

Your CIS (Corrections Information System) adventure begins here!

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

Learning how to do this job correctly is an enormous challenge; but it is possible and it is an accomplishment of which you should be very proud! This manual was designed to assist you in entering, modifying and transferring offender data within CIS and a few other systems like WebLEDS and 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:

<https://www.oregon.gov/doc/community-corrections-partners/Documents/soon-representative-list.pdf>

Good luck!

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

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Your Name Could Be Here!!

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OPS CHAPTER 1 – Public Information

1.1 PUBLIC INFORMATION SCREEN

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

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

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

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

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

Caseload 5
Supervision

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

Bottom

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

MA A MW 04/013
1902 - Session successfully started

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

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

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

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

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

PUBLIC INFORMATION SCREEN – New Designator

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

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

WARNING!

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

WARNING!

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

Offender Profile System (OPS) Training Manual

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

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

OPS CHAPTER 2

Part A - How to read a court order

With the inception of Odyssey and eCourts all counties' judgment orders (Uniform Criminal Judgments) will look the same. The case numbers will all pull from one pool of numbers for the entire state, so those will be uniform as well. The differences will come in supplemental judgments, like probation violation orders. You will also still see a variety of conditional discharges and diversion orders. Those are not yet required to be produced in Odyssey; therefore, are not required to be the same and do vary widely from county to county.

The best advice one can get regarding court orders is take your time and read each line, if necessary, thoroughly and with care. The information is (usually) all there, provided in one format or another, for you to complete the necessary data entry in CIS.

Also remember, if you need help from your peers around the state interpreting a court order, scan and email it to the SOON DL and ask for help. We're all here to help each other.

Now, let's break down the court order piece by piece.

2.1 Heading and Caption

**IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF
BENTON**

This section is called the header. It describes the court in which the defendant was convicted. The county of conviction is entered in CIS in the work with offense screen, when you enter the new docket.

State of Oregon,	1)	
Plaintiff)	
)	Case No.: 15CR12366
vs.)	
)	JUDGMENT
)	
Bentley Hart Chappell,	2)	Case File Date: 03/27/2015
Defendant)	District Attorney File #: 15-331
			6

This section is called the caption. It describes

- 1 The Plaintiff (in a criminal matter this is always the State of Oregon)
- 2 The Defendant
- 3 The case number
- 4 The title of the document
- 5 The date the case was filed with the court (filed by the District Attorney who acts as an agent for the State)
- 6 The district attorney's file number

Some of this information may be used for data entry in CIS, such as the Defendant's name, the case number, and the district attorney's file number.

2.2 Description of Defendant

DEFENDANT

True Name: Bentley Hart Chappell

Sex: Male

Date Of Birth: 10/14/1983

State Identification No (SID): 19900085OR

Fingerprint Control No (FPN): JBEN115254533

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

2.3 Description of Court Officers

HEARING

Proceeding Date: 09/03/2015

Judge: Locke A Williams

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

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

2.4 Offenses

This section is where the offenses begin.

COUNT(S)

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

2

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

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

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

2.5 Sentencing Guidelines

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

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

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

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

Here is an example of a downward dispositional departure:

Sentencing Guidelines

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

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

- By stipulation of the parties.

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

Sentencing Guidelines

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

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

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

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

2.6 Court Language

License Suspension / Revocation

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

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

2.7 Sentence

This next section indicates the type of sentence handed down.

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

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

2.8 Conditions

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

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

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

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

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

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

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

2.9 Jail as a Condition

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

Jail as a Condition of Probation

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

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

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

2.10 Statutory Provisions

Statutory Provisions

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

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

Statutory Provisions

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

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

2.11 Court fees and fines

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

Monetary Terms

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

Fees and Assessments: Payable to the Court.

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

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

2.12 Compensatory Fine/Restitution

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

Compensatory Fine/Restitution:		
Restitution is ordered to be paid to the court and disbursed to the payee(s) named below.		
Payee	Not To Exceed	Amount
State Farm Claims		\$4,102.09
Count # 2015		\$250.00
Total		\$4,352.09

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

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

Another example of restitution language you may see:

<p>Compensatory Fine/Restitution:</p> <p>Restitution is ordered to be paid to the court and disbur</p> <p style="text-align: right;">Payee</p> <p>Home Depot</p> <p><u>Joint and Several Liability with:</u></p> <p>Count # 2015</p> <p>Case#:</p> <p>15CR17856</p>

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

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

COUNTS DISPOSED WITH NO CONVICTION

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

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

Notice the different titles of the sections:

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

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

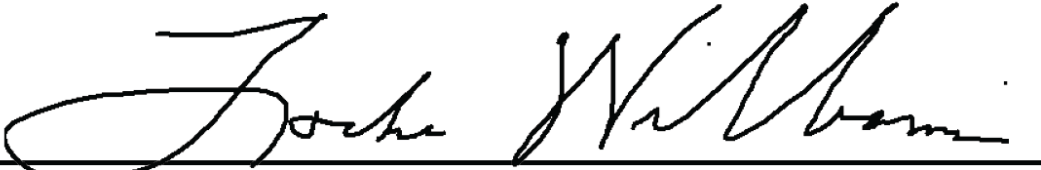
<p>MONEY AWARD INCLUDING RESTITUTION</p> <p>Judgment Creditor: State of Oregon</p> <p>Judgment Debtor: Brendy Hart Chappell</p>

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

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

2.13 Judge's signature

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

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

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

2.14 Footer

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

Document Type: Judgment

Page 9 of 9

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

2.15 Incarceration Sentence

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

Incarceration 1

2

3

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

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

This sentence shall be concurrent with all previously imposed sentences.

Post-Prison Supervision 4

5

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

- Evaluation and treatment for drug or alcohol dependency

Key items to look for:

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

2.16 Tricky Language

Some tricky language to look out for:

- Possession of Methamphetamine, 475.894, Misdemeanor Class A by Reduced - to A Misdemeanor
~ this means the original crime of a felony will be charged to the offender as a misdemeanor
- Conspiracy to Commit a Class C Felony (or Solicitation)
~ this is an inchoate crime (see [Chapter 2, section 2.21, step 10](#), page 2-9 for data entry instructions)
- Attempt to commit a Class C Felony – ORS 161.405
~ this ORS is the definition of “attempt,” not the ORS for the crime itself

2.17 Conditional Discharge and Diversion

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

2.18 Probation Violation Order

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

Key components to look for:

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

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

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

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

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

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

2.19 Data Entry – Who does which entry?

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

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

OPS CHAPTER 2

PART B - (STEPS TO ADMITTING OFFENDERS INTO CIS)

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

2.20 SHOULD OFFENDER BE ADMITTED TO CIS?

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

- **THINGS THAT ARE NOT ADMITTED TO CIS:**
 - Bench Probation (Except Incoming Compact)
 - City Ordinances
 - Bench Parole
 - PSRB Judgements
- **TIMELINE EXPECTATIONS FOR ADMISSIONS:**
 - Any New Admission – 14 days from sentencing
 - Post Prison – 7 days from release
 - Leave- 1 day from release

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

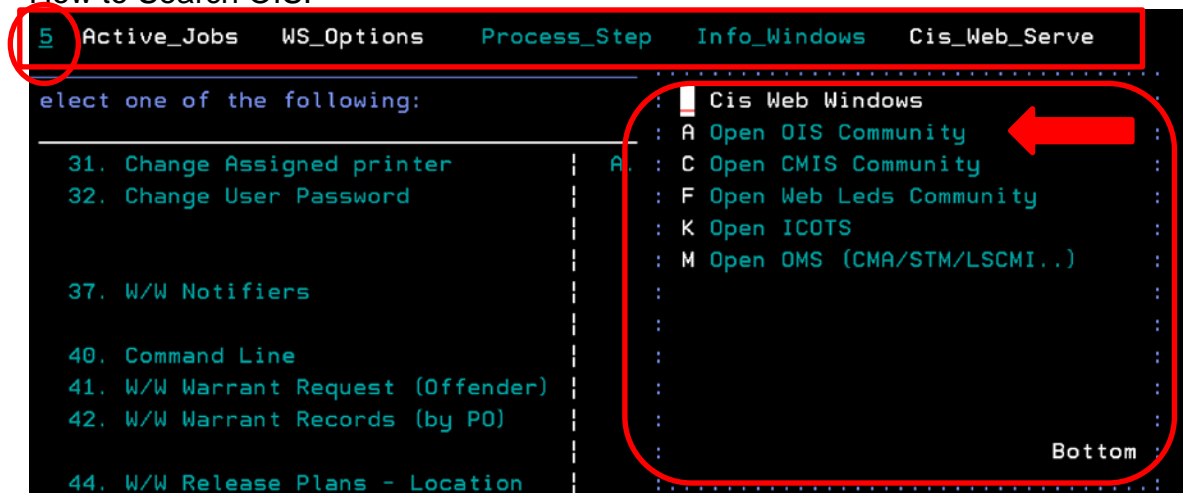
- What determines a Custody Cycle? If there is a gap in time (one day between case closure and new supervision entry in CIS), a new custody cycle should be created.
 - Examples:
 - Same Cycle: An offender receives a new supervision on the same day their current supervision ends.
 - New Cycle: An offender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

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

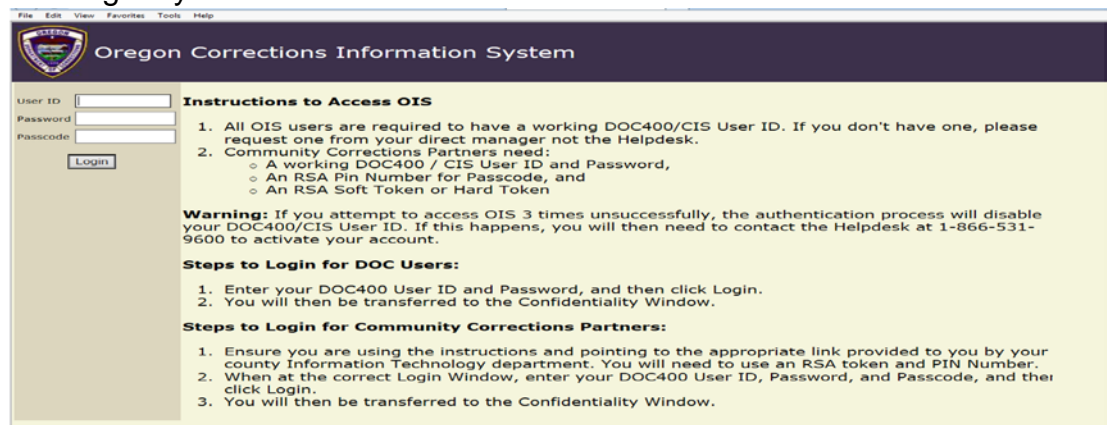
2.21 OFFENDER ADMISSION

Step 1- Before Admitting:

- Run WEBLEDS to check for the offender’s SID# and eCourts to retrieve further information on the offender.
- Read the sentencing order in its entirety from start to finish prior to beginning admission data entry into CIS.
- Search OIS for the existence of a record for the offender prior to beginning admission data entry into CIS, instructions attached.
 - How to Search OIS:



- From CIS, press F11 to open your navigation bar, type in “5” to open the CIS web windows pop-up, type “A” to launch a web browser that opens OIS; screen shown below should open in your web browser. You can also save the URL in your favorites and access like any other website by clicking on your favorites list.



- Type in your CIS User ID
- Type in your CIS password
- Type in your PIN + RSA token code (NOTE: If you use a hard token, type both PIN & RSA code here; if you use a soft token, type your PIN into your token and paste only token code here)
- Press enter to log in; search screen below should appear after log-in.

- Search by any and all data you have available; minimum suggested is SSN, FBI, and SID, to avoid creating duplicate records. Search by each designation separately, meaning ONLY enter SID then press search; ONLY enter FBI then press search, etc. Some search fields are case sensitive.
 - Any information filled into search fields must be present for records to appear; meaning if you only type in the DOB 1-1-97, all offenders with a DOB of 1-1-97 will show in your results. If you type in a last name of SMITH and a DOB of 1-1-97, then only offenders with the last name SMITH *and* a DOB of 1-1-97 will appear in your results. The more fields you fill in, the narrower your search becomes.
 - AT THE VERY LEAST YOU MUST SEARCH BY FBI NUMBER PRIOR TO DOING A NEW ADMISSION INTO CIS.
- From the Main Menu, go to Admission screen by entering the corresponding menu number on the on the selection line, press enter. This will bring up the 'Community Corrections Admission' screen.

CC Support Menu Admissions Selection example

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

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

Name Search Method Example

```

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

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

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

```

SID Search Method Example

```

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

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

Post admission status.

```

Step 2a- Offender not in CIS system:

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

Offender not in CIS example (F6=New Admissions)

```

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

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

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

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

```

Step 2b- Admitting offender found in CIS system:

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

Offender in CIS example (Community Corrections Admission)

```

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

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

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

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

```

Step 3- Admitting offender not in CIS System:

- On 'Community Corrections New Intake' screen fill in all pertinent information.
 - ID Number (SID number= State ID number)
 - If no SID number, tab to name field – computer will generate block # when you press enter)
 - Last Name, First/middle/title (Name is entered exactly as listed on court order.)
 - DOB
 - SEX (See [Step 6](#) for how to add Transgender & Intersex Designator)
 - RACE
 - Date/Time (Admission date/time). The date should be the proceeding or conviction date on order. The time will be entered using military time. If you know the time the proceeding happened, you can use that time. If you do not know, use any time. 0800 is commonly used for admissions.
 - From county/state
 - Caseload
 - Press enter.

- This will take you to the 'PSI Offender Name Search' screen, check for available PSI information by matching your offender's information to those listed.
 - If there is PSI information, put cursor on offender's name and press enter. You will get the message "PSI data will be copied. Enter to copy and admit." Press enter to admit.
 - If there is no PSI information, press enter to admit.

PSI Search example

```

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

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

ID number..... 1234567

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

```

PSI Copy example

```

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

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

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

```

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

Admission message example

```

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

```

Step 4 - 'Offender Names' screen:

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

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

Changing Court Name Process

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

'Offender Name' screen example

OPS212I		Corrections Information Systems (TEST)		11:24:42	
MCCARTHY		Offender Names		9/02/05	
CREATE					
Offender: 1234567 TEST, OFFENDER EUGENE					
Status: Probation LINC Lincoln County Community Corrections					
00	TEST	OFFENDER	MANUEL	JR	T
Seq	Last Name	First	Middle	Title	Type
01	TEST	OFFENDER	EUGENE		C
02	TEST	OFFENDER	PAUL		A
03	TEST	OFFENDER	M		X
04	TEST	OFFENDER	MANUEL		A
Bottom					
F3=Exit F4=Prompt F5=Refresh F6=Add F7=Change F9=Retrieve					
F10=Print F11=Menu bar F12=Cancel F14=Delete					
OFFENDER Test record added.					

Step 5 – 'Offender Residential Addresses' screen:

- Fill in address information in required fields. All addresses must have City, State and Zip code fields entered.
- Press enter to process.
- You will receive the message "Address record added".
- If mailing address is different from physical address, use 'F15=mailing address'.
- Fill in email information (If required by your county policy)
 - Press 'F4= Prompt' on email field.
 - Press 'F6=Create'
 - Type email address in email field (remember to enter entire email including the @gmail, @yahoo, @outlook etc. at the end.)
 - Enter Primary field: E1=primary email, E2=secondary email.
 - Enter Email type field: F4 =Prompt to search type.
 - OTHR
 - PSNL
 - WORK
 - Stop date field: Only enter this date if email is being discontinued.
 - Comments field: Add comments as needed.
 - Press enter to process – Creates Auto Chrono.
- Press enter to go to the next screen, 'Offender Description'.

'Offender Residential Addresses' screen example

OPS213I	Corrections Information Systems	15:26:39
CRESSA	Offender Residential Addresses	7/01/19
CREATE		
Offender: 1234567 TEST, OFFENDER EUGENE		
Status: Probation	LINC Lincoln County Community Corrections	
00 _____		
City: _____ State/Zip: 00000 - 0000		
County: _____ Update mailing? Y Effective: 7/01/2019 Pl: 000)000-0000		
Email (F4=W/W): _____		
Seq	Address1	Address2
	City	St Zip County Effective Date
01	123 NE Test	OR 97205 0000 MULT 3/29/2018
	PORTLAND	
More...		
F3=Exit F4=Prompt F6=Add F7=Change F9=Retrieve F10=Print		
F11=Menu bar F12=Cancel F14=Delete F15=Mailing address		

Step 6 – 'Offender Description' screen:

- Fill in required fields, i.e. Sex/Race; Hair/Eyes; Height; Weight; Social Security Number; FBI Number; Drivers License No., St, Yr.
- Fill in any other fields per your County's policy.
- Press enter to process.
- You will receive the message "Description record added".
- Press enter to go to the next screen 'Offenders Scars/Marks/Tattoos'.
 - If you have an offender that you would like added to the TAIC (Transgender and Intersex) designator, you may reach out to Jamie Breyman Jamie.e.breyman@doc.state.or.us to have that information added. Here are a few guidelines to follow for adding the TAIC designator:
 - Identifies as: Self-Reported
 - Make sure, verbally at least, that the offender understands terminology-transgender vs. gay vs. identifies as, etc. Also non-binary. Confirm they have a true understanding.
 - Have definitions ready to explain to the offender.
 - Make sure the client understands this will NOT get them any privileges and will be re-assessed if entering an institution.
 - [OAR 291-210-0010](#) – rules and definitions

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. Contact Brianna Elisara @ 503-378-3541 if you come across a social security number that is wrong but "verified" on this screen.

‘Offender Description’ screen example

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

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

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

‘Offenders Scars/Marks/Tattoos’ screen example

OPS214I	Corrections Information Systems (TEST)	11:54:45
MCCARTHY	Offender Scars/Marks/Tattoos	9/02/05
		CREATE
Offender: 1234567 TEST, OFFENDER EUGENE		
Status: Probation LINC Lincoln County Community Corrections		
00 TAT UL ARM		
Seq Code	Table Description	Additional Description
01 TAT RF ARM	FOREARM, RIGHT	
02 SC RF ARM	FOREARM, RIGHT	5 inches
03 TAT R ARM	ARM, RIGHT, NONSPECIFIC	
		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
F11=Menu bar	F12=Cancel	F14=Delete
13622 record added.		

Step 9 - ‘Work With Offenses’ screen:

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

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

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

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

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

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

‘New Docket, Offense and Sentence’ screen example

```

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

```

'New Docket, Offense and Sentence' screen inchoate example

```

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

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

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

```

Step 11 – 'Work With Conditions' screen:

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

How to get to 'Work With Conditions' screen example

```

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

Offender: 1234567 Test, Offender Eugene          Record key:
Status: Probation          LINC Lincoln County Community Corre
          DNA Collection Required          OISC migr date...
Enter option...          Custody cycle.... 1
  2=Change          3=Copy offense          4=Delete          5=Display
  7=Add sentence    8=Conditions          9=Custody units    17=Add LC
OFF# DOCKET CNTY ORS ABBREV ORS NUMBER SG SANC SGDO
  CS Type Begin date Length Max date Term date Code
_ 01 881132/01 LINC FAIL AP I 162.205 N N
_ 00 P FPR 10/26/1988 005-000-000 10/25/1993
_ 8 02 900982/02 LINC CONSP CF 161.450 03 Y Y
_ 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...

```


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

'Work With Conditions' screen condition selection example

```

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

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

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

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

More...

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

```

Step 12 – 'Offender Print' screen:

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

'Offender Print' screen example

```

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

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

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

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

8.  Facesheet - log
9.  Facesheet - work with

10. Print Offenses & Sentences

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

```

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

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

Step 14 – Label:

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

Label Example:

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

Step 15 – File:

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

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

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

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

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

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

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

'Community Corrections Admission' screen- Admission Pending example

```

OPS225I                Corrections Information Systems (TEST)          9:03:00
MCCARTHY                Community Corrections Admission                9/08/05

Offender..... 1234567 TEST, OFFENDER RUSSELL
DOB..... 3/20/1958
Current status..... Admission Pending

```

'Community Corrections Admission' screen - Entry example

```

OPS225I                Corrections Information Systems (TEST)          9:05:24
MCCARTHY                Community Corrections Admission                9/08/05

Offender..... 1234567 TEST, OFFENDER RUSSELL
DOB..... 3/20/1958
Current status..... Post Prison
Last location..... CRCI
Release date/time.....
Supervision level..... HI

Admission to location. MTNO Multnomah North Office
Admission date/time... 8262004 906
Caseload..... 3484 GOSS, RICHIE

Post admission status.

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

F3=Exit   F4=Prompt   F5=Refresh   F6=New admission

```

Step 2- Admissions Screen Series:

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

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

- Parole/Leave status: Offenders released to community corrections from an institution that are serving the remainder of their prison sentence in the community. (See [Chapter 29 –Transitional Leave for detailed Leave information.](#))
 - Parole (FPA)/Leave -STTL & AIP (FLV)/second look (FSL) crimes and sentences will already be entered, so do not add 'O' line at this time.

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

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

Adding O Line Example: 7=add sentence

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

Adding O line Example: Sentence type 'O'

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

Step 4– 'Work With Conditions' screen:

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

NOTE: Do not add Leave conditions to lines closed to POST. Leave conditions only apply to open "I" lines.

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

'Work With Conditions' screen selection example

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

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

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

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

'Work With Conditions' screen-Text entry example #2

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

Step 5 – Update case information/sanction status:

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

Updating case information/sanction status example #1

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

Updating case information/sanction status example #2

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

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

Step 7 – ‘Offender Print’ screen:

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

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

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

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

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

ENTRY Step 1 – From ‘Community Corrections Admission’

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

Local Control admissions example

OPS225I	Corrections Information Systems (TEST)	10:29:31
MCCARTHY	9/08/05	
Offender..... 1234567 TEST, OFFENDER ALLAN		
DOB..... 10/31/1962		
Current status..... Local Control		
Last location..... LLAK		
Release date/time..... 4/12/2005 13:00		
Supervision level..... MED		
Admission to location. COMM Community Corrections		
Admission date/time...		
Caseload.....		
Post admission status.		
LC conviction county..		
LC supv status code...		
Copy PSI data from.... SIDNO 00000000		
F3=Exit F4=Prompt F5=Refresh F6=New admission		
F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel		

Step 2 – ‘Movement/History’ screen:

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

‘Movement/History’ screen LC admissions example

SYS402I	Corrections Information Systems (TEST)	10:33:21
MCCARTHY	Movement History/Maintenance	9/08/05
RECORD KEY: 0224501		
Offender.... 1234567 TEST, OFFENDER ALLAN		Curr cycle. 02-02-01
Status..... LocalControl	Location.... LLAK	Primary caseload *None
Position custody/admission cycle... 2 2		
--Cycle-- Location --Admission-----Release-----		
02 Admission From: LAKE 05/10/2001		
02-02	Status: LC	01/13/2005 04/12/2005 LCMP MTCE
02-02-01	LLAK	01/13/2005 08:00 04/12/2005 13:00 LCMP MTCE
Housing		01/13/2005 08:00 04/12/2005 13:00
SB1145	JAIL	01/13/2005 08:00
Bottom		
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance		

Step 3 – LC Admissions:

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

Step 4- Admissions Screen Series:

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

Step 5 –Process file accordingly per your county practice.

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

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

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

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

- Follow instructions under **2.21 (ADMITTING TO CIS) Steps 9-11**.
- Enter Agency Notifier following instructions under “**OPS 12 -Miscellaneous Data Entry – 12.13: Notifier, How to Enter**”.
- Per your county’s policy, type label and file material and/or file.

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

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

2.27 ADMITTING CASES CONVERTED FROM BENCH TO FORMAL SUPERVISION

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

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

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

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

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

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

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

Example

The screenshot shows the CIS Date Calculator interface. On the left, there is a menu with options like 'Work Station Options', 'Change Assigned Printer', 'W/W Printed Output', 'W/W System Messages', 'Kardex/Face Sheet Print Option', 'Add', 'W/W', 'Use', 'Pop', and 'Dat'. The main area displays the calculator fields: 'Operation' is 1 (Find date), 'From date' is 8/15/2012, 'To date' is 8/15/2022 Monday (circled in red), 'Date addend' shows 10 years added, 'Elapsed days' is 003652, and 'Years/months/days' shows 0000 00 00. A 'CREATE' button is visible in the top right corner.

- 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

2 Active_Jobs WS_Options Process_Step Info_Windows Cis_Web_Serve

Offender....
Status.....

Docket#.....
Offense numb
ORS number..
Sent guide
Felony=Misde
Inchoate/ORS
Crime seriou
Sentencing j
Defense coun
District attorney...
Crime date.....
Arrest Date.....
Convicted Date.....
Sentence Type.....
Length (ymd).....

F3=Exit F4=Prompt

B Work Station Options
A Change Assigned Printer
F W/W Printed Output
D W/W System Messages
K Kardex/Face Sheet Print Option
T Add
W W/W
E Use
Z Pop
B Dat

CREATE

Operation..... 2 1=Find date
From date..... 5/21/2015
To date..... 8/15/2022

Date addend..Years.. ADD _____ SUBTRACT _____
Months... _____
Days..... _____

Elapsed days..... 002643
Years/months/days... 0007 02 25

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

OPS CHAPTER 3 – Interstate Compact

Incoming transfers

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.1.2 REPORTING INSTRUCTION (RI) ADMISSION PROCESS - NEW OFFENDERS

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

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

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

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

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

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

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

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

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

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

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

3.2 RESCINDING OF REPORTING INSTRUCTIONS & IV REJECTIONS

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

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

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

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

3.3 COMPACT INVESTIGATION REQUEST FOR TRANSFER (IV) DATA ENTRY

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

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

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

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

3.4 COMPACT IV ADMISSION PROCESS - OFFENDERS WITH PREVIOUS DISCHARGE STATUS

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

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

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

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

Step 4 - Give to the assigned PO.

3.5 COMPACT INVESTIGATION ADMISSION PROCESS (IV) - NEW OFFENDERS

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

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

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

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

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

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

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

3.6 DATA ENTRY UPON ACCEPTANCE AND ARRIVAL IN OREGON

(Offender in system under “IV” status)

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

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

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

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

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

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

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

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

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

3.7 DOC400/CIS DATA ENTRY UPON INVESTIGATION REJECTION

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

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

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

3.8 ADDITIONAL INFORMATION

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

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

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

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

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

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

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

Further:

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

An example is shown below:

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

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

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

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

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

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

3.9 CASE ACCEPTED BY ANOTHER STATE – CMPO

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

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

From the CC RELEASE PROCESS on your main menu:

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

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

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

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

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

3.10 CMPO RETURN

From the ADMISSION PROCESS on your main menu:

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

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

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

Step 3 - Print a kardex.

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

OPS CHAPTER 4 – DOC and Institution Release Data

4.1 RETRIEVING A BOARD PPS ORDER

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

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

CCSUPPORT	Corrections Information Systems	10:55:03
MCCARTHY	CC Support Menu	12/28/06
Select one of the following:		
48. Print Parole Board Orders		
49. CC Training Menu		
50. W/W ORS Descriptions		
60. Execute PCM Programs		
80. Return to regional menu		
90. End pass through		
Bottom		
Selection: 48	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

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

PBM250I	Corrections Information Systems	11:12:43
MCCARTHY	Work with Offender Parole Board Documents	12/28/06
Offender..... 1234567 TEST, OFFENDER	Status: AdmitPend	
Location..... OSCI	OREGON STATE CORRECTIONAL INSTITUTION	
Enter option...		
10=Send Document via E-mail		
Opt Folder	Document	Description
10 PBMISII	5601159.ACD	5601159.ACD
	Revise Date	Type
	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 Petition the Board: When there has been a Parole Board involvement within the same custody cycle as a local sentence and all Board cases have discharged, jurisdiction remains with the Board and the status remains Post Prison/BRD until the local supervisory authority petitions to assume jurisdiction. The decision to petition the Board for jurisdiction is at the discretion of the local supervisory authority.

Step1 – Send a petition e-mail to BPPPS.Webmaster@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...
  2=Change      3=Copy offense      4=Delete      5=Display
  7=Add sentence 8=Conditions      9=Custody units 17=Add LC

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

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

```

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

4.2.2 Re-Released Following Revocation: When there has been a Parole Board involvement within the same custody cycle as a local sentence, all Board cases have expired, AND the

remaining Local Post Prison is revoked with no new DOC charges. Jurisdiction returns to the local supervisory authority when the offender is re-released to Local Post Prison status.

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

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

Step1 – Admit offender to your location as of the re-release date using PO as the Post Admission Status . The status will still show as Post Prison/BRD.

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

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

Enter option... Custody cycle.... 1

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

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

More...

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

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

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

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

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

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

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

OPS230I		Corrections Information Systems (TEST)		18:18:21	
		Work with Offenses		11/08/06	
Offender: 1234567		Test, Offender		Record key: 1673084	
Status: PostPrison/LC		DESC Deschutes County Adult Parole			
Enter option... 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 Parole Board Closes Interest: If there has been a Parole Board involvement within the same cycle as a local sentence, but the Board was not notified of the local sentence, and all Board cases have expired while offender is serving a Local sentence or prior to receiving a new Local sentence the Board will have closed their interest in the case. Jurisdiction would return to the Local Supervisory Authority.

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

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

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

4.2.4 Local Control Back to Board : When there has been a Parole Board involvement within the same custody cycle as a local sentence, all Board cases expired, and it became the

jurisdiction of the Supervisory Authority and then a new Parole Board charge occurs, jurisdiction would return to the Parole Board.

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

```

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

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

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

OFF#   DOCKET      CNTY      ORS ABBREV   ORS NUMBER   SG   SANC   SGDO
CS      Type      Begin date   Length      Max date     Term date   Code
01      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

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...

Bottom
  
```

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.

SPECIAL NOTE: If you have a record that is not showing the correct BRD or LC status, and does not meet the criteria of Division 75 of the Parole Board Rules, try correcting the status by pressing F14=Recalculate. If this does not work check to see if this is an AIP or Trans Leave to Post Prison case. If this is so then please contact the Help Desk and ask for a ticket to Development. Remember when you use the override that it will carry over from one custody cycle to another.

4.3 DESCRIPTION OF PAROLE AND POST-PRISON CLOSURES

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

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

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

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

4.3.3 Post-Prison Supervision: (Crime committed 11/1/89 and after) These offenders are sentenced under Sentencing Guidelines. They receive a sentence to prison with a period of Post-prison supervision (12, 24, or 36 months) in the community beginning upon release from the institution. The minimum supervision period for PPS offenders is generally ½ of the total amount of PPS ordered by the Court (i.e. 36 months ordered by the Court receives 18 months minimum supervision, etc.). Murder, aggravated Murder, and Dangerous Offenders serve a minimum of 36 months supervised supervision. Certain sex offenders serve up to a 20-year sentence, which includes both the period of incarceration and the active supervision period.

The Board tracks the post-prison expiration date (PPS EXP DT) and does not need a report from the parole officer when this period has ended. The Board will notify the supervising office and Central Records when supervision period has expired using the Certificate of Expiration form.

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

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

4.4 SECOND LOOK CONDITIONAL RELEASE

A person who is 15, 16, or 17 years of age at the time of committing a crime can be tried in adult court pursuant to [ORS 137.707](#) (Measure 11 for juveniles) or [ORS 419C.349](#) (waiver). If the person is convicted, the person will be sentenced to DOC custody. If the conviction is for a non-Measure 11 crime, the person may be eligible for a “Second Look” Hearing. [[ORS 420A.203\(1\)\(a\).](#)]

In addition, a person who is under age 15 at the time of committing Murder, Aggravated Murder, Rape I, Sodomy I, or Unlawful Sexual Penetration I, may be waived into adult court under [ORS 419C.352](#). If the person is convicted of any of those crimes, that person also is sentenced to DOC custody and is also eligible for a “Second Look” Hearing. [[ORS 420A.203\(1\)\(a\).](#)]

Under [ORS 420A.203\(1\)\(b\)](#), at the half-way point of the person’s sentence, the original sentencing court must review the inmate’s conduct in the institution and other factors and determine whether the person should be granted second look conditional release. At the conclusion of the hearing, depending on the person’s conduct since being originally sentenced, the court can grant the person “second look conditional release” from custody.

An inmate who is released on second look conditional release remains in DOC legal custody (as opposed to physical custody) until the expiration of what would have been the inmate’s incarceration term. In other words, the inmate’s second look conditional release serves as a substitute for the inmate’s incarceration term and ends on what would have been the expiration

of the inmate's incarceration term. These inmates while on Second Look Release cannot leave the State of Oregon until they have completed their second look release period, the same as an inmate released on STTL leave. When the inmate has completed his or her second look conditional release period, the inmate shifts to post-prison supervision (PPS), just as if the inmate had just completed the incarceration term.

4.4.1 Suspension or Revocation of Second Look Conditional Release: During the conditional release period, the court has sole authority to issue a suspension or revocation. If the sentencing court finds that the inmate has violated one or more conditions of release, the court can suspend the inmate's second look conditional release for up to 180 days or revoke it entirely and send the inmate back to DOC custody. The inmate's violation of release conditions may include commission of a new crime or crimes, in which case the court must revoke the inmate's conditional release. Please note that suspension and revocation are not administrative sanctions that can be imposed by the county supervisory authority - the sentencing court must order them.

4.4.2 Second Look Conditional Release Escape: An inmate who has been released on second look conditional release is supervised by Community Corrections. If the Community Corrections Parole and Probation Officer determines that the offender has escaped/absconded from supervision, they will notify the court, and Community Corrections clerical staff. In addition, Community Corrections will notify OISC of the need for an escape warrant. OISC will enter the escape warrant.

OPS CHAPTER 5 – LEDS / WEBLEDS / EPR ENTRY

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

5.1 LEDS REPS BY COUNTY – See General Information Pages

5.2 LAW ENFORCEMENT DATA SYSTEM (LEDS), GENERAL INFORMATION

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

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

5.3 WEBLEDS, GENERAL INFORMATION

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

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

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

This is the main WebLEDS working screen:



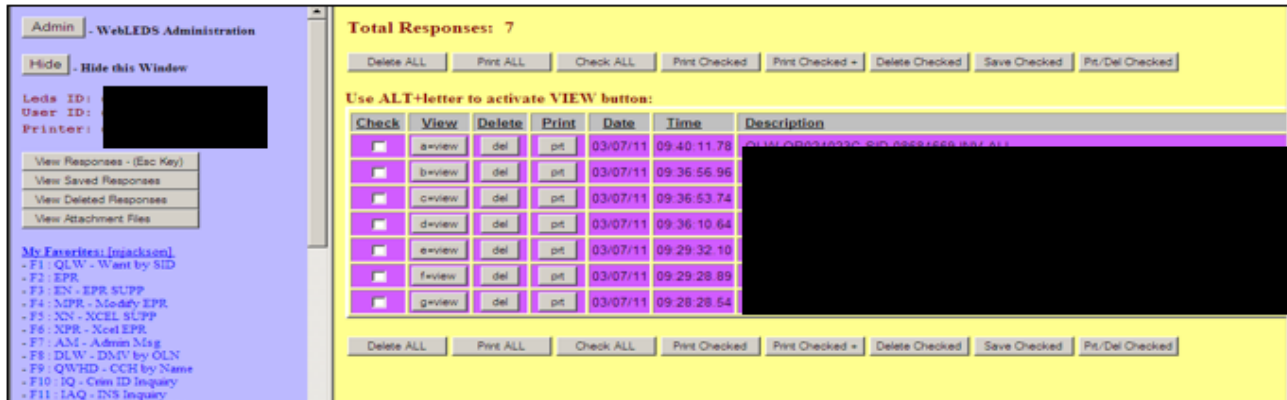
The left side of the screen, the blue area, is the Navigation window. This window includes the response keys, My Favorites (list of favorite/frequently used masks), Mask Menus, My WebLEDS (user profile tasks), access to State Systems & Directories, Manuals, and formatting options.

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.

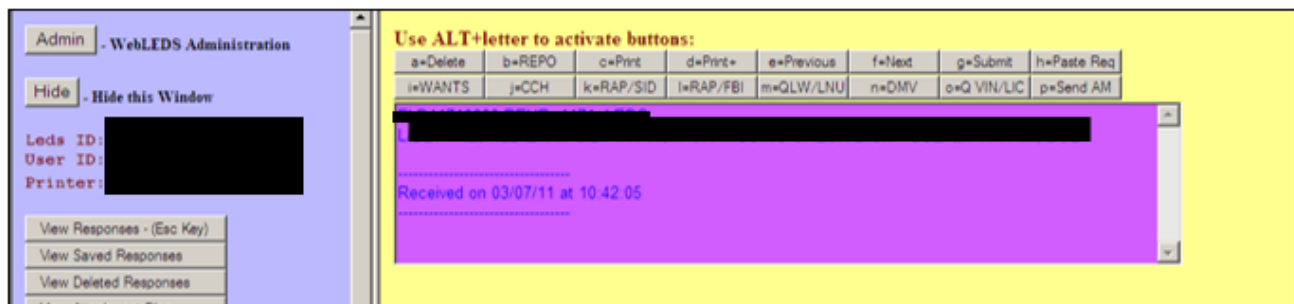
The MKE, INI, ORI, REQ and PUR fields can be set up to auto-fill on all masks. Refer to the WebLEDS manual or your LEDS rep for set-up.

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

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

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

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

The following example uses the QPR mask.

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

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

Dept. of Corrections - Offender EPR Entry

MKE: QPR = Offender EPR Entry

ORI: 000000000

REQ: 000000000

SID: 000000000

OFF: 000000000

OFN: 000000000

RTP: 000000000

OCA: 000000000

MBX: 000000000

EXP: 000000000

MIS: 000000000

AKA: 000000000

DOB: 000000000

Supplemental Fields (may enter up to 3 values in each field, separated by a space, no carriage returns)

Message Key

- Operator Initials
- Agency ORI Number
- Name of Requester
- State ID Number
- Uniform Offense Code
- Offense Name
- Record Type
- Originating Agency Case Number
- Parole Officer ID# - LENS Device ID
- PO Name
- Parole Officer Day Phone Number
- Parole Officer Evening Phone Number
- Parole Officer Office Phone Number
- Date of Expiration (YYYYMMDD)

MKE: Auto fills with QPR= Offender EPR Entry

INI: Auto fills with your initials; if it doesn't, enter your initials

ORI: Auto fills with your county ORI; if it doesn't, then enter agency ORI Number

REQ: Auto fills with name of requester; if it doesn't, enter your name

SID: Enter Offender's SID #

OFF: Enter in Offense NCIC # (see [OPS 6](#) – ORS Listing with NCIC codes; be sure to use the most serious crime if multiple convictions.)

OFN: Enter Offense Name, abbreviate name of crime if needed & omit the forward-slash “/” if there is one in the crime description in AS400 (Ex. Interfere W/ Peace Officer would become “Interfere with Officer”, “Interf with Peace Officer” or something else that does not include the forward-slash.)

RTP: Click on drop down arrow, select appropriate RTP Code

OCA: Enter Offender's SID (**important** to enter SID # again – **do not use** any other number in this field)

MBX: Enter the PO's LEDS mailbox if used; otherwise the system will automatically enter the 3-letter mnemonic for your ORI.

EXP: Enter the longest running expiration date using format yyyyymmdd

MIS: Enter misc. information per your county policy. If entering conditions, use a hyphen or an asterisk to separate conditions. If the LEDS mailbox was used in the MBX field, the PO's name & phone numbers will auto-fill in the PON, POD, POE & POO fields. If a space was used in the MBX field, the PO's name & phone numbers will need to be manually entered, followed by any conditions.

AKA: Enter any aliases associated with the offender

DOB: Enter any additional DOBs associated with the offender

SMT: Enter any additional SMTs associated with the offender

MNU: Enter any additional ID #s associated with the offender (OOS SIDs, INS #, etc)

SOC: Enter any additional SOC's associated with the offender

MON: Enter any monikers (nicknames) associated with the offender

CMC: Enter any additional caution codes necessary

CND: Enter conditions of supervision (w/ no supporting text), per your county policy

CNDC: Enter conditions of supervision (w/ supporting text), per your county policy

CNDT: Enter the supporting text for each CNDC entered above, per your county policy

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

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

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

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

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

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

5.4.2 ADDING SUPPLEMENTAL INFORMATION (Use the EN Mask)

If not entered using the QPR mask, this mask can be used to enter AKA's, DOBs, SOC's, 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 SOC's
 MNU - Max of 10 MNUs
 DOB - Max of 10 DOBs
 CMC - Max of 11 CMCs
 CND & CNDC - Max of 25 total CNDs and/or CNDCs
 CNDT - Max of 25 CNDTs

Users have two options when entering conditions:

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

- Trespass- In 'CNDC' Field Enter– TRES. In the corresponding 'Text' field enter – Safeway Stores

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

The screenshot shows the 'WebLEDS Administration' interface. On the left is a sidebar with a purple header 'Admin - WebLEDS Administration'. Below the header are fields for 'Leds ID:', 'User ID:', and 'Printer:', each followed by a black redaction box. There are three buttons: 'View Current Responses - (ESC Key)', 'View Saved Responses', and 'View Deleted Responses'. Below these is a section 'My Favorites: [polellera]' with a list of shortcuts: '- F2 : Quick EPR', '- F3 : Modify EPR', '- F4 : Transfer Mailbox', '- F5 : DL by number', and '- F6 : DL by name'. The main content area has a light blue background. At the top, there are several empty input fields. Below them is a section titled 'CNDC - (CONDITION Info - must be entered as a set - CNDC/CNDT)'. This section contains two columns: 'CNDC - Condition Code' and 'CNDT - Conditions Text'. Under 'CNDC', the values 'NCVI', 'CURF', and 'TRES' are entered in separate rows. Under 'CNDT', the values 'Piggy, Miss Grouch, Oscar', '21:00 - 06:00', and 'Safeway Stores' are entered in corresponding rows. The 'Safeway Stores' entry is highlighted in light blue. Below the CNDC section is another section titled 'CTYP - (CONTACT Info - must be entered as a set - CTYP/CNM/PHN/PHNX/REL)'.

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.

Step 2- Enter:

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

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

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

Scenarios where modifying an EPR is necessary:

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

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

 - MKE: select EPRP.
 - MIS: add "Predatory Sex Offender"
 - CMC: enter "01" for "Other"
 - The exception would be if you have an offender who is designated sexually violent predatory. In this case, you would use "30" in the CMC field & "Sexually Violent Predatory" in the MIS field.
 - Click on "Submit".
- **Changing a Predatory S/O (EPRP) back to a regular EPR:**

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

 - Delete EPRP using the XPR mask.
 - ORI: Enter your agency ORI listed on EPRP
 - NAM: Enter name exactly as it reads on the EPRP.
 - OCA or LNU: Enter either the OCA (SID #) or the LNU # located at the bottom of the EPRP record.
 - Re-enter as an EPR using QPR or EPR masks **immediately after removing EPRP.**
 - Follow [5.4.1 CREATING AN EPR](#)

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

NOTE: Modify only after the probation warrant is cleared.

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

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

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

Step 1 –

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

Step 2 –

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

Corrections MBX to MBX Transfer screen:

5.4.5 TO CANCEL AN EPR (XPR mask): **NOTE: Use this mask to cancel an EPR on an offender who has gone to prison for more than 12 months or whose supervision has expired/terminated when there is *no* sex offender information in EPR. If you find an expired EPR record that has not been purged from LEDS use the XPR mask to cancel the EPR.**

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

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

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

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

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

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

➤ **Supervision has expired/terminated:**

- DOE - change to date active supervision stops.
- RTP - change to DSX to send registration info to State Police
- MIS - “Sex Offender Registration Only”. If offender died, used died. In all cases, remove PO’s name and number

➤ **Supervision is revoked and offender is sentenced to an institution:**

- DOE – enter date offender sentenced to prison
- RTP - change to DSX to send registration info to State Police
- MIS - “Offender revoked, sentenced to institution” Remove PO’s name and number.

- **Supervision goes to Unsupervised Parole/PPS:**
 - DOE – enter date offender goes unsupervised
 - RTP - change to USO to send registration info to State Police
 - MIS - “Offender unsupervised. If any contact call PO at (###) ###-####.
- **Sex offense is discharged but offender still has other crimes:**
 - DSX EPR as noted above in #1 and enter non-sex offense EPR.

5.4.7 RTP CODES

ABS - Abscond	FPA - Felony Parole
CND - Conditional Discharge	FPR - Felony Probation
CPA - Compact Parole	MPA - Misdemeanor Parole
CPR - Compact Probation	MPR - Misdemeanor Probation
DIV - Diversion	PPS - Felony Post-prison
DRG – Drug Offender	PSB - Psych Security Review Board
DSX - Discharged SO w/Registration in EPR	PVP – Comm Corr Offender - Violation Pending
ESC – Escapee	TPL - Temporary/Transitional Leave
FLC - Felony Local Control	USO - Unsupervised Sex Offender
FMP - Felony = Misdemeanor	

5.4.8 CMC FIELD, (CAUTION, MEDICAL CONDITIONS FIELD)

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

5.4.9 MNU FIELD (Miscellaneous ID Number)

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

5.5 LEDS ENTRY - SEX OFFENDER SPECIFICS

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

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

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

5.6 SEX OFFENDER REGISTRATION INFORMATION

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

5.6.1 SEX OFFENDER REGISTRATION MOST COMMON QUESTIONS

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

State Police office to register, usually in the county in which the offender resides. If registration was entered on the EPR, cancel the EPR and enter a new EPR.

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

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

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

5.7 EPR EXPIRING REPORTS:

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

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

5.7.1 EPRP REPORTS:

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

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

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

OPS CHAPTER 6 - NCIC Codes

6.1 LISTED BY CRIME, ALPHABETICALLY

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

A B C D E F G H I J K L M N O P Q R S T U V W

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OPS CHAPTER 7

(Modifying Offender Records)

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

7.1 OUTCOUNT RETURNS

Step 1- “Community Corrections Admission” screen:

- From the Main Menu choose either the ‘**CC Abscond Return Process**’ or the ‘**CC Admissions Process**’. This will bring up the “Community Corrections Admission” screen.
- Type offender’s SID # on “Offender” field, press enter to bring offender to screen.
- Enter Admission Date (arrest date) /Time (military time i.e. 1500) fields.

Outcount Status	Admission Date
ABSC/WARR/ESCA	Probation & Local Control (LC) PPS <ul style="list-style-type: none"> • Arrested: Date warrant is cleared. LC PPS cases- If arrested in another State, the admission date is the day they return to Oregon, not the date the warrant is cleared. INOP time accrues until they enter Oregon. • Warrant is recalled or rescinded: The date the Judge or Local Supervising Authority (LSA) recalls or rescinds the warrant. <ul style="list-style-type: none"> ○ LC PPS cases- If arrested, INOP time is added. If withdrawn or rescinded prior to arrest no INOP is added. ○ Probation cases- INOP is not applied to probations. • Quashed warrant– The Warrant is removed completely and any reference to it should be as well. Delete ABSC/WARR closure from CIS. See OPS chapter 10- Deleting admission portion of housing/location records. LC PPS- INOP time is not applied.
	Board PPS <ul style="list-style-type: none"> • Arrested in Oregon: The date of arrest INOP time accrues until they are arrested. • Arrested in another State: The date the offender returns to Oregon. INOP time accrues until they enter Oregon. NOTE: Do not return until you know the offender is back in Oregon. • Withdrawn warrants: The date the Board withdraws the warrant. If arrested, INOP time is added. If withdrawn or rescinded prior to arrest no INOP is added. • Quashed warrant – The Warrant is removed completely and any reference to it should be as well. Delete ABSC/WARR closure from CIS. See OPS chapter 10 – Deleting admission portion of housing/location records. INOP time is not applied.
IMMI	Date PO is notified Offender is back in the US Note: Verify IMMI status with ICE.
PSRB	Date released from Psychiatric Review Board
UNSU	Date from reactivate PPS Parole Board order
CMPO	Date Offender reports to PO either by phone or in person as listed on Notice of Arrival
INPR/UNSU-Local Control	Date the Return to Active Supervision form was signed (Form to be completed by PO and signed by Supervising Authority or Director)
REVP	Date Offender is released from Federal Institution
INAC	Date Offender is released from out of state institution

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

```

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

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

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

Post admission status.

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

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

Step 2 – “Work with Offenses” screen:

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

```

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

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

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

Step 3 – ‘Offender Print’ screen:

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

OPS5111 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 – Modify EPR via WebLEDS. Refer to OPS Chapter 5 - Modifying an EPR

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

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

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

7.2 ADDING AN OFFENSE

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

DO NOT ADD THE FOLLOWING TYPES OF OFFENSES:

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

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

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

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

7.3 CLOSING A SINGLE OFFENSE LINE

Step 1- 'CC Court Orders Process; screen:

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

NOTES:

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

Offense Line Closure Example 1

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

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

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

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

More...

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

Offense Line Closure Example 2

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

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

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

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

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

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

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

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

NOTE: Moving an offender to Post-Prison Supervision status from Leave status should be done as soon as possible. Timeline expectation is 7 days from status change.

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

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

Adding O Line Example: 7=add sentence

```

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

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

```

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

```

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

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

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

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

```

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

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

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

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

Offender Release Screen Example

```

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

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

Release to location. MARI

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

```

Movement History Example

```

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

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

```

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

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

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

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

Step 1 – “CC Court Orders Process” screen:

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

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

Extending Probation Sentence Example 1

```

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

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

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

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

```

Extending Probation Sentence Example 2

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

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

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

F8 Note for Extending Probation Sentence Example

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

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

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

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

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

- Update DOE if applicable.

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

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

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

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

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

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

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

OR

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

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

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

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

Temporary Line Closure Example 1

```

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

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

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

```

Temporary Line Closure Example 2

```

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

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

```

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

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

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

Body Closure Example

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

7.7 CONDITIONAL DISCHARGE/DIVERSION REVOKED/CONVICTED TO PROBATION

When a conditional discharge or diversion is revoked and the offender is given probation, follow these steps outlined below. When a conditional discharge or diversion is revoked and no probation is ordered, follow steps in **OPS Chapter 8, section 8.12** for closing to RTNS (felony) or CRTR (misdemeanor). **Note: Conditional discharge cases can be sentenced after expiration date.**

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

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

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

Step 3 –Add Conditions

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

Step 4 – Print a kardex.

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

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

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

7.8 CONDITIONAL DISCHARGE REVOKED/CONVICTED DIRECTLY TO LOCAL CONTROL

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

OPS CHAPTER 8 – Closing Offender Records in CIS

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

8.1 ABSCONDS/WARRANTS

ABSC vs WARR –

ABSC is used when a warrant is requested because the offender is failing to report for supervision and the PO has exhausted all appropriate avenues to locate the offender. Either the PO could initiate the request of the warrant, or if the offender fails to show up for a court date, (like a PV hearing) the court could initiate the warrant and it would still be abscond – as long as that case number is being supervised.

WARR is only used when the court initiates the warrant based on non-compliance of things like payment of fees/fines, or conditions of a special program like drug court. WARR was created for Washington County because their court wanted a way to prevent probation from expiring if the offender owed court fee/fines. Most counties would not use WARR.

Note: If modifying the EPR to WARR, keep in mind that the EPR can be purged.

For the CC RELEASE PROCESS on your main menu:

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

CCSUPPORT	Corrections Information Systems (TEST)	8:55:26
MCCARTHY	CC Support Menu	9/09/05
Select one of the following:		
1. Offender Information		
2. LEDS		
3. Admissions		
4. CC Release Process		
5. CC Court Orders Process		
6. CC Support Data Entry/Update		
7. CC EPR Process		
8. CC Abscond Return Process		
9. CC Transfer Process		
10. CC Change Primary Caseload		
11. W/W Risk Assessments		
12. W/W Sex Offender Assessments		
More...		
Selection: 4	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

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

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

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

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

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

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

8.1.1 ABSC/REVP SCENARIO

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

8.2 PERMANENT FILE CLOSURES FOR PROBATION & PPS

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

From the CC RELEASE PROCESS on your main menu:

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

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

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

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

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

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

Step 2 - Tab down to term date, put date of closure (either date offense expired or date from Court Order/Compact Papers for EARL, BNPB, CRTR (Misdemeanors only), RTNS, EDIS, COMP or DIED) taken from official documentation and closing summary, press enter. When using the closure code DIED for all types of supervision, use the date of death as the closure date. Eventually the Board's Certificate of Expiration will include the date of death, but it currently does not.

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 you get an error message that reads "cannot terminate w/zero amount for a trackable condition," check the conditions for that offense to find which has Y for trackable listed, but no amount entered. You may need to check expired conditions as well (F18=Expired Conditions). Research the file or eCourts to find the correct amount and update the condition.

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 and code to match date used on ‘Offender Release’ screen.**

Informational note: Board PPS cases expire at 12:01 a.m. the day of expiration (“to”). Probation and Local Control expiration is determined on a county by county basis, either “to” or “through.” Through means supervision expires at 11:59 p.m. the day of expiration. Regardless of supervision being “to” or “through,” data entry for the time field can be any time you choose; that does not change the legality of when expiration technically occurred.

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

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

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

Release to location.

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

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

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

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

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

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

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

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

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

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

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

8.3 PROBATION REVOCATIONS TO PRISON (More than 12 months)

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

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

From the CC RELEASE PROCESS on your main menu:

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

OPS230I		Corrections Information Systems (TEST)		10:35:37			
MCCARTHY		Work with Offenses		9/12/05			
Offender: 1234567 TEST, OFFENDER				Record key:			
Status: Inmate(E2-21B)		CCCF COFFEE CREEK		CORRECTIONAL FACI			
				OISC migr date... 5/01/2003			
Enter option...				Custody cycle.... 2			
2=Change		3=Copy offense		4=Delete			
7=Add sentence		8=Conditions		9=Custody units			
5=Display		17=Add LC					
OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG	SANC	SGDO
CS	Type	Begin date	Length	Max date	Term date	Code	
01	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	
F11=Menu bar		F12=Cancel		F14=Recalculate		F20=Add Local	
						F10=Print Options	
						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](#)).

Follow your county procedure for where to put the EPR cancellation confirmation.

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

8.4 PAROLE/LEAVE RETURN TO PRISON

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

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

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

[Refer to OPS 15](#) - Local Control Data Entry

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

[Refer to OPS 15](#) – Local Control Data Entry

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

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

From the CC RELEASE PROCESS on your main menu:

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

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

8.8 INACTIVE PROBATION (Body closure only)

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

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

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

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

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

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

If just the offense line is being closed refer to OPS 7 for instructions.

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

OPS270I	Corrections Information Systems
HEMMAND	Offender Release
	PROCESS
Offender..... 1234567 OFFENDER, TEST	
DOB..... 12/23/1987 Location: POLK	
Status..... PR Probation	
Current caseload.... 9106 HARLAN, MELISSA	
Custody/Supv level.. LOW	
Release date..... 06232010 Time.... 0800	
Release type code... INPR ABSC release to FTR....	
Release to location.	

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

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

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

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

8.9 EARNED DISCHARGE OF PROBATION AND LC PPS CASES

When an offender has served the minimum period of active supervision as authorized in [OAR 291-209-0030\(2\) and \(3\)](#); and has been determined to be in compliance with their conditions of supervision and case plan as defined in [OAR 291-209-0020 \(3\)](#); the offender can be closed to EARNED DISCHARGE (EDIS). To be eligible for earned discharge (EDIS) offenders must have been either (A) convicted of a felony crime and sentenced to either probation or to the legal and physical custody of the supervisory authority (the start of the L sentence not the start of PPS) on or after August 1, 2013 (crimes sentenced before this date are not eligible). Or (B) convicted of a designated drug-related misdemeanor crime listed under [House Bill 2355](#) that was committed on or after August 15, 2017. Board controlled PPS cases and incoming compact cases are not eligible. Each county office is responsible for ensuring the crime date and all other criteria have been met before discharging an offender to earned discharge status.

You can close one sentence line or all cases being supervised. Multiple counts on the same docket must all be eligible in order to close any one of those sentences to EDIS. If closing one sentence refer to [Chapter 7- Closing a Single Offense Line](#) for instructions. Use date the supervisor signs the EDIS closure form. The termination code is EDIS.

To close the whole cycle:

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

Step 2 – Follow all steps above in [section 8.2 PERMANENT FILE CLOSURE](#). Use date the supervisor signs the EDIS closure form and enter a time. Termination code is EDIS.

EDIS Facts

Sentence Begin Date

- Felony Probation (P): sentence begin date must be on or after August 1, 2013
- If Local Control (L) sentence begin date is on or after August 1, 2013, and offender's status is Local Control (NOT Board), then coinciding Post-Prison (O) sentence can be eligible

Length of Sentence Served

- MUST have served six months or 50 percent of the supervision period (whichever is greater)

Sentence Type

- Can be used on Felony Probation (FPR)
- Can be used on Felony Post-Prison (FPO), but ONLY when status is Post-Prison/LC
- Can be used on designated drug-released misdemeanor crimes listed under House Bill 2355
- Cannot be used on "I" sentence types (FPA or FPAC)
- Cannot be used on "O" (FPO) sentence type when status is Post-Parole or Post-Prison/BRD
- Cannot be used on Felony Conditional Discharge (FCD)
- Cannot be used on Felony Diversion (FDV)
- Cannot be used on Felony Treated as Misdemeanor (FMP)
- Cannot be used on Felony Reduced to Misdemeanor (MFP) E code – (okay with C code)
- Cannot be used on incoming Interstate Compact (FPRC or FPAC)
- Cannot be used on misdemeanor convictions (MPR, MCD, MDV)

IMPORTANT NOTE: Restitution must be paid in full in order to qualify for EDIS!

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

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

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

CC RELEASE PROCESS:

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

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

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

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

8.11 REVP (Offender revoked to a Federal Prison)

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

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

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

Follow steps for INACTIVE, release type is REVP

8.12 CONDITIONAL DISCHARGE or DRUG COURT REVOKED

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

CC RELEASE PROCESS:

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

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

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

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

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

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

8.13 DOMESTIC VIOLENCE DIVERSION REVOKED & GIVEN FORMAL PROBATION

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

8.14 PSYCHIATRIC SECURITY REVIEW BOARD (Body closure only)

From the CC RELEASE PROCESS on your main menu:

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

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

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

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

8.15 IMMIGRATION CASES

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

From the CC RELEASE PROCESS on your main menu:

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

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

Step 3 – Per your county policy, relocate file.

8.16 CASE ACCEPTED BY ANOTHER STATE - CMPO

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

From the CC RELEASE PROCESS on your main menu:

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

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

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

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

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

8.17 PROCESS FOR CLOSING NON-OREGON COMPACT CASES

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

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

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

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

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

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

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

8.18 SENTENCE CLOSURE CODES

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

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

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

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

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

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

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

BNPB – Conversion to bench probation – Court Order Required

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

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

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

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

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

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

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

CREJ – Compact Investigation Only – Case Rejected

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

CRTR – Revoked or Terminated to Jail – Court Order Required

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

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

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

DISC – Discharge – Parole Discharge Paper Required

Discharge - Parole Discharge Order Req'd. When an offender's parole is discharged prior to max date. The Board issues an Order of Discharge (Pre BM-10) (like an Early Termination of Probation) .

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

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

EDIS – EARNED DISCHARGE

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

***EXEC – Executed**

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

***EXPI – Sentence Expiration**

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

***HEAR – [137.700 \(BM-11\)](#) Resentenced under [137.712 \(SB1049\)](#)**

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

INPR - Inactive Probation offense – Document Required

Used when a felony probation offender is placed on inactive status when he/she has completed his/her period of active supervision as determined by the local supervising authority.

***INST – LC Sentence Converted to Institution**

When an offender is serving a LC sentence and then receives a consecutive DOC sentence.

- *LOCL – Institution sentence (I) converted to a local sentence (L)
When a felony sentence of 12m or less becomes a LC sentence because the DOC sentence it was consecutive to has been vacated; or a DOC sentence is amended to 12 months or less.
- *ORDE – Court Ordered Release – Court Order Required
Court Ordered Release - Order Req'd. When an inmate has been ordered released by the courts through post-conviction relief, appellate judgment or resentencing and has parole and/or pps or probation obligation. Court documentation required.
- ***POST – Sent Guidelines Prison/LC sentence expired**
Post-Prison Supervision. The date on which an inmate completes a SG prison/LC term, and is released to a mandated period of PPS.
- *REPA – Refused Parole – Expiration/Discharge of a Bollinger Sentence
When an inmate's crime date is prior to 9/20/85 and has refused parole and is released on good time/extra good time date.
- *RETU – Return to Sentencing State
Return to Sentencing State - Doc Req'd - Inst. only. When an out-of-State boarder is returned to the sentencing State prior to completing the out-of-State sentence. Notification req'd.
- ***RSNT – Resentence of Conviction and/or Sentence**
When an offender's/inmate's conviction(s) &/or sentence(s) have been reversed or vacated & the inmate/offender will be subject to a new trial for resentencing.
Also includes convictions affirmed w/sentences vacated & remanded for new trial.
- ***RTNS – Probation Revoked/Terminated no sanctions – Court Order Required**
Revoked/terminated no sanction imposed. Terminates probation supervision of offender, including felony treated as misdemeanor, conditional discharge, or diversion supervision.
- *SAPP – Supervised Appeal – Court Order Required
When an inmate is released pending an appeal and supervision is ordered.
- *SCOM – Sentence Commuted – Document Required
Sentenced Commuted By the Governor. Document Signed By the Governor Required.
- *TERM – Oregon Incarceration Term Terminated – International Transfer
Oregon Incarceration Term Terminated Due to Request and Approval of International Transfer. Sentence will be completed in receiving country.

UNSU – Unsupervised Parole/PPS – PO Letter Required

Used when a parole or post-prison offender is placed on unsupervised/inactive status when he/she has completed his/her period of active supervision as determined by the Board or Local Supervisory Authority (LSA).

***USAP – Unsupervised Appeal – Court Order Required**

Unsupervised Appeal - Court Order Req'd. When an offender/inmate has appealed his/her conviction and the sentencing Judge has ordered that he/she not be supervised during the appeal process. Order req'd

***VACA – Conviction Vacated – Court Order Required**

When a conviction on a case/count is vacated by court order and: 1) no new trial occurs; or 2) a new trial occurs but the count is merged for conviction; or 3) a new trial occurs but the count is reduced to a misdemeanor and gets jail only.

VIOL – Fel Prob/cond Disch/Div violated to prison/LC – Court Order Req'd

Felony Probation/Conditional Discharge/Diversion Violation to DOC/Local Control. Offender violates conditions of felony prob/cond disch/div and is sentenced to prison or the Local Supervisory Authority (LC Sentence).

***XERR – Offender admitted to prison in error with his offense**

Admitted in Error to prison & released back to field. When an inmate is delivered & admitted at Intake and it's later determined that DOC has no legal authority for the admission but the inmate has active parole, PPS, LC or prob.

8.19 BODY CLOSURE CODES

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

ABEX – ABSC EXPI/DISMISSED BY COURT -DOC REQ.

ABSC Probation terminated/dismissed by Court Order. Offenders closed to ABSC, whose sentences have passed their maximum supervision date, the Judge has lifted the warrant, and allowed the sentence to terminate. FOR ABSC CASES ONLY! Not for use on Parole/PPS cases or normal probation sentence expiration.

ABSC – Absconded Supervision – Court Order Required

Changes offender's status to outcount (ABSC). The offender has failed to report and the PO has exhausted all appropriate avenues to locate the offender. Either the PO could initiate the request of the warrant, or if the offender fails to show up for a court date, (like a PV hearing) the court could initiate the warrant and it would still be abscond – as long as that case number is being supervised. Recommend conduct home visit/employment/school check prior to requesting warrant.

***APPE – Appeal – Appeal Won – Court Order Required**

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

BNPB – Convert to Bench Prob. Court Order Required

When an offender's supervised probation is converted by Court Order to supervision by the Court.

***CCPR – Concurrent Probation**

CMPO – Compact Out – Oregon Offenders Only

Changes offender's status to outcount (CMPO). When an Oregon offender is accepted for supervision in another State via Interstate Compact.

***CNPA – Parole Supervision Continued**

***CNPO – Post Prison Supervision Continued**

***CNPS – Post Prison and Parole Supervision Continued**

COMP – Compact Closure Only-Compact Form Required

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

CREJ – Compact Investigation ONLY-case rejected

For Compact Investigation (IV) cases ONLY. When the investigation is rejected or withdrawn, and the compact sentence(s) is the only sentence in the custody cycle. Changes status to Discharge.

CRTR – Terminated/Revoked to Jail - Order Required

Probation revocation to jail - Order Required. Judge orders offender's probation sentence revoked to a jail sentence. Includes Misdemeanors, Felonies treated as Misdemeanors, Conditional Discharge and Diversion.

***DIED –Death - Documentation Required**

When an Offender has died prior to the completion of his/her DOC obligation. Formal notification required, and if the Offender had Parole and/or PPS sentences, send notification to the Board of Parole and PPS as well.

***DISC – Parole Discharged – Document Required**

Discharge - Parole Discharge Order Req'd. When an offender's parole is discharged prior to max date. The Board issues an Order of Discharge (Pre BM-10) (like an Early Termination of probation).

***DISM – Conviction/Sentence Dismissed**

Conviction(s) &/or sentence(s) reversed or vacated and new trial resulted in dismissal of conviction(s) &/or sentence(s). Also includes conviction(s) &/or sentence(s) remanded for new trial but the state determines the case won't be retried.

DIVR – Diversion – Status Change only

Changes offender's status if all other sentence types are closed except the open Diversion sentence (D type sentence). This is done by the Auto change feature on the W/W Court Orders screen.

***DOC – Return to DOC Custody**

EARL – Early Termination of Prob-order required

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

EDIS – EARNED DISCHARGE

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

ERRO – PA/PPS/LV returned to DOC or LC

Offender released prior to completion of sentence. Returned to prison (DOC) or County Supervisory Authority (Local Control Sentence).

***EXEC - Executed**

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

***EXPI – Sentence Expiration – See Long Definition**

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

***FCAM – Forest Camp, Permanent Bed Facility**

IMMI – Immigration deportation – Document Required

Changes offender status to outcount (IMMI) when deported by INS to his country of citizenship. File is inactive, and remains in last supervising office until sentence expiration under normal retention schedules.

INAC – Inactive Supervision – Document Required

Changes offender status to outcount (INAC). Offender on parole/PPS/prob & sentenced to an out-of-State prison/jail. Notification/Release planning to out-of-State facility required. NOT TO BE USED while offender is in holding pending adjudication. NOT TO BE CONFUSED WITH UNSU OR REVP RELEASE.

INPR – Inactive Probation-Document Required

Changes offender's status to outcount (INPR). Used when a probation offender is placed on unsupervised/inactive status after period of active supervision has been completed, as determined by supervising authority. Offender should have no other open sentences under active supervision.

*INTR – Released to International Transfer

LCMP – Completion of Local Control Sentence Obligation

*LEAV – Temporary or Transitional Leave

*LOCL – Institution sentence (I) converted to a local sentence (L)

When a felony sentence of 12m or less becomes a LC sentence because the DOC sentence it was consecutive to has been vacated; or a DOC sentence is amended to 12 months or less.

*MATR – Matrix Release from Jail – LC Offenders only

*MEDI – Medical Leave

*ORDE – Court Ordered Release – Court Order Required

Court Ordered Release - Order Req'd. When an inmate has been ordered released by the courts through post-conviction relief, appellate judgment or resentencing and has parole and/or pps or probation obligation. Court documentation required.

***PARO – Parole – Document Required**

By the institution, the date on which an inmate is ordered to be conditionally released from an indeterminate prison sentence(s) to parole by the Board. By the field, to change status to Parole from another status. Creates a new admission cycle.

***POPA – Post Prison and Parole – Document Required**

By the institution, when an inmate serves both an indeterminate prison term and a determinate (SGL) prison term, and is simultaneously released to Parole and a period of Post-Prison Supervision. By the field, to change status to POPA from another status. Creates new admission cycle.

***POST – SGL Prison/LC Sentence Expired**

Post-Prison Supervision. The date on which an inmate completes a SGL prison/LC term, and is released to a mandated period of PPS supervision.

PRCD – Conditional Discharge – Status Change Only

Changes Offender's status if all other sentence types are closed except the open Conditional Discharge sentence (C type sentence). This is done by the auto-change feature on the W/W/ Court Orders screen.

PROB – Probation – Status Change Only

Changes offender's status if all other sentence types are closed except the open probation sentence. This is done by the auto change feature on the W/W Court Orders screen.

PSRB – Psychiatric Review Board – Document Required

Changes offender's status to outcount (PSRB). When Court orders offender to treatment under jurisdiction of Psychiatric Review Board.

***RETU – Return to Sentencing State**

Return to Sentencing State - Doc Req'd - Inst. only. When an out-of-State boarder is returned to the sentencing State prior to completing the out-of-State sentence. Notification req'd.

***REVP – Offender Housed in Federal Prison – Document Required**

Offender on parole/PPS/probation & sentenced on new Federal charges or revoked on his Oregon charges to a Federal institution. The Board considers his Oregon State charges auto-revoked. NOT TO BE USED while offender is in holding pending adjudication.

RTNS – Probation Revoked/Terminated no sanctions – Court Order Required

Revoked/terminated no sanction imposed. Terminates probation supervision of offender.

***SCOM – Sentence Commuted – Document Required**

When the Governor commutes an Inmate's/offender's sentence(s), and the inmate/offender has no other Parole, Post-Prison Supervision, or Probation obligations. Documentation required.

SLJU – Second Look Juvenile*TRAN – Transferred to another location**

A movement and reassignment of supervision of an offender between institutions or between field offices. Notification required.

UNSU – Unsupervised Parole/Post Prison

Changes offender's status to outcount (UNSU). Used when a parole or post-prison offender is placed on unsupervised/inactive status when period of active supervision has been completed, as determined by the Board or LSA. Offender should have no other open sentences under active supervision.

***USAP – Unsupervised Appeal - Court Order Req'd**

When an offender on probation has appealed his conviction, and the sentencing Judge has ordered that he/she not be supervised during the appeal process. Order required.

***VACA – Conviction(s) Vacated/ No New Trial**

Conviction(s) Vacated. When an offender/inmate's conviction(s) are vacated by court order and a new trial will not occur.

***VIOL – PA/PPS/PR/LV Viol. to DOC or Local Cntrl**

Offender violates conditions of parole, probation, leave or post prison supervision and is sentenced to prison or the County Supervisory Authority (Local Control Sentence) OR offender has not violated probation status but is being admitted to DOC/LC on additional sentences.

WARR – Warrant for Non-Compliance

Changes offender's status to outcount (WARR). When the court initiates the warrant based on non-compliance of things like payment of fees/fines, or conditions of a special program like drug court.

***XERD – Admitted in Error & Discharged**

***XERR – Offender admitted to prison in error with his offense**

Admitted in Error to prison & released back to field. When an inmate is delivered & admitted at Intake and it's later determined that DOC has no legal authority for the admission but the inmate has active parole, PPS, LC or prob.

OPS CHAPTER 9 – Transfer's and Field Investigations

9.1 INTER-COUNTY TRANSFER INVESTIGATIONS (IRT's)

Note: Designated drug-related misdemeanor crimes listed under [House Bill 2355](#) (Misdemeanor PCS) that were committed on or after August 15, 2017 are subject to the new case transfer rule and Inter Regional Transfers (IRT's).

After you have received the investigation do the following:

Step 1 – Go to WebLEDS run a QWHD, RR, FBI, & other State ID if appropriate.

From the main menu, type 'QWHD' in the 'Go To Mask' box, press enter to bring up the 'Criminal Records Inquiry by Name' screen; or if you have added it to your 'favorites list', you can click on 'QWHD' to go to the 'Criminal Records Inquiry by Name' screen. Fill in the name, race, sex and DOB. Press the 'Submit' button to send to LEDS. If your profile has been set to display, click on 'View Responses' and then request print.

The screenshot shows a web browser window titled 'WebLEDS - Microsoft Internet Explorer' with the address bar displaying 'https://docwebleds/leds.htm'. The main content area is titled 'Criminal Records Inquiry by Name'. On the left side, there is a sidebar with a yellow background containing a list of 'My Favorites' and a 'Mask Menus' section. The 'Mask Menus' section has a 'Go To Mask:' field with 'QWHD' entered. The main form area contains several fields and labels: 'MKE:' with a dropdown menu showing 'QWHD = CCH, NCIC, LEDS/NCIC Wanted, DMV'; 'INI:' with a text box; 'ORI:' with a text box showing 'OR024075G'; 'REQ:' with a text box; 'NAM:' with a text box; 'RAC:' with a dropdown menu showing '- select -'; 'SEX:' with a dropdown menu showing '- select -'; 'PUR:' with a dropdown menu showing 'C = Criminal Justice Purposes'; 'DOB:' with a text box and a note '(Required for QHD, QWHD, QPO, QMEN)'; 'MNU:' with a text box; and 'SOC:' with a text box. To the right of these fields are labels: 'Message Key', 'Operator Initials', 'ORI Number', 'Requestor Name', 'Inquiry Name (Last,First M)', 'Race', 'Sex', 'Purpose Code', 'Date of Birth (YYYYMMDD)', 'Miscellaneous ID Numbers', and 'Social Security Number'. At the bottom of the form, there is a red text prompt: 'At least 1 other identifier must be specified:'. The browser's status bar at the bottom shows 'Done' and 'Local intranet'.

View Responses - (Esc Key)
View Saved Responses
View Deleted Responses
View Attachment Files

My Favorites: [mccarthy]
- F1 : AM - Admin Msg
- F2 : DLR - DMV by OLN
- F3 : DLW - DMV by OLN
- F4 : FREE - Free Format
- F5 : QDW - DMV by Name
- F6 : QH - CCH by Name
- F7 : QRS - Reg by Plate
- F8 : QWHD - CCH by Name
- F9 : RR - CCH by SID/FBI
- F10 : W - Want by Name
- F11 : YQ - Hit Inquiry
- F12 : YR - Hit Response
- ShAF1 : QPR
- ShAF2 : MPR
- ShAF3 : XPR
- ShAF4 : QLW
- ShAF5 : EN

Mask Menus:
- Go To Mask: QWHD

Criminal Records Inquiry by Name

MKE: QWHD = CCH, NCIC, LEDS/NCIC Wanted, DMV Message Key
INI: Operator Initials
ORI: OR024075G ORI Number
REQ: Requestor Name
NAM: Inquiry Name (Last,First M)
RAC: - select - Race
SEX: - select - Sex
PUR: C = Criminal Justice Purposes Purpose Code

At least 1 other identifier must be specified:

DOB: Date of Birth (YYYYMMDD)
MNU: Miscellaneous ID Numbers
SOC: Social Security Number

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

WebLEDs - Microsoft Internet Explorer

Address: <https://docwebleds/leds.htm>

Criminal Records Inquiry - RAP Sheet

MKE: **Message Key**

INI: **Operator Initials**

ORI: **ORI Number**

REQ: **Requestor Name**

PUR: **Purpose Code**

Either SID or FBI must be selected:

SID: **SID Number**

FBI: **FBI Number**

Optional, but if specified must enter all fields except BLD:

DPT: **Department**

BLD: **Building**

ADR: **Address**

CIS: **City, State**

ZIP: **Zip**

My Favorites: [mccarthy]

- F1 : AM - Admin Msg
- F2 : DLR - DMV by OLN
- F3 : DLW - DMV by OLN
- F4 : FREE - Free Format
- F5 : QDW - DMV by Name
- F6 : QH - CCH by Name
- F7 : QRS - Reg by Plate
- F8 : QWHD - CCH by Name
- **F9 : RR - CCH by SID/FBI**
- F10 : W - Want by Name
- F11 : YQ - Hit Inquiry
- F12 : YR - Hit Response
- ShAF1 : QPR
- ShAF2 : MPR
- ShAF3 : XPR
- ShAF4 : QLW
- ShAF5 : EN

Mask Menus:

- **Go To Mask:**

Step 3 – For FBI record, fill in FBI number on the 'RR' screen (if offender has one taken from RR CCH), press 'Submit' button to send to LEDS. Click on 'View Responses' button and request print.

Step 4 - If there is States ID # on FBI or RR CCH, type FQ in the 'Go To Mask' box, press enter this will take you to the 'Criminal Records Inquiry By SID (State to State)' screen.

The screenshot shows a web browser window titled 'WebLEDs - Microsoft Internet Explorer' with the address bar displaying 'https://docwebleds/leds.htm'. The main content area is titled 'Criminal Records Inquiry by SID (State to State)'. On the left, there is a sidebar with 'My Favorites: [mccarthy]' listing various functions like 'F1: AM - Admin Msg', 'F2: DLR - DMV by OLN', etc., and a 'Mask Menus' section with 'Go To Mask: [FQ]'. The main form contains the following fields:

- MKE:** FQ = Identification Inquiry by SID (dropdown menu)
- STA:** (text input field)
- PUR:** C = Criminal Justice Purposes (dropdown menu)
- ATN:** (text input field)
- SID:** (text input field)
- Optional, but if specified must enter all fields except BLD:**
 - DPT:** (text input field)
 - BLD:** (text input field)
 - ADR:** (text input field)
 - CIS:** (text input field)
 - ZIP:** (text input field)

At the bottom of the form are four buttons: 'Submit', 'Submit & Log', 'Show Transaction', and 'Clear Form'. The status bar at the bottom shows 'Done' and 'Local intranet'.

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 county's policy.

Step 6 –Per your county's 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 county's 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 – Per your county practice, follow steps 1 through 4 above under IRT’S.

Step 2 - Per your county practice, put LEDS in file folder along with Field Investigation information.

Step 3 - Per your county practice, 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 – Per your county practice, process accordingly which may include logging in a spreadsheet, F7 remarks, assigning, etc.

Step 5 – Assign release plan to appropriate PO in CIS:

PBM214I Corrections Information Systems 9:29:29
BELLJU Transition Planning and Release Form 12/28/18
CHANGE

SID#:
Name: PostPrison/LC Wrap On
Location: BENT Benton County Community C PPS/Parole Begin date: 9/27/2018
DOB : 5/27/1980 Incomplete data-cannot determine eligibility
SSN#: ACRS Score....: Plan type...(*) FI Fld Invest
SS Card: - Primary Language: ENG English
Veteran Status: - Valid ODL/ID#: - Status: -
Grid: 1 C 2nd Look: - Months of Community Supv: 12
TCU Score: NS Dischg at release: N Parole Release date: -
Releasing Institution: LLIN Field Inv Officer: 8299
Release Plan Prepared By: 6199 Assigned PO: -
RELEASE PLANS-LINN Detainers (*) N

Notable issues:
PPS start date 09.27.18.
remains in Linn Co Jail until 10.26.18 on 18CR17505, jail only.

More...

F3=Exit F4=Prompt F5=Refresh F10=Print F11=Menu bar
F12=Cancel F13=Insert F14=Delete text F15=Wrap on F24=More Functions

1 Keep or put your 99 caseload number here

2 Put the PO's caseload number here

Open the offender's release plan from any of the three w/w release plans menu items. Put a 2 on the offender's release plan that needs to be assigned. Transition Planning and Release Form screen opens (shown above).

Your 99 caseload should appear already in the Field Inv Officer field; leave that field as is. If your 99 is not there, put your 99 caseload number in the "Field Inv Officer" field. Put the PO assigned to investigation in the "Assigned PO" field (this may be a different PO number than who will supervise the offender once released; press enter.

When new programming is implemented anyone with authority to your county location can access the release packets in OMS that are designated to your county's 99 caseload. This allows support staff access to release plans, so they can retrieve, save, and/or print packets as needed for file preparation.

When new programming is implemented each investigating PO will have ease of access to all release packets for offenders assigned to their caseload. This will also allow notifications to be sent via system alerts and via email to the PO assigned for investigation. If no PO is entered in the Assigned PO field, notifications will only be received by those assigned as primaries on your 99 caseload, and system notifications will only go to the 99 caseload.

NOTE: When the "responsible location" on the release plan changes it will trigger an email to the email address[es] on a list for the corresponding county. Automated programming does not look at the caseloads for Release Plan Transfer notification.

Step 6 - 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 county's 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 county's policy.

9.5 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. If IRT, use the date the other county accepted offender. If a new case transfer, use the date offender was directed to report to the other county (reporting instructions may be listed on an action plan or in a chrono). Enter release type '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 the 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 the transfer was completed.

SYS402I	Corrections Information Systems (TEST)	9:51:06
MCCARTHY	Movement History/Maintenance	9/15/05
RECORD KEY: 0257422		
Offender.... 1234567 TEST, OFFENDER Curr cycle. 01-09-01		
Status..... PostPrison(JEFF Location.... JEFF Primary caseload *None		
Position custody/admission cycle... 1 9 LC COUNTY..... JEFF		
--Cycle-- Location --Admission-----Release-----		
01 Admission From: JEFF 09/22/2000		
01-09 Status: PO 07/22/2004		
01-09-01 JEFF 07/22/2004 08:01 09/15/2005 09:30 TRAN JACB		
Housing 07/22/2004 08:01 07/28/2004 12:00		
Housing ABSC 07/28/2004 12:00 08/28/2004 12:00		
Housing 08/28/2004 12:00 09/15/2005 09:30		
SANC JAIL 08/28/2004 00:00 09/26/2004 00:00		
Bottom		
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance		

Step 4 – Go to WebLEDS (refer to [EPR Steps, Modifying An EPR](#), page 4) to make appropriate changes.

- A. MBX: Enter PO's LEDS mailbox #; if no mailbox # enter an "*" in first character
- B. ORI: Enter location being transferred to
- C. MIS: Enter PO's name and number (refer to Office Procedures Manual, Resource Information).

Press 'Submit' button to send to LEDS.

Step 5 – Press enter three times to go to the 'W/W Caseload History by Offender' screen to check exit date of transfer. Press enter twice to get to the 'Informational Remarks on Offender' screen, enter date file sent in remarks screen with you initials.

OPS268I	Corrections Information Systems (TEST)	10:02:32
MCCARTHY	Informational Remarks on Offender	9/15/05
Add Informational Note for 1234567 TEST, OFFENDER		
Last note:		
Entered:	By:	

9/15/05 Transfer file sent to Jackson County - CM/JEFF____		

More...		
F3=Exit	F5=Refresh	F11=Menu Bar
F13=Insert	F14=Delete	F15=Wrap off
F10=Print	F12=Cancel	

Step 6 – Check Treatment Module for treatment completion. Press F11-3-T, this will take you to the 'Treatment Programs' window. Refer to 'Treatment Module' 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 practice, remove CCH/LEDS records and chronos before sending file.

9.6 TRANSFER-INS FROM ANOTHER COUNTY

Transfers should be admitted within 14 days of release. You can admit the transfer before you receive the file from the sending county.

From the ADMISSION PROCESS on your main menu:

Step 1 –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
F7=Current date/time	F9=Retrieve	F11=Menu bar
F6=New admission	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 karex.

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. Supplemental descriptive data is required by LEDS to be included in the EPR. OACCD has agreed if you receive an incomplete record, you can contact the sending county's SOON rep to request the supplemental descriptors entry. This will NOT prevent an IRT from being accepted.

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.)

9.7 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. Transfer in CIS is done on the date reporting instructions are given.

(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.

Note: Designated drug-related misdemeanor crimes listed under [House Bill 2355](#) (Misdemeanor PCS) that were committed on or after August 15, 2017 are subject to the new case transfer rule and Inter Regional Transfers (IRT's).

To view the Department of Corrections Transfer Rule, go to the Oregon Secretary of State website:

<https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=77>

Click on Division 19 – Transfer (Community Corrections). Click on 291-019-0160.

OPS CHAPTER 10 - CIS/DOC400 Movement History / Maintenance

This document is designed to walk you through making changes on the Movement History/Maintenance screen. **Remember! Always** start with F10 to print your screens before making changes. After making any changes, perform the F21=Auto Cycle/Summary Maintenance ([see 10.9 for directions](#)). This clears up behind-the-scenes issues. And finally, check the supervision fee screens after all changes or notify the appropriate person in your office to do so. Issues may arise at the next billing cycle.

10.1 CHANGING “ADMISSION FROM” LOCATION:

Ever goof when admitting a brand new offender and put the wrong code in the “Admission From” field in the Admissions process? A good example would be putting your county code in that field instead of the two letter State code when admitting a Compact case. You can change this easily!

Step One: Position your cursor to the line that says ‘Admission From’ and press F18 (shift F6) to Change Data.

SYS402I	Corrections Information Systems (TEST)	15:33:20
SHIPPEYT	Movement History/Maintenance	10/21/08
RECORD KEY: 1706643		
Offender.... 12345678	TEST, OFFENDER	Curr cycle. 01-04-01
Status..... Probation	Loca: COOS	Prim caseload 6202
Position custody/admission cycle... 1 4		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS	03/27/2006	
01-04 Status: PR	07/26/2008	
01-04-01 COOS	07/26/2008 10:00	
Housing	07/26/2008 10:00	
		Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

The following Custody Cycle Maintenance screen will appear:

SYS406I	Corrections Information Systems (TEST)	15:37:29
SHIPPEYT	Custody Cycle Maintenance	10/21/08
Offender.... 12345678 TEST, OFFENDER		
Status..... Probation	Location.... COOS	
Custody from location.... COOS		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS		
01-01 Status: PR		
01-01-01 COOS		
Housing	03/27/2006 10:00	
F3=Exit F4=Prompt F5=Refresh F11=Menu bar		
F12=Cancel F14=Delete custody F17=Show all data		

Step Two: Position your cursor on the location field on the line that reads ‘**Custody from location**’ and change to the appropriate code (For instance, if the offender was a Compact case from Washington State, you would change COOS to WA). If you do not know the correct code, press the F4 key. Press <Enter> to save your change.

SYS406I	Corrections Information Systems (TEST)	15:37:29
SHIPPEYT	Movement History/Maintenance	10/21/08
Offender.... 12345678 TEST, OFFENDER		
Status..... Probation	Location.... COOS	
--Cycle-- Location --Admission----- -----Release-----		
01 Admission From: WA		
01-01	Status: PR	
01-01-01	COOS	
Housing	03/27/2006 10:00	
F3=Exit F6= Insert housing F7=remarks F10=Print		
F18=Change data F21=Auto cycle/summary maintenance		

Note above the Admission Location has been changed to WA. **Remember!! F21 to auto cycle/summary maintenance.** This cleans up the workings behind the screens.

10.2 CHANGING STATUS, WHEN ENTERED IN ERROR

NOTE: Remember that Status is tied to offense type. Program edits will not allow you to make a status change if you haven't changed the sentence type first (example: PR status must have an open 'P' type offense, etc).

Have you ever admitted an offender to Probation, when you really meant to admit them to Conditional Discharge? How about admitting a Compact offender to Probation instead of Parole? It's easy to change with the Movement History/Maintenance screen!

Step One: Position your cursor to the line that reads ‘**Status**’ and press F18 (Shift F6) to Change Data.

SYS402I	Corrections Information Systems (TEST)	16:10:51
SHIPPEYT	Movement History/Maintenance	10/21/08
RECORD KEY: 1706643		
Offender.... 12345678	TEST, OFFENDER	Curr cycle. 01-04-01
Status..... Probation	Loca: COOS	Prim caseload 6202
Position custody/admission cycle... 1 4		
--Cycle-- Location --Admission----- -----Release-----		
01 Admission From: COOS		
01-04	Status: PR	
01-04-01	COOS	
Housing	07/26/2008 10:00	
Bottom		
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

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The following screen will appear:

SYS405I	Corrections Information Systems (TEST)	16:36:23
SHIPPEYT	Admission Cycle Maintenance	10/21/08
Offender.... 12345678 TEST, OFFENDER		
Status..... Probation	Location.... COOS	
New current status..... PR Hold reason/location...		
--Cycle-- Location	--Admission-----	-----Release-----
01-04 Status: PR		
01-04-01 COOS		
Housing COOS	07/26/2008 10:00	
		Bottom
F3=Exit F4=Prompt F5=Refresh F11=Menu bar		
F12=Cancel F14=Delete admission F17=Show all data		

Step Two: Position your cursor on the status field on the line that reads '**New current status...**' and change to the correct status. For example, if the offender was really a conditional discharge case, you would enter CD. Use the F4 prompt key if you don't know the correct status code. Press enter to save your changes.

Step Three: Use F21 Auto Cycle/summary maintenance.

10.3 CHANGING ADMISSION DATE:

Here's another pesky problem. You accidentally put the wrong date in the Admission Date/Time field in the Admissions process. No problem with this screen! Remember, the Admission Date, Sentence Begin Date or Compact Begin Date, and the Supervision Fee Account Start Date must match.

Step One: Position your cursor to the line that reads '**Housing**' with the date to the right of it, and press F18 (Shift F6) to change data. The following screen will appear:

SYS402I	Corrections Information Systems (TEST)	16:48:41
SHIPPEYT	Movement History/Maintenance	10/21/08
RECORD KEY: 1735925		
Offender.... 12345678	TEST, OFFENDER	Curr cycle. 01-01-01
Status..... Probation	Loca: COOS	Prim caseload 6207
Position custody/admission cycle... 1 1		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS		
01-01 Status: PR		
01-01-01 COOS		
Housing	07/14/2008 10:00	
		Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

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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>

Step Three: Use F21 Auto Cycle/summary maintenance 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.**

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

SYS402I	Corrections Information Systems (TEST)	13:57:44
SHIPPEYT	Movement History/Maintenance	11/17/10
RECORD KEY: 1753390		
Offender.... 12345678	TEST, OFFENDER	Curr cycle. 01-01-01
Status..... Probation	Loca: COOS	Prim caseload 6206
Position custody/admission cycle... 1 1		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS		
01-01 Status: PR		
01-01-01 LCOO		
Housing	01/14/2010 10:00	
		Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F20=W/W Movements F21=Auto cvcle/summary maintenance		

The following Maintain Movement Data Screen will appear.

SYS403I	Corrections Information Systems (TEST)	14:08:
SHIPPEYT	Maintain Movement Data	11/17/
	CHANGE	
Offender..	12345678 TEST, OFFENDER	
Location...	COOS Coos County Community Corre	
Housing location.....	LCOO Coos County Jail	
Start date/time.....	1/14/2010 10:00	
Cell number.....		
Outcount reason/loca....		
Stop date/time.....		
F3=Exit	F4=Prompt	F5=Refresh
F6=Create	F11=Menu bar	F12=Cancel
F14=Delete		

Step Two: On the Housing Location field, type the correct housing location, press <Enter> to save. Press <Enter> to return to the movement History Maintenance Screen.

And the correct Housing Location should appear!

SYS402I	Corrections Information Systems (TEST)	14:12:46
SHIPPEYT	Movement History/Maintenance	11/17/10
RECORD KEY:	1753390	
Offender....	12345678 TEST, OFFENDER	Curr cycle. 01-01-01
Status.....	Probation	Loca: LCOO
		Prim caseload 6206
Position custody/admission cycle...	1 1	
--Cycle--	Location	--Admission-----Release-----
01 Admission From:	COOS	
01-01	Status: PR	
01-01-01	COOS	
Housing		01/14/2010 10:00

Step Three: Use F21 Auto Cycle/summary maintenance and you're done!

10.5 DELETING ADMISSION PORTION OF HOUSING/LOCATION RECORDS

Remember to print those screens first!

NOTE: NEVER use the F14=Delete function if both "Start" and "Stop" data is showing on this screen.

Let's look at the following example. This offender should not have gone out on ABSC status. The record will need to be removed in two steps, Admission and Release.

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

SYS402I	Corrections Information Systems (TEST)	11:14:51
SHIPPEYT	Movement History/Maintenance	10/22/08
RECORD KEY: 1706643		
Offender.... 12345678	TEST, OFFENDER	Curr cycle. 01-04-01
Status..... Probation(ABSC)	Loca: COOS	Prim caseload 6202
Position custody/admission cycle... 1 4		
--Cycle-- Location --Admission----- -----Release-----		
01 Admission From: COOS		
01-04 Status: PR		
01-04-01 COOS		
Housing	07/26/2008 10:00 09/20/2008 10:00	
Housing ABSC	09/20/2008 10:00	
		Bottom
F3=Exit F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

The following screen will appear.

SYS403I	Corrections Information Systems (TEST)	11:43:45
SHIPPEYT	Maintain Movement Data	10/22/08
CHANGE		
Offender.. 12345678 TEST, OFFENDER		
Location... COOS Coos County Community Corre		
Housing location..... COOS Coos County Community Corre		
Start date/time..... 9/20/2008 10:00		
Cell number.....		
Outcount reason/loca.... ABSC		
Stop date/time.....		
F3=Exit F4=Prompt F5=Refresh F6=Create		
F11=Menu bar F12=Cancel F14=Delete		

Step Two: To delete the admission portion of the ABSC movement, press F14 (Shift F2). **(Note: If you just wanted to change the Move-in date/time you could do that from this screen.)**

Step Three: Use F21 Auto Cycle/summary maintenance and you're done!

NOTE: When changing/deleting a 'Start' date/time, you must also change the previous Housing record's 'Stop' date/time to match. If this was done at another location, you will have to call that location to change the "Release" record as there is an edit that prevents us from changing another location's records.

10.6 DELETING RELEASE PORTION OF HOUSING/LOCATION RECORDS

This record is still showing the Release date/time of the incorrect ABSC movement. This movement must also be removed. **REMEMBER: NEVER use the F14=Delete function if both “Start” and “Stop” data is showing on this screen.**

Step One: To remove the Release portion of the record, place your cursor on the last ‘Housing’ record, and press F18 (shift F6) to change data

```

SYS402I                Corrections Information Systems (TEST)                11:52:19
SHIPPEYT                Movement History/Maintenance                        10/22/08
RECORD KEY: 1706643
Offender.... 12345678   TEST, OFFENDER                                Curr cycle. 01-04-01
Status..... Probation      Loca: COOS                                Prim caseload 6202
Position custody/admission cycle... 1 4
--Cycle-- Location      --Admission----- -----Release-----
01 Admission From: COOS
01-04   Status: PR
01-04-01 COOS
Housing                07/26/2008 10:00 09/20/2008 10:00
                                                                Bottom
F3=Exit  F6=Insert housing  F7=Remarks  F10=Print  F16=Caseload history
F18=Change data  F21=Auto cycle/summary maintenance
  
```

The following screen appears:

```

SYS403I                Corrections Information Systems (TEST)                11:59:02
SHIPPEYT                Maintain Movement Data                            10/22/08
                                                                CHANGE
Offender.. 12345678   TEST, OFFENDER
Location... COOS Coos County Community Corre
Housing location..... COOS Coos County Community Corre
Start date/time..... 7/26/2008 10:00
Cell number.....
Outcount reason/loc....
Stop date/time..... 9/20/2008 10:00
F3=Exit   F4=Prompt  F5=Refresh  F6=Create
F11=Menu bar  F12=Cancel  F14=Delete
  
```

Step Two: Tab to the 'Stop date/time' field and remove the date and time by using the space bar or field exit key. Press <Enter>.

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

SYS402I	Corrections Information Systems (TEST)	13:50:03
SHIPPEYT	Movement History/Maintenance	10/22/08
RECORD KEY: 1706643		
Offender.... 12345678	TEST OFFENDER	Curr cycle. 01-04-01
Status..... Probation	Loca: COOS	Prim caseload 6202
Position custody/admission cycle... 1 4		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS		
01-04	Status: PR	
01-04-01	COOS	
Housing	07/26/2008 10:00	
		Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

Step Three: Use F21 Auto Cycle/summary maintenance and you're done!

10.7 DELETING THE 'ONLY' OR LAST HOUSING RECORD:

NOTE: This only applies if there are multiple admission lines. If the Cycle reads: 01-01-01, do not do this!

In order to delete an Admission record with only one Housing record attached, you must delete the Location and Housing record together as follows:

Step One: Place your cursor on the line above the last Housing record that shows the last Location. Press F18 (shift F6) ... (be sure you are putting your cursor on the location line, ex 01-04-02 Lane, not on the line: 01 Admission From location

SYS402I	Corrections Information Systems (TEST)	14:39:19
SHIPPEYT	Movement History/Maintenance	10/22/08
RECORD KEY: 1706643		
Offender.... 12345678	TEST, OFFENDER	Curr cycle. 01-04-02
Status..... Probation	Loca: LANE	Prim caseload 6500
Position custody/admission cycle... 1 4		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS		
01-04	Status: PR	
01-04-01	COOS	TRAN LANE
Housing	07/26/2008 10:00	08/01/2008 10:00
Housing	ABSC	08/01/2008 10:00 09/01/2008 10:00
Housing		09/01/2008 10:00 09/05/2008 10:00
01-04-02	LANE	
Housing	09/05/2008 10:00	
		Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

... to go to the Change Transfer Data screen:

SYS404I	Corrections Information Systems (TEST)		14:41:51
SHIPPEYT	Change Transfer Data		10/22/08
Offender.... 12345678 TEST, OFFENDER			
Status..... Probation Location.... LANE			
Transfer location... LANE Transfer reason.....			
Transfer to location.....			
--Cycle--	Location	--Admission----	-----Release-----
01-04-02	LANE		
Housing		09/05/2008 10:00	
			Bottom
F3=Exit F4=Prompt F5=Refresh			
F11=Menu bar F12=Cancel F14=Delete F17=Show all dates			

Step Two: Delete Record: Press F14 (shift F2) to delete the record. Remember that the Release date/time of the previous record will need to be changed, and can only be done by the transferring location.

NEVER use the F14=Delete function if “Release” information is also showing on this screen.

Step Three: Press <enter> to return to the Movement History/Maintenance screen and use F21 Auto Cycle/summary maintenance. You're done!

10.8 STEPS TO INSERTING COUNTY INMATE MOVEMENT

Have you received one of those clean-up lists from DOC where the County Inmate Movement is missing on an LC admission? Here is how you insert the movement. There are many ways to get to the Movement History/Maintenance screen. Below we will use Option 6 from your Main CCSUPPORT Menu.

Step 1 - From your Main Menu, type 6 (CC Support Data Entry/Update) on the 'Selection' line and press <Enter>. Enter the SID # on 'Offender' line, press <Enter>. This will open the offender's record on the Public Information screen.

Step 2 – Press <Enter> or F11-3-V to get to the Movement History/Maintenance screen.

Step 3 - **Request a screen print or F10=Print.**

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Step 4 - Locate the dates that correspond with the jail movement you need to enter. Circle or highlight the start and stop date/times you'll be using on the new movement. (Refer to 'Note' under Steps 4 & 6 for additional information)

SYS402I		Corrections Information Systems (TEST)		16:05:25
SHIPPEYT		Movement History/Maintenance		11/18/10
RECORD KEY: 1720904				
Offender....	12345678	TEST, OFFENDER	Curr cycle. 01-04-01	
Status.....	PostPrison	Loca: COOS	Prim caseload 6205	
Position custody/admission cycle... 1 3				
--Cycle--	Location	--Admission----	-----Release-----	
01	Admission From: COOS			
01-03	Status: LC			
01-03-01	LCOO		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 5 - Press F11-3-J for the W/W County Inmate Movements screen.

OPS154I		Corrections Information Systems (TEST)		16:18:41
SHIPPEYT		W/W County Inmate Movements/Supv Status Codes		11/18/10
CHANGE				
Offender.....	12345678	TEST, OFFENDER		
Status.....	PostPrison	COOS		
LC conviction county COOS				
Start date/time.....		01082010 1000	Supervision Sts Code. JAIL	
			Move type.....	
Enter option..... 2=Change 5=Display				
Move	LCsupv	Start	Stop	Resp Supervision
Opt	Type Auth	Date Time	Date Time	Loca Status Code
	SANC	7/23/2010 10:00	7/28/2010 10:00	COOS JAIL
	SANC	4/06/2010 8:00	4/06/2010 15:00	COOS CSWK
	SANC	8/11/2009 10:00	8/21/2009 10:00	COOS JAIL
	SANC	5/01/2009 10:00	5/09/2009 10:00	COOS JAIL
	SANC	11/18/2008 8:00	11/18/2008 14:00	COOS WKCR
	SANC	9/02/2008 10:00	9/06/2008 10:00	COOS JAIL

Step 6 - Review the list of movements to make sure the one you need isn't already there. (In the above example the movement is not there). If it's on this screen, but not displaying on the Movement History, you may need to correct or add a date/time. If the movement is not there, continue to Step 7.

Step 7 – Tab to the ‘LC conviction county’ field and enter the 4-digit county code. On the ‘Start date/time’ field enter the date and time of the SB1145 jail movement. ***NOTE: The start date/time must match the date/time of the admission to LC status. On the ‘Supervision Sts Code’ field type in JAIL (or appropriate code). Press <Enter>.***

Step 8 - Tab to the new entry, put a 2=Change on the 'Opt' line, and press <Enter>

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This takes you to the Maintain County Inmate Movement screen.

Step 9 – Tab to the 'Stop date/time' field and fill in the date and time. Press <Enter> to save.

NOTE: The stop date/time must match the date/time of the release to LCMP and admission to PO status. The date/time should be the same on both. If not, use the date/time of the admission to PO status, because that's what the system uses when it auto closes the inmate movement (SB1145) line.

OPS155I	Corrections Information Systems (TEST)	16:34:02
SHIPPEYT	Maintain County Inmate Movement & Supv. Status Code	11/18/10
CHANGE		
Offender..... 12345678	TEST, OFFENDER	
Current status..... PostPrison		
Responsible location..		
LC conviction county.. COOS	-- CJIS transfered data to CIS	
Start date/time..... 1/08/2010 10:00	Sending agency.....	
Stop date/time..... 2/24/2010 10:00	Transaction number....	
Responsible location.. LCOO		
Supervision status.... JAIL		
Move Type..... LC		

Step 10 – Return to the Movement History/Maintenance screen and verify the entry is correct.

SYS402I	Corrections Information Systems (TEST)	16:37:31
SHIPPEYT	Movement History/Maintenance	11/18/10
RECORD KEY: 1720904		
Offender.... 12345678	TEST, OFFENDER	Curr cycle. 01-04-01
Status..... PostPrison	Loca: COOS	Prim caseload 6205
Position custody/admission cycle... 1 3		
--Cycle-- Location	--Admission----	-----Release-----
01 Admission From: COOS		
01-03 Status: LC		
01-03-01 LCOO		LCMP COOS
Housing	01/08/2010 10:00	02/24/2010 10:00
SB1145 JAIL	01/08/2010 10:00	02/24/2010 10:00
01-04 Status: PO	02/24/2010	
01-04-01 COOS	02/24/2010 10:00	
Housing	02/24/2010 10:00	
SANC CSWK	04/06/2010 08:00	04/06/2010 15:00
SANC JAIL	07/23/2010 10:00	07/28/2010 10:00

Step 11 – Press F21 (Shift F9) =Auto Cycle/Summary Maintenance. F21 must always be used when you insert, remove, or change data on the Movement History.

10.9 AUTO CYCLE/SUMMARY MAINTENANCE:

This feature will help if programming gets confused. Edits in CIS/DOC400 maintain that all the cycle information must match. An example would be that 'Curr cycle' must contain the same cycle numbers as the field 'Position custody/admission cycle,' and 'Status..... PROBATION' must match '01-01 Status: PR'. 'Location.... COOS' must also match '01-01-01 COOS,' and if there is an outcount record in the Housing file, it must also be parenthetically noted in the 'Status' field [an example would be PROBATION(ABSC)]. If things start to look funny, trying using F21=Auto cycle/summary maintenance, and it will automatically make everything match up!

SYS402I	Corrections Information Systems (TEST)	15:32:31
SHIPPEYT	Movement History/Maintenance	10/22/08
RECORD KEY: 1706643		
Offender.... 12345678	TEST, OFFENDER	Curr cycle. 01-04-01
Status..... Probation	Loca: COOS	Prim caseload 6202
Position custody/admission cycle... 1 4		
--Cycle-- Location	--Admission-----	-----Release-----
01 Admission From: COOS		
01-04 Status: PR		
01-04-01 COOS		
Housing	07/26/2008 10:00	
Bottom		
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F21=Auto cycle/summary maintenance		

10.10 REMOVING A CUSTODY CYCLE OPENED IN ERROR

NOTE: This is something you can do yourself only if the custody cycle opened in error is Cycle 2 or more. If it is the first custody cycle, you must put in a SUN ticket requesting the offender be removed from the DOC400.

Step One – Find your offender in CIS/DOC400, go to the Movement History/Maintenance Screen and F10 Print the history.

Step Two – In our example, we have admitted offender to a 3rd custody cycle by accident. Put your cursor on the Admission From line that is incorrect.

In this case: 03 Admission From: Coos 06/15/15 Press F18 (shift F6).

SYS402I	Corrections Information Systems (TEST)		14:14:43
SHIPPEYT	Movement History/Maintenance		6/17/15
RECORD KEY: 0238484	**Remarks**	*DESIGNATOR*	
Offender.... 12345678	Offender, Test D	Curr cycle. 03-01-01	
Status..... Probation	Loca: COOS	Prim caseload 6200	
Position custody/admission cycle... 2			
--Cycle--	Location	--Admission----	-----Release-----
Housing		01/21/2011 16:30	09/19/2011 08:40
SANC	WKCR	06/21/2011 10:32	01/20/2014 09:00
SANC	JAIL	07/27/2011 00:00	01/20/2014 09:00
02-02-02	DESC		TRAN COOS
Housing		09/19/2011 08:41	08/13/2012 08:00
02-02-03	COOS		EXPI
Housing		08/13/2012 08:00	01/20/2014 09:00
SANC	JAIL	06/04/2013 08:00	06/18/2013 08:00
03 Admission From: COOS			
03-01	Status: PR		
03-01-01	COOS		
Housing		06/15/2015 10:00	
			Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history			
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance			

This takes you to the Custody Cycle Maintenance Screen

SYS406I	Corrections Information Systems (TEST)		14:22:43
SHIPPEYT	Custody Cycle Maintenance		6/17/15
Offender....12345678	Offender, Test D		
Status..... Probation	Location.... COOS		
Custody from location.... COOS			
--Cycle--	Location	--Admission----	-----Release-----
03 Admission From: COOS			
03-01	Status: PR		
03-01-01	COOS		
Housing		06/15/2015 10:00	
			Bottom
F3=Exit	F4=Prompt	F5=Refresh	F11=Menu bar
F12=Cancel	F14=Delete custody	F17=Show all data	

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Step Three: Press F14 (shift F2). This will highlight the 3rd custody cycle information. You must press F14 again in order to delete it.

Step Four: Return to the Movement History/Maintenance Screen, review that your final custody cycle has been removed, and use F21 (shift F9) for Autocycle/summary maintenance. This will clean up any behind-the-scenes issues.

SYS402I	Corrections Information Systems (TEST)		14:14:43
SHIPPEYT	Movement History/Maintenance		6/17/15
RECORD KEY: 0238484	**Remarks**		*DESIGNATOR*
Offender.... 12345678	Offender, Test D	Curr cycle. 02-02-03	
Status..... Probation	Loca: COOS	Prim caseload 6200	
Position custody/admission cycle... 2			
--Cycle--	Location	--Admission----	-----Release-----
Housing		01/21/2011 16:30	09/19/2011 08:40
SANC	WKCR	06/21/2011 10:32	01/20/2014 09:00
SANC	JAIL	07/27/2011 00:00	01/20/2014 09:00
02-02-02	DESC		TRAN COOS
Housing		09/19/2011 08:41	08/13/2012 08:00
02-02-03	COOS		EXPI
Housing		08/13/2012 08:00	01/20/2014 09:00
SANC	JAIL	06/04/2013 08:00	06/18/2013 08:00
Bottom			
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history			
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance			

Step Five: Go the W/W caseload History by Offender screen and remove the incorrect Caseload info added when O was admitted to the incorrect custody cycle.

10.11 TIPS AND REMINDERS:

- On the DOC400 go to: Menu CCTrain for tutorial on this section. (On Selection line type Menu CCTrain and press <Enter>) Select #13 Movement History Maintenance
- **Print It!** It is very important to print out the Movement History/Maintenance screen before making any changes. That way if you 'goof', you or the Super User can put it back the way you found it!
- **More Message!:** You know that message you get at the bottom of the screen, like "Status does not match offenses. Correct offenses or change status." Well, if you place your cursor on the message and press the Page Down key, a second message may appear with some more specific information!
- **Only Yours:** Remember you can only change your own location's movements. Our commitment to data integrity is extremely high in Community Corrections, and we're proud of it! Make sure the information is correct, and call the previous location to correct their piece if needed.

- **But it IS my Location!:** Joe Offender is on PPS in CIS/DOC400 when you notice that a movement is incorrect while he was on probation status. When you go to change it, the system gives you a message that you can't! This is because you can only make changes in the most current movement. Submit a ticket request to the Help Desk who will refer it to a member of CCSUN (Super User Network) to make the change.
- **Add it Back:** So you removed the last housing movement, and now want to add another movement back on. You must use your regular release or admit process to add a new movement.
- **Missed a Movement:** You discover, back in Joe's history, that he's missing a move out to Abscond. CCSUN (Super User Network) can insert this movement in the history for you, so that you don't have to do a lot of deleting. Email the Help Desk for a ticket to CCSUN.
- **Need Help?** Remember to contact your SOON Rep first if things get tough, or send an email to the SOON Rep distribution list for assistance.
- If you need SUN (Super User Network) assistance, email the DOC Help Desk at HELPDESK@doc.state.or.us requesting a ticket to CCSUN. In the subject line put 'Need ticket to CCSUN' along with the name and SID # of the offender. Within the body of the email include with complete information: the problem, the name & SID# of offender, along with your name, email address, and phone number.

Example: I need to request a ticket for CCSUN to have them insert the LC movement prior to the institution admission on the following offender.

Name: Offender, Test

SID#: 01234567

Admission to Location: LCOO

Admission Date: 01/02/2015

Caseload: 6240

LC Conviction County: COOS

LC Supv Status Code: JAIL

(be sure to include your name and contact info)

OPS CHAPTER 11 - Caseload History Maintenance

The following instruction manual will walk you through changing, adding, or removing caseload history.

It is recommended that you do a screen print and READ THIS ENTIRE SECTION BEFORE MAKING ANY CHANGES.

11.1 CHANGING INCORRECT CASELOAD NUMBER

There may be several ways of adding an offender to an incorrect caseload number. These could be mistakes made in the admission process, transfer process, change primary caseload process, or batch caseload change. To correct the caseload number, go to the W/W Caseload History by Offender screen from whichever process you prefer (i.e. Admissions, Releases, Transfer, CC Support Data Entry/Update). The new screen appears as follows:

CMS294I	Corrections Information Systems (TEST)	14:41:16
CUMMINSL	W/W Caseload History by Offender	5/31/00
ID Number..... 1234567 TEST, Offender		
Location..... YAMH Yamhill County Community Corrections		
Primary caseload. 5327 SETTELL, RANDY		
Enter option...		
2=Edit 4=Delete 5=Display		
Opt	Caseload Loc	Entry Date Exit Date Status
		To create entry
5327	YAMH	11/01/1998 PS
5306	YAMH	8/25/1994 11/01/1998 PS
00106	OSP	5/31/1994 8/25/1994 IN
00504	SCI	5/24/1994 5/31/1994 IN
01001	MCCF	3/25/1994 5/24/1994 IN
00306	OSCI	12/16/1991 3/25/1994 IN
5306	YAMH	5/16/1990 10/02/1991 * PA
Bottom		
F3=Exit	F5=Refresh	F6=Create F11=Menu
F12=Cancel	F15=Secondary caseloads	

In our example, caseload number 5327 is incorrect. To change, place your cursor on the incorrect number and type over with the correct number, and <Enter>. If you don't know the correct number, you can use the F4 prompt function and select the correct caseload number from the window. You can also use the 2=edit option and either type the correct number, or use the F4 prompt function to select the correct number. See the corrected screen below:

Offender Profile System (OPS) Training Manual

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>:

Offender Profile System (OPS) Training Manual

CMS294I	Corrections Information Systems (TEST)	15:55:59																																																																								
CUMMINSL	W/W Caseload History by Offender	5/31/00																																																																								
<p>ID Number..... 1234567 TEST, Offender Location..... DESC Deschutes County Community Corrections Primary caseload. 1542 MIKKELBORG, ELAINE Enter option...</p>																																																																										
<p>2=Edit 4=Delete 5=Display</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Opt</th> <th style="text-align: left;">Caseload</th> <th style="text-align: left;">Loc</th> <th style="text-align: left;">Entry Date</th> <th style="text-align: left;">Exit Date</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>To create entry</td> </tr> <tr> <td></td> <td>1542</td> <td>DESC</td> <td>10/28/1999</td> <td></td> <td>PO</td> </tr> <tr> <td></td> <td>1540</td> <td>DESC</td> <td>7/31/1999</td> <td>10/28/1999</td> <td>LC</td> </tr> <tr> <td></td> <td>1538</td> <td>DESC</td> <td>8/12/1997</td> <td>6/04/1998</td> <td>* PO</td> </tr> <tr> <td></td> <td>00110</td> <td>OSP</td> <td>5/24/1997</td> <td>8/12/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00501</td> <td>SCI</td> <td>2/19/1997</td> <td>5/24/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>8/14/1996</td> <td>2/19/1997</td> <td>IN</td> </tr> <tr> <td></td> <td>13002</td> <td>PRCF</td> <td>6/04/1996</td> <td>8/14/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>13099</td> <td>PRCF</td> <td>6/04/1996</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>11002</td> <td>SRCI</td> <td>9/20/1994</td> <td>6/04/1996</td> <td>IN</td> </tr> <tr> <td></td> <td>00410</td> <td>EOCI</td> <td>9/02/1994</td> <td>9/20/1994</td> <td>IN</td> </tr> </tbody> </table>			Opt	Caseload	Loc	Entry Date	Exit Date	Status						To create entry		1542	DESC	10/28/1999		PO		1540	DESC	7/31/1999	10/28/1999	LC		1538	DESC	8/12/1997	6/04/1998	* PO		00110	OSP	5/24/1997	8/12/1997	IN		00501	SCI	2/19/1997	5/24/1997	IN		00410	EOCI	8/14/1996	2/19/1997	IN		13002	PRCF	6/04/1996	8/14/1996	IN		13099	PRCF	6/04/1996	6/04/1996	IN		11002	SRCI	9/20/1994	6/04/1996	IN		00410	EOCI	9/02/1994	9/20/1994	IN
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	00410	EOCI	9/02/1994	9/20/1994	IN																																																																					
More...																																																																										
<p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads</p>																																																																										

***Please note when changing either entry or exit dates, the date must be greater than the previous date, and less than the latter date.

The next step will be to create the new record by using F6=create function, or by entering the data on the top blank lines (text says To create entry) as follows:

CMS294I	Corrections Information Systems (TEST)	15:55:59																																																																								
CUMMINSL	W/W Caseload History by Offender	5/31/00																																																																								
<p>ID Number..... 1234567 TEST, Offender Location..... DESC Deschutes County Community Corrections Primary caseload. 1542 MIKKELBORG, ELAINE Enter option...</p>																																																																										
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More...																																																																										
<p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads</p>																																																																										

Please note that the asterisk between the exit date and the status denotes a break in sequential progression. There should always be an asterisk between custody cycles, however this would otherwise indicate a possible problem with the caseload history that may need to be fixed. In this particular case, the asterisk is there because you are currently making changes to the caseload.

After pressing <Enter> to save your changes, you will see the following:

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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

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Place your cursor on the line to be removed and enter 4=delete option and press <Enter>.

You will be asked to confirm the deletion by pressing <Enter> again.

```

CMS294I                      Corrections Information Systems (TEST)          16:49:11
CUMMINSL                     W/W Caseload History by Offender              5/31/00

ID Number..... 1234567 TEST, Offender
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
                                To create entry
    1542      DESC  10/28/1999
    1540      DESC  7/31/1999   10/28/1999   LC
    1538      DESC  8/12/1997   6/04/1998   * PO
    00110     OSP   5/24/1997   8/12/1997   IN
    00501     SCI   2/19/1997   5/24/1997   IN
    00410     EOCI  8/14/1996   2/19/1997   IN
    13002     PRCF  6/04/1996   8/14/1996   IN
    13099     PRCF  6/04/1996   6/04/1996   IN
    11002     SRCI  9/20/1994   6/04/1996   IN
    00410     EOCI  9/02/1994   9/20/1994   IN

More...

F3=Exit      F5=Refresh  F6=Create  F11=Menu
F12=Cancel   F15=Secondary caseloads
1560  04/06/1998 Deleted.
  
```

Note that the asterisk has returned because the dates are now out of sequence. You must now change the exit date of the previous record to match the entry date of the latter record by placing your cursor on the date to be changed, typing the correct date, and pressing <Enter> as follows:

```

CMS294I                      Corrections Information Systems (TEST)          16:52:45
CUMMINSL                     W/W Caseload History by Offender              5/31/00

ID Number..... 1234567 TEST, Offender
Location..... DESC Deschutes County Community Corrections
Primary caseload. 1542 MIKKELBORG, ELAINE
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc   Entry Date  Exit Date   Status
                                To create entry
    1542      DESC  10/28/1999
    1540      DESC  7/31/1999   10/28/1999   LC
    1538      DESC  8/12/1997   7/31/1999   PO
    00110     OSP   5/24/1997   8/12/1997   IN
    00501     SCI   2/19/1997   5/24/1997   IN
    00410     EOCI  8/14/1996   2/19/1997   IN
    13002     PRCF  6/04/1996   8/14/1996   IN
    13099     PRCF  6/04/1996   6/04/1996   IN
    11002     SRCI  9/20/1994   6/04/1996   IN
    00410     EOCI  9/02/1994   9/20/1994   IN

More...

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

Note that the asterisk has gone away, denoting that the dates are again in sequential order.

11.4 CASELOAD HISTORY / INCORRECT DISCHARGE

In this example, the offender's record was discharged on 01/11/2000 to EXPI in error, and needs to be reopened to active status. Any time changes are made to the Movement History/Maintenance screen, you **MUST** make corresponding changes to the W/W Caseload History by Offender screen. To begin, go to the Movement History Maintenance screen. Please refer to the Movement History/Maintenance section for more detail on changing Admission/Release history.

SYS402I	Corrections Information Systems (TEST)	17:35:47
CUMMINSL	Movement History/Maintenance	5/31/00
		Remarks
Offender.... 1234567 TEST, Offender		Curr cycle. 01-01-03
Status..... DISCHARGE	Location.... MTCB	Primary caseload *None
Position custody/admission cycle... 1 1		
--Cycle-- Location	--Admission----	-----Release-----
01 Admission From: MULT		
01-01 Status: PR		
01-01-01 MTDC		TRAN MTSW
Housing	01/12/1998 09:00 01/22/1998 13:26	
01-01-02 MTSW		TRAN MTCB
Housing	01/22/1998 13:26 11/23/1999 00:00	
01-01-03 MTCB		EXPI
Housing	11/23/1999 00:00 01/11/2000 23:00	
Bottom		
F3=Exit F7=Remarks F10=Print F13=Show dates F16=Caseload history		
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance		
FRANKLIN CONNIEE is the court name for MACK CONNIEE.		

Place your cursor on the last housing line, press F18=change data function key, and remove the stop date/time information **ONLY** from the Maintain Movement Data screen. **DO NOT USE F14=DELETE.**

SYS402I	Corrections Information Systems (TEST)	17:43:55
CUMMINSL	Movement History/Maintenance	5/31/00
		Remarks
Offender.... 1234567 TEST, Offender		Curr cycle. 01-01-03
Status..... PROBATION	Location.... MTCB	Primary caseload *None
Position custody/admission cycle... 1 1		
--Cycle-- Location	--Admission----	-----Release-----
01 Admission From: MULT		
01-01 Status: PR		
01-01-01 MTDC		TRAN MTSW
Housing	01/12/1998 09:00 01/22/1998 13:26	
01-01-02 MTSW		TRAN MTCB
Housing	01/22/1998 13:26 11/23/1999 00:00	
01-01-03 MTCB		
Housing	11/23/1999 00:00	
Bottom		
F3=Exit F7=Remarks F10=Print F13=Show dates F16=Caseload history		
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance		
Records deleted. Next, caseload history.		

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Notice – the Discharge status has returned to the previous active status, in this example Probation. You will also receive the message the record was deleted and that “Next, caseload history”. This alerts you that the next screen you see, upon pressing <Enter>, will be the W/W Caseload History by Offender screen.

```

CMS294I                      Corrections Information Systems (TEST)          17:47:59
CUMMINSL                     W/W Caseload History by Offender              5/31/00

ID Number..... 1234567 TEST, Offender
Location..... MTCB Multnomah CBC/Casebank Office
Primary caseload.
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc  Entry Date  Exit Date      Status
                                To create entry
      3222      MTCB  11/23/1999   1/11/2000    PR
      3661      MTSW   3/06/1998   11/23/1999    PR
      4825              1/22/1998   3/06/1998     PR
      4008      MTDC   1/12/1998   1/22/1998     PR

                                           Bottom

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

On the above screen, the “Exit Date” corresponding to the discharge date removed from the Movement History Maintenance screen must also be removed. Please note the “Primary caseload” field is blank at this point. Removing the “Exit Date” causes the previous caseload number to become the current primary caseload number. This is important for accurate caseload statistics.

To remove the 1/11/2000 “Exit Date”, place your cursor on the date and clear the field by using the field exit key or the space bar, and press <Enter>.

```

CMS294I                      Corrections Information Systems (TEST)          17:50:07
CUMMINSL                     W/W Caseload History by Offender              5/31/00

ID Number..... 1234567 TEST, Offender
Location..... MTCB Multnomah CBC/Casebank Office
Primary caseload. 3222  ASSP CASELOAD
Enter option...
  2=Edit   4=Delete   5=Display
Opt  Caseload  Loc  Entry Date  Exit Date      Status
                                To create entry
      3222      MTCB  11/23/1999                PR
      3661      MTSW   3/06/1998   11/23/1999    PR
      4825              1/22/1998   3/06/1998     PR
      4008      MTDC   1/12/1998   1/22/1998     PR

                                           Bottom

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

Note: The “Primary caseload” is now showing the last caseload of 3222.

11.5 CASELOAD HISTORY/REMOVING AN ADMISSION/RELEASE CYCLE

In this example, the offender should not have been released to Post Prison. We will be removing the 10/28/1999 admission to Post and the corresponding LCMP release, returning the offender to LC status.

To begin, go to the Movement History/Maintenance screen. Place your cursor on the 02-04 Status: PO line, press F18=change data and <Enter>.

SYS402I	Corrections Information Systems (TEST)	17:56:24
CUMMINSL	Movement History/Maintenance	5/31/00
Offender.... 1234567 TEST, Offender		
Status.....	POST PRISON	Location.... DESC
Position custody/admission cycle... 2 3		Curr cycle. 02-04-01
		Primary caseload *None
--Cycle--	Location	--Admission-----Release-----
02	Admission From: DESC	
02-03	Status: LC	
02-03-01	LDES	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.		

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Notice – You will receive the message the “Record was deleted. Next, caseload history.” This alerts you that the next screen you see, upon pressing <Enter>, will be the W/W Caseload History by Offender screen.

CMS294I	Corrections Information Systems (TEST)	18:46:27
CUMMINSL	W/W Caseload History by Offender	5/31/00
<p>ID Number..... 1234567 TEST, Offender Location..... LDES Deschutes County Jail Primary caseload. 1542 MIKKELBORG, ELAINE Enter option...</p>		
<p>2=Edit 4=Delete 5=Display</p>		
Opt	Caseload Loc	Entry Date Exit Date Status
		To create entry
	1542 DESC	10/28/1999 LC
	1540 DESC	7/31/1999 10/28/1999 LC
	1538 DESC	8/12/1997 7/31/1999 PO
	00110 OSP	5/24/1997 8/12/1997 IN
	00501 SCI	2/19/1997 5/24/1997 IN
	00410 EOCI	8/14/1996 2/19/1997 IN
	13002 PRCF	6/04/1996 8/14/1996 IN
	13099 PRCF	6/04/1996 6/04/1996 IN
	11002 SRCI	9/20/1994 6/04/1996 IN
	00410 EOCI	9/02/1994 9/20/1994 IN
More...		
<p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads Check caseload history.</p>		

You must first remove the caseload and entry date of the admission cycle you just deleted. To do this, place your cursor in the Opt field and use the 4=delete option.

CMS294I	Corrections Information Systems (TEST)	18:46:27
CUMMINSL	W/W Caseload History by Offender	5/31/00
<p>ID Number..... 1234567 TEST, Offender Location..... LDES Deschutes County Jail Primary caseload. 1542 MIKKELBORG, ELAINE Enter option...</p>		
<p>2=Edit 4=Delete 5=Display</p>		
Opt	Caseload Loc	Entry Date Exit Date Status
		To create entry
4	1542 DESC	10/28/1999 LC
	1540 DESC	7/31/1999 10/28/1999 LC
	1538 DESC	8/12/1997 7/31/1999 PO
	00110 OSP	5/24/1997 8/12/1997 IN
	00501 SCI	2/19/1997 5/24/1997 IN
	00410 EOCI	8/14/1996 2/19/1997 IN
	13002 PRCF	6/04/1996 8/14/1996 IN
	13099 PRCF	6/04/1996 6/04/1996 IN
	11002 SRCI	9/20/1994 6/04/1996 IN
	00410 EOCI	9/02/1994 9/20/1994 IN
More...		
<p>F3=Exit F5=Refresh F6=Create F11=Menu F12=Cancel F15=Secondary caseloads Check caseload history.</p>		

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The “Exit Date” corresponding to the previous entry date must also be removed. Please note the “Primary caseload” field is blank at this point. Removing the “Exit Date” causes the previous caseload number to become the current primary caseload number. This is important for accurate caseload statistics.

```

CMS294I                      Corrections Information Systems (TEST)          18:53:29
CUMMINSL                     W/W Caseload History by Offender              5/31/00

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.

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The final step for this example is to remove the 10/28/1999 release to LCMP. Place your cursor on the last housing line, press F18=change data function key, and remove the stop date/time information ONLY from the Maintain Movement Data screen. DO NOT USE F14=DELETE.

```
SYS402I                      Corrections Information Systems (TEST)          18:55:52
CUMMINSL                      Movement History/Maintenance                 5/31/00

Offender.... 1234567 TEST, OFFENDER                      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
    4970      MTPN   9/15/1997   4/13/1999   PR
    4917      MTPN   6/07/1996   9/15/1997   PR
    3406      MTNO   3/17/1993   6/07/1996   PR
    4004      MTDC   3/15/1993   3/17/1993   PR

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

Bottom

```

The following screen shows the primary and any secondary caseloads attached to this offender.

```

CMS224I                Corrections Information Systems (TEST)                20:37:03
CUMMINSL                W/W Primary/Secondary Caseloads                    5/31/00
Offender: 1234567  TEST, Offender                Location: OWCC Cell Number: W6B

Position to:
Enter option...
  4=Delete   5=Display   A=Audit stamp

Opt  Caseload  P/S  Name                Type  Location
    00202      P    HATHAWAY, MIKE          I     OWCC
    08021      S    PTA - JUDY ROCQUE      I     IBRO
    4664      S    TOM CHILDERS           C     MTAD
      S

F3=Exit      F5=Refresh  F6=Create  F11=Menu bar
F12=Cancel   F13=Repeat
MAJORS WANDAL is the court name for MANN WANDAL.

Bottom

```

OPS CHAPTER 12 – Miscellaneous Data Entry

12.1 BLOCK NUMBERS, CHANGE TO SID NUMBERS

Step 1 - From your Main Menu, type a '19' on the selection line (ID#/Caseload Maintenance), press enter.

CCSUPPORT	Corrections Information Systems	11:18:33
MCCARTHY	CC Support Menu	8/24/05
Select one of the following:		
13. W/W Sanctions		
14. Offender Remarks (old CF9)		
15. PSI Menu		
16. W/W Supervision Fees		
17. Kardex/Face Sheet Print Option		
18. Employee Maintenance Changes		
19. ID#/Caseload Maintenance		
20. W/W Red Tags		
21. W/W Housing History		
22. W/W Caseloads		
23. CC Reports Menu		
24. Office Calendar		
More...		
Selection:	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 2 - This will take you to the 'ID#/Caseload Maintenance' Screen. Type a '1' on the selection line (Change ID #), press enter.

CCSIDCASEL	Corrections Information Systems	11:21:06
MCCARTHY	ID#/Caseload Maintenance	8/24/05
Select one of the following:		
1. Change ID#		
2. Multiple Caseload Changes		
80. Return to regional menu		
90. End pass through		
Bottom		
Selection:	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 3 - This will take you to the 'Offender Data Change Utility' Screen. Type in the offender's block # or use the F4=Prompt to access the Offender Name Search screen, select offender and press enter, this will bring offender to screen.

OPS219I	Corrections Information Systems	11:28:18
MCCARTHY	Offender Data Change Utility	8/24/05
Offender..... 1234567 TEST, OFFENDER		
Location..... LANE Lane County Community Corrections		
Status..... Probation		
DOB..... 1/04/1967		
Enter data to be changed:		
ID Number/SID..... 70303834		
Admit Reason..... NEWCASE		
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel		

Step 4 - At the highlighted 'ID Number/SID' field, type the new SID # over the existing block #, do a screen print to send to Central Records, and press enter. The ID number is now changed throughout OPS and the block number has automatically been added to the 'Other Numbers' screen. Press F3 twice to exit.

Note: If documents were sent to Central Records under the Block number, inform them of the change to SID number.

Step 5 – From Main Menu, type a '17' on selection line (Kardex/Face Sheet Print Option), press enter, this will take you to the 'Offender Print' screen. On 'Offender Print' screen, type offender's SID # on 'Offender' field or use F4=Prompt to access the Offender Name Search screen, select offender and press enter, this will bring offender to screen. Put a 5 on option line, press enter, this will print new Kardex.

Step 6 – Go to WebLEDS to enter an EPR ([refer to EPR Steps](#)) on the offender.

Step 7 - Per your county policy the file label needs to be updated with SID# or a new label typed.

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OPS230I	Corrections Information Systems (TEST)	9:52:26
MCCARTHY	Work with Offenses	9/13/05
Offender: 1234567	Test, Offender	Record key:
Status: Probation	UMAP Umatilla/Morrow CCC - Pendleto	
	DNA Collection Required	OISC migr date...
Enter option...		Custody cycle.... 1
2=Change	3=Copy offense	4=Delete
		5=Display
7=Add sentence	8=Conditions	9=Custody units
		17=Add LC
OFF#	DOCKET	CNTY
	Type	Begin date
01	03CF016/01	MORR
00	P FPR	07/17/2003
02	03CF016/03	MORR
00	P FPR	07/17/2003
		002-000-000
		07/16/2005
		164.055
		Y Y
		164.055
		Y Y
		07/16/2005
Bottom		
F3=Exit	F6=Add docket	F7=Facesheet
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
F11=Menu Bar	F12=Cancel	F6=Add Sentence
		F8=Add counts

Step 4 - Press enter to return to the ‘Work with Offenses’ screen. Verify that your changes are correct.

Step 5 – Press ‘F10=Print’ to print kardex. ‘F3=Exit’ to return to Main menu.

12.3 CONDITIONS, COPYING

Step 1 – Go to your 'Work with Offenses' Screen, enter the offenders SID #, press enter this will bring the offender to the screen.

```

OPS230I          Corrections Information Systems (TEST)          9:45:02
MCCARTHY          Work with Offenses                            9/14/05

Offender: 1234567 Test, Offender          Record key:
Status: Probation          MTCB Multnomah Reduced Supervision
                                OISC migr date...
Enter option...          Custody cycle.... 2
  2=Change          3=Copy offense          4=Delete          5=Display
  7=Add sentence    8=Conditions          9=Custody units    17=Add LC
OFF# DOCKET CNTY ORS ABBREV ORS NUMBER SG SANC SGDO
CS Type Begin date Length Max date Term date Code
8 01 011002805/01 WA BURG I 164.225 N Y
    00 P FPRC 04/05/2001 004-000-000 04/04/2005

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

```

Step 2 – On 'Work with Offenses' Screen, tab down to correct offense line (if docket # not found, use any docket # to get to conditions screen), put an '8=conditions' on line, press enter. This will take you to the 'Work with Conditions' Screen.

```

OPS208I          Corrections Information Systems (TEST)          9:48:15
MCCARTHY          Work With Conditions                        9/14/05

Offender..... 1234567 TEST, OFFENDER
Status..... Probation MTCB Multnomah Reduced Supervision Team
Court case number. 011002805/01 WA Judge..... WOOLARD

Enter option...
  2=Change  4=Delete  5=Display  8=Payment Entry
Opt Code Type Description Trk Txt Compl
ADCO PROBATION ALCOHOL/DRUG EVAL/TREAT-GC04 N
ANGR PROBATION ANGER CONTROL COUNSELING N
COFO PROBATION COURT ORDERD FINANCE OBL -GC01 Y
CONC PROBATION OTHER COUNSELING N Y
MHTX PROBATION MENTAL HEALTH EVAL/TX (GC15) Y
NALC PROBATION NO ALCOHOL N
NCVI PROBATION NO CONTACT VICTIM N Y
NDRG PROBATION NO DRUGS/DRUG PARAPHERNAL-GC02 N
NOAC PROBATION NO ASSN W/KNOWN CRIMINAL N
NOAD PROBATION NO ASSN W/DRUG USERS N

More...
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F13=Repeat
F16=Review/copy all conditions F17=Add conditions F18=Expired conditions

```

Step 3 – On the 'Work with Conditions' Screen, press 'F16=Review/Copy All Conditions' (Shift F4), this will take you to the 'Review/Copy Offender Conditions' Screen.

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OPS526I	Corrections Information Systems (TEST)	9:51:03
MCCARTHY	Review/Copy Offender Conditions	9/14/05
Offender.....	1234567	TEST, OFFENDER
Status.....	Probation	MTCB Multnomah Reduced Supervision Team
Court case number.	WA	Judge.....
Enter option...	Position to.....	
3=Copy 4=Delete		
Opt Code	Type	Description
ADCO	PROBATION	ALCOHOL/DRUG EVAL/TREAT-GC04
ANGR	PROBATION	ANGER CONTROL COUNSELING
COFO	PROBATION	COURT ORDERD FINANCE OBL -GC01
CONC	PROBATION	OTHER COUNSELING
MHTX	PROBATION	MENTAL HEALTH EVAL/TX (GC15)
NALC	PROBATION	NO ALCOHOL
NCVI	PROBATION	NO CONTACT VICTIM
NDRG	PROBATION	NO DRUGS/DRUG PARAPHERNAL-GC02
NOAC	PROBATION	NO ASSN W/KNOWN CRIMINAL
NOAD	PROBATION	NO ASSN W/DRUG USERS
		Status CC Court Case #
		Probation 011002805/01
		Probation 011002805/01
		Probation 011002805/01
		Probation 011002805/01
		Probation 011002805/01
		Probation 011002805/01
		Probation 011002805/01
		Probation 011002805/01
		Probation 011002805/01
		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 from OISC first

Step 1 – Go to your 'Work with Offenses' Screen, enter the offenders SID #, press enter, this will bring the offender to the screen. To see the option for re-sequencing offenses, press 'F24=More keys' (Shift F12).

```

OPS230I                      Corrections Information Systems (TEST)                      9:14:54
MCCARTHY                      Work with Offenses                                    9/23/05

Offender: 1234567  Test, Offender                      Record key:
Status:  Probation                      JOSE Josephine County Community Cor
        DNA Collection Required                      OISC migr date...
Enter option...                      Custody cycle.... 2
2=Change          3=Copy offense          4=Delete          5=Display
7=Add sentence    8=Conditions          9=Custody units    17=Add LC
OFF#  DOCKET      CNTY      ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
   CS   Type      Begin date  Length      Max date    Term date  Code
   04   03CR0832/02  JOSE      ENDAN MIN    163.575     N    Y
       00   P MPR      07/22/2004    000-018-000  01/21/2006
   05   0215CR32/01  MARI      MURDER      163.115     Y    Y
       00   P FPR      10/12/2003    005-000-000  10/11/2008

F13=Autochange    F15=Post Supv Ovr  F16=History      F17=Earned time
F18=Resequence    F20=Add Local Docket F21=Trans Leave  F24=More keys...

Bottom
  
```

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

F3=Exit          F5=Refresh        F7=Facesheet      F10=Print
F11=Menu bar     F12=Cancel

Bottom
  
```

Step 3 – To change the offense number you will need to type over the current offense number. If the offense number is currently being used, you will need to change that

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offense number first as the system does not allow us to have two offense numbers that are the same. After you have changed the offense numbers, press enter.

OPS232I	Corrections Information Systems (TEST)	9:21:04
MCCARTHY	Work with Sentences/Resequencing	9/23/05
Offender: 1234567 TEST, OFFENDER		
Status: Probation JOSE Josephine County Community Corrections		
Enter option...		
Change offense number by typing over current.		
Off#	Typ CS Docket#	SG Crime Begin date Length Term date Code
01	P 95CR1097/01	Y DEL/MAN BF 9/30/1997 003-000-000 11/29/1999 VIOL
	I	12/02/1999 000-024-000 7/12/2001 POST
	O	7/12/2001 003-000-000 11/25/2004 EXPI
02	L PPSVSANC	Y PPSV SANC 4/30/2004 000-000-120 8/10/2004 EXPI
06	P 03CR0832/01	Y POS SUB CF 7/22/2004 000-018-000
07	P 03CR0832/02	N ENDAN MIN 7/22/2004 000-018-000
05	P 0215CR32/01	Y MURDER 10/12/2003 005-000-000
Bottom		
F3=Exit	F5=Refresh	F7=Facesheet
F11=Menu bar	F12=Cancel	F10=Print

OPS232I	Corrections Information Systems (TEST)	9:24:38
MCCARTHY	Work with Sentences/Resequencing	9/23/05
Offender: 1234567 TEST, OFFENDER		
Status: Probation JOSE Josephine County Community Corrections		
Enter option...		
Change offense number by typing over current.		
Off#	Typ CS Docket#	SG Crime Begin date Length Term date Code
01	P 95CR1097/01	Y DEL/MAN BF 9/30/1997 003-000-000 11/29/1999 VIOL
	I	12/02/1999 000-024-000 7/12/2001 POST
	O	7/12/2001 003-000-000 11/25/2004 EXPI
02	L PPSVSANC	Y PPSV SANC 4/30/2004 000-000-120 8/10/2004 EXPI
05	P 0215CR32/01	Y MURDER 10/12/2003 005-000-000
06	P 03CR0832/01	Y POS SUB CF 7/22/2004 000-018-000
07	P 03CR0832/02	N ENDAN MIN 7/22/2004 000-018-000
Bottom		
F3=Exit	F5=Refresh	F7=Facesheet
F11=Menu bar	F12=Cancel	F10=Print
Offense resequenced.		+

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```

OPS232I                      Corrections Information Systems (TEST)                      9:26:13
MCCARTHY                      Work with Sentences/Resequencing                        9/23/05

Offender: 1234567    TEST, OFFENDER
Status:   Probation    JOSE Josephine County Community Corrections

Enter option...
Change offense number by typing over current.

Off# Typ CS Docket#      SG Crime      Begin date Length      Term date  Code
01   P      95CR1097/01   Y DEL/MAN BF   9/30/1997 003-000-000 11/29/1999 VIOL
      I                               12/02/1999 000-024-000 7/12/2001 POST
      O                               7/12/2001 003-000-000 11/25/2004 EXPI
02   L      PPSVSANC      Y PPSV SANC   4/30/2004 000-000-120 8/10/2004 EXPI
03   P      0215CR32/01   Y MURDER      10/12/2003 005-000-000
04   P      03CR0832/01   Y POS SUB CF   7/22/2004 000-018-000
05   P      03CR0832/02   N ENDAN MIN    7/22/2004 000-018-000

                                           Bottom

F3=Exit      F5=Refresh      F7=Facesheet      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 Ovrre F16=History F17=Earned time
 F18=Resequenece 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

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TBL238I	Corrections Information Systems (TEST)	8:54:42
MCCARTHY	Work with Field Condition Sequence	9/23/05
Location. . MTEA Multnomah East Office		CHANGE
Enter option... Position to Seq#. . . 103		
2=Change 3=Copy 5=Display		
Seq	Code Type	Description
50	SC1 PARO/POST	SUBMIT TO Mental Health Eval
50	SC2 PARO/POST	Psych Medication Monitoring
50	SC3 PARO/POST	No Contact with Minor Females
50	SC4 PARO/POST	No Contact with Minor Males
50	SC5 PARO/POST	S/O Polygraph Test
50	SC6 PARO/POST	Sex Offender Treatment Program
50	SC7 PARO/POST	Court Ordered Restitution
50	SC8 PARO/POST	Sex Offender Notification
55	SC9 PARO/POST	No Intoxicating Beverages
60	SC10 PARO/POST	Other Conditions as Listed
60	SC11 PARO/POST	No Contact with Listed People
		More...
F3=Exit	F4=Prompt F5=Refresh F6=Create F10=Print F11=Menu bar	
F12=Cancel	F13=Repeat F17=Subset	

Step 4 – Tab down to the condition you want to re-sequence or if you know the number of the condition you want to re-sequence, type that number in the 'Position to Seq #' Field, press enter to take you to the condition.

Step 5 – Put a '2=change' on the option line beside the condition you want to re-sequence, press enter. If you have more than one condition to re-sequence, put a '2=change' beside each condition, then press enter. This will allow you to re-sequence the conditions without having to go back and forth.

TBL238I	Corrections Information Systems (TEST)	8:58:07
MCCARTHY	Work with Field Condition Sequence	9/23/05
Location. . MTEA Multnomah East Office		CHANGE
Enter option... Position to Seq#. . .		
2=Change 3=Copy 5=Display		
Seq	Code Type	Description
700	OTHE PROBATION	OTHER CONDITION
700	OTH3 PROBATION	OTHER CONDITION
700	OTH4 PROBATION	OTHER CONDITION
700	PENT PROBATION	PENITENTIARY/JAIL TOUR
700	PRG1 PROBATION	PROGRAM
700	PRG2 PROBATION	PROGRAM
700	PRG3 PROBATION	PROGRAM
2 700	VLSP PROBATION	VEHICLE LICENSE SUSP/REVK
900	GC01 GENERAL	PAY COURT ORDERED FEES, FINES
900	GC02 GENERAL	NO USE OR POSSESS CONTROL SUBS
900	GC03 GENERAL	SUBMIT TO BREATH/URINE TESTS
		More...
F3=Exit	F4=Prompt F5=Refresh F6=Create F10=Print F11=Menu bar	
F12=Cancel	F13=Repeat F17=Subset	

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This will take you to the 'Condition Sequence' Screen, tab to the 'New Sequence No.' Field and type in the new number you want the condition to be, press enter, this will re-sequence the condition and you will receive the message 'record updated'. If you have multiple conditions to re-sequence, each time you hit enter it will take you to the next condition if you put a '2=change' by more than one condition. Press 'F3' to exit.

```
TBL239I      Corrections Information Systems (TEST)      9:01:06
MCCARTHY      Condition Sequence                        9/23/05

                                     CHANGE

Location code. . . . MTEA  Multnomah East Office
Condition Code . . . VLSP  VEHICLE LICENSE SUSP/REVK      PROBATION

New Sequence No. . . 700

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

```
TBL239I      Corrections Information Systems (TEST)      9:03:05
MCCARTHY      Condition Sequence                        9/23/05

                                     CHANGE

Location code. . . . MTEA  Multnomah East Office
Condition Code . . . VLSP  VEHICLE LICENSE SUSP/REVK      PROBATION

New Sequence No. . . 110

F3=Exit  F4=Prompt  F5=Refresh
F11=Menu bar  F12=Cancel  F14=Delete
VLSP record updated.
```


12.6 MULTIPLE CASELOAD CHANGES

THIS WOULD BE DONE IF YOU WERE CHANGING AN ENTIRE CASELOAD TO ANOTHER CASELOAD.

To Change Entire Caseload:

Step 1 – From the Main Menu, type a '19=ID#/Caseload Maintenance' on the selection line, press enter. This will take you to the 'ID#/Caseload Maintenance' menu.

CCSIDCASEL	Corrections Information Systems (TEST)	10:11:12
MCCARTHY	ID#/Caseload Maintenance	9/14/05
Select one of the following:		
1. Change ID#		
2. Multiple Caseload Changes		
80. Return to regional menu		
90. End pass through		
Bottom		
Selection: 2	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 2 – Put a '2=Multiple Caseload Changes' on the selection line and press enter, this will take you to the 'Multiple Caseload Change' screen. Fill in the current caseload # that you want to change, press enter. Fill in the new caseload # and then press 'F6=Entire Caseload'; or if you don't want to include absconded offenders you would press 'F7=Entire Caseload w/o Absc'.

OPS269I	Corrections Information Systems (TEST)	10:17:11
MCCARTHY	Multiple Caseload Change(s)	9/14/05
Current Caseload: 3302 BROWN,LINDA		
New Caseload: 3310		
Position to.		
1=Select	Total caseload..	010
	Total changed...	000
Offender Name	Loca	Status IDNO
TEST, OFFENDER	MTEA	Post Prison 1234567
TEST, OFFENDER A	MTEA	Post Prison 1234567A
TEST, OFFENDER B	MTEA	Post Prison 1234567B
TEST, OFFENDER C	MTEA	Post Prison 1234567C
TEST, OFFENDER D	MTEA	Post Prison 1234567D
TEST, OFFENDER E	MTEA	Probation(ABSC) 1234567E
TEST, OFFENDER F	MTEA	Probation 1234567F
More...		
F3=Exit	F5=Refresh	F6=Entire Caseload F7=Entire W/O ABSC
F10=Print	F12=Cancel	

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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
1 TEST, OFFENDER JOSEPH	MTEA	Post Prison
TEST, OFFENDER DUANE	MTEA	Post Prison
1 TEST, OFFENDER CHARLES	MTEA	Post Prison
TEST, OFFENDER JAY	MTEA	Post Prison
1 TEST, OFFENDER M	MTEA	Probation(ABSC)
TEST, OFFENDER OMAR	MTEA	Probation(ABSC)
1 TEST, OFFENDER ORAN	MTEA	Post Prison
1 TEST, OFFENDER	MTEA	Post(ABSC)
1 TEST, OFFENDER CHARLES	MTEA	Probation
More...		
F3=Exit F5=Refresh F6=Entire Caseload F7=Entire W/O ABSC		
F10=Print F12=Cancel		
To process change need valid new caseload entered.		

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Step 3 - Go to the offense number in question, put a '2=change' on the selection line, and press enter. This will take you to the 'Docket and Offense Description' screen.

OPS236I	Corrections Information Systems		13:03:15
MCCARTHY	Docket and Offense Description		8/24/05
		CHANGE	
Offender.....	1234567	TEST, OFFENDER	
Status.....	PostPrison	MTGN Multnomah Gang Unit	
Docket#/County..... 970533816/01 MULT			
Sanction status..... SANC			
Offense number..... 03			
ORS number.....	164.415	ROBB I	ROBBERY I
Sent guide (Y/N)...	Y	Crime Class/Severity AF 150	
Felony=Misdemeanor..	N		
Inchoate/ORS.....			
Crime seriousness...	9	Criminal history.... C	
Sentencing judge....	FRANKEL		
Defense counsel.....	WATT		
District attorney...	EDMONDS	DA case number.....	
Crime date.....	5/12/1997	Arrest date.....	
Convicted date.....	10/29/1997		
F3=Exit F4=Prompt F5=Refresh F6=Add Sentence 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 Release** screen. Fill in the following information:

Release date/time: Sentence begin date for the "O" line
Or
Compact begin date for Compact Parole
Release type code: POST, PARO, or POPA
Release to location: your 4-letter county code

Press <Enter> to save data, then <Enter> again to go to the **Movement History/Maintenance** screen. You will see that both the Release and Admission to the new status has been completed. **DO NOT use the Admission Process.**

If you have any problems with this process, check to make sure your offense data is correct.

12.8.3 Correcting the Status – Not a Legal Status Change:

Example: New offender has been admitted to status PO and should have been PA or PS; Compact Parole has been admitted as Compact Probation.

Verify that all offense data is correct, then go to the **Movement History/Maintenance** screen. Place your cursor on the “incorrect” Status line, press **F18=Change data**. Tab to the **New current status** field and type in the correct status. Press <Enter>.

Status should now match open offenses.

12.8.4 If Status is Still Incorrect:

Email the DOC Help Desk at helpdesk@doc.state.or.us and have a ticket submitted to CCSUN.

NOTE: The RTP field may need to be modified after a status change has been completed. Go to WebLEDS and run a QLW to review the EPR.

12.9 ABSCOND WARRANTS, HOW TO CHECK

This is done per your county's policy

Step 1 – From the Main Menu, type 23 on selection line (CC Report Menu) press enter, this will take you to the CC Reports Menu.

CCSUPPORT	Corrections Information Systems	7:40:57
MCCARTHY	CC Support Menu	8/26/05
Select one of the following:		
13. W/W Sanctions		
14. Offender Remarks (old CF9)		
15. PSI Menu		
16. W/W Supervision Fees		
17. Kardex/Face Sheet Print Option		
18. Employee Maintenance Changes		
19. ID#/Caseload Maintenance		
20. W/W Red Tags		
21. W/W Housing History		
22. W/W Caseloads		
23. CC Reports Menu		
24. Office Calendar		
	More...	
Selection:	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 2 – Type 4 on selection line (Total Office Reports) press enter, this will take you to the Total Office Reports menu.

CCRPTS	Corrections Information Systems	7:43:09
MCCARTHY	CC Reports Menu	8/26/05
Select one of the following:		
1. Management Statistics		
2. PPO Special Reports		
3. Structured Sanction Reports		
4. Total Office Reports		
5. Fee System Reports		
80. Return to regional menu		
90. End pass through		
	Bottom	
Selection:	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

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

CCTOTRPT	Corrections Information Systems	9:24:55
MCCARTHY	Total Office Reports	10/27/06
Select one of the following:		
TOTAL OFFICE REPORTS		
1. Parole/Probation Expiration		
2. Parole Officer Listing		
3. Expected Arr/Rel Not Admitted		
4. Temporary SID Number Report		
5. Alpha Office List		
6. PA/LV Released to Office/Cnty		
7. Parole Officer Caseload Report		
8. Total Office Caseload Report		
9. Parole Officer Data Sheet		
10. Office Supv/Distribution Rpts		
11. Sex Offenders by Name/City/Zip		
12. DNA Report		
More...		
Selection:	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

CMS588BP	Corrections Information Systems	7:47:59
MCCARTHY	Total Office Caseload Report	8/26/05
Type choices, press Enter.		
Location.	COMM	Code, F4 to prompt
Sort Order.	A	A = Alphabetically, S = Supervision Level
Subset by:		
Current Status . . .	*ALL	*ALL, F4 to prompt
Outcount Reason. . .	ABSC	*ALL, NONE, ONLY, F4 to prompt
Major Crime Class. .	*ALL	*ALL, FEL, MISD
Gender	A	A, M, F, O
Race	*ALL	*ALL, race, F4 to prompt
ORS Abbreviation . .	*ALL	*ALL, NONE, F4 to prompt
Sentence type. . . .	*ALL	*ALL, F4 to prompt
Sentences.	*ALL	*ALL, MAJ
OR use		
Research Standard. .	*NO	*YES, *NO
Print now	N	Y = Now, N = Overnight
F4=Prompt	F5=Refresh	F12=Cancel Enter=Print

Step 4 - Tab down to the 'Outcount Reason' field, type in ABSC. Tab down to the 'Print Now' field, type in 'Y' (to print now), press enter. Report will print showing all abscond offenders for your office. Press F3 three times to return to **Main Menu**.

Step 5 – Go to WebLEDS, from the main menu, type 'QLW' in the 'Go To Mask' box, press enter to bring up the 'Wanted Persons – Inquiry by Name or Identifier' screen; or if you have added it to your 'favorites list', you can click on 'QLW' to go to the 'Wanted Persons – Inquiry by Name or Identifier' screen.

The screenshot shows a web browser window titled 'WebLEDS - Microsoft Internet Explorer'. The address bar shows 'https://docwebleds/leds.htm'. The main content area is titled 'Wanted Persons - Inquiry By Name or Identifier'. On the left, there is a sidebar with a list of 'My Favorites' and buttons for 'View Responses', 'View Saved Responses', 'View Deleted Responses', and 'View Attachment Files'. The main form contains the following fields:

- MKE:** QLW = Inquiry by Name or Identifier (dropdown menu)
- ORI:** OR024075G
- Message Key:**
- ORI Number:**
- At Least One Identifier Required:**
- NAM:** (text input)
- DOB:** (text input)
- LNU:** (text input)
- SOC:** (text input)
- FBI:** (text input)
- MNU:** (text input)
- SID:** (text input)
- OLN:** (text input)
- OLS:** (text input)
- LIC:** (text input)
- LIS:** (text input)
- Name (Last,First M):**
- Date of Birth (YYYYMMDD):**
- LEDS Number:**
- Social Security Number:**
- FBI ID Number:**
- Miscellaneous ID Numbers:**
- State ID Number:**
- Operator License Number:**
- Operator License State:**
- Vehicle License Number:**
- Vehicle License State:**

Step 6 – Type in Offenders SID # taken from the Total Office Caseload Report.

Note: Use name and DOB if they have a Block #

Press 'Submit' button to send to LEDS.

Step 7 – If profile is set to display, click on 'Review Responses' to see response.

Step 8 – Check response to see if warrant is still active. Make sure warrant coincides with the cases being supervised.

If warrant is **active**, go to next offender and repeat above steps.

If warrant is **not active**, print LEDS response and check OJIN ([see OJIN instructions](#)).

If warrant has been **recalled or removed** according to OJIN, print OJIN and request order from Court.

Step 9 – Pull file from closed file area. Attach LEDS and/or OJIN showing no active warrant and give to PO or CT in your office with note advising order was requested (or per your county's policy) to close to ABEX.

NOTE: If OJIN shows that a warrant is still active but none is in LEDS, the supervising office decides whether to ask the Court to re-establish the warrant in LEDS or to close the file. A report should be sent to the Court either asking for the warrant to be re-issued or that it is recommended the warrant be dismissed and the offender be terminated. Depending upon what the Court decides, the file can either be closed to ABEX or left closed to abscond. If no order can be received from Court, use OJIN printout to close to ABEX, be sure to attach a copy of OJIN printout to the Closing Summary for Central Records.

Step 10 – Make a note in the Chronos or F8 notes that OJIN was used

Step 11 – Cancel EPR if no active warrant is in effect.

12.10 FELONY CONVICTIONS WITH MISDEMEANOR TREATMENT

There are currently three separate scenarios that involve felony convictions that are sentenced or treated as misdemeanors. The entry procedures are listed below:

12.10.1 Scenario #1 - FMP

Conviction is for a felony with misdemeanor treatment at the time of sentencing. Use F6=Create to access the Docket & Offense Description screen. Enter the felony ORS number, change the Sent Guide field to “N” and change the Felony=Misdemeanor field from “N” (Normal Sentence) to “Y” (Felony Treated as Misdemeanor). Complete entry of remaining fields and press <Enter> to save. This will cause the sentence “Type” field to show as **FMP** (Felony is Misdemeanor), and the Offender Public Information screen will display crime class (CIs) as AM (A Misdemeanor). If appropriate, enter RTP field of EPR as ‘FMP’. If your county still uses colored labels, label is yellow. [Refer to WebLEDS manual](#) for more detailed instructions.

12.10.2 Scenario #2 - MFP

Conviction is for a felony with the condition that offender can request “misdemeanor treatment upon successful completion of probation” (MSDR). **After the offense closure**, if the offender successfully completes probation **AND a court order** has been received reducing the felony conviction to a misdemeanor, the following steps should be completed:

Use Option 2=Change on the first line of the closed felony offense to access the Docket & Offense Description screen. Tab to the Felony=Misdemeanor field and change the default “N” setting to “C” (Successful Completion). This will cause the sentence “Type” field to change from FPR to MFP. The Offender Public Information screen will display crime class as AM (A Misdemeanor). [Refer to WebLEDS manual](#) for EPR modification instructions.

NOTE: EXPI, EARL, BNPB, and DISC are the only offense termination codes which are considered “successful”.

12.10.3 Scenario #3 - MFP

Conviction is for a felony and the offender is supervised as such. If at some point during the supervision period, **a court order** is received stating the offender has “earned misdemeanor treatment”, the following steps should be completed: Use Option 2=Change on the first line of the open felony offense to access the Docket & Offense Description screen. Tab to the Felony=Misdemeanor field and change the default “N” setting to “E” (Earned Misdemeanor). This will cause the sentence “Type” field to change from FPR to **MFP** (Misdemeanor was Felony), and the Offender Public Information screen will display crime class (CIs) as AM (A Misdemeanor). Users should always add a sentence note with the date of the “earned misdemeanor treatment” order,

as there will be no other record of this date in CIS. If appropriate, modify RTP field of EPR to MPR. [Refer to WebLEDS manual](#) for more detailed instructions.

12.11 INDICATING MISDEMEANORS AS SANCTIONABLE

Type SANC in the sanction field on the Work with Court Orders screen. The same process is used for felony offenders.

WHO THIS APPLIES TO: Any defendant convicted of one or more misdemeanors and sentenced to formal probation after November 1, 2000 per your County policy.

NOTE: All counties do not sanction misdemeanor offenses; therefore we only enter this information per your Counties policy. Check with convicting County to see if offense should be made sanctionable nor not.

NOTE: Offenders sentenced to misdemeanor probation prior to November 1, 2000 will not be retroactively subject to structured sanctions, unless a probation violation hearing by the Court is held and it is so ordered.

12.12 DESIGNATORS

The W/W Offender Designators program can be accessed using several methods:

1. On screens where the DESIGNATOR flag appears (e.g. Public Information Screen), place the cursor on the DESIGNATOR flag and enter function key F4. This will take the user directly to the W/W Offender Designators screen.
2. Using Information Windows (F11, 4) from some screens.
3. Option on User Menus.

Definitions of function keys available on the W/W Offender Designators screen.

F16 = Show Detail

If an offender has more than one record entered for a particular designator, a "+" will display on the far right side of the screen for that designator. Upon entry of F16, the additional records for the designator will display.

F17 = Subset

To display discontinued designator records the user enters F17, which provides the subset selection screen. On the subset selection screen, the user changes the field titled, "Show Discontinued Designators?" from *NO to *YES.

Example of "DESIGNATOR" flag (will flash) on Offender Public Information Screen
Example of new "W/W Offender Designators" screen

OPS501I	Corrections Information Systems	9:59:43
MCCARTHY	Offender Public Information	10/25/11
Offender.. 1234567 TEST, OFFENDER Status. Probation		
Location.. LINN Linn County Community Corrections Cell.		
Record key.. 1764014 DOC cycles. 01-01-01		
Age 21	DOB 3/25/1990	DNA Collected
Sex Male	Race WHITE	Field admission date.. 12/10/2010
Height 6'	Hair BROWN	Maximum custody date.. 12/09/2013
Weight 205lbs	Eyes BROWN	
Caseload 6173 FILLEY, CLIFF		*DESIGNATOR*
Supervision HI		
Court Case Cnty ORS Abbrev Cls Type Begin Date Yrs-Mos-Days Term Date & Code		
10101779/01 LINN RAPE III CF PROB 12/10/2010 000-036-000		
Bottom		
F3=Exit	F4=Prompt	F5=Refresh
F11=Menu bar	F12=Cancel	F17=All offenses
F6=PTA Caseload	F9=Retrieve	

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Designator	Short Description	Description/Purpose
2LOO	2 nd Look Eligible	Inmates who committed their crimes as juveniles and who are eligible for a 2 nd Look Hearing after service of ½ of their sentence(s) – Easy way for counselors or others to see if an inmate is eligible
AIPP	AIP Participant	Inmates currently participating in an Alternative Incarceration Program (AIP)
BOLI	Bollinger	Inmates serving matrix sentences that have been identified by the BPPPS as eligible for release under Bollinger case law – These inmates must be released on their good time date and if working or attending school their good time date continues to move up to the day of release
COUR	Court Trip Pending	Pending court trip scheduled – Contains information to contact OISC Institution staff before transferring an inmate
DV	Domestic Violence	The FVSN network uses an assessment tool called the ODARA & at some point they want to do assessments of its predictive validity. To do this, Community Corrections needs to be able to identify Domestic Violence cases.
EDU1	Special Education Services	Education services required by Federal "IDEA" law or Americans w/Disabilities Act for those under age 22. – Make sure those enrolled inmates are housed at EOIC, OSCI, TRCI or SRCI (men) and CCCF (women)
EDU2	Work-based Education Programs	Prevent those inmates enrolled in WBE certification programs (6 mos. To 2yr programs) from being transported to another institution prior to completion.
EDU3	College	Those inmates attending college who are paying for the program or the program is funded by an outside source – up to about 150 inmates at one time (OSP, EOIC, OSCI)
HOLD	Temporary Hold	Includes 45 day marriage hold, release planning holds, Public Interest Case, etc.
HPCR	High Profile Crimes Related to WHALE	To document crimes committed by inmates with high media coverage which include safety concerns for either the community or the inmate if assigned to a community work assignment or unfenced housing placement for the WHALE.
IAD	IAD Pending	Interstate Agreement on Detainers pending for out of state untried detainer – Contact Records Office prior to making plans to transfer inmate to another housing institution
ICOM	Special Interstate Compact Cases Only	Special Interstate Compact Cases identified by Population Management
IMU5	IMU Designation	IMU5 indicates that an inmate who possesses a serious threat to the safety and security of the Department has been reviewed by committee for Intensive Management Unit placement and custody level 5 designation.
NOTF	Notifiers	Any notification request that has been received for an inmate, such as victims, DMV, etc. Also includes statutory notifications required, such as State Fire Marshall for arson convictions and M10.
OCHG	Other Charges	Any pending charge/unserved sentence in which the other authority (in-state, out-of-state, or federal) does not wish to place a hold for or has released the inmate on.

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PMAS	Prison Management Alert System	Used to monitor high risk inmates (High, Moderate, Alert)
PSO	Predatory Sex Offender (ORS 181.585)	Inmates designated as Predatory Sex Offenders by the BPPPS or Community Corrections
PSYC	Psychological Concerns	Inmates with Psychological Concerns, Suicide History, or Developmentally Disabled
RMP	Behavior and Risk Mgt. Plans	
RSNT	Released to Resentence / on Supervision Status	Inmates released from DOC for resentencing that release to supervision status on other sentences
RSTR	Restraining Order (ORS 107.718)	To document inmates with restraining orders for community work assignments or unfenced housing placement for the WHALE.
SC25	Special Case Factor 25 – Residential A/D Required	Inmates identified as needing residential alcohol and drug treatment
STLK	Stalking History (ORS 163.732)	To document Inmates/Offenders convicted of Stalking or served a stalking order in Oregon or another state for community work assignments or unfenced housing placement for the WHALE.
STM	Security Threat Management	Inmates identified as high alert inmates based on past misconduct and intelligence (e.g. excessive and/or violent behavior)
SVDO	Sexually Violent Dangerous Offender (ORS 137.765 and 144.635-144.639)	Inmates designated by the court or BPPPS/Local Supervisory Authority as Sexually Violent Dangerous Offenders that require life PPS or intensive supervision during the entire term of their PPS as required by statute
SWS	Special Work Skills	Identify inmates with special work skills in a particular trade for which special placement consideration may be warranted or a transfer may disrupt institution operations. Also identifies inmates in OCE certification programs and dot codes 17 & 18.
SXDP	Sexually Dangerous Person (ORS 426.675)	Inmates designated as Sexually Dangerous Person by the court and court must order the person participate in treatment – Designation must appear in sentencing judgment
SXEL	Sexual Element	To document Inmates/Offenders convicted of non-sex crimes with a sexual element to determine community work assignment or unfenced housing placement for the WHALE.
SXOF	Sex Offense	To document sexual offenses to determine community work assignment or unfenced housing placement for the WHALE.
TL	Transitional Leave Eligibility	Each inmate's statutory eligibility for transitional leave (TL)
VICC	Victim Concern	To document crimes committed that have victim concerns if an inmate qualifies for a community work assignment or unfenced housing placement within that community for the WHALE.
WHAL	Work, Housing, Assignment Level Evaluation	To determine the level of work assignment or unfenced housing for inmates housed in minimum facilities. Levels include: inside, on-site, community, or unfenced.

12.13 NOTIFIER, HOW TO ENTER

Step 1 – From the Main Menu, type a '37=W/W Notifiers' on the selection line, this will bring up the 'Work with Notifiers' screen.

CCSUPPORT	Corrections Information Systems (TEST)	11:23:12
MCCARTHY	CC Support Menu	11/16/05
Select one of the following:		
31. Change Assigned printer		
32. Change User Password		
33. Director's News		
37. W/W Notifiers		
41. W/W Warrant Request (Offender)		
42. W/W Warrant Records (by PO)		
44. W/W Release Plans - Location		
45. W/W Release Plans - Caseload		
46. W/W Release Plans - Offender		
47. W/W Sanction Movements		
More...		
Selection:	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 2 – Type offender's SID # on the 'Offender' line, press enter to bring offender to screen.

OPS277I	Corrections Information Systems (TEST)	11:31:23
MCCARTHY	Work with Notifiers	11/16/05
Offender..... 1234567	TEST, OFFENDER	
Status..... Inmate	CCCF	
Enter option.. 2=Change 5=Display		
Entry dt Type	Contact name	Disc Date
Opt Notify dt Reason / Comments		
No records found		
F3=Exit	F5=Refresh	F6=Add F9=Retrieve F10=Print Facesheet
F11=Menu bar	F12=Cancel	F17=Subset

Step 3 – Press F6=Add, this will take you to the 'Notify Data' screen, fill in:

- name
- phone(s)
- address
- city
- state
- zip
- notify type (4 letters, see below for appropriate types)
- docket #/county(use F4=prompt)
- notify date
- reason
- comments, if applicable; press enter to process.

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OPS278I	Corrections Information Systems (TEST)	11:33:28
MCCARTHY	Notify Data	11/16/05
	CREATE	
Offender.....	1234567	TEST, OFFENDER
Status.....	Inmate	CCCF
Entry date.....	11/16/2005	
Name.....		
Phone 1.....	(000) 000 - 0000	Ext..
Phone 2.....	(000) 000 - 0000	Ext..
Address.....		
City.....		State. Zip.
Notify type.....		Docket #/County..
Notify date.....		Discontinued Date...
Reason.....		
Comments.....		
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel		

Press enter again to return to the 'Work with Notifiers' screen. Press F3 to exit.

12.13.1 NOTIFIER TYPE CODES & GUIDELINES

AGEN = Agency – can be entered in CIS by anyone.

DMV = Department of Motor Vehicles – OISC gets lists of inmates DMV wants to be notified on and enters them.

GOVR = Governor's Dignitary Protection Unit – OISC enters in CIS for all inmates who have petitioned the Governor's Office for pardons, clemency, or expungement of records. This notification is confidential and WILL NOT print the name and reason for the notifier on the facesheet. The Governor's Office will be notified thirty (30) days prior to the inmate's release from confinement.

STAT = Statutory – It was agreed that Fire Marshall and BM10 notifiers are required by statute and will appear as STAT type notifications.

State Fire Marshall – OISC enters in CIS for all inmates who are currently serving convictions or have not yet completed their supervision for the crime(s) of Arson and/or Attempted Arson. This notice shall be sent ten (10) days prior to release or immediately following the escape of the inmate.

BM10 – The old 'M' notification type will be discontinued. BM10 notifications can still be entered manually under the new STAT type code, although the Board does the majority of notifications, and when they run the BM10 report that creates the notification letters, the AS400 writes the entries into the STAT type in the notification table currently.

VIC1 = Board Victim – Can be created by Board staff only. An error message will appear "Not authorized to use Notify Type" if anyone else attempts to use. Counselors

will be able to update the Notify Date and Comments field only. Community and other institution staff cannot update any of the fields. When enter is pressed, a window will appear with the warning message "OPS2791 Victim Sensitive Notice – Victim information is confidential and can be released ONLY to the victim. DO NOT SCREEN PRINT THIS INFORMATION.

VIC2 = Compact Victim Sensitive – can be created by Community Corrections staff only. An error message should appear "Not authorized to use Notify Type" if anyone else attempts to use. The Name and Reason fields will be filled automatically with "Compact Sensitive Victim Case" as the Name; and "Special Notification Required – See Compact Rule" as the Reason.

VIC3 = Community Victim – can be created by Community Corrections staff only. For use on Local Control and Probation offenders where victims are identified.

NOTE: For all victim type records, a docket number does not have to be selected in the Docket #/County field, however a warning message will appear "Warning: Notify not assigned to Docket". The user may press the enter key to bypass entering the docket number.

For all other non-victim Notifier types, anyone can create and anyone can modify.

A subset option to Display Discontinued Notifiers was added. Only the Open Notifiers appear on the screen unless you change the subset to display 'ALL' or just a specific code.

Notifiers can no longer be deleted by most staff. Only the Board can delete VIC1 records, and SUN staff can delete VIC2, VIC3, AGEN, DMV, GOVR and STAT notifiers if these records were entered in error.

If a notifier has been completed, fill in the discontinued date.

12.14 OFFENDER NOTES IN ISIS

The Offender Notes feature of ISIS allows any user to convey information about an offender to the PO who supervises that offender by transferring the information directly into the offender caseload, yet allowing the PO to determine whether the message should become a chrono. The information is also accurate and dated and identifies the person creating the note. All you need is the name of the offender to create the note.

```

2  Active_Jobs  WS_Options  Process_Step  Info_Windows
-----
Select one of
1. Offend
2. LEDS/O
3. Admiss
4. CC Rel
5. W/W Co
6. CC Sup
7. CC EPR
8. CC Abs
9. CC Tra
10. Change

11. W/W Risk Assessments
12. W/W Sex Offender Assessments
    More...

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

Work Station Options

T Add Offender Note (F4)

W W/W To-Do List

E User E-Mail Address and Phone

Z PopUp Calendar

L Command Line

B Date Calculator

Bottom

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
1. Offend
2. LEDS/O
3. Adm
4. CC
5. W/W
6. CC
7. CC
8. CC
9. CC
10. Cha

11. W/W
12. W/W

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

Add Offender Note

Offender:

More...

F5=Refresh F12=Cancel F13=Insert

F14=Delete F15=Wrap off

Offender not found.

If the notes window is selected while you are displaying an Edit Offender Data or Chrono History screen, notes will automatically select the same offender and display his/her name on the note.

From any other screen, or if a different name is selected:

- 1) Type offender name (Last, First,) and press enter, OR...
- 2) <F4> Prompt to display Offender Name Search window and proceed to select the name you want.
- 3) TAB to the next field to move to the text entry area.
- 4) Type the text of your note. The window will expand as you type if needed. Press <enter> once, the note is saved, and the window will switch to "CHANGE" mode in the event you need to make any corrections or additions.
- 5) Press <Enter> a second time OR <F12> to exit the note window.

12.14.1 HOW TO READ AN OFFENDER NOTE:

1. Select a PPO main menu or option 22 from your menu to access a caseload.

F3 CCSUPPORT	Corrections Information Systems (TEST)	13:43:59
MORRISOJ	CC Support Menu	4/10/00
Select one of the following:		
1. Offender Information		
2. LEDS/OJIN/Other Systems Menu		
3. Admissions		
4. CC Release Process		
5. W/W Court Orders		
6. CC Support Data Entry/Update		
7. CC EPR Process		
8. CC Abscond Return Process		
9. CC Transfer Process		
10. Change Primary Caseload Process		
11. W/W Risk Assessments		
12. W/W Sex Offender Assessments		
More...		
Selection: MENU CCPPPO Job:		
=Exit	F4=Prompt	F10=Move to top
	F11=Menu bar	F12=Previous

2. Select W/W Caseload from the PPO main menu or option 22 from the CC Support Menu to access a caseload.

3. Press <F21> Notes to display the Offender Notes window.

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CMS204I		Corrections Information Systems (TEST)		14:02:53	
MORRISOJ		Edit Offender Data		4/10/00	
		1563 DUNAWAY, JIM		CREATE	
SID#: 1234567		POS SUB CF		SAN	
TEST, OFFENDER		DOB: 11/16/1957		SSN: ###-##-####	
1234 NW MAIN		Last attempted HV...		0/00/0000	
TERREBONNE, OR 97760		Last completed HV...		0/00/0000	
Phones: 000 00-0000 & 000 00-0000		Last office visit...		0/00/0000	
JAIL SUPV		Last monthly report...		0/00/0000	
		Employed? (Y/N)...		0/00/0000 00 %	
		Next office visit...		0/00/0000 0:00	

Date	Time	Place	Person	SC	MR	Key word
4/10/2000		O	X			Y N

More...

F12=Cancel F13=Insert line F14=Delete line F16=No wrap
 F20=History **F21=Notes** F22=Defaults F24=More keys

CMS204I		Corrections Information Systems (TEST)		14:02:53	
MORRISOJ		Edit Offender Data		4/10/00	
		1563 DUNAWAY, JIM		CREATE	
SID#: 1345567		POS SUB CF		SAN	
TEST, OFFENDER		DOB: 11/16/1957		SSN: ###-##-####	
1234 NW MAIN		Last attempted HV...		0/00/0000	
TERREBONN		HV...		0/00/0000	
Phones: 0		sit...		0/00/0000	
JAIL SUPV		eport...		0/00/0000	
		0...		0/00/0000 00 %	
		sit...		0/00/0000 0:00	

Dat	MR	Key word
4/10/200		N

Offender notes for 1234567 **0 of 0**
 TEST, OFFENDER
 Entered: By: _____

Bottom

F3=Exit F6=Create
 F12=Cancel

More...

- a. Top right hand corner advises which note this one is out of total number of notes present.
- b. <F6> Create allows user to write a new note for this offender.
- c. <F13> Change allows the author only of a note to change it.
- d. <F14> Delete allows the owner of the caseload to delete the note.
- e. <F15> Move to Chrono places the note on the Edit Offender Data screen. Press <Enter> to add the note to the chrono history.

12.14.2 Notification of Note Delivery: How will you know a note has been sent and by whom?

1. "NEW MAIL" will display on your mail notification system.
2. In your e-mail inbox there will be a message that an offender note on a specific offender has been received.
3. On the Edit Offender Data screen for that offender, the reminder "NOTES" will display in the center.

12.15 EXPUNGEMENTS & SEALING OF FILES/RECORDS AND/OR SETTING ASIDE CONVICTIONS/ARRESTS

[See Section 21](#) – OISC Central Records

12.16 ORS TABLE – How to Access

From the SUPPORT STAFF MAIN MENU:

At the CIS Menu on the Selection line type #50. This will bring up your ORS Table by the ORS #.

SNT220I	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	
<u>5</u> 033.015 02	CONTEMPT OF COURT	CONT OF CT UM	
057.735	CORP DOING BUSINESS W/O LIC	UNLIC CORP AM	
059.055	UNREGISTERED SECURITIES	UNREG SECU BF	
059.115	UNLAWFULLY SELL SECURITIES	SECU VIOL1 BF	
059.127	UNLAWFUL PURCHASE SECURITIES	SECU VIOL2 BF	
059.135	SECURITIES FRAUD	SECU FRAUD BF	
059.145	MISREPRESENT SECURITIES	SECU VIOL3 BF	
			More...
F3=Exit F5=Refresh F11=Menu bar F10=Print			F12=Cancel
F16=Change view F17=Subset			F13=Repeat
This is a subsetted list.			

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SNT221I FENNERK	Corrections Information Systems Maintain ORS Table	13:48:40 DISPLAY 12/09/08
ORS Number..... 033.015 Paragraph: 02 Effective date..... 1/01/1991 Discontinued date: Description..... CONTEMPT OF COURT Abbreviation..... CONT OF CT Crime type..... STAT Statutes Offense group code.. P Crime class..... UM Research fields below: Severity rating..... 807 NCRP Offense code... 000		
F3=Exit F4=Prompt F5=Refresh F7=Browse backward F8 – Browse forward F11 = Menu bar F12 - Cancel		

How to access the ORS Table working with Court Order screen: You can also get to the ORS Table through the main menu by selecting 5, Work With Offenses.

CCSUPPORT FENNERK	Corrections Information Systems CC Support Menu	11:19:49 12/12/08																																										
Select one of the following: <hr style="border: 0.5px solid black;"/>																																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">1. Offender Information</td> <td style="width: 5%; text-align: center;"> </td> <td style="width: 50%;"></td> </tr> <tr><td colspan="3"> </td></tr> <tr> <td>3. Admissions</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>4. CC Release Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>5. CC Court Orders Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>6. CC Support Data Entry/Update</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>7. CC EPR Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>8. CC Abscond Return Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>9. CC Transfer Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>10. Change Primary Caseload Process</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td>11. W/W Risk Assessments</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr><td colspan="3"> </td></tr> <tr> <td>12. W/W Sex Offender Assessments</td> <td style="text-align: center;"> </td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;"> </td> <td>More...</td> </tr> </table>			1. Offender Information						3. Admissions			4. CC Release Process			5. CC Court Orders Process			6. CC Support Data Entry/Update			7. CC EPR Process			8. CC Abscond Return Process			9. CC Transfer Process			10. Change Primary Caseload Process			11. W/W Risk Assessments						12. W/W Sex Offender Assessments					More...
1. Offender Information																																												
3. Admissions																																												
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11. W/W Risk Assessments																																												
12. W/W Sex Offender Assessments																																												
		More...																																										
Selection: <u>5</u> _____ Job: _____																																												
F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu																																												

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Once it brings up the screen then type an F6.

OPS230I FENNERK	Corrections Information Systems Work with Offenses	13:54:55 12/09/08																
Offender: Status:	Record key:																	
<div style="display: flex; justify-content: space-between;"> <div> Enter option... 2=Change 7=Add sentence </div> <div> Custody cycle.... 3=Copy offense 8=Conditions </div> <div> 4=Delete 9=Custody units </div> <div> 5=Display 17=Add LC </div> </div>																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">OFF#</th> <th style="text-align: left;">DOCKET</th> <th style="text-align: left;">CNTY</th> <th style="text-align: left;">ORS ABBREV</th> <th style="text-align: left;">ORS NUMBER</th> <th style="text-align: left;">SG</th> <th style="text-align: left;">SANC</th> <th style="text-align: left;">SGDO</th> </tr> <tr> <td style="border: 1px solid black;">CS</td> <td style="border: 1px solid black;">Type</td> <td style="border: 1px solid black;">Begin date</td> <td style="border: 1px solid black;">Length</td> <td style="border: 1px solid black;">Max date</td> <td style="border: 1px solid black;">Term date</td> <td style="border: 1px solid black;">Code</td> <td></td> </tr> </table>			OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG	SANC	SGDO	CS	Type	Begin date	Length	Max date	Term date	Code	
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Bottom																		
F3=Exit F6=Add docket F7=Facesheet *F8=Notes F10=Print Options F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys...																		

F6 will bring you to the New docket, Offense and Sentence screen.

OPS263I FENNERK	Corrections Information Systems New Docket, Offense and Sentence	15:27:42 12/05/08 CREATE
Offender.... Status.....		
<div style="display: flex; justify-content: space-between;"> <div> Docket#..... _____ Offense number..... _____ ORS number.....(F4) _____ Sent guide (Y/N)... Y Felony=Misdemeanor.. N Inchoate/ORS..... _____ Crime seriousness... _____ Sentencing judge.... _____ Defense counsel..... _____ District attorney... _____ Crime date..... _____ Convicted date..... _____ Sentence type..... P Life (L)..... _____ Length (ymd)..... 0 - 0 - 0 </div> <div> County..... _____ Sanction status..... _____ Criminal history.... _____ DA case number..... _____ Arrest date..... _____ Begin date..... _____ Compact begin date.. _____ </div> </div>		
F3=Exit F4=Prompt F11=Menu bar F12=Cancel		

Offender Profile System (OPS) Training Manual

To find the correct ORS data for the new offense, put your cursor at the ORS Number field and then do an F4 and the ORS Table will pop up (See next page.)

OPS263I FENNERK	Corrections Information Systems New Docket, Offense and Sentence	11:44:13 12/12/08 CREATE																																																																																							
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F12=Cancel F16=Search by ORS Number																																																																																									

12.17 TREATMENT MODULE ENTRY AND CLEAN UP PROCEDURE

12.17.1 CLEAN-UP PROCEDURE

Step 1 – From the ‘CC Reports Menu’ (option 23), go to your PPO Special Reports (option 2).

Step 2 – Run PPO Treatment Completion (option 7) and PPO Treatment Open Referral (option 6) reports.

Step 3 – Give reports to PO’s. PO’s will review and either enter appropriate information in TX module or per your county policy give report to appropriate person indicating date and closure type for updating of TX module.

12.17.2 ENTRY PROCEDURE

TX referrals need to be entered into TX Module per your county/office policy (i.e. PO, Support, CT or Volunteer)

Step 1 – PO completes referral form and either enters information into Tx module or gives referral form to Support, CT or Volunteer to be entered.

Step 2 – Upon offenders entry into TX, PO enters or notifies Support, CT or Volunteer of entry date so TX module can be updated.

Step 3 – TX reports are received via fax, shuttle/regular mail. They are date stamped and per your county/office policy either a copy or the original is given to the PO to be reviewed and entered if information is not in TX module or gives to Support, CT or Volunteer to enter.

Step 4 – Upon offenders completing TX, PO enters or notifies Support, CT or Volunteer of exit date so TX module can be updated.

12.17.3 CIS/ISIS CLOSURE CODES & CORRESPONDING EXIT VALUE

CIS Closure Code	Exit Value & Treatment Exit Code
ABSC – Abscond	Unsuccessful (UNSU)
CMPO – Compact Out	Neutral (ADMN)
IMMI – Immigration	Neutral (ADMN)
INAC – Inactive Supervision	Neutral (ADMN)
PSRB – Psych Review Board Order	Unsuccessful or Neutral depending on order reason (UNSU or ADMN)
REVP – Offender House in Federal Prison	Unsuccessful (UNSU)
UNSU – Unsupervised Parole/Post Prison	Neutral (ADMN)
USAP – Unsupervised Appeal	Neutral (ADMN)

12.18 DEATH CERTIFICATES, STEPS TO SEARCHING SSN WEB

Step 1 – From the Main Menu type a '23=CC Reports Menu' on the selection line, press enter. This will take you to the 'CC Reports Menu'.

CCSUPPORT	Corrections Information Systems (TEST)	9:41:09
MCCARTHY	CC Support Menu	9/23/05
Select one of the following:		
13. W/W Sanctions		
14. Offender Remarks (old CF9)		
15. PSI Menu		
16. W/W Supervision Fees		
17. Kardex/Face Sheet Print Option		
18. Employee Maintenance Changes		
19. ID#/Caseload Maintenance		
20. W/W Red Tags		
21. W/W Housing History		
22. W/W Caseloads		
23. CC Reports Menu		
24. Office Calendar		
More...		
Selection: 23	Job:	
F3=Exit	F4=Prompt	F10=Move to top
F11=Menu bar	F12=Previous menu	

Step 2 – From the 'CC Reports Menu', type a '4=Total Office Reports' on the selection line, press enter. This will take you to the 'Total Office Reports Menu'.

CCRPTS	Corrections Information Systems (TEST)	9:45:24
MCCARTHY	CC Reports Menu	9/23/05
Select one of the following:		
1. Management Statistics		
2. PPO Special Reports		
3. Structured Sanction Reports		
4. Total Office Reports		
5. Fee System Reports		
80. Return to regional menu		
90. End pass through		
Bottom		
Selection: 4	Job:	
F3=Exit	F4=Prompt	F10=Move to top
F11=Menu bar	F12=Previous menu	

Step 3 – From the ‘Total Office Reports Menu’, type a ‘7=Parole Officer Caseload Report’, press enter. This will take you to the ‘Total Office Reports Menu’.

CCTOTRPT	Corrections Information Systems (TEST)	9:46:29
MCCARTHY	Total Office Reports	9/23/05
Select one of the following:		
TOTAL OFFICE REPORTS		
1. Parole/Probation Expiration		
2. Parole Officer Listing		
3. Expected Arr/Rel Not Admitted		
4. Temporary SID Number Report		
5. Alpha Office List		
6. PA/LV Released to Office/Cnty		
7. Parole Officer Caseload Report		
8. Total Office Caseload Report		
9. Parole Officer Data Sheet		
10. Office Supv/Distribution Rpts		
11. Sex Offenders by Name/City/Zip		
12. DNA Report		
More...		
Selection: 7	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 4 - Tab down to the ‘Outcount Reason’ field and type in ‘ABSC’, press enter. This report will be by caseload # and will run overnight. If you need to have this run immediately, tab down to the ‘Print Now’ field and change the ‘N’ to ‘Y’, then press enter. To exit, press F12 three times this will take you back to the Main Menu.

CMS587BP	Corrections Information Systems (TEST)	9:49:18
MCCARTHY	Parole Officer Caseload Report	9/23/05
With or Without Offenses Listed		
Type choices, press Enter.		
Location.	COMM	Code, F4 to prompt
Caseload.	*ALL	*ALL, Number, F4 to prompt
Subset by:		
Current Status . .	*ALL	*ALL, F4 to prompt
Outcount Reason. .	ABSC	*ALL, NONE, ONLY, F4 to prompt
Major crime class.	*ALL	*ALL, FEL, MISD
Gender	A	A, M, F, O
Race	*ALL	*ALL, race, F4 to prompt
ORS abbreviation .	*ALL	*ALL, NONE, F4 to prompt
Sentence type. . .	*ALL	*ALL, F4 to prompt
Sentences.	*ALL	*ALL, MAJ
OR use		
Research Standard.	*NO	*YES, *NO
Print now	Y	Y = Now, N = Overnight
F4=Prompt	F5=Refresh	F12=Cancel Enter=Print

Step 5 – Go to the description screen on CIS to retrieve the SSN # for each offender. Write the SSN# on this report beside each offender’s name.

Step 6 – Go to Internet Explorer, on the address line type <http://www.genealogybank.com/gbnk/ssdi/>, press enter. This will take you to the Social Security website. Fill in the last name, first name, middle name (if you have it) and SSN

fields, press the “Begin Search” button. This will bring up the search screen indicating if there are any records that match the information you have entered. If there are none, it will give you suggestions on how better to search. If there are possibilities, it will list them and you can check these possibilities with the DOB’s from your Parole Officer Caseload List. The website does require you sign up for a free account in order to view or print the details of the record including actual date of death. Note: this website does send junk mail

Step 7 – If you find a match, print the notification. Per your county policy, give information to the PO (or whomever) along with the abscond file indicating this can be closed to ‘death’. PO (or whomever) will do a closing summary and submit file for closure.

12.19 TIPS & TRICKS

12.19.1 How to find another employees e-mail address, phone number and extension throughout the State on the DOC400: While in any process of OPS or from the Main Menu, press F11-2 then select 'User E-mail Address and Phone' (possibly E), this will bring up the 'User E-mail Address and Work Phone Number' screen. On the position to line, enter the user's profile, if known, press enter, this will bring you to that user's information. If the user's profile isn't known, enter the last name of the employee you are looking for, press enter and this will get you to all employees with the same last name and then you will need to find the correct employee by paging up or down. To see the e-mail address, put a '5' on the 'option' line and press enter. This will take you to the 'Maintain Work Phone' screen where you can view the users e-mail address. Another useful function to use is the 'F17=subset', this will bring you to a screen where you can subset by location. Enter the 4-digit county code in the location field, press enter to bring up the desired county user's list, or press 'F4=prompt' for a list of all locations. If you see any information that isn't correct, per your county policy contact appropriate support staff so the information can be corrected. **FYI – This is tied to the DOC400 Employee Table, so if you correct either table it will correct the other table also. The name and phone number are put on this table at the time you become an employee by Salem but it is the responsibility of each County to keep the table updated.**

12.19.2 Difference between packet and file: Please remember when entering information in the Remarks Screen that there is a difference between a packet and a file. A file is the 4-sided hard file and a packet is the paperwork that goes inside the file.

12.19.3 How to use the Menu Bar: While in any process of OPS you can use the menu bar function by pressing F11. This displays the four selections available at the top of the screen (1) Active Jobs; (2) WS (Work Station) Options; (3) Process Step; (4) Info Windows; and (5) CIS_Web_Serve. Typing the number selects that option (do not hit the enter key). A window containing the choices available within that option will then appear. These choices are identified by letters (letter keys will vary by task, when available), and are selected by typing just the appropriate letter on the selection line **(DO NOT USE ENTER)**. **NOTE: A Menu Bar option is available only when it is highlighted.**

12.19.4 What goes in the Remarks Screen: All Investigation and notification assignments; file movement between offices; archiving information and retrieval of archived file; file destruction notices; file acceptance information; and date of entry, your initials and office location.

12.19.5 How to Change Judges Name to LC Authority: THIS IS A COUNTY BY COUNTY DECISION. When you receive a Local Control PPS order, you go to the W/W Offense Screen to enter the 'O' line. While on the W/W Offense Screen, put a 2 beside the offense, press enter. This will take you to the Docket and Offense Description

screen, tab down to the Sentencing Judge field, remove Judges name and type in LC Authority, and press enter. **ALSO, NEVER CHANGE THE JUDGE FIELD ON A PAROLE BOARD CASE.**

12.19.6 How to Recognize a Conditional Discharge Order and a Conditional Discharge Revoke Order: The title of the order could say Pleading and Conditional Discharge Order or in the body of the order it will state that the Court finds that a conditional discharge pursuant to [ORS 475.245](#) is warranted which means that if the offender successfully completes the probationary period, the charge will be dismissed.

The order to revoke a conditional discharge might be titled Revocation, Judgment of Conviction and Sentencing Order or in the body of the order it will state that the defendant's conditional discharge heretofore granted shall be and is hereby revoked and the defendant is sentenced to a probationary term of however many months and is placed on probation to the Community Corrections Office upon the terms and conditions set forth. When you get an order revoking a conditional discharge, you close the FCD line to CONV and open a new probation line for the same offense.

12.19.7 How to get a release date for an inmate in a federal prison: Go to your internet access, type in www.bop.gov and press enter. This will open the Federal Bureau of Prisons website. Click on inmate information, type in the name of the inmate and press enter. This will bring up the information on this inmate if they are in a federal prison.

12.19.8 Cleaning up expired probation offenses after an offender has been released from the institution or local control jail sentence: When an offender has been released from an institution or a local control jail sentence you will need to check the Work with Offenses Screen. If you find any offenses that look like they need to be closed, check the file to make sure there were no orders to extend. If there are no orders, go ahead and close the offenses, print a new kardex and give it to the PO with the new PPS order.

12.19.9 DMV ID #: If Offender doesn't have a driver's license but does have an ID card issued from DMV, the ID # should be entered in the ODL field along with the State and Expiration Date of the ID#.

12.19.10 Delete an offense first before backing out an admission.

12.19.11 Kardex 'From' Field Explanation: This field has nothing to do with where an offender is sentenced, and very little to do with where an offender is incarcerated. On offenses with multiple sentence lines, the program looks at the last "termination" date of the sentence and compares that with the location on the Movement History/Maintenance screen on that date.

Example: If offense 02 was terminated on 4/12/05 – Movement History shows he/she was released "From" LWSH on that date.

The 'L' line for offense 03 was terminated on 3/31/05 – Movement History shows he/she was released "From" LANE on that date.

The Kardex would show 'From' LWSH for offense 02 and 'From' LANE on offense 03.

Email the DOC helpdesk at helpdesk@doc.state.or.us for the correction to be made.

12.19.12 Searching Specific County/Office for Offender on the Name Search

Screen: If you would like to search the Name Search Screen for an offender and you know the offender is being supervised or was previously supervised in a specific county/office, after entering the offender's name (last first middle), tab to the location field and type in the 4-digit county of that county/office, press enter. This will search just that county/office for that offender.

12.20 VINE INFORMATION

What does VINE stand for: Victim Information and Notification Everyday

General information: VINE is a free and anonymous telephone service that provides victims of crime two important features; information and notification. It is provided by the Oregon Department of Corrections and the Oregon Department of Justice, in cooperation with the Oregon Sheriffs' Association and the Oregon Youth Authority.

VINE monitors the custody status of offenders in county jails, youth authority facilities, Oregon prisons, and individuals currently on parole/probation. Information is available 24 hours a day, 365 days a year. It is available in English and Spanish and a live operator is available to anyone calling the number for any reason.

Data Transfer Schedule: County jails every 15 minutes, 24 hours a day, 7 days a week; Oregon prisons and Community Corrections 6 times a day, 7 days a week.

Who can register: Crime victims and concerned citizens may register for notification.

How do they register: By calling the VINE toll-free number (1-877-674-8463) or via the internet at www.vinelike.com.

What information is needed to register: A telephone number, including area code where they can be reached for notification; a 4-digit personal identification number (PIN); or an e-mail address (no PIN required).

Notification calls and patterns: Calls will be made to a registered person(s) when one or more of the following occur:

- General Release – Normal
- Release on Bond or Court Order– Normal
- Schedule Release 1 – Advanced
- Escape – Normal
- Return to custody from escape – Non-Emergency Final
- Death – Non-Emergency Delay Death
- Transfer to known or unknown facility – Non-Emergency Delay Transfer
- Work Release – Non-Emergency Final
- Home Detention – Non-Emergency Final
- Parole Hearing – Advanced
- Probation Abscond, return from abscond, case terminated/discharged, case revoked, early discharge, transfer to another office, term extended, arrest – Non-Emergency Final

1. Normal - calls will be made every 30 minutes for 24 hours or until the call is confirmed.

2. Advanced - calls will start 30 days prior to the expected date of event, every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed.
3. Non-Emergency Final; Delay Death; Delay Transfer – calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed.

How to confirm and stop calls: By entering your PIN. Notification messages will be left on an answering machine, but call will continue every 2 hours for 24 to 48 hours, depending upon the calling pattern.

How to Search for information: Callers will need to provide one or more of the following items:

- Offender Name
- Offender Number – SID
- JJIS Number for Oregon Youth Authority
- Race and Date of Birth for secondary search options when more than one offender has the same name.

Information provided when calling the VINE service:

- Name of Offender
- Offender Number – SID
- Current Offender and Probationer Custody Status
- Location of Offender – Institution Name or Community Corrections Location
- Scheduled Release Date (if known)
- Charges (not available for DOC inmates)
- Bail
- Probation Expiration Date (if known)

Additional Assistance: For customer service, technical assistance or to report a possible problem, call the APPRISS Operations Center at 1-877-277-7477, Option 2.

12.21 VINEWATCH

What is Vinewatch: An internet based secure web site designed to give criminal justice personnel and victim advocates the ability to register victims for notification of changes in offender custody status. It is an enhancement to the current victim notification process.

How to Access: You must obtain a User ID and password.

How to Obtain a User ID and Password: Contact Karen Roddy, Oregon Department of Corrections, (541)881-4625 or Karen.g.rodny@doc.state.or.us

Other Capabilities: Your agency can generate reports on:

- Notification calls on offenders custody status changes
- Registration (for offender and probation/parolee notification)
- Statistics to show monthly and year-to-date usage of VINE in your community

Your agency can also:

- Register victims for notification and update existing registrations
- Search for and view pertinent information on an offender or probationer/parolee.

OPS CHAPTER 13 – Data Entry Requiring a SUN User

Every once in a while there is a data entry problem that you just can't fix yourself. If you have exhausted all other sources (this manual and your fellow SOON reps), call upon SUN for assistance.

Email the DOC Help Desk at HELPDESK@doc.state.or.us requesting a ticket to CCSUN with complete information.

- In the Subject Line: SUN TICKET, Offender Name and SID.
- In the body of the email include:
 - the name & SID # of the offender,
 - the problem and what you've done to investigate and confirm the problem,
 - what the solution should be and all pertinent information needed to fully fix the problem
 - be sure the W/W Offenses screen tells the same story you want the Movement History Screen to tell, i.e. have the L sentence added, open up the Compact offense or the offense being returned from BNPB.
 - **BE SURE TO INCLUDE YOUR NAME, EMAIL ADDRESS, AND PHONE NUMBER** so the SUN user can contact you. The HelpDesk will not forward your ticket to CCSUN without contact information
- Be sure you have completed any steps you are required to do *before* requesting the CCSUN ticket.

Example: I need to request a ticket for CCSUN to insert the LC movement prior to the institution admission on the following offender.

Name: Abcde, Fghij

SID#: 01234567

Admission to Location: LMAR

Admission Date: 01/02/0304

Caseload: 8124

LC Conviction County: MARI

LC Supv Status Code: JAIL **Or**

I need to request a ticket for CCSUN to return an offender from Bench to Active Supervision. I have transferred offender to BNPB.

Name: Abcde, Fghij

SID#: 01234567

Transfer to Location: Coos

Transfer Date back to County Location: 01/02/0304

- **Do not send in more than one data fix per email.** If you have multiple fixes of the same type, i.e. from clean-up lists, please send each fix as a separate email. Be kind to your Super Users and spread the clean-up list fixes over multiple weeks.

You should receive an email from the HelpDesk within 24 hours providing the PCM number. A SUN user should contact you by the end of the week at least notifying you that your ticket has been assigned. If you don't receive a PCM # notification email or hear from SUN, **DO NOT ENTER** another ticket. Contact the HelpDesk and inquire about whether your prior ticket had been assigned.

NOTE: If the problem involves fees, chronos, sanctions, warrants or release plans, do not request a ticket to CCSUN. For Fee issues contact your Fee Rep; ISIS issues (chronos, sanctions, warrants or release plans) contact your FAUG rep. If the Fee or FAUG Rep is unable to resolve, turn to Lee Cummins or Judy Bell 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/PURGING IN CIS/DOC400

- 1 - Before beginning the process to merge/purge with SUN, please be sure you have the 2-3 weeks following submission of your ticket available as this process involves quite a bit of back and forth between field user and SUN, as well as quite a bit of copying and transferring of data from the record to be purged to the record being kept. There may be screens where a PO will need to be involved so have the PO available and ready to assist as well.
- 2 - 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. Also check FBI #, Social Security #, AKA's (be sure to review DMV record for AKA). Log into OIS and check for duplication via FBI, SSN, names as well.
- 3 - When you know that you and the PO will be available as indicated above in #1, Email the HelpDesk and ask for a ticket to CCSUN for the merge/purge. Provide names/SID or Block # and request to confirm with SUN which is the appropriate record to purge before printing the necessary screens and/or doing any admissions as outlined in Steps 4-8 below. Include your email address and phone number.

DOC policy has been to **copy** all CIS/DOC400 (OPS/ISIS) data from the newer record to the oldest record, so that historical data is not lost. (However, there are occasions where it may be better to keep the newer record. See 'Special Note' on page 4). **NEVER DELETE DATA FROM THE RECORD BEING COPIED!**

- 4 - 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.

- 5 - Run the **Merge Record Report** (go to CC Reports menu #23, then Total Office Reports #4, then Merge Record Report #19) on the offender to be copied, merged and purged. Please note that any items on the list with an asterisk (*) will be automatically or manually merged by the Super User. The person requesting the merge/purge does not need to worry about this data. **(NOTE: The PSC score merges automatically but not until OISC is doing their part of the merge process.)**

Example of Merge Record Report. Note: * data is auto-merged.

SYS300I SHIPPEYT	Corrections Information Systems W/W Merge Records Report	14:21:30 9/15/16
Offender.. 12345678 Offender, Test Location.. COOS Coos County Community Correcti		Status. Probation
Existing Records Summary Detail		
<ul style="list-style-type: none"> * Caseload History * CHRONO History * Conditions County Inmate Movements DNA Collection Fee System Data * Movement History - Custody * Movement History - Admission * Movement History - Transfer * Movement History - Housing * Offender Court Orders 		
More...		
NOTE: *(Asterisk) = Data will be auto merged by the svstem and/or manually		

- 6 - 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.
- 7- POs use different programs in ISIS depending on individual County policy. Print all the screens in the programs used by your PO. Either support staff or the PO will have to re-enter the data onto the record being kept. This may include all or some of the following:
- 1 – W/W Treatment Programs and W/W SAT (UA) Log
 - 2 – W/W Sex Offender Assessments
 - 3 – W/W Warrant Requests by Offender or PO
 - 4 – W/W County Inmate Movements/Supv Status Codes
 - 5 – W/W Sanction Movements
 - 6 – W/W Release Plans by Location, Caseload, or Offender
 - 7 – W/W Supervisor Warrant Review
 - 8 – 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.

8 - Check the OMS screens (from CIS main menu, F11-5-M). This includes the:

- LSCMI,
- LSCMI Responsivity Checklist
- WRNA
- WRNA Client Survey
- Case Plan/Behavior Change Plan (BCP)/ Action Plan
- BCP Coaching Tool
- BCP Feedback Experience.
- TCUDS
- URICA

If there is any information in these screens, be sure to alert the Super User in your email.

9 - If a new custody cycle needs to be opened on the older record, 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 #10.

10 - Email the SUN user assigned to your ticket and let them know you are ready for SUN to do their steps. Again, **clearly** specify which record is to be kept, which is being merged and purged, and whether there is any OMS information. CCSUN has an "Offender Merge Data" program which allows them to automatically merge the following data:

- All Offense data (aka Offender Court Orders), including Inop data and F8 sentence notes.
- All Conditions – active and expired.
- Earned time data – for institution records.
- F7 Remarks from the Movement History Maintenance screen.
- Risk Assessments
- Sanction Requests
- Residential Address
- Scars/Marks/Tattoos
- Other Numbers

11 - CCSUN will contact you when Step #10 has been completed. You must then enter all other data from your screen prints to the record being kept.

12 - 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.

13 - Contact your Supervision fee person and have them copy fee account data to the record being kept.

14 - Contact your PO and have them reenter ISIS data.

- 15 - Update any other data you deem necessary.
- 16 - 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 the ticket to the OISC Super User, requesting that the chrono's be merged and the record be purged. 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.
- 17 - 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 starting any process.

The OISC Super User will also be informing Central Records when records are being merged, as we are unable to purge any record without informing them first.

13.2 COMPACT CASE - REOPEN (RCOM) IN CIS/DOC400

This process is used only when an incoming Compact offender has already been supervised on the docket numbers. It is not to be used for multiple investigations on new docket numbers.

13.2.1 USER STEPS: *PRINT THE MOVEMENT HISTORY SCREEN.*

Step 1 – Undo the last release by putting cursor on the last housing line, press 'F18=change data (Shift F6)',

SYS402I	Corrections Information Systems	10:01:43
MCCARTHY	Movement History/Maintenance	9/22/05
RECORD KEY: 0269799		**Remarks**
Offender.... 12345678 TEST, OFFENDER		Curr cycle. 01-01-02
Status..... Discharge	Location... MTGR	Primary caseload *None
Position custody/admission cycle... 1 1		
--Cycle-- Location	--Admission----	-----Release-----
01 Admission From: NV	08/08/2001	08/08/2002 COMP
01-01 Status: PR	08/08/2001	08/08/2002 COMP
01-01-01 MTNO	08/08/2001 07:39	10/04/2001 09:26 TRAN MTGR
Housing	08/08/2001 07:39	10/04/2001 09:26
01-01-02 MTGR	10/04/2001 09:26	08/08/2002 11:11 COMP
Housing	10/04/2001 09:26	08/08/2002 11:11
Bottom		
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history		
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance		

Step 2 - tab down to 'stop date/time' field and remove the date and time using the space bar or the field exit key, press <enter>.

SYS403I	Corrections Information Systems	10:06:03
MCCARTHY	Maintain Movement Data	9/22/05
	CHANGE	
Offender.. 12345678 TEST, OFFENDER		
Location... MTGR Multnomah Gresham Office		
Housing location..... MTGR Multnomah Gresham Office		
Start date/time..... 10/04/2001 9:26		
Cell number.....		
Outcount reason/loca....		
Stop date/time..... 8/08/2002 11:11		
F3=Exit F4=Prompt F5=Refresh F6=Create		
F11=Menu bar F12=Cancel F14=Delete		

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You will receive message 'date deleted. Next, caseload history'. **(DO NOT USE THE F14-DELETE KEY).**

SYS403I	Corrections Information Systems	10:08:23
MCCARTHY	Maintain Movement Data	9/22/05
		CHANGE
Offender.. 12345678 TEST, OFFENDER		
Location... MTGR Multnomah Gresham Office		
Housing location..... MTGR Multnomah Gresham Office		
Start date/time..... 10/04/2001 9:26		
Cell number.....		
Outcount reason/loca....		
Stop date/time.....		
F3=Exit	F4=Prompt	F5=Refresh
F11=Menu bar	F12=Cancel	F14=Delete
Date deleted. Next, caseload history.		+

Step 3 – Go to 'W/W Caseload History by Offender' screen and make sure the exit date has been removed. If not, use Option 2=Edit, tab to the 'exit date field' and remove the date by using space bar to remove date; or on 'W/W Caseload History by Offender' screen, tab over to the exit date and use the space bar to remove date.

CMS294I	Corrections Information Systems	10:11:34
MCCARTHY	W/W Caseload History by Offender	9/22/05
ID Number..... 12345678 TEST, OFFENDER		
Location..... MTGR Multnomah Gresham Office		
Primary caseload.		
Enter option...		
2=Edit	4=Delete	5=Display
Opt	Caseload	Loc
Entry Date	Exit Date	Status
To create entry		
3003	MTGR	10/04/2001 8/08/2002 PR
3466	MTNO	8/14/2001 10/04/2001 PR
3400	MTNO	8/08/2001 8/14/2001 PR
F3=Exit		F5=Refresh
F6=Create	F10=Print	F11=Menu
F12=Cancel	F15=Secondary caseloads	
Check caseload history.		Bottom

Press enter to process changes, you will receive message 'record updated.'

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CMS294I	Corrections Information Systems	10:14:40
MCCARTHY	W/W Caseload History by Offender	9/22/05

ID Number..... 12345678 TEST, OFFENDER
Location..... MTGR Multnomah Gresham Office
Primary caseload. 3003 BEHRMAN, KERRIE
Enter option...
2=Edit 4=Delete 5=Display
Opt Caseload Loc Entry Date Exit Date Status
To create entry
3003 MTGR 10/04/2001 PR
3466 MTNO 8/14/2001 10/04/2001 PR
3400 MTNO 8/08/2001 8/14/2001 PR

Bottom

F3=Exit F5=Refresh F6=Create F10=Print F11=Menu
F12=Cancel F15=Secondary caseloads
3003 record updated.

Step 4 – Transfer offender to RCOM using the original closure date.

OPS270I	Corrections Information Systems	10:18:02
MCCARTHY	Offender Release	9/22/05

PROCESS

Offender..... 12345678 TEST, OFFENDER
DOB..... 4/12/1975 Location: MTGR
Status..... PR Probation
Current caseload.... 3003 BEHRMAN, KERRIE
Custody/Supv level.. MED

Release date..... 08082002 Time.... 1020
Release type code... TRAN
Release to location. RCOM

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

Step 5 –E-mail the Help Desk with a request for a ticket to CCSUN for an offender that needs to be reopened from Compact (include offender name, SID# and date offender is to be re-opened, either date of investigation or date reported on approved RI's). Be sure to include your e-mail address and phone number so the SUN user will be able to contact you. SUN will do the following steps.

13.2.2 SUN STEPS:

Step 1 – Admit using RCOM as 'LOC' and 6000 as 'Caseload #' as of the transfer date.

Step 2 – Transfer back to field office location using date offender reported for supervision or investigation opened (if investigation is on cases supervised before).

Step 3 – The SUN user will e-mail or call you advising you that you can now admit the offender to your office.

13.2.3 USER STEPS

Step 1 - Admit the offender using same date as the transfer (re-acceptance).

OPS225I	Corrections Information Systems	10:23:28
MCCARTHY	Community Corrections Admission	9/22/05
Offender..... 12345678 TEST, OFFENDER		
DOB..... 4/12/1975		
Current status..... Probation		
Last location..... RCOM		
Release date/time..... 10/20/2004 10:25		
Supervision level..... MED		
Admission to location. MTGR Community Corrections		
Admission date/time... 10202004 1026		
Caseload..... 3009		
Post admission status. PR Probation		
LC conviction county..		
LC supv status code...		
Copy PSI data from.... SIDNO 00000000		
F3=Exit F4=Prompt F5=Refresh F6=New admission		
F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel		

Step 2 - Make sure the Primary Caseload Screen has updated correctly.

CMS294I	Corrections Information Systems	10:25:01
MCCARTHY	W/W Caseload History by Offender	9/22/05
ID Number..... 12345678 TEST, OFFENDER		
Location..... MTGR Multnomah Gresham Office		
Primary caseload. 3009		
Enter option...		
2=Edit 4=Delete 5=Display		
Opt	Caseload Loc	Entry Date Exit Date Status
To create entry		
3009	MTGR	10/20/2004 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	

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Step 2 – Go to ‘W/W Caseload History by Offender’ screen and make sure the exit date has been removed. If not, use Option 2=Edit, tab to the exit date field and remove the date, or tab over to the exit date and use the space bar to remove date. Press enter to process changes.

CMS294I	Corrections Information Systems (TEST)				11:02:11
MCCARTHY	W/W Caseload History by Offender				8/29/05
ID Number..... 12345678 TEST, OFFENDER					
Location..... DOUG Douglas County Community Corrections					
Primary caseload. 7005 DANIELS, NEIL					
Enter option...					
2=Edit 4=Delete 5=Display					
Opt	Caseload	Loc	Entry Date	Exit Date	Status
					To create entry
	7005	DOUG	2/14/2003		PR
	7017	DOUG	8/27/2002	2/14/2003	PO
	7016	DOUG	7/12/2002	8/27/2002	PO
	7008	DOUG	12/27/2001	7/12/2002	PO
	7008	DOUG	10/04/2001	12/27/2001	LV
	7011	DOUG	10/02/2001	10/04/2001	LV
	01507	SCCI	4/03/2001	10/02/2001	IN
	01599	SCCI	4/02/2001	4/03/2001	IN
	00599	SCI	3/28/2001	4/02/2001	IN
	01001	MCCF	2/16/2001	3/28/2001	IN
					More...
F3=Exit F5=Refresh F6=Create F10=Print F11=Menu					
F12=Cancel F15=Secondary caseloads					

Step 3 – Go to ‘Offender Release’ screen and transfer (TRAN) offender to BNPB on the date of original BNPB order.

OPS270I	Corrections Information Systems (TEST)				11:10:49
MCCARTHY	Offender Release				8/29/05
					PROCESS
Offender..... 12345678 TEST, OFFENDER					* NOTIFIER *
DOB..... 5/25/1972 Location: DOUG					
Status..... PO Post Prison					
Current caseload.... 7005 DANIELS, NEIL					
Custody/Supv level.. LOW					
Release date..... 03072004 Time.... 1300					
Release type code... TRAN					
Release to location. BNPB					
F3=Exit F4=Prompt F5=Refresh F7=Current date/time					
F9=Retrieve F11=Menu bar F12=Cancel					

Step 4 –E-mail the Help Desk Requesting a SUN ticket and providing the name & SID# of the offender, and the date to be reopened from bench to formal probation. Include your e-mail address and phone number so the SUN user will be able to contact you. The Help Desk will submit a ticket to SUN. Then SUN will do the following steps.

13.3.2 SUN STEPS:

Step 1 – Admit using BNPB as ‘LOC’ and 6050 as ‘Caseload #’.

Step 2 – Transfer back to field location using date that offender was returned to formal supervision.

Step 3 – The SUN user will e-mail or call you advising you that you can now admit the offender to your office.

13.3.3 USER STEPS:

Step 1 – Admit the offender to your county using same date as the transfer. (If Local Control offender, then admit to ‘L’ location.)

OPS225I	Corrections Information Systems (TEST)	11:17:21
MCCARTHY	Community Corrections Admission	8/29/05
Offender..... 12345678 TEST, OFFENDER		
DOB..... 5/25/1972		
Current status..... Probation		
Last location..... BNPB		
Release date/time..... 8/24/2005 8:00		
Supervision level..... LOW		
Admission to location. DOUG Community Corrections		
Admission date/time... 8242005 800		
Caseload..... 7001		
Post admission status. PR Probation		
LC conviction county..		
LC supv status code...		
Copy PSI data from.... SIDNO 00000000		
F3=Exit	F4=Prompt	F5=Refresh
F7=Current date/time	F9=Retrieve	F11=Menu bar
F6=New admission	F12=Cancel	

Step 2 - Update the Work with Offense screen as needed. If offender remains on probation, remove the closure code and extended P line to new expiration date. If P line revoked, change closure code & date to VIOL and revocation date and add ‘L’ line.

Step 3 - Make sure the Primary Caseload Screen has updated correctly.

Step 2 – Go to WebLEDS to enter EPR.

Step 3 - Contact your supervision fee person to review account.

13.4 ADMITTING TO COUNTY LOCATION INSTEAD OF L LOCATION

When you have found that you admitted an offender to your regular county location rather than your L location, you will need to enter a SUN ticket. There is a glitch that prevents the field user from fully correcting the data. A SUN member is required in order to fix the location listed on the release of the housing movement.

13.5 INSERTION INTO MOVEMENT HISTORY/MAINTENANCE

Note: When an offender has been on Abscond and then picks up a Local Control sentence, the offender needs to be admitted back to active supervision **before** the admission to Local Control. If the offender has been admitted directly from ABSC to Local Control, the return from ABSC needs to be inserted.

There are times when Housing/Outcount Movements need to be inserted into the Movement History/Maintenance. Examples include inserting a movement to Local Control, a return from Abscond, or even the full movement for an Abscond. These will require a SUN user to assist. When requesting a SUN ticket, be sure to provide all the information needed for the movement insertion, i.e. Start Date, End Date, type of Insertion (local control, return from abscond, Abscond dates), and PO caseload, in addition to the name and SID number of the offender.

13.6 ADDING AN ORS TO THE ORS TABLE

OISC (Offender Information and Sentence Computation) maintains the ORS Table in CIS/DOC400. If the crime you need is not listed on the ORS table, send an email to the Help Desk and ask for a ticket to **OISCSUN**. Include the ORS #, description and crime class. A copy of the court order is very helpful.

That being said, if the ORS you are looking for is 'Attempt to commit' you need to find out what crime the offender attempted to commit and look for that ORS # on the table. Check with the JA or DA for assistance if it's not clear on the court order. Once you have the crime's ORS # look on the ORS table for the crime and the Attempt. If that ORS is not on the table, send a request to the Help Desk for a ticket to OISCSUN. Be sure to include the actual ORS #, description and crime class and OISCSUN will add the ORS for the crime and the ORS with the 'X' extension which denotes the 'Attempt' version of the crime. (Example: Attempt to commit ORS 164.057 Theft I Aggravated (BF) is ORS 164.057X, Theft I Aggravated Attempt (CF).)

Never use the Inchoate field for 'Attempt' crimes. Inchoate is only used for Solicitation and Conspiracy after selecting the ORS for actual crime, i.e., murder, theft, assault.

OPS CHAPTER 14 – Odd Scenarios

Though this manual has indeed covered almost every aspect of the **what** and **how to** of our business practices, there will always be the data entry situation that requires a little creativity. As these odds and ends crop up, we will use this chapter as a place to store these scenarios and how the many creative minds that make up SOON set about adapting it to our programming. In most all cases an F-8 Offense Note explaining the reason for the “creative” change is recommended. *The intent of this section is not to promote that all of the situations presented are appropriate business practice, but is intended to answer the question of how to deal with a situation after it is happened.*

Please keep in mind that every “odd scenario” that arises cannot go into this manual. If you come across an unusual data entry challenge that you can’t find the answer to in this manual, please consult the SOON group via the email distribution list.

14.1 Felony reduced to a Misdemeanor at time of sentencing

[OPS Chapter 12.10](#) addresses the Felony treated as a Misdemeanor scenario, Felony to have Misdemeanor treatment upon successful completion of Probation scenario, and Felony reduced to a Misdemeanor at some point during the probationary term scenarios.

There is often confusion when a court order is received and the court has **reduced** the felony to a misdemeanor at the time of sentencing. Different counties’ courts use different language, so *be careful*.

If an order references [ORS 161.570](#), that is a clear indication of FMP status (Felony treated as a misdemeanor) by definition of the ORS.

Some counties use the term reduced, but their intention is to have the felony be treated as a misdemeanor. Benton County is an example of this. The sentencing part of the order will only mention the felony ORS and the name of the felony crime, but say it is reduced to a misdemeanor. Because we are familiar with our court’s language and intent, we know this is FMP status.

If a court wants the felony charge reduced to a misdemeanor (not just treated as one) the language should be very clear and include the name and ORS of the felony, the language **reduced to**, and the name and ORS of the misdemeanor. When you find clear language like this, the crime is entered as a misdemeanor and there is no mention of it as being a felony in DOC400, because the court has ordered it to be a misdemeanor from the start.

If the judgment language is vague, the court’s intent is not clear, and you are not familiar with the language your court uses, check with the DA’s office or court to be sure of their intent.

14.2 Conditional Discharge Revoked and Reduced to a Misdemeanor

Step 1 – Close FCD line to CONV as of date of order.

Step 2 – Add P line same date.

Step 3 – Put a “2” on the offense line and change the Felony=Misdemeanor to Yes.

NOTE: Don't get confused by the term reduced here. Follow the same logic and direction offered in 14.1. Since you are working off the same docket entry, adding the CONV closure, and opening a new probation line - the original charge remains felony and turns into an FMP even though the judgment language may use the “reduced” term.

If the charge is reduced to a misdemeanor and revoked with no probation or local control, then on the offense line change the felony=misd to Y for yes, and close the sentence line to CRTR.

14.3 Offender opting out of Drug Court or other treatment program that has no conviction

We are all familiar with the data entry practices when a conditional discharge is revoked and the supervision is converted to a probation, but when a we receive an order from a court that has an offender opting out of a program with a hearing pending it is confusing. At this point until the court makes a decision on what to do with the offender, i.e.; sentence to probation, terminate supervision, reinstate to the same or other program there is nothing for us to do with the data entry.

14.4 Reverse and Remanded

When a court sends an order that the previous conviction has been “reversed and remanded” it means the case is now on appeal. If the order specifies the offender is on unsupervised appeal, close the body to USAP (unsupervised appeal), when (if) a resentencing order is received then the offender is admitted back to supervision as of the date of the sentencing order, the original offense line is closed to RSNT and a new sentence line is entered.

14.5 Sanction End Date is greater than the Max Date

When an offender has been given a sanction that exceeds his max date the DOC 400 will not let you expire out the offender and gives you an error code similar to “SB 1145 Status Date greater than Release Date.” In a case like this you would close the sanction movement, offense line, and the body out to the original sentence expiration date and make an F8 note explaining the situation. Also have the PO chrono what happened.

14.6 Local Control L Sentence showing as L?? or F??

Step 1 – Put a “2” on offense line.

Step 2 – Tab to Sent Guide, change to Y.

14.7 Expired offense conditions still showing on a kardex

Prior to July 1, 2003, our policy was to delete all conditions when a count was expired out, thereby removing them from the kardex. Since that time all conditions from a closed offense line closes to a subset file automatically. Occasionally an odd condition will show up on a kardex from an old offense. There are two ways to remove the orphan conditions. One, and the easiest, is to put an 8 for conditions on the offense line of the old offense and check to see if any conditions were overlooked and not deleted originally. Enter a 4 to delete and press enter. **If the case closed out prior to July 1, 2003 it is safe to delete the condition.** If the offense was closed after 2003 then simply remove the closure date and code to reopen the offense and then reclose, this will cause any orphan conditions to go to the subset table.

14.8 Offender on outcount IMMI, REVP, or INAC and a case expires and status change is necessary

(Message on bottom of screen “status does not match offenses”)

Step 1 – Go to Admissions and admit offender back to active supervision.

Step 2 – Close the expired case.

Step 3 – Change status to reflect new status.

Step 4 – Release back to IMMI, REVP, or INAC outcount one minute later than admit time.

14.9 Compact probation case closed to COMP comes back as parole case

After the RCOM movement is complete:

Step 1 – Admit to PA status

Step 2 – Leave FPRC line closed to COMP

Step 3 – Put a “7” to add sentence

Step 4 – Add an “I” sentence with new parole sentence

14.10 Offender is a company rather than an individual

On the offender description screen, enter sex as Male.

14.11 Probation ordered with partial consecutive term of probation

Step 1 – Enter offense as usual with the first “P” line showing the concurrent probation term.

Step 2 – Enter second “P” line with the consecutive sentence term. On the “CS to” line, put in the offense number (OFF#) it is consecutive to. The system will calculate the correct max date.

14.12 Probation closed to expire and reinstated at later date due to restitution still owed

Step 1 – Go to previous cycle and remove count number from offense.

Step 2 – Open new cycle with same case number with the count number.

Step 3 – Enter an F8 note with explanation of two cycles with same case number.

14.13 Bollinger Cases

- For crimes committed prior to 7/21/81, inmates can refuse parole and serve out the remainder of the Matrix sentence until the good time date. If they did, their sentence will expire on the good time date. **Sentence termination code = EXPI.** If that is all the offender has, the **custody cycle will also close to EXPI.** These should typically happen while the inmate is in an institution so will be handled by DOC.
- For crimes committed from 7/21/81 and prior to 9/20/85, the inmate can also refuse parole and serve out the remainder of the Matrix sentence until the good time date, but these inmates are subject to a 6-month period of “parole-like supervision” following their release from DOC. **Sentence termination code = EXPI** 6 months after the good time date. Again, if that is all the offender has, **the custody cycle will close to EXPI.** This will usually happen while the offender is on supervision in the community so Community Corrections will handle the sentence and body closure.
- Essentially, these offenders are serving out their sentences fully, less good time, so it is not an early closure. It is an expiration.

For your information, the closure code of REPA was for inmates with crime dates prior to 9/20/85 who refused parole but were not allowed to. After the Court decision in [Bollinger v. Board of Parole](#) was handed down, these inmates/offenders sentences were updated to reflect the prior parole refusal. Here is what the Board’s internal instruction says:

The BPPPS identified and if necessary, discharged from the relevant sentences, inmates who committed their crimes before September 20, 1985, who attempted to refuse parole, whose statutory good time dates on

the sentences have passed, and who were either out on parole or were revoked back into DOC custody.

If an inmate was out on parole at the time the BPPPS discharged the inmate's Bollinger sentence, the PTA enters the BPPPS' discharge date as the termination date of the sentence and codes the termination as "REPA."

If an inmate was in DOC custody (parole violation) at the time the BPPPS discharged the inmate's Bollinger sentence and the inmate had no other DOC sentences, the PTA enters the date that the inmate physically releases from custody as the termination date of the Bollinger sentence and codes the termination as "REPA."

This closure code was used for those affected inmates/offenders immediately following the Bollinger decision. PTAs handled all of these at the time which is why it is an Institution code, even if some of the offenders were out on supervision when the closure happened. It is not a code that we would use now.

14.14 Felony Probation terminated, sentenced to jail, but no PPS ordered

Use the RTNS closure code. Think of the ordered jail time as a "straight sentence" rather than a sanction. This code can be used to close an offense and/or the body.

14.15 Resentencing changes expiration date prior to current date of notice

If the board recalculates a sentence based on an appeal and the new expiration date is prior to the begin date of the PPS line, the system will not allow you to close the sentence line or body to a date prior to the PPS begin date; therefore, you would use the date you received the notice from the board and use F8 notes to explain the discrepancy.

For example: an offender's prison term is resentenced and his new POST date is 09/24/2013, and his PPS would also start running that date; but then on 12/12/2013 after reviewing their calculations the board determines his expiration should have been 11/26/12 and on 12/12/2013 issues a Notice of Expiration with the 11/26/2012 as the date of expiration. Since you can't enter an expiration date (11/26/2012) that is prior to the start of the last PPS O line (09/24/2013) you would close the sentence and body with the date you received the notice (12/12/2013). Remember to include a comprehensive F8 note.

14.16 Probation extending in error, judgment issued later with earlier expiration date

If you have a case where the court issues a judgment that spells out an expiration date that overrides a previous PV judgment extending probation, and if the judgment clearly spells out the desired expiration date – use the date of the most recent order as the expiration date. Be sure to include an F8 note to explain the discrepancy.

Example: Probation was extended with a PV judgment to 05/05/2014. The next PV judgment signed by a judge on 05/28/2014 indicates probation should not have been extended and orders probation expired as of 07/24/2013. Even though the P line was previously extended and shows a scheduled expiration of 05/05/2014, close the line to EXPI with a date of 07/24/2013. Remember to include a comprehensive F8 note.

14.17 Warrants – rescinded, lifted, quashed, etc.

Quashed warrants

When a warrant is “quashed” that means it is removed completely and any reference to it should also be removed because it acts as though the warrant was never issued. That is different from recalled because a “recalled” warrant does acknowledge that it was issued, but then taken back and removed. Quashed creates a scenario where one does NOT acknowledge the issuance and acts to pretend it was never issued. If an offender has a warrant quashed, there would be no INOP time, no abscond movement, etc., because it’s as though the warrant did not exist.

Withdrawn warrants

The Board uses the term “withdraw” to describe when a warrant request needs to be deleted or a warrant has already been issued, but needs to be returned and destroyed. This can occur PRIOR to arrest on that warrant and INOP time is not applied.

Lifted warrants

The Board uses the term “lift” to describe when a warrant has been issued and served (the offender was arrested on the warrant) and the PO needs the Board’s hold on the offender removed, for a variety of reasons. In these cases, INOP time is applied.

Rescinded and Recalled warrants

These are interchangeable terms that community agencies or courts may use to describe when a warrant has been issued, but for varying reasons is being cancelled. This can happen prior to or after arrest. It’s usually used to describe probation and/or administrative warrants; therefore, the question of INOP does not apply. The history of the fact that the warrant was issued remains, as would any coinciding abscond movement. While less common, this language can also be used for local control

warrants, in which case INOP is applied if the warrant has been served and then recalled/rescinded; and no INOP is applied if the warrant has been recalled/rescinded prior to any arrest.

14.18 Line closure code CDPR explained

When an offender picks up a probation sentence and a DOC incarceration sentence at the same time, and on that probation sentence the offender receives “jail as a condition of probation,” and does that jail time in the institution, the institution will close the P line with the temporary code CDPR (condition of probation) and add a J line. After that jail sentence has been served, the institution will remove the CDPR code from the P line and close their J line to EXPI. If the institution forgot to remove the CDPR code and you find it there when your offender gets out of prison, you need to remove the code yourself, thus opening the P line back up to show as an active supervision sentence. If the expiration date for the probation sentence has passed, you should then close the P line to EXPI as of the probation’s max date.

OPS CHAPTER 15 – Local Control Data Entry

* * * * *

Please read the three introduction pages for an overview of concepts and terms before you begin. Also, please read the entire section that relates to the data entry you need to accomplish (probation revoked, new LC, etc.) before you begin your work.

* * * * *

These scenarios have been designed to assist you in the entry of data for some of the most common Local Control situations. For more information on policy issues for Local Control cases (aka SB1145, effective 01/01/1997, [ORS 137.124](#)), refer to the Local Supervisory Authority Manual, which can be found on the Networking Groups page under Other Miscellaneous Manuals.

Local Supervisory Authority (LSA) defined: LSA is the local corrections agency or official, designated in each county by that county's board of commissioners to operate community correction supervision services, custodial facilities, or both. (often the Sheriff's Office)

Local Control (LC) defined: For the purposes of data entry, a Local Control sentence is a felony conviction sentenced to 12 months or less of incarceration usually with a term of Post-Prison Supervision. A Local Control sentence is served under the jurisdiction and authority of the LSA unless it is concurrent or consecutive to DOC sentences, in which case it can be served in the institution. Local Control sentences can also be referred to as SB1145 and/or SB156, because of the Senate Bills that created the rules governing these sentences. The community corrections agency of the convicting county always does the data entry for Local Control sentences unless there is language included in the judgment that states sentences are consecutive to DOC sentences (explained in more detail later in the chapter).

County Inmate Movement defined: County Inmate Movement describes the data entry of where an offender is physically located in such as jail, inpatient treatment, work centers, or out in the community. For Local Control sentences an offender must serve all of his time under the LC status. Community Corrections will **NEVER** move someone to "Leave" (LV) status in CIS/DOC400 when they are serving Local Control time. The Local Control sentence can be served either at the jail or at the Community Corrections location ("housing movement"). If the offender leaves the jail and goes to inpatient treatment, a work center, or back into the community to finish serving their local control sentence (or one of many other possible "programs"), he remains on LC status, but his county inmate movement changes and possibly his housing movement (L to county location ~or~ county to L location). Don't be confused that if an offender is outside of the jail and serving their Local Control sentence in the community that their Local Control

sentence is complete. It may not be. They may be walking around the community with invisible bars, still serving their Local Control time. Only when your jail tells you that the offender is “sentence served” are they to move off the LC status and onto Post-Prison.

Please note: A Local Control sentence can also be served in its entirety at the Community Corrections location. The location depends on who is the authority for the county inmate movement status.

Housing Movement defined: Housing Movement describes the data entry to reflect who has jurisdiction over the offender, which will always be the community corrections location (ex: BENT) ~or~ the L location (ex: LBEN) for local control offenders [or an institution location (ex: CCIC) for DOC inmates]. The jurisdiction (aka LSA authority) sometimes changes from the jail to the community corrections agency; therefore, inmate housing movement should change to reflect who has jurisdiction.

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

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

Release Plans and PPS orders: A Release Plan should be developed so a PPS Order can be created. If the offender is under the jurisdiction of the LSA, the Supervisory Authority (Community Corrections Office) for the county of conviction creates the Release Plan and PPS Order and forwards same to the supervising county. Although a policy has not been written or approved yet, it is common practice for the convicting county to confer and work with the supervising county to create only one PPS order. It is often easier to combine existing Post-Prison sentences with the new Post-Prison sentences at the time the new order is being prepared, rather than there being two orders that need to be combined later. Only one PPS order should exist at a time and should include all open PPS cases. Be sure to “complete” the release plan so that the next agency or institution who needs to prepare a release plan can do so.

If the offender is under the jurisdiction of the Parole Board, and receives a new local sentence or his probation revoked, the Board does NOT need a release plan. The Board does need a copy of the sentencing order (either new or PV judgment) and the release date (calculated by the jail which may include time served credits, work credits, and good time credits) for that local sentence. Please email the release date and sentencing order to: Orders.BOPPPS@doc.state.or.us. Email is the preferred method, but if you must fax, send to 503-373-7558.

If the offender is under the jurisdiction of the Parole Board and his PPS or Parole is revoked, the Board DOES need a release plan. That release plan is generated by the supervising county and sent electronically to the Board, both in CIS/DOC400 with the send feature and via email to Orders.BOPPPS@doc.state.or.us. Email is the preferred method, but if you must fax, send to 503-373-7558. Be sure to “complete” the release

plan so that the next agency or institution who needs to prepare a release plan can do so.

For new Local Control sentences and probations revoked to Local Control, the Local Control data entry is done by the convicting county. For PPS or Parole revocation sentences, the data entry is done by the supervising county.

NOTE: If an offender is on abscond immediately prior to entering local control, YOU MUST RETURN FROM ABSCOND FIRST. If you are not the supervising county, please contact the supervising county immediately and request they return from abscond on the date the warrant was served, prior to your admitting to local control.

~INSTRUCTIONS BEGIN HERE FOR FELONY PROBATION REVOKED TO LOCAL CONTROL~

15.1 Felony Probation Revocation

All felony cases revoked to incarceration for one year or less after 1/1/1997 should be entered as Local Control. If the judge states “no post prison,” LC supervision is to be served and the local sentence closed to EXPI. On cases whose original sentence was not subject to sentencing guidelines, you would enter SG: N. Some felony cases (uncommon) can be sentenced to “straight jail” with no PPS; see pages 15-31 and 15-32 – these are not entered in CIS/DOC400 at all.

In addition, all felony probations sentenced prior to 11/1/1989 can be sentenced to local control. According to Bill Penny, “In reality, Matrix probation revokes should be sentenced to ODOC, but most get the 6 months or less revoke.” For these cases, “they are revoked and closed to ‘VIOL’, the L sentence is added, but it is not given PPS.”

15.1.1 Admit to 'L' Location (Jail)

NOTE: Offender must have started his/her local control time before you can enter into CIS/DOC400. Sometimes this means entering the jail, sometimes it does not. The LSA must determine that the sentence has begun prior to doing the admission data entry in CIS/DOC400.

To begin, go to your Admissions process from your main menu. When admitting to Local Control, this process works much like the institution’s admission process, in that you do not have to release the offender from his previous status before you can admit him/her. The following screen is the first step in the Admissions process:

OPS225I BELLJU	Corrections Information Systems Community Corrections Admission	9:53:48 5/18/16
Offender..... 12345678 OFFENDER, TEST DOB..... 9/08/1994 Sex: M Race: W Current status..... Probation Last location..... BENT Release date/time..... Supervision level..... MED		
<div style="border: 1px solid red; padding: 5px; margin: 5px 0;"> This field defaults to your community location – be sure to change it to your L location if the offender starts his sentence in jail or under the jurisdiction of your jail </div> <div style="margin-left: 20px;"> ① Admission to location. LLAN ② Admission date/time... 01011997 ③ Caseload..... 6245 ④ Post admission status. LC ⑤ LC conviction county.. LANE ⑥ LC supv status code... JAIL </div>	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		

Please note the field “Post Admission Status” no longer defaults to PR for Probation status. “LC Conviction County” and “LC Supv Status Code” are fields to be used only for offenders convicted and sentenced under SB1145. Most fields in the Admission screen are promptable with the F4 key if you do not know the correct code to enter.

- ① **Admission To Location:** If the offender starts Local Control time in a jail, this field must be changed to a location code beginning with “L” (all county Jail codes begin with “L”) that represents the actual physical location of the offender. In most cases this would be the ‘Supervisory Authority’ for the offense that received the Local Control sentence, but could be another county jail location if the offender is currently housed in a different jail and will be serving the local control sentence there; often this occurs when sentences are concurrent or when the offender is sitting in jail awaiting trial in that other county.

If your county rents jail beds from another county and the offender is in a rented bed that your county is paying for and your jail considers that offender to be an inmate in your jail (just out at a different location), then you do NOT put the offender in the actual L location, instead use your own L location. Funding is based on the L location of the offender in CIS/DOC400, so if you are paying for a rental bed, you want the funding; therefore, admit to your L location.

To decide whether you admit to an L location or a county location, you must determine who has jurisdiction over the offender at the time of admission and where/how the offender is serving the sentence. For example if your jail has jurisdiction over your work center, it would be appropriate to admit to the L location if the offender starts his local control sentence in your work center. If your county community corrections office has jurisdiction over any alternative county inmate program, like your work center, you will use your county location to admit. Every county is different; be sure to confirm who has jurisdiction to determine what location to admit.

In this example you admit the offender to the Lane County Jail because the offender was revoked on a Lane County probation and is physically housed in the Lane County Jail, thus you choose “LLAN.”

NOTE: There is an F4 prompt on the “Admission To Location” field. Once you get there, you will see only the “C” locations (the community corrections field office codes). You will need to tab to the “Type” field and change the “C” to an “L” to see the codes for the county Jails (those that begin with “L”).

- ② **Admission Date/Time:** This field must correspond with “Sentence Begin Date.” For instance, if the offender was sentenced on Friday, January 3, 1997, but the judge ordered him/her to report on Monday, January 6, 1997, to begin serving his/her sentence, then 01/06/97 would be the Admission Date. Remember, the offender must have begun his sentence to admit, whether in jail or otherwise, as determined by the LSA.
- ③ **Caseload:** Use the caseload designated for Local Control for your office; this could be the caseload number of the Local Control PO in your office, or a specifically

designated Local Control caseload number. It is recommended, although not mandatory, that you have a Local Control caseload that is tied to your L location. If you need help with this, please contact your office SOON rep.

- ④ **Post Admission Status:** When admitting to Local Control the code must be 'LC'
- ⑤ **LC Conviction County:** This field requires the County location code representing the Supervising Authority (county of current Local Control conviction).
- ⑥ **LC Supv Status Code:** This field represents the current status (aka inmate movement code), which is either Jail or one of the 'alternative incarceration programs' (AIP) of the Local Control Offender when he begins his Local Control sentence. In this case, the offender is currently at the Jail, and hasn't started an 'alternative incarceration program' yet. If the offender had gone immediately out on Work Crew without being booked in your jail first, it would be appropriate to admit using the code for that program, which can be found by using F4 in this field.

Now press <Enter> to process the admission.

15.1.2 Open 'L' Sentence

To begin, go to the Work with Offenses screen:

NOTE: Information about the sentence should come from the court order (conviction date, sentence begin date, sentence length) and the LSA/jail (time served credits).

OPS230I	Corrections Information Systems (TEST)				12:18:29		
MCCARTHY	Work with Offenses				8/30/07		
Offender: 12345678 Offender, Test Record key:							
Status: Discharge LANE Lane County Community Correcti							
DNA Collection not Required							
Enter option...				Custody cycle.... 1			
2=Change		3=Copy offense		4=Delete		5=Display	
7=Add sentence		8=Conditions		9=Custody units		17=Add LC	
OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG	SANC	SGDO
CS	Type	Begin date	Length	Max date	Term date	Code	
01	109104030B	LANE	BURG I	154.225	Y	Y	
00	P FPR	08/26/1991	004-000-000	08/25/1995	08/25/1995	EXPI	
02	109104028B	LANE	BURG I	154.225	Y	Y	
2	00	P FPR	08/26/1991	006-000-000	08/25/1997		
Bottom							
F3=Exit		F6=Add docket		F7=Facesheet		F8=Notes	
F11=Menu bar		F12=Cancel		F14=Recalculate		F20=Add Local	
						F24=More keys...	

Close Probation Sentence: Tab to the sentence line of the revoked docket and enter 2=Change and press enter. The following screen will appear:

Offender Profile System (OPS) Training Manual

```

OPS235I                      Corrections Information Systems (TEST)          12:21:54
MCCARTHY                      Sentence Data                                8/30/07

                                CHANGE

Offender..... 12345678 Offender, Test
Status..... Local Control      LANE
Offense/Sentence.... 02 001      Court Case..... 109104028B
Sentencing Guid..... Y          County..... LANE
ORS..... 154.225      BURG I      AF BURGLARY I

Sent type..... P
Begin date..... 8/26/1991
Compact begin dt....
Length (ymd)..... 6 - 0 - 0      Life (L).....
Inop days.....
CS to.....
MRG to.....

Tent paro disc date.
Termination date.... 9/02/1997      Max sent date..... 8/25/1997
Termination code.... VIOL          Max indet sent date.
F3=Exit   F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel
  
```

- Tab down to the field 'Termination date' and enter the date of revocation (sentencing date).
- Tab to the field 'Termination code' and enter VIOL. Press <Enter> and return to the w/w offenses screen.

```

OPS230I                      Corrections Information Systems (TEST)          12:24:25
MCCARTHY                      Work with Offenses                                8/30/07

Offender: 12345678 Offender, Test          Record key:
Status:   Local Control      LLAN Lane County Jail
          DNA Collection not Required

Enter option...      Custody cycle.... 1
  2=Change      3=Copy offense      4=Delete      5=Display
  7=Add sentence 8=Conditions      9=Custody units 17=Add LC
OFF# DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC      SGDO
CS      Type      Begin date      Length      Max date      Term date      Code
01      109104030B      LANE      BURG I      154.225      Y      Y
00      P FPR      08/26/1991      004-000-000      08/25/1995      08/25/1995      EXPI
17 02      109104028B      LANE      BURG I      154.225      Y      Y
00      P FPR      08/26/1991      006-000-000      08/25/1997      01/01/1997      VIOL

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

Add Local Sentence: Tab to the docket line and use **Option 17=Add LC** to add a local control sentence. Press <Enter> to create the sentence. The following screen will appear.

OPS150I	Corrections Information Systems (TEST)	10:28:18
BELLJU	Sentence Data for Local Control	5/18/16
	CREATE	
Offender.....	12345678 OFFENDER, TEST	
Status.....	LocalControl LLAN	
Offense/Sentence....	Court Case..... 15CR24070/1	
Sentencing Guid....	Y County..... LANE	
ORS.....	154.225 BURG I AF BURGLARY I	
1 Sent type.....	L	
2 Begin date.....	01/01/1997	
3 Length (ymd).....	0 - 6 - 0	
4 Consecutive to.....		5 Merge to.....
6 Time served credits.	30	Inop time.....
7 Maximum date.....	05/31/1997	Inop (F4=W/W)..... 00000
Termination date....		
Termination code....		
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel		

- 1 **Sentence Type:** Sentence type should automatically default to 'L'.
- 2 **Begin Date:** Sentence begin date is the date the offender begins serving his time (date of sentencing or later), and should correspond with Admission Date. For instance, if the offender was sentenced on Friday, January 3, 1997, but the judge ordered him/her to report on Monday, January 6, 1997 to begin serving his/her sentence, then 01/06/97 would be the Begin date. This can be different than the VIOL date.

NOTE: Be careful! Jails sometimes misunderstand Begin Date and may give you Arrest Date as that is the date the offender 'Began' in their jail.
- 3 **Length:** Sentence length is the amount of time the judge sentences the offender to serve. For Local Control offenders, this would be 1 year or less. Enter as the order states whether that is in years, months, or days.
- 4 **Consecutive To:** If the sentence runs consecutive to another sentence, enter the offense # of the sentence it is consecutive to. However, this is not used in the sentence calculation. If you have a consecutive sentence, ask your LSA the "sentenced served" date on the first offense, and then use that completion date as the begin date for the next sentence (the consecutive one). Continue in this pattern for all consecutive sentences. Do all this consecutive sentence data entry at the time of admission and initial data entry. The max date on each may be different than the sentence served date since work time and good time are not input into CIS/DOC400. If you have a sentence that is consecutive to a DOC sentence of more than 12 months, the data entry will be done by the institution (see 15.8 less common scenarios for more details).
- 5 **Merge To:** If the sentence is merged with another sentence for purposes of sentencing; enter the offense # it is merged with.

- 6 Time Served Credits:** These are credits the offender earns for days spent in the jail prior to sentencing, and can include jail time ordered as a condition of probation as well as sanction time the offender served. The judge may choose to withhold these credits at sentencing, and if so, must include language to mean “No Credit For Time Served.” Remember good time and work time credits are NOT entered here.

NOTE: Be careful! The jail's use of the term 'Time Served Credits' may include other types of time credits such as 'Good' time/'Statutory' time or 'Earned' time/'Work' time which the offender accrues AFTER he/she begins serving the sentence. Be sure that you specify you need ONLY those credits allowed prior to sentencing!

- 7 Maximum Date:** This date is the sum total of Begin Date, plus Length, minus Time Served Credits. The program automatically calculates this date. Your max date will often be different than the actual release (or sentence served) date because good time and work credits are not entered in CIS/DOC400.

Now press <Enter> to update the sentence.

```

OPS230I      Corrections Information Systems (TEST)      12:40:55
MCCARTHY      Work with Offenses                        8/30/07

Offender: 12345678 Offender, Test                      Record key:
Status:   Local Control      LLAN Lane County Community Correcti
          DNA Collection not Required

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

OFF#  DOCKET  CNTY  Begin date  Length  Max date  SG  SANC  SGDO
CS    Type
01    109104030B  LANE  08/26/1991  004-000-000  08/25/1995  Y  Y
00    P FPR      08/26/1991  004-000-000  08/25/1995  08/25/1995 EXPI
02    109104028B  LANE  08/26/1991  006-000-000  08/25/1997  Y  Y
00    P FPR      08/26/1991  006-000-000  08/25/1997  01/01/1997 VIOL
00    L FLC      01/01/1997  000-006-000  06/20/1997
                                     Bottom
F3=Exit      F6=Add docket  F7=Facesheet  F8=Notes      F10=Print Options
F11=Menu bar  F12=Cancel   F14=Recalculate  F20=Add Local  F24=More keys...

```

Your local control sentence is entered as shown above.

* * * * *

The next two sets of instructions (15.1.3 and 15.1.4) are for slightly different scenarios.

15.1.3 is used when an offender changes their incarceration location (ex: JAIL to INTX) AND ALSO changes their admission (housing) location (ex: LBEN to BENT).

15.1.4 is used when an offender only changes their incarceration location (aka inmate movement) (ex: JAIL to INTX) but remains in their same housing location. To determine the housing location, you must determine who has jurisdiction over the offender. If the Jail continues to have jurisdiction over the offender when he moves to inpatient treatment or the work center, the housing

location will remain in the L location. If the community corrections agency assumes jurisdiction when the offender changes physical location of incarceration, the housing location will change to the community location.

If the offender remains in the same jail for the duration of his Local Control sentence, [15.1.3](#) and [15.1.4](#) do not apply; you can skip to [15.2](#).

* * * * *

15.1.3 Supervision Status (aka county inmate movement) and Housing Movement changes while still on Local Control Status

Sometimes an offender does not serve his entire Local Control sentence in jail. Every time an offender leaves the jail and moves to an alternative incarceration program, supervision status (aka inmate movement) should reflect that change. This data entry should be done timely and reflect the actual location of the offender.

For example, if the offender goes out to an Inpatient Treatment facility a week after starting their local sentence, you will need to move them from JAIL status to INTX status. You need to determine who has jurisdiction (aka who is the LSA – Jail or Community Corrections?) when an offender is outside of the jail. Often the jail retains jurisdiction (remains LSA) until the Local sentence is served especially if they are going to a work center, etc.; sometimes jurisdiction shifts to the Community Corrections Agency. Knowing who has jurisdiction (who is the LSA) during supervision status movement determines whether or not the housing location needs to change as well (L or community).

In this set of data entry instructions, the offender is changing from the L location to the Community location (housing movement) as well as changing from JAIL to STND (supervision status aka inmate movement). When an offender stays on LC status, you do NOT do a release first, you simply do a new admission.

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

OPS225I BELLJU	Corrections Information Systems (TEST) Community Corrections Admission	10:44:23 5/18/16
Offender..... 12345678 OFFENDER, TEST		
DOB..... 8/13/1989 Sex: M Race: W		
Current status..... Local Control		
Last location..... LLAN		
Release date/time.....		
Supervision level..... HI		
①	Admission to location..	LANE
②	Admission date/time...	03011997
③	Caseload.....	6517
④	Post admission status..	LC
⑤	LC conviction county..	LANE
⑥	LC supv status code...	STND
Copy PSI data from....		SIDNO 00000000
F3=Exit F4=Prompt F5=Refresh F6=New admission		
F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel		

- ① **Admission to Location:** This will be the community correction office's location code because the community corrections office will have control of the offender. [If the jail retains control of the offender, they will stay at the L location and you will use directions in [15.1.4](#) for supervision status movement.] (in this example 'LANE' for Lane County Community Corrections).
- ② **Admission Date/Time:** This would be the date the offender was released from the jail to another location to continue serving their local control sentence while the community corrections office has control of the offender. Enter date without slashes (/), the system will put them in when you hit enter.
- ③ **Caseload:** Caseload number of the assigned parole/probation officer or your local control caseload, depending on your county's practice.
- ④ **Post Admission Status:** This field MUST be LC to continue the offender on Local Control status.
- ⑤ **LC Conviction County:** This field will default to the county designated as County of Conviction entered when admitted to the jail location.
- ⑥ **LC Supv Status Code:** This code represents the current status, or 'program' of the offender when released from the jail to another location (for example a work center, inpatient treatment, or even just to be supervised in the community). In this example, the code 'STND' is used, meaning the offender is being supervised in the community, just like any other offender on supervision in your office. If the officer had immediately placed the offender on Day Reporting, it would be appropriate to use 'DAYR' as the code.

Now press <Enter> to process the admission. The record remains on LC status, but the Housing Movement location and the Supervision Status location have changed.

15.1.4 County Inmate Movements (Supervision Status change) while still on Local Control

These instructions are for supervision status change only. This is for tracking supervision status of the Local Control offender while he is within a given location (either your L Location or your Community Location). This is the process to use for movement of any type of offender, whether they are Probation, Parole, or Post-Prison Supervision violators, or new commitments. If the offender is changing supervision status AND housing movement location, use step 15.1.3 above.

You will do this data entry on the w/w County Inmate Movements/Supv Status Codes screen. There are several ways to get to that screen. The easiest is to use F11-3-J from a variety of screens (housing movement history, w/w offenses, etc., – it works from a lot of different places) You can also access this screen by opening a process like Admissions, Release, Support Data Entry/Update and pressing enter through the screens until you reach this one.

In our data entry example below, we are moving an offender from STND supervision status to DAYR. This is within the community location. Remember, we are not changing housing location here, just the supervision status. Please do these types of movements in a timely matter so the record is reflective of where the offender actually is.

```

OPS154I          Corrections Information Systems (TEST)          11:01:30
BELLJU           W/W County Inmate Movements/Supv Status Codes  5/18/16
                                           CHANGE
Offender..... 12345678      OFFENDER, TEST
Status..... LocalControl LANE

1 LC conviction county LANE
2 Start date/time..... 03151997 0800      Supervision Sts Code. DAYR 3
                                           Move type.....

Enter option..... 2=Change 5=Display
Move  LCsupv      Start      Stop      Resp Supervision
Opt  Type  Auth   Date   Time   Date   Time   Loca Status Code
LC   Type  Auth   Date   Time   Date   Time   LANE      STND
LC   Type  Auth   Date   Time   Date   Time   LLAN      JAIL
  
```

- 1 **LC Conviction County:** This field remains the same (current LSA). In this example "LANE."
- 2 **Start Date/Time:** The actual date and time the offender began the new supervision status. Please remember it is important to enter a time in the time field and not leave it blank. Enter date without slashes (/), the system will put them in when you hit enter. In this example, the officer has decided to put the offender in the Day Reporting program on 03/15/97 at 8am.

3 Supervision Sts Code: This is the status the offender is going to. F4=Prompt will bring up the status code table. In this example it is “DAYR” for Day Reporting.

Press enter to see your data added.

```

OPS154I      Corrections Information Systems (TEST)      10:05:36
MCCARTHY      W/W County Inmate Movements/Supv Status Codes      5/21/07
                                     CHANGE
Offender..... 12345678      OFFENDER, TEST
Status..... LocalControl LANE

LC conviction county
Start date/time.....      Supervision Sts Code.
                             Move type.....

Enter option..... 2=Change      5=Display
  Move   LCsupv      Start      Stop      Resp Supervision
Opt  Type   Auth      Date   Time      Date   Time      Loca Status Code
  LC     LANE      3/15/1997  8:00      LANE     DAYR
  LC     LANE      3/01/1997  8:00      LANE     STND
  LC     LANE      1/01/1997  8:00      LLAN     JAIL
                                     Bottom
F3=Exit      F5=Refresh      F9=Retrieve
F11=Menu bar  F12=Cancel

```

NOTE: Notice how an admission to a ‘status’ automatically closes the previous one. Research has asked that these ‘movements’ remain continuous. For example, if the Day Reporting program was discontinued for an offender, move him back to STND. This will automatically close Day Reporting. Record these movements as many times as necessary and in a timely manner.

15.1.5 Completion of the Local Control Obligation (close ‘L’ sentence)

NOTE: Be careful! You need to be sure the offender really should be released to Post-Prison supervision. There has been a lot of confusion within Community Corrections and Institutions over this issue. Jails may release an offender at any time before their Local Control obligation has been completed, so be sure the jail ‘release’ date is the date the offender totally completed his/her sentence.

If the jail released the offender prior to the completion of their local control sentence, this creates ‘dead time’ between the release and when the offender can legally be on Post-Prison Supervision, which means they need to remain on LC status and change supervision status and maybe housing location, also (refer to Supervision Status and Housing Movement changes while still on Local Control Status above).

Also, for counties who contract back prison beds from DOC, releases from the institution do not necessarily mean the offender should be admitted on PPS. In all cases, check the sentence calculation to make sure the local control incarceration obligation has been completed and is considered “sentence served.”

The offender has completed his Local Control obligation when the entire sentence has been served. Remember good time and work credits are not entered into CIS/DOC400,

so it's possible the Max Date shown is not the same as the date the offender is sentence served.

NOTE: It is okay to add the PPS (O) line prior to receiving the LC PPS order. This is not preferred, because it is easier to forget to follow up that you have received a PPS order, but could be necessary at times for many reasons. Remember – without an active running sentence line, you have no sentences showing on your public information screen, and no supervision fees running, etc.

*****All of this release data entry is done by the convicting county, regardless of what county the record will be released to.*****

To begin, go to the Work with Offenses screen in the CC Release Process.

```

OPS230I                      Corrections Information Systems (TEST)          12:40:55
MCCARTHY                      Work with Offenses                          8/30/07

Offender: 12345678   Offender, Test                                     Record key:
Status:   Local Control           LLAN Lane County Jail
          DNA Collection not Required

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

OFF#  DOCKET      CNTY      ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
CS    Type      Begin date  Length      Max date    Term date  Code
01    109104030B  LANE      BURG I      154.225     Y      Y
00    P FPR      08/26/1991 004-000-000 08/25/1995 08/25/1995 EXPI
02    109104028B  LANE      BURG I      154.225     Y      Y
00    P FPR      08/26/1991 006-000-000 08/25/1997 01/01/1997 VIOL
2     00    L FLC      01/01/1997 000-006-000 06/20/1997

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...

Bottom
  
```

Close “L” Sentence: Tab to the ‘L’ sentence line and enter 2=Change and press <Enter>. The following screen will appear:

```

OPS150I                      Corrections Information Systems (TEST)          13:14:41
MCCARTHY                      Sentence Data for Local Control      8/30/07
                                CHANGE

Offender..... 12345678      OFFENDER, TEST
Status..... Discharge      LANE
Offense/Sentence.... 02 002      Court Case..... 109104028B
Sentencing Guid.... Y      County..... LANE
ORS..... 154.225      BURG I      AF BURGLARY I

Sent type..... L
Begin date..... 1/01/1997
Length (ymd)..... 0 - 6 - 00
Consecutive to..... Merge to.....
Time served credits. 10      Inop time.....
Maximum date..... 6/20/1997      Inop (F4=W/W)..... 00000

Termination date.... 6/10/1997
Termination code.... POST
  
```

- Tab to Termination date and enter the date the local control obligation ends. This may be close to the max date, but will highly likely not be exact if the offender has

received good time or work credits. This may be very different than the date the PPS line begins. Each L line will close to POST at the time that each sentence is considered “served,” but ALL O lines that are served together in the same incarceration period begin on the same date.

- Tab to Termination code and enter ‘POST’.
- Press <Enter> to update the sentence and return to the main screen.

Note: In our example, the Max date of the Local Control sentence is 6/20/97, but the Termination date was entered as 6/10/97 because the offender received 10 days credit (other than the “time served” credit), which makes the Release Date 10 days sooner. Your release date may not (and probably won’t) match the max date in CIS/DOC400 because good time and work credits are not entered into CIS/DOC400, but do shorten the length of the sentence to be served. If you do not know the good time and work credit, use the max date shown as the POST date.

15.1.6 Releasing the Body to “LCMP” (Local CoMPlete)

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

OPS270I	Corrections Information Systems (TEST)	11:17:49
BELLJU	Offender Release	5/18/16
PROCESS		
Offender.....	12345678	OFFENDER, TEST
DOB.....	8/13/1989	Location: LANE
Status.....	LC Local Control	
Current caseload....	6517 OFFICER, PROBATION	
Custody/Supv level..	HI	
① Release date.....	06101997	Time.... 0800 ①
② Release type code...	LCMP	
③ Release to location.	LANE	
F3=Exit	F4=Prompt	F5=Refresh
F9=Retrieve	F11=Menu bar	F12=Cancel
F7=Current date/time		

- 1 Release Date/Time:** This date should be the same as the ‘L’ sentence’s termination date (if more than one ‘L’ sentence, use longest termination date). Remember to enter a time – do not leave that field blank. Enter date without slashes (/), the system will put them in when you hit enter.
- 2 Release Type Code:** The code used must be ‘LCMP’ to denote the completion of the Local Control sentence.
- 3 Release to Location:** This will be the Community Corrections office the offender will be supervised in.

Now press <Enter> to process the release.

15.1.7 Admitting Offender to Post-Prison Supervision

Note: The admission to Post-Prison, 'O' line entry, addition of conditions, and update of the EPR are completed by the Community Corrections Office that will be supervising the offender.

Go to the Community Corrections Admission screen in the Admission process to admit the offender on Post-Prison Supervision.

OPS225I BELLJU	Corrections Information Systems (TEST) Community Corrections Admission	11:30:32 5/18/16
Offender..... 12345678 OFFENDER, TEST		
DOB..... 8/13/1989 Sex: M Race: W		
Current status..... Local Control		
Last location..... LLAN		
Release date/time..... 05/30/1997 08:00		
Supervision level..... HI		
①	Admission to location.	LANE
②	Admission date/time...	05301997 0800
③	Caseload.....	6517 OFFICER, PROBATION
④	Post admission status.	PO
⑤	LC conviction county..	
⑥	LC supv status code...	
Copy PSI data from.... SIDNO 00000000		
F3=Exit F4=Prompt F5=Refresh F6=New admission		
F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel		

- ① **Admission to Location:** Your county code.
- ② **Admission Date/Time:** The exact date/time as the Release date/time. Enter date without slashes (/), the system will put them in when you hit enter.
- ③ **Caseload:** Use the caseload number of the officer assigned to the case.
- ④ **Post Admission Status:** Use the proper status, which will likely be PO for Post-Prison Supervision. If there are both Post-Prison and Parole sentences, use PS.
- ⑤ **LC Conviction County:** Leave blank as the offender is no longer on Local Control status.
- ⑥ **LC Supv Status Code:** Leave blank as the offender is no longer on Local Control status.

Now press <Enter> to process the admission.

PLEASE NOTE: Offender status now changes from LocalControl to PostPrison. Check status for PostPrison/LC or BRD on Work with Offenses screen. If status is not correct, first do an F14 to recalculate. If status is still wrong, follow Board/LC Override document to correct.

15.1.8 Open Post-Prison Supervision Sentence (Add 'O' line)

Go to the Work with Offenses screen.

```

OPS230I                      Corrections Information Systems (TEST)          13:18:15
MCCARTHY                      Work with Offenses                          8/30/07

Offender: 12345678  OFFENDER, TEST                      Record key:
Status:   PostPrison/LC                      LANE Lane County Community Correcti
          DNA Collection not Required

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

OFF#  DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC      SGDO
CS    Type        Begin date   Length          Max date        Term date   Code
01    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    00  P FPR    08/26/1991    006-000-000     08/25/1997    01/01/1997  VIOL
00    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..
  
```

Open 'O' Sentence: Add the Post-Prison sentence by entering **7=Add Sentence**, on the docket line and press <Enter>. The following screen will appear:

Please remember that data entry of adding the O line is done by the supervising county.

```

OPS235I                      Corrections Information Systems (TEST)          11:42:19
BELLJU                      Sentence Data                          5/18/16
                                CREATE

Offender..... 12345678  OFFENDER, TEST
Status..... PostPrison  LANE
Offense/Sentence.... 02 002      Court Case..... 15CR24070/1
Sentencing Guid.... Y          County..... LINN
ORS..... 154.225    BURG I    AF BURGLARY I

(1) Sent type..... 0
(2) Begin date..... 06101997
    Compact begin dt....
(3) Length (ymd)..... 0 - 12 - 0    Life (L).....
    Inop days.....
    CS to.....
    MRG to.....

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

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

- 1 **Sentence Type:** 'O' for Post-Prison.
- 2 **Begin Date:** Physical Release date found on PPS Order. All PPS begins on the same date, regardless of how many different local sentences ended at different times.
- 3 **Length:** This will be taken from the court order or the Order of Post-Prison Supervision.

Add conditions as explained in conditions chapter (18); check the EPR, adjust as needed and check the supervision fee account and bring balances forward as needed.

NOTE: Post-Prison supervision should be served for all Local Control offenders unless the court order specifically spells out no post-prison supervision will be imposed. If an order was received with no PPS time mentioned, and no specific language prohibiting the imposition of PPS time, inquire in writing to the judge about the status of PPS time, with a request to the D.A. to seek a modified order or follow your county's procedure regarding these types of occurrences. The Gaynor decision on April 3, 2000, upheld that if the judge orders no PPS or an incorrect amount of PPS at the time of sentencing, the Board cannot overrule that amount. The Board's policy is PPS time must be specified on the order. If it is determined there will not be a period of PPS Supervision, the offense would be closed to EXPI instead of POST.

The judge can also order "Straight Jail" which would not be entered into CIS/DOC400 at all. When seeking clarification from the DA/court, if you are unsure you may want to find out if it is local control with no PPS or "Straight Jail." See OPS 15.8.4 for more details. Please also be aware that Local Control (with no PPS) sentences are entered and FUNDED. Straight Jail is not entered and not funded.

Now press <Enter> to update the sentence.

```

OPS230I                      Corrections Information Systems (TEST)          13:27:22
MCCARTHY                      Work with Offenses                          8/30/07

Offender: 12345678  OFFENDER, TEST                      Record key:
Status:  Postprison/LC      LANE      Lane County Community Correcti
          DNA Collection not Required

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

```

~INSTRUCTIONS END HERE FOR FELONY PROBATION REVOKED TO LOCAL CONTROL~

~INSTRUCTIONS BEGIN HERE FOR NEW LOCAL CONTROL SENTENCES~

15.2 New Local Control Admission (may or may not be currently under supervision)

This could be a new admission (new cycle) or it could be a new Local Control sentence (meaning not a probation revocation) on an offender currently supervised.

From the Community Corrections Admission screen, look for the offender using the Name Search Method (press F4 in the name field and type in the name: last name first name no comma in between). If there is a **match**, put cursor on the offender's name and press enter. This will take you to Community Corrections Admission screen.

Example of admission screen with offender who is currently in the system:

OPS225I BELLJU	Corrections Information Systems Community Corrections Admission	10:14:06 4/27/16
Offender..... 12345678 SMITH, JOHN DOB..... 10/19/1978 Sex: M Race: W Current status..... Post Prison Last location..... BENT Release date/time..... Supervision level..... HI		
① Admission to location. LBEN ② Admission date/time... use the correct date ③ Caseload..... use your local control caseload number ④ Post admission status. LC ⑤ LC conviction county.. BENT ⑥ LC supv status code... JAIL* Copy PSI data from....	<div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> This defaults to your community location, change to your L location if the offender begins his sentence in jail or under the jurisdiction of your jail. </div> <div style="text-align: right;">SIDNO 00000000</div>	
F3=Exit F4=Prompt F5=Refresh F6=New admission F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel		

Fill in fields to admit:

- ① **Admission to location:** defaults to community location; change to your L location or the location the offender is in jail. If you rent beds and your county considers the offender an inmate in your facility and is paying for a bed elsewhere, use your L location since funding is tied to the L location and you're paying to house the offender.
- ② **Admission date/time:** use the date that the offender starts his local control sentence. This may be different than the court order conviction date if the offender had his local control sentence deferred or delayed. Be sure the offender has started his sentence before admitting and use the correct date to reflect the date it actually starts. The offender may or may not start his Local Control sentence in your jail, depending on your county practice and the court order.

- ③ **Caseload:** Use the caseload designated for Local Control for your office; this could be the caseload number of the Local Control PO in your office, or a specifically designated Local Control caseload number. It is recommended, although not mandatory, that you have a Local Control caseload that is tied to your L location. If you need help with this, please contact your office SOON rep.
- ④ **Post admission status:** LC
- ⑤ **LC conviction county:** the convicting county enters the local control sentence, so this should be your county
- ⑥ **LC supv status code:** If the offender starts his local sentence in jail, use JAIL as the admission code. If the offender changes location later (even on the first day) you can change that later with the proper movement

Press <enter> to process admission

If the offender is **not** already in CIS/DOC400 on the first admission screen do an F6 to admit new, and you'll get this admission screen:

OPS226I	Corrections Information Systems	10:27:52
BELLJU	COMMUNITY CORRECTIONS NEW INTAKE	4/27/16
NEW OFFENDER DATA		
** Note: Use only for offenders not currently enrolled in OP System. **		

① ID number.....	12345678		
② Last name.....	OFFENDER		
③ First/middle/title..	TEST	MIDDLE	JR
④ DOB.....	01011997	⑤ Sex: M	⑥ Race: W
⑦ Admit to location...	LBEN		
⑧ Date/Time.....	05182016 0900		
⑨ From county/state...	BENT		
⑩ Caseload.....	8245		
⑪ Admission status....	LC	Note: Diversion Offenders enter as DV = Diversion	
⑫ LC conviction county	BENT		
⑬ LC supv status code.	JAIL		
Search PSI data.....	Y		
Copy PSI data from..		SIDNO	

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

Fill in fields on new Local Control admission, almost like any other new admission:

- ① **ID number:** Enter SID
- ② **Last name:** taken from the court order
- ③ **First/middle/title:** taken from the court order
- ④ **DOB:** Use format with no slashes: 01012005

- 5 **Sex:** M or F
- 6 **Race:** Choose from F4 options, or enter code if known
- 7 **Admit to location:** will default to your community location; change to your L location if the offender is starting his Local Control sentence in jail.
- 8 **Date/Time:** use the date and time the offender begins his local sentence. This might be different than the date on the court order. Sometimes the start of the sentence is deferred or delayed for a variety of reasons. Make sure the offender is either in custody or has otherwise begun his sentence according to the LSA.
- 9 **From county/state:** this is the convicting county. The convicting county is the agency who enters these new local control sentences; therefore, it should be your county's code
- 10 **Caseload:** use your local control caseload number or the caseload number per your county policy. It is recommended, although not mandatory, that you have a Local Control caseload that is tied to your L location. If you need help with this, please contact your office SOON rep.
- 11 **Admission status:** LC
- 12 **LC conviction county:** this is the convicting county again; same as above.
- 13 **LC supv status code:** use the code that represents the location/sup status the offender begins his Local Control sentence. This will likely be JAIL to start, but depending on your county and the practice of your LSA it may be something different.

Continue to work through the steps of the Admission Process, i.e. descriptive data, addresses, etc.

At the “Work with Offenses” Screen, you will use F20=Add Local Docket and will see the screen below.

NOTE: This is the same procedure as the Felony Probation Revocation Scenario except you must add a new docket (F20=new docket) instead of violating the “P” line. Information about the sentence should come from the court order (sentencing date, sentence begin date, sentence length) and the Jail (for time served credits).

OPS151I	Corrections Information Systems (TEST)	12:07:31
BELLJU	Add Sentence Data for Local Control	5/18/16
CREATE		
Offender.... 13245678 OFFENDER, TEST		
Status..... LocalControl BENT		
① Docket#.....	16CR12345/01	County..... BENT ②
③ Court count.....	01	Offense number.....
④ ORS number.....	475.840	
⑤ Sent guide (Y/N)...	Y	
⑥ Time served credit..	5	Inop time.....
⑦ Sentence type.....	L	
Inchoate/ORS.....		
⑧ Begin date.....	05/18/2016	⑨ Length (ymd)..... 0 - 3 - 0
⑩ Consecutive to.....		⑪ Merge to.....
Maximum date.....		
F3=Exit F4=Prompt F11=Menu bar F12=Cancel		

- ① **Docket #:** Enter the docket number here, taken from the court order including a slash (/) and the count number.
- ② **County:** Enter the four-letter code of the convicting county. The convicting county should be doing the data entry, so this should be your county code.
- ③ **Court count:** Enter the count number here again in two-digit form (01, 02, etc.)
- ④ **ORS number:** Press F4 and search for the correct number as stated on the court order.
- ⑤ **Sent Guide (Y/N):** This should always be yes because Local Control sentences are only entered if they are felonies and we’ve past the date of when sentencing guidelines began.
- ⑥ **Time Served Credits:** These are credits the offender earns for days spent in the jail prior to sentencing, and can include jail time ordered as a condition of probation as well as sanction time the offender served. The judge may choose to withhold these credits at sentencing, and if so, must include language to mean “No Credit For Time Served.” Remember good time and work time credits are NOT entered here.

- 7 Sentence Type:** L for Local Control.
- 8 Begin Date:** Sentence begin date is the date the offender begins serving his time (date of sentencing or later), and should correspond with Admission Date. For instance, if the offender was sentenced on May 5, 2016, but the judge ordered him to report on May 9, 2016, to begin serving his sentence, then 05/09/2016 would be the begin date. Your offender may or may not start his sentence in custody, depending on your county's practices. Be sure the begin date of the offense matches the admission date and that the offender did in fact begin his sentence on that date.
- 9 Length:** This information is taken from the court order and should be entered exactly as shown on the court order, whether that is in units of years, months, or days.
- 10 Consecutive To:** If the sentence runs consecutive to another sentence; enter the offense # of the sentence it is consecutive to. However, this is not used in the sentence calculation. If you have a consecutive sentence, ask your LSA the "sentenced served" date on the first offense, and then use that completion date as the begin date for the next sentence (the consecutive one). Continue in this pattern for all consecutive sentences. Do all this consecutive sentence data entry at the time of admission and initial data entry. The max date on each may be different than the sentence served date since work time and good time are not input into CIS/DOC400.
- 11 Merge To:** If the sentence is merged with another sentence for purposes of sentencing; enter the offense # it is merged with.

Press <enter> to process docket entry.

You must remember to go back into the docket from the Work with Offenses screen by putting a 2=Change on the docket line to add the rest of the docket information such as Sanction Status, Judge's name, Conviction date, etc.

OPS236I	Corrections Information Systems		10:43:45
BELLJU	Docket and Offense Description		4/27/16
CHANGE			
Offender.....	12345678	SMITH, JOHN	
Status.....	Local Control		
Docket#/County.....	15CR12345/01	BENT	
Court case count....	1		
Sanction status.....			
Offense number.....	01		
ORS number.....	475.894	POSS METH	POSSESS METH
Sent guide (Y/N)...	Y		Crime Class/Severity CF 626
Felony=Misdemeanor..	N		
Inchoate/ORS.....			
Crime seriousness...			Criminal history..
Sentencing judge....			Dispositional depart..
Defense counsel.....			Durational depart....
District attorney...			DA case number....
Crime date.....		M57 Eligible.	M57 Convicted.....
Arrest date.....			
Convicted date.....			
F3=Exit	F4=Prompt	F5=Refresh	F6=Add Sentence
F11=Menu Bar	F12=Cancel		F8=Add counts

Fill in all this missing data in this screen

Complete any additional data entry as needed similar to the instructions above for probations revoked to Local Control, including any inmate movements necessary, any housing movements necessary, and the release and admission data entry when the Local Control sentence is complete.

~INSTRUCTIONS END HERE FOR NEW LOCAL CONTROL SENTENCES~

~INSTRUCTIONS BEGIN HERE FOR PPS or PAROLE REVOCATION SENTENCES~

15.3 Post-Prison and Parole Supervision Revocation Sentences – Parole Board controlled offenders and/or Local Control controlled offenders

NOTE: These steps are followed when an offender's PPS (or Parole) Supervision is revoked and a sanction of one year or less is imposed. Most fields in the Admission screen are promptable with the F4 key if you do not know the correct code to enter. There are two different ORSs used for Post-Prison (144.108) and Parole (144.136); be sure to choose the correct one.

ALSO NOTE: All PPS revocation sentence data entry is done by the supervising county, regardless of the L location that the offender is serving the revocation sentence, including release back to the supervising county.

15.3.1 Admit to 'L' Location (Jail)

To begin, go to the Community Corrections Admission screen in the Admissions process. When admitting to Local Control, this process works much like the institution's admission process, in that you do not release the offender from his previous status before you admit him. The following screen is the first step in the Admissions process:

OPS225I BELLJU	Corrections Information Systems Community Corrections Admission	15:02:47 5/18/16
Offender..... 12345678 OFFENDER, TEST DOB..... 4/22/1969 Sex: M Race: W Current status..... Post Prison Last location..... LANE Release date/time..... Supervision level..... HI		
① Admission to location.	LLAN	
② Admission date/time...	01011997 0800	
③ Caseload.....	6145	
④ Post admission status.	LC	
⑤ LC conviction county..	LANE	
⑥ LC supv status code...	JAIL	
⑦ Copy PSI data from....	SIDNO	
F3=Exit F4=Prompt F5=Refresh F6=New admission F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel		

- ① Admission To Location:** If the offender started Local Control time in a jail, this field must be changed to a location code beginning with "L" (all county Jail codes begin with "L") and which represents the actual physical location of the offender. This will usually be the "L" location of the supervising county at the time of the revocation (also the Supervisory Authority). The L location may be different from the supervising county

if the offender is currently housed in a different jail and will be serving the revocation sentence there; sometimes this occurs when sentences are concurrent or when the offender is sitting in jail awaiting trial in that other county.

If your county rents jail beds from another county and the offender is in a rented bed that your county is paying for and your jail considers that offender to be an inmate in your jail (just out at a different location), then you do NOT put the offender in the actual L location, instead use your own L location. Funding is based on the L location of the offender in CIS/DOC400, so if you are paying for a rental bed, you want the funding; therefore, admit to your L location.

In this example you are admitting to the Lane County Jail because Lane County is the Supervisory Authority, and the offender is physically housed in the Lane County Jail, thus you are choosing "LLAN."

NOTE: There is an F4 prompt on the "Admission To Location" field. Once you get there, you will see only the "C" locations (the community corrections field office codes). You will need to tab to the field and change the "C" to an "L" to see the codes for the county Jails (those that begin with "L").

- 2 Admission Date/Time:** This will be the Board (or LSA) Action date (Board or Supervisory Authority Revocation/Decision date), which will be on the Teletype (TTY). (You may or may not find all needed information on the Board Action Form (BAF) received from the Board, so it's best to use the Teletype). The TTY should go to a designated printer in your office that may be tied to CIS/DOC400 printing or to your LEDS printer and the BAF will go via email either directly to the PO, or perhaps to the email group the Board has for your office. Be sure to find the TTY to do your data entry. You can ask the Board to resend it, if you can't find it but please check with the PO before you request a resend.
- 3 Caseload:** Use the caseload designated for Local Control for your office; this could be the caseload number of the Local Control PO in your office, or a specifically designated Local Control caseload number. It is recommended, although not mandatory, that you have a Local Control caseload that is tied to your L location. If you need help with this, please contact your office SOON rep.
- 4 Post Admission Status:** When admitting to Local Control the code must be 'LC.'
- 5 LC Conviction County:** On PPS revocation cases, the Supervisory Authority is the supervising county at the time of revocation. Enter the County location code, not the "L" location.
- 6 LC Supv Status Code:** This field represents the supervision status of the Local Control Offender. In this case, the offender is currently at the Jail. If the offender had gone immediately to a different supervision status, it would be appropriate to use the code for that secure program (REST, SCTX or WKRL). A secure program is one where

an offender remains in the facility and does not go out to work or out to program. For PPS and Parole revocation sentences, the offender can only serve his time in a “secure” facility and nowhere else.

7 Copy PSI Data from: Leave Blank.

Now press <Enter> to process the admission.

15.3.2 Open PPSVSANC sentence line

To begin, go to the Work with Offenses screen:

```

OPS230I                      Corrections Information Systems (TEST)          11:58:08
MCCARTHY                      Work with Offenses                          9/04/07

Offender: 12345678  OFFENDER, TEST                                     Record key:
Status:   LOCAL CONTRL      LLAN Lane Jail
          DNA Collection not Required

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

OFF#  DOCKET  CNTY  ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
CS    Type    Begin date  Length      Max date    Term date  Code
01    109104030B  LANE      BURG I      154.225     Y   Y
00    P FPR      08/26/1991  004-000-000  08/25/1995  08/25/1995  EXPI
02    109104028B  LANE      BURG I      154.225     Y   Y
00    P FPR      08/26/1991  006-000-000  08/25/1997  09/02/1997  VIOL
00    L F        06/03/1995  000-018-000  11/30/1996  11/15/1996  POST
00    O FPO      11/15/1996  000-036-000  11/14/1999

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

Bottom
  
```

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

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

```

OPS151I                      Corrections Information Systems          15:17:08
BELLJU                      Add Sentence Data for Local Control      5/18/16
                                CREATE

Offender.... 1345678 OFFENDER, TEST
Status..... LocalControl      LLAN

Docket#.....
Court count.....
ORS number..... 144108
Sent guide (Y/N)... Y
Time served credit.. 60
Sentence type..... L
Inchoate/ORS.....
Begin date..... 01011997
Consecutive to.....
Maximum date.....

County.....
Offense number.....
Inop time.....
Length (ymd)..... 0 - 0 - 180
Merge to.....

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

There are only four (4) fields to enter data into...easy!

1 ORS number..... 144108

2 Time served credit.. 60

3 Begin date..... 01011997

4 Length (ymd)..... 0 - 0 - 180

Docket #: Leave this field blank. (Once you press <Enter>, the docket # will automatically fill in with PPSVSANC and will automatically number accordingly).

County: Leave this field blank. There can be numerous crimes from different counties in each 'set' of Post-Prison supervision.

Court Count: Leave this field blank for the same reason.

- 1 **ORS Number:** ORS number [144.108](#) must be used for Post-Prison and 144.346 for Parole. This field may also be prompted with the F4=Prompt. To find PPSV SANC, type in PPS and press <Enter>; to find PARO VIOL, type in PAR and press <Enter>.

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

- 2 **Time Served Credit:** This would be the number of days between the arrest date and the Board/Supervisory Authority revocation/decision date, found on the T-type. Use the exact number of time served credits provided by the Board or the LSA.

For LSA-controlled cases: To calculate time served credit (amount of time back to arrest date) if the information is not on the LSA T-Type: Type F11, 2, B to go to the date calculator screen. Operation = 2 (find difference). From date = arrest date To date = Supv Authority action date. Enter the days into the TSC field of the sentence line of the sanction. This information should be provided to you by the LSA; unless you are the person responsible for creating the LSA revocation paperwork.

INOP Time: Leave this field blank on Parole Board jurisdiction. For Supervisory Authority jurisdiction: Go to each open "O" line, put in "2" to change. This brings up your "sentence data" screen. Tab to the right side of the screen to "Inop days" and do F4. The next screen should be W/W Inop/Institution & Community Corrections. Do F18 = Create Comm.Corr. The next screen should say "Maintain Community Corrections Inop Days. Go to Offense, do F4 (F4=List). This will pull up your offenses. For each "O" line, put in Start date (Arrest date) and Stop Date (Release date) and Reason is REVD. On Comments: type LSA Action date (from teletype). Repeat this for every open "O" line or use the copy feature.

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

- 3 **Begin Date:** This would be the Board or LSA revocation/decision date as identified by the Board or LSA T-Type (same as the admission to local control date). In this example we are using 1/1/1997. Enter date without slashes (/), the system will put them in when you hit enter.
- 4 **Length:** This would be the amount of days the Board or LSA states the offender is sanctioned to on the T-Type. This will usually be in 30, 60, 90, or 180 day increments.

Consecutive To: Leave this field blank.

Merge To: Leave this field blank.

Maximum Date: The date the Board or Supervisory Authority identifies as the Re-Release Date on the T-Type. The sentence calculation will be Sentence Begin Date (Board/Supervisory Authority Revocation/Decision date) + Length – Time Served Credit = Max Date (Re-Release Date). This date will calculate and auto fills when you hit enter.

Now press <Enter> to update the docket.

OPS230I		Corrections Information Systems (TEST)				12:39:25	
MCCARTHY		Work with Offenses				9/04/07	
Offender: 12345678 OFFENDER, TEST						Record key:	
Status: Local Control LLAN							
DNA Collection Required							
Enter option...				Custody cycle....			
2=Change		3=Copy offense		4=Delete		5=Display	
7=Add sentence		8=Conditions		9=Custody units		17=Add LC	
OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG	SANC	SGDO
CS	Type	Begin date	Length	Max date	Term date	Code	
01	109104030B	LANE	BURG I	154.225	Y	Y	
00	P FPR	08/26/1991	004-000-000	08/25/1995	08/25/1995	EXPI	
02	109104028B	LANE	BURG I	154.225	Y	Y	
00	P FPR	08/26/1991	006-000-000	08/25/1997	09/02/1997	VIOL	
00	L F	09/29/1997	000-018-000	11/30/1996	11/15/1996	POST	
00	O FPO	11/15/1996	000-036-000	11/14/1999			
03	PPSVSANC		PPSV SANC	144.108	Y	N	
00	L LC	01/01/1997	000-000-180	04/30/1997			
Bottom							
F3=Exit		F6=Add docket		F7=Facesheet		F8=Notes	
F11=Menu bar		F12=Cancel		F14=Recalculate		F20=Add Local	
						F24=More keys...	
Status does not match offenses. Correct offenses or F13=change status. +							

IMPORTANT WARNING: *Physical Release Date:** Please note for Post-Prison Supervision (and Parole) revocation, the Board or LSA does not allow good time or work credits so the Max Date will be the Physical Release Date. **If your jail is going to release the offender on a different date than the Board-calculated Max Date, notify the Board immediately.** The Board will recalculate the offender's sentence length and REVO (INOP) time and your data entry will need to be changed. If this happens before the offender is released, you'll release directly out to PPS. If it does not happen before the offender is released, see data entry instructions below.

If there is no time to notify the Board in advance (or the Board does not make the changes in the system prior to the offender's release) and your offender has been released early, change the housing location from your L location to your county location and use the supervision status code MATX (for matrix release) and keep on LC status until the max date is reached. If the Board eventually changes the sentence length and

INOP days, you will need to change your data entry to match. If they do not, this movement will remain and reflect what has occurred.

NOTE: When the Board or LSA has imposed a revocation sentence to a Post-Prison Supervision case, the field is responsible to create and send the Release Plan electronically to the Parole Board or to the LSA. Also email the release plan to the Board to Orders.BOPPPS@doc.state.or.us, or if you must fax, send to 503-373-7558. The Board or LSA will create a new PPS order, which the offender will need to sign. LSA cases: follow your County's practice. Remember to "complete" the release plan in CIS/DOC400, so the next agency that needs to create a release plan can do so.

15.3.3 County Inmate Movements (moving the offender from one supervision status to another)

This is the same concept as mentioned earlier for other local control offenders who move their physical location during the course of serving their revocation sentence. Please refer to section [15.1.3](#) above for instructions.

NOTE: On those offenders the State Board retains jurisdiction over, there are only four status changes in this screen you may use. They are COUR (out to court), DETA (out on detainer), WKRL (work center), and MATR (matrix release from jail). Please note on WKRL, the program must be supervised and in a secure facility. MATR should be used only in the case where the jail, for whatever reason, released the offender before the max date.

15.3.4 Completion of the Local Control Obligation:

The offender has completed his/her Local Control obligation when the Max Date has been reached, and should be released back to Post-Prison Supervision status. To begin, go to your Work with Offenses screen.

Per the Board's PPS Stop Policy, offenders on Post-Prison supervision as of 10/1/99, whose supervision is revoked and a revocation sentence is ordered shall have revocation time added back to the PPS sentence. The Parole Board will enter the INOP days on Board jurisdiction cases, and the Community Corrections Agency will enter the INOP days on LSA jurisdiction cases. The 'O' line will have a new expiration date.

NOTE: Be careful! You need to be sure the offender should be released back to Post-Prison supervision. There has been confusion within Community Corrections and Institutions over this issue. Jails may release an offender before their Local Control obligation is completed, even though PPS revocation offenders by Board rule must remain in custody. This may create some 'dead time' between the release and when the offender can legally be returned to Post-Prison Supervision (refer to 'Admit to Community Corrections Location While Still on Local Control Status'). If the jail releases early, notify the Board as soon as possible; they may change the revocation sentence

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length and INOP to reflect what has really happened. In the meantime, use the MATR movement code, admit to your community location, and keep on LC status. Be sure to watch the record and if the Board does change the INOP time (and revocation length as shown in a new TTY) be sure to change the sentence length to match, which will change the max date. If the dates have been changed, close line to EXPI as of the new date and move to PPS using the adjusted date as well.

ALSO NOTE: Please remember ALL data entry for revocation sentences is done by the supervising county, including completing the sentence and releasing back to supervision.

```

OPS230I          Corrections Information Systems (TEST)          12:39:25
MCCARTHY          Work with Offenses                          9/04/07

Offender: 12345678  OFFENDER, TEST          Record key:
Status:  LOCAL CONTRL          LANE Lane County Community
        DNA Collection Required

Enter option...          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   000-000-180    04/30/1997

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

Close “L” Sentence: Tab to the ‘L’ sentence line and enter 2=Change and press <Enter>. The following screen will appear:

```

OPS150I          Corrections Information Systems (TEST)          12:57:02
MCCARTHY          Sentence Data for Local Control              9/04/07
                                                CHANGE

Offender..... 12345678          OFFENDER, TEST
Status..... LOCAL CONTRL          LLAN
Offense/Sentence.... 02 002          Court Case.....
Sentencing Guid.... Y          County..... LANE
ORS..... 144.108          PPSVSANC

Sent type..... L
Begin date..... 1/01/1997
Length (ymd)..... 0 - 0 - 180
Consecutive to.....          Merge to.....
Time served credits.....          Inop time.....
Maximum date..... 4/30/1997          Inop (F4=W/W)..... 00000

Termination date.... 4301997
Termination code.... EXPI
F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel
  
```

Tab to Termination date and enter the date the local control obligation ends, this should match the max date. Enter date without slashes (/), the system will put them in when you hit enter. Tab to Termination code and enter 'EXPI'. Press <Enter> to update the sentence and return to the main screen. Because PPS revocation sentences do NOT receive good time or work credits the max date should always match the release date. This is different than new Local sentences or probation revoked to Local sentences.

Press <enter> again to get to the Offender Release screen. Now continue to Releasing the Body to "LCMP."

15.3.5 Releasing the Body to "LCMP"

Here is the Offender Release screen in the CC Release Process.

OPS270I	Corrections Information Systems (TEST)	13:14:41
MCCARTHY	Offender Release	9/04/07
PROCESS		
Offender.....	12345678	OFFENDER, TEST
DOB.....	4/22/1969	Location: LLAN
Status.....	LC Local Control	
Current caseload....	6145	
Custody/Supv level..	HI	
Release date.....	04301997	1 Time....0800
Release type code...	LCMP	2
Release to location.	LANE	3
F3=Exit	F4=Prompt	F5=Refresh
F9=Retrieve	F11=Menu bar	F12=Cancel
F7=Current date/time		

- 1 **Release Date/Time:** This date should be the same as the PPSVSANC termination date. Enter date without slashes (/), the system will put them in when you hit enter.
- 2 **Release Type Code:** The code used must be 'LCMP' to denote the completion of the Local Control sentence.
- 3 **Release to Location:** This will be the Community Corrections office the offender will be supervised in.

Now press <Enter> to process the release.

15.3.6 Returning Offender to Post-Prison Supervision

NOTE: Re-admission to PPS will be completed by the Community Corrections Office that will be supervising the offender.

Go to the Community Corrections Admission screen in the Admission process to admit the offender to Post-Prison Supervision.

OPS225I	Corrections Information Systems (TEST)	13:23:18
MCCARTHY	Community Corrections Admission	9/04/07
Offender.....	12345678	OFFENDER, TEST
DOB.....	4/22/1969	
Current status.....	Local Control	
Last location.....	LLAN	
Release date/time.....	04/30/1997	0800
Supervision level.....	LOW	
Admission to location.	LANE	①
Admission date/time...	04301997	0800 ②
Caseload.....	6517	③
Post admission status.	PO	④
LC conviction county..		
LC supv status code...		
Copy PSI data from....	SIDNO 00000000	
F3=Exit	F4=Prompt	F5=Refresh
F7=Current date/time	F9=Retrieve	F11=Menu bar
		F12=Cancel

- ① **Admission to Location:** This would be your county code.
- ② **Admission Date/Time:** This would be the exact date/time as the Release date/time. Enter date without slashes (/), the system will put them in when you hit enter.
- ③ **Caseload:** Use the caseload number of the officer you are assigning to the case.
- ④ **Post Admission Status:** Use PO for Post-Prison offenders, PA for Parole offenders, and PS for Post/Parole offenders.

LC Conviction County: This field must be blank as the offender is no longer on Local Control status.

LC Supv Status Code: This field must be blank as the offender is no longer on Local Control status.

Now press <Enter> to process the admission.

PLEASE NOTE: offender status now changes from Local Control to Post-Prison (or what you otherwise designated upon admission).

ALSO NOTE: The offender 'returns' to supervision on the existing PPS sentence(s) he was originally revoked on. As of 10/1/99 revocation time is added back to the original sentence(s) (The Parole Board will enter the INOP if the offender is Board controlled or the Community Corrections Agency will enter this if the offender is LSA controlled). After INOP has been added, if any PPS sentences expired during incarceration, they should be closed to EXPI.

Update EPR if needed and check supervision fee account.

15.4 Parole Revocation (PAROVIOL)

This scenario will be treated like the Post-Prison Supervision violation above, with the exceptions of the ORS number used in adding the docket (which will be [144.346](#)), and the sentencing guidelines indicator is 'N'. "I" lines on the corresponding dockets will remain open. When the offender completes his Local Control Obligation and is released to LCMP, he/she would need to be admitted to PA for Parole instead of PO for Post.

15.5 Parole and Post-Prison Revocation (PPSVSANC and PAROLVIOL)

This scenario will use both the PPSVSANC and PAROVIOL dockets as discussed in the Post-Prison Revocation Sanction and Parole Revocation Sanction scenarios. Both the "I" and "O" lines on the corresponding dockets will remain open. Use F20=Add Local to create both dockets. Use ORS number [144.108](#) for the PPSVSANC docket, and [144.346](#) for the PAROVIOL docket. When the Local Control obligation is finished and the offender is released to LCMP, admit him/her to PS for Post-Parole.

~INSTRUCTIONS END HERE FOR PPS or PAROLE REVOCATION SENTENCES~

~INSTRUCTIONS BEGIN HERE FOR ALL OTHER LOCAL CONTROL DATA ENTRY~

15.6 Contract Back

Contract back offenders are offenders for whom the county has contracted with Department of Corrections to rent institution bed space. They will be admitted by the institution and released back to the county. **This practice occurred mostly in the early days of SB1145 and is not as prevalent at the date of this revision.**

SYS402I		Corrections Information Systems		13:20:11	
CUMMINSL		Movement History/Maintenance		8/11/97	
				Remarks	
Offender....				Curr cycle. 01-09-02	
Status..... ADMIT PEND		Location.... CRCI		Caseload...	
Position custody/admission cycle... 1 9					
--Cycle-- Location		--Admission-----Release-----			
01 Admission From: MULT					
01-09 Status: IN					
01-09-01 OCIC		CUST CRCI			
Housing Y1B		07/02/1997 11:15 07/15/1997 09:30			
Rental		07/02/1997 23:59 08/07/1997 00:00			
01-09-02 CRCI		LOCL LMUL			
Housing 6-08		07/15/1997 10:45 07/29/1997 15:49			
Housing 5-22B		07/29/1997 15:49 08/07/1997 11:00			
Bottom					
F3=Exit		F7=Remarks		F10=Print	
F18=Change data		F20=W/W Movements		F13=Show all dates	
				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/DOC400, so if you are paying for a rental bed, you want the funding; therefore, admit to your L location.

15.8 Less Common Sentencing Scenarios

15.8.1 Sentences Run Consecutive and Concurrently:

The scenario: Lane County Court has sentenced Offender to one count of FDWS for 90 days, docket #209817499. The judge orders the first 60 days of the sentence to be served concurrently with a 6 month Deschutes County case, and the remaining 30 days to be served consecutively to the same Deschutes County case.

The solution: Enter one of the sentences, use option 3=Copy Offense to create the second docket/offense for the Lane County conviction, #209817499/01 and #209817499/01. Note that count number should remain the same so we can tell there was only one count! Start the sentence on the first docket (the consecutive one) on the end date of the sentence it is consecutive to. Start the sentence of the second docket (the concurrent one) on the date of the sentence it is concurrent to. Only add the PPS line to the longest running sentence (in this case the first docket/sentence), closing the other to EXPI. Use F8=Sentence Note to detail.

15.8.2 Sentenced to PPS With No Jail Time Imposed:

The scenario: Order is received by the Court sentencing an offender to the LSA to post-prison time with no jail sentence.

The solution: Per the Director of the Criminal Justice Commission, Phil Lemman, January 2000, the Commission writes the rules on sentencing guidelines. [OAR 213-10-002](#) indicates that "For those offenders whose presumptive sentence was probation, the sentence upon revocation shall be to the supervisory authority for a term up to a maximum of six months." Mr. Lemman indicated that it appears that the Court could revoke and not impose a jail sanction. For data entry purposes, admit to LC, enter the 'L' sentence for a period of 1 day and close to POST on the same day. If the offender was booked and released day of conviction you can admit with the JAIL as the LC supv status code, if not admit using STND as the LC supv status code. Then admit to POST. This way there will be a record that he was local control. Also use F8 sentence notes to detail the history.

15.8.3 Felony Conditional Discharge Revoked to Local Control:

The scenario: The Court orders a revocation of a felony conditional discharge to the LSA instead of converting it to formal probation.

The solution: January 2000, [ORS 475.245](#) says that, upon violation, the court may enter an adjudication of guilt and proceed as otherwise provided. There is nothing that would prevent the court from sentencing the FCD to the Supervisory Authority. Therefore, if the judge does revoke and sentence to the Supervisory Authority, that case goes directly to LC status, and per Sentencing Guidelines, will serve a period of PPS. For data entry purposes, this means you would follow the previously outlined Probation Revocation scenario and admit to Local Control.

15.8.4 Revoked Probations with no PPS Ordered:

[137.550](#) of the Oregon Criminal Code definitely allows the judge the discretion to discharge, continue, or extend an offender while on felony probation. The Oregon Sentencing Guidelines Manual also states in [OAR 213-05-010](#) that the 'sentencing judge may shorten or terminate a probationary sentence or transfer supervision to bench probation upon a finding that supervision is no longer necessary to accomplish the purposes of the imposed sentence'. However, the Oregon Sentencing Guidelines Manual also states in [OAR 213-05-002](#) that 'A term of community supervision is part of the sentence for any felony offender who is sentenced to the legal and physical custody of the Department or to the supervisory authority. This term of community supervision shall be described as post-prison supervision. Departures on the duration of post-prison supervision shall not be allowed'.

For application purposes, what this means is that if a judge REVOKES and SENTENCES a felony probationer to DOC or the LSA, the offender SHOULD serve PPS. If no PPS is ordered, the procedure is to request an amended order prescribing the correct amount of post-prison supervision (OISC sends the request for sentences greater than one year; the LSA sends the request for sentences equal to or less than one year).

If the Court sends an amended order prescribing the length of PPS supervision, admit to POST and add the appropriate 'O' sentence. If the judge responds with a continued desire to REVOKE and SENTENCE the offender to DOC or Local Control, with no PPS to be served, admit the offender to LC (the institution will admit to IN), add the appropriate sentence, close the sentence to EXPI when it has been completed, and do not add an 'O' line. If no response is received from the Court, the offender will be admitted to Local Control, add the 'L' sentence, then close to EXPI. The State Board's policy is no PPS will be served unless so ordered on the Court order.

PLEASE NOTE: The Gaynor decision on 4/3/2000 mandates that the Board of Parole & Post-Prison Supervision comply with any amount of PPS time the Court ordered, whether it be an incorrect amount, or no PPS time at all. This decision has been

forwarded to the Attorney General's office for verification as to whether or not this also applies to offenders sentenced under the jurisdiction of the LSA. Check with your county counsel to see if Gaynor applies to cases under the jurisdiction of the LSA until it is made formal.

PLEASE ALSO NOTE: As previously mentioned, the judge may TERMINATE, CONTINUE, or EXTEND a felony probation at his/her discretion. One of the ways of stating this intent on an order could be something like ...find John Doe in violation...probation continued and ordered to 30 days in jail...probation to be terminated at completion...In this case, you would close the felony probation sentence to RTNS, with no admission to LC.

Felony offenses sentenced to "straight" jail time, not local control, and no post-prison supervision: The following OAR 213-005-0007 would apply and may or may not be on the judgment:

OAR 213-005-0007 Presumptive Probation Sentences

- (1) Except as provided by OAR 213-009-0001, or otherwise established by ORS 137.717 or 137.719, if the offense is classified in a grid block below the dispositional line, the presumptive sentence shall be:
 - (a) A term of probation which may include custody and conditions of supervision;
or
 - (b) Straight jail subject to the limits in OAR 213-005-0013.
- (2) Each grid block below the dispositional line of the grid includes two components of a presumptive probationary sentence. The top number in each grid block is the number of sanction units that may be imposed as part of the presumptive probationary sentence. The bottom number in each grid block is the maximum number of sanction units that may be imposed as a jail term.

There should be some language on the judgment that indicates it is a "straight jail" sentence, either the phrase "straight jail" or the OAR number above. If these are new sentences, they would not be entered in CIS/DOC400. If they are existing felony probation cases, they would be closed to RTNS. If a judgment is received where there is any question as to the Judge's intention, follow your County policy for clarification.

15.8.5 Data Entry Responsibility for LC Cases With DOC Cases:

DOC is responsible for data entry of any conviction of 12 months or less (local control) that is sentenced at the same time to a conviction of more than 12 months (DOC), where one or the other is consecutive. In the case where the Local sentence, started prior to transportation to DOC, the county would enter the 'L' sentence, and upon receipt at the Intake Center, a Prison Term Analyst would close the 'L' sentence to INST, and open an 'I' sentence for the remainder of the time. In the case where a local sentence is concurrent to another local sentence that is consecutive to a DOC sentence, DOC would enter the data on all three, unless the local sentences began first as stated above. If a PTA from OISC calls and asks you to delete an L line that you've

entered, do so; it is likely you entered it in error.

The County is responsible for data entry of any local case(s) that run concurrently with a DOC case(s) (the local sentence could begin prior to, or during the DOC sentence).

In addition, if the Institution admits your offender before you have done your LC data entry, and the offender served part of the LC sentence in your “L” location, a ticket would be submitted to the Help Desk for CCSUN to insert your local control admission to your “L” location, after you do your entry in the offense screen. CCSUN will notify OISC SUN of the work done. If the offender did not serve any part of the local control sentence in your “L” location, you would skip this step and simply add the “L” line to the offense screen.

If you are unsure as to whether or not you should enter a Local Control sentence when there are also DOC sentences, you can email the OISC TPS workers and send them a copy of the judgment and ask. They’re very helpful and can save a lot of time and confusion trying to figure out whether the community agency enters the sentence or not. If an error is made contact Help Desk for CCSUN to remove the movement to the L location.

15.8.6 Inmate Escapes

Inmate ‘Escapes’ Prior to Start of Local Control Sentence:

The scenario: Offender is sentenced to a Local Control sentence at some future date, but does not show up to serve it.

The solution: There has been confusion on how to enter ‘delayed’ sentences. The answer is you do not. The Court, the LSA or designee (check with your county) will request a warrant, and the offender is not added into CIS/DOC400 until he actually begins to serve the sentence. For data entry purposes, the admission to Local Control would not be done until the offender begins to serve the sentence. For probation revocations, use the original revocation date to close the ‘P’ sentence to VIOL.

Inmate Escapes from custody while serving Local Control Sentence:

The scenario: Offender escapes from custody while serving a local control sentence. This is closed in CIS/DOC400 to ESCA just like any other outcount (ABSC, etc.) – please refer to OPS manual chapter 8 for release instructions if needed. The EPR should also be modified to RTP/ABS. Upon the offender’s apprehension, the community agency will admit the offender back to the L location on the date the warrant was served and add INOP time to the L line, using the ESCA reason. INOP is calculated from the date the warrant was issued to the date the warrant was served. [See Chapter 16 – Work with INOP](#) for more information and instruction.

IMPORTANT NOTE: The data on the w/w housing movement screen will not

automatically update the SB1145 housing line when you move an offender to ESCA. You will need to enter this manually, which can be done one of two ways: (1) by accessing the county inmate movement screen by doing an F11-3-J from the housing movement screen; put a 2 on the line that should have a stop date/time but does not and enter the missing data. The stop date and time should match exactly to the start date and time of the ESCA movement. Check the w/w housing movement screen to see the data entered properly and do an F21. ~OR~ (2) from the w/w housing movement screen, put your cursor on the SB1145 line that did not close automatically and do an F18; on the screen that pops up (county inmate movement screen), enter the stop date and time, which must match exactly to the ESCA start date and time; press enter; check the w/w housing movement to see it took properly and do an F21.

15.8.7 Auto Revoke:

ORS 144.345 Revocation of parole; effect of conviction for crime. (1) Except as provided in subsection (2) of this section, whenever the State Board of Parole and Post-Prison Supervision considers an alleged parole violator and finds such person has violated one or more conditions of parole and evidence offered in mitigation does not excuse or justify the violation, the board may revoke parole.

(2) When a person released on parole or post-prison supervision is convicted of a crime and sentenced to a term of imprisonment at any institution of the Department of Corrections or its counterpart under the laws of the United States or any other state, such conviction and sentence shall automatically auto-revoke the person's parole or post-prison supervision as of the date of the sentence order. Notwithstanding any other provision of law, the person shall not be entitled to a hearing under **ORS 144.343** and shall have a re-release date set as provided by rule.

DOC's interpretation of this statute is that a DOC prison sentence auto revokes any type of PPS (including PPS from a Local sentence); but that a Local Control sentence does not auto revoke any type of PPS. This is because statute clearly states the conviction that auto revokes the existing Parole/PPS results in a term of imprisonment at any DOC institution.

The scenario: How is a PPS or parole auto-revoke entered in CIS/DOC400?
The solution: There is no entry in CIS/DOC400 for an auto-revoked case.

The term "auto-revoke" in this scenario is basically an administrative term used by the Board and the DOC to indicate that the offender's PPS time will simply continue to run while they are incarcerated. When an offender becomes an inmate, they are under the control and authority of the institution and no longer under the authority of the Board (while incarcerated). If the PPS has expired while the offender is in prison, upon release from the institution and admission to your office, you can close that line(s) to EXPI. If the PPS is still running after release from the institution and admission to your community office, check to be sure it is included in the current Board PPS order and supervise the

same as any other PPS line.

NOTE: As of 7/17/02, the Oregon Association of Community Corrections Director's (OACCD) voted to adopt the change in policy the State Board made with respect to its PPS Start/Stop Policy of 10/1/99. On 3/27/01 the Board determined that it will not impose a sanction (sentence) for auto-revokes, and time will not stop running. The change was due to a concern that when an offender is sanctioned for the violation of new criminal activity, and then auto-revoked for later being convicted of the same criminal activity; it may be viewed as "double dipping."

15.9 DATA ENTRY ERRORS

Admitting the Local Inmate to Local Control status when sentencing 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
2	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.

To fix this, put a 2 on the L line and change guidelines field to Y, press enter.

15.10 UNCOMMON SCENARIOS

* * * * *

Scenario: An offender is sentenced to a less than 12 month sentence that was ordered to run concurrent to another less than 12 month sentence that was ordered to run consecutive to an over 12 month sentence. Who enters the concurrent less than 12 month sentence?

Data Solution: DOC enters the sentence, as they are already handling the less than 12 month sentence consecutive to the over 12 month sentence.

* * * * *

Scenario: An offender is sentenced to local control and probation, months later the Judge stops the local control time and releases offender from jail due to a medical condition. At the time of release the offender is advised to return to jail on a given date to resume his/her local control sentence.

Data Solution: You will keep the offender on LC status. Determine who will have authority over the inmate while he is out on medical leave. If it is the jail, then keep the offender in your L location and just do supervision status movements as described earlier in section 15.1.4 (F11-3-J choose MEDI status). If the community corrections agency will be responsible for the offender while on medical leave, then admit to your community location and change supv. status to MEDI, following the directions described above in 15.1.3. When the offender returns to JAIL from medical leave admit and change supv status as appropriate.

* * * * *

Scenario: An offender is sentenced to jail or prison consecutively with sentences being served in another state or federal institution. Oregon sentences have been running concurrently with the other jurisdiction's sentence and will expire, including the PPS time, before the offender is released from the other jurisdiction. (The offender also has 3 other Oregon sentences that have been ordered consecutive to the other jurisdiction's sentence and therefore are not scheduled to begin until the offender is released from the other jurisdiction.)

Data Solution: The Oregon jail or prison sentence(s) that are running concurrently will be closed to POST; an O line will be opened and then closed to EXPI when the PPS time concludes. Note that if the offender was convicted of murder, sex offenses, or was sentenced as a dangerous offender, the PPS time could potentially exceed the consecutive sentences.

* * * * *

Scenario: Offender was sentenced to LC and DOC on the same day, concurrently. Offender entered LC for his/her sentence. Offender never left custody after serving the LC sentence but was not picked up by institution until days after completion of the LC sentence. Technically, the offender completed his/her concurrent LC sentence before being picked up by the institution. Should Offender be released to POST for the time between ending of LC sentence and pick up by the institution?

Data Solution: Because the sentencing date was the same for the LC and DOC sentences, offender should not be released to POST. There may have been circumstances which interfered with the offender pick up by the institution. The institution will prepare the Release Plan and create the PPS order. If the sentencing dates had been different for LC and DOC sentences, you would have released to POST, done the Release Plan and created the PPS order because the offender would actually have started POST prior to being sentenced to DOC.

* * * * *

Scenario: Offender is sentenced to a block of jail time but the judge allows the offender to serve his time on weekends.

Data Solution: Admit the offender to jail on the Saturday the sentence begins, and move back and forth between the “L” location and the Community Corrections office until the sentence is served.

15.11 FREQUENTLY ASKED QUESTIONS

Q. What causes an Auto-Revoke?

A. When an offender is on PPS (either BRD or LC) and receives a new DOC conviction. As interpreted from [ORS 144.345](#), only a conviction to DOC (crimes of more than 12 months), either State or Local Control. A new Local Control (12 months or less) conviction does not auto-revoke any PPS case.

Q. What is the Local Control Population?

A. Felony offenders sentenced to jail for 12 months or less since January 1, 1997. This includes all post-prison supervision revocations of 12 months or less, all parole revocations of 12 months or less, and all revoked probationers whose original presumed sentence was probation.

Q. Are revocations of Felony Treated as Misdemeanor cases Local Control?

A. No. Offenders sentenced under 151.705 are considered misdemeanors. Misdemeanor cases are not eligible to serve PPS.

Q. Can FMP cases then be closed to CRTR?

A. Yes.

Q. Which sentences get abscond/inop/revo time entered and who enters the time?

A. All Post-Prison Supervision and Parole sentences. Be sure to note whether the offender's status is Post-Prison/BRD or Post-Prison/LC. The Board enters INOP for all sentences when the offender is under the jurisdiction of the Board and the community corrections agency enters it for sentences when the offender is under the jurisdiction of the LSA. [Refer to the OPS Data Entry Manual, Chapter 16, w/w INOP](#) instructions on how to enter this information. ***NOTE: If a local control sentence is found significantly after the conviction and added to CIS/DOC400 after the Board has issued a warrant and that warrant was served (a warrant that would apply to this case as well), the community corrections agency will have to add the INOP manually to that local sentence PPS line. If you find and enter an old LC conviction after the Board has issued a warrant, but PRIOR to that warrant being served, it is likely the Board will be able to get the INOP for that case added. Be sure to send your found judgment to the Board immediately so they can add it to their system. You will not get a new PPS order until after the warrant is served, but if you get it to them right away, they can add it while the warrant is active so the INOP will get added by the Board as appropriate.**

Q. Is a local sentence part of a prison term?

A. If the local sentence is either a presumptive incarcerative sentence of 12 months or less (as opposed to a presumptive or optional probation sentence) for a felony offense(s) or is a probation revocation sentence imposed for a felony offense(s). Under the “one in prison, all in prison” rule, if the local felony probation revocation sentence is ordered consecutive to another felony sentence that exceeds 12 months in length, both the local felony probation revocation sentence AND the other felony sentence that exceeds 12 months in length are to be served in a state correctional facility (ORS [137.124](#)).

Q. Is there any scenario in which another state’s prison sentence will affect the begin date of PPS in Oregon for a local sentence?

A. Only if the local Oregon sentence is consecutive to the other state’s sentence.

Q. If an offender is sentenced to a local sentence and a DOC sentence at the same time, and the offender completes the local sentence prior to beginning the DOC sentence, does the local PPS start?

A. No. When these sentence are convicted at the same time, they are considered concurrent; therefore, the concept that all PPS begins together regardless of the date that each sentence is served as complete is in effect. “The feet have to hit the street” in order for all PPS to begin.

Q. If an offender is sentenced to a local sentence and a DOC sentence at the same time, offender completes the local sentence and prior to beginning the DOC sentence, the offender is deported, does the local PPS start and who enters the warrant?

A. PPS cannot begin until the DOC sentence is completed, which won’t happen if the offender has been deported; DOC will enter the warrant.

Q. If an order revoking probation to jail is received but LC staff have not admitted offender to LC status in CIS/DOC400, what do I do?

A. If it is felony probation revoked to jail for 12 months or less, follow your county’s procedure for getting the judgment entered into CIS/DOC400. For felony probation, close the line to VIOL using the date of revocation. If it is misdemeanor probation, close the line to CRTR per CIS/DOC400 User Manual. Local control does not supervise misdemeanors.

Q. I am entering PPS in CIS/DOC400 for an out-of-county PPS case. Do I need to do anything special with the order?

A. Yes. Follow your county’s procedure for processing new Local Control cases. This initiates preparation of the Local Control file and notifies LC of an out-of-county case.

Q. I am waiting for a PPS expiration certificate from Local Control to close an out-of-county case, but have not received one, nor see anything in my county’s shared LC Expi folder. What do I do?

A. Contact the person in your county who prepares those certificates to request an expiration certificate. For counties who do not produce EXPI certificates, follow your county's procedure to close the sentence without.

Q. I am waiting for a PPS expiration certificate to close a PPS case, but Local Control has not issued one. What do I do?

A. Check CIS/DOC400 to make sure there is not an overlapping Board case (cases with I lines). If the PPS on a Board case overlapped with the LC case, the Board maintains jurisdiction. The CIS/DOC400 status will show as "PostPrison/BRD."

If there are no overlapping or open Board cases, contact Local Control to request an expiration certificate. You do not need to fax or send an electronic copy of the PPS order if it was issued by Multnomah County, as Local Control maintains a copy on file.

Q. The offender has already been released from custody, but Local Control has not released them in CIS/DOC400. Can I add the PPS line yet?

A. No. Wait until the "L" line has been closed to POST before entering an "O" line.

Q. What do you do when the jail max date on an LC sentence is one day longer than the CIS/DOC400 calculated max date on the LC sentence (this happens because the jail calculates days differently than the CIS/DOC400).

A. Adjust the dates so the LC sentence max date matches the jail max date. And add an F8 note to explain the discrepancy from the sentencing order and the data in CIS/DOC400.

Q. If an offender is serving a local control sentence in County A and picks up another local control sentence and transfers to County B to start serving that local sentence (prior to completing County A sentence) how do I transfer the record to County B?

A. You do not need to transfer the record at all. County B will simply do a regular admission to their L location on the date of their judgment (start date of County B's local sentence) and the transfer data will automatically fill in the housing movement screen. No release or transfer data entry is required on your part (County A) at all. Close your L line to POST when it is sentence served.

Q. If an offender is on abscond when they receive a local control sentence, can I just admit them directly into local control or do I have to return from abscond first?

A. If an offender is on abscond immediately prior to entering local control, **YOU MUST RETURN FROM ABSCOND FIRST**. If you are not the supervising county, please contact the supervising county immediately and request they return from abscond on the date the warrant was served, prior to your admitting to local control.

Q. If an offender as abscond time, do we modify the ASR date on the LC PPS order?

A. No. We mirror the Board regarding ASR dates, which means they only change if/when a new sentence is added. They never change based on abscond. The concept of when an offender becomes eligible for inactive PPS status does change based on lots of factors, abscond included, but the actual date on the PPS order never changes

because it is set by Oregon Administrative Rules (OAR 255-94). If the offender is not eligible at the occurrence of the ASR date, they may become eligible at a later date and that's okay. But the original ASR date doesn't change.

Q. Can I add an O line before I receive a PPS Order?

A. It is okay to add the PPS (O) line prior to receiving the LC PPS order. This is not preferred, because it is easier to forget to follow up that you have received a PPS order, but could be necessary at times for many reasons. Remember – without an active running sentence line, you have no sentences showing on your public information screen, and no supervision fees running, etc.

15.12 Local Post-Prison (SB156)

15.12.1 Inactive Status (UNSU):

Per [ORS 144.085](#), prior to September 1, 2009; only offenders sentenced to prison for more than 12 months were eligible for Inactive status. As of September 1, 2009; offenders sentenced to serve less than 12 months under local supervision became eligible for inactive status.

15.12.2 State Board Authority Reverts to the Local Supervisory Authority:

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

Scenario: The Local Control offender is on PPS for a Local Control sentence only (no prison sentences any more) under the jurisdiction of the State Board. He receives a revocation sentence with no new DOC charges. Who does the new order, and what date is used? (**Note: this means revocation of PPS, not a probation revocation**)

Solution: The State Board notifies the county of the re-release date, and that it has no more interest in the case. The County would do the new order, with the re-release date provided, and use the information from the order in place at the time of revocation, plus any new crimes/conditions from the new release plan. Because authority shifts from the Parole Board to the LSA, it is the community corrections agency who will add the REVO INOP to the open PPS lines.

15.12.3 Waiver of Residency

OACCD has approved the use of the Waiver of Residency for local control offenders just like Board offenders. When the LSA manual is updated (currently under review and

in the process of modification), more specific policies and procedures will be outlined regarding Waivers. Until then, mirror the practice of Board Waivers as a temporary guideline.

15.13 Offender Information Sentence Calculation (OISC) formerly (and casually still) known as Central Records

Remember that copies of all felony convictions, including Local Control convictions, must be sent to OISC - Central Records according to their official file material retention. File material is to be sent all at once at the closing of a custody cycle and as more specifically outlined in [OPS Manual Chapter 21 – OISC](#).

15.14 Extraditions

The decision to extradite is within the discretion of the state in which the crime was committed. There exists no constitutional or statutory requirement to seek extradition (except in interstate compact cases). In Oregon, the Governor generally relies on the district attorneys to consider the practicality and the costs of their decisions to seek a fugitive's return.

The current State of Oregon Director of Extradition Services is Frances Lushenko. Ms. Lushenko administers the Arrest & Return Budget which funds extradition costs. She reviews, authorizes and approves the cost of the return of fugitives from other states to Oregon and has been entrusted by the Governor with discretion to authorize the method of return, approve one officer, two officers, or to deny funding. Extradition requests and the requested funding are not automatically approved just because an agency seeks the return of a fugitive. The requesting agency must obtain Governor's office approval before any commitment to return an individual from the asylum state is finalized. If state funding is denied, this does not preclude the requesting district attorney and/or the sheriff from proceeding with the extradition by funding it from their respective budgets.

Extradition guidelines have been developed by the Legislature and the Governor's Office.

Extradition of untried Class A & B felons will be extended to nationwide. Extradition requests for parole and probation violators of Class A or B felons will be determined on a case-by-case basis since there is little likelihood of incarceration. Class C felons are approved for extradition when the shuttle system can be used for transport. However, there are always exceptions. Class C felony extraditions from outside the shuttle area will be considered on a case-by-case basis in the following circumstances: Sex crimes; Criminal Nonsupport offenses; The fugitive has a substantial prior criminal record including Class A or B felonies (a lengthy record of Class C felonies will not in itself be sufficient to justify the extradition, the criminal record should reflect a history of more serious offenses); The fugitive's criminal conduct is such that he/she could have been charged with a Class A or B felony, even though the pending charge is a Class C. This

would include cases in which the fugitive pleaded down from a Class A or B, or cases in which the charge will likely be increased to a Class A or B if the fugitive is returned; The fugitive is likely to make substantial restitution for the crime if extradited; The fugitive's offense was extraordinary, and the fugitive will likely be incarcerated for a substantial length of time if he/she is returned.

Even though Interstate Agreement on Detainers (IAD) involves untried charges and speedy right to trial issues, approval is on a case-by-case basis. IAD cases require three separate transports and because of this, tend to be more costly.

The new Interstate Compact for Adult Offender Supervision requires that compacted individuals who violate their supervision MUST be returned regardless of where they may have fled. This mandatory retaking combined with minimum sanctions imposed upon the offenders when returned, necessitates the need for more stringent application review by the parole/probation officers before the compact application is forwarded to the Compact Office at the Oregon Department of Corrections.

The Extradition policy sets the transport method: (1) Shuttle Transport; (2) Special Arrangement States; (3) Agency Automobile; (4) US Marshal Service; (5) Commercial Airlines; (6) Private Plans and (7) Private Transport Companies. True shuttle States are WA, ID, MT, and OR only. Special arrangement States include NV, CO, UT, SD, ND, MN, WY, WI and CA.

The Governor's office did not deal directly with county parole/probation officers in extradition matters prior to the passage of SB1145. Since the implementation of SB1145, county Local Control Authority Boards need to assume a similar role that county district attorneys currently do regarding extradition matters. This means that Local Control Authority Boards need to comply with the current extradition guidelines. For more information, contact Ms. Fran Lushenko at 503-378-3156 x225 for assistance.

15.15 Old PPS Stop/Start Practice

NOTE: The following two paragraphs explain an old practice. These are for historical informational purposes only and do not reflect current data entry practices.

From 10/1/99 to 02/25/04 it was the policy of the Board and the Department of Corrections to make reasonable efforts to require felony offenders sentenced under the sentencing guidelines to serve their term of post-prison supervision in the community and subject to community supervision. This practice affected offenders who were released directly to a detainer for more than 30 continuous days from a DOC or Local Control sentence on or after 10/1/99. The start of the offender's post-prison supervision would then be calculated to begin the date the offender was released from the detainer.

The data entry practice was for the institution/LSA to release the inmate to POST. If the community staff knew the offender was to be serving over 30 days on a detainer at the time of release, they then would admit the offender to the status "HOLD." The location

would be the county office that would be supervising the offender upon completion of the detainer. If the community staff did not know that the offender would be serving 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	

Offender Profile System (OPS) Training Manual

There are a variety of ways to access this screen. For example this screen can be accessed directly by using the CIS Menu Navigation Bar (F11-4-U from most processes). It is the screen just after W/W Offenses in the Admissions Process, or through the Work with Offenses screen, as shown below.

```

OPS230I                      Corrections Information Systems (TEST)                      15:35:38
FILBECKR                      Work with Offenses                                     1/04/11

Offender: 11118397 Najjar, Abderrahim                      Record key:
Status:   PostPrison/LC                      MTEA Multnomah East Office
          DNA Collected

Enter option...                      Custody cycle.... 2
  2=Change          3=Copy offense          4=Delete          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..... 0
Begin date..... 6/01/2010
Compact begin dt....
Length (ymd)..... 0 - 36 - 0      Life (L).....
Inop days.....      Inop days (F4=W/W).. 00000
CS to.....      MRG to.....
Time served.....
Tent paro disc date.
Termination date....      Max sent date..... 5/31/2013
Termination code....      Max indet sent date. 2/11/2015

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

Step 2. From the Sentence Data screen, use the F4=Prompt while the cursor is positioned on the Inop Days (F4=W/W) field. This will take you to the W/W Inop/Institution and Community Corrections screen.

NOTE: The F18=W/W revoke Inop function is no longer available, and the original Inop days field (directly below the Length field) will become a display field only for Community Corrections Users.

The Parole Board's calculated Inop days will show in the 'original Inop days' field. DO NOT enter or change data in the 'original Inop days' field. If there is a problem with those numbers or calculations, contact the Parole Board.

SNT212I		Corrections Information Systems (TEST)		15:38:33	
FILBECKR		W/W Inop/Institution & Community Corrections		1/04/11	
Offender: 11118397 NAJJAR, ABDERRAHIM					
Location: MTEA					
Enter option...					
2=Change		3=Copy		5=Display	
Inop Sent					
Opt	From date	To date	Days	Type	Notes
No records found					
F3=Exit F4=Prompt F5=Refresh F6=Create Inst F7=Facesheet F10=Print					
F11=Menu Bar F12=Cancel F13=Repeat F18=Create Comm Corr F17=Subset					

Step 5. Place the cursor on the desired offense and press <enter>.

SNT214I	Corrections Information Systems (TEST)		15:51:45	
FILBECKR	Maintain Community Corrections Inop Days		1/04/11	
			*CREATE	
Offender..... 11118397 Najjar, Abderrahim				
Current status PostPrison				
Responsible location . MTEA				
Offense. 02 F4=List				
Case Nbr	ORS	Para	Abbr	Snt# Type BeginDt Length
051036041/07	165.800		ID THEFT	003 O 6/01/2010 000-012-000
Start date				
Stop date.				
Reason				
Comments:				
F3=Exit	F4=Prompt	F5=Refresh		
F11=Menu bar	F12=Cancel	F14=Delete		

Step 6. The offense number you've chosen now shows in the Offense field and the offense information is listed directly below. Type in the Start and Stop dates. You can either type in the reason code or use the F4=Prompt to access the C/C Inoperative Time Types table:

ABSC= Abscond (for use on Local Control "O" lines)

ESCA=Escape on LC Sentences (for use on Local Control "L" lines)

REVD=Days due to PPS revocation sanction (for use on "O" lines)

SNT214I	Corrections Information Systems (TEST)		16:10:17	
FILBECKR	Maintain Community Corrections Inop Days		1/04/11	
			*CREATE	
Offender..... 11118397 Najjar, Abderrahim				
Current status PostPrison				
Responsible location . MTEA				
Offense. 02 F4=List				
Case Nbr	ORS	Para	Abbr	Snt# Type BeginDt Length
051036041/07	165.800		ID THEFT	003 O 6/01/2010 000-012-000
Start date 11/18/2010				
Stop date. 12/31/2010				
Reason REVD				
Comments:				
F3=Exit	F4=Prompt	F5=Refresh		
F11=Menu bar	F12=Cancel	F14=Delete		

Step 7. Add a comment if applicable. **Always** enter the following comment when creating an REVD entry: "Decision Date (enter date)". The decision date is the date the authority (PO, HO, LSA, etc.) makes the decision to impose the revocation sanction.

Press <enter> to save data.

SNT214I	Corrections Information Systems (TEST)		16:10:17
FILBECKR	Maintain Community Corrections Inop Days		1/04/11
		*CREATE	
Offender.....	11118397 Najjar, Abderrahim		
Current status	PostPrison		
Responsible location .	MTEA		
Offense.	02	F4=List	
Case Nbr	ORS	Para	Abbr
051036041/07	165.800		ID THEFT
Snt#	Type	BeginDt	Length
003	O	6/01/2010	000-012-000
Start date	11/18/2010		
Stop date.	12/31/2010		
Reason	REVD		
Comments:			
Decision date	11/16/2010.		
F3=Exit	F4=Prompt	F5=Refresh	
F11=Menu bar	F12=Cancel	F14=Delete	

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Step 8. When you see the message, "Record Added", press <enter> again to return to the W/W Inop/Institution and Community Corrections screen.

SNT212I	Corrections Information Systems (TEST)	16:14:50
FILBECKR	W/W Inop/Institution & Community Corrections	1/04/11
Offender: 11118397 NAJJAR, ABDERRAHIM		
Location: MTEA		
Enter option...		
2=Change	3=Copy	5=Display
Inop Sent		
Opt	From date	To date
11/18/2010	12/31/2010	44 REVD O
2 Decision date 11/16/2010.		
Bottom		
F3=Exit	F4=Prompt	F5=Refresh
F6=Create Inst	F7=Facesheet	F10=Print
F11=Menu Bar	F12=Cancel	F13=Repeat
F18=Create Comm Corr	F17=Subset	

Step 9. The W/W Inop screen now lists your entry under the “Inop Sent” columns. Repeat the process for each additional offense that applies by using the F18=Create Comm Corr function to return to the Maintain Community Corrections Inop Days screen (see Step 3 through 9). Use F12 to return to the Sentence Data screen.

SPECIAL NOTE:

- Option 2=Change can be used to make changes or corrections.
- Option 3=Copy can be used instead of F18=Create if you are adding the same Inop time to another offense number. Entering Option 3 on the offense you want to copy also takes you to the Maintain Community Corrections Inop Days screen. However you will not need to re-enter the Start Date, Stop Date, Reason and Comments. You only have to select another offense number by using the F4=List function from the Offense field.

OPS235I		Corrections Information Systems (TEST)		16:25:54	
FILBECKR		Sentence Data		1/04/11	
CHANGE					
Offender.....	11118397	NAJJAR, ABDERRAHIM			
Status.....	PostPrison	MTEA			
Offense/Sentence....	02 003	Court Case.....	051036041/07		
Sentencing Guid....	Y	County.....	MULT		
ORS.....	165.800	ID THEFT	CF IDENTITY THEFT		
Sent type..... 0					
Begin date.....	6/01/2010				
Compact begin dt....					
Length (ymd).....	0 - 12 - 0	Life (L).....			
Inop days.....		Inop days (F4=W/W) ..	00044		
CS to.....		MRG to.....			
Time served.....					
Tent paro disc date.					
Termination date....		Max sent date.....	7/14/2011		
Termination code....		Max indet sent date.	3/03/2015		
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel					

Step 10. The Inop days you've entered now appear in the new Inop days (F4=W/W) field. The "Max sent date" field will show the new calculated date. Use F12 again to return to the W/W Offenses screen.

OPS230I		Corrections Information Systems (TEST)		16:27:26	
FILBECKR		Work with Offenses		1/04/11	
Offender: 11118397 Najjar, Abderrahim				Record key:	
Status: PostPrison/LC				MTEA Multnomah East Office	
DNA Collected					
Enter option...			Custody cycle.... 2		
2=Change		3=Copy offense		4=Delete	
5=Display		7=Add sentence		8=Conditions	
9=Custody units		17=Add LC			
OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG SANC SGDO
	Type	Begin date	Length	Max date	Term date Code
01	041236846/01	MULT	ASSA II AT	163.175 X	Y Y
00	P FPR	03/10/2005	000-036-000	03/09/2008	02/11/2010 VIOL
00	L F	02/11/2010	000-000-060	03/02/2010	03/02/2010 POST
00	O FPO	06/01/2010	000-036-000	05/31/2013	
02	051036041/07	MULT	ID THEFT	165.800	Y Y
00	P FPR	07/21/2006	000-024-000	07/20/2008	02/11/2010 VIOL
00	L F	03/03/2010	000-000-060	04/02/2010	04/02/2010 POST
00	O FPO	06/01/2010	000-012-000	07/14/2011	
More...					
F3=Exit		F6=Add docket		F7=Facesheet	
F8=Notes		F10=Print Options			
F11=Menu bar		F12=Cancel		F14=Recalculate	
F20=Add Local		F24=More keys...			

POST NOTE: Clarification about which date is used to admit an offender to a PPSV Sanction, and what the sentence begin date would be: The admit and begin date are both the "decision date". Credit for time served would be given for the amount of time between the arrest date and the admit/begin date. [See OPS 15 SB1145 Data Entry](#) for complete instructions.

16.2 HOW TO FIND TOTAL INOP DAYS (As of July 1, 2004)

These days only apply to Parole Board and Local Control cases.

What are INOP Days: ABSC = abscond days
 ESCA = escape days
 REVD = PPS revocation sanction days

Who Adds INOP days: PPS (FPO) Parole Board case – Parole Board adds.
 Local Control case – Supervisory Authority adds.
 FPA case – OISC adds.

Step 1 – Go to the 'W/W INOP/Institution & Community Corrections' screen. You can get there by going to the 'CC Court Orders Process' and pressing F11-4-U.

SNT212I		Corrections Information Systems (TEST)				10:46:23	
FILBECKR		W/W Inop/Institution & Community Corrections				1/06/11	
Offender: 6675603		CARVER, DANIEL JAMES					
Location: MTSW							
Enter option...							
2=Change		3=Copy		5=Display			
		Inop Sent					
Opt	From date	To date	Days	Type	Type	Off#	Notes
	6/30/1999	1/18/2006	2394	ABSC	I		REV 021506/19 MONTHS/REL 081707
	9/25/1997	3/14/1999	535	ABSC	I		LIFTED 4-29-99/30D LOCL/REL 4-12-9
	3/27/1997	6/05/1997	70	ABSC	I		REV 6-25-97/RE-RELEASE 10-2-97; 12
	5/22/1990	9/23/1996	2316	ABSC	I		REV. 11-5-96; RE-REL 1-20-97; 120D
	4/13/1990	4/18/1990	5	ABSC	I		CONTINUED
	5/19/1989	5/25/1989	6	ABSC	I		REVOKED 8-4-89; RE-REL 12-29-89
	3/17/1989	3/29/1989	12	ABSC	I		WITHDRAWN
						Bottom	
F3=Exit		F4=Prompt		F5=Refresh		F6=Create Inst	
F7=Facesheet		F10=Print					
F11=Menu Bar		F12=Cancel		F13=Repeat		F18=Create Comm Corr	
						F17=Subset	

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Step 2 – Print this screen by pressing F10=Print. Once you have printed the above you will need to compare the total INOP days with what has been entered on the 'Work with Offenses' screen. Press enter twice to return to the 'Work with Offenses' screen. Put a 2 on the option line beside the appropriate sentence, press enter.

OPS230I		Corrections Information Systems (TEST)		10:45:27	
FILBECKR		Work with Offenses		1/06/11	
Offender: 6675603 Carver, Daniel James				Record key:	
Status: PostParole(ABSC) MTSW Multnomah West Office					
DNA Collected					
DESIGNATOR					
Enter option...			Custody cycle.... 1		
2=Change		3=Copy offense		4=Delete	
5=Display		7=Add sentence		8=Conditions	
9=Custody units		17=Add LC			
OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG SANC SGDO
CS	Type	Begin date	Length	Max date	Term date Code
01	880634202/01	MULT	ESCAPE II	162.155	N Y
00	I FPA	11/09/1988	005-000-000	03/22/2008	
02	880130644/01	MULT	UN USE VEH	164.135	N Y
00	I FPA	06/06/1989	005-000-000	08/07/2008	
03	900533174/01	MULT	ARSON II	164.315	Y Y
00	P FPR	01/14/1997	000-018-000	07/13/1998	06/17/1997 VIOL
00	L F	06/17/1997	000-006-000	12/17/1997	09/03/1997 POST
2	00 O FPO	09/03/1997	000-024-000	09/09/2007	
More...					
F3=Exit		F6=Add docket		F7=Facesheet	
F8=Notes		F10=Print Options			
F11=Menu bar		F12=Cancel		F14=Recalculate	
F20=Add Local		F24=More keys...			

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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](#). Felonies treated as misdemeanors (FMP), felony diversions (FDV), and felony conditional discharges (FCD) are excluded.

Incoming Compact offenders do not need a DNA test, unless the sending state requires it. If the sending state requests DNA, we do the swab and send it back to the sending state. It does not go into our database. Out of state offenders are not swabbed and recorded unless the offender has or receives Oregon offenses that require it.

17.1 DNA Collection Information Screen (CCSUPPORT)

The DNA Collection Offender Information screen can be accessed from the following processes (if using the menu bar within the process, it is F11, 3, Q):

- Admission Process, immediately following the W/W Offenses screen.
- CC Court Orders Process, immediately following the W/W Offenses screen.
- CC Support Data Entry/Update, immediately following the W/W Offenses screen.

17.2 DNA FLAG

A 'flag' has been added in CIS denoting those offenders who meet the above listed criteria for the DNA sample on the Offender Public Information screen, the Work With Offenses screen, and the Edit Offender Data screens.

Please note the flag is activated by the offense and/or status of the offender. Once the flag is flipped to "DNA Required", it remains that way until collection data is entered into CIS. This does not necessarily mean the sample has not been taken, but could mean the collection data has not been entered in CIS yet. Please check all available resources, i.e. jail and the CCH to determine if the sample has been taken and submitted to Oregon State Police. The DNA requirement does not go away just because a cycle has closed. If the offender returns to active supervision from discharge status or moves to another location and the DNA collection entry has not been done, the data entry authority to enter collection information transfers with the offender to the current status and location.

On the Offender Public Information screen, the flag is located on the upper right hand side of the screen, above the 'Field admission date'.

When programming determines an offender requires a DNA sample, but has not been entered, the flag will show 'DNA Collection Required'.

OPS501I	Corrections Information Systems (TEST)	14:23:56																																													
CUMMINSL	Offender Public Information	1/02/02																																													
Offender.... 12345678 Test,Offender Status. PROBATION																																															
Location.... LANE Lane County Community Corrections Cell...																																															
Record key.. 0224587 DOC cycles. 01/01/01																																															
Age 45	DOB 8/31/1956	DNA Collection Required																																													
Sex Male	Race WHITE	Field admission date.. 05/13/1998																																													
Height 5'10"	Hair BROWN	Maximum custody date.. 06/21/2008																																													
Weight 170lbs	Eyes BROWN																																														
Caseload 6509 HAMILTON, LINDA																																															
Supervision MED																																															
<table border="1"> <thead> <tr> <th>Court Case</th> <th>Cnty</th> <th>ORS</th> <th>Abbrev</th> <th>Cls</th> <th>Type</th> <th>Begin Date</th> <th>Yrs-Mos-Days</th> <th>Term Date & Code</th> </tr> </thead> <tbody> <tr> <td>109709666/01</td> <td>LANE</td> <td>SODO</td> <td>I AT</td> <td>BF</td> <td>PROB</td> <td>5/13/1998</td> <td>010-000-000</td> <td></td> </tr> <tr> <td>109709666/02</td> <td>LANE</td> <td>SODO</td> <td>I AT</td> <td>BF</td> <td>PROB</td> <td>5/13/1998</td> <td>010-000-000</td> <td></td> </tr> <tr> <td>109709666/03</td> <td>LANE</td> <td>SX/P</td> <td>I AT</td> <td>BF</td> <td>PROB</td> <td>5/13/1998</td> <td>010-000-000</td> <td></td> </tr> <tr> <td>98CR0536AB/1</td> <td>DESC</td> <td>SODO</td> <td>I AT</td> <td>BF</td> <td>PROB</td> <td>6/22/1998</td> <td>000-120-000</td> <td></td> </tr> </tbody> </table>			Court Case	Cnty	ORS	Abbrev	Cls	Type	Begin Date	Yrs-Mos-Days	Term Date & Code	109709666/01	LANE	SODO	I AT	BF	PROB	5/13/1998	010-000-000		109709666/02	LANE	SODO	I AT	BF	PROB	5/13/1998	010-000-000		109709666/03	LANE	SX/P	I AT	BF	PROB	5/13/1998	010-000-000		98CR0536AB/1	DESC	SODO	I AT	BF	PROB	6/22/1998	000-120-000	
Court Case	Cnty	ORS	Abbrev	Cls	Type	Begin Date	Yrs-Mos-Days	Term Date & Code																																							
109709666/01	LANE	SODO	I AT	BF	PROB	5/13/1998	010-000-000																																								
109709666/02	LANE	SODO	I AT	BF	PROB	5/13/1998	010-000-000																																								
109709666/03	LANE	SX/P	I AT	BF	PROB	5/13/1998	010-000-000																																								
98CR0536AB/1	DESC	SODO	I AT	BF	PROB	6/22/1998	000-120-000																																								
Bottom																																															
F3=Exit	F4=Prompt	F5=Refresh F9=Retrieve																																													
F11=Menu bar	F12=Cancel	F17=All offenses																																													

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When collection data has been entered in CIS, the flag will show 'DNA Collected'.

OPS501I		Corrections Information Systems (TEST)		14:42:32	
CUMMINSL		Offender Public Information		1/02/02	
Offender.... 12345678 Test,Offender				Status. POST PRISON	
Location.... LANE Lane County Community Corrections				Cell...	
Record key.. 0159150				DOC cycles. 01/06/01	
Age	27	DOB	7/14/1974	DNA Collected	
Sex	Male	Race	BLACK	Field admission date.. 04/20/2000	
Height	5'07"	Hair	BLACK	Maximum custody date.. 12/21/2002	
Weight	205lbs	Eyes	BROWN		
Caseload 6509 HAMILTON, LINDA					
Supervision MED					
Court Case	Cnty	ORS	Abbrev	Cls	Type
921237181	MULT	ASSA	I	AF	POST
94C21100	MARI	SUPP	CONT	CF	POST
					Begin Date
					9/30/1999
					Yrs-Mos-Days
					000-036-000
					Term Date & Code
					000-024-000
Bottom					
F3=Exit		F4=Prompt		F5=Refresh	
F11=Menu bar		F12=Cancel		F17=All offenses	

When the offender's offense and status do not meet the requirements for DNA testing, the flag will show 'DNA Collection Not Required'. When the override feature is used, indicating an offender is not required to submit to buccal testing per Court order, the flag will also show 'DNA Collection Not Required'.

OPS501I		Corrections Information Systems (TEST)		14:49:55	
CUMMINSL		Offender Public Information		1/02/02	
Offender.... 12345678 Test,Offender				Status. PROBATION	
Location.... LANE Lane County Community Corrections				Cell...	
Record key.. 0224128				DOC cycles. 01/01/01	
Age	35	DOB	7/31/1966	DNA Collection not Required	
Sex	Male	Race	WHITE	Field admission date.. 05/04/1998	
Height	6'04"	Hair	BROWN	Maximum custody date.. 05/03/2008	
Weight	350lbs	Eyes	HAZEL		
Caseload 6509 HAMILTON, LINDA					
Supervision HI					
Court Case	Cnty	ORS	Abbrev	Cls	Type
209802657/01	LANE	SEXAB1	N	BF	PROB
					Begin Date
					5/04/1998
					Yrs-Mos-Days
					000-120-000
					Term Date & Code
Bottom					
F3=Exit		F4=Prompt		F5=Refresh	
F11=Menu bar		F12=Cancel		F17=All offenses	

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On the W/W Offenses screen, the flag is located in the upper left corner of the screen, directly below the 'Status' field. The flag works as noted above.

OPS230I		Corrections Information Systems (TEST)		15:55:49	
CUMMINSL		Work with Offenses		1/02/02	
Offender: 12345678 Test, Offender			Record key: 263345		
Status: PROBATION		WASH Washington County		Community Corrections	
DNA Collection Required			OISC migr date...		
Enter option...			Custody cycle.... 1		
2=Change		3=Copy offense		4=Delete	
5=Display		6=Add offense			
7=Add sentence		8=Conditions		9=Custody units	
17=Add local sent.					
OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG SANC
CS	Type	Begin date	Length	Max date	Term date Code
01	CR00623A/03	YAMH	SEXAB1 NAT	163.427 NEWX	Y Y
00	P FPR	02/09/2001	000-060-000	02/08/2006	
Bottom					
F3=Exit		F6=Add docket		F7=Facesheet	
F8=Notes		F10=Print Options			
F11=Menu bar		F12=Cancel		F14=Recalculate	
F20=Add Local		F24=More keys			

On the Edit Offender Data screen, the flag will be located directly above the Date/Time/Place fields. The flag also works as noted above.

CMS204I		Corrections Information Systems (TEST)		15:52:57	
CUMMINSL		Edit Offender Data		1/02/02	
6566 BAGLEY, DEAN		CREATE			
SID#: 12345678 LOW PUB INDEC		SAN			
CASE, TEST		DOB: 6/12/1960		SSN: 47-62-0288	
10604 SW CAPITOL HIGHWAY		Last attempted HV...		10/22/1996	
PORTLAND, OR 97219-6815		Last completed HV...		4/16/1996	
Phones: 541 517-1434 & 503 756-9284		Last office visit...		9/18/2001	
COFO SXTR		Last monthly report.		10/21/1996	
		Employed? (Y/N)..		0/00/0000 00 %	
		NOTES		Next office visit... 11/25/1996 9:00	
				(Secondary-MTSW)	
DNA Collection Required					
Date	Time	Place	Person	SC MR	Key word
1/02/2002	O		X	Y	N
<hr/>					
<hr/>					
<hr/>					
<hr/>					
<hr/>					
More...					
F3=Exit		F4=Prompt		F5=Refresh	
F7=Browse frwd		F10=Print		F11=Menu bar	
F19=Edit text		F24=More keys			

17.3 DNA Collection Entry

A screen has been created for the entry of DNA collection data. It can be accessed through either the CCPPO or CCSUPPORT menus.

17.3.1 CCPPO Data Entry:

At the Work with Offenders Summary screen, locate the column at the far right of the screen entitled 'DNA'. It will either show REQ for required or it will be blank. The blank can denote if it's not required, if it's required and the data has already been entered, or if the override feature was used.

```

CMS203I          Corrections Information Systems (TEST)          16:16:50
CUMMINSL          Work with Offenders Summary                    1/02/02

Caseload number . . . 0000 SMITH, JOHN                          Position to . . .

Enter option...
  2=Change  4=Remove from caseload  5=Display  6=Print chrono  7=DNA req.
  8=History 9=UA log 12=Condition tracking 13=Treatment programs

Opt Offender Name      SID#    Expir Date Cls  Reass Due Status P/S  DNA
TEST, OFFENDER 1      12345678 5/02/2018 MED 12/01/2001 PO    P
TEST, OFFENDER 2      12345678 9/30/2006          PR    P  Req
TEST, OFFENDER 3      12345678 2/20/2011 MED  4/16/2002 PR    P  Req
TEST, OFFENDER 4      12345678 7/20/2003 LTD 12/14/2001 PO    P
TEST, OFFENDER 5      12345678 2/01/2004 MED  4/16/2002 PR    P  Req
TEST, OFFENDER 6      12345678 5/21/2004 LOW  1/10/2002 PR    S
TEST, OFFENDER 7      12345678 9/27/2002 HI   2/28/2002 PO    P  Req
TEST, OFFENDER 8      12345678 6/04/2003 LOW  4/16/2002 PR    P  Req
TEST, OFFENDER 9      12345678 10/11/2004     10/12/2001 PO    P
TEST, OFFENDER 10     12345678 6/23/2003 LTD  4/16/2002 PO    P
TEST, OFFENDER 11     12345678 6/05/2003 MED  2/16/2002 PO    P

More...
F3=Exit  F4=Prompt  F5=Refresh  F6=Add offender  F10=Print  F11=Menu bar
F12=Cancel  F13=Repeat  F17=Subset  F19=Summary  F23=More options
  
```

Choose option #7=DNA req. Using this option will take you to the following screen:

```

SNT206I          Corrections Information Systems (TEST)          16:28:00
CUMMINSL          DNA Collection-Offender Information            1/02/02
                                CHANGE

Offender..... 12345678 TEST, OFFENDER
Current status..... PROBATION                                LANE

Collection status. . . R  DNA Collection Required
Collection required. . Y  Y/N-Determined by status and offenses

Collection date. . . .
Collection location. .

Override reason. . . .
Override user. . . .

Comments . . . . .

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

Note the above example shows an offender who is required to submit a sample, but the actual collection data has not been entered yet. If the sample has been taken, position your cursor on the 'Collection date' field and enter the date taken. Tab to 'Collection location' field and use the F4 prompt for the appropriate location code. Currently, valid codes are as follows:

- CCH - LEDS Criminal Case History
- COMM – Community Corrections
- EXT - External Source
- INST – Institution
- JAIL – County Jail

Make your selection and press enter to update the screen.

SNT206I	Corrections Information Systems (TEST)	16:39:58
CUMMINSL	DNA Collection-Offender Information	1/02/02
	CHANGE	
Offender.....	12345678 TEST, OFFENDER	
Current status.....	PROBATION	LANE
Collection status. . .	C DNA Collected	
Collection required. .	Y Y/N-Determined by status and offenses	
Collection date. . . .	1/01/2002	
Collection location. .	COMM Community Corrections	
Override reason. . . .		
Override user.		
Comments		
F3=Exit	F4=Prompt	F5=Refresh
F11=Menu bar	F12=Cancel	
Record Changed.		

Note that the Collection status has changed to 'C' for DNA Collected. Press enter again to return to your Offender Summary screen. The DNA column will now be blank for this offender.

If you have a Court order stating the offender is not to have a sample taken, leave the Collection date and location fields blank, and enter the 'Override' reason, or press F4 for valid codes. You may use the Comments field for explanations and be sure to reference the docket number.

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SNT206I	Corrections Information Systems (TEST)	16:48:59
CUMMINSL	DNA Collection-Offender Information	1/02/02
	CHANGE	
Offender.....	12345678 TEST, OFFENDER	
Current status.....	PROBATION	LANE
Collection status. . .	N DNA Collection not Required	
Collection required. .	Y Y/N-Determined by status and offenses	
Collection date. . . .		
Collection location. .		
Override reason. . . .	COUR Court documentation required	
Override user.	CUMMINSL	
Comments	Judge Smith withheld this offender from the DNA pool. Case 10CR0123.	
F3=Exit	F4=Prompt	F5=Refresh
F11=Menu bar	F12=Cancel	
Record Changed.		

Notice that using the override feature changes the Collection status to 'N', for DNA Collection not Required, and automatically enters your UserID in the Override user field.

You may also access the DNA Collection Offender Information screen from within your Edit Offender Data screen on any offender, by using your menu bar (F11) and (4) for InfoWindows. Choose the DNA Collection Data option (Q), and follow the instructions above.

Collection data **must** be removed if OSP has contacted your agency and indicated that the sample was not submitted correctly and needs to be resubmitted. Remove the Collection date and Collection location by spacing over that information and hit enter to save your changes. If there is an override reason or comments, you should remove those as well and press enter to save. Once that has been done, the DNA Required flag will be reactivated. The only time you might see an Override reason is if that reason is REQ=User Override to required. The other two Override reasons would mean a DNA sample was never submitted. Follow up by notifying the Probation Officer that the DNA has to be collected again and the reason why. It would be a good idea to make a chrono in the DOC400 stating the DNA had to be resubmitted at the request of OSP and the reason why. Be sure to check the chrono history to see what has automatically generated and append to reflect why the DNA collection data was removed and that a new sample needs to be submitted.

17.4 DNA Sample Collection Report

A report has been created, entitled DNA Sample Collection Report. This is accessible as option #23 DNA Report from the Total Office Report menu (CCRPTSTO), the More CC Reports menu (CCRPTS), and the Management Statistics menu (CCREPORTSM).

SNT501BP	Corrections Information Systems (TEST)	17:11:44
CUMMINSL	DNA Sample Collection Report	1/02/02
Type choices, press Enter.		
DNA collection status. . .	R	R=Required,*ALL,F4=list
Location	POLK	*ALL, location
Primary caseload	*ALL	*ALL, caseload
Secondary/PTA caseload . .	*ALL	*ALL, caseload
Comm.Corr. Outcount. . . .	NONE	*ALL, NONE, ONLY, F4 to prompt
F4=Prompt F12=Cancel Enter=Print		

The default is 'R' in the DNA collection status field for those who still require a sample to be taken, or the collection data has not yet been entered. Use the F4 prompt for additional valid codes. Currently, these are:

- C – DNA Collected
- N - DNA Collection not Required
- R – DNA Collection Required

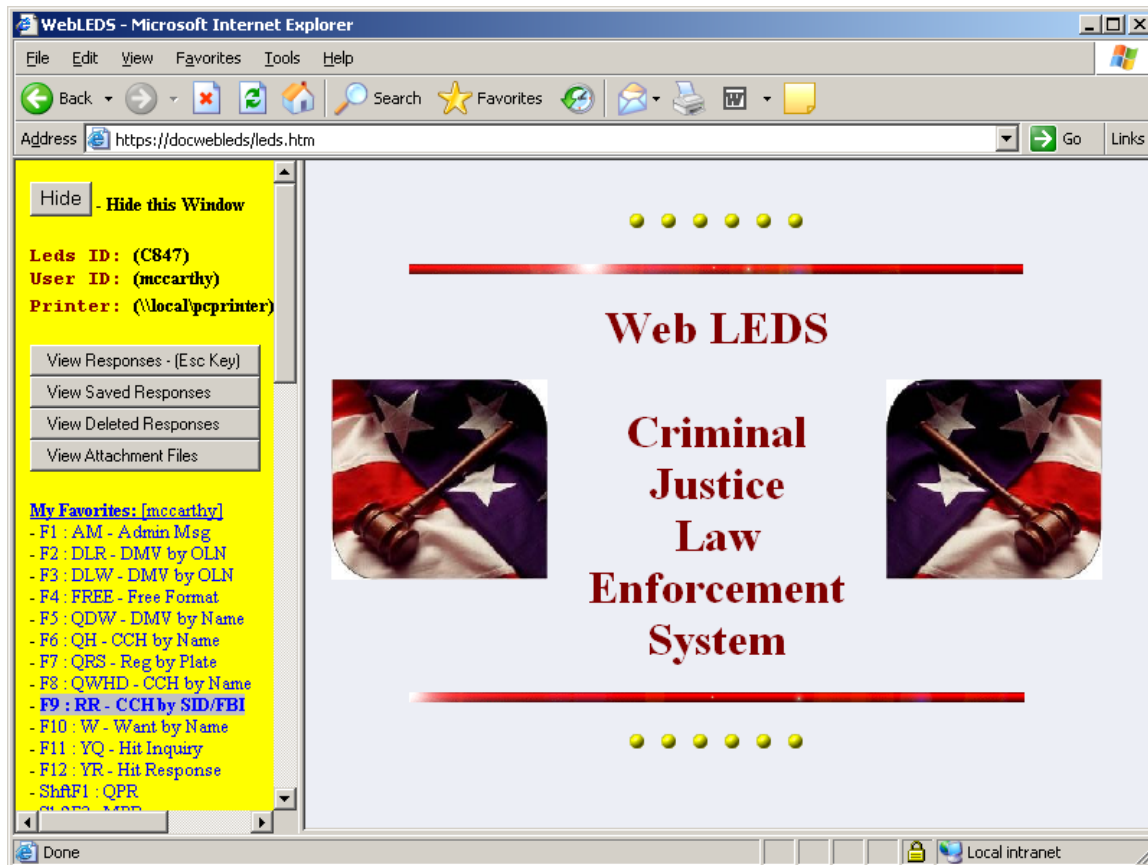
Choosing *ALL provides a list of all the above, with the collection status, and collection date if status is 'Collected'.

Location automatically defaults to your location, however, please note that choosing *ALL here will run a report for the entire State. Please use this option only if absolutely necessary as it will create quite a drain on system resources.

Outcount Reason field has been included so you can determine which offenders not on the active caseload require collection, have been collected, or are not required to be collected. This may come in handy when policy is clarified for Compact Offenders, as well as other offenders not readily available for DNA collection. The default is NONE, however you may subset for *ALL = all outcounts, ONLY = only outcounts (no active cases will display), or use F4 prompt for specific outcount valid codes.

17.5 Checking DNA in LEDS and entering it in CIS

Step 1 – Go to WebLEDS, from your main menu, type 'RR' in the 'Go To Mask' box, press enter to bring up the 'Criminal Records Inquiry – RAP Sheet' screen; or if you have it on your favorite list, you can click on 'RR'. This will take you to the 'Criminal Records Inquiry – RAP Sheet' screen.



Step 2 - On the 'Criminal Records Inquiry – RAP Sheet' screen, fill in the below fields.

The screenshot shows a web browser window titled 'WebLEDs - Microsoft Internet Explorer'. The address bar shows 'https://docwebleds/leds.htm'. The main content area is titled 'Criminal Records Inquiry - RAP Sheet'. On the left, there is a yellow sidebar with a 'Hide' button and a list of favorites. The main form contains the following fields:

- MKE:** RR = RAP Sheet (dropdown menu)
- INI:** CLM (text input)
- ORI:** OR024075G (text input)
- REQ:** Char Mccarthy (text input)
- PUR:** C = Criminal Justice Purposes (dropdown menu)
- SID:** 1234567 (text input)
- FBI:** (text input)
- DPT:** (text input)
- BLD:** (text input)
- ADR:** (text input)
- CIS:** (text input)
- ZIP:** (text input)

Labels on the right side of the form include: Message Key, Operator Initials, ORI Number, Requestor Name, Purpose Code, SID Number, FBI Number, Department, Building, Address, City, State, and Zip.

Below the form, there is a note: 'Either SID or FBI must be selected:' and 'Optional, but if specified must enter all fields except BLD:'.

MKE: Auto fills with RR=RAP sheet

INI: Enter your initials

ORI: Enter agency ORI number if it didn't auto fill

REQ: Enter name of requester

PUR: Auto fills with C=Criminal Justice Purposes

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

FBI: Enter Offender's FBI #

The below fields are optional, but if filled in, all fields must be entered except BLD:

DPT: Enter agency name

BLD: Enter building number if applicable

ADR: Enter agency address

CIS: Enter agency city, state

ZIP: Enter agency zip code

Press 'Submit' button to send to LEDS.

Step 3 – If your profile is set to display, click on ‘View Responses’ to view your response. Look for “SAMPLE ON FILE FOR DNA PROFILING”.

You’ll find it towards the beginning of the response, in the information before the offender’s history. This response indicates that a blood draw has been taken.

Step 4 – If LEDS indicates DNA collected then go to the Admission Process by typing a 3 on the selection line and pressing enter. This will take you to the ‘Community Corrections Admission’ screen, enter offender’s SID # in the ‘Offender’ field, press enter. You can either press F11-3-Q to get to the ‘DNA Collection – Offender Information’ screen or you can press enter until you reach that screen.

SNT206I	Corrections Information Systems	8:59:32
MCCARTHY	DNA Collection-Offender Information	8/25/05
	CHANGE	
Offender.....	12345678 TEST, OFFENDER	
Current status.....	Inmate	SRCI(1B325B)
Collection status. . .	C DNA Collected	
Collection required. .	Y Y/N-Determined by status and offenses	
Collection date. . . .	1/20/1994	
Collection location. .	CCH LEDS Criminal Case History	
Override reason. . . .		
Override user.		
Comments		
F3=Exit	F4=Prompt	F5=Refresh
F11=Menu bar	F12=Cancel	

Step 5 – Tab down to ‘Collection Date’ field, enter today’s date. Tab down to ‘Collection Location’ and type in CCH or F4=Prompt to display locations, press enter.

Repeat above steps for each offender.

17.6 DNA Collection and the Compact Offender

DNA samples are not taken on incoming compact offenders, unless the sending state has asked you to collect one on their behalf. In which case we would take the sample and send it back to the sending state. These samples are not to be forwarded to the Oregon State Police, unless the offender has obtained additional convictions which require collection. In that case, you would need to collect 2 separate samples, sending one to OSP and one to the sending state (again, only if requested by the sending state).

Oregon State Police ORAL SWAB INSTRUCTIONS

LABEL

- Verify offender's identity card and qualifying crime.
- Open kit and confirm all components are present. Wear gloves.
- Fill in submission card completely with offender's information. Print neatly, within the red boxes, using BLACK or BLUE ink. **DO NOT USE RED INK.**
- Fill in collector's information and sign the form.
- Apply offender's thumbprints to appropriate space on submission card.
- On the lines provided, label the FTA paper with the offender's name and SID.

OBTAIN



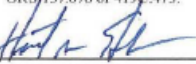
- The swabbing should be done by the agency personal, not the offender.
- Swab the area between the lower gum line and cheek by twirling the sterile cotton-tipped swab and rubbing back and forth. Do this for ~15 seconds.
- Make sure you are rubbing the surface and not just wetting it with saliva. We need the epithelial cells from the cheek & gum line.

TRANSFER

- Place cotton-tipped swab on FTA circle.
- Roll cotton tip back and forth, within the FTA circle, until a color change is seen (pink to white). *If no color change is observed, Re-Swab.*
- NOTE: If color change is faint, carefully outline the area where the swab was rolled with a pen. This will aid the analyst in finding approximately where the DNA is located within the FTA circle, or Re-Swab.
- Repeat process with the second swab to obtain and transfer cells to the other FTA circle. Discard swabs.

SEND

- Confirm that the information on the submission card and the FTA paper is **CORRECT** and **COMPLETE**.
- Place FTA paper within the fold of the submission card and put inside return envelope.
- Seal envelope with safety seal; date, initial the seal.
- Send in shuttle, or apply postage and mail to OSP Portland Forensic Lab.

FELONY DNA SUBMISSION CARD		OREGON STATE POLICE FORENSIC LAB USE ONLY	
SID#	12345678		
FIRST NAME	Jane	MIDDLE INITIAL	R
LAST NAME	Doesy		
DOB	02-14-79	RACE	W
CRIME	PCS		
PLEASE USE BLUE OR BLACK INK <u>ONLY</u>			
COLLECTOR'S NAME		LAB USE ONLY	
Heidi Stetson		CCH CONFIRMED: <input type="checkbox"/>	
COLLECTOR'S INSTITUTION		SID CONFIRMED: <input type="checkbox"/>	
05P-Portland			
COLLECTION DATE		LEFT THUMBPRINT	
08-02-13		RIGHT THUMBPRINT	
I certify that this person is required to provide a DNA sample according to ORS 137.076 or 419C.473.		 	
 COLLECTOR'S SIGNATURE			

Lot No. FT6868810

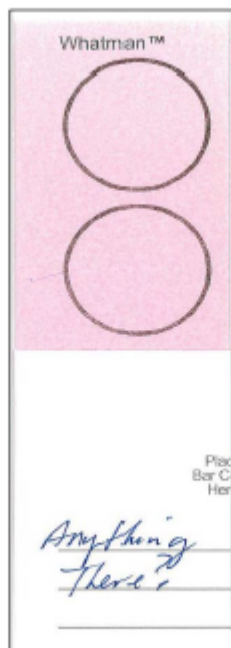
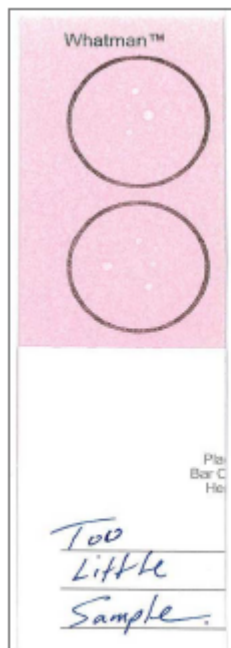
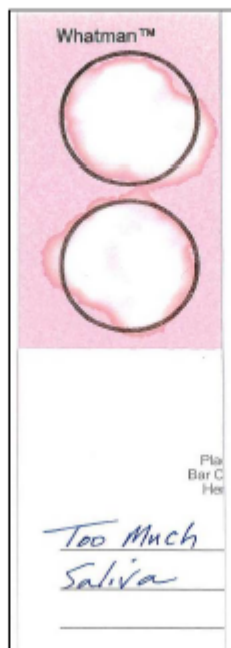
Doesy, Jane

12345678

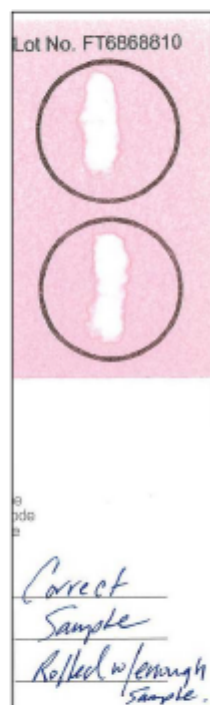
QUESTIONS
OSP Portland Forensic
Lab: 971-673-8230
osp.dna@state.or.us

Please print
offenders name
and SID#

Incorrect Samples:



Correct Sample:



Collecting Thumbprints for DNA submission cards

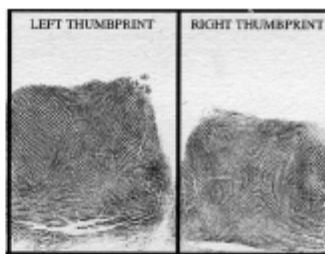
When a DNA sample is collected for the convicted offender program two thumbprints are taken at the time of collection. These thumbprints are used to verify the identity of the individual listed on the submission card. Poor quality prints make it extremely difficult to perform the verification and most of the time no identification can be made.

Please aid the Technician identifying the individual in question by utilizing the suggestions below:

1. Place the offender's inked thumbprints in the designated areas on the submission card. Remember to collect both a right and left thumbprint (when available).
2. Make sure the inked print has clear ridge detail. (See examples below).
3. For best results, ink entire finger pattern area from nail edge to nail edge and roll finger from one side to the other. It is okay if the ridge detail extends beyond the boxes provided.



Smudged ridge detail



Clear Ridge Detail

4. If the print appears smudged (no clear ridge detail), a second inked impression should be obtained and placed on the back of the card.

Keep these further contributors to poor quality fingerprints in mind:

- Too much ink used for the thumbprint
- Too little ink used
- Too much finger pressure
- Individuals who purposely attempt to leave poor quality prints.

A quality inked print is critical in providing an investigative lead.

If you have any questions or concerns, please contact ID services at 503-378-3070

OPS CHAPTER 18 – Conditions & 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;

CMPF	COMPENSATORY FINE	\$
COFO	COURT ORDERD FINANCE OBL	\$
CSWK	COMMUNITY SERVICE WORK	H
JAIL	JAIL DAYS	D
REST	RESTITUTION	\$
WKCR	WORK CREW	D
GC01	PAY COURT ORDERED FEES, FINES	\$
SC7	RESTITUTION	\$

\$=Dollars; H=Hours; D=Days; M=Months

Note: The default code for conditions tracked in days or hours can be changed; they can be tracked in days, hours, or months according to the language in the judgment or your county practice.

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 eCourt. Any discrepancies between eCourt and the court order should be checked with court personnel or as per your County policy. For PPS cases, track only one count, use the longest running case. You can still add the 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: Unable to close a sentence line – Receiving error message, “Cannot terminate w/zero amount for a trackable condition.”

A: Although there are no conditions attached to an “L” line, if you get the error message while trying to close an “L” line it means there’s a problem with a condition in the Expired Conditions file (F18).

If you get the error while trying to close an “O” line, you need to check the outcome measure conditions attached to the “O” line and/or conditions in the Expired Conditions file (F18). Please remember to check the Expired Conditions file and update outcome measure conditions when terminating a docket with multiple sentences. This is especially important if your “P” line is closed to VIOL by OISC when an offender has been revoked to DOC. The edit will not stop OISC from closing the sentence, but you still need to update the conditions in the Expired Conditions file.

If you try to close any sentence line it will require you to have an amount entered for any trackable conditions. Research the file or eCourt to find the correct amount and update the condition. You will also be prevented from completing a body closure if a prior sentence with a zero amount for a trackable condition was closed and not corrected before February 24, 2015, when the new edits went into production.

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 Compensatory Fine (CMPF) code was 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 POs to enter payments. Other offices may have POs 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.

New programming was implemented to prevent entries that will result in negative balances, so we should only see negative balances on older records.

Q: What happens if an hourly condition is converted to dollars, or vice versa?

A: If, for example, the offender completes 50 of his 100 ordered community service hours, and the Judge gives him the option to pay off the rest, entry for CSWK would be changed from the original 100 hours to 50 hours, with 50 hours completed. The new money portion would not be tracked. **In this case, we are only concerned with the percentage of hours completed.** If full hours ordered are converted before any hours have been completed, change original amount to zero with balance of zero and change 'Trackable' to N, with a note on the condition as to what happened.

Q: What if the Judge or Board waives the originally ordered REST, SC7, CMPF, or CSWK?

A: If you receive an amended order from the Court or Board waiving all or part of the REST, SC7, CMPF, or CSWK, you will need to change the information in the Conditions Tracking Module to reflect the new amounts per the amended order. The same would be true if the Judge or Board amends the original order by increasing the amount of REST, SC7, CMPF, or CSWK.

Q: What happens if I close the offender record and the entry of dollars paid or hours completed were not made?

A: The Conditions Tracking Module allows entry of data even after the record has been closed. ([Refer to Page 13 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 eCourt's records at discharge, everyone else is happy.

To fix a payment entry error, you have two options. 1- You can just change the Balance to the correct amount, then enter, or 2- You can enter the error amount with a negative sign at the end in the "Amount this month" field to subtract that amount from the balance, then enter. And then you can use the Append function on the previous auto chrono to note the correction.

18.3 CONDITION TRACKING: ACCESS AND DATA ENTRY FROM THE W/W OFFENSES SCREEN

Payment 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.

18.3.1 ACCESSING THE CONDITION TRACKING MODULE:

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.

OPS230I Corrections Information Systems (TEST) 10:05:47
MCCARTHY Work with Offenses 1/06/12

Offender: 70382259 Test, Offender Record key: 1773782
Status: Probation COMM Community Corrections
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

OFFR	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG	SANC	SGDO
CS	Type	Begin date	Length	Max date	Term date	Code	
8	01	12345678	MARI	ELEC VIOL5	260.402	Y	Y
—	00	P FPR	11/07/2011	000-006-000	05/06/2012		

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...

12/003

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

Offender Profile System (OPS) Training Manual

OPS208I Corrections Information Systems (TEST) 10:12:16
MCCARTHY Work With Conditions 1/08/12

Offender..... 70382259 TEST, OFFENDER
Status..... Probation COMM Community Corrections
Court case number. 12345678 MARI Judge..... UNKNOWN

Enter option...
2=Change 4=Delete 5=Display 8=Payment Entry

Opt	Code	Type	Description	Trk	Txt	Compl
-	BODY	PROBATION	BODY SUBSTANCE/DNA TEST	N		
-	COFO	PROBATION	COURT ORDERD FINANCE OBL -GC01	Y		
-	JAIL	PROBATION	JAIL DAYS	Y		
-	REST	PROBATION	RESTITUTION	Y		
-	SUPV	PROBATION	SUPERVISION FEES (GC01)	N		

Bottom
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F13=Repeat
F16=Review/copy all conditions F17=Add conditions F18=Expired conditions

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 (REST, SC7, CMPF, and CSWK MUST HAVE AN AMOUNT ORDERED OR BE MARKED AS "N" IN THE TRACKABLE FIELD)**
- 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.

OPS209I Corrections Information Systems (TEST) 10:13:14
MCCARTHY Offender Condition 1/08/12

Offender..... 70382259 TEST, OFFENDER
Status..... Probation COMM Community Corrections

Court Case number. 12345678 County.. MARI Cycle..... 01 01
Condition..... REST RESTITUTION Baf Number..... 0
Condition type.... PROBATION
Condition text....

Trackable..... Y

Expiration date... 5/06/2012 Start date..... 11/07/2011

Amount/Unit..... Completed date... 0/00/0000

Monthly amount... \$ Dollars

Last Payment Activity.. 0/00/0000 Balance..... .00

F3=Exit F4=Prompt F5=Refresh F7=Browse backward
F8=Browse forward F11=Menu bar F12=Cancel

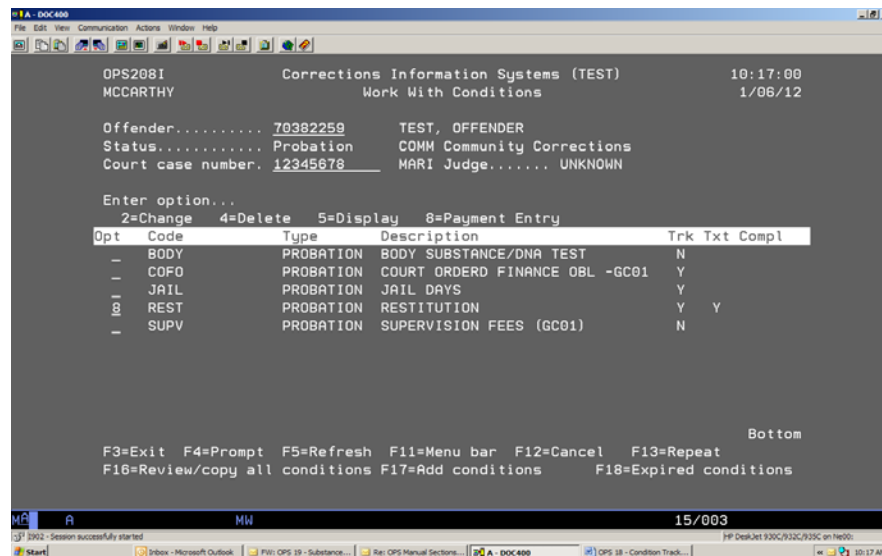
SPECIAL NOTE: Outcome Measure conditions REST, SC7, CMPF, and CSWK should **NOT** be changed to Trackable N, unless one of the following occurs:

- Multiple counts on a case and you are only tracking the condition on one count;
- Multiple dockets listed on Parole/Post Prison Orders and you are only tracking the condition on the longest running count;
- Court ordered condition, but eventually determined that no amount was ordered;
- When Court or Board converts entire amount ordered prior to completion of any portion of the condition ([see FAQ's above](#)).

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

18.3.2 PAYMENT ENTRY IN THE CONDITION TRACKING MODULE:

1 – Use Option 8=Payment Entry on the condition for which you have received payment. Press enter.



2 – 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’.

Offender Profile System (OPS) Training Manual

OPS2081 Corrections In

MCCARTHY Work : CMS307I Condition

Offender..... 70382259 T : Offender: 70382259

Status..... Probation C : TEST, OFFENDER

Court case number. 12345678 M : Custody/admission. 01 01

Enter option... : Case number. . . . 12345678

2=Change 4=Delete 5=Display : Condition code . . REST

pt Code Type Des : Condition units. . Dhrs

1 BODY PROBATION BOD : Condition text . . this is a test

2 COFO PROBATION COU : Condition amount . . 1,000.00

3 JAIL PROBATION JAI : Monthly amount . . 50.00

4 REST PROBATION RES : Start date . . . 11/07/2011

5 SUPV PROBATION SUP : Last pay activity. .

Balance. . . . 1,000.00

Amount this month. 100.00

Completed date . .

Expiration date. . 5/06/2012

Trackable. . . . Y

F3=Exit F4=Prompt F5=Refresh F1 : F5=Refresh F12=Cancel

F16=Review/copy all conditions F17 :

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 with the amount you type in this field.

3 – 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.

OPS2081 Corrections In

MCCARTHY Work : CMS307I Condition

Offender..... 70382259 T : Offender: 70382259

Status..... Probation C : TEST, OFFENDER

Court case number. 12345678 M : Custody/admission. 01 01

Enter option... : Case number. . . . 12345678

2=Change 4=Delete 5=Display : Condition code . . REST

pt Code Type Des : Condition units. . Dhrs

1 BODY PROBATION BOD : Condition text . . this is a test

2 COFO PROBATION COU : Condition amount . . 1,000.00

3 JAIL PROBATION JAI : Monthly amount . . 50.00

4 REST PROBATION RES : Start date . . . 11/07/2011

5 SUPV PROBATION SUP : Last pay activity. . 1/06/2012

Balance. . . . 900.00

Amount this month. 100.00

Completed date . .

Expiration date. . 5/06/2012

Trackable. . . . Y

F3=Exit F4=Prompt F5=Refresh F1 : F5=Refresh F12=Cancel

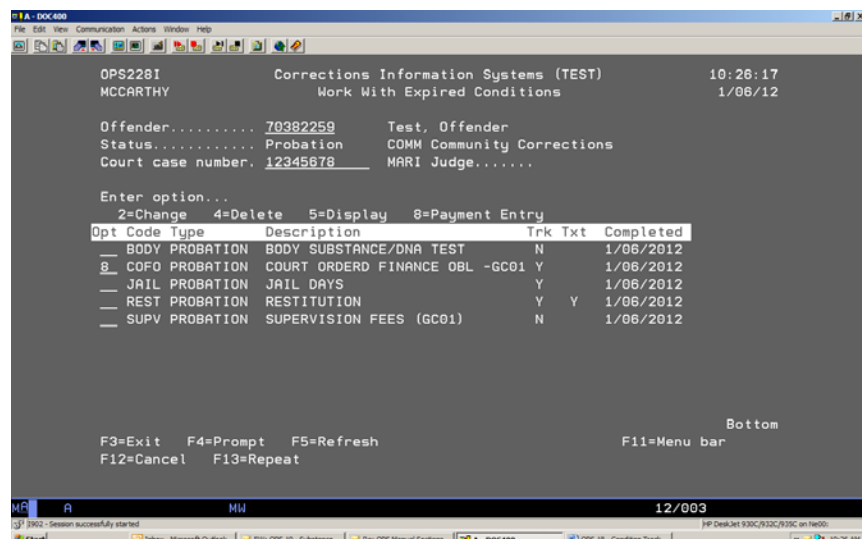
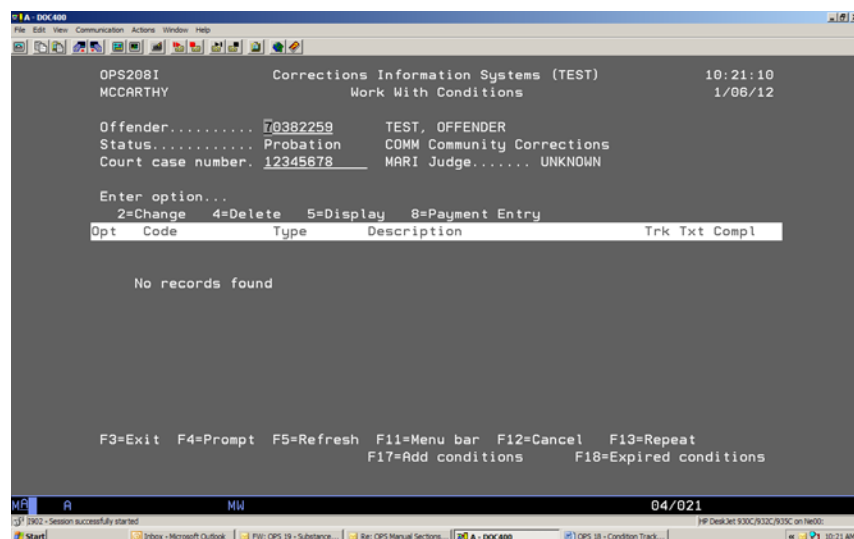
F16=Review/copy all conditions F17 : CONDITION record updated.

18.3.3 PAYMENT ENTRY ON A TERMINATED OFFENSE:

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 the steps in [18.3.2](#).

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.

Offender Profile System (OPS) Training Manual



18.4 CONDITION TRACKING: ACCESS AND DATA ENTRY FROM THE W/W CASELOADS MENU OPTION

18.4.1 ACCESSING THE CONDITION TRACKING MODULE:

- 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.

18.4.2 PAYMENT ENTRY IN THE CONDITION TRACKING MODULE:

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.

CMS203I
MCCARTHY
Work with Offenders Summary
10:31:44
1/06/12

Caseload number . . . 6020 MCCARTHY, CHAR

E : CMS306I Conditions

Offender: 70382259 TEST, OFFENDER

Court case	Cond Unit Amount	Monthly	Balance	Lst Payment Cmpl
12345678 COFO			.00	
12345678 JAIL			.00	
12345678 REST S	1,000.00	50.00	.00	1/06/2012
12345678 BODY			.00	
12345678 SUPV			.00	

F10=Print F12=Cancel F18=Expired Conditions

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

NOTE: This will only work if the condition has been marked as “trackable”. If it has not been marked “trackable”, that change can be made by accessing the Conditions table from the W/W Offenses screen. POs- 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.

CMS203I
MCCARTHY
10:31:44
1/06/12

Caseload number Offender: 70382259

E : CMS306I Condition Change

Offender: 70382259 TEST, OFFENDER

Custody/admission. 01 01

Case number. . . 12345678

Condition code . . REST

Condition units. . Dhrs

Condition text . . this is a test

Lst Payment Cmpl : 1/06/2012

Condition amount . 1,000.00

Monthly amount . 50.00

Start date . . . 11/07/2011

Last pay activity. 1/06/2012

Balance.00

Amount this month. 100.00

Completed date . .

Expiration date. . 5/06/2012

Trackable. . . . Y

F10=Print F12=Cancel F18=Expired Conditions

Bottom

F3=Exit F4=Pr F5=Refresh F12=Cancel F11=Menu bar F23=More options

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” cannot be changed here as it auto fills from the Max Date on the offense line. If this date is incorrect, it should be changed by support staff from the W/W Offenses screen.

The screenshot displays the OPS 18 - Condition Tracking interface. On the left, a list of conditions is shown for CMS203I MCCARTHY, including Caseload number, Offender: 7, Court cas, and various condition codes and amounts. The right pane provides a detailed view of a selected condition (Offender: 70382259, Condition: TEST, OFFENDER). Key fields include Custody/admission (01 01), Case number (12345678), Condition code (REST), Condition units (Dlrs), Condition text (this is a test), Condition amount (1,000.00), Monthly amount (50.00), Start date (11/07/2011), Last pay activity (1/06/2012), Balance (900.00), Amount this month (100.00), Completed date, Expiration date (5/06/2012), and Trackable (Y). The bottom of the screen shows function keys: F3=Exit, F4=Pr, F12=Cancel, F5=Refresh, F12=Cancel, and F23=More options.

SPECIAL NOTE: If the condition is completed prior to the offense expiring, you may manually enter the ‘Completed date’ field with the date of completion. This will remove the condition from the Edit Offender Data screen, and it will no longer be highlighted on the conditions screen, but it will still show on the Kardex.

NEVER change Trackable ‘Y’ to ‘N’ on Outcome Measure conditions REST, SC7, CMPF, and CSWK after the condition has been completed. CMIS is unable to report on the Outcome Measure data if the Trackable field has been changed to N.

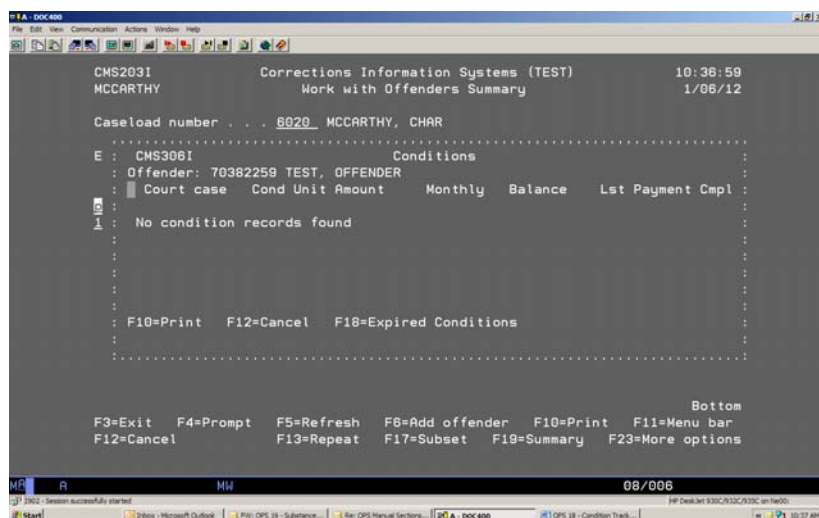
4 – Pressing enter again will return you to the main Conditions screen. You can either select another condition, or return to the W/W Offenders Summary screen by pressing enter again or using F12=Cancel.

18.4.3 PAYMENT ENTRY ON A DISCHARGED RECORD:

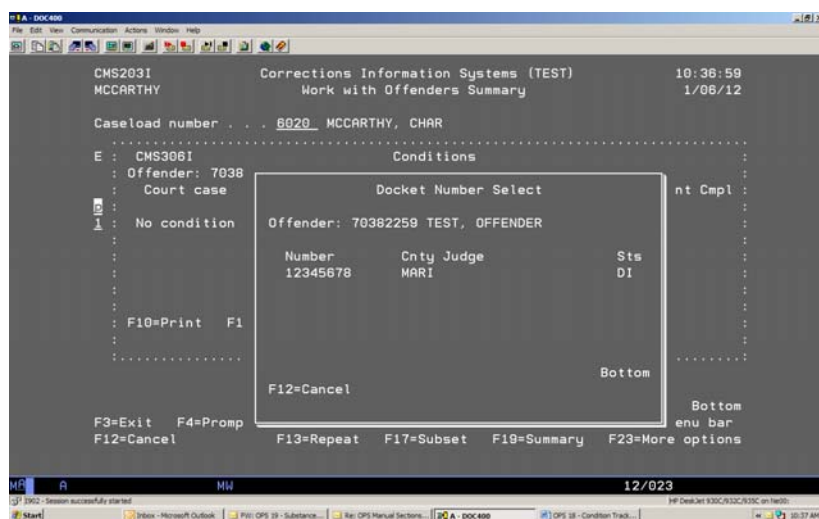
1 – If you need to enter a payment to a discharged offender record, you must first add the offender back to your caseload as a secondary. Then use Option 12=Condition Tracking.

The main Conditions screen will show “No condition records found.”

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



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

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OPS208I Corrections Information Systems (TEST) 10:38:32
MCCARTHY Work With Expired Conditions 1/06/12

Offender..... 70382259 Test, Offender
Status..... Probation COMM Community Corrections
Court case number. 12345678 MARI Judge..... UNKNOWN

Enter option...
2=Change 4=Delete 5=Display 8=Payment Entry

Opt	Code	Type	Description	Trk	Txt	Completed
—	BODY	PROBATION	BODY SUBSTANCE/DNA TEST	N		1/06/2012
—	COFO	PROBATION	COURT ORDER FINANCE OBL -GC01	Y		1/06/2012
—	JAIL	PROBATION	JAIL DAYS	Y		1/06/2012
8	REST	PROBATION	RESTITUTION	Y	Y	1/06/2012
—	SUPV	PROBATION	SUPERVISION FEES (GC01)	N		1/06/2012

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

4 – From the Expired Condition window, complete your payment entry by following the steps in [18.4.2](#).

```

C:\A - DOC400
File Edit View Communication Actions Window Help
[Icons]

OOPS228I                      Corrections Information Systems (TEST)                10:38:32
MCCARTHY                      Work With Expir .....
                                CMS308I Expired Condition .....
Offender..... 70382259      Test..0 :                               Change :
Status..... Probation       COMM Co : Offender: 70382259
Court case number. 12345678 MARI Ju : TEST, OFFENDER
                                Custody/admission. 01 01
Enter option...              Case number. . . . 12345678
    2=Change   4=Delete   5=Display   8=Pa : Condition code . . . REST
pt Code Type   Description : Condition units. . Dtrs
_ BODY PROBATION BODY SUBSTANCE/DNA TE : Condition amount . . 1,000.00
_ COFO PROBATION COURT ORDERD FINANCE : Monthly amount . . 50.00
_ JAIL PROBATION JAIL DAYS
B REST PROBATION RESTITUTION          : Start date . . . 11/07/2011
_ SUPV PROBATION SUPERVISION FEES (GCO : Last pay activity. 1/08/2012
                                Balance. . . . . 900.00
                                Amount this month. _____
                                Completed date . . 1/06/2012
                                Expiration date. . 5/06/2012
                                Trackable. . . . Y
                                :
F3=Exit   F4=Prompt   F5=Refresh        : F5=Refresh   F12=Cancel
F12=Cancel   F13=Repeat                  :
                                :
                                :
                                :
MF A MW 17/064
C:\PS02 - Session successfully started
Start Show - Microsoft Outlook File OPS 19 - Substance Run OPS Manual Sections C:\A - DOC400 I OPS 18 - Condition Track PIP DeskJet 930C/932C/935C on NetIO

```

5 – 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 this secondary record from your caseload.

18.5 CONDITION DESCRIPTIONS

18.5.1 PROBATION SPECIAL CONDITIONS:

These conditions are to be used **ONLY** for cases that are under the jurisdiction of a county court.

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ADCO	ALC AND/OR DRUG EVAL AND/OR TX A&D EVAL/TX
	Undergo and participate in a substance abuse evaluation. Enter & successfully complete all recommended TX, including inpatient TX and aftercare. O shall abide by all rules & conditions of program. O shall be responsible for all fees.
ANGR	ANGER CONTROL COUNSELING ANGER CONTRO
	Enter & complete or be successfully discharged from an approved anger control counseling program. O shall abide by all rules & conditions of the program. O shall be financially responsible for all fees.
ANTA	ANTABUSE ANTABUSE
	Take Antabuse if medically able and if directed by the probation officer.
APOL	APOLOGY TO VICTIM APOLOGY TO V
	Complete a thoughtful and thorough letter of apology, to be forwarded to the victim per the court order.
CGED	COMPLETE GED COMPLETE GED
	Complete GED.
CMPF	COMPENSATORY FINE COMPENS FINE
	A compensatory fine is ordered to be paid to the county court of conviction, which will be disbursed to a listed person or entity. This fine should be paid in full before probation is allowed to expire.
COFO	COURT ORDERD FINANCE OBL –GC01 COURT ORDERD
	O shall pay court ordered fees & fines as outlined on the judgment. To include all Court Ordered Financial Obligations, except for Restitution and Compensatory Fines.
CSWK	COMMUNITY SERVICE WORK COMMUNITY SE
	Complete a specified amount of hours of Community Service work at the direction of the probation officer by a specified due date. These hours should be completed before probation is allowed to expire.
CURF	CURFEW CURFEW
	Comply with a curfew set by the court or probation officer.
DGCT	DRUG COURT DRUG COURT
	Attend and successfully complete Drug Court program. Abide by all program rules. O shall be responsible for program costs.
DIAE	Drug Impact Area Exclusion Drg Area Exc
	If the offender has a DIAE drug-based conviction and is arrested again in a DIAE zone, the PO is obligated to detain. Comply with any DIAE per the court order.
DVTX	DOMESTIC VIOL EVAL/TX DV VIOL/TX
	Enter & complete or be successfully discharged from approved DV TX program or BIP. O shall abide by all rules & conditions of the TX program. O shall be financially responsible for the evaluation fee and all TX costs.
ELHA	ELEC MON/HOUSE ARREST EMON/HS ARRS
	Participate in & successfully complete any electronic monitoring program ordered by court or PO. O is responsible for any fees. Abide by & successfully complete any non-electronically monitored house arrest as directed by court or PO.

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EROI	Execute Release of Information Execute ROI
	Court orders the offender to sign any & all releases of information necessary for probation officer or the court to ensure Offender's compliance with any & all terms of probation.
FGWP	FORFEIT GUN/WEAPON FORFEIT GUN/
	Surrender and/or forfeit possession of all firearms and weapons as directed by the court or probation officer.
JAIL	JAIL DAYS JAIL
	Offender is ordered to serve a specified amount of days in jail as a condition of probation.
MHCT	MENTAL HEALTH COURT MENT HLTH CT
	Attend & successfully complete mental health court program. Abide by all program rules. O shall be responsible for program costs if applicable.
MHTX	MENTAL HEALTH EVAL/TX (GC15) MNTL EVAL/TX
	O shall undergo & participate in a mental health evaluation. Enter and successfully complete all recommended treatment, including any aftercare or follow-up care. O shall abide by all rules & conditions of the program.
MSDR	MISDRM TX SUCFL COMP PROB MISDRM TX SU
	a) Felony conviction may be reduced to a misdemeanor upon successful completion of probation if specified conditions have been met. OR b) O may request felony conviction be reduced to a misdemeanor if probation is completed successfully.
NABS	NOT ENTER ADULT BUSINESS NOT ENTER AD
	Offender may not enter adult sex-oriented business (i.e. strip club, adult book, video, or lingerie store).
NALC	NO ALCOHOL NO ALCOHOL
	Do not consume or possess alcoholic beverages.
NALE	NO ALCOHOL TO EXCESS NO ALCOHOL T
	Varies from County to County.
NAME	STATE TRUE NAME TRUE NAME
	Offender is ordered to use true name at all times.
NASN	NO ASSOCIATION/CONTACT NO ASSOC/CON
	Have no contact with listed persons or entities.
NCMF	NO CONTACT MINOR FEMALES NO CON MFEMA
	Have no contact with females under the age of 18.
NCMM	NO CONTACT MINOR MALES NO CON MMALE
	Have no contact with males under the age of 18.
NCMN	NO CONTACT MINOR NO CONTACT M
	Have no contact with persons under the age of 18.
NCVI	NO CONTACT VICTIM NO CONTACT V
	Have no direct, indirect, attempted, or third party contact with the listed victim(s). Also may include other restrictions per court order.
NDRG	NO DRUG PARAPHERNALIA NO DRUG PARA
	Do not use, possess, or attempt to use or possess, any drug paraphernalia.
NGAM	NO GAMBLING NO GAMBLING
	No gambling, no playing lottery games. Undergo an evaluation for gambling addiction if required by court or probation officer, and follow recommended treatment plan.

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NOAC	NO ASSN W/KNOWN CRIMINAL NO ASSN CRIM
	Do not knowingly associate with persons who are known criminals outside of a treatment setting.
NOAD	NO ASSN W/DRUG USERS NO ASSN DRUG
	Do not associate with any persons known to use, sell, or possess illegal drugs or narcotics, outside of a treatment setting.
NOCD	NO CONTACT/CO-DEFENDANT NO CONTACT/C
	Have no direct or indirect contact with listed co-defendant(s).
NOCV	NO OFFENSIVE CONTACT VICTIM NO OFFCON VI
	Have no interactions with the victim that would be offensive to the victim's reasonable sense of personal dignity.
NOEA	NO ENTRY ALCOHOL SOLD NO ENTRY ALC
	Do not enter or frequent any establishment whose primary income is derived from the sale of alcoholic beverages.
NOEC	NO ENTRY CHILDREN CONGRE NO ENTRY CHI
	May not be at places that are primarily for the enjoyment of persons under the age of 18 or where children are likely to congregate. Do not volunteer at or be involved with organizations which would place O in contact with persons under the age of 18.
NOED	NO ENTRY DRUGS KEPT/SOLD NO ENTRY DRU
	Do not frequent places where narcotics are unlawfully used, sold, or kept.
NOGA	NO ASSOCIATION/GANG MEMBERS NO ASSN GANG
	Do not knowingly associate with persons who are known to be gang members, outside of a treatment setting, nor possess gang paraphernalia.
NOIX	NO INTOXICANTS NO INTOX
	Do not use nor possess controlled substances or intoxicants except medication taken pursuant to a valid medical prescription.
NOLI	NO DRIVING W/O LIC/INSUR NO DRIV W/O
	Do not drive without a valid license or insurance.
NOMC	No Medical Marijuana Card No Med Marij
	Do not apply for or possess a medical marijuana card or act as a caregiver for any person who possesses a medical marijuana card.
NOMJ	NO MARIJUANA NO MARIJUANA
	Do not possess marijuana or enter into a dispensary. Do not consume or ingest medicinal or recreational cannabis products in any form.
NONT	NO INTERNET NO INTERNET
	Do not access the internet without prior approval of the supervising officer.
NOSC	NO SCANNERS NO SCANNERS
	Do not possess or utilize radio scanners without the written permission of the supervising officer.
NSXP	NOT USE/POS/SEX PARAPHERNALIA NOT USE/POS/
	Offender shall not view, listen to, own or possess any sexually stimulating visual or auditory materials that are relevant to the offender's deviant behaviors.
NUSA	NOT RE-ENTER USA ILLEGALLY NOT RE-ENTER
	Do not re-enter the USA illegally.
OTHE	OTHER CONDITION OTHER CONDIT

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OTHR	OTHER CONDITION OTHER CONDIT
OTH1	OTHER CONDITION OTHER CONDIT
OTH2	OTHER CONDITION OTHER CONDIT
OTH3	OTHER CONDITION OTHER CONDIT
OTH4	OTHER CONDITION OTHER CONDIT
PENT	PENITENTIARY/JAIL TOUR PEN/JAILTOUR
	Tour the correctional facility listed on the court order.
PKDV	DOMESTIC VIOLENCE PACKAGE DV PACKAGE
	Varies by county.
PKFC	FINANCIAL CRIMES PACKAGE FIN CRIME PK
	Varies by county.
PKGA	GANG PACKAGE GANG PACKAGE
	Varies by county.
PKID	IDENTITY THEFT PACKAGE ID THEFT PK
	Varies by county.
PKMH	MENTAL HEALTH PACKAGE MENT HLTH PK
	Varies by county.
PKRE	RESTITUTION PACKAGE REST PACKAGE
	Varies by county.
PKSO	SEX OFFENDER PACKAGE SEX OFF PK
	Varies by county.
PLET	PLETHYSMOGRAPH PLETHYSMOGRA
	Consent to and cooperate with plethysmographic assessment when deemed necessary by the therapist or the supervising officer. Be financially responsible for assessment fee.
POLY	POLYGRAPH POLYGRAPH
	Submit to polygraph testing as recommended by a therapist as part of treatment or monitoring, or at the direction of the supervising officer. Be financially responsible for the polygraph fee.
PRG1	PROGRAM PROGRAM
PRG2	PROGRAM PROGRAM
PRG3	PROGRAM PROGRAM
PRNT	PARENTING CLASSES PARENT CLASS
	Offender shall enter and successfully complete an approved parenting class and be responsible for any fees.
REST	RESTITUTION RESTITUTION
	Restitution is ordered to be paid to the county court of conviction, which will be disbursed to a listed person or entity. This amount should be paid in full before probation is allowed to

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	expire.
RXDR	NOTIFY SUBSTANCE ABUSE B4 RX NOTIFY SUBS
	Offender is not to accept any prescribed medications without revealing his/her substance abuse history to the prescribing medical professional.
RXPO	Notify PO of all Prescriptions Notify PO RX
	Immediately notify probation officer of any prescribed medications.
SXTR	SEX OFFENDER EVAL/TREATMENT SEXOFF EV/TX
	Submit to SO eval. & successfully complete any recommended TX program & comply with all rules & requirements. Be responsible for eval fee and all TX costs. Do not transfer to a new TX program once started, unless approved by the supervising officer.
THTK	Theft/Property Class THFT PROP CL
	Enroll in and successfully complete an approved Theft Class. Provide proof of successful completion.
TRES	NO TRESPASS NO TRESPASS
	May not be present at or within a specified distance of the listed location(s).
VICP	VICTIM'S PANEL VICTIM'S PAN
	Attend a Victim/Survivor's Impact Panel and be financially responsible for any associated fee. Attend within a specified time frame if directed by the Court, provide proof of attendance.
WKCR	WORK CREW WORK CREW
	Offender is ordered to work a specified number of days on the county Work Crew in lieu of jail time.
WKRE	WORK RELEASE WORK RELEASE
	Inmates reside in a work-release ("restitution" or "community corrections") center, from which they may leave to work.
ZERC	ZERO TOLERANCE-SPECIFIC COND ZERO BY COND
	No structured sanctions allowed for specific conditions as ordered by the court.
ZERO	Zero Tolerance - No Sanction Zero-No Sanc
	No structured sanctions allowed. All violations must be returned to court.

18.5.2 PPS SPECIAL CONDITIONS:

These special conditions are to be used **ONLY** on PPS cases, either under the jurisdiction of the Board of Parole and Post-Prison Supervision or a Local Supervisory Authority.

SC1	SUBMIT TO MENTAL HEALTH EVAL SBMT MH EVAL
	Offender shall be evaluated by a mental health evaluator and follow all treatment recommendations.
SC2	PSYCH MEDICATION MONITORING PSYCH MONIT
	O shall continue medication rx'd prior to/at time of release from custody until otherwise directed by physician. At the direction of PO, offender shall undergo psychiatric eval and take meds recommended. Comply w/med monitoring program.
SC3	NO CONTACT WITH MINORS NO CON MINOR
	Without prior written approval of the PO, a prohibition against contacting a person under 18 years of age.

SC4	PROHIBITED LOCATION MINORS USE PROHIB LOCA
	Without prior written approval of PO, a prohibition against being present more than one time at/on property adjacent to place primarily intended for the use by persons under 18 years of age or places where they regularly congregate.
SC5	S/O POLYGRAPH TEST S/O POLYGRPH
	Offender shall submit to random polygraph tests as part of a sex offender surveillance program. Failure to submit to tests may result in return to custody. Specific responses to the tests shall not be the sole basis for return to custody.
SC6	SEX OFFENDER TREATMENT PROGRAM S/O TREATMNT
	Enter/complete/successfully discharge from recognized/approved SO TX at direction of PO, may include Polygraph/Plethysmograph. Abide by conditions of SO TX, prohibit sexually deviant materials/activities/behavior unless allowed by PO.
SC7	COURT ORDERED RESTITUTION RESTITUTION
	Offender shall pay court ordered restitution to the clerk of the court of the county of sentencing (ORS 137.106, OAR 255-065-0005).
SC8	SEX OFFENDER NOTIFICATION S/O NOTIFIC
	If required to report as SO under ORS 163A, report to State Police/Chief of Police/County Sheriff/supervising agency when supervision begins, with 10 days of a change in residence and once a year within 10 days of offender's date of birth.
SC9	NO INTOXICATING BEVERAGES NO INTOXICAT
	Offender shall not possess or use intoxicating beverages.
SC10	OTHER CONDITIONS AS LISTED OTHER COND
	Special conditions may be imposed that are not listed above when the Board of Parole and Post-Prison Supervision determines that such conditions are necessary. See examples listed on BOPPP's List of All General and Special Conditions paper.
SC11	NO CONTACT WITH LISTED PEOPLE NO CNTCT OTH
	Offender shall have no contact direct or indirect with those listed below:
SC12	SEARCH PC/ELECTRONIC EQUIP SRCH PC/EQUP
	Consent to search of computer or other electronic equipment upon the request of the PO or their representative, if the PO has reasonable grounds to believe that evidence of a violation will be found.

18.5.3 AIP NON-PRISON LEAVE SPECIAL CONDITIONS:

These special conditions are to be used **ONLY** for specified cases during AIP Non-Prison Leave.

LV01	SUBMIT TO MENTAL HEALTH EVAL SBMT MH EVAL
	Offender shall be evaluated by a mental health evaluator and follow all treatment recommendations.
LV02	PSYCH MEDICATION MONITORING PSYCH MONIT
	O shall continue medication rx'd prior to/at time of release from custody until otherwise directed by physician. At the direction of PO, offender shall undergo psychiatric eval and take meds recommended. Comply w/med monitoring program.

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LV03	NO CONTACT WITH MINORS	NO CON MINOR
	Without prior written approval of the PO, a prohibition against contacting a person under 18 years of age.	
LV04	PROHIBITED LOCATION MINORS USE	PROHIB LOCA
	Without prior written approval of PO, a prohibition against being present more than one time at/on property adjacent to place primarily intended for the use by persons under 18 years of age or places where they regularly congregate.	
LV05	S/O POLYGRAPH TEST	S/O POLYGRPH
	Offender shall submit to random polygraph tests as part of a sex offender surveillance program. Failure to submit to tests may result in return to custody. Specific responses to the tests shall not be the sole basis for return to custody.	
LV06	SEX OFFENDER TREATMENT PROGRAM	S/O TREATMNT
	Enter/complete/successfully discharge from recognized/approved SO TX at direction of PO, may include Polygraph/Plethysmograph. Abide by conditions of SO TX, prohibit sexually deviant materials/activities/behavior unless allowed by PO.	
LV07	COURT ORDERED RESTITUTION	RESTITUTION
	Offender shall pay court ordered restitution to the clerk of the court of the county of sentencing (ORS 137.106, OAR 255-065-0005).	
LV08	SEX OFFENDER NOTIFICATION	S/O NOTIFIC
	If required to report as SO under ORS 163A, report to State Police/Chief of Police/County Sheriff/supervising agency when supervision begins, with 10 days of a change in residence and once a year within 10 days of offender's date of birth.	
LV09	NO INTOXICATING BEVERAGES	NO INTOXICAT
	Offender shall not possess or use intoxicating beverages.	
LV10	OTHER CONDITIONS AS LISTED	OTHER COND
	Special conditions may be imposed that are not listed above when the Board of Parole and Post-Prison Supervision determines that such conditions are necessary. See examples listed on BOPPP's List of All General and Special Conditions paper.	
LV11	NO CONTACT WITH LISTED PEOPLE	NO CNTCT OTH
	Offender shall have no contact direct or indirect with those listed below:	
LV12	SEARCH PC/ELECTRONIC EQUIP	SRCH PC/EQUP
	Consent to search of computer or other electronic equipment upon the request of the PO or their representative, if the PO has reasonable grounds to believe that evidence of a violation will be found.	

18.5.4 SHORT-TERM TRANSITIONAL LEAVE SPECIAL CONDITIONS:

These special conditions are to be used **ONLY** for specified cases during Short-term Transitional Leave (STTL).

ST01	SUBMIT TO MENTAL HEALTH EVAL	SBMT MH EVAL
	Offender shall be evaluated by a mental health evaluator and follow all treatment recommendations.	

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ST02	PSYCH MEDICATION MONITORING PSYCH MONIT
	O shall continue medication rx'd prior to/at time of release from custody until otherwise directed by physician. At the direction of PO, offender shall undergo psychiatric eval and take meds recommended. Comply w/med monitoring program.
ST03	NO CONTACT WITH MINORS NO CON MINOR
	Without prior written approval of the PO, a prohibition against contacting a person under 18 years of age.
ST04	PROHIBITED LOCATION MINORS USE PROHIB LOCA
	Without prior written approval of PO, a prohibition against being present more than one time at/on property adjacent to place primarily intended for the use by persons under 18 years of age or places where they regularly congregate.
ST05	S/O POLYGRAPH TEST S/O POLYGRPH
	Offender shall submit to random polygraph tests as part of a sex offender surveillance program. Failure to submit to tests may result in return to custody. Specific responses to the tests shall not be the sole basis for return to custody.
ST06	SEX OFFENDER TREATMENT PROGRAM S/O TREATMNT
	Enter/complete/successfully discharge from recognized/approved SO TX at direction of PO, may include Polygraph/Plethysmograph. Abide by conditions of SO TX, prohibit sexually deviant materials/activities/behavior unless allowed by PO.
ST07	COURT ORDERED RESTITUTION RESTITUTION
	Offender shall pay court ordered restitution to the clerk of the court of the county of sentencing (ORS 137.106, OAR 255-065-0005).
ST08	SEX OFFENDER NOTIFICATION S/O NOTIFIC
	If required to report as SO under ORS 163A, report to State Police/Chief of Police/County Sheriff/supervising agency when supervision begins, with 10 days of a change in residence and once a year within 10 days of offender's date of birth.
ST09	NO INTOXICATING BEVERAGES NO INTOXICAT
	Offender shall not possess or use intoxicating beverages.
ST10	OTHER CONDITIONS AS LISTED OTHER COND
	Special conditions may be imposed that are not listed above when the Board of Parole and Post-Prison Supervision determines that such conditions are necessary. See examples listed on BOPPP's List of All General and Special Conditions paper.
ST11	NO CONTACT WITH LISTED PEOPLE NO CNTCT OTH
	Offender shall have no contact direct or indirect with those listed below:
ST12	SEARCH PC/ELECTRONIC EQUIP SRCH PC/EQUIP
	Consent to search of computer or other electronic equipment upon the request of the PO or their representative, if the PO has reasonable grounds to believe that evidence of a violation will be found.

18.5.5 GENERAL CONDITIONS:

All offenders on all types of supervision are subject to these general conditions, with a few noted distinctions.

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GC01	PAY COURT ORDERED FEES, FINES	PAY FEE/FINE
	Pay supervision fees, fines, restitution or other fees ordered by the court or the Board.	
GC02	NO USE OR POSSESS CONTROL SUBS	NO CONT SUBS
	Not use or possess controlled substances except pursuant to a medical prescription.	
GC03	SUBMIT TO BREATH/URINE TESTS	SUBMIT TESTS
	Submit to testing for controlled substance, cannabis or alcohol use if the offender has a history of substance abuse or if there is a reasonable suspicion that the offender has illegally used alcohol or controlled substances.	
GC04	PARTICIPATE SUB ABUSE EVAL	SUB ABUSE EV
	Participate in a substance abuse evaluation/TX/aftercare as directed by the supervising officer and follow the recommendations of the evaluator/TX provider if there are reasonable grounds to believe there is history of substance abuse.	
GC05	REMAIN IN OREGON	REMAIN OR
	Remain in the State of Oregon until written permission to leave is granted by the Department of Corrections or a county community corrections agency.	
	BOPPPS- Offender automatically waives extradition if O absconds and leaves the State.	
GC06	FIND/MAINTAIN GAINFUL EMPLMT	GAINFUL EMPL
	If physically able, find and maintain gainful full-time employment, approved schooling, or a full-time combination of both.	
	Probation (Additional language) Waiver of requirement must be based on a finding by the court stating the reasons for the waiver.	
GC07	NO CHANGE EMPLOYMENT/ADDRESS	NO CHG EM/AD
	Change neither employment nor residence without prior permission from the Department of Corrections or a county community corrections agency.	
GC08	PERMIT VISIT WORK OR HOME	VST WRK/HOME
	Permit the supervising officer to visit the offender or the offender's residence or work site, and to conduct a walk-through of the common areas and of the rooms in the residence occupied by or under the control of the offender.	
GC09	SEARCH CLAUSE	SEARCH CLAUS
	Consent to search person/vehicle/premises at request of PO or representative if PO has reasonable grounds to believe evidence of violation will be found, submit to fingerprinting or photographing when requested for supervision purposes.	
GC10	OBEY ALL LAWS	OBEY LAWS
	Obey all laws, municipal, county, state, and federal.	
GC11	ANSWER ALL QUESTIONS TRUTHFUL	ANSWER QUEST
	Promptly and truthfully answer all reasonable inquiries by the Department of Corrections or a county community corrections agency.	
GC12	NO WEAPONS POSSESSION	NO WEAPONS
	Not possess weapons, firearms or dangerous animals.	
GC13	REPORT/ABIDE BY DIRECTION PO	RPT TO PO
	Probation Report as required and abide by the direction of the supervising officer.	
	Board/LC PPS, AIP, & STTL Report as directed. (Effective on Orders of supervision or release to leave issued on or after 12/1/18.)	

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GC14	SEX OFFENDER TREATMENT/POLY	SEX OFF TX
	Probation only If recommended by PO, successfully complete sex offender TX approved by PO and submit to polygraph if currently under supervision or previously convicted of sex crimes ORS 163.305-163.467 or like crime committed in another jurisdiction.	
GC15	MENTAL HEALTH EVALUATION	MENTAL HLTH
	Probation only Participate in a mental health evaluation as directed by the supervising officer and follow the recommendation of the evaluator.	
GC16	SEX OFF REPORTING INSTRUCTIONS	SEX OFF RPT
	Probation only If required to report as SO under ORS 163A.015, report with State/city/county police or supervising agency: When supervision begins; w/in 10 days of residence change; w/in 10 days of DOB; w/in 10 days working/attending higher education.	
GC17	SUBMIT TO RISK/NEEDS ASSESSMNT	RISK/NEEDS A
	Submit to a risk and needs assessment as directed by the supervising officer and follow reasonable recommendations resulting from the assessment.	
GC18	ABIDE BY DIRECTIVE/COUNSEL	ABIDE DIRECT
	Board/LC PPS, AIP, & STTL Only (Effective on Orders of Supervision or releases to Leave on/after 12/1/18) Be under supervision of the DOC and its representatives or other supervisory authority and abide by their direction and counsel.	

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
F12=Cancel	F13=Repeat	F17=Subset
		F10=Print
		F11=Menu bar
		F19=Summary
		F23=More options

Choosing option 9 takes you to the this screen

CMS300I	Corrections Information Systems (TEST)	9:57:33
CUMMINSL	Substance Abuse Tracking	9/30/08
Offender..... 12345601 TestTest, Offender		
Current status.. Probation		
POLK Polk County Community Correcti		
Position to sample date.		
Enter option... 2=Change 5=Display		
N=Notes A=Audit		
Opt	Sample	Result Reas Type Sts
Date	Date	
8/29/2008	8/29/2008	
8/11/2008	8/11/2008	
8/07/2008	8/07/2008	
7/30/2008	7/30/2008	
7/24/2008	7/25/2008	
7/08/2008	7/08/2008	
6/19/2008	6/19/2008	
More...		
F3=Exit	F4=Prompt	F5=Refresh
F11=Menu bar	F12=Cancel	F13=Repeat
		F6=Create
		F10=Print

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To create a new record, key F6=Create, which will take you to the following screen.

CMS301I	Corrections Information Systems (TEST)	9:58:50
CUMMINSL	Substance Abuse Tracking	9/30/08
		Create
Offender..... 12345601 TestTest, Offender		
Current status. Probation		
POLK Polk County Community Correcti		
Reason..... COND	Type..... UA	Status.... SUBM
Sample date. 9/30/2008	Result date.	Creat lvl.
Taken by First Lee Last... Cummins		
1=Select 2=Positive 3=Negative 5=Abnormal		
Code Drug/Alcohol R Comment		
ALCO Alcohol		
BARB Barbiturates		
BENZ Benzodiazopine		
COCA Cocaine		
METH Meth		
OPIA Opiates		
PCP PCP		
THC THC		
		Bottom
F5=Refresh F12=Cancel		

19.2 Reason, Type and Status Codes

These are the options available for each code type that can be accessed using F4. To obtain the long description, choose a code and F4 again.

Reason		Type		Status	
ADMI	Offender Admission	BLD	Blood	DILU	Dilute
BASE	Base Line	BRTN	Breathalyzer	EXCU	Excused
COND	Condition of Supervision	N/A	Not Applicable	HELD	Sample held
HIST	History Prior to Supervision	SWAB	Swab	INVL	Invalid
PROG	Program requirement	UA	Urinalysis	LEAK	Leaked
PROX	Professional Collateral	UAIN	UA Instant	LOST	Lost
SUSP	Suspicion			MEDI	Medical Abnormal
				N/A	Not Applicable
				REFU	Refused
				SUBM	Submitted
				XNOS	No Show

Below are examples of the type and status codes to be used with the listed reason codes:

Reason	Type	Status
ADMI Offender Admission	N/A Not Applicable	N/A Not Applicable
<u>Comments-</u> Client admits to using selected substances while on supervision. No sample was taken with no status.		

BASE Base Line	UA Urinalysis	DILU Dilute
	UAIN UA Instant	INVL Invalid
		LEAK Leaked
		LOST Lost

Comments- Initial test from which future tests are compared to.

.....

Reason	Type	Status
COND Condition of Supervision	UA Urinalysis	DILU Dilute
	BRTH Breathalyzer	HELD Sample held
	SWAB Swab	INVL Invalid
	BLD Blood	LOST Lost
	UAIN UA Instant	MEDI Med Abnormal
		SUBM Submitted
		REFU Refused
		XNOS No Show
		LEAK Leaked

Comments- Sample taken as a condition of supervision.

.....

Reason	Type	Status
HIST History Prior to Supervision	N/A Not Applicable	N/A Not Applicable
<u>Comments-</u> Reported history prior to current supervision.		

PROG Program requirement	UA Urinalysis	DILU Dilute
	BRTH Breathalyzer	HELD Sample held
	SWAB Swab	INVL Invalid
	BLD Blood	LEAK Leaked
	UAIN UA Instant	LOST Lost
		MEDI Med Abnormal
		SUBM Submitted
		REFU Refused
		XNOS No Show

Comments- As a condition of treatment requirements or treatment provider directive.

Reason	Type	Status
PROX	Professional Collateral	N/A Not Applicable
<u>Comments-</u> Information from a professional collateral source that illustrates or provides evidence of substance abuse.		
Example: receiving a police report illustrating that client was under the influence of a particular substance.		
Example: receiving a call from police, reporting that client is under the influence of a particular substance.		
Example: receiving information from DHS that client tested positive for a particular substance.		
Example: Received information from a treatment provider that client has used a particular substance.		
SUSP Suspicion	UA Urinalysis	DILU Dilute
	BRTH Breathalyzer	HELD Sample held
	SWAB Swab	INVL Invalid
	BLD Blood	LEAK Leaked
	UAIN UA Instant	LOST Lost
		EDI Med Abnormal
		SUBM Submitted
		REFU Refused
		XNOS No Show
<u>Comments-</u> Testing for reasonable suspicion of substance use.		

OPS CHAPTER 20 – Reports

FOR ADDITIONAL REPORTS, SEE REPORTS MANUAL ON DOC WEBSITE

20.1 INSTITUTION MISCONDUCT REPORTS

Step 1 – On selection line in DOC, type MENU INCOUNS, press enter. This will take you to the ‘Counselor Menu’ screen.

CCSUPPORT	Corrections Information Systems	13:15:22
MCCARTHY	CC Support Menu	8/24/05
Select one of the following:		
1. Offender Information		
3. Admissions		
4. CC Release Process		
5. CC Court Orders Process		
6. CC Support Data Entry/Update		
8. CC Abscond Return Process		
9. CC Transfer Process		
10. CC Change Primary Caseload		
11. W/W Risk Assessments		
12. W/W Sex Offender Assessments		
More...		
Selection: MENU INCOUNS Job:		
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 2 – On selection line type 19, press enter. This will bring up the ‘W/W inmate Misconduct’ screen.

INCOUNS	Corrections Information Systems	13:17:29
MCCARTHY	Counselor Menu	8/24/05
Select one of the following:		
14. 1206 Transfer/Rel Log Process		
15. 1206 Transfers Requests		
16. Call-Outs by Institution		
17. W/W Relationships by Location		
18. W/W Relationships by Inmate		
19. W/W Misconduct by Inmate		
21. W/W Visitor todo list		
22. W/W Criminogenics		
24. W/W Caseload Definitions		
30. W/W ALL Offender Wait List		
31. W/W Offender Wait List		
32. Sex Offender Work Crew Screen		
35. W/W Notifiers		
39. Inmate List (Alpha or Unit)		
More...		
Selection: Job:		
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

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Step 3 – Type in the offender's SID number, press enter. This will bring up the offender.

```

Offender..... 12345678 Test, Offender
Location:      SRCI      Cell Number:    DSB01B  Major RV - 4 Years:    2
Max Incarc Date: 8/23/2019 PRD: 08/23/2019 Major RV - 1 Year:    2
Est Stat GT:      Est earned time:
Est Extra GT:

                                Position to:

Enter option...
  5=Display      R=Review F of F                                Found rules only
Opt Prelim Ord Case Nbr      Rule      Lvl  Description Hearing Ofcr Status
   8/19/2005 0508 M 041 M 05 2A(F) 3 MAJR Assault I   Myers, R   SUPR
   8/16/2005 0508 M 011 M 05 4N    1 MAJR Un Org I    Myers, R   SUPR
   7/12/2005 0507 M 063 M 00 1C    1 MINR Prop II     Adjudicator FNL

                                Bottom
F3=Exit      F4=Prompt  F5=Refresh  F10=Print  F11=Menu  F12=Cancel
F13=Repeat   F16=Change view
  
```

Step 4 – Tab down to the entry you want to review, put an R on the option line and press enter to review the report.

```

MTA200I      Corrections Information Systems      13:19:24
MCCARTHY      W/W Inmate Misconduct              8/24/05

Offender..... 12345678 Test, Offender
Location:      SRCI      Cell Number:    DSB01B  Major RV - 4 Years:    2
Max Incarc Date: 8/23/2019 PRD: 08/23/2019 Major RV - 1 Year:    2
Est Stat GT:      Est earned time:
Est Extra GT:

                                Position to:

Enter option...
  5=Display      R=Review F of F                                Found rules only
Opt Prelim Ord Case Nbr      Rule      Lvl  Description Hearing Ofcr Status
R   8/19/2005 0508 M 041 M 05 2A(F) 3 MAJR Assault I   Myers, R   SUPR
   8/16/2005 0508 M 011 M 05 4N    1 MAJR Un Org I    Myers, R   SUPR
   7/12/2005 0507 M 063 M 00 1C    1 MINR Prop II     Adjudicator FNL

                                Bottom
F3=Exit      F4=Prompt  F5=Refresh  F10=Print  F11=Menu  F12=Cancel
F13=Repeat   F16=Change view
  
```

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Step 5 – To print all reports, put an R on all entries and press F10 to print. Press F3 twice to return to the counselor's menu. Press F12 to return to your Menu.

MTA218I	Corrections Information Systems	13:22:03
MCCARTHY	Display Misconduct Report	082405

MTA201BR	Corrections Information Systems (DEVL400)	8/24/05
MCCARTHY	Disciplinary Hearing Unofficial Copy	13:22:03
	Findings of Fact, Conclusions, and Order	Page 1
Name: Test, Offender	SID#: 12345678	Case#: 0508 M041 M05
Date(s) of Hearing: 08/08/2005		
Tape#(s): 05-121-A-099		
RULES CHARGED AND PLEA:		
#2A	Assault I	Plea DENY
#2D	Disrespct I	Plea ADMT
#4A	Disobed I	Plea ADMT
#4L	Un Area I	Plea ADMT
Procedural Points		
Inmate received a copy of the Misconduct Report, Notice of Hearing, Notice of Inmate Rights in a hearing and Rules of Prohibited Conduct. The inmate acknowledged understanding		
		More...
F3=Exit	F11=Menu bar	
F12=Cancel	F14=Comments	

20.2 HOW TO PRINT TOTAL OFFICE CASELOAD REPORTS

This is done per your county policy

The below is done at the end of each month for the following month or per your county policy.

Step 1 –From the Main Menu type a 23 on selection line, press enter. This will take you to the ‘CC Reports Menu’.

CCSUPPORT	Corrections Information Systems	7:42:36
MCCARTHY	CC Support Menu	8/25/05
Select one of the following:		
13. W/W Sanctions		
14. Offender Remarks (old CF9)		
15. PSI Menu		
16. W/W Supervision Fees		
17. Kardex/Face Sheet Print Option		
18. Employee Maintenance Changes		
19. ID#/Caseload Maintenance		
20. W/W Red Tags		
21. W/W Housing History		
22. W/W Caseloads		
23. CC Reports Menu		
24. Office Calendar		
25. W/W Offender Designators		
More...		
Selection:	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 2 - Type a 4 on selection line, press enter. This will take you to the ‘Total Office Reports Menu’.

CCRPTS	Corrections Information Systems	7:47:30
MCCARTHY	CC Reports Menu	8/25/05
Select one of the following:		
1. Management Statistics		
2. PPO Special Reports		
3. Structured Sanction Reports		
4. Total Office Reports		
5. Fee System Reports		
90. Signoff		
Bottom		
Selection:	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

20.2.1 Parole Officer Caseload Report #7

Type 7 on selection line, this will take you to the Parole Officer Caseload Report screen, tab to the 'Print Now' field, change the 'N' to a 'Y' to have report print now, press enter. If you want report to print over night, just press enter. Press F12 to return to Total Office Reports Menu.

Give to PO's or per your county's policy.

CMS587BP	Corrections Information Systems	7:54:17
MCCARTHY	Parole Officer Caseload Report	8/25/05
	With or Without Offenses Listed	

Type choices, press Enter.

Location. COMM Code, F4 to prompt

Caseload. *ALL *ALL, Number, F4 to prompt

Subset by:

 Current Status . . *ALL *ALL, F4 to prompt

 Outcount Reason. . NONE *ALL, NONE, ONLY, F4 to prompt

 Major crime class. *ALL *ALL, FEL, MISD

 Gender A A, M, F, O

 Race *ALL *ALL, race, F4 to prompt

 ORS abbreviation . *ALL *ALL, NONE, F4 to prompt

 Sentence type. . . *ALL *ALL, F4 to prompt

 Sentences. *ALL *ALL, MAJ

OR use

 Research Standard. *NO *YES, *NO

Print now N Y = Now, N = Overnight

F4=Prompt F5=Refresh F12=Cancel Enter=Print

NOTE: If you only want one PO's caseload report, then tab to the 'caseload' field and enter the specific PO's caseload number. The other fields are different ways of sub-setting the report to meet your offices specific needs. Use F4=Prompt to see the different options available.

20.2.2 Expiration Report

Type 1 on selection line, press enter. This will take you to the Parole/Probation Expiration screen. Tab to the 'Report Date Range Through' fields enter month and year that you are requesting; tab down to the caseload field, type in PO caseload number; tab down to print option field and type in '1' this will make the report print immediately. Tab back to the caseload field and repeat for each PO number for your office. Press F12 to return to Total Office Reports Menu. Distribute per your county policy.

CMS543BP	Corrections Information Systems	7:58:35
MCCARTHY	Parole/Probation Expiration	8/25/05
Type choices, press Enter.		
Location	COMM	Code, F4 Prompt
Report Date Range. . .		
through. . .		
Caseload	*ALL	*ALL, Code, F4 Prompt
Outcount Reason. . . .	*ALL	*ALL, NONE, ONLY, Code, F4 Prompt
Print Option	1	1=Now, 2=Overnight
F4=Prompt	F12=Cancel	Enter=Print

20.2.3 Temporary SID Number Report

Type 4 on selection line, press enter. This will take you to the Temporary SID numbers screen, press enter to print report. If you want to include abscond offenders, then tab down to the With Absconders field and type a 'Y', press enter to print report. Press F12 to return to Total Office Reports Menu.

A – Go to WebLEDS and run a QH to check for SID #. If no SID #, disregard.

B – If there is a SID #, print CCH, go to ID#/Caseload Maintenance #19 from Main Menu, put a '1' on the selection line, press enter. This will take you to the Offender Data Change Utility screen. Enter the temporary SID # of offender (Block #), press enter. Tab down to the ID Number/SID field and enter the SID # from the CCH you just ran, press enter. F3 twice to return to the Main Menu.

C – Go to WebLEDS and enter EPR. If offender is on abscond, RTP should be entered as ABS.

CMS546BP	Corrections Information Systems	8:08:54
MCCARTHY	Temporary SID Numbers	8/25/05
Type choices, press Enter.		
Location.	COMM	Community Corrections
With Absconders. . . .	N	
F4=Prompt	F5=Refresh	F12=Cancel

20.2.4 Expected Arrival / Released but Not Admitted Report

Type 3 on selection line, press enter. This will take you to the Expected Arrivals and Released. Not Admitted Reports screen. Tab down to Report Type, type in a '1' for the Expected Arrivals Report and a '2' for the Released but Not Admitted Report, then tab down to the Display/Print field, type in a '1' to display report or type a '2' to print report, press enter. Press F12 to return to Total Office Reports Menu.

A – For cases transferred to your office from another office, check tracking system to see who offender is assigned to. Go to the Movement History/Maintenance screen, check date of transfer. If the transfer date is over 2 weeks, ask PO if they have received file. If PO has file, ask them to return it to you so you can process the admission to your office.

B – For cases released from an institution, check tracking system to see who offender is assigned to and admit offender to your office. Go to Print Parole Orders #48 on Main Menu and print order. Review W/W Court Orders screen, make any corrections needed. Make label and give all to PO.

CMS545BP	Corrections Information Systems	8:11:33
MCCARTHY	Expected Arrivals and Released/Not Admitted Reports	8/25/05
Type choices, press Enter. Print one report at a time.		
Location . . . COMM Community Corrections		
Report Type. .	1. Expected Arrivals 2. Released but Not Admitted	
Display/Print. 1	1. Display 2. Print Now	
F4=Prompt F12=Cancel		

20.2.5 Office Supv/Distribution Report

[Refer to Supervision Fee Manual.](#)

20.2.6 Second Look Offender Report

Type 16 on selection line, press enter. This will take you to the Second Look Offender Report. Press enter to print report.

OPS540BP	Corrections Information Systems	8:18:29
MCCARTHY	Second Look OYA Report Prompt	8/25/05
Type choices, press Enter.		
Location.	COMM	*ALL for all locations
Primary Caseload. . . .	*ALL	*ALL for all caseloads
Type of report.	C (I)nstitution or (C)ommunity Corr.	

20.3 SIS REPORT

This is done per your county's policy

Step 1 – From Main Menu, type 23 (CC Report Menu) on selection line, press enter. This will take you to the 'CC Reports Menu'.

CCSUPPORT	Corrections Information Systems	13:37:22
MCCARTHY	CC Support Menu	8/24/05
Select one of the following:		
13. W/W Sanctions		
14. Offender Remarks (old CF9)		
15. PSI Menu		
16. W/W Supervision Fees		
17. Kardex/Face Sheet Print Option		
18. Employee Maintenance Changes		
19. ID#/Caseload Maintenance		
20. W/W Red Tags		
21. W/W Housing History		
22. W/W Caseloads		
23. CC Reports Menu		
24. Office Calendar		
25. W/W Offender Designators		
More...		
Selection:	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 2 – From the 'CC Reports Menu' type a 4 on the selection line, press enter. This will take you to the 'Total Office Reports Menu'.

CCRPTS	Corrections Information Systems	13:38:57
MCCARTHY	CC Reports Menu	8/24/05
Select one of the following:		
1. Management Statistics		
2. PPO Special Reports		
3. Structured Sanction Reports		
4. Total Office Reports		
5. Fee System Reports		
90. Signoff		
Bottom		
Selection:	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 3 – Type 13 (SSN Permission Report) on selection line, press enter. This will take you to the 'SSN Permission Report' screen.

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CCTOTRPT	Corrections Information Systems	13:44:28
MCCARTHY	Total Office Reports	8/24/05
Select one of the following:		
13. SSN Permission Report		
14. Compact Reports		
15. Transitional Leave Report		
16. Second Look Offender Report		
17. Offender Condition Report		
18. Measure 57 Elg/Conv Reports		
19. W/W Merge Records Report		
20. Designator Reports		
21. M57 Treatment Funding Report		
22. ODARA Report		
90. Signoff		
Bottom		
Selection:		Job:
F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu		

OPS519BP	Corrections Information Systems	13:46:22
MCCARTHY	SSN Permission Report	8/24/05
Type choices, press Enter.		
SSN Permission	NONE	*ALL, Y=Yes, N=No, NONE
Responsible Location . . .	COMM	*ALL, location
Primary caseload	*ALL	*ALL, caseload
F4=Prompt F12=Cancel Enter=Print		

Step 4 - Press enter to print report. This report will print alphabetical for the entire office. If you want individual reports for each PO, then tab down to the Primary Caseload field and enter the PO's caseload number, pressing enter after each PO number entered. Press F12 three times to return to Main Menu.

20.4 PRINT 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'.

Offender Profile System (OPS) Training Manual

CCTOTRPT	Corrections Information Systems	13:55:26
MCCARTHY	Total Office Reports	8/24/05
Select one of the following:		
TOTAL OFFICE REPORTS		
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> 1. Parole/Probation Expiration 2. Parole Officer Listing 3. Expected Arr/Rel Not Admitted 4. Temporary SID Number Report 5. Alpha Office List 6. PA/LV Released to Office/Cnty 7. Parole Officer Caseload Report 8. Total Office Caseload Report 9. Parole Officer Data Sheet 10. Office Supv/Distribution Rpts 11. Sex Offenders by Name/City/Zip 12. DNA Report </div> <div style="width: 5%; text-align: center;"> </div> <div style="width: 55%;"></div> </div>		
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.

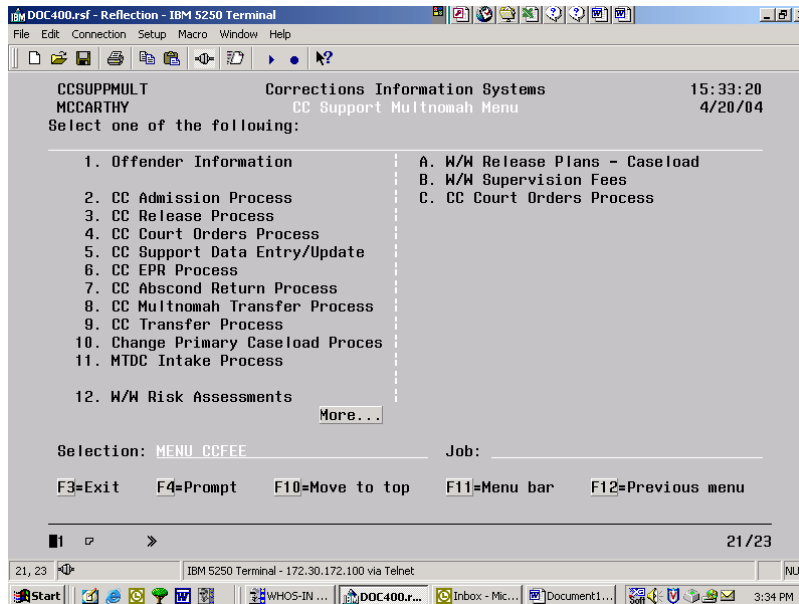
SNT501BP	Corrections Information Systems	13:56:32
MCCARTHY	DNA Sample Collection Report	8/24/05
Type choices, press Enter.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> DNA collection status. . . Location Primary caseload Supervision expiration . . Comm. Corr. outcounts. . . </div> <div style="width: 15%; text-align: center;"> R COMM *ALL 99/99/9999 NONE </div> <div style="width: 45%;"> R=Required, *ALL, F4=list *ALL, location *ALL, caseload Before this date *ALL, NONE, ONLY, F4 to prompt </div> </div>		
F4=Prompt F12=Cancel Enter=Print		

Step 4 – On the Primary Caseload field enter each individual PO caseload number, pressing enter after each PO number entered. This will print individual reports by caseload number. Press F12 three times to return to Main Menu.

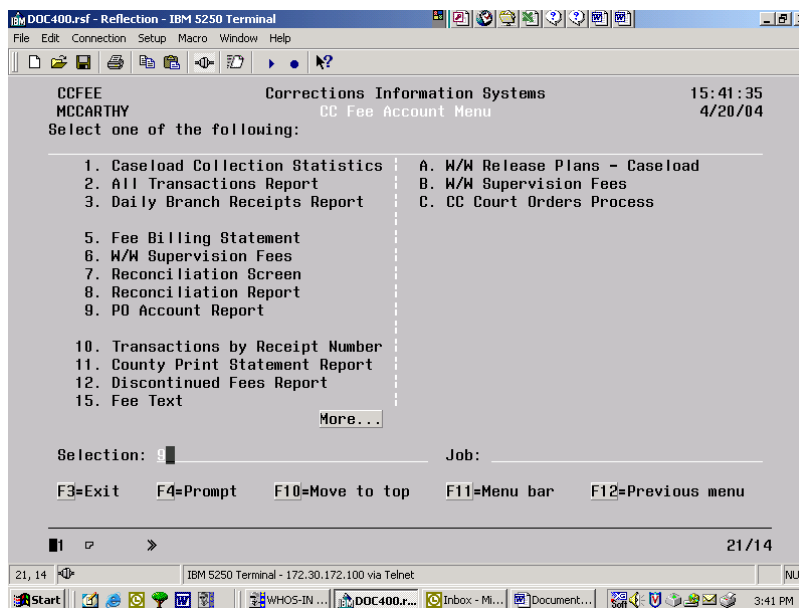
20.5 Supervision Fee Reports

20.5.1 PO Account Report - #9

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

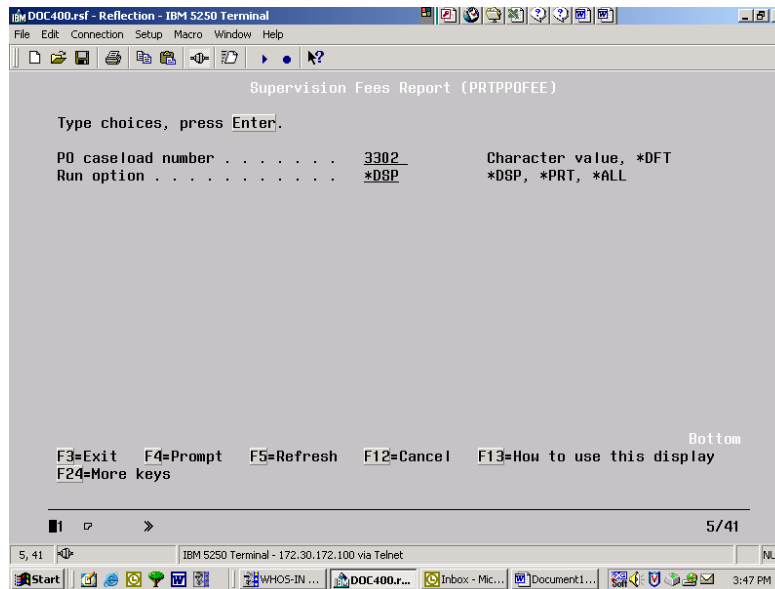


2 – This will take you to the 'CC Fee Account Menu', type 9 on the selection line and press enter.



3 - This will take you to the 'Supervision Fees Report' screen. On the 'PO Caseload Number Field', type in the caseload # of the PO, tab to the 'Run option field' and type

*PRT, press enter, this will print the report. You will get a message that request is being processed and then it will return you to the 'CC Fee Account Menu'. You can also just display this report.



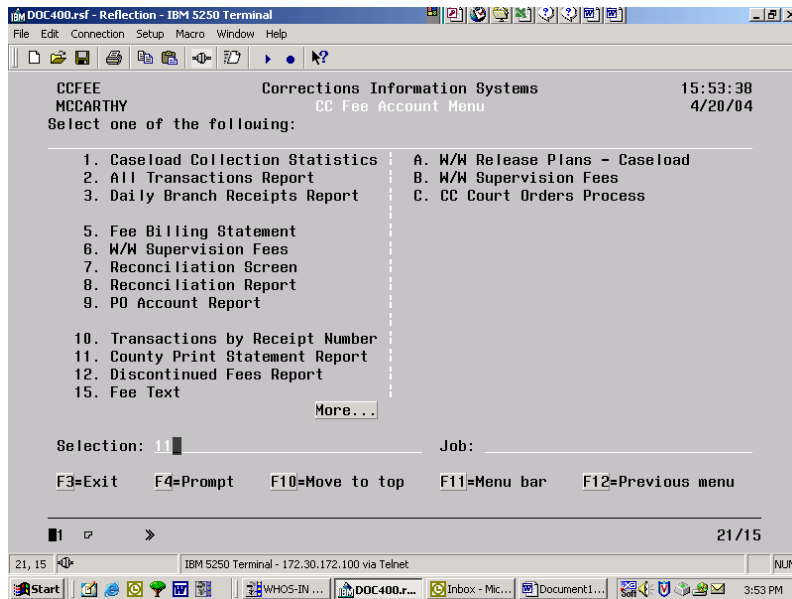
4 – You will need to follow the above steps for all caseloads in your office.

20.5.2 County Print Statement Report - #11

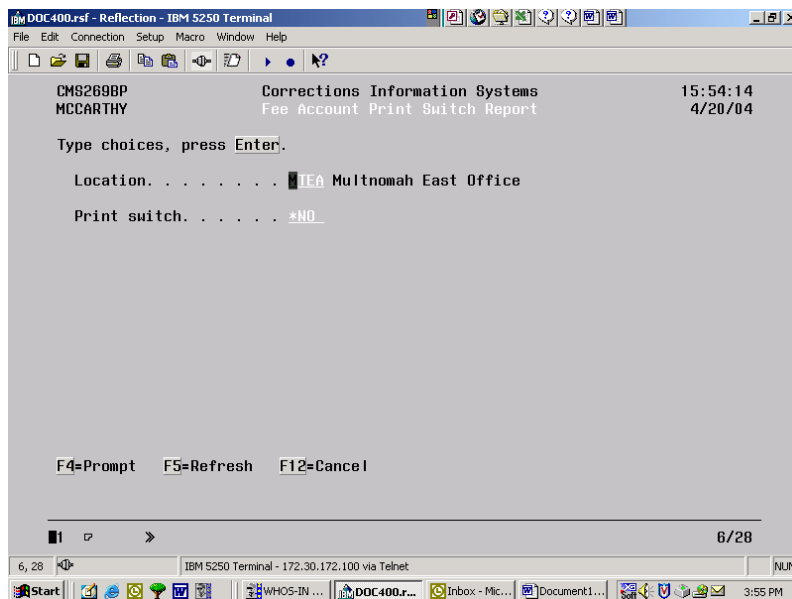
This is not a real clean report. So you will need to cross off offenders that are not supervised in your office before you check the addresses in DOC. The purpose of this is to make sure the address in DOC is a good address and that it is marked 'Y' to help ensure all clients with a valid address are receiving a statement for their fees.

1 – From the 'CC Fee Account Menu' screen, type an 11 on the selection line, press enter.

Offender Profile System (OPS) Training Manual



2 – This will take you to the 'Fee Account Print Switch Report' screen. Press enter and report will print for your whole office location.



OPS CHAPTER 21 – Offender Information and Sentence Computation (OISC) / Central Records

21.1 CONTACT INFORMATION

Managers

Bethany Smith, Administrator: PH 503-570-6909

Eric Jaroch, Institution Records Manager: PH 503-570-6920

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

Amy Bailey, Information Manager: PH 503-570-6931

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

Information Staff

Jennifer Jorgensen, Sealing Coordinator: PH 503-570-6930
Email: Jennifer.Jorgensen@doc.state.or.us

Trish McClellan, Information Request Coordinator: PH 503-570-6935
Email: Patricia.L.McClellan@doc.state.or.us

Information Staff: FAX 503-570-6902 or 503-570-6903

Front Desk: PH 503-570-6919

Miscellaneous

OISC Email Address for Sending Scanned Documents: OISC@doc.state.or.us
OISC Email Address for Sending Sealed Documents: OISCSealings@doc.state.or.us
OISC Email Address for Public Records Requests (non-medical documents):
DLOISCInfoRequests@doc.state.or.us

Physical Address: 24499 SW Grahams Ferry Road (Bldg Z)
Wilsonville, OR 97070

21.2 STEPS TO LOCATE THE CASELOAD PRISON TERM ANALYST (PTA) BY OFFENDER

From the CCSUPPORT Menu:

1. Select menu option 1. Offender Information
2. Enter the SID#
3. Choose F6=PTA Caseload

21.3 WEBSITE ADDRESS FOR LOCATING DIVISION 70 RECORDS MANAGEMENT (INMATE AND OFFENDER) AND DIVISION 150 COUNTY AND SPECIFIC DISTRICT RETENTION SCHEDULE

http://arcweb.sos.state.or.us/pages/rules/oars_200/oar_291/291_tofc.html

http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_tofc.html

21.4 TYPES OF CASES ACCEPTED

OISC will accept documents for these types of cases:

- Felony
- Felony changed to misdemeanor (successfully completes condition(s) of probation)
- Felony treated as misdemeanor
- Misdemeanor sex offenses
- Misdemeanor supervised with felony case(s)

21.5 TEMPORARY SID (BLOCK) NUMBER TO PERMANENT SID NUMBER

If documents were previously sent to OISC under a temporary SID number (block number) but the offender has now been assigned a permanent SID number, please notify OISC via the email address listed on page one or contact the sealing coordinator.

21.6 SEALED RECORDS

Sealed records can also be called expunged or set aside. Upon receipt of a directive from the court ordering records be expunged, sealed or set aside, all material (electronic files, microfiche, paper) referred to in the directive must be removed from all files to be secured and stored.

Approximately once a month, the Sealing Coordinator will send out an email to the SOON distribution with a list of offenders that OISC plans to seal. Please check with your manager to determine whether your office can act based on the Sealing

Coordinator's email or if you must have a certified copy of the original order. If you can act based on the email, please review the list of pending offenders for your county and ensure everything related to the sealing court order is either **mailed to OISC and/or destroyed**.

Additionally, you will need to check to see if the offender was ever on Interstate Compact with another state for the case listed on the court order or the email from the Sealing Coordinator. If the offender was on compact supervision, then:

- Send the offender information/order to the Oregon Interstate Compact Unit's email mail box (Oregon.Interstate@doc.state.or.us)
 - The Interstate Compact Unit will notify the other state to seal their records and will send a copy of the notification to the OISC Sealing Coordinator
 - The Interstate Compact Unit will seal the applicable records located in ICOTS

When sending sealed material to OISC, **only include that material which is usually sent with a closing summary**. If you have already sent a closing summary file (because the offender's cycle is closed), you do not have to send it again. Any other document or other references to that offender's case such as logs, etc., should be destroyed.

If you are mailing documents to OISC, attach the email or the sealing order to the top of the sealed information and address to the Sealing Coordinator's attention. If you send it electronically, send it to the secure OISC "Sealing" mailbox. The address is OISCSealings@doc.state.or.us.

If you receive a sealing order for an offender who is not in the DOC400, please do not forward it to OISC unless the case is an older case from 1979 and earlier. Send your response back to the appropriate Circuit Court.

21.7 SENDING RECORDS TO OISC TO BE SCANNED/MAINTAINED

OISC's preference is that file material be forwarded all at once when the offender is discharged ([see miscellaneous section on page one for email and physical addresses](#)). It's important that the closing summary be located **on the top** of the packet and that all sex offender registration documents are included with the other material.

If the file material is sent electronically, please do not change or add a name or title to the pdf file in the properties section of the document. This overrides OISC's ability to rename and apply metadata to the document when it is published and stored into the OISC Archive folders.

Additionally, please remember to include the proof of death, if applicable, with the file material. The proof of death document needs to be from an official source and in writing (verbal is not acceptable). Some examples of acceptable documents are:

- Death Certificate
- Health Department official memo/letter
- Obituary from newspaper
- Social Security website
- Police Report

Effective, January 9, 2013, OISC will no longer accept conditional discharge case files. Since conditional discharged offenders do not have a conviction, OISC will not archive these documents. *Exception:* If you receive an order setting aside conviction/arrest for a conditional discharge case, OISC will accept these documents to be sealed. Please [refer to section 21.6](#), Sealed Records, for this process.

- 21.7.1** Depending on the document received, OISC will place the document into Archives for either 75 years, or for 3 years. ([See section 21.9.1 for OISC Retention Schedule Cheat Sheet](#)). When you scan and email closed files to OISC, please be sure to place a sheet similar to the one below between the 75-Year and 3-Year sections. This will help OISC clearly identify which section is which.

<p style="text-align: center;">SID# _____</p> <p style="text-align: center;">PURGE AFTER</p> <p style="text-align: center;"><u>3 YEARS</u></p> <p style="text-align: center;">FROM THIS</p> <p style="text-align: center;">POINT ON!!</p>

21.8 MPR SEX OFFENDERS

When closing a file for sex offenders supervised as misdemeanors, please send a copy of all of the material that you want included in the packet to OISC for archiving. Please ensure the SID number is listed on the top page of the material in the upper right-hand corner. Mark in bold letters MPR SEX OFFENDER and send to OISC. The packet should also include the Notification of Obligation to Register Form. Please do not submit any file material on misdemeanor sex offenders until the case is closed.

21.9 DOCUMENTS MAINTAINED BY OISC

After Sentences Report (found in older files 1979 and earlier)
Appellate Judgments
Compact Closing Documents
Conditions of Probation
Death Certificate (or other acceptable proof of death)
Discharge of Parole/Post-Prison Supervision
Disciplinary Reports from the Institution
Earned Discharged Closing Report
Judgments/Orders
Notification of Sentence Expiration
Parole/PPS Violation Reports
Parole Orders
Post Sentence Reports
Post Prison Supervision Orders
Pre-Sentence Investigations (PSI)
Revocation Recommendations
Revocation Judgments
Structured Sanction Reporting Forms (with Notice of Rights)
Sex Offender Registration Form
Temporary Judgments
Weapons Notices

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

NOTE: Structured Sanctions are to be sent because if an offender has the case sealed, the sanctions are deleted from DOC400. Sanctions can only be deleted and not sealed.

21.9.1

DOCUMENTS MAINTAINED BY OISC CHEAT SHEET

75 YEARS

OISC will retain these documents permanently and transfer them to state archives 75 years after discharge of custody cycle:

- Closing Summary (**ALWAYS ON TOP**)
- Certificates of Discharge from Parole Board/Local Supervisory Authority (AKA: *Certificate of Supervision Expiration or Notification of Sentence Expiration and File Closure*)
- Death Certificate
- Compact Closing Documents (*Case Closure Notice only*)
- Appellate Judgments
- Temporary Judgments
- Judgments/Orders
- Conditions of Probation (*only if included with judgment*)
- Revocation Judgments
- Pre-Sentence Investigations (PSIs)
- Photos/Mug shots (includes photos of tattoos)
- Earned Discharged Closing Report
- Violation Reports
- Revocation Recommendations
- Structured Sanction Reporting Form (with Notice of Rights)

Please add a divider page between the 75-year & 3-year sections when sending files to OISC to make it easier for OISC to identify the sections.

3 YEARS

OISC will retain these documents for 3 years after discharge of custody cycle:

- After Sentences Report (found in older files 1979 and earlier)
- Compact Closing Documents (*other than Case Closure Notice*)
- Conditions of Probation (*if separate document from judgment*)
- Proof of death other than Death Certificate
- Parole Orders
- Post-Prison Supervision Orders
- Sex Offender Registration Notification Form
- Weapons Notices

Additionally, please send any document which you believe would be important to retain as official file material. Include any such info in the **3-Year** section.

21.10 DOC RETENTION SCHEDULE

Official Inmate File (ODOC 2010-0003)

- 1) **Assignment Record:** *Specific record documenting information including, but not limited to, housing, programming, court trips and similar information.*

Classification: Level 3

Retention Process:

Retain permanently, transfer to State Archives 75 years after discharge of custody cycle.

Custodian of Record will be the Transitional Services Division, Offender Information Sentence and Computation (OISC).

Information Owner: Transitional Services Division, OISC.

- 2) **Authorizations:** *Records associated with authorizations signed by the inmate for release of information purposes to include Shared information system release form, Media release form and general releases of information.*

Classification: Level 2

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 3) **Case History:** *Records associated with Case History to include Assessments (Ex.Static-99, LSCMI, A/D questionnaire), Police Reports (including incident reports, evidence reports, etc.), PSI's, LEDS Criminal History and Other Agency Criminal History Documentation.*

Classification: Level 3

Retention Process:

(a) Retain PSI permanently, transfer to the State Archives 75 years after discharge of custody cycle;

(b) Retain all other records 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 4) **Classification:** *Records associate with inmate classification to include Classification Summary Scoring Forms, Classification Worksheets and Administrative Review.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

Official Inmate File (Continued)

- 5) **County Misconduct:** *Records associated with county misconduct prior to entering DOC custody to include reports and Misconduct conversion worksheets.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 6) **Detainers:** *Records associated Detainers, including Transport Order, Judgments, IAD Forms, Waivers of Extradition, Cite to Appear Documents, and Statements of Imprisonment to include detainer calculation information.*

Classification: Level 3

Retention Process:

(a) Retain Judgments permanently, transfer to State Archives 75 years after discharge of custody cycle;

(b) Retain all other records 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 7) **Disciplinary:** *Records associated with inmate disciplinary issues to include misconduct reports, Findings of Fact, conclusions and orders, Administrative Reviews, Disciplinary Log, Other Agency Misconduct From OYA, OSH, other county, state or federal placement during service of DOC sentence.*

Classification: Level 3

Retention Process:

Retain permanently, transfer to State Archives 75 years after discharge of custody cycle.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 8) **Escapes:** *Records associated with escape incidents to include unusual incident reports, police reports, Order for arrest of escaped prisoner, LEDS warrant documentation, Fugitive tracking forms and Arrest documentation.*

Classification: Level 3

Retention Process:

Retain permanently, transfer to State Archives 75 years after discharge of custody cycle.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

Official Inmate File (Continued)

- 9) **Facesheets:** Records serving the function of an inmate facesheet, to include CIS and cardstock facesheets.

Classification: Level 3

Retention Process:

- (a) Retain first and last facesheet permanently, transfer to State Archives 75 years after discharge of custody cycle;
- (b) Retain all other records 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 10) **General Correspondence:** Correspondence related to inmate issues that are not specific to a subject captured elsewhere in the official inmate file. Correspondence relating to a particular program record may be filed with the associated record. Identified as "Correspondence (Significant)" in ODOC 2010-003.

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 11) **Health Status Reports:** Records created during intake and review screening processes, other than those records maintained in the Inmate Health Records.

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 12) **Identification Documents:** Records associated with offender identification to include photos (includes mug shots, tattoos, etc.) and Fingerprint cards.

Classification: **Level 1:** Inmate identification photos (i.e. mugshots and intake photos used for inmate identification cards)

Level 3: All other, including photos taken for the purpose of documenting tattoos.

Retention Process:

- (a) Retain photographs, mugshots and tattoos permanently, transfer to State Archives 75 years after discharge of custody cycle;
- (b) Retain all other records 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

Official Inmate File (Continued)

- 13) Leaves/Transfers:** *Records associated with leaves from supervised custody and transfers within the agency to include 1206 requests, Emergency leave forms (includes Projected calculations for the BPPPS), Special housing placement forms, 30-day non-AIP transitional leave forms and Transport authorizations.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 14) Legal:** *Records associated with legal issues related to the inmates incarceration including Judgments (Includes amended, final, temporary, supplemental, appellate, etc.), Statements of Imprisonment, Post-Sentencing Litigation (Including Petitions, notices, orders, affidavits and motions related to post-sentencing court proceedings, torts, etc.) and Charging instruments (including Indictments, informations).*

Classification: Level 3

Retention Process:

(a) Retain Judgments permanently, transfer to State Archives 75 years after discharge of the custody cycle;

(b) Retain all other records 3 years after discharge of the custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 15) Notifiers:** *Records associated with notifiers to include requests and notification letters.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 16) Other:** *Miscellaneous records including, but not limited to, marriage licenses, Conflict forms (includes Inmate-Inmate or Inmate-Staff), Property records, Emergency data notices, Administrative action sheets, and Firearm acknowledgement form. Identified as "Supplementary Inmate Forms" in ODOC 2010-003.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

Official Inmate File (Continued)

- 17) Parole Documents:** *Records associated with Parole Documents to include Judgments, Revocation Orders, Administrative Reviews, Teletypes, Parole/PPS Orders, Order of Supervision Conditions, Reporting Instructions, Authorization for release from DOC, Release plans (including planning forms and check lists), Interstate Compact Documents, Violation Reports, Sex Offender Obligation Form, Evaluations, Certificates of Discharge (includes closing summaries), Waivers of Extradition, Suspension Order.*

Classification: Level 3

Retention Process:

- (a) Retain Certificates of Discharge and closing summary permanently, transfer to State Archives 75 years after discharge of the custody cycle;*
- (b) Retain all other records 3 years after discharge of the custody cycle, destroy.*

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 18) Prison Term Modification:** *Records associated with prison term modifications including earned time forms (includes old program planning forms), Extra good time calculations (Includes supporting documentation of days worked), Projected calculations for the BPPPS and Administrative Review.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 19) Probationary Case History:** *Records associated with Probationary Case History to include Judgments, Violation Reports, Sanctions, Supervision conditions, Certificates of Discharge (including Closing summaries) and Evaluations (ex. Sex offender).*

Classification: Level 3

Retention Process:

- (a) Retain Certificates of Discharge and Judgments permanently, transfer to State Archives 75 years after discharge of custody cycle;*
- (b) Retain all other records 3 years after discharge of custody cycle, destroy.*

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 20) Programming (Inmate Participation) Records:** *Records associated with participation in identified programs including AIP, Education, WBE and other similar programs. Records include, but are not limited to certificates of completion and transcripts.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

Official Inmate File (Continued)

- 21) Visiting:** *Records associated with inmate visiting process to include Visiting request forms, Visiting denials, Visiting approvals, Custodial consent letters, Administrative Reviews and Visiting removals.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC.

- 22) Work records:** *Records associated with work records used as supporting documentation for extra good time calculations. Records include Inmate performance reports and meritorious pay awards.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

Custodian of Record will be the Transitional Services Division, OISC.

Information Owner: Transitional Services Division, OISC

Offender Profile System (OPS) Training Manual

OPS CHAPTER 22 – Board of Parole

22.1 Short Term Transitional Leave

STTL offenders are not under the Board's authority until they have reached their parole release date (PRD). Any violations, questions or concerns while the offender is on STTL should be addressed to the STTL team at DOC for further advisement. Do not submit sanctions or warrant requests for STTL offenders to the Board.

Offenders must sign the Order of Supervision form when they reach their PRD. Please submit that form to the Board by email at Orders.BOPPPS@doc.state.or.us. In the subject line of the email, write: **SIGNED PPS ORDERS - "SID"/"NAME"**

22.2 Supervision Orders

The Board issues Orders of Supervision approximately 3-4 weeks prior to an offender's DOC physical release date. If an offender is approved for a leave program (ex: STTL, AIP), the Board will issue their order approximately 3-4 weeks prior to the offender's specific release date for that program.

Conditions of Supervision

When the release plan is being investigated by the field, the PO should provide feedback for implementing additional conditions appropriate for the offender while the offender is on community supervision. Enter any information received into appropriate fields in the release plan and then prepare the plan for approval or denial.

Modifications to Conditions

Once the Board establishes supervision conditions, the Board may consider a requested modification administratively. When a supervisory authority requests amended conditions before the inmate is released on parole or post-prison supervision, the supervisory authority shall submit the request in writing to the Board prior to the release date. If the Board approves the request, the Order will be changed accordingly.

If the PO wants to modify conditions after an offender is released from DOC (either adding or removing) the offender must sign a "consent to modify" form. Once the offender has accepted the recommended changes, the PO should submit the signed form to the Orders desk at Orders.BOPPPS@doc.state.or.us with the subject line: **CONSENT TO MODIFY - "SID"/"NAME"**.

If the offender objects to the modifications recommended by the PO, a hearings officer must hold an “out of custody” hearing. The Hearings Officer shall send notice of the amendment to the Board.

Unless the Board overrides the Hearings Officer or supervising officer’s recommendation of amended conditions, an amended order of conditions will be issued. The condition is in effect from the date the supervising officer or Hearings Officer orders it.

If the offender is being sanctioned for recent violations and the modification to the existing conditions is related to the violations, the PO can request for a modification in the sanction report. The offender still needs to be notified of the modification request and can request a hearing. If the Board approves the modification request, the Board will issue an amended order of conditions.

New Local Control Sentence

The plan must be submitted electronically through the DOC400, and a hard copy must be faxed or emailed to the Board along with a copy of any new judgments, and the last Board Action Form. Send the email to Orders.BOPPPS@doc.state.or.us with the subject line: **NEW LC - “SID”/ “NAME”**.

Following Revocation

Once an offender’s supervision has been revoked, a new release plan must be submitted to the Board for new supervision orders to be issued. The plan must be submitted electronically through the DOC400, and a hard copy faxed or emailed to the Board along with a copy of any new judgments, and the last Board Action Form, at least 30-45 days prior to the offender’s revocation release date. Send the email to Orders.BOPPPS@doc.state.or.us with the subject line: **REVO RP- “SID”/ “NAME”**

22.3 Active Supervision/ Inactive Supervision /Extending Supervision

To review the entire rules please see [OAR 255 Division 94](#).

When an offender is released from prison and the supervision order is issued, the Board will set the active supervision review date (ASR/SSR) or the tentative parole discharge date (TPD).

Community corrections offices receive a monthly report from DOC listing all offenders whose active supervision review date is within 60 days.

The counties review their list and make a decision to extend the offender’s supervision, or move the offender to inactive. The Board should be provided either a request to extend active supervision or a copy of the letter placing the offender on inactive supervision. The requests can be faxed or emailed to the Parole Board Warrants desk (ParoleBoardWarrants@doc.state.or.us).

Any request submitted greater than 60 days prior to ASR/SSR review date will have to be resubmitted within 60 days of the ASR/SSR date.

Inactive Supervision

The supervising officer is the best judge in determining whether an offender has complied with supervision conditions and should move to inactive supervision. Once the supervising officer decides to move the offender to inactive supervision, a copy of the letter that they submit to the offender should be sent to the Board. The Board does **not** automatically place an offender on inactive supervision.

If the Board determines that the offender does not qualify for inactive status, the Board will contact the PO and provide follow up procedures.

Extending Supervision

To extend supervision, the parole officer must provide evidence that the offender has not “substantially fulfilled” the supervision conditions or has failed to complete payment of restitution. It is important to note that continuing supervision is at the discretion of the Board, and the Local Supervisory Authority (LSA). [Oregon Revised Statutes 144.085\(3\)-\(4\)](#) states *"the supervisory authority may request the board to extend the active supervision period or to return the offender to active supervision status * * *."* The board may extend, etc., *"if it finds the offender has not substantially fulfilled the supervision conditions or has failed to complete payment of restitution."*

A request to extend supervision must provide:

- Request date,
- Offender name,
- Offender SID,
- Crimes,
- Employment status,
- Offender address,
- Areas of non-compliance with adequate substantiation showing how the offender has not substantially fulfilled the supervision conditions,
- Documented violations or non-compliant behavior that has occurred in the 6 months prior to the active supervision review date,
- Signature of the parole officer.

Requests that wish to include violations or behaviors that occurred more than 6 months prior to the review date, must contain compelling substantiation showing a lack of substantial progress or compliance since the violations occurred.

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

The Board **will not** extend supervision for non-payment or outstanding balances on supervision fees, court fees, or extradition fees.

Deported Offenders: Offenders who have been deported do not need to be extended. The issue is not that they haven't done any of the conditions of supervision, but rather that there is no evidence that the individual has violated any conditions. Therefore, based on the statutory language, *"* * * when an offender has served the active period of parole or post-prison supervision established under subsection (1)(a) or (b) of this section, the supervisory authority shall place the offender on inactive supervision status"* (ORS 144.085(2), emphasis added.),. Parole Officers overseeing deported caseloads should leave these offenders at IMMI status.

Offenders are required to report until deportation. If they fail to report as directed, they are in violation of supervision and action is required on the part of the LSA and the Board. A request to move to inactive supervision is not required on these offenders.

Compact Offenders: Offenders supervised under the Interstate Compact are not eligible to be placed on unsupervised status. The PO must submit a request for extension stating the offender is a compact offender.

Treatment: This includes all types of treatment programs. The PO must substantiate how the offender has not fulfilled the treatment requirements, i.e. still attending treatment, has not completed treatment, has failed treatment, has failed to attend treatment, has not completed aftercare, etc.

Probation or other open cases: The Board will not extend on the sole basis that the offender has active probation cases.

Employment: Must substantiate what about this category makes the offender substantially non-compliant. Merely being unemployed is not adequate. The request must substantiate how the offender has failed to perform a job search, or failed to apply for jobs etc.

Drug Courts/Other Probation Conditions: An offender who is participating in a drug court program or court ordered community service is not enough to substantiate active supervision.

Substance Abuse/Alcohol Use: Continued use or recent use of prohibited substances is acceptable substantiation for keeping an offender on active supervision.

Warrants/Abscond Status: An active warrant is adequate substantiation for requesting an extension of active supervision. However, stating the offender has absconded when there has been no request for a warrant requires additional information as to the lack of compliance.

New Criminal Activity: Must substantiate or describe the actual behavior. An arrest is not enough substantiation to show substantial non-compliance with supervision.

22.4 Returning Offenders To Local Control Authority (LSA)

Offenders who have both Board cases and local control cases fall under the authority of the Board. Upon expiration of the Board cases, the LSA can submit a petition to the Board requesting that authority be returned to the county.

If an offender is on post-prison supervision for multiple sentences which include a sentence that exceeds twelve (12) months ("Board case") and a sentence of twelve (12)-months or less ("Local Supervisory Authority case"), the Board will maintain jurisdiction of the post-prison supervision of the Local Supervisory Authority case until the Board's active involvement in the Board case expires. Following expiration of the Board's case, the Board will maintain jurisdiction over the post-prison supervision of the Local Supervisory Authority case until an offender is re-released following revocation of the post-prison supervision for the Local Supervisory Authority case, or until the Local Supervisory Authority petitions to assume jurisdiction, whichever comes first. Once the LSA petitions the Board and the Board approves the request, the jurisdiction will fall under the Local Supervisory Authority.

To request jurisdiction over the LC case, send an email to the Board at bppps.webmaster@doc.state.or.us with the offender's name, SID#, the cases which are local control cases, and request that the Board return authority to the LSA.

22.5 Sanction / Revocation Topics

The Board allows credit for time served starting the day of arrest, even if offender was arrested on the 5th at 11:58 p.m., the offender will receive credit for a full day. That arrest date should be entered as the sanction's custody "begin" date.

Returned Sanctions

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

Deferments

The hearings officer may request a deferral of a Morrissey hearing. This is often done because the offender has new criminal charges pending. In order to defer a Morrissey hearing, the Hearings Officer should submit the request to the Board's Revocation Specialist in writing, via email or TTY. The request must contain the offender's name, SID#, and a brief summary explaining the need for a deferral. At the time the deferral is requested, the Board must have a hold on the offender via a warrant or suspend/detain, and a sanction must have been created and at "pending" status. If there is no warrant or suspend/detain issued at this time, the Hearings Officer must notify the PO to submit one immediately.

The maximum time allowed for a deferment is 120 days from the date of arrest. If the offender is still pending adjudication on pending charges but is at day 120, the Board will lift their hold, put the sanction in return status, and notify the hearings officer that an out of custody hearing will need to be held upon adjudication of the charges.

Auto-Revokes

To have the Board consider an auto-revoke, no action can be taken on the new criminal violations and the offender must be sentenced to a state or federal facility. For out of state convictions, the PO will need to get a copy of the sentencing documents showing that the offender is serving the time in a state or federal facility. Those documents, with a request for the auto-revoke, should be submitted to either the bppps.webmaster@doc.state.or.us or ParoleBoardWarrants@doc.state.or.us emails for consideration.

Compact Auto-Revokes

If a Compact offender receives a new conviction in the receiving state that is greater than the remaining time left on Oregon supervision, the PO may request that the Board consider an auto-revoke. The PO can submit the request for an auto-revoke if:

- The request is submitted on or after the current expiration date (not before),
- The conviction date is on or after March 1, 2016,
- The offender is sentenced to a state or federal facility,
- The incarceration period exceeds the remaining length of supervision owed to Oregon.

These requests should be submitted to either the bppps.webmaster@doc.state.or.us or ParoleBoardWarrants@doc.state.or.us email with a copy of the sentencing document(s) for the new conviction.

22.6 Warrant Topics

Requesting a warrant or suspend/detain (S&D)

All requests must be received electronically through the DOC400. Requests should be clear and concise and should substantiate the need (violation) for a warrant.

The type of request is determined by the situation. If the offender is not currently in custody, the PO must submit a warrant request (WREQ). If the offender is in custody at the time of request, the PO must submit an S&D warrant request (SUSD). The S&D request must include the date the offender was arrested, where the offender is currently being held, and then the substantiation for the hold that shows violation. Example: “offender was arrested on 01/01/1901 and is currently in custody at XXXX jail”.

If the offender is arrested on a Board issued warrant, the PO does not need to submit a suspend/detain request.

Lift Requests

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

Returned Warrants

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

If a PO determines the warrant is no longer needed, prior to it being issued by the Board, they should contact the Board's Warrant Specialist to ask for it to be returned. Once the request is in REVI status in DOC400, the PO must delete the request. Failing to delete the request will prevent the officer from submitting any new requests for that offender.

Withdraw Warrants

The PO must submit all warrant withdraw requests to the Board in writing either by TTY or email to ParoleBoardWarrants@doc.state.or.us explaining why the Board should withdraw the warrant. If the offender has been arrested on the Board warrant, the INOP applied will remain. If the offender has not been arrested on the Board warrant, no INOP will be applied.

New Local Control Sentence/INOP on Local Control Sentence

If the Board has issued a warrant and an offender gets arrested on that warrant and has received a new Local Control Sentence, a copy of the new judgment must be submitted to the Board. Following this offender's arrest on the Board issued warrant, the new supervision order will not be created until the sanction is submitted and processed by the Board. If the LC case was not added to the parole order *before* the INOP time generated, the board may not get the INOP time added to the LC case. If this happens, OISC will have to manually add the INOP time to that specific LC case.

Upgrade Requests

To request an upgrade on a warrant, a request must be submitted to ParoleBoardWarrants@doc.state.or.us. The request must contain the offender's name, SID#, and a brief explanation of what information has been obtained supporting the knowledge that the offender is in another state and substantiate an upgrade of the existing warrant's extradition limitations. If the supervising officer just has a guess, or thinks that is where the offender will go because they have in the past, the request will be returned with a request for more information.

22.7 Extradition/ Morrissey Process

See also 15.14 Extradition / CNPO

An offender on abscond that is arrested out of state on a Board issued warrant may be extradited back to Oregon. The inoperative (INOP) time continues to run until the offender is returned to Oregon. Extradition offenders are returned to CCIC where their admission will be processed into DOC400. A teletype and email is sent to the supervising county, county jail and Parole Board advising that the offender has returned and will be transported back to the supervising county's local jail within 3 days. That admission date is the true arrest date for

purposes of the sanction and inoperative time. Once the offender is transported to the county jail, the PO must initiate the sanctioning process.

22.8 Deceased Offenders

The Board must receive notice of the death of any offender under its authority or about to be released under the Board's authority. This allows the Board to clear any pending warrants or actions, and close and archive the file. For verification of death, the Board will accept a death certificate, county ME report, police report, social security index report, state police criminal history notice (LEDS CCH inquiry return stating deceased), obituary, or other official documents used by law enforcement or public safety offices. The Board will not accept newspaper articles covering the incident, or other similar non-official documents.

Death verification may be sent to the Board, via email at bppps.webmaster@doc.state.or.us, by fax or by US mail. Include a cover sheet with your verification document indicating the offender's SID #, and a brief message advising that the offender has died and you are requesting that the file be closed.

22.9 Discharge Offenders

The Board supervises offenders up **to** the date of expiration, not through the date. If an offender expires on the 5th, the Board recognizes their expiration effective on the 5th at 12:01 a.m. There are a few exceptions; however, those would require the offender being a Parolee (matrix) and not a Post-Prison (sentence guidelines) offender and new law violations or charges. Contact the Board for more information.

New Oregon Convictions

If an offender receives a new Oregon conviction **prior** to the expiration date of their existing cases, it is considered the same custody cycle in DOC400 and the Board does not provide an expiration certificate. When the offender is released from DOC the order at the time of release will only reflect the remaining active cases.

22.10 Miscellaneous guides / links

- Oregon Board of Parole and Post-Prison Supervision-Related Acronyms, Abbreviations, Jargon & Terms:
http://www.oregon.gov/BOPPPS/docs/BOPPPS_GLOSSARY_10-15-09.pdf
- Consent to Modify Form:
http://egov.oregon.gov/BOPPPS/docs/Consent_to_Modify.pdf

- Order of Supervision Example & Guide:
http://egov.oregon.gov/BOPPPS/docs/Order_of_Supervision_Sample.pdf
- How to Read A Board Action Form (BAF):
http://egov.oregon.gov/BOPPPS/docs/baf_key.pdf
- Offender as Confidential Informant Request Form and Policy:
<http://egov.oregon.gov/BOPPPS/docs/InformantRequestForm.pdf>
- Out of Country Travel Request:
Policy: http://egov.oregon.gov/BOPPPS/docs/Out_of_country_travel.pdf
Form: http://egov.oregon.gov/BOPPPS/docs/Out_of_country_form.pdf

22.11 Main Contact Information

Parole Board Website: <http://www.oregon.gov/BOPPPS/pages/index.aspx>

Main Office:	<i>(physical & mailing)</i>	Annex:	<i>(physical only)</i>
	2575 Center Street NE, Suite 100		198 Commercial Street SE, Suite 205
	Salem, OR 97301		Salem, OR 97301
			<i>(Mailing)</i> P.O.
			Box 2226 Salem,
			OR 97308

OPS CHAPTER 23 – Employee Maintenance

To find an employee's telephone number, refer to OPS 12, Section 12.19.1.

23.1 STEPS TO EMPLOYEE MAINTENANCE CHANGES

Do not forget to remove User ID's from active caseload numbers when that user is no longer responsible for a caseload. Any and all User ID's can be deleted from a caseload. Caseload numbers must remain on the system for the integrity of the historical data, cannot be deleted, can only be used one time, and must be within the location's caseload range. Caseload numbers must be numeric values. Community caseload numbers are formatted as 4-digits (9999) with space at far right. Caseload numbers must be within the location's caseload range. The "99" caseload "Description" field can only be changed by a Super User, cannot be discontinued, and are locked down for Release Plans.

Caseload numbers become part of the new historical data once they have been saved for a location. You cannot type "Discontinued" in the "Description field" but you must use Option 6-Discontinued. When reactivating a "Discontinued" caseload number (one or more User ID's are added), the "Description" field must be updated.

If a new caseload is created in error or with an incorrect number, contact the HELP DESK before adding User ID's or assigning offenders to the number and request it be deleted. The ticket would be assigned to Development or FAST (Field Automation Services Team). *Note: The FAST Team originally was made up of 5 people but for the past several years the team is now Judy Bell and Lee Cummins.*

Only Support Staff or those with SUPPISIS authority are able to create a new caseload number or modify/discontinue an existing number.

Do not create a caseload number for another county. Authority is location specific.

When making changes to an existing caseload, and a UserID is added or changed, be sure there remains at least one user designated as Primary.

When using Option 6=Discontinue, the program automatically removes UserID's attached to the number and changes the "Description" field to "Discontinued."

Any caseload not in current use should be discontinued. These numbers can be put back into use for your location at any time.

It is suggested each county utilize the caseload designated and tied to their "L" location, rather than one attached to the community location. On the W/W Caseload Definitions screen, change your community location to your "L" location to show the caseload number attached to it.

Step 1 – From the Main Menu, type ‘18=Employee Maintenance Changes’ on the selection line, press enter.

```

CCSUPPORT          Corrections Information Systems          14:20:03
MCCARTHY           CC Support Menu                        2/24/06
Select one of the following:

  13. W/W Sanctions
  14. Offender Remarks (old CF9)
  15. PSI Menu
  16. W/W Supervision Fees
  17. Kardex/Face Sheet Print Option
  18. Employee Maintenance Changes
  19. ID#/Caseload Maintenance
  20. W/W Red Tags
  21. W/W Housing History
  22. W/W Caseloads
  23. CC Reports Menu

  24. Office Calendar

More...

Selection: 18          Job:

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

```

This will bring up the ‘Work With Caseload Definitions’ screen

```

CMS100I          Corrections Information Systems [TEST]          18:38:48
HUNTM           Work with Caseload Definitions                3/02/15

Location . . . . . LANE Lane County Parole & Probation Services
                  (Location or *ALL)          Position to . . . . .

Enter option...
  2=Change  3=Copy  5=Display  6=Discontinue  H=History  Prim Off

Opt Number Description          P/S          UserId  Assigned
6500 MISCELLANEOUS CASELOAD      P          A
6501 DISCONTINUED                P          E
6502 DISCONTINUED                P          E
6503 PACHECO, GRETCHEN          P          E  Y
6504 MENJOU, KIM SUPERVISOR      P          E  Y *
6505 DUGAN, MARK                P          A  Y
6506 DISCONTINUED                P          E
6507 MAZIKOWSKI, CINDY          P          A
6508 ALFT, DEAN                  P          A  Y
6509 HAMILTON, LINDA             P          A  Y
6510 HOBAN, SHAWN SUPERVISOR     P          A

More...

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

```

Step 2 – **To Add a New Employee to Table:** Press “F6=Create”, to bring up the “Caseload Definition” screen.

Step 3 - Fill in Caseload Number field with the new caseload number.
 Fill in Description field with employee’s name or per your county policy.
 Fill in Caseload Type with a “C” for community user.
 Add/Change User ID’s with users DOC400 User ID, phone number including area code and type (P=primary employee on caseload, S=secondary employee on caseload).

Press enter. You will get message “record added”.

```
MS1011      Corrections Information Systems (TEST)      8:50:30
BALLARDD      Caseload Definition      12/08/15
              CHANGE

Location..... JACB Jackson County Community Justice
Caseload number..... 6806

Description..... LEREW,TIRA L
Caseload type..... C Community

Add/chg User IDs: P/S:

Enter option:      A=Audit Stamp
Opt User   Name      Phone Number Extn  P/S
  LEREWTL   Tira Lerew      541-774-4914      P

                                          Bottom
F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=Repeat

6806 record added.      +
```

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

```
CMS100I      Corrections Information Systems (TEST)      15:12:39
BALLARDD      Work with Caseload Definitions      1/12/16

Location . . . . JACB Jackson County Community Justice
                (Location or *ALL)      Position to . . . .

Enter option...
  2=Change  3=Copy  5=Display  6=Discontinue  H=History
                Prim Off

Opt Number Description      P/S      UserId  Assigned
6800  ADMINISTRATIVE-OSCAR  P      A      Y
6801  DISCONTINUED
6802  LUPES, DAN            P      A      Y
6803  REITEN, NICK          P      A      Y
6804  DISCONTINUED
6805  WATSON,JOHN           P      A
6806  LEREW,TIRA           P      A
6807  DISCONTINUED
6808  MOSS,DAVID            P      A      Y
6809  GUTIERREZ, VINCENTE   P      A      Y
6811  DISCONTINUED

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

The asterisk (*) directly to the right of the Prim Off Assigned column indicates there are Secondary offenders attached to an Inactive Caseload – no active UserID.

```

CMS100I      Corrections Information Systems (TEST)      18:38:48
HUNTM        Work with Caseload Definitions              3/02/15

Location . . . . . LANE Lane County Parole & Probation Services
                  (Location or *ALL)                    Position to . . . . .

Enter option...
  2=Change  3=Copy  5=Display  6=Discontinue  H=History

Opt Number Description          P/S      UserID  Prim Off Assigned
6500  MISCELLANEOUS CASELOAD    P        A
6501  DISCONTINUED              P        E
6502  DISCONTINUED              P        E
6503  PACHECO, GRETCHEN         P        E      Y
6504  MENJOU, KIM SUPERVISOR    P        E      Y *
6505  DUGAN, MARK               P        A      Y
6506  DISCONTINUED              P        E
6507  MAZIKOWSKI, CINDY         P        A
6508  ALFT, DEAN                P        A      Y
6509  HAMILTON, LINDA           P        A      Y
6510  HOBAN, SHAWN SUPERVISOR   P        A

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

To Change an Existing Caseload Number, Description, Phone Number or Add a

```

CMS100I      Corrections Information Systems (TEST)      15:12:39
BALLARDD     Work with Caseload Definitions              1/12/16

Location . . . . . JACB Jackson County Community Justice
                  (Location or *ALL)                    Position to . . . . .

Enter option...
  2=Change  3=Copy  5=Display  6=Discontinue  H=History

Opt Number Description          P/S      UserID  Assigned
6800  ADMINISTRATIVE-OSCAR      P  A      Y
6801  DISCONTINUED              P  A      Y
6802  LUPES, DAN                 P  A      Y
6803  REITEN, NICK               P  A      Y
6804  DISCONTINUED              P  A
6805  WATSON, JOHN               P  A
2 6806  LEREW, TIRA              P  A
6807  DISCONTINUED              P  A      Y
6808  MOSS, DAVID                P  A      Y
6809  GUTIERREZ, VINCENTE       P  A      Y
6811  DISCONTINUED              P  A
  
```

Secondary User: From the “Work with Caseload Definitions” screen, tab to the “opt” line beside the employee’s record to be changed. Put a “2=change” on “opt” line and press enter.

This will bring you to the “Caseload Definition” screen. Tab to the area to be updated/changed and make appropriate changes. Press enter to change record. First example is adding a secondary user; second example is changing phone number of existing user; and third example is changing description of existing caseload number.

Example 1:

CMS101I	Corrections Information Systems (TEST)	15:16:38
BALLARDD	Caseload Definition	1/13/16
CHANGE		
Location..... JACB Jackson County Community Justice		
Caseload number..... 6806		
Description..... LEREW,TIRA		
Caseload type..... C Community		
Add/chg User IDs: P/S:		
Enter option: 4=Delete A=Audit Stamp		
Opt	User Name	Phone Number Extn P/S
	BALLARDD Diane Ballard	541-774-4962 S
	LEREWTL Tira Lerew	541-774-4914 P
Bottom		
F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=Repeat		
BALLARDD record added.		

Example 2:

CMS101I	Corrections Information Systems	16:45:12
BALLARDD	Caseload Definition	1/13/16
CHANGE		
Location..... JACB Jackson County Community Justice		
Caseload number..... 6862		
Description..... DO NOT USE-DIANE'S NUMBER		
Caseload type..... C Community		
Add/chg User IDs: P/S:		
Enter option: 4=Delete A=Audit Stamp		
Opt	User Name	Phone Number Extn P/S
	BALLARDD Diane Ballard	541-774-4962 P

The phone number above fills in from the User E-mail address and Work Phone screen.

If the phone number is incorrect, go to this screen by using F11,2,E. Type a "2" next to the name of the person whose phone is to be changed, and press "enter."

The following screen will appear:

Example 3:

SYS1011 BALLARDD	Corrections Information Systems Maintain Work Phone CHANGE	16:52:53 1/13/16
User ID..... BALLARDD Ballard, Diane M		
AS400 location..... DOC400		
User location..... JACB		
Phone number..... 541)774-4962		
Email Address..... ballardm@jacksoncounty.org		
User Type..... SS Support Staff Code, F4=Prompt		
Note: If user name, AS400 location or user location is not correct, call the ISU Help Desk at 1-866-531-9600 to modify information.		

Make the appropriate change and hit enter. This will automatically change/correct the phone number in the Caseload Definition table.

Step 3 – Press enter to return to “Work With Caseload Definition” screen. Press 12=Cancel to return to Main Menu.

To Discontinue an Existing Caseload Number:

READ THIS BEFORE YOU BEGIN: Do Not Discontinue an existing caseload number until you have made certain all P=Primary offenders have been moved to a new caseload. Option 6=Discontinue will be blocked if there are any offenders assigned to the number as Primary. You must move the “Primary” offenders to a new, valid caseload number first. If all remaining assignments to the caseload are S=Secondary offenders, there will be a warning. Press enter again and the program will automatically remove all Secondary offenders and the number will be “Discontinued.” To ensure all offenders have been accounted for, compare the Parole Officer Caseload Report (including all outcounts) with the F10=Print from the Offender Caseload Summary screen (F17=Subset first to include all outcounts and Primary case assignment). You can also subset this report by Secondary case assignment to remove those offenders first, then subset again for all outcounts and Primary to make sure everyone is moved.

From the “Work with Caseload Definition” screen, tab to the “opt” line beside the existing caseload number to be discontinued, put a 6=discontinue on the line, press enter.

CMS1001	Corrections Information Systems (TEST)	15:12:39
BALLARDD	Work with Caseload Definitions	1/12/16

Location JACB Jackson County Community Justice
(Location or *ALL) Position to

Enter option...
2=Change 3=Copy 5=Display 6=Discontinue H=History
Prim Off

Opt Number	Description	P/S	UserId	Assigned
6800	ADMINISTRATIVE-OSCAR	P	A	Y
6801	DISCONTINUED			
6802	LUPES, DAN	P	A	Y
6803	REITEN, NICK	P	A	Y
6804	DISCONTINUED			
6805	WATSON,JOHN	P	A	
6 6806	LEREW,TIRA	P	A	
6807	DISCONTINUED			
6808	MOSS,DAVID	P	A	Y
6809	GUTIERREZ, VINCENTE	P	A	Y
6811	DISCONTINUED			

To change a Discontinued Caseload Number to an Active Caseload Number:
From the “Work With Caseload Definitions” screen, tab to the discontinued caseload number, enter a 2 on the “opt” line, press enter.

CMS1001	Corrections Information Systems (TEST)	11:15:06
BALLARDD	Work with Caseload Definitions	1/28/16

Location JACB Jackson County Community Justice
(Location or *ALL) Position to

Enter option...
2=Change 3=Copy 5=Display 6=Discontinue H=History
Prim Off

Opt Number	Description	P/S	UserId	Assigned
6813	HESCOCK, MICHAEL	P	A	Y
6814	LEREW,TIRA	P	A	Y
6815	HESCOCK,BRYAN	P	A	Y
6816	MCCURLEY, LISA	P	A	
6817	KOLODZINSKI, BRIAN	P	A	Y
2 6818	DISCONTINUED			
6819	ELKINTON, MICHAEL	P	A	Y
6820	GIRARD, CINDI	P	A	Y
6821	DISCONTINUED			
6822	DISCONTINUED			
6823	HESCOCK, JENNIE	P	A	Y

More...

This will take you to the “Caseload Definition” screen. Fill in the Description field, Add/Chg User IDs field, phone number, and type. Press enter to process. You will get message “record updated.” This will bring the new information to that existing caseload number.

CMS101I	Corrections Information Systems (TEST)	11:20:41
BALLARDD	Caseload Definition	1/28/16
	CHANGE	
Location..... JACB Jackson County Community Justice		
Caseload number..... 6818		
Description..... BALLARD,DIANE		
Caseload type..... C Community		
Add/chg User IDs: P/S:		
Enter option: 4=Delete A=Audit Stamp		
Opt	User Name	Phone Number Extn P/S
	BALLARDD Diane Ballard	541-774-4962 P
	LEREWTL Tira Lerew	541-774-4914 S
Bottom		
F3=Exit F4=Prompt F5=Refresh F12=Cancel F13=Repeat		
LEREWTL record added.		

NOTE: If any old User ID's are attached, be sure to delete them before adding any new User ID's. Press enter to return to "Work With Caseload Definition" screen. Press "F12=cancel" to return to Main Menu.

23.2 PSI BPST (DPSST) MAINTENANCE

Step 1 – From the Main Menu, type "15=PSI Menu" on the selection line. Press enter. This will take you to the "PSI Menu" screen.

CCSUPPORT	Corrections Information Systems	12:21:13
MCCARTHY	CC Support Menu	3/01/06
Select one of the following:		
13. W/W Sanctions		
14. Offender Remarks (old CF9)		
15. PSI Menu		
16. W/W Supervision Fees		
17. Kardex/Face Sheet Print Option		
18. Employee Maintenance Changes		
19. ID#/Caseload Maintenance		
20. W/W Red Tags		
21. W/W Housing History		
22. W/W Caseloads		
23. CC Reports Menu		
24. Office Calendar		
	More...	
Selection:15	Job:	
F3=Exit	F4=Prompt	F10=Move to top F11=Menu bar F12=Previous menu

Step 2 – On the “PSI Menu” screen, type a “9=BPST Maintenance” on the selection line, press enter. This will bring up the “Employee Table Maintenance” screen.

3/01/06 12:28:23	DEPARTMENT OF CORRECTIONS PSI MENU	CD004I
Select one of the following:		
1. PSI Referral		
2. PSI Assignment		
3. PSI Facesheet Entry		
4. Matrix Offenses		
5. Sentencing Guidelines Offenses		
6. PSI Summary/Print		
7. PSI Deletion		
8. PSI Inquiry		
9. BPST Maintenance		
10. Change PSI Status		
90. Signoff		
Option: 9 PSI NO: 00		
CF2-Previous Screen	CF6-Work with Printer Functions	

Step 3 – Tab to the “location” field, type in your county/office 4-digit code. Press enter. This will bring up the “employee table by location” screen.

3/01/06 12:31:17	EMPLOYEE TABLE MAINTENANCE	TB202I
Caseload#:		
or		
Last Name:		
or		
Location: MTEA		
Status:		
blank - active only		
A - active & discontinued		
CF2-Previous Screen		

3/01/06		OREGON DEPARTMENT OF CORRECTIONS			TB202I2	
12:52:57		EMPLOYEE TABLE by LOCATION				
Location: MTEA						
	Name (last, first middle)	BPST Number	Position	Caseload	Active	
1	BORDEAUX, DAVE	17537	PO	3368	Y	
	BROWN,LINDA	10606	PO	3302	Y	
	CARROLL, KELLY C.	11226	PO	3362	Y	
	COLLARD, GREG		PO	3364	Y	
	CONNERS, EVONNE J.	20781	PO	3382	Y	
	DOCTOR, SUE	90205	PO	3396	Y	
	ELFVINGS, OLD CASELOAD#	13743	PO	3312	Y	
	FRANK, PAUL	10376	PO	3376	Y	
	FULLER, JOANNE		FS	3305	Y	
	GLYNN, RON		PO	3360	Y	
	GURGURICH, ED		PO	3365	Y	
	HARMON, RACHEL A		SS	3389	Y	+
Select - 1 or X		CF1-Menu	CF2-Previous Screen	CF8-Add Record		

Step 4 – To Add a record, press CF8-Add Record (same as F8), this will bring up the “Add Employee Record” table. Fill in the pertinent information for the employee you are adding as follows:

- Last Name: Employees Last Name
- First Name: Employees First Name
- Middle Name: Employees Middle Initial (no period) or full middle name
- Position: FS – Field Supervisor; PO – Parole/Probation Officer; HO – Hearings Officer; SS – Support Staff; and AI – Aide
- Location: Your 4-digit county/office code
- Caseload: The 4-digit number assigned to that employee (if applicable)
- BPST (DPSST) Number: The DPSST number assigned to that employee (optional)

Press enter to add user, then press CF2-Previous Screen (same as F2) to return to “Employee Table Location Screen.” Press F2 again to return to “Employee Table Maintenance” and F2 again to return to Main Menu.

10:01:57 3/13/06	OREGON DEPARTMENT OF CORRECTIONS ADD EMPLOYEE RECORD	TB202D5
Name Last: MCCARTHY First: CHAR Middle: L		
Position: SS Location: MTEA Caseload: 3301		
BPST Number: 16810 (optional)		
CF2-Previous Screen	CF6-Switch Middle & First name CF7-Switch First & Last name	

Step 5 - To Change an Employee's record, type a '1 or X' on line in front of name you wish to change, press enter. This will take you to the "Change Employee Record" screen.

13:08:50 3/01/06	OREGON DEPARTMENT OF CORRECTIONS CHANGE EMPLOYEE RECORD	TB202D4
Name Last: BORDEAUX, First: DAVE Middle:		
Position: PO Location: MTEA Caseload: 3368		
Discontinued Date: mmddyear		
BPST Number: 17537		
Effective Date: 00/00/0000		Update User: Update Date: 00/00/0000
CF2-Previous Screen	CF6-Switch Middle & First name CF7-Switch First & Last name	

- To change caseload #, tab to the "caseload" field and type in new caseload of employee.
- To switch middle & first name, use the CF6-Switch Middle & First Name function (same as F6).
- To switch first & last name, use the CF7-Switch First & Last Name function (same as F7). NOTE: Be consistent when entering names.
- To discontinue an employee, tab to the "discontinue date" field, type in date employee was discontinued. This will remove employees name from the table's active list.
- To change or correct DPSST number, tab to the "BPST Number" field and type new number.
- To change location of employee, the leaving county/office will discontinue employee and receiving county/office will enter the new employee on their table.

Press enter to update record. Press F2 to return to "Employee Table By Location" screen, F2 again to return to "Employee Table Maintenance" screen, F2 again to return to Main Menu. To print list, use the screen print button. If more than one page, screen print each page (page down and press screen print on each page).

23.3 How to update User phone # information –

Use F11,2,E Put a “2” next to the user to be updated

SYS100I	Corrections Information Systems	11:14:15
BALLARDD	User E-Mail Address and Work Phone	11/20/15

Position to

Enter option...

2=Change phone 5=Display & Email Address

Opt Profile	User Name	E-Mail Address	Loca	Phone	Ext
2 BALLARDD	Ballard, Diane M	BALLARDD DOC400	JACB	541)774-4962	
BALLARDM	Ballard, Mercy J	BALLARDM DOC400	PRCF	541)523-6680	265
BALLARMT	Ballard, Matt T	BALLARMT DOC400	CRCI	503)280-6646	
BALLK	Ball, Ken W	BALLK DOC400	WCCF	541)947-8217	
BALLS	Ball, Sharon A	BALLS DOC400	WCCF	541)947-8219	
BALMASES	Balmaseda, Steven B	BALMASES DOC400	OSP	503)373-1110	
BALTAZAD	Baltazar, Daniel G	BALTAZAD DOC400	TRCI	541)922-2000	4017
BANDONIE	Bandonis, Eric J	BANDONIE DOC400	MARI	503)566-6960	
BANDYB	Bandy, Barbara K	BANDYB DOC400	EOCI	541)278-3629	
BANEYG	Baney, Gretchen J	BANEYG DOC400	DRCM	541)325-5684	
BANICKM	Banick, Michelle D	BANICKM DOC400	MARI	503)540-8088	
BANKERL	Banker, Levi P	BANKERL DOC400	CCCF	503)570-6812	

More...

F3=Exit F4=Prompt F5=Refresh F10=Print F11=Menu bar
F12=Cancel F13=Repeat F17=Subset

SYS101I	Corrections Information Systems	11:03:25
BALLARDD	Maintain Work Phone	11/20/15

CHANGE

User ID..... BALLARDD Ballard, Diane M

AS400 location..... DOC400

User location..... JACB

Phone number..... 541)774-4962

Email Address..... ballardm@jacksoncounty.org

User Type..... SS Support Staff Code, F4=Prompt

Note: If user name, AS400 location or user location is not correct, call the ISU Help Desk at 1-866-531-9600 to modify information.

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

Make changes, and “enter” to save changes.

OPS CHAPTER 24 – Checklists and Forms

This chapter of the manual contains a few sample checklists to help walk you through the steps of various processes and file maintenance. Keep in mind that processes **may vary slightly from county to county**, but the following checklists will give you a general guideline and are **not updated as processes in this manual change**.

There are also some samples of forms that are frequently used by all counties and again, these **may vary slightly from county to county**.

24.1 OPENING A NEW PROBATION FILE

When a new case is received, it is preferable to have a court order before entering anything into the AS400. However, if you know for certain that an offender was placed on supervised probation (PO in court, info from the DA, etc.) then you can go ahead and enter what info you have on the offender. (This may vary by county.) Follow these steps for opening a new probation file:

- ☐ 1. Check AS400/OIS (Offender Information System)/WebLEDS for offender's current status. They may already be on probation in another county. Using OIS, users can also search by name, FBI #, SSN and DOB. This can be especially helpful for hyphenated names or those who've changed their names due to marriage/divorce, etc.
- ☐ 2. Print off case information from OJIN. (This may vary by county)
- ☐ 3. Run CCH in WebLEDS (Use the QWHD mask, then RR by SID and/or FBI)
- ☐ 4. Request the DA's file; copy of indictment, police reports, etc. (If no PSI)
- ☐ 5. Using the Admission process (Option 3 from Main Menu), enter offender info on each screen as thoroughly as possible. If not all info is available, it can be collected and entered later. Info will come from the Court Order, LEDS, OJIN, and the offender's intake packet. Be sure to do a thorough search **BEFORE** entering any info into AS400 to avoid creating a duplicate record. (For more info, [refer to OPS Manual Chapter 2.](#))
- ☐ 6. If Special Conditions include REST, SC7, CMPF or CSWK, make them trackable and enter amount/unit(s) owed. (For more information, [refer to OPS Manual Chapter 18.](#))
- ☐ 7. Print Kardex after all offenses and conditions have been entered.
- ☐ 8. Enter EPR into LEDS using the QPR or EPR Mask in WebLEDS. Use the EN Mask to enter any additional supplemental information and conditions.

If offender will be supervised by your county, complete the following (if it will be a direct transfer to another county, then skip and go to step 12):

- ☐ 9. Place all information in a file, organize the file per your county's policy. ([See File Organization Checklist sample later in this chapter.](#))
- ☐ 10. Make a file label according to your county's policy.
- ☐ 11. Give file to PO

If offender will be supervised by another county (direct transfer), complete the following:

- ☐ 12. Using the Transfer process in the AS400 (Option 9 from your Main Menu) release the offender the same date as admission.
- ☐ 13. Using the MPR mask in WebLEDS, release the EPR to the other county by modifying the ORI, adding the other county's info to the MIS Field and entering other county's mailbox, if known. If not known or if mailboxes aren't used, enter an asterisk (*) or a space in the MBX field.
- ☐ 14. Mail the file material to the receiving county as soon as possible.

If offender is already on supervision in another county and this is an additional offense, complete steps 1- 7 & 14. (On step 5, use option 5 or 6 from your Main Menu. (You only need to enter offense and mail judgment & new Kardex to the other county.)

24.2 CLOSING A PROBATION FILE

Permanent Closures

An offender is only discharged when all sentences are closed in the current custody cycle. Follow these steps for closing the file (this may vary by county):



1. Make sure that the outcome measure, trackable conditions of REST, CMPF, SC7 and CSWK have all been updated in the condition tracking module. All of these conditions should be marked as completed. If they have not been completed and there are still court fines owed, make sure the balance due is correct. Also make sure that the Treatment Module does not have any open treatment referrals as you will not be able to close the offender if there are. If there are open treatment lines, give the file back to the PO to enter the treatment information. ([See OPS Manual Chapter 12 for more info on Treatment Module.](#))



2. Go to the fee module (Option 16 from Main Menu) and see if there are any fees left owing. If there are, send any amount due over \$50 to DOR for collection. Open a DOR line with the total amount due from the offender. Close the DOR line. Make adjustments to zero out all of the other fee lines. Make sure that all open fee lines are closed; but if any are left open, a nightly job will auto-close all open fee accounts the evening after file closure. The only fee line that closes immediately upon file closure is the supervision fee line. Complete a DOR collection report. Place a copy on side 4 of the offender's file and mail or fax a copy to DOR.



3. Complete the release process in CIS (Option 4 from Main Menu). You will first need to close each open sentence line to the appropriate code in the "Work with Offenses" screen. The next screen will be the "Offender Release" screen where you will enter the body closure. Go through each screen after that, checking to make sure everything has been entered.



4. Go to WebLEDS and cancel the EPR (XPR mask). If Sex Offender Registration is included on an EPR, [see OPS Manual Chapter 5](#) for instructions on how to cancel the EPR.



5. Send official file material to OISC according to policy. ([Refer to "Documents Maintained by OISC"](#) section later in this chapter.) This is required on all felonies, sex offenses and compacts. When sending a misdemeanor sex offender material, write in bold on top of closing summary "MISD SEX OFFENDER". If misdemeanor is last offense to close and there was a felony closed earlier, type or write felony information on Closing Summary and send to OISC.

Temporary File Closures

When an offender is to be closed to a temporary out-count (ABSC, CMPO, IMMI, INAC, UNSU, etc), follow these steps for closing the file:



1. Complete the release process in AS400 (Option 4 from Main Menu). You will not close the sentence lines in the "Work with Offenses" screen, unless they have expired previously. The next screen will be the "Offender Release" screen where you will enter the appropriate temporary body closure code. Go through each screen after that, checking to make sure everything has been entered.



2. Go to WebLEDS and modify the EPR (MPR mask) if necessary. You may need to modify the RTP and/or MIS fields. For ABSC closure, change RTP to ABS and modify MIS Field to say that the offender has absconded supervision. For IMMI closures, modify the MIS Field to say that the offender has been deported. For UNSU & INPR closures, modify the MIS Field to say that the offender is unsupervised/on inactive status. For CMPO, modify the MIS Field to show by what state the offender is being supervised.



3. Place the file in appropriate storage.

24.3 OUTGOING TRANSFER CASES

Follow these steps for transferring a case to another county:

- ☐ 1. Make sure that the outcome measure, trackable conditions of REST, CMPF, SC7 & CSWK have all been updated in the condition tracking module. Check OJIN to make sure that all of the money amounts due are correct. *(The PO should have done all of this, as well as have updated the treatment module before they gave you the file, but you need to double check and make sure. No file should leave your office that is not complete and current.)*
- ☐ 2. Check the fee module and make sure that it is cleaned up. All fees transfer with the offender, except DOR. If we have paid for any treatment for the offender that they have not repaid, then we will turn that amount due over to DOR for collection before sending the file. You will need to open a DOR line with the amount that the offender owes for treatment; then close that DOR line. Zero out the treatment lines with the amount that was transferred to the DOR line and close them as well. Complete a DOR Collection form and send in. Make a note in AS400 of your actions.
- ☐ 3. Remove all LEDS from side 3 and shred. (Varies by county)
- ☐ 4. Complete the transfer process in AS400 to the other county. Go to Option 9 from Main Menu. For a direct transfer, release the offender the same date as admission. The "Release Reason" will be "TRAN". The release location will be the 4-letter code of the receiving county. You can use the "F4" option to choose the appropriate county. When you get to the "Informational Remarks" screen, enter a notation that you transferred the file.
- ☐ 5. Go to WebLEDS and transfer the EPR to the accepting county by using the "MPR" mask. You will need to: **a)** enter the other county's ORI (this should be on the acceptance sheet from the other county. If not, you will find it in the directory); **b)** modify the MIS Field with the other county's information (Name of PO if known and phone number; if you do not know the name of the PO, put the agency name); and **c)** enter other PO's mailbox if known. If not known or if mailboxes are not used, enter an asterisk (*) or a space in the MBX field.
- ☐ 6. Attach the "Transfer Memo" to the top of the file, checking off all appropriate actions, and mail the file to the receiving county.
- ☐ 7. Make an offender note (F11, 2, T) that the file was transferred to the receiving county and that the file has been mailed.

24.4 INCOMING TRANSFER CASES

- ☐ 1. Using the Admission process (Option 3 from Main Menu) enter offender as of the date and time that the other county released the offender. This info will be showing on the screen. Go through each screen making sure all data (AKA names, address, etc) is correct.
- ☐ 2. Run a QWHD in WebLEDS and place on side 3 of the file. Check to make sure that the right PO information is reflected on the EPR. If it is not correct, make any necessary changes using the MPR Mask and run a QLW to double check.
- ☐ 3. Organize the file per your county's policy and make sure it has the appropriate label. Place this sheet on the bottom of Side 3 (if required) and give the completed file to the accepting PO.

24.5 FILE ORGANIZATION GUIDELINES

Side 1

Kardex
All court orders, amendments & modifications
Orders of Parole/Post-Prison Supervision
Parole/Post Prison Supervision Facesheet
Conditions of Probation
Orders to Show Cause
Board Action Forms
Sex Offender Registration
Discharge of Parole/Post-Prison Supervision
Weapons Notice
Photographs

Side 2

Initial Intake Form
PSI/Post-Sentence Reports
Personal History Form (If on PSI)
Notification of Inmate Release
Parole/PPS Supervision Planning Form
Medical/Dental/Psychological Reports
All Formal and Short Form Reports
Letter in Lieu of Reports
Detainers/Affidavits/Warrants
Investigation Requests (Field/In-State/Out-of-State)
Investigation Acceptances/Rejections
Compact Packets (except orders and conditions)
Initial Risk Assessments/Reassessments
Treatment Completion Certificates/Notices/Reports
Release of Information Authorizations (behind treatment tab)
Polygraph Reports
CSW completion reports/forms
Hearings Documents
Structured Sanction Forms
EPR Entry Form (place on bottom of section)
Closing summary

Side 3

Chronos
EPR Hits/Criminal History/FBI Record/Driving Records (all LEDS)

Side 4

Police Reports
Military/School Records
Grievance Form
Payment Schedules, Client Money reports, Payment Receipts
Action Plans
Employment Contact Forms
AA Attendance Forms
Correspondence
All other miscellaneous material

24.6 FILE ORGANIZATION CHECKLIST

NAME: _____ CASELOAD: _____ TYPE: _____

Side 1 (in order from top to bottom)

- ☐ KARDEX
- ☐ ALL COURT ORDERS, PPS ORDERS
- ☐ SENTENCING GUIDELINES, FELONY ONLY
- ☐ OJIN CASE REPORT (Behind appropriate circuit court order.)
- ☐ SIGNED CONDITIONS
- ☐ SIGNED WEAPONS NOTIFICATION
- ☐ SEX OFFENDER REGISTRATION OBLIGATION NOTIFICATION, if applicable
- ☐ PHOTO

Side 2 (in order from top to bottom)

- ☐ CONDITIONS CHECKLIST
- ☐ INITIAL RISK ASSESSMENT ☐ STATIC 99 ☐ OSORA
- ☐ INCOMING COMPACT PACKETS (except court order, conditions- they go on side 1)
- ☐ PPS/PAROLE RELEASE PLAN PACKET
- ☐ TABS FOR TRACKABLE SPECIAL CONDITIONS WITH ALL MATERIAL FILED BEHIND (Treatment, CSW, etc)
- ☐ COMPLETED INTAKE PAPERS OR PSI REPORT
- ☐ EPR ENTRY (bottom, tabbed)

Side 3 (in order from top to bottom)

- ☐ CHRONO HISTORY (if printed for file)
- ☐ CURRENT CCH, FBI, DMV (ALL LEDS)

Side 4 (in order from top to bottom)

- ☐ OUTGOING COMPACT PACKETS
- ☐ WRITTEN REPORTING INSTRUCTIONS / ACTION PLAN
- ☐ SIGNED COURT FINE PAYMENT SCHEDULE (if full amount due to court can not be paid within 30 days)
- ☐ OJIN CASE FINANCIAL REPORT
- ☐ POLICE REPORTS (bottom, tabbed)

PLACE THIS FORM ON BOTTOM OF SIDE 3 WHEN ALL FILE MATERIAL HAS BEEN OBTAINED

24.7 NOTIFICATION OF FILE CLOSURE

OREGON DEPARTMENT OF CORRECTIONS

DATE: January 11, 2016 DOB: «Birthdate» SID#: «ID_Number»

NAME: «Last_Name», «First_Name» «Middle_Name»

ADDRESS: «Home_Address_Line_1_»
 «Home_City», «Home_State» «Home_Zip_Code»

PHONE: «Phone»

CRIMES: «Crimes_Offenses»
CO. CONV.: «Counties_of_Convictn»
DOCKET#: «Case_Docket_No»
SENTENCE: «Sent_Length»
JUDGE: «Sentencing_Judges»
EXP DATE: «Sent_Expi_Dates»
CASE TYPE: «Sentence_Type»

TYPE OF CLOSURE:

- ☐ ABEX - ABSC EXPI/DISMISSED BY COURT
- ☐ APPE - APPEAL/APPEAL WON
- ☐ BNPB - CONVERT TO BENCH PROBATION
- ☐ COMP - COMPACT CLOSURE
- ☐ CRTR - REVOKED/TERMINATED/DISCHARGED TO JAIL
- ☐ DIED - DEATH
- ☐ DISC - DISCHARGE FROM PAROLE
- ☐ EARL - EARLY TERMINATION BY COURT ORDER
- ☐ EXPI - SENTENCE EXPIRATION
- ☐ PSRB - PSYCHIATRIC REVIEW BOARD
- ☐ RTNS - REVOKED/TERMINATED/NO SANCTION

COMMENTS:

«PO_name»

Parole and Probation Officer

OFFICE: «Responsible_Location»

TRI-COUNTY COMMUNITY CORRECTIONS

302 Scott St. – Po Box 404 – Moro, OR 97039
PH: 541-565-0520 FAX: 541-565-0525

24.8 IRT REQUEST

TRI-COUNTY COMMUNITY CORRECTIONS

302 Scott Street – PO Box 404 – Moro, OR 97039
Phone (541) 565-0520 Fax (541) 565-0525

INVESTIGATION REQUEST FOR TRANSFER

DATE: January 11, 2016

TO: County Community Corrections **PHONE:** **FAX:**

RE: «Last Name», «First Name» «Middle Name»

SID: «ID_Number» **FBI:** «FBI_Number» **DOB:** «Birthdate» **SSN:** «Social_Security_No»
OLN: «Drivers_License_No»
SEX: «Sex» **RACE:** «Race_Description» **HGT/WGT:** «Height»/ «Weight» **HAIR:**
«Hair_Color» **EYES:** «Eye_Color»

SUP. LEVEL: «Comm_Supervision_Lvl»

JUDGE(S): «Sentencing_Judges»
COUNTY(S): «Counties_of_Convictn»
CRIME(S): «Crimes_Offenses»
CASE NO(S): «Case_Docket_No»
SENTENCE: «Sent_Length»
BEGIN DATE: «Sent_Begin_Dates»
EXP. DATE(S): «Sent_Expi_Dates»
CASE TYPE(S): «Sentence_Type»

INSERT PHOTO
FROM FILE
IF AVAILABLE

CONDITIONS: ☐ Community Service Work- ☐ Financial Obligations- \$ ☐ Jail Days-
☐ Alcohol/Drug Package ☐ Sex Offender Package ☐ DV Package ☐
Mental Health ☐ Treatment- ☐ Other:

RESIDENCE: «Home_Address_Line_1_», - «Home_City», «Home_State» «Home_Zip_Code»
Home Phone: «Phone»
Lives with:

EMPLOYMENT:

CONFORMANCE:

Thank you for your prompt assistance.

«PO_name»
Parole/Probation Officer

PLEASE INVESTIGATE FOR TRANSFER TO YOUR BRANCH
RESPOND BY FAX OR BY E-MAIL TO: Tina.I.Potter@cc.doc.state.or.us

24.9 IRT RESPONSE LETTER

TRI-COUNTY COMMUNITY CORRECTIONS

302 Scott Street – PO Box 404 – Moro, OR 97039

Phone (541) 565-0520 Fax (541) 565-0525

RESPONSE TO INTER-COUNTY INVESTIGATION REQUEST FOR TRANSFER

DATE: January 11, 2016

TO: «PO_name», County Community Corrections
Fax:

FROM: JOHN FOLLIARD
Tri-County Parole/Probation (Gilliam, Sherman, Wheeler)

RE: «Last_Name», «First_Name» **SID:** «ID_Number»

() Investigation complete, case has been accepted for transfer. Please send all file material including police reports to:

Tri-County Community Corrections
PO Box 404
Moro, OR 97039

Release AS400 to ()GILL , ()SHER , ()WHEE . Our EPR modification should read:

ORI/.MBX/.MIS/PO JOHN FOLLIARD D 541-565-0520 E 541-384-2080.

=====

() Case has been rejected at this time, see below comments for details.

COMMENTS:

Thank you.

JOHN FOLLIARD
Parole/Probation Officer

24.10 COURTESY NOTIFICATION LETTER



Hope, Courage & Determination

MARION COUNTY SHERIFF'S OFFICE

Parole & Probation Division

4040 Aumsville Hwy SE, Salem OR, 97317

Telephone (503)588-8492 / Fax (503)540-8010

Notification of Corrections Client Living In Your County

Date: 11/16/10

PO: FRED FLINTSTONE
Caseload#: 8131

Client Information-

Offender: Bunny, Bug S.

Sid#: 0123456789

Offense(s): UN USE VEH, ELUDE POLI

Case Type: FPO, MPR

Address: 4040 Aumsville Hwy SE, Salem, OR 97317

Expiration: 10/17/2013, 03/02/2012,

An inter-regional transfer has not been submitted due to your county's policy of not accepting offenders convicted of this classification of offense, or due to a reciprocal agreement of transfer between our counties.

This is Marion County's notification that this offender is currently living in your county. After reviewing the offender's history, should you choose to supervise this case, please request a formal transfer investigation.

24.11 FIELD INVESTIGATIONS

Run LEDS

Create File or retrieve old file

Assign to Dave Sparks (7007) unless sex offender

Enter info on Excel spreadsheet “Parole Log”

Put due date on top 30 days from day received

Put on “release calendar” when their physical release date

Label (field investigation)

Give to PO

When we get it back from PO:

If it is Denied: scan the denied and shred all

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

24.12 ITR FRONT PAGE



**OREGON DEPARTMENT OF CORRECTIONS
DOUGLAS COUNTY COMMUNITY CORRECTIONS**

1036 SE Douglas Street, Room 206

Roseburg, Oregon 97470-3317

Phone (541) 957-8148 - FAX (541) 957-8149

Allen Boice, Director

Date: January 11, 2016

County: Fraggie Rock County

Attention: Records

RE: Flintstone, Fred

SID No: 1234567890

Please find attached:

☐ **NEW INTAKE**, which was sentenced in Douglas County however, the offender resides in your county.

☐ **ITR**, an existing case being transferred to you from Douglas County.

☐ The charge with conditions has been entered on the AS400. Police reports are/are not attached.

☐ The case has been released to your County; however, the caseload number was not modified.

☐ The EPR has been entered.

☐ The EPR has been modified to your ORI number. The MIS field was Modified to your PO's name and number, if provided. If this information was not provided, your counties name and number was entered. All important conditions were also listed (i.e., no alc, no drugs, no assn drugs, no contact, etc).

☐ All additional information (AKA, SOC, DOB) has been entered into EPR.

☐ Please admit this case to your office.

Please call our office if you have any questions. **KERRI HUMBERT 541-957-2083**

24.13 DOR LETTER TO CLIENT UPON CLOSURE

January 11, 2016
Fred Flintstone
123 Roseburg St
ROSEBURG, OR 97470

RE: PAST DUE FEES

Dear **Mr. FLINTSTONE**

You are no longer under Douglas County supervision. However, this is to advise you that the total due of **\$ 5000.00** has been sent to Department of Revenue for collection.

Supervision \$4000.00

Treatment \$ 500.00

Polygraph \$ 500.00

Urinalysis

Miscellaneous

You can either make a payment through this office or to the Department of Revenue at PO Box 14725, Salem, OR 97309. (With payment, send social security number for their reference).

If this account is not paid in full when you file your tax return, the Department of Revenue will garnish the amount from your refund.

Sincerely,

Office Specialist II

24.14 Fee Adjustment Request

Douglas County Parole and Probation Adjustment Requests for Fee's

Date: _____

Offender Name _____

Sid# _____

Amount: _____

Date of Error: _____

CA CK MO BK BA

Type of fee: SUPV _____
 TX01 _____
 POLY _____
 WKCR _____
 TRAV _____
 DOR _____

Date of Correction: _____

Form completed by: _____

Deposit will be OVER UNDER

Reason for Adjustment: _____

If posted/adjusted incorrectly to wrong offender (complete below)

From offender: _____ To offender: _____

Amount _____

Reason: _____

 Supervisor

 Date

24.15 Order to Continue/amend supervision conditions

DOUGLAS COUNTY SUPERVISORY AUTHORITY OF PAROLE/POST-PRISON SUPERVISION

ORDER TO CONTINUE/AMEND SUPERVISION CONDITIONS

FLINTSTONE, FRED

SID # 1234567890

OFFICE/CASELOAD: **DOUG/7013**

DCSA ACTION DATE: 2-17-10

PHYSICAL RELEASE DATE:

POST-PRISON SUPERVISIONEXP: 1-11-12

THE FOLLOWING IS AN AMENDMENT TO SUPERVISION CONDITIONS ORDERED
ON RELEASE:

The post-prison supervision expiration date is amended to reflect **6 days** of
inoperative time.

All previously imposed conditions of supervision remain in full force and effect.

I have read, or have had read to me, and fully understand and acknowledge the
amendment to the Order of Supervision Conditions, and the regulations, and restrictions
governing my supervision.

Director

Offender

Date

Witness

****ORDER TO CONTINUE/AMEND SUPERVISION CONDITIONS****

24.16 Certificate of supervision expiration

DOUGLAS COUNTY SUPERVISORY AUTHORITY

CERTIFICATE OF SUPERVISION EXPIRATION

TO ALL WHOM IT MAY CONCERN:

FRED FLINSTONE, SID # 1234567890, HAS COMPLETED THE PERIOD OF POST-PRISON SUPERVISION IMPOSED, AND IS EXPIRED FROM SUPERVISION EFFECTIVE THIS FEBRUARY 13, 2010

Allen Boice, Director
Douglas County Supervisory Authority

CERTIFICATE OF SUPERVISION EXPIRATION

24.17 Local control warrant recall memo

LOCAL CONTROL WARRANT RECALL MEMO



DEPARTMENT OF CORRECTIONS
Douglas County Community Corrections
1036 SE Douglas Ave, Room 206
Roseburg, OR 97470

To: Douglas County Sheriff's Department

From: Allen H. Boice - Director

Subject: Warrant Recall RE: Fred Flintstone

Date: 3/9/09

Please recall warrant number: 01CR2345FE for Fred Flintstone. This is a Local Control Warrant, the offender showed up in the office voluntarily.

Thank you for your help.

Allen H. Boice, Director

24.18 Probation warrant recall memo

PROBATION WARRANT RECALL MEMO



DEPARTMENT OF CORRECTIONS

Douglas County Community Corrections
1036 SE Douglas Ave, Room 206
Roseburg, OR 97470

To: Douglas County Circuit Court

From: Allen H. Boice - Director

Subject: Warrant Recall RE: Fred Flintstone

Date: 3/9/09

Please recall warrant number: 01CR2345FE for Fred Flintstone. This is a Probation Warrant, the offender showed up in the office voluntarily.

Thank you for your help.

Allen H. Boice, Director

24.19 Example facsimile

FACSIMILE

To:

Office:

Fax:

Phone:

Pages:

Date:

Number of pages including this page:

() Original will not follow

() Original will follow by: MAIL

CONFIDENTIALITY NOTE: THE DOCUMENTS ACCOMPANYING THIS FACSIMILE TRANSMISSION CONTAIN INFORMATION BELONGING TO DOUGLAS COUNTY PAROLE AND PROBATION. THIS INFORMATION MAY BE CONFIDENTIAL AND/OR LEGALLY PRIVILEGED AND IS INTENDED ONLY FOR THE USE OF THE ADDRESSEE DESIGNATED ABOVE. **IF YOU ARE NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, DISTRIBUTION OR THE TAKING OF ANY ACTION IN RELIANCE ON THE CONTENTS OF THIS TELECOPIED INFORMATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS FACSIMILE IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE TO ARRANGE FOR THE RETURN OF THE ORIGINAL DOCUMENTS TO US.**

DEPARTMENT OF CORRECTIONS
DOUGLAS COUNTY
PAROLE AND PROBATION
1036 SE DOUGLAS STREET, ROOM 206
ROSEBURG, OR 97470
FAX: 541-957-8149
PH: 541-957-8148

24.20 Authorization of release of information**AUTHORIZATION OF RELEASE OF INFORMATION**

I, _____, AUTHORIZE THE RELEASE OF INFORMATION TO/FROM DOUGLAS COUNTY COMMUNITY CORRECTIONS AND THE FOLLOWING AGENCIES:

Agencies	Client Initial	Agencies (Cont=d)	Client Initial
ADAPT		Douglas County Mental Health	
Serenity Lane		Services to Children & Families	
Confidence Clinic		Crossroads	
Valley View Counseling		David Robinson	
Other		Drug Court Treatment	

Information Requested/ Released	Client Initial
Alcohol / Drug Assessment / Evaluation / Progress Reports / UA reports / Phone Contact / Counselor=s Discharge Summary	
Psychological Tests, Psychiatric Evaluations	
Medical Records	
Employment Information / Educational Records & Progress	
Financial	
Polygraph & Police Reports	
Other:	
Other:	

THIS AUTHORIZATION IS IN EFFECT FROM _____ AND ENDS ON _____.

I authorize the release of any treatment information to the courts for purposes of violation or status hearings.

 Client Signature - ____/____/____ (Initial)
 Date
 D.O.B. _____

 Witness - ____/____/____
 Date

Note: The information received by Douglas County Community Corrections as a result of this authorization will be treated as confidential. Douglas County Community Corrections may, however, disclose this information for the purpose of the administration of its programs including disclosure in circuit or district court proceedings.

24.21 Social history questionnaire

DOUGLAS COUNTY COMMUNITY CORRECTIONS SOCIAL HISTORY QUESTIONNAIRE

PLEASE **PRINT** ALL INFORMATION COMPLETELY AND ACCURATELY TO THE BEST OF YOUR ABILITY.

NAME:

First _____ Middle _____ Last _____

DOB: _____ Age: _____ Place of birth: _____

SSI#: _____ Height _____ Weight _____ Race _____ Sex _____

Hair _____ Eyes _____

Home phone _____ Cell phone _____

Wk phone _____ Emergency contact _____

SCARS, MARKS, TATTOOS:

Description/Location (example tat r arm, sc l arm)

MARITAL HISTORY: (circle one)

Are you currently married Y N If yes, name of spouse _____

Do you have any children Y N How many? _____

Do you owe child support? Y N

Monthly Amount owed _____ Amount Behind _____

Who is it owed to _____?

Children's names _____

24.22 Social history questionnaire



OREGON DEPARTMENT OF CORRECTIONS

DOUGLAS COUNTY COMMUNITY CORRECTIONS

1036 SE Douglas Street, Room 206

Roseburg, Oregon 97470-3317

Phone (541) 957-8148 - FAX (541) 957-8149

Allen Boice, Director

DOUGLAS COUNTY COMMUNITY CORRECTIONS **SOCIAL HISTORY QUESTIONNAIRE**

PLEASE **PRINT** ALL INFORMATION COMPLETELY AND ACCURATELY TO THE BEST OF YOUR ABILITY.

NAME:

First _____ Middle _____ Last _____

DOB: _____

Address: _____

How long have you lived at this address? _____.

Who lives with you? _____.

MARITAL HISTORY:

Are you currently married? **Y N** If Yes, Name of spouse _____

Do you owe child support **Y N** How much do you owe? _____

Children's names, ages and who do they live with:

Name: _____ Age: _____ Who they live with: _____ Address: _____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FAMILY HISTORY

Father's full name _____
 Address: _____ Phone _____
 Mother's full name _____
 Address: _____ Phone _____
 Name's of siblings:
 Name: Age: Who they live with: Address:

DRUG AND ALCOHOL HISTORY

Was your current offense alcohol related? **Y N** Drug related? **Y N**
 Have you undergone any alcohol treatment? **Y N** Drug Treatment? **Y N**
 If so, when, where, and did you successfully complete the program?
 _____.

Which drugs have you **EVER** tried? (check all that apply) Pot ____ Speed/Meth ____
 Cocaine ____ Hashish ____ LSD ____ Heroin ____ Mushrooms ____ Peyote ____ Alcohol ____
 Barbiturates or other "downers" ____ Other (please list) ____
 Drug(s) of choice when using? _____
 Method of Use: Injecting ____ Smoking ____ Snorting ____ Eating ____ Other ____
 Frequency of Use: (check all that apply)
 Seldom/never ____ Infrequent ____ Social ____ Daily ____ other ____
 Where do you Use: Parties ____ House ____ Alone ____ Vehicles ____ other ____
 When was the last time you used?
 _____.

Has your alcohol/drug use led to: (check all that apply)
 Job loss ____ Aggressiveness ____ Mental Problems ____ Medical Problems ____ Arrests ____
 Divorce ____ Other ____
 Friends you associate with that DO NOT use: _____,
 _____.

EMPLOYMENT

Current/Last Employer: _____

Employer's address: _____

Employer's phone: _____ Job title _____

Wages _____ Shift hours _____ Hours per week _____

Dates of employment: From _____ To _____

Does current employer know you are on probation? **Y N**

What is your present or usual occupation?

_____?

TRANSPORTATION

Driver's License No. and State _____, _____. License status:
valid ___ Exp ___ Suspended ___ Revoked _____. Reason for revoke/suspend:

Other states that you have lived in: _____

Vehicle Make/Model: _____ Color _____ Year _____

License plate No. _____ State _____

Other vehicles used or available to you? _____

Do you have Insurance? **Y N**

Other vehicles used by members of your household?

I hereby certify that the statements in this document are, to be the best of my knowledge, truthful and accurate.

Signature

Date

24.23

RESIDENCE LOCATOR

NAME _____ PHONE /MESSAGE # _____

HOUSE ____ APARTMENT ____ TRAILER ____ OTHER ____

STREET ADDRESS: _____

APT/TRAILER # _____

MAILING ADDRESS/PO BOX _____

CITY _____ STATE _____ ZIP _____

FULL NAME OF ALL PERSONS THAT LIVE WITH YOU:

<u>NAME:</u>	<u>RELATIONSHIP TO YOU</u>	<u>AGE</u>
--------------	----------------------------	------------

DOGS/OTHER CONCERNS: _____

IS THERE A STREET SIGN? **Y N** IS THE ADDRESS ON THE MAIL BOX? **Y N** IS IT ON THE RESIDENCE? **Y N** IS THERE A GATED ENTRANCE? **Y N**

DESCRIBE THE RESIDENCE:

MAP/DIRECTIONS TO THE RESIDENCE:

24.24

Travel Permit Information Request

Name _____ PO _____

When are you leaving?

When are you returning?

How long will you be gone?

What route are you taking to get there?

*Auto,
License plate
number _____

*Airlines, Bus, Train,
itinerary _____

How will you be traveling?

Who is going with you?

Address where you will be staying:

Are your Supervision Fees Paid?

Travel Permits cost \$5.00 and need to be paid at time of pick up.

24.25



DEPARTMENT OF CORRECTIONS
Douglas County Community Corrections
1036 SE Douglas Ave, Room 206
Roseburg, OR 97470

To: ROSEBURG POLICE DEPARTMENT

From:

Subject: REQUEST FOR POLICE REPORT

Date:

POLICE REPORT

NAME/DOB

OFFENSE

THANKS! ANY QUESTIONS, GIVE ME A CALL DIRECT AT 957-2083

KERRI HUMBERT

OUR FAX: 957-8149

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

Sentence Order dated *May 27, 2008* and WHEREAS, the State of Oregon Parole and Probation department has indicated by the attached and incorporated Closing Summary that the defendant has complied with said Order, and It appearing the District Attorney has no objections;

Dated this _____ Day of _____ 2010.

Mick E. Mouse, Circuit Judge

Date _____

- () No Objection
() Objection hearing requested

_____, District Attorney

Date _____

24.27

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

THE STATE OF OREGON,)	
)	
Plaintiff,)	DOCKET 01CR2345FE/6
)	
Vs)	AFFIDAVIT
FLINTSTONE, FRED)	
)	
Defendant.)	

STATE OF OREGON) ss.
)

County of Douglas,

I, *Kermit D. Frog*, having been duly sworn, depose as follows:

I am a parole and probation officer with the Douglas County Oregon Department of Community Corrections. I am the above-named Defendant's assigned probation officer to this case.

I prepared a probation revocation report, attached hereto and incorporated herein.

Based on the facts set forth in that report, I have probable cause to believe that the Defendant has violated the conditions of his probation, and I request that the Court issue a Warrant for the arrest of the Defendant.

Probation Officer

Signed or Attested before me this _____ day of *January 16*

Notary Public for Oregon
My commission expires:

ORDER

It is so ordered.

Security Amount \$ _____

Date

Judge

24.28

WARRANT

DOUGLAS COUNTY COMMUNITY CORRECTIONS

1036 S.E. Douglas, Room 206

Roseburg, OR 97470

(541) 957-8148

DOUGLAS COUNTY)

Case No. 01CR2345FE/6

Plaintiff)

vs.)

WARRANT

(PAROLE/POST-PRISON WARRANT)

FLINTSTONE, FRED)

Defendant)

ADDRESS: 1234 ROSEBURG ROAD, ROSEBURG, OR 97470

CHARGES: DELIV METH

DOB: 5/28/85

SEX: F

SID #1234567890

HAIR: BRO

RACE: W

EYES BRO

DL: 1234567890

HEIGHT: 4'11"

WEIGHT: 110 LBS

TO ANY PEACE OFFICER OF DOUGLAS COUNTY OR THE STATE OF OREGON

GREETING:

It appearing to the Supervisory Authority that the above named defendant was convicted of the above mentioned charges and was placed on parole/post-prison supervision to: **03/08/09**

YOU ARE HEREBY COMMANDED to arrest the above named defendant forthwith and deliver him/her into the custody of the Jailer of this County.

The Supervisory Authority has received a motion for a warrant of the above named defendant alleging a violation of parole/post-prison for the above charge(s).

THIS IS A NO BAIL WARRANT

EFFECTIVE DATE: January 11, 2016

Mark Cadotte, Director

RETURN OF SERVICE

The undersigned peace officer hereby returns that he/she has executed the within Warrant arresting the above mentioned defendant.

Date

Deputy

24.29



OREGON DEPARTMENT OF CORRECTIONS
DOUGLAS COUNTY COMMUNITY CORRECTIONS

1036 SE Douglas Street, Room 206

Roseburg, Oregon 97470-3317

Phone (541) 957-8148 - FAX (541) 957-8149

Allen H. Boice, Director

FELONY WARRANT –SUPERVISORY AUTHORITY TRANSMITTAL

TO: Douglas County Sheriff's Office

DATE:

SID#

DEFENDANT:

DATE OF BIRTH:

WARRANT NUMBER:

ORIGINAL CASE:

DATE OF CRIME:

ORIGINAL CHARGE:

WILL EXTRADITE: OR/WA/ID/MT

24.30

LOCAL CONTROL PAROLE ORDERS

DOUGLAS COUNTY SUPERVISORY AUTHORITY OF POST-PRISON SUPERVISION ORDER OF SUPERVISION CONDITIONS

NAME : FLINTSTONE, FRED	PHYSICAL RELEASE DATE: 11/10/08
SID # : 1234567890	ACTIVE SUPV REVIEW DT :
OFFICE : DOUG	PPS EXPIRATCASELOAD : 11/9/10
CASELOAD: 7021	SUPV AUTH ACTION DATE : 11/10/0

REPORT TO: **Douglas County Community Corrections, 1036 S.E. Douglas, Roseburg, Oregon**

COUNTY(S)	:DOUGLAS
CASE(S)	: 01CR2345FE
OFFENSE(S)	:UN USE WEAP
OFFENSE TYPE	:SG
INCHOATE	:N
PPS	:24M
REST./FINE	:0

FRED FLINTSTONE IS HEREBY RELEASED. Post-Prison Supervision will begin on release from physical custody. The Supervisory Authority may modify conditions at any time. You will be provided with a written copy of any amended conditions. If you violate any of these conditions you may be incarcerated or sanctioned in the community. You are subject to all General Conditions and to the following special conditions:

SC9: Offender shall not use intoxicating beverages.

SC10: Offender shall:

- (a) Submit to assessment and evaluation to develop a case plan for supervision and/or treatment;
- (b) If allowed to remain in the United States or within 24 hours or the next business day of return to the United States, report in person to the Douglas County Community Corrections Department

** ORDER OF SUPERVISION CONDITIONS **

24.31

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

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

ACTIVE SUPV REVIEW DT :1/7/12
PPS EXPIRATION DATE :1/7/12
SUPV AUTH ACTION DATE :12/29/09

REPORT TO: **Douglas County Community Corrections, 1036 S.E. Douglas,
Roseburg, Oregon**

COUNTY(S)	:DOUG	DOUG	DOUG
CASE(S)	:01CR2345FE/6	01CR2345FE/6	01CR2345FE/6
OFFENSE(S)	CHILD SEX1	CHILD SEX2	CHILD SEX2
EXP DATE	:1/7/12	1/7/11	1/7/11
PPS	36M	24M	24M
REST/FINE:			

The Supervisory Authority's decision is to continue supervision effective: 12/29/09.

Active supervision has been continued to the longest expiration date. Placement on inactive supervision prior to expiration is at the discretion of the Parole Officer.

I have read, or have had read to me, and fully understand and acknowledge the amendment(s) to the Order of Supervision Conditions, and the regulations and restrictions governing my supervision. If applicable the post-prison supervision expiration date has been adjusted to reflect abscond time.

After exhausting the local administrative review process, you may seek Administrative Review of this order by submitting a written request to the chairperson within 45 days from the mailing date of this order. (OAR 255-88-005-015). You may obtain judicial review of this order by filing a petition for review in the Court of Appeals, State of Oregon Supreme Building, Salem, OR 97310, within 60 days of the administrative review response. Judicial Review is pursuant to the provisions of ORS 144.355 and ORS 183.482(8).

Supervisory Authority/Designee

Offender

Date

24.32 SIS/PRISM Form

Oregon Department of Corrections Oregon Workforce System Release Form

Name: _____ Date: _____

SID #: _____ Social Security #: _____

Oregon law (ORS 329.965) permits the Oregon Department of Corrections to ask that you voluntarily provide your social security number to the Department as an identification number in maintaining information and records for use in the state interagency workforce information system. The System gathers workforce-related information for research purposes to assist state and local agencies in planning education and training services. The System will not release personal information such as names and social security numbers to entities outside of Oregon workforce agencies.

You can choose not to let the Department use your social security number in Oregon's workforce information system. If you provide your social security number and consent to its use in this system, it will be used only for the purposes stated above.

If you choose not to permit the Department to use your social security number, you will not be denied any right, benefit, or privilege provided by law, or otherwise affect your ability to obtain services from the Department of Corrections.

I hereby consent to disclose my social security number and related records to the Oregon Department of Corrections for use as described above.

Inmate Signature

Date

CD1421(7-03)

OPS CHAPTER 25 – Reference manuals and resource information

25.1 LIST OF OTHER REFERENCE MANUALS

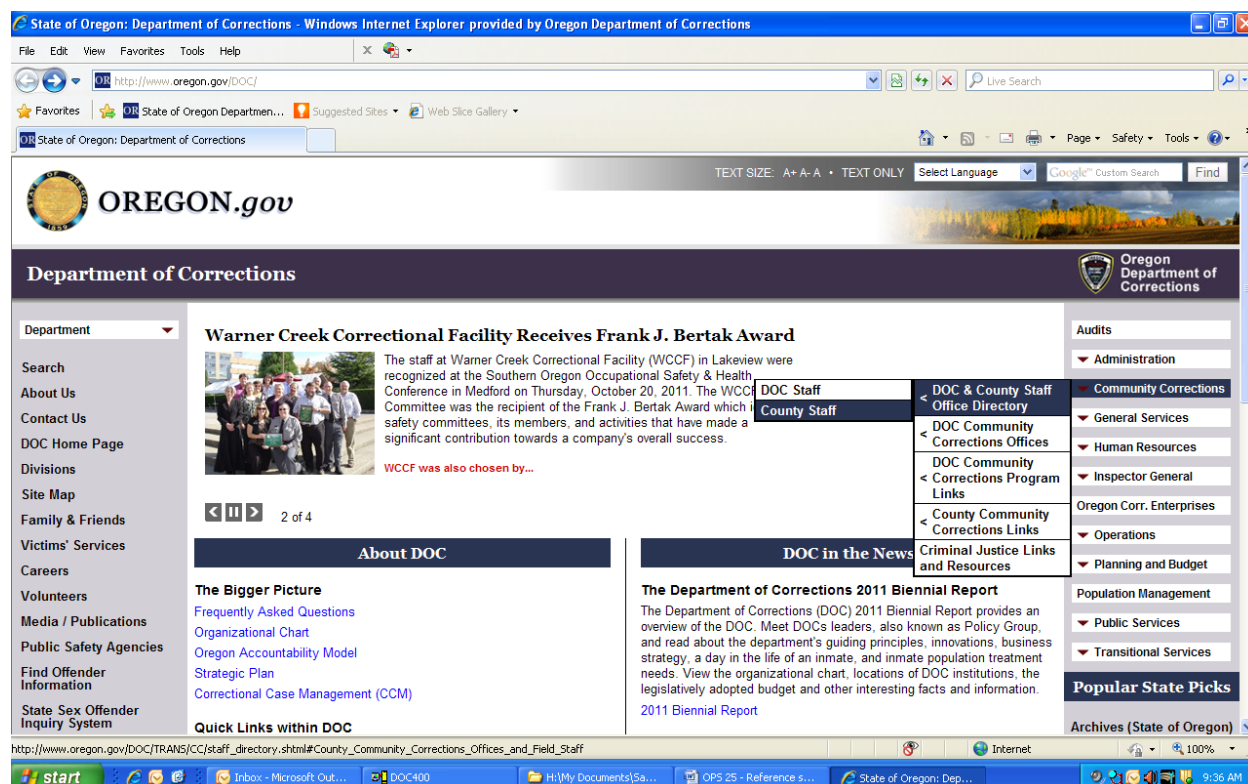
1. FAST Manual – Lee and Judy
 - CIS Reports Manual
 - CMIS Reports Manual
 - Inmate Incarceration Plan for Community Corrections
 - Morrissey Hearing Automation Manual
 - Release Planning Process
 - Sanction Movement Tracking
 - Structured Sanctions Automation Manual
 - Supervisor Review for Structured Sanctions
 - Supervisor Review for Warrants
 - W/W Treatment Programs
 - Warrants Automation Manual
2. CIS/ISIS/DOC400 User Guide
 - http://www.oregon.gov/doc/CC/docs/pdf/cis_isis_users_guide.pdf
 - These are just a few of what is available in this user guide:
 - How to use this guide
 - Use the menu bar to move to other parts of CIS/ISIS
 - Get help, use create or change modes, or the audit stamp
 - Use W/W caseload option <2> to enter chronos
 - To edit chrono history, append, delete or modify chronos
 - Enter addresses
 - Enter aliases, monikers, or view institution programs
 - To access another officers caseload within your own office
 - To add/remove secondary offenders from a caseload
 - Subset caseload or treatment program
 - To locate any offender using the all names window
 - Add offender note
 - Option 23/24 merge documents to write reports
 - Structured sanction/Morrissey package
 - Structured sanctions and movement history
 - Release planning W/W release plans to complete a field investigation
3. CIS/DOC400 Menu Navigation Guide
 - http://www.oregon.gov/doc/CC/docs/pdf/cis_menu_navigation.pdf
4. CIS/DOC400 Reports Manual
 - http://www.oregon.gov/doc/CC/docs/pdf/cis_reports_manual.pdf
5. County Misdemeanor Acceptance
 - <http://www.oregon.gov/doc/CC/docs/pdf/Quick%20Reference%20Misd%20acceptance.pdf>

6. FAUG – Manual – FAUG
<https://www.oregon.gov/doc/community-corrections-partners/Pages/Field-Automated-Users-Group.aspx>
 - FAUG Charter – Purpose, Overview, Authority, Role & Responsibilities
 - Maintains/Creates Templates – Pre Office 2003
 - DOCSUM Codes
 - FAUG Treatment Module Authorities
 - Return SRF to PEND Status
 - Community Corrections Service Request Process
 - LS/CMI Authorities
 - Resources
7. SUPERVISION FEE MANUAL – FSN
<https://www.oregon.gov/doc/community-corrections-partners/Pages/Fee-System-Network.aspx>
8. Fees by County
http://www.oregon.gov/doc/CC/docs/pdf/fees_by_county.pdf
9. Felony Diversion Chart
<http://www.oregon.gov/doc/CC/docs/Felony%20Diverson%20Chart.pdf>
10. Local Supervisory Authority Procedure Manual
http://www.oregon.gov/doc/CC/docs/pdf/local_supervisory_authority_procedures_manual.pdf
11. LEDS/NCIC Manual
www.oregon.gov/osp/cjis
12. eCourt On-Line Instruction Manual
<http://courts.oregon.gov/ojd/onlineservices/ojin/pages/index.aspx>
13. Misc. reference materials –
 - a) County Guidelines for misdemeanor transfer
<http://www.oregon.gov/doc/CC/docs/pdf/Quick%20Reference%20Misd%20acceptance.pdf>
 - b) OAR for Interagency regional transfer (IRT) County Transfers
http://www.oregon.gov/doc/CC/docs/pdf/oar_for_irt.pdf
 - c) SOSN – Polygraph Module Instructions
 - d) How to use the tutorials
 - e) Sexually Violent Dangerous Offender – ORS 144.635 – 144.637

25.2 WEBSITE DIRECTIONS

To get to the Community Corrections Directory and General Information Pages, first go to the DOC website. <http://www.oregon.gov/doc/Pages/index.aspx>

Click on Comm. Corrections on the right column, Click on DOC & County staff office directory, Click on County Staff then hit enter and it will take you to the next page.

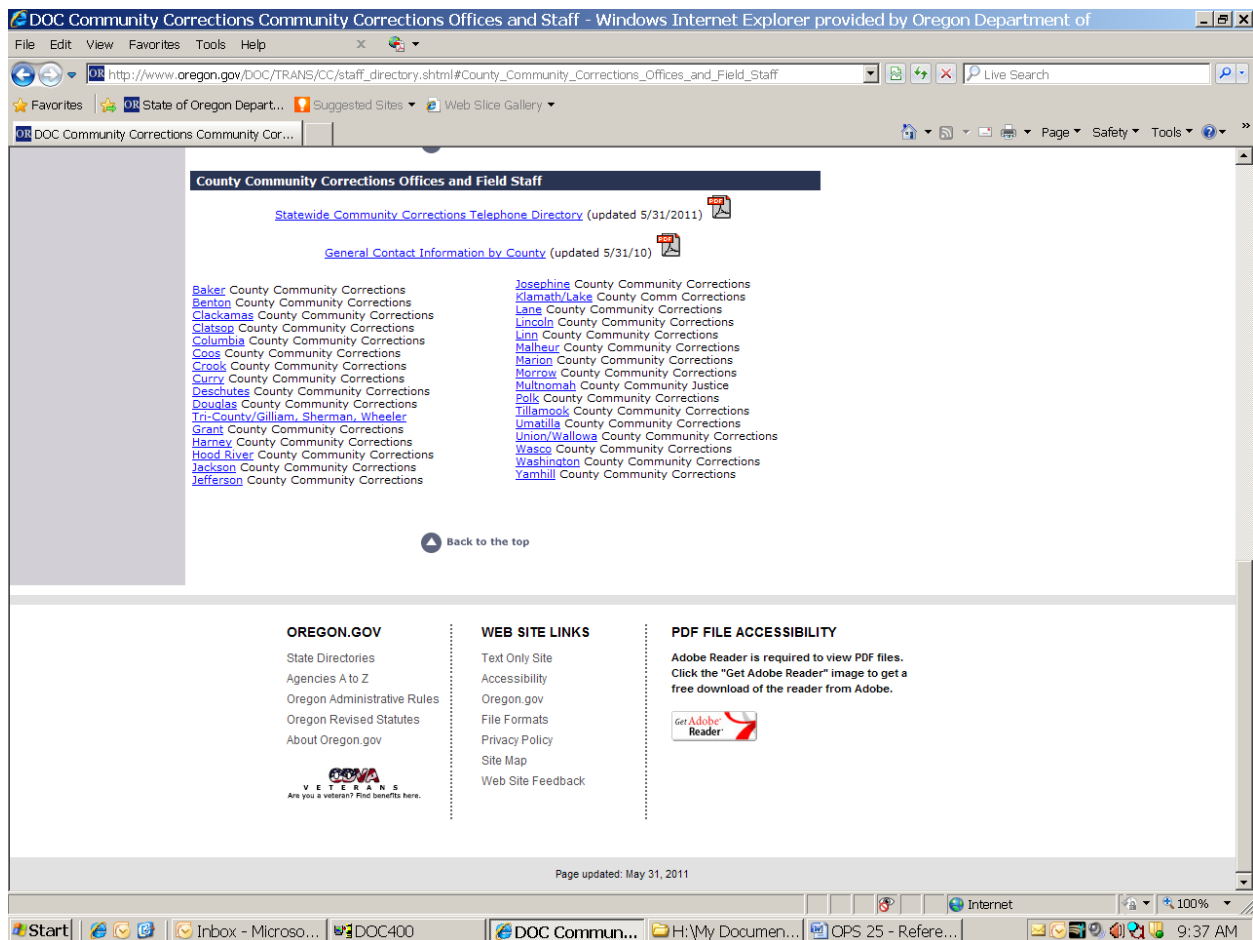


You made it.

Here is the Statewide Community Corrections Directory and the General Contact Information Pages.

To get to the General Information pages

<http://www.oregon.gov/doc/CC/docs/pdf/General%20Information%20Pages%2005-05-17.pdf>



25.3 POLYGRAPH MODULE INSTRUCTIONS

The new Polygraph Module is available from within your Work With Offenders Summary screen as option #33.

CMS203I	Corrections Information Systems (TEST)	9:53:32
MCCARTHY	Work with Offenders Summary	11/17/11

Caseload number . . . 6519 EVENSON,LARRY
Position to . . .

Enter option...

23=E-Mail DOCSUM WP	24=E-mail DOCSUM	30=Static 99	32=ODARA
26=Revenue report	25=Audit report	31=Stable/Acute	33=Polygraph

Opt	Offender Name	SID#	Expir Date	Cls	Reass Due	Status	P/S	DNA
TEST,	OFFENDER 1	1234567	4/11/2012	MED	11/16/2011	PR	P	
TEST,	OFFENDER LEROY	1234567	12/14/2012	MED	2/10/2012	PR	P	
TEST,	OFFENDER DALE	1234567	2/23/2013	MED	3/02/2012	PR	P	
TEST,	SUSAN LOUISE	1234567	4/05/2012	HI	4/04/2012	PR	P	
TEST,	KENNETH WILLIAM Jr	1234567	8/21/2012	LOW	10/21/2011	LC	P	

Bottom

F3=Exit	F4=Prompt	F5=Refresh	F6=Add offender	F10=Print	F11=Menu bar
F12=Cancel	F13=Repeat	F17=Subset	F19=Summary	F23=More options	

Or you can get to it from your Edit Offender Data screen by using the menu bar, F11-4-W, W/W Offender Polygraphs.

4	Active_Jobs	WS_Options	Process_Step	Info_Windows	Cis_Web_Serve
---	-------------	------------	--------------	--------------	---------------

6519	EVENSON,	:	Information Windows	:	
SID#:	1234567	TEST, Offender	:	S Scars, Marks and Tattoos	:
Status:	Probation	MED	:	P : R Relationships - by Inmate	:
788	FAIRFIELD AVE		:	L : B Other Numbers	:
EUGENE,	OR 97402		:	L : Y W/W Offender Designators	:
HmPh:	541)689-1584	WrkPh: 541)914-4122	:	L : O W/W Caseload Hist &Chg Primary	:
JAIL	UNAS		:	L : H W/W Structured Sanctions	:
ASSIGNED TO TREATMENT			:	E : W W/W Offender Polygraphs	:
			:	N : A W/W Offender Risk Assessments	:
DNA Collection not Required		TCU Scor	:	J W/W Offender Stable/Acute	:
Date	Time	Place	:	Person	:
11/17/2011	O	X	:	Z W/W STATIC-99 Assessment	:
			:	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
F10=Print Log	F12=Cancel	F13=Repeat	F11=Menu bar

The Polygraph Module will chrono when <Enter> is pressed:

CMS208I	Corrections Information Systems (TEST)		10:18:19
MCCARTHY	Offender Chrono History		11/17/11
6519 EVENSON,LARRY			
Offender	1234567	Test, Offender M	Page Roll
Control	Find	ACRS Score..:	
11/17/2011 Office No Contact			
POLYGRAPH record added: Test date: 11/17/2011 Type: FD Result: DECP			
this is a test.			
COMM MCCARTHY			11/17/2011
Bottom			
F4=Prompt	F5=Refresh	F10=Print	F11=Menu bar
F12=Cancel	F13=Roll change	F14=Find options	F16=Find
F20=Modify	F21=Append	F22=Delete	

25.4 MISC. REFERENCE MATERIALS

HOW TO USE THE TUTORIALS

From your Main Menu, on the 'selection' line type MENUCCTRAIN, press enter. This will take you to the Computer Based Tutorial Main Menu screen.

At this screen, on the 'selection' line, type the number of the desired tutorial you want to view, press enter. This will take you to the beginning of the desired tutorial.

From here you can read the storyline of the tutorial by using the page down key until you come to the end. At the end you will press enter to continue so you can view the tutorial. The playback of the tutorial can be controlled using the following keys:

F3=Stop F5=Play F6=Pause F7=Rewind

F8=Fast Forward F10=Display This Page Enter=To Go To Next Page

If you use the F3=Stop key you will get a message asking if you would like to place a bookmark before exiting. Placing a bookmark will allow you to return to the tutorial and start in the same exact spot that you left off so you don't have to view something you already viewed.

If you don't want to place a bookmark, type 'N' on the desired line, press enter. This will take you back to the computer based tutorial main menu screen. You can either select another tutorial to view or you can press F12 to exit back to your Main Menu.

NOTE: If you use the F7=Rewind to go back a screen or two, you will need to F6 to Pause or F3 to Stop the rewind function at the desired screen. Then you will need to press F5=Play to start the tutorial moving again.

25.5 Sexually violent dangerous offenders

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

A B C D E F G H I J K L M N O P Q R S T U V W

26.1 GLOSSARY

A

A&D: Alcohol and Drug Treatment.

AA: Alcoholics Anonymous.

ABSCOND: Offender left without permission of supervising officer; whereabouts unknown.

ACRS: Automated Criminal Risk Score.

ACTION PLAN: A plan (directive) the supervising officer expects offender to accomplish; a legal document that can be used in Court; offender is given a copy; a copy goes in the file. Also called a Change Contract.

ACTIVE SUPERVISION REVIEW DATE: A review date based on crime severity, good days, and guideline category. Applies to sentencing guidelines cases under the supervision of the Board of Parole & Post Prison Supervision.

AD SEG: Administrative Segregation.

ADA: Americans Disability Act.

ADDENDUM: Additional information submitted to the Court on a report that was submitted earlier.

ADJUDICATION: A judicial decision or sentence.

AFAMIS: Accounting Financial Automated Management Information System. A program in AS/400 for ordering equipment and supplies for state offices.

AFFIDAVIT: A notarized document submitted to the Court with a Revocation Recommendation or Special Report of Violation that affirms the information in the report is true.

AIP: Alternative Incarceration Program.

AKA: Also known as; not true name.

AM: Administrative Message. A miscellaneous message being sent via LEDS.

AMENDED SENTENCE ORDER: A Court order that changes the original sentence order. Can also add or delete former conditions of the original sentence order.

ANTABUSE: A chemical/medication that makes a person ill if they consume alcohol.

ARRAIGN: Arraignment of a defendant consists of calling upon him by name, and reading to him the indictment, and demanding of him whether he be guilty or not guilty, and entering his plea.

ARRAIGNMENT: First appearance in Court, time defendant is formally charged with offense.

ARREST WARRANT: 1) A document granting authority to any agency authorized to arrest, detain, and hold a DOC escapee or Board of Parole and Post-Prison Supervision absconder in custody until arrangements can be made to return individual to the custody of the DOC. 2) A written Court Order issued and signed by the Court commanding a peace officer or other specified person to arrest an individual who is accused of an offense, or who has absconded supervision while on probation.

AS/400: (Application Systems/400) An IBM Mini-Computer that allows many users to access the computer at the same time from a terminal or PC. Also referred to as: ISIS, DOC/400, CIS.

AUTO REVOKE: An administrative process that occurs when a defendant violates parole/post-prison supervision as a result of a conviction of a new crime and the court orders a prison term.

B

BAF: Board Action Form (issued by Board of Parole and Post-Prison Supervision and/or Local Supervisory Authority).

BALLOT MEASURE 10 CASES: Crimes committed after December 4, 1986 but before November 1, 1989. Parolees cannot be discharged until they have served three years inactive supervision after serving the Board ordered formal supervision period. (See [“INACTIVE PAROLE”](#).) (Also refer to the section in the manual that discusses Ballot Measure 10 cases.)

BCT: Behavioral Cognitive Therapy.

BENCH PROBATION: Probation to the Court, not formal probation.

BENCH WARRANT: A warrant issued by the Court for a person's arrest.

BLOCK NUMBERS: A temporary 8-digit ID number assigned by AS/400 when a new offender is admitted and they have not been assigned a State Identification Number (SID). You cannot enter an EPR until you have a SID number.

BPPPS: Board of Parole & Post-Prison Supervision, (Also known as 'The Board').

BREATHALYZER: A test of breath for alcohol consumption. Breathalyzer uses a glass ampule for testing with a calibrated dial; the digital type test is an intoxilyzer.

C

CAR: Compact Action Request.

CASELOAD: A county's or parole/probation officer's caseload consists of the offenders under supervision who are felony or misdemeanor offenders; can be probationers, parolees, post-prison, or interstate compact offenders, or a combination.

CASE PLAN: Goals set by supervising officer and the offender to establish long-range planning, signed by offender and supervising officer; copy to offender and copy to file.

CC: An abbreviation used for concurrent sentences and/or community corrections.

CCCF: Coffee Creek Correctional Facility.

CCH: Computerized Criminal History; offender records obtained from LEDS, NCIC, and FBI.

CENTRAL RECORDS: Part of OISC (Offender Information and Sentence Computation). Depository for the Official File Material on all felony offenders. Responsible for records archiving, sealing, and expunging of records. The purpose of Central Records is to maintain, in accordance to statutes and administrative rules, the official file documents pertaining to offenders committed to the supervision of the DOC, individuals and agencies in the use of records for research and evaluation.

CHRONOS: Electronic chronology of supervision of offender. These are traditionally kept in section 3 of files. A User ID Stamp with date, time, and user level is automatically generated. Handwritten versions may be found in old files.

CI: Confidential Informant.

CIS: Corrections Information System. Computer System with information about offenders in prison and on probation, parole, and post-prison supervision.
(See "AS/400".)

CJIS: Criminal Justice Information Services.

CLASSIFICATION: The process of evaluating the supervision level needed for each offender being supervised in the field.

CLOSED CASE: A case that is closed to all supervision, regardless of reason. This does not include abscond (case is suspended, in limbo), or transfer cases (supervision changed to another location).

CLOSING SUMMARY AND NOTIFICATION OF SUMMARY REPORT: Form used when file is permanently closed to Discharge status and official file material is sent to Central Records.

CLOSING SUMMARY REPORT: A report to the Court, Parole Board, or Interstate Compact requesting closure of case.

CMI: Case Management for Institution.

CMIS: Corrections Management Information System.

CO: Correctional Officer.

COGNITIVE SKILLS: Skills used to identify irrational and inappropriate thoughts in order to pursue rational thinking and appropriate behavior.

COLLATERAL CONTACT: Contact with anyone other than the offender who can provide information relevant to the supervision of the case.

COMMUNITY CORRECTIONS (CC): System of supervision for people living in the community who are on probation, parole, or post-prison supervision. By using classification tools, treatment and support programs, community corrections professionals help preserve public safety while helping offenders make the transition to useful citizenship.

COMMUNITY SERVICE: Programs to which offenders may be court-ordered or sanctioned by a PO to be assigned to work for government or private non-profit agencies.

COMMUNITY SERVICE WORK: Hours of work to be performed in the community as part of sentence. Can be in lieu of fine, attorney fees, or victim's assessment (not restitution) imposed by the Court, if ordered as such.

COMMUNITY SUPERVISION: Supervision provided by community corrections agencies for offenders on probation, parole or post-prison supervision.

COMMUNITY WORK CREWS: Crews composed of offenders working in a group to provide community service. Crews typically clear trails, maintain parks, paint buildings,

collect litter or perform other types of manual labor. May be ordered as a condition of probation and/or used as a structured sanction imposed by a PO.

COMPACT: (Also called Interstate Compact) This unit is responsible for all Oregon offenders being supervised in other states and other state's offenders being supervised in Oregon.

COMPENSATORY DAMAGES: A sum of money awarded by a court to indemnify a person for the particular loss, detriment, or injury suffered as a result of the unlawful conduct of another.

CONCURRENT SENTENCE: A sentence running for same period of time as another sentence. Can be same or different docket number.

CONDITIONAL DISCHARGE: A form of deferred adjudication in which the sentence is served with probationary conditions attached, under which the full penalty may be reinstated upon a violation of the terms of probation during the stated probationary period.

CONDITIONAL RELEASE: A defendant is granted release subject to performance of certain conditions required by the Court.

CONDITIONS OF PAROLE/POST-PRISON SUPERVISION: Conditions that a supervised offender must abide by that have been set forth by the Board of Parole or Local Supervisory Authority. A Parole/Post-Prison Supervision order may contain special as well as general conditions.

CONDITIONS OF PROBATION: Conditions set forth by the Court that probationers must abide by. Conditions of Probation (sometimes called Conditions of Supervision) generally include Special as well as General Conditions.

CONTROLLED SUBSTANCES: Drugs or narcotics that are controlled by the Federal Government. These are listed as Schedule I, II, III, IV, or V controlled substances.

CONSECUTIVE SENTENCE: Sentence that runs after completion of another sentence. Court order must state consecutive.

CORRECTIONAL FACILITY: 1) A place used for confinement of person charged with and convicted of a felony crime (an institution) 2) A place used for Court-ordered confinement of a person convicted of a felony or misdemeanor a county jail.

COUNTS: The separate alleged crimes, known as "counts", relating to a single docket number. (Ex. Docket: 10C12345/01 POS Meth, 10C12345/02 Delivery Meth, etc)

COURTESY SUPERVISION: Supervision of an offender as a courtesy to another county, but not having actual legal authority to supervise the offender. Generally done

when offender is temporarily residing in another county and will be returning or when offender's case is soon to expire.

COURT ORDER: A legal document ordered by the Judge. Most common are sentence orders that sentence an offender for a crime of which he/she has been convicted. An Order may modify or change the original order, or order a Presentence Investigation.

COURT PROBATION: See "BENCH PROBATION".

COURTS: Various Courts in the State of Oregon are as follows:

CIRCUIT COURT: Circuit Courts are state trial courts of general jurisdiction which sentence both felony and misdemeanor crimes, and in civil cases over \$10,000, in both adult and juvenile cases. They have adoption and juvenile jurisdiction in all counties except Cook, Gilliam, Harney, Jefferson, Morrow, Sherman, and Wheeler, where the county court exercises juvenile jurisdiction except for Termination of parental rights proceedings, over which the circuit court has exclusive jurisdiction. The circuit court also exercises jurisdiction in probate, guardianship and conservatorship cases in most counties. Judges are elected for six-year terms.

COURT OF APPEALS: The Court of Appeals is a court made up of 10 Judges. It has jurisdiction over civil and criminal appeal cases (except death penalty cases), appeals from the Tax Court, and for review of most state administrative agency actions.

DISTRICT COURT: District Courts are trial courts with jurisdiction over civil cases limited to \$10,000, and to misdemeanor criminal cases, including traffic offenses, where conviction is punishable by a fine of up to \$3,000, imprisonment of one year or less, or both. District Courts may conduct preliminary hearings in felony matters, but may not try cases involving title to real property. District Courts have small claims departments, which have jurisdiction over the recovery of money or damages where the amount claimed does not exceed \$2,500. District Court Judges are elected for six-year terms.

JUSTICE COURT: The Justice Court has civil jurisdiction where the amount does not exceed \$2,500, except in actions involving title to real property, false imprisonment, libel, slander, malicious prosecution, criminal conversation, seduction or upon a promise to marry. Justice Courts have small claims department where actions for recovery do not exceed \$1,500. Justice Court has criminal jurisdiction in all misdemeanor crimes punishable by imprisonment for no more than one year. They also have jurisdiction over traffic and other violations. Justice Court is held by a justice of the peace within the district for which he/she is elected.

MUNICIPAL COURT: Municipal Courts have jurisdiction over violations of city ordinances and criminal cases occurring within the city limits or on city owned or controlled property. The types of cases are criminal misdemeanors, criminal traffic crimes where maximum penalty does not exceed a \$2,500 fine or one year in jail, or both; other minor traffic infractions; certain minor liquor and drug violations; parking violations; and municipal code violations such as animal and fire violations. Municipal Judges can perform weddings within their jurisdictions. Municipal courts are controlled by State statute and similar in procedure to District Courts, particularly to the introduction of evidence and the conduct of jury trials. Some cases can be removed on motion to District Court. Appeals from Municipal Court are to District Court. Judges are appointed by City Council; although in some counties they are elected.

OREGON SUPREME COURT: Composed of seven elected Judges who serve six-year terms who must be U.S. citizens and members of the Oregon Bar Association, and must have resided in Oregon for at least three years. It is primarily a Court of review; that is, reviews the decisions of the Court of Appeals in selected cases. It also decides which cases to review, selecting those with significant legal issues which call for interpretation of the laws which affect many citizens. The Court may affirm, reverse, or modify a decision of the Court of Appeals. This Court also has responsibility for admitting attorneys to practice in Oregon, and for the discipline of attorneys or Judges. The Chief Justice of the Oregon Supreme Court is elected from among the seven elected Judges. The Chief Justice Judge also assigns Judges to serve temporarily in Circuit Court when necessary.

TAX COURT: Has exclusive jurisdiction over all questions of law or fact under the state laws regarding income, inheritance, real property, personal property, timber taxes, cigarette taxes and local budget law. The Court has two divisions 1) Regular 2) Small claims. All trials are before a Judge, no jury. Appeal from this court is directly to the Oregon Supreme Court. In small claims, the courts decision is final. The Judge is elected to a six-year term.

CRCI: Columbia River Correctional Institution.

CRIMINAL CODE: The portion of the Oregon Revised Statutes that pertains to crimes and punishment.

CRIMINAL JUSTICE SYSTEM: System by which society identifies, accuses, convicts, and punishes offenders who have broken rules of society as expressed by the law.

CRIME SEVERITY: Value given to a specific crime category based on severity of offense.

CS: An abbreviation used for community service and/or consecutive sentences.

CTP: Correctional Treatment Program.

CTS: Credit for time served during incarceration.

CUSTODY: The detainer of a man's person by virtue of lawful process or authority.

CUSTODY UNITS: A sanction that is used by the Court or supervising agency. Oregon law states a jail sentence is an alternative to a probation violation or post-prison violation or in part, determined when the offender is convicted. A two-dimensional grid system uses the seriousness of a crime and the criminal history of the offender at the time of sentencing. Following conviction, the Court can reserve custody units that can be used during period of probation. Each unit equals one day of jail or confinement in a release program. Sixteen hours of community service equals one custody unit.

D

DANGEROUS OFFENDER: This is a classification to require an extended period of incarceration to protect the public. It is determined by a sentencing judge following a psychological examination that shows a severe personality disorder suggesting a tendency toward crimes that seriously endanger others. Subject to a 30-year indeterminate sentence, the dangerous offender must serve up to twice the presumptive guidelines sentence before becoming eligible for release to post-prison supervision.

DAY REPORTING: Requires an offender to report to a central location every day. There, he/she files a written daily schedule showing how each hour of the day will be spent – at work, in treatment, in school, etc. A case manager spot checks to see whether the offender is where they are supposed to be. The offender must obey a curfew, perform community service, and submit to random drug testing. Day reporting is often program-intensive, offering such services as alcohol and drug group therapy, employment readiness, and job training.

DEPARTURE: There are two kinds of departures in Sentencing Guidelines; dispositional and durational. Both departures can be the result of aggravating and/or mitigating factors triggered by the criminal history or crime severity. The dispositional departure means the sentence imposed was probation or prison when the presumptive sentence was contrary. The durational departure means the sentence imposed was inconsistent with the presumptive sentence as to the term imposed, either the time of incarceration, the term of post-prison supervision, the length of probation or the number of custody units ordered.

DEPORTATION: Process of removal of a Non-US citizen and is under the control of the Department of Immigration & Naturalization Services (INS).

DETAINER: A document that is presented to the jail giving them authority to hold someone in custody. These can be placed by parole and probation officers or the Parole Board to authorize detention to the jail. A legal request from a jurisdiction that a person be held in custody until transfer to another jurisdiction for criminal proceedings.

DHS: Department of Human Services.

DISCHARGE OF PAROLE: When an offender is released from the institution, he/she is put on parole for a specific period of time. At the end of the required time, he/she is discharged from parole.

DISMISSAL WITH PREJUDICE: Adjudication and final disposition barring the right to bring or maintain an action on the same claim or cause.

DISMISSAL WITHOUT PREJUDICE: Dismissal of a complaint without prejudice to the right of the plaintiff to sue again on the same cause of action. The effect of the words without prejudice is to prevent the decree of dismissal from operating as a bar to subsequent suit.

DISMISSAL: An order disposing of an action, suit, etc. without trial.

DISPOSITION: Determination of a charge.

DISTRICT ATTORNEY: (Also known as “DA”) The prosecuting attorney for the State or Federal Government in a specified district. The public officer who is appointed to conduct the criminal prosecution (on behalf of the state) within each county.

DIVERSON: Diversion refers to diverting a defendant out of the criminal justice system by having them complete a diversion program rather than be incarcerated or serve another alternative sentence. Criminal charges are typically dropped when a defendant successfully completes a diversion program. The defendant therefore avoids the stigma of a criminal conviction.

DOC- Department of Corrections: A department in state government that is responsible for the supervision of inmates, parolees, probationers, and Interstate Compact offenders. All penitentiaries in Oregon are under the Department of Corrections. The Director of the Department of Corrections reports directly to the Governor. He/she is responsible for all of Corrections, Community Corrections and all the institutions. The Assistant Director of the Community Corrections Branch reports to the Director. He/she is responsible for all of Community Corrections.

DOC/400: [See “AS/400”](#).

DOC: Department of Corrections.

DOCKET NUMBER: A number that is assigned by the Court when a person has allegedly committed a crime. This identifying number is assigned as soon as one is charged with a crime. The number is found on arraignment and sentence orders (all Court documents pertaining to specific crime(s)).

DOCKET: A formal record of judicial proceedings.

DOJ: Department of Justice.

DPSST: Department of Public Safety Standards and Training.

DRCI: Deer Ridge Correctional Institution.

DUI: (Driving Under the Influence of Intoxicants) Driving a vehicle while impaired by the influence of alcohol, illegal drugs, prescription drugs, or some combination of the above.

DV: Domestic Violence.

E

EARLY TERMINATION REPORT: A report to the Court that requests an early termination from active supervision on an offender. This report is requested when an offender has met all terms and conditions of probation, and at least half of probation period is complete.

EARNED TIME: Allows a prison term to be reduced, depending on an inmate's behavior and participation in programs. Only inmates sentenced under sentencing guidelines are eligible for earned time.

EBP: Evidence Based Practices.

E-COURT: Oregon eCourt Case Information (This program will eventually replace OJIN statewide).

ELECTRONIC MONITORING: Requires the offender to spend most of his time at home and work with a small transmitter attached to his ankle. A very specific schedule is required, and a computer notifies the corrections office by phone whenever the offender leaves or enters his home.

EOCI: Eastern Oregon Correctional Institution.

EPR: Entry parole/probation record. A record of the Law Enforcement Data System (LEDS) which identifies an offender who is in the community on parole, probation, post-prison, or interstate compact supervision. Information in the LEDS records on our

offenders also lists name and telephone number of the supervising parole/probation officer. The EPR record allows police agencies to know who to contact when making contact with one of the offenders.

ESCAPE: Unauthorized departure of a person from a correctional facility or alternative custody.

EXECUTION SUSPENDED, PROBATION: Suspending Court's judgment and ordering probation. If probation is not satisfactorily completed, the Court can impose, or execute the judgment.

EXPIRATION: When the Court ordered or parole ordered period of time has expired for an offender on supervision.

EXPUNGE: The act of physically removing information including criminal records, in files, computers and other depositories.

EXPUNGMENT OF RECORD: Destroy all records in the office, as if they never existed; requires a Court Order. Central Records also expunges their records so a Court Order must be sent to them.

EXTRADITION: The surrender of a person by one authority to another. The surrender by one state to another of an individual accused or convicted of an offense outside its own territory and within the territorial jurisdiction of the other, which, being competent to try and punish him, demands the surrender.

F

FACESHEET: A document initiated by the institution that gives personal and offense data on an offender in the institution.

FAUG: Field Automated Users Group.

FCD: Felony Conditional Discharge.

FEDERAL PRISON: An institution run by the Federal Government that houses offenders sentenced to prison in Federal Court.

FELONY: A crime punishable by a prison sentence of longer than one year. A felon is someone who has been convicted of a felony. A serious crime; one declared a felony by statute because of the punishment imposed. Generally, a crime of a more serious nature than those designated as misdemeanors. Usually an offense punishable by imprisonment in a penitentiary for a year or more, rather than for a few months in a county or city jail as in the case of misdemeanors.

FIDUCIARY: A trustee; one who has the duty to act primarily for the benefit of another with respect to the subject matter of a trust.

FIELD: A term used when parole/probation officers are making offender contacts outside the office.

FINES: An amount of money that the Court imposes at sentencing, listed in the sentence order. The sum of money paid as part of a penalty of conviction for a particular offense.

FINGERPRINT CARD: A card used to record data and fingerprints so a SID# can be assigned by the Oregon State Police ID Bureau. Applicant cards are used for employee purposes.

FMP: Felony treated as misdemeanor probation at time of sentencing.

FPA: Felony Parole.

FPAC: Felony Parole case being supervised in Oregon through Interstate Compact agreement from another state.

FPO: Felony Post-Prison Supervision.

FPR: Felony Probation.

FPRC: Felony Probation case being supervised in Oregon through Interstate Compact agreement from another state.

FSN: Fee System Network.

FTEP: Field Training and Evaluation Program.

FTO: Field Training Officer.

FVSN: Family Violence Support Network.

G

GHOST: A Department of Corrections inmate who is serving his Oregon sentence and a sentence from another jurisdiction in another county, state or federal prison.

GOOD TIME CREDIT: A reduction in sentence given under the pre-1989 matrix system for good behavior (one-third off) and participation in work programs (meritorious good time).

H

HEARINGS OFFICER: A person designated to administer for purpose of hearing evidence, sometimes making dispositional recommendations.

HISTORY RISK SCORE: Numerical score compiled based upon prior criminal history.

HIT: Word used when a direct contact is made on an offender (EPR system). After an offender has been entered into EPR on LEDS, anyone running an inquiry on LEDS will generate a hit or near hit (Soundex) from the LEDS terminal in that particular office.
(Also see "NEAR HIT".)

HX: History.

I

ICE: Immigration and Customs Enforcement.

ICOTS: Interstate Compact Offender Tracking System.

IN LIEU OF: Instead of; in place of; in substitution of.

INACTIVE PAROLE CASES: Ballot Measure 10 cases; after serving three years on supervision, parolees are placed on inactive parole supervision status until their maximum expiration date. These cases are put on inactive parole supervision status until their maximum expiration date. These cases are put on inactive if they have complied with all conditions of parole, but can be put back on active status if they violate. Use outcount code UNSU.

INACTIVE BOARD POST PRISON SUPERVISION: (1) The minimum periods of active parole and post-prison supervision shall be:

- (a) Six (6) months for offenders whose crimes were committed on or after November 1, 1989, and whose crimes fall within sentencing guidelines crime categories 1, 2 and 3;
- (b) Twelve (12) months for offenders whose crimes were committed on or after November 1, 1989, and whose crimes fall within sentencing guidelines crime categories 4, 5, 6, 7, 8, 9 and 10;
- (c) For offenders whose crimes were committed after December 4, 1986, but prior to November 1, 1989, the period of active supervision shall be set by determining the equivalent sentencing guidelines crime category and applying sub-section (a) and (b) above, subject to the exceptions in section (2) below;
- (d) For offenders whose crimes were committed prior to December 4, 1986, the Releasing Authority shall apply the rules in effect at the time the crime was committed.

(2) The following minimum periods of active parole and post-prison supervision are exceptions to section (1) of this rule:

(a) Three (3) years for offenders sentenced as dangerous offenders under ORS [161.725](#) to [161.737](#);

(b) Three (3) years for offenders sentenced for murder under [ORS 163.115](#);

(c) Three (3) years for offenders sentenced for aggravated murder under [ORS 163.105](#);

(d) Offenders sentenced for Rape I, Sodomy I, Sexual Penetration I, Sexual Penetration 2, Sex Abuse 2, and Attempts of these which occurred on or after September 29, 1991, shall serve active supervision to the expiration of the indeterminate sentence;

(e) Offenders sentenced for Sex Abuse I or Attempted Sex Abuse I for crimes occurring on or after November 4, 1993, shall serve active supervision to the expiration of the indeterminate sentence;

(f) Offenders sentenced for Sodomy II or Rape II for crimes occurring on or after October 23, 1999, shall serve active supervision to the expiration of the indeterminate sentence.

(g) Offenders sentenced for Sex Abuse I or Attempted Sex Abuse I, for crimes which occurred on or after November 1, 1989, and prior to November 4, 1993, will serve active supervision in accordance with the period of post-prison supervision set by the sentencing court and the sentencing guidelines grid;

(h) Offenders sentenced for Rape I, Sodomy I, Sexual Penetration I, Sexual Penetration 2, or Sexual Abuse I, which occurred on or after December 4, 1986, and prior to November 1, 1989, shall serve a minimum of 36 months active supervision or to expiration of the sentence which ever comes first;

(i) Offenders sentenced for Robbery in the First Degree under [ORS 164.415](#) which occurred on or after June 30, 1995, shall serve a minimum period of 36 months active supervision; and

(j) Offenders sentenced for Arson in the First Degree under [ORS 164.325](#) which occurred on or after June 30, 1995, shall serve minimum period of 36 months active supervision; and

(k) Offenders sentenced as sexually violent dangerous offenders pursuant to Chapter 163 (1999 OR Laws) for crimes committed on or after October 23, 1999, shall serve active supervision for life.

(3) Upon completion of the specified period of active parole or post-prison supervision, the supervisory authority shall place the offender on inactive supervision status subject to the exceptions in [OAR 255-094-0010](#), and notify the Releasing Authority of the status change.

(4) Upon revocation of supervision and rerelease to the community, the period of active supervision shall be as provided in [OAR 255-094-0001\(1\) & \(2\)](#) provided that the period of active supervision does not exceed the sentence expiration date.

(5) After a rereleased offender has completed the minimum active supervision period as provided in [OAR 255-094-0001\(1\)\(2\)](#) and has substantially fulfilled the conditions of supervision, the supervising officer may place the offender on inactive supervision.

(6) Inmate/offenders found to be sexually violent dangerous offenders pursuant to [OAR 255-060-0008\(6\)](#) shall be subject to intensive supervision for the full period of parole or post-prison supervision as defined in [OAR 255-005](#). Use outcount code UNSU.

INACTIVE LOCAL CONTROL (LC) POST-PRISON SUPERVISION: Effective August 2009, pursuant to [HB 3508](#), Section 23, subsection (1) All persons sentenced to the legal and physical custody of the local supervisory authority under [ORS 137.124](#) shall serve active periods of post-prison supervision as follows:

(a) Six months of active post-prison supervision for crimes in crime categories 1 to 3; and

(b) Twelve months of active post-prison supervision for crimes in crime categories 4 to 10.

(2) Except as authorized in subsections (3) and (4) of Section 23 [HB 3508](#), when an offender has served the active period of post-prison supervision established under subsection (1) of this section, the supervisory authority shall place the offender on inactive supervision status.

(3) No sooner than 30 days prior to the expiration of an offender's active post-prison supervision period, the PPO may send a report to the LSA requesting they extend the active post-prison supervision period or to return the offender to active supervision status, not to exceed the supervision term imposed by the sentencing court. This would be done if the offender had not substantially fulfilled the supervision conditions. Use outcount code UNSU.

INACTIVE PROBATION CASES: Effective 02/24/2010, Division 206 (Administrative Rule) established a process whereby an offender convicted of a felony and sentenced to probation is eligible for a reduction in the period of active supervision for compliance with the conditions of probation and any applicable supervision plan as defined in the rule and in accordance with Oregon Laws 2009, chapter 660 (HB 3508). Refer to [OAR 291-206-0010 thru 291-206-0030](#).

Upon completion of the minimum period of active supervision as authorized in [OAR 291-206-0015](#), the supervising officer or designee shall review the offender's file and determine if the offender is in compliance, as defined in these rules. Use outcount code INPR.

SPECIAL NOTE: Under [HB 3508](#), language specifically regarding Inactive Probation was allowed to sunset on July 1, 2011. However, those offenders sentenced prior to July 1, 2011 are still eligible for Inactive Probation per the provisions of [HB 3508](#) at that time.

INACTIVE SUPERVISION: Offender on parole, PPS and/or probation and serving time in an out-of-state facility. Use outcount code INAC

INCARCERATED: When a person is lodged in the county jail or an institution; in custody.

INCARCERATION: Describes people confined to jail or prison. Imprisonment; confinement in a jail or penitentiary.

INCIDENT REPORT: These documented statistics are used by DOC in several different ways, including safety and security issues. Reports are generated when an arrest is made, a dog bite occurs, a threat to the community or supervising officer, and things of this nature. These are used for statistical purposes for the Legislature.

INDETERMINATE SENTENCING: A sentence wherein the court stipulates only a maximum term of imprisonment with the actual time served determined later by the Board of Parole and Post-Prison Supervision. The court may impose such sentences only for crimes committed before November 1989 and may not exceed the maximum term specified in the law.

INDEX CRIMES: The significant crimes selected by the FBI as indicative of the overall crime rate. They include such violent crimes as homicide, aggravated assault, rape and robbery and such property crimes as burglary, larceny and motor vehicle theft. In 1979, Congress mandated that arson be listed as a property index crime.

INS CASE: An immigration case that is under control and jurisdiction of the Department of Immigration and Naturalization Services (INS). ([See "DEPORTATION".](#))

INS: Immigration & Naturalization Services.

INTAKE FORM: A form used by many offices, varies from office to office, and starts the file. Consists of offender name, DOB, other identifying information, crime information, conditions, residence, employment, etc.

INTAKE: The process of informing the offender of the conditions of his/her supervision, discussing expectations of the offender regarding supervision (reporting, payments, etc.)

INTENSIVE SUPERVISION: Also called Special Supervision; the probation/parole officer may see an offender up to five times per week and impose a curfew, check on employment status, require drug testing and/or make unannounced home visits.

INTERSTATE COMPACT: The unit responsible for all Oregon offenders being supervised in other states, and other states' offenders being supervised in Oregon. (See "COMPACT".)

IRT: (Inter-Regional Transfer) Process by which one county transfers an offender's supervision to another county, usually because the offender resides in the other county.

IRTR: Inter-Regional Transfer Response.

ISIS: Integrated Supervision Information System. See "AS/400".

ISSD: Information Systems & Services Division (Now known as Information Technology System (ITS).

ITS: Information Technology Systems.

J

JAIL: Facility that confines persons accused of crimes and awaiting trial or persons convicted of a crime.

JAIL TIME: Credit allowed on sentence for time spent in jail awaiting trial, mandate, or appeal.

JUDGMENT: The official decision of a court upon the respective rights and claims of the parties to an action.

K

KARDEX: A document available in DOC 400 for each offender that lists offender name, DOB, SSN, SMT, height, weight, crime(s), sentence date(s), expiration date(s), SID number, coded special conditions and contact address and phone number.

KYTE: Inmate Communication.

L

LEDS: Law Enforcement Data System. A system which provides telecommunication and information services to all law enforcement and criminal justice agencies through the use of modern communications and information system technology network. The Department of Corrections enters supervised offenders in EPR records in this system. Corrections also use LEDS to obtain FBI and NCIC records.

LEML: Law Enforcement Medical Liability. An assessment paid when a fine or forfeiture of bail is ordered.

LIFE WITHOUT PAROLE: Sentence imposed in certain aggravated cases where the offender is not sentenced to death. Such a sentence provides no mechanism, whether through executive clemency or otherwise, for making the offender eligible for any kind of release program. Offenders so sentenced remain in prison until death.

LOCAL CONTROL (SB1145): After 01/01/1997, all offenders convicted of a felony and sentenced to a prison term of twelve months or less are Local Control (SB 1145) offenders. This includes all revoked from post prison supervision, since they can be revocation sanctioned to no more than 180 days, all parole revocations of 12 months or less, all revoked probationers whose original presumed sentence was felony probation, and all new-crime felony sentences of 12 months or less. Local Control (LC) offenders are typically lodged in the county jail, but are technically serving a Prison Sentence.

LS-CMI: Level of Service Case Management Inventory.

LSI: Level of Service Inventory.

LTS: Less time served, means the same as CTS (credit for time served). Credit for time served during period of incarceration.

LWOP: Life Without Parole.

M

M11: Measure 11 (sets mandatory minimum sentences).

MATRIX CASES: Cases in which the crime was committed prior to November 1, 1989. Crimes committed after that date are called Guideline Cases.

MCCF: Mill Creek Correctional Facility.

MI: Motivational Interviewing.

MISDEMEANOR: A crime punishable by incarceration in a county jail for a period of not more than one year. A crime less than a felony as dictated by Oregon statutes. Offense lower than a felony and generally punishable by fine or imprisonment in county jail rather than in a penitentiary.

MODIFIED SENTENCE ORDER: A sentence order that changes the original order in some specific condition.

MONIKER: A nickname or street name (Ex. Tiger, Snitch, Boy Wonder).

MONTHLY REPORT: A report submitted each month by the offender to their supervising officer.

MORRISSEY: Legal due process (a hearing) afforded to an alleged parole violator that stems from Supreme Courts decision of Morrissey vs Brewer.

MPA: Misdemeanant Parole case.

MPAC: Misdemeanant Parole Compact case.

MMPI: Minnesota Multiphasic Personality Inventory test.

MPR: Misdemeanant probation case.

MPRC: Misdemeanant Probation Compact case.

MR: Monthly Report.

N

NA: Narcotics Anonymous.

NCIC: National Crime Information Center. A nationwide message switching system created to provide interstate exchange of criminal justice information which is operated by the Federal Bureau of Investigations in Washington, D.C.

NOA: Notice of Arrival.

NOD: Notice of Departure.

NOVA: National Organization for Victim Assistance.

NEAR HIT: A near hit in the EPR system on LEDS is when someone runs an inquiry on LEDS that results in a similar name, or close DOB, but not actually the offender in question. (See also ["SOUNDEX"](#)).

NEEDS ASSESSMENT: A tool used for offender management.

NOTICE OF VIOLATION REPORT: A violation report to the Court when an offender violates their General or Special Conditions of Supervision.

NUNC PRO TUNC: Something done in the present but which should have been done in the past. Court orders are sometimes signed "nunc pro tunc". A phrase applied to

acts allowed to be done after the time when they should be done, with a retroactive effect, i.e. with the same effect as if originally done.

O

OACCD: Oregon Association Community Corrections Directors.

OAM: Oregon Accountability Model.

OAR: Oregon Administrative Rule.

OCIC: Oregon Corrections Intake Center.

OCJA: Oregon Criminal Justice Association.

OCMS: Oregon Case Management System. Replaced by the Public Safety Checklist (PSC) on 09.04.12.

OD: Officer of the Day. Handles other staff member's caseloads when they are not available.

ODARA (Ontario Domestic Assault Risk Assessment): A tool to assess risk in cases where a man has assaulted his female partner and can be used to predict the chances that the man will assault his partner again.

ODL: Oregon Driver's License.

ODOC: Oregon Department of Corrections.

OECl: Oregon eCourt Case Information.

OFFENDER NOTE: In AS/400, a quick place to attach a comment about an offender, much in the same manner that one would place a "Post-It" note on an offender's file.

OFFENDER: A person under the supervision of the Department of Corrections who is on parole, probation, or post-prison supervision.

OFFENSE: The crime a person is charged with is called the offense. A breach of the criminal laws. Infractions, violations, and crimes are all offenses.

OIS WEBSITE: Oregon Corrections Information System.
Available to users with DOC400 access.

OISC: Offender Information and Sentence Calculation. Maintains offender paper records, provides information to the public and responsible for accurate release dates.

OJIN: Oregon Judicial Information Network.

OOS OFFENDER: Out Of State Offender; an offender who was convicted in another state, but lives in Oregon and has been accepted for supervision by Oregon. A reciprocal agreement exists through Interstate Compact.

OOS WEBSITE: Oregon Offender Search.
Limited DOC inmate information available to the public.

OPS: Offender Profile System. An offender information system that integrates information from the Institution and Community Corrections. (See “AS/400”.)

ORDER: Every direction of a magistrate or judge to a person made or entered in writing and not included in a judgment.

OREGON PAROLE MATRIX: (Matrix System) A precursor to sentencing guidelines. It was established in the 1970s and offered greater latitude to judges in sentencing offenders than the current system.

ORI NUMBER: The number assigned by LEDS to identify an agency for access to LEDS.

ORS NUMBER: Oregon Revised Statutes number identifying Oregon laws and criminal codes definition.

ORS: Oregon Revised Statute.

OSCI: Oregon State Correctional Institution.

OSH: Oregon State Hospital.

OSP: Oregon State Penitentiary.

OSPBI: Oregon State Police Bureau of Identification.

OTTO: A program that can alert staff when an action is required. Initially, OTTO will be used in the Community to let staff know when a new risk assessment is required.

OVERRIDE: A term used in the classification system to indicate a change in the initial risk assessment/reassessment. The override can be either up or down, depending on the justification.

OYA: Oregon Youth Authority.

P

PARAPHERNALIA: A term, when used by DOC, describes drug, sex or gang-related evidence found to support allegations of criminal activity.

PAROLE BOARD: A three to five member Board, appointed by the Governor, having the authority to set release dates and impose conditions for offenders on parole and/or post-prison supervision.

PAROLE/PROBATION OFFICER: (Often abbreviated "PO".) Officer who supervises offenders in the community. In some states, these officers receive a caseload that is either strictly parole or strictly probation. In Oregon the common practice is to assign a mixed caseload; hence the generic designation PO which can stand for either parole or probation officer.

PAROLE: Release from a term of imprisonment in an institution.

PAROLEE: An offender released from a term of imprisonment in an institution.

PIO: Public Information Officer.

PLETHYSMOGRAPH: A test administered to men that measures sexual arousal or response to various stimuli. (Court often orders in sex offense cases).

POLYGRAPH: A test given to determine if person is telling the truth.

POST-PRISON SUPERVISION: The part of an offender's sentence which is served under community supervision by the Department of Corrections or a corrections agency designated by the department. A part of a Sentencing Guidelines sentence. A mandated period of supervision following release from an institution.

POST-SENTENCE REPORT: A report prepared by the supervising officer on an offender who has already been convicted and sentenced to probation. Similar to Presentence report except Presentence reports are done after conviction but before sentencing,

PRCF: Powder River Correctional Facility.

PREA: Prison Rape Elimination Act.

PRESENTENCE INVESTIGATION REPORT: A report that is submitted to the Court by a probation officer, before the offender is sentenced on a conviction, giving the Court background information, prior criminal records, substance abuse information/problems, scope of crime(s), and recommendation to help the Judge determine appropriate sentence.

PRESUMPTIVE SENTENCE: A presumptive sentence is the sentence normally imposed within the grid block when there are no departures.

PRISON: A state facility intended for felons, those who have been convicted of crimes punishable by incarceration of more than one year.

PRO TEM JUDGE: A member of the bar who does not regularly preside in a particular Court. i.e. a Circuit Court Judge presiding in District Court or as a fill-in for vacations and/or heavy workload.

PROBABLE CAUSE: Reasonable cause. Having more evidence *for* than *against*. A reasonable ground for belief in the existence of facts warranting the proceedings complained of.

PROBATION FEES: Supervision Fees that are required by State Law and imposed by the Court, for any offender being supervised on parole or probation, including Compact cases being supervised in Oregon. Fees can be waived on an individual basis by the Court or the supervising officer.

PROBATION: When the Court sentences an offender to supervision for a specific period of time they are on probation, this includes bench (informal) probation and formal probation.

PROBATIONER: An offender who is serving a term under informal or formal supervision, living in the community, who is required to comply with terms of all conditions ordered by the Court.

PROGRESS REPORTS: A report sometimes required by a State other than Oregon on a Compact case to show offenders progress while on supervision. Oregon Courts can also request these reports; however, this is seldom done.

PROPERTY CRIME: Crimes involving the theft or destruction of property without the offender confronting the property owner.

PSC: Public Safety Checklist. Replaced OCMS as the risk assessment tool on 09.04.12.

PSI REFERRAL ORDER: An order from the Court requesting a Presentence Investigation.

PSI UPDATE: A shortened version of a PSI which is attached to the original PSI. The updates give only new information since last report and information regarding present crime.

PSI: See [“PRESENTENCE INVESTIGATION REPORT”](#).

PSRB: (Psychiatric Security Review Board) A Board that determines if a mentally ill offender is to be committed to a State hospital, if a mentally ill offender is ready to be released from a State hospital, and other issues of the mentally ill. The PSRB Board also orders the appropriate amount of time the mentally ill offender is to serve on formal supervision.

PTA: Prison Term Analyst ([OISC](#)).

PUBLIC INFORMATION: Menu option in AS/400 that gives information regarding an offender that is a matter of public record and therefore available to the public.

PURGE FILES: To destroy file material after scheduled retention policy.

PV: Parole Violation or Probation Violation.

Q

Quash: Reject or void, especially by legal procedure. “his conviction was quashed on appeal”

When a warrant is “quashed” that means it is removed completely and any reference to it should also be removed because it acts as though the warrant was never issued. Quashed creates a scenario where one does NOT acknowledge the issuance and acts to pretend it was never issued. If an offender has a warrant quashed, there would be no INOP time, no abscond movement, etc., because it’s as though the warrant did not exist.

R

RAP SHEET: Slang for an offender’s record of arrest and convictions. A report of prior criminal records from the FBI, or LEDS/NCIC criminal records systems. Also known as CCH or Criminal Case History rap sheets.

REASSESSMENT: A tool parole/probation officers use to determine the level of supervision required by each offender and the amount of risk an offender is to community.

RECIDIVISM: The behavior of a repeat or habitual criminal. A measurement of the rate at which offenders commit other crimes, either by arrest or conviction baselines, after being release from incarceration.

RECORDS EXPUNGED: All offender records are sealed. All traces of records are removed from the branch office and Central Records. A copy of the Court Order to expunge record must be sent to Central Records.

RECORDS PURGED: [See “PURGE FILES”](#).

RECORDS SEALED: A record that is sealed cannot be used for Court purposes against offenders unless the Court orders the record unsealed. All Sealing and Unsealing must be done by Court order. A copy of the Court order to Seal record must be sent to Central Records.

RELEASE OF INFORMATION FORMS: Offender must sign this form before confidential information regarding medical problems, treatment progress, doctors, schools, and military activities/records is shared with anyone outside the branch office.

RELEASE PLANS: Plans jointly developed by releasing authority and Parole/Probation Officer. They set forth programs and resources available in the community. The plan recommends the conditions necessary for supervision which will protect the community and help the inmate make positive changes. The Board of Parole and Post-Prison and the Local Supervisory Authority has final approval of all release plans.

REMAND: Sending a cause back to the same court out of which it came, for purpose of having some action on it there.

REPEAT OFFENDER: An offender who repeats an offense or habitually breaks the law. (See "RECIDIVISM").

RESTITUTION CENTER: Programs that house offenders in a structured setting, allowing them to leave for work or other approved activities such as drug treatment. The purpose is to provide control and support for offenders who are paying victim restitution or other costs from wages they earn while working in the community.

RESTITUTION: Court ordered financial obligation to repay victim for damages or losses.

REVOKE- RESENTENCE: When original sentence is revoked and given another sentence and/or conditions. Something to watch is maximum time person can be on formal probation (5 yrs unless financial obligations are unpaid, then maximum is 6 years).

REVOKE: (Revocation) An action taken to return an offender to prison. The term also refers to action taken to commit probationers to prison. Such actions are usually in response to a recommendation by the offenders supervising PO.

RISK ASSESSMENT: A tool parole/probation officers use to determine the level of supervision required for each offender and the amount of risk an offender is to community. The level can be adjusted at various intervals of supervision by using a Risk Reassessment.

S

SANCTION: Punishment imposed for technical violations of parole or probation conditions when no new crime has been committed. The intent of sanctions is to take active remedial action to correct offenders' behavior in order to keep them in the community and to avoid returning them to prison, if possible. Sanctions often include community service, day reporting, electronic monitoring, house arrest, or a short stay in the local jail.

SCCI: Shutter Creek Correctional Institution.

SCI: Santiam Correctional Institution.

SCWC: Shutter Creek Work Center.

SEALING OF RECORDS: Process of closing records from public use. All sealing or unsealing of records must be done by a Court order and Central Records must have a copy of the order sent to them so they can remove offender records from the AS400.

SEARCH CLAUSE: A clause or condition which gives parole/probation officers the right to search offender property, person, residence or vehicle without a warrant. Confiscated items recovered in the search are admissible in Court for parole/probation violations.

SENATE BILL 156 Offender: An offender on post-prison status whose original felony sentence, imposed after 01/01/1997 by the Court was 12 months or less.

SENTENCE GUIDELINES CASES: Felony crimes committed on or after November 1, 1989, are Guidelines Cases. Crimes committed prior to that date are considered Matrix Cases. In Sentencing Guidelines, upon conviction, prison/probation terms are determined by a grid that uses criminal history risk and crime seriousness scale calculations.

SENTENCE ORDER: Legal document issued by the Court, generally signed by the Judge, which reflects disposition of crime(s).

SENTENCE: Following a conviction, the Court sets forth the penalty or sanction that is to be imposed as a consequence of the criminal act. The judgment formally pronounced by the court or judge upon the defendant after his conviction in a criminal prosecution.

SFFC: South Fork Forest Camp.

SHOW CAUSE: To "show cause" against a rule, an order, decree, execution, etc., is to appear as directed, and present to the court such reasons and consideration as one has to offer why it should not be confirmed, take effect, be executed, etc. (Ex. Show Cause why probation should not be revoked.)

SID: State Identification Number assigned by the Oregon State Police to persons who have been fingerprinted. (Older numbers are seven digits, new numbers are eight digits).

SIS: Shared Information System. Offender voluntarily provides Social Security number to Department of Corrections for use in maintaining information and records for research purposes.

SMT: Abbreviation for Scars, Marks, and/or Tattoos used in offender identification.

SO: Sex Offender.

SOC: Social Security Number. Also known as SSN.

SOON: Statewide Office Operations Network.

SOSN: Sex Offender System Network.

SPECIAL INFORMATION REPORTS: Reports submitted to the releasing authority for informational purposes or violation of conditions of supervision but when revocation is not being recommended.

INFORMATIONAL ONLY: Used to inform Court/Board of Parole of new information, no recommendation.

PROGRAM MODIFICATION REPORTS: A report requesting modification of conditions of supervision, i.e. adding or deleting conditions of supervision.

REPORT OF VIOLATION: A report that informs the Court or Board of Parole of violations of the offender's conditions of supervision. They can contain a recommendation.

SRCI: Snake River Correctional Institution.

SSN: Social Security Number.

Stable and Acute: Dynamic risk assessment completed on sex offenders.

Static-99: Sex offender evaluation tool.

STG: Security Threat Group.

STM: Security Threat Management.

STRUCTURED SANCTION: Under Sentencing Guidelines, a supervising PO may sanction an offender for a violation of the special conditions of his/her probation. Sanctions include jail, community service work, electronic monitoring, etc.

STTL: Short-Term Transitional Leave.

SUBSET: To narrow a long list of elements to a smaller, more manageable list. For example, to limit the list of Treatment Programs to work with in "Work with Treatment Programs" to only those Treatment Programs in a particular county.

SUBSIDY CHECKS: Money available to offenders for transitional needs, etc...

SUMMIT: Success Using Motivation, Morale, Intensity, and Treatment. AIP @ SCCI.

SUN: Super User Network; a group of "super users" who assist Field Office users and the Help Desk in resolving data entry issues.

SUPERVISION FEES: Fees paid by the offender as dictated by Legislature for supervision in the community. Fees can be waived by the Court or by the supervising officer in cases of hardship.

SUSPEND AND DETAIN WARRANT: A warrant issued by the Parole Board on parolees. The warrant allows the offender to be held if arrested.

SUSPENDED SENTENCE: A sentence which is not put into effect, although, since it may take effect at a later date, it is not considered vacated.

SVDO: Sexually Violent Dangerous Offender.

T

TELETYPE: Report from LEDS, NCIC, FBI, and DMV used to generate criminal history including warrant, driving record, vehicle information, stolen property, guns and cars, etc. Can be used to send or receive messages to/from other branches, agencies, DMV, LEDS in Oregon, or other states.

TEMP LEAVE: An offender released from an institution before they are paroled is called a Temp Leave offender. It is now called Transitional Leave (Trans Leave) or Alternative Incarceration Program (AIP).

TL or T/L: Transitional Leave.

TPDD: Tentative Parole Discharge Date. A date the Parole Board sets based on the crime sentence and good time as the soonest the offender can be released from supervision on parole offenses.

TPS: Technical Program Specialist (OISC).

TRANSFER REQUEST: A request to transfer supervision from one branch to another on in-state or out-of-state cases; also known as IRT. Out-of-state requests are handled through Interstate Compact. (See “IRT” for In-State cases & “COMPACT” for OOS cases.)

TRANSITIONAL LEAVE: See “TEMP LEAVE”.

TRAVEL PERMIT: A document giving offenders permission to travel out-of-state. Issued by supervising officer or other authorized staff.

TRCI: Two Rivers Correctional Institution.

TX: Treatment.

U

UA: (Also called Urinalysis.) Urine test used for detecting alcohol and/or drugs in offender’s urine.

UNSUPERVISED PAROLE: See Inactive Parole.

UNSUPERVISED POST PRISON: See Inactive Post Prison.

UNSUPERVISED PROBATION: See Inactive Probation.

URINALYSIS: See “UA”.

V

VINE: (Victim Information & Notification Everyday). A resource for victims for information re: offenders.

VINE Service Number : (877) 674-8463

TTY: (866) 847-1298

<https://www.vinelink.com>

VICTIM: A person who suffers injury or loss due to the commission of a crime.

VIOLATION: When a parolee/probationer has not abided by the conditions of supervision, he/she is in violation.

VISITING JUDGE: See “PRO TEM JUDGE”.

W

WAIVER: To abandon or relinquish the right to enforce a condition for a specified period of time, such as waiver of residence, waiver of supervision fees, etc.

WARRANT BY BENCH: Process issued by the court itself, or from the bench, for the attachment or arrest of a person; either in case of contempt, or where an indictment has been found, or to bring in a witness who does not obey the subpoena. So called to distinguish it from a warrant issued by a justice of the peace.

WARRANT BY SEARCH: An order in writing, issued by a judge in the name of the state, directed to a sheriff, constable, or other officer commanding him to search a specified house, shop, or other premises, for personal property alleged to have been stolen, or for unlawful goods, and to bring the same, when found, before the judge, and usually also the body of the person occupying the premises to be dealt with according to law.

WARRANT OF ARREST: A written order issued and signed by the Court, commanding a peace officer or other specified person to arrest a person named who is accused of an offense.

WCCF: Warner Creek Correctional Facility.

WILOJ: Work in Lieu of Jail.

WORK RELEASE: When an offender is lodged in the county jail or the work release center and gets released to go to their employment but must return after completing their day's work.

X

Y

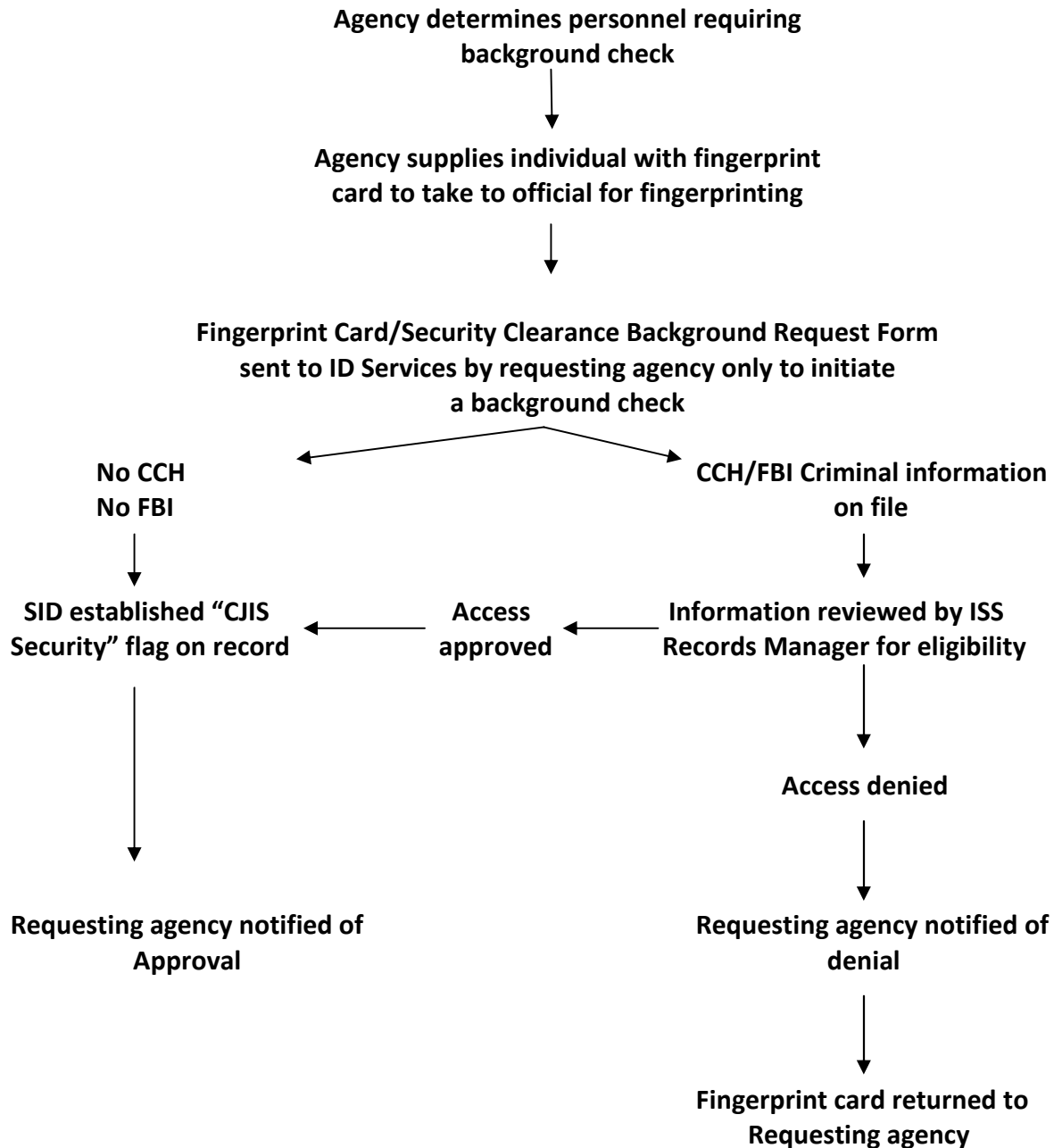
Z

OPS CHAPTER 27 – FINGERPRINTING

****PLEASE READ ENTIRE SECTION BEFORE BEGINNING ANY WORK ****

27.1 EMPLOYEE FINGERPRINTING

27.1.1 FLOWCHART



27.1.2 CJIS – SECURITY CLEARANCE BACKGROUND REQUEST

See OPS 27, page 7 for request form sample.

27.1.3 EMPLOYEE FINGERPRINT CARD

See OPS 27, page 8 & 9 for fingerprint card sample.

27.2 OFFENDER FINGERPRINTING

27.2.1 FINGERPRINT CARD INSTRUCTION GUIDE

The following is a brief description of data required when completing fingerprint cards. See samples of completed forms in OPS 27, pages 10-16.

SID:	Unique seven or eight-digit State ID number for each person with a State CCH.
FBI:	Unique nine-digit FBI ID Division number for each person with a Federal Criminal Record. Enter if known.
ORI:	Unique nine-digit NCIC Originating Agency number assigned to the contributor. This must coincide with the contributor's name.
CONTRIBUTOR:	Enter type of agency & city where located. <u>Do not</u> use county designation.
NAME USED:	Enter as shown on a form, such as a judgment, including the first alias.
DOB:	Enter date of birth as month/day/year.
DOA:	Enter date of arrest as month/day/year.
SEX:	Enter M for male or F for female.
RACE:	Enter race using one letter: A = Asian or Pacific Islander; B = Black; I = American Indian or Alaskan Native; W = White (includes Latins and Hispanics).
HGT/WGT:	Enter as feet & inches (Example: 5'10" or 510). Enter weight as given.
EYES/HAIR:	Eye & hair color. Use standard NCIC two-letter codes.
POB:	Place of birth. Use standard NCIC two-letter codes.
SOC SECURITY:	Social Security numbers. Enter as given.
LAN:	Local Agency number. This is an optional number you assign to this person.
OCA:	Local Agency Case number. Also referred to as Incident number or Police Report Number.
ADDRESS:	Enter address information which includes City, State & zip code.
SMT:	Scars, marks & tattoos. Use standard NCIC codes.
ARREST CHRGS:	Write in the name of the charge. For multiple counts of the same charge, enter in parenthesis. For example: FORG I (2 cts). If more than four charges, enter on the back of the card as #5, and so on.

- ORS: Enter Oregon Revised Statute number for each different charge, except **Compact cases, which require four-digit NCIC code.** (See OPS Chapter 6 for NCIC codes.)
- COURT ID: Check appropriate box indicating Circuit, District, Justice or Municipal Court and enter the ORI number assigned to that court.
For compact cases, enter two letter state codes, no numbers.
- DISPOSITION: Enter Charge At Disposition, which is the same as Arrest Charge, the ORS Number (or NCIC number for Compact cases), the sentence date and the Court Case number. See sample titled Adult Probation Entry, page 13.
- NOTE: Use back of fingerprint card to record additional arrests and identifier Information.

27.2.2 REQUIRED INFORMATION ON CORRECTIONS DIVISION CARDS

All cards must have the upper portion entirely completed. Please use your own ORI numbers, not the ORI's used in the example forms. Only one fingerprint card and disposition is required per person.

If you have any questions regarding fingerprint issues, you can contact:
Laurie Riesterer at OSP.

Her email address is: Laurie.Riesterer@state.or.us

Mailing:

Laurie Riesterer

OSP-ID Services/Records Unit

3772 Portland Rd NE, Salem OR 97301

Phone: (503) 378-3070

Fax: (503) 378-2121

OUT OF STATE TRANSFERS

- Use the original arrest date for the Date of Arrest. If there is no arrest date, you may use the Date Cited into Court or Indictment Date instead.
- List the charges exactly as they appear on the sentencing order.
- Use NCIC codes in place of ORS numbers.
- For the Court Identification, enter the state for which you are supervising.
- The Sentence Date is required. Make sure the Sentence Date is **after** the Date of Arrest. If the charges were dismissed, they need to know the date of dismissal.
- The sentence must be filled in as completely as possible. Use the specific amount of time sentenced. (Example: Prison 2Y, Probation 5Y.) If the jail or prison time is suspended, they need the original jail or prison time, as well as the amount of time that is suspended.
- The Date of Parole is required if the sentence is prison that has not been suspended.

- The date that supervision was accepted by Oregon is required on all transfers from another state.

IN-STATE ARRESTS

- The Arrest Charges and ORS numbers must match
- The Court Identification area must be completed. Mark the type of court and list the court ORI number.
- Sentence dates and case numbers are required.
- **The sentence is required.** Mark Jail, Prison or Probation and list the specific amount of time received. If jail or prison time is suspended, list the original jail or prison time as well as the amount of time that is suspended.

27.2.3 NCIC UNIFORM OFFENSE CLASSIFICATIONS

For a list of NCIC Codes, [see OPS Chapter 6](#). Use NCIC Codes for Out-of-State arrests. In the Arrest Charges area on the fingerprint card, list the charge as stated on the court judgments and use the NCIC Code for the category that best represents that charge.

27.2.4 PROCESSING DELAYS/REJECTIONS OF FINGERPRINT SUBMISSIONS

Paper fingerprint submissions must meet specific criteria to be converted into electronic format and processed by the Integrated Automated Fingerprint Identification System. (IAFIS). The following may cause a rejection or delay in processing:

- Low quality print by dot matrix printers
- Poor penmanship
- Use of dark highlighter in entry block
- Entry not within boundaries of entry block
- Labels applied to "Leave Blank" areas
- Use of pencil or ink other than black

Paper or electronic fingerprint submissions may also be rejected for the following reasons:

- Fingerprints submitted for a non-criterion offense
- Descriptive data not complete (Example: Name not shown at top of the card; incomplete date of birth.)
- Charge is incomplete or not given in literal form
- Missing Originating Agency Identifier (ORI)
- No attempt to print deformed or scarred fingers

- More than one fingerprint impression per block (It must be indicated if the individual has extra digits or split thumbs)
- Fingerprints not properly rolled or poor quality
- Fingerprints on back of fingerprint card
- Fingerprints out of sequence
- Finger(s) missing due to amputation not noted as “amp” in fingerprint block
- Missing fingerprints with no reason given

NOTE: The CJIS Division requires that all fingerprint images be present on fingerprint submissions. This includes ten rolled impressions and four plain impressions.

27.2.5 EXAMPLE OF GOOD/ACCEPTABLE QUALITY PRINTS

[See OPS 27, page 17](#) for sample of good, acceptable quality prints.

27.3. ISSUES RELATING TO THE NATIONAL SEX OFFENDER REGISTRY (NSOR)

27.3.1 ISSUE #1 – SUBMITTING CRIMINAL FINGERPRINTS FOR VIOLATION OF SEX OFFENDER REGISTRATION (SOR) REQUIREMENTS.

It is often difficult to determine whether a fingerprint submission is for sex offender registration or violation of the registration requirements. Because sex offender registration is not a criterion offense, fingerprints submitted for this purpose will be returned. As such, it is imperative that the charge on a criminal fingerprint submission for violation of sex offender registration requirements is clearly identified. The following acceptable charges that will be processed as criterion offenses are:

- Failure to comply with sex offender registration
- Failure to appear for sex offender registration
- Sex offender registration violation

If a fingerprint submission contains a charge that is undeterminable, it will be returned. (Example: Violation SOR or SOR with a statute cited).

27.3.2 ISSUE #2 – INTERSTATE IDENTIFICATION INDEX (III) RECORD STATUS

When a sex offender notice is posted, the status of an individual's criminal history Record changes from a single source (SSO) to a multiple source (MSO) if the record was maintained by one of the III participating states prior to the entry of the sex offender record. In this instance, the FBI will transmit a \$.A.MSO message to the state that maintained the single source record. Likewise, deletion of a sex offender notice causes the status of the record to change from MSO to SSO, and the FBI will transmit a \$.A.SSO message to the state maintaining the individual's record.

27.3.3 ISSUE #3 – DETERMINING THE FBI NUMBER

When contributors are unable to determine or verify an FBI Number, they should submit fingerprints with “Criminal Inquiry Only” in the charge field. Contributors should use the Local/Identification Reference Field (previously named Originating Agency Case Number [OCA] Field) to assist them in correlating non-identified responses with their submissions.

27.4 CJIS HELPDESK AND SWITCHBOARD

The CJIS Division’s Help Desk & Switchboard are now TTY accessible for hearing-impaired users that have system problems or questions related to the CJIS Division or any of its systems. Their telephone number is 304-625-3963

27.5 SAMPLE FORMS ON PAGES 7 THROUGH 17.

CRIMINAL JUSTICE INFORMATION SYSTEMS SECURITY CLEARANCE BACKGROUND REQUEST

(DO NOT MODIFY THIS FORM – PLEASE FILL IN ALL FIELDS)

I have been informed that in order to be allowed access into areas associated with or around Criminal Justice Information Systems (CJIS), a state and national fingerprint background check will be required.

I understand that the existence of a criminal record in itself would not disqualify me for employment, contract work, or being a volunteer, however may effect what locations I will be allowed access. Further, I understand if there is any question regarding the results of the fingerprint background check, I may contact the Oregon State Police CJIS Division directly for information regarding the results of the check.

Applicant Signature (REQUIRED) _____

Date _____

CLEARLY PRINT (REQUIRED):

NAME: _____

(Last)

(First)

(Middle)

OTHER NAMES USED: _____

DATE OF BIRTH: _____

SWORN POSITION

SELECT ONE:

POLICE

CORRECTIONS

RESERVE

JOB TITLE (Only required if Parole & Probation Officer): _____

NON-SWORN POSITION

REQUIRED JOB TITLE: _____

REQUIRED INFORMATION

*PERMANENT EMPLOYEES

*CONTRACTOR/VENDOR/OTHER

OR

DATE OF HIRE:

(Month/Year): _____

END OF SERVICES:

(Month/Year): _____

NOTE: Please fill out ALL fields; information is needed for tracking purposes. If not filled in, form will be rejected/returned to agency. CJIS Flag will be deleted at the time of end of services unless extended by an email from the agency to email address OSP.CJIS@state.or.us. If there is no end date of services for non-permanent employees, please write in 'continual contract' and we will rely on your agency to let us know when this individual no longer has CJIS Security access to your ORI.

MANAGER CONTACT INFORMATION FOR RESULTS

AGENCY: _____

ORI: _____

NAME: _____

PHONE: _____

EMAIL: _____

The person identified above will have required access to a CJIS security area under my direction. By this request I am complying with the CJIS Security policy requirement for this facility and submitting within the 30 days of initial hire as directed in section 5.12.1.1 of the CJIS Security Policy and the State CSO or their designee.

Manager or LEDS REP Signature (REQUIRED) _____

Date _____

Offender Profile System (OPS) Training Manual

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		FBI		LEAVE BLANK											
				LAST NAME <u>NAM</u>		FIRST NAME		MIDDLE NAME											
SIGNATURE OF PERSON FINGERPRINTED		ALIASES <u>AKA</u>		OR 0R024013C CO CORR/JAIL SALEN, OR		DATE OF BIRTH <u>DOB</u>		Year											
RESIDENCE OF PERSON FINGERPRINTED						Month		Day											
DATE		CITIZENSHIP <u>CTZ</u>		SEX		RACE		HGT											
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>OCA</u>		WGT		DOB		PLACE OF BIRTH <u>POB</u>											
EMPLOYER AND ADDRESS		FBI NO. <u>FBI</u>		LEAVE BLANK															
REASON FINGERPRINTED		ARMED FORCES NO. <u>MNU</u>		CLASS															
		SOCIAL SECURITY NO. <u>SOC</u>		REF															
		MISCELLANEOUS NO. <u>MNU</u>																	
<table border="1"> <tr> <td>1. R. THUMB</td> <td>2. R. INDEX</td> <td>3. R. MIDDLE</td> <td>4. R. RING</td> <td>5. R. LITTLE</td> </tr> <tr> <td>6. L. THUMB</td> <td>7. L. INDEX</td> <td>8. L. MIDDLE</td> <td>9. L. RING</td> <td>10. L. LITTLE</td> </tr> </table>										1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE	6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE
1. R. THUMB	2. R. INDEX	3. R. MIDDLE	4. R. RING	5. R. LITTLE															
6. L. THUMB	7. L. INDEX	8. L. MIDDLE	9. L. RING	10. L. LITTLE															
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY					RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY														

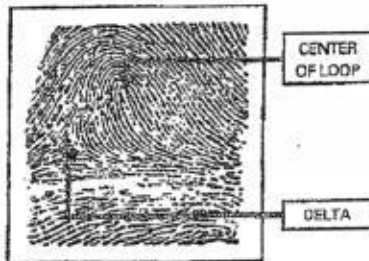
SAMPLE
(Front side)

**FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE**

WASHINGTON, D.C. 20537

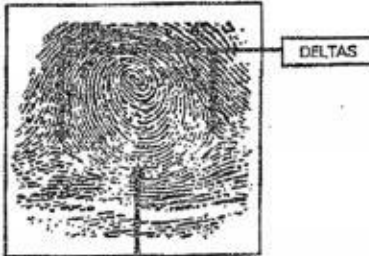
APPLICANT

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL



THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH



ARCHES HAVE NO DELTAS

FD-250 (REV. 12-29-82)

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PENTEC'S INK.
2. DISTRIBUTE INK EVENLY ON INDEX SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. IF AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED WITH A MEMO STAPLED TO THE CARD EXPLAINING THE CIRCUMSTANCES.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

INSTRUCTIONS:

- * 1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.
 2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.
 - ** 3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.
 4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.
- MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO., PASSPORT NO. (PP), ALIEN REGISTRATION NO. (AR), POST SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS), VETERANS ADMINISTRATION CLAIM NO. (VA).

LEAVE THIS SPACE BLANK

U.S. GPO: 1995-097-145/20002

SAMPLE
(Back side)

Offender Profile System (OPS) Training Manual

SAMPLE - BLANK

CONTROL NUMBER 82237776	SID: FBI:	ORI: CONTRIBUTOR:	NAME USED: LAST, FIRST MIDDLE NAM/ AKA/					
ORIGINAL DISPOSITION WHEN COMPLETED MAIL TO: OREGON STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION 3772 PORTLAND RD. NE SALEM, OR 97303	DOB	DOA	SEX	RAC	HGT	WGT	EYES	HAIR
	POB	SOC			LAN		OCA	
	ADDRESS			SMT				
ARREST CHARGES	ORS	ENTER COURT IDENTIFICATION HERE						
1.		<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:						
2.		<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:						
3.		<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:						
4.		<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:						
CHARGES AT DISPOSITION	COURT DETERMINATION							
1.	300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ FINE _____ SUSP _____ DIVERSION _____ OTHER _____							
ORS: _____								
SENTENCE DATE _____								
COURT CASE # _____								
2.	300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ FINE _____ SUSP _____ DIVERSION _____ OTHER _____							
ORS: _____								
SENTENCE DATE _____								
COURT CASE # _____								
3.	300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ FINE _____ SUSP _____ DIVERSION _____ OTHER _____							
ORS: _____								
SENTENCE DATE _____								
COURT CASE # _____								
4.	300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON _____ SUSP _____ PROB _____ SUSP _____ FINE _____ SUSP _____ DIVERSION _____ OTHER _____							
ORS: _____								
SENTENCE DATE _____								
COURT CASE # _____								

COMPACT SAMPLE

14457434 **LEAVE BLANK** OR 00000000
 FBI **IF KNOWN** **COMM CORR**
COMPACT SAMPLE
 WHEN COMPLETED MAIL TO:
 OREGON STATE POLICE
 BUREAU OF CRIMINAL IDENTIFICATION
 3772 PORTLAND RD. NE
 SALEM, OR 97303
FORM 86
ARREST CHARGES
 1. ~~POSSESS MARIJ~~ **NGIC** **3562**
 2. ~~ASSAULT 1ST DEG~~ **1399**
 3. ~~KIDNAPPING 2ND DEG~~ **1099**
 4. ~~ROBBERY 1ST DEG~~ **1299**
CHARGES AT DISPOSITION
 1. ~~POSSESS MARIJ~~ **NGIC** **3562**
 SENTENCE DATE **6-3-06**
 COURT CASE # **WA 456FE**
 2. ~~ASSAULT 1ST DEG~~ **NGIC** **1399**
 SENTENCE DATE **6-3-06**
 COURT CASE # **WA 456FE**
 3. ~~KIDNAPPING 1ST DEG~~ **NGIC** **1099**
 SENTENCE DATE **6-3-06**
 COURT CASE #
 4. ~~ROBBERY 1ST DEG~~ **NGIC** **1299**
 SENTENCE DATE
 COURT CASE #

DATE OF ARREST (Required; use the date of Incident from other state).
01-01-65 **05-03-06** **11-11-1123**
OR
SC 1800M

ENTER COURT IDENTIFICATION HERE
 2. NAME OF STATE COMPACT **OFF COMPACT-**
 IS FROM **WASHINGTON**
 3. DATE OF ACCEPTANCE **OFF ACCEPTED**
 IN OREGON **7-13-13**

DISPOSITION SAMPLE
 300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
 CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
 CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP ☐ PROB ☐ SUSP
 FINE ☐ SUSP ☐ DIVERSION
 OTHER **PROB EXPIRES 6-30-18**
 300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
 CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
 CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP ☐ PROB ☐ SUSP
 FINE ☐ SUSP ☐ DIVERSION
 OTHER **PROB EXPIRES 6-30-18**
 300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
 CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
 CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP ☐ PROB ☐ SUSP
 FINE ☐ SUSP ☐ DIVERSION
 OTHER **PAROLE/EXPIRES 6-30-20**
 300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
 CONVICTED 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
 CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP ☐ PROB ☐ SUSP
 FINE ☐ SUSP ☐ DIVERSION
 OTHER

****SAMPLE - ADULT PROBATION****

75969-07/1303305

CONTROL NUMBER 82232770		SID: FBI:		ORI: OR036015G CONTRIBUTOR: POLK CO. COMM CORR		NAME USED: LAST, FIRST MIDDLE NAM/ DOWRONG, JOE MUDLEY AKA/ DOWRONG, JOEY						
ORIGINAL DISPOSITION WHEN COMPLETED MAIL TO: OREGON STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION 3772 PORTLAND RD. NE SALEM, OR 97303				DOB 01/01/55	DOA 09/09/92	SEX M	RAC W	HGT 600	WGT 180	EYES BLU	HAIR BLN	
				POB CA	SOC 55-555-5555				LAN 1234		OCA 92-4321	
				ADDRESS 56 VINE RD, VAIN OR 97100				SMT TAT LF ARM; TAT RF ARM				
ARREST CHARGES				ORS		ENTER COURT IDENTIFICATION HERE						
1. BURGL				164.225		<input checked="" type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: OR036015J						
2. UN USE VEH				164.135		<input checked="" type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: OR036015J						
3.						<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:						
4.						<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:						
CHARGES AT DISPOSITION				COURT DETERMINATION								
1. BURGL				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED								
ORS: 164.225				CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST								
SENTENCE DATE 10/10/92				CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP								
COURT CASE # CR92-46				323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD								
				<input checked="" type="checkbox"/> JAIL <input type="checkbox"/> PRISON 1YR SUSP PROB 3 YRS SUSP								
				FINE SUSP DIVERSION								
				OTHER RESTITUTION \$2,500								
2. UN USE VEH				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input checked="" type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED								
ORS: 164.135				CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST								
SENTENCE DATE 10/10/92				CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP								
COURT CASE # CR92-456				323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD								
				<input type="checkbox"/> JAIL <input type="checkbox"/> PRISON SUSP PROB SUSP								
				FINE SUSP DIVERSION								
				OTHER								
3.				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED								
ORS:				CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST								
SENTENCE DATE				CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP								
COURT CASE #				323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD								
				<input type="checkbox"/> JAIL <input type="checkbox"/> PRISON SUSP PROB SUSP								
				FINE SUSP DIVERSION								
				OTHER								
4.				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADITED								
ORS:				CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTEST								
SENTENCE DATE				CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 313 <input type="checkbox"/> CIVIL COMP								
COURT CASE #				323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HELD								
				<input type="checkbox"/> JAIL <input type="checkbox"/> PRISON SUSP PROB SUSP								
				FINE SUSP DIVERSION								
				OTHER								

OPS 27 - FINGERPRINTING
Last revised on 4/30/2016

Offender Profile System (OPS) Training Manual

SAMPLE - DUII Diversion

CONTROL NUMBER 12446866		SID: FBI:		ORI: OR036015G CONTRIBUTOR: Community Corrections/McMinnville		NAME USED: LAST, FIRST MIDDLE NAME DO-WRONG, Dudley Joseph AKA DO-WRONG, Joe					
ORIGINAL DISPOSITION WHEN COMPLETED MAIL TO: OREGON STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION 3772 Portland Road, N.E. Salem, Oregon 97303-2500				DOB 05/05/55	DOA 09/09/92	SEX M	RAC W	HGT 600	WGT 180	EYES BLU	HAIR BLK
				POB CA	SOC 555-55-5555	LAN 12345		OCA 92-4321			
				ADDRESS 123 Sunnybrook Lane Frosty, OR 97000		SMT TAT LF ARM; TAT RF ARM; SC CHD					
ARREST CHARGES				ORS	ENTER COURT IDENTIFICATION HERE						
1. DRIV INTOX				813.010	<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input checked="" type="checkbox"/> MUNI ORI: OR036011J						
2.					<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:						
3.					<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:						
4.					<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:						
CHARGES AT DISPOSITION				COURT DETERMINATION							
1. DRIV INTOX				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY/INSANITY 318 <input checked="" type="checkbox"/> ADJUDICATION W/HE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION 1 year OTHER							
ORS: 813.010											
SENTENCE DATE 10/10/92											
COURT CASE # 65432											
2.				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY/INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER							
ORS:											
SENTENCE DATE											
COURT CASE #											
3.				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY/INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER							
ORS:											
SENTENCE DATE											
COURT CASE #											
4.				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY/INSANITY 318 <input type="checkbox"/> ADJUDICATION W/HE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER							
ORS:											
SENTENCE DATE											
COURT CASE #											

Offender Profile System (OPS) Training Manual

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

CONTROL NUMBER 12446866		SID: FBI:		ORI: OR036015G CONTRIBUTOR: Community Corrections/McMinnville		NAME USED: LAST, FIRST MIDDLE NAM/ DO-WRONG, Dudley Joseph AKA/ DO-WRONG, Joe			
ORIGINAL DISPOSITION WHEN COMPLETED MAIL TO: OREGON STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION 3772 Portland Road, N.E. Salem, Oregon 97303-2500		DOB 05/05/55	DOA 09/09/92	SEX M	RAC W	HGT 600	WGT 180	EYES BLU	HAIR BLA
ARREST CHARGES		POS CA	SOC 555-55-5555		LAN 12345	OCA 92-4321			
		ADDRESS 123 Sunnybrook Lane Frosty, OR 97000		SMT TAT LF ARM; TAT RF ARM; SC CHIN					
CHARGES AT DISPOSITION		COURT DETERMINATION							
1. <u>DRIV INTOX</u>		ORS 813.010		<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input checked="" type="checkbox"/> MUNI ORI: OR036011J <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: <input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:					
JRS: <u>813.010</u>		300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input checked="" type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CO CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER <u>Community Program Only - Alc Eval/Treatment</u>							
SENTENCE DATE <u>10/10/92</u>									
COURT CASE # <u>TS4321</u>									
2.		300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER							
ORS:									
SENTENCE DATE									
COURT CASE #									
3.		300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER							
ORS:									
SENTENCE DATE									
COURT CASE #									
4.		300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONTE CONV. LESS OFN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL 323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE <input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION OTHER							
ORS:									
SENTENCE DATE									
COURT CASE #									

Offender Profile System (OPS) Training Manual

SAMPLE - Juvenile offender (Probation or Diversion)

CONTROL NUMBER 12446866		SID: Fet:		ORI: OR036015G CONTRIBUTOR: Community Corrections/McMinnville		NAME USED: LAST, FIRST MIDDLE NAM/ DO-WRONG, Dudley Joseph AKA/ DO-WRONG, Joe					
ORIGINAL DISPOSITION WHEN COMPLETED MAIL TO: OREGON STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION 3772 Portland Road, N.E. Salem, Oregon 97303-2500				DOB 05/05/	DOA 09/09/92	SEX M	RAC W	HGT 600	WGT 180	EYES BLU	HAIR BLU
				POB CA	DOC 555-55-5555	LAW 12345		OCA 92-4321			
				ADDRESS 123 Sunnybrook Lane Frosty, OR 97000		SMT TAT LF ARM; TAT RF ARM; SC CHD					
ARREST CHARGES				ORS		ENTER COURT IDENTIFICATION HERE					
1. DRIV INTOX				813.010		<input type="checkbox"/> CIRC <input checked="" type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI: OR036013J					
2.						<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:					
3.						<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:					
4.						<input type="checkbox"/> CIRC <input type="checkbox"/> DIST <input type="checkbox"/> JUST <input type="checkbox"/> MUNI ORI:					
CHARGES AT DISPOSITION				COURT DETERMINATION							
1. DRIV INTOX				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT							
ORS: 813.010				CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONT							
SENTENCE DATE 10/10/92				CONV. LESS ORN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL							
COURT CASE # 65432				323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE							
				<input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP							
				FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION 1 year							
				OTHER Juvenile Offender - Remanded to Adult Court							
2.				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT							
ORS:				CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONT							
SENTENCE DATE				CONV. LESS ORN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL							
COURT CASE #				323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE							
				<input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP							
				FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION							
				OTHER							
3.				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT							
ORS:				CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONT							
SENTENCE DATE				CONV. LESS ORN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL							
COURT CASE #				323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE							
				<input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP							
				FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION							
				OTHER							
4.				300 <input type="checkbox"/> NOT FILED 301 <input type="checkbox"/> ACQUITTED 305 <input type="checkbox"/> DISMISSED 314 <input type="checkbox"/> EXTRADIT							
ORS:				CONVICTED - 350 <input type="checkbox"/> FELONY 351 <input type="checkbox"/> MISD 352 <input type="checkbox"/> VIOL 325 <input type="checkbox"/> NO CONT							
SENTENCE DATE				CONV. LESS ORN- 353 <input type="checkbox"/> FELONY 354 <input type="checkbox"/> MISD 355 <input type="checkbox"/> VIOL							
COURT CASE #				323 <input type="checkbox"/> MENTAL INCOMP 302 <input type="checkbox"/> GUILTY-INSANITY 318 <input type="checkbox"/> ADJUDICATION WHE							
				<input type="checkbox"/> JAIL <input type="checkbox"/> PRISON <input type="checkbox"/> SUSP <input type="checkbox"/> PROB <input type="checkbox"/> SUSP							
				FINE <input type="checkbox"/> SUSP <input type="checkbox"/> DIVERSION							
				OTHER							

Offender Profile System (OPS) Training Manual

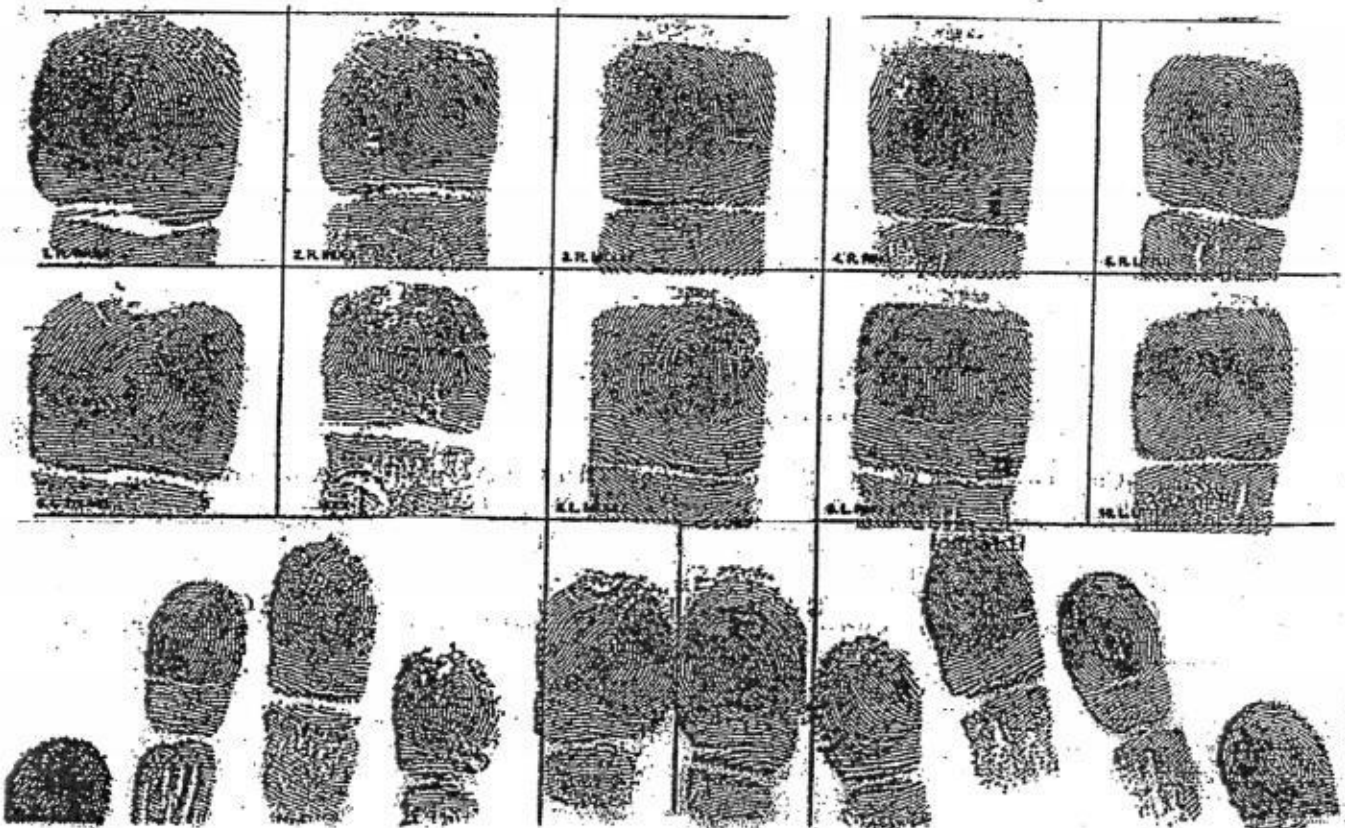
SAMPLE

A SAMPLE OF GOOD/ACCEPTABLE QUALITY PRINTS

-CLEAR DETAIL

-ROLLED NAIL TO NAIL AND TIP TO FIRST JOINT

- PROPER PLACEMENT IN FINGERPRINT BLOCKED(CENTERED)





COMPACT INSTRUCTION GUIDE

Prepared for
Oregon County Adult Community Corrections

July 2013

Rev 07/07/2016

Prepared by:
OREGON STATE POLICE
CRIMINAL JUSTICE INFORMATION SERVICES (CJIS)
Records/CCH Unit
3565 Trelstad Ave SE
Salem, Oregon 97317

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Introduction:

This guide will provide to you some general information for preparing an out-of-state compact fingerprint card and compact disposition. Samples are also included to illustrate where the information is placed on the card and disposition.

To establish an Oregon SID number, fingerprints must be obtained and submitted to the CJIS Division to process. Along with fingerprints, the compact charge and disposition are required. The SID number is established when the fingerprints have been processed and the arrest and disposition is entered into LEDS computerized criminal history (CCH) record. The community corrections agency will be notified of the SID number. This fingerprint card entry notification is done by LEDS - AM message.

Compacts are processed by the CJIS Division with special instructions. Compacts are not processed like an Oregon arrest. For example, compacts are entered with NCIC codes - not with Oregon statutes. Fingerprints associated with a compact case are not sent to the FBI. At this point in time, all compacts are "processed manually". Processed manually means the compact fingerprints and disposition must be **mailed** to ID Services to process. Compacts cannot be sent electronically using a livescan device. Future programming changes may be made to the livescan automated system so a compact can be processed electronically.

Requirements for Compacts:

- Fingerprints (obtained by ink or a livescan device using).
- Individual's demographics.
- Charge Information.
- Date of Arrest (or incident from the other state).
- Disposition.

Fingerprinting:

Fingerprints can be obtained from the individual by ink or by a livescan device. Currently, there are some counties that use ink and others that use a livescan device at the sheriff's office to print the compact individual. Whether using ink or a livescan device, obtaining properly rolled prints is critical. The fingerprint tech at the CJIS Division that processes the fingerprints will have to reject fingerprints due to improper inking, out of sequence, no slaps, pattern/ridge details, etc. A reprint will be necessary when this occurs, causing delay in processing the compact paperwork and establishing the SID number.

Fingerprint Card Types for Criminal Charges (compact or Oregon):

There isn't a specific fingerprint card created for a compact case. Therefore, there are only two types that can be used for a compact case or for an Oregon case. To better understand the blocks on the fingerprint cards, [refer to the Reference Table \(p. 6\)](#).

Fingerprint Card Types:

(1) Fingerprint Card Form 86

- Use for criminal charges and disposition.
- Form 86 is a fingerprint card packet for obtaining fingerprints, reporting criminal charges and disposition. *The disposition sheet contained in the Form 86 packet may be substituted for the Oregon Compact Disposition form (Rev 07/05/2013).*
- Form 86 is stocked and issued by the CJIS Division (no charge/fees for these cards).
- Referred to as the "black/white" card. The packet contains multiple sheets. The top sheet is the disposition sheet, the middle is the "local agency" copy, and then the actual fingerprint card where prints are taken. Carbon sheets are between the disposition form, local copy, and transfer written/typed information to the fingerprint card.
- Form 86 contain pre-printed control numbers. Fingerprint control numbers are required for criminal history entry by CJIS.

(2) Fingerprint Card Form 249

- Use for criminal charges.
- Form 249 cards are issued and supplied by the FBI (pink/white cards). Most agencies that use a livescan device have these contained within their livescan device so they can make a printout of the prints/booking info. Form 249 does not have pre-printed control number or an accompanying disposition sheet. If this card is used in place of form 86, a control number will need to be transferred to from form 86 to the FD 249 card. The form 86 card will then need to be shredded. can only assign a control number very minimally.

IMPORTANT NOTE:

An APPLICANT card (blue card; form #FD 258) CANNOT be used to fingerprint an individual for criminal charges. If this card is used for criminal charges (compact case or Oregon arrest), it will be rejected and a reprint of the individual on a criminal card will be necessary. The CJIS Division cannot transfer fingerprints for criminal charges from an applicant card to a criminal card.

Fingerprint Card Form 86 and Form 249 Reference.

Note: If handwriting information using Form 86, print firmly and clearly so information transfers from top sheet to the fingerprint card.

Block on Card	Notes
Control #	Form 86 has a pre-printed 8-digit number control numbers (located on the upper-left top of card). Form 249 do not have pre-printed control numbers. A livescan device should be able to generate a 13-digit fingerprint control number.
SID #	State Identification Number. Leave blank; this space is reserved for CJIS Division.
FBI #	Not required. If known, write-in.
ORI #	Required. This is your agency's ORI # (9-digit number).
Contributor	Required. This is the name of your agency. Example: Washington Co. Comm. Corr. <i>Note: The contributor is the actual arresting agency, not necessarily the agency completing the booking or filling out the card or disposition.</i>
Name	Required. Name of the individual being printed for the compact. Write name in this format: last, first, middle, suffix (Jr, Sr, II, etc.). Example: Brown, Charles John Jr.
AKA	Write in any known AKA/additional names. Use the same format as the name. If you need additional space, use back of card. If no known AKA's, leave blank.
DOB (Date of Birth)	Required. Enter DOB as month, day, year. <i>Example: 11/27/1952.</i>
DOA (Date of Arrest)	Required. For compacts, refer to the out-of-state paperwork. Use the date of incident or arrest date from other state. If you don't have either date, it is recommended you use the date of indictment. If date of arrest is left blank, the paperwork may be rejected by the CJIS Division.
Sex	Required. M= Male F = Female. Do not enter unknown.
Race	Required. Use one of the following: A – Asian or Pacific Islander B -- Black I – American Indian or Alaskan Native W -- [includes Latins and Hispanics)
Hgt (Height)	Required. Enter as feet and inches.
Wgt (Weight)	Required.
Eyes (Eye Color)	Required. Enter eye color abbreviation: BLK – Black BLU -- Blue BRO -- Brown GRN – Green HAZ – Hazel

Fingerprint Card Form 86 and Form 249 Reference.

Hair (Color)	Required. Enter hair color abbreviation: BLD – Bald BLU -- Blue BRO – Brown BLN – Blonde or Strawberry BLK – Black GRY – Gray or partially gray RED – Red or auburn WHT – White PNK -- Pink
POB (Place of Birth)	Not required. If known, enter 2-digit state or country code.
SOC	Not required; enter if known.
LAN (Local Agency Number)	Not required.
OCA (Local Agency Case Number)	Not required. For compacts, the person's block # may be used as the OCA.
Address	Not required.
Signature of Person Fingerprint	Should be signed.
Date/Signature of Printing Official	Should be dated.
Address	Not required; enter if known.
SMT (Scars, Marks, Tattoos)	Not required. If known, write-in using standard NCIC codes. Example: SC Abdom , TAT RF Arm , TAT Neck <i>If you need additional space, use back of card.</i>
Arrest Charges	Required. For compacts, refer to the out-of-state paperwork. <ul style="list-style-type: none"> • Write in the name of the charge as stated from the other state. • Only report the charge(s) that the individual was convicted on. You don't have to list the charges that were dismissed. • If you are using form 86 and there are more than 4 charges, use the back of the card.
ORS	For compacts, use NCIC code only -- do not use Oregon ORS numbers. Refer to NCIC classification codes. If you don't know the NCIC code, leave blank.
Fingerprints	Obtain inked prints using black ink only. If you can't roll prints due to injury, casts, bandages, please notate on card. Make notation for missing/amputated fingers.

Using a Livescan Device for Fingerprinting:

If your agency chooses to use a livescan device to take fingerprints at the jail or sheriff's office, **please note that there special instructions for livescan**. This is because the individual is not being processed for Oregon criminal charge(s). Special instructions will need to be given to the deputy or person doing the fingerprinting using livescan so they understand what needs to be done on their end. You may need to provide the person doing the fingerprinting some paperwork so they will have the information they will need to enter in livescan. It's suggested you talk to the jail staff so that a system can be worked out for printing compacts.

Livescan instructions:

1. Take fingerprints only using the livescan criminal screen – **not applicant**.
2. A fingerprint control number (TCN) should be generated.
3. Entry of individual's demographics.
4. Arresting Agency should be changed to Parole & Probation's ORI – not the sheriff's.
5. Do not select charge(s) from the livescan ORS table. If they have to select an ORS on the livescan, they should use **000.000 New Charge**. If they use 000.000 New Charge, a charge comment of COMPACT should be entered in the charge comment field.
6. **Important – DO NOT SEND the print card to OSP**. *If it was sent in error, it will be processed as an Oregon arrest and the criminal history will need to be corrected. Notify the CJIS Division ASAP (call Laurie @ 503.934.2353).*
7. A printout of the print card (print locally) preferably on form FD 249. Only one set of print card is needed; palm prints are not needed for compacts.
8. Once the print card is printed, it will need to be returned to the PO or other assigned staff.
9. Once the PO or other assigned staff receive the print card, it should be reviewed to make sure the card has the correct information on both sides of the print card (**demographics, DOA, ORI #, charge(s)**). **Correct the information by lining-out and writing in correct information.**
10. **Add the charges for the compact. List the name of the charge(s) exactly as specified from the out-of-state paperwork. Note: Only report the crimes the person is being supervised on; do not report charges that were dismissed.** .
11. Complete the compact disposition form and attach to the print card.
12. Mail to the CJIS Division.

Disposition Forms:

The disposition of the charges is required for compacts. The disposition form is included in the form 86 packet or you may choose to use the Oregon Compact Disposition form that has been created by the CJIS Division specifically for a compact disposition. If you choose to use the compact disposition form instead of the form 86 disposition, shred the form 86 disposition sheet. Whichever the form you decide to use for disposition, the same information is needed. To keep things simple on the compact disposition, we do not need to know all of the sentencing information from the other state since this should be on the other state's criminal history record. The following is the information that will need to be reported on the disposition form:

- **Name of the charge(s) the person was convicted of.**
- **Convictions - determination (felony or misdemeanor) is required.**
- **Deferred Sentence, conditional discharge, diversion (adjudication withheld).**
- **Type of supervision (probation, parole, post prison supv).**
- **Length of supervision (months, years, etc.) or date supervision is set to expire.**
- **Name of the state compact is being accepted from.**
- **Date the compact was accepted in Oregon for supervision.**

If you choose to use the compact disposition form instead of the form 86 form, you will be filling out a form-fill Word document. To navigate forward in the form from one field to the next, press the Tab key. If you need to check a box, use the mouse and click in the box. If you tab over the field you need to complete, press Shift Tab or you can use the mouse to click in the field. Complete all fields. Once complete, print. Attach the disposition to the print card and mail to the CJIS Division.

The disposition form needs to be completed by your agency; please do not attach the out-of-state paperwork unless requested by the CJIS Division.

MISSING REQUIRED INFORMATION

If required information is missing on the arrest or disposition, the compact cannot be processed. The CJIS Division may call your agency to get the information needed. If we cannot contact you, the card & disposition will be mailed to your agency with a rejection form explaining the information that is missing or incomplete. If you receive, please provide the information that is needed and mail to the CJIS Division.

COMPACT SUPERVISION TERMINATED

When the compact case completes their supervision and **is no longer under supervision for the compact charges**, it is advised that you notify the CJIS Division when the compact case is closed so that the compact entry on the CCH can be purged . Please prepare the request using your agency's letterhead and reference the Oregon SID number and compact information.

OSP/CJIS DIVISION CONTACT INFORMATION

If you need additional assistance with compacts or Oregon cases, please contact by phone or email:

Laurie Riesterer
OSP/CJIS Division, CCH/Records Unit
Direct Phone # 503.934.2353
Fax # 503.378-2121
Main Phone: (503) 378-3070 [Mon-Fri 8-5]

Email: Laurie.Riesterer@state.or.us.

COMPACT SAMPLES

CONTINUAL NUMBER 14457934	LEAVE Blank OR: 0009013G	NAME USED: LAST, FIRST, MIDDLE DOE, JANE A.	
SIGNATURE OF PERSON FINGERPRINTED	CONTRIBUTOR DE SCHUTES	AKA DOE, JANINE A.	
<div style="border: 2px solid black; border-radius: 50%; padding: 10px; text-align: center;"> FORM 86 PACKET COMPACT SAMPLE </div>	DOB 01-01-60	SEX F	MAC W
	POB OR	DOB 11-11-1123	LAN 508150
	ADDRESS	SHIFT SCABDM	
ARREST CHARGES			
1 POSSESS MARIJ		NCIC 3562	
2 ASSAULT 1ST DEG		1399	
3 KIDNAPPING 2nd DEG		1099	
4 ROBBERY 1ST DEG		1299	
THIS DATA MAY BE COMPUTERIZED NCIC			

← INKED PRINTS →

FINGERPRINT FORM #86

COMPACT EXAMPLE – ARREST/DISPOSITION CARD NOTES:

Note: For explanation of all blocks on fingerprint card, refer to the Reference Table in the Instruction Guide.kj

1. PL TH/100

➤ DOA (DATE OF ARREST) IS REQUIRED. FOR COMPACTS, THE DATE OF ARREST IS THE DATE OF ARREST OR INCIDENT DATE FROM THE OTHER STATE. If you cannot locate the date of arrest/incident date from the other state, use the date of indictment.

➤ WRITE-IN NAME OF EACH CHARGE THE PERSON WAS CONVICTED OF AND IS BEING SUPERVISED FOR. DON'T INCLUDE DISMISSALS. DO NOT USE OREGON ORS NUMBERS FOR COMPACTS - USE NCIC CODES. IF YOU DON'T KNOW THE NCIC CODE, LEAVE BLANK (JUST BE SURE YOU HAVE WRITTEN IN THE NAME OF THE CHARGE).

2. L TH/100

➤ MAKE NOTATIONS AS TO WHY FINGERPRINTS COULD NOT BE TAKEN (AMPUTATION, INJURY, CRIPPLED, ETC.)

DISPOSITION REQUIRED INFORMATION:

➤ NAME OF STATE COMPACT WAS ACCEPTED FROM (WRITE NAME OF STATE IN THE "ENTER COURT IDENTIFICATION HERE" AREA -- SEE ② IN THE SAMPLE)

➤ DATE COMPACT CASE WAS ACCEPTED IN OREGON (SEE ③ IN THE SAMPLE)

➤ TYPE OF SUPERVISION (PROBATION, PAROLE, POST PRISON SUPV). If probation, circle PROB on form; if parole or post prison supv write in on the OTHER line on form.

➤ LENGTH OF SUPERVISION (months, etc.) or provide expiration Date – write in on the OTHER line on form. Example: Probation Exp: 01/25/2015

FORM 860 REV

14457934 **COMPACT SAMPLE**

OR LEAVE BLANK
FBI 22 IF KNOWN
CONTRIBUTOR **DESCHUTES COMM CORR**

NAME: USE LAST, FIRST, MIDDLE
NAME **DOE, JANE A.**
AKA **DOE, JANINE A.**

DOB **01-01-1905** SEX **F** RACE **W** HT **5'08** WT **150** EYES **BLU** HAIR **BRN**

POB **OR** DOB **11-11-1123**

1 DATE OF ARREST (Required; use the date of Incident from other state).

OREGON STATE POLICE
BUREAU OF CRIMINAL IDENTIFICATION
3772 PORTLAND RD, NE
SALEM, OR 97303

FORM 86 ARREST CHARGES

1. **POSSESS MARIJ** NCIC **3562**
2. **ASSAULT 1ST DEG** **1399**
3. **KIDNAPPING 2nd DEG** **1099**
4. **ROBBERY 1ST DEG** **1299**

CHARGES AT DISPOSITION

1. **POSSESS MARIJ** NCIC **3562**
SENTENCE DATE **6-3-06**
COURT CASE # **WA 456FE**

2. **ASSAULT 1ST DEG** NCIC **1399**
SENTENCE DATE **6-3-06**
COURT CASE # **WA 456FE**

3. **KIDNAPPING 1ST DEG** NCIC **1099**
SENTENCE DATE **6-3-06**
COURT CASE #

4. **ROBBERY 1ST DEG** NCIC **1299**
SENTENCE DATE
COURT CASE #

ENTER COURT IDENTIFICATION HERE

2 NAME OF STATE COMPACT **OR: COMPACT-**
IS FROM **WASHINGTON**

3 DATE OF ACCEPTANCE **OR: ACCEPTED**
IN OREGON **IN OREGON 7-13-13**










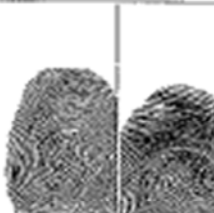





DISPOSITION SAMPLE

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED **350 X FELONY** 351 ☐ MISC 352 ☐ VIOL 325 ☐ NO CONTEST
CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISC 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP **PROB 60M SUSP**
FINE ☐ SUSP ☐ DIVERSION
OTHER **PROB EXPIRES 6-30-18**

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED **350 X FELONY** 351 ☐ MISC 352 ☐ VIOL 325 ☐ NO CONTEST
CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISC 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP **PROB 60M SUSP**
FINE ☐ SUSP ☐ DIVERSION
OTHER **PROB EXPIRES 6-30-18**

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED **350 X FELONY** 351 ☐ MISC 352 ☐ VIOL 325 ☐ NO CONTEST
CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISC 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP **PROB 60M SUSP**
FINE ☐ SUSP ☐ DIVERSION
OTHER **PAROLE/EXPIRES 6-30-20**

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED **350 X FELONY** 351 ☐ MISC 352 ☐ VIOL 325 ☐ NO CONTEST
CONV. LESS OFN-353 ☐ FELONY 354 ☐ MISC 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHIELD
☐ JAIL ☐ PRISON ☐ SUSP **PROB 60M SUSP**
FINE ☐ SUSP ☐ DIVERSION
OTHER

LEAVE BLANK		CRIMINAL	STAPLE HERE		LEAVE BLANK	
STATE USAGE SUPPRESSED SUBSIDY		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX DOE JOHN MICHAEL	
J01A113062880 (SAMPLE OF FINGERPRINT PROVIDED) ALIAS (OFFICE) LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX		CONTROL #		611247574		
FINGER  L.R. THUMB	INDEX IDENTIFICATION NO.  I.R. INDEX	DATE OF BIRTH 04-29-1983	SEX M	RACE W	HEIGHT 603	WEIGHT 195
 M.L. MIDDLE	 R.L. RING	 L.L. LITTLE	 R.R. THUMB	 I.R. INDEX	ID TP5700 #000428 20110702 21:57:53	
 M.L. MIDDLE	 R.L. RING	 L.L. LITTLE	 R.R. THUMB	 I.R. INDEX	ID TP5700 #000428 20110702 21:57:53	
LEFT FOUR FINGERS THUMB CAN BE DISCUSSED		 L.L. LITTLE	 R.R. THUMB	 I.R. INDEX	RIGHT FOUR FINGERS THUMB CAN BE DISCUSSED	

EXAMPLE: COMPACT USING LIVESCAN
PRINT CARD (Front) *p. 10 of 3*

PRIVACY ACT OF 1974 (PL. 93-509) PROVIDES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBERS IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY BASIS OF AUTHORITY FOR SUCH DISCLOSURE AND HOW TO OBTAIN ACCESS TO RECORDS.

FO-249 (Rev. 5-11-97) 3-43-44000020

- w/Compact Charges
- Name of State Compact From

p. 2 of 3

OREGON COMPACT DISPOSITION

Instructions: This is a disposition form for out-of-state compact cases only. Report only convictions that person is being supervised on, list each charge separately, complete all sentencing information. A total of 3 can be reported per form. Once completed, attach to fingerprint card and mail to: Oregon State Police • Identification Services Section/CCH Unit • 3772 Portland Rd NE • Salem, OR 97301

Submitted by Adult Community Corrections/Name of County CLACKAMAS		
COMPACT INFORMATION		
Name of Person being supervised from Compact [Last, First, Middle] Doe, John Michael		Date of Birth 04/29/1983
Name of State Compact is from: California		Date Accepted in Oregon 07/11/2013
Fingerprint Control Number JCLA113062880		Arrest/Incident Date from other State 07/10/2009
Sentence Information (from other State)		
(1) Name of Charge: Assault 1st Deg	NCIC Code: 1399	Number of Counts:
CONVICTION (check one) <input checked="" type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR		DEFERRED SENTENCE (Length of deferral)
Date of Conviction 08/02/2009		Court Case # CA123456
Type of Supervision: <input checked="" type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv		Length of Supervision/Expiration Date 60M/Exp. 07/11/2018
Other:		
(2) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR		DEFERRED SENTENCE (Length of deferral)
Date of Conviction		Court Case #
Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv		Length of Supervision/Expiration Date

OREGON COMPACT DISPOSITION FORM

Use this form for disposition when livescan is used to generate the print card. Transfer information (control number, name, etc.,) from the print card to disposition form.

Disposition Compact Form

Rev. 07/05/2013

OREGON COMPACT DISPOSITION

Instructions: This is a disposition form for out-of-state compact cases only. Report only convictions that person is being supervised on, list each charge separately, complete all sentencing information. A total of 3 can be reported per form. Once completed, attach to fingerprint card and mail to: Oregon State Police • Identification Services Section/CCH Unit • 3772 Portland Rd NE • Salem, OR 97301

Submitted by Adult Community Corrections/Name of County		
COMPACT INFORMATION		
Name of Person being supervised from Compact (Last, First, Middle)		Date of Birth
Name of State Compact is from:		Date Accepted in Oregon
Fingerprint Control Number		Arrest/Incident Date from other State
Sentence Information (from other State)		
(1) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR		DEFERRED SENTENCE (Length of deferral)
Date of Conviction		Court Case #
Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv		Length of Supervision/Expiration Date
Other		
(2) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR		DEFERRED SENTENCE (Length of deferral)
Date of Conviction		Court Case #
Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv		Length of Supervision/Expiration Date
Other		
(3) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR		DEFERRED SENTENCE (Length of deferral)
Date of Conviction		Court Case #
Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv		Length of Supervision/Expiration Date
Other		

OREGON COMPACT DISPOSITION

Instructions: This is a disposition form for **out-of-state compact cases only**. Report only convictions that person is being supervised on, list each charge separately, complete all sentencing information. A total of 3 can be reported per form. Once completed, attach to fingerprint card and mail to: **Oregon State Police ♦ CJIS Division/CCH Unit ♦ 3565 Trelstad Ave SE ♦ Salem, OR 97317**

Submitted by Adult Community Corrections/Name of County		
COMPACT INFORMATION		
Name of Person being supervised from Compact [Last, First, Middle]	Date of Birth	
Name of State Compact is from:	Date Accepted in Oregon	
Fingerprint Control Number	Arrest/Incident Date from other State	
Sentence Information (from other State)		
(1) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction	Court Case #	
Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv	Length of Supervision/Expiration Date	
Other		
(2) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction	Court Case #	
Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv	Length of Supervision/Expiration Date	
Other		
(3) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) <input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction	Court Case #	
Type of Supervision: <input type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv	Length of Supervision/Expiration Date	
Other		

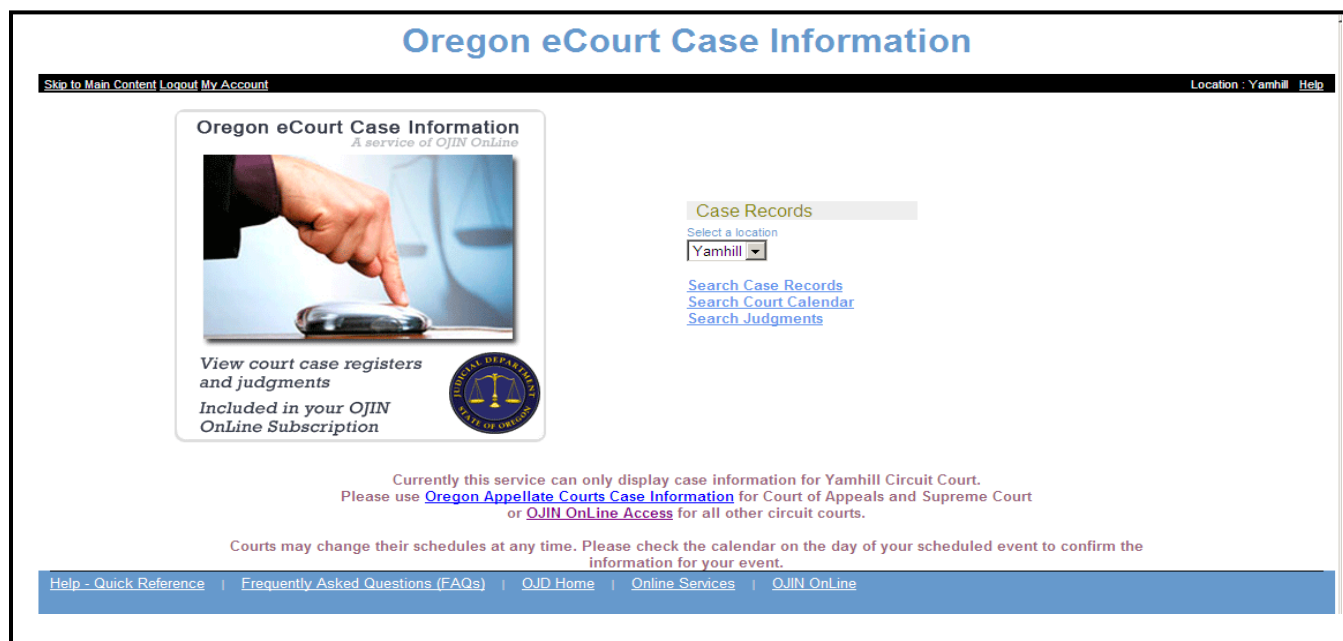
E-COURTS

E-Court system provides information regarding court cases. Users can retrieve sentencing information, financial obligation information, etc from E-Courts.

28.1 ACCESSING THE E-COURT SYSTEM

All courts have now converted to E-COURTS.

- Using the internet, go to:
<https://publicaccess.courts.oregon.gov/PublicAccessLogin/Login.aspx>
- Login using the appropriate Username & Password
- Select the appropriate location from the Drop-Down menu
- Click on the type of search you would like to make
- Enter the appropriate information, then click on 'Search'
- If you need help, click the 'Help' link (top, right corner) or the 'Help – Quick Reference' link (bottom, left corner)



Offender Profile System (OPS) Training Manual

Chapter 29

Transitional Leave

This chapter is designed to give you an overview of the two types of leave to which offenders can be released from the institution: AIP and STTL. Each has different contact persons, procedures for violations, forms for sanctioning, conditions, etc. Please be sure that you know which leave you are dealing with on a particular offender and access instructions based on that type.

To determine what type of leave an offender has been granted, on the w/w offenses screen do an F21. Under the column heading “TL Type” S = Short-Term Transitional Leave (STTL); A = Alternate Incarceration Program (AIP)

For the most part, this chapter does not contain data entry instructions. There are some general data instructions, but for detailed instructions, please refer to other appropriate chapters for data entry, ex: [Chapter 2](#) for admitting leave offenders, [Chapter 7](#) for transferring from leave to post, etc.

29.1 Contact Information

STTL: Email: ShortTermTransLeave@doc.state.or.us

Phone: 503-947-0997 and 503-945-0940

Staff names: Tracey Coffman, STTL Program Coordinator
Colin Rauenzahn, Program Support Specialist

AIP: For questions about a release plan, contact the Release Counselor

For questions about violations, contact the Correctional Rehabilitation Manager (CRM) of the appropriate institution:

Coffee Creek: Christine Popoff

Email: Christine.M.Popoff@doc.state.or.us

Phone: 503-570-6800

Columbia River: Elizabeth LaCarney

Email: Elizabeth.AL.LaCarney@doc.state.or.us

Phone: 503-280-6646 x226

Powder River: Debi Geddes

Email: Debi.A.Geddes@doc.state.or.us

Phone: 541-523-6680 x222

Deer Ridge: Richard Ackley

Email: Richard.R.Ackley@doc.state.or.us

Phone: 541-325-5223

29.2 Investigating the Release Plan –

After the Release Counselor prepares the plan for an offender to receive short-term transitional leave and AIP, it is sent to the county of record (unless a waiver has been requested). The release plan will then be assigned to a probation officer for investigation.

1. Field investigations must be completed within 45 days of receipt of the Release Plan.
2. Offender must have approved housing, STTL and AIP offenders may not be homeless.
3. Respond to release counselor via e-mail and explicitly state that the STTL is either accepted or denied. AIP does not require acceptance by the PO, but housing for AIP release does; program eligibility is determined in the institution.
4. Provide reporting instructions if accepted for STTL or AIP supervision.

29.3 Receives Offender for Supervision –

STTL and AIP offenders should be supervised in accordance with local practice and using risk-based supervision. Consideration should be given to the short duration a person is on STTL and AIP and that they are still considered an inmate of the Oregon Department of Corrections. Any AIP offender who fails leave, will be returned to DOC and serve the remainder of their sentence incarcerated.

29.4 Conditions/Leave orders

If you are admitting an offender to leave and you have not received the Leave Orders outlining the offender's conditions, check with your PO first. If they have not received them, please contact the following:

STTL: ShortTermTransLeave@doc.state.or.us

AIP: The institution release counselor

These conditions/order are typically finalized two weeks prior to the offender's release and should go to the supervising PO. Sometimes there is a delay and conditions may not be ready until shortly before the offender's release from custody.

If you find there are conditions on the Parole Board Order that do not appear in the STTL or AIP conditions, for STTL, please contact either the STTL team (email shown above), and for AIP, please contact the release counselor.

29.5 Conditions data entry in CIS

STTL: use ST01 – ST12, and TS01-TS06

AIP: use TL01 – TL09, and TS01-TS06

29.6 Warrants and Escape - STTL

Requesting a Warrant

When a leave offender absconds, a warrant can be requested as soon as all efforts to locate the offender have been exhausted.

Please keep in mind when requesting a warrant that an STTL offender cannot be sanctioned past or serving a sanction past their calculated PRD. Therefore, if a warrant is requested shortly before their STTL expires, once they are arrested, they will only be able to serve as many days as remains on their prison sentence.

A. PO instructions:

1. Request a warrant using the STTL Violation Report.
2. Describe actions taken to confirm the offender absconded. (All efforts to locate the offender should be exhausted prior to requesting a warrant).
3. Submit the warrant request to: ShortTermTransLeave@doc.state.or.us
4. The STTL office will issue the warrant and suspend & detain and send to:
 - OISC
 - Release Counselors
 - Probation Officer
 - Probation Director
 - Board of Parole and Post-Prison Supervision
5. The Institution Records staff where the offender was last housed will enter the warrant into LEDS.
6. The OISC Prison Term Analyst (PTA) will move the inmate to escape status in the DOC400 and notify the Institution Records staff.

For warrants between the hours of 4:00 p.m. and 7:30 a.m.:

7. The Community Corrections staff will send a request to Santiam Correctional Institution (SCI) Master Control to enter the warrant in LEDS.
8. SCI Master Control will enter the warrant in LEDS and notify the SCI Institution Records staff.
9. The OISC PTA will move the inmate to escape status in the DOC400 and notify the Institution Records staff.

B. Support staff instructions:

Once you've ensured OISC has moved the offender to escape status, cancel the EPR. No further data or procedure is needed until the offender is arrested and the warrant is cleared.

When the offender is arrested, they will be lodged in the jail local to their arrest and may or may not be transported to your jail. Your PO will be notified by email regarding the offender's arrest and location of lodging with one business day.

If the decision to return to prison is made, OISC will complete the data entry and the offender will serve the remainder of his sentence in the institution and will come out on post-prison supervision. If the offender is to remain in the community to serve his sanction, OISC will admit to your county location using the same caseload number the offender was on prior to moving to escape status. Your county should receive notification that Leave will continue and this will be your cue to know the offender will be admitted back to your location by OISC.

If the offender requests a hearing, they will be returned to Coffee Creek for that hearing.

INOP for the offender's escape time is calculated by OISC and their sentences adjusted accordingly.

29.7 Warrants and Escape – AIP (Non-Prison Leave)

A. PO instructions during business hours:

1. PO contacts Correctional Rehabilitation Manager (CRM) at the DOC institution where inmate released by either phone or email.
2. PO describes actions taken to confirm the offender absconded. (All efforts to locate the offender should be exhausted prior to requesting a warrant.)

3. PO submits violation report to DOC institution regarding incident.
4. DOC CRM completes Suspend and Detain Order (CD1431).
5. The Institution Records staff where the offender was last housed will enter the warrant into LEDS.
6. The OISC Prison Term Analyst (PTA) will move the inmate to escape status in the DOC400 and notify the Institution Records staff.

For warrants between the hours of 4:00 p.m. and 7:30 a.m.:

7. PO contacts Correctional Rehabilitation Manager (CRM), or their after-hours coverage at the DOC institution where inmate released by either phone or email.
8. SCI Master Control will enter the warrant in LEDS and notify the SCI Institution Records staff.
9. The OISC PTA will move the inmate to escape status in CIS/DOC400 and notify the Institution Records staff, usually the next business day.

B. Support staff instructions:

Once you've ensured OISC has moved the offender to escape status, cancel the EPR. No further data or procedure is needed until the offender is arrested and the warrant is cleared.

When the offender is arrested, they will be lodged in the jail local to their arrest and may or may not be transported to your jail. Your PO will be notified by email regarding the offender's arrest and location of lodging with one business day.

If the decision to return to prison is made, OISC will complete the data entry and the offender will serve the remainder of his sentence in custody and will come out on post-prison supervision. If the offender is to remain in the community to serve his sanction, you will need to admit to your location with the same date and time the institution released the offender from escape status.

If the offender requests a hearing, they will be returned to Coffee Creek for that hearing.

INOP for the offender's escape time is calculated by OISC and their sentences adjusted accordingly.

29.8 Sanctioning STTL Violators

STTL offenders can be sanctioned using the sanction options and standards in place for each county and in accordance with the grid for structured sanctioning.

1. Report violations using the STTL Violation Report.
2. Include signed STTL Notice of Rights (CD 1497).
3. Only custody sanctions must be submitted to the STTL office for approval.
4. All STTL correspondence including violation reports and warrant requests need to be submitted to ShortTermTransLeave@doc.state.or.us.
5. All violations should be reported to the Short-Term Transitional Leave office within 5 days of the discovery of the violation(s).
6. Please keep in mind that an STTL offender cannot be sanctioned past their calculated PRD.

29.9 Sanctioning AIP Violators –

Non-prison Leave (AIP) offenders can be sanctioned using the sanction options and standards in place in accordance with [OAR 291-058-0047](#) and [OAR 291-062-0165](#). Essentially, the PO shall:

1. Contact the release counselor, by either email or phone, at the institution where the inmate was last housed to discuss the violation and whether the inmate needs to be returned to DOC. If the release counselor is unavailable, contact the CRM at the releasing institution.
2. All violations should be reported to the institution where the inmate was last housed within five (5) days of the discovery of the violation(s).
3. Use of jail sanctions for inmates on non-prison leave must be agreed upon by both DOC and the county.
4. If the decision is made to revoke non-prison leave and return the inmate to CCIC, the PO will submit a violation report to DOC via email to the CRM.

29.10 Recommending Return to the Oregon Department of Corrections (STTL):

The Short-Term Transitional Leave office, in conjunction with OACCD recommendations, uses the following general guidelines when making the decision to return a short-term transitional leave offender to the Department of Corrections to serve the remainder of their sentence:

- New crime
- Absconded for a significant amount of time
- Lack of approved housing
- Renewed public safety concerns (such as contact with a victim)
- Continued non-compliance (two or more previous sanctions while on STTL)

If it is recommended an offender be returned to the Department of Corrections the following process should be followed:

1. Meet with and interview offender, have offender sign Notice of Rights (CD 1497).
2. Complete a Short-Term Transitional Leave Violation Report.
3. Submit the Notice of Rights, Short-Term Transitional Leave Violation Report, and any supporting documentation such as police reports to ShortTermTransLeave@doc.state.or.us.
4. Once all documentation has been received, and if the Short-Term Transitional Leave office agrees with the recommendation, notification will be sent out to the following parties notifying them of the decision to fail STTL and return the offender to the custody of the Oregon Department of Corrections:
 - County Jail
 - OISC
 - CCCF Intake/Return
 - Release Counselors
 - Probation Officer
 - Probation Director
 - Board of Parole and Post-Prison Supervision
 - ODOC Benefits Coordinator
5. OISC will calculate a new projected release date (PRD) and will notify the County Jail via teletype.

NOTE: If the offender is returned to the institution, the county should receive a new release plan; there may be adjustments made to Earned Time (if applicable) and possible addition of INOP time (if applicable); and after serving their time, will release to POST (PPS).

29.11 Recommending Return to the Oregon Department of Corrections (AIP):

Discussions between the CRM and the PO will determine the course of action with an offender. Typically the following general guidelines are used when making the decision to return a non-prison leave offender to the Department of Corrections to serve the remainder of their sentence:

- New crime
- Absconded for a significant amount of time
- Lack of approved housing
- Renewed public safety concerns (such as contact with a victim)
- Non-compliance with leave conditions

If it is recommended an offender be returned to the Department of Corrections, the following process should be followed:

1. Complete a Violation Report and send to the institution CRM.
2. CRM will complete a Suspend and Detain Order (CD1431) and a Findings and Recommendation (CD1428).
3. CRM will collect all relevant documentation and forward to the following parties notifying them of the decision to fail non-prison leave and return the offender to the custody of the Oregon Department of Corrections.
 - OISC
 - CCCF Intake/Return
 - Probation Officer
 - Board of Parole and Post-Prison Supervision

NOTE: If the offender is returned to the institution, the county should receive a new release plan; there may be adjustments made to Earned Time (if applicable) and possible addition of INOP time (if applicable); and after serving their time, will release to POST (PPS).

29.12 Successful Completions –

1. Once the offender reaches his/her STTL or AIP end date/physical release date (PRD), OISC will close out the “I” line(s) to POST or AIP as applicable.
2. Community corrections support staff then needs to transfer the offender from Leave to Post status according to instructions in [OPS manual Chapter 7, section 7.4](#), as well as open the “O” line(s).

Alternative Incarceration Programs (AIP)

Program	Type	Institution	Description	Target Population	Type & Length of Leave	Sanction Options for PO	Designated Contact
Living in Freedom Today (LIFT)	Women's Cognitive Restructuring AIP	Coffee Creek Correctional Facility - Minimum	Focuses on personal responsibility and accountability while addressing pro-social skill development. Outpatient-level alcohol & drug treatment as well as individual case management are integral components of the program.	Mod/high-risk substance abusers and/or cognitive need	<u>Nonprison</u> Leave (NPL) Up to 90 days	<ol style="list-style-type: none"> 1. Impose administrative sanctions and interventions for Level I and II behaviors only. 2. Jail sanctions are limited to 3 days for offenders on AIP nonprison leave. 3. The PO must forward the completed sanction report and Notice of Rights to the designated contact at the releasing institution each time a sanction is imposed. 4. Any Level III behavior could be grounds for revocation. Contact the releasing housing institution for consultation on next steps. 5. Offenders should never be automatically returned to DOC without a discussion with the releasing institution. 6. A completed sanction report and Notice of Rights must be sent to the designated contact at the releasing institution for any offender returning to DOC. 	Christine Popoff 503-570-6800
Turning Point	Women's Alcohol and Drug Treatment AIP	Coffee Creek Correctional Facility - Minimum	Provides intensive addiction treatment in a learning environment. A strong emphasis is placed on preparing for gainful employment and successful living in the community.	Mod/high-risk substance abusers	<u>Nonprison</u> Leave (NPL) Up to 90 days		Christine Popoff 503-570-6800
Recovery in Progress (RIP)	Men's Cognitive Restructuring AIP	Columbia River Correctional Institution	Focuses on cognitive skills, outpatient-level alcohol and drug treatment, work skills, and ethics.	Mod/high-risk substance abusers and/or cognitive need	<u>Nonprison</u> Leave (NPL) Up to 90 days		Elizabeth LaCarney 503-280-6646 x226
New Directions	Men's Alcohol and Drug Treatment AIP	Powder River Correctional Facility	An intensive residential treatment program focusing on developing personal accountability and responsibility. Participants also learn to identify and change criminal thinking errors, prepare for gainful employment, maintain pro-social relationships, and develop healthy decision-making skills and habits for successful community living.	Mod/high-risk substance abusers	<u>Nonprison</u> Leave (NPL) Up to 90 days		Debi Geddes 541-523-6680 x222
Low-ACRS AIP	Women's Low Risk AIP	Coffee Creek Correctional Facility - Minimum	These programs serve offenders who are AIP eligible and have low Automated Criminal Risk Scores (ACRS).	Low-risk and does not meet all requirements for treatment programs	Nonprison Leave (NPL) Up to 90 days		Christine Popoff 503-570-6800
	Men's Low Risk AIP	Deer Ridge Correctional Institution					Richard Ackley 541-325-5223

If otherwise eligible under Oregon law, any person sentenced for a crime committed on or after December 5, 1996 and prior to January 1, 2009, may be considered for alternative incarceration programs only upon order of the sentencing court as directed in the judgment pursuant to ORS 137.750. For a crime committed on or after January 1, 2009, the court must order in the judgment that "the Department of Corrections may release the defendant on post-prison supervision under ORS 421.508 (4)" for the person to be considered eligible for alternative incarceration programs.

Short-Term Transitional Leave (STTL) for DOC

Program	Type	Institution	Description	Target Population	Type & Length of Leave	Sanction Options for PO	Designated Contact
Short-term Transitional Leave (STTL)	N/A	All DOC Facilities	Provides offenders with an opportunity to secure appropriate transitional support for successful reintegration into the community prior to beginning post-prison supervision.	Statutorily eligible offenders who meet the requirements outlined in OAR 291-063.	<p>Short-Term Transitional Leave (STTL)</p> <p>Sentenced prior to 8/1/2013, eligible for 30 days STTL.</p> <p>If sentenced on or after 8/1/2013, eligible for up to 90 days.</p> <p>If sentenced on or after 1/1/2018, eligible for up to 120 days.</p>	<ol style="list-style-type: none"> 1. Offenders on STTL may be given similar sanctions for levels I, II and III behaviors to those offenders on probation, parole, post-prison supervision. 2. Custodial sanctions and Notice of Rights must be sent to the STTL office for approval. Non-custodial sanctions do not need to be forwarded. 3. If the offender does not consent to a sanction, the PO will report the violation to the STTL Office within five days of the violation to process a revocation. 4. All revocation requests must be sent to STTL office using the STTL violation report. The criteria used in assessing requests for returns are: <ol style="list-style-type: none"> a. Offender does not agree to sanction b. Homeless with no viable housing options c. On-going non-compliance on STTL with previous sanctions (on STTL) d. Renewed public safety concerns (ex. contacting victim) 	<p>Tracey Coffman STTL Coordinator 503-947-0997</p> <p>Larry Bennett CC Administrator 503-945-7101</p> <p>For all Short-Term Transitional Leave issues, violations, and questions, please use the following e-mail address:</p> <p>ShortTermTransLeave@doc.state.or.us</p>

If otherwise eligible under Oregon law, any person sentenced for a crime committed on or after December 5, 1996 may be considered for short-term transitional leave only upon order of the sentencing court as directed in the judgment pursuant to ORS 137.750.

Transitional Leave

Notice of Rights/Decision About Rights

Offender Name:	SID:
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Right to Violation Hearing

You have been provided with a violation report describing alleged violation behavior. You are entitled to a hearing on the alleged violation(s) if you so request. The purpose of the hearing is to determine if there is probable cause to believe you have violated one or more conditions listed on the Violation Report. The hearing will be conducted by an impartial institution hearings officer who will make findings, conclusions, and recommendations to the superintendent of the institution. **You will be returned to a Department of Corrections facility for the disciplinary hearing to be conducted.**

Structured Sanctioning Process

Instead of a violation hearing before an institution hearings officer, you may choose to participate in the structured sanctioning process where your supervising officer will continue your transitional leave and impose a structured sanction(s) based upon your violation behavior, your criminal history, and your level of supervision. Structured sanctions may include one or more of the following: community service; work crew; house arrest; confinement in a work release/restitution center; or jail. If you choose to participate in the structured sanctioning process your supervising officer may not terminate your transitional leave for this violation. The releasing authority may override whatever sanction is imposed by the supervising officer and impose whatever sanction deemed appropriate, up to and including termination of your transitional leave and your return to Department of Corrections custody.

Waiver of Violation Hearing

You have the right to waive your violation hearing by checking the appropriate box and signing this form. If you waive your right to a violation hearing you admit violating the conditions of supervision as alleged and accept the sanction offered by your supervising officer.

Sanction(s)/Intervention(s) to be imposed:
<p>I understand the rights contained in this notice and I:</p> <p><input type="checkbox"/> _____ do want a hearing. I understand I will be returned to the Department of Corrections and the hearing will be conducted while in the custody of the Department of Corrections.</p> <p><input type="checkbox"/> _____ do not want a hearing.</p> <p><input type="checkbox"/> _____ I admit, or do not contest, the violations as alleged by my supervising officer.</p> <p><input type="checkbox"/> _____ I accept the structured sanction offered by my supervising officer.</p> <p><input type="checkbox"/> _____ Having waived my right to a hearing, I consent to the modification of conditions and/or the structured sanction(s) to be imposed as listed above. I understand that the Department of Corrections' may receive a copy of this violation and can take actions separate of sanctions imposed at this time up to, and including ordering my return to a Department of Corrections facility.</p> <p><i>Indicate your choice above by checking the appropriate box(es) and writing your initials on the line.</i></p>

I have read, or had read to me, and fully understand and acknowledge this Notice of Rights and my decisions about those rights.

_____ Offender	_____ Date	_____ Parole and Probation Officer	_____ Date
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XXXX COUNTY
PAROLE & PROBATION
2575 Center Street NE, Salem, Oregon 97301
Ph: (503) 945-2905 Fax: (503) 373-7810

PURPOSE OF REPORT: Short-Term Trans Leave Violation

DATE: September 25, 2018

BY: «PO_Name», PPO

Identifying Data:

Name: «Last_Name», «First_Name» «Middle_Name»
SID Number: «ID_Number»
DOB: «Birthdate»
Residence: «Home_Address_Line_1_»
«Home_City», «Home_State» «Home_Zip_Code»

TL Begin Date: «Admission_Date»
TL End Date: «Proj_Inst_Rele_Date_»
Crime(s): «Crimes_Offenses»
County: «Counties_of_Convictn»
Docket #: «Case_Docket_No»

ALLEGATIONS:

SUBSTANTIATION OF ALLEGATIONS:

COMMENTS TO SUPPORT RECOMMENDATION:

RECOMMENDATION:

Parole/Probation Officer

Date

Supervisory Authority/Designee

Date

c: Dept of Corrections, Community Corrections Division
File

XXXX COUNTY
PAROLE & PROBATION
2575 Center Street NE, Salem, Oregon 97301
Ph: (503) 945-2905 Fax: (503) 373-7810

PURPOSE OF REPORT: Short-Term Trans Leave Warrant Request

DATE: September 25, 2018

BY: «PO_Name», PPO

Identifying Data:

Name: «Last_Name», «First_Name» «Middle_Name»
SID Number: «ID_Number»
DOB: «Birthdate»
Residence: «Home_Address_Line_1_»
«Home_City», «Home_State» «Home_Zip_Code»

TL Begin Date: «Admission_Date»
TL End Date: «Proj_Inst_Rele_Date_»
Crime(s): «Crimes_Offenses»
County: «Counties_of_Convictn»
Docket #: «Case_Docket_No»

ALLEGATIONS:

SUBSTANTIATION OF ALLEGATIONS:

Parole/Probation Officer

Date

Supervisory Authority/Designee

Date

c: Dept of Corrections, Community Corrections Division
File