

1. **NAME:** Inmate/offender's name (downloaded from CIS).
2. **PHYSICAL RELEASE DATE:** Inmate/offender's actual date of release from custody. (Note: manually entered by Board from the Release Planning Form).
3. **SID#:** State Identification Number (downloaded from CIS).
4. **SENTENCE EXPIRATION DATE:** If the inmate/offender has a matrix conviction (Crime committed prior to 11-01-89) then this is the sentence expiration date for the longest running matrix case (downloaded from CIS).
5. **OFFICE/CASELOAD:** Location where offender is to report, or is housed. Parole Officer's case load number (note: each PO has an assigned caseload number).
6. **POST-PRISON SUPV EXPIRATION:** If the inmate/offender has a sentencing guidelines conviction (crime committed on or after 11-01-89), then this is the sentence expiration date for the longest running guidelines case (computed/entered by the Board).
7. **PAROLE REL DATE:** Any time the Board sets a release date, the date would be reflected here. (Note: the date may or may not match the physical release date.)
8. **ACTIVE SUPERVISION REVIEW DT:** If the inmate/offender has a matrix conviction for a crime committed between 12-04-86 and 10-31-89, then this is the minimum amount of Active Supervision (ASR). Or if the inmate/offender has a sentencing guidelines conviction, then this is the minimum amount of supervision (SSR - Supervision Review Date) that the offender will be required to serve before he/she can move to inactive supervision status. (This date is computed/entered by the Board).
9. **BOARD ACTION DATE:** Date the Board entered the Order of Supervision into PBMIS (Parole Board Management Information System).
10. **TENTATIVE PAROLE DISCHG DATE:** If the inmate/offender has a matrix conviction for a crime that was committed prior to 12-04-86, then this is the minimum amount of Active Parole Supervision the offender will be required to serve before he/she can be considered for discharge from parole. (This date is computed/entered by the Board). Matrix offenders with crimes committed on or after 12-04-86 are not eligible for discharge because of Ballot Measure 10 (see ORS 144.335 (1987)).
11. **DETAINER:** Notes if there is an active detainer in place.

12. REPORT TO: The Community Corrections office the offender is to report to upon release from custody.

13. Board finds subject to be a predatory sex offender pursuant to ORS 181.585-587: This text will show on the order if the Board has determined the offender is a predatory sex offender pursuant to ORS 181.585 through 587. If you notice that the text has dropped off an amended supervision order, please notify the Board.

14. OT: Offense Type.
MX- Matrix case (Crime committed prior to 11-01-89)
SG- Sentencing Guidelines (Crime committed on or after 11-01-89 – present and sentence length is greater than 12 months)
LC – Local Control Sentence (Crime committed after 01-01-97 and sentence length is 12 months or less)

15. Offense: A list of the offenses offender will be supervised for.

16. IC: Inchoate offense (i.e. AT-Attempt, SL-Solicit, CL-Conspiracy)

17. CNTY: County in which offense was sentenced.

18. CASE #: Corresponding case number for offense.

19. (blank field):

20. PPS: If the offense Type (OT) is a sentencing guidelines (SG), or local control (LC) offense, then the length of PPS ordered by the court on the Sentencing/Judgment Order will be shown here.

21. PPS EXP DATE: This is the Board-calculated post-prison supervision expiration date for the corresponding offense.

22. Opening paragraph: This paragraph begins with the offender's name and has the same language in every order generated with the exception of noting the minimum period of action supervision. This paragraph explains to the offender that he/she is subject to all General Conditions of Supervision and to the following Special Conditions.

23. Special Conditions: Special conditions will be noted in numerical order following this paragraph. The special conditions may be several pages in length. The Board's authority to impose special conditions of supervision is found in ORS 144.102(3)(a) for post-prison supervision cases and ORS 144.270(3)(a) for parole cases.

The statutes provide that the Board may establish special conditions as determined necessary because of the individual circumstances of the offender. Special conditions reflect the offender's current crime of conviction *and* historical or self-reported areas of concern.

Sometimes special conditions are imposed by the Board "per PO," "at the discretion of the supervising officer," or similar language. This means that based on the record as a whole, the Board concludes the conditions are necessary because of the individual circumstances of the offender's case. However, the condition is not to be read as an absolute prohibition or mandate. The "per PO" qualification allows the supervising officer to monitor and evaluate the offender's circumstances and progress to determine whether suspension of the conditions would compromise offender rehabilitation and public safety. When conditions are applied "per PO" the supervising officer does not need the Board's approval to discontinue enforcement of the condition(s).

24. GENERAL SUPERVISION CONDITIONS: Following the special conditions section, the 13 General Conditions of Supervision will print on their own page. ALL offenders are subject to the General Conditions of Supervision. The Board's authority to order general conditions of supervision is found in ORS 144.102 for post-prison supervision cases and in ORS 144.270 for parole cases.

25. Closing 3 Paragraphs: The first paragraph is informational and applies to a situation where the release date on the order changes, requiring recalculation of the supervision expiration date. The second paragraph describes some of the potential penalties for failing to abide by supervision conditions. The third paragraph outlines the administrative and judicial review process.

26. Chairperson signature: Auto signature of Board Chairperson.

27. Offender signature/date lines: Offenders should sign and date the original order and the PO should keep a copy for the file. In addition, the PO should document in AS/400 Chronos that he/she has reviewed the Order with the offender. If the offender refuses to sign, please note it. Advise the offender that even if they refuse to sign the Order, they are still required to abide by all General and Special Conditions. Note: throughout an offender's supervision, the Board may issue subsequent Orders of Supervision. Each time Orders are generated, the offender should be given a copy and requested to sign it, following the process described above.

28. Witness signature/date lines: Date PO reviewed the Order with the offender. Note/date in AS/400 Chronos and keep original in file.