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 (**S**tatewide **O**ffice **O**perations **N**etwork) 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.

2015 - 2016 Manual Committee

Angie Gustafson – Linn Co.
Dianne Erickson – OISC
Ashley Harmon – Multnomah Co.
Robin Filbeck – Tillamook Co.
Nicole Pauly – Multnomah Co.
Carolyn Knox – Lincoln Co.
Judy Bell – Benton Co.
Margaret Hill – Crook Co.
Shawna Harnden – Parole Board
Patty Gaskins – Douglas Co.
Your Name Could Be Here!!
Diane Ballard – Jackson Co.
Karen Spieler – Columbia Co.
Terri Chandler – Jefferson Co.
Tina Shippey – Coos Co.
Mindie Everett – Multnomah Co.

Table of Contents

Introduction

Table of Contents

OPS 1 – Public Information
1.1 Public Information Screen 1

OPS 2 – Admitting Offenders in CIS
2.1 Things that are Not Admitted to CIS 1
2.2 Offender Admission 1
2.3 Compact Admission 13
2.4 Local Control Admission 14
2.5 Admitting Parole/PPS/Leave/Second Look/Sexual Violent Dangerous Offenders (ORS 144.635B) Cases from an Institution 14
2.6 Admitting Post-Prison Cases from County Jails (Local Control) 20
2.7 Admitting Offenders with Probation and Prison Sentences 21

OPS 3 – Entering Compact Reporting Instructions and Compact Investigation Requests
3.1 Reporting Instructions/Investigation Requests 1
3.1.1 RI Admission Process – Offender with Previous Discharged Status 1
3.1.2 RI Admission Process – New Offender 2
3.1.3 RI Admission Process – Offender on Active Supervision in Oregon 3
3.2 Rescinding of Reporting Instructions 3
3.3 Compact Investigation Request for Transfer (IV) Data Entry 4
3.4 Compact IV Admission Process – Offender with Previous Discharge Status 4
3.5 Compact IV Admission Process – New Offender 5
3.6 CIS Data Entry Upon Acceptance and Arrival in Oregon 5
3.7 CIS Data Entry Upon Investigation Rejection 6
3.8 Additional Information 6

OPS 4 – DOC and Institution Release Data
4.1 Retrieving a Board PPS Order 1
4.2 Board/LC Supervisory Override 3
4.2.1 Petition the Board 3
4.2.2 Re-Released Following Revocation 5
4.2.3 Parole Board Closes Interest 6
4.2.4 Local Control Back to Board 7
4.3 Description of Parole and Post-Prison Closures 9
4.3.1 Pre Ballot Measure 10 Parolees 9
4.3.2 Ballot Measure 10 Parolees 9
4.3.3 Post-Prison Supervision 9
4.3.4 Unsupervised Status 10

OPS 5 – Enter Probation Record (EPR) / LEDS / WebLEDS

5.1 Law Enforcement Data System (LEDS) Reps by County 1
5.2 Law Enforcement Data System (LEDS), General Information 1
5.3 WebLEDS, General Information 1
5.4 WebLEDS Masks 4
5.4.1 Creating an EPR 4
5.4.2 Adding Supplemental Information to an EPR 6
5.4.3 Deleting Supplemental Information from an EPR 9
5.4.4 Modifying an EPR 9
5.4.5 Cancelling an EPR 13
5.4.6 Cancelling a Sex Offender EPR with Registration in EPR 13
5.4.7 RTP Codes 14
5.4.8 CMC Field (Caution/Medical Conditions Field) 14
5.4.9 MNU Field 14
5.5 LEDS Entry - Sex Offender Specifics 15
5.6 Sex Offender Registration Information 15
5.6.1 Sex Offender Registration Most Common Questions 15
5.7 EPR Expiring Reports 17
5.7.1 EPRP Reports 17

OPS 6 – ORS Listing with NCIC Codes

6.1 Listed by Crime, Alphabetically 1

OPS 7 – Modifying Offender Records in CIS

7.1 Abscond/IMMI/PSRB Returns 1
7.2 UNSU Return (Parole Board Cases) 3
7.3 CMPO Return 4
7.4 Returning from INPR or Local Control UNSU 4
7.5 Adding an Offense 5
7.6 Closing a Single Offense Line 7
7.7 Transferring from Leave Status to Post Prison Status 9
7.8 Extending a Probation Sentence 12
7.9 Inactive Probation (INPR) / Unsupervised LC PPS (UNSU) 15
7.10 Conditional Discharge Revoked 18
7.11 Conditional Discharge Convicted directly to Local Control 18

OPS 8 – Closing Offender Records in CIS

8.1 Absconds/Warrants 1
8.1.1 ABSC/REVP Scenario 2
8.2 Permanent File Closure for Probation and PPS 2
8.3 Probation Revocations to Prison (More than 12 months) 6
8.4 Parole/PPS Revocations to Prison (More than 12 months) 7
8.5 Felony Probation Revocations to Jail (12 Months or Less) 7
8.6 Parole/PPS Revocations to Jail (12 Months or Less) 7
8.7 UNSUPERVISED for Parole Board & Local Control Cases (Body Closure Only). 7
8.8 INACTIVE (Body Closure only for Offenders in another State Prison) 8

8.9 REVP (Offender Revoked to a Federal Prison) 8
8.10 Conditional Discharge Revoked 9
8.11 Domestic Violence Revoked & Given Formal Probation 9
8.12 Psychiatric Security Review Board - PSRB (Body Closure Only) 9
8.13 Immigration Cases 10
8.14 Case Accepted by Another State – CMPO 10
8.15 Process for Closing Non-Oregon Compact Cases 11
8.16 Sentence Closure Codes 12
8.17 Body Closure Codes 15

OPS 9 – Transfers and Field Investigations
9.1 Inter-County Transfer Investigations (IRTs) 1
9.2 Out-of-State Investigations (Compact) 4
9.3 Field Investigations (Release Plans from Institution or Local Control) 4
9.4 Acceptance/Rejection Steps 5
9.5 Transfer-Ins from Another County 5
9.6 Transferring to Another County 7
9.7 New Case Transfer / 90 Day Rule 9

OPS 10 – CIS Movement History/Maintenance
10.1 Changing “Admission From” Location 1
10.2 Changing Status 2
10.3 Changing Admission Date 3
10.4 Changing Current Admission Location 4
10.5 Deleting Admission Portion of Housing/Location Records 5
10.6 Deleting Release Portion of Housing/Location Records 6
10.7 Deleting the ‘Only’ or Last Housing Record 8
10.8 Steps to Inserting County Inmate Movement 9
10.9 Auto Cycle/Summary Maintenance 12
10.10 Tips and Reminders 12

OPS 11 – Caseload History Maintenance
11.1 Changing Incorrect Caseload Number 1
11.2 Inserting a Caseload Number 2
11.3 Removing an Incorrect Record 4
11.4 Caseload History / Incorrect Discharge 6
11.5 Caseload History / Removing an Admission/Release Cycle 8
11.6 Secondary Caseload Indicator 12

OPS 12 – Miscellaneous Data Entry
12.1 Block Number, Change to a SID Number 1
12.2 Offenses, Steps to Copying 3
12.3 Conditions, Steps to Copying 5
12.4 Offenses, Re-Sequencing 7
12.5 Conditions Table, Re-Sequencing 10
12.6 Multiple Caseload Changes 13

12.7 Duplicate Docket Number with Same Count #s 15
12.8 Offender's Status, To Change or Correct 17
12.8.1 Legal Status Change – Higher to Lower Status 17
12.8.2 Legal Status Change – Lower to Higher Status 17
12.8.3 Correcting the Status - Not a Legal Status Change 18
12.8.4 If Status is Still Incorrect 18
12.9 Abscond Warrants, How to Check 19
12.10 Felony Convictions with Misdemeanor Treatment 23
12.10.1 Scenario #1: FMP 23
12.10.2 Scenario #2: MFP 23
12.10.3 Scenario #3: MFP 23
12.11 Indicating Misdemeanors as Sanctionable 25
12.12 Designators 26
12.13 Notifier, How to Enter 30
12.13.1 Notifier Type Codes and Guidelines 31
12.14 Offender Notes in ISIS 33
12.14.1 How to Read an Offender Note 34
12.14.2 Notification of Note Delivery 36
12.15 Expungement/Sealing of Files/Records, Setting Aside Convictions/Arrests 37
12.16 ORS Table – How to Access 38
12.17 Treatment Module Entry & Clean-Up Procedure 42
12.17.1 Clean-Up Procedure 42
12.17.2 Entry Procedure 42
12.17.3 CIS/ISIS Closure Codes & Corresponding Exit Value 42
12.18 Death Certificates, Steps to Searching SSN Web 43
12.19 Tips & Tricks 46
12.19.1 How to find another employee's e-mail address, phone number and extension throughout the State using DOC400 46
12.19.2 Difference between Packet and File 46
12.19.3 How to use the Menu Bar 46
12.19.4 What goes in the Remarks Screen 46
12.19.5 How to change Judge's Name to LC Authority 46
12.19.6 How to recognize a Conditional Discharge Order and a Conditional Discharge Revoke Order 47
12.19.7 How to get a release date for an inmate in a federal prison 47
12.19.8 Cleaning up expired probation offenses after an offender has been released from the institution or LC jail sentence 47
12.19.9 DMV ID# 47
12.19.10 Delete an offense first before backing out an admission 47
12.19.11 Kardex 'From' Field Explanation 47
12.19.12 Searching Specific County/Office for Offender on the Name Search 48
12.20 Vine Information 49
12.21 Vinewatch 51

OPS 13 – Data Entry Requiring a SUN User

13.1 Duplicate Offender Records - Merging in CIS 2
13.2 Compact Case - Re-Open (RCOM) in CIS 5
13.2.1 User Steps 5
13.2.2 SUN Steps 7
13.2.3 User Steps 8
13.3 Bench Probation (BNPB) Closure Reopen 9
13.3.1 User Steps 9
13.3.2 SUN Steps 11
13.3.3 User Steps 11

OPS 14 – Odd Scenarios

14.1 Felony Reduced to Misdemeanor at Sentencing 1
14.2 FCD Revoked and Reduced to Misdemeanor 2
14.3 Opt-Out Drug Ct/Other Treatment – No Conviction 2
14.4 Reverse and Remanded 2
14.5 Sanction End date Greater than Max date 2
14.6 Local Control L Sentence of L?? or F?? 3
14.7 Expired offense condition appears on Kardex 3
14.8 Status Change during outcount (IMMI, REVP, INAC) due to offense closure 3
14.9 Compact Probation closed to COMP returns as Compact Parole 3
14.10 Offender is company rather than individual 3
14.11 Probation with partial consecutive term 4
14.12 Expired probation later reinstated due to restitution owed 4
14.13 Bollinger Cases 4
14.14 Felony Probation terminated, sentenced to jail, but no PPS Ordered 5
14.15 Resentencing changes expiration date prior to current date of notice 5
14.16 Probation extending in error, judgment issued later with earlier expiration date 6

OPS 15 – SB1145 Data Entry

15.1 Felony Probation Revocation 1
15.1.1 Step 1: Admit to ‘L’ Location (Jail) 1
15.1.2 Step 2: Open ‘L’ Sentences 3
15.1.3 Step 3: Admit to Comm. Corr. Location, while still on Local Control 7
15.1.4 Step 4: County Inmate Movements 8
15.1.5 Step 5: Completion of the Local Control Obligation (Close ‘L’ sentence) 9
15.1.6 Step 6: Releasing the Body to ‘LCMP’ 11
15.1.7 Step 7: Admitting Offender to Post-Prison Supervision 12
15.1.8 Step 8: Open PPS Sentence (Add ‘O’Line) 13
15.2 PPS Revocation–Parole Board or Supervisory Authority Case 14
15.2.1 Step 1: Admit to ‘L’ Location (Jail) 14
15.2.2 Step 2: Open PPSVSANC Docket 16
15.2.3 Step 3: County Inmate Movements (moving offender from one supervision status to another) 19
15.2.4 Step 4: At Completion of the Local Control Obligation 20
15.2.5 Step 5: Releasing the Body to ‘LCMP’ 22

15.2.6 Step 6: Returning Offender to Post-Prison Supervision 23
15.3 Parole Revocation (PAROVIOL)..... 24
15.4 Parole & Post-Prison Revocation (PAROVIOL and PPSVSANC) 24
15.5 New Local Control Admission (Not Currently Under Supervision) 24
15.6 Contract Back 26
15.7 County Rental..... 27
15.8 Less Common Scenarios 27
15.8.1 Sentences Run Consecutive and Concurrently 27
15.8.2 Sentenced to PPS with No Jail Time Imposed 28
15.8.3 Felony Conditional Discharge Revoked to Local Control..... 28
15.8.4 Revoked Probations with No PPS Ordered 28
15.8.5 Data Entry Responsibility for LC Cases with DOC Cases 30
15.8.6 Inmate 'Escapes' Prior to Start of LC Sentence..... 30
15.8.7 Auto Revoke 31
15.9 Data Entry Errors..... 32
15.9.1 Admitting the Local Inmate to Post-Prison Supervision 32
15.9.2 Admitting the Local Inmate to LC Status when Sentencing Guidelines is entered as "N" rather than the correct entry of "Y" 32
15.10 Uncommon Scenarios 33
15.11 Frequently Asked Questions..... 34
15.12 Local Post-Prison (SB156) 36
15.12.1 Inactive Status (UNSU)..... 36
15.12.2 State Board Authority Reverts to the Local Board 36
15.12.3 Waiver of Residency..... 37
15.13 Offender Information Sentence Calculation (OISC) (Formally Known as Central Records)..... 37
15.14 Extraditions 37
15.15 Old PPS Stop/Start Practice..... 38

OPS 16 – Work With INOP Instructions

16.1 W/W INOP Instruction Manual..... 1
16.2 How to Find Total INOP Days..... 10

OPS 17 – DNA Data Entry

17.1 DNA Collection Information Screen (CCSUPPORT) 1
17.2 DNA Flag 2
17.3 DNA Collection Entry..... 5
17.3.1 CCPPO Data Entry 5
17.4 DNA Sample Collection Report 8
17.5 Checking DNA in LEDS and Entering it in CIS 9
17.6 DNA Collection and the Compact Offender 11

OPS 18 – Condition Tracking

18.1 Introduction..... 1
18.2 Frequently Asked Questions..... 2

18.3 How to Access the Condition Tracking Module 4
18.3.1 Support Staff 4
18.3.2 Parole/Probation Officers 4
18.4 Steps for Data Entry 5
18.4.1 From W/W Offenses Screen 5
18.4.2 From W/W Offenders Summary Screen 10

OPS 19 – Substance Abuse Tracking
19.1 Creating a New Record 1
19.2 Reason, Type and Status Codes 2

OPS 20 – Report Printing
20.1 Institution Misconduct Reports 1
20.2 Total Office Caseload Reports 4
20.2.1 Parole Officer Caseload Report - #7 5
20.2.2 Expiration Report 6
20.2.3 Temporary SID# Report 6
20.2.4 Expected Arrival / Released, but not Admitted Report 7
20.2.5 Office Supv/Distribution Report 7
20.2.6 Second Look Offender Report 7
20.3 SIS Report 9
20.4 Print DNA Report 11
20.5 Supervision Fee Reports 13
20.5.1 PO Account Report - #9 13
20.5.2 County Print Statement Report - #11 14

OPS 21 – Offender Information and Sentence Computation (OISC) / Central Records
21.1 Contact Information 1
21.2 Steps to Locate the Caseload Prison Term Analyst (PTA) by Offender 2
21.3 Website Addresses for Retention Schedule OARs 2
21.4 Temporary SID (Block) Number to Permanent SID Number 2
21.5 Sealed Records 2
21.6 Sending Records to OISC to be Scanned/Maintained 3
21.7 MPR Sex Offenders 4
21.8 Documents Maintained by OISC/Retention Schedule/Official File Material 4
21.9 DOC Retention Schedule 5

OPS 22 – Parole Board
22.1 Contact Information 1
22.2 Active/Inactive/Discharge 2
22.3 Supervision Orders 4
22.4 Returning to LSA 5
22.5 Sanction/Revocation Topics 6
22.6 Warrant Topics 7
22.7 Deceased Offenders 8
22.8 Board Glossary, Misc Guides 8

OPS 23 – Employee Maintenance

23.1 Steps to Employee Maintenance Changes 1
23.2 PSI BPST (DPSST) Maintenance 8

OPS 24 – Checklists and Forms

24.1 Opening a New Probation File 2
24.2 Closing a Probation File 3
24.3 Outgoing Transfer 4
24.4 Incoming Transfer 4
24.5 File Organization Guidelines 5
24.6 File Organization Checklist 6
24.7 Notification of File Closure 7
24.8 OISC Checklist 8
24.8.1 75 yr./35 yr. divider page 8
24.8.2 Documents maintained by OISC 9
24.9 Investigation Request for Transfer (IRT) 10
24.10 Response to Inter-County Investigation Request for Transfer 11
24.11 Field Investigation Checklist 12
24.12 Courtesy Notification Letter 13
24.13 IRTR Front Page 14
24.14 DOR Letter to Client Upon Closure 15
24.15 Fee Adjustment Request 16
24.16 Order to Continue/Amend Supervision Conditions 17
24.17 Certificate of Supervision Expiration 18
24.18 Local Control Warrant Recall Memo 19
24.19 Probation Warrant Recall Memo 20
24.20 Example Facsimile 21
24.21 Authorization of Release of Information 22
24.22 Social History Questionnaire 23
24.23 Social History Questionnaire 24
24.24 Residence Locator 27
24.25 Travel Permit Information Request 28
24.26 Request for Police Report 29
24.27 General Judgment of Dismissal 30
24.28 Affidavit 31
24.29 Warrant 32
24.30 Felony Warrant – Supervisory Authority Transmittal 33
24.31 Local Control Parole Orders 34
24.32 Order to Continue/Amend PPS (LC) Conditions 35
24.33 SIS/PRISM Form 36

OPS 25 – Reference Manuals and Resource Information

25.1 List of Other Reference Manuals 1
25.2 Website Directions for Community Corrections 3

25.3 Polygraph Module Instructions 6
25.4 How to Use the Tutorials 10
25.5 Sexually Violent Dangerous Offender – ORS 144.635-144.637 11

OPS 26 – Glossary and Terminology

26.1 Glossary 1

OPS 27 – Fingerprinting – Please read entire section before beginning any work.

27.1 Employee Fingerprinting 1
27.1.1 Flowchart 1
27.1.2 CJIS – Security Clearance Background Request 1
27.1.3 Employee Fingerprint Card 1
27.2 Offender Fingerprinting 2
27.2.1 Fingerprint Card Instruction Guide 2
27.2.2 Required Information on Corrections Division Cards 3
27.2.3 NCIC Uniform Offense Classifications (Abridged) 4
27.2.4 Processing Delays/Rejection of Fingerprint Submissions 5
27.2.5 Example of Good/Acceptable Quality Prints 5
27.3 Issues Relating to the National Sex Offender Registry (NSOR) 6
27.3.1 Issue #1: Submitting Criminal Prints for Violation of SOR Requirements .. 6
27.3.2 Issue #2: Interstate ID Index (III) Record Status 6
27.3.3 Issue #3: Determining the FBI Number 6
27.4 CJIS Helpdesk and Switchboard 6
27.5 Sample Forms and Fingerprint Cards 6

OPS 28 - OJIN (Oregon Judicial Information Network) & E-Courts

28.1 Accessing OJIN 1
28.2 Exiting OJIN 1
28.3 Helpful Hints 1
28.4 View Financial Records 2
28.5 Financial History Transaction Codes 3
28.6 List of County Codes 3
28.7 Accessing E-Court System 4

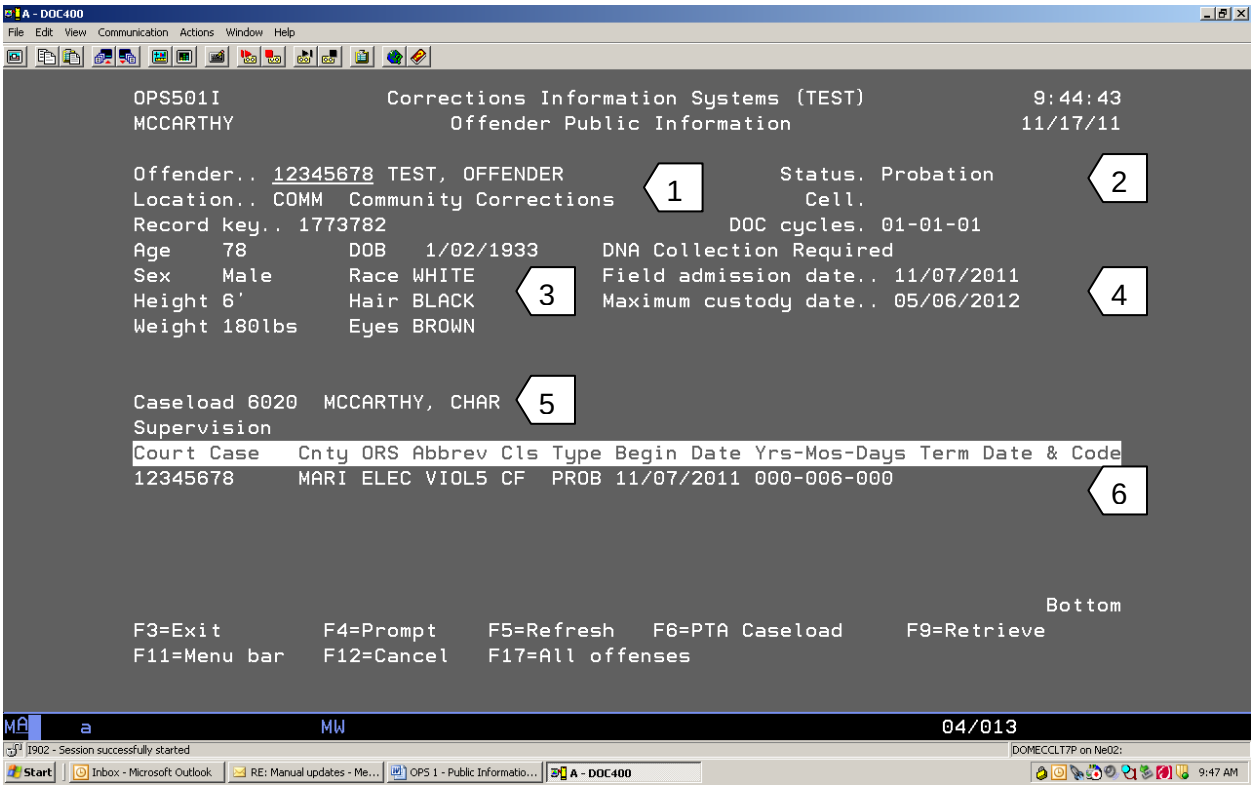
NOTE: Anytime the Movement History Screen is adjusted, the Supervising Fees need to be checked or at least notify your supervision fee person

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.



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.

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.

```
OPS501I                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
```

OPS CHAPTER 2
(STEPS TO ADMITTING OFFENDERS INTO CIS)

2.1 THINGS THAT ARE NOT ADMITTED TO CIS

- Bench Probation (Except Incoming Compact)
- City Ordinances
- Bench Parole

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

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".

2.2 OFFENDER ADMISSION

NOTE: When offenders receive a new conviction at the same time as supervision expires 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.

Step 1- Before Admitting:

- Run OJIN/WEBLEDS to check for offender SID# and to retrieve further information on offender.
- From the Main Menu, type a 3 (3= Admission) 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
```

- Check to make sure offender isn't already in CIS system by either Name Search Method or SID # 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 as shown on Court Order (last first then middle – **don't use a comma between the last and first name**), press enter. This will take you to the section of the name search where your offender could possibly be listed, although you may need to page up or down. Check the identifying data, i.e. Name; DOB; and SID# to see if it matches with your offender. If there is **not** a match, press F12=Cancel and then go to step 2a. If there is a match, go to step 2b.

  - **SID Method:** enter SID# of offender on 'offender' field, press enter. You should get a message at bottom of screen "Offender Not Found. Check ID Number. Use 'F6=New admission' 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-JACUEZ, 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

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

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' fields.
  - Press enter to process, you will get message 'Field admission processed.'
  - Press enter to get to next screen '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, i.e. enter SID # (same as ID number) (if no SID # tab to name field – computer will generate block # when you press enter), Last Name, First/middle/title, DOB, Date/Time (Admission date/time), From county/state; and caseload, press enter.
- This will take you to the ‘PSI Offender Name Search’ screen, check for available PSI information.
- 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.

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   :
: TESTS, CLARA ANN         00/00/0000 51825200 [redacted] MARI 02/09/1989   :
: TESTER, DONOVAN GALVEZ      00/00/0000 23024500 [redacted] LANE 09/09/1986   :
: TESTER, DONOVAN GALVEZ      12/03/1966 23024501 [redacted] LANE 02/29/1988   :
: TESTEE, Reynoldo Diaz       00/00/0000 50212300        0 MTDC 05/01/1987   :
:                                                   More... :
: F12=Cancel   F16-View description   Position and press enter to select.    :
:                                                          :
:..........................................................................:
 F3=Exit     F4=Prompt    F5=Refresh   F7=Current date/time
 F9=Retrieve  F11=Menu bar            F12=Cancel
```

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 have already checked to make sure 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

```
OPS225I          Corrections Information Systems (TEST)          10:42:55
 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 per below.

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  TESTER             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
 CABRIEL GUYM 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.
- Other fields fill in 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. If offender has DMV identification, enter in 'Drivers License No' fields.

'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.   12/12/2005
 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 one at a time on required fields.
- Use F4=Prompt to view allowable Scars/Marks/Tattoos. These are compatible with LEDS entry for EPR's.
- 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
 03 TAT R ARM  ARM, RIGHT, NONSPECIFIC


                                                Bottom
 F3=Exit   F4=Prompt   F6=Add   F7=Change   F9=Retrieve   F10=Print
 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.

'Work With Offenses' screen example

```
OPS230I          Corrections Information Systems (TEST)          12:51:24
 MCCARTHY                  Work with Offenses                     9/07/05

 Offender:  1234567  Test, Offender Eugene              Record key:
 Status:   Probation           LINC Lincoln 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




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

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;
  - 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') (if offense is solicitation or conspiracy, enter appropriate ORS # in the first ORS field 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);
  - 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 Misc. section for more detailed information);
  - CSS &CHS (grid score taken from Court Order);
  - Supervising Judge's name (last name);
  - Defense counsel;
  - District attorney;
  - DA #;
  - Crime date (taken from Court Order or OJIN);
  - 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: For Conditional Discharges and Supervised Diversions the system 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 to be merged, put a '2=change', press enter. Tab down to the merged to line 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....  1234567  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...  2                Criminal history.... I
Sentencing judge.... LITTLEHALES
Defense counsel..... GRECO
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
F12=Cancel
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
Defense counsel..... GRECO
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                  Trk Txt Compl

    No records found


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

- 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). **ALL FINANCIAL OBLIGATIONS EXCEPT RESTITUTION/COMPENSATORY FINES AND SUPERVISION/PROBATION FEES ARE ADDED TOGETHER UNDER COFO.**
- Check Court Order 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 take 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
```

‘Work With Conditions’ screen condition text change example

```
OPS208I          Corrections Information Systems (TEST)          13:59:38
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                  Trk Txt Compl
 2   COFO          PROBATION  COURT ORDERD FINANCE OBL -GC01   Y
     DLSP          PROBATION  DRIVERS LICENSE SUSP/REVK        N
     NALC          PROBATION  NO ALCOHOL                       N
     NDRG          PROBATION  NO DRUGS/DRUG PARAPHERNAL-GC02   N
     NOEA          PROBATION  NO ENTRY ALCOHOL SOLD            N
     NOWP          PROBATION  NO WEAPONS POSSESSION            N
     SRCH          PROBATION  SEARCH CLAUSE                    N
     SUPV          PROBATION  SUPERVISION FEES (GC01)          N
     URIN          PROBATION  URINALYSIS (GC03)                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
```

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 (refer to EPR Steps) to enter EPR.

NOTE: EPR CAN ONLY BE ENTERED IF OFFENDER HAS SID #. IF NO SID #, PUT NOTE ON FILE FOR PO TO FINGERPRINT OFFENDER TO OBTAIN SID #, OR PER YOUR COUNTY POLICY.

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. **FPR & CD – PINK; MPR & FMP – YELLOW.**

Label Example:

```
FPR            LAST NAME, First MI
SID #

               Exp:  02/03/27
```

Step 15 – File:

- Prepare file accordingly per your county policy.
- Put in appropriate PO’s mailbox.

2.3 COMPACT ADMISSION - REFER TO OPS 3

- Cases with previous discharge status or New Compact Case, refer to OPS CHAPTER 3 'Entering Compact Reporting Instructions and Compact Investigation Request' section of this manual.

2.4 LOCAL CONTROL ADMISSION

- Refer to OPS 15

2.5 ADMITTING PAROLE/POST-PRISON/LEAVE/SECOND LOOK/SEXUAL VIOLENT DANGEROUS OFFENDERS (ORS 144.635B) 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.

Step 1- '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 admit time/date should match exactly).
- Tab to Caseload (PO #), 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 2.2 Steps 4-8)**

Step 3-Adding PPS O line:

- Check offenses with parole/post-prison/leave order/second look.
- Post-prison 'O' line (FPO sentence) will need to be entered after the institution has closed the 'I' line. (parole/leave/second look (FPA/FLV/FSL) crimes and sentences will already be entered, so do not add 'O' line at this time)
- To 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 begin date (this is the same as release date taken from PPS order), fill in sentence length taken from PPS order, press enter, you will get the message 'record updated'.
- If the **Max sent date** does not match the PPS order expiration date by one or two days, adjust **Length (ymd)** to match order. If **Max sent date** is more than two days off, contact the Board.
- Press enter again to return to "Work with Offenses" screen.

NOTE: If Offender served local sentences in the institution, DO NOT close L line to POST while on Transitional Leave status.

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
 7  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
                                                   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...
 Status does not match offenses.  Correct offenses or F13=change status.      +
```

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       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    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
      00   O FPO      08/26/2004   000-036-000   08/25/2007
```

- 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: Don't forget to also select the supervision fee condition. If Compensatory Fine is listed on PPS order under SC10, use the probation condition of compensatory fine.

‘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    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
 2  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
      00   O FPO      08/26/2004   000-036-000   08/25/2007

                                                   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...
```

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 F11/3/K or press enter 4 times or hit F10 to get to the 'Offender Print' screen.
- Put a 5 on option line.
- Press enter to print kardex.

Step 8 – Go to WebLEDS (refer to EPR STEPS ops 5) to enter EPR.

Step 9 - Type label as shown above (2.2, Step 14).

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

2.6 ADMITTING POST-PRISON CASES FROM COUNTY JAILS (LOCAL CONTROL) (SEE OPS 15-SB1145 DATA ENTRY)

Step 1 – 'Community Corrections Admission' screen:

- Type SID # on 'Offender line'.
- Press enter.
- The 'Current Status' line will show Local Control and the 'Last Location' line 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 do 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 2.2 Steps 4-8)**

Step 5 – If offender is from another county, give copy of PPS order to your Local Control Supervisory Authority for their records.

Step 6 - LABEL WILL BE BRIGHT ORANGE OR PER YOUR COUNTY POLICY.

Step 7 – Paperclip paperwork together and give to PO or put in file as per your county's practice.

2.7 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 **2.2 (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.

2.8 ADMITTING CASES CONVERTED FROM BENCH TO FORMAL SUPERVISION

Step 1 - Follow instructions under 2.2 (ADMITTING TO CIS). See below for correct admission date to use in section 2.2 Step 2b or Step 3.

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

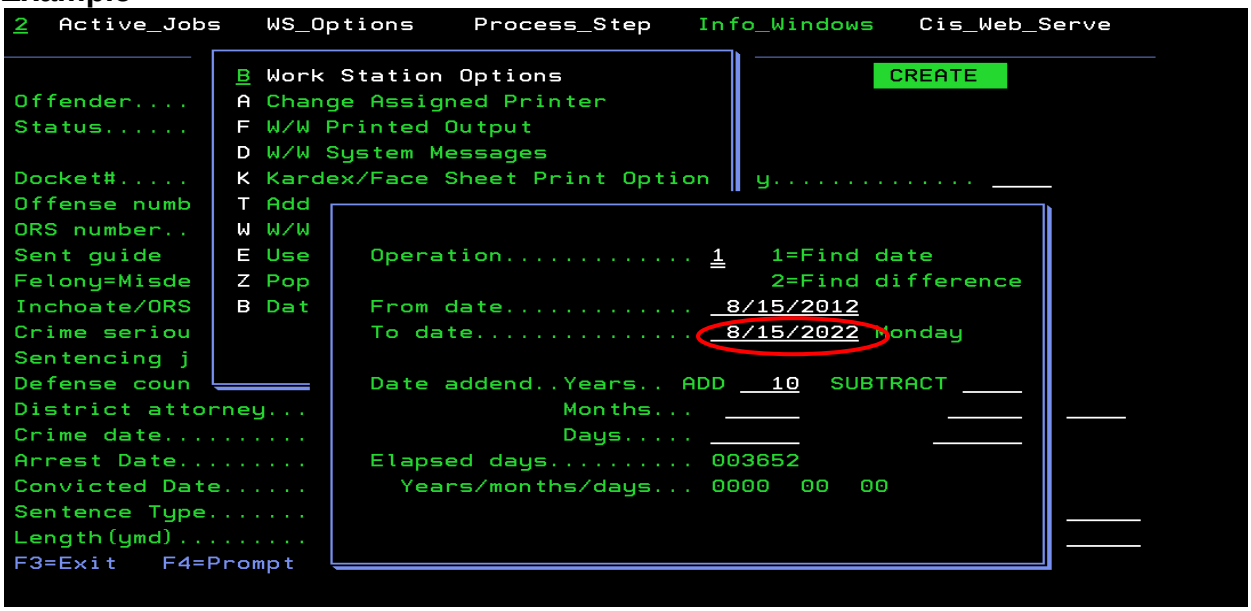
Step 2 - When adding the offense, follow instructions under 2.2 Step 10 (New Docket, Offense and Sentence' screen). See below for correct Begin Date and Length of Sentence.

- 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 Pop Up Calculator.

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

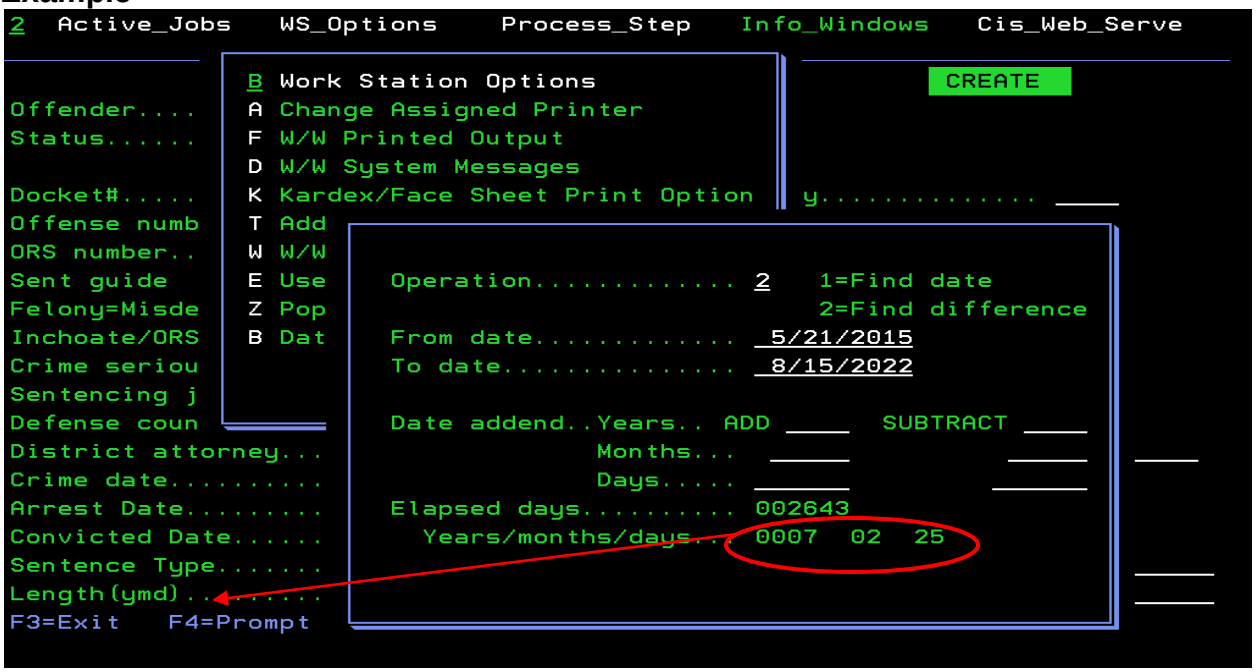
- Type F11/2/B
- Enter 1 (1=Find date) in the 'Operation' field.
- Enter the original bench conviction date in the 'From date' field.
- Enter the original bench length of sentence in the 'Years, Months or Days" ADD fields.
- Press enter.
- The expiration date will show in the 'To Date' field.

Example



- **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



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

OPS CHAPTER 3 - Reporting Instructions/Investigation Requests

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:

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 an investigation is completed in Oregon.

Bench Probation: Oregon is required to supervise misdemeanor and bench probation cases **from other states**. We enter those in 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 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 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 Rep.

If the offender fails to report, either by phone or in person, as per your County policy, and you have received the Investigation Request, enter the offender in CIS as an IV so there is a record in 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 CIS on RI after offender reports.

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

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 CIS - 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 policy), the assigned PO's caseload number, admission from (2 letter State code taken from Compact RI form or use F4 Prompt), post admission status of "PR for probation" or "PA for parole", then press enter.

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. Enter the offense information from ICOTS printouts. Conditions may be entered from the court order/judgment.

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 policy.

Step 5 – Give to the assigned PO.

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
- date/time (date the offender reports to PO either by phone or in person per your county policy)
- 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
- Put a "Y" on "Compact offender" line, press enter.

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 <u>before</u> 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. 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 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 policy, put ICOTS information in a file and give to assignment PO to assign. When the assignment PO returns packet to you, enter offender into 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 <u>Steps to Reopen a Compact (RCOM) Case in CIS</u> 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
- 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
- Put a “Y” on “Compact offender” line, press enter

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 the “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” field (date offender reports as directed either by phone or in person per your county policy), ‘release type code’ field (use appropriate 4-letter status of PARO for parole and PROB for probation), ‘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: Use F9 or enter offender’s block/SID number in the offender field and press enter. 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:

- docket #/case #
- county (2 letter State Code)
- sanction status
- ORS #
- sentencing guidelines ‘N’ on incoming compact offenders
- CSS & CHS (not applicable to compact, leave blank)
- Judge’s Name: enter “Compact”
- crime date if known
- begin date (from ICOTS paperwork)
- sentence type (exception: for compact parolees, you will need to use ‘I’)
- 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 policy), press enter.

Press enter again to return you 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) 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 CIS DATA ENTRY UPON INVESTIGATION REJECTION

Close the record in 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), ‘release type code’ field with CREJ, and leave blank the ‘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 emailed 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 another office or county. DO NOT RETURN INVESTIGATION OR REPORTING INSTRUCTIONS TO COMPACT. If you have entered the above in CIS, transfer the investigation or reporting instructions to the appropriate office.
- 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.

Note: ICOTS and DOC400 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 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.

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 OR 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.

2. When Oregon investigates a transfer for supervision where the offender remains in the sending state during the investigation, the offender's record in 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. If the offender fails to report to Oregon, 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.

3. 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.

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





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

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 <u>Petition the Board</u>: 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...
```

Step 3- Press F15=Post Supv Ovrr (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...                                    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 5 – The Local Supervisory Authority should cut a new PPS amended order indicating authority change from Board to Local Control.

4.2.2 <u>Re-Released Following Revocation</u>: 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 Ovrr (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...                                     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...
```

4.2.3 <u>Parole Board Closes Interest</u>: 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 <u>Local Control Back to Board</u> : 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
```

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.

<u>SPECIAL NOTE</u>: 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

Please read entire section before beginning any work.

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).

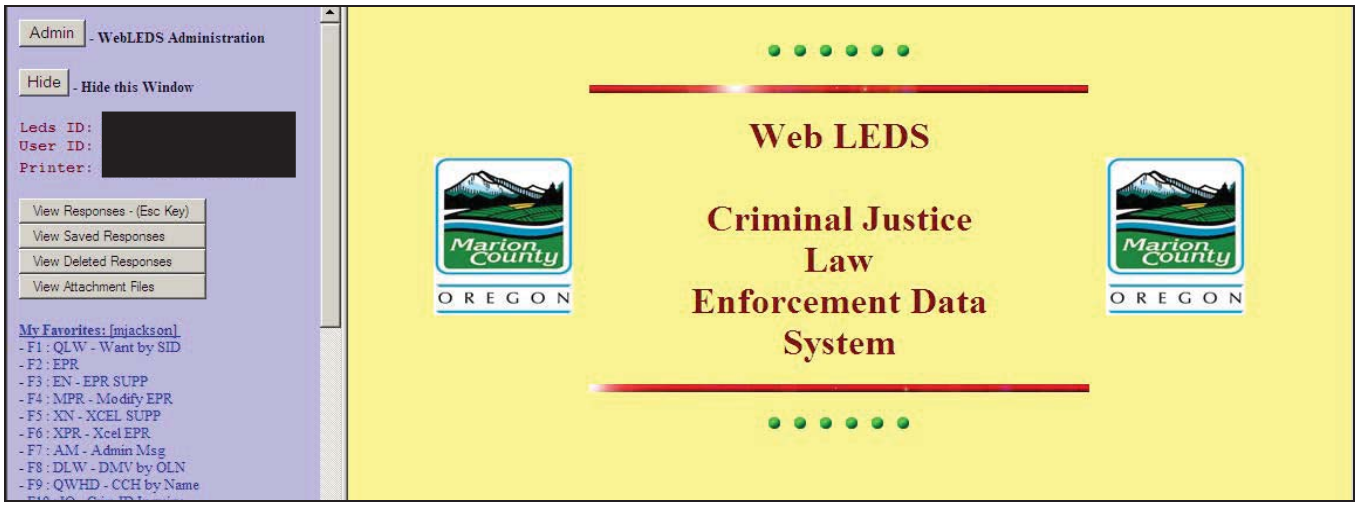
5.3 WEBLEDS, GENERAL INFORMATION

Most County P&P offices access LEDS through WebLEDS at https://ccwebleds/. State P&P offices (Douglas & Linn) access LEDS though 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:

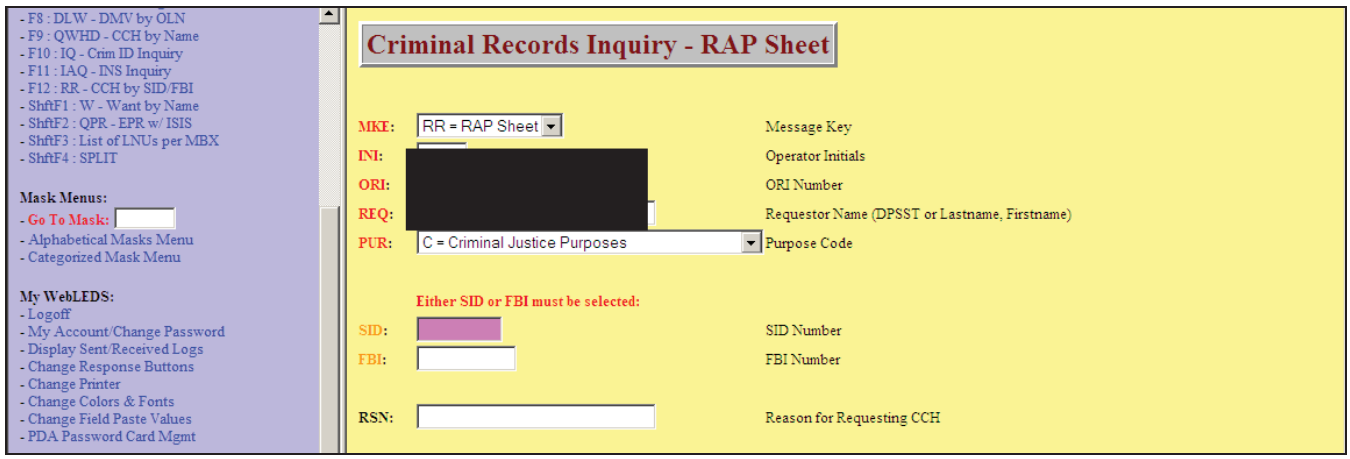


The left side of the screen, the blue area, is the Navigation window. This window includes the response keys, My Favorites (list of favorite/frequently used masks), Mask Menus, My WebLEDS (user profile tasks), access to State Systems & Directories, Manuals, and formatting options.

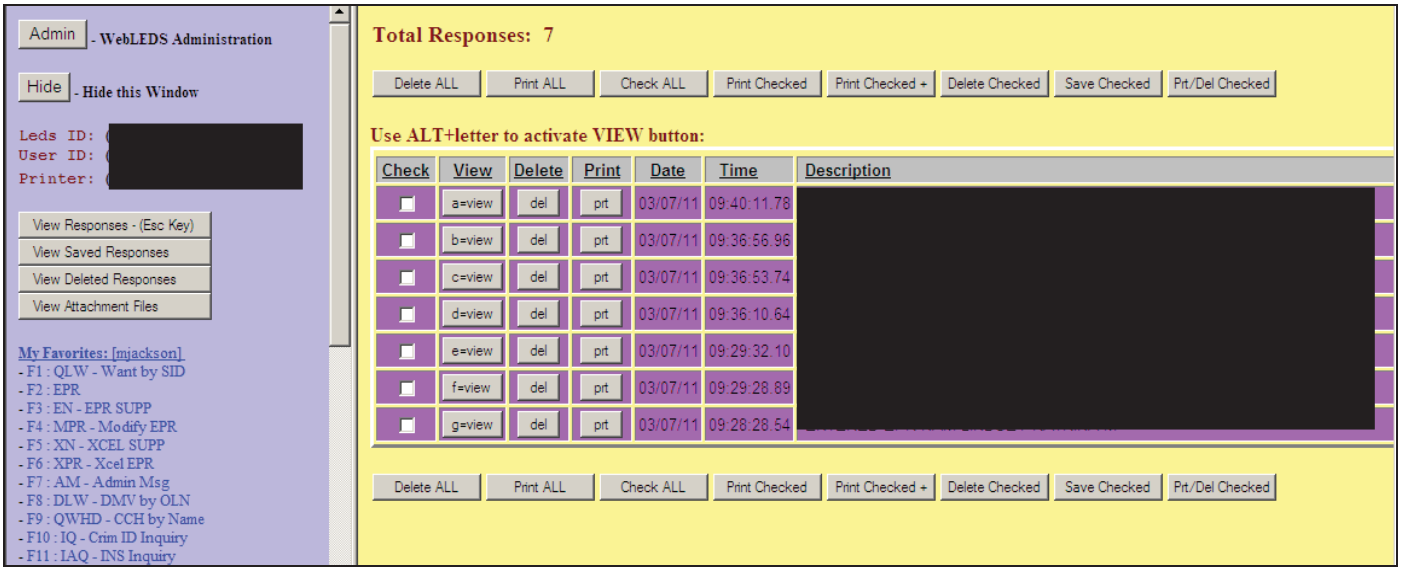
To access the mask desired, click on the mask in My Favorites, or enter the mask name (if known) into the 'Go to Mask' box, or click on the link to the alphabetical or categorized menu of masks.

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.

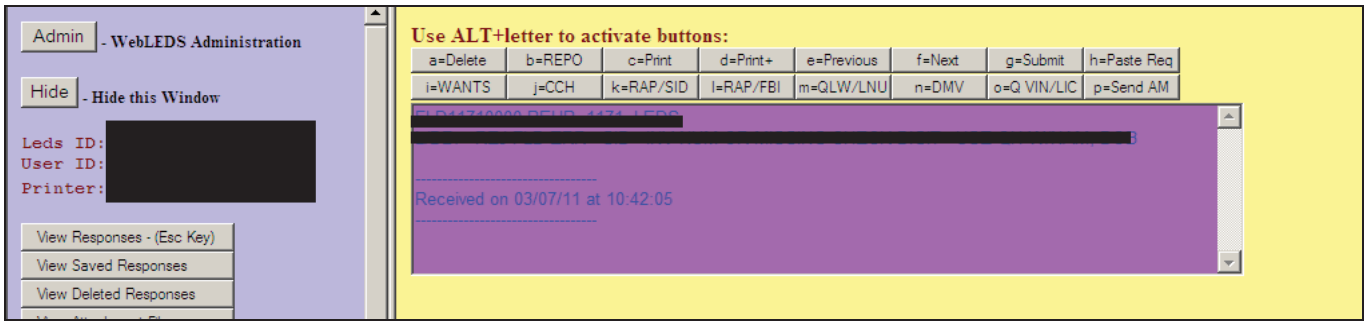
Example: The screen below is used to request a CCH by SID number, using the RR mask. The MKE, INI, ORI, REQ & PUR (in red) are required. The fields are described off to the right side of each field. Refer to the LEDS Manual for questions about a specific field. Fill out the required information and click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



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.



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.



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. **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.

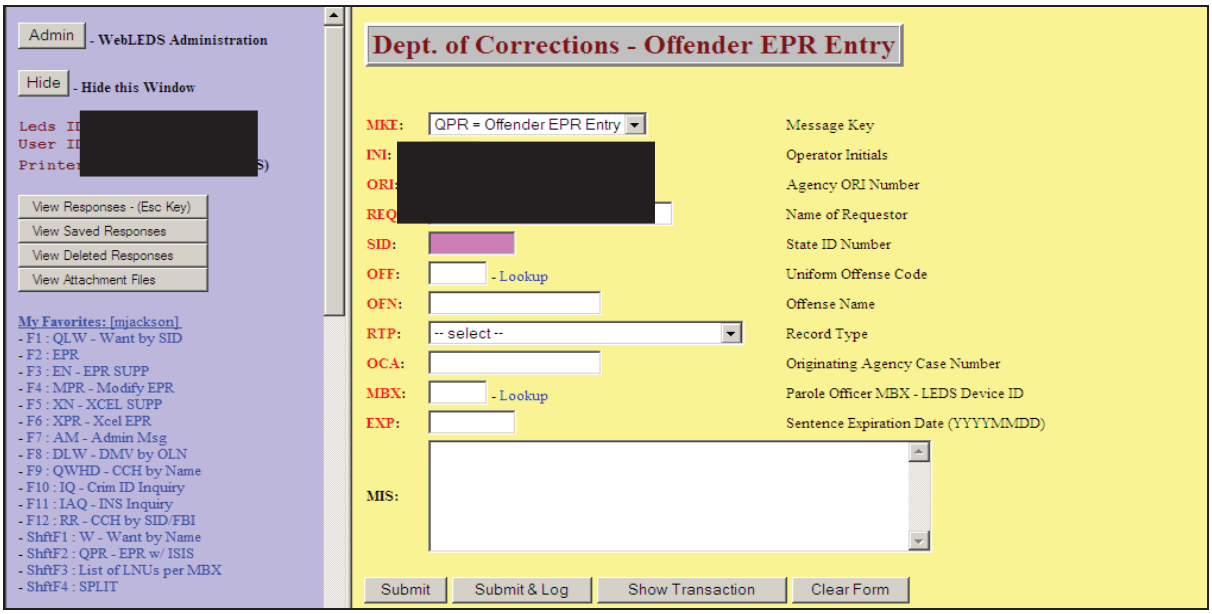
Only one EPR can be entered into LEDS on any given client. Therefore, if another agency (Juvenile Corrections, Federal Corrections, PSRB etc) already has an existing EPR in LEDS, you have a few options. You can try to contact the other agency and see if they would be willing to cancel their EPR so that 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 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 yyyymmdd
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 SOCs 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.

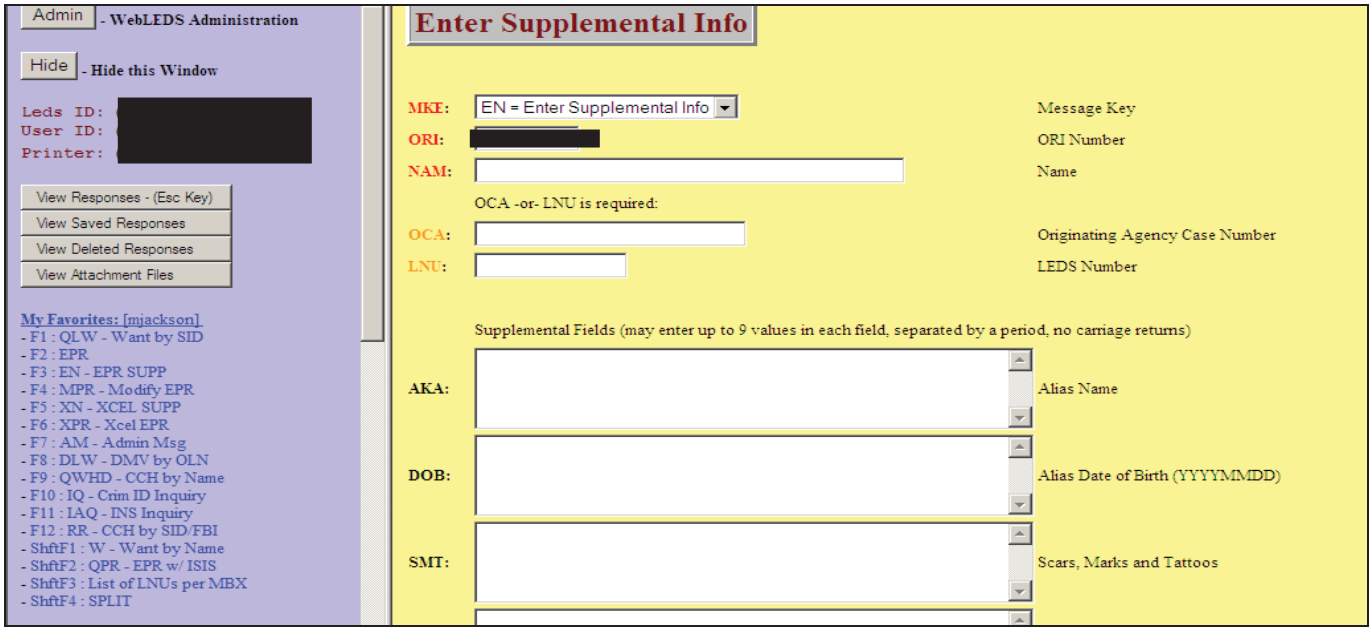
5.4.2 ADDING SUPPLEMENTAL INFORMATION (Use the EN Mask)

If not entered using the QPR mask, this mask can be used to enter AKA's, DOBs, SOCs, SMTs, 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 - yyyymmdd.yyyymmdd
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 SOCs
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:

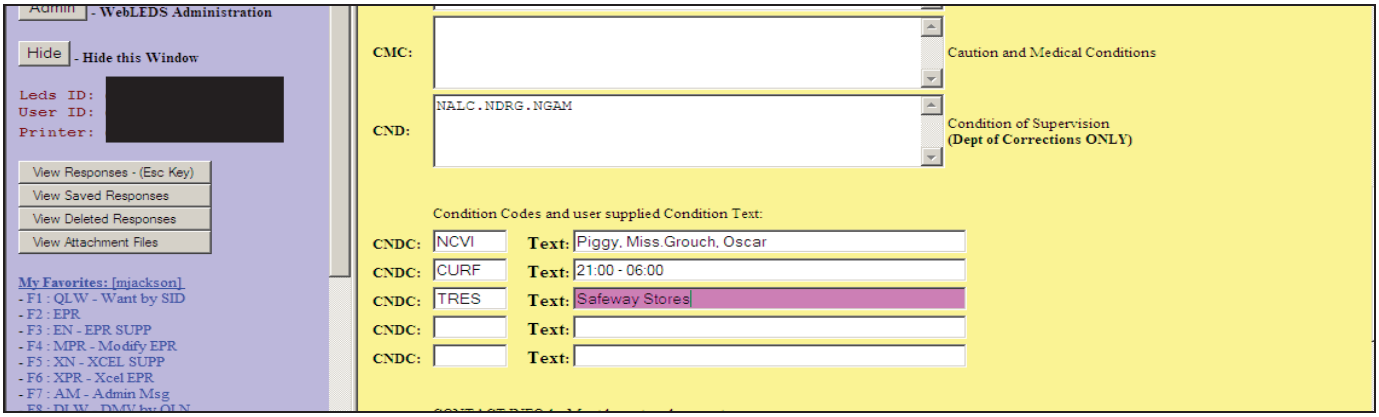
- Conditions *without* supporting text are entered using the CND field. Use the 4-letter DOC400 code for these conditions. LEDS **does not allow** for duplicate entries within the CND field (you can only enter each condition once).
  Ex. No alcohol, no drug, no gambling
  CND – NALC.NDRG.NGAM

- Conditions *with* supporting text are entered using the CNDC & CNDT fields. Use the 4-letter DOC400 code in the CNDC field and free-form text in the CNDT field. LEDS **will** allow duplicate entries for the CNDC field. This was done in case an offender has more victim names, for example, than will fit into one CNDT field. Each CNDT field is limited to 44 characters.

  Ex. No contact w/ victim, curfew, no trespassing

  CNDC – NCVI **CNDT –** Piggy,Miss.Grouch,Oscar
  CNDC – CURF **CNDT –** 21:00 – 06:00
  CNDC – TRES **CNDT –** Safeway Stores

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



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.

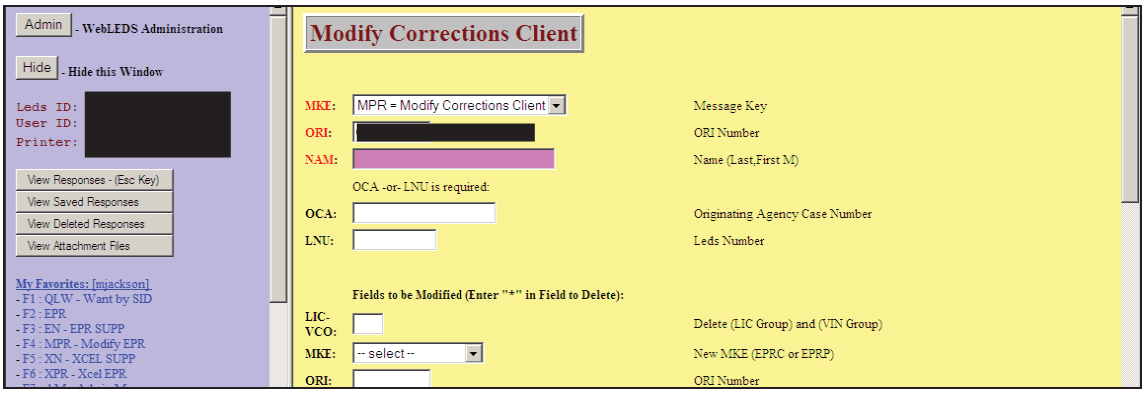
Remember – max of 9 entries TOTAL can be removed per 'XN' transaction!

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.



Fill in:

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 2 – Tab to appropriate field(s) to be modified, type in changes. Examples below:

A- To change date of expiration: DOE: enter new date

B- To change type: RTP: enter new type from dropdown list

C- To add an 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

D- To transfer to another county or remove mailbox: MBX: enter an asterisk (*) or a space which will remove whatever MBX # is currently in that field

E- 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.

Offenders who have been revoked for less than 12 months (Local Control):

Remember, you can only modify an EPR if it is listed under your agency's ORI.

Update:

RTP: Change to FLC (per your county policy)

MIS: Add "Offender revoked to (enter which jail) jail" (per your county policy)

Examples: If O is in Multnomah County jail, fill in the following fields:

MBX: Enter an asterisk '*' or a space

ORI: OR026033G;

MIS: Local Control Offender if any contact call 988-3801 ask for duty officer after hours 988-3230.

If offender is in Clackamas County jail, modify the ORI field to OR003013G.

Transferring EPR to another county:

Modify the following fields using the appropriate info from the other 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

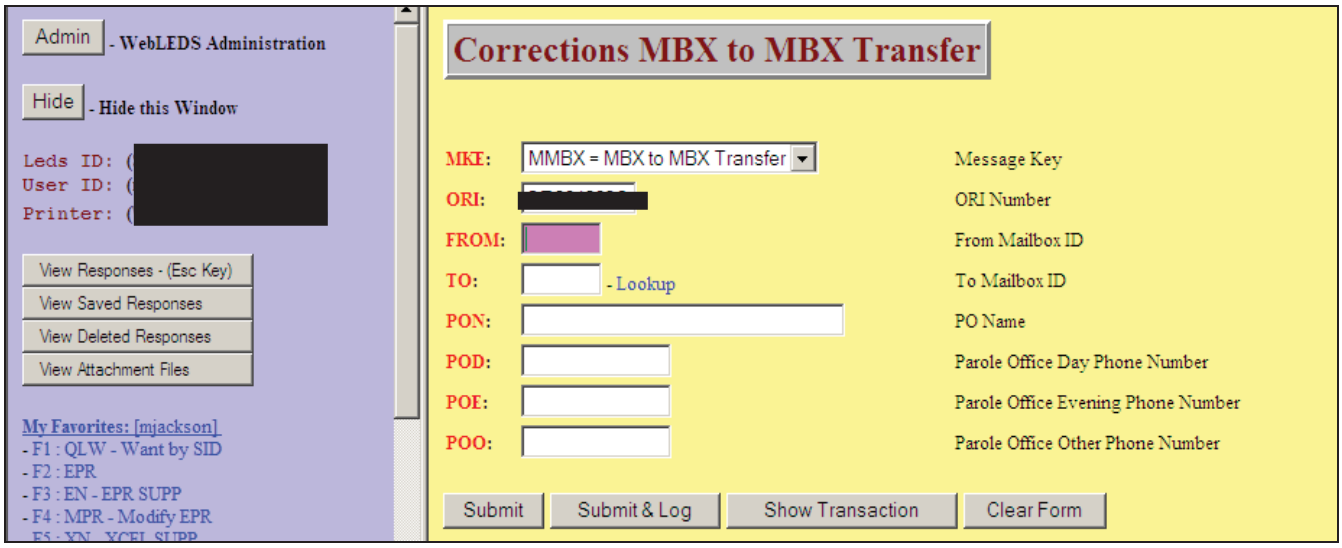
POE: enter an asterisk (*) or a space to clear your county PO information

POO: enter an asterisk (*) or a space to clear your county PO information

Running a list of all EPRs attached to a specific MBX:
The QLW mask has two options; Wanted Persons by Name, or Wanted Persons by Mailbox. If you enter "QLW" in the 'Go To Mask' field, both options will pop up. Simply select the "By Mailbox" option, enter the MBX in question and submit your query. You will receive a 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.)*

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. When run, the transaction will change the MBX, the PON, POD, POE & POO fields on all EPRs that were associated with the old MBX.

The following is the 'Corrections MBX to MBX Transfer' screen:



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 with the new MBX you just entered. This info pulls from the LEDS Admin Tables. If the info is not correct, talk to your LEDS Rep to have it fixed.

Step 2 - Click 'Submit'

Modifying a Sex Offender EPR to designate a Predatory Sex Offender:

At this time, when using the EPRP mask, the EPR automatically shows as *Sexually Violent* Predatory, rather than simply *Predatory*.

The SOSN Executive Board has requested all counties manually modify all S/O EPRs where the EPRP mask was utilized to designate the offender as **predatory-only**. This means all current records and any new records will be manually modified until a programming request can be submitted to LEDS by OACCD and SOSN. The two fields to be modified are the CMC field & the MIS field.

To modify, use the MPR mask, enter the Name and the LNU for the offender.

- MKE field: select EPRP.
- MIS field: add "Predatory Sex Offender", the PO contact information and any other additional information per county policy.
- CMC Field: enter "01" for 'Other'
- Click on 'Submit'.

[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.]

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

Generally, once an offender has been designated Predatory, the EPR will always need to be an EPRP, even if the offender is not currently being supervised for a sex offense.

The ***only time*** you would remove the Predatory designation is when the EPRP is entered in error and the offender is not a Predatory S/O, or if you receive notification from the Parole Board that the Predatory designation has been removed. (You might also want to have the PO verify with Board as well.)

To modify and remove the Predatory designation:

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

Unsupervised Sex Offender (RTP code = USO)

If your office chooses to modify the RTP code to reflect an unsupervised sex offender:

- Using the MPR mask, copy the code from the OFF field and paste in the CHG field
- Copy the info from the OFN field and paste in the DES field
- Submit your transaction
- Now use the MPR mask again, this time modifying the RTP field to USO
- Submit your transaction

The EPR should now reflect Unsupervised Sex Offender instead of Felony Probation, Misdemeanor Probation, etc.

Offender returned from ABSC (Supervised Case):
After the warrant is cleared, change the RTP code.

- Change the RTP field to the PVP code
- 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)

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 RTP field to the PVP code
- 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

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.

5.4.5 TO CANCEL AN EPR (Use the **XPR** mask)

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 boxes 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

In all cases, use the MPR mask and fill in Offender Name [exactly as shown on EPR] ***and*** LNU #.

1. Supervision has expired/terminated:
   a. DOE - change to date active supervision stops.
   b. RTP - change to DSX to send registration info to State Police
   c. MIS - 'Sex Offender Registration Only'. If offender died, used died. In all cases, remove PO's name and number

2. Supervision is revoked and offender is sentenced to an institution:
   a. DOE – enter date offender sentenced to prison
   b. RTP - change to DSX to send registration info to State Police
   c. MIS - "Offender revoked, sentenced to institution" Remove PO's name and number.

3. Supervision goes to Unsupervised Parole/PPS
   a. DOE – enter date offender goes unsupervised
   b. RTP - change to USO to send registration info to State Police
   c. MIS - "Offender unsupervised. If any contact call PO at (###)###-####.

4. Sex offense is discharged but offender still has other crimes
   a. 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 ***
*** - See section 5.4.4 on how to use

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

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 REGISRATION 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
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
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
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-SCHI/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
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 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
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
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	3599I
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
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
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	133.075		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
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
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
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
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
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 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
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
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 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
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
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
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
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 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
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
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 LOC WHERE CHILDREN CONG	AM	163.476		3699
UNLAW POSS 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
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
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

Table of Contents

OPS CHAPTER 7 – Modifying Offender Records

Note: All modifications/updates to an existing supervision are the responsibility of the supervising county and not the sentencing county.

7.1 ABSCOND/IMMI/PSRB RETURNS

Step 1 – From the Main Menu, type a '8=CC Abscond Return Process' on the selection line, this will bring up the 'Community Corrections Admission' screen. Type offender's SID # on 'Offender' line, press enter to bring offender to screen. Tab down to 'Admission Date/Time' field, put in arrest date using military time (i.e. 1500); tab down to 'Caseload' field and enter PO caseload #, press enter. You will get the message 'Admission from non-supervised status processed'. **NOTE: Verify IMMI Status with ICE.**

```
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 – Press enter this will take you to the 'Work with Offenses' screen. Check offenses, modify if needed (Court order/PPS order needed) including adding INOP time if there is a local control PPS line (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 – Press enter this will take you to the 'Offender Print' screen, put a 5 on the option line, press enter to print kardex.

```
OPS511I          Corrections Information Systems (TEST)          10:46:57
 MCCARTHY                   Offender Print                       9/14/05

 Offender:  1234567 OFFENDER, TEST
 Status:   PostParole      MARI Marion 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 4 – Go to WebLEDS to modify EPR RTP field (refer to EPR Steps in Chapter 5, Modifying an EPR).

Step 5 – Attach MPR confirmation to blue EPR worksheet or follow your county policy. Attach paperwork to file and give to appropriate PO.

Step 6 – Per your county policy, follow process for supervision fee account.

Step 7- Remember to Check the Fee Screen to make sure the Fees are billing correctly.

7.2 UNSU RETURN (Parole Board Cases)

***THIS CANNOT BE DONE UNLESS YOU HAVE AN ORDER FROM THE PAROLE BOARD.**

From the ADMISSION PROCESS on your main menu:

Step 1 – Type SID # on 'Offender' line, on the 'Community Corrections Admission' Screen, press enter, this will bring offender to screen. Tab down to 'Admission Date/Time' field, put in return date (taken from Parole Board Order) using military time (i.e. 0800). Tab down to 'Caseload' field, enter PO caseload #, press enter to process. You will get message 'Admission from non-supervised status processed'.

```
OPS225I          Corrections Information Systems (TEST)          8:43:51
 MCCARTHY            Community Corrections Admission              9/15/05

 Offender............. 1234567 OFFENDER, TEST
 DOB................... 11/08/1980
 Current status........ Post
 Last location......... MTGR
 Release date/time.....
 Supervision level..... MED

 Admission to location. MTGR Community Corrections
 Admission date/time... 09152005 0800
 Caseload............. 3013

 Post admission status. PO Post Prison

 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 – Use F11-3-C or press enter until you get to the 'Work With Offenses' screen. Check offense lines, modify if needed, press enter.

Step 3 – Use F11-3-K or press enter until you get to the "Offender Print" screen, put a '5' on the option line, press enter. This will print kardex.

Step 4 – Per county policy follow supervision fee manual if applicable.

Step 5 – Go to WebLEDS to modify appropriate fields (refer to EPR Steps, OPS Chapter 5, Modifying an EPR).

A. MBX: Enter LEDS mailbox # of PO that will be supervising case; this will populate the PON, POD, POE, and POO fields. If your county doesn't use the mailbox function on EPRs enter an 'X' or an asterisk '*' in the first character space or enter the 3-letter mnemonic for your ORI. Responses will go to your default printer unless users profile has been set to display.
B. RTP: Enter type using drop down arrow or taken from EPR RTP Code list
C. MIS: Miscellaneous information can be entered here. PO's name and numbers should be entered into the PON, POD, etc fields now that they are available. Conditions should always be entered in the conditions fields by using the (supplemental) EN mask or during the original EPR entry (QPR mask), or per your county policy.

Press 'Submit' button to send to LEDS.

Step 6 – Staple MPR confirmation to blue EPR worksheet or follow your county policy.

Step 7- Remember to Check the Fee Screen to make sure the Fees are billing correctly.

7.3 CMPO RETURN

From the ADMISSION PROCESS on your main menu:

1. Type the SID# on the "Offender" line on the Community Corrections Admission Screen, press enter to bring up the offender. Tab down to "Admission Date/Time" field, put in the date the offender report to PO either by phone or in person, as per your county policy, and also put in a time using military time. Tab down to "Caseload" field, enter the PO's caseload #, press enter to process. You will get message "Admission from non-supervised status processed."

2. Print a kardex.

3. Modify EPR eliminating any reference to offender being on compact status in another state.

7.4 Returning the offender from INPR or Local Control UNSU.

***THIS CANNOT BE DONE UNLESS YOU HAVE AN ORDER FROM THE LOCAL CONTROL BOARD or for INPR - COMMUNITY CORRECTIONS SUPERVISOR**

If it is determined that the offender is to be returned from unsupervised status, your PO will complete the Return to Active Supervision section of the form that is signed by a supervisor, the Supervising Authority or director. (Check with your FAUG Rep for these forms, samples below).

The return to active is the same process as reactivating an offender from ABSC. From the Main Menu, Select, '3' Admissions. Enter the offender's SID and press enter to retrieve. Tab to Admission Date and Time and enter the date that the PO/Supervisor has returned them from unsupervised status, tab to Post Admission Status and enter the correct status, PR, PO. The fee system will reactivate the print switch and restart accrual with the next billing cycle. Modify the EPR according to your office policy if needed.

7.5 ADDING AN OFFENSE

<u>DO NOT ADD THE FOLLOWING TYPES OF OFFENSES</u>:

- Bench probation (except incoming Compact)
- City Ordinances
- Bench parole
- "Fake" charges like Criminal Forfeiture, etc.

From the CC COURT ORDERS PROCESS on your main menu:

Step 1 – On the 'Work With Offenses' screen, press 'F6=add docket', fill in:

- docket #/case # (a total of 15 numbers only including /count number) taken from Court Order (specify counts by using "/01, etc", count #'s should match Court Order);
- county of conviction;
- 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') (if offense is solicitation or conspiracy, enter appropriate ORS # in the first ORS field 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 Misc. section for more detailed information);

- CSS & CHS (grid score taken from Court Order);
- sentencing Judge's name (last name first);
- defense counsel;
- district attorney;
- DA #;
- crime date (taken from Court Order or OJIN);
- 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**: For Conditional Discharges and Supervised Diversions the system 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)

When all entry has been done, press enter. You will get the message 'Docket, offense, and sentence added'.

Press enter again to take you back to the "Work with Offenses" screen. **NOTE: If sentences are merged, go to the sentence line of the offense to be merged, put a '2=change', press enter. Tab down to the 'merged to' line and enter the offense number that this offense is being merged with.**

Step 2 – Put "Option 8=Conditions" on first line of offense next to docket #, press enter. This will bring you to the "Work with Conditions" screen. Press "F17 (Shift F5)=add conditions," put a 1 beside each <u>special</u> condition that is listed on Court Order (page down to go to next condition screen), press enter. Press "F17 (Shift F5)=selected conditions" to see list of chosen conditions. **NOTE: No need to enter general conditions**. On probation cases, use probation conditions. For post-prison supervision cases use "SC" conditions only, except SUPV (for supervision fees) goes on all cases and CMPF (compensatory fine) can also be used for pps cases. Put a "2=change" beside each condition that needs text added, money amounts, hours or days (taken from Court Order). You can add text to the "SC" conditions to list those conditions the PO has imposed under SC10, but it is not required. Adding text to the SC10 condition description field is a county-by-county decision. **ALL FINANCIAL OBLIGATIONS EXCEPT RESTITUTION/COMPENSATORY FINES AND SUPERVISION/PROBATION FEES ARE ADDED TOGETHER UNDER COFO.** Check Court Order for Supervision Fee Amount (refer to Supervision Fee Manual) for steps to updating the supervision fee

amount or waiver instructions, if applicable. Press enter to take you back to “Work with Offenses” screen.

Step 3 – Print a Kardex. You can get to the ‘Offender Print’ (kardex) screen by one of three ways: (1) press ‘F10=Print Options’; (2) use F11, 3, K; or (3) press enter four times to advance screens. Put a 5 on the ‘Option’ line and press enter – this will print a kardex.

Step 4 – If new case added has a longer expiration date than original crimes, Go to WebLEDS (refer to EPR Steps, Chapter 5, Modifying an EPR). Modify DOE field, type in new expiration date (YYYYMMDD). Press ‘Submit’ button to send to LEDS.

Step 5 – Type label per your county policy.

NOTE: 7.5 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 a release plan and the judgment sentencing the offender into local control. Fax to 503-373-7558.

7.6 CLOSING A SINGLE OFFENSE LINE

From the CC COURT ORDERS PROCESS on your main menu:

Check for Restitution (SC7)/Compensatory Fine and Community Service condition first, following Condition Tracking Manual. NOTE: Do not use for Felony cases revoked, unless closing line to RTNS.

Step 1 - On the ‘Work With Offenses’ screen, put ‘2=Change’ on 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 or date from Court Order for EARL, BNPB, CRTR (Misdemeanors only), COMP, and RTNS], tab to ‘termination code’ field, enter appropriate closure code (F4=Prompt for list or refer to Sentence/Body Closure List). Press enter to process you will get message ‘record updated’. Conditions will move to Expired Conditions Table. **Repeat these steps for each offense that needs to be closed.** Press enter that will take you back to the ‘Work With Offenses’ screen.

```
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...
```

```
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
```

NOTE: If your county includes the special conditions on the EPR, then you will need to check the EPR and remove any special conditions that do not apply because of the offense being closed. Go to WebLEDS to remove conditions. If conditions are in MIS field, you will need to fully retype MIS field; or if conditions are in the condition field, enter ‘XN’ in ‘Go To Mask’ box or click on ‘XN’ from your favorites list to get to the ‘Cancel Persons Supplemental Info’ screen, the cursor will be on the Name field. Enter name and SID # or LNU #, tab to CND field and enter any special conditions that need to be removed.

Press ‘Submit’ button to send to LEDS.

Step 2 – Press enter this will take you to the ‘Offender Print’ screen, put a ‘5’ on option line to print kardex. Press F3 to return to first screen. F3 to return to Main Menu.

Step 3 – Per your county policy, give paperwork to PO.

*Expired Offenses Conditions
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.

7.7 TRANSFERRING FROM LEAVE (AIP, Transitional, or STTL) STATUS TO POST-PRISON STATUS

IMPORTANT NOTE: <u>Moving an offender to Post-Prison Supervision</u> status from Leave status should be done as soon as possible, and **<u>preferably done within one week of status change</u>**! You can admit the offender without a PPS order by using the data in CIS to create the 'O' line. The PPS sentence begin date will be the same as the last termination date to POST or AIP. The PPS sentence length can be found by using Option 5-Display on the 'I' line; PPS length 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.

```
Sent type.... I      Begin date...  2/28/2012      Tolling date  2/28/2012
CS to........      Length (ymd).   0 -  27 -   0   L/D/NoParo).
MRG to.......       PPS length...   3 -   0 -   0   Inop days...
```

From the CC RELEASE PROCESS on your main menu:

Step 1 – 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.**

Step 2 – After 'I' lines are closed to "POST, AIP or SUMM", put '7=Add Sentence' on appropriate sentence line to add sentence, press enter, this will bring you to the 'Sentence Data' screen.

```
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
   04    04C44611/01  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
   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
   06    04C41155/01  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  07    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
                                                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...
```

Fill in the following:

- Sentence type will be “O”;
- Begin date (taken from Post-Prison Order – same as Physical Release Date);
- tab to ‘Length’ field and put in months (taken from Post-Prison Order), press enter you will receive a message ‘record updated’. Repeat this step for each offense. Enter special conditions taken from the PPS Order, repeating for each offense.

NOTE: Don’t forget to also select the Supervision Fee condition. If Compensatory Fine is listed on PPS order under SC10, use the probation condition of CMPF (compensatory fine).

```
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’
```

Press enter again to return to the 'Work With Offenses' screen. You will get message 'Status does not match offenses. Correct offenses or F13=change status'. 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 'Sentence Data' screen, type "SANC" in 'Sanction Status' field, press enter you will receive message 'record updated.' Press enter to return to 'Work With Offenses' screen.

```
OPS230I          Corrections Information Systems (TEST)          9:35:58
 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
    07    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
      00   O FPO      09/22/2005   000-012-000   09/21/2006

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

Step 3 – **Either** use F13=Change Status **or** press enter to use the 'Offender Release' process. 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). **~ OR ~** On the 'Offender Release' screen, enter in 'Release Date' (taken from Post-Prison Order – same as Physical Release Date), tab to 'Time' field put in whatever time of day it is you are doing the entry, 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 offense 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.

```
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.
```

Press enter again to take you to the 'Movement History/Maintenance' screen where you can check to make sure the entry is correct.

```
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 4 – Go back to the offense screen and add conditions. See instruction "Step 2" on page 6 of this chapter.

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

A. RTP: Enter PPS
B. DOE: Enter new expiration date (YYYYMMDD)
C. Press 'Submit' button to send to LEDS.

Step 6 - Remember to Check the Fee Screen to make sure the Fees are billing correctly.

7.8 EXTENDING A PROBATION SENTENCE

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

Step 1 – From the Main Menu, type a '5=Work With Court Order 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 sentence line, 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. Press enter to process change, you will get message 'record updated'. **Repeat this for each offense that needs to be extended.**

```
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...
```

```
OPS235I          Corrections Information Systems (TEST)          10:29:53
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)........   0 -  18 -   0      Life (L)............
Inop days...........
CS to..............                  MRG to..............

Tent paro disc date.
Termination date....                 Max sent date.......  7/11/2005
Termination code....                 Max indet sent date.
F3=Exit   F4=Prompt   F5=Refresh    F11=Menu bar    F12=Cancel
```

```
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.
```

Press enter this will take you back to the ‘Work With Offenses’ screen.

NOTE: For unusual sentence extensions make an ‘F8=Note’. On ‘Work With Offenses screen, press ‘F8=Note’ this will take you to the ‘Offense Note’ screen. Press ‘F6=Create’ to make an F8 note per your county’s practice. Press enter to process, you will receive message ‘Note entry record added’. Press enter twice to return to ‘Work With Offenses’ screen. If you need assistance in calculating the dates, use the Date Calculator found under F11-2.

```
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 – Press enter this will take you 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).

A. DOE: Enter new expiration date (YYYYMMDD) if it is longer than original EPR DOE date.

Press ‘Submit’ button to send to LEDS.

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.

7.9 Inactive Probation (INPR) and Unsupervised Local Control PPS (UNSU)

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 inactive probation 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.

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.

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

(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. Samples of these forms follow.

<u>If just the offense line is being closed</u> to INPR or UNSU, select '5' CC Court Order Process from your main menu:

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

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.

```
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.
```

The offense screen now looks like this:

```
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
```

If all of the offender's offenses are eligible to close to INPR or UNSU 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) or UNSU (Local Control PPS).

```
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  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
```

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.

For some counties the EPR is modified 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.

7.10 CONDITIONAL DISCHARGE REVOKED

When a conditional discharge is revoked and the offender is given probation, follow these steps outlined below. When a conditional discharge is revoked and no probation is ordered, follow steps in Chapter 8, section 8.10 for closing to RTNS.

From the CC COURT ORDERS PROCESS on your main menu:

Step 1 – 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.

Step 2 – Put cursor on first line of the offense, put '7=Add Sentence' and press enter. This will take you to the 'Sentence Data' screen. Fill in information from court order, press enter twice. 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.

Step 3 - Put cursor on the first line of the offense, put '8=Conditions' and press enter. Add conditions (refer to Steps to Opening Cases - Chapter 2, page 11). Press enter to return to 'Work With Offenses' screen.

Step 4 – Print a kardex. You can get to the 'Offender Print' (kardex) screen by one of three ways: (1) press 'F10=Print Options'; (2) use F11, 3, K; or (3) press enter four times to advance screens. 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 Chapter 5, section 5.4.4). Staple confirmation on blue EPR Worksheet or follow your county policy.

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

7.11 CONDITIONAL DISCHARGE 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.

Below are two examples of Merge documents, yours may or may not look similar.

POLK COUNTY COMMUNITY CORRECTIONS
689 Main Street, Dallas, OR 97338
Ph: (503) 623-5226 Fax: (503) 623-5326

PURPOSE OF REPORT: Inactive Probation Review **DATE:** September 12, 2014
BY: «PO_Name», PPO

Identifying Data:

Name: «Last_Name», «First_Name» «Middle_Name»
Residence: «Home_Address_Line_1_»
«Home_City», «Home_State» «Home_Zip_Code»
SID Number: «ID_Number»
DOB: «Birthdate»
Crime(s): «Crimes_Offenses»
Sentenced On: «Sent_Begin_Dates»
County: «Counties_of_Convictn»
Docket #: «Case_Docket_No»
Judge: «Sentencing_Judges»
Expiration: «Sent_Expi_Dates»

RECOMMENDATION: It is respectfully recommended that the Supervisory Authority ☐ place / ☐ not place the offender on inactive probation status.

SUBSTANTIATION

☐ Behavior constituting new criminal activity: _____

☐ Substance Abuse Treatment: _____

☐ Mental Health Treatment: _____

☐ Sex Offender treatment: _____

☐ Anger Management: _____

☐ Restitution/Compensatory Fine (amount still owed): _____

☐ Other Conditions: _____

_____ _____

Parole/Probation Officer Supervisor

☐ Move to Inactive Supervision

☐ Remain On Active Supervision As Offender Has Not Met The Eligibility Critria Set Forth By OAR 291-206-0020

☐Further Information Needed

_____

_____ _____

Date Supervisory Authority/Designee

POLK COUNTY COMMUNITY CORRECTIONS
689 Main Street, Dallas, OR 97338
Ph: (503) 623-5226 Fax: (503) 623-5326

PURPOSE OF REPORT: Inactive Probation Review **DATE:** September 12, 2014
BY: «PO_Name», PPO

Identifying Data:

Name:	«Last_Name», «First_Name» «Middle_Name»
Residence:	«Home_Address_Line_1_» «Home_City», «Home_State» «Home_Zip_Code»
SID Number:	«ID_Number»
DOB:	«Birthdate»
Crime(s):	«Crimes_Offenses»
Sentenced On:	«Sent_Begin_Dates»
County:	«Counties_of_Convictn»
Docket #:	«Case_Docket_No»
Judge:	«Sentencing_Judges»
Expiration:	«Sent_Expi_Dates»

COMPLIANCE STATUS:

Yes	No	***Move to Inactive Probation Status***
☐	☐	1. Served the minimum period of active supervision as authorized in OAR 291-206-0015(5);
☐	☐	2. Satisfactorily completed all special conditions imposed by the sentencing court for the term of probation under consideration, including the full payment of any restitution or compensatory fine ordered;
☐	☐	3. Had no technical violations of probation conditions reported to the sentencing court for the immediate six months prior to consideration for inactive status;
☐	☐	4. Had no new crime violations of probation conditions reported to the sentencing court during the term of probation under consideration; and
☐	☐	5. Satisfied all terms of any applicable supervision plan.
		Return to Active Probation Status
☐	☐	6. Has shown good cause why inactive probation supervision is no longer in the offender's best interest or in the best interest of the community. Reason:_____

RECOMMENDATION: It is respectfully recommended that the Supervisory Authority ☐ place / ☐ not place the offender on inactive probation status or ☐ return the offender to active probation status.

_____ _____
Parole/Probation Officer Supervisor

**********FOR SA USE ONLY**********

☐ Move to Inactive Supervision ☐ Return to Active Supervision

☐ Remain On Active Supervision As Offender Has Not Met The Eligibility Critria Set Forth By OAR 291-206-0020

☐ Further Information Needed _____

_____ _____
Date Supervisory Authority/Designee

c: Judge «Sentencing_Judges», «Counties_Of_Convictn» County District Atty

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 1145 sentences).

8.1 ABSCONDS/WARRANTS

From 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 and 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".

```
 OPS270I            Corrections Information Systems (TEST)            9:04:17
MCCARTHY                      Offender Release                        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). Staple EPR confirmation to blue EPR worksheet or follow your county policy.

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. You bring the offender back from abscond and put him out to REVP as of the date the warrant is recalled.

8.2 PERMANENT FILE CLOSURES FOR PROBATION & PPS

From the CC RELEASE PROCESS on your main menu:

Check for Restitution (SC7)/Compensatory Fine/Community Service condition before processing. Refer to 'Steps to Condition Tracking' manual.

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.

```
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 :                                                                 :
```

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

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, COMP or DIED) taken from official documentation and closing summary, press enter.

```
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 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 on ‘Offender Release’ screen.**

```
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                 9:50:55
 MCCARTHY                  Movement History/Maintenance                  9/09/05
  RECORD KEY:  1665790
  Offender.... 1234567 TEST, OFFENDER              Curr cycle. 02-01-01
  Status...... Discharge        Location.... CROO         Primary caseload *None
  Position custody/admission cycle...  2  1
   --Cycle--  Location      --Admission----- -------Release------------
   02 Admission From: CROO  08/05/2003       11/21/2003     CRTR
   02-01      Status: PR    08/05/2003       11/21/2003       CRTR
   02-01-01   CROO          08/05/2003 08:00 11/21/2003 09:46 CRTR
   Housing                  08/05/2003 08:00 11/21/2003 09:46
                                                                      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 cancel EPR (refer to EPR Steps, Canceling an EPR). (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' document). Staple confirmation to blue EPR Worksheet or follow your county policy.

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

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 recommended that the trackable conditions are updated with amounts before closing any offender to revoke, i.e., jail/prison. Refer to the Conditions Tracking Manual.

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
       00   I F        05/01/2003   000-018-000   08/25/2004    05/07/2004 POST
    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.**

```
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). Staple confirmation on blue EPR Worksheet or follow your county policy.

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)

Refer to step #2 and #3 above under 'Probation Revocations to Prison (More than 12 months)'.

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

From the CC RELEASE PROCESS on your main menu:

Step 1 – Refer to #1and #2 above under 'Probation Revocations to Prison'.

Step 2 – Go to WebLEDS to modify EPR RTP and MIS fields (refer to EPR Steps, Modifying an EPR). Change RTP to FLC and MIS to:"Revoked to (insert County that offender is residing in) Jail". "MULTNOMAH AND CLACKAMAS COUNTIES ARE THE ONLY TWO COUNTIES THAT WANT THE EPR MODIFIED TO THEIR ORI. Staple EPR confirmation to blue EPR Worksheet or follow your county policy.

Step 3 – Fax revoking court order to Local Control Supervisory Authority or follow your county policy.

Step 4 – Admit to L Location (refer to OPS15-SB1145 data entry)

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

Follow steps 1 - 4 above and/or refer to OPS 15 – SB1145 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.

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. **Note: If offender's closure is processed after ASR date, notify Supervision Fee person so adjustments can be made to offender's account.**

Step 2 – Go to WebLEDS to modify EPR MIS field (refer to EPR Steps, Modifying an EPR). Change EPR MIS to "Unsupervised Offender-must send detailed arrest info to this ORI, County or PO name and phone number" or per your county policy. **FOR REGISTERED SEX OFFENDERS CHANGE THE RTP to USO.** Staple confirmation to blue EPR Worksheet or follow your county policy.

Step 3 – Per your county policy, write disposition on label and relocate file.

8.8 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.*

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. **Change supervision fee print to 'N'.**

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). Change MIS field to "Offender in state which prison". Staple confirmation to blue EPR Worksheet or follow your county policy.

Step 4 – Go to notifier screen and enter an agency notifier following instructions on 'How to Enter Notifier'.

Step 5 – Per your county policy, write disposition on file label and relocate file.

8.9 REVP (Offender revoked to a Federal Prison)

Step1 – Follow steps for INACTIVE, release type is REVP.

8.10 CONDITIONAL DISCHARGE or DRUG COURT REVOKED

When a conditional discharge is revoked and not given probation, 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). Staple confirmation on blue EPR Worksheet or follow your county policy.

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

8.11 DOMESTIC VIOLENCE REVOKED & GIVEN FORMAL PROBATION

Follow steps for Conditional Discharge Revoked and given probation in Chapter 7.

8.12 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.

8.13 IMMIGRATION CASES

From the CC RELEASE PROCESS on your main menu:

Step 1 – Verify deportation through LEDS, refer to OPS 5 LEDS/WEBLEDS/OJIN section of the manual for IAQ instructions.

Step 2 – 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 3 – Go to WebLEDS to modify EPR per your county's policy (refer to EPR Steps, Modifying an EPR on page 4).

Step 4 – Per your county policy, relocate file.

8.14 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 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/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.

8.15 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 can close the file 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.

8.16 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.

COMP – Compact Closure – Only out of state cases – Compact Form Required
COMPACT CLOSURE - ONLY OUT OF STATE CASES - COMPACT FORM REQUIRED

CONV – Conditional Discharge/Diversion Converted to Probation – Court Order Required
When an offender's conditional discharge/diversion is revoked and formal probation is imposed. May also be used for felony sentence where a court order's received granting Earned Misdemeanor Treatment part way through supervision.

CREJ – Compact Investigation Only – Case Rejected
For Compact Investigation (IV) cases ONLY. When the investigation is rejected 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 dism 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.

*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 Reqd - 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.

8.17 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 (discharges Oregon responsibility for supervision).

CREJ – Compact Investigation ONLY-case rejected
For Compact Investigation (IV) cases ONLY. When the investigation is rejected, 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 dismisal 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.

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 SGL inmates/LC where no PPS is imposed. For prob. jail sentences served in an inst.

*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/probation & serving time in an out-of-State institution. Notification/Release planning to out-of-State institution required. Use REVP if offender is in a Federal Institution. NOT TO BE CONFUSED WITH UNSU 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 1145 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 – Postprison 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 Reqd - 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**
Changes offender status to outcount (REVP). When an offender on Probation, Parole or Post-Prison Supervision either picks up new Federal charges, or is revoked on his Oregon State charges to a Federal institution. The Board considers his Oregon State charges auto revoked.

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.

Table of Contents

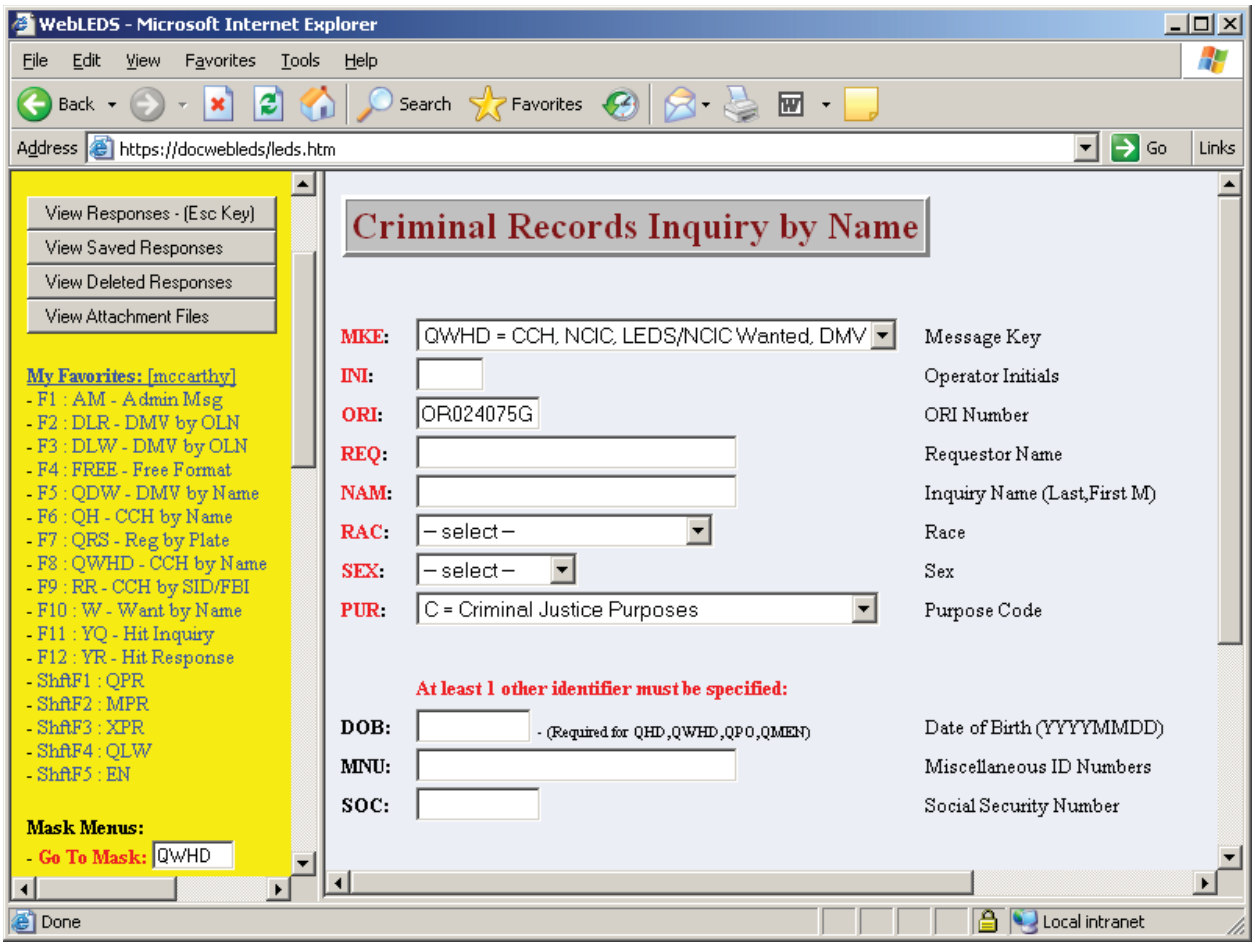
OPS CHAPTER 9 – Transfer's and Field Investigations

9.1 INTER-COUNTY TRANSFER INVESTIGATIONS (IRT's)

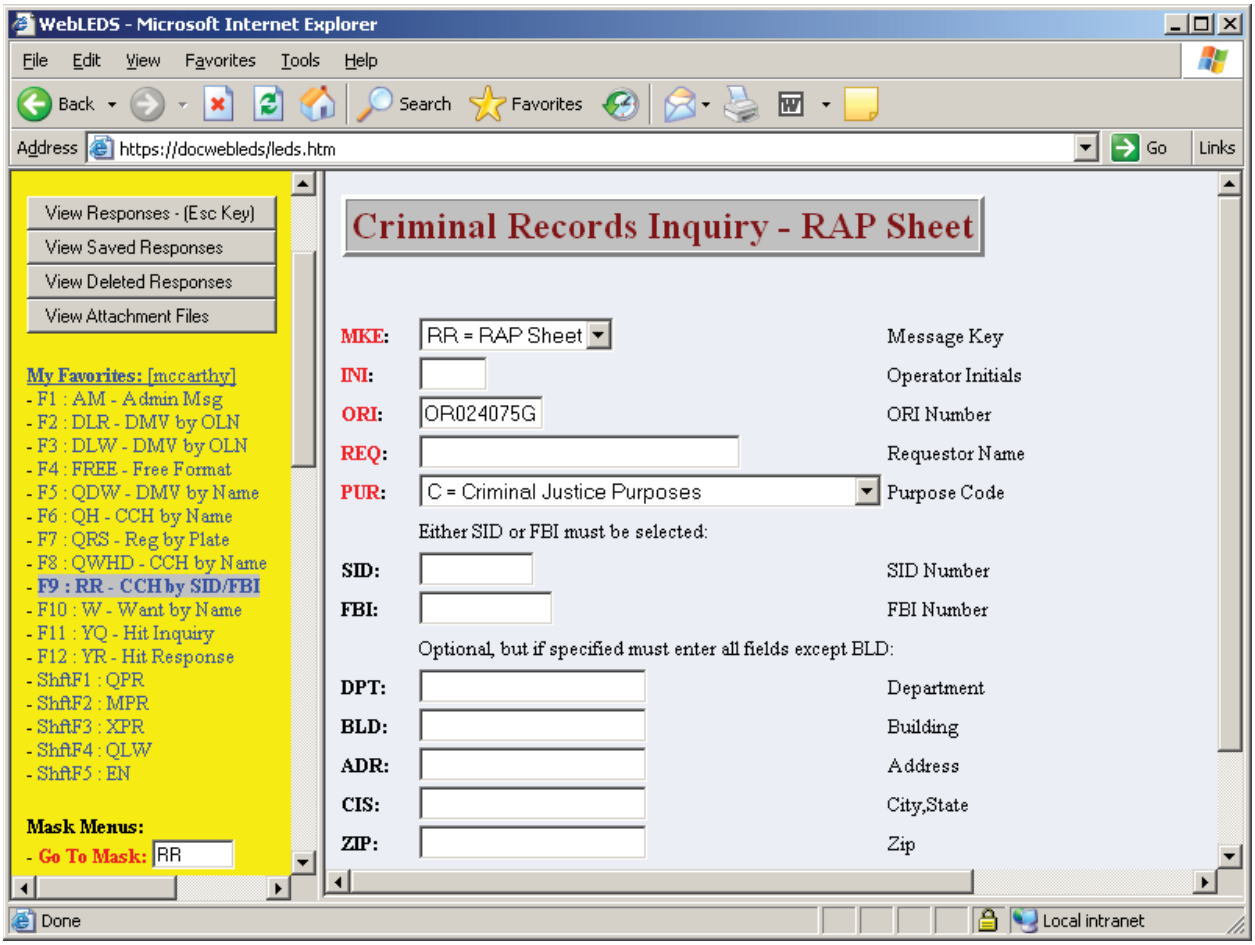
After you have received the investigation do the following:

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.

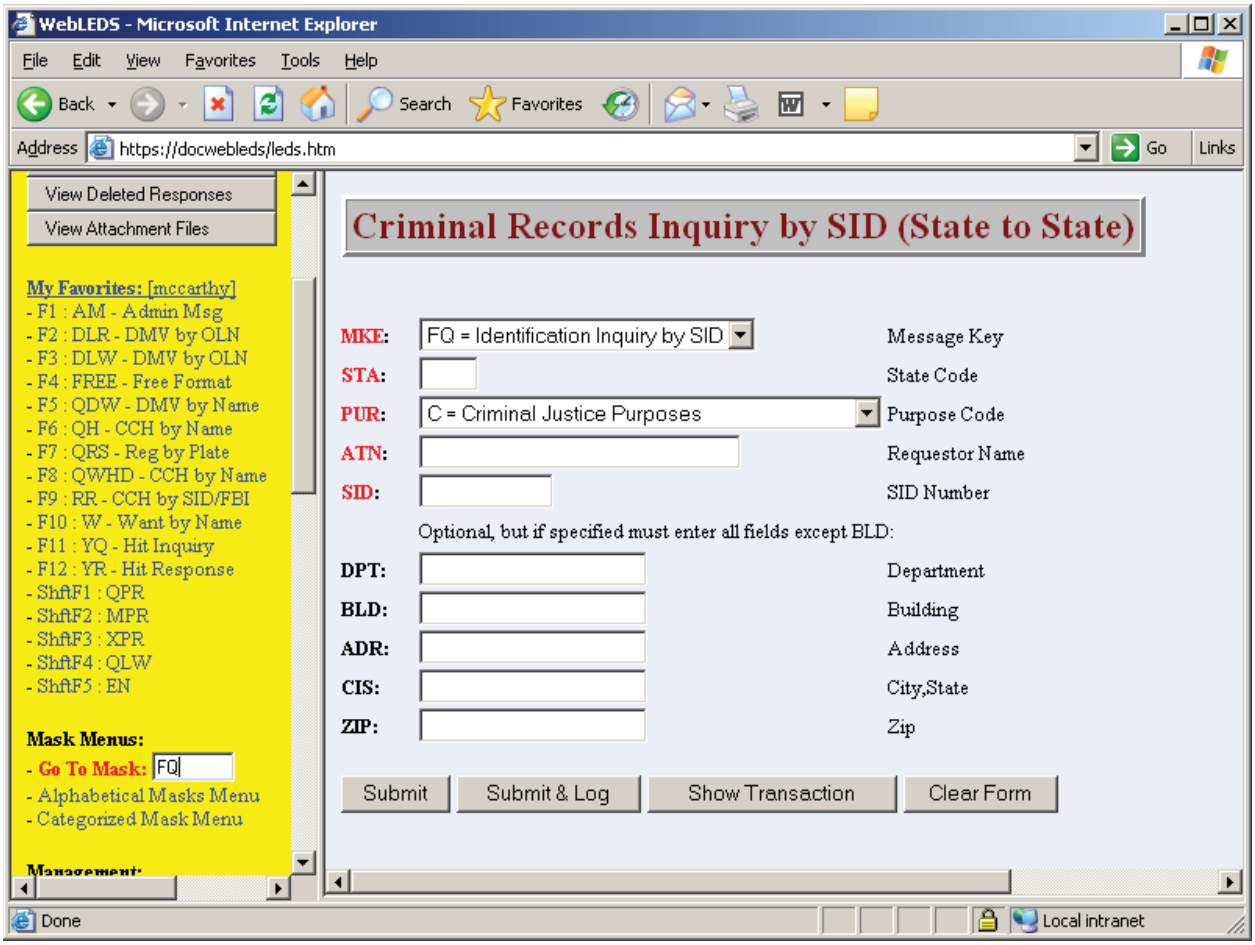


Step 2 - Type 'RR' in the 'Go To Mask' box, press enter to bring up the 'Criminal Records Inquiry – RAP Sheet' screen; or click on 'RR' from your favorites list to go to the 'Criminal Records Inquiry – RAP Sheet' screen. Fill in SID number, then press 'Submit' button to send to LEDS. Click on 'View Responses' and then request print.



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 Reponses' 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.



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   F10=Print       F12=Cancel
F13=Insert   F14=Delete   F15=Wrap off
```

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' 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 <u>before</u> 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

Table of Contents

OPS CHAPTER 10 - CIS 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 Auto Cycle/summary Maintenance (see 10.7 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!

```
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
```

Step One: Position your cursor to the line that says **'Admission From'** and press F18 (shift F6) to Change Data. 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 '**Custody from location'** field 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.

10.2 CHANGING STATUS

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!

```
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      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
```

Step One: Position your cursor to the line that reads **'Status'** and press F18 (Shift F6) to Change Data. 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 to the line that reads **'New current status…'** and change to the correct one. 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.

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.

```
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             07/14/2008
   01-01      Status: PR               07/14/2008
   01-01-01   COOS                     07/14/2008 10:00
   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
.
```

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:

```
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 Two: Position your cursor to the field **'Start date/time'** and change the date to the correct one. Press <Enter> and you're done!

10.4 CHANGING CURRENT ADMISSION LOCATION:

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          01/14/2010
   01-01      Status: PR            01/14/2010
   01-01-01   LCOO                  01/14/2010 10:00
   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
```

Step One: Put your cursor on the housing line directly below the location code. Press F18 (Shift F6) = Change data. 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..........
```

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! (see next page)

```
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              01/14/2010
   01-01      Status: PR                01/14/2010
   01-01-01   COOS                      01/14/2010 10:00
   Housing                              01/14/2010 10:00
```

10.5 DELETING ADMISSION PORTION OF HOUSING/LOCATION RECORDS

Remember to print those screens first! **REMEMBER: NEVER use the F14=Delete function if both "Move-in" and "Move-out" 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.

```
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              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  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
```

Step One: Delete Housing To remove the record, place your cursor on the last **'Housing'** record, and press F18 (shift F6) to change data.

```
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 record, press F14 (Shift F2). If you just wanted to change the Move-in date/time you could do that from this screen.

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 "Move-in" and "Move-out" data is showing on this screen.**

```
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          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   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
```

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.

```
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>.

```
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             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 incorrect Abscond movement has been removed and record returned to active status.

10.7 Deleting the 'Only' or Last Housing Record:

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:

```
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        03/27/2006
   01-04      Status: PR          07/26/2008
   01-04-01   COOS                07/26/2008 10:00 09/05/2008 10:00 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                09/05/2008 10:00
   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
```

Step One: Place your cursor on the line above the last Housing record that shows the last Location. Press F18 (shift F6) 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.

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 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 for the Movement History/Maintenance screen. **Request a screen print or F10=Print.** 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           04/27/2007
   01-03     Status: LC              01/08/2010                02/24/2010        LCMP COOS
   01-03-01   LCOO                   01/08/2010 10:00          02/24/2010 10:00 LCMP COOS
   Housing                           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 3 - Press F11-3-J for the W/W County Inmate Movements screen. First review the list of movements to make sure the one you need isn't already 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 4.

Step 4 – 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 and the new movement will appear on the 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 5 - Tab to the new entry, put a 2=Change on the 'Opt' line, and press enter to open the Maintain County Inmate Movement screen.

```
OPS154I                    Corrections Information Systems (TEST)                    16:28:48
 SHIPPEYT                  W/W County Inmate Movements/Supv Status Codes             11/18/10
                                          CHANGE
 Offender............ 12345678     TEST, OFFENDER
 Status............. PostPrison   COOS

 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
     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
  2  LC      COOS         1/08/2010 10:00                         LCOO     JAIL
     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 – 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 7 – 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       04/27/2007
   01-03     Status: LC          01/08/2010            02/24/2010        LCMP COOS
   01-03-01  LCOO                01/08/2010 10:00      02/24/2010 10:00 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 8 – **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 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 pressing 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           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
```

10.10 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 may be very handy to print out the Movement History/Maintenance screen before making any changes. That way if you 'goof', you 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 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 SUN (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. The program is unhelpful. That is because you must use your regular release or admit process to add the last movement.

- **Missed a Movement:** You discover, back in Joe's history, that he's missing a move out to Abscond. SUN (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 referral.

- **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 CC SUN 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

  (plus 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:

```
CMS294I             Corrections Information Systems (TEST)            15:18:26
 CUMMINSL              W/W Caseload History by Offender                 5/31/00

 ID Number........  1234567 TEST, Offender
 Location......... YAMH Yamhill County Community Corrections
 Primary caseload. 5301  PAGEL, KLAUS
 Enter option...
   2=Edit   4=Delete   5=Display
 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
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

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

 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                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...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

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>:

```
CMS294I             Corrections Information Systems (TEST)            15:55:59
 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                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...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

***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

 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
      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...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

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:

```
CMS294I             Corrections Information Systems (TEST)            16:20:27
 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                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...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
 1560  06/04/1998 Added.
```

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

 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                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...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

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                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...
 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                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...
 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                   Curr cycle. 02-04-01
  Status...... POST PRISON      Location.... DESC         Primary caseload *None
  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
   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.
```

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

 ID Number........  1234567  TEST, Offender
 Location......... LDES Deschutes County Jail
 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                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...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
 Check caseload history.
```

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

 ID Number........  1234567 TEST, Offender
 Location......... LDES Deschutes County Jail
 Primary caseload. 1542  MIKKELBORG, ELAINE
 Enter option...
   2=Edit   4=Delete   5=Display
 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...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
 Check caseload history.
```

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

 ID Number........  1234567  TEST, Offender
 Location......... LDES Deschutes County Jail
 Primary caseload.
 Enter option...
   2=Edit   4=Delete   5=Display
 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...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
 1542  28/10/1999 Deleted.
```

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

 ID Number........  1234567  TEST, Offender
 Location......... LDES Deschutes County Jail
 Primary caseload. 1540  DIZNEY, VICKI
 Enter option...
   2=Edit   4=Delete   5=Display
 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...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

Note: The Primary caseload field is again showing a current primary caseload number.

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                   Curr cycle. 02-03-01
  Status...... LOCAL CONTRL     Location.... LDES         Primary caseload 1540
  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                   Curr cycle. 02-03-01
  Status...... LOCAL(DESC)      Location.... LDES         Primary caseload 1540
  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                 IN
      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





                                                                      Bottom
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

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  ‌‌‌
```

Table of Contents

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.

12.2 OFFENSES, COPYING

Step1 – 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)             9:48:48
 MCCARTHY                    Work with Offenses                         9/13/05

 Offender:  1234567   Test, Offender                    Record key:
 Status:   Probation            UMAP Umatilla/Morrow CCC - Pendleto
                                                     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

                                                                      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 the correct offense line, put a ‘3=copy offense’ on the line, press enter, a window will appear. Tab down to the New Court Case Number field and enter the new docket number and count #, press enter.

```
OPS230I             Corrections Information Systems (TEST)             9:48:48
 MCCARTHY                    Work with Offenses                         9/13/05

 Offender:  1234567  Test, Offender                    Record key:
 Status:   Probation            UMAP Umatilla/Morrow CCC - Pendleto
                                                     OISC migr date...
 Enter option...                       ........................................
   2=Change        3=Copy offense    : Change Court Case Number                :
   7=Add sentence  8=Conditions   9= : Offender...  1234567                   :
   OFF#   DOCKET       CNTY          : Name....... TEST, OFFENDER              :
      CS    Type       Begin date    :                                         :
 3  01    03CF016/01   MORR          : Present Court Case #.. 03CF016/01       :
       00   P FPR      07/17/2003    : New Court Case #...... 03CF016/03       :
                                     : Court Case # Cnty Judge          Status :
                                     : 03CF016/01   MORR                       :
                                     :                                         :
                                     :                                         :
                                     :                                         :
                                     :                                         :
                                     :                                         :
                                     :                                   Bottom :
 F3=Exit       F6=Add docket  F7=Fac : F3=Exit   F5=Refresh   F12=Cancel       :
 F11=Menu bar  F12=Cancel     F14=Re :                                         :
                                     :.........................................:
```

This will return you to the ‘Work with Offenses’ screen and the new offense line will appear and you will get the message ‘offense and sentence copied’.

```
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.

```
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                      Status CC  Court Case #
     ADCO  PROBATION   ALCOHOL/DRUG EVAL/TREAT-GC04     Probation  011002805/01
     ANGR  PROBATION   ANGER CONTROL COUNSELING         Probation  011002805/01
     COFO  PROBATION   COURT ORDERD FINANCE OBL -GC01   Probation  011002805/01
     CONC  PROBATION   OTHER COUNSELING                 Probation  011002805/01
     MHTX  PROBATION   MENTAL HEALTH EVAL/TX (GC15)     Probation  011002805/01
     NALC  PROBATION   NO ALCOHOL                       Probation  011002805/01
     NCVI  PROBATION   NO CONTACT VICTIM                Probation  011002805/01
     NDRG  PROBATION   NO DRUGS/DRUG PARAPHERNAL-GC02   Probation  011002805/01
     NOAC  PROBATION   NO ASSN W/KNOWN CRIMINAL         Probation  011002805/01
     NOAD  PROBATION   NO ASSN W/DRUG USERS             Probation  011002805/01
                                                                         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 form 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 Ovrr     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

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       F10=Print
 F11=Menu bar     F12=Cancel
```

```
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       F10=Print
 F11=Menu bar     F12=Cancel
 Offense resequenced.                                                    +
```

```
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       F10=Print
 F11=Menu bar     F12=Cancel
 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                     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
    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        F17=Earned time
 F18=Resequence    F20=Add Local Docket   F21=Trans Leave     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

```
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
```

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 ‡‡‡
```

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                |
                                       |
                                       |
                                       
```

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                              Position to.

  1=Select                                          Total caseload.. 010
                                                    Total changed... 000
     Offender Name                    Loca   Status             IDNO
 1   TEST, OFFENDER JOHN              MTEA   Post Prison        [redacted]
 1   TEST, OFFENDER JOSEPH            MTEA   Post Prison        [redacted]
     TEST, OFFENDER DUANE             MTEA   Post Prison        [redacted]
 1   TEST, OFFENDER CHARLES           MTEA   Post Prison        [redacted]
     TEST, OFFENDER JAY               MTEA   Post Prison        [redacted]
 1   TEST, OFFENDER M                 MTEA   Probation(ABSC)    [redacted]
     TEST, OFFENDER OMAR              MTEA   Probation(ABSC)    [redacted]
 1   TEST, OFFENDER ORAN              MTEA   Post Prison        [redacted]
 1   TEST, OFFENDER                   MTEA   Post(ABSC)         [redacted]
 1   TEST, OFFENDER CHARLES           MTEA   Probation          [redacted]
                                                                   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       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    920230864    MULT         ROBB I        164.415       Y    Y
       00   I F        05/26/1992   000-037-000   03/12/1995    08/19/1994 POST
       00   O FPO      08/19/1994   000-036-000   08/18/1997    08/18/1997 EXPI
    02    920230864    MULT         UN USE VEH    164.135       Y    Y
       00   P FPR      05/22/1992   000-018-000   11/21/1993    11/21/1993 EXPI
    03    970533816/01 MULT         ROBB I        164.415       Y    Y
       00   I F        10/31/1997   000-090-000   11/08/2004    11/08/2004 POST
       00   O FPO      11/08/2004   000-036-000   11/07/2007

                                                                   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 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   F8=Add counts
 F11=Menu Bar  F12=Cancel
```

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 Rele**ase 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
```

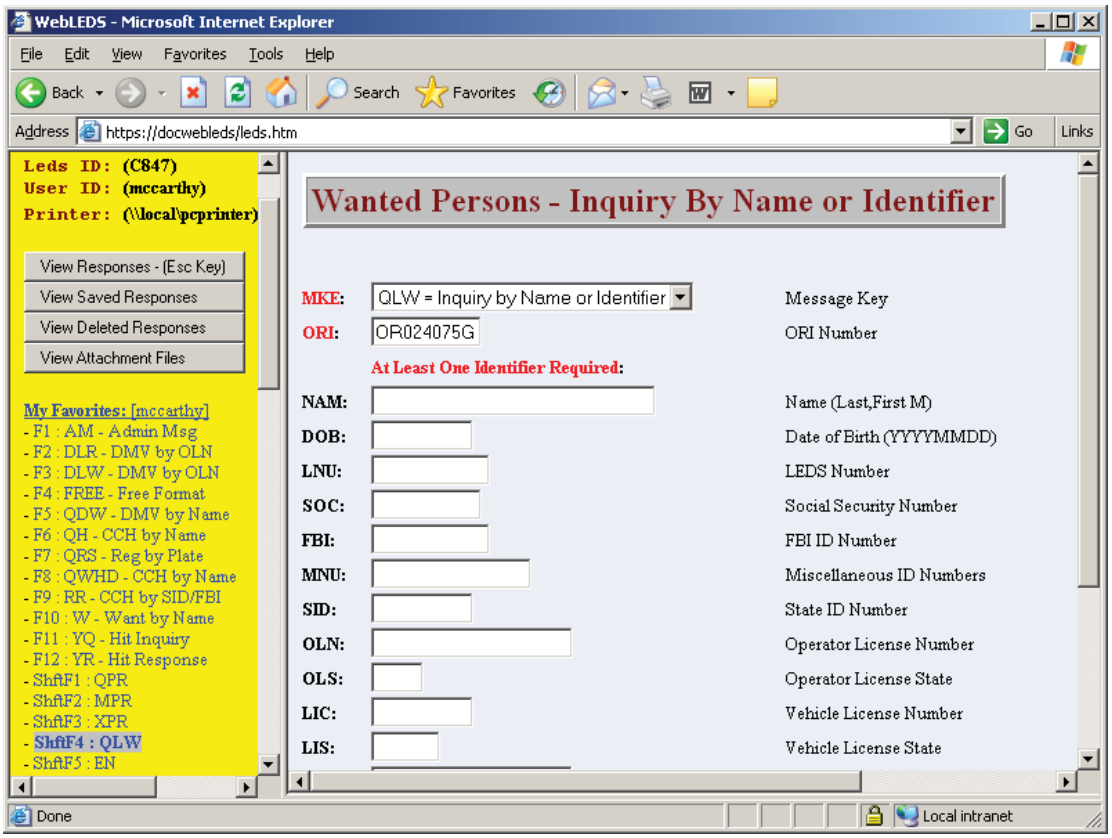
Step 3 – Type 8 on selection line (Total Office Caseload Report), press enter. This will take you to the 'Total Office Caseload Report'.

```
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.



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 (Cls) 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 (Cls) 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   F6=PTA Caseload     F9=Retrieve
 F11=Menu bar   F12=Cancel   F17=All offenses
```

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.
```

Designator	Short Description	Description/Purpose
2LOO	2nd Look Eligible	Inmates who committed their crimes as juveniles and who are eligible for a 2nd 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 EOCI, 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, EOCI, 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.

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.

```
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     Work Station Options
                 T Add Offender Note (F4)
    1. Offend    W W/W To-Do List
    2. LEDS/O    E User E-Mail Address and Phone
                 Z PopUp Calendar
    3. Admiss    L Command Line
    4. CC Rel    B Date Calculator
    5. W/W Co
    6. CC Sup
    7. CC EPR
    8. CC Abs
    9. CC Tra                            Bottom
   10. Change
                                   |
   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
```

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
                 T Add Offender Note (F4)
    1. Offend    W W/W To-Do List
    2. LEDS/O    E User E-Mail Address and Phone

    3. Adm   Add Offender Note
    4. CC    Offender:
    5. W/W   ____________________________________
    6. CC    ____________________________________
    7. CC    ____________________________________
    8. CC    ____________________________________
    9. CC    ____________________________________
   10. Cha   ____________________________________
                                        More...
   11. W/W   F5=Refresh   F12=Cancel   F13=Insert
   12. W/W   F14=Delete   F15=Wrap off
             Offender not found.

 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 CCPPO                        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.

```
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   Offender notes for 1234567        0 of  0         sit...  0/00/0000
 JAIL SUPV   TEST, OFFENDER                                    eport.  0/00/0000
             Entered:                 By:                     )..     0/00/0000  00 %
             ----------------------------------------          sit...  0/00/0000  0:00

       Dat                                                     MR Key word
  4/10/200                                                      N
_________                                                      ____________________
_________                                                      ____________________
_________                                                      ____________________
_________                                       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          Corrections Information Systems                14:33:28
 FENNERK                  W/W ORS Table                          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        F12=Cancel
 F13=Repeat   F16=Change view   F17=Subset
      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          Corrections Information Systems                13:40:07
 FENNERK                  W/W ORS Table                          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
 5   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        F12=Cancel        F13=Repeat
F16=Change view   F17=Subset

This is a subsetted list.
```

```
SNT221I          Corrections Information Systems          13:48:40
FENNERK                Maintain ORS Table        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          Corrections Information Systems                    11:19:49
 FENNERK                    CC Support Menu                            12/12/08
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
   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: 5_____                    Job: _____

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

Once it brings up the screen then type an F6.

```
OPS230I                    Corrections Information Systems                    13:54:55
FENNERK                          Work with Offenses                            12/09/08

Offender:                              Record key:
Status:

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

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                Corrections Information Systems                    15:27:42
FENNERK              New Docket, Offense and Sentence                      12/05/08
                                                                           CREATE

Offender....
Status......

Docket#..............  ________________________        County..............
Offense number......                                   Sanction status.....
ORS number.....(F4)_____________________
Sent guide  (Y/N)...      Y
Felony=Misdemeanor.. N
Inchoate/ORS........      ___   ___________   _______
Crime seriousness...      ____                          Criminal history.... ____
Sentencing judge....      ________________________
Defense counsel.....      ________________________
District attorney...      ________________________      DA case number......_____________
Crime date..........      _________________             Arrest date.........     _____________
Convicted date......      _________________
Sentence type....... P_  Life (L).....          ____    Begin date..........    _____________
Length (ymd)........   __0 -   __0 - __0                Compact begin date..  ____________

F3=Exit   F4=Prompt   F11=Menu bar   F12=Cancel
```

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          Corrections Information Systems          11:44:13
FENNERK          New Docket, Offense and Sentence          12/12/08
                                                                CREATE
Offender....
Status......

Docket#.............._________________      County.............. _______________
Offense number...... _______________        Sanction status..... _____________
OR ......................................................................
                                  ORS Table Select
Position to.......
ORS description                    Type   Cl   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 sent 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.roddy@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, along with your name, email address, and phone number.

Example: I need to request a ticket for CC SUN 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

(plus your name and contact info)

Or

I need to request a ticket for CC SUN 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

(remember to include your name and contact info)

You should receive an email 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 sanctions, warrants or release plans, do not request a ticket to CCSUN. These are FAUG issues and you should contact your FAUG rep. If the 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

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 (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 (Option 19 from the Total Office Reports menu) 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.

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, 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

This process is used only when a 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
```

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    F6=Create
 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.’

```
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 was returned). 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                PR
      6000      RCOM  08/08/2002  10/20/2004    PR
      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
```

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
```

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, 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.

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 an 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.

OPS CHAPTER 15 - SB1145 Data Entry

Please read entire section before you begin!!!

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 SB1145, refer to the Local Supervisory Authority Manual, which can be found on the Networking Groups page under Other Miscellaneous Manuals.

Screen prints with directions will walk you through the following scenarios: Felony Probation Revocation, Post-Prison Supervision Revocation, Parole Revocation and New Felony Local Control Sentence(s).

The last section contains information on Less Common Sentencing Scenarios, Local Post-Prison (SB156), Level III Sanctions, Central Records, Extraditions and the Old PPS Stop/Start Practice.

A Release Plan should be developed so a PPS Order can be created. If the offender is under the jurisdiction of the Parole Board, a release plan is not necessary on new local control cases or probations revoked to local control. 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 Local Supervisory Authority, 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.

It is a county by county decision whether to request the file and/or EPR if the offender is under the jurisdiction of another county's Local Supervisory Authority. If the offender is under your county's Local Supervisory Authority, change EPR RTP field to FLC and other fields as necessary.

15.1 Felony Probation Revocation

All felony cases revoked to "prison" for one year or less after 1/1/1997 should be made 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 can be sentenced to "straight jail" with no PPS; see pages 15-31 and 15-32 – these are not entered in CIS as local control sentences.

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 Step 1: Admit to 'L' Location (Jail)

NOTE: Offender must have started his/her local control time before you can enter into CIS. Sometimes this means entering the jail, sometimes it does not. The Local Supervisory Authority must determine that the sentence has begun prior to doing the admission data entry in CIS.

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             Corrections Information Systems (TEST)            12:13:17
 MCCARTHY               Community Corrections Admission                 8/30/07

 Offender..............  12345678 Offender, Test
 DOB...................
 Current status........ Probation
 Last location......... LANE
 Release date/time.....
 Supervision level..... LOW

 Admission to location. LLAN
 Admission date/time... 01011997 0800
 Caseload............... 6530

 Post admission status. LC

 LC conviction county.. LANE
 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
```

Figure 1: Community Corrections Admission Screen

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 <u>only</u> 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.

- **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, so if you are paying for a rental bed, you want the funding; therefore, admit to your L location.

  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”).

- **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.

- **Caseload:** You may choose the caseload number of the officer(s) assigned to your Local Control Caseload, or create one specifically for Local Control offenders within your location’s series of numbers. For example, Polk County Community Corrections’ series of numbers is 9100 to 9199. Staff could create caseload 9170 as their Local Control caseload.

- **Post Admission Status:** When admitting to Local Control the code must be 'LC'

- **LC Conviction County:** This field requires the County location code representing the Supervising Authority (county of current Local Control conviction).

- **LC Supv Status Code:** This field represents the current status or ‘program’ of the Local Control Offender. In this case, the offender is currently at the Jail, and hasn’t started a ‘program’ yet. If the offender had gone immediately out on Work Crew, it would be appropriate to use the code for that program.

Now press <Enter> to process the admission.

15.1.2 Step 2: Open 'L' Sentence

To begin, go to the Work with Offenses screen:

NOTE: Information about the sentence should come from the jail and sentencing order indicating Sentencing date, Sentence Begin date, Sentence length, and 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     F10=Print Options
 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:

```
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.  9/29/2017
 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 main 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)      :41:20
 MCCARTHY               Sentence Data for Local Control        8/01/07
                                                   CHANGE
 Offender............  12345678  OFFENDER, TEST
 Status.............. LocalControl    LLAN
 Offense/Sentence.... 01 002               Court Case... 109104030B
 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 -   0
 Consecutive to......                   Merge to...........
 Time served credits.    30             Inop time..........
 Maximum date........  5/31/1997       Inop (F4=W/W)...... 00000

 Termination date....
 Termination code....

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

 002 record updated.
```

Figure 5: Sentence Data for Local Control Screen

- **Sentence Type:** Sentence type should automatically default to ‘L’.

- **Begin Date:** Sentence begin date is the date the offender begins serving his time (post sentencing), 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.

- **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.

- **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.

- **Merge To**: If the sentence is merged with another sentence for purposes of sentencing; enter the offense # it is merged with.

- **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."

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!

- **Maximum Date:** This date is the sum total of Begin Date, plus Length, minus Time Served Credits. The program automatically calculates this date, but it should match the jail calculation.

NOTE: Be careful! Max Date is arrived at just like a standard mathematical equation. Two plus two should always equal four (or three if your county calculates TO and not THROUGH – see 'Time Calculation' below). An example would be an offender, sentenced to 6 months Local Control time on January 1, 1997. Max Date would be June 30, 1997 (without Time Served Credits). If the offender had accrued 10 days of Time Served Credits, Max Date would be June 20, 1997 (01/01/97 + 6 months – 10 days = 06/20/97). It is also important to remember that Max Date does NOT change with the accrual of other types of time credits, which is why your Max Date in CIS may not match the actual date the offender is released; often offenders will accrue good time and work time credits that are not entered into CIS.

```
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       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    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...
```

Figure 6: Completed Local Control Sentence

*****Physical or Projected Release Date**: While there is not a field for this date in CIS, programming will be added in the future to provide one. This information must be entered in F8= Notes until programming is complete This date should be provided to you by the jail, based on the previously arrived at Max Date less any other types of time credits the offender accrued after he/she began to serve his/her sentence. This will be the date the offender actually completes his/her Local Control obligation and is to be moved to Post-Prison supervision. It is important to remember the offender may be released to the community prior to the completion of his/her sentence obligation, in which case he/she is still considered a Local Control 'Inmate' even though he/she is no longer behind bars.

*****Time Calculation:** Calculating time is new to Community Corrections. Your jail may have some type of calculation program, or hand held 'time' calculator which can calculate for you. CIS also has a time calculation program accessible through the menu bar (F11) and Work Station Options (2) with corresponding letter. Generally, time is calculated either TO or THROUGH. An example would be the offender is sentenced to a six month under Local Control on 01/01/97. Using the 'To' calculation, Max date would be 06/30/97 (which does not include the 'To' date). Using the 'Through' calculation, Max date would be 07/01/97 (which does include the 'Through' date). CIS's calculation program calculates to the date, while several jails in the State calculate through the date. Remember the offender's move to Post-Prison supervision on the correct date is dependent upon accurate sentence calculation. The Board of Parole and Post-Prison Supervision reserves the right to review the county's sentence calculation to determine accuracy.

Now press <Enter> to update the sentence.

☐ **Movement to Jail is Complete**

15.1.3 Step 3: Admit to Community Corrections Location While Still On Local Control Status

This is only for offenders who do not finish their entire sentence in the jail, but are released to the Community Corrections office to continue serving their sentence obligation in a reduced level of custody. These offenders are still considered inmates; they have just changed 'houses'. Sometimes an inmate stays under the "control" of the jail, but continues to serve their sentence obligation in a reduced level of custody. You should determine who has control of the offender in order to determine if they remain in the L location or transfer to the community location.

This procedure would also be used for "weekend" sentences. The offender would initially be admitted to the "L" location, moved to the Community Corrections location on Monday, moved back to the "L" location on Saturday, and the process would continue until the sentence was served.

Go to the Community Corrections Admission screen in the Admissions process:

```
OPS225I             Corrections Information Systems (TEST)            12:55:36
 MCCARTHY               Community Corrections Admission                 8/30/07

 Offender..............  12345678  OFFENDER, TEST
 DOB...................
 Current status........ Local Control
 Last location......... LLAN
 Release date/time..... 10/08/2000  9:00
 Supervision level..... LOW

 Admission to location. LANE
 Admission date/time... 03011997
 Caseload............. 6517 Adair, Wendy

 Post admission status. LC

 LC conviction county.. LANE
 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
```

- **Admission to Location:** This will be the community correction office's location code if 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 can use directions in 15.1.4 for supervision status movement. (in this example 'LANE' for Lane County Community Corrections).

- **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.

- **Caseload:** Caseload number of the assigned parole/probation officer or your local control caseload, depending on your county's practice.

- **Post Admission Status:** This field MUST be LC to continue the offender on Local Control status.

- **LC Conviction County:** This field will default to the county designated as County of Conviction entered when admitted to the jail location.

- **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 most cases, the code 'STND' could be used, meaning the offender is being supervised 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. This releases the record from the jail location and admits it to the Community Corrections location automatically if you have also changed location.

☐ **Admission to Field Office is complete (still serving Local Sentence)**

15.1.4 Step 4: County Inmate Movements

This is for tracking movements/supervision statuses of the Local Control offender while he/she is within a given location; either jail or the community corrections office. This is the process to use for movement of any type of these offenders, whether they were Probation, Parole, or Post-Prison Supervision violators, or new commitments.

To begin, go to the W/W County Inmate Movements/Supv Status Codes screen (found in the Admissions, CC Release, CC Support Data Entry/Update, and CC Transfer Processes): In this example, we will 'move' the inmate while he/she is at the community corrections office.

```
OPS154I             Corrections Information Systems (TEST)             9:49:04
 MCCARTHY        W/W County Inmate Movements/Supv Status Codes          5/21/07
                                                              CHANGE
 Offender............  12345678     TEST, OFFENDER
 Status............. LocalControl LLAN

 LC conviction county LANE
 Start date/time..... 03151997 0800    Supervision Sts Code. DAYR
                                       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      3/01/1997  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
```

Figure 8: New W/W County Inmate Movements/Supv Status Codes screen

- **LC Conviction County:** This field remains the same (Supervisory Authority). In this example "LANE."

- **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. In this example, the officer has decided to put the offender in the Day Reporting program on 03/15/97 at 8am.

- **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.

```
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 LLAN

 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
```

Figure 8b: Completed W/W County Inmate Movements/Supv Status Codes screen

NOTE: The Supervision statuses which may be monitored are Electronic House Arrest, Intensive Supervision, or in some cases, just Normal Supervision ('STND' - Standard Supervision). Only one supervision status can be used at one time, so use the most 'restrictive'. Notice how an admission to a 'status' automatically closes the previous one. Research has asked that these 'movements' remain continuous. For example, if the

offender did not make it in the Day Reporting program and was discontinued, move him/her back to STND. This will automatically close Day Reporting. Record these movements as many times as necessary.

15.1.5 Step 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 (refer to 'Admit to Community Corrections Location While Still on Local Control Status'). 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 Physical Release Date (Max date less any time credits other than those prior to sentencing) has been met and the local control obligation has been completed.

The offender has completed his/her Local Control obligation when the entire sentence has been served, less any time credits.

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         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
 2    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...
```

Figure 9: Work with Offenses Screen

- **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 should be close to the max date, but may 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 or near it's max date, but ALL O lines 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 of time credit (other than the time from the Arrest date to sentencing), which makes the Release Date 10 days sooner. Remember this must make mathematical sense. For example, this sentence structure mathematically would look like this: 01/01/97 + 6 months, -10 days Time Served Credits (Credits from the arrest date to the sentencing date) = 06/20/97 – 10 days other time credit (post sentencing credits) = 06/10/97. Your release date may not (and probably won't) match the max date in CIS because good time and work credits are not entered into CIS, 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. Also remember, county staff must do the release planning form to obtain the PPS order.

15.1.6 Step 6: Releasing the Body to "LCMP"

Go to the Offender Release screen in the CC Release Process.

```
OPS270I             Corrections Information Systems (TEST)            13:30:47
 MCCARTHY                       Offender Release                       8/30/07
                                                              PROCESS

 Offender............  12345678      OFFENDER, TEST
 DOB................                     Location: LANE
 Status............. LC Local Control
 Current caseload.... 6517  ADAIR, WENDY
 Custody/Supv level.. LOW

 Release date........ 06101997    Time....0800
 Release type code... LCMP

 Release to location. LANE

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

Figure 11: Offender Release Screen

- **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.
- **Release Type Code:** The code used must be 'LCMP' to denote the completion of the Local Control sentence.
- **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 Step 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)            13:35:26
 MCCARTHY               Community Corrections Admission               8/30/07

Offender..............  12345678      OFFENDER, TEST
DOB...................
Current status........ Local Control
Last location......... LLAN
Release date/time..... 05/30/1997  8:00
Supervision level..... LOW

Admission to location. LANE
Admission date/time... 05301997  0800
Caseload............... 6517  ADAIR, WENDY
Adm from State/County.
Post admission status. PO

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
```

Figure 12: Community Corrections Admission Screen

- **Admission to Location:** Your county code.
- **Admission Date/Time:** The exact date/time as the Release date/time.
- **Caseload:** Use the caseload number of the officer assigned to the case.
- **Post Admission Status:** This auto fills to “PO” for Post-Prison Supervision. If there were both Post-Prison and Parole sentences, the auto fill would be “PS.”
- **LC Conviction County:** Leave blank as the offender is no longer on Local Control status.
- **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, follow Board/LC Override document to correct. Update EPR as needed and check supervision fee accounts.

☐ **Admission to Field Office is complete (now on Post-Prison Supv.)**

15.1.8 Step 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

                                                                  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..
```

Figure 13: Work with Offenses screen

- **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:

```
OPS235I             Corrections Information Systems (TEST)           12:21:54
 MCCARTHY                        Sentence Data                         8/30/07
                                                              CHANGE
 Offender............  12345678      OFFENDER, TEST
 Status.............. PostPrison          LANE
 Offense/Sentence.... 02 002               Court Case.......... 109104028B
 Sentencing Guid..... Y                    County.............. LANE
 ORS................. 154.225      BURG I     AF BURGLARY I

 Sent type........... O
 Begin date..........  6/10/1997
 Compact begin dt....
 Length (ymd)........   0 -  12 -   0      Life (L)............
 Inop days...........
 CS to...............                      MRG to..............

 Tent paro disc date.
 Termination date....                     Max sent date.......  6/09/1998
 Termination code....                     Max indet sent date.  9/29/2017
 F3=Exit   F4=Prompt   F5=Refresh    F11=Menu bar    F12=Cancel
```

Figure 14: Sentence Data screen

- **Sentence Type:** ‘O’ for Post-Prison.

- **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.

- **Length:** This will be taken from the court order or the Order of Post-Prison Supervision.

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 at all. When seeking clarification from the DA/court, find out if it is local control with no PPS or "Straight Jail." See OPS 15.8.4 for more details.

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    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        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...
```

Figure 15: Completed PPS sentence

15.2 Post-Prison Supervision Revocation – Parole Board or Supervisory Authority case

NOTE: These steps are followed when an offender's PPS 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.

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.

15.2.1 Step 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/her previous status before you admit him/her. The following screen is the first step in the Admissions process:

```
OPS225I                Corrections Information Systems                13:53:30
 CUMMINSL               Community Corrections Admission                 5/29/97

 Offender..............
 DOB...................  4/22/1969
 Current status........ Post Prison
 Last location......... LANE
 Release date/time.....
 Supervision level..... LOW

 Admission to location. LLAN
 Admission date/time... 01011997 0800
 Caseload..............

 Post admission status. LC

 LC conviction county.. LANE
 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
```

Figure 1: Community Corrections Admission Screen

- **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, 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").

- **Admission Date/Time:** This will be the Board or Supervisory Authority Action date (Board or Supervisory Authority Revocation/Decision date), which will be on the T-type and on Board cases on the Board Action Form (BAF).

- **Caseload:** You may choose the caseload number of the officer(s) assigned to your Local Control Caseload, or create one specifically for Local Control offenders within your location's series of numbers. For example, Polk County Community Corrections' series of numbers is 9100 to 9199. Staff could create caseload 9170 as their Local Control caseload.

- **Post Admission Status:** When admitting to Local Control the code must be 'LC.'

- **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.

- **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.

- **Copy PSI Data from:** Leave Blank.

Now press <Enter> to process the admission.

15.2.2 Step 2: Open PPSVSANC Docket

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...                                     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
       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



                                                                    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...
```

Figure 2: Work with Offenses Screen

IMPORTANT NOTE: The current PPS sentences ‘O’ lines will remain open. (Do <u>not</u> close to VIOL).

- **Add PPSVSANC Docket:** Use the **F20=Add Local** to go to the following screen:

```
OPS151I             Corrections Information Systems (TEST)            12:28:01
 MCCARTHY              Add Sentence Data for Local Control               9/04/07
                                                          CHANGE
 Offender....  12345678       OFFENDER, TEST
 Status...... PostPrison      LANE

 Docket#............ PPSVSANC              County..............
 Court count.........                      Offense number......  3
 ORS number.......... 144108      PPSV SANC
 Sent guide  (Y/N)... Y
 Time served credit..                      Inop time.........
 Sentence type....... L
 Inchoate/ORS........
 Begin date..........  1011997             Length (ymd).....   0 -   0 -  90
 Consecutive to......                      Merge to..........
 Maximum date........  3/31/1997

 F3=Exit   F4=Prompt   F5=Refresh   F6=Sentence detail   F11=Menu bar
 F12=Cancel
 Docet, offense, and sentence added.
```

- **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.

- **ORS Number:** ORS number 144.108 must be used. This field may also be prompted with the F4=Prompt. To find PPSV SANC, type in PPS and press <Enter>.

- **Sent. Guide.:** This field defaults to 'Y', and is the correct choice for Post-Prison revocations.

- **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 or BAF. The Board will enter this on Board jurisdiction PPS cases and Supervisory Authority will enter this on Supervisory Authority jurisdiction cases as explained below.

- **For Supervisory Authority jurisdiction cases**: To calculate time served credit (amount of time back to arrest date) if the information is not on the Supervisory Authority 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.

- **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). On Comments: type SA Action date (from teletype). Repeat this for every open "O" line.

- **Sentence Type:** Automatically defaults to 'L' which is correct for Local Control.

- **Begin Date:** This would be the Board or Supervisory Authority revocation/decision date as identified by the Board or Supervisory Authority T-Type or BAF (same as the admission to local control date). In this example we are using 1/1/97.

- **Length:** This would be the amount of days the Board or Supervisory Authority states the offender is sanctioned to on the T-Type or BAF. 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 or BAF. 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:   PostPrison           LANE Lane County Community Correcti
              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   000-000-090   03/30/1997

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

Figure 4: Completed Local Control Docket

*****Physical Release Date:** Please note for Post-Prison Supervision revocation, the Board or Supervisory Authority does not allow Good Time or Earned Time credits (credits earned <u>after</u> the inmate began serving his/her sentence) 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. Also, if 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.

☐ **Movement to Jail is Complete**

NOTE: When the Board or Supervisory Authority has imposed a revocation sanction to a Post-Prison Supervision case, the field is responsible to create and send the Release Plan electronically to the Parole Board or to Supervisory Authority as per your county practice. Also email the release plan and a copy of the BAF to the Board to Orders.BOPPP@doc.state.or.us, or if you must fax, send to 503-373-7558. The Board or Supervisory Authority will create a new PPS order which the offender will need to sign. Supervisory Authority cases: follow your County's practice.

15.2.3 Step 3: County Inmate Movements (moving the offender from one supervision status to another)

This is for tracking movements/supervision statuses of the Local Control offender while he/she is within a given location, either jail or the community corrections office. This is the process you will use for moving any type of these offenders, whether they were Probation, Parole, or Post-Prison Supervision violators, or new commitments.

To begin, go to W/W County Inmate Movements/Supv Status Codes screen (F11-3-J) from Admissions, CC Release, CC Support Data Entry/Update, and CC Transfer processes screens). We will 'move' the inmate while he/she is at the jail.

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 release), and MATR (matrix release from jail). Please note on WKRL, the program must be supervised. MATR should be used only in the case where the jail, for whatever reason, released the offender before the max date.

```
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 LANE
 Start date/time..... 01101997 0800    Supervision Sts Code. COUR
                                       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
```

Figure 5: New W/W County Inmate Movements/Supv Status Codes screen

- **LC Conviction County:** This field remains the same, County of Last Supervision. In this example "LANE."

- **Start Date/Time:** This is the 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.

- **Supervision Sts Code:** This is the status the offender is being moved to. F4=Prompt will bring up the status code table. In this example it is "COUR" for out to Court.

NOTE: Only one supervision status can be used at one time. Notice how an admission to a 'status' automatically closes the previous one. Research has asked that these 'movements' remain continuous. For example, when the offender returns from Court, admit him/her back to JAIL. This will automatically close COUR. These movements should be recorded as many times as necessary.

Now proceed if appropriate to 'Completion of the Local Control Obligation'.

NOTE: Steps to Inserting County Inmate Movement - See OPS 10

15.2.4 Step 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 to Post-Prison Supervision. 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 sanction 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 Supervisory Authority will enter the INOP days on Supervisory Authority jurisdiction cases. The 'O' line will have a new expiration date.

NOTE: Be careful! You need to be sure the offender should be released 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'). Also, for counties who rent back prison beds from DOC, releases from the institution do not mean the offender should be admitted to PPS. In all cases, check the sentence calculation to make sure the Max Date really has been met.

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...                                   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
      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   000-000-090   03/30/1997

                                                                     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...
```

Figure 6: Work with Offenses Screen

- **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.......... 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 -   0 -  90
 Consecutive to......                  Merge to...........
 Time served credits.                  Inop time..........
 Maximum date........  3/30/1997      Inop (F4=W/W)...... 00000


 Termination date.... 3/30/1997
 Termination code.... EXPI


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

Figure 7: Sentence Data for Local Control screen

- Tab to Termination date and enter the date the local control obligation ends (Max Date). Tab to Termination code and enter 'EXPI'. Press <Enter> to update the sentence and return to the main screen.

```
OPS230I             Corrections Information Systems (TEST)            13:03:23
 MCCARTHY                    Work with Offenses                       9/04/07

 Offender:  12345678   OFFENDER, TEST                          Record key:
 Status:   PostPrison           LANE Lane County Community Correcti
              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    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
      00   L          01/01/1997   000-000-090   03/30/1997    03/30/1997 EXPI

                                                                     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...
```

Figure 8: Work with Offenses screen

Now continue to ‘Releasing the Body to “LCMP”’ if appropriate.

15.2.5 Step 5: Releasing the Body to “LCMP”

Go to 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: LANE
 Status............. LC Local Control
 Current caseload.... 6517  ADAIR, WENDY
 Custody/Supv level.. LOW

 Release date........ 03301997            Time....0800
 Release type code... LCMP

 Release to location. LANE



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

Figure 9: Offender Release Screen

- **Release Date/Time:** This date should be the same as the PPSVSANC termination date

- **Release Type Code:** The code used must be ‘LCMP’ to denote the completion of the Local Control sentence.

- **Release to Location:** This will be the Community Corrections office the offender will be supervised in.

Now press <Enter> to process the release.

15.2.6 Step 6: Returning Offender to Post-Prison Supervision

NOTE: Readmission 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......... LANE
 Release date/time..... 05/30/1997   0800
 Supervision level..... LOW

 Admission to location. LANE
 Admission date/time... 03301997  0800
 Caseload............... 6517   ADAIR, WENDY

 Post admission status. PO

 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
```

Figure 10: Community Corrections Admission Screen

- **Admission to Location:** This would be your county code.
- **Admission Date/Time:** This would be the exact date/time as the Release date/time.
- **Caseload:** Use the caseload number of the officer you are assigning to the case.
- **Post Admission Status:** This auto fills to “PO” for Post-Prison Supervision.
- **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.

ALSO NOTE: The offender 'returns' to supervision on the existing PPS sentence(s) he/she was originally revoked on. As of 10/1/99 revocation time is added back to the original sentence(s) (The Parole Board or Supervisory Authority will enter the INOP days to the sentence(s)). If any PPS sentences expired during incarceration they should be closed to EXPI.

Update EPR if this is the longest running sentence and check supervision fee account.

☐	**Admission to Field Office is complete (now on Post-Prison Supv.)**

15.3 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/her Local Control Obligation and is released to LCMP, he/she would need to be admitted to PA for Parole instead of PO for Post.

15.4 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.

15.5 New Local Control Admission (not currently under supervision)

This will be a new admission (new cycle). From the Community Corrections Admission screen, check to make sure offender is not already in CIS, using the Name Search Method. If there is a **match**, put cursor on offender and press enter. This will take you to Community Corrections Admission screen. Press enter to admit to 'L' Location (Jail).

```
Work with Offenses screen
 OPS225I                Corrections Information Systems                10:24:09
 MCCARTHY               Community Corrections Admission                10/31/07

 Offender............... 12345678     OFFENDER, TEST
 DOB...................  9/10/1960
 Current status........ Discharge
 Last location......... MTEA
 Release date/time.....  7/21/1996
 Supervision level..... LOW

 Admission to location. COMM Community Corrections
 Admission date/time...
 Caseload..............
 Adm from State/County.
 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
 AGADA LORI is the court name for AADA LORIL.
```

If there is **no match**, press F12=Cancel to return to the Community Corrections Admission screen, then press F6=New Admission. Fill out below screen, press enter to admit to 'L' Location (Jail).

```
 OPS226I                Corrections Information Systems                10:46:22
 MCCARTHY               COMMUNITY CORRECTIONS NEW INTAKE               10/09/07
                             **NEW OFFENDER DATA**
    ** Note:  Use only for offenders not currently enrolled in OP System. **

 ID number...........

 Last name...........TEST
 First/middle/title..MAYHEM        MADNESS
 DOB.................02231956
 Admit to location... LLAN
 Date/Time...........01011997  0931
 From county/state...LANE
 Caseload............6517
 Admission status.... LC  Note: Diversion Offenders enter as DV = Diversion
 Compact offender.... N         Compact Offenders ONLY enter as PA = Parole
 LC conviction county LANE
 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
```

Figure 2: Community Corrections New Intake – New Offender Data screen

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.

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 Jail and sentencing order indicating Sentencing date, Sentence Begin date, Sentence length, and Time served credits.

```
OPS151I             Corrections Information Systems (TEST)             9:44:55
 MCCARTHY             Add Sentence Data for Local Control              9/05/07
                                                              CHANGE
 Offender.... 12345678  TEST, MAYHEM MADNESS
 Status...... LocalControl    LLAN

 Docket#............ 123456                County............... LANE
 Court count.........   1                   Offense number......  1
 ORS number.......... 475840 03A  POS/SUB BF BF POSSESS CONTROL SUB - SCH I
 Sent guide  (Y/N)... Y
 Time served credit..    10                 Inop time.........
 Sentence type....... L
 Inchoate/ORS........
 Begin date..........  1011997            Length (ymd)......   0 -   6 -   0
 Consecutive to......                       Merge to..........
 Maximum date........  6/20/1997

 F3=Exit   F4=Prompt   F5=Refresh   F6=Sentence detail   F11=Menu bar
 F12=Cancel
 Docket, offense, and sentence added.
```

Figure 3: Add Sentence Data for Local Control screen

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 (TEST)             9:47:23
 MCCARTHY                 Docket and Offense Description               9/05/07
                                                              CHANGE
 Offender............ 12345678    TEST, MAYHEM MADNESS
 Status............... LocalControl LLAN Lane County Jail

 Docket#/County...... 123456       LANE
 Court case count....   1
 Sanction status.....
 Offense number...... 01
 ORS number.......... 475.840 03A  POS/SUB BF POSSESS CONTROL SUB - SCH I
 Sent guide  (Y/N)... Y                       Crime Class/Severity BF 608
 Felony=Misdemeanor.. N
 Inchoate/ORS........
 Crime seriousness...                         Criminal history....
 Sentencing judge....
 Defense counsel.....
 District attorney...                         DA case number......
 Crime date..........                         Arrest date.........
 Convicted date......
 F3=Exit       F4=Prompt   F5=Refresh   F6=Add Sentence   F8=Add counts
 F11=Menu Bar  F12=Cancel
```

Figure 4: Docket and Offense Description

Complete the appropriate Admission screens and additional data entry as needed (County Inmate Movements, Completion of Local Control Obligation, etc).

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       F13=Show all dates
   F18=Change data   F20=W/W Movements   F21=Auto cycle/summary maintenance     +
```

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, 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 local Supervisory Authority 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 local supervisory authority 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 Local Supervisory authority, 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 1 year; the Local Supervisory Authority sends the request for sentences equal to or less than 1 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 <u>any</u> 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 Local Supervisory Authority. Check with your county counsel to see if Gaynor applies to cases under the jurisdiction of the Local Supervisory Authority 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.

If these are new sentences, they would not be entered in CIS. 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.

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 Local Supervisory Authority or designee (check with your county) will request a warrant, and the offender is not added into CIS until he/she 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 to ESCA. The EPR should also be modified to RTP/ESC. The local supervisory authority will add the inop days upon arrest. Before adding INOP time to existing LC PPS cases, make sure a warrant was issued.

15.8.7 Auto Revoke:

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 port-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?
The solution: There is no entry in CIS for an auto-revoked case.

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

15.9.1 Admitting the Local Inmate to Post-Prison Supervision:

```
SYS402I                Corrections Information Systems                14:46:11
 CUMMINSL                 Movement History/Maintenance                 10/07/02
                                                        **Remarks**
  Offender.... 12345678       OFFENDER, TEST            Curr cycle. 01-04-01
  Status...... POST(LAKE)       Location.... LAKE         Primary caseload 2201
  Position custody/admission cycle...  1  4               LC COUNTY....... LAKE
   --Cycle--  Location      --Admission----- -------Release------------
   01 Admission From: MARI
   01-04      Status: PO
   01-04-01   LAKE
   Housing                  08/27/2001 12:34
   SB1145             STND  08/27/2001 12:34
   SANC               JAIL  02/10/2002 00:00 03/11/2002 00:00
   SANC               JAIL  04/15/2002 00:00 06/07/2002 00:00



                                                                        Bottom
   F3=Exit   F6=Insert housing  F7=Remarks  F10=Print  F15=Caseload history
   F18=Change data   F20=W/W Movements   F21=Auto cycle/summary maintenance
```

The above screen illustrates what happens when a Local inmate is released to LCMP and admitted to POST with the LC Supv Status Code field filled in with STND in the admission screen. The LC Conviction County and LC Supv Status Code fields should remain blank when admitting to a status other than LC.

15.9.2 Admitting the Local Inmate to Local Control status when sentencing guidelines 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         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
   CS    Type       Begin date   Length        Max date      Term date  Code
 01    075118AFE/01 JACK         POSS METH     475.894       N    Y
    00   P FPR      09/29/2008   000-018-000   03/28/2010    05/21/2010 VIOL
    00   L F??      05/21/2010   000-000-060   07/19/2010
```

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.

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: Close the ‘L’ line to expire as of the date the offender was released from jail. Release the offender to CCPR/DESC (your county office location code) as of that same date. Admit the offender to PR/DESC (your county office location code) and resume supervision on probation case. Put in F8 notes on offense screen and F7 remarks on movement history/maintenance. On the date the offender is scheduled to return to local control custody, after verifying offender’s return to LC custody, admit to local control and open another ‘L’ line.

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 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 PPS and Parole sentences. The LSA enters it for local control sentences when the offender's status is Post-Prison/LC and the parole board enters for all sentences

when the offender's status is Post-Prison/BRD, Parole, or Post-Parole. Refer to the OPS Data Entry Manual, Miscellaneous section, W/W INOP instructions on how to enter this information.

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, 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, 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. 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 User Manual. Local control does not supervise misdemeanors.

Q. I am entering PPS in CIS 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 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 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. Can I add the PPS line yet?
A. No. Wait until the “L” line has been closed to POST before entering an “O” line. If you need to add the POST line immediately, contact Local Control to have the offender released. Releases are usually completed the morning of the release.

Q. What do you do when the jail max date on an LC sentence is one day longer than the CIS calculated max date on the LC sentence (this happens because the jail calculates days differently than the CIS).
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.

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.

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 <u>prison</u> for <u>more than</u> 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 Board:

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 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?

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.

15.12.3 Waiver of Residency

Waiver of Residency does not apply to Local Control cases. If the offender is under supervision in County A, and gets an SB1145 sentence in County B, upon release County A will continue to supervise. If the offender was not previously under supervision, the county of conviction supervises. Inter-regional transfer requests can be done.

15.13 Offender Information Sentence Calculation (OISC) formerly 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.

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

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/Local Supervisory Authority 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 over 30 days on a detainer at the time of release, they would admit the offender to status "POST" and the 'O' sentence would be added. Once the community staff learned the offender has been detained for over 30 days, the admission of "POST" would be changed to "HOLD," and the 'O' sentence deleted. When the offender had completed all detainer time, the offender would be admitted back from "HOLD" to "POST" and the 'O' sentence added. This practice was stopped on 2/25/04, but historical records of "HOLD" cases remain.

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
```

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       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    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    *F8=Notes     F10=Print Options
 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 Type Off#  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 3. From the W/W Inop screen, use the F18=Create Com Corr (shift F6) function which brings up the Maintain Community Corrections Inop days screen.

```
SNT214I             Corrections Information Systems (TEST)            15:41:23
 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
```

Step 4. Place the cursor on the Offense field (which shows as 00) and F4=List. This opens a window that shows the list of offenses available for selection.

```
SNT214I             Corrections Information Systems (TEST)            15:41:23
 FILBECKR           Maintain Community Corrections Inop Days            1/04/11
                                                                 *CREATE
 Offender............   11118397 Najjar, Abderrahim
 Current status . . . . PostPrison
 Responsible location . MTEA

 Offense. . . . . . . . 00    F4=List
      ......................................................................
      :    CLS701I               Select Open Sentence                      :
      :   Offender 11118397 Najjar, Abderrahim                            :
 Star : Off#  Case Nbr    ORS    Para  Abbr     Snt# Typ BeginDt  Length   :
 Stop :   1 041236846/01 163.175    X ASSA II AT   3 O  6/01/2010 000-036-000 :
 Reas :   2 051036041/07 165.800      ID THEFT     3 O  6/01/2010 000-012-000 :
      :   4 051036041/09 164.055      THEFT I      3 O  6/01/2010 000-012-000 :
 Comm :                                                                    :
      :                                                                    :
      :                                                                    :
      :                                                                    :
      :                                                              Bottom :
 F3=E :                                                                    :
 F11= :....................................................................:
```

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       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:
 Decision date 11/16/2010.



 F3=Exit         F4=Prompt      F5=Refresh
 F11=Menu bar    F12=Cancel     F14=Delete
```

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     Days Type Type Off#  Notes
    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........... O
 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
      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
       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
```

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     F10=Print Options
 F11=Menu bar  F12=Cancel     F14=Recalculate  F20=Add Local  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

 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
```

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 Begin Date Yrs-Mos-Days Term Date & Code
 921237181    MULT ASSA I     AF  POST  9/30/1999 000-036-000
 94C21100     MARI SUPP CONT  CF  POST  9/30/1999 000-024-000



                                                                        Bottom
 F3=Exit        F4=Prompt    F5=Refresh   F9=Retrieve
 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 Begin Date Yrs-Mos-Days Term Date & Code
 209802657/01 LANE SEXAB1 N   BF  PROB  5/04/1998 000-120-000




                                                                        Bottom
 F3=Exit        F4=Prompt    F5=Refresh   F9=Retrieve
 F11=Menu bar   F12=Cancel   F17=All offenses
```

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
 DNA Collection Required                          (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 backward
 F8=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.

```
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 can be removed if OSP has contacted your agency and indicated that the sample was not submitted correctly and needs to be resubmitted. 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

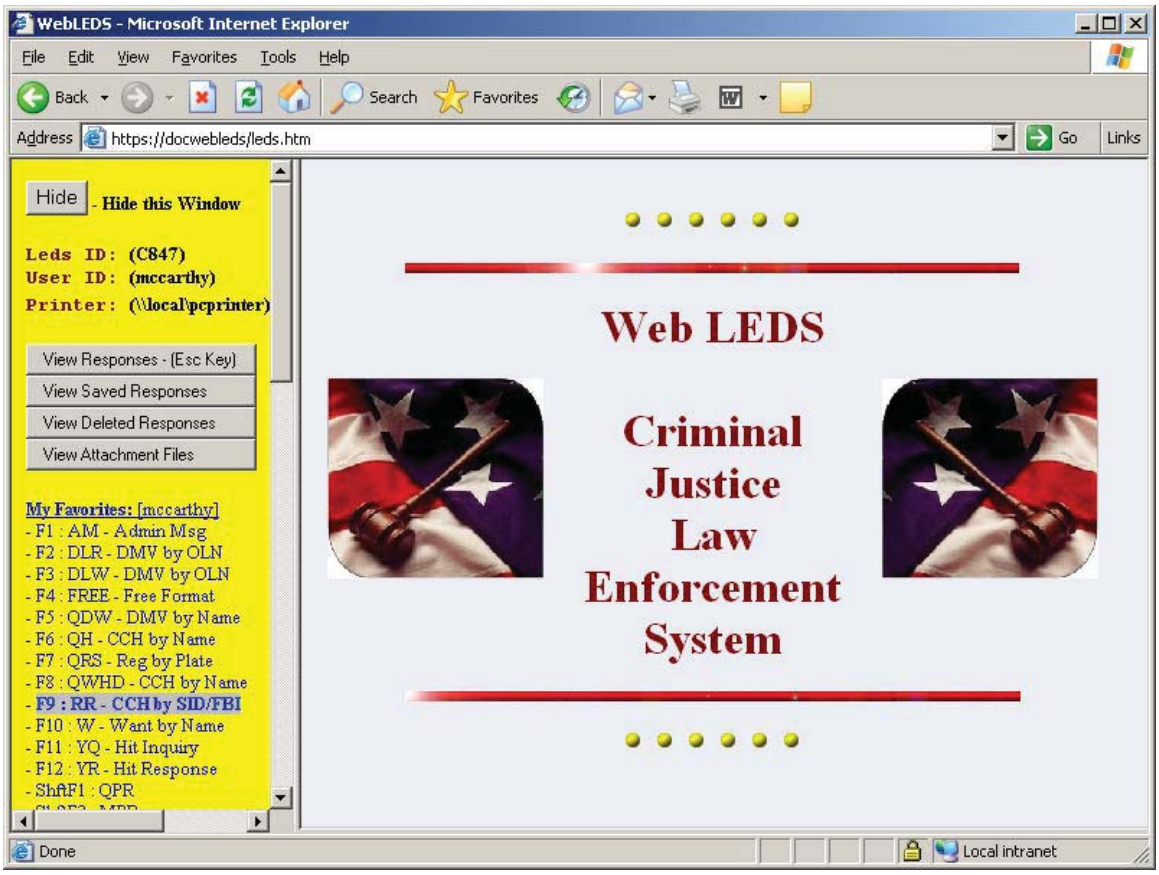
Choosing *ALL provides a list of all the above, with the collection status, and collection date if status is ‘Collected’.

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.

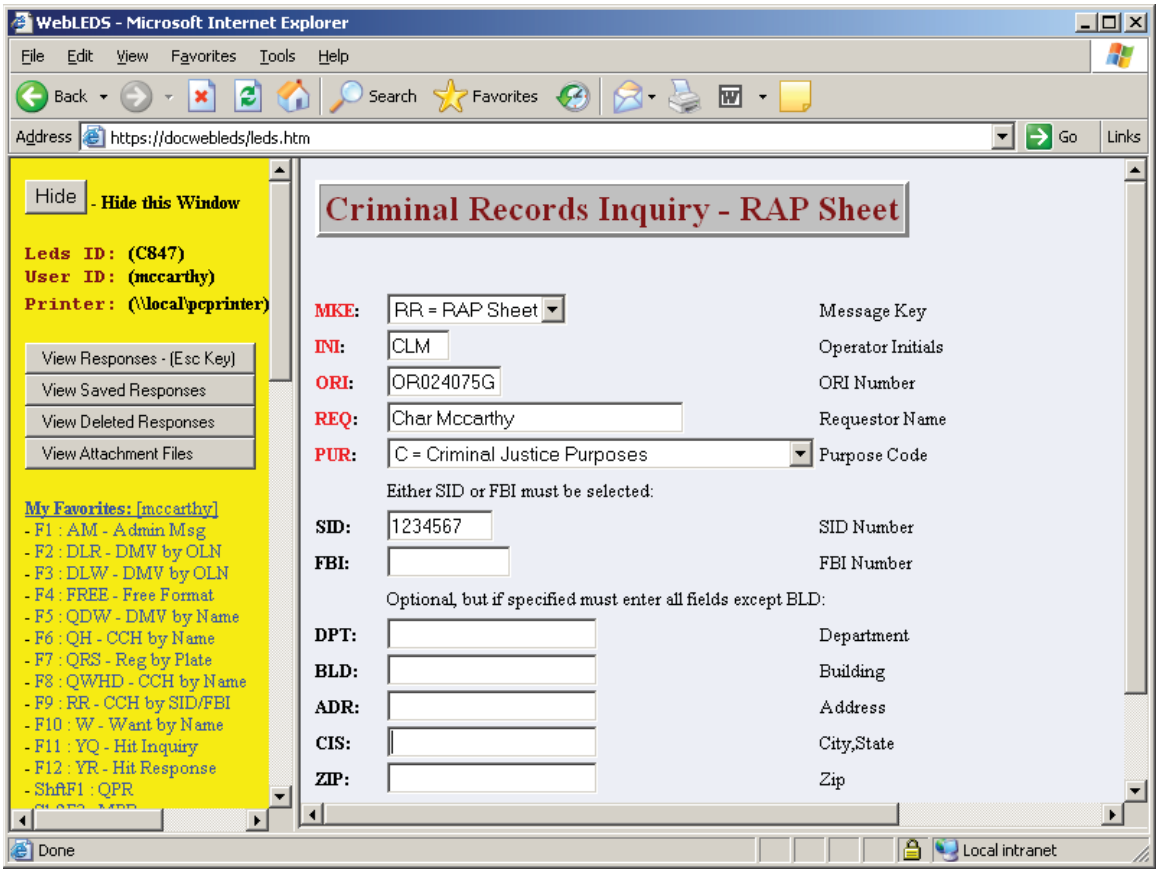
Outcount Reason field has been included so you can determine which offenders not on the active caseload require collection, have been collected, or are not required to be collected. This may come in handy when policy is clarified for Compact Offenders, as well as other offenders not readily available 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.



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).

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 <u>hours</u> 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.

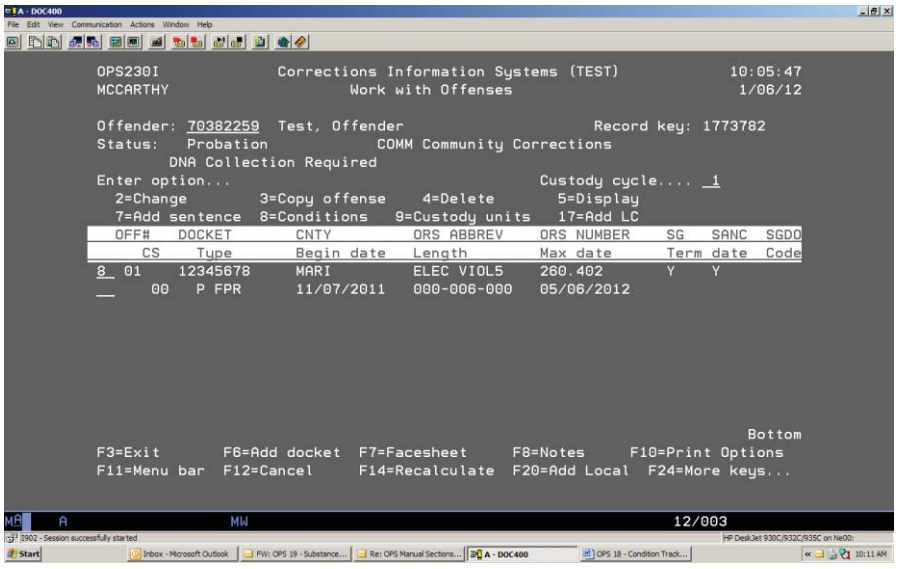
- From the W/W Offenders Summary screen, enter Option 12=Conditions tracking on the appropriate offender. OR
- From the W/W Offenders Summary screen, enter Option 2=Change on the appropriate offender, then F11-4-G for Supervision Conditions.
- Place your cursor on the appropriate condition and press 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

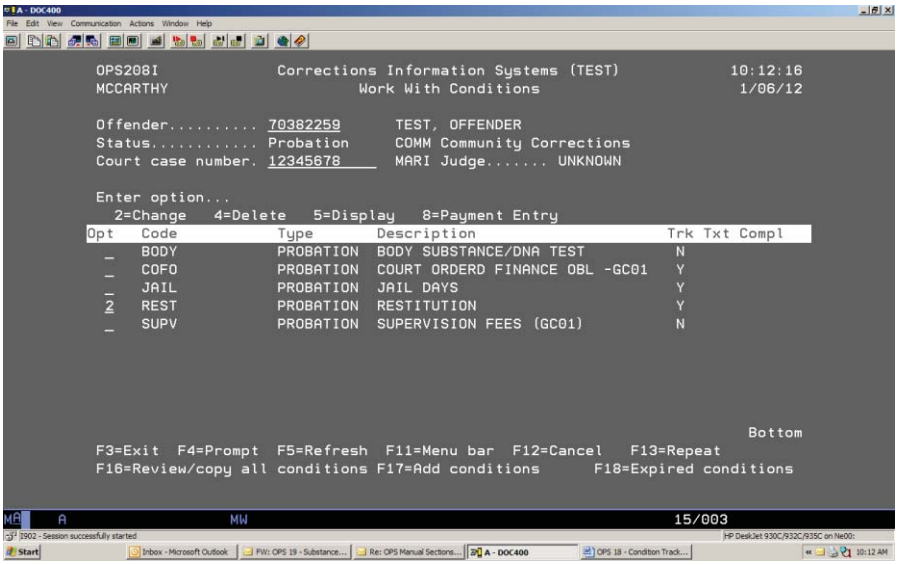
The following entries can be made at any time, but at a minimum, will be done at time of file closure. Community Corrections System Goals for 2003-2005 includes "Provide Reparation to Victims". All offices should track REST, SC7, CMPF, and CSWK. Tracking of any other condition is optional.

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.

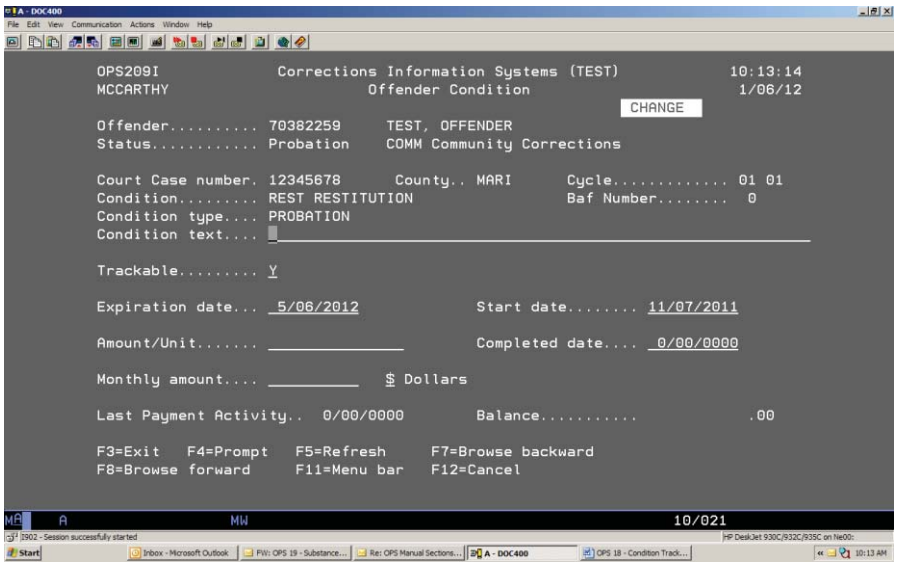


2 – This will take you to the W/W Conditions screen. Tab down to the trackable condition you are working with and put a 2=Change on the option line, press enter.



3 – This will take you to the Offender Condition Screen where you may enter the following information:

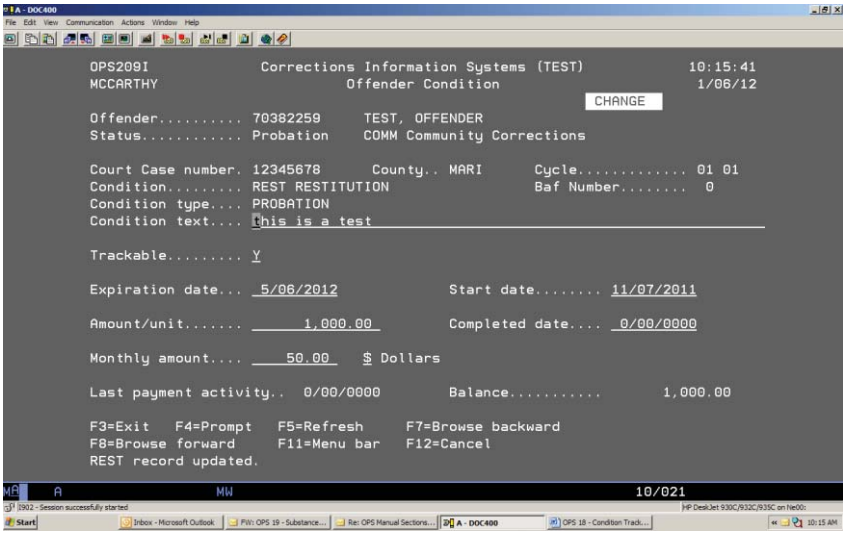
- Condition Text: Enter if applicable
- Trackable: Can be changed to either ‘Y’ or ‘N’ (If changed to ‘N’, only ‘Completed date’ will appear beyond the Trackable field)
- Expiration date: Auto fills from the Max date
- Start date: Auto fills from the Begin date. (If dates are incorrect, F12 and make 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.



<u>SPECIAL NOTE</u>: Outcome Measure conditions REST, SC7, CMPF, and CSWK should **NEVER** be changed to Trackable N, unless on of the following occurs:

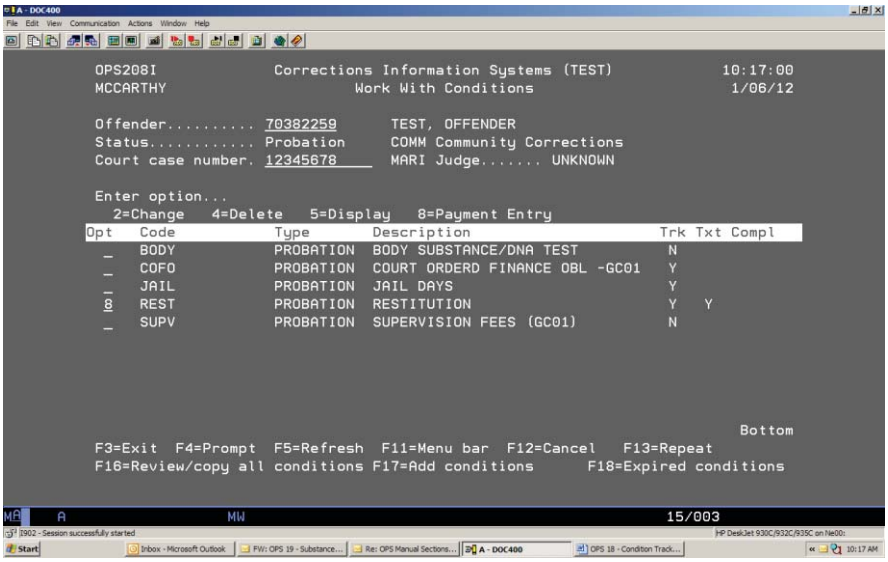
- Multiple counts and you are only tracking the condition on one count;
- Multiple dockets (Parole/Post Prison Orders) and you are only tracking condition on one count;
- Court ordered condition, but no amount ordered;
- When Court or Board converts entire amount ordered prior to completion of any portion of the condition (see FAQ's above).

4 – After entry of data, the "Balance" will automatically calculate the amount still due.

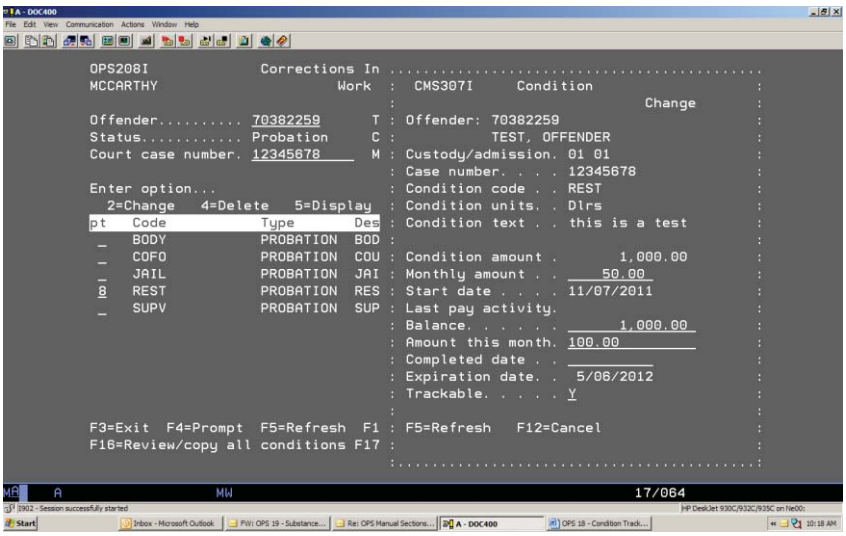


5 – Enter again to return to W/W Conditions screen.

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.

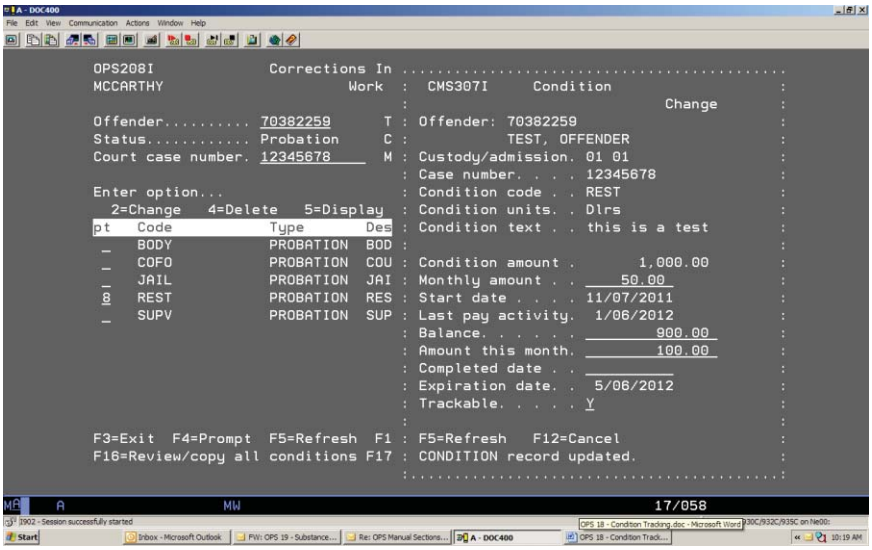


7 – The Conditions pop-up window will appear. Your cursor should default to the "Amount this month" field of the Condition window. Type in the amount of the payment and press enter. You will get the message 'Condition Record Updated'.



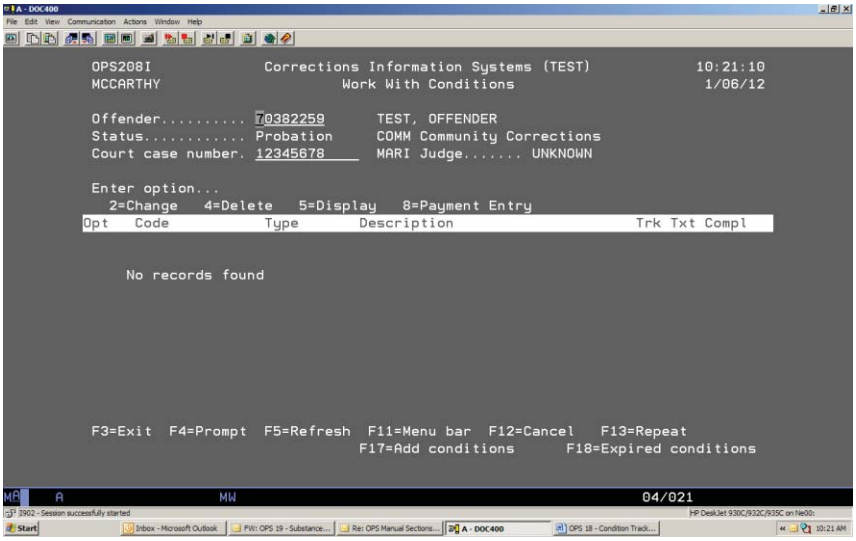
NOTE: If you make a mistake in the amount you entered, **do not** retype the amount on the 'Amount This Month' field again. This field adds all amounts you enter on the line to the amount already entered. You will need to enter the error amount with the negative sign at the end to subtract that amount from the balance. You will need to be very careful in the amount you type on in this field.

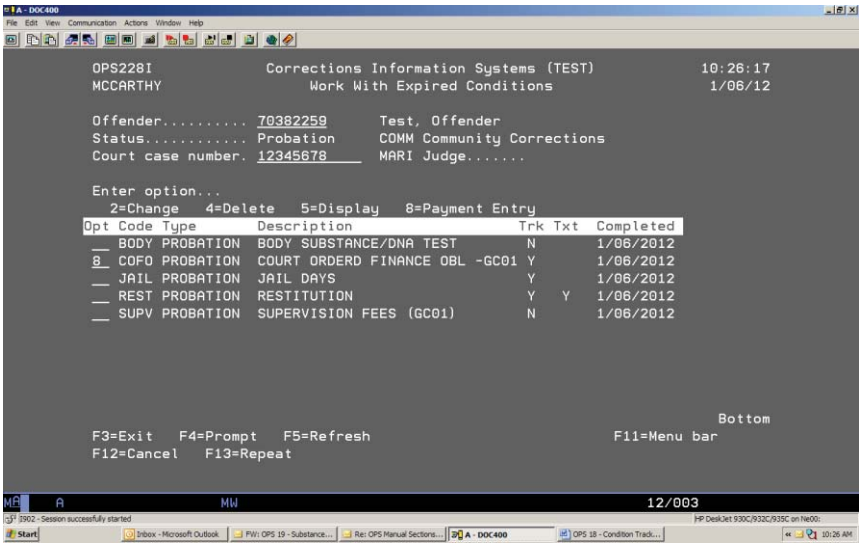
8 – The payment amount will be recorded and the Balance automatically recalculates the amount still owing. The "Last pay activity" field will also show the date the payment was entered into the system. Enter again to return to the W/W Conditions screen.



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.

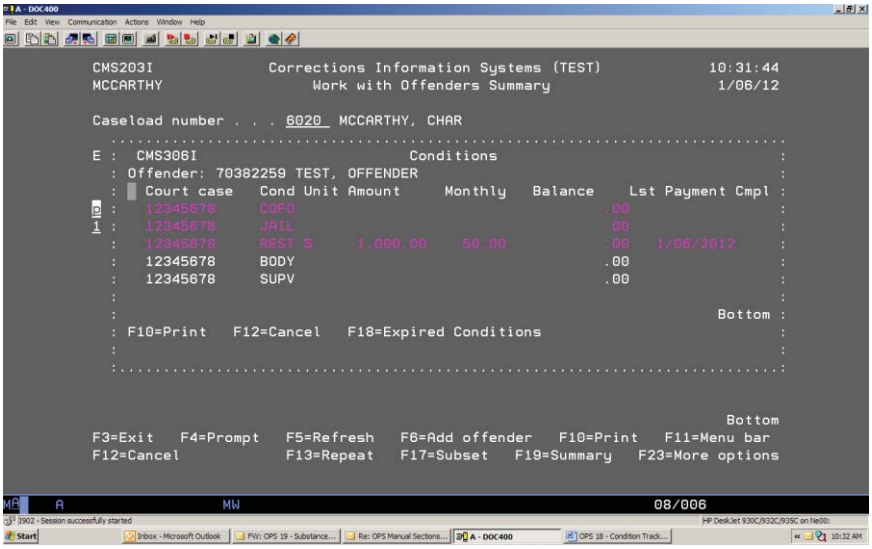
NOTE: The only difference will be that you are now on the W/W Expired Conditions screen instead of the original W/W Conditions screen. (See examples on next page.)





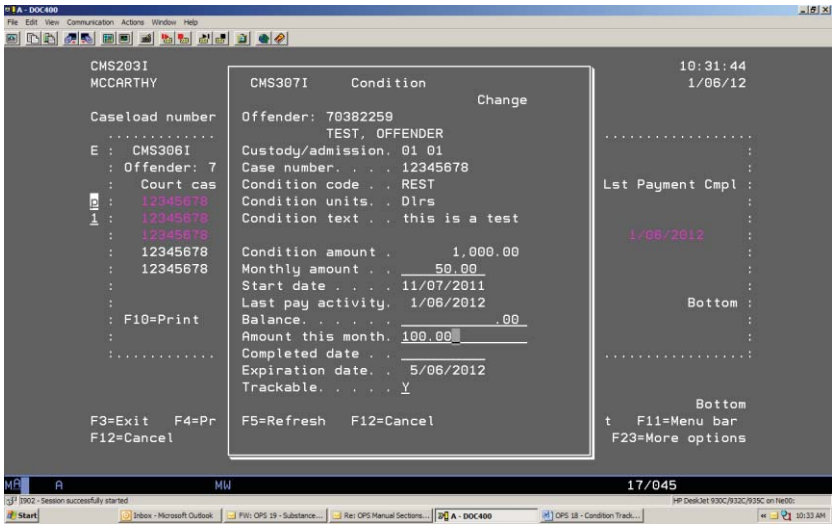
18.4.2 FROM W/W OFFENDERS SUMMARY SCREEN:

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.

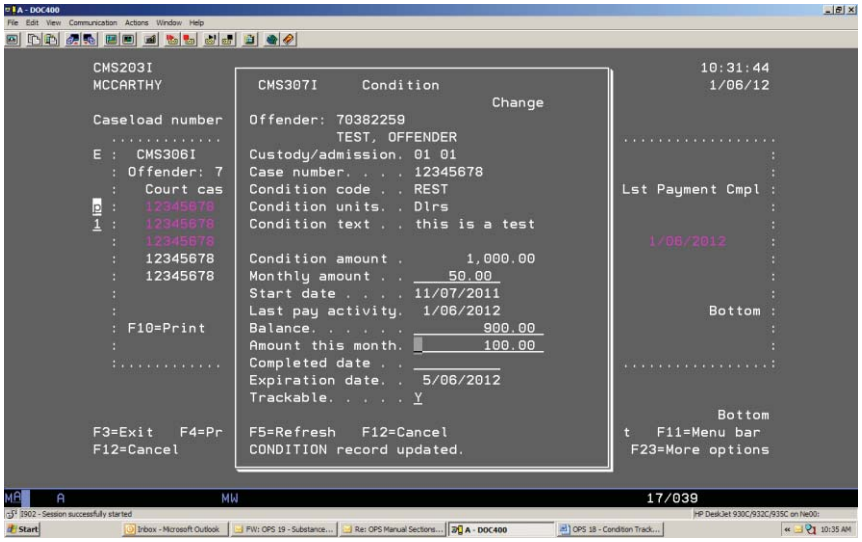


NOTE: This will only work if the condition has been marked as "trackable". If it has not been marked "trackable", you'll need to make that change by accessing the Conditions table from the W/W Offenses screen. Talk to your support staff if you need assistance in changing the "trackable" flag.

2 – After accessing the Condition window, type in the payment amount into the "Amount this month" field and press enter.



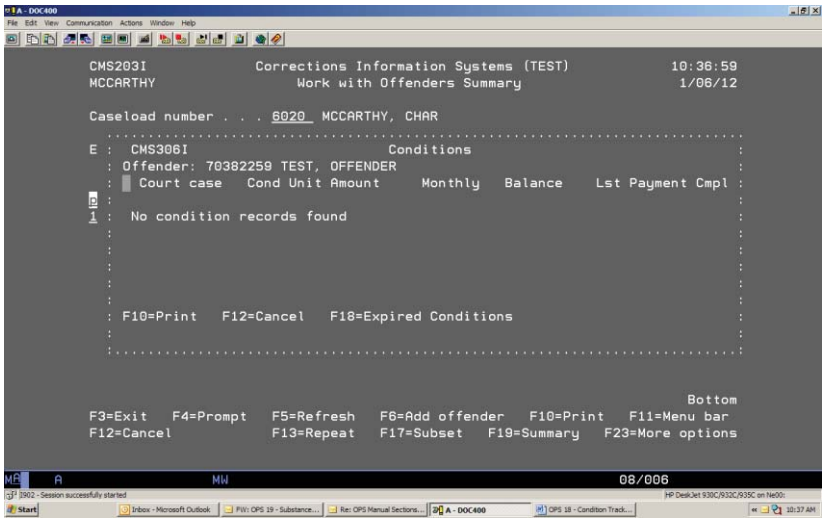
3 – The “Balance” will automatically recalculate the amount still owing, and the “Last pay activity” field will show the date you entered the payment. You can also change the “Monthly amount” from this screen, if necessary. The “Completed date” can be manually entered, but it is not necessary. This field 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.



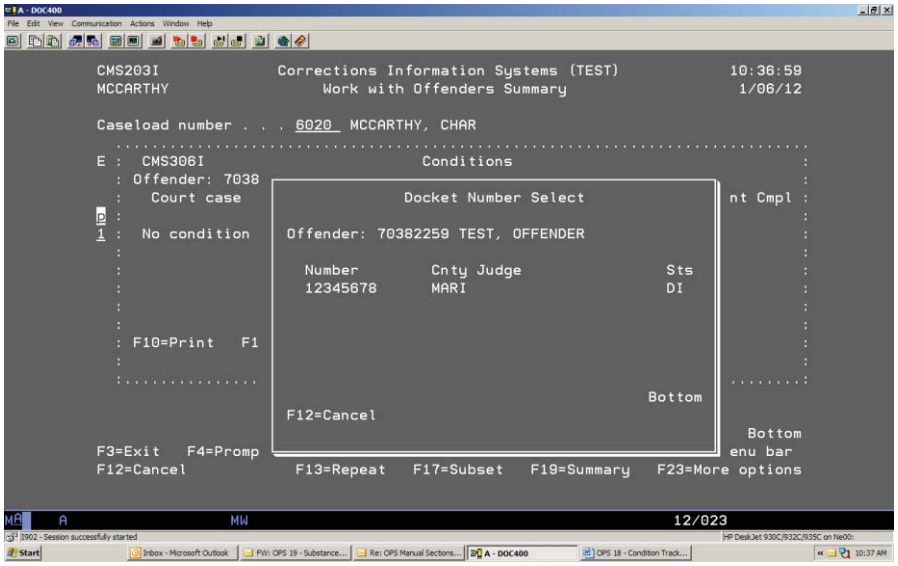
<u>SPECIAL NOTE</u>: If the condition is completed prior to the offense expiring, you may manually enter the ‘Completed date’ field with the date of completion. This will remove the condition from the Edit Offender Data screen, but it will still show on the Kardex. **<u>NEVER</u>** change Trackable ‘Y’ 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.

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.

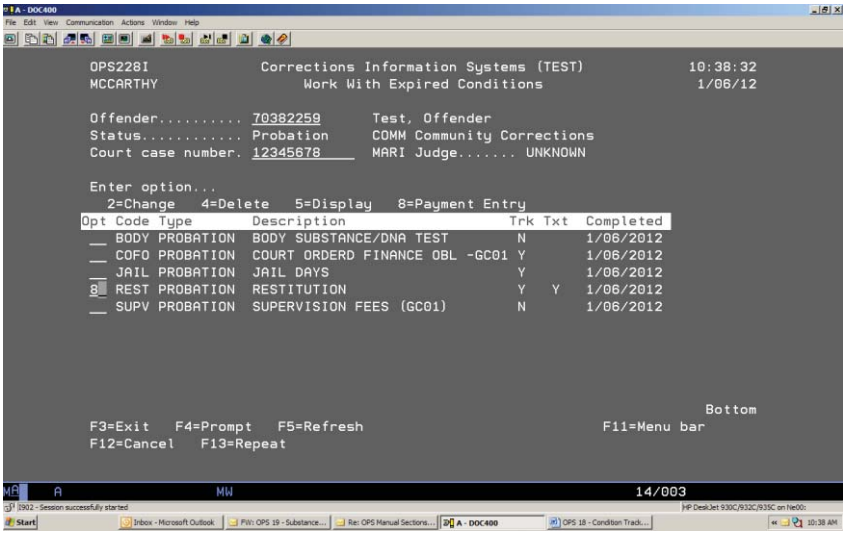
5 – If you need to enter a payment to a discharged offender record, you must first add the offender back to your caseload as a secondary. Then use Option 12=Condition Tracking.
The main Conditions screen will show “No conditions records found”



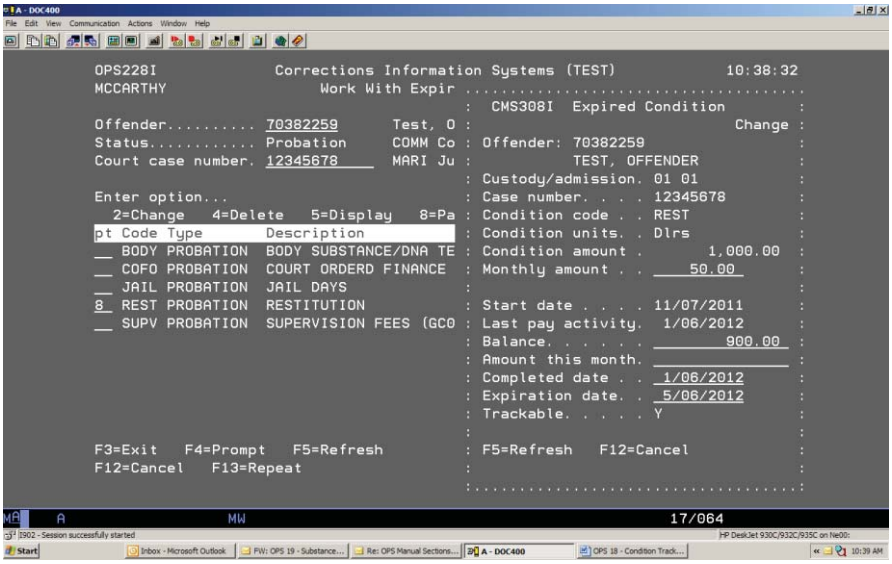
6 – Use F18=Expired Conditions to open the Docket Number Select window. Place you cursor next to (or on) the appropriate docket number and press enter.



7 – You are now in the W/W Expired Conditions screen. Use Option 8=Payment Entry and press enter.



8 – From the Expired Condition window, complete your payment entry by following steps #2 through #4 above.



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    A B B C M O P T X
                 N=Notes     A=Audit      L A E O E P C H N
 Opt Sample    Result     Reas Type Sts   C R N C T I P C O           Cmnt Audt
     Date      Date                       O B Z A H A     S           Note Loca
     8/29/2008  8/29/2008                       - - -   -                  POLK
     8/11/2008  8/11/2008                       - - -   -                  POLK
     8/07/2008  8/07/2008                       - - -   -                  POLK
     7/30/2008  7/30/2008                       - - -   -                  POLK
     7/24/2008  7/25/2008                       - - -   -                  POLK
     7/08/2008  7/08/2008                       - - -   -                  POLK
     6/19/2008  6/19/2008                       - - -   -                  POLK
                                                                        More...

 F3=Exit         F4=Prompt    F5=Refresh     F6=Create      F10=Print
 F11=Menu bar    F12=Cancel   F13=Repeat
```

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	BRTH	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

Comments- 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

Comments- 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	N/A	Not Applicable

Comments- 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

Comments- 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
```

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
```

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.

20.2.7 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.
```

```
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.

```
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                        |
                                      |
                                      |
                                      
```

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'.

```
CCTOTRPT               Corrections Information Systems                13:55:26
 MCCARTHY                     Total Office Reports                      8/24/05
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:                                 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.

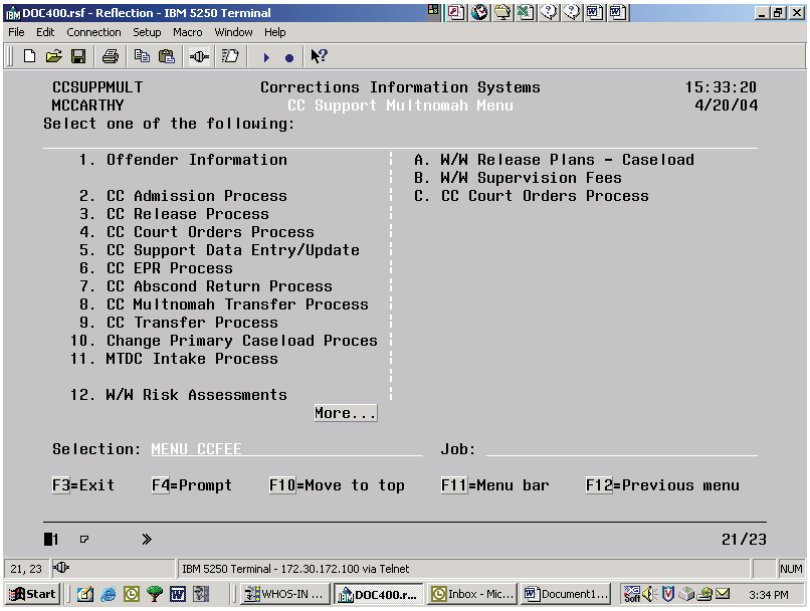
```
SNT501BP               Corrections Information Systems                13:56:32
 MCCARTHY                 DNA Sample Collection Report                  8/24/05

 Type choices, press Enter.


   DNA collection status. . .    R           R=Required,*ALL,F4=list

   Location . . . . . . . . .    COMM        *ALL, location

   Primary caseload . . . . .    *ALL        *ALL, caseload

   Supervision expiration . .    99/99/9999  Before this date

   Comm. Corr. outcounts. . .    NONE        *ALL, NONE, ONLY, F4 to prompt





 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.

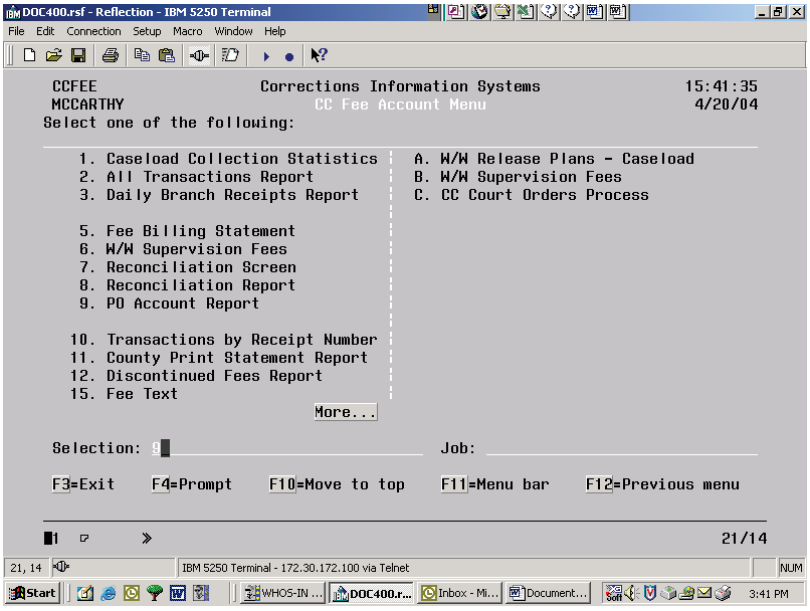
20.5 Supervision Fee Reports

20.5.1 PO Account Report - #9

1 – From your 'CC Support Menu', type "MENU CCFEE" on the selection line, press enter.

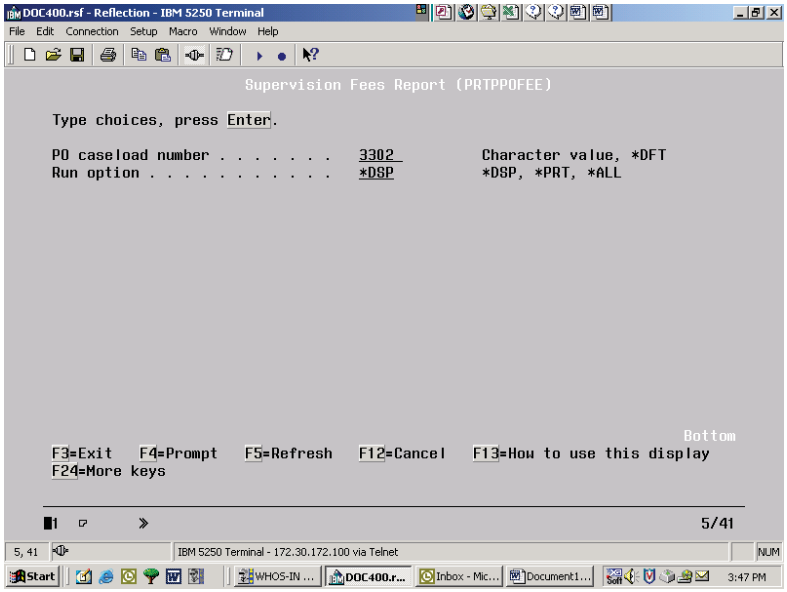


2 – This will take you to the 'CC Fee Account Menu', type 9 on the selection line and press enter.



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.

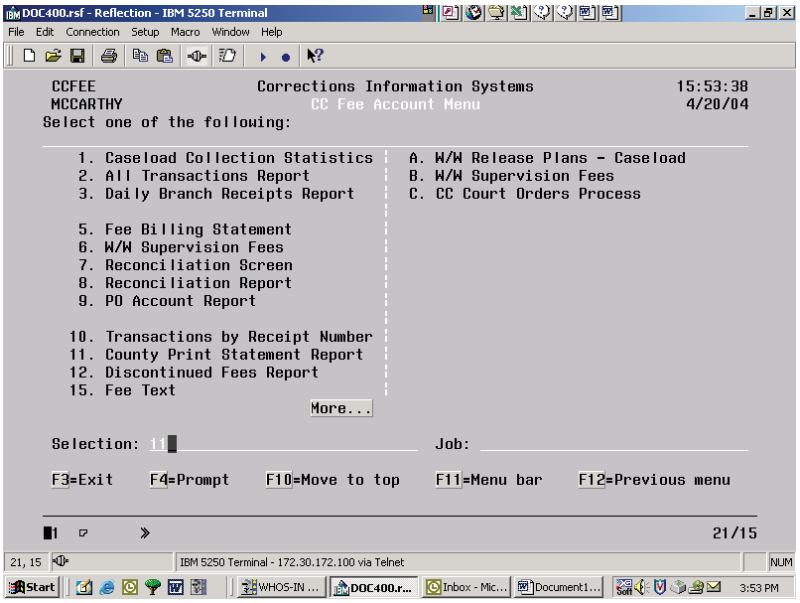


4 – You will need to follow the above steps for all caseloads in your office.

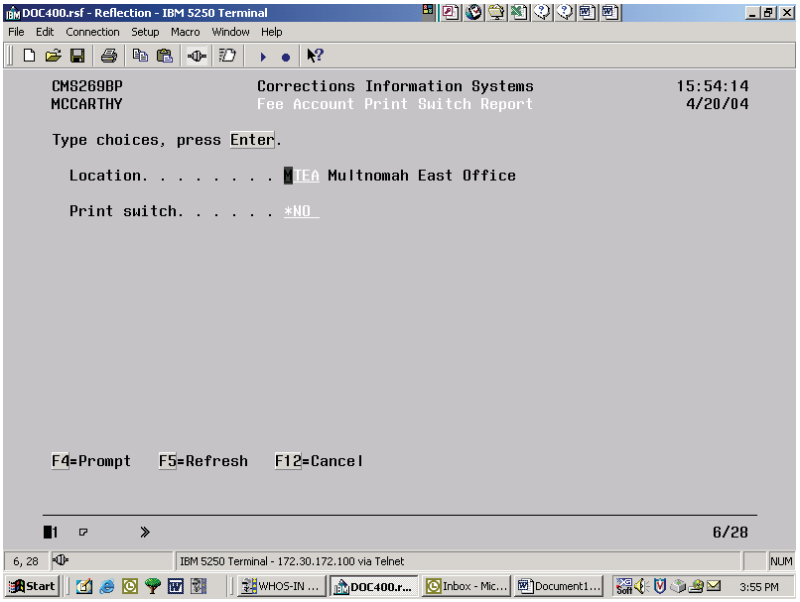
20.5.2 County Print Statement Report - #11

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.



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

Wendy Landers, Institution Records Manager: PH 503-570-6920

Merilee Nowak, Policy Manager: PH 503-570-6923

Dianne Erickson, Information Manager: PH 503-570-6934

Tasha Petersen, Prison Term Analyst (PTA) Manager: PH 503-570-6944

Information Staff

Cathy Snider, Sealing Coordinator: PH 503-570-6935
Email: cathy.snider@doc.state.or.us

Mary Jenkins, Information Request Coordinator: PH 503-570-6930
Email: mary.a.jenkins@doc.state.or.us

Peter de Vos, Information Request Coordinator- Rotation: PH 503-570-6921
Email: Peter.M.DeVos@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 21.5, Sealed Records, for this process.

NOTE: Documents being emailed or mailed should be sorted by the type of document as it relates to the ODOC retention schedule (see section 21.9). The documents to be retained permanently (75 years after discharge of custody cycle with ODOC then transferred to Oregon State Archives) will be located at the beginning of the stack of documents, then a page divider, then all other documents to be retained for 3 years after discharge.

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
Facesheets
Judgments/Orders
Mental Health Offender Profile Reports
Notification of Sentence Expiration
Parole/PPS Violation Reports
Parole Orders
Post Sentence Reports
Post Prison Supervision Orders

PSIs
Psychological Reports
Revocation Recommendations
Revocation Judgments
Sanction Reporting Forms
Sex Offender Registration Form
Temporary Judgments
The Minnesota Report/Drug and Alcohol Assessment Reports
Weapons Notices

Additionally, please send any document which you believe would be important to retain as official file material.

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.

Official Inmate File *(Continued)*

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.

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.

Official Inmate File *(Continued)*

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.

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.

Official Inmate File *(Continued)*

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.

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.

Official Inmate File *(Continued)*

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.

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.

Official Inmate File *(Continued)*

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.

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

Table of Contents

Offender Profile System (OPS) Training Manual

OPS CHAPTER 22 – Parole Board

22.1 Contact Information

Staff Roster: http://egov.oregon.gov/BOPPPS/contact_us_directory.shtml

Email: bppps.webmaster@doc.state.or.us
Web: http://egov.oregon.gov/BOPPPS/index.shtml

2575 Center St NE, Ste. 100
Salem, Oregon 97301-4621

Phone: 503-945-9009
Fax: 503-373-7558

Board Members

Chair Kristin Winges-Yanez
Term: December 2012 – December 2016

Vice Chair Candace Wheeler
Terms: February 2006 – January 2010
Reappointed: February 2010 – January 2014

Member Amber Kaatz
Terms: September 2012 – July 2013

Mission Statement

To work in partnership with the Department of Corrections and local supervisory authorities to protect the public and reduce the risk of repeat criminal behavior through incarceration and community supervision decisions based on applicable laws, victims' interests, public safety and recognized principles of offender behavior change.

22.2 Active Supervision/ Inactive Supervision /Extending Supervision

To review the complete 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/TPD).

Each month DOC research will send out a list to community corrections offices advising them of all offenders whose active supervision review date is within 60 days.

Upon receipt of this list, the counties are expected to review each offender and then make a decision to extend the offender's supervision, or move the offender to inactive. The Board should be provided a request to extend active supervision or a copy of the letter placing the offender on inactive supervision. The requests can be mailed, faxed or emailed to the Parole Board Warrants desk.

Inactive Supervision

The supervising officer is the best judge to determine if 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 needs to be sent to the Board.

Extending Supervision

In order to extend an offender's 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 continuance on active and/or reactivation are, by statute, at the discretion of the Board, and also of the LSA. The statute (ORS 144.085(3) and (4)) states that *"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."*

The request to extend supervision must provide the request date, offender's name, offender's SID, crime(s), offender's employment status, offender's address, area(s) of non-compliance with adequate substantiation showing how the offender has not substantially fulfilled the supervision condition(s), documented violations or non-compliant behavior that has occurred in the 6 months prior to the active supervision review date, and a legible signature of the parole officer. Requests that document violations/behaviors that occurred more than 6 months prior to the review date must

have compelling substantiation to show a lack of substantial progress or compliance since the violations occurred.

Monetary Non-Compliance: Requests documenting non-compliance due to monetary fees must state which type of fee has not been paid. The Board will extend supervision for non-payment/outstanding balance of compensatory fines or restitution.

The Board ***will not*** extend supervision for non-payment/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 144.095(2), emphasis added.), Parole Officers overseeing deported caseloads can leave these offenders at IMMI status.

Offenders who end up not being deported are required to report. If they fail to report then 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 being supervised via 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. 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. Must substantiate how the offender has failed to perform 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 that an offender must remain on active supervision.

Substance Abuse/Alcohol Use: Continued use, or recent use of prohibited substances is acceptable to keep an offender on active supervision.

Warrants/Abscond Status: An active warrant is substantiation enough to request an extension of active supervision. However, stating the offender has absconded when there has been no request for a warrant would require more 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.

22.3 Supervision Orders

Following Revocation

Once an offender's supervision has been revoked, a new release plan must be submitted to the Board in order for new supervision orders to be issued. 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.

**If the supervising officer is able to create the new electronic release plan, but is unable to send it to the Board, contact the Orders Specialist and ask them to "pull" the plan over.

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.

If the PO receives a new LC case on the offender after the Board has issued a warrant but before the offender is sanctioned following the arrest, the LC inop time will not be added by the Board. Once notified of the new LC case, the PO should submit the sentencing document to the Orders Specialist asking for the case to be added. If the offender is arrested on the Board warrant during that time, the PO will need to contact OISC to have the inop on the LC case applied.

Modifications to Conditions

Once the Board establishes the 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 amendment is requested after release and the offender does not consent in writing to the addition of conditions, the supervising officer must schedule a hearing. The Hearings Officer may amend the conditions, after a hearing, unless the offender waives the hearing. The Hearings Officer shall send notice of the amendment to the Board.

If the offender waives the right to a hearing and consents in writing to the addition of conditions, the supervising officer may amend the conditions. The officer shall send notice of the amendment to the Board via the consent to modify form.

If the Board does not override the Hearings Officer or supervising officer amended conditions, the Board shall issue an amended order of conditions, however, 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 the modification in the sanction report. The offender still needs to be notified of the modification request and can request for a hearing. If the Board approves of the modification request, the Board shall issue an amended order of conditions.

22.4 Returning Offenders To Local Control Authority

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 request from the Board that the 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(s) expires. Following expiration of the Board's case(s), the Board will maintain jurisdiction over the post-prison supervision of the Local Supervisory Authority case(s) until an offender is re-released following revocation of the post-prison supervision for the Local Supervisory Authority case(s), 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 the jurisdiction over the LC case(s) be given to the county of supervision: send a letter to the Board with the offender's name, SID#, and the cases which are local control cases, and request that the Board return authority to the LSA.

22.5 Sanction / Revocation Topics

Deferment

There are times when the hearing officer or parole officer will want to defer a Morrissey hearing. This can be for various reasons but generally because the offender is pending new criminal charges. In order to defer a Morrissey hearing, the request must be submitted to the Board in writing, via email or TTY, from the Hearings Officer. The request must contain the offenders name, SID#, brief summary explaining the need for 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.

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.

Returned Sanctions

If a sanction is returned to the field, the Board will enter a note underneath the Board Notes tab in the sanction. The supervising officer should review the notes to see what needs to be added/removed and after making those corrections resubmit the sanction to the Board. If the supervising officer has a question about why a sanction was returned, they should email or call the Board's Revocation Specialist.

Auto-Revokes

If an offender receives a new conviction, whether it is in Oregon or out of state, the Board may consider an auto-revoke. 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 facility. For out of state convictions, the PO will need to get a copy of the sentencing document showing that the offender is serving the time in a state facility. Those documents with a request for the auto-revoke must be submitted to the Board either by mail, fax, or email to the Revocation Specialist.

22.6 Warrant Topics

Requesting a warrant or suspend/detain

All requests must be received electronically through the DOC400. All requests should be clear and concise and should substantiate the need (violation) for warrant. If the offender is arrested on a Board issued warrant, the PO does not need to submit a suspend/detain request. The Board's hold was placed on the offender at the time of arrest on the warrant. If the offender is arrested for reasons other than a Board issued warrant and the PO wants the Board to place their hold, a suspend/detain request must be submitted. The S&D request must include the date the offender was arrested, where the offender is currently located, wording similar to "offender is currently in custody at XXXX jail", and then the substantiation for the hold that shows violation.

Lift Requests

The PO must submit all warrant lift requests to the Board in writing either by TTY or email to the Warrants Specialist @ ParoleBoardWarrants@doc.state.or.us explaining why the warrant is no longer needed.

Returned Warrants

If a warrant is missing something the Board will return it to the field with a note. Please review the note to make the corrections and then resubmit it to the Board. If you have a question about the note, call or email the Board's Warrant Specialist.

New Local Control Sentence/Inop on Local Control Sentence

If the Board has issued a warrant for the offender and the 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. The new supervision order will not be created until the sanction, following this offender's arrest on the Board issued warrant, 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.

Upgrade Requests

To request an upgrade on a warrant, a request must be submitted in writing to the Warrants Specialist at **ParoleBoardWarrants@doc.state.or.us**. The request must contain the offender's name, SID#, and a brief explanation of what information has been provided that would support the knowledge that the offender is in another state. 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 Deceased Offenders

When any offender passes away that is under the Board's authority or will come under the Board's authority upon release from the institution, the Board will need notice. This allows the Board to clear any pending warrants or actions, close the file, and send it to archives. For verification 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.

The verification may be sent to the Board, via email at **bppps.webmaster@doc.state.or.us**, fax 503-373-7558, or by US mail, 2575 Center St Ne, Salem, OR 97301. 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.

22.8 Board Glossary, Misc guides

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 and Guide:
http://egov.oregon.gov/BOPPPS/docs/Order_of_Supervision_Sample.pdf

http://www.oregon.gov/BOPPPS/docs/Guide_to_Order_of_Supervision_Key.pdf

How to Read A Board Action Form: http://egov.oregon.gov/BOPPPS/docs/baf_key.pdf

Offender as Informants Request Form and Policy:
http://egov.oregon.gov/BOPPPS/docs/InformantRequestForm.pdf

Out of Country Travel Request Form and Policy:

http://egov.oregon.gov/BOPPPS/docs/Out_of_country_travel.pdf

http://egov.oregon.gov/BOPPPS/docs/Out_of_country_form.pdf

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

NOTE: 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, but DO NOT DELETE THE CASELOAD NUMBER. Caseload numbers must remain on the system for the integrity of the historical data.

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.

Step 1 – From the Main Menu, type a '18=Employee Maintenance Changes' on the selection line, press enter. This will bring up the 'Work With Caseload Definitions' screen.

```
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
```

```
CMS100I             Corrections Information Systems (TEST)            12:25:09
 MCCARTHY                Work with Caseload Definitions                10/16/07

 Location  . . . . . COMM Community Corrections
                     (Location or *ALL)          Position to . . . . .
 Enter option...
   2=Change   3=Copy   4=Delete   5=Display   6=Discontinue

 Opt Number Description                      P/S
     6001   COMMUNITY CORR FAST TEAM         P
     6005   HOME FOR GOOD CASELOAD
     6010   MISC COMM CASELOAD               P
     6020   MCCARTHY, CHAR
     6025   LEDS TEST - HILDEBRANT
                                                                        Bottom
 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
Description field with employee’s name or per your county policy
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).

```
CMS101I                Corrections Information Systems                11:29:38
 MCCARTHY                     Caseload Definition                       2/14/06
                                                              CREATE

 Location............ COMM
 Caseload number..... 6020

 Description......... MCCARTHY, CHAR
 Caseload type....... C Community

 Add/chg User IDs:
      MCCARTHY                                  503 7790302         P
 Enter option...

 Opt  User       Name                           Phone Number Extn   P/S

     No records found




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

Press enter. You will get message ‘record added’.

```
CMS101I                Corrections Information Systems                11:33:19
 MCCARTHY                     Caseload Definition                       2/14/06
                                                              CHANGE

 Location............ COMM
 Caseload number..... 6020

 Description......... MCCARTHY, CHAR
 Caseload type....... C Community

 Add/chg User IDs:

 Enter option...

 Opt  User       Name                           Phone Number Extn   P/S
      MCCARTHY   Char McCarthy                  503-779-0302        P




                                                                        Bottom
 F3=Exit   F4=Prompt   F5=Refresh                            F11=Menu bar
 F12=Cancel   F13=Repeat
 6020 record added.                                                       +
```

Press F12=Cancel to return to 'Work With Caseload Definition' screen. The employee's name you added will now appear on table.

```
 CMS100I             Corrections Information Systems (TEST)            12:35:43
 MCCARTHY                Work with Caseload Definitions                10/16/07

 Location  . . . . . COMM Community Corrections
                    (Location or *ALL)          Position to . . . . .
 Enter option...
   2=Change   3=Copy   4=Delete   5=Display   6=Discontinue

 Opt Number Description                      P/S
     6001   COMMUNITY CORR FAST TEAM         P
     6005   HOME FOR GOOD CASELOAD
     6010   MISC COMM CASELOAD               P
  2  6020   MCCARTHY, CHAR                   P
     6025   LEDS TEST - HILDEBRANT
                                                                        Bottom
 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 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.

```
CMS100I             Corrections Information Systems (TEST)            12:25:09
 MCCARTHY                Work with Caseload Definitions                10/16/07

 Location  . . . . . COMM Community Corrections
                    (Location or *ALL)          Position to . . . . .
 Enter option...
   2=Change   3=Copy   4=Delete   5=Display   6=Discontinue

 Opt Number Description                      P/S
     6001   COMMUNITY CORR FAST TEAM         P
     6005   HOME FOR GOOD CASELOAD
     6010   MISC COMM CASELOAD               P
  2  6020   MCCARTHY, CHAR                   P
     6025   LEDS TEST - HILDEBRANT
                                                                        Bottom
 F3=Exit   F4=Prompt    F5=Refresh   F6=Create   F11=Menu bar   F12=Cancel
 F13=Repeat
```

This will bring you to the 'Caseload Definition' screen (see next page). 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 exiting user; and third example is changing description of existing caseload number.

Example 1:

```
CMS101I                Corrections Information Systems                11:55:39
 MCCARTHY                     Caseload Definition                       2/14/06
                                                              CHANGE

 Location............ COMM
 Caseload number..... 6020

 Description......... MCCARTHY, CHAR
 Caseload type....... C Community

 Add/chg User IDs:
      MORRISOJ                                                      S
 Enter option...
   4=Delete
 Opt  User       Name                            Phone Number Extn   P/S
      MCCARTHY   Char McCarthy                   503-779-0302        P

                                                                        Bottom
 F3=Exit   F4=Prompt   F5=Refresh                            F11=Menu bar
 F12=Cancel   F13=Repeat
```

Example 2:

```
CMS101I                Corrections Information Systems                11:59:48
 MCCARTHY                     Caseload Definition                       2/14/06
                                                              CHANGE
 Location............ COMM
 Caseload number..... 6020

 Description......... MCCARTHY, CHAR
 Caseload type....... C Community

 Add/chg User IDs:
      MCCARTHY                                   503 7990302         P
 Enter option...
   4=Delete
 Opt  User       Name                            Phone Number Extn   P/S
      MCCARTHY   Char McCarthy                   503-779-0302        P
      MORRISOJ   Judy Morrison                                       S
                                                                        Bottom
 F3=Exit   F4=Prompt   F5=Refresh                            F11=Menu bar
 F12=Cancel   F13=Repeat
```

Example 3:

```
 CMS101I                Corrections Information Systems                12:01:55
 MCCARTHY                     Caseload Definition                       2/14/06
                                                              CHANGE
 Location............ COMM
 Caseload number..... 6020

 Description......... MCCARTHY, CHARLENE
 Caseload type....... C Community

 Add/chg User IDs:

 Enter option...
   4=Delete
 Opt  User       Name                            Phone Number Extn   P/S
      MCCARTHY   Char McCarthy                   503-799-0302        P
      MORRISOJ   Judy Morrison                                       S
                                                                        Bottom
 F3=Exit   F4=Prompt   F5=Refresh                            F11=Menu bar
 F12=Cancel   F13=Repeat
```

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 and S=Secondary offenders have been removed/deleted from the caseload. 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 'opt' line, press enter.

```
CMS100I                Corrections Information Systems                12:21:22
 MCCARTHY                Work with Caseload Definitions                 2/14/06

 Location  . . . . . COMM Community Corrections
                    (Location or *ALL)          Position to . . . . .
 Enter option...
   2=Change   3=Copy  5=Display   6=Discontinue

 Opt Number Description                      P/S
     6001   COMMUNITY CORR FAST TEAM         P
     6005   HOME FOR GOOD CASELOAD           P
     6010   MISC COMM CASELOAD               P
  6  6020   MCCARTHY, CHAR                   P



                                                                      Bottom
 F3=Exit   F4=Prompt    F5=Refresh   F6=Create   F11=Menu bar   F12=Cancel
 F13=Repeat
```

This changes the Description from the user's name to Discontinued. Press 'F12= cancel to return to the Main Menu.

This does NOT automatically delete all attached User ID's from the caseload number. Use Option 2=Change and delete all attached User ID's. Check your discontinued caseload numbers and make sure all User ID's have been deleted.

```
CMS100I                Corrections Information Systems                12:22:23
 MCCARTHY                Work with Caseload Definitions                 2/14/06

 Location  . . . . . COMM Community Corrections
                    (Location or *ALL)          Position to . . . . .
 Enter option...
   2=Change   3=Copy  5=Display   6=Discontinue

 Opt Number Description                      P/S
     6001   COMMUNITY CORR FAST TEAM         P
     6005   HOME FOR GOOD CASELOAD           P
     6010   MISC COMM CASELOAD               P
     6020   DISCONTINUED

                                                                      Bottom
 F3=Exit   F4=Prompt    F5=Refresh   F6=Create   F11=Menu bar   F12=Cancel
 F13=Repeat
```

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.

```
CMS100I                Corrections Information Systems                14:23:03
 MCCARTHY                Work with Caseload Definitions                 2/24/06

 Location  . . . . . COMM Community Corrections
                    (Location or *ALL)          Position to . . . . .
 Enter option...
   2=Change   3=Copy   4=Delete   5=Display   6=Discontinue

 Opt Number Description                     P/S
     6001   COMMUNITY CORR FAST TEAM        P
     6005   HOME FOR GOOD CASELOAD          P
     6010   MISC COMM CASELOAD              P
  2  6020   DISCONTINUED

                                                                      Bottom
 F3=Exit   F4=Prompt    F5=Refresh   F6=Create   F11=Menu bar   F12=Cancel
 F13=Repeat
```

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.

01/24/2011

```
CMS101I                Corrections Information Systems                14:25:19
 MCCARTHY                      Caseload Definition                      2/24/06
                                                            CHANGE

 Location............ COMM
 Caseload number..... 6020

 Description......... MCCARTHY, CHAR
 Caseload type....... C Community

 Add/chg User IDs:
      MCCARTHY                                  503 7990302         P
 Enter option...
   4=Delete
 Opt  User       Name                          Phone Number Extn   P/S

     No records found

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

NOTE: If any old User ID's are attached, be sure to delete them before adding any new User ID's.

```
CMS101I                Corrections Information Systems                14:26:41
 MCCARTHY                     Caseload Definition                       2/24/06
                                                                CHANGE

 Location............ COMM
 Caseload number..... 6020

 Description......... MCCARTHY, CHAR
 Caseload type....... C Community

 Add/chg User IDs:

 Enter option...
   4=Delete
 Opt  User       Name                            Phone Number Extn   P/S
      MCCARTHY   Char McCarthy                   503-799-0302        P




                                                                        Bottom
 F3=Exit   F4=Prompt   F5=Refresh                            F11=Menu bar
 F12=Cancel   F13=Repeat
 6020 record updated.                                                     +
```

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                 DEPARTMENT OF CORRECTIONS                  CD004I
  12:28:23                        PSI MENU

                           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              EMPLOYE TABLE MAINTENANCE                      TB202I
 12:31:17



                         Caseload#:
                        or
                         Last Name:
                        or
                          Location: MTEA

                           Status:
                                     blas - 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

                                   BPST
      Name (last, first middle)    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              OREGON DEPARTMENT OF CORRECTIONS              TB202D5
  3/13/06                   ADD EMPLOYE RECORD


                 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              OREGON DEPARTMENT OF CORRECTIONS              TB202D4
  3/01/06                 CHANGE EMPLOYEE RECORD


                 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 (CF2-Previous Screen) to return to 'Employee Table By Location' screen and F2 again to return to 'Employee Table Maintenance' screen and F2 again to return to Main Menu.

To print list use the screen print button. If you have more than one page, you will need to screen print each page. To do so page down and press screen print on each page.

.

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.

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). <u>You will not close the sentence lines in the "Work with Offenses" screen</u>, 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 with 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 I (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: February 3, 2015 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 FILE MATERIALS SENT TO OISC UPON CYCLE CLOSURE

Please send the clearest copy of each document. If your office does not scan & email the file, please keep the copy and send the original to Central Records when possible.

Email file info to:
OISC@doc.state.or.us

OR

Physical mail to:
OISC
24499 SW Grahams Ferry Rd
Wilsonville, OR 97070

24.8.1 Depending on the document received, OISC will place the document into Archives for either 75 years, or for 3 years. (See next page for OISC Retention Schedule.) When scanning & emailing 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.

SID# _____

PURGE AFTER

3 YEARS

FROM THIS POINT ON!!

SEE NEXT PAGE FOR QUICK-REFERENCE CHEATSHEET TO USE WHEN PREPPING YOUR FILES UPON CLOSURE OF THE CUSTODY CYCLE.

24.8.2 DOCUMENTS MAINTAINED BY OISC

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

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
- Mental Health Offender Profile Reports
- Violation Reports
- Parole Orders
- Post Prison Supervision Orders
- Psychological Reports
- Revocation Recommendations
- Sex Offender Registration Notification Form
- The Minnesota Report/Drug and Alcohol Assessment Reports
- 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.

24.9 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: February 3, 2015

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

24.10 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: February 3, 2015

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

24.11 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.

24.12 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

<u>When we get it back from PO:</u>

If it is Denied: scan the denied and shred all

Accepted: put in file cabinet under the month in which they will be released

24.13 IRTR 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: February 3, 2015
County: Fraggle 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.

_____ **IRTR**, 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*

24.14 DOR LETTER TO CLIENT UPON CLOSURE

February 3, 2015
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

24.15

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

24.16

DOUGLAS COUNTY SUPERVISORY AUTHORITY OF PAROLE/POST-PRISON SUPERVISION

ORDER TO CONTINUE/AMEND SUPERVISION CONDITIONS

FLINTSTONE, FRED DCSA ACTION DATE: 2-17-10
SID # 1234567890 PHYSICAL RELEASE DATE:
OFFICE/CASELOAD: **DOUG/7013** 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****

24.17

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

24.18

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

24.19

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

24.20

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 PRIVILEDGED AND IS INTENDED ONLY FOR THE USE OF THE ADDRESSEE DISEIGNATED 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

24.21

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 Heath	
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.

_____ (Initial)

_____ -____/____/____ ____/____/____

Client Signature **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.

24.22

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 _____

24.23

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

24.24

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:

NAME:	RELATIONSHIP TO YOU	AGE
_____	_____	_____
_____	_____	_____
_____	_____	

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:

24.25

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.

24.26

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

24.27

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF DOUGLAS

STATE OF OREGON, Plaintiff)
)
) Case No. 01CR2345FE
)
)
) GENERAL JUDGMENT OF DISMISSAL
)
)
)
FRED FLINTSTONE, Defendant)

WHEREAS, Fred Flintstone was given a Conditional Discharge as part of a

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;

NOW, THEREFORE, the above entitled case is hereby DISMISSED.

Dated this _____ Day of _____ 2010.

Mick E. Mouse, Circuit Judge

_____
Date

( ) No Objection
( ) Objection hearing requested

_____ , District Attorney
Date

24.28

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 *February 15*

_____
Notary Public for Oregon
My commission expires:

ORDER

It is so ordered. Security Amount $_____

_____ _____
Date Judge

24.29 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: February 3, 2015

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

24.30

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

24.31

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 REVEW 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 **

24.32

DOUGLAS COUNTY SUPERVISORY AUTHORITY OF POST-PRISONSUPERVISION
ORDER OF SUPERVISION CONDITIONS
CONTINUE/AMEND

NAME: FLINTSTONE, FRED
SID #: 1234567890
OFFICE: DOUG
CASELOAD: 7018

ACTIVE SUPV REVEW 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

24.33 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)

Table of Contents

OPS CHAPTER 25 – Ref OPS CHAPTER 25 – Reference

25.1 LIST OF OTHER REFERENCE MANUALS

1. FAST Manual – Lee and Mary
   - 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 User Guide
   http://www.oregon.gov/doc/CC/docs/pdf/cis_isis_users_guide.pdf

3. CIS Menu Navigation Guide
   http://www.oregon.gov/doc/CC/docs/pdf/cis_menu_navigation.pdf

4. CIS 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/County_Misd_acceptance.pdf

6. FAUG – Manual – FAUG
   http://www.oregon.gov/doc/CC/docs/pdf/field_automation_users_group_final.pdf

7. SUPERVISION FEE MANUAL – FSN
   http://www.oregon.gov/doc/CC/docs/pdf/fee_manual.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. LSCMI Navigation Guide
http://www.oregon.gov/doc/CC/docs/pdf/lscmi_manual.pdf

12. LEDS/NCIC Manual
www.oregon.gov/osp/cjis

13. OJIN On-Line Instruction Manual
http://courts.oregon.gov/ojd/onlineservices/ojin/pages/index.aspx

14. Misc. reference materials –

a) County Guidelines for misdemeanor transfer
http://www.oregon.gov/doc/CC/docs/pdf/county_guidelines_for_misdemeanor_transfers.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

Te 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.

DOC Community Corrections Community Corrections Offices and Staff - Windows Internet Explorer provided by Oregon Department of

File Edit View Favorites Tools Help

http://www.oregon.gov/DOC/TRANS/CC/staff_directory.shtml#County_Community_Corrections_Offices_and_Field_Staff

Live Search

Favorites | State of Oregon Depart... | Suggested Sites | Web Slice Gallery

DOC Community Corrections Community Cor...

Page Safety Tools

County Community Corrections Offices and Field Staff

Statewide Community Corrections Telephone Directory (updated 5/31/2011)

General Contact Information by County (updated 5/31/10)

Baker County Community Corrections
Benton County Community Corrections
Clackamas County Community Corrections
Clatsop County Community Corrections
Columbia County Community Corrections
Coos County Community Corrections
Crook County Community Corrections
Curry County Community Corrections
Deschutes County Community Corrections
Douglas County Community Corrections
Tri-County/Gilliam, Sherman, Wheeler
Grant County Community Corrections
Harney County Community Corrections
Hood River County Community Corrections
Jackson County Community Corrections
Jefferson County Community Corrections
Josephine County Community Corrections
Klamath/Lake County Comm Corrections
Lane County Community Corrections
Lincoln County Community Corrections
Linn County Community Corrections
Malheur County Community Corrections
Marion County Community Corrections
Morrow County Community Corrections
Multnomah County Community Justice
Polk County Community Corrections
Tillamook County Community Corrections
Umatilla County Community Corrections
Union/Wallowa County Community Corrections
Wasco County Community Corrections
Washington County Community Corrections
Yamhill County Community Corrections

Back to the top

OREGON.GOV

State Directories
Agencies A to Z
Oregon Administrative Rules
Oregon Revised Statutes
About Oregon.gov

ODVA VETERANS Are you a veteran? Find benefits here.

WEB SITE LINKS

Text Only Site
Accessibility
Oregon.gov
File Formats
Privacy Policy
Site Map
Web Site Feedback

PDF FILE ACCESSIBILITY

Adobe Reader is required to view PDF files. Click the "Get Adobe Reader" image to get a free download of the reader from Adobe.

Get Adobe Reader

Page updated: May 31, 2011

Internet 100%

Start | Inbox - Microso... | DOC400 | DOC Commun... | H:\My Documen... | OPS 25 - Refere... | 9:37 AM

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, OFFEDER 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      8=Notes
   10=Print      A=Audit stamp
Opt    Test date   Type  Result  First note line
      11/17/2011   FD    DECP   this is a test.









                                                                      Bottom
 F3=Exit         F4=Prompt    F5=Refresh     F6=Create       F11=Menu bar
 F10=Print Log   F12=Cancel   F13=Repeat
```

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   F11=Menu bar   F12=Cancel   F13=Roll change
 F14=Find options       F16=Find    F20=Modify     F21=Append   F22=Delete
```

25.4 MISC. REEFERENCE 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 ot 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.

OECI: 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

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 of conviction baselines, after being release form 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

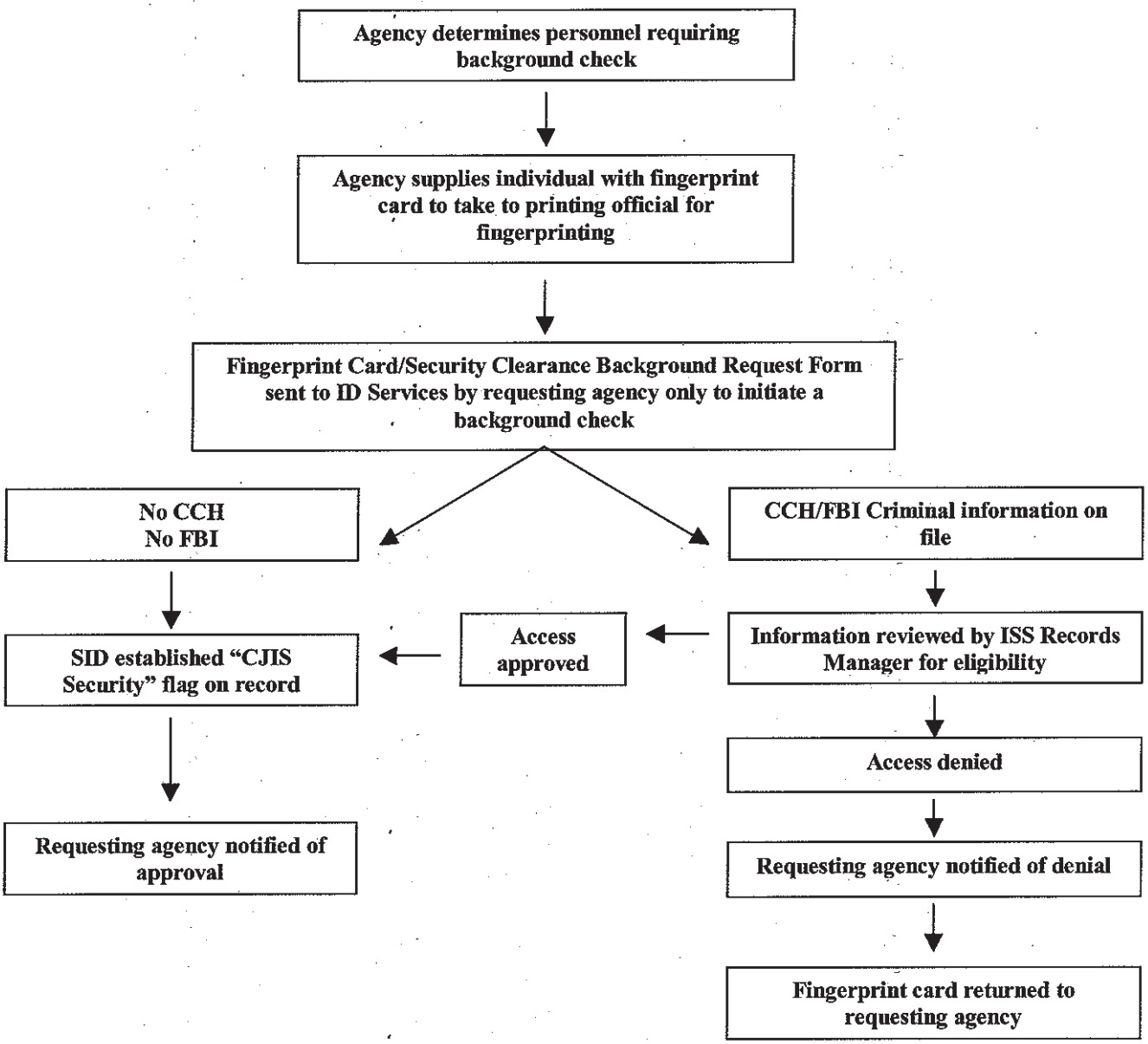
Z

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, p. 7 for sample request form.

27.1.3 EMPLOYEE FINGERPRINT CARD

See OPS 27, pp. 8-9 for sample fingerprint card.

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, pp. 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. Must coincide with the contributor's name.
CONTRIBUTOR:	Enter type of agency & city where located. Do not use county designation.
NAME USED:	Enter as shown on form, including 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, F for female.
RACE:	Enter race using one letter; B=Black, I=American Indian or Alaskan Native, A=Asian or Pacific Islander, W=White which includes Latinos & Mexicans, U=Unknown.
HGT/WGT:	Enter as feet & inches (Example: 510 for 5'10"). Enter weight as given.
EYES/HAIR:	Eye & hair color. Use standard NCIC two-letter codes.
POB:	Place of birth. Use standard NCIC two-letter code.
SOC:	Social Security Numbers. Enter as given.
LAN:	Local Agency Number. Optional, may enter number you have assigned to this person.
OCA:	Local Agency Case Number. Also referred to as Incident Number or Police Report Number.
ADDRESS:	Enter address information at your option.
SMT:	Scars, marks, tattoos. Use standard NCIC codes.
ARRST CHRGS:	Enter the different charges showing multiple counts of the same charge in parenthesis. [Example: FORG I (2cts)]. If more than four charges, enter on the back of card as #5, etc.
ORS:	Enter Oregon Revised Statute number for each different charge. **Except Compact cases.** Out-of-State cases require the four-digit NCIC code. (See OPS 27, pg. 4 for list of codes.)
COURT ID:	Enter Court Identification by checking appropriate box indicating Circuit, District, Justice or Municipal Court and enter the ORI number assigned to that court. **Compact cases only** – enter two-letter state code, no number.
DISPOSITION:	Enter Charge At Disposition the same as Arrest Charge with ORS number (or NCIC number for Compact case), sentence date and Court Case number. See sample for Adult Probation Entry.
NOTE:	Use back of fingerprint card to record additional arrest 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 Dispo are required per person.

If you have any questions about Compact Fingerprint issues, you can contact:

Laurie Riesterer (Laurie.Riesterer@state.or.us)
OSP – ID Services/Records Section
3772 Portland Rd NE; Salem, OR 97301
Phone: (503) 373-1808 x292
Fax: (503) 378-2121

OUT-OF-STATE TRANSFERS

- Use the date ***originally*** arrested for the Date of Arrest. If there is no date of arrest, 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.
- In the area for Court Identification, type the state for which you are supervising.
- The Sentence Date is required. Make sure that 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. (Ex: 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/prison time ***as well as*** the amount of time that is suspended.

27.2.3 NCIC UNIFORM OFFENSE CLASSIFICATIONS

This is a condensed list. For a complete list of NCIC Codes, see OPS Chapter 6.

ARSON	2099
ASSAULT	1399
ATTEMPT TO ELUDE	5499
BURGLARY	2299
BRIBERY	5199
COMMERCIAL SEX OFFENSE	4099
CONSPIRACY	7399
CRIME AGAINST PERSON	7099
DANGEROUS DRUGS	3599
DISORDERLY CONDUCT	5311
DUII	5404
DWS/DWR (Drive while susp/revoked)	5499
ESCAPE	4999
EXTORTION	2199
FAMILY OFFENSE	3899
FORGERY	2589
FRAUD	2699
HARASSMENT	5399
HOMICIDE/MURDER	0999
KIDNAP	1099
LARCENY	2399
OBSTRUCT POLICE	4899
PERJURY	5003
ROBBERY	1299
SEX OFFENSE	3699
SEXUAL ASSAULT	1199
THEFT	2399
UNAUTH USE MOTOR VEHICLE	2411
WEAPON OFFENSE	5299

***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/REJECTION 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 a 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
- Submission on non-standard fingerprint card
- 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 (Ex: name not shown at top of 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, p. 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 are acceptable charges that will be processed as criterion offenses:

- Failure to comply with S/O Registration
- Failure to appear for S/O Registration
- S/O Registration violation

If a fingerprint submission contains a charge that is undeterminable, it will be returned (Ex: Viol. SOR or SOR with a statue 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. The telephone number is 304-625-3963.

27.5 SAMPLE FORMS ON FOLLOWING PAGES

— SAMPLE —

CRIMINAL JUSTICE INFORMATION SYSTEMS

SECURITY CLEARANCE BACKGROUND REQUEST

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, 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 Identification Services Section directly for information regarding the results of the check.

_____ _____
Signature Date

CLEARLY PRINT THE FOLLOWING:

NAME:_____
(Last) (First) (Middle)

OTHER NAMES USED:_____

STREET ADDRESS:_____

CITY:_____STATE:_____ZIP:_____

PHONE:(_____)_____

HUMAN RESOURCES MANAGER CONTACT INFORMATION FOR RESULTS

AGENCY NAME:_____

NAME:_____ PHONE:(_____)_____

The person identified above will be 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.

_____ _____
Signature Date

DAS KEYCARD REQUIRED?_____

If yes, keycard point of contact will be notified by OSP via email.

CONTACT NAME_____ EMAIL_____

APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

ORI OR0240130 CO CORR/JAIL SALEM, OR

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB Month Day Year

CITIZENSHIP CTZ | SEX | RACE | HGT. | WGT. | EYES | HAIR | PLACE OF BIRTH POB

DATE | SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS

FBI NO. FBI

CLASS

ARMED FORCES NO. MNU

REASON FINGERPRINTED

SOCIAL SECURITY NO. SOC

REF.

MISCELLANEOUS NO. MNU

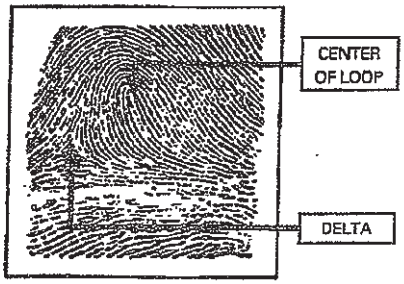
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE

LEFT FOUR FINGERS TAKEN SIMUTANEOUSLY | L. THUMB | R. THUMB | RIGHT FOUR FINGERS TAKEN SIMUTANEOUSLY

SAMPLE
(Front side)

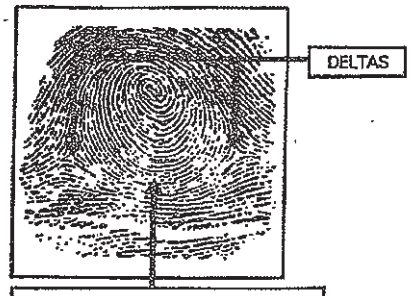
FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20537

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-258 (REV. 12-29-82)

APPLICANT

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING 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 EMLOYMENT, 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.

LEAVE THIS SPACE BLANK

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).

☆U.S. GPO: 1995—387-145/20002

SAMPLE
(Back side)

SAMPLE - BLANK

CONTROL NUMBER	SID:	ORI:	NAME USED: LAST, FIRST MIDDLE
82237776	FBI:	CONTRIBUTOR:	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.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
2.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
3.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

CHARGES AT DISPOSITION	COURT DETERMINATION
1. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☐ JAIL ☐ PRISON____ SUSP____ PROB____ SUSP____ FINE____ SUSP____ DIVERSION____ OTHER____
2. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☐ JAIL ☐ PRISON____ SUSP____ PROB____ SUSP____ FINE____ SUSP____ DIVERSION____ OTHER____
3. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☐ JAIL ☐ PRISON____ SUSP____ PROB____ SUSP____ FINE____ SUSP____ DIVERSION____ OTHER____
4. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☐ JAIL ☐ PRISON____ SUSP____ PROB____ SUSP____ FINE____ SUSP____ DIVERSION____ OTHER____

SAMPLE - COMPACT

CONTROL NUMBER	SID: [redacted]	ORI: [redacted]	NAME USED: LAST, FIRST MIDDLE
82237776	FBI: [redacted]	CONTRIBUTOR:	NAM/ [redacted]
			AKA/ [redacted]

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
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

POB	SOC	LAN	OCA
[redacted]	[redacted]		

ADDRESS	SMT
[redacted]	[redacted]

ARREST CHARGES	ORS	ENTER COURT IDENTIFICATION HERE
1. [redacted]	[redacted]	☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI: [redacted]
2.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI: SENDING STATE 2-LETTER ID
3.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

CHARGES AT DISPOSITION	COURT DETERMINATION
1. [redacted] ORS: [redacted] (USE NCIC CODES) [redacted] SENTENCE DATE [redacted] COURT CASE # [redacted]	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED [redacted] 350 ☐ FELONY 351 ☐ MISD [redacted] 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD [redacted] ☐ JAIL ☐ PRISON [redacted] SUSP ____ [redacted] PROB [redacted] SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER [redacted] (DATE ACCEPTED BY OREGON) [redacted]
2. ____ ORS: ____ SENTENCE DATE ____ COURT CASE # ____	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____
3. ____ ORS: ____ SENTENCE DATE ____ COURT CASE # ____	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____
4. ____ ORS: ____ SENTENCE DATE ____ COURT CASE # ____	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____

[redacted] = REQUIRED FIELD

SAMPLE - Compact Parole/Probation

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

ORIGINAL DISPOSITION
WHEN COMPLETED MAIL TO:
OREGON STATE POLICE
BUREAU OF CRIMINAL IDENTIFICATION
3772 Portland Road, N.E.
Salem, Oregon 97303-2500

DOB	DOA	SEX	RAC	HGT	WGT	EYES	HAIR
05/05/55	09/09/92	M	W	600	180	BLU	BL

POB	SOC	LAN	OCA
CA	555-55-5555	12345	92-4321

ADDRESS: 123 Sunnybrook Lane, Frosty, OR 97000

SMT: TAT LF ARM; TAT RF ARM; SC CHI

ARREST CHARGES	ORS	ENTER COURT IDENTIFICATION HERE
1. BURG I	2299	XX CIRC ☐ DIST ☐ JUST ☐ MUNI ORI: CA
2. UN USE VEH	2411	XX CIRC ☐ DIST ☐ JUST ☐ MUNI ORI: CA
3.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

CHARGES AT DISPOSITION	COURT DETERMINATION
1. BURG I ORS: 2299 SENTENCE DATE 10/10/92 COURT CASE # 92-123CR	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CO CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICAT E ☐ JAIL ☒ PRISON 5 yrs SUSP 5 yrs PROB 5 yrs SUSP FINE SUSP DIVERSION OTHER Compact Probation accepted from CA 03/03/93
2. UN USE VEH ORS: 2411 SENTENCE DATE 10/10/92 COURT CASE # 92-123CR	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE ☐ JAIL ☒ PRISON 5 yrs SUSP 5 yrs PROB 5 yrs SUSP FINE SUSP DIVERSION OTHER Compact Probation accepted from CA 03/03/93 Parole begin date=
3. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE ☐ JAIL ☐ PRISON SUSP PROB SUSP FINE SUSP DIVERSION OTHER
4. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITE CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE ☐ JAIL ☐ PRISON SUSP PROB SUSP FINE SUSP DIVERSION OTHER

SAMPLE - Adult Probation

CONTROL NUMBER	SID:	ORI: OR036015G	NAME USED: LAST, FIRST MIDDLE
12446866	FBI:	CONTRIBUTOR: Community Corrections/McMinnville	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	DOA	SEX	RAC	HGT	WGT	EYES	HAIR
05/05/55	09/09/92	M	W	600	180	BLU	BLN

POB	SOC	LAN	OCA
CA	555-55-5555	12345	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. BURG I	164.225	☒ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI: OR036015J
2. UN USE VEH	164.135	☒ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI: OR036015J
3. ASSA IV	163.160	☐ CIRC ☒ DIST ☐ JUST ☐ MUNI ORI: OR036013J
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

CHARGES AT DISPOSITION	COURT DETERMINATION
1. BURG I ORS: 164.225 SENTENCE DATE 10/10/92 COURT CASE # CR92-456	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITI CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HE ☒ JAIL ☐ PRISON 1 yr SUSP 1 yr PROB 3 yrs SUSP FINE $450. SUSP DIVERSION OTHER Rest. $2,500.00
2. UN USE VEH ORS: 164.135 SENTENCE DATE 10/10/92 COURT CASE # CR92-456	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☒ DISMISSED 314 ☐ EXTRADITI CONVICTED 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HE ☐ JAIL ☐ PRISON SUSP PROB SUSP FINE SUSP DIVERSION OTHER
3. ASSA IV ORS: 163.160 SENTENCE DATE 10/10/92 COURT CASE # 65432	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITI CONVICTED 350 ☐ FELONY 351 ☒ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HE ☒ JAIL ☐ PRISON 30 days SUSP PROB 3 yrs SUSP FINE $300. SUSP DIVERSION OTHER
4. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITI CONVICTED 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HE ☐ JAIL ☐ PRISON SUSP PROB SUSP FINE SUSP DIVERSION OTHER

SAMPLE - DUII Diversion

CONTROL NUMBER	SID:	ORI: OR036015G	NAME USED: LAST, FIRST MIDDLE
12446866	FBI:	CONTRIBUTOR: Community Corrections/McMinnville	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	DOA	SEX	RAC	HGT	WGT	EYES	HAIR
05/05/55	09/09/92	M	W	600	180	BLU	BLN

POB	SOC	LAN	OCA
CA	555-55-5555	12345	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	☐ CIRC ☐ DIST ☐ JUST ☒ MUNI ORI: OR036011J
2.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
3.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

CHARGES AT DISPOSITION	COURT DETERMINATION
1. DRIV INTOX ORS: 813.010 SENTENCE DATE 10/10/92 COURT CASE # 65432	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT. CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE. CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☒ ADJUDICATION WHE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION 1 year OTHER ____
2. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____
3. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____
4. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____

SAMPLE - Comm. Program only (Not on Formal Superv.)

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

ORIGINAL DISPOSITION
WHEN COMPLETED MAIL TO:
OREGON STATE POLICE
BUREAU OF CRIMINAL IDENTIFICATION
3772 Portland Road, N.E.
Salem, Oregon 97303-2500

DOB	DOA	SEX	RAC	HGT	WGT	EYES	HAIR
05/05/55	09/09/92	M	W	600	180	BLU	BLN

POB	SOC	LAN	OCA
CA	555-55-5555	12345	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	☐ CIRC ☐ DIST ☐ JUST ☒ MUNI ORI: OR036011J
2.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
3.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

CHARGES AT DISPOSITION	COURT DETERMINATION
1. DRIV INTOX ORS: 813.010 SENTENCE DATE 10/10/92 COURT CASE # T54321	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED -350 ☐ FELONY 351 ☒ MISD 352 ☐ VIOL 325 ☐ NO CO CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP FINE ____ SUSP ____ DIVERSION OTHER Community Program Only - Alc Eval/Treatment
2. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED -350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP FINE ____ SUSP ____ DIVERSION OTHER
3. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED -350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP FINE ____ SUSP ____ DIVERSION OTHER
4. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED -350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP FINE ____ SUSP ____ DIVERSION OTHER

SAMPLE - Juvenile offender (Probation or Diversion)

CONTROL NUMBER	SID:	ORI: OR036015G	NAME USED: LAST, FIRST MIDDLE
12444866	FBI:	CONTRIBUTOR: Community Corrections/McMinnville	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	DOA	SEX	RAC	HGT	WGT	EYES	HAIR
05/05/	09/09/92	M	W	600	180	BLU	BLU

POB	SOC	LAN	OCA
CA	555-55-5555	12345	92-4321

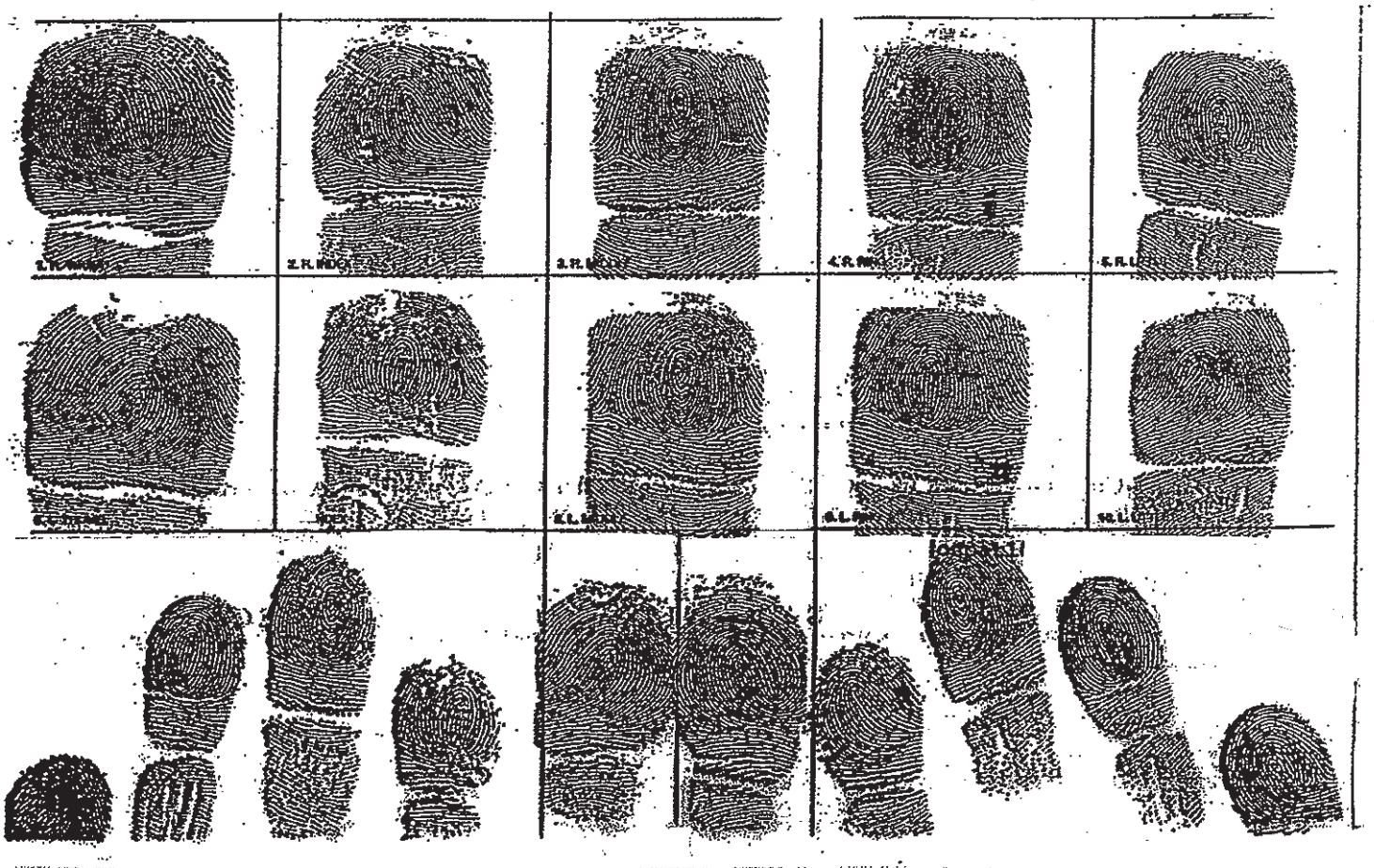
ADDRESS: 123 Sunnybrook Lane, Frosty, OR 97000
SMT: TAT LF ARM; TAT RF ARM; SC CHI

ARREST CHARGES	ORS	ENTER COURT IDENTIFICATION HERE
1. DRIV INTOX	813.010	☐ CIRC ☒ DIST ☐ JUST ☐ MUNI ORI: OR036013J
2.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
3.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

CHARGES AT DISPOSITION	COURT DETERMINATION
1. DRIV INTOX ORS: 813.010 SENTENCE DATE 10/10/92 COURT CASE # 65432	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTI CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☒ ADJUDICATION W/HE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION 1 year OTHER Juvenile Offender - Remanded to Adult Court
2. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTI CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____
3. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTI CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____
4. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTI CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HE ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____

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)



OREGON JUDICIAL INFORMATION NETWORK (OJIN) & E-COURTS

OJIN & the E-Court system both provide information regarding court cases. Users can retrieve sentencing information, financial obligation information, etc from either OJIN or E-Courts (but not both; courts use one or the other).

Courts are converting from OJIN to E-Courts over the next few years. To figure out which system a county court is currently using, please go to:
http://courts.oregon.gov/OJD/docs/courts/circuit/CJO12-043SCAsRegisterRecordLog.pdf

28.1 ACCESSING OJIN

- Access OJIN by launching Internet Explorer and use website address: http://courts.oregon.gov/OJD/OnlineServices/OJIN/index.page or from WebLEDS by clicking on OJIN under State Systems and Directories.
- If required, at the 'Login to OJIN Online' box, click on the appropriate launch site for your OJIN Username.
- Once the link has been loaded and the Logon window appears, sign on using your assigned Username and Passphrase. Note: Your Username & Passphrase are identical.
- Choose **#1** OJIN at the Oregon Judicial Department menu, then <Enter>.
- At the OJIN logo, hit <Enter>.

28.2 EXITING OJIN

TO EXIT OJIN: hit **F3 twice**. This takes you to the Oregon Judicial Department screen (the first screen you saw coming in).

TO SIGN-OFF**:** type 90 and <enter>

28.3 HELPFUL HINTS

- OJIN remains in the county and court type you began with until you change it. To change county/court type, type in the 3-letter code.
- The system will display a $ next to all cases that still have money owed on them. If there is no $ then the money was paid off, or never owed.
- OJIN is similar to OPS, in that it does not have a soundex, so the name has to be spelled exactly and not all names are spelled in OJIN exactly as they are on the court order. If you are unable to pull up a name, try using just the first 3 or 4 characters of the last name, then use the page up, page down keys.
- Case type ***All** looks up felony and misdemeanor cases.
- Once in the DNAMIDX offense record, to see the financial record of that offender, tab to the command line and type DCASFIN and "enter". To return to the offense record, tab to the command line and type DCAS and "enter". To return from the offense record to the name screen, hit F2.

- Statewide Index: Under normal inquiries, OJIN assumes you know the county of record and requires you to include it in your search. However, OJIN also allows us to search their entire database by name by using the Statewide Index: At the command line, type DSTWIDX '[NAME]' and "enter". This will bring up a list of court cases under that name in any county in Oregon. Again, remember that OJIN is looking at the name exactly as it is entered. DOE JOHN WILLIAM may have entries as DOE JOHN, DOE JOHN W, DOE JOHN WILLIAM.
- To go to the last entry in an OJIN record, without having to scroll through the entire record:
  - At the first OJIN "Options Menu", Tab to the command line
  - Type (example): DCAS CR96610A C YAM EVT *LAST; hit Enter
  - This will take you to the first page of the record. Hit Page Down to go to the last page of the record. To return to the first page, you can hit Page Up, Enter, or F2 (depending on your keyboard setup.)
  - Modify the command to match the docket number you are searching for; C=Circuit Court, D=District Court, and the three-letter code for the county of conviction.
  - The only disadvantage of this command is that you cannot see any of the entries/events between the first and last pages. To view the rest of the record simply re-type the command at the top of the screen, minus "EVT *LAST". The record will then come up normally. Remember that you can type the full or partial command from any screen.

28.4 VIEW FINANCIAL RECORDS for an individual

- Choose record following 'Search by Name ' above
- Tab to the command line at the top of the screen and type DCASFIN and "enter".
- Your case will appear and you may page up or page down to scan the case.
- To PRINT the entire financial section: Tab to the entry field at top of screen, type **PCASFIN,** and "Enter". To print individual screens: Page up or down to the information you wish to print, Right click for menu options and click on **Host Print**. A message will appear at the bottom of screen: "Print operation complete to default printer device file." After the Word document opens, you may use the print function from either the menu bar or button bar. Once document has printed, close this window by using File/Exit or clicking on the "X" in the upper right hand corner.
- You will be returned to the current financial record. You can then choose another record for that location or F3 back to the menu to choose another location.

28.5 FINANCIAL HISTORY TRANSACTION CODES

- H VBL - HISTORICAL RECEIVABLES: Receivables added to system using manual ledger balances as of 12/88.
- VBL – RECEIVABLE: Receivables created on system.
- RCP – RECEIPT: Receipts issued by system
- DSB – DISBURSEMENT: Funds disbursed bys system (for example restitution disbursed to a victim).
- FTR – FUND TRANSFER: Funds transferred from trust and applied to revenue (for example, from security release to pay fine).
- CTR – CASE TRANSFER: Funds transferred from one case to another case.
- ADJ – ADJUSTMENT: Adjustments made for corrections and/or per order of court.
- PTH – PASS THROUGH: Non-case funds received by court made payable direct to payee.

28.6 LIST OF COUNTY CODES

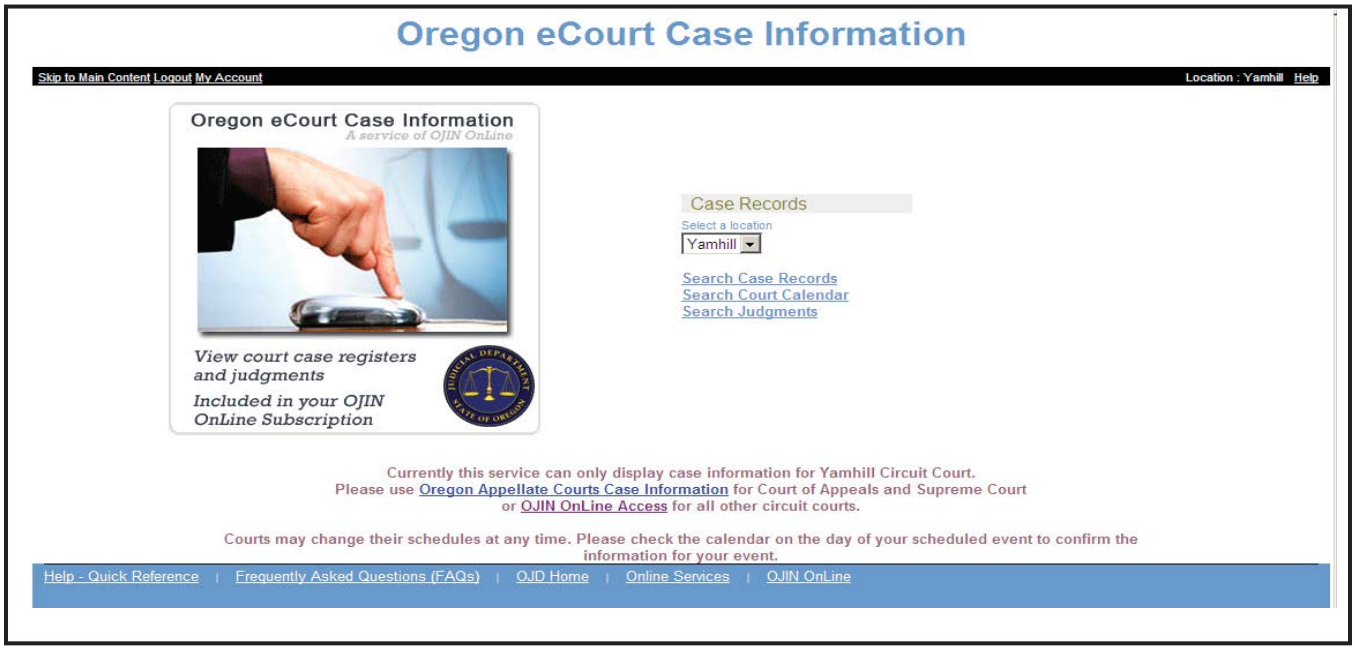
COUNTY	CODE	COUNTY	CODE
BAKER	BAK	LINCOLN	LNN
BENTON	BEN	LINN	LIN
CLACKAMAS	CLA	MALHEUR	MAL
CLATSOP	CLT	MARION	MAR
COLUMBIA	COL	MORROW	MOR
COOS	COO	MULTNOMAH	MCR
CROOK	CRO	MULT – CIVIL	MCV
CURRY	CUR	MULT – PARKING	MCP
DESCHUTES	DES	POLK	PLK
DOUGLAS	DOU	SHERMAN	SHE
GILLIAM	GIL	TILLAMOOK	TIL
GRANT	GRA	UMATILLA	UMA
HARNEY	HAR	UMAT – HERMISTON	HER
HOOD RIVER	HOO	UMAT – MILTON FREEWATER	MLT
JACKSON	JAC	UNION	UNI
JEFFERSON	JEF	WALLOWA	WAL
JOSEPHINE	JOS	WASCO	WAS
KLAMATH	KLA	WASHINGTON	WSH
LAKE	LAK	WHEELER	WHE
LANE	LAN	YAMHILL	YAM

For the OJIN User Guide, please access the following link:
http://courts.oregon.gov/OJD/docs/OnlineServices/OJIN/ojinmanual.pdf

28.7 ACCESSING THE E-COURT SYSTEM

Courts are converting from OJIN to E-Courts over the next few years.

To figure out which system a county court is currently using, please go to:
http://courts.oregon.gov/OJD/docs/courts/circuit/CJO12-043SCAsRegisterRecordLog.pdf

To find out when a county will be converting over, go to the following website, hover over the county in question and you will see the year the county will be changing over.
http://courts.oregon.gov/Oregonecourt/pages/oregoneCourtMap.aspx

- 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)