Statewide Office Operations Network Decision Log	
February 2009	
REVP/ABSC Code	The offender is sent to federal prison on March 24, 2008. The offender's whereabouts are known, but the county still has a probation warrant active. Six months after the offender is in federal prison the Court recalls the warrant 12-10-08. The consensus of the group is to recommend the offender be left on ABSC status until the warrant is recalled, then change the status to REVP the date the warrant is recalled. This recommendation will be sent to the Automation Committee for referral to OACCD.
Parole Board Emails	The Parole Board asked SOON what the preferred text is for the subject line of Parole Board generated e-mails: SID#, name, or name of the document. The consensus of SOON is SID #.
Compact Investigations	A Compact investigation was closed to CREJ and a few months later Compact submits another investigation packet for the same case, should the case be entered as a new investigation (IV) or processed as a return from Compact. The case should be entered as a new IV cycle.
April 2009	
Orders Setting Aside Arrest/Convictions	Compact would like a copy of orders to set aside arrests or convictions. Send all requests to Compact and add to Compact section of the SOON manual.
Compact Closure Notification	SOON is in agreement with Compact staff discontinuing the email notification for case closures and acceptance. Denise will send a print screen so staff would know what the case closure looks like.
Electronic Files - OISC	OISC would like to have the entire closed file all at once when possible. Please be sure to name it File Closure, XXXName, XXX SID. You may send the large files: File Closure part one, part two or part three.
Expungement/Sealing orders	Expungements/sealing orders should be sent directly to Cathy Snider as soon as received.

Driver's License Suspension as Condition	Consensus from the group was to enter the driver's license suspension as a condition.
Convicted Company Gender code	Consensus to enter all companies as male. Add to the Odd Scenario section of the manual.
Notifiers	SOON agreed to have the program auto close at discharge from supervision
June 2009	
Community Corrections Directory	The consensus of the group was to eliminate this information from the directory.
Abscond Closures	OACCD agreed to have the cases closed to abscond within thirty days. The abscond movement is critical to VINE information.
SB156	The consensus of the group is the 156 orders should mimic the Board, and the time entered on 156 orders should be the original PPS amount ordered.
Meeting Frequency	The group discussed perhaps changing the meeting from every other month to quarterly. If the meetings were changed to quarterly it was felt there would not be enough time to cover the agenda items. It was decided the meetings should be continued bi-monthly.
August 2009	
EARL Codes	Drug court cases should be closed to EXPI not EARL
Closed File Material	Send designated file material to OISC and counties must maintain the file material for the designated time period after closure. Two years – felony; one year misdemeanor.
HB3508 –Inactive probation/Local Control	The consensus was to use INPR for Probation cases. It was agreed PPS cases can be closed to UNSU and this can be reflected on the offense line. Closure codes will be updated in the manual to reflect the new codes.
October 2009	
Conditional Discharge	The group consensus is to not enter a convicted date on the Docket and Offense Description screen unless the conditional discharge is converted to probation. An edit will be requested to prevent a convicted date from being entered on a C type offense line.

Expungement Orders	OISC needs an original expungement order from the counties. This document must be sent via the mail not electronically.
December 2009	
RTP Code	There was consensus by the group to ask for a new RTP code of PVP, change the RTP to PVP, and extend the DOE to expire in 60 to 90 days.
February 2010	
RTP Code	Vicki Wood – EPR issue –Vicki took to the automation meeting - create a PV pending record type and extend the date and put PV pending in the MISC field. Group consensus is to extend the EPR 60-90 days, but this is an office by office decision.
April 2010	
EPRs	Information added to the miscellaneous section of an EPR is a county by county decision.
Commuted Sentences	Mary talked to OISC and asked if the field could use this code. They agreed and will modify the definition from "…when the Governor commutes inmate…" to "…commute sentence and the offender has no other parole or probation cases."
Purge Closed Files report	A consensus of the group today was to run the report quarterly. Since Multnomah County does not need this report, Mindie will email Denise and have their county excluded from the report.
Sealed Records	If an inmate participates in drug and alcohol treatment in a county run treatment program (which makes the treatment records property of the county) what happens when the offender's criminal record is sealed? Are the treatment records also sealed? Kyle and Ed Jones, Dept of Justice, believe all treatment records would be sealed. Kyle suggested we check with our own county Counsel.
Fees	Some offices are overriding billing while in treatment: We cannot change the fee amount to zero. You could choose to change fee amount to $1, and adjust the balance to zero later. Any change to fees is up to FSN.

Inactive Probation Cases	Mary asked Mark Cadotte if DOC has any concerns with counties closing cases to BNPB instead of INPR. The answer is NO, they do not. Mark said closing to BNPB is perfectly acceptable and is a county by county decision/policy.
CCHs in File	Clarification on the LEDS rule regarding CCH being kept in files: Keeping LEDS in working files is a county by county decision. LEDS rule states the CCH is only valid for the day it is run. SOON policy is to pull CCH material when a file is closed or transferred to another county.
June 2010	
OISC –Resequencing Offenses	OISC's preference is the community should not re-sequence offenses at all, but if it's required, please contact the TPS DL so that we can work with you on it. If the offender has county sentences only, you can resequence them with no problem. Add to the OPS Manual.
Transfers	Clackamas county will no longer accept transfers if they're in the armed forces.
August 2010	
Sealed Records	Kyle requested we not send sealed records as an email attachment, but use regular mail because email is considered public record.
EPRs	EPRs which contained information in the SON & SOT fields (supervising officer name and telephone number): EPRs utilizing these fields are forwarded to NCIC. It was suggested the information in these fields be removed before the EPR is modified to another county, since not every county is entering data in these fields.
Court Orders entered by Other Counties	Tina suggested an update to the manual which would state the usual practice is for the county of conviction to enter new offenses only. However,

	community safety takes priority, and when extenuating circumstances exist which would require an offense to be added immediately, contact the SOON Rep of the supervising county, and request the offense be added immediately. Updates are to be done by the supervising county. A question was asked as to who enters the "O" line. After the local supervisory authority or OISC closes the "L" line to Post, the supervising county enters the "O" line. The example was a conditional discharge modified to probation. If the docket number already appears on the court order/offense screen, any changes would be done by the supervising county. Any problems, contact the SOON Rep.
New ORS	To request a new ORS be added, email the Help Desk and ask that a ticket be sent to OISCSUN.
October 2010	
Movement History	SB 1145 movement history changes: Remember F21 is the last thing you need to do if you make any changes. Please remember on any movements, always enter a time.
Compact Transfer In case Closures:	When support staff receives the case closure notice with sending state's approval they may close the case. Clients that we send out to other states may be closed immediately on the expiration date.
LEDS – EPR/PVP Code: :	We agreed that offices would not leave cases with the status modified utilizing the new code longer than 90 days. After 90 days we are responsible for modifying or removing the EPR from LEDS.
Nationwide Warrants	Staff will send Fran an email when there are nationwide extraditable warrants for her stats. She needs the name, date of warrant, SID and date

	of warrant.
Life Sentences:	Beginning January 1, 2011; the agreement was to use “L” for life sentences rather than 99 years on Board cases.
Expected Arrivals:	SOON agreement on DOC releases was to admit the offender from the Expected Arrivals Report within a week.
Compact Codes:	The correct code to use when an offender is accepted, but later decided not to move to our state is CREJ. The decision by the FAUG is to continue to use CREJ.
Felony Conditional Discharge	SOON's consensus was to not enter a conviction date on FCD offenses
PVP Code:	It was finally agreed to use the PVP code and extend the DOE for a maximum of 90 days.
December 2010	
Life Sentences:	Beginning January 1, 2011; use “L” for life sentences rather than 99 years.
Expected Arrivals:	SOON agreement on DOC releases was to admit the offender from the Expected Arrivals Report within one week.
WebLeds Service Request:	Mary told us John Garlick asked if we would like our EPR records to be automatically sent to NCIC. Consensus was not to send EPR records to NCIC.
Compact Codes:	The correct code to use when an offender is accepted, but later decided not to move to our state is CREJ. The decision by the FAUG is to continue to use CREJ.
Conditional Discharge	The sentence and body closure date must be the same. Use the date on the order or the supervision expiration date. You should add an F8 note if you modify after the date has past.

EPR – RTP/PVP Code:	It was agreed to use the new EPR RTP/PVP code and you must extend the DOE for a maximum of 90 days.
June 2012	
Entering conditions (PPS vs. Probation)	In DOC400 use only Special Conditions ("SC") for board and local control cases (all post-prison supervision), and use probation conditions for probation cases only.
Compact admission (Y/N field)	Mary asked the group if they want to get rid of the compact offender Y/N field? Or should we keep it and choose to either use or don't use? It might be a programming ticket to have the field hidden, rather than deleted. Group doesn't care if it's there. DECISION: let's just leave it so we aren't putting in a request for more programming. We can just put a note in the manual that it can be used, but is not necessary.
Corporation as an offender	The group talked about adding O=Other for sex when entering a corporation as the offender. Programming currently only allows M or F. DECISION: group decided not to add O because it would require updating the program and many of the CIS reports. We will keep corporations as M=Male.
Edit to disallow sentence closure with open sanctions	Member raised desire to create edit to not allow a sentence line to close when there are open sanctions. Someone pointed out it's more of a decision for FAUG to make to request that edit. DECISION: Group says yes, recommend edit to FAUG.
August 2012	
Outcount for offenders in military custody	Use REVP to move offenders who are incarcerated by the military. This scenario does not need to be added to the definition or manual.
December 2012	
Termination code for Felony terminated	Which code is best when a felony probation is terminated (and given a jail sentence)? DECISION: Use RTNS code and put in the OPS manual under Chapter 14 – Odd Scenarios.
NCIC codes in LEDS – how specific	When entering NCIC criminal code in a LEDS EPR it is a county by county decision to determine how specific of a code to use.
Bollinger case closure codes	Bethany's explanation will go into the manual for directions on closing Bollinger cases.

Conditional Discharges dismissed	Asking for clarification on conditional discharges that are dismissed: Do we change to DISM with court order date? Or just change to DISM with same date. What was the actual decision? DECISION: Don't change the codes in DOC400 at all, just do an F8 note and send the dismissal order to OISC.
February 2013	
Sending documents to OISC	Do NOT send documents on non-conviction records at closing. This includes things like conditional discharges, diversions, or any other supervision that is not a conviction. If later there is a sealing, you can send the sealing (and documents if you want) at that time only.
Changing offenders mid-process	For support staff, there are several processes (menu options): admissions, release, so on and so forth. When you are in a process (started at the beginning) then working through the different screens - if you change offenders when in the midst of a process you can have linkage problems. You must always go all the way back with an F3 to the first screen of the process to change offenders. Otherwise you can really cause confusion for the system. Mary asks to please take this back to everyone in the office who uses any process that has multiple screens – always F3 back to the first screen before changing offenders. And if you use sub screens or windows you definitely don't want to change offenders in there – this can really cause problems. Always be at the first screen of a process.
April 2013	
PSIs and Sealings	When an Order to Seal a record has been received, you must also search your files (electronic and hard copy) for PSIs and destroy those as well. Please be sure a copy of the PSI has been sent to OISC before destroying.
Local Control DOE in LEDS	The group voted to NOT make FLC records non-purge able, but does recommend that when changing a record type to FLC to use either the expiration date of the post-prison supervision term or set the expiration date at least 10 days past the local control jail term end date to allow time for the record to be updated to the PPS record type and its particulars. Setting the DOE for FLC to match the actual local control release date will cause the record to auto-purge before users may have an opportunity to change the record, which is causing more work; therefore, choosing a different DOE is preferred.

Escape code in WebLEDS	This will be changed to a non-purge able record type, like the abscond code.
Local Control to be served weekends only	Do the admission on the date of the revocation, start the L line on the date he goes into jail the first time, use the POST date of the actual date of his last jail day served, start O line as of the final release date, and make lots of F8 notes. Also, do the movement in and out of local control (LWSH to WASH and JAIL to STND, which needs to be done on release using TRAN code and admission screens).
June 2013	
PPSVSanc data entry	The group agreed that the OPS Manual we work from is the correct way of doing the data entry and that Multnomah County should replace their old manual with the current information, and that on revocation sanctions the supervising county does the data entry. Vicki Wood also explained that the supervising county does not have to wait for the other county to release from the L location when the sanction is complete; the supervising county can and should do that release themselves and pick the offender back up.
October 2013	
Compact closure code for early termination	If a sending state informs you that a compact offender's probation supervision has ended early: if you can confirm with the sending state that the early termination is a positive and true early closure you can use the EARL closure code; if you cannot confirm or the offender's early closure isn't due to a positive closure you must use EXPI. EARL is not for parole, so regardless of the reason for early termination, all parole cases would close to DISC.
ORS table	Sometimes the courts do not update their ORS tables in OJIN timely and you may find a crime name on the judgment that doesn't match the ORS on the judgment. Use the crime name on the judgment because the clerk may be choosing whatever is the closest ORS in their table to fill in the judgment. We want to match the crime name and use the exact/correct ORS in CIS. If you cannot find the exact crime in the CIS ORS table, please contact OISC to have it added.
M57 vs. M57 treatment funding dollars	M57 treatment funding dollars are different than a crime being designated on the judgment as a M57 crime. DO NOT MARK M57 on the offense

	unless it is written on the judgment. If your county participates in M57 treatment funding dollars, you should be marking eligible offenders in the treatment module.
Local control crime date data entry	It is very helpful for the Parole Board and highly recommended that counties enter the crime date on the local control sentences. A lot of Board calculations rely on the crime date with offenders who have local control and board cases. You cannot enter it in the first screen when you enter the local control sentence, but after the offense is entered put a 2 (change) on the offense line and add the crime date.
Straight jail vs. Local Control	Do not to enter straight jail into CIS as local control. There is a difference between a local control sentence with no PPS and straight jail. If you are not sure what was ordered, please contact your DA's office before entering this data. OAR 213-005-0007 is an indicator of a straight jail but you may not always find this language in the judgment. Felony local control sentences should have PPS, so if they don't, checking with the DA's office to find out if it's straight jail or if they intended PPS is recommended.
February 2014	
Closing document to OISC	Please DO NOT change the name of the PDF in the properties part of the file because it makes it difficult for OISC to rename it.
Closing Summary document – OISC	This is an OISC document. The top portion, including title and all offender and sentence information, and the bottom (signature) portion should remain as OISC created it. Counties can slightly alter the middle section (closing codes and comments). Only true body closure codes should appear in the middle section of codes. Refer to OPS chapter 24 for example.
Local Control 1145 orders	How these look and whether or not each sentence line shows an expiration date is a county by county decision.
SUPV condition code	It is a county by county decision as to whether or not to use this code in the offense conditions.
April 2014	
OISC sealings list	OISC will send the sealings list with a five-day lead time.
Restitution condition	Restitution must appear as a trackable condition on an open/active offense for PPS offenders. If the original sentence/offense line it was attached to expires, it must be moved to an active sentence/offense line. You may

Sanction field for offense data entry	choose (and it is suggested) to put the restitution as trackable on the longest running sentence/offense from the beginning, so that you don't have to move it when shorter sentences expire. You can track restitution on all PPS sentences, but then you must make payments to all PPS sentences every time a payment is made. It is easiest to track on only one PPS sentence. If you track on only one sentence, remember to make all other sentences' restitution as non-trackable and put in the comment line which sentence/offense you are tracking on. This is only for PPS. If restitution is ordered and attached to a specific count on a probation case, it must be tracked on that specific count. In the future there will be no SANC data entry fields left blank. That field should either contain the code SANC, indicating the offense is sanctionable, or PSSR, which indicates the court does not allow sanctions. PSSR can be used for misdemeanors in a county where the court does not allow sanctioning of misdemeanors, or can be used for felonies where the judge has ordered zero tolerance probation and will not allow sanctioning, but requires reporting violations to the court. Eventually there will be a code available (CONS) that will be used when a court allows sanctioning on misdemeanors cases, but the county community correction agency does not. Until that code is available, the sanction field can remain blank indicating the court allows the sanctioning, but the county does not. Felony offenses should never have a blank for the sanction field.
June 2014	
Earned discharge	Offenders are not eligible if convicted of any new crimes, including misdemeanors. Only one review form needs to be done on each docket (if O is being supervised on multiple counts, the review should be done on the longest-running sentence). Compliance is determined by the PO. Specific compliance requirements can be added to the case plan, such as "complete treatment."

	Once half of the time has been served on a case, if an offender is eligible but not in compliance the case needs to be reviewed at least every 60 days. Conditional Discharges and Diversions do not qualify for EDIS because they are not convictions. Copies of the closure form need to be forwarded to the court & DA; one form for each docket being closed.
EPR conditions	The majority of the counties enter conditions in EPRs. If an offender is transferring and the receiving county does not want conditions in the EPR, they can request that the conditions be removed before it is transferred, or they can delete and reenter the EPR.
Local Control offenders	Do not create an EPR until PPS starts.
August 2014	
ICOM designated offenders	We cannot give out any information on these inmates.
EDIS discharge form	75-year retention when sending to OISC.
Sending file material to OISC	Make sure to include a list of all cases in the current cycle when sending file material to OISC, either hand-written or printed and included as second page right after closing summary.
Revocations and release plans	New local control only – send release date to Board; on revocations with local control – send release plan to Board.
December 2014	
Changing block #s to SID #s	Send screen print to OISC at that time.
Sealing previously compacted offenders	Send a copy of the sealing order to Compact
90 day transfer rule for direct transfers (reminder)	If O is serving jail time for <u>less than 90 days</u>, it is okay to either get reporting instructions based on a projected release date or just mail the file to the county the offender lives in and give the offender instructions to report to the other county upon release. If O will be in jail for <u>90 days or more</u>, the sentencing county needs to wait until the offender is released to get reporting instructions and mail the file.
December 2015	
POST closures when no PPS ordered	If you have a case in CIS that is closed to POST, but no PPS was ordered, verify with the Board regarding PPS, then email OISC. Include the PPS order and explanation to OISC that you've confirmed with the Board along with your request to change the closure code to EXPI. Use the TPS group

	email address listed in the OISC section of the CC Directory.
INAC and REVP closures	The date of closure is the date the offender was convicted and sentenced to an out of state prison (INAC) or a Federal Institution (REVP).
STTL Escape status	If an offender who is on STTL/AIP leave status moves to escape status, delete their EPR.
February 2016	
Date of IMMI Returns	Offenders can be returned from IMMI per PO notification/EPR hits when they return to the US. They do not have to be in Oregon to process the return. Use the date the PO gives you for the return.
Who updates trackable conditions when closing cases VIOL (LC only)?	The LC location (convicting county) should update the trackable condition.
April 2016	
Can we add EPRs on Local Control offenders with no PPS?	This is a county by county decision to add an EPR on LC cases with no PPS. All LC cases must be entered into CIS.
What to do with Conditional Discharge conditions when the case is convicted.	If the conditions are no longer applicable, it is okay to delete. Check with your Court.
June 2016	
When restitution is listed as “to be determined” on an order, and the condition is entered in CIS, do you delete the condition when it is discovered that restitution was never determined?	Yes, remove the condition from CIS.