requests (non-medical documents):
DLOISCInfoRequests@doc.state.or.us

Physical Address: 24499 SW Grahams Ferry Road (Bldg Z)
Wilsonville, OR 97070

21.2 STEPS TO LOCATE THE CASELOAD PRISON TERM ANALYST (PTA) BY OFFENDER

From the CCSUPPORT Menu:

1. Select menu option 1. Offender Information
2. Enter the SID#
3. Choose F6=PTA Caseload

21.3 WEBSITE ADDRESS FOR LOCATING DIVISION 70 RECORDS MANAGEMENT (INMATE AND OFFENDER) AND DIVISION 150 COUNTY AND SPECIFIC DISTRICT RETENTION SCHEDULE

http://arcweb.sos.state.or.us/pages/rules/oars_200/oar_291/291_tofc.html

http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_tofc.html

21.4 TYPES OF CASES ACCEPTED

OISC will accept documents for these types of cases:

- Felony
- Felony changed to misdemeanor (successfully completes condition(s) of probation)
- Felony treated as misdemeanor
- Misdemeanor sex offenses
- Misdemeanor supervised with felony case(s)

21.5 TEMPORARY SID (BLOCK) NUMBER TO PERMANENT SID NUMBER

If documents were previously sent to OISC under a temporary SID number (block number) but the offender has now been assigned a permanent SID number, please notify OISC via the email address listed on page one or contact the sealing coordinator.

21.6 SEALED RECORDS

Sealed records can also be called expunged or set aside. Upon receipt of a directive from the court ordering records be expunged, sealed or set aside, all material (electronic files, microfiche, paper) referred to in the directive must be removed from all files to be secured and stored.

Approximately once a month, the Sealing Coordinator will send out an email to the SOON distribution with a list of offenders that OISC plans to seal. Please check with your manager to determine whether your office can act based on the Sealing

Coordinator's email or if you must have a certified copy of the original order. If you can act based on the email, please review the list of pending offenders for your county and ensure everything related to the sealing court order is either **mailed to OISC and/or destroyed**.

Additionally, you will need to check to see if the offender was ever on Interstate Compact with another state for the case listed on the court order or the email from the Sealing Coordinator. If the offender was on compact supervision, then:

- Send the offender information/order to the Oregon Interstate Compact Unit's email mail box (Oregon.Interstate@doc.state.or.us)
 - The Interstate Compact Unit will notify the other state to seal their records and will send a copy of the notification to the OISC Sealing Coordinator
 - The Interstate Compact Unit will seal the applicable records located in ICOTS

When sending sealed material to OISC, **only include that material which is usually sent with a closing summary**. If you have already sent a closing summary file (because the offender's cycle is closed), you do not have to send it again. Any other document or other references to that offender's case such as logs, etc., should be destroyed.

If you are mailing documents to OISC, attach the email or the sealing order to the top of the sealed information and address to the Sealing Coordinator's attention. If you send it electronically, send it to the secure OISC "Sealing" mailbox. The address is OISCSealings@doc.state.or.us.

If you receive a sealing order for an offender who is not in the DOC400, please do not forward it to OISC unless the case is an older case from 1979 and earlier. Send your response back to the appropriate Circuit Court.

21.7 SENDING RECORDS TO OISC TO BE SCANNED/MAINTAINED

OISC's preference is that file material be forwarded all at once when the offender is discharged ([see miscellaneous section on page one for email and physical addresses](#)). It's important that the closing summary be located **on the top** of the packet and that all sex offender registration documents are included with the other material.

If the file material is sent electronically, please do not change or add a name or title to the pdf file in the properties section of the document. This overrides OISC's ability to rename and apply metadata to the document when it is published and stored into the OISC Archive folders.

Additionally, please remember to include the proof of death, if applicable, with the file material. The proof of death document needs to be from an official source and in writing (verbal is not acceptable). Some examples of acceptable documents are:

- Death Certificate
- Health Department official memo/letter
- Obituary from newspaper
- Social Security website
- Police Report

Effective, January 9, 2013, OISC will no longer accept conditional discharge case files. Since conditional discharged offenders do not have a conviction, OISC will not archive these documents. *Exception:* If you receive an order setting aside conviction/arrest for a conditional discharge case, OISC will accept these documents to be sealed. Please [refer to section 21.6](#), Sealed Records, for this process.

- 21.7.1** Depending on the document received, OISC will place the document into Archives for either 75 years, or for 3 years. ([See section 21.9.1 for OISC Retention Schedule Cheat Sheet](#)). When you scan and email closed files to OISC, please be sure to place a sheet similar to the one below between the 75-Year and 3-Year sections. This will help OISC clearly identify which section is which.

| |
|---|
| <p style="text-align: center;">SID# _____</p> <p style="text-align: center;">PURGE AFTER</p> <p style="text-align: center;"><u>3 YEARS</u></p> <p style="text-align: center;">FROM THIS</p> <p style="text-align: center;">POINT ON!!</p> |
|---|

21.8 MPR SEX OFFENDERS

When closing a file for sex offenders supervised as misdemeanors, please send a copy of all of the material that you want included in the packet to OISC for archiving. Please ensure the SID number is listed on the top page of the material in the upper right-hand corner. Mark in bold letters MPR SEX OFFENDER and send to OISC. The packet should also include the Notification of Obligation to Register Form. Please do not submit any file material on misdemeanor sex offenders until the case is closed.

21.9 DOCUMENTS MAINTAINED BY OISC

After Sentences Report (found in older files 1979 and earlier)
Appellate Judgments
Compact Closing Documents
Conditions of Probation
Death Certificate (or other acceptable proof of death)
Discharge of Parole/Post-Prison Supervision
Disciplinary Reports from the Institution
Earned Discharged Closing Report
Judgments/Orders
Notification of Sentence Expiration
Parole/PPS Violation Reports
Parole Orders
Post Sentence Reports
Post Prison Supervision Orders
Pre-Sentence Investigations (PSI)
Revocation Recommendations
Revocation Judgments
Structured Sanction Reporting Forms (with Notice of Rights)
Sex Offender Registration Form
Temporary Judgments
Weapons Notices

Additionally, please send any document which you believe would be important to retain as official file material.

NOTE: Structured Sanctions are to be sent because if an offender has the case sealed, the sanctions are deleted from DOC400. Sanctions can only be deleted and not sealed.

21.9.1

DOCUMENTS MAINTAINED BY OISC CHEAT SHEET

75 YEARS

OISC will retain these documents permanently and transfer them to state archives 75 years after discharge of custody cycle:

- Closing Summary (**ALWAYS ON TOP**)
- Certificates of Discharge from Parole Board/Local Supervisory Authority (AKA: *Certificate of Supervision Expiration or Notification of Sentence Expiration and File Closure*)
- Death Certificate
- Compact Closing Documents (*Case Closure Notice only*)
- Appellate Judgments
- Temporary Judgments
- Judgments/Orders
- Conditions of Probation (*only if included with judgment*)
- Revocation Judgments
- Pre-Sentence Investigations (PSIs)
- Photos/Mug shots (includes photos of tattoos)
- Earned Discharged Closing Report
- Violation Reports
- Revocation Recommendations
- Structured Sanction Reporting Form (with Notice of Rights)

Please add a divider page between the 75-year & 3-year sections when sending files to OISC to make it easier for OISC to identify the sections.

3 YEARS

OISC will retain these documents for 3 years after discharge of custody cycle:

- After Sentences Report (found in older files 1979 and earlier)
- Compact Closing Documents (*other than Case Closure Notice*)
- Conditions of Probation (*if separate document from judgment*)
- Proof of death other than Death Certificate
- Parole Orders
- Post-Prison Supervision Orders
- Sex Offender Registration Notification Form
- Weapons Notices

Additionally, please send any document which you believe would be important to retain as official file material. Include any such info in the **3-Year** section.

21.10 DOC RETENTION SCHEDULE

Official Inmate File (ODOC 2010-0003)

- 1) **Assignment Record:** *Specific record documenting information including, but not limited to, housing, programming, court trips and similar information.*

Classification: Level 3

Retention Process:

Retain permanently, transfer to State Archives 75 years after discharge of custody cycle.

Custodian of Record will be the Transitional Services Division, Offender Information Sentence and Computation (OISC).

Information Owner: Transitional Services Division, OISC.

- 2) **Authorizations:** *Records associated with authorizations signed by the inmate for release of information purposes to include Shared information system release form, Media release form and general releases of information.*

Classification: Level 2

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 3) **Case History:** *Records associated with Case History to include Assessments (Ex.Static-99, LSCMI, A/D questionnaire), Police Reports (including incident reports, evidence reports, etc.), PSI's, LEDS Criminal History and Other Agency Criminal History Documentation.*

Classification: Level 3

Retention Process:

(a) Retain PSI permanently, transfer to the State Archives 75 years after discharge of custody cycle;

(b) Retain all other records 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 4) **Classification:** *Records associate with inmate classification to include Classification Summary Scoring Forms, Classification Worksheets and Administrative Review.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

Official Inmate File (Continued)

- 5) **County Misconduct:** *Records associated with county misconduct prior to entering DOC custody to include reports and Misconduct conversion worksheets.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 6) **Detainers:** *Records associated Detainers, including Transport Order, Judgments, IAD Forms, Waivers of Extradition, Cite to Appear Documents, and Statements of Imprisonment to include detainer calculation information.*

Classification: Level 3

Retention Process:

(a) Retain Judgments permanently, transfer to State Archives 75 years after discharge of custody cycle;

(b) Retain all other records 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 7) **Disciplinary:** *Records associated with inmate disciplinary issues to include misconduct reports, Findings of Fact, conclusions and orders, Administrative Reviews, Disciplinary Log, Other Agency Misconduct From OYA, OSH, other county, state or federal placement during service of DOC sentence.*

Classification: Level 3

Retention Process:

Retain permanently, transfer to State Archives 75 years after discharge of custody cycle.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 8) **Escapes:** *Records associated with escape incidents to include unusual incident reports, police reports, Order for arrest of escaped prisoner, LEDS warrant documentation, Fugitive tracking forms and Arrest documentation.*

Classification: Level 3

Retention Process:

Retain permanently, transfer to State Archives 75 years after discharge of custody cycle.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

Official Inmate File (Continued)

- 9) **Facesheets:** *Records serving the function of an inmate facesheet, to include CIS and cardstock facesheets.*

Classification: **Level 3**

Retention Process:

- (a) Retain first and last facesheet permanently, transfer to State Archives 75 years after discharge of custody cycle;*
- (b) Retain all other records 3 years after discharge of custody cycle, destroy.*

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 10) **General Correspondence:** *Correspondence related to inmate issues that are not specific to a subject captured elsewhere in the official inmate file. Correspondence relating to a particular program record may be filed with the associated record. Identified as "Correspondence (Significant)" in ODOC 2010-003.*

Classification: **Level 3**

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 11) **Health Status Reports:** *Records created during intake and review screening processes, other than those records maintained in the Inmate Health Records.*

Classification: **Level 3**

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 12) **Identification Documents:** *Records associated with offender identification to include photos (includes mug shots, tattoos, etc.) and Fingerprint cards.*

Classification: **Level 1:** Inmate identification photos (i.e. mugshots and intake photos used for inmate identification cards)

Level 3: All other, including photos taken for the purpose of documenting tattoos.

Retention Process:

- (a) Retain photographs, mugshots and tattoos permanently, transfer to State Archives 75 years after discharge of custody cycle;*
- (b) Retain all other records 3 years after discharge of custody cycle, destroy.*

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

Official Inmate File (Continued)

- 13) Leaves/Transfers:** *Records associated with leaves from supervised custody and transfers within the agency to include 1206 requests, Emergency leave forms (includes Projected calculations for the BPPPS), Special housing placement forms, 30-day non-AIP transitional leave forms and Transport authorizations.*

Classification: **Level 3**

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 14) Legal:** *Records associated with legal issues related to the inmates incarceration including Judgments (Includes amended, final, temporary, supplemental, appellate, etc.), Statements of Imprisonment, Post-Sentencing Litigation (Including Petitions, notices, orders, affidavits and motions related to post-sentencing court proceedings, torts, etc.) and Charging instruments (including Indictments, informations).*

Classification: **Level 3**

Retention Process:

(a) Retain Judgments permanently, transfer to State Archives 75 years after discharge of the custody cycle;

(b) Retain all other records 3 years after discharge of the custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 15) Notifiers:** *Records associated with notifiers to include requests and notification letters.*

Classification: **Level 3**

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 16) Other:** *Miscellaneous records including, but not limited to, marriage licenses, Conflict forms (includes Inmate-Inmate or Inmate-Staff), Property records, Emergency data notices, Administrative action sheets, and Firearm acknowledgement form. Identified as "Supplementary Inmate Forms" in ODOC 2010-003.*

Classification: **Level 3**

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

Official Inmate File (Continued)

- 17) Parole Documents:** *Records associated with Parole Documents to include Judgments, Revocation Orders, Administrative Reviews, Teletypes, Parole/PPS Orders, Order of Supervision Conditions, Reporting Instructions, Authorization for release from DOC, Release plans (including planning forms and check lists), Interstate Compact Documents, Violation Reports, Sex Offender Obligation Form, Evaluations, Certificates of Discharge (includes closing summaries), Waivers of Extradition, Suspension Order.*

Classification: **Level 3**

Retention Process:

- (a) Retain Certificates of Discharge and closing summary permanently, transfer to State Archives 75 years after discharge of the custody cycle;*
- (b) Retain all other records 3 years after discharge of the custody cycle, destroy.*

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 18) Prison Term Modification:** *Records associated with prison term modifications including earned time forms (includes old program planning forms), Extra good time calculations (Includes supporting documentation of days worked), Projected calculations for the BPPPS and Administrative Review.*

Classification: **Level 3**

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 19) Probationary Case History:** *Records associated with Probationary Case History to include Judgments, Violation Reports, Sanctions, Supervision conditions, Certificates of Discharge (including Closing summaries) and Evaluations (ex. Sex offender).*

Classification: **Level 3**

Retention Process:

- (a) Retain Certificates of Discharge and Judgments permanently, transfer to State Archives 75 years after discharge of custody cycle;*
- (b) Retain all other records 3 years after discharge of custody cycle, destroy.*

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 20) Programming (Inmate Participation) Records:** *Records associated with participation in identified programs including AIP, Education, WBE and other similar programs. Records include, but are not limited to certificates of completion and transcripts.*

Classification: **Level 3**

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

Official Inmate File (Continued)

- 21) Visiting:** *Records associated with inmate visiting process to include Visiting request forms, Visiting denials, Visiting approvals, Custodial consent letters, Administrative Reviews and Visiting removals.*

Classification: **Level 3**

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record *will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

- 22) Work records:** *Records associated with work records used as supporting documentation for extra good time calculations. Records include Inmate performance reports and meritorious pay awards.*

Classification: **Level 3**

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record *will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC

Offender Profile System (OPS) Training Manual

OPS CHAPTER 22 – Board of Parole

22.1 Short Term Transitional Leave

STTL offenders are not under the Board's authority until they have reached their parole release date (PRD). Any violations, questions or concerns while the offender is on STTL should be addressed to the STTL team at DOC for further advisement. Do not submit sanctions or warrant requests for STTL offenders to the Board.

Offenders must sign the Order of Supervision form when they reach their PRD. Please submit that form to the Board by email at Orders.BOPPPS@doc.state.or.us. In the subject line of the email, write: **SIGNED PPS ORDERS - "SID"/"NAME"**

22.2 Supervision Orders

The Board issues Orders of Supervision approximately 3-4 weeks prior to an offender's DOC physical release date. If an offender is approved for a leave program (ex: STTL, AIP), the Board will issue their order approximately 3-4 weeks prior to the offender's specific release date for that program.

Conditions of Supervision

When the release plan is being investigated by the field, the PO should provide feedback for implementing additional conditions appropriate for the offender while the offender is on community supervision. Enter any information received into appropriate fields in the release plan and then prepare the plan for approval or denial.

Modifications to Conditions

Once the Board establishes supervision conditions, the Board may consider a requested modification administratively. When a supervisory authority requests amended conditions before the inmate is released on parole or post-prison supervision, the supervisory authority shall submit the request in writing to the Board prior to the release date. If the Board approves the request, the Order will be changed accordingly.

If the PO wants to modify conditions after an offender is released from DOC (either adding or removing) the offender must sign a "consent to modify" form. Once the offender has accepted the recommended changes, the PO should submit the signed form to the Orders desk at Orders.BOPPPS@doc.state.or.us with the subject line: **CONSENT TO MODIFY - "SID"/"NAME"**.

If the offender objects to the modifications recommended by the PO, a hearings officer must hold an “out of custody” hearing. The Hearings Officer shall send notice of the amendment to the Board.

Unless the Board overrides the Hearings Officer or supervising officer’s recommendation of amended conditions, an amended order of conditions will be issued. The condition is in effect from the date the supervising officer or Hearings Officer orders it.

If the offender is being sanctioned for recent violations and the modification to the existing conditions is related to the violations, the PO can request for a modification in the sanction report. The offender still needs to be notified of the modification request and can request a hearing. If the Board approves the modification request, the Board will issue an amended order of conditions.

New Local Control Sentence

The plan must be submitted electronically through the DOC400, and a hard copy must be faxed or emailed to the Board along with a copy of any new judgments, and the last Board Action Form. Send the email to Orders.BOPPPS@doc.state.or.us with the subject line: **NEW LC - “SID”/ “NAME”**.

Following Revocation

Once an offender’s supervision has been revoked, a new release plan must be submitted to the Board for new supervision orders to be issued. The plan must be submitted electronically through the DOC400, and a hard copy faxed or emailed to the Board along with a copy of any new judgments, and the last Board Action Form, at least 30-45 days prior to the offender’s revocation release date. Send the email to Orders.BOPPPS@doc.state.or.us with the subject line: **REVO RP- “SID”/ “NAME”**

22.3 Active Supervision/ Inactive Supervision /Extending Supervision

To review the entire rules please see [OAR 255 Division 94](#).

When an offender is released from prison and the supervision order is issued, the Board will set the active supervision review date (ASR/SSR) or the tentative parole discharge date (TPD).

Community corrections offices receive a monthly report from DOC listing all offenders whose active supervision review date is within 60 days.

The counties review their list and make a decision to extend the offender’s supervision, or move the offender to inactive. The Board should be provided either a request to extend active supervision or a copy of the letter placing the offender on inactive supervision. The requests can be faxed or emailed to the Parole Board Warrants desk (ParoleBoardWarrants@doc.state.or.us).

Any request submitted greater than 60 days prior to ASR/SSR review date will have to be resubmitted within 60 days of the ASR/SSR date.

Inactive Supervision

The supervising officer is the best judge in determining whether an offender has complied with supervision conditions and should move to inactive supervision. Once the supervising officer decides to move the offender to inactive supervision, a copy of the letter that they submit to the offender should be sent to the Board. The Board does **not** automatically place an offender on inactive supervision.

If the Board determines that the offender does not qualify for inactive status, the Board will contact the PO and provide follow up procedures.

Extending Supervision

To extend supervision, the parole officer must provide evidence that the offender has not “substantially fulfilled” the supervision conditions or has failed to complete payment of restitution. It is important to note that continuing supervision is at the discretion of the Board, and the Local Supervisory Authority (LSA). [Oregon Revised Statutes 144.085\(3\)-\(4\)](#) states *"the supervisory authority may request the board to extend the active supervision period or to return the offender to active supervision status * * *."* The board may extend, etc., *"if it finds the offender has not substantially fulfilled the supervision conditions or has failed to complete payment of restitution."*

A request to extend supervision must provide:

- Request date,
- Offender name,
- Offender SID,
- Crimes,
- Employment status,
- Offender address,
- Areas of non-compliance with adequate substantiation showing how the offender has not substantially fulfilled the supervision conditions,
- Documented violations or non-compliant behavior that has occurred in the 6 months prior to the active supervision review date,
- Signature of the parole officer.

Requests that wish to include violations or behaviors that occurred more than 6 months prior to the review date, must contain compelling substantiation showing a lack of substantial progress or compliance since the violations occurred.

Monetary Non-Compliance: Requests documenting non-compliance due to fees must state which type of fee has not been paid. The Board will extend supervision for non-payment or outstanding balance of compensatory fines or restitution only.

The Board **will not** extend supervision for non-payment or outstanding balances on supervision fees, court fees, or extradition fees.

Deported Offenders: Offenders who have been deported do not need to be extended. The issue is not that they haven't done any of the conditions of supervision, but rather that there is no evidence that the individual has violated any conditions. Therefore, based on the statutory language, *"* * * when an offender has served the active period of parole or post-prison supervision established under subsection (1)(a) or (b) of this section, the supervisory authority shall place the offender on inactive supervision status"* (ORS 144.085(2), emphasis added.),. Parole Officers overseeing deported caseloads should leave these offenders at IMMI status.

Offenders are required to report until deportation. If they fail to report as directed, they are in violation of supervision and action is required on the part of the LSA and the Board. A request to move to inactive supervision is not required on these offenders.

Compact Offenders: Offenders supervised under the Interstate Compact are not eligible to be placed on unsupervised status. The PO must submit a request for extension stating the offender is a compact offender.

Treatment: This includes all types of treatment programs. The PO must substantiate how the offender has not fulfilled the treatment requirements, i.e. still attending treatment, has not completed treatment, has failed treatment, has failed to attend treatment, has not completed aftercare, etc.

Probation or other open cases: The Board will not extend on the sole basis that the offender has active probation cases.

Employment: Must substantiate what about this category makes the offender substantially non-compliant. Merely being unemployed is not adequate. The request must substantiate how the offender has failed to perform a job search, or failed to apply for jobs etc.

Drug Courts/Other Probation Conditions: An offender who is participating in a drug court program or court ordered community service is not enough to substantiate active supervision.

Substance Abuse/Alcohol Use: Continued use or recent use of prohibited substances is acceptable substantiation for keeping an offender on active supervision.

Warrants/Abscond Status: An active warrant is adequate substantiation for requesting an extension of active supervision. However, stating the offender has absconded when there has been no request for a warrant requires additional information as to the lack of compliance.

New Criminal Activity: Must substantiate or describe the actual behavior. An arrest is not enough substantiation to show substantial non-compliance with supervision.

22.4 Returning Offenders To Local Control Authority (LSA)

Offenders who have both Board cases and local control cases fall under the authority of the Board. Upon expiration of the Board cases, the LSA can submit a petition to the Board requesting that authority be returned to the county.

If an offender is on post-prison supervision for multiple sentences which include a sentence that exceeds twelve (12) months ("Board case") and a sentence of twelve (12)-months or less ("Local Supervisory Authority case"), the Board will maintain jurisdiction of the post-prison supervision of the Local Supervisory Authority case until the Board's active involvement in the Board case expires. Following expiration of the Board's case, the Board will maintain jurisdiction over the post-prison supervision of the Local Supervisory Authority case until an offender is re-released following revocation of the post-prison supervision for the Local Supervisory Authority case, or until the Local Supervisory Authority petitions to assume jurisdiction, whichever comes first. Once the LSA petitions the Board and the Board approves the request, the jurisdiction will fall under the Local Supervisory Authority.

To request jurisdiction over the LC case, send an email to the Board at bppps.webmaster@doc.state.or.us with the offender's name, SID#, the cases which are local control cases, and request that the Board return authority to the LSA.

22.5 Sanction / Revocation Topics

The Board allows credit for time served starting the day of arrest, even if offender was arrested on the 5th at 11:58 p.m., the offender will receive credit for a full day. That arrest date should be entered as the sanction's custody "begin" date.

Returned Sanctions

If a sanction is returned to the field, the Board will enter a note under the "Board Notes" tab in the sanction. The supervising officer should review the notes to see what needs to be added or removed and after making any needed corrections, resubmit the sanction to the Board. If the supervising officer has a question about why a sanction was returned, email or call the Board's Revocation Specialist.

Deferments

The hearings officer may request a deferral of a Morrissey hearing. This is often done because the offender has new criminal charges pending. In order to defer a Morrissey hearing, the Hearings Officer should submit the request to the Board's Revocation Specialist in writing, via email or TTY. The request must contain the offender's name, SID#, and a brief summary explaining the need for a deferral. At the time the deferral is requested, the Board must have a hold on the offender via a warrant or suspend/detain, and a sanction must have been created and at "pending" status. If there is no warrant or suspend/detain issued at this time, the Hearings Officer must notify the PO to submit one immediately.

The maximum time allowed for a deferment is 120 days from the date of arrest. If the offender is still pending adjudication on pending charges but is at day 120, the Board will lift their hold, put the sanction in return status, and notify the hearings officer that an out of custody hearing will need to be held upon adjudication of the charges.

Auto-Revokes

To have the Board consider an auto-revoke, no action can be taken on the new criminal violations and the offender must be sentenced to a state or federal facility. For out of state convictions, the PO will need to get a copy of the sentencing documents showing that the offender is serving the time in a state or federal facility. Those documents, with a request for the auto-revoke, should be submitted to either the bppps.webmaster@doc.state.or.us or ParoleBoardWarrants@doc.state.or.us emails for consideration.

Compact Auto-Revokes

If a Compact offender receives a new conviction in the receiving state that is greater than the remaining time left on Oregon supervision, the PO may request that the Board consider an auto-revoke. The PO can submit the request for an auto-revoke if:

- The request is submitted on or after the current expiration date (not before),
- The conviction date is on or after March 1, 2016,
- The offender is sentenced to a state or federal facility,
- The incarceration period exceeds the remaining length of supervision owed to Oregon.

These requests should be submitted to either the bppps.webmaster@doc.state.or.us or ParoleBoardWarrants@doc.state.or.us email with a copy of the sentencing document(s) for the new conviction.

22.6 Warrant Topics

Requesting a warrant or suspend/detain (S&D)

All requests must be received electronically through the DOC400. Requests should be clear and concise and should substantiate the need (violation) for a warrant.

The type of request is determined by the situation. If the offender is not currently in custody, the PO must submit a warrant request (WREQ). If the offender is in custody at the time of request, the PO must submit an S&D warrant request (SUSD). The S&D request must include the date the offender was arrested, where the offender is currently being held, and then the substantiation for the hold that shows violation. Example: “offender was arrested on 01/01/1901 and is currently in custody at XXXX jail”.

If the offender is arrested on a Board issued warrant, the PO does not need to submit a suspend/detain request.

Lift Requests

The PO must submit all warrant lift requests to the Board in writing either by TTY or email to ParoleBoardWarrants@doc.state.or.us explaining why the warrant is no longer needed. All INOP applied will remain.

Returned Warrants

If a warrant fails to substantiate a violation, the Board will return it to the field with a note. Please review the note, make the corrections, and resubmit to the Board. If you have a question about the note, call or email the Board's Warrant Specialist.

If a PO determines the warrant is no longer needed, prior to it being issued by the Board, they should contact the Board's Warrant Specialist to ask for it to be returned. Once the request is in REVI status in DOC400, the PO must delete the request. Failing to delete the request will prevent the officer from submitting any new requests for that offender.

Withdraw Warrants

The PO must submit all warrant withdraw requests to the Board in writing either by TTY or email to ParoleBoardWarrants@doc.state.or.us explaining why the Board should withdraw the warrant. If the offender has been arrested on the Board warrant, the INOP applied will remain. If the offender has not been arrested on the Board warrant, no INOP will be applied.

New Local Control Sentence/INOP on Local Control Sentence

If the Board has issued a warrant and an offender gets arrested on that warrant and has received a new Local Control Sentence, a copy of the new judgment must be submitted to the Board. Following this offender's arrest on the Board issued warrant, the new supervision order will not be created until the sanction is submitted and processed by the Board. If the LC case was not added to the parole order *before* the INOP time generated, the board may not get the INOP time added to the LC case. If this happens, OISC will have to manually add the INOP time to that specific LC case.

Upgrade Requests

To request an upgrade on a warrant, a request must be submitted to ParoleBoardWarrants@doc.state.or.us. The request must contain the offender's name, SID#, and a brief explanation of what information has been obtained supporting the knowledge that the offender is in another state and substantiate an upgrade of the existing warrant's extradition limitations. If the supervising officer just has a guess, or thinks that is where the offender will go because they have in the past, the request will be returned with a request for more information.

22.7 Extradition/ Morrissey Process

See also 15.14 Extradition / CNPO

An offender on abscond that is arrested out of state on a Board issued warrant may be extradited back to Oregon. The inoperative (INOP) time continues to run until the offender is returned to Oregon. Extradition offenders are returned to CCIC where their admission will be processed into DOC400. A teletype and email is sent to the supervising county, county jail and Parole Board advising that the offender has returned and will be transported back to the supervising county's local jail within 3 days. That admission date is the true arrest date for

purposes of the sanction and inoperative time. Once the offender is transported to the county jail, the PO must initiate the sanctioning process.

22.8 Deceased Offenders

The Board must receive notice of the death of any offender under its authority or about to be released under the Board's authority. This allows the Board to clear any pending warrants or actions, and close and archive the file. For verification of death, the Board will accept a death certificate, county ME report, police report, social security index report, state police criminal history notice (LEDS CCH inquiry return stating deceased), obituary, or other official documents used by law enforcement or public safety offices. The Board will not accept newspaper articles covering the incident, or other similar non-official documents.

Death verification may be sent to the Board, via email at bppps.webmaster@doc.state.or.us, by fax or by US mail. Include a cover sheet with your verification document indicating the offender's SID #, and a brief message advising that the offender has died and you are requesting that the file be closed.

22.9 Discharge Offenders

The Board supervises offenders up **to** the date of expiration, not through the date. If an offender expires on the 5th, the Board recognizes their expiration effective on the 5th at 12:01 a.m. There are a few exceptions; however, those would require the offender being a Parolee (matrix) and not a Post-Prison (sentence guidelines) offender and new law violations or charges. Contact the Board for more information.

New Oregon Convictions

If an offender receives a new Oregon conviction **prior** to the expiration date of their existing cases, it is considered the same custody cycle in DOC400 and the Board does not provide an expiration certificate. When the offender is released from DOC the order at the time of release will only reflect the remaining active cases.

22.10 Miscellaneous guides / links

- Oregon Board of Parole and Post-Prison Supervision-Related Acronyms, Abbreviations, Jargon & Terms:
http://www.oregon.gov/BOPPPS/docs/BOPPPS_GLOSSARY_10-15-09.pdf
- Consent to Modify Form:
http://egov.oregon.gov/BOPPPS/docs/Consent_to_Modify.pdf

- Order of Supervision Example & Guide:
http://egov.oregon.gov/BOPPPS/docs/Order_of_Supervision_Sample.pdf
- How to Read A Board Action Form (BAF):
http://egov.oregon.gov/BOPPPS/docs/baf_key.pdf
- Offender as Confidential Informant Request Form and Policy:
<http://egov.oregon.gov/BOPPPS/docs/InformantRequestForm.pdf>
- Out of Country Travel Request:
Policy: http://egov.oregon.gov/BOPPPS/docs/Out_of_country_travel.pdf
Form: http://egov.oregon.gov/BOPPPS/docs/Out_of_country_form.pdf

22.11 Main Contact Information

Parole Board Website: <http://www.oregon.gov/BOPPPS/pages/index.aspx>

Main Office: *(physical & mailing)*
2575 Center Street NE, Suite 100
Salem, OR 97301

Annex: *(physical only)*
198 Commercial Street SE, Suite 205
Salem, OR 97301
(Mailing)
P.O. Box 2226
Salem, OR 97308

1. OPS CHAPTER 23 – Employee Maintenance

To find an employee's telephone number, refer to OPS 12, Section 12.19.1.

23.1 STEPS TO EMPLOYEE MAINTENANCE CHANGES

Do not forget to remove User ID's from active caseload numbers when that user is no longer responsible for a caseload. Any and all User ID's can be deleted from a caseload. Caseload numbers must remain on the system for the integrity of the historical data, cannot be deleted, can only be used one time, and must be within the location's caseload range. Caseload numbers must be numeric values. Community caseload numbers are formatted as 4-digits (9999) with space at far right. Caseload numbers must be within the location's caseload range. The "99" caseload "Description" field can only be changed by a Super User, cannot be discontinued, and are locked down for Release Plans.

Caseload numbers become part of the new historical data once they have been saved for a location. You cannot type "Discontinued" in the "Description field" but you must use Option 6-Discontinued. When reactivating a "Discontinued" caseload number (one or more User ID's are added), the "Description" field must be updated.

If a new caseload is created in error or with an incorrect number, contact the HELP DESK before adding User ID's or assigning offenders to the number and request it be deleted. The ticket would be assigned to Development or FAST (Field Automation Services Team). *Note: The FAST Team originally was made up of 5 people but for the past several years the team is now Mary Hunt and Lee Cummins.*

Only Support Staff or those with SUPPISIS authority are able to create a new caseload number or modify/discontinue an existing number.

Do not create a caseload number for another county. Authority is location specific.

When making changes to an existing caseload, and a UserID is added or changed, be sure there remains at least one user designated as Primary.

When using Option 6=Discontinue, the program automatically removes UserID's attached to the number and changes the "Description" field to "Discontinued."

Any caseload not in current use should be discontinued. These numbers can be put back into use for your location at any time.

It is suggested each county utilize the caseload designated and tied to their "L" location, rather than one attached to the community location. On the W/W Caseload Definitions screen, change your community location to your "L" location to show the caseload number attached to it.

Step 1 – From the Main Menu, type ‘18=Employee Maintenance Changes’ on the selection line, press enter.

```

CCSUPPORT          Corrections Information Systems          14:20:03
MCCARTHY           CC Support Menu                        2/24/06
Select one of the following:

  13. W/W Sanctions
  14. Offender Remarks (old CF9)
  15. PSI Menu
  16. W/W Supervision Fees
  17. Kardex/Face Sheet Print Option
  18. Employee Maintenance Changes
  19. ID#/Caseload Maintenance
  20. W/W Red Tags
  21. W/W Housing History
  22. W/W Caseloads
  23. CC Reports Menu

  24. Office Calendar

More...

Selection: 18          Job:

F3=Exit   F4=Prompt   F10=Move to top   F11=Menu bar   F12=Previous menu

```

This will bring up the ‘Work With Caseload Definitions’ screen

```

CMS100I          Corrections Information Systems [TEST]          18:38:48
HUNTM           Work with Caseload Definitions                3/02/15

Location . . . . . LANE Lane County Parole & Probation Services
                  (Location or *ALL)          Position to . . . . .

Enter option...
  2=Change  3=Copy  5=Display  6=Discontinue  H=History  Prim Off

Opt Number Description          P/S          UserId  Assigned
6500 MISCELLANEOUS CASELOAD      P          A
6501 DISCONTINUED                P          E
6502 DISCONTINUED                P          E
6503 PACHECO, GRETCHEN           P          E  Y
6504 MENJOU, KIM SUPERVISOR      P          E  Y *
6505 DUGAN, MARK                 P          A  Y
6506 DISCONTINUED                P          E
6507 MAZIKOWSKI, CINDY           P          A
6508 ALFT, DEAN                  P          A  Y
6509 HAMILTON, LINDA             P          A  Y
6510 HOBAN, SHAWN SUPERVISOR     P          A

More...

F3=Exit  F4=Prompt  F5=Refresh  F6=Create  F11=Menu bar  F12=Cancel
F13=Repeat

```

Step 2 – **To Add a New Employee to Table:** Press “F6=Create”, to bring up the “Caseload Definition” screen.

Step 3 - Fill in Caseload Number field with the new caseload number.

Fill in Description field with employee’s name or per your county policy.

Fill in Caseload Type with a “C” for community user.

Add/Change User ID’s with users DOC400 User ID, phone number including area code and type (P=primary employee on caseload, S=secondary employee on caseload).

Press enter. You will get message “record added”.

```

MS1011      Corrections Information Systems (TEST)      8:50:30
BALLARDD      Caseload Definition      12/08/15
              CHANGE

Location..... JACB Jackson County Community Justice
Caseload number..... 6806

Description..... LEREW,TIRA L
Caseload type..... C Community

Add/chg User IDs: P/S:

Enter option:      A=Audit Stamp
Opt User   Name      Phone Number Extn  P/S
  LEREWTL   Tira Lerew      541-774-4914    P

                                          Bottom
F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=Repeat

6806 record added.
  
```

Press F12=Cancel to return to the “Work With Caseload Definition” screen. The employee’s name you added will now appear on table.

```

CMS100I      Corrections Information Systems (TEST)      15:12:39
BALLARDD      Work with Caseload Definitions      1/12/16

Location . . . . JACB Jackson County Community Justice
                (Location or *ALL)      Position to . . . .

Enter option...
  2=Change  3=Copy  5=Display  6=Discontinue  H=History
                Prim Off
Opt Number Description      P/S      UserId  Assigned
6800  ADMINISTRATIVE-OSCAR  P      A      Y
6801  DISCONTINUED
6802  LUPES, DAN            P      A      Y
6803  REITEN, NICK          P      A      Y
6804  DISCONTINUED
6805  WATSON,JOHN           P      A
6806  LEREW,TIRA           P      A
6807  DISCONTINUED
6808  MOSS,DAVID            P      A      Y
6809  GUTIERREZ, VINCENTE   P      A      Y
6811  DISCONTINUED

                More...
F3=Exit F4=Prompt F5=Refresh F6=Create F11=Menu bar F12=Cancel
F13=Repeat
  
```

The asterisk (*) directly to the right of the Prim Off Assigned column indicates there are Secondary offenders attached to an Inactive Caseload – no active UserID.

```

CMS1001      Corrections Information Systems (TEST)      18:38:48
HUNTM        Work with Caseload Definitions              3/02/15

Location . . . . . LANE Lane County Parole & Probation Services
                  (Location or *ALL)                    Position to . . . . .

Enter option...
  2=Change  3=Copy  5=Display  6=Discontinue  H=History

Opt Number Description          P/S      UserID  Prim Off Assigned
6500  MISCELLANEOUS CASELOAD    P        A
6501  DISCONTINUED              P        E
6502  DISCONTINUED              P        E
6503  PACHECO, GRETCHEN         P        E      Y
6504  MENJOU, KIM SUPERVISOR    P        E      Y *
6505  DUGAN, MARK               P        A      Y
6506  DISCONTINUED              P        E
6507  MAZIKOWSKI, CINDY         P        A
6508  ALFT, DEAN                P        A      Y
6509  HAMILTON, LINDA           P        A      Y
6510  HOBAN, SHAWN SUPERVISOR   P        A

F3=Exit  F4=Prompt  F5=Refresh  F6=Create  F11=Menu bar  F12=Cancel
F13=Repeat
  
```

To Change an Existing Caseload Number, Description, Phone Number or Add a

```

CMS1001      Corrections Information Systems (TEST)      15:12:39
BALLARDD     Work with Caseload Definitions              1/12/16

Location . . . . . JACB Jackson County Community Justice
                  (Location or *ALL)                    Position to . . . . .

Enter option...
  2=Change  3=Copy  5=Display  6=Discontinue  H=History

Opt Number Description          P/S      UserID  Assigned
6800  ADMINISTRATIVE-OSCAR      P  A      Y
6801  DISCONTINUED              P      A
6802  LUPES, DAN                P      A      Y
6803  REITEN, NICK              P      A      Y
6804  DISCONTINUED              P      A
6805  WATSON, JOHN              P      A
2 6806  LEREW, TIRA              P      A
6807  DISCONTINUED              P      A
6808  MOSS, DAVID               P      A      Y
6809  GUTIERREZ, VINCENTE       P      A      Y
6811  DISCONTINUED              P      A
  
```

Secondary User: From the “Work with Caseload Definitions” screen, tab to the “opt” line beside the employee’s record to be changed. Put a “2=change” on “opt” line and press enter.

This will bring you to the “Caseload Definition” screen. Tab to the area to be updated/changed and make appropriate changes. Press enter to change record. First example is adding a secondary user; second example is changing phone number of existing user; and third example is changing description of existing caseload number.

Example 1:

| | | |
|---|--|-----------------------|
| CMS101I | Corrections Information Systems (TEST) | 15:16:38 |
| BALLARDD | Caseload Definition | 1/13/16 |
| CHANGE | | |
| Location..... JACB Jackson County Community Justice | | |
| Caseload number..... 6806 | | |
| Description..... LEREW,TIRA | | |
| Caseload type..... C Community | | |
| Add/chg User IDs: P/S: | | |
| Enter option: 4=Delete A=Audit Stamp | | |
| Opt | User Name | Phone Number Extn P/S |
| | BALLARDD Diane Ballard | 541-774-4962 S |
| | LEREWTL Tira Lerew | 541-774-4914 P |
| Bottom | | |
| F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=Repeat | | |
| BALLARDD record added. | | |

Example 2:

| | | |
|---|---------------------------------|-----------------------|
| CMS101I | Corrections Information Systems | 16:45:12 |
| BALLARDD | Caseload Definition | 1/13/16 |
| CHANGE | | |
| Location..... JACB Jackson County Community Justice | | |
| Caseload number..... 6862 | | |
| Description..... DO NOT USE-DIANE'S NUMBER | | |
| Caseload type..... C Community | | |
| Add/chg User IDs: P/S: | | |
| Enter option: 4=Delete A=Audit Stamp | | |
| Opt | User Name | Phone Number Extn P/S |
| | BALLARDD Diane Ballard | 541-774-4962 P |

The phone number above fills in from the User E-mail address and Work Phone screen.

If the phone number is incorrect, go to this screen by using F11,2,E. Type a "2" next to the name of the person whose phone is to be changed, and press "enter."

The following screen will appear:

Example 3:

| | | |
|--|--|---------------------|
| SYS1011 BALLARDD | Corrections Information Systems Maintain Work Phone CHANGE | 16:52:53 1/13/16 |
| User ID..... BALLARDD Ballard, Diane M | | |
| AS400 location..... DOC400 | | |
| User location..... JACB | | |
| Phone number..... 541)774-4962 | | |
| Email Address..... ballardm@jacksoncounty.org | | |
| User Type..... SS Support Staff Code, F4=Prompt | | |
| Note: If user name, AS400 location or user location is not correct, call the ISU Help Desk at 1-866-531-9600 to modify information. | | |

Make the appropriate change and hit enter. This will automatically change/correct the phone number in the Caseload Definition table.

Step 3 – Press enter to return to “Work With Caseload Definition” screen. Press 12=Cancel to return to Main Menu.

To Discontinue an Existing Caseload Number:

READ THIS BEFORE YOU BEGIN: Do Not Discontinue an existing caseload number until you have made certain all P=Primary offenders have been moved to a new caseload. Option 6=Discontinue will be blocked if there are any offenders assigned to the number as Primary. You must move the “Primary” offenders to a new, valid caseload number first. If all remaining assignments to the caseload are S=Secondary offenders, there will be a warning. Press enter again and the program will automatically remove all Secondary offenders and the number will be “Discontinued.” To ensure all offenders have been accounted for, compare the Parole Officer Caseload Report (including all outcounts) with the F10=Print from the Offender Caseload Summary screen (F17=Subset first to include all outcounts and Primary case assignment). You can also subset this report by Secondary case assignment to remove those offenders first, then subset again for all outcounts and Primary to make sure everyone is moved.

From the “Work with Caseload Definition” screen, tab to the “opt” line beside the existing caseload number to be discontinued, put a 6=discontinue on the line, press enter.

| | | |
|----------|--|----------|
| CMS1001 | Corrections Information Systems (TEST) | 15:12:39 |
| BALLARDD | Work with Caseload Definitions | 1/12/16 |

Location JACB Jackson County Community Justice
(Location or *ALL) Position to

Enter option...
2=Change 3=Copy 5=Display 6=Discontinue H=History
Prim Off

| Opt Number | Description | P/S | UserId | Assigned |
|------------|----------------------|-----|--------|----------|
| 6800 | ADMINISTRATIVE-OSCAR | P | A | Y |
| 6801 | DISCONTINUED | | | |
| 6802 | LUPES, DAN | P | A | Y |
| 6803 | REITEN, NICK | P | A | Y |
| 6804 | DISCONTINUED | | | |
| 6805 | WATSON,JOHN | P | A | |
| 6 6806 | LEREW,TIRA | P | A | |
| 6807 | DISCONTINUED | | | |
| 6808 | MOSS,DAVID | P | A | Y |
| 6809 | GUTIERREZ, VINCENTE | P | A | Y |
| 6811 | DISCONTINUED | | | |

To change a Discontinued Caseload Number to an Active Caseload Number:
From the “Work With Caseload Definitions” screen, tab to the discontinued caseload number, enter a 2 on the “opt” line, press enter.

| | | |
|----------|--|----------|
| CMS1001 | Corrections Information Systems (TEST) | 11:15:06 |
| BALLARDD | Work with Caseload Definitions | 1/28/16 |

Location JACB Jackson County Community Justice
(Location or *ALL) Position to

Enter option...
2=Change 3=Copy 5=Display 6=Discontinue H=History
Prim Off

| Opt Number | Description | P/S | UserId | Assigned |
|------------|--------------------|-----|--------|----------|
| 6813 | HESCOCK, MICHAEL | P | A | Y |
| 6814 | LEREW,TIRA | P | A | Y |
| 6815 | HESCOCK,BRYAN | P | A | Y |
| 6816 | MCCURLEY, LISA | P | A | |
| 6817 | KOLODZINSKI, BRIAN | P | A | Y |
| 2 6818 | DISCONTINUED | | | |
| 6819 | ELKINTON, MICHAEL | P | A | Y |
| 6820 | GIRARD, CINDI | P | A | Y |
| 6821 | DISCONTINUED | | | |
| 6822 | DISCONTINUED | | | |
| 6823 | HESCOCK, JENNIE | P | A | Y |

More...

This will take you to the “Caseload Definition” screen. Fill in the Description field, Add/Chg User IDs field, phone number, and type. Press enter to process. You will get message “record updated.” This will bring the new information to that existing caseload number.

| | | |
|----------|--|----------|
| CMS1011 | Corrections Information Systems (TEST) | 11:20:41 |
| BALLARDD | Caseload Definition | 1/28/16 |
| | CHANGE | |

Location..... JACB Jackson County Community Justice
Caseload number..... 6818

Description..... BALLARD,DIANE
Caseload type..... C Community

Add/chg User IDs: P/S:

Enter option: 4=Delete A=Audit Stamp

| | | | | | |
|-----|----------|---------------|--------------|------|-----|
| Opt | User | Name | Phone Number | Extn | P/S |
| | BALLARDD | Diane Ballard | 541-774-4962 | | P |
| | LEREWTL | Tira Lerew | 541-774-4914 | | S |

Bottom

F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=Repeat

LEREWTL record added.

NOTE: If any old User ID's are attached, be sure to delete them before adding any new User ID's. Press enter to return to "Work With Caseload Definition" screen. Press "F12=cancel" to return to Main Menu.

23.2 PSI BPST (DPSST) MAINTENANCE

Step 1 – From the Main Menu, type "15=PSI Menu" on the selection line. Press enter. This will take you to the "PSI Menu" screen.

| | | |
|-----------|---------------------------------|----------|
| CCSUPPORT | Corrections Information Systems | 12:21:13 |
| MCCARTHY | CC Support Menu | 3/01/06 |

Select one of the following:

| | |
|------------------------------------|--|
| 13. W/W Sanctions | |
| 14. Offender Remarks (old CF9) | |
| 15. PSI Menu | |
| 16. W/W Supervision Fees | |
| 17. Kardex/Face Sheet Print Option | |
| 18. Employee Maintenance Changes | |
| 19. ID#/Caseload Maintenance | |
| 20. W/W Red Tags | |
| 21. W/W Housing History | |
| 22. W/W Caseloads | |
| 23. CC Reports Menu | |
| 24. Office Calendar | |

More...

Selection:15 Job:

F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu

Step 2 – On the “PSI Menu” screen, type a “9=BPST Maintenance” on the selection line, press enter. This will bring up the “Employee Table Maintenance” screen.

| | | |
|--|---------------------------------------|--------|
| 3/01/06 12:28:23 | DEPARTMENT OF CORRECTIONS PSI MENU | CD004I |
| Select one of the following: | | |
| 1. PSI Referral | | |
| 2. PSI Assignment | | |
| 3. PSI Facesheet Entry | | |
| 4. Matrix Offenses | | |
| 5. Sentencing Guidelines Offenses | | |
| 6. PSI Summary/Print | | |
| 7. PSI Deletion | | |
| 8. PSI Inquiry | | |
| 9. BPST Maintenance | | |
| 10. Change PSI Status | | |
| 90. Signoff | | |
| Option: 9 PSI NO: 00 | | |
| CF2-Previous Screen | CF6-Work with Printer Functions | |

Step 3 – Tab to the “location” field, type in your county/office 4-digit code. Press enter. This will bring up the “employee table by location” screen.

| | | |
|---------------------------|----------------------------|--------|
| 3/01/06 12:31:17 | EMPLOYEE TABLE MAINTENANCE | TB202I |
| Caseload#: | | |
| or | | |
| Last Name: | | |
| or | | |
| Location: MTEA | | |
| Status: | | |
| blank - active only | | |
| A - active & discontinued | | |
| CF2-Previous Screen | | |

| | | | | | | |
|-----------------|---------------------------|----------------------------------|---------------------|----------------|---------|---|
| 3/01/06 | | OREGON DEPARTMENT OF CORRECTIONS | | | TB202I2 | |
| 12:52:57 | | EMPLOYEE TABLE by LOCATION | | | | |
| Location: MTEA | | | | | | |
| | Name (last, first middle) | BPST Number | Position | Caseload | Active | |
| 1 | BORDEAUX, DAVE | 17537 | PO | 3368 | Y | |
| | BROWN,LINDA | 10606 | PO | 3302 | Y | |
| | CARROLL, KELLY C. | 11226 | PO | 3362 | Y | |
| | COLLARD, GREG | | PO | 3364 | Y | |
| | CONNERS, EVONNE J. | 20781 | PO | 3382 | Y | |
| | DOCTOR, SUE | 90205 | PO | 3396 | Y | |
| | ELFVINGS, OLD CASELOAD# | 13743 | PO | 3312 | Y | |
| | FRANK, PAUL | 10376 | PO | 3376 | Y | |
| | FULLER, JOANNE | | FS | 3305 | Y | |
| | GLYNN, RON | | PO | 3360 | Y | |
| | GURGURICH, ED | | PO | 3365 | Y | |
| | HARMON, RACHEL A | | SS | 3389 | Y | + |
| Select - 1 or X | | CF1-Menu | CF2-Previous Screen | CF8-Add Record | | |

Step 4 – To Add a record, press CF8-Add Record (same as F8), this will bring up the “Add Employee Record” table. Fill in the pertinent information for the employee you are adding as follows:

- Last Name: Employees Last Name
- First Name: Employees First Name
- Middle Name: Employees Middle Initial (no period) or full middle name
- Position: FS – Field Supervisor; PO – Parole/Probation Officer; HO – Hearings Officer; SS – Support Staff; and AI – Aide
- Location: Your 4-digit county/office code
- Caseload: The 4-digit number assigned to that employee (if applicable)
- BPST (DPSST) Number: The DPSST number assigned to that employee (optional)

Press enter to add user, then press CF2-Previous Screen (same as F2) to return to “Employee Table Location Screen.” Press F2 again to return to “Employee Table Maintenance” and F2 again to return to Main Menu.

| | | |
|--|--|---------|
| 10:01:57 3/13/06 | OREGON DEPARTMENT OF CORRECTIONS ADD EMPLOYEE RECORD | TB202D5 |
| Name Last: MCCARTHY First: CHAR Middle: L | | |
| Position: SS Location: MTEA Caseload: 3301 | | |
| BPST Number: 16810 (optional) | | |
| CF2-Previous Screen | CF6-Switch Middle & First name CF7-Switch First & Last name | |

Step 5 - To Change an Employee's record, type a '1 or X' on line in front of name you wish to change, press enter. This will take you to the "Change Employee Record" screen.

| | | |
|--|--|---|
| 13:08:50 3/01/06 | OREGON DEPARTMENT OF CORRECTIONS CHANGE EMPLOYEE RECORD | TB202D4 |
| Name Last: BORDEAUX, First: DAVE Middle: | | |
| Position: PO Location: MTEA Caseload: 3368 | | |
| Discontinued Date: mmddyear | | |
| BPST Number: 17537 | | |
| Effective Date: 00/00/0000 | | Update User: Update Date: 00/00/0000 |
| CF2-Previous Screen | CF6-Switch Middle & First name CF7-Switch First & Last name | |

- To change caseload #, tab to the "caseload" field and type in new caseload of employee.
- To switch middle & first name, use the CF6-Switch Middle & First Name function (same as F6).
- To switch first & last name, use the CF7-Switch First & Last Name function (same as F7). NOTE: Be consistent when entering names.
- To discontinue an employee, tab to the "discontinue date" field, type in date employee was discontinued. This will remove employees name from the table's active list.
- To change or correct DPSST number, tab to the "BPST Number" field and type new number.
- To change location of employee, the leaving county/office will discontinue employee and receiving county/office will enter the new employee on their table.

Press enter to update record. Press F2 to return to "Employee Table By Location" screen, F2 again to return to "Employee Table Maintenance" screen, F2 again to return to Main Menu. To print list, use the screen print button. If more than one page, screen print each page (page down and press screen print on each page).

How to update User phone # information – Use F11,2,E

Put a "2" next to the user to be updated

| | | |
|----------|------------------------------------|----------|
| SYS100I | Corrections Information Systems | 11:14:15 |
| BALLARDD | User E-Mail Address and Work Phone | 11/20/15 |

Position to

Enter option...

2=Change phone 5=Display & Email Address

| Opt Profile | User Name | E-Mail Address | Loca | Phone | Ext |
|-------------------|-------------------------|------------------------|-------------|---------------------|------|
| 2 BALLARDD | Ballard, Diane M | BALLARDD DOC400 | JACB | 541)774-4962 | |
| BALLARDM | Ballard, Mercy J | BALLARDM DOC400 | PRCF | 541)523-6680 | 265 |
| BALLARMT | Ballard, Matt T | BALLARMT DOC400 | CRCI | 503)280-6646 | |
| BALLK | Ball, Ken W | BALLK DOC400 | WCCF | 541)947-8217 | |
| BALLS | Ball, Sharon A | BALLS DOC400 | WCCF | 541)947-8219 | |
| BALMASES | Balmaseda, Steven B | BALMASES DOC400 | OSP | 503)373-1110 | |
| BALTAZAD | Baltazar, Daniel G | BALTAZAD DOC400 | TRCI | 541)922-2000 | 4017 |
| BANDONIE | Bandonis, Eric J | BANDONIE DOC400 | MARI | 503)566-6960 | |
| BANDYB | Bandy, Barbara K | BANDYB DOC400 | EOCI | 541)278-3629 | |
| BANEYG | Baney, Gretchen J | BANEYG DOC400 | DRCM | 541)325-5684 | |
| BANICKM | Banick, Michelle D | BANICKM DOC400 | MARI | 503)540-8088 | |
| BANKERL | Banker, Levi P | BANKERL DOC400 | CCCF | 503)570-6812 | |

More...

F3=Exit F4=Prompt F5=Refresh F10=Print F11=Menu bar
F12=Cancel F13=Repeat F17=Subset

| | | |
|----------|---------------------------------|----------|
| SYS101I | Corrections Information Systems | 11:03:25 |
| BALLARDD | Maintain Work Phone | 11/20/15 |

CHANGE

User ID..... BALLARDD Ballard, Diane M

AS400 location..... DOC400

User location..... JACB

Phone number..... 541)774-4962

Email Address..... ballardm@jacksoncounty.org

User Type..... SS Support Staff Code, F4=Prompt

Note: If user name, AS400 location or user location is not correct, call the ISU Help Desk at 1-866-531-9600 to modify information.

F3=Exit F5=Refresh
F11=Menu bar F12=Cancel

Make changes, and "enter" to save changes.

OPS CHAPTER 24 – Checklists and Forms

This chapter of the manual contains a few sample checklists to help walk you through the steps of various processes and file maintenance. Keep in mind that processes **may vary slightly from county to county**, but the following checklists will give you a general guideline and are **not updated as processes in this manual change**.

There are also some samples of forms that are frequently used by all counties and again, these **may vary slightly from county to county**.

24.1 OPENING A NEW PROBATION FILE

When a new case is received, it is preferable to have a court order before entering anything into the AS400. However, if you know for certain that an offender was placed on supervised probation (PO in court, info from the DA, etc.) then you can go ahead and enter what info you have on the offender. (This may vary by county.) Follow these steps for opening a new probation file:

- ☐ 1. Check AS400/OIS (Offender Information System)/WebLEDS for offender's current status. They may already be on probation in another county. Using OIS, users can also search by name, FBI #, SSN and DOB. This can be especially helpful for hyphenated names or those who've changed their names due to marriage/divorce, etc.
- ☐ 2. Print off case information from OJIN. (This may vary by county)
- ☐ 3. Run CCH in WebLEDS (Use the QWHD mask, then RR by SID and/or FBI)
- ☐ 4. Request the DA's file; copy of indictment, police reports, etc. (If no PSI)
- ☐ 5. Using the Admission process (Option 3 from Main Menu), enter offender info on each screen as thoroughly as possible. If not all info is available, it can be collected and entered later. Info will come from the Court Order, LEDS, OJIN, and the offender's intake packet. Be sure to do a thorough search **BEFORE** entering any info into AS400 to avoid creating a duplicate record. (For more info, [refer to OPS Manual Chapter 2.](#))
- ☐ 6. If Special Conditions include REST, SC7, CMPF or CSWK, make them trackable and enter amount/unit(s) owed. (For more information, [refer to OPS Manual Chapter 18.](#))
- ☐ 7. Print Kardex after all offenses and conditions have been entered.
- ☐ 8. Enter EPR into LEDS using the QPR or EPR Mask in WebLEDS. Use the EN Mask to enter any additional supplemental information and conditions.

If offender will be supervised by your county, complete the following (if it will be a direct transfer to another county, then skip and go to step 12):

- ☐ 9. Place all information in a file, organize the file per your county's policy. ([See File Organization Checklist sample later in this chapter.](#))
- ☐ 10. Make a file label according to your county's policy.
- ☐ 11. Give file to PO

If offender will be supervised by another county (direct transfer), complete the following:

- ☐ 12. Using the Transfer process in the AS400 (Option 9 from your Main Menu) release the offender the same date as admission.
- ☐ 13. Using the MPR mask in WebLEDS, release the EPR to the other county by modifying the ORI, adding the other county's info to the MIS Field and entering other county's mailbox, if known. If not known or if mailboxes aren't used, enter an asterisk (*) or a space in the MBX field.
- ☐ 14. Mail the file material to the receiving county as soon as possible.

If offender is already on supervision in another county and this is an additional offense, complete steps 1- 7 & 14. (On step 5, use option 5 or 6 from your Main Menu. (You only need to enter offense and mail judgment & new Kardex to the other county.)

24.2 CLOSING A PROBATION FILE

Permanent Closures

An offender is only discharged when all sentences are closed in the current custody cycle. Follow these steps for closing the file (this may vary by county):



1. Make sure that the outcome measure, trackable conditions of REST, CMPF, SC7 and CSWK have all been updated in the condition tracking module. All of these conditions should be marked as completed. If they have not been completed and there are still court fines owed, make sure the balance due is correct. Also make sure that the Treatment Module does not have any open treatment referrals as you will not be able to close the offender if there are. If there are open treatment lines, give the file back to the PO to enter the treatment information. ([See OPS Manual Chapter 12 for more info on Treatment Module.](#))



2. Go to the fee module (Option 16 from Main Menu) and see if there are any fees left owing. If there are, send any amount due over \$50 to DOR for collection. Open a DOR line with the total amount due from the offender. Close the DOR line. Make adjustments to zero out all of the other fee lines. Make sure that all open fee lines are closed; but if any are left open, a nightly job will auto-close all open fee accounts the evening after file closure. The only fee line that closes immediately upon file closure is the supervision fee line. Complete a DOR collection report. Place a copy on side 4 of the offender's file and mail or fax a copy to DOR.



3. Complete the release process in CIS (Option 4 from Main Menu). You will first need to close each open sentence line to the appropriate code in the "Work with Offenses" screen. The next screen will be the "Offender Release" screen where you will enter the body closure. Go through each screen after that, checking to make sure everything has been entered.



4. Go to WebLEDS and cancel the EPR (XPR mask). If Sex Offender Registration is included on an EPR, [see OPS Manual Chapter 5](#) for instructions on how to cancel the EPR.



5. Send official file material to OISC according to policy. ([Refer to "Documents Maintained by OISC"](#) section later in this chapter.) This is required on all felonies, sex offenses and compacts. When sending a misdemeanor sex offender material, write in bold on top of closing summary "MISD SEX OFFENDER". If misdemeanor is last offense to close and there was a felony closed earlier, type or write felony information on Closing Summary and send to OISC.

Temporary File Closures

When an offender is to be closed to a temporary out-count (ABSC, CMPO, IMMI, INAC, UNSU, etc), follow these steps for closing the file:



1. Complete the release process in AS400 (Option 4 from Main Menu). You will not close the sentence lines in the "Work with Offenses" screen, unless they have expired previously. The next screen will be the "Offender Release" screen where you will enter the appropriate temporary body closure code. Go through each screen after that, checking to make sure everything has been entered.



2. Go to WebLEDS and modify the EPR (MPR mask) if necessary. You may need to modify the RTP and/or MIS fields. For ABSC closure, change RTP to ABS and modify MIS Field to say that the offender has absconded supervision. For IMMI closures, modify the MIS Field to say that the offender has been deported. For UNSU & INPR closures, modify the MIS Field to say that the offender is unsupervised/on inactive status. For CMPO, modify the MIS Field to show by what state the offender is being supervised.



3. Place the file in appropriate storage.

24.3 OUTGOING TRANSFER CASES

Follow these steps for transferring a case to another county:

- ☐ 1. Make sure that the outcome measure, trackable conditions of REST, CMPF, SC7 & CSWK have all been updated in the condition tracking module. Check OJIN to make sure that all of the money amounts due are correct. *(The PO should have done all of this, as well as have updated the treatment module before they gave you the file, but you need to double check and make sure. No file should leave your office that is not complete and current.)*
- ☐ 2. Check the fee module and make sure that it is cleaned up. All fees transfer with the offender, except DOR. If we have paid for any treatment for the offender that they have not repaid, then we will turn that amount due over to DOR for collection before sending the file. You will need to open a DOR line with the amount that the offender owes for treatment; then close that DOR line. Zero out the treatment lines with the amount that was transferred to the DOR line and close them as well. Complete a DOR Collection form and send in. Make a note in AS400 of your actions.
- ☐ 3. Remove all LEDS from side 3 and shred. (Varies by county)
- ☐ 4. Complete the transfer process in AS400 to the other county. Go to Option 9 from Main Menu. For a direct transfer, release the offender the same date as admission. The "Release Reason" will be "TRAN". The release location will be the 4-letter code of the receiving county. You can use the "F4" option to choose the appropriate county. When you get to the "Informational Remarks" screen, enter a notation that you transferred the file.
- ☐ 5. Go to WebLEDS and transfer the EPR to the accepting county by using the "MPR" mask. You will need to: **a)** enter the other county's ORI (this should be on the acceptance sheet from the other county. If not, you will find it in the directory); **b)** modify the MIS Field with the other county's information (Name of PO if known and phone number; if you do not know the name of the PO, put the agency name); and **c)** enter other PO's mailbox if known. If not known or if mailboxes are not used, enter an asterisk (*) or a space in the MBX field.
- ☐ 6. Attach the "Transfer Memo" to the top of the file, checking off all appropriate actions, and mail the file to the receiving county.
- ☐ 7. Make an offender note (F11, 2, T) that the file was transferred to the receiving county and that the file has been mailed.

24.4 INCOMING TRANSFER CASES

- ☐ 1. Using the Admission process (Option 3 from Main Menu) enter offender as of the date and time that the other county released the offender. This info will be showing on the screen. Go through each screen making sure all data (AKA names, address, etc) is correct.
- ☐ 2. Run a QWHD in WebLEDS and place on side 3 of the file. Check to make sure that the right PO information is reflected on the EPR. If it is not correct, make any necessary changes using the MPR Mask and run a QLW to double check.
- ☐ 3. Organize the file per your county's policy and make sure it has the appropriate label. Place this sheet on the bottom of Side 3 (if required) and give the completed file to the accepting PO.

24.5 FILE ORGANIZATION GUIDELINES

Side 1

Kardex
All court orders, amendments & modifications
Orders of Parole/Post-Prison Supervision
Parole/Post Prison Supervision Facesheet
Conditions of Probation
Orders to Show Cause
Board Action Forms
Sex Offender Registration
Discharge of Parole/Post-Prison Supervision
Weapons Notice
Photographs

Side 2

Initial Intake Form
PSI/Post-Sentence Reports
Personal History Form (If on PSI)
Notification of Inmate Release
Parole/PPS Supervision Planning Form
Medical/Dental/Psychological Reports
All Formal and Short Form Reports
Letter in Lieu of Reports
Detainers/Affidavits/Warrants
Investigation Requests (Field/In-State/Out-of-State)
Investigation Acceptances/Rejections
Compact Packets (except orders and conditions)
Initial Risk Assessments/Reassessments
Treatment Completion Certificates/Notices/Reports
Release of Information Authorizations (behind treatment tab)
Polygraph Reports
CSW completion reports/forms
Hearings Documents
Structured Sanction Forms
EPR Entry Form (place on bottom of section)
Closing summary

Side 3

Chronos
EPR Hits/Criminal History/FBI Record/Driving Records (all LEDS)

Side 4

Police Reports
Military/School Records
Grievance Form
Payment Schedules, Client Money reports, Payment Receipts
Action Plans
Employment Contact Forms
AA Attendance Forms
Correspondence
All other miscellaneous material

24.6 FILE ORGANIZATION CHECKLIST

NAME: _____ CASELOAD: _____ TYPE: _____

Side 1 (in order from top to bottom)

- ☐ KARDEX
- ☐ ALL COURT ORDERS, PPS ORDERS
- ☐ SENTENCING GUIDELINES, FELONY ONLY
- ☐ OJIN CASE REPORT (Behind appropriate circuit court order.)
- ☐ SIGNED CONDITIONS
- ☐ SIGNED WEAPONS NOTIFICATION
- ☐ SEX OFFENDER REGISTRATION OBLIGATION NOTIFICATION, if applicable
- ☐ PHOTO

Side 2 (in order from top to bottom)

- ☐ CONDITIONS CHECKLIST
- ☐ INITIAL RISK ASSESSMENT ☐ STATIC 99 ☐ OSORA
- ☐ INCOMING COMPACT PACKETS (except court order, conditions- they go on side 1)
- ☐ PPS/PAROLE RELEASE PLAN PACKET
- ☐ TABS FOR TRACKABLE SPECIAL CONDITIONS WITH ALL MATERIAL FILED BEHIND (Treatment, CSW, etc)
- ☐ COMPLETED INTAKE PAPERS OR PSI REPORT
- ☐ EPR ENTRY (bottom, tabbed)

Side 3 (in order from top to bottom)

- ☐ CHRONO HISTORY (if printed for file)
- ☐ CURRENT CCH, FBI, DMV (ALL LEDS)

Side 4 (in order from top to bottom)

- ☐ OUTGOING COMPACT PACKETS
- ☐ WRITTEN REPORTING INSTRUCTIONS / ACTION PLAN
- ☐ SIGNED COURT FINE PAYMENT SCHEDULE (if full amount due to court can not be paid within 30 days)
- ☐ OJIN CASE FINANCIAL REPORT
- ☐ POLICE REPORTS (bottom, tabbed)

PLACE THIS FORM ON BOTTOM OF SIDE 3 WHEN ALL FILE MATERIAL HAS BEEN OBTAINED

24.7 NOTIFICATION OF FILE CLOSURE

OREGON DEPARTMENT OF CORRECTIONS

DATE: January 11, 2016 DOB: «Birthdate» SID#: «ID_Number»

NAME: «Last_Name», «First_Name» «Middle_Name»

ADDRESS: «Home_Address_Line_1_»
 «Home_City», «Home_State» «Home_Zip_Code»

PHONE: «Phone»

CRIMES: «Crimes_Offenses»
CO. CONV.: «Counties_of_Convictn»
DOCKET#: «Case_Docket_No»
SENTENCE: «Sent_Length»
JUDGE: «Sentencing_Judges»
EXP DATE: «Sent_Expi_Dates»
CASE TYPE: «Sentence_Type»

TYPE OF CLOSURE:

- ☐ ABEX - ABSC EXPI/DISMISSED BY COURT
 - ☐ APPE - APPEAL/APPEAL WON
 - ☐ BNPB - CONVERT TO BENCH PROBATION
 - ☐ COMP - COMPACT CLOSURE
 - ☐ CRTR - REVOKED/TERMINATED/DISCHARGED TO JAIL
 - ☐ DIED - DEATH
 - ☐ DISC - DISCHARGE FROM PAROLE
 - ☐ EARL - EARLY TERMINATION BY COURT ORDER
 - ☐ EXPI - SENTENCE EXPIRATION
 - ☐ PSRB - PSYCHIATRIC REVIEW BOARD
 - ☐ RTNS - REVOKED/TERMINATED/NO SANCTION
-

COMMENTS:

«PO_name»

Parole and Probation Officer

OFFICE: «Responsible_Location»

TRI-COUNTY COMMUNITY CORRECTIONS

302 Scott St. – Po Box 404 – Moro, OR 97039
PH: 541-565-0520 FAX: 541-565-0525

24.8 IRT REQUEST

TRI-COUNTY COMMUNITY CORRECTIONS

302 Scott Street – PO Box 404 – Moro, OR 97039
Phone (541) 565-0520 Fax (541) 565-0525

INVESTIGATION REQUEST FOR TRANSFER

DATE: January 11, 2016

TO: County Community Corrections **PHONE:** **FAX:**

RE: «Last Name», «First Name» «Middle Name»

SID: «ID_Number» **FBI:** «FBI_Number» **DOB:** «Birthdate» **SSN:** «Social_Security_No»
OLN: «Drivers_License_No»
SEX: «Sex» **RACE:** «Race_Description» **HGT/WGT:** «Height»/ «Weight» **HAIR:**
«Hair_Color» **EYES:** «Eye_Color»

SUP. LEVEL: «Comm_Supervision_Lvl»

JUDGE(S): «Sentencing_Judges»
COUNTY(S): «Counties_of_Convictn»
CRIME(S): «Crimes_Offenses»
CASE NO(S): «Case_Docket_No»
SENTENCE: «Sent_Length»
BEGIN DATE: «Sent_Begin_Dates»
EXP. DATE(S): «Sent_Expi_Dates»
CASE TYPE(S): «Sentence_Type»

INSERT PHOTO
FROM FILE
IF AVAILABLE

CONDITIONS: ☐ Community Service Work- ☐ Financial Obligations- \$ ☐ Jail Days-
☐ Alcohol/Drug Package ☐ Sex Offender Package ☐ DV Package ☐
Mental Health ☐ Treatment- ☐ Other:

RESIDENCE: «Home_Address_Line_1_», - «Home_City», «Home_State» «Home_Zip_Code»
Home Phone: «Phone»
Lives with:

EMPLOYMENT:

CONFORMANCE:

Thank you for your prompt assistance.

«PO_name»
Parole/Probation Officer

PLEASE INVESTIGATE FOR TRANSFER TO YOUR BRANCH
RESPOND BY FAX OR BY E-MAIL TO: Tina.I.Potter@cc.doc.state.or.us

24.9 IRT RESPONSE LETTER

TRI-COUNTY COMMUNITY CORRECTIONS

302 Scott Street – PO Box 404 – Moro, OR 97039

Phone (541) 565-0520 Fax (541) 565-0525

RESPONSE TO INTER-COUNTY INVESTIGATION REQUEST FOR TRANSFER

DATE: January 11, 2016

TO: «PO_name», County Community Corrections
Fax:

FROM: JOHN FOLLIARD
Tri-County Parole/Probation (Gilliam, Sherman, Wheeler)

RE: «Last_Name», «First_Name» **SID:** «ID_Number»

() Investigation complete, case has been accepted for transfer. Please send all file material including police reports to:

Tri-County Community Corrections
PO Box 404
Moro, OR 97039

Release AS400 to ()GILL , ()SHER , ()WHEE . Our EPR modification should read:

ORI/.MBX/.MIS/PO JOHN FOLLIARD D 541-565-0520 E 541-384-2080.

=====

() Case has been rejected at this time, see below comments for details.

COMMENTS:

Thank you.

JOHN FOLLIARD
Parole/Probation Officer

24.10 COURTESY NOTIFICATION LETTER



Hope, Courage & Determination

MARION COUNTY SHERIFF'S OFFICE

Parole & Probation Division

4040 Aumsville Hwy SE, Salem OR, 97317

Telephone (503)588-8492 / Fax (503)540-8010

Notification of Corrections Client Living In Your County

Date: 11/16/10

PO: FRED FLINTSTONE
Caseload#: 8131

Client Information-

Offender: Bunny, Bug S.

Sid#: 0123456789

Offense(s): UN USE VEH, ELUDE POLI

Case Type: FPO, MPR

Address: 4040 Aumsville Hwy SE, Salem, OR 97317

Expiration: 10/17/2013, 03/02/2012,

An inter-regional transfer has not been submitted due to your county's policy of not accepting offenders convicted of this classification of offense, or due to a reciprocal agreement of transfer between our counties.

This is Marion County's notification that this offender is currently living in your county. After reviewing the offender's history, should you choose to supervise this case, please request a formal transfer investigation.

24.11 FIELD INVESTIGATIONS

Run LEDS

Create File or retrieve old file

Assign to Dave Sparks (7007) unless sex offender

Enter info on Excel spreadsheet "Parole Log"

Put due date on top 30 days from day received

Put on "release calendar" when their physical release date

Label (field investigation)

Give to PO

When we get it back from PO:

If it is Denied: scan the denied and shred all

Accepted: put in file cabinet under the month in which they will be released

24.12 ITR FRONT PAGE



**OREGON DEPARTMENT OF CORRECTIONS
DOUGLAS COUNTY COMMUNITY CORRECTIONS**

1036 SE Douglas Street, Room 206

Roseburg, Oregon 97470-3317

Phone (541) 957-8148 - FAX (541) 957-8149

Allen Boice, Director

Date: January 11, 2016

County: Fraggie Rock County

Attention: Records

RE: Flintstone, Fred

SID No: 1234567890

Please find attached:

☐ **NEW INTAKE**, which was sentenced in Douglas County however, the offender resides in your county.

☐ **ITR**, an existing case being transferred to you from Douglas County.

☐ The charge with conditions has been entered on the AS400. Police reports are/are not attached.

☐ The case has been released to your County; however, the caseload number was not modified.

☐ The EPR has been entered.

☐ The EPR has been modified to your ORI number. The MIS field was Modified to your PO's name and number, if provided. If this information was not provided, your counties name and number was entered. All important conditions were also listed (i.e., no alc, no drugs, no assn drugs, no contact, etc).

☐ All additional information (AKA, SOC, DOB) has been entered into EPR.

☐ Please admit this case to your office.

Please call our office if you have any questions. **KERRI HUMBERT 541-957-2083**

24.13 DOR LETTER TO CLIENT UPON CLOSURE

January 11, 2016
Fred Flintstone
123 Roseburg St
ROSEBURG, OR 97470

RE: PAST DUE FEES

Dear **Mr. FLINTSTONE**

You are no longer under Douglas County supervision. However, this is to advise you that the total due of **\$ 5000.00** has been sent to Department of Revenue for collection.

Supervision \$4000.00

Treatment \$ 500.00

Polygraph \$ 500.00

Urinalysis

Miscellaneous

You can either make a payment through this office or to the Department of Revenue at PO Box 14725, Salem, OR 97309. (With payment, send social security number for their reference).

If this account is not paid in full when you file your tax return, the Department of Revenue will garnish the amount from your refund.

Sincerely,

Office Specialist II

24.14

Douglas County Parole and Probation Adjustment Requests for Fee's

Date:

Offender Name

Sid#

Amount:

Date of Error:

CA CK MO BK BA

Type of fee: SUPV _____
 TX01 _____
 POLY _____
 WKCR _____
 TRAV _____
 DOR _____

Date of Correction:

Form completed by:

Deposit will be OVER UNDER

Reason for Adjustment:

If posted/adjusted incorrectly to wrong offender (complete below)

From offender: _____ To offender: _____

Amount _____

Reason:

Supervisor

Date

24.15

**DOUGLAS COUNTY SUPERVISORY AUTHORITY OF PAROLE/POST-PRISON
SUPERVISION**

ORDER TO CONTINUE/AMEND SUPERVISION CONDITIONS

FLINTSTONE, FRED

SID # 1234567890

OFFICE/CASELOAD: **DOUG/7013**

DCSA ACTION DATE: 2-17-10

PHYSICAL RELEASE DATE:

POST-PRISON SUPERVISIONEXP: 1-11-12

THE FOLLOWING IS AN AMENDMENT TO SUPERVISION CONDITIONS ORDERED
ON RELEASE:

The post-prison supervision expiration date is amended to reflect **6 days** of
inoperative time.

All previously imposed conditions of supervision remain in full force and effect.

I have read, or have had read to me, and fully understand and acknowledge the
amendment to the Order of Supervision Conditions, and the regulations, and restrictions
governing my supervision.

Director

Offender

Date

Witness

****ORDER TO CONTINUE/AMEND SUPERVISION CONDITIONS****

24.16

DOUGLAS COUNTY SUPERVISORY AUTHORITY

CERTIFICATE OF SUPERVISION EXPIRATION

TO ALL WHOM IT MAY CONCERN:

FRED FLINSTONE, SID # 1234567890, HAS COMPLETED THE PERIOD OF POST-PRISON SUPERVISION IMPOSED, AND IS EXPIRED FROM SUPERVISION EFFECTIVE THIS FEBRUARY 13, 2010

Allen Boice, Director
Douglas County Supervisory Authority

CERTIFICATE OF SUPERVISION EXPIRATION

24.17

LOCAL CONTROL WARRANT RECALL MEMO



DEPARTMENT OF CORRECTIONS
Douglas County Community Corrections
1036 SE Douglas Ave, Room 206
Roseburg, OR 97470

To: Douglas County Sheriff's Department

From: Allen H. Boice - Director

Subject: Warrant Recall RE: Fred Flintstone

Date: 3/9/09

Please recall warrant number: 01CR2345FE for Fred Flintstone. This is a Local Control Warrant, the offender showed up in the office voluntarily.

Thank you for your help.

Allen H. Boice, Director

24.18

PROBATION WARRANT RECALL MEMO



DEPARTMENT OF CORRECTIONS

Douglas County Community Corrections
1036 SE Douglas Ave, Room 206
Roseburg, OR 97470

To: Douglas County Circuit Court

From: Allen H. Boice - Director

Subject: Warrant Recall RE: Fred Flintstone

Date: 3/9/09

Please recall warrant number: 01CR2345FE for Fred Flintstone. This is a Probation Warrant, the offender showed up in the office voluntarily.

Thank you for your help.

Allen H. Boice, Director

24.19

FACSIMILE

To:

Office:

Fax:

Phone:

Pages:

Date:

Number of pages including this page:

() Original will not follow

() Original will follow by: MAIL

CONFIDENTIALITY NOTE: THE DOCUMENTS ACCOMPANYING THIS FACSIMILE TRANSMISSION CONTAIN INFORMATION BELONGING TO DOUGLAS COUNTY PAROLE AND PROBATION. THIS INFORMATION MAY BE CONFIDENTIAL AND/OR LEGALLY PRIVILEGED AND IS INTENDED ONLY FOR THE USE OF THE ADDRESSEE DESIGNATED ABOVE. **IF YOU ARE NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, DISTRIBUTION OR THE TAKING OF ANY ACTION IN RELIANCE ON THE CONTENTS OF THIS TELECOPIED INFORMATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS FACSIMILE IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE TO ARRANGE FOR THE RETURN OF THE ORIGINAL DOCUMENTS TO US.**

DEPARTMENT OF CORRECTIONS
DOUGLAS COUNTY
PAROLE AND PROBATION
1036 SE DOUGLAS STREET, ROOM 206
ROSEBURG, OR 97470
FAX: 541-957-8149
PH: 541-957-8148

24.20

AUTHORIZATION OF RELEASE OF INFORMATION

I, _____, AUTHORIZE THE RELEASE OF INFORMATION TO/FROM DOUGLAS COUNTY COMMUNITY CORRECTIONS AND THE FOLLOWING AGENCIES:

| Agencies | Client Initial | Agencies (Cont=d) | Client Initial |
|------------------------|-----------------------|---------------------------------|-----------------------|
| ADAPT | | Douglas County Mental Health | |
| Serenity Lane | | Services to Children & Families | |
| Confidence Clinic | | Crossroads | |
| Valley View Counseling | | David Robinson | |
| Other | | Drug Court Treatment | |

| Information Requested/ Released | Client Initial |
|--|-----------------------|
| Alcohol / Drug Assessment / Evaluation / Progress Reports / UA reports / Phone Contact / Counselor=s Discharge Summary | |
| Psychological Tests, Psychiatric Evaluations | |
| Medical Records | |
| Employment Information / Educational Records & Progress | |
| Financial | |
| Polygraph & Police Reports | |
| Other: | |
| Other: | |

THIS AUTHORIZATION IS IN EFFECT FROM _____ AND ENDS ON _____.

I authorize the release of any treatment information to the courts for purposes of violation or status hearings.

 Client Signature - ____/____/____ (Initial)
 Date
 D.O.B. _____

 Witness - ____/____/____
 Date

Note: The information received by Douglas County Community Corrections as a result of this authorization will be treated as confidential. Douglas County Community Corrections may, however, disclose this information for the purpose of the administration of its programs including disclosure in circuit or district court proceedings.

24.21

DOUGLAS COUNTY COMMUNITY CORRECTIONS

SOCIAL HISTORY QUESTIONNAIRE

PLEASE **PRINT** ALL INFORMATION COMPLETELY AND ACCURATELY TO THE BEST OF YOUR ABILITY.

NAME:

First _____ Middle _____ Last _____

DOB: _____ Age: _____ Place of birth: _____

SSI#: _____ Height _____ Weight _____ Race _____ Sex _____

Hair _____ Eyes _____

Home phone _____ Cell phone _____

Wk phone _____ Emergency contact _____

SCARS, MARKS, TATTOOS:

Description/Location (example tat r arm, sc l arm)

MARITAL HISTORY: (circle one)

Are you currently married Y N If yes, name of spouse _____

Do you have any children Y N How many? _____

Do you owe child support? Y N

Monthly Amount owed _____ Amount Behind _____

Who is it owed to _____?

Children's names _____

24.22



OREGON DEPARTMENT OF CORRECTIONS

DOUGLAS COUNTY COMMUNITY CORRECTIONS

1036 SE Douglas Street, Room 206

Roseburg, Oregon 97470-3317

Phone (541) 957-8148 - FAX (541) 957-8149

Allen Boice, Director

DOUGLAS COUNTY COMMUNITY CORRECTIONS
SOCIAL HISTORY QUESTIONNAIRE

PLEASE **PRINT** ALL INFORMATION COMPLETELY AND ACCURATELY TO THE BEST OF YOUR ABILITY.

NAME:

First _____ Middle _____ Last _____

DOB: _____

Address: _____

How long have you lived at this address? _____.

Who lives with you?

_____.

MARITAL HISTORY:

Are you currently married? **Y N** If Yes, Name of spouse

Do you owe child support **Y N** How much do you owe?

Children's names, ages and who do they live with:

Name: _____ Age: _____ Who they live with: _____ Address: _____

FAMILY HISTORY

Father's full name _____
 Address: _____ Phone _____
 Mother's full name _____
 Address: _____ Phone _____
 Name's of siblings:
 Name: Age: Who they live with: Address:

DRUG AND ALCOHOL HISTORY

Was your current offense alcohol related? **Y N** Drug related? **Y N**
 Have you undergone any alcohol treatment? **Y N** Drug Treatment? **Y N**
 If so, when, where, and did you successfully complete the program?
 _____.

Which drugs have you **EVER** tried? (check all that apply) Pot ____ Speed/Meth ____
 Cocaine ____ Hashish ____ LSD ____ Heroin ____ Mushrooms ____ Peyote ____ Alcohol ____
 Barbiturates or other "downers" ____ Other (please list) ____
 Drug(s) of choice when using? _____
 Method of Use: Injecting ____ Smoking ____ Snorting ____ Eating ____ Other ____
 Frequency of Use: (check all that apply)
 Seldom/never ____ Infrequent ____ Social ____ Daily ____ other ____
 Where do you Use: Parties ____ House ____ Alone ____ Vehicles ____ other ____
 When was the last time you used?
 _____.

Has your alcohol/drug use led to: (check all that apply)
 Job loss ____ Aggressiveness ____ Mental Problems ____ Medical Problems ____ Arrests ____
 Divorce ____ Other ____
 Friends you associate with that DO NOT use: _____, _____,
 _____.

EMPLOYMENT

Current/Last Employer: _____

Employer's address: _____

Employer's phone: _____ Job title _____

Wages _____ Shift hours _____ Hours per week _____

Dates of employment: From _____ To _____

Does current employer know you are on probation? **Y N**

What is your present or usual occupation?

_____?

TRANSPORTATION

Driver's License No. and State _____, _____. License status:
valid ___ Exp ___ Suspended ___ Revoked _____. Reason for revoke/suspend:

Other states that you have lived in: _____

Vehicle Make/Model: _____ Color _____ Year _____

License plate No. _____ State _____

Other vehicles used or available to you? _____

Do you have Insurance? **Y N**

Other vehicles used by members of your household?

I hereby certify that the statements in this document are, to be the best of my knowledge, truthful and accurate.

Signature

Date

24.23

RESIDENCE LOCATOR

NAME _____ PHONE /MESSAGE # _____

HOUSE ____ APARTMENT ____ TRAILER ____ OTHER ____

STREET ADDRESS: _____

APT/TRAILER # _____

MAILING ADDRESS/PO BOX _____

CITY _____ STATE _____ ZIP _____

FULL NAME OF ALL PERSONS THAT LIVE WITH YOU:

| <u>NAME:</u> | <u>RELATIONSHIP TO YOU</u> | <u>AGE</u> |
|--------------|----------------------------|------------|
|--------------|----------------------------|------------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

DOGS/OTHER CONCERNS: _____

IS THERE A STREET SIGN? **Y N** IS THE ADDRESS ON THE MAIL BOX? **Y N** IS IT ON THE RESIDENCE? **Y N** IS THERE A GATED ENTRANCE? **Y N**

DESCRIBE THE RESIDENCE:

MAP/DIRECTIONS TO THE RESIDENCE:

24.24

Travel Permit Information Request

Name _____ PO _____

When are you leaving?

When are you returning?

How long will you be gone?

What route are you taking to get there?

*Auto,
License plate
number _____

*Airlines, Bus, Train,
itinerary _____

How will you be traveling?

Who is going with you?

Address where you will be staying:

Are your Supervision Fees Paid?

Travel Permits cost \$5.00 and need to be paid at time of pick up.

24.25



DEPARTMENT OF CORRECTIONS
Douglas County Community Corrections
1036 SE Douglas Ave, Room 206
Roseburg, OR 97470

To: ROSEBURG POLICE DEPARTMENT

From:

Subject: REQUEST FOR POLICE REPORT

Date:

POLICE REPORT

NAME/DOB

OFFENSE

THANKS! ANY QUESTIONS, GIVE ME A CALL DIRECT AT 957-2083

KERRI HUMBERT

OUR FAX: 957-8149

STATE OF OREGON, Plaintiff)
)
) Case No. 01CR2345FE
)
)
) GENERAL JUDGMENT OF DISMISSAL
)
)
 FRED FLINTSTONE, Defendant)

Sentence Order dated *May 27, 2008* and WHEREAS, the State of Oregon Parole and Probation department has indicated by the attached and incorporated Closing Summary that the defendant has complied with said Order, and It appearing the District Attorney has no objections;

Dated this _____ Day of _____ 2010.

Date

- () No Objection
() Objection hearing requested

_____, District Attorney

Date _____

24.27

IN THE CIRCUIT COURT/DISTRICT COURT OF THE STATE OF OREGON FOR DOUGLAS COUNTY

| | | |
|----------------------|---|---------------------|
| THE STATE OF OREGON, |) | |
| |) | |
| Plaintiff, |) | DOCKET 01CR2345FE/6 |
| |) | |
| Vs |) | AFFIDAVIT |
| FLINTSTONE, FRED |) | |
| |) | |
| Defendant. |) | |

STATE OF OREGON) ss.
)

County of Douglas,

I, *Kermit D. Frog*, having been duly sworn, depose as follows:

I am a parole and probation officer with the Douglas County Oregon Department of Community Corrections. I am the above-named Defendant's assigned probation officer to this case.

I prepared a probation revocation report, attached hereto and incorporated herein.

Based on the facts set forth in that report, I have probable cause to believe that the Defendant has violated the conditions of his probation, and I request that the Court issue a Warrant for the arrest of the Defendant.

Probation Officer

Signed or Attested before me this _____ day of *January 16*

Notary Public for Oregon
My commission expires:

ORDER

It is so ordered.

Security Amount \$ _____

Date

Judge

24.28

WARRANT

DOUGLAS COUNTY COMMUNITY CORRECTIONS

1036 S.E. Douglas, Room 206

Roseburg, OR 97470

(541) 957-8148

DOUGLAS COUNTY)

Case No. 01CR2345FE/6

Plaintiff)

vs.)

WARRANT

(PAROLE/POST-PRISON WARRANT)

FLINTSTONE, FRED)

Defendant)

ADDRESS: 1234 ROSEBURG ROAD, ROSEBURG, OR 97470

CHARGES: DELIV METH

DOB: 5/28/85

SEX: F

SID #1234567890

HAIR: BRO

RACE: W

EYES BRO

DL: 1234567890

HEIGHT: 4'11"

WEIGHT: 110 LBS

TO ANY PEACE OFFICER OF DOUGLAS COUNTY OR THE STATE OF OREGON

GREETING:

It appearing to the Supervisory Authority that the above named defendant was convicted of the above mentioned charges and was placed on parole/post-prison supervision to: **03/08/09**

YOU ARE HEREBY COMMANDED to arrest the above named defendant forthwith and deliver him/her into the custody of the Jailer of this County.

The Supervisory Authority has received a motion for a warrant of the above named defendant alleging a violation of parole/post-prison for the above charge(s).

THIS IS A NO BAIL WARRANT

EFFECTIVE DATE: January 11, 2016

Mark Cadotte, Director

RETURN OF SERVICE

The undersigned peace officer hereby returns that he/she has executed the within Warrant arresting the above mentioned defendant.

Date

Deputy

24.29



OREGON DEPARTMENT OF CORRECTIONS
DOUGLAS COUNTY COMMUNITY CORRECTIONS

1036 SE Douglas Street, Room 206

Roseburg, Oregon 97470-3317

Phone (541) 957-8148 - FAX (541) 957-8149

Allen H. Boice, Director

FELONY WARRANT –SUPERVISORY AUTHORITY TRANSMITTAL

TO: Douglas County Sheriff's Office

DATE:

SID#

DEFENDANT:

DATE OF BIRTH:

WARRANT NUMBER:

ORIGINAL CASE:

DATE OF CRIME:

ORIGINAL CHARGE:

WILL EXTRADITE: OR/WA/ID/MT

24.30

LOCAL CONTROL PAROLE ORDERS**DOUGLAS COUNTY SUPERVISORY AUTHORITY OF POST-PRISON
SUPERVISION ORDER OF SUPERVISION CONDITIONS**

NAME : **FLINTSTONE, FRED** PHYSICAL RELEASE DATE: **11/10/08**
SID # : **1234567890** ACTIVE SUPV REVIEW DT :
OFFICE : **DOUG** PPS EXPIRATCASELOAD : **11/9/10**
CASELOAD: **7021** SUPV AUTH ACTION DATE : **11/10/0**

REPORT TO: **Douglas County Community Corrections, 1036 S.E. Douglas,
Roseburg, Oregon**

COUNTY(S) : DOUGLAS
CASE(S) : 01CR2345FE
OFFENSE(S) : UN USE WEAP
OFFENSE TYPE : SG
INCHOATE : N
PPS : 24M
REST./FINE : 0

FRED FLINTSTONE IS HEREBY RELEASED. Post-Prison Supervision will begin on release from physical custody. The Supervisory Authority may modify conditions at any time. You will be provided with a written copy of any amended conditions. If you violate any of these conditions you may be incarcerated or sanctioned in the community. You are subject to all General Conditions and to the following special conditions:

SC9: Offender shall not use intoxicating beverages.

SC10: Offender shall:

- (a) Submit to assessment and evaluation to develop a case plan for supervision and/or treatment;
- (b) If allowed to remain in the United States or within 24 hours or the next business day of return to the United States, report in person to the Douglas County Community Corrections Department

**** ORDER OF SUPERVISION CONDITIONS ****

24.31

**DOUGLAS COUNTY SUPERVISORY AUTHORITY OF POST-PRISON SUPERVISION
ORDER OF SUPERVISION CONDITIONS
CONTINUE/AMEND**

NAME: FLINTSTONE, FRED
SID #: 1234567890
OFFICE: DOUG
CASELOAD: 7018

ACTIVE SUPV REVIEW DT :1/7/12
PPS EXPIRATION DATE :1/7/12
SUPV AUTH ACTION DATE :12/29/09

REPORT TO: **Douglas County Community Corrections, 1036 S.E. Douglas,
Roseburg, Oregon**

| | | | |
|------------|---------------|--------------|--------------|
| COUNTY(S) | :DOUG | DOUG | DOUG |
| CASE(S) | :01CR2345FE/6 | 01CR2345FE/6 | 01CR2345FE/6 |
| OFFENSE(S) | CHILD SEX1 | CHILD SEX2 | CHILD SEX2 |
| EXP DATE | :1/7/12 | 1/7/11 | 1/7/11 |
| PPS | 36M | 24M | 24M |
| REST/FINE: | | | |

The Supervisory Authority's decision is to continue supervision effective: 12/29/09.

Active supervision has been continued to the longest expiration date. Placement on inactive supervision prior to expiration is at the discretion of the Parole Officer.

I have read, or have had read to me, and fully understand and acknowledge the amendment(s) to the Order of Supervision Conditions, and the regulations and restrictions governing my supervision. If applicable the post-prison supervision expiration date has been adjusted to reflect abscond time.

After exhausting the local administrative review process, you may seek Administrative Review of this order by submitting a written request to the chairperson within 45 days from the mailing date of this order. (OAR 255-88-005-015). You may obtain judicial review of this order by filing a petition for review in the Court of Appeals, State of Oregon Supreme Building, Salem, OR 97310, within 60 days of the administrative review response. Judicial Review is pursuant to the provisions of ORS 144.355 and ORS 183.482(8).

Supervisory Authority/Designee

Offender

Date

24.32 SIS/PRISM Form

Oregon Department of Corrections Oregon Workforce System Release Form

Name: _____ Date: _____

SID #: _____ Social Security #: _____

Oregon law (ORS 329.965) permits the Oregon Department of Corrections to ask that you voluntarily provide your social security number to the Department as an identification number in maintaining information and records for use in the state interagency workforce information system. The System gathers workforce-related information for research purposes to assist state and local agencies in planning education and training services. The System will not release personal information such as names and social security numbers to entities outside of Oregon workforce agencies.

You can choose not to let the Department use your social security number in Oregon's workforce information system. If you provide your social security number and consent to its use in this system, it will be used only for the purposes stated above.

If you choose not to permit the Department to use your social security number, you will not be denied any right, benefit, or privilege provided by law, or otherwise affect your ability to obtain services from the Department of Corrections.

I hereby consent to disclose my social security number and related records to the Oregon Department of Corrections for use as described above.

Inmate Signature

Date

CD1421(7-03)

OPS CHAPTER 25 – Reference manuals and resource information

25.1 LIST OF OTHER REFERENCE MANUALS

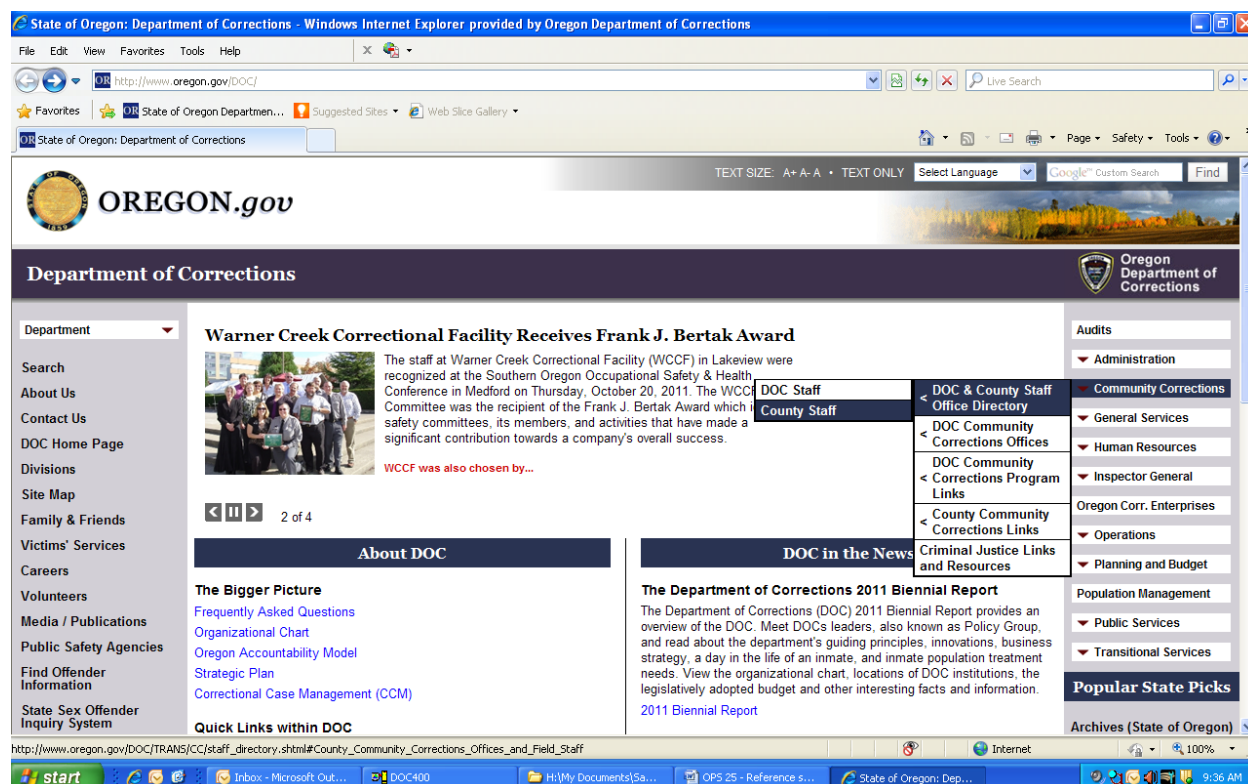
1. FAST Manual – Lee and Judy
 - CIS Reports Manual
 - CMIS Reports Manual
 - Inmate Incarceration Plan for Community Corrections
 - Morrissey Hearing Automation Manual
 - Release Planning Process
 - Sanction Movement Tracking
 - Structured Sanctions Automation Manual
 - Supervisor Review for Structured Sanctions
 - Supervisor Review for Warrants
 - W/W Treatment Programs
 - Warrants Automation Manual
2. CIS/ISIS/DOC400 User Guide
 - http://www.oregon.gov/doc/CC/docs/pdf/cis_isis_users_guide.pdf
 - These are just a few of what is available in this user guide:
 - How to use this guide
 - Use the menu bar to move to other parts of CIS/ISIS
 - Get help, use create or change modes, or the audit stamp
 - Use W/W caseload option <2> to enter chronos
 - To edit chrono history, append, delete or modify chronos
 - Enter addresses
 - Enter aliases, monikers, or view institution programs
 - To access another officers caseload within your own office
 - To add/remove secondary offenders from a caseload
 - Subset caseload or treatment program
 - To locate any offender using the all names window
 - Add offender note
 - Option 23/24 merge documents to write reports
 - Structured sanction/Morrissey package
 - Structured sanctions and movement history
 - Release planning W/W release plans to complete a field investigation
3. CIS/DOC400 Menu Navigation Guide
 - http://www.oregon.gov/doc/CC/docs/pdf/cis_menu_navigation.pdf
4. CIS/DOC400 Reports Manual
 - http://www.oregon.gov/doc/CC/docs/pdf/cis_reports_manual.pdf
5. County Misdemeanor Acceptance
 - <http://www.oregon.gov/doc/CC/docs/pdf/Quick%20Reference%20Misd%20acceptance.pdf>

6. FAUG – Manual – FAUG
http://www.oregon.gov/doc/CC/docs/pdf/field_automation_users_group_final.pdf
 - FAUG Charter – Purpose, Overview, Authority, Role & Responsibilities
 - Maintains/Creates Templates – Pre Office 2003
 - DOCSUM Codes
 - FAUG Treatment Module Authorities
 - Return SRF to PEND Status
 - Community Corrections Service Request Process
 - LS/CMI Authorities
 - Resources
-
7. SUPERVISION FEE MANUAL – FSN
<http://www.oregon.gov/doc/CC/docs/pdf/2017%20Fee%20Manual.pdf>
8. Fees by County
http://www.oregon.gov/doc/CC/docs/pdf/fees_by_county.pdf
9. Felony Diversion Chart
<http://www.oregon.gov/doc/CC/docs/Felony%20Diverson%20Chart.pdf>
10. Local Supervisory Authority Procedure Manual
http://www.oregon.gov/doc/CC/docs/pdf/local_supervisory_authority_procedures_manual.pdf
11. LEDS/NCIC Manual
www.oregon.gov/osp/cjis
12. eCourt On-Line Instruction Manual
<http://courts.oregon.gov/ojd/onlineservices/ojin/pages/index.aspx>
13. Misc. reference materials –
 - a) County Guidelines for misdemeanor transfer
<http://www.oregon.gov/doc/CC/docs/pdf/Quick%20Reference%20Misd%20acceptance.pdf>
 - b) OAR for Interagency regional transfer (IRT) County Transfers
http://www.oregon.gov/doc/CC/docs/pdf/oar_for_irt.pdf
 - c) SOSN – Polygraph Module Instructions
 - d) How to use the tutorials
 - e) Sexually Violent Dangerous Offender – ORS 144.635 – 144.637

25.2 WEBSITE DIRECTIONS

To get to the Community Corrections Directory and General Information Pages, first go to the DOC website. <http://www.oregon.gov/doc/Pages/index.aspx>

Click on Comm. Corrections on the right column, Click on DOC & County staff office directory, Click on County Staff then hit enter and it will take you to the next page.

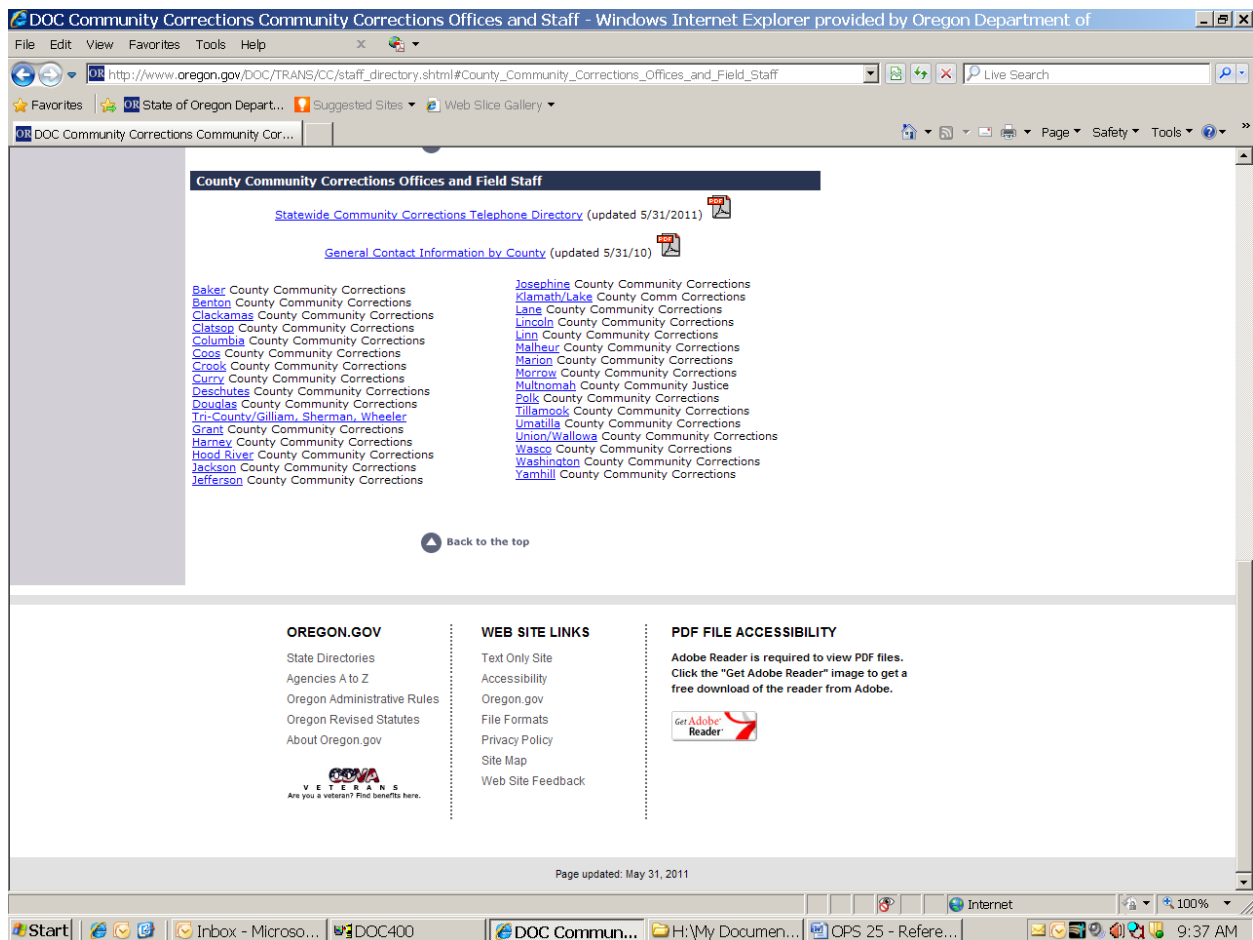


You made it.

Here is the Statewide Community Corrections Directory and the General Contact Information Pages.

To get to the General Information pages

<http://www.oregon.gov/doc/CC/docs/pdf/General%20Information%20Pages%2005-05-17.pdf>



25.3 POLYGRAPH MODULE INSTRUCTIONS

The new Polygraph Module is available from within your Work With Offenders Summary screen as option #33.

| | | |
|----------|--|----------|
| CMS203I | Corrections Information Systems (TEST) | 9:53:32 |
| MCCARTHY | Work with Offenders Summary | 11/17/11 |

Caseload number . . . 6519 EVENSON,LARRY
Position to . . .

Enter option...

| | | | |
|---------------------|------------------|-----------------|---------------------|
| 23=E-Mail DOCSUM WP | 24=E-mail DOCSUM | 30=Static 99 | 32=ODARA |
| 26=Revenue report | 25=Audit report | 31=Stable/Acute | 33=Polygraph |

| Opt | Offender Name | SID# | Expir Date | Cls | Reass Due | Status | P/S | DNA |
|-------|--------------------|---------|------------|-----|------------|--------|-----|-----|
| TEST, | OFFENDER 1 | 1234567 | 4/11/2012 | MED | 11/16/2011 | PR | P | |
| TEST, | OFFENDER LEROY | 1234567 | 12/14/2012 | MED | 2/10/2012 | PR | P | |
| TEST, | OFFENDER DALE | 1234567 | 2/23/2013 | MED | 3/02/2012 | PR | P | |
| TEST, | SUSAN LOUISE | 1234567 | 4/05/2012 | HI | 4/04/2012 | PR | P | |
| TEST, | KENNETH WILLIAM Jr | 1234567 | 8/21/2012 | LOW | 10/21/2011 | LC | P | |

Bottom

| | | | | | |
|------------|------------|------------|-----------------|------------------|--------------|
| F3=Exit | F4=Prompt | F5=Refresh | F6=Add offender | F10=Print | F11=Menu bar |
| F12=Cancel | F13=Repeat | F17=Subset | F19=Summary | F23=More options | |

Or you can get to it from your Edit Offender Data screen by using the menu bar, F11-4-W, W/W Offender Polygraphs.

| | | | | | |
|---|-------------|------------|--------------|--------------|---------------|
| 4 | Active_Jobs | WS_Options | Process_Step | Info_Windows | Cis_Web_Serve |
|---|-------------|------------|--------------|--------------|---------------|

| | | | | | |
|-----------------------------|---------------------|----------------|---------------------|--------------------------------------|---|
| 6519 | EVENSON, | : | Information Windows | : | |
| SID#: | 1234567 | TEST, Offender | : | S Scars, Marks and Tattoos | : |
| Status: | Probation | MED | : | P : R Relationships - by Inmate | : |
| 788 FAIRFIELD AVE | | | : | L : B Other Numbers | : |
| EUGENE, OR 97402 | | | : | L : Y W/W Offender Designators | : |
| HmPh: 541)689-1584 | WrkPh: 541)914-4122 | | : | L : O W/W Caseload Hist &Chg Primary | : |
| JAIL UNAS | | | : | L : H W/W Structured Sanctions | : |
| ASSIGNED TO TREATMENT | | | : | E : W W/W Offender Polygraphs | : |
| | | | : | N : A W/W Offender Risk Assessments | : |
| DNA Collection not Required | | TCU Scor | : | J W/W Offender Stable/Acute | : |
| Date Time Place | | Person | : | Z W/W STATIC-99 Assessment | : |
| 11/17/2011 | O | X | : | More... | : |

More...

| | | | |
|----------------|---------------------|--------------|-----------------------------|
| F3=Exit | F4=Prompt/PhoneHist | F5=Refresh | F7=Browse backward |
| F8=Browse frwd | F10=Print | F11=Menu bar | F19=Edit text F24=More keys |

Use F6= Create to create a new polygraph.

```

ODA220I          Corrections Information Systems (TEST)          10:06:38
MCCARTHY                W/W Polygraph History                    11/17/11

Offender..... 1234567 TEST, Offender
Current status.. Probation          LANE Lane Co. Sheriff's Office-Paro
                                   Position to Date. . .

Enter option...
  2=Change      4=Delete      5=Display      8=Notes
 10=Print      A=Audit stamp

Opt   Test date   Type   Result   First note line
      No records found


F3=Exit      F4=Prompt      F5=Refresh      F6=Create      F11=Menu bar
F10=Print Log  F12=Cancel      F13=Repeat

```

The following data entry screen will appear. Enter the information and press <Enter> to save.

```

ODA221I          Corrections Information Systems (TEST)          10:10:02
MCCARTHY          Maintain Polygraph Data                        11/17/11

                                CREATE

Offender..... 1234567 TEST, Offender M

Current status.. Probation          LANE Lane Co. Sheriff's Office-Paro

Test date. . . . . 11/17/2011

Test type. . . . .

Test result. . . . . F4to access table

Notes. . . . . N          F8 to add/change

F3=Exit          F4=Prompt          F5=Refresh
F11=Menu bar     F12=Cancel

```

- The Test Date field automatically fills with Today's Date, however can be changed if the test date is prior to today's date.
- Test Type consists of :
 1. FD = Full Disclosure
 2. M = Maintenance
 3. SI = Specific Issue
- Test Results consists of:
 1. DECP = Deceptive
 2. INCL = Inconclusive
 3. OTHR = Other
 4. TRU = Truthful
- Offender Notes are able to be entered by using F8=Notes.

| | | |
|--|--|----------|
| ODA221I | Corrections Information Systems (TEST) | 10:12:43 |
| MCCARTHY | Maintain Polygraph Data | 11/17/11 |
| | CREATE | |
| Offender..... 1234567 Test, Offender M | | |
| Current status.. Probation LANE Lane Co. Sheriff's Office-Paro | | |
| Test date. 11/17/2011 | | |
| Test type. FD Full Disclosure | | |
| Test result. DECP | | |
| Notes. N Will change to Y when note is entered | | |
| F8 to add/change | | |
| F3=Exit F4=Prompt F5=Refresh | | |
| F11=Menu bar F12=Cancel | | |
| Record Added | | |

The finished polygraph will display on the main W/W Polygraph History screen.

Options are then:

- 2=Change within the first 7 days. After 7 days a Super User will be required.
- 4=Delete within the first 7 days. After 7 days a Super User will be required.
- 5=Display to view the detail screen.
- 8=Notes to view the entire note (the history screen will display the first line of the note only).
- 10=Print to print the individual test plus the notes.

- A=Audit Stamp to view the UserID of the last person to make changes in the record.
- F10=Print Log to print all tests plus notes.

| | | |
|--|--|-----------------------------|
| ODA220I | Corrections Information Systems (TEST) | 10:15:47 |
| MCCARTHY | W/W Polygraph History | 11/17/11 |
| Offender..... 1234567 TEST, Offender M | | |
| Current status.. Probation LANE Lane Co. Sheriff's Office-Paro | | |
| Position to Date. . . | | |
| Enter option... | | |
| 2=Change | 4=Delete | 5=Display |
| 10=Print | A=Audit stamp | 8=Notes |
| Opt | Test date | Type Result First note line |
| | 11/17/2011 | FD DECP this is a test. |
| Bottom | | |
| F3=Exit | F4=Prompt | F5=Refresh |
| F10=Print Log | F12=Cancel | F13=Repeat |
| F6=Create | F11=Menu bar | |

The Polygraph Module will chrono when <Enter> is pressed:

| | | |
|---|--|-----------------|
| CMS208I | Corrections Information Systems (TEST) | 10:18:19 |
| MCCARTHY | Offender Chrono History | 11/17/11 |
| 6519 EVENSON,LARRY | | |
| Offender 1234567 | Test, Offender M | Page Roll |
| Control Find | ACRS Score..: | |
| 11/17/2011 Office No Contact | | |
| POLYGRAPH record added: Test date: 11/17/2011 Type: FD Result: DECP | | |
| this is a test. | | |
| COMM MCCARTHY | | 11/17/2011 |
| Bottom | | |
| F4=Prompt | F5=Refresh | F10=Print |
| F14=Find options | F16=Find | F20=Modify |
| F11=Menu bar | F12=Cancel | F13=Roll change |
| F21=Append | F22=Delete | |

25.4 MISC. REFERENCE MATERIALS

HOW TO USE THE TUTORIALS

From your Main Menu, on the 'selection' line type MENUCCTRAIN, press enter. This will take you to the Computer Based Tutorial Main Menu screen.

At this screen, on the 'selection' line, type the number of the desired tutorial you want to view, press enter. This will take you to the beginning of the desired tutorial.

From here you can read the storyline of the tutorial by using the page down key until you come to the end. At the end you will press enter to continue so you can view the tutorial. The playback of the tutorial can be controlled using the following keys:

F3=Stop F5=Play F6=Pause F7=Rewind

F8=Fast Forward F10=Display This Page Enter=To Go To Next Page

If you use the F3=Stop key you will get a message asking if you would like to place a bookmark before exiting. Placing a bookmark will allow you to return to the tutorial and start in the same exact spot that you left off so you don't have to view something you already viewed.

If you don't want to place a bookmark, type 'N' on the desired line, press enter. This will take you back to the computer based tutorial main menu screen. You can either select another tutorial to view or you can press F12 to exit back to your Main Menu.

NOTE: If you use the F7=Rewind to go back a screen or two, you will need to F6 to Pause or F3 to Stop the rewind function at the desired screen. Then you will need to press F5=Play to start the tutorial moving again.

Sexually Violent Dangerous Offender

ORS 144.635 – 144.637

144.635 Intensive supervision; duration. (1) As used in this section and ORS 144.637:

(a) "History of sexual assault" means that a person has engaged in unlawful sexual conduct that:

(A) Is not related to the crime for which the person is currently on parole or post-prison supervision; and

(B) Seriously endangered the life or safety of another person or involved a victim under 12 years of age.

(b) "Sexually violent dangerous offender" means a person who has psychopathic personality features, sexually deviant arousal patterns or interests and a history of sexual assault, and who the State Board of Parole and Post-Prison Supervision or local supervisory authority finds presents a substantial probability of committing an offense listed in subsection (3) of this section.

(2) When a person is released from custody after serving a sentence of incarceration as a result of conviction for an offense listed in subsection (3) of this section, the board or local supervisory authority shall subject the person to intensive supervision for the full period of the person's parole or post-prison supervision if:

(a) The person was 18 years of age or older at the time the person committed the offense; and

(b) The board or local supervisory authority finds that the person is a sexually violent dangerous offender.

(3) The crimes to which subsection (2) of this section applies are:

(a) Rape in the first degree and sodomy in the first degree if the victim was:

(A) Subjected to forcible compulsion by the person;

(B) Under 12 years of age; or

(C) Incapable of consent by reason of mental defect, mental incapacitation or physical helplessness;

(b) Unlawful sexual penetration in the first degree; and

(c) An attempt to commit a crime listed in paragraph (a) or (b) of this subsection. [1999 c.924 §1]

Note: 144.635, 144.637 and 144.639 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapter 144 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

144.637 Rulemaking. The Department of Corrections and the State Board of Parole and Post-Prison Supervision, in consultation with local supervisory authorities, shall jointly adopt rules establishing:

(1) Procedures for identifying sexually violent dangerous offenders; and

(2) Methods of intensive supervision for sexually violent dangerous offenders. [1999 c.924 §2]

Note: See note under 144.635.

OPS CHAPTER 26 – Glossary and Terminology

26.1 GLOSSARY

A

A&D: Alcohol and Drug Treatment.

AA: Alcoholics Anonymous.

ABSCOND: Offender left without permission of supervising officer; whereabouts unknown.

ACRS: Automated Criminal Risk Score.

ACTION PLAN: A plan (directive) the supervising officer expects offender to accomplish; a legal document that can be used in Court; offender is given a copy; a copy goes in the file. Also called a Change Contract.

ACTIVE SUPERVISION REVIEW DATE: A review date based on crime severity, good days, and guideline category. Applies to sentencing guidelines cases under the supervision of the Board of Parole & Post Prison Supervision.

AD SEG: Administrative Segregation.

ADA: Americans Disability Act.

ADDENDUM: Additional information submitted to the Court on a report that was submitted earlier.

ADJUDICATION: A judicial decision or sentence.

AFAMIS: Accounting Financial Automated Management Information System. A program in AS/400 for ordering equipment and supplies for state offices.

AFFIDAVIT: A notarized document submitted to the Court with a Revocation Recommendation or Special Report of Violation that affirms the information in the report is true.

AIP: Alternative Incarceration Program.

AKA: Also known as; not true name.

AM: Administrative Message. A miscellaneous message being sent via LEDS.

AMENDED SENTENCE ORDER: A Court order that changes the original sentence order. Can also add or delete former conditions of the original sentence order.

ANTABUSE: A chemical/medication that makes a person ill if they consume alcohol.

ARRAIGN: Arraignment of a defendant consists of calling upon him by name, and reading to him the indictment, and demanding of him whether he be guilty or not guilty, and entering his plea.

ARRAIGNMENT: First appearance in Court, time defendant is formally charged with offense.

ARREST WARRANT: 1) A document granting authority to any agency authorized to arrest, detain, and hold a DOC escapee or Board of Parole and Post-Prison Supervision absconder in custody until arrangements can be made to return individual to the custody of the DOC. 2) A written Court Order issued and signed by the Court commanding a peace officer or other specified person to arrest an individual who is accused of an offense, or who has absconded supervision while on probation.

AS/400: (Application Systems/400) An IBM Mini-Computer that allows many users to access the computer at the same time from a terminal or PC. Also referred to as: ISIS, DOC/400, CIS.

AUTO REVOKE: An administrative process that occurs when a defendant violates parole/post-prison supervision as a result of a conviction of a new crime and the court orders a prison term.

B

BAF: Board Action Form (issued by Board of Parole and Post-Prison Supervision and/or Local Supervisory Authority).

BALLOT MEASURE 10 CASES: Crimes committed after December 4, 1986 but before November 1, 1989. Parolees cannot be discharged until they have served three years inactive supervision after serving the Board ordered formal supervision period. (See ["INACTIVE PAROLE"](#).) (Also refer to the section in the manual that discusses Ballot Measure 10 cases.)

BCT: Behavioral Cognitive Therapy.

BENCH PROBATION: Probation to the Court, not formal probation.

BENCH WARRANT: A warrant issued by the Court for a person's arrest.

BLOCK NUMBERS: A temporary 8-digit ID number assigned by AS/400 when a new offender is admitted and they have not been assigned a State Identification Number (SID). You cannot enter an EPR until you have a SID number.

BPPPS: Board of Parole & Post-Prison Supervision, (Also known as 'The Board').

BREATHALYZER: A test of breath for alcohol consumption. Breathalyzer uses a glass ampule for testing with a calibrated dial; the digital type test is an intoxilyzer.

C

CAR: Compact Action Request.

CASELOAD: A county's or parole/probation officer's caseload consists of the offenders under supervision who are felony or misdemeanor offenders; can be probationers, parolees, post-prison, or interstate compact offenders, or a combination.

CASE PLAN: Goals set by supervising officer and the offender to establish long-range planning, signed by offender and supervising officer; copy to offender and copy to file.

CC: An abbreviation used for concurrent sentences and/or community corrections.

CCCF: Coffee Creek Correctional Facility.

CCH: Computerized Criminal History; offender records obtained from LEDS, NCIC, and FBI.

CENTRAL RECORDS: Part of OISC (Offender Information and Sentence Computation). Depository for the Official File Material on all felony offenders. Responsible for records archiving, sealing, and expunging of records. The purpose of Central Records is to maintain, in accordance to statutes and administrative rules, the official file documents pertaining to offenders committed to the supervision of the DOC, individuals and agencies in the use of records for research and evaluation.

CHRONOS: Electronic chronology of supervision of offender. These are traditionally kept in section 3 of files. A User ID Stamp with date, time, and user level is automatically generated. Handwritten versions may be found in old files.

CI: Confidential Informant.

CIS: Corrections Information System. Computer System with information about offenders in prison and on probation, parole, and post-prison supervision.
(See "AS/400".)

CJIS: Criminal Justice Information Services.

CLASSIFICATION: The process of evaluating the supervision level needed for each offender being supervised in the field.

CLOSED CASE: A case that is closed to all supervision, regardless of reason. This does not include abscond (case is suspended, in limbo), or transfer cases (supervision changed to another location).

CLOSING SUMMARY AND NOTIFICATION OF SUMMARY REPORT: Form used when file is permanently closed to Discharge status and official file material is sent to Central Records.

CLOSING SUMMARY REPORT: A report to the Court, Parole Board, or Interstate Compact requesting closure of case.

CMI: Case Management for Institution.

CMIS: Corrections Management Information System.

CO: Correctional Officer.

COGNITIVE SKILLS: Skills used to identify irrational and inappropriate thoughts in order to pursue rational thinking and appropriate behavior.

COLLATERAL CONTACT: Contact with anyone other than the offender who can provide information relevant to the supervision of the case.

COMMUNITY CORRECTIONS (CC): System of supervision for people living in the community who are on probation, parole, or post-prison supervision. By using classification tools, treatment and support programs, community corrections professionals help preserve public safety while helping offenders make the transition to useful citizenship.

COMMUNITY SERVICE: Programs to which offenders may be court-ordered or sanctioned by a PO to be assigned to work for government or private non-profit agencies.

COMMUNITY SERVICE WORK: Hours of work to be performed in the community as part of sentence. Can be in lieu of fine, attorney fees, or victim's assessment (not restitution) imposed by the Court, if ordered as such.

COMMUNITY SUPERVISION: Supervision provided by community corrections agencies for offenders on probation, parole or post-prison supervision.

COMMUNITY WORK CREWS: Crews composed of offenders working in a group to provide community service. Crews typically clear trails, maintain parks, paint buildings,

collect litter or perform other types of manual labor. May be ordered as a condition of probation and/or used as a structured sanction imposed by a PO.

COMPACT: (Also called Interstate Compact) This unit is responsible for all Oregon offenders being supervised in other states and other state's offenders being supervised in Oregon.

COMPENSATORY DAMAGES: A sum of money awarded by a court to indemnify a person for the particular loss, detriment, or injury suffered as a result of the unlawful conduct of another.

CONCURRENT SENTENCE: A sentence running for same period of time as another sentence. Can be same or different docket number.

CONDITIONAL DISCHARGE: A form of deferred adjudication in which the sentence is served with probationary conditions attached, under which the full penalty may be reinstated upon a violation of the terms of probation during the stated probationary period.

CONDITIONAL RELEASE: A defendant is granted release subject to performance of certain conditions required by the Court.

CONDITIONS OF PAROLE/POST-PRISON SUPERVISION: Conditions that a supervised offender must abide by that have been set forth by the Board of Parole or Local Supervisory Authority. A Parole/Post-Prison Supervision order may contain special as well as general conditions.

CONDITIONS OF PROBATION: Conditions set forth by the Court that probationers must abide by. Conditions of Probation (sometimes called Conditions of Supervision) generally include Special as well as General Conditions.

CONTROLLED SUBSTANCES: Drugs or narcotics that are controlled by the Federal Government. These are listed as Schedule I, II, III, IV, or V controlled substances.

CONSECUTIVE SENTENCE: Sentence that runs after completion of another sentence. Court order must state consecutive.

CORRECTIONAL FACILITY: 1) A place used for confinement of person charged with and convicted of a felony crime (an institution) 2) A place used for Court-ordered confinement of a person convicted of a felony or misdemeanor a county jail.

COUNTS: The separate alleged crimes, known as "counts", relating to a single docket number. (Ex. Docket: 10C12345/01 POS Meth, 10C12345/02 Delivery Meth, etc)

COURTESY SUPERVISION: Supervision of an offender as a courtesy to another county, but not having actual legal authority to supervise the offender. Generally done

when offender is temporarily residing in another county and will be returning or when offender's case is soon to expire.

COURT ORDER: A legal document ordered by the Judge. Most common are sentence orders that sentence an offender for a crime of which he/she has been convicted. An Order may modify or change the original order, or order a Presentence Investigation.

COURT PROBATION: See "BENCH PROBATION".

COURTS: Various Courts in the State of Oregon are as follows:

CIRCUIT COURT: Circuit Courts are state trial courts of general jurisdiction which sentence both felony and misdemeanor crimes, and in civil cases over \$10,000, in both adult and juvenile cases. They have adoption and juvenile jurisdiction in all counties except Cook, Gilliam, Harney, Jefferson, Morrow, Sherman, and Wheeler, where the county court exercises juvenile jurisdiction except for Termination of parental rights proceedings, over which the circuit court has exclusive jurisdiction. The circuit court also exercises jurisdiction in probate, guardianship and conservatorship cases in most counties. Judges are elected for six-year terms.

COURT OF APPEALS: The Court of Appeals is a court made up of 10 Judges. It has jurisdiction over civil and criminal appeal cases (except death penalty cases), appeals from the Tax Court, and for review of most state administrative agency actions.

DISTRICT COURT: District Courts are trial courts with jurisdiction over civil cases limited to \$10,000, and to misdemeanor criminal cases, including traffic offenses, where conviction is punishable by a fine of up to \$3,000, imprisonment of one year or less, or both. District Courts may conduct preliminary hearings in felony matters, but may not try cases involving title to real property. District Courts have small claims departments, which have jurisdiction over the recovery of money or damages where the amount claimed does not exceed \$2,500. District Court Judges are elected for six-year terms.

JUSTICE COURT: The Justice Court has civil jurisdiction where the amount does not exceed \$2,500, except in actions involving title to real property, false imprisonment, libel, slander, malicious prosecution, criminal conversation, seduction or upon a promise to marry. Justice Courts have small claims department where actions for recovery do not exceed \$1,500. Justice Court has criminal jurisdiction in all misdemeanor crimes punishable by imprisonment for no more than one year. They also have jurisdiction over traffic and other violations. Justice Court is held by a justice of the peace within the district for which he/she is elected.

MUNICIPAL COURT: Municipal Courts have jurisdiction over violations of city ordinances and criminal cases occurring within the city limits or on city owned or controlled property. The types of cases are criminal misdemeanors, criminal traffic crimes where maximum penalty does not exceed a \$2,500 fine or one year in jail, or both; other minor traffic infractions; certain minor liquor and drug violations; parking violations; and municipal code violations such as animal and fire violations. Municipal Judges can perform weddings within their jurisdictions. Municipal courts are controlled by State statute and similar in procedure to District Courts, particularly to the introduction of evidence and the conduct of jury trials. Some cases can be removed on motion to District Court. Appeals from Municipal Court are to District Court. Judges are appointed by City Council; although in some counties they are elected.

OREGON SUPREME COURT: Composed of seven elected Judges who serve six-year terms who must be U.S. citizens and members of the Oregon Bar Association, and must have resided in Oregon for at least three years. It is primarily a Court of review; that is, reviews the decisions of the Court of Appeals in selected cases. It also decides which cases to review, selecting those with significant legal issues which call for interpretation of the laws which affect many citizens. The Court may affirm, reverse, or modify a decision of the Court of Appeals. This Court also has responsibility for admitting attorneys to practice in Oregon, and for the discipline of attorneys or Judges. The Chief Justice of the Oregon Supreme Court is elected from among the seven elected Judges. The Chief Justice Judge also assigns Judges to serve temporarily in Circuit Court when necessary.

TAX COURT: Has exclusive jurisdiction over all questions of law or fact under the state laws regarding income, inheritance, real property, personal property, timber taxes, cigarette taxes and local budget law. The Court has two divisions 1) Regular 2) Small claims. All trials are before a Judge, no jury. Appeal from this court is directly to the Oregon Supreme Court. In small claims, the courts decision is final. The Judge is elected to a six-year term.

CRCI: Columbia River Correctional Institution.

CRIMINAL CODE: The portion of the Oregon Revised Statutes that pertains to crimes and punishment.

CRIMINAL JUSTICE SYSTEM: System by which society identifies, accuses, convicts, and punishes offenders who have broken rules of society as expressed by the law.

CRIME SEVERITY: Value given to a specific crime category based on severity of offense.

CS: An abbreviation used for community service and/or consecutive sentences.

CTP: Correctional Treatment Program.

CTS: Credit for time served during incarceration.

CUSTODY: The detainer of a man's person by virtue of lawful process or authority.

CUSTODY UNITS: A sanction that is used by the Court or supervising agency. Oregon law states a jail sentence is an alternative to a probation violation or post-prison violation or in part, determined when the offender is convicted. A two-dimensional grid system uses the seriousness of a crime and the criminal history of the offender at the time of sentencing. Following conviction, the Court can reserve custody units that can be used during period of probation. Each unit equals one day of jail or confinement in a release program. Sixteen hours of community service equals one custody unit.

D

DANGEROUS OFFENDER: This is a classification to require an extended period of incarceration to protect the public. It is determined by a sentencing judge following a psychological examination that shows a severe personality disorder suggesting a tendency toward crimes that seriously endanger others. Subject to a 30-year indeterminate sentence, the dangerous offender must serve up to twice the presumptive guidelines sentence before becoming eligible for release to post-prison supervision.

DAY REPORTING: Requires an offender to report to a central location every day. There, he/she files a written daily schedule showing how each hour of the day will be spent – at work, in treatment, in school, etc. A case manager spot checks to see whether the offender is where they are supposed to be. The offender must obey a curfew, perform community service, and submit to random drug testing. Day reporting is often program-intensive, offering such services as alcohol and drug group therapy, employment readiness, and job training.

DEPARTURE: There are two kinds of departures in Sentencing Guidelines; dispositional and durational. Both departures can be the result of aggravating and/or mitigating factors triggered by the criminal history or crime severity. The dispositional departure means the sentence imposed was probation or prison when the presumptive sentence was contrary. The durational departure means the sentence imposed was inconsistent with the presumptive sentence as to the term imposed, either the time of incarceration, the term of post-prison supervision, the length of probation or the number of custody units ordered.

DEPORTATION: Process of removal of a Non-US citizen and is under the control of the Department of Immigration & Naturalization Services (INS).

DETAINER: A document that is presented to the jail giving them authority to hold someone in custody. These can be placed by parole and probation officers or the Parole Board to authorize detention to the jail. A legal request from a jurisdiction that a person be held in custody until transfer to another jurisdiction for criminal proceedings.

DHS: Department of Human Services.

DISCHARGE OF PAROLE: When an offender is released from the institution, he/she is put on parole for a specific period of time. At the end of the required time, he/she is discharged from parole.

DISMISSAL WITH PREJUDICE: Adjudication and final disposition barring the right to bring or maintain an action on the same claim or cause.

DISMISSAL WITHOUT PREJUDICE: Dismissal of a complaint without prejudice to the right of the plaintiff to sue again on the same cause of action. The effect of the words without prejudice is to prevent the decree of dismissal from operating as a bar to subsequent suit.

DISMISSAL: An order disposing of an action, suit, etc. without trial.

DISPOSITION: Determination of a charge.

DISTRICT ATTORNEY: (Also known as “DA”) The prosecuting attorney for the State or Federal Government in a specified district. The public officer who is appointed to conduct the criminal prosecution (on behalf of the state) within each county.

DIVERSON: Diversion refers to diverting a defendant out of the criminal justice system by having them complete a diversion program rather than be incarcerated or serve another alternative sentence. Criminal charges are typically dropped when a defendant successfully completes a diversion program. The defendant therefore avoids the stigma of a criminal conviction.

DOC- Department of Corrections: A department in state government that is responsible for the supervision of inmates, parolees, probationers, and Interstate Compact offenders. All penitentiaries in Oregon are under the Department of Corrections. The Director of the Department of Corrections reports directly to the Governor. He/she is responsible for all of Corrections, Community Corrections and all the institutions. The Assistant Director of the Community Corrections Branch reports to the Director. He/she is responsible for all of Community Corrections.

DOC/400: [See “AS/400”](#).

DOC: Department of Corrections.

DOCKET NUMBER: A number that is assigned by the Court when a person has allegedly committed a crime. This identifying number is assigned as soon as one is charged with a crime. The number is found on arraignment and sentence orders (all Court documents pertaining to specific crime(s)).

DOCKET: A formal record of judicial proceedings.

DOJ: Department of Justice.

DPSST: Department of Public Safety Standards and Training.

DRCI: Deer Ridge Correctional Institution.

DUII: (Driving Under the Influence of Intoxicants) Driving a vehicle while impaired by the influence of alcohol, illegal drugs, prescription drugs, or some combination of the above.

DV: Domestic Violence.

E

EARLY TERMINATION REPORT: A report to the Court that requests an early termination from active supervision on an offender. This report is requested when an offender has met all terms and conditions of probation, and at least half of probation period is complete.

EARNED TIME: Allows a prison term to be reduced, depending on an inmate's behavior and participation in programs. Only inmates sentenced under sentencing guidelines are eligible for earned time.

EBP: Evidence Based Practices.

E-COURT: Oregon eCourt Case Information (This program will eventually replace OJIN statewide).

ELECTRONIC MONITORING: Requires the offender to spend most of his time at home and work with a small transmitter attached to his ankle. A very specific schedule is required, and a computer notifies the corrections office by phone whenever the offender leaves or enters his home.

EOCI: Eastern Oregon Correctional Institution.

EPR: Entry parole/probation record. A record of the Law Enforcement Data System (LEDS) which identifies an offender who is in the community on parole, probation, post-prison, or interstate compact supervision. Information in the LEDS records on our

offenders also lists name and telephone number of the supervising parole/probation officer. The EPR record allows police agencies to know who to contact when making contact with one of the offenders.

ESCAPE: Unauthorized departure of a person from a correctional facility or alternative custody.

EXECUTION SUSPENDED, PROBATION: Suspending Court's judgment and ordering probation. If probation is not satisfactorily completed, the Court can impose, or execute the judgment.

EXPIRATION: When the Court ordered or parole ordered period of time has expired for an offender on supervision.

EXPUNGE: The act of physically removing information including criminal records, in files, computers and other depositories.

EXPUNGMENT OF RECORD: Destroy all records in the office, as if they never existed; requires a Court Order. Central Records also expunges their records so a Court Order must be sent to them.

EXTRADITION: The surrender of a person by one authority to another. The surrender by one state to another of an individual accused or convicted of an offense outside its own territory and within the territorial jurisdiction of the other, which, being competent to try and punish him, demands the surrender.

F

FACESHEET: A document initiated by the institution that gives personal and offense data on an offender in the institution.

FAUG: Field Automated Users Group.

FCD: Felony Conditional Discharge.

FEDERAL PRISON: An institution run by the Federal Government that houses offenders sentenced to prison in Federal Court.

FELONY: A crime punishable by a prison sentence of longer than one year. A felon is someone who has been convicted of a felony. A serious crime; one declared a felony by statute because of the punishment imposed. Generally, a crime of a more serious nature than those designated as misdemeanors. Usually an offense punishable by imprisonment in a penitentiary for a year or more, rather than for a few months in a county or city jail as in the case of misdemeanors.

FIDUCIARY: A trustee; one who has the duty to act primarily for the benefit of another with respect to the subject matter of a trust.

FIELD: A term used when parole/probation officers are making offender contacts outside the office.

FINES: An amount of money that the Court imposes at sentencing, listed in the sentence order. The sum of money paid as part of a penalty of conviction for a particular offense.

FINGERPRINT CARD: A card used to record data and fingerprints so a SID# can be assigned by the Oregon State Police ID Bureau. Applicant cards are used for employee purposes.

FMP: Felony treated as misdemeanor probation at time of sentencing.

FPA: Felony Parole.

FPAC: Felony Parole case being supervised in Oregon through Interstate Compact agreement from another state.

FPO: Felony Post-Prison Supervision.

FPR: Felony Probation.

FPRC: Felony Probation case being supervised in Oregon through Interstate Compact agreement from another state.

FSN: Fee System Network.

FTEP: Field Training and Evaluation Program.

FTO: Field Training Officer.

FVSN: Family Violence Support Network.

G

GHOST: A Department of Corrections inmate who is serving his Oregon sentence and a sentence from another jurisdiction in another county, state or federal prison.

GOOD TIME CREDIT: A reduction in sentence given under the pre-1989 matrix system for good behavior (one-third off) and participation in work programs (meritorious good time).

H

HEARINGS OFFICER: A person designated to administer for purpose of hearing evidence, sometimes making dispositional recommendations.

HISTORY RISK SCORE: Numerical score compiled based upon prior criminal history.

HIT: Word used when a direct contact is made on an offender (EPR system). After an offender has been entered into EPR on LEDS, anyone running an inquiry on LEDS will generate a hit or near hit (Soundex) from the LEDS terminal in that particular office.
(Also see "NEAR HIT".)

HX: History.

I

ICE: Immigration and Customs Enforcement.

ICOTS: Interstate Compact Offender Tracking System.

IN LIEU OF: Instead of; in place of; in substitution of.

INACTIVE PAROLE CASES: Ballot Measure 10 cases; after serving three years on supervision, parolees are placed on inactive parole supervision status until their maximum expiration date. These cases are put on inactive parole supervision status until their maximum expiration date. These cases are put on inactive if they have complied with all conditions of parole, but can be put back on active status if they violate. Use outcount code UNSU.

INACTIVE BOARD POST PRISON SUPERVISION: (1) The minimum periods of active parole and post-prison supervision shall be:

- (a) Six (6) months for offenders whose crimes were committed on or after November 1, 1989, and whose crimes fall within sentencing guidelines crime categories 1, 2 and 3;
- (b) Twelve (12) months for offenders whose crimes were committed on or after November 1, 1989, and whose crimes fall within sentencing guidelines crime categories 4, 5, 6, 7, 8, 9 and 10;
- (c) For offenders whose crimes were committed after December 4, 1986, but prior to November 1, 1989, the period of active supervision shall be set by determining the equivalent sentencing guidelines crime category and applying sub-section (a) and (b) above, subject to the exceptions in section (2) below;
- (d) For offenders whose crimes were committed prior to December 4, 1986, the Releasing Authority shall apply the rules in effect at the time the crime was committed.

(2) The following minimum periods of active parole and post-prison supervision are exceptions to section (1) of this rule:

(a) Three (3) years for offenders sentenced as dangerous offenders under ORS [161.725](#) to [161.737](#);

(b) Three (3) years for offenders sentenced for murder under [ORS 163.115](#);

(c) Three (3) years for offenders sentenced for aggravated murder under [ORS 163.105](#);

(d) Offenders sentenced for Rape I, Sodomy I, Sexual Penetration I, Sexual Penetration 2, Sex Abuse 2, and Attempts of these which occurred on or after September 29, 1991, shall serve active supervision to the expiration of the indeterminate sentence;

(e) Offenders sentenced for Sex Abuse I or Attempted Sex Abuse I for crimes occurring on or after November 4, 1993, shall serve active supervision to the expiration of the indeterminate sentence;

(f) Offenders sentenced for Sodomy II or Rape II for crimes occurring on or after October 23, 1999, shall serve active supervision to the expiration of the indeterminate sentence.

(g) Offenders sentenced for Sex Abuse I or Attempted Sex Abuse I, for crimes which occurred on or after November 1, 1989, and prior to November 4, 1993, will serve active supervision in accordance with the period of post-prison supervision set by the sentencing court and the sentencing guidelines grid;

(h) Offenders sentenced for Rape I, Sodomy I, Sexual Penetration I, Sexual Penetration 2, or Sexual Abuse I, which occurred on or after December 4, 1986, and prior to November 1, 1989, shall serve a minimum of 36 months active supervision or to expiration of the sentence which ever comes first;

(i) Offenders sentenced for Robbery in the First Degree under [ORS 164.415](#) which occurred on or after June 30, 1995, shall serve a minimum period of 36 months active supervision; and

(j) Offenders sentenced for Arson in the First Degree under [ORS 164.325](#) which occurred on or after June 30, 1995, shall serve minimum period of 36 months active supervision; and

(k) Offenders sentenced as sexually violent dangerous offenders pursuant to Chapter 163 (1999 OR Laws) for crimes committed on or after October 23, 1999, shall serve active supervision for life.

(3) Upon completion of the specified period of active parole or post-prison supervision, the supervisory authority shall place the offender on inactive supervision status subject to the exceptions in [OAR 255-094-0010](#), and notify the Releasing Authority of the status change.

(4) Upon revocation of supervision and rerelease to the community, the period of active supervision shall be as provided in [OAR 255-094-0001\(1\) & \(2\)](#) provided that the period of active supervision does not exceed the sentence expiration date.

(5) After a rereleased offender has completed the minimum active supervision period as provided in [OAR 255-094-0001\(1\)\(2\)](#) and has substantially fulfilled the conditions of supervision, the supervising officer may place the offender on inactive supervision.

(6) Inmate/offenders found to be sexually violent dangerous offenders pursuant to [OAR 255-060-0008\(6\)](#) shall be subject to intensive supervision for the full period of parole or post-prison supervision as defined in [OAR 255-005](#). Use outcount code UNSU.

INACTIVE LOCAL CONTROL (LC) POST-PRISON SUPERVISION: Effective August 2009, pursuant to HB 3508, Section 23, subsection (1) All persons sentenced to the legal and physical custody of the local supervisory authority under [ORS 137.124](#) shall serve active periods of post-prison supervision as follows:

(a) Six months of active post-prison supervision for crimes in crime categories 1 to 3; and

(b) Twelve months of active post-prison supervision for crimes in crime categories 4 to 10.

(2) Except as authorized in subsections (3) and (4) of Section 23 HB 3508, when an offender has served the active period of post-prison supervision established under subsection (1) of this section, the supervisory authority shall place the offender on inactive supervision status.

(3) No sooner than 30 days prior to the expiration of an offender's active post-prison supervision period, the PPO may send a report to the LSA requesting they extend the active post-prison supervision period or to return the offender to active supervision status, not to exceed the supervision term imposed by the sentencing court. This would be done if the offender had not substantially fulfilled the supervision conditions. Use outcount code UNSU.

INACTIVE PROBATION CASES: Effective 02/24/2010, Division 206 (Administrative Rule) established a process whereby an offender convicted of a felony and sentenced to probation is eligible for a reduction in the period of active supervision for compliance with the conditions of probation and any applicable supervision plan as defined in the rule and in accordance with Oregon Laws 2009, chapter 660 (HB 3508). Refer to [OAR 291-206-0010 thru 291-206-0030](#).

Upon completion of the minimum period of active supervision as authorized in [OAR 291-206-0015](#), the supervising officer or designee shall review the offender's file and determine if the offender is in compliance, as defined in these rules. Use outcount code INPR.

SPECIAL NOTE: Under HB 3508, language specifically regarding Inactive Probation was allowed to sunset on July 1, 2011. However, those offenders sentenced prior to July 1, 2011 are still eligible for Inactive Probation per the provisions of HB 3508 at that time.

INACTIVE SUPERVISION: Offender on parole, PPS and/or probation and serving time in an out-of-state facility. Use outcount code INAC

INCARCERATED: When a person is lodged in the county jail or an institution; in custody.

INCARCERATION: Describes people confined to jail or prison. Imprisonment; confinement in a jail or penitentiary.

INCIDENT REPORT: These documented statistics are used by DOC in several different ways, including safety and security issues. Reports are generated when an arrest is made, a dog bite occurs, a threat to the community or supervising officer, and things of this nature. These are used for statistical purposes for the Legislature.

INDETERMINATE SENTENCING: A sentence wherein the court stipulates only a maximum term of imprisonment with the actual time served determined later by the Board of Parole and Post-Prison Supervision. The court may impose such sentences only for crimes committed before November 1989 and may not exceed the maximum term specified in the law.

INDEX CRIMES: The significant crimes selected by the FBI as indicative of the overall crime rate. They include such violent crimes as homicide, aggravated assault, rape and robbery and such property crimes as burglary, larceny and motor vehicle theft. In 1979, Congress mandated that arson be listed as a property index crime.

INS CASE: An immigration case that is under control and jurisdiction of the Department of Immigration and Naturalization Services (INS). (See [“DEPORTATION”](#).)

INS: Immigration & Naturalization Services.

INTAKE FORM: A form used by many offices, varies from office to office, and starts the file. Consists of offender name, DOB, other identifying information, crime information, conditions, residence, employment, etc.

INTAKE: The process of informing the offender of the conditions of his/her supervision, discussing expectations of the offender regarding supervision (reporting, payments, etc.)

INTENSIVE SUPERVISION: Also called Special Supervision; the probation/parole officer may see an offender up to five times per week and impose a curfew, check on employment status, require drug testing and/or make unannounced home visits.

INTERSTATE COMPACT: The unit responsible for all Oregon offenders being supervised in other states, and other states' offenders being supervised in Oregon. (See "COMPACT".)

IRT: (Inter-Regional Transfer) Process by which one county transfers an offender's supervision to another county, usually because the offender resides in the other county.

IRTR: Inter-Regional Transfer Response.

ISIS: Integrated Supervision Information System. See "AS/400".

ISSD: Information Systems & Services Division (Now known as Information Technology System (ITS).

ITS: Information Technology Systems.

J

JAIL: Facility that confines persons accused of crimes and awaiting trial or persons convicted of a crime.

JAIL TIME: Credit allowed on sentence for time spent in jail awaiting trial, mandate, or appeal.

JUDGMENT: The official decision of a court upon the respective rights and claims of the parties to an action.

K

KARDEX: A document available in DOC 400 for each offender that lists offender name, DOB, SSN, SMT, height, weight, crime(s), sentence date(s), expiration date(s), SID number, coded special conditions and contact address and phone number.

KYTE: Inmate Communication.

L

LEDS: Law Enforcement Data System. A system which provides telecommunication and information services to all law enforcement and criminal justice agencies through the use of modern communications and information system technology network. The Department of Corrections enters supervised offenders in EPR records in this system. Corrections also use LEDS to obtain FBI and NCIC records.

LEML: Law Enforcement Medical Liability. An assessment paid when a fine or forfeiture of bail is ordered.

LIFE WITHOUT PAROLE: Sentence imposed in certain aggravated cases where the offender is not sentenced to death. Such a sentence provides no mechanism, whether through executive clemency or otherwise, for making the offender eligible for any kind of release program. Offenders so sentenced remain in prison until death.

LOCAL CONTROL (SB1145): After 01/01/1997, all offenders convicted of a felony and sentenced to a prison term of twelve months or less are Local Control (SB 1145) offenders. This includes all revoked from post prison supervision, since they can be revocation sanctioned to no more than 180 days, all parole revocations of 12 months or less, all revoked probationers whose original presumed sentence was felony probation, and all new-crime felony sentences of 12 months or less. Local Control (LC) offenders are typically lodged in the county jail, but are technically serving a Prison Sentence.

LS-CMI: Level of Service Case Management Inventory.

LSI: Level of Service Inventory.

LTS: Less time served, means the same as CTS (credit for time served). Credit for time served during period of incarceration.

LWOP: Life Without Parole.

M

M11: Measure 11 (sets mandatory minimum sentences).

MATRIX CASES: Cases in which the crime was committed prior to November 1, 1989. Crimes committed after that date are called Guideline Cases.

MCCF: Mill Creek Correctional Facility.

MI: Motivational Interviewing.

MISDEMEANOR: A crime punishable by incarceration in a county jail for a period of not more than one year. A crime less than a felony as dictated by Oregon statutes. Offense lower than a felony and generally punishable by fine or imprisonment in county jail rather than in a penitentiary.

MODIFIED SENTENCE ORDER: A sentence order that changes the original order in some specific condition.

MONIKER: A nickname or street name (Ex. Tiger, Snitch, Boy Wonder).

MONTHLY REPORT: A report submitted each month by the offender to their supervising officer.

MORRISSEY: Legal due process (a hearing) afforded to an alleged parole violator that stems from Supreme Courts decision of Morrissey vs Brewer.

MPA: Misdemeanant Parole case.

MPAC: Misdemeanant Parole Compact case.

MMPI: Minnesota Multiphasic Personality Inventory test.

MPR: Misdemeanant probation case.

MPRC: Misdemeanant Probation Compact case.

MR: Monthly Report.

N

NA: Narcotics Anonymous.

NCIC: National Crime Information Center. A nationwide message switching system created to provide interstate exchange of criminal justice information which is operated by the Federal Bureau of Investigations in Washington, D.C.

NOA: Notice of Arrival.

NOD: Notice of Departure.

NOVA: National Organization for Victim Assistance.

NEAR HIT: A near hit in the EPR system on LEDS is when someone runs an inquiry on LEDS that results in a similar name, or close DOB, but not actually the offender in question. (See also ["SOUNDEX"](#)).

NEEDS ASSESSMENT: A tool used for offender management.

NOTICE OF VIOLATION REPORT: A violation report to the Court when an offender violates their General or Special Conditions of Supervision.

NUNC PRO TUNC: Something done in the present but which should have been done in the past. Court orders are sometimes signed "nunc pro tunc". A phrase applied to

acts allowed to be done after the time when they should be done, with a retroactive effect, i.e. with the same effect as if originally done.

O

OACCD: Oregon Association Community Corrections Directors.

OAM: Oregon Accountability Model.

OAR: Oregon Administrative Rule.

OCIC: Oregon Corrections Intake Center.

OCJA: Oregon Criminal Justice Association.

OCMS: Oregon Case Management System. Replaced by the Public Safety Checklist (PSC) on 09.04.12.

OD: Officer of the Day. Handles other staff member's caseloads when they are not available.

ODARA (Ontario Domestic Assault Risk Assessment): A tool to assess risk in cases where a man has assaulted his female partner and can be used to predict the chances that the man will assault his partner again.

ODL: Oregon Driver's License.

ODOC: Oregon Department of Corrections.

OECl: Oregon eCourt Case Information.

OFFENDER NOTE: In AS/400, a quick place to attach a comment about an offender, much in the same manner that one would place a "Post-It" note on an offender's file.

OFFENDER: A person under the supervision of the Department of Corrections who is on parole, probation, or post-prison supervision.

OFFENSE: The crime a person is charged with is called the offense. A breach of the criminal laws. Infractions, violations, and crimes are all offenses.

OIS WEBSITE: Oregon Corrections Information System.
Available to users with DOC400 access.

OISC: Offender Information and Sentence Calculation. Maintains offender paper records, provides information to the public and responsible for accurate release dates.

OJIN: Oregon Judicial Information Network.

OOS OFFENDER: Out Of State Offender; an offender who was convicted in another state, but lives in Oregon and has been accepted for supervision by Oregon. A reciprocal agreement exists through Interstate Compact.

OOS WEBSITE: Oregon Offender Search.
Limited DOC inmate information available to the public.

OPS: Offender Profile System. An offender information system that integrates information from the Institution and Community Corrections. (See “AS/400”.)

ORDER: Every direction of a magistrate or judge to a person made or entered in writing and not included in a judgment.

OREGON PAROLE MATRIX: (Matrix System) A precursor to sentencing guidelines. It was established in the 1970s and offered greater latitude to judges in sentencing offenders than the current system.

ORI NUMBER: The number assigned by LEDS to identify an agency for access to LEDS.

ORS NUMBER: Oregon Revised Statutes number identifying Oregon laws and criminal codes definition.

ORS: Oregon Revised Statute.

OSCI: Oregon State Correctional Institution.

OSH: Oregon State Hospital.

OSP: Oregon State Penitentiary.

OSPBI: Oregon State Police Bureau of Identification.

OTTO: A program that can alert staff when an action is required. Initially, OTTO will be used in the Community to let staff know when a new risk assessment is required.

OVERRIDE: A term used in the classification system to indicate a change in the initial risk assessment/reassessment. The override can be either up or down, depending on the justification.

OYA: Oregon Youth Authority.

P

PARAPHERNALIA: A term, when used by DOC, describes drug, sex or gang-related evidence found to support allegations of criminal activity.

PAROLE BOARD: A three to five member Board, appointed by the Governor, having the authority to set release dates and impose conditions for offenders on parole and/or post-prison supervision.

PAROLE/PROBATION OFFICER: (Often abbreviated “PO”.) Officer who supervises offenders in the community. In some states, these officers receive a caseload that is either strictly parole or strictly probation. In Oregon the common practice is to assign a mixed caseload; hence the generic designation PO which can stand for either parole or probation officer.

PAROLE: Release from a term of imprisonment in an institution.

PAROLEE: An offender released from a term of imprisonment in an institution.

PIO: Public Information Officer.

PLETHYSMOGRAPH: A test administered to men that measures sexual arousal or response to various stimuli. (Court often orders in sex offense cases).

POLYGRAPH: A test given to determine if person is telling the truth.

POST-PRISON SUPERVISION: The part of an offender’s sentence which is served under community supervision by the Department of Corrections or a corrections agency designated by the department. A part of a Sentencing Guidelines sentence. A mandated period of supervision following release from an institution.

POST-SENTENCE REPORT: A report prepared by the supervising officer on an offender who has already been convicted and sentenced to probation. Similar to Presentence report except Presentence reports are done after conviction but before sentencing,

PRCF: Powder River Correctional Facility.

PREA: Prison Rape Elimination Act.

PRESENTENCE INVESTIGATION REPORT: A report that is submitted to the Court by a probation officer, before the offender is sentenced on a conviction, giving the Court background information, prior criminal records, substance abuse information/problems, scope of crime(s), and recommendation to help the Judge determine appropriate sentence.

PRESUMPTIVE SENTENCE: A presumptive sentence is the sentence normally imposed within the grid block when there are no departures.

PRISON: A state facility intended for felons, those who have been convicted of crimes punishable by incarceration of more than one year.

PRO TEM JUDGE: A member of the bar who does not regularly preside in a particular Court. i.e. a Circuit Court Judge presiding in District Court or as a fill-in for vacations and/or heavy workload.

PROBABLE CAUSE: Reasonable cause. Having more evidence *for* than *against*. A reasonable ground for belief in the existence of facts warranting the proceedings complained of.

PROBATION FEES: Supervision Fees that are required by State Law and imposed by the Court, for any offender being supervised on parole or probation, including Compact cases being supervised in Oregon. Fees can be waived on an individual basis by the Court or the supervising officer.

PROBATION: When the Court sentences an offender to supervision for a specific period of time they are on probation, this includes bench (informal) probation and formal probation.

PROBATIONER: An offender who is serving a term under informal or formal supervision, living in the community, who is required to comply with terms of all conditions ordered by the Court.

PROGRESS REPORTS: A report sometimes required by a State other than Oregon on a Compact case to show offenders progress while on supervision. Oregon Courts can also request these reports; however, this is seldom done.

PROPERTY CRIME: Crimes involving the theft or destruction of property without the offender confronting the property owner.

PSC: Public Safety Checklist. Replaced OCMS as the risk assessment tool on 09.04.12.

PSI REFERRAL ORDER: An order from the Court requesting a Presentence Investigation.

PSI UPDATE: A shortened version of a PSI which is attached to the original PSI. The updates give only new information since last report and information regarding present crime.

PSI: See [“PRESENTENCE INVESTIGATION REPORT”](#).

PSRB: (Psychiatric Security Review Board) A Board that determines if a mentally ill offender is to be committed to a State hospital, if a mentally ill offender is ready to be released from a State hospital, and other issues of the mentally ill. The PSRB Board also orders the appropriate amount of time the mentally ill offender is to serve on formal supervision.

PTA: Prison Term Analyst ([OISC](#)).

PUBLIC INFORMATION: Menu option in AS/400 that gives information regarding an offender that is a matter of public record and therefore available to the public.

PURGE FILES: To destroy file material after scheduled retention policy.

PV: Parole Violation or Probation Violation.

Q

Quash: Reject or void, especially by legal procedure. “his conviction was quashed on appeal”

When a warrant is “quashed” that means it is removed completely and any reference to it should also be removed because it acts as though the warrant was never issued. Quashed creates a scenario where one does NOT acknowledge the issuance and acts to pretend it was never issued. If an offender has a warrant quashed, there would be no INOP time, no abscond movement, etc., because it’s as though the warrant did not exist.

R

RAP SHEET: Slang for an offender’s record of arrest and convictions. A report of prior criminal records from the FBI, or LEDS/NCIC criminal records systems. Also known as CCH or Criminal Case History rap sheets.

REASSESSMENT: A tool parole/probation officers use to determine the level of supervision required by each offender and the amount of risk an offender is to community.

RECIDIVISM: The behavior of a repeat or habitual criminal. A measurement of the rate at which offenders commit other crimes, either by arrest or conviction baselines, after being release from incarceration.

RECORDS EXPUNGED: All offender records are sealed. All traces of records are removed from the branch office and Central Records. A copy of the Court Order to expunge record must be sent to Central Records.

RECORDS PURGED: [See “PURGE FILES”](#).

RECORDS SEALED: A record that is sealed cannot be used for Court purposes against offenders unless the Court orders the record unsealed. All Sealing and Unsealing must be done by Court order. A copy of the Court order to Seal record must be sent to Central Records.

RELEASE OF INFORMATION FORMS: Offender must sign this form before confidential information regarding medical problems, treatment progress, doctors, schools, and military activities/records is shared with anyone outside the branch office.

RELEASE PLANS: Plans jointly developed by releasing authority and Parole/Probation Officer. They set forth programs and resources available in the community. The plan recommends the conditions necessary for supervision which will protect the community and help the inmate make positive changes. The Board of Parole and Post-Prison and the Local Supervisory Authority has final approval of all release plans.

REMAND: Sending a cause back to the same court out of which it came, for purpose of having some action on it there.

REPEAT OFFENDER: An offender who repeats an offense or habitually breaks the law. (See ["RECIDIVISM"](#)).

RESTITUTION CENTER: Programs that house offenders in a structured setting, allowing them to leave for work or other approved activities such as drug treatment. The purpose is to provide control and support for offenders who are paying victim restitution or other costs from wages they earn while working in the community.

RESTITUTION: Court ordered financial obligation to repay victim for damages or losses.

REVOKE- RESENTENCE: When original sentence is revoked and given another sentence and/or conditions. Something to watch is maximum time person can be on formal probation (5 yrs unless financial obligations are unpaid, then maximum is 6 years).

REVOKE: (Revocation) An action taken to return an offender to prison. The term also refers to action taken to commit probationers to prison. Such actions are usually in response to a recommendation by the offenders supervising PO.

RISK ASSESSMENT: A tool parole/probation officers use to determine the level of supervision required for each offender and the amount of risk an offender is to community. The level can be adjusted at various intervals of supervision by using a Risk Reassessment.

S

SANCTION: Punishment imposed for technical violations of parole or probation conditions when no new crime has been committed. The intent of sanctions is to take active remedial action to correct offenders' behavior in order to keep them in the community and to avoid returning them to prison, if possible. Sanctions often include community service, day reporting, electronic monitoring, house arrest, or a short stay in the local jail.

SCCI: Shutter Creek Correctional Institution.

SCI: Santiam Correctional Institution.

SCWC: Shutter Creek Work Center.

SEALING OF RECORDS: Process of closing records from public use. All sealing or unsealing of records must be done by a Court order and Central Records must have a copy of the order sent to them so they can remove offender records from the AS400.

SEARCH CLAUSE: A clause or condition which gives parole/probation officers the right to search offender property, person, residence or vehicle without a warrant. Confiscated items recovered in the search are admissible in Court for parole/probation violations.

SENATE BILL 156 Offender: An offender on post-prison status whose original felony sentence, imposed after 01/01/1997 by the Court was 12 months or less.

SENTENCE GUIDELINES CASES: Felony crimes committed on or after November 1, 1989, are Guidelines Cases. Crimes committed prior to that date are considered Matrix Cases. In Sentencing Guidelines, upon conviction, prison/probation terms are determined by a grid that uses criminal history risk and crime seriousness scale calculations.

SENTENCE ORDER: Legal document issued by the Court, generally signed by the Judge, which reflects disposition of crime(s).

SENTENCE: Following a conviction, the Court sets forth the penalty or sanction that is to be imposed as a consequence of the criminal act. The judgment formally pronounced by the court or judge upon the defendant after his conviction in a criminal prosecution.

SFFC: South Fork Forest Camp.

SHOW CAUSE: To "show cause" against a rule, an order, decree, execution, etc., is to appear as directed, and present to the court such reasons and consideration as one has to offer why it should not be confirmed, take effect, be executed, etc. (Ex. Show Cause why probation should not be revoked.)

SID: State Identification Number assigned by the Oregon State Police to persons who have been fingerprinted. (Older numbers are seven digits, new numbers are eight digits).

SIS: Shared Information System. Offender voluntarily provides Social Security number to Department of Corrections for use in maintaining information and records for research purposes.

SMT: Abbreviation for Scars, Marks, and/or Tattoos used in offender identification.

SO: Sex Offender.

SOC: Social Security Number. Also known as SSN.

SOON: Statewide Office Operations Network.

SOSN: Sex Offender System Network.

SPECIAL INFORMATION REPORTS: Reports submitted to the releasing authority for informational purposes or violation of conditions of supervision but when revocation is not being recommended.

INFORMATIONAL ONLY: Used to inform Court/Board of Parole of new information, no recommendation.

PROGRAM MODIFICATION REPORTS: A report requesting modification of conditions of supervision, i.e. adding or deleting conditions of supervision.

REPORT OF VIOLATION: A report that informs the Court or Board of Parole of violations of the offender's conditions of supervision. They can contain a recommendation.

SRCI: Snake River Correctional Institution.

SSN: Social Security Number.

Stable and Acute: Dynamic risk assessment completed on sex offenders.

Static-99: Sex offender evaluation tool.

STG: Security Threat Group.

STM: Security Threat Management.

STRUCTURED SANCTION: Under Sentencing Guidelines, a supervising PO may sanction an offender for a violation of the special conditions of his/her probation. Sanctions include jail, community service work, electronic monitoring, etc.

STTL: Short-Term Transitional Leave.

SUBSET: To narrow a long list of elements to a smaller, more manageable list. For example, to limit the list of Treatment Programs to work with in "Work with Treatment Programs" to only those Treatment Programs in a particular county.

SUBSIDY CHECKS: Money available to offenders for transitional needs, etc...

SUMMIT: Success Using Motivation, Morale, Intensity, and Treatment. AIP @ SCCI.

SUN: Super User Network; a group of "super users" who assist Field Office users and the Help Desk in resolving data entry issues.

SUPERVISION FEES: Fees paid by the offender as dictated by Legislature for supervision in the community. Fees can be waived by the Court or by the supervising officer in cases of hardship.

SUSPEND AND DETAIN WARRANT: A warrant issued by the Parole Board on parolees. The warrant allows the offender to be held if arrested.

SUSPENDED SENTENCE: A sentence which is not put into effect, although, since it may take effect at a later date, it is not considered vacated.

SVDO: Sexually Violent Dangerous Offender.

T

TELETYPE: Report from LEDS, NCIC, FBI, and DMV used to generate criminal history including warrant, driving record, vehicle information, stolen property, guns and cars, etc. Can be used to send or receive messages to/from other branches, agencies, DMV, LEDS in Oregon, or other states.

TEMP LEAVE: An offender released from an institution before they are paroled is called a Temp Leave offender. It is now called Transitional Leave (Trans Leave) or Alternative Incarceration Program (AIP).

TL or T/L: Transitional Leave.

TPDD: Tentative Parole Discharge Date. A date the Parole Board sets based on the crime sentence and good time as the soonest the offender can be released from supervision on parole offenses.

TPS: Technical Program Specialist (OISC).

TRANSFER REQUEST: A request to transfer supervision from one branch to another on in-state or out-of-state cases; also known as IRT. Out-of-state requests are handled through Interstate Compact. (See “IRT” for In-State cases & “COMPACT” for OOS cases.)

TRANSITIONAL LEAVE: See “TEMP LEAVE”.

TRAVEL PERMIT: A document giving offenders permission to travel out-of-state. Issued by supervising officer or other authorized staff.

TRCI: Two Rivers Correctional Institution.

TX: Treatment.

U

UA: (Also called Urinalysis.) Urine test used for detecting alcohol and/or drugs in offender’s urine.

UNSUPERVISED PAROLE: See Inactive Parole.

UNSUPERVISED POST PRISON: See Inactive Post Prison.

UNSUPERVISED PROBATION: See Inactive Probation.

URINALYSIS: See “UA”.

V

VINE: (Victim Information & Notification Everyday). A resource for victims for information re: offenders.

VINE Service Number : (877) 674-8463

TTY: (866) 847-1298

<https://www.vinelink.com>

VICTIM: A person who suffers injury or loss due to the commission of a crime.

VIOLATION: When a parolee/probationer has not abided by the conditions of supervision, he/she is in violation.

VISITING JUDGE: See “PRO TEM JUDGE”.

W

WAIVER: To abandon or relinquish the right to enforce a condition for a specified period of time, such as waiver of residence, waiver of supervision fees, etc.

WARRANT BY BENCH: Process issued by the court itself, or from the bench, for the attachment or arrest of a person; either in case of contempt, or where an indictment has been found, or to bring in a witness who does not obey the subpoena. So called to distinguish it from a warrant issued by a justice of the peace.

WARRANT BY SEARCH: An order in writing, issued by a judge in the name of the state, directed to a sheriff, constable, or other officer commanding him to search a specified house, shop, or other premises, for personal property alleged to have been stolen, or for unlawful goods, and to bring the same, when found, before the judge, and usually also the body of the person occupying the premises to be dealt with according to law.

WARRANT OF ARREST: A written order issued and signed by the Court, commanding a peace officer or other specified person to arrest a person named who is accused of an offense.

WCCF: Warner Creek Correctional Facility.

WILOJ: Work in Lieu of Jail.

WORK RELEASE: When an offender is lodged in the county jail or the work release center and gets released to go to their employment but must return after completing their day's work.

X

Y

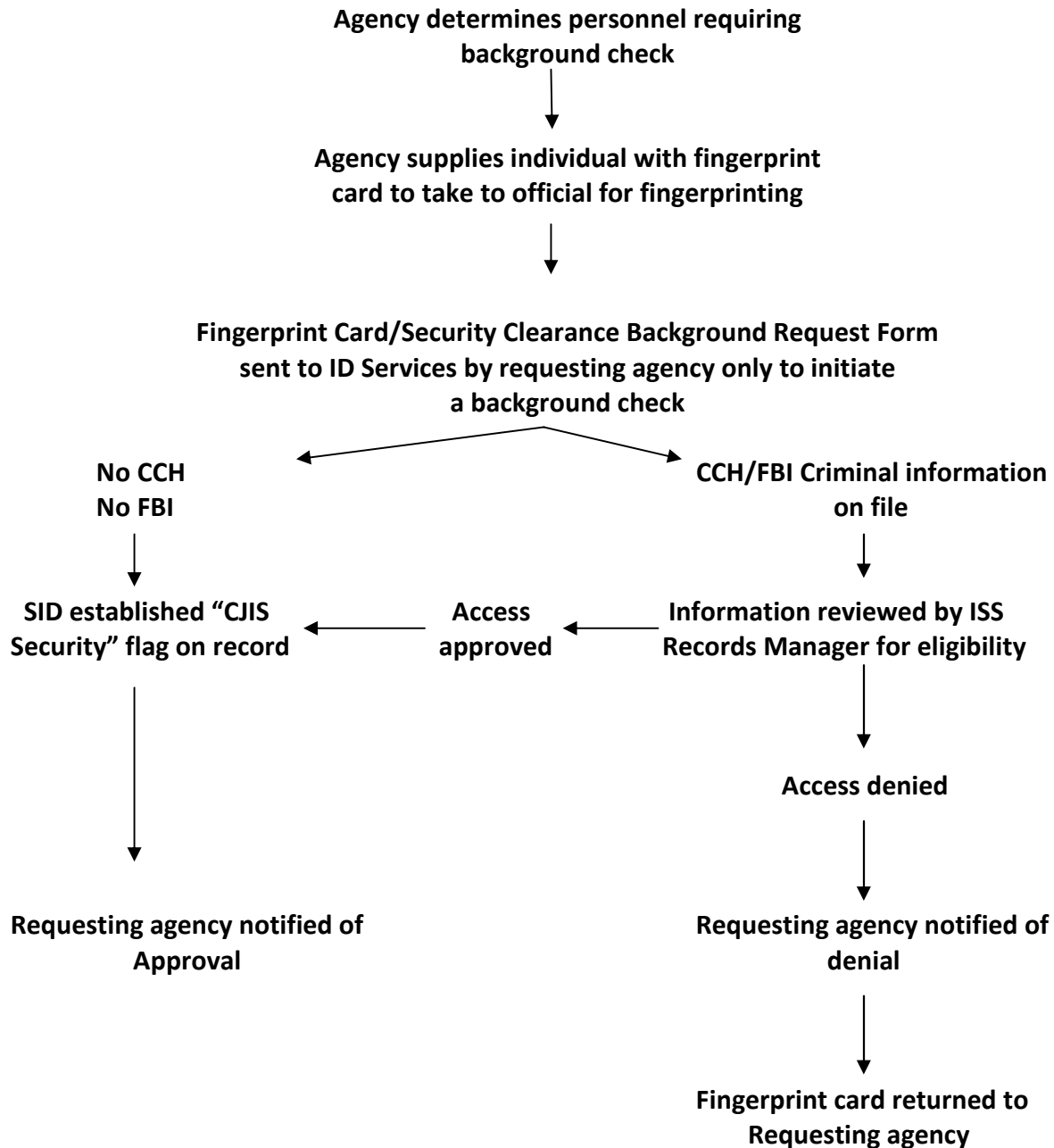
Z

OPS CHAPTER 27 – FINGERPRINTING

****PLEASE READ ENTIRE SECTION BEFORE BEGINNING ANY WORK ****

27.1 EMPLOYEE FINGERPRINTING

27.1.1 FLOWCHART



27.1.2 CJIS – SECURITY CLEARANCE BACKGROUND REQUEST

See OPS 27, page 7 for request form sample.

27.1.3 EMPLOYEE FINGERPRINT CARD

See OPS 27, page 8 & 9 for fingerprint card sample.

27.2 OFFENDER FINGERPRINTING

27.2.1 FINGERPRINT CARD INSTRUCTION GUIDE

The following is a brief description of data required when completing fingerprint cards. See samples of completed forms in OPS 27, pages 10-16.

| | |
|---------------|--|
| SID: | Unique seven or eight-digit State ID number for each person with a State CCH. |
| FBI: | Unique nine-digit FBI ID Division number for each person with a Federal Criminal Record. Enter if known. |
| ORI: | Unique nine-digit NCIC Originating Agency number assigned to the contributor. This must coincide with the contributor's name. |
| CONTRIBUTOR: | Enter type of agency & city where located. <u>Do not</u> use county designation. |
| NAME USED: | Enter as shown on a form, such as a judgment, including the first alias. |
| DOB: | Enter date of birth as month/day/year. |
| DOA: | Enter date of arrest as month/day/year. |
| SEX: | Enter M for male or F for female. |
| RACE: | Enter race using one letter: A = Asian or Pacific Islander; B = Black; I = American Indian or Alaskan Native; W = White (includes Latins and Hispanics). |
| HGT/WGT: | Enter as feet & inches (Example: 5'10" or 510). Enter weight as given. |
| EYES/HAIR: | Eye & hair color. Use standard NCIC two-letter codes. |
| POB: | Place of birth. Use standard NCIC two-letter codes. |
| SOC SECURITY: | Social Security numbers. Enter as given. |
| LAN: | Local Agency number. This is an optional number you assign to this person. |
| OCA: | Local Agency Case number. Also referred to as Incident number or Police Report Number. |
| ADDRESS: | Enter address information which includes City, State & zip code. |
| SMT: | Scars, marks & tattoos. Use standard NCIC codes. |
| ARREST CHRGS: | Write in the name of the charge. For multiple counts of the same charge, enter in parenthesis. For example: FORG I (2 cts). If more than four charges, enter on the back of the card as #5, and so on. |

- ORS: Enter Oregon Revised Statute number for each different charge, except **Compact cases, which require four-digit NCIC code.** (See OPS Chapter 6 for NCIC codes.)
- COURT ID: Check appropriate box indicating Circuit, District, Justice or Municipal Court and enter the ORI number assigned to that court.
For compact cases, enter two letter state codes, no numbers.
- DISPOSITION: Enter Charge At Disposition, which is the same as Arrest Charge, the ORS Number (or NCIC number for Compact cases), the sentence date and the Court Case number. See sample titled Adult Probation Entry, page 13.
- NOTE: Use back of fingerprint card to record additional arrests and identifier Information.

27.2.2 REQUIRED INFORMATION ON CORRECTIONS DIVISION CARDS

All cards must have the upper portion entirely completed. Please use your own ORI numbers, not the ORI's used in the example forms. Only one fingerprint card and disposition is required per person.

If you have any questions regarding fingerprint issues, you can contact:
Laurie Riesterer at OSP.

Her email address is: Laurie.Riesterer@state.or.us

Mailing:

Laurie Riesterer

OSP-ID Services/Records Unit

3772 Portland Rd NE, Salem OR 97301

Phone: (503) 378-3070

Fax: (503) 378-2121

OUT OF STATE TRANSFERS

- Use the original arrest date for the Date of Arrest. If there is no arrest date, you may use the Date Cited into Court or Indictment Date instead.
- List the charges exactly as they appear on the sentencing order.
- Use NCIC codes in place of ORS numbers.
- For the Court Identification, enter the state for which you are supervising.
- The Sentence Date is required. Make sure the Sentence Date is **after** the Date of Arrest. If the charges were dismissed, they need to know the date of dismissal.
- The sentence must be filled in as completely as possible. Use the specific amount of time sentenced. (Example: Prison 2Y, Probation 5Y.) If the jail or prison time is suspended, they need the original jail or prison time, as well as the amount of time that is suspended.
- The Date of Parole is required if the sentence is prison that has not been suspended.

- The date that supervision was accepted by Oregon is required on all transfers from another state.

IN-STATE ARRESTS

- The Arrest Charges and ORS numbers must match
- The Court Identification area must be completed. Mark the type of court and list the court ORI number.
- Sentence dates and case numbers are required.
- **The sentence is required.** Mark Jail, Prison or Probation and list the specific amount of time received. If jail or prison time is suspended, list the original jail or prison time as well as the amount of time that is suspended.

27.2.3 NCIC UNIFORM OFFENSE CLASSIFICATIONS

For a list of NCIC Codes, [see OPS Chapter 6](#). Use NCIC Codes for Out-of-State arrests. In the Arrest Charges area on the fingerprint card, list the charge as stated on the court judgments and use the NCIC Code for the category that best represents that charge.

27.2.4 PROCESSING DELAYS/REJECTIONS OF FINGERPRINT SUBMISSIONS

Paper fingerprint submissions must meet specific criteria to be converted into electronic format and processed by the Integrated Automated Fingerprint Identification System. (IAFIS). The following may cause a rejection or delay in processing:

- Low quality print by dot matrix printers
- Poor penmanship
- Use of dark highlighter in entry block
- Entry not within boundaries of entry block
- Labels applied to "Leave Blank" areas
- Use of pencil or ink other than black

Paper or electronic fingerprint submissions may also be rejected for the following reasons:

- Fingerprints submitted for a non-criterion offense
- Descriptive data not complete (Example: Name not shown at top of the card; incomplete date of birth.)
- Charge is incomplete or not given in literal form
- Missing Originating Agency Identifier (ORI)
- No attempt to print deformed or scarred fingers

- More than one fingerprint impression per block (It must be indicated if the individual has extra digits or split thumbs)
- Fingerprints not properly rolled or poor quality
- Fingerprints on back of fingerprint card
- Fingerprints out of sequence
- Finger(s) missing due to amputation not noted as “amp” in fingerprint block
- Missing fingerprints with no reason given

NOTE: The CJIS Division requires that all fingerprint images be present on fingerprint submissions. This includes ten rolled impressions and four plain impressions.

27.2.5 EXAMPLE OF GOOD/ACCEPTABLE QUALITY PRINTS

[See OPS 27, page 17](#) for sample of good, acceptable quality prints.

27.3. ISSUES RELATING TO THE NATIONAL SEX OFFENDER REGISTRY (NSOR)

27.3.1 ISSUE #1 – SUBMITTING CRIMINAL FINGERPRINTS FOR VIOLATION OF SEX OFFENDER REGISTRATION (SOR) REQUIREMENTS.

It is often difficult to determine whether a fingerprint submission is for sex offender registration or violation of the registration requirements. Because sex offender registration is not a criterion offense, fingerprints submitted for this purpose will be returned. As such, it is imperative that the charge on a criminal fingerprint submission for violation of sex offender registration requirements is clearly identified. The following acceptable charges that will be processed as criterion offenses are:

- Failure to comply with sex offender registration
- Failure to appear for sex offender registration
- Sex offender registration violation

If a fingerprint submission contains a charge that is undeterminable, it will be returned. (Example: Violation SOR or SOR with a statute cited).

27.3.2 ISSUE #2 – INTERSTATE IDENTIFICATION INDEX (III) RECORD STATUS

When a sex offender notice is posted, the status of an individual's criminal history Record changes from a single source (SSO) to a multiple source (MSO) if the record was maintained by one of the III participating states prior to the entry of the sex offender record. In this instance, the FBI will transmit a \$.A.MSO message to the state that maintained the single source record. Likewise, deletion of a sex offender notice causes the status of the record to change from MSO to SSO, and the FBI will transmit a \$.A.SSO message to the state maintaining the individual's record.

27.3.3 ISSUE #3 – DETERMINING THE FBI NUMBER

When contributors are unable to determine or verify an FBI Number, they should submit fingerprints with “Criminal Inquiry Only” in the charge field. Contributors should use the Local/Identification Reference Field (previously named Originating Agency Case Number [OCA] Field) to assist them in correlating non-identified responses with their submissions.

27.4 CJIS HELPDESK AND SWITCHBOARD

The CJIS Division’s Help Desk & Switchboard are now TTY accessible for hearing-impaired users that have system problems or questions related to the CJIS Division or any of its systems. Their telephone number is 304-625-3963

27.5 SAMPLE FORMS ON PAGES 7 THROUGH 17.

CRIMINAL JUSTICE INFORMATION SYSTEMS SECURITY CLEARANCE BACKGROUND REQUEST

(DO NOT MODIFY THIS FORM – PLEASE FILL IN ALL FIELDS)

I have been informed that in order to be allowed access into areas associated with or around Criminal Justice Information Systems (CJIS), a state and national fingerprint background check will be required.

I understand that the existence of a criminal record in itself would not disqualify me for employment, contract work, or being a volunteer, however may effect what locations I will be allowed access. Further, I understand if there is any question regarding the results of the fingerprint background check, I may contact the Oregon State Police CJIS Division directly for information regarding the results of the check.

Applicant Signature (REQUIRED) _____

Date _____

CLEARLY PRINT (REQUIRED):

NAME: _____

(Last)

(First)

(Middle)

OTHER NAMES USED: _____

DATE OF BIRTH: _____

SWORN POSITION

SELECT ONE:

POLICE

CORRECTIONS

RESERVE

JOB TITLE (Only required if Parole & Probation Officer): _____

NON-SWORN POSITION

REQUIRED JOB TITLE: _____

REQUIRED INFORMATION

*PERMANENT EMPLOYEES

*CONTRACTOR/VENDOR/OTHER

OR

DATE OF HIRE:

(Month/Year): _____

END OF SERVICES:

(Month/Year): _____

NOTE: Please fill out ALL fields; information is needed for tracking purposes. If not filled in, form will be rejected/returned to agency. CJIS Flag will be deleted at the time of end of services unless extended by an email from the agency to email address OSP.CJIS@state.or.us. If there is no end date of services for non-permanent employees, please write in 'continual contract' and we will rely on your agency to let us know when this individual no longer has CJIS Security access to your ORI.

MANAGER CONTACT INFORMATION FOR RESULTS

AGENCY: _____

ORI: _____

NAME: _____

PHONE: _____

EMAIL: _____

The person identified above will have required access to a CJIS security area under my direction. By this request I am complying with the CJIS Security policy requirement for this facility and submitting within the 30 days of initial hire as directed in section 5.12.1.1 of the CJIS Security Policy and the State CSO or their designee.

Manager or LEDS REP Signature (REQUIRED) _____

Date _____

Offender Profile System (OPS) Training Manual

| | | | | | | | | | | | | | | | | | | | |
|--|-------------|--------------------------------|------------|--|---|--------------------------|--|---------------------------|--|-------------|-------------|--------------|------------|--------------|-------------|-------------|--------------|------------|---------------|
| APPLICANT | | LEAVE BLANK | | TYPE OR PRINT ALL INFORMATION IN BLACK | | FBI | | LEAVE BLANK | | | | | | | | | | | |
| | | | | LAST NAME <u>NAM</u> | | FIRST NAME | | MIDDLE NAME | | | | | | | | | | | |
| SIGNATURE OF PERSON FINGERPRINTED | | ALIASES <u>AKA</u> | | OR 0R024013C CO CORR/JAIL SALEN, OR | | DATE OF BIRTH <u>DOB</u> | | | | | | | | | | | | | |
| RESIDENCE OF PERSON FINGERPRINTED | | | | | | Month Day Year | | | | | | | | | | | | | |
| DATE | | CITIZENSHIP <u>CTZ</u> | | SEX | | RACE | | HGT | | | | | | | | | | | |
| SIGNATURE OF OFFICIAL TAKING FINGERPRINTS | | YOUR NO. <u>OCA</u> | | WGT | | DOB | | PLACE OF BIRTH <u>POB</u> | | | | | | | | | | | |
| EMPLOYER AND ADDRESS | | FBI NO. <u>FBI</u> | | LEAVE BLANK | | | | | | | | | | | | | | | |
| REASON FINGERPRINTED | | ARMED FORCES NO. <u>MNU</u> | | CLASS | | | | | | | | | | | | | | | |
| | | SOCIAL SECURITY NO. <u>SOC</u> | | REF | | | | | | | | | | | | | | | |
| | | MISCELLANEOUS NO. <u>MNU</u> | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>1. R. THUMB</td> <td>2. R. INDEX</td> <td>3. R. MIDDLE</td> <td>4. R. RING</td> <td>5. R. LITTLE</td> </tr> <tr> <td>6. L. THUMB</td> <td>7. L. INDEX</td> <td>8. L. MIDDLE</td> <td>9. L. RING</td> <td>10. L. LITTLE</td> </tr> </table> | | | | | | | | | | 1. R. THUMB | 2. R. INDEX | 3. R. MIDDLE | 4. R. RING | 5. R. LITTLE | 6. L. THUMB | 7. L. INDEX | 8. L. MIDDLE | 9. L. RING | 10. L. LITTLE |
| 1. R. THUMB | 2. R. INDEX | 3. R. MIDDLE | 4. R. RING | 5. R. LITTLE | | | | | | | | | | | | | | | |
| 6. L. THUMB | 7. L. INDEX | 8. L. MIDDLE | 9. L. RING | 10. L. LITTLE | | | | | | | | | | | | | | | |
| LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY | | | | | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY | | | | | | | | | | | | | | |

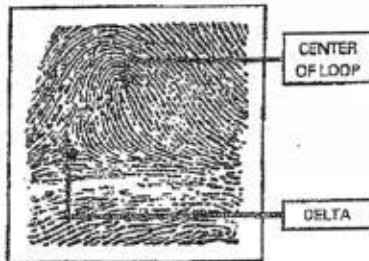
SAMPLE
(Front side)

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

WASHINGTON, D.C. 20537

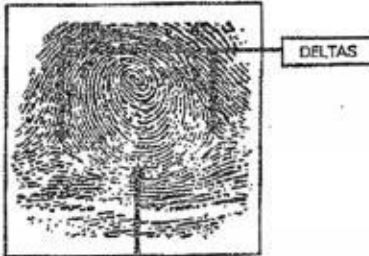
APPLICANT

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

FD-250 (REV. 12-29-82)

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PENTEC'S INK.
2. DISTRIBUTE INK EVENLY ON INDEX SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. IF AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED WITH A MEMO STAPLED TO THE CARD EXPLAINING THE CIRCUMSTANCES.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

INSTRUCTIONS:

- * 1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
 2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.
 - ** 3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
 4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO., PASSPORT NO. (PP), ALIEN REGISTRATION NO. (AR), POST SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS), VETERANS ADMINISTRATION CLAIM NO. (VA).

LEAVE THIS SPACE BLANK

U.S. GPO: 1995-097-145/20002

SAMPLE
(Back side)

Offender Profile System (OPS) Training Manual

SAMPLE - BLANK

| | | | | | | | | | | | | |
|--|--|--------------|--|---|--|---|-----|-----|-----|------|------|--|
| CONTROL NUMBER 82237776 | | SID: FBI: | | ORI: CONTRIBUTOR: | | NAME USED: LAST, FIRST MIDDLE NAM/ AKA/ | | | | | | |
| ORIGINAL DISPOSITION WHEN COMPLETED MAIL TO: OREGON STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION 3772 PORTLAND RD. NE SALEM, OR 97303 | | | | DOB | DOA | SEX | RAC | HGT | WGT | EYES | HAIR | |
| | | | | POB | SOC | | | | LAN | | OCA | |
| | | | | ADDRESS | | | | | SMT | | | |
| ARREST CHARGES | | | | ORS | ENTER COURT IDENTIFICATION HERE | | | | | | | |
| 1. | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | | |
| 2. | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | | |
| 3. | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | | |
| 4. | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | | |
| CHARGES AT DISPOSITION | | | | COURT DETERMINATION | | | | | | | | |
| 1. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ FINE _____ SUSP _____ DIVERSION _____ OTHER _____ | | | | | | | | |
| ORS: _____ | | | | | | | | | | | | |
| SENTENCE DATE _____ | | | | | | | | | | | | |
| COURT CASE # _____ | | | | | | | | | | | | |
| 2. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ FINE _____ SUSP _____ DIVERSION _____ OTHER _____ | | | | | | | | |
| ORS: _____ | | | | | | | | | | | | |
| SENTENCE DATE _____ | | | | | | | | | | | | |
| COURT CASE # _____ | | | | | | | | | | | | |
| 3. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ FINE _____ SUSP _____ DIVERSION _____ OTHER _____ | | | | | | | | |
| ORS: _____ | | | | | | | | | | | | |
| SENTENCE DATE _____ | | | | | | | | | | | | |
| COURT CASE # _____ | | | | | | | | | | | | |
| 4. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ FINE _____ SUSP _____ DIVERSION _____ OTHER _____ | | | | | | | | |
| ORS: _____ | | | | | | | | | | | | |
| SENTENCE DATE _____ | | | | | | | | | | | | |
| COURT CASE # _____ | | | | | | | | | | | | |

COMPACT SAMPLE

14457434 **LEAVE BLANK** OR 00000000
 FBI **IF KNOWN** **COMM CORR**
COMPACT SAMPLE
 WHEN COMPLETED MAIL TO:
 OREGON STATE POLICE
 BUREAU OF CRIMINAL IDENTIFICATION
 3772 PORTLAND RD, NE
 SALEM, OR 97303
FORM 86
ARREST CHARGES
 1. ~~POSSESS MARIJ~~ **NGIC 3562**
 2. ~~ASSAULT 1ST DEG~~ **1399**
 3. ~~KIDNAPPING 2ND DEG~~ **1099**
 4. ~~ROBBERY 1ST DEG~~ **1299**
CHARGES AT DISPOSITION
 1. ~~POSSESS MARIJ~~ **NGIC 3562**
 SENTENCE DATE **6-3-06**
 COURT CASE # **WA 456FE**
 2. ~~ASSAULT 1ST DEG~~ **NGIC 1399**
 SENTENCE DATE **6-3-06**
 COURT CASE # **WA 456FE**
 3. ~~KIDNAPPING 1ST DEG~~ **NGIC 1099**
 SENTENCE DATE **6-3-06**
 COURT CASE #
 4. ~~ROBBERY 1ST DEG~~ **NGIC 1299**
 SENTENCE DATE
 COURT CASE #

DATE OF ARREST (Required; use the date of Incident from other state).
01-01-65 **05-03-06** **11-11-1123**
OR
SC 1800M

ENTER COURT IDENTIFICATION HERE
 2. NAME OF STATE COMPACT **OR COMPACT-**
 IS FROM **WA WASHINGTON**
 3. DATE OF ACCEPTANCE **OR ACCEPTED**
 IN OREGON **IN OREGON 7-13-13**

DISPOSITION SAMPLE
 300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
 CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
 CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHILD
☐ JAIL ☐ PRISON ☐ SUSP ☐ PROB ☐ SUSP
 FINE ☐ SUSP ☐ DIVERSION
 OTHER **PROB EXPIRES 6-30-18**
 300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
 CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
 CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHILD
☐ JAIL ☐ PRISON ☐ SUSP ☐ PROB ☐ SUSP
 FINE ☐ SUSP ☐ DIVERSION
 OTHER **PROB EXPIRES 6-30-18**
 300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
 CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
 CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHILD
☐ JAIL ☐ PRISON ☐ SUSP ☐ PROB ☐ SUSP
 FINE ☐ SUSP ☐ DIVERSION
 OTHER **PAROLE/EXPIRES 6-30-20**
 300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
 CONVICTED 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
 CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHILD
☐ JAIL ☐ PRISON ☐ SUSP ☐ PROB ☐ SUSP
 FINE ☐ SUSP ☐ DIVERSION
 OTHER

****SAMPLE - ADULT PROBATION****

75969-07/1303305

| | | | | | | | | | | | | |
|--|--|--------------|--|---|--------------------|---|----------|-------------------------------|-------------|-------------|----------------|--|
| CONTROL NUMBER 82232770 | | SID: FBI: | | ORI: OR036015G CONTRIBUTOR: POLK CO. COMM CORR | | NAME USED: LAST, FIRST MIDDLE NAM/ DOWRONG, JOE MUDLEY AKA/ DOWRONG, JOEY | | | | | | |
| ORIGINAL DISPOSITION WHEN COMPLETED MAIL TO: OREGON STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION 3772 PORTLAND RD. NE SALEM, OR 97303 | | | | DOB 01/01/55 | DOA 09/09/92 | SEX M | RAC W | HGT 600 | WGT 180 | EYES BLU | HAIR BLN | |
| | | | | POB CA | SOC 55-555-5555 | | | | LAN 1234 | | OCA 92-4321 | |
| | | | | ADDRESS 56 VINE RD, VAIN OR 97100 | | | | SMT TAT LF ARM; TAT RF ARM | | | | |
| | | | | | | | | | | | | |
| ARREST CHARGES | | | | ORS | | ENTER COURT IDENTIFICATION HERE | | | | | | |
| 1. BURG I | | | | 164.225 | | <input checked="" type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: OR036015J | | | | | | |
| 2. UN USE VEH | | | | 164.135 | | <input checked="" type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: OR036015J | | | | | | |
| 3. | | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | |
| 4. | | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | |
| CHARGES AT DISPOSITION | | | | COURT DETERMINATION | | | | | | | | |
| 1. BURG I | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED | | | | | | | | |
| ORS: 164.225 | | | | CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST | | | | | | | | |
| SENTENCE DATE 10/10/92 | | | | CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP | | | | | | | | |
| COURT CASE # CR92-46 | | | | 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD | | | | | | | | |
| | | | | <input checked="" type="checkbox"/> JAIL <input type="checkbox"/> PRISON 1YR SUSP _____ PROB 3 YRS SUSP _____ | | | | | | | | |
| | | | | FINE _____ SUSP _____ DIVERSION _____ | | | | | | | | |
| | | | | OTHER RESTITUTION \$2,500 | | | | | | | | |
| 2. UN USE VEH | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input checked="" type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED | | | | | | | | |
| ORS: 164.135 | | | | CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST | | | | | | | | |
| SENTENCE DATE 10/10/92 | | | | CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP | | | | | | | | |
| COURT CASE # CR92-456 | | | | 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD | | | | | | | | |
| | | | | <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ | | | | | | | | |
| | | | | FINE _____ SUSP _____ DIVERSION _____ | | | | | | | | |
| | | | | OTHER _____ | | | | | | | | |
| 3. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED | | | | | | | | |
| ORS: | | | | CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST | | | | | | | | |
| SENTENCE DATE | | | | CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP | | | | | | | | |
| COURT CASE # | | | | 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD | | | | | | | | |
| | | | | <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ | | | | | | | | |
| | | | | FINE _____ SUSP _____ DIVERSION _____ | | | | | | | | |
| | | | | OTHER _____ | | | | | | | | |
| 4. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED | | | | | | | | |
| ORS: | | | | CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST | | | | | | | | |
| SENTENCE DATE | | | | CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP | | | | | | | | |
| COURT CASE # | | | | 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD | | | | | | | | |
| | | | | <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ | | | | | | | | |
| | | | | FINE _____ SUSP _____ DIVERSION _____ | | | | | | | | |
| | | | | OTHER _____ | | | | | | | | |

OPS 27 - FINGERPRINTING
Last revised on 4/30/2016

Offender Profile System (OPS) Training Manual

SAMPLE - DUII Diversion

| | | | | | | | | | | | |
|---|--|--------------|--|---|---|--|----------|----------------|------------|-------------|-------------|
| CONTROL NUMBER 12446866 | | SID: FBI: | | ORI: OR036015G CONTRIBUTOR: Community Corrections/McMinnville | | NAME USED: LAST, FIRST MIDDLE NAME: DO-WRONG, Dudley Joseph AKA: DO-WRONG, Joe | | | | | |
| ORIGINAL DISPOSITION WHEN COMPLETED MAIL TO: OREGON STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION 3772 Portland Road, N.E. Salem, Oregon 97303-2500 | | | | DOB 05/05/55 | DOA 09/09/92 | SEX M | RAC W | HGT 600 | WGT 180 | EYES BLU | HAIR BLK |
| | | | | POB CA | SOC 555-55-5555 | LAN 12345 | | OCA 92-4321 | | | |
| | | | | ADDRESS 123 Sunnybrook Lane Frosty, OR 97000 | | SMT TAT LF ARM; TAT RF ARM; SC CHD | | | | | |
| ARREST CHARGES | | | | ORS | ENTER COURT IDENTIFICATION HERE | | | | | | |
| 1. DRIV INTOX | | | | 813.010 | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input checked="" type="checkbox"/> MUNI ORI: OR036011J | | | | | | |
| 2. | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | |
| 3. | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | |
| 4. | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | |
| CHARGES AT DISPOSITION | | | | COURT DETERMINATION | | | | | | | |
| 1. DRIV INTOX | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY/INSANITY 318 <input checked="" type="checkbox"/> ADJUDICATION W/HE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION 1 year OTHER | | | | | | | |
| ORS: 813.010 | | | | | | | | | | | |
| SENTENCE DATE 10/10/92 | | | | | | | | | | | |
| COURT CASE # 65432 | | | | | | | | | | | |
| 2. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY/INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER | | | | | | | |
| ORS: | | | | | | | | | | | |
| SENTENCE DATE | | | | | | | | | | | |
| COURT CASE # | | | | | | | | | | | |
| 3. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY/INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER | | | | | | | |
| ORS: | | | | | | | | | | | |
| SENTENCE DATE | | | | | | | | | | | |
| COURT CASE # | | | | | | | | | | | |
| 4. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY/INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER | | | | | | | |
| ORS: | | | | | | | | | | | |
| SENTENCE DATE | | | | | | | | | | | |
| COURT CASE # | | | | | | | | | | | |

Offender Profile System (OPS) Training Manual

SAMPLE - Comm. Program only (Not on Formal Superu.)

| | | | | | | | | | | | |
|---|--|--------------|--|--|---|---|--|--------------|----------------|-------------|-------------|
| CONTROL NUMBER 12446866 | | SID: FBI: | | ORI: OR036015G CONTRIBUTOR: Community Corrections/McMinnville | | NAME USED: LAST, FIRST MIDDLE NAM/ DO-WRONG, Dudley Joseph AKA/ DO-WRONG, Joe | | | | | |
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| | | | | POB CA | SOC 555-55-5555 | | | LAN 12345 | OCA 92-4321 | | |
| | | | | ADDRESS 123 Sunnybrook Lane Frosty, OR 97000 | | | SMT TAT LF ARM; TAT RF ARM; SC CHIN | | | | |
| ARREST CHARGES | | | | ORS | ENTER COURT IDENTIFICATION HERE | | | | | | |
| 1. DRIV INTOX | | | | 813.010 | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input checked="" type="checkbox"/> MUNI ORI: OR036011J | | | | | | |
| 2. | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | |
| 3. | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | |
| 4. | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | | |
| CHARGES AT DISPOSITION | | | | COURT DETERMINATION | | | | | | | |
| 1. DRIV INTOX | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input checked="" type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CO CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER Community Program Only - Alc Eval/Treatment | | | | | | | |
| JRS: 813.010 | | | | | | | | | | | |
| SENTENCE DATE 10/10/92 | | | | | | | | | | | |
| COURT CASE # T54321 | | | | | | | | | | | |
| 2. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER | | | | | | | |
| ORS: | | | | | | | | | | | |
| SENTENCE DATE | | | | | | | | | | | |
| COURT CASE # | | | | | | | | | | | |
| 3. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER | | | | | | | |
| ORS: | | | | | | | | | | | |
| SENTENCE DATE | | | | | | | | | | | |
| COURT CASE # | | | | | | | | | | | |
| 4. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER | | | | | | | |
| ORS: | | | | | | | | | | | |
| SENTENCE DATE | | | | | | | | | | | |
| COURT CASE # | | | | | | | | | | | |

Offender Profile System (OPS) Training Manual

SAMPLE - Juvenile offender (Probation or Diversion)

| | | | | | | | | | | | |
|---|--|--------------|--|--|--------------------|---|----------|----------------|------------|-------------|-------------|
| CONTROL NUMBER 12446866 | | SID: Fet: | | ORI: OR036015G CONTRIBUTOR: Community Corrections/McMinnville | | NAME USED: LAST, FIRST MIDDLE NAM/ DO-WRONG, Dudley Joseph AKA/ DO-WRONG, Joe | | | | | |
| ORIGINAL DISPOSITION WHEN COMPLETED MAIL TO: OREGON STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION 3772 Portland Road, N.E. Salem, Oregon 97303-2500 | | | | DOB 05/05/ | DOA 09/09/92 | SEX M | RAC W | HGT 600 | WGT 180 | EYES BLU | HAIR BLU |
| | | | | POB CA | DOC 555-55-5555 | LAW 12345 | | OCA 92-4321 | | | |
| | | | | ADDRESS 123 Sunnybrook Lane Frosty, OR 97000 | | SMT TAT LF ARM; TAT RF ARM; SC CHD | | | | | |
| ARREST CHARGES | | | | ORS | | ENTER COURT IDENTIFICATION HERE | | | | | |
| 1. DRIV INTOX | | | | 813.010 | | <input type="checkbox"/> CIRC <input checked="" type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: OR036013J | | | | | |
| 2. | | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | |
| 3. | | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | |
| 4. | | | | | | <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: | | | | | |
| CHARGES AT DISPOSITION | | | | COURT DETERMINATION | | | | | | | |
| 1. DRIV INTOX | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT | | | | | | | |
| ORS: 813.010 | | | | CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONT | | | | | | | |
| SENTENCE DATE 10/10/92 | | | | CONV. LESS ORN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL | | | | | | | |
| COURT CASE # 65432 | | | | 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE | | | | | | | |
| | | | | <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ | | | | | | | |
| | | | | FINE _____ SUSP _____ DIVERSION 1 year | | | | | | | |
| | | | | OTHER Juvenile Offender - Remanded to Adult Court | | | | | | | |
| 2. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT | | | | | | | |
| ORS: | | | | CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONT | | | | | | | |
| SENTENCE DATE | | | | CONV. LESS ORN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL | | | | | | | |
| COURT CASE # | | | | 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE | | | | | | | |
| | | | | <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ | | | | | | | |
| | | | | FINE _____ SUSP _____ DIVERSION _____ | | | | | | | |
| | | | | OTHER | | | | | | | |
| 3. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT | | | | | | | |
| ORS: | | | | CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONT | | | | | | | |
| SENTENCE DATE | | | | CONV. LESS ORN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL | | | | | | | |
| COURT CASE # | | | | 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE | | | | | | | |
| | | | | <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ | | | | | | | |
| | | | | FINE _____ SUSP _____ DIVERSION _____ | | | | | | | |
| | | | | OTHER | | | | | | | |
| 4. | | | | 300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT | | | | | | | |
| ORS: | | | | CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONT | | | | | | | |
| SENTENCE DATE | | | | CONV. LESS ORN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL | | | | | | | |
| COURT CASE # | | | | 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE | | | | | | | |
| | | | | <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ | | | | | | | |
| | | | | FINE _____ SUSP _____ DIVERSION _____ | | | | | | | |
| | | | | OTHER | | | | | | | |

Offender Profile System (OPS) Training Manual

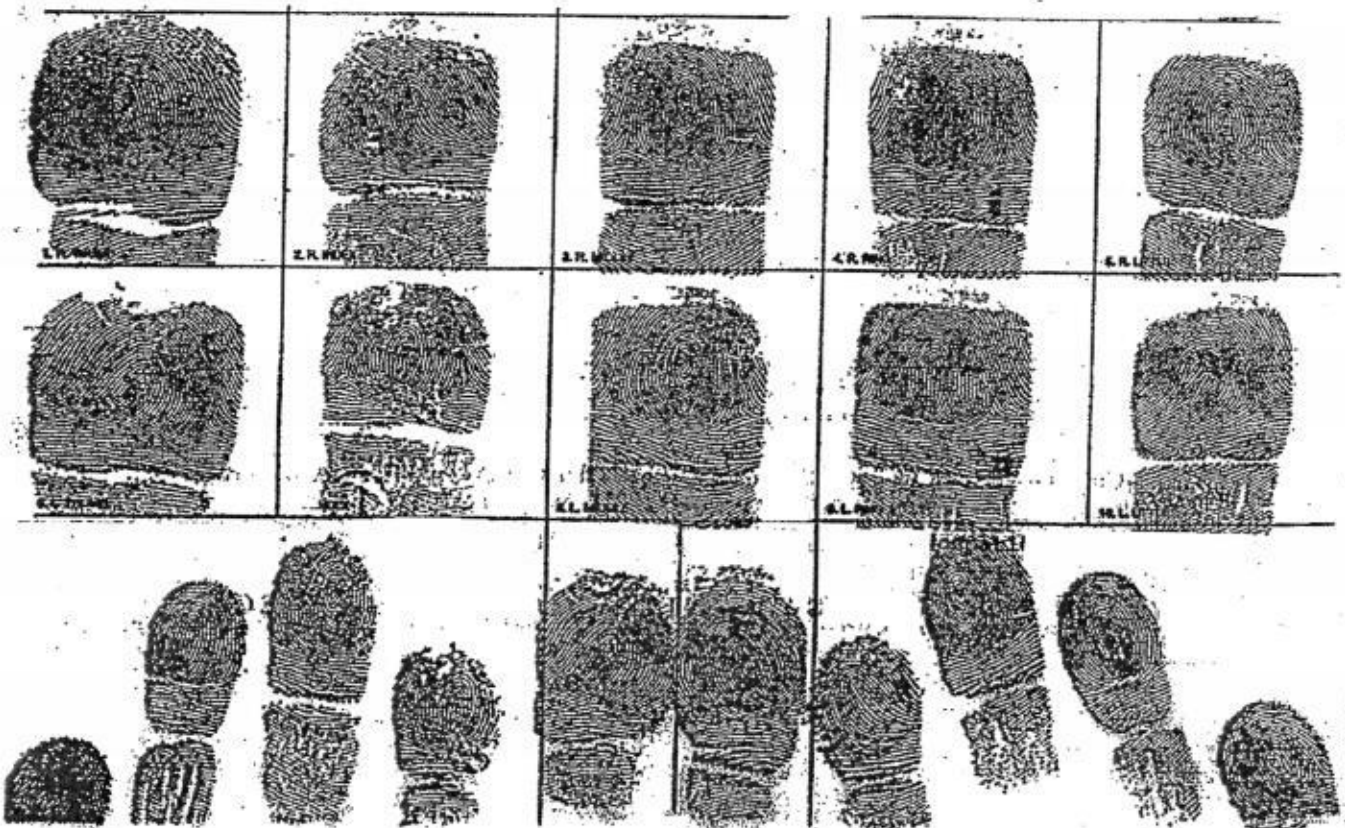
SAMPLE

A SAMPLE OF GOOD/ACCEPTABLE QUALITY PRINTS

-CLEAR DETAIL

-ROLLED NAIL TO NAIL AND TIP TO FIRST JOINT

- PROPER PLACEMENT IN FINGERPRINT BLOCKED(CENTERED)





COMPACT INSTRUCTION GUIDE

Prepared for
Oregon County Adult Community Corrections

July 2013

Rev 07/07/2016

Prepared by:
OREGON STATE POLICE
CRIMINAL JUSTICE INFORMATION SERVICES (CJIS)
Records/CCH Unit
3565 Trelstad Ave SE
Salem, Oregon 97317

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Introduction:

This guide will provide to you some general information for preparing an out-of-state compact fingerprint card and compact disposition. Samples are also included to illustrate where the information is placed on the card and disposition.

To establish an Oregon SID number, fingerprints must be obtained and submitted to the CJIS Division to process. Along with fingerprints, the compact charge and disposition are required. The SID number is established when the fingerprints have been processed and the arrest and disposition is entered into LEDS computerized criminal history (CCH) record. The community corrections agency will be notified of the SID number. This fingerprint card entry notification is done by LEDS - AM message.

Compacts are processed by the CJIS Division with special instructions. Compacts are not processed like an Oregon arrest. For example, compacts are entered with NCIC codes - not with Oregon statutes. Fingerprints associated with a compact case are not sent to the FBI. At this point in time, all compacts are “processed manually”. Processed manually means the compact fingerprints and disposition must be **mailed** to ID Services to process. Compacts cannot be sent electronically using a livescan device. Future programming changes may be made to the livescan automated system so a compact can be processed electronically.

Requirements for Compacts:

- Fingerprints (obtained by ink or a livescan device using).
- Individual’s demographics.
- Charge Information.
- Date of Arrest (or incident from the other state).
- Disposition.

Fingerprinting:

Fingerprints can be obtained from the individual by ink or by a livescan device. Currently, there are some counties that use ink and others that use a livescan device at the sheriff's office to print the compact individual. Whether using ink or a livescan device, obtaining properly rolled prints is critical. The fingerprint tech at the CJIS Division that processes the fingerprints will have to reject fingerprints due to improper inking, out of sequence, no slaps, pattern/ridge details, etc. A reprint will be necessary when this occurs, causing delay in processing the compact paperwork and establishing the SID number.

Fingerprint Card Types for Criminal Charges (compact or Oregon):

There isn't a specific fingerprint card created for a compact case. Therefore, there are only two types that can be used for a compact case or for an Oregon case. To better understand the blocks on the fingerprint cards, [refer to the Reference Table \(p. 6\)](#).

Fingerprint Card Types:

(1) Fingerprint Card Form 86

- Use for criminal charges and disposition.
- Form 86 is a fingerprint card packet for obtaining fingerprints, reporting criminal charges and disposition. *The disposition sheet contained in the Form 86 packet may be substituted for the Oregon Compact Disposition form (Rev 07/05/2013).*
- Form 86 is stocked and issued by the CJIS Division (no charge/fees for these cards).
- Referred to as the "black/white" card. The packet contains multiple sheets. The top sheet is the disposition sheet, the middle is the "local agency" copy, and then the actual fingerprint card where prints are taken. Carbon sheets are between the disposition form, local copy, and transfer written/typed information to the fingerprint card.
- Form 86 contain pre-printed control numbers. Fingerprint control numbers are required for criminal history entry by CJIS.

(2) Fingerprint Card Form 249

- Use for criminal charges.
- Form 249 cards are issued and supplied by the FBI (pink/white cards). Most agencies that use a livescan device have these contained within their livescan device so they can make a printout of the prints/booking info. Form 249 does not have pre-printed control number or an accompanying disposition sheet. If this card is used in place of form 86, a control number will need to be transferred to from form 86 to the FD 249 card. The form 86 card will then need to be shredded. can only assign a control number very minimally.

IMPORTANT NOTE:

An APPLICANT card (blue card; form #FD 258) CANNOT be used to fingerprint an individual for criminal charges. If this card is used for criminal charges (compact case or Oregon arrest), it will be rejected and a reprint of the individual on a criminal card will be necessary. The CJIS Division cannot transfer fingerprints for criminal charges from an applicant card to a criminal card.

Fingerprint Card Form 86 and Form 249 Reference.

Note: If handwriting information using Form 86, print firmly and clearly so information transfers from top sheet to the fingerprint card.

| Block on Card | Notes |
|----------------------|--|
| Control # | Form 86 has a pre-printed 8-digit number control numbers (located on the upper-left top of card). Form 249 do not have pre-printed control numbers. A livescan device should be able to generate a 13-digit fingerprint control number. |
| SID # | State Identification Number. Leave blank; this space is reserved for CJIS Division. |
| FBI # | Not required. If known, write-in. |
| ORI # | Required. This is your agency's ORI # (9-digit number). |
| Contributor | Required. This is the name of your agency. Example: Washington Co. Comm. Corr. <i>Note: The contributor is the actual arresting agency, not necessarily the agency completing the booking or filling out the card or disposition.</i> |
| Name | Required. Name of the individual being printed for the compact. Write name in this format: last, first, middle, suffix (Jr, Sr, II, etc.). Example: Brown, Charles John Jr. |
| AKA | Write in any known AKA/additional names. Use the same format as the name. If you need additional space, use back of card. If no known AKA's, leave blank. |
| DOB (Date of Birth) | Required. Enter DOB as month, day, year. <i>Example: 11/27/1952.</i> |
| DOA (Date of Arrest) | Required. For compacts, refer to the out-of-state paperwork. Use the date of incident or arrest date from other state. If you don't have either date, it is recommended you use the date of indictment. If date of arrest is left blank, the paperwork may be rejected by the CJIS Division. |
| Sex | Required. M= Male F = Female. Do not enter unknown. |
| Race | Required. Use one of the following: A – Asian or Pacific Islander B -- Black I – American Indian or Alaskan Native W -- [includes Latins and Hispanics) |
| Hgt (Height) | Required. Enter as feet and inches. |
| Wgt (Weight) | Required. |
| Eyes (Eye Color) | Required. Enter eye color abbreviation: BLK – Black BLU -- Blue BRO -- Brown GRN – Green HAZ – Hazel |

Fingerprint Card Form 86 and Form 249 Reference.

| | |
|-------------------------------------|---|
| Hair (Color) | Required. Enter hair color abbreviation: BLD – Bald BLU -- Blue BRO – Brown BLN – Blonde or Strawberry BLK – Black GRY – Gray or partially gray RED – Red or auburn WHT – White PNK -- Pink |
| POB (Place of Birth) | Not required. If known, enter 2-digit state or country code. |
| SOC | Not required; enter if known. |
| LAN (Local Agency Number) | Not required. |
| OCA (Local Agency Case Number) | Not required. For compacts, the person's block # may be used as the OCA. |
| Address | Not required. |
| Signature of Person Fingerprint | Should be signed. |
| Date/Signature of Printing Official | Should be dated. |
| Address | Not required; enter if known. |
| SMT (Scars, Marks, Tattoos) | Not required. If known, write-in using standard NCIC codes. Example: SC Abdom , TAT RF Arm , TAT Neck <i>If you need additional space, use back of card.</i> |
| Arrest Charges | Required. For compacts, refer to the out-of-state paperwork. <ul style="list-style-type: none"> • Write in the name of the charge as stated from the other state. • Only report the charge(s) that the individual was convicted on. You don't have to list the charges that were dismissed. • If you are using form 86 and there are more than 4 charges, use the back of the card. |
| ORS | For compacts, use NCIC code only -- do not use Oregon ORS numbers. Refer to NCIC classification codes. If you don't know the NCIC code, leave blank. |
| Fingerprints | Obtain inked prints using black ink only. If you can't roll prints due to injury, casts, bandages, please notate on card. Make notation for missing/amputated fingers. |

Using a Livescan Device for Fingerprinting:

If your agency chooses to use a livescan device to take fingerprints at the jail or sheriff's office, **please note that there special instructions for livescan**. This is because the individual is not being processed for Oregon criminal charge(s). Special instructions will need to be given to the deputy or person doing the fingerprinting using livescan so they understand what needs to be done on their end. You may need to provide the person doing the fingerprinting some paperwork so they will have the information they will need to enter in livescan. It's suggested you talk to the jail staff so that a system can be worked out for printing compacts.

Livescan instructions:

1. Take fingerprints only using the livescan criminal screen – **not applicant**.
2. A fingerprint control number (TCN) should be generated.
3. Entry of individual's demographics.
4. Arresting Agency should be changed to Parole & Probation's ORI – not the sheriff's.
5. Do not select charge(s) from the livescan ORS table. If they have to select an ORS on the livescan, they should use **000.000 New Charge**. If they use 000.000 New Charge, a charge comment of COMPACT should be entered in the charge comment field.
6. **Important – DO NOT SEND the print card to OSP**. *If it was sent in error, it will be processed as an Oregon arrest and the criminal history will need to be corrected. Notify the CJIS Division ASAP (call Laurie @ 503.934.2353).*
7. A printout of the print card (print locally) preferably on form FD 249. Only one set of print card is needed; palm prints are not needed for compacts.
8. Once the print card is printed, it will need to be returned to the PO or other assigned staff.
9. Once the PO or other assigned staff receive the print card, it should be reviewed to make sure the card has the correct information on both sides of the print card (**demographics, DOA, ORI #, charge(s)**). **Correct the information by lining-out and writing in correct information.**
10. **Add the charges for the compact. List the name of the charge(s) exactly as specified from the out-of-state paperwork. Note: Only report the crimes the person is being supervised on; do not report charges that were dismissed.** .
11. Complete the compact disposition form and attach to the print card.
12. Mail to the CJIS Division.

Disposition Forms:

The disposition of the charges is required for compacts. The disposition form is included in the form 86 packet or you may choose to use the Oregon Compact Disposition form that has been created by the CJIS Division specifically for a compact disposition. If you choose to use the compact disposition form instead of the form 86 disposition, shred the form 86 disposition sheet. Whichever the form you decide to use for disposition, the same information is needed. To keep things simple on the compact disposition, we do not need to know all of the sentencing information from the other state since this should be on the other state's criminal history record. The following is the information that will need to be reported on the disposition form:

- **Name of the charge(s) the person was convicted of.**
- **Convictions - determination (felony or misdemeanor) is required.**
- **Deferred Sentence, conditional discharge, diversion (adjudication withheld).**
- **Type of supervision (probation, parole, post prison supv).**
- **Length of supervision (months, years, etc.) or date supervision is set to expire.**
- **Name of the state compact is being accepted from.**
- **Date the compact was accepted in Oregon for supervision.**

If you choose to use the compact disposition form instead of the form 86 form, you will be filling out a form-fill Word document. To navigate forward in the form from one field to the next, press the Tab key. If you need to check a box, use the mouse and click in the box. If you tab over the field you need to complete, press Shift Tab or you can use the mouse to click in the field. Complete all fields. Once complete, print. Attach the disposition to the print card and mail to the CJIS Division.

The disposition form needs to be completed by your agency; please do not attach the out-of-state paperwork unless requested by the CJIS Division.

MISSING REQUIRED INFORMATION

If required information is missing on the arrest or disposition, the compact cannot be processed. The CJIS Division may call your agency to get the information needed. If we cannot contact you, the card & disposition will be mailed to your agency with a rejection form explaining the information that is missing or incomplete. If you receive, please provide the information that is needed and mail to the CJIS Division.

COMPACT SUPERVISION TERMINATED

When the compact case completes their supervision and **is no longer under supervision for the compact charges**, it is advised that you notify the CJIS Division when the compact case is closed so that the compact entry on the CCH can be purged . Please prepare the request using your agency's letterhead and reference the Oregon SID number and compact information.

OSP/CJIS DIVISION CONTACT INFORMATION

If you need additional assistance with compacts or Oregon cases, please contact by phone or email:

Laurie Riesterer
OSP/CJIS Division, CCH/Records Unit
Direct Phone # 503.934.2353
Fax # 503.378-2121
Main Phone: (503) 378-3070 [Mon-Fri 8-5]

Email: Laurie.Riesterer@state.or.us.

COMPACT SAMPLES

| | | | | | |
|-------------------------------------|--|---|-------------------------|---|--------------------|
| CONTINUAL NUMBER 14457934 | | SID: LEAVE Blank OR: 0009013G | | NAME USED: LAST, FIRST, MIDDLE DOE, JANE A. | |
| FBI: 2 IF KNOWN | | CONTRIBUTOR: DESMUTES | | AKA: DOE, JANINE A. | |
| SIGNATURE OF PERSON FINGERPRINTED | | DOB: 01-01-60 | DOA: 05-03-06 | SEX: F | RACE: W |
| | | POB: OR | DOC: 111-11-1123 | HEIGHT: 508 | WEIGHT: 150 |
| | | ADDRESS: | CITY: | STATE: | ZIP: |
| | | | | SCABRON | |

| ARREST CHARGES | | NCIC | ORS |
|----------------|--------------------|------|-----|
| 1 | POSSESS MARIJ | 3562 | |
| 2 | ASSAULT 1ST DEG | 1399 | |
| 3 | KIDNAPPING 2nd DEG | 1099 | |
| 4 | ROBBERY 1ST DEG | 1299 | |

THIS DATA MAY BE COMPUTERIZED NCIC

← INKED PRINTS →

FINGERPRINT FORM #86

COMPACT EXAMPLE – ARREST/DISPOSITION CARD NOTES:

Note: For explanation of all blocks on fingerprint card, refer to the Reference Table in the Instruction Guide.kj

1. PL TH/100

➤ DOA (DATE OF ARREST) IS REQUIRED. FOR COMPACTS, THE DATE OF ARREST IS THE DATE OF ARREST OR INCIDENT DATE FROM THE OTHER STATE. If you cannot locate the date of arrest/incident date from the other state, use the date of indictment.

➤ WRITE-IN NAME OF EACH CHARGE THE PERSON WAS CONVICTED OF AND IS BEING SUPERVISED FOR. DON'T INCLUDE DISMISSALS. DO NOT USE OREGON ORS NUMBERS FOR COMPACTS - USE NCIC CODES. IF YOU DON'T KNOW THE NCIC CODE, LEAVE BLANK (JUST BE SURE YOU HAVE WRITTEN IN THE NAME OF THE CHARGE).

2. L TH/100

➤ MAKE NOTATIONS AS TO WHY FINGERPRINTS COULD NOT BE TAKEN (AMPUTATION, INJURY, CRIPPLED, ETC.)

DISPOSITION REQUIRED INFORMATION:

➤ NAME OF STATE COMPACT WAS ACCEPTED FROM (WRITE NAME OF STATE IN THE "ENTER COURT IDENTIFICATION HERE" AREA -- SEE ② IN THE SAMPLE)

➤ DATE COMPACT CASE WAS ACCEPTED IN OREGON (SEE ③ IN THE SAMPLE)

➤ TYPE OF SUPERVISION (PROBATION, PAROLE, POST PRISON SUPV). If probation, circle PROB on form; if parole or post prison supv write in on the OTHER line on form.

➤ LENGTH OF SUPERVISION (months, etc.) or provide expiration Date – write in on the OTHER line on form. Example: Probation Exp: 01/25/2015

FORM 860 REV

14457934 **COMPACT SAMPLE**

OR LEAVE BLANK
FBI 22 IF KNOWN
CONTRIBUTOR **DESCHUTES COMM CORR**

NAME: USE LAST, FIRST, MIDDLE
NAME **DOE, JANE A.**
AKA **DOE, JANINE A.**

DOB **01-01-1905** SEX **F** RACE **W** ETH **SCB** HGT **50** WGT **150** EYES **BLU** HAIR **BRN**

POB **OR** DOB **11-11-1123**

1 DATE OF ARREST (Required; use the date of Incident from other state).

OREGON STATE POLICE
BUREAU OF CRIMINAL IDENTIFICATION
3772 PORTLAND RD, NE
SALEM, OR 97303

FORM 86 ARREST CHARGES

1. **POSSESS MARIJ** NCIC **3562**
2. **ASSAULT 1ST DEG** **1399**
3. **KIDNAPPING 2nd DEG** **1099**
4. **ROBBERY 1ST DEG** **1299**

CHARGES AT DISPOSITION

1. **POSSESS MARIJ** NCIC **3562**
SENTENCE DATE **6-3-06**
COURT CASE # **WA 456FE**

2. **ASSAULT 1ST DEG** NCIC **1399**
SENTENCE DATE **6-3-06**
COURT CASE # **WA 456FE**

3. **KIDNAPPING 1ST DEG** NCIC **1099**
SENTENCE DATE **6-3-06**
COURT CASE #

4. **ROBBERY 1ST DEG** NCIC **1299**
SENTENCE DATE
COURT CASE #

ENTER COURT IDENTIFICATION HERE

2 NAME OF STATE COMPACT **ORE COMPACT-**
IS FROM **WASHINGTON**

3 DATE OF ACCEPTANCE **ACCEPTED IN OREGON 7-13-13**









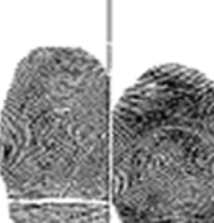






DISPOSITION SAMPLE

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED **350 X FELONY** 351 ☐ MISC 352 ☐ VIOL 325 ☐ NO CONTEST
CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISC 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP **PROB 60M SUSP**
FINE ☐ SUSP ☐ DIVERSION
OTHER **PROB EXPIRES 6-30-18**

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED **350 X FELONY** 351 ☐ MISC 352 ☐ VIOL 325 ☐ NO CONTEST
CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISC 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP **PROB 60M SUSP**
FINE ☐ SUSP ☐ DIVERSION
OTHER **PROB EXPIRES 6-30-18**

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED **350 X FELONY** 351 ☐ MISC 352 ☐ VIOL 325 ☐ NO CONTEST
CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISC 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP **PROB 60M SUSP**
FINE ☐ SUSP ☐ DIVERSION
OTHER **PAROLE/EXPIRES 6-30-20**

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED **350 X FELONY** 351 ☐ MISC 352 ☐ VIOL 325 ☐ NO CONTEST
CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISC 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP **PROB 60M SUSP**
FINE ☐ SUSP ☐ DIVERSION
OTHER

| LEAVE BLANK | | CRIMINAL | STAPLE HERE | | LEAVE BLANK | |
|---|--|--|-------------|--|-------------|--|
| STATE USAGE SUPPRESSED SUBSIDY PERSONNEL CLASS ADJUTANT DEAN LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX DOE JOHN MICHAEL | | 611247574 | | | | |
| J01A113062880 CONTROL # | | | | | | |
| 04-29-1983 M W 603 195 HAZ BLK | | | | | | |
|  L. THUMB | |  R. THUMB | |  L. INDEX | | |
|  L. MIDDLE | |  R. MIDDLE | |  L. RING | | |
|  L. RING | |  R. RING | |  L. LITTLE | | |
|  L. LITTLE | |  R. LITTLE | |  L. PALM | | |
|  R. PALM | |  L. PALM | |  R. PALM | | |

EXAMPLE: COMPACT USING LIVESCAN
PRINT CARD (Front) *p. 10 of 3*

**FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 26306**

PRIVACY ACT OF 1974 (PL. 93-579) PROVIDES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS UNDER SOCIAL SECURITY NUMBER IS REQUESTED TO STATE
SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY BASIS OF AUTHORITY FOR SUCH DISCLOSURE AND

OR0030000-125
CLACKAMAS CITY *PAROLE/PROBATION*

DATE OF BIRTH: 07-02-2010

TCN: ORJCL113062880

OR0030000
OR0030000

ASSAULT 1ST DEG. 1399
COMPACT - FROM CALIFORNIA

STATE BUREAU STAMP
Oregon State Police
Identification Services Section
3772 Portland Rd NE
Salem, Oregon 97301-2500

COMPACT USING LIVESCAN (BACK):

- w/Compact Charges
- Name of State Compact From

P. 2 of 3

OREGON COMPACT DISPOSITION

Instructions: This is a disposition form for out-of-state compact cases only. Report only convictions that person is being supervised on, list each charge separately, complete all sentencing information. A total of 3 can be reported per form. Once completed, attach to fingerprint card and mail to: Oregon State Police - Identification Services Section/CCH Unit - 3772 Portland Rd NE - Salem, OR 97301

| | | |
|--|------------------------|--|
| Submitted by Adult Community Corrections/Name of County CLACKAMAS | | |
| COMPACT INFORMATION | | |
| Name of Person being supervised from Compact [Last, First, Middle] Doe, John Michael | | Date of Birth 04/29/1983 |
| Name of State Compact is from: California | | Date Accepted in Oregon 07/11/2013 |
| Fingerprint Control Number JCLA113062880 | | Arrest/Incident Date from other State 07/10/2009 |
| Sentence Information (from other State) | | |
| (1) Name of Charge: Assault 1st Deg | NCIC Code: 1399 | Number of Counts: |
| CONVICTION (check one) <input checked="" type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR | | DEFERRED SENTENCE (Length of deferral) |
| Date of Conviction 08/02/2009 | | Court Case # CA123456 |
| Type of Supervision: <input checked="" type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv | | Length of Supervision/Expiration Date 60M/Exp. 07/11/2018 |
| Other: | | |
| | | |
| (2) Name of Charge: | NCIC Code: | Number of Counts: |
| CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR | | DEFERRED SENTENCE (Length of deferral) |
| Date of Conviction | | Court Case # |
| Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv | | Length of Supervision/Expiration Date |

OREGON COMPACT DISPOSITION FORM

Use this form for disposition when livescan is used to generate the print card. Transfer information (control number, name, etc.,) from the print card to disposition form.

Disposition Compact Form

Rev. 07/05/2013

OREGON COMPACT DISPOSITION

Instructions: This is a disposition form for out-of-state compact cases only. Report only convictions that person is being supervised on, list each charge separately, complete all sentencing information. A total of 3 can be reported per form. Once completed, attach to fingerprint card and mail to: Oregon State Police • Identification Services Section/CCH Unit • 3772 Portland Rd NE • Salem, OR 97301

| | | |
|---|--|-------------------|
| Submitted by Adult Community Corrections/Name of County | | |
| COMPACT INFORMATION | | |
| Name of Person being supervised from Compact (Last, First, Middle) | Date of Birth | |
| Name of State Compact is from: | Date Accepted in Oregon | |
| Fingerprint Control Number | Arrest/Incident Date from other State | |
| Sentence Information (from other State) | | |
| (1) Name of Charge: | NCIC Code: | Number of Counts: |
| CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR | DEFERRED SENTENCE (Length of deferral) | |
| Date of Conviction | Court Case # | |
| Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv | Length of Supervision/Expiration Date | |
| Other | | |
| | | |
| (2) Name of Charge: | NCIC Code: | Number of Counts: |
| CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR | DEFERRED SENTENCE (Length of deferral) | |
| Date of Conviction | Court Case # | |
| Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv | Length of Supervision/Expiration Date | |
| Other | | |
| | | |
| (3) Name of Charge: | NCIC Code: | Number of Counts: |
| CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR | DEFERRED SENTENCE (Length of deferral) | |
| Date of Conviction | Court Case # | |
| Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv | Length of Supervision/Expiration Date | |
| Other | | |

OREGON COMPACT DISPOSITION

Instructions: This is a disposition form for **out-of-state compact cases only**. Report only convictions that person is being supervised on, list each charge separately, complete all sentencing information. A total of 3 can be reported per form. Once completed, attach to fingerprint card and mail to: **Oregon State Police ♦ CJIS Division/CCH Unit ♦ 3565 Trelstad Ave SE ♦ Salem, OR 97317**

| | | |
|---|------------|--|
| Submitted by Adult Community Corrections/Name of County | | |
| COMPACT INFORMATION | | |
| Name of Person being supervised from Compact [Last, First, Middle] | | Date of Birth |
| Name of State Compact is from: | | Date Accepted in Oregon |
| Fingerprint Control Number | | Arrest/Incident Date from other State |
| Sentence Information (from other State) | | |
| (1) Name of Charge: | NCIC Code: | Number of Counts: |
| CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR | | DEFERRED SENTENCE (Length of deferral) |
| Date of Conviction | | Court Case # |
| Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv | | Length of Supervision/Expiration Date |
| Other | | |
| | | |
| (2) Name of Charge: | NCIC Code: | Number of Counts: |
| CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR | | DEFERRED SENTENCE (Length of deferral) |
| Date of Conviction | | Court Case # |
| Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv | | Length of Supervision/Expiration Date |
| Other | | |
| | | |
| (3) Name of Charge: | NCIC Code: | Number of Counts: |
| CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR | | DEFERRED SENTENCE (Length of deferral) |
| Date of Conviction | | Court Case # |
| Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv | | Length of Supervision/Expiration Date |
| Other | | |

E-COURTS

E-Court system provides information regarding court cases. Users can retrieve sentencing information, financial obligation information, etc from E-Courts.

28.1 ACCESSING THE E-COURT SYSTEM

All courts have now converted to E-COURTS.

- Using the internet, go to:
<https://publicaccess.courts.oregon.gov/PublicAccessLogin/Login.aspx>
- Login using the appropriate Username & Password
- Select the appropriate location from the Drop-Down menu
- Click on the type of search you would like to make
- Enter the appropriate information, then click on 'Search'
- If you need help, click the 'Help' link (top, right corner) or the 'Help – Quick Reference' link (bottom, left corner)

Oregon eCourt Case Information

[Skip to Main Content](#) [Logout My Account](#) Location : Yamhill [Help](#)

Oregon eCourt Case Information
A service of OJIN Online



View court case registers and judgments
Included in your OJIN OnLine Subscription



Case Records

Select a location
Yamhill

[Search Case Records](#)
[Search Court Calendar](#)
[Search Judgments](#)

Currently this service can only display case information for Yamhill Circuit Court.
Please use [Oregon Appellate Courts Case Information](#) for Court of Appeals and Supreme Court
or [OJIN OnLine Access](#) for all other circuit courts.

Courts may change their schedules at any time. Please check the calendar on the day of your scheduled event to confirm the information for your event.

[Help - Quick Reference](#) | [Frequently Asked Questions \(FAQs\)](#) | [OJD Home](#) | [Online Services](#) | [OJIN OnLine](#)