

# FAUG MEETING MINUTES

## Josephine County

November 16<sup>th</sup>, 2016 – 1:00 p.m. to 5:00 p.m.

November 17<sup>th</sup>, 2016 – 8:30 a.m. to 12:00 p.m.

### MEETING LOCATION:

**JOSEPHINE COUNTY COMMUNITY CORRECTIONS**

510 NW 4<sup>th</sup> Street

Grants Pass, OR 97526

### DAY ONE:

**Introductions/Welcome/Housekeeping**

**Danielle/Group**

**Minute Review**

**Group**

Minutes from the August FAUG Meeting approved as submitted.

**Attendance**

**Charles**

In attendance: Shawna Johnson (Benton); Marne Pringle (Clackamas); Erin Larson (Coos); Dona Dotson (Curry); Justin Bendele (Deschutes); Andie Cortes (Douglas); Denise Easterling (Jefferson); Danielle Dickerson (Josephine); Allen Bergstrom (Klamath); Larry Evenson (Lane); Bonnie Timberlake (Linn); Jeff Livingston (Marion); Charles Adler (Multnomah); Paula Fata (Multnomah); Angela Beier (Polk); Christopher Swayzee (Washington); Randy Settell (Yamhill); Krista Lauer (Lincoln); Lee Cummins (DOC-CC); Mary Hunt (DOC-CC); Tracey Coffman (DOC-STTL); Shawna Harnden (Parole Board); Ruby McClorey (DOC-Compact); Jay Scroggin (Multnomah/OACCD).

**Parole Board**

**Jaime Ferguson/Shawna Harnden**

The Board is aware that the EPRs related to previously-designated Predatory Sex Offenders may not change right away with the new assessment/level-assignment. They are looking to see how long the lag time will be for OSP to update the registry. At the first of the year, there will be a new LEDS mask that will include the tier. A suggestion had been previously made to include the level in the comments sections. However, the concern is that not every Law Enforcement Officer will understand this and it may cause miscommunication and confusion. Therefore, this is not recommended by the Board. It is hoped that a resolution will be had by the end of the year.

It was mentioned that a Board Warrant being returned for revision was not triggering an auto-chrono or auto-email. Shawna can add it to the concerns with PBMIS.

Shawna added the following update info from the Board:

As I have mentioned previously, Legislation approved funding for our older PBMIS version to be recreated as a web-based program. In January 2016, the DOC IT program

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developers were removed as the developing of the system had been completed. During that same timeframe, I started in my new capacity as one of the hearings officers for the sex offender notification program. Unfortunately, as with the development of any new program, there have been some discrepancies with data and system functionality that have required ongoing work from IT and myself. However, without a developer assigned to this task and my working in a new capacity, the availability on fixing items has been very limited. Executive Director, Carney has been working with DOC's IT Admin to create an Inter-Agency Agreement (IAA) that would allow for the Board to have a specific developer assigned to all PBMIS items. This IAA would allow us to address any issue (new item, enhancement or fix) without having to go through the service request process. We are hopeful to have that in place soon. Once the agreement gets approved and all the fine details get sorted out, then I will be able to start working with the assigned developer to address the immediate necessary fixes and will also be able to train whoever is designated as my replacement for the PBMIS work. We continue to ask for you to notify us when you come across any discrepancies you believe may be related to the system change. Please send those items to Jaime Ferguson ([Jaime.R.Ferguson@doc.state.or.us](mailto:Jaime.R.Ferguson@doc.state.or.us)) and to me ([Shawna.M.Harnden@doc.state.or.us](mailto:Shawna.M.Harnden@doc.state.or.us)). We will keep you all advised as to when that IAA is in place and PBMIS work begins again.

## **Compact Fingerprint Cards**

Laurie Riesterer, Oregon State Police  
CJIS Division/CCH Unit

Laurie gave info on what is required in order to get a SID in OR and how to use the "Form 86". This form is supplied by OSP and should be used. NOTE: If using a Live-Scan technology, only ORS is in the system (for electronic submission to CJIS). NCIC codes are not available in the system when sending electronically. They can print it out for you and you will have to mail it in, instead. Make sure that a FPN (Finger Print Number) was created. Make any necessary corrections before mailing it in. OSP/CJIS has moved. Please note in the instruction guide the new address/ mailing guide. Be sure not to put any criminal convictions on an "Applicant Card". This card is not to report convictions.

Compacts are handled differently than an OR booking due to the fact that there is not an ORS that was violated. Therefore, the NCIC code is to be used.

The print card is on the back of the Form 86. The top copy is for the disposition. The middle copy can be pulled and saved in the file, if desired. Press firmly on the carbon copy to get the info to the print card. If it cannot be read, it cannot be processed. The Fingerprint Techs have to be able to read the name. Make sure the info came through. If it did not, write over it on the print card to be sure the info is legible.

The info on the card includes:

- (Leave SID # area blank). Put the Block number in the LAN number area.
- Your agency's ORI #.
- Contributor (the name of your agency).
- Offender's name (including AKAs).
- Sex

- Race
- DOB
- Demographics (SSN and POB are not required but better to have it if known).
- SMT. These are important. Note the location of the scars/marks/tattoos. A description of the tattoo is not necessary.
- Arrest Charges. When putting the arrest charges, put the name of the crime as it appears in the sending/convicting state. If more than four charges, list extras on the back. Do not use ORS ... use the NCIC code. Laurie will send a list of the NCIC codes (list of FBI's crime classifications). She will send a list of the ORS/NCIC cross-references. Support Staff should also have a current list. If you cannot match a crime to the NCIC code, use the generic code. Please put the Date of Arrest. ONLY IF that date is not available, please use the date the offender was fingerprinted.
- Disposition. This section is required for Compact cases. Users can use a Compact Disposition form (can be used with Live-Scan printing techniques). It is still OK to use the section on the Form 86. Only report the convictions. Exclude any dismissals. Write in the name of the crime, the NCIC code and the conviction information. If no conviction (ie. Deferred Sentencing or Conditional Discharge), report as "Adjudication Withheld" on the form. Writer in "Deferred" or "Diversion" and put the length of the program. The length of prison/jail time is not necessary. Also need to know the type of supervision (Probation/Parole/PPS/etc) and length of supervision (can put in the date of expiration). Date of conviction.
- The acceptance date in your county is required.
- Please write "COMPACT FROM (name of state)" on the form.

The guide (attached) contains explanation and examples of each section on the print card.

Some notes:

- If the offender compacting in already has an OR SID, it is still encouraged that a print card with the compact info is submitted. That will confirm that the prints match and the info is entered properly on the CCH.
- Please send CJIS notification when the person is no longer being supervised (case expiration, etc). Include the FPN. Reason is to clean the record off of the OR CCH. It is only a temporary record to get a SID number. An example of why this is needed ... if the offender is attempting to get a firearm in OR and the case was expunged in the state of conviction, OR CJIS won't know that and the firearm permit will be denied. CJIS will have to confirm that with the county of supervision that the supervision has ended.

## Compact

**Ruby McClorey**

Ruby had questions about how EDIS affects outgoing compacts. Andie will send some that were just completed this week as examples. Ruby said that the "End Date" needs to be changed first, and then can close out the supervision. If there is any feedback on this, let Ruby know.

Compact will be short-staffed during the holiday season.

No other updates at this time.

## **OACCD Update**

**Jay Scroggin**

The last OACCD meeting was canceled two months ago. The next meeting is tomorrow (11/17/16). The topics to be discussed include:

- DOC interpreting EDIS info differently ...and there are questions about counting dockets v. counts and if all counts need to be removed in order to remove the docket.
- Measure 97 did not pass. Therefore, there will be financial impacts. Options are going to be discussed.
- The State Sanction Grid has not been modified in a while. Studies are showing that graduated sanctions are not working ... so a Pilot Project that is just focusing on swift/sure sanctioning and not graduated sanctioning will be started. Six or so counties are going to pilot a new sanction grid. Unknown which counties will pilot it. Copies of the draft were handed out. (See attachment) (NOTE: This is only a draft for review)

Jay will submit a SR for the treatment closure codes. Lee said she will see if it can be added to a current SR that pertains to the treatment module. She will need the codes and descriptions from Jay and Angie. Lee may be able to add the codes/descriptions herself; but even if she can, the reports on the new codes may not work properly.

## **STTL**

**Tracey Coffman**

STTL have discontinued the sanction pilot in DOC400. Automation has actually started on a separate module. Therefore, they will hold off until that is completed. The paper-driven violation reports for STTL are to be used meanwhile.

## **Election for Co-Chair**

**Group**

The following members volunteered themselves for the positions indicated:

Current Co-Chair (to become Chair beginning May 2017): Larry Evenson (Lane Co)

Co-Chair (beginning May 2017): Shawna Johnson (Benton Co)

Attendance (beginning May 2017): Justin Bendele (Deschutes Co)

Recorder: Christopher Swayzee (Washington Co)

NOTE: backup Recorder to be the hosting county.

Voting was unanimous for all nominees.

## **SOON Update**

**Lee/Mary**

EDIS Review Report – Denise Sitler said there were people on there that did not qualify for EDIS because they are Board case. The report cannot easily discern between Board and LC cases. The report is a REVIEW REPORT and the PO should double-check that the offender is eligible and of the proper type. Question raised if the outcounts could be taken off of the Review Report. Mary will ask Denise to exclude ABSC/WARR outcount cases from the Review Report. Mary will send the answer to FAUG DL.

Mary asked that counties be reminded to check Abscond cases still have warrants about once/year.

DOR have been upgrading their system to be online. The “go-live” date is Nov 15<sup>th</sup>. It was discovered (when they talked to Fee Network) that with the new system, there are symbols/characters in the Residential Address screen that the DOR system will not accept. Those collection assignment forms containing such characters are being rejected. DOR will send Mary the list of unacceptable characters. Mary will send the list out. The “#” and “.” are not acceptable. The \*\*\* for ‘bad address’ may not be acceptable, either. Another unacceptable “address” is “Homeless” unless it has a city, state, ZIP. You may have to use your best guess. It will be up to the person doing the Fee System to make sure the address is in an acceptable format before sending it to DOR. POs can do so when closing out their cases. The Fee System Rep can have access to the “rejects” and can update the addresses and resubmit.

Denise Sitler gave Mary a list in which offenders were put on INPR status and 11 of 36 did not qualify for INPR (because they were outside of a particular time window...convicted after the sunset date, or they should have been put on UNSU. Mary will send the list to the SOON Reps.

SR2739 (to add offender email address) has been assigned (it had to be resubmitted). Mary will meet with the Programmer (hopefully) next week to discuss how this will be done. An update should be available at the February 2017 Meeting.

## **DOC Update**

**Lee/Mary**

Remind those doing Local Release Plans to close them. Lee is continuing to get contacted by the Institution that the Community has an open plan on an offender.

Lee asked if the “R” code (which should show on the Case Plan in OMS) is having any issues. She has not heard any complaints, but wanted to double-check. Some Reps checked their caseloads and it appears to be working properly.

Some fixes were made to OTTO and PSC. It appears that there are less “R” codes on POs’ caseloads, but they appear to be where they should be (as opposed to being there unnecessarily). There were issues: If ABSC after 60 days, it was wiping out the level ... or those offenders whose last assessments were on OCMS.

The SONL Designator SR has been worked on. There have been some minor issues It is hoped that the Programmers can get more work done on those issues soon.

Another sanction issue has been identified. A Linn Co PO entered a custody unit sanction on the 2<sup>nd</sup> line and a non-custody unit sanction on the 1<sup>st</sup> line. The Board was unable to see the custody unit piece. The PO deleted it all out and put the custody unit sanction on the 1<sup>st</sup> line. Shawna said that the PBMIS Logic should pull custody/revocation info, regardless of placement. Lee gave the example to Shawna, who will check this out further.

#### SANCTIONS:

Larry/Angela/Charles/Shawna H./Jamie met on 10/25/16 to go through the list of bugs in the current system and then come up with what an improved system might look like. Lee has a list of the issues identified. FAUG reviewed the issues on the list. Lee needs to put the info in a SR.

Issues include:

- A lot of sanctions are still in PEND status and never sent. A suggestion was made at that meeting to add an edit to disallow a new sanction to be created when a sanction is still in PEND status (currently, a soft edit notifies the user that an open sanction exists). Some concerns include those offenders that are active enough that multiple sanctions are created in a short amount of time.

Suggestions from FAUG:

- If the sanction is in any Board status, then can allow (question about those in RETU).
  - If the sanction is in PEND or SUPV status, disallow additional open sanctions.
  - A 30-day window be set to allow a subsequent sanction be opened when one is still open. After that 30-day window, the user will be unable to create a new sanction.
  - OTTO can have a new code (perhaps “S” for sanctions) be set to notify users that a sanction is pending (PEND/SUPV/HO/RETU). A window of 15 days’ time, after which the OTTO code will prompt a code.
- POs are putting their names in the HO field when delivering NOR on an offender. The system doesn’t know which users are POs, HOs or Supervisors. This should not be done. Only the HO should be putting their name in when they are conducting a Hearing.  
Suggestions:
    - Maintain a list of Supervisors.
    - Add a line between the NOR Served Date and HO sections. If the PO adds the date info in their section, the HO piece would be grayed out and would disallow the PO to enter their name in the HO field.
  - Automation: They are looking at adding the sanction grid back into DOC400 (when approved). This could be county-specific, as different counties may have different sanctioning grids.

## **DAY TWO:**

Continued "DOC Update" from Day 1

- Is there a document that FAUG could maintain that would list the different counties' sanction grids? Angie can collect info from FAUG Reps about their county's grids. In discussion, it was determined that a county is not having to rely upon the sanction grid of another county if the offender is being sanctioned in that other county.
- Option 48 (W/W SRF Officer Morrissey Assignments) (NOTE: This is Option 33 for Supervisor Menu). A user can see what sanctions are still sitting in Supervisor queues. FAUG Reps are encouraged to educate the supervisors about seeing what is sitting in their queue.
- RE: The edit to prevent cases in Probation/CD/PPS-LC status from going to the Board. This is not working. Shawna is looking to see if another code could be used (instead of RETU) when returning a sanction that was mistakenly sent to the Board ... or maybe sending it back to supervisor. This would allow the FAUG Rep to complete it.
- The text character space limit which when it runs out kicks the user out; losing everything. A question had been raised whether a warning message could be added that would advise the user that they were approaching the character number limit.
- Print issues: Letters dropping off of the printed versions (a margin issue). This does not seem to be a widespread problem.
- Dates on the hearing report summary changing to date printed incorrectly. This is still happening. Lee will turn this in as a ticket.
- When printing, it will print partially onto one page and then leaves the rest of the page blank and continues on a new page. Lee will turn this in as a ticket to see if programming can figure that out.
- The system may not validate against the sanction code table on the 2<sup>nd</sup> line of the sanction given. This could allow the user to put any four characters as the sanction given on the 2<sup>nd</sup> line and the system would take it. This will also be a fix ticket.
- Issues with automated emails. Supervisors are not getting emails when sanctions are returned to them. PBMIS may be able to send an email when sanctions are completed. FAUG Reps agree that an auto-chrono would be better than an email.
- If the Board decides to override the recommended sanction, do users want to be notified by auto-email or auto-chrono. Some POs have given Shawna feedback that they're not being notified when this happens. Some are saying they are notified by being included in the mail to the Jail. Shawna will check into this more and bring it to the next FAUG Meeting.

- Sanctions being sent to BOARD and not BOARDHO. There are 300+ sanctions sitting in the BOARD queue that the Board was unaware of. Recommendation was to block BOARD as a UserID.
- New sanction codes needed. One suggestion was “RNPB” for “Returned – Not Parole Board”. Others can be considered.
- Deleting lines using F12 option instead of Text Editor. This deletes the lines, but puts them on the end of the sanction twice. This will be looked at.
- NOR section allows for incorrect date “80/19/14”. This will be sent in as a ticket.
- NOAC sanctions will be removed from the count (unless the board overrides the sanction).
- STTL sanctioning ability will be put in the SR. May have to put “STTL” as a location so it can be sent to STTL.
- It has been determined that regular users are able to complete sanctions when they should not (over a year old). They were not Board cases ... only LC and Probation cases. There is no 120-day edit that we thought was in the system.
- Recommendations from FAUG to workgroup:
  - Put a 120-day lock on regular user which will lock down sanctions after 120 days ... leaving only FAUG Reps who can work on those.
  - OTTO will send a code at 15 days.
  - At 30 days, users can no longer create new sanction (exc. those records in Board status or BoardHO).

**Roundtable**

**Group**

Erin Larson (Coos Co) – On Sanctions Module, GCs are no longer to be numbered? This will not change.

Allen Bergstrom (Klamath Co) – Question about ‘Star Workstation’ printing option. A menu option for changing your printer (option 28 from CCPPO Menu) or the F11/2 option. Printing from DOC400 works better with the printer assigned to you. It used to be that you could put your printer as ‘Star Workstation’. This is not used much anymore.

**\*FAUG Rep/CIS Manual**

**Group**



NEXT MEETING:  
February 15<sup>th</sup> and 16<sup>th</sup>  
Lane County (Eugene)

May 17<sup>th</sup> and 18<sup>th</sup>  
Klamath County

**ATTACHMENTS:**

- Administrative Sanctions Grid (Pilot Project) (pages 10 - 11) (\*\*NOTE: This is only a draft for review\*\*)
- Compact Instruction Guide (pages 12 – 28)

Pilot

Attachment A  
**ADMINISTRATIVE SANCTIONS GRID**

**I. Determine Supervision and Behavior Severity Levels**

Supervision Level	Behavior Severity Level		
	L	M	H
L	X <sup>1</sup>	L	M
M	L	M	II
H	M	M	II

<sup>1</sup> If the offender has a low supervision level and low severity behavior, a verbal reprimand or other appropriate intervention is the recommended response.

**II. Override Considerations:** If the response level is inappropriate, an override may be considered for the following circumstances. Overrides may be used to move to a higher severity level within the grid.

Override Considerations
<ul style="list-style-type: none"> <li>• The offender threatens or is violent.</li> <li>• The offender evades or escapes, or attempts.</li> <li>• The offender puts the PPC/Law enforcement in danger or unsafe situation.</li> <li>• The offender is already in custody.</li> </ul>

**III. Rule 58-45:** If the Behavior Response Chart is insufficient to address the seriousness of the violation, a higher level of sanction, up to and including returning an offender to Court or the Board of Parole and Post-Prison Supervision, may be imposed only after consultation and agreement of the unit supervisor or approval process established by the county agency or local supervisory authority.

Level of Authority for Probation	
▪ Agency	0-60 Units
▪ Court	Over 60 Units
Level of Authority for Parole / PPS	
▪ Parole Officer	0-30 Units
▪ Agency/Hearings Officer	31-60 Units
▪ Supervisory Authority/Board	61-90 Units

**IV. Additional Considerations:**

- The sanctioning units are caps only. The sanctioning authority may impose sanctions below the cap.
- An offender can be required to complete the balance of a previously imposed sanction that was not complied with, in addition to receiving a new sanction for failing to comply with an imposed sanction.
- Abscond: Changed residence, do not know whereabouts. Supervising officer has exhausted all reasonable means to locate and has requested a warrant.

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Attachment A  
**ADMINISTRATIVE SANCTIONS GRID**

<b>BEHAVIOR SEVERITY CHART</b>		
<b>Behavior Level 1 (low)</b>	<b>Behavior Level 2 (medium)</b>	<b>Behavior Level 3 (high)</b>
<ul style="list-style-type: none"> <li>• Changes residence without permission</li> <li>• Fails to report</li> <li>• Fails to answer truthfully</li> <li>• Fails to abide by a direction</li> <li>• Fails to pay fines or fees</li> <li>• Fails to maintain employment and/or education</li> <li>• Admits to drug or alcohol use</li> <li>• Attends, but is not engaged in treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Refuses to provide U/A and/or BAC</li> <li>• Unlimited positive U/A</li> <li>• Possesses drugs or alcohol</li> <li>• Commits a law violation or a non-person misdemeanor</li> <li>• Fails to take medication as prescribed</li> <li>• Willfully refuses to pay restitution/compensatory fines as directed</li> <li>• Suspended from treatment</li> <li>• Leaves the state without authorization</li> <li>• Exhibits pattern of non-compliance with case plan</li> </ul>	<ul style="list-style-type: none"> <li>• Absconds</li> <li>• Commits a person crime</li> <li>• Commits a new felony</li> <li>• Possesses a weapon</li> <li>• Violates a no contact order or directive</li> <li>• Violates or fails to comply with a "no contact/shelter" order as directed</li> <li>• Refuses to allow a home visit</li> <li>• Refuses or fails to submit to a search</li> <li>• Refuses to comply with imposed sanctions</li> <li>• Refuses to comply with case plan</li> <li>• Terminated from treatment</li> <li>• Violates curfew/geographic restrictions</li> </ul>

<b>BEHAVIOR RESPONSE CHART</b>		
<b>Behavior Level 1 Response (low)</b>	<b>Behavior Level 2 Response (medium)</b>	<b>Behavior Level 3 Response (high)</b>
<p><b>CUSTODY UNITS</b></p> <ul style="list-style-type: none"> <li>• Presumption of up to 5 units of community service, work crew, house arrest, or day reporting center</li> <li>• Up to 3 units may be used for jail</li> </ul> <p><b>NONCUSTODY UNITS</b></p> <ul style="list-style-type: none"> <li>• Issue a verbal reprimand</li> <li>• Issue a written reprimand</li> <li>• Require random U/A call in</li> <li>• Increase reporting</li> <li>• Require dry detention</li> <li>• Require a staffing with PPO, supervisor and/or judge</li> <li>• Assign a thinking report</li> <li>• Complete a homework assignment with skill practice</li> <li>• Increase treatment</li> <li>• Increase or require programming</li> <li>• Complete a writes assignment</li> <li>• Develop/revise a relapse prevention plan</li> <li>• Participate in support group or self-help program</li> </ul>	<p><b>CUSTODY UNITS</b></p> <ul style="list-style-type: none"> <li>• Up to 7 units of community service, work crew, house arrest, day reporting center, or jail</li> </ul> <p><b>NONCUSTODY UNITS</b></p> <ul style="list-style-type: none"> <li>• Impose remedial treatment to address need</li> <li>• Impose curfew</li> <li>• Report to Day Reporting Center as instructed</li> <li>• Increase treatment</li> <li>• Increase or require programming</li> <li>• Complete a thinking report</li> <li>• Complete a homework assignment with skill practice</li> <li>• Complete a writes assignment</li> <li>• Develop/revise a relapse prevention plan</li> </ul>	<p><b>CUSTODY UNITS</b></p> <ul style="list-style-type: none"> <li>• Electronic house arrest (0-45 units)</li> <li>• Place on GPS or CM equipment</li> <li>• Work crew (0-8 units)</li> <li>• Jail (0-45 units)</li> <li>• Revoke to prison</li> <li>• Revoke to jail (up to 180 days maximum)</li> <li>• Complete inpatient treatment</li> </ul> <p><b>NONCUSTODY UNITS</b></p> <ul style="list-style-type: none"> <li>• Impose up to 30 days curfew</li> <li>• Take away earned time</li> <li>• Increase treatment</li> <li>• Increase or require programming</li> <li>• Assign homework with skill practice</li> <li>• Assign a thinking report</li> <li>• Participate in support group or self-help program</li> <li>• Develop/revise relapse prevention plan</li> <li>• Report to Day Reporting Center</li> <li>• Complete outpatient treatment</li> </ul>

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# COMPACT INSTRUCTION GUIDE

Prepared for  
Oregon County Adult Community Corrections

*July 2013*

*Rev 07/07/2016*

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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 LEADS computerized criminal history (CCH) record. The community corrections agency will be notified of the SID number. This fingerprint card entry notification is done by LEADS - 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. 5).

### **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 07/07/2016).*
- 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.**

<b>Block on Card</b>	<b>Notes</b>
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. Do not list block numbers.
FBI #	Not required. If known, write-in.
ORI #	<b>Required.</b> This is your agency's ORI # (9-digit number).
Contributor	<b>Required.</b> This is the name of your agency. <i>Example: Washington Co. Comm. Corr.</i> <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	<b>Required.</b> Name of the individual being printed for the compact. Write name in this format: last, first, middle, suffix (Jr, Sr, II, etc.). <i>Example: Brown, Charles John Jr.</i>
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)	<b>Required.</b> Enter DOB as month, day, year. <i>Example: 11/27/1952.</i>
DOA (Date of Arrest)	<b>Required.</b> For compacts, refer to the out-of-state paperwork. <b>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.</b> If date of arrest is left blank, the paperwork may be rejected by the CJIS Division.
Sex	<b>Required. M= Male F = Female.</b> Do not enter unknown.
Race	<b>Required.</b> 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)	<b>Required.</b>
Eyes (Eye Color)	<b>Required.</b> Enter eye color abbreviation: BLK – Black BLU -- Blue BRO -- Brown GRN – Green HAZ – Hazel

**Fingerprint Card Form 86 and Form 249 Reference.**

Hair (Color)	<b>Required.</b> 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)	<b>Not required.</b>
OCA (Local Agency Case Number)	<b>Not required.</b> 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	<b>Required. For compacts, refer to the out-of-state paperwork.</b> <ul style="list-style-type: none"> <li>• Write in the name of the charge as stated from the other state.</li> <li>• Only report the charge(s) that the individual was convicted on. You don't have to list the charges that were dismissed.</li> <li>• If you are using form 86 and there are more than 4 charges, <b>use the back of the card and list name of charge and NCIC code.</b></li> </ul>
ORS	<b>For compacts, use NCIC code only -- do not use Oregon ORS numbers.</b> 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](mailto:Laurie.Riesterer@state.or.us).

# COMPACT SAMPLES

CONTINUAL NUMBER 14457934  
 I SEE: LEAVE Blank  
 FBI: IF KNOWN  
 OR: 0009013G  
 CONTRIBUTOR: DESCHUTES  
 COMM CORR  
 NAME USED: LAST, FIRST, MIDDLE  
 NAME: DOE, JANE A.  
 AKA: DOE, JAVINE A.  
 SIGNATURE OF PRISON FINGERPRINTED  
 DOB: 01-01-60  
 DOA: 05-03-06  
 SEX: F  
 RAC: W  
 HGT: 508  
 WGT: 150  
 EYES: BLU  
 HAIR: BRO  
 FIB: OR  
 SOC: 111-11-1123  
 LAN: SCABDOM  
 ADDRESS: SCABDOM  
 SHIRT: SCABDOM

**FORM 86 PACKET**  
**COMPACT SAMPLE**

ARREST CHARGES	NCIC CODES						
1 POSSESS MARIJ	3562						
2 ASSAULT 1ST DEG	1399						
3 KIDNAPPING 2nd DEG	1099						
4 ROBBERY 1ST DEG	1299						

THIS DATA MAY BE COMPUTERIZED  
 NCIC [Barcode]

**← 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 THUMB  
 > 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).

4. L THUMB  
 > 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 #86 REL.

14457934

LEAVE BLANK  
FBI 22 IS KNOWN

ORCID 7012G  
CONTRIBUTOR DEQUINES  
COMM CORR

NAME USBC LAST FIRST MIDDLE  
NAME DOE, JANE A.  
AKA DOE, JANNIE A.

**COMPACT SAMPLE**

WHEN COMPLETED MAIL TO:  
OREGON STATE POLICE  
BUREAU OF CRIMINAL IDENTIFIC  
3772 PORTLAND RD. NE  
SALEM, OR 97303

DOB	DOB	SEX	RAC	HGT	WGHT	EYES	HAIR
01-01-1905	0306	F	W	508	150	BLU	BRN
OR	11-11-1123						

1 DATE OF ARREST (Required; use the date of

SC ABDOM

FORM 86

Incident from other state).

ARREST CHARGES

ENTER COURT IDENTIFICATION HERE

- 1. ~~POSSESS MARIJ~~ NCIC 3562
- 2. ~~ASSAULT 1ST DEG~~ 1399
- 3. ~~KIDNAPPING 2ND DEG~~ 1099
- 4. ~~ROBBERY 1ST DEG~~ 1299

- 2 NAME OF STATE COMPACT OR: COMPACT
- IS FROM WASHINGTC
- 3 DATE OF ACCEPTANCE OR: ACCEPTED IN OREGO 7-13-13

CHARGES AT DISPOSITION

DISPOSITION SAMPLE

1. ~~POSSESS MARIJ~~  
NCIC  
CRS: 3562

300  NOT FILED 301  ACQUITTED 305  DISMISSED 314  EXTRADITE  
 CONVICTED 350 X FELONY 351  MISD 352  VIOL 325  NO CONTE  
 CONV. LESS OFN-353  FELONY 354  MISD 355  VIOL 313  CIVIL COMP  
 323  MENTAL INCOMP 302  GUILTY-INSANITY 318  ADJUDICATION WHIEL  
 JAIL  PRISON \_\_\_\_\_ SUSP \_\_\_\_\_ PROB 60M SUSP  
 FINE \_\_\_\_\_ SUSP \_\_\_\_\_ DIVERSION \_\_\_\_\_  
 OTHER PROB EXPIRES 6-30-18

SENTENCE DATE 6-3-06  
COURT CASE # WA 456FE

2. ~~ASSAULT 1ST DEG~~  
NCIC  
CRS: 1399

300  NOT FILED 301  ACQUITTED 305  DISMISSED 314  EXTRADITE  
 CONVICTED 350 X FELONY 351  MISD 352  VIOL 325  NO CONTE  
 CONV. LESS OFN-353  FELONY 354  MISD 355  VIOL 313  CIVIL COMP  
 323  MENTAL INCOMP 302  GUILTY-INSANITY 318  ADJUDICATION WHIEL  
 JAIL  PRISON \_\_\_\_\_ SUSP \_\_\_\_\_ PROB 60M SUSP  
 FINE \_\_\_\_\_ SUSP \_\_\_\_\_ DIVERSION \_\_\_\_\_  
 OTHER PROB EXPIRES 6-30-18

SENTENCE DATE 6-3-06  
COURT CASE # WA 456FE

3. ~~KIDNAPPING 1ST DEG~~  
NCIC  
CRS: 1099

300  NOT FILED 301  ACQUITTED 305  DISMISSED 314  EXTRADITE  
 CONVICTED 350 X FELONY 351  MISD 352  VIOL 325  NO CONTE  
 CONV. LESS OFN-353  FELONY 354  MISD 355  VIOL 313  CIVIL COMP  
 323  MENTAL INCOMP 302  GUILTY-INSANITY 318  ADJUDICATION WHIEL  
 JAIL  PRISON \_\_\_\_\_ SUSP \_\_\_\_\_ PROB \_\_\_\_\_ SUSP  
 FINE \_\_\_\_\_ SUSP \_\_\_\_\_ DIVERSION \_\_\_\_\_  
 OTHER PAROLE/EXPIRES 6-30-20

SENTENCE DATE 6-3-06  
COURT CASE # \_\_\_\_\_

4. ~~ROBBERY 1ST DEG~~  
NCIC  
CRS: 1299

300  NOT FILED 301  ACQUITTED 305  DISMISSED 314  EXTRADITE  
 CONVICTED 350 X FELONY 351  MISD 352  VIOL 325  NO CONTE  
 CONV. LESS OFN-353  FELONY 354  MISD 355  VIOL 313  CIVIL COMP  
 323  MENTAL INCOMP 302  GUILTY-INSANITY 318  ADJUDICATION WHIEL  
 JAIL  PRISON \_\_\_\_\_ SUSP \_\_\_\_\_ PROB \_\_\_\_\_ SUSP  
 FINE \_\_\_\_\_ SUSP \_\_\_\_\_ DIVERSION \_\_\_\_\_  
 OTHER \_\_\_\_\_

SENTENCE DATE \_\_\_\_\_  
COURT CASE # \_\_\_\_\_



LEAVE BLANK

CRIMINAL

(STAPLE HERE)

LEAVE BLANK

STATE USAGE:

SUBJECT: AFFIDAVIT CLASS: AFFIDAVIT: SC#:

LAST NAME, FIRST NAME, MIDDLE NAME, SURNAME: **DOE JOHN MICHAEL**

SEX:  MALE  FEMALE

611247574

SEX	RACE	HEIGHT	WEIGHT	HAIR	EYES
M	W	603	195	HAZ	



ID TP5700 #000428 20130702 21:57:53

IX T630 #000428 KP4 20130702 21:58:01



**EXAMPLE: COMPACT USING LIVESCAN  
PRINT CARD (Front) P.1053**

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE  
 CRIMINAL JUSTICE INFORMATION SERVICES DIVISION, CLARKSBURG, WV 26306

PRIVACY ACT OF 1974 (PL. 93-502) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS UNDER SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY BASIS OF AUTHORITY FOR SUCH DISCLOSURE AND WHETHER OR NOT THE INDIVIDUAL'S INFORMATION IS BEING DISCLOSED TO OTHER AGENCIES

AVAILABLE FINGERPRINT SUBMISSION YES <input type="checkbox"/>		DATE OF ARREST MM DD YY 07-02-2010		FBI COUNTY OR CLACKAMAS CTY		PAROLE/PROBATION	
WANT AN ADULT YES <input type="checkbox"/>		DATE OF OFFENSE MM DD - 25		ADDRESS TCN: ORJCLA113062800		REPLY DESIRED YES <input type="checkbox"/>	
SEND COPY TO (ENTER ONE)		DATE OF OFFENSE MM DD - 25		PLACE OF BIRTH (STATE OR COUNTRY) OR		COUNTRY OF CITIZENSHIP US	
MISCELLANEOUS MEMORIA		SCARS, MARKS, PHYSICAL AND AMPUTATIONS					
RESIDENCE/COMPLETE ADDRESS		CITY		STATE			
OFFICIAL TENED FINGERPRINTS (NAME OR NUMBER) PIRCEY KAREN 38502		LOCAL IDENTIFICATION REFERENCE OCA:1300000		OR0030000		YES <input checked="" type="checkbox"/>	
EMPLOYER IF U.S. GOVERNMENT INDICATE SPECIFIC AGENCY IF MILITARY LIST BRANCH OF SERVICE AND GRADE NO.		OCCUPATION		OR0030000		YES <input checked="" type="checkbox"/>	
CHARGE(S) CNTR: 1 ASSAULT 1ST DEG. 1399 COMPACT - FROM CALIFORNIA		DISPOSITION 1 2 3					
ADDITIONAL		ADDITIONAL					
ADDITIONAL INFORMATION/BASIS FOR CAUTION		STATE BUREAU STAMP Oregon State Police Identification Services Section 3772 Portland Rd NE Salem, Oregon 97301-2500					

FD-208 (Rev. 5-11-92) 340-440-2082

**COMPACT USING LIVSCAN (BACK):**

- w/Compact Charges
- Name of State Compact From

*P. 2 of 3*

## OREGON COMPACT DISPOSITION

**Instructions:** This is a disposition form for out-of-state compact cases only. Report only convictions that person is being supervised on, list each charge separately, complete all sentencing information. A total of 3 can be reported per form. Once completed, attach to fingerprint card and mail to: Oregon State Police \* Identification Services Section/CCH Unit \* 3772 Portland Rd NE \* Salem, OR 97301

Submitted by Adult Community Corrections/Name of County <b>CLACKAMAS</b>		
<b>COMPACT INFORMATION</b>		
Name of Person being supervised from Compact (Last, First, Middle) <b>Doe, John Michael</b>		Date of Birth <b>04/29/1983</b>
Name of State Compact is from: <b>California</b>		Date Accepted in Oregon <b>07/11/2013</b>
Fingerprint Control Number <b>JCLA113062880</b>		Arrest/Incident Date from other State <b>07/10/2009</b>
<b>Sentence Information (from other State)</b>		
(1) Name of Charge: <b>Assault 1<sup>st</sup> Deg</b>	NCIC Code: <b>1399</b>	Number of Counts:
CONVICTION (check one) <input checked="" type="checkbox"/> <b>FELONY</b> <input type="checkbox"/> <b>MISDEMEANOR</b>		DEFERRED SENTENCE (Length of deferral)
Date of Conviction <b>08/02/2009</b>		Court Case # <b>CA123456</b>
Type of Supervision: <input checked="" type="checkbox"/> Probation <input type="checkbox"/> Parole <input type="checkbox"/> Post Prison Supv		Length of Supervision/Expiration Date <b>60M/Exp. 07/11/2018</b>
Other		
<b>(2)</b>		
(2) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) <input type="checkbox"/> <b>FELONY</b> <input type="checkbox"/> <b>MISDEMEANOR</b>		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.*

## 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		
<b>COMPACT INFORMATION</b>		
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	
<b>Sentence Information (from other State)</b>		
(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		