

# FAUG MEETING MINUTES

August 18, 2021 9:00 am – 4:00 pm

## MEETING LOCATION:

Via video conference

### DAY ONE:

**Introductions/Welcome/Housekeeping  
Minute Review**

**Douglas County  
Group**

Minutes approved as submitted.

### **Attendance**

**Charles Adler**

In attendance: Marne Pringle (Clackamas); Heather Senquiz (Clatsop); Justin Bendele (Deschutes); Brad Allen (Deschutes); Freddy Vidal (Douglas); Andie Cortes (Douglas); Roger Stampke (Harney); Danielle Dickerson (Josephine); Bonnie Timberlake (Linn); Charles Adler (Multnomah); Paula Fata (Multnomah); Angela Beier (Polk); Ahnie Seaholm (Tillamook); Rosanna Post (Umatilla); Jessica Jauken (Wasco/Sherman); Christopher Swayzee (Washington); Crystal Bartell (Yamhill); Betti Spencer (Yamhill); Lee Cummins (DOC); Judy Bell (DOC); Denise Sitler (DOC); Ruby McClorey (Compact).

The attendance list was sent out prior to the meeting for review. Any changes to be submitted to Charles Adler.

### **County Updates**

**Group**

Harney Co – Fully open – no changes.  
Washington Co – Mostly open/masks required – soon to be hiring PPOs.  
Clackamas Co – Fully open – no changes.  
Clatsop Co – Will be down one PPO by end of this month.  
Deschutes Co – Fully open/hybrid schedule – fully staffed on PPOs – Hiring new Director.  
Douglas Co – Mostly open/masks required/limited reporting - working on filling PPO positions.  
Josephine Co – Hiring three new PPOs.  
Klamath Co – Fully open – two PPO openings.  
Linn Co – Mostly open/mask required.  
Multnomah Co – Not open (may start opening 9/7/21).  
Tillamook Co – Open – working on filling two PPO positions.  
Umatilla Co – Fully open/masks required – filling one PPO position.  
Wasco Co – Sherman Co has merged with Wasco Co. (NOTE: Wheeler/Gilliam still together).  
Yamhill Co – Open fully/masks required.

### **IRT Process Changes**

**Denise Sitler**

Denise Sitler – Lee has sent out IRT Rule update info. Sex Offender population and Leave population have been separated out. Domestic Violence population still included in general IRT processes. However, now that DV is being added as a funded caseload, may need to review for changes. Send feedback to Denise and she will take to OACCD this week.

General Info pages will show which counties accept IRTs via email. Terry Chandler in Jefferson Co maintains the GI pages. Send changes to her re: IRT emails.

## **Interstate Compact Update**

**Ruby McClorey**

No updates at this time. Compact staff are still working from home and will continue so until further notice.

Issue raised: There are situations where nationwide warrant requests are only met with statewide warrants; even when using the wording that Mark Patterson suggested be used. Ruby said to reach out to Mark with those concerns.

Issue raised: Douglas Co has noticed that there are incoming Compact offenders found in Oregon without reporting instructions. Ruby said to report any issues to Compact. Other counties not reporting issues.

Lee states that the VIC2 DOCSUM code has been approved. However, Victim Notification (and Sex Offender Notification) requirements are now going to be on the sending state. Therefore, the need may be diminished. Ruby will send out the rule update regarding notification requirements.

Ruby said that they have heard reports that offenders are “not being supervised because of COVID”. This issue should be diminishing.

## **Parole Board**

**Dylan Arthur**

Dylan was unable to attend.

## **OCMN**

**Tracey Coffman**

Tracey was unable to attend.

Clackamas Co had sent in an email re: viewing caseload in OMS ... (this email was forwarded to Tracey prior to today’s meeting). The user can run an Overdue BCP Report. Paula Fata confirmed that the BCP completed date is tied to the “Notes” box. If no note is entered, then the date will not show/update.

Question: Can the Community side have the option of entering on Risk Assessments that the offender is mentally unstable? The Institution side have that option, but the Community side doesn’t. Mental Incapacitation is an option and can be used.

## **Sanction Dates**

**Lee Cummins**

This conversation was brought up by Marion Co last meeting and tabled to this meeting. It involves a request for an auto-calculation for the number of sanction days in the Sanctions Module. The Custody End date would auto-calculate based on the number of sanction units. Lee asked if FAUG had any questions/concerns/thoughts about this before she adds this to a current Service Request. The question/concern raised by Washington Co was that the calculation could be wrong when sanctioning offenders to multiple weekends, as end dates are reflective of when the final weekend was completed. NOTE: The current calendar in CIS only calculates the “to” date, not the “through” date. With the upcoming tools (Presto – which is intended to make the system work like an internet program), there is a calendar where the user can click and look at the dates. Therefore, there may be some functioning to double-check dates/units. Judy brought up an additional concern ... that OISC may need to be part of this conversation, as well, to see how this would affect their calculations. Lee will put this into an existing SR to see if there is a way to add it and take into consideration the complications. The SR would not happen for a while, anyhow.

The Treatment Eval Code and Max Benefit Code discussion did not happen at OACCD Exec, as anticipated. It will be on the agenda for the September meeting. Using Max Benefit to reflect “No Treatment Necessary” would require the definitions be reviewed/updated.

CIS Tool Update – Community Corrections are going first. Started with Menu-CCPPO. Programmers are working with Fresh Programmers to see how this could work/look. They have gone through each/every screen to see if it works correctly. Since they don’t do the business or enter data, Judy and Lee have been working the programs to see if it is indeed working correctly to try to eliminate as many bugs as possible. Once this process is complete, it is hoped that it can be sent out to the counties. A concern is whether all counties could access it with current set-up. FAUG will likely be asked to do some testing. The menu bar is a “decision tree” style. The function keys will still work, but the options won’t appear on the screens. Updates to come.

Re: FAUG Authority to change Polygraph Module. Lee cannot give this authority herself because it is a program constraint. It has been made into a small Service Request that appears to be able to be picked up right away. This is designated as SR3051.

Changes to OMS to allow new TV/VV codes to update last office visit, as well as the removal of old SC code. That is now in a new SR (SR3050). There is no current ETA on when that will pick up, but it did score a little higher in priority.

Service Request 3049 added to add long descriptions to Tx codes to allow users to see definitions. Closure codes definitions need to be added, as well.

Identified problem: Printed Sanction Report Forms are printing all of the current docket info rather than only the docket that action is being taken on. That went in as a ticket and is being worked on. Lee will be testing results next week and will let everyone know when working properly.

Release Plan issue noted: Info had been added that the program did not like (re: Completion Date error). This brought up a feature in CIS. When users are in any screen and a message comes up to enter a date when known, a plus sign (+) will show. Put cursor on it and hit “Page Down” to display remainder of message.

NOTE: If the issue has to go to the Help Desk, they will want to know what the full message says.

County requirements. IT has been collecting the five participating counties’ requests and that list went to OACCD. Afterwards, it was sent to all counties so they can add anything missing from spreadsheet. There were a few additions proposed. A prioritization of them will be done. Some issues may be able to be addressed through Presto Program (i.e. word processing, word-wrap, copy/paste). IT will work on the other issues as they can. Tanner Wark will take this to next OACCD meeting.

Request for consideration – Several Manuals (including the CIS/ISIS flip chart) have not been completely updated. SOON’s Manual Committee have been working on their manuals; meeting quarterly. They meet as a group and one person does the updating. This may be something FAUG can do to ensure that the manuals are updated with correct info. Lee asked that FAUG consider this.

LSA Manual needs to be updated. One year ago, that was in process, but stopped. Denise would oversee that project. A workgroup would need to be formed. This could involve not only FAUG, but also could involve SOON, Directors, Sheriff/Jail staff, etc.

The Redwood Service Request is on hold. There was so much work on this project done. The institution changed to Redwood and does not enter manually the results, so this project was created. FAUG joined in so the Community side could benefit. But Redwood has recently changed their programming, so this project is now on hold. One issue is screening v. confirmation. Institutions does not do auto-confirmations, but many counties do. The programming affected this major component. The result is that the project became too big and DOC Programmer is not authorized to dedicate this much time into this project. It is hoped that it will progress sometime soon.

Data entry piece for SOON ... could be applicable for FAUG. The PRISM form (to ask offender if can use Soc Sec info for work history study) is no longer needed. DOC does not participate in that process any longer. If a county is still using this process, they can stop, as the info is no longer being used or going anywhere.

Deleting Scars/Marks/Tattoos info. If a SMT was entered/uploaded (w/ photo) in OMS, it will mirror and put data into CIS. If a user deletes info in CIS that has a related photo in OMS, it creates "orphan data" points in OMS. There is a SR going into production next week that will send a message and prevents the user from deleting such info. If the info does have to come out of the system, there is an email address where the user can request the info be removed. ([dlintelloffice@doc.state.or.us](mailto:dlintelloffice@doc.state.or.us))

The Board had legislation pass that will allow them to discharge PPS clients early (if severe medical condition exists and the offender needs to be in a facility). The closure code chosen was DISC (Discharge from Parole) and a decision date will be added to the description of that code to memorialize this decision. A discharge certificate would be issued by the Board.

Reminder: In the OAR Transfer Rule on IRTs ... records are to be released and hard file put in mail within 5 days of acceptance to be considered timely.

Some counties have struggled to get Federal Sentencing Orders. Judy reached out to her (Oregon District) Federal cohort and was able to get an email address to request those orders. The email address has been sent out. This email address is monitored by other districts, so it's not just restricted to the Oregon District.

NOTE: SOON has to wait until the offender has been sentenced before moving the case to the outcount.

NOTE: A Release Date in the BOP Inmate Locator doesn't always indicate holding/sentenced status (i.e. short (six-month or less) sentence will result in the offender remaining in the holding facility and a release date won't populate on the website).

If any issues arise in trying to get the info, contact Judy.

New data practices have been approved and are going to OACCD for review/approval. One includes offenders who are past their original expiration date, but an Order to Show Cause is in-place and a PV is pending. Past practice was that we would continue to supervise them. Recently, a county was sued for supervising a person past expiration. Their County Counsel determined that they would no longer supervise offenders past expiration dates in these situations. Other counties' County Counsel offices have joined in with this decision. This appears to be the new norm. A new data solution has been proposed by SOON that would be to create a sentence closure code and an outcount. In this proposal, if one sentence is pending a PV, but other sentences are currently open for supervision (not past expiration date), only the sentence affected will close, but the body remains open to continue supervision. If all sentences is/are pending PV (past expiration), then the body will be closed to the approved outcount. This is still in review.

NOTE: If the Court extends Probation to continue supervision (pending the PV) but does not give a timeframe, this cannot be reflected in the data. A certain date must be entered ... cannot be ambiguous. The Court will have to give a set date/timeframe for extension.

OACCD have approved a process change that allows Court Name to be changed in CIS with approved legal documentation. Sex designations (including preferred pronouns) can be added into CIS through TAIK.

### **Closure Code Training**

**Judy Bell**

Training to FAUG was conducted this date. See pages 6-16 for training materials.

NOTE: Codes on the list highlighted in green are approved for Community use. Those not highlighted are not approved for Community use.

### **Roundtable**

**Group**

Marion Co. – Users requesting LC warrants in the Warrants Module in CIS are accidentally selecting Probation warrants instead. How can this be prevented? Lee said that the system, some edits/blocks exist to prevent misuse of warrant types. In the current Sanction SR, it was requested they look at the docket and how it ties to the sanction action taken. It would take programming. There is a Warrants SR that is in the queue. Lee can see if we can have dockets tied to the warrants system added.

Yamhill Co – Re: measurable contacts. Director wanted staff to go back to contact standards after reopening. How long is TV/VV going to be used? Is this temporary due to COVID restrictions? Lee confirmed it is a permanent code. TV/VV will continue to count as measurable contacts. More changes are being looked at regarding the types (O, HV, TV/VV, etc.) and how they count toward contact standards.

Polk Co – emailed question: When one county supervising a case that was originally sentenced in another county ... and the Felony drops off (leaving Misdemeanor cases remaining that the supervising county does not supervise) ... what is the standard practice in this situation? Does the supervising county send the remaining Misdemeanor case(s) back, continue supervising or request the Court convert it to Bench?

The traditionally-accepted options include:

- 1) The supervising county requesting Court action (i.e. Bench).
- 2) Simply returning the case to the sending county.
- 3) Request that the sending county submit a request for Court action.

Option 1 is considered the most courteous. Reminder that any issues should be raised to Director level.

NEXT MEETING:

November 17  
Via Virtual

Tentative 2022 Schedule:

February 16<sup>th</sup> & 17<sup>th</sup>  
May 18<sup>th</sup> & 19<sup>th</sup>  
August 17<sup>th</sup> & 18<sup>th</sup>  
November 16<sup>th</sup> & 17<sup>th</sup>

Description	Documents needed
<p><b>ABSCOND OFFENDERS PAST MAX DATE - SENTENCE TERMINATED OR DISMISSED</b>  Offenders closed to ABSC, whose sentences have passed their max supervision date, the Judge, Board, or LSA has recalled* the warrant and allowed the sentence to terminate. Order to Show Cause (pending PV) is dismissed when the warrant is recalled. The probation itself is not dismissed, but allowed to expire because the Order to Show Cause has been dismissed. Sometimes the order will say probation is terminated when the warrant is recalled. Rarely will be for use on Board-controlled PPS/Parole.</p> <p>*Recall is the same as rescind and lift. Quashed is different! See 7.1, 14.17 or Chapter 26 for more detailed definitions.</p>	<p>Probation - Court order and warrant recall.</p> <p>LSA warrant recall plus written notification by the LSA or its designee</p> <p>Board - certificate of expiration (until programming is complete certificate will have original expi date; programming request to show effective date is pending) USE effective date!</p>
<p><b>ABSCONDED SUPERVISION</b>  The offender has failed to report and the PO has exhausted all appropriate avenues to locate the offender. Either the PO could initiate the warrant request (to the Board, LSA, or Court) 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, <u>as long as that case number is being supervised</u>. You must have a warrant on a supervised case to move to ABSC.</p> <p>ABSC will trump all other outcounts and should be used when this and additional outcounts apply. ABSC holds the record open, whereas other outcounts may indicate the record could be allowed to close.</p>	<p>Either find the warrant in LEDS, or see the actual paper warrant, or see the warrant in eCourt; use date of the first warrant (DOW) (if multiple warrants are issued) for movement</p>
<p><b>TERMINATION OF SG SENTENCE (I LINE) DUE TO COMPLETION OF AIP PROGRAM</b>  When an AIC successfully completes the institution portion of an alternative incarceration program (SUMMIT, A&amp;D AIP, etc.) and the 90-day non-prison leave period.</p>	

<p><b>APPEAL WON</b> When an offender/AIC appealed their conviction and the appeal has been won. By “appeal won” we mean the conviction is overturned and will not be returned to the circuit court for resentencing. Use USAP during appeal process.</p>	<p>Appellate judgment overturning circuit court conviction</p>
<p><b>ACQUITTAL AFTER RETRIAL/RESENTENCING</b> Convictions vacated on appeal/post-conviction and remanded to county for new trial. Vacated convictions are acquitted after remand.</p>	<p>Circuit Court Order (likely the appellate court would remand back to Circuit Court rather than acquit themselves)</p>
<p><b>CONVERTED TO BENCH PROBATION</b> When an offender's supervised probation is converted by court order to supervision by the court, or when an institution sentence is amended/resentenced to bench probation (Institution use added 11-2-2020)</p>	<p>Court order</p>
<p><b>CONCURRENT PROBATION</b> When an DOC AIC (either serving DOC and/or LC sentences) is released without Parole and/or Post-Prison supervision obligations, but still has uncompleted probation sentences.</p>	
<p><b>JAIL AS CONDITION OF PROBATION</b> When an offender receives a probationary jail sentence consecutive to a DOC SG sentence, used to temporarily close the probation line. The institution closes the P line and opens a J line. They should close the J line and reopen the P when the jail sentence is completed. If they do not close the J line, please contact OISC. You can remove the code from the P line when they are back under your supervision if it has not been done by the institution.</p>	
<p><b>COMPACT OUT - Oregon offenders only</b> When an Oregon offender is accepted for supervision in another state via Interstate Compact.</p>	<p>Compact Notice of Arrival</p>

<p><b>LEAVE STATUS CONTINUED AFTER LC SENTENCE SERVED</b>  When an offender is returned to leave status after serving an LC sentence. Offender was not returned to prison and leave has not been completed. Allows community agency to return offender to leave status under original leave parameters. Contact OISC prior to using code. LC PPS does NOT begin until leave is complete.</p>	
<p><b>PAROLE CONTINUED</b>  When an offender is arrested out of state and returned to Oregon and admitted to CCIC; offenders are then transported to the county jail in the supervising county and the body of the record is released using this code if the offender is on Parole.</p>	
<p><b>Post-Prison CONTINUED</b>  When an offender is arrested out of state and returned to Oregon and admitted to CCIC; offenders are then transported to the county jail in the supervising county and the body of the record is released using this code if the offender is on Post-Prison.</p>	
<p><b>Parole/Post-Prison CONTINUED</b>  When an offender is arrested out of state and returned to Oregon and admitted to CCIC; offenders are then transported to the county jail in the supervising county and the body of the record is released using this code if the offender is on Post-Parole.</p>	
<p><b>COMPACT CLOSURE - OUT-OF-STATE CASES ONLY</b>  When supervision of out-of-state case is returned to sending state prior to sentence expiration. This is only used when sentences have not yet expired. Reasons for return can include: abscond/warrant, voluntary return, violation return, admission to prison. This can be sentence only closure if Oregon sentences continue to be supervised; can be a body and sentence closure if no Oregon sentences are supervised.</p>	<p>Compact Closure Notice,  Notice of Departure,    See 8.16, #1-6, for correct date to use for closure</p>
<p><b>CONDITIONAL DISCHARGE/DIVERSION CONVERTED TO PROBATION</b>  When an offender's conditional discharge/diversion is revoked and formal probation is imposed. NOT to be used when conditional discharge/diversion is revoked to LC or IN incarceration sentence. There must be a Probation line that comes under a line closed to CONV.  CONV is also used as a location code by Super Users to return offenders to formal supervision after their sentence expired but later the DA files and the court convicts.</p>	<p>Court order</p>
<p><b>TRANSFER REJECTED - INCOMING COMPACT INVESTIGATIONS ONLY</b>  To be used on compact investigation (IV status) only. When the incoming compact investigation is rejected or withdrawn and the compact sentences will NOT be supervised in Oregon.</p>	<p>Transfer Request Reply;  Transfer Request withdrawal</p>



<p><b>MISDEMEANOR SUPERVISION REVOKED or TERMINATED</b>  Misdemeanor probation revocation/termination due to some type of non-compliance or violation; Judge orders offender's misdemeanor probation sentence revoked and/or terminated. Includes felonies treated as misdemeanor (FMP), misdemeanor conditional discharges, and misdemeanor diversions. (definition changed effective July 1, 2017). Please note this is different than misdemeanors terminated early due to successful performance.</p>	<p>Court order</p>
<p><b>OFFENDER DIED</b>  Used when an offender dies during the course of supervision or incarceration prior to the completion of their obligation. If the offender had Board-controlled parole or PPS, please notify the Board order desk. Use date of death for closure.</p> <p>If you receive a court order closing a probation, conditional discharge, or diversion case due to death, but the court will not provide proof of death and you cannot get proof of death yourself; in these instances it is okay to close using the date of the court order. Please add F8 note, chrono, and/or offender remarks.</p>	<p>Proof of death, can include: death certificate; police report; medical examiner report; funeral home published obituary; vital statistics verification.</p>
<p><b>PAROLE/PPS DISCHARGE PRIOR TO MAX DATE</b>  Historically used when an offender's parole is discharged prior to their max date. The Board issues an Order of Discharge (Pre BM10). Historically was used only on Parole sentences (I lines).</p> <p>As of January 1, 2022, due to HB2036, this code will also be used when an offender is released from Parole or PPS early due to severe medical issues and their being on supervision prevents them from entering a care facility.</p>	<p>Order of Discharge from the Board (be sure the discharge is prior to the max date)</p>
<p><b>SENTENCE IS DISMISSED BY THE COURT</b>  Used when sentence is dismissed by the court; could come pursuant appeal or simply at the discretion of the court. Many, but not all, conditional discharges and diversions are dismissed after successful completion of supervision. If the conditional discharge or diversion expired naturally and you've closed the record to EXPI, do NOT change the closure code to DISM, only add an F8 note.</p>	<p>Court order that "dismisses" sentence</p>
<p><b>STATUS CHANGE TO DIVERSION</b>  When all of an offender's sentences, except a diversion sentence, have closed and the status should change to DV. Can be done using auto-status change feature on the w/w court orders screen (F13).</p>	
<p><b>TRANSFER TO DOC</b>  Used by a super user when inserting movement prior to DOC IN status.</p>	

<p><b>EARLY TERMINATION OF PROBATION, CONDITIONAL DISCHARGE OR DIVERSION</b> When a judge orders the sentence terminated (without revocation or revoke language) before the supervision expiration date. Can be true for incoming Compact cases as long as there is a court order indicating supervision is terminated early for successful performance.</p>	Court order
<p><b>EARNED DISCHARGE</b> When a felony probation or LSA-controlled PPS sentence qualifies for Earned Discharged under HB 3194 (OAR 291-209). Can also be used on qualifying misdemeanor PCS cases. Cannot be used on non-qualifying misdemeanors, FMP, FCD, incoming Compact or any sentence under DOC or Parole Board jurisdiction. See 8.9 for list of qualifying misdemeanors.</p>	Earned Discharge Closure form
<p><i><b>This code is discontinued. Information below is for historical informational purposes only.</b></i></p> <p><b>RETURN TO DOC OR LC</b> Offender was released from DOC or LC in error prior to the completion of their sentence. Returned to prison (DOC) or county jail (LSA).</p>	
<p><b>EXECUTED</b> When an AIC has been executed and upon formal notification from the superintendent's office that the execution order has been carried out.</p>	
<p><b>SENTENCE EXPIRATION</b> Used when a sentence of any type reaches its max date and no Order to Show Cause is keeping the sentence open (ex: probation PV pending) and no active warrant exists holding the sentence open (ex: active PPS warrant).</p>	<p>Sentence closures: county by county;</p> <p>Body closures: Closing summary - felony and sex offense misdemeanors; Certification of Expiration for Board offenders; Certificate of Expiration for LSA offenders (county by county); Compact Closure Notice Response.</p>
<p><i><b>This code is discontinued. Information is for historical informational purposes only.</b></i></p>	
<p><b>IMMIGRATION DEPORTATION</b> Use this outcount when offender has been deported by ICE and confirmed in LEDS. Removal date is used whether deported or voluntarily leaves.</p>	Confirmation in LEDS by running IAQ, use "removal date"

<p><b>SENTENCED TO OUT-OF-STATE FACILITY</b></p> <p>Use this outcount when an offender has been sentenced and is serving time in a state or county facility outside of Oregon. Notification/release planning to out-of-state facility is required. Sentencing is required; cannot be used pending adjudication.</p> <p>Please do not confuse INAC with UNSU, INPR, or REVP (see instructions for each below)</p>	<p>Sentencing order; if you cannot obtain a sentencing order, you can use the Inmate Locator or local jail roster to confirm the person is in custody - please use in conjunction with LEDS to confirm conviction. ~and~ Notifier to the out-of-state facility.</p>
<p><b>INACTIVE PROBATION</b></p> <p>Use as an outcount when an offender qualifies for inactive probation. Qualifications include: crime commit date on or before June 30, 2011; no other open offenses.</p> <p>Use as a temporary sentence closure when an offender has other open running offenses, but the eligible probation crime was committed on or before June 30, 2011.</p>	<p>Letter authorizing INPR</p>
<p><b>LC SENTENCE CONVERTED TO INSTITUTION</b></p> <p>When an offender is serving a LC sentence and then receives a consecutive DOC sentence; or a LC sentence is amended to 12 months and 1 day or more.</p>	
<p><b>RELEASE TO INTERNATIONAL TRANSFER</b></p> <p>Very rare. Used with International Prisoner Transfer Treaty</p>	
<p><b>COMPLETION OF LOCAL CONTROL INCARCERATION SENTENCE</b></p> <p>Use this release code when an AIC has completed their Local Control incarceration sentence and will move onto (or back onto) Post-Prison supervision. Use the date the sentence is considered fully served. Do not confuse this with an AIC moving out of custody to continue to serve their LC sentence by alternative methods. Please also use "release to location" field by filling in the county the offender will be supervised.</p>	<p>Confirm the sentence has been fully served by whatever method your county has available: ex: access to your jail system; phone call to jail time calc person, etc.</p>
<p><b>RELEASE ON LEAVE</b></p> <p>Institution uses this release code when an AIC is being released from DOC custody onto Short-Term Transitional Leave (STTL) or Non-Prison Leave (NPL aka AIP). Should see the release to location of the county who will supervise.</p>	
<p><b>RELEASE TO LOCAL CONTROL</b></p> <p>Used by the institution to close a sentence line when part of the incarceration is served in the institution and the rest will be served at the local level; L line should come under the LOCL-closed I line.</p> <p>Used by the institution to release the body to the appropriate L location when the AIC will continue serving an LC sentence at the local level. Community Corrections should always be admitting to LC status and their L location following this type of release.</p>	<p>court order with the local control incarceration sentence</p>

<p><b>COURT ORDERED RELEASE</b>  Sentence - Used by the institution when an AIC has been released per court order (post-conviction, appellate action, or released pending appeal).  Body - When an AIC has been ordered released by the courts through post-conviction relief, appellate judgment, or re-sentencing, and has no parole and/or post-prison supervision or probation obligation, no further action pending, discharge code. Court documentation required.</p>	
<p><b>PAROLE RELEASE</b>  Institution uses this release code on the date which an AIC is ordered to be conditionally released from custody to Parole by the Board.  Community uses this release code when an incoming compact investigation (IV status) is accepted and the case will be Parole.  Also used when an offender has post-prison and parole offenses at the same time (PS status) and the post-prison cases expire, leaving parole (and potentially other non-Board offenses) to be supervised. Often F13 is used for this change, and it inserts the PARO release code.</p>	<p>For incoming Compact change, Notice of Arrival (for date to use for status change).  For PS to PA (and PS to PO) - the Board will issue Certificate of Expiration indicating which supervision type expired and when the other will.</p>
<p><b>POST-PRISON AND PAROLE RELEASE</b>  Institution uses this release code when an AIC is released from custody and will have both post-prison and parole type supervision.  Community uses this to change status when an offender has post-prison cases and adds an incoming Compact parole case. F13 would likely be used, and will insert the POPA release; you can also do the POPA release and subsequent admit instead of F13.</p>	<p>Community re: incoming Compact - Notice of Arrival for date to be used for status change.</p>
<p><b>RELEASE TO POST-PRISON AND/OR INCARCERATION SENTENCE COMPLETION</b>  Institution will use this as a sentence closure code for incarceration sentences that have been served in full. Institution will use this as a body release code when an AIC has been physically released and will serve post-prison time in the community.  Community will use this as a sentence closure code for L lines that have been served in full. Community will use this as a body release code when an AIC has completed their term of Leave in full and will serve post-prison time in the community.</p>	<p>For sentence closure, confirm the LC sentence is served in full.  For body release code use, Board issued PPS order.</p>
<p><b>CONDITIONAL DISCHARGE STATUS CHANGE ONLY</b>  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 autochange feature on the W/W Court Orders screen.</p>	

<p><b>PROBATION STATUS CHANGE or INSTITUTION RELEASE TO PROBATION</b>  Institution uses this when an institution sentence is amended or resented to supervised probation and there is no other institution sentence or PPS obligation.</p> <p>Community uses this to change offender's status if all other sentence types are closed except the open probation sentence. This is done by the autochange feature on the w/w court orders screen.</p> <p>Community uses when incoming Compact investigation is accepted and the supervision will be probation. Done by releasing the body with PROB code and subsequent admission.</p>	<p>For Compact use, Notice of Arrival for the date of release/admission.</p>
<p><b>PSYCHIATRIC SECURITY REVIEW BOARD OUTCOUNT</b>  May be used when a person has been sentenced under the jurisdiction of the Psychiatric Security Review Board and is housed in a secure, locked-down facility (OSH or community). PPO has discretion to return the person from outcount if they are actively supervising person regardless of housing. NOT TO BE USED with psychiatric holds or "aid and assist" evaluations.</p>	<p>Court order sentencing to a term under the PSRB</p>
<p><b>REFUSED PAROLE - EXPIRATION/DISCHARGE</b>  Used by the institutions when an AIC's crime date is prior to 9-20-1985 and has refused parole and is released on good time/extra good time date.</p>	
<p><b>RETURN TO SENTENCING STATE</b>  Institution uses this when an out-of-state boarder is returned to the sentencing state prior to completing the out-of-state sentence. Notification required.</p>	
<p><b>OFFENDER SENTENCED TO FEDERAL PRISON</b>  Changes offender status to outcount (REVP). Offender on parole/PPS/probation &amp; sentenced on new Federal charges. The Board considers his Oregon State charges auto-revoked. NOT TO BE USED while offender is in holding pending adjudication.</p>	<p>Federal sentencing order. Use date of order to move to REVP.</p> <p>If you cannot obtain a sentencing order, you can look up the AIC on this website:  <a href="https://www.bop.gov/">https://www.bop.gov/</a>; if the release date is unknown, they have not yet been sentenced. If the release date appears, you can assume they have been sentenced. Use date on notifier to move to REVP.</p> <p>Copy of the notifier.</p>

<p><b>RESENTENCE OF CONVICTION AND/OR SENTENCE</b> When an offender's/AIC's conviction(s) &amp;/or sentence(s) have been reversed or vacated &amp; the AIC/offender will be subject to a new trial for resentencing. Also includes convictions affirmed w/sentences vacated &amp; remanded for new trial.</p>	<p>Appellate judgment reverses and remands circuit court conviction</p>
<p><b>REVOKE/TERMINATE PROBATION SUPERVISION</b> Felony community supervision sentences only; order required. Felony supervision revoked and/or terminated with NO incarceration other than "straight jail" per OAR 213-005-0007. Can also be used with felony conditional discharge and felony diversion. <b>Not to be used when revoked and given local control jail with no PPS. Not to be used on felonies treated as misdemeanors (use CRTR on those).</b></p>	<p>Court order</p>
<p><b><i>This code is discontinued. Information below is for historical informational purposes only.</i></b></p> <p><b>SUPERVISED APPEAL</b> When an AIC is released pending an appeal and supervision is ordered.</p>	
<p><b>SENTENCE COMMUTED</b> Sentence commuted by the Governor. Document signed by the Governor required.</p>	<p>Commutation paperwork signed by the Governor</p>
<p><b>SECOND LOOK JUVENILE</b> Institution uses this body closure code when an AIC is being released from the institution (including OYA) to community to be supervised as a Second Look case. The court retains authority over SL cases.</p>	
<p><b>OREGON INCARCERATION TERM TERMINATED - INTERNATIONAL TRANSFER</b> Oregon incarceration term is terminated due to request and approval of international transfer. Sentence will be completed in receiving country.</p>	
<p><b>TRANSFER TO ANOTHER LOCATION</b> A movement and reassignment of supervision of an offender between institutions or between field offices. Notification required. Not to be used for status change, i.e. CD to PR. Also not to be used during LC status - the admission itself inserts the TRAN automatically into the movement history.</p>	<p>IRT acceptance by a form, an email, or a chrono; for new intake transfers reporting instructions must be obtained first</p> <p>Mult only - in-county transfer form</p>

**UNSUPERVISED PAROLE/POST-PRISON**

Sentence - Used when sentences other than PPS exist on the cycle and all post-prison sentences are eligible to be placed on unsupervised/inactive status when they have reached their ASR date or later and have met all criteria, as determined by the PO and authorized by the Board or LSA. The PO should receive a rejection notification if the Board does not agree all criteria has been met.

Body - Used when all post-prison sentences supervised are eligible as described above with no other open sentences running (i.e. probation, conditional discharge, etc).

**CANNOT be used as a body and sentence closure at the same time!!**

If you have PPS eligible and also open running probation, etc., only close the PPS sentence line(s) that are eligible.

On or after the time the client reaches their ASR date, an extension or request for unsupervised status must be submitted to the Board. The Board will not take action, like issuing a warrant, if an extension has not been submitted. The Board calls this "inactive" - so please don't confuse UNSU and INAC.

The letter the PO creates and provides to the offender and the Board/LSA; use the date in the **body** of the letter that states "as of \_\_\_\_ date..." or "Effective \_\_\_\_ " or similar language

**UNSUPERVISED DURING APPEAL - PREADJUDICATION OF APPEAL**

Sentence - When an offender/AIC has filed an appeal regarding their conviction and *prior* to an Appellate, Circuit, or Supreme Court handing down a decision regarding the appeal, the sentencing judge has ordered that they not be supervised during the appeal process; order of the court required. Temporary sentence closure code. These rarely occur.

Body - When an offender/AIC has filed an appeal regarding their conviction and *prior* to an Appellate, Circuit, or Supreme Court handing down a decision regarding the appeal, the sentencing judge has ordered that they not be supervised during the appeal process; order of the court required. Outcount closure code. These rarely occur.

**Only use outcount when there are no open lines for supervision.**

Convicting Circuit Court order requiring no supervision during appeal process.

**VACATE**

Sentence - A conviction on a case/count is vacated by Circuit court order and (1) no new trial occurs; (2) new trial occurs but the count is merged or disposed (vacated) w/no conviction; (3) new trial occurs but count is reduced to a misd & may or may not get jail only. When an appeal order says conviction is vacated AND REMANDED back to Circuit Court for resentencing, VACA is not used - use RSNT.

Body - When an offender/AIC's conviction(s) are vacated by court order and (1) no new trial occurs; (2) new trial occurs but the count is merged or disposed (vacated) w/no conviction; (3) new trial occurs but count is reduced to a misd & may or may not get jail only.

Court order that "vacates" sentence, or reduces to misdemeanor jail only

<p><b>VIOLATES AND SUPERVISION IS REVOKED AND SENTENCED TO INCARCERATION</b>  Sentence - used as a permanent sentence closure when a felony probation, conditional discharge, or diversion has been revoked and sentenced to a term of incarceration in either DOC or LC. There should always be an L or I line to follow a sentence line closed to VIOL.</p> <p>Body - this code is automatically inserted by the system when admitted to LC or IN status.</p>	<p>Court order</p>
<p><b>WARRANT FOR NON-COMPLIANCE</b>  Changes offender's status to outcount. Used when another agency (judge/court) issues a warrant for non-compliance prior to the close of supervision. Examples are because the offender hasn't paid fees, or is non-compliant with conditions of supervision, like failure to complete community service. Client is still available for supervision and continues to report to their PO as directed. <b>Used only when you are supervising the case with the warrant. Not to be confused with abscond (ABSC) use.</b></p>	<p>PO notification; confirm in LEDS or a copy of the actual warrant itself</p>
<p><b>ADMITTED IN ERROR AND DISCHARGED</b></p>	
<p><b>OFFENDER ADMITTED TO PRISON IN ERROR AND RELEASED BACK TO COMMUNITY CORRECTIONS</b>  When an AIC is delivered and admitted at Institution Intake and it's later determined that DOC has no legal authority for the admission but the AIC has active parole, PPS, LC, or probation running.</p>	