Your CIS (Corrections Information System) adventure begins here!

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

Learning how to do this job correctly is an enormous challenge, but it is possible, and it is an accomplishment of which you should be very proud! This manual was designed to assist you in entering, modifying and transferring offender data within CIS, and it has some tips for navigating a few other systems like LEDS and e-Courts. You will find screen prints with detailed directions and quick reference checklists to help ensure you complete each specific task accurately and in its entirety.

This system is known by many different names: CIS, DOC400, AS400, DOC, ISIS, etc. Just as there are different ways of referring to this system, there are likewise a variety of different ways to navigate within it. One method is to utilize the shortcuts found within the Menu Bar at the top of the screen (found by pressing F11); another is to select an option from the Main Menu and press the "Enter" key to make your way through the screens one by one until you've reached the desired screen. For the most part, this manual uses the steps that appear within the Main Menu.

As you now begin to navigate through the community corrections and CIS worlds, **remember that you are not alone**!! Here are some tips to keep in mind that may help you on your journey:

- Take a deep breath and remember that there is nothing you can do within the system that cannot be undone!
- Read the screen and take your time; don't rush your work. Quality trumps quantity here.
- Read this manual and use the quick reference checklists found within it.
- If you still can't find the answer to your question, contact a SOON Rep. You can find a current list of SOON Representatives under the "Information Links" header on the OACCD website:

https://oaccd.net/charters-minutes/#1621543909097-107c3ac4-2d22

Good luck!

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

2022 Manual Committee

Jessica Jauken –Wasco Co.
Patricia Shumway – Deschutes Co.
Terri Chandler – Jefferson Co.
Pam Mathes – Klamath Co.
Corrina Brown - DOC
Brenda Hopper – Yamhill Co.
Bobby Lenhardt – Jackson Co.
Erin Drews – Clackamas Co.
Trish McClellan– OISC
Judy Bell – DOC
Your Name Could Be Here!!
Vicki Scott – Curry Co.
Rachel Polelle - Multnomah Co.
Cassy Polen – Yamhill Co.
Susi Hodgin - BOPPPS

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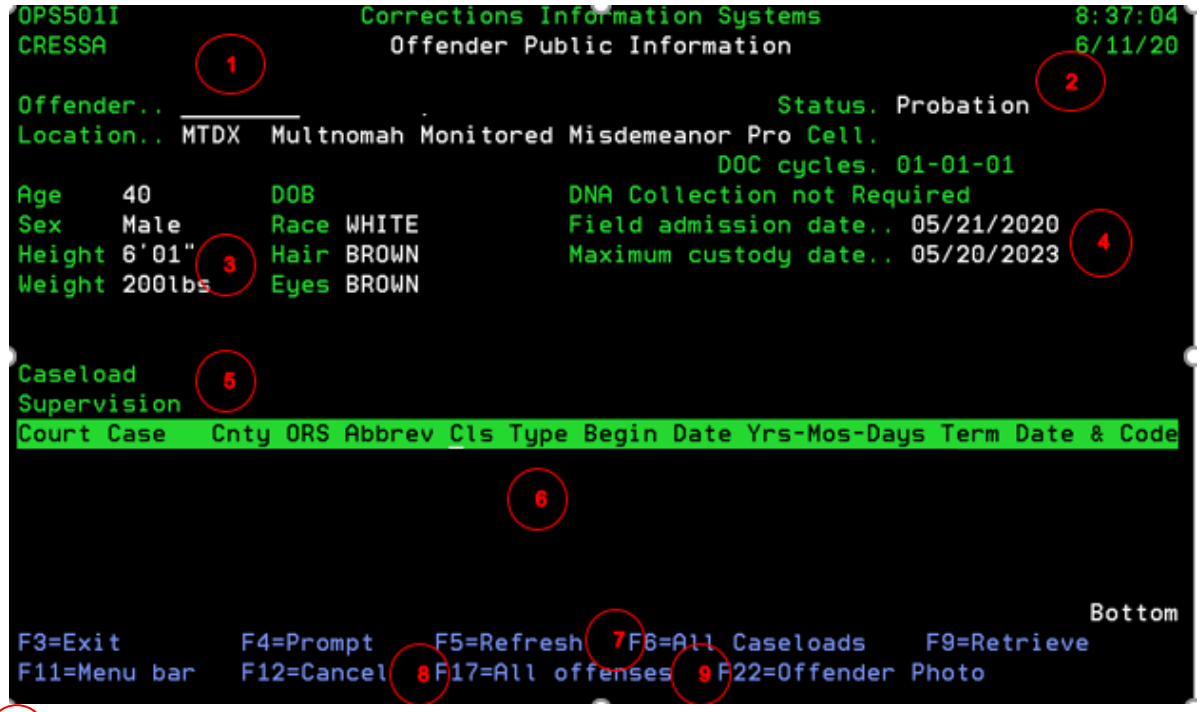
OPS CHAPTER 1 – Public Information

1.1 PUBLIC INFORMATION SCREEN

The only public information that can be provided exists solely on the "Offender Public Information" screen; all other information can only be obtained through a formal records request to the supervising agency. DO NOT use F11 to navigate to other screens to provide additional information.

To search a name: Enter SID# or if you do not know the SID#, press F4 on the Offender line and type the name you are searching for, click on the name and press enter to open the "Public Information" screen BEFORE giving out any information.



1. SID number, name, and supervision location
2. Current status of supervision
3. Basic physical description
4. Supervision begin and projected end dates / Discharge Date – "F" behind discharge date signifies a "FIRM" parole release date. This is programming used by the institution.
5. Supervising PO name and supervision risk level
6. Cases currently being supervised (dockets will appear here, they are blanked for manual publication purposes)
7. F6=Provides the primary caseload information as well as secondary caseloads, including the PTA caseload.

8 F17=All offenses: Includes expired offenses. ALL offenses are considered public information.

9 F22=Offender Photo: This feature allows you to view a photo of the AOS, if available. Double click directly on the F22 (not the words “Offender Photo”) or F22 (shift+F10). Photos can be uploaded by the institution or county agencies using OMS.

1.2 PUBLIC INFORMATION SCREEN – Confidential Record Warning

This warning display went into effect in August 2014 and is for AOSs convicted in Oregon who are serving their sentence in another state’s institution or are convicted in another state and are serving their time in an Oregon institution.

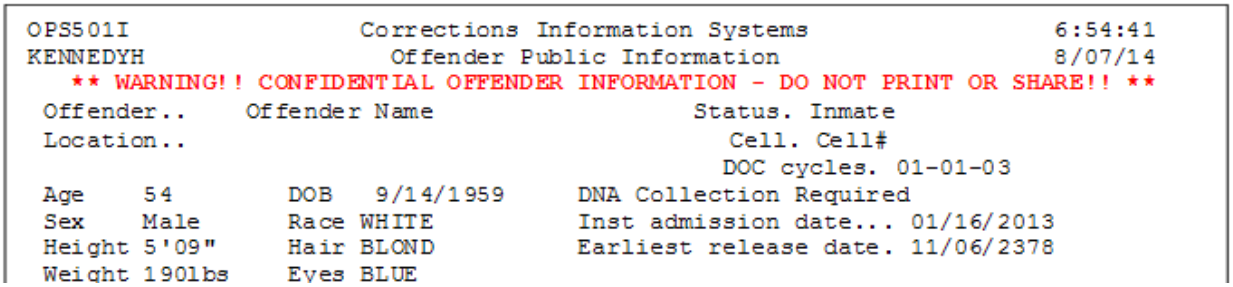
Please read the warning and follow the directions carefully. Do **NOT** give any information whatsoever about the AIC, including the existence of their record, if this warning appears.

****** WARNING! ******

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

****** WARNING! ******

Hit enter to get past the warning screen and to the Public Information screen.



Once the AOS has been discharged or released from custody, the Offender Public Information screen can be disclosed.

OPS CHAPTER 2
Part A - Reading a Court Order

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

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

Also, if you need help from your peers around the state, interpreting a court order, scan and email it to the SOON DL (dlsoon-soonrepsonly-useccb-allcf@doc.oregon.gov). We are all here to help each other.

Now, let's break down a Uniform Criminal Judgment piece by piece.

2.1 Uniform Criminal Judgments

2.1.1 Heading and Caption

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

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

****

State of Oregon, (1) Plaintiff	)	
	)	
	)	Case No.: 15CR12366 (3)
vs.	)	
	)	**JUDGMENT** (4)
	)	
Bentley Hart Chappell, (2) Defendant	)	Case File Date: 03/27/2015 (5)
	)	District Attorney File #: 15-331 (6)

This section is the caption. It describes:

1 The Plaintiff (in a criminal matter this is always the State of Oregon)

2 The Defendant (AOS)

3 The case number (aka docket number)

4 The title of the document

5 The date the case was filed with the court (filed by the District Attorney who acts as an agent for the State)

6 The district attorney's file number

Some of this information may be used for data entry in CIS, such as the Defendant's name, the case number, and the District Attorney's file number. You may not see all these data points on your County's judgment.

2.1.2 Description of Defendant

DEFENDANT

True Name: Sex:
Date Of Birth: State Identification No (SID):
Fingerprint Control No (FPN):

This section describes the Defendant (AOS) and may include their true name, court name, AKAs, date of birth, gender, SID, and fingerprint control number. (NOTE: SID is not always included or accurate. Double-check against CCH to be sure it is correct.) Information found here can be used to run a QWHD in LEDS.

2.1.3 Description of Court Officers

HEARING

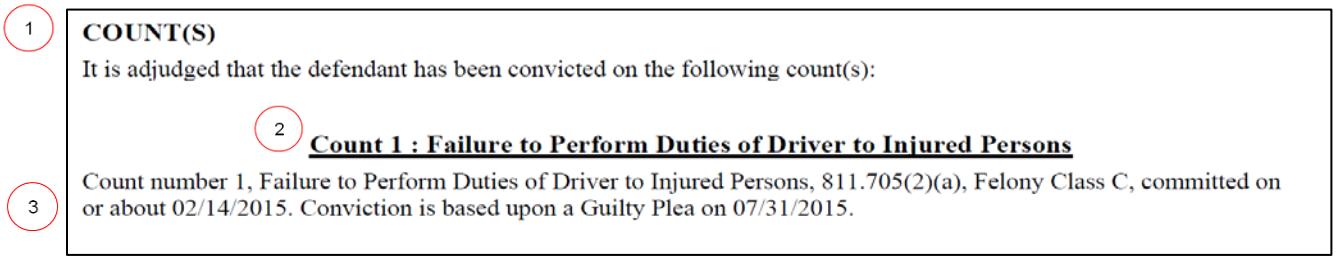
Proceeding Date: 09/03/2015
Judge: Locke A Williams

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

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

2.1.4 Offenses

This section is where the offenses begin.

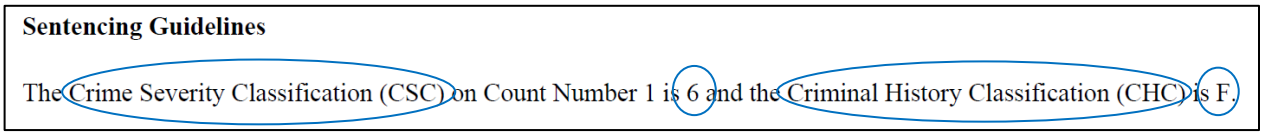


1. The title “Count(s)” and language following explains what the Defendant (AOS) has been convicted of.

2. Count and crime name

3. This paragraph describes the count number, the name of the crime, the ORS number, what degree and type of crime it is (felony or misdemeanor). It also gives the date the crime was committed and the date the Defendant (AOS) plead guilty or determined by a jury to be guilty.

2.1.5 Sentencing Guidelines (felony only)



The next section addresses sentencing guidelines. The sentencing guidelines contain two parts: the crime severity classification (CSC) and the criminal history classification (CHC). Both components are determined by the District Attorney’s office and may or may not reflect the exact nature of the crime or the Defendant’s (Offender’s) criminal history. Sometimes deals made between the District Attorney’s Office and the Defense, classify crimes in a higher/lower category or classify the offender in a different category. If the following sentence does not match the prescribed sentence for the CSC and CHC listed, this is a “departure”. Departures can be dispositional, durational, optional probations, and/or stipulated to.

Durational departure refers to the length of the sentence imposed is either more than (upward) or less than (downward) the sentencing guidelines.

Dispositional departure refers to the type of sentence (incarceration vs. supervision); upward means the guidelines provide for supervision but the sentence is incarceration; downward means the guidelines provide for incarceration but the sentence is supervision.

Example of Departure Language "optional probation":

Sentencing Guidelines

The Crime Severity Classification (CSC) on Count Number 1 is 8 and the Criminal History Classification (CHC) is I.

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

- Stipulation of Parties
- Same as Optional Probation Criteria

Example of a Downward Dispositional Departure:

Sentencing Guidelines

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

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

- By stipulation of the parties.

Example of Departure with Specific Reasoning:

Sentencing Guidelines

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

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

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

The information circled in blue found in this section described the Crime Severity Classification and the Criminal History Classification. These scores determine what the presumptive sentence should be for a particular AOS/offense. The sentencing guidelines grid utilizes these scores and contains information the Court and the District Attorney use to determine sentencing, either following prescribed sentencing guidelines or departing from them.

2.1.6 Court Language

License Suspension / Revocation

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

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

2.1.7 Sentence

This next section indicates the type of sentence handed down.

1 **Probation**

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

1 This is the short title of the sentence, in this example, probation.

2 This paragraph indicates the type of sentence; supervised probation, bench probation or incarceration; and the length of the sentence. Bench probation cases are NEVER entered into CIS.

2.1.8 Conditions

On probation judgments, after the sentence information section, will be language regarding conditions. Sometimes there will only be one line regarding general conditions:

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

Others will have all of the ORS governed general conditions listed. Either way is acceptable and cause the Defendant (AOS) to be subject to the general conditions.

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

- Pay supervision fees, fines, restitution or other fees ordered by the court.
- Not use or possess controlled substances except pursuant to a m[illegible]al prescription.
- Submit to testing for controlled substance or alcohol u[illegible]tioner has a history of substance abuse or if there is a reasonable suspicion that t[illegible]as illegally used controlled substances.
- Participate in a substance abu[illegible]irected by the supervising officer and follow the recommendations of th[illegible]ere are reasonable grounds to believe there is a history of substance abu[illegible]
- Remain in th[illegible] Oregon until written permission to leave is granted by the Department of Corrections or a county community corrections agency.
- If physically able, find and maintain gainful full-time employment, approved schooling, or a full-time combination of both. Any waiver of this requirement must be based on a finding by the court stating

Abbreviated for example purposes

If there are any special conditions ordered, they should appear right after the general conditions. Sometimes the Court will include language in the special conditions, already covered by the general conditions, that is okay.

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

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

Abbreviated for example purposes

2.1.9 Jail as a Condition

Sometimes jail is ordered as a condition of probation. This is different than the Defendant (AOS) being sentenced to incarceration (Refer to 2.17). The language "Supervisory Authority" is a fancy way to describe the jail. The definition of "Local Supervisory Authority" is the local corrections agency or official, designated in each county by that county's board of commissioners to operate correction supervision services, custodial facilities, or both. When the offender is in custody, the Supervisory Authority is the jail; when the offender is on local post-prison supervision the Supervisory Authority is the community corrections agency.

Jail as a Condition of Probation

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

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

The body of this section is information the jail uses for time calculations. The information provided here will vary.

2.1.10 Statutory Provisions

Statutory Provisions

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

If the Defendant (AOS) is required to submit a DNA sample, there will be language as shown above. The crime determines whether a person is required to submit a sample.

Statutory Provisions

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

Also, the Defendant (AOS) may be required to submit to HIV testing as well. The Statutory Provisions section may vary.

2.1.11 Court Fees and Fines

An AOS is often subject to fines or court fees, these may include, but are not limited to, a charge for a public defender, DUII fines, restitution, or compensatory fines.

Monetary Terms

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

Fees and Assessments: Payable to the Court.

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

In this example, the Defendant (AOS) only has one fine listed. There may be a list of costs outlining a variety of fees and fines owing. If this is showing at the end of a specific count, it directly related to that specific count only. There may be several counts on one judgment, all of which can have separate fines, fees, costs, or restitution. If this section is shown at the very end of the judgment, after all counts are listed, then it relates to ALL counts on the judgment.

2.1.12 Compensatory Fine/Restitution

In this section under Monetary Terms, is an example of restitution:

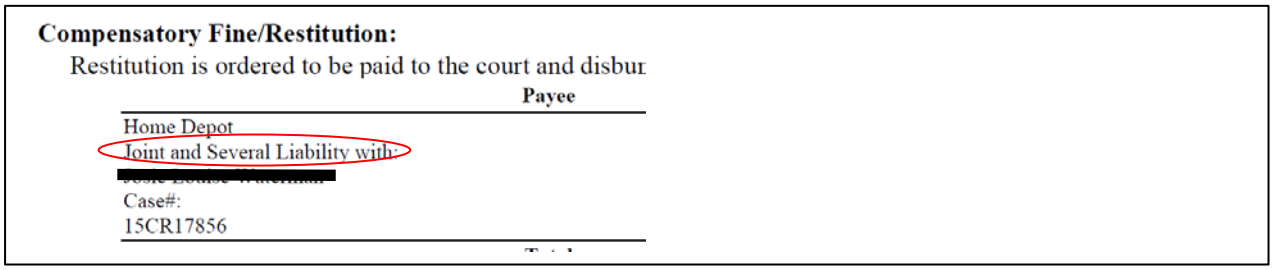
Compensatory Fine/Restitution:

Restitution is ordered to be paid to the court and disbursed to the payee(s) named below.

Payee	Not To Exceed	Amount
State Farm Claims		$4,102.09
[redacted]		$250.00
Total		$4,352.09

The total amount owed must be entered into CIS and the restitution condition marked as trackable. If this appears after a specific count, add the condition to the specific count only. It is important to track restitution on the proper count, if that is how it's ordered.

Another example of restitution language you may see:


Compensatory Fine/Restitution:

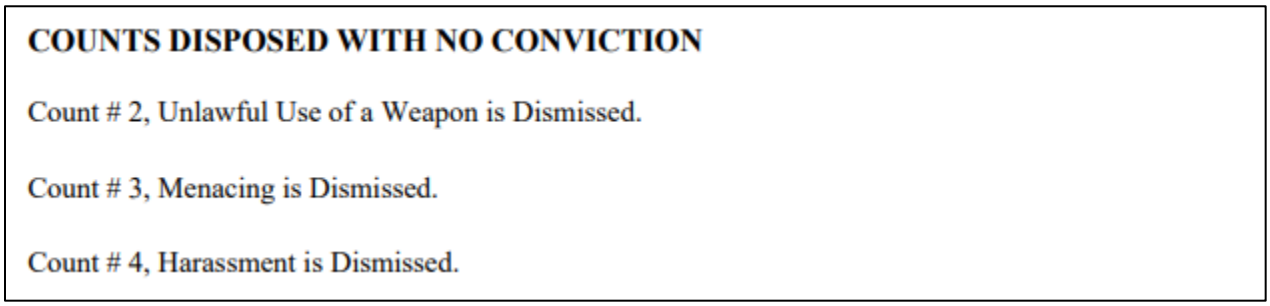
Restitution is ordered to be paid to the court and disbur

Payee
Home Depot
Joint and Several Liability with:
[redacted]
Case#:
15CR17856

When a judgment indicates restitution is "Joint and Several Liability with:" it means more than one person is responsible for paying the restitution owed. If anyone makes a payment and reduces the balance of restitution, it is tracked, regardless of who made the payment.

2.1.13 Counts Disposed

If there are any counts dismissed, they will appear under a section titled "Counts Disposed with no Conviction."


COUNTS DISPOSED WITH NO CONVICTION

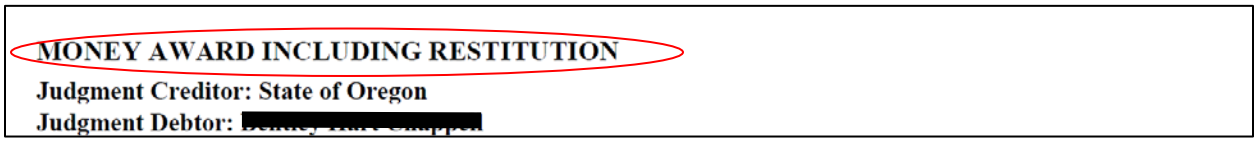
Count # 2, Unlawful Use of a Weapon is Dismissed.

Count # 3, Menacing is Dismissed.

Count # 4, Harassment is Dismissed.

2.1.14 Money Award

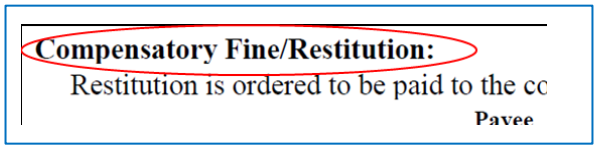
All judgments will have a money award section at the very end of the judgment, whether it is listed out under individual counts or not.


MONEY AWARD INCLUDING RESTITUTION

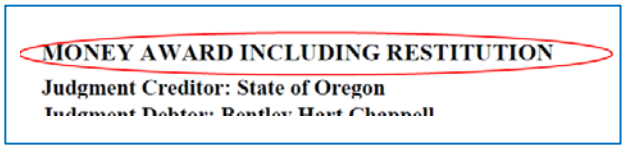
Judgment Creditor: State of Oregon

Judgment Debtor: [redacted]

Notice the different titles of the sections:



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

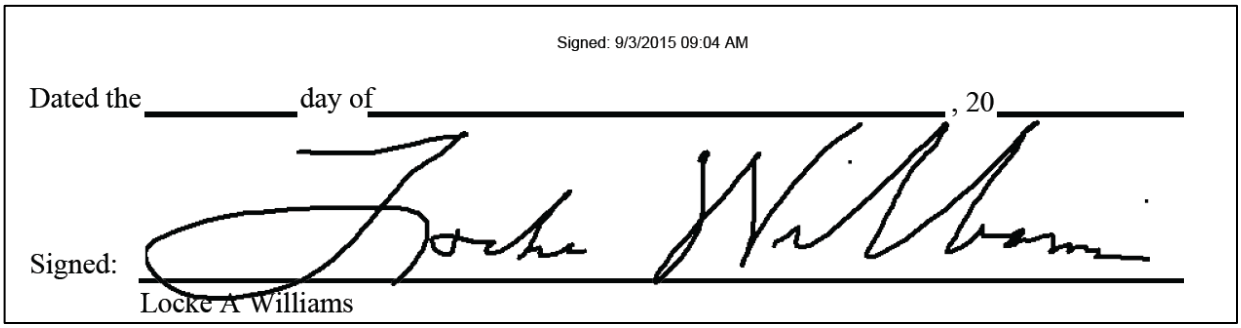


This one appears at the end of the order and relates to ALL counts if this is the only reference to restitution.

IMPORTANT: The example on the right should appear on EVERY judgment. The judgments that show restitution under individual counts will have both types of language.

2.1.15 Judge's Signature

Every order must have a Judge's signature and a date that it was signed. Sometimes it appears hand-written like below, sometimes it is computer generated. Either is okay.



In some counties, the date the judge signs the judgment order is different from the date of the proceeding. This delay often occurs in larger counties and happens because of the way the court processes orders. The date of the proceeding is the conviction date, regardless of when the judge signs the order.

When courts take some action nunc pro tunc, the action has retroactive legal effect, as though it had been performed at an earlier date.

Nunc pro tunc is most commonly used to correct clerical errors or omissions made by the court and is often seen on amended judgments and resentencing orders. For example, if the written record of a trial court's judgment failed to correctly recite the judgment as the court rendered it, the court has the power to change the record at a later date to reflect what happened at trial. The decision, as corrected, would be given legal force from the time of the initial decision.

2.1.16 Footer

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

Document Type: Judgment	*Page 9 of 9*	*Printed on 09/03/2015 at 9:03 AM*

2.1.17 Incarceration Sentence

A felony sentence of 12 months or less is local control and a felony sentence of more than 12 months is prison (institution). Misdemeanor incarceration of any length is NOT a local control sentence and cannot be ordered post-prison supervision.

Incarceration (1)

Defendant is sentenced to the custody of Oregon Dept of Corrections (2), for a period of 24 month(s) (3). Defendant is remanded to the custody of the Benton Sheriff for transportation to the Oregon Dept of Corrections for service of this sentence. Eligible for earned good time credit. Defendant may receive credit for time served.

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

This sentence shall be concurrent with all previously imposed sentences.

Post-Prison Supervision (4)

The term of Post-Prison Supervision is 3 year(s) (5). If the Defendant violates any of the conditions of post-prison supervision, the defendant shall be subject to sanctions including the possibility of additional imprisonment in accordance with the rules of the State Sentencing Guidelines Board. The court recommends as a condition of post-prison supervision:

- Evaluation and treatment for drug or alcohol dependency

Key items to look for:

1. This is the short title of the sentence, in this example, incarceration
2. Sentenced to where
3. Sentence length
4. Post-Prison Supervision ordered
5. Post-Prison length

2.1.18 Tricky Language

Some tricky language to look out for:

- Theft I, ORS 164.055, Felony Class C - **Misdemeanor Class A by Reduced - to A Misdemeanor**
  This means the original crime of a felony is being charged as a misdemeanor
- **Conspiracy** to Commit a Class C Felony (or **Solicitation**)
  These are inchoate crimes (see Chapter 2, section 2.2, step 10, page 2-31 for data entry instructions)
- **Attempt** to commit a Class C Felony – ORS 161.405
  This ORS is the definition of "attempt," not the ORS for the crime itself; If the court order does not list the crime and the ORS for the crime, the Information or Indictment documents will have the underlying crime information.

2.2 Conditional Discharge and Diversion

Orders such as conditional discharge and diversion are not yet uniform, meaning each county will have their own format for these types of judgments. As you learn your county's format, it becomes easier to read and interpret the judgments. The important point is to read the judgment slowly and thoroughly to ensure all key components of the judgment are entered into CIS, including count number, crime seriousness and criminal history score, sentence, crime, etc.

In some counties, the court does not allow sanctions on conditional discharges, but often does not include that information on the order. If an AOS has transferred and the conditional discharge is marked as unsanctionable, it is because the community corrections agency in the sentencing county is aware of the court's regulations; please abide by the way the data entry is done. If you are unsure if your county allows structured sanctions on these types of sentences, check with your court.

2.3 Probation Violation Order

There are probably as many different looking Probation Violation Orders as there are counties in Oregon. Read the order slowly to identify what it is telling you.

Key components to look for:

- **Date of the proceeding.** In some counties, the court hearing/conviction is one day but due to a lag in processing, the judge may sign the order a few days later. If there is a discrepancy in the date of the proceeding and the signature date, use the date the hearing took place in open court and the judge ordered the conviction, continuation, revocation, etc.
- **Type of judgment.** Is this a probation violation judgment? Is this a conviction of a previous conditional discharge, so perhaps simply called an order? Taking note of the title of the order can be useful.

- **Type of conviction.** Does it say revocation anywhere on the judgment? Does it say revoke and reinstate? Does it say probation continued? Look in the body of the judgment for clues as to what kind of sentence is being handed down. Something that says “revoke and reinstate” is essentially the same as probation continued.
- **Length of sentence and/or new expiration date.**
  - If a probation has been revoked and the AOS is sentenced to local control, look for the length of the jail term and the length of PPS.
  - If an AOS has a misdemeanor probation revoked and sentenced to jail, check for PPS ordered. Misdemeanors CANNOT be ordered PPS. If it is, contact the court or DA’s office to get an amended order. Misdemeanor incarceration is not entered into CIS.
  - If probation is extended, continued, revoked and reinstated – look for either a length of sentence or perhaps a listed expiration date. Sometimes these do not always match what CIS calculates. (E.g. On June 3, 2016, a judgment will say extend one year to June 3, 2017. CIS would calculate one year from June 3, 2016, as June 2, 2017. Use the date of expiration provided on the order as stated, rather than the length)
- **Conditions.** Have new conditions been imposed (jail time or work crew, etc.)? Read through the order carefully to determine if new sanctions were imposed that will now be conditions of the supervision.

2.4 Other Judgments (Temporary and Handwritten)

Some counties produce temporary judgments/orders prior to, or sometimes in place of, a Uniform Criminal Judgment. These judgments are often handwritten and they can look different from county to county. Read the judgment carefully, taking time to understand what is ordered. The eCourt narrative can also help to understand what a judgment is ordering. If there is any discrepancy between the order and the eCourt narrative, contact the court for clarification.

2.5 Data Entry – Who does which entry?

Type of Judgment	Who enters it
New sentence of probation, conditional discharge, or diversion	Convicting county’s community corrections agency
New conviction of incarceration more than 12 months	OISC TPS/PTA workers
New felony conviction of incarceration 12 months or less that is not consecutive to felony incarceration of more than 12 months, nor concurrent to any sentence that is consecutive to felony incarceration of more than 12 months	Convicting county’s community correction agency

Type of Judgment	Who enters it
New felony convictions of 12 months or less (local control/LC), even with multiple LC sentences that are not connected to institution sentences (more than 12 months). If an AOS is only given LC sentences, these are all served at the local level (provided there are NO incarceration sentences of 12 months or more)	Convicting county's community correction agency
New felony conviction of incarceration 12 months or less that is consecutive to felony incarceration of more than 12 months, or is concurrent to any sentence that is consecutive to felony incarceration of more than 12 months*	OISC TPS/PTA workers *If you get confused when there is a combination of local control and institution, remember if there are any consecutive sentences, likely OISC will enter all; but feel free to email the TPS workers (DLOISCTPSWORKERS-OISCTPSWORKERS@doc.state.or.us) to ask who should enter the local control sentences. *If OISC contacts you and asks you to delete or enter an L line, please do so
Probation Violation judgment that results in anything other than a local control or institution incarceration	Supervising county's community corrections agency – including F8 notes
Probation Violation judgment that results in revocation of felony sentence with incarceration of more than 12 months	OISC TPS/PTA workers
Probation Violation judgment that results in felony revocation with incarceration 12 months or less if sentence is considered local control (not straight jail) and if the sentence is not consecutive to incarceration of more than 12 months	Convicting county's community correction agency
Probation Violation judgment that results in revocation with incarceration that is considered straight jail.	The jail sentence is not entered into CIS, but the probation line closure code and F8 note is to be entered by the supervising county's community corrections agency.
Type of Judgment	**Who enters it**

Probation Violation judgment that results in revocation with incarceration of 12 months or less that is consecutive to incarceration of more than 12 months or incarceration of 12 months or less that is concurrent to incarceration of 12 months or less that is consecutive to incarceration of more than 12 months*	OISC TPS/PTA workers enter the incarceration sentences, but if the AOS starts local control incarceration in jail, then the convicting county's community corrections agency enters the admission into the appropriate L location prior to the AOS entering and being admitted to the institution.
Revocation of Post-Prison Supervision or Parole (PPSVSanc/PAROSanc) sentences	Supervising county's community correction agency, regardless of where AOS is serving the sentence.
Post-Prison Supervision (O) line	The supervising county enters the O line regardless of where the AOS served their incarceration sentence.
Revoked misdemeanors with incarceration	Supervising county will close the MPR line. Incarceration is not entered into CIS.
Misdemeanor convicted to incarceration with no probation	No one enters this; it is not entered into CIS.
J line for jail as a condition of probation	OISC enters the J line - the ONLY time a J line is entered in CIS is when the AOS is serving that jail condition in the institution because they're serving other institution sentences and it is consecutive to an institution sentence. Community NEVER enters a J line for jail as a condition of probation but does enter the condition itself in the conditions module.
Merged counts	Merged counts are no longer entered in CIS. If there are open offenses that have been merged previously, close those offenses with the same date and closure code of the count to which it is merged.

OPS CHAPTER 2
PART B - ADMITTING AOSs INTO CIS

Data entry for all new sentences, including sentences to local control, probation revocations that result in local control, or new convictions to probation, are the responsibility of the convicting county's community corrections agency. Data entry for modifications and updates to open offense lines are the responsibility of the supervising county.

2.6 Should an Offender be admitted to CIS?

Step 1 - READ THE ENTIRE COURT ORDER THOROUGHLY BEFORE ENTERING IT INTO CIS. MAKE SURE THE AOS IS SENTENCED TO FORMAL SUPERVISION.

THINGS NOT ADMITTED TO CIS:

- City Ordinances
- Bench Probation/Parole (Except Incoming Compact)
- PSRB Judgments
- Misdemeanors your county does not supervise per your agency agreement with the court
- Merged counts

When is it appropriate to enter a judgment/AOS into CIS and close to bench (BNPB) vs. when is it appropriate to not enter a judgment/AOS into CIS (or remove if already entered)?

Should be Entered Into CIS and Closed to Bench:
If supervision-related activity occurs (any action indicative of supervision) including:

- AOS comes in and begins process of formal supervision (fills out intake, gets orientation appointment, etc.)
- A directive to return to community corrections and/or comply with formal supervision is given. (A directive to return to the court and/or stay in contact with the court regarding bench probation does NOT qualify)
- Your office issues or requests that the court issue a warrant on the case for which supervision was ordered.

Should NOT Enter Into CIS:
If no supervision-related activity occurs because your county has an agreement with the court that certain sentences are not formally supervised, your county issues a letter to the court reminding them of such and the court amends the judgment to read bench probation.

TIMELINE EXPECTATIONS FOR ADMISSIONS:

- Any New Admission – 14 days from sentencing
- Post Prison – 7 days from release
- Direct Commit or revocation to LC – 14 days from sentencing
- Leave – 1 day from release
- IRT release – 5 days from date accepted by receiving county.
- IRT admit – 14 days from date released by sending county.

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

What determines a new custody cycle? If there is a gap in time (one day between case closure and new sentencing entry in CIS), a new custody cycle should be created.

Examples:

- Same Cycle: An AOS receives a new supervision before their current supervision ends. This includes cases beginning on the last day of a custody cycle.
- New Cycle: An AOS receives a new supervision one day after current supervision ends.
- New Cycle: An AOS receives a new prison conviction on the same day their supervision ended (for whatever reason) and due to transport, it takes a few days for the 'I' line to be added to CIS. Because there is a gap in time, a new custody cycle should be created.
- New Cycle: An AOS is sentenced straight to an LC sentence but will not begin the sentence before all other sentences expire due to a deferral/TSI (turn self in)

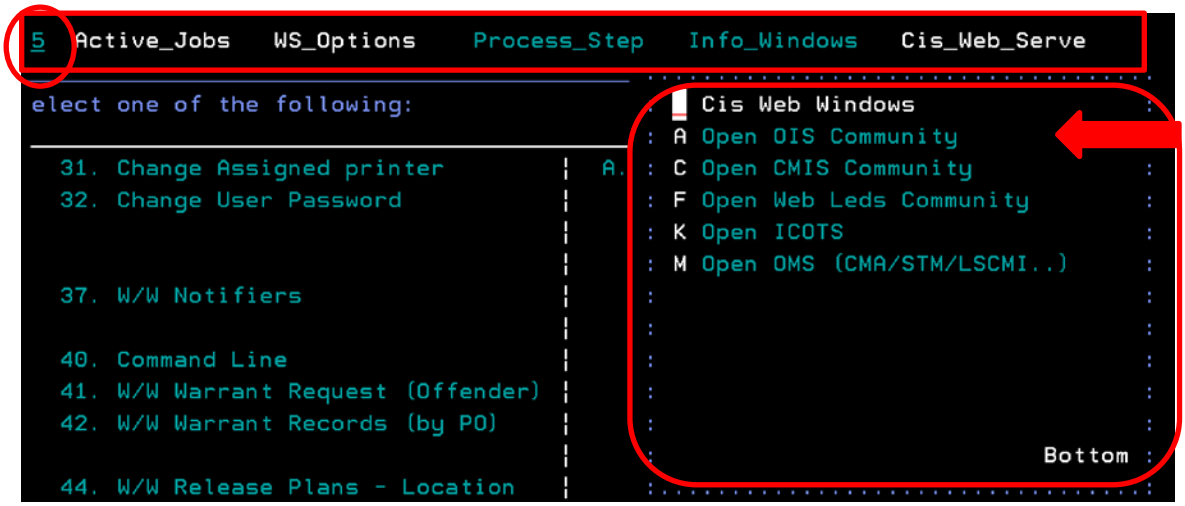
NOTE: Drug Court cases ordered as "formal supervision" are entered into CIS. This may include conditional discharges (ORS 475.245) and diversions (ORS 137.533/135.881).

2.7 AOS Admission

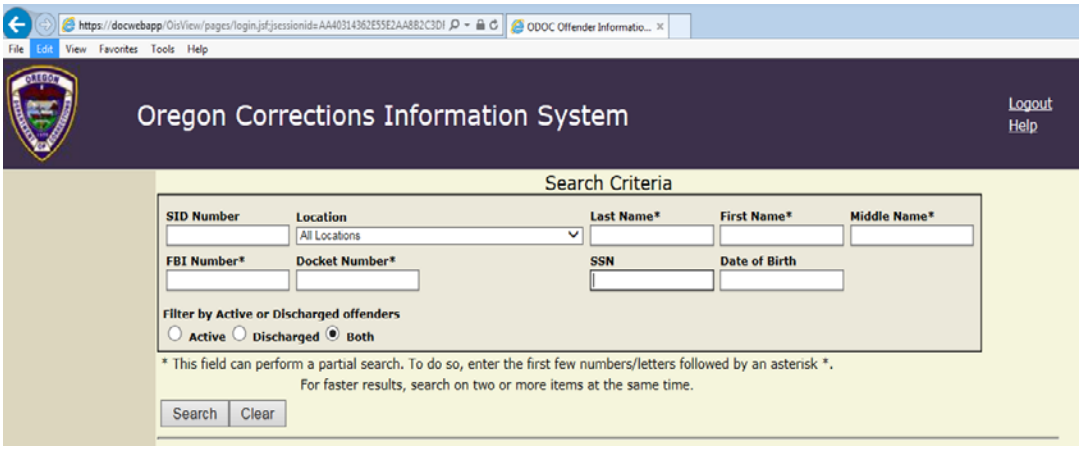
Step 1 - Before Admitting:

- Run LEDS to check for the AOS's SID#.
- You can search eCourts to retrieve further information on the AOS if you are missing critical data.
- Read the sentencing order in its entirety from start to finish prior to beginning admission data entry into CIS.
- **Search OIS for the existence of a record for the AOS prior to beginning admission data entry into CIS**, instructions below.

- How to Search OIS:
  From CIS, press F11 to open your navigation bar, type “5” to open the CIS web windows pop-up, type “A” to launch a web browser that opens the OIS screen. You can also save the URL in your favorites or bookmarks.



- On OCI log in screen use your CIS credentials

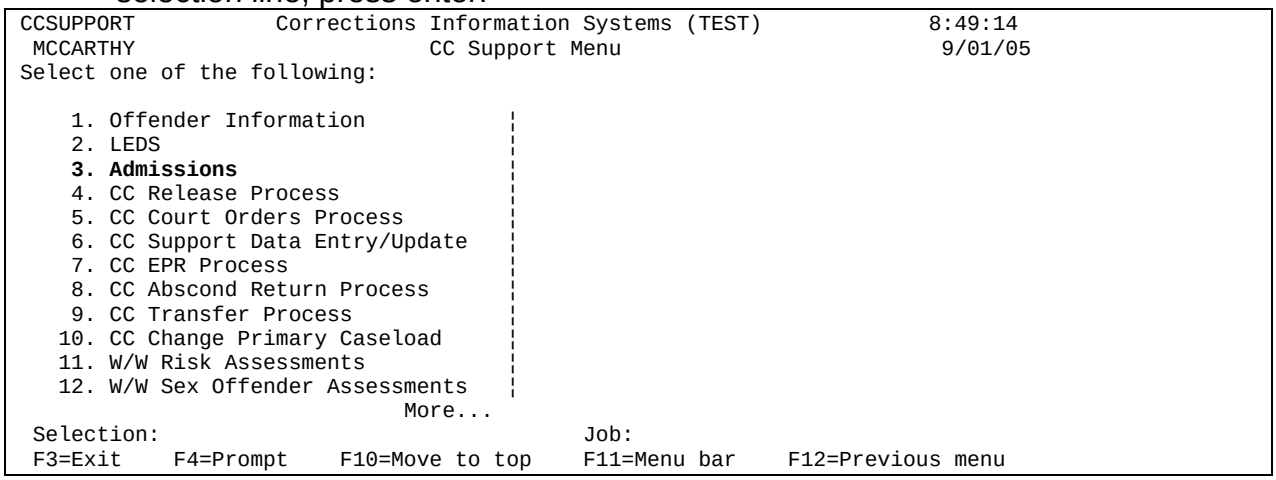


- **<u>AT THE VERY LEAST, YOU MUST SEARCH BY FBI NUMBER PRIOR TO DOING A NEW ADMISSION INTO CIS.</u>**

- Search using all data you have available; minimum suggested is SSN, FBI Number and SID Number to avoid creating duplicate records. <u>Search by each designation separately</u>, meaning ONLY enter SID Number then press search; ONLY enter FBI Number then press search, etc. Some search fields are case sensitive.

- Any information filled into search fields must be present in the record for them to appear; meaning if you only type in the DOB 1-1-97, only AOSs with a DOB of 1-1-97 will show in your results. If you type in a last name of SMITH and a DOB of 1-1-97, then only AOSs with the last name SMITH AND a DOB of 1-1-97 will appear in your results. The more fields you fill in, the narrower your search becomes.

- From the Main Menu, go to the 'Admissions' screen by entering number 3 on the selection line; press enter.



- Verify the AOS is not already in CIS by using the name search and SID # search methods.
  - **Name Search Method:** Press F4=Prompt on the 'offender' field, this will bring up the 'Offender Name Search' screen. On the 'position to' field, type the AOS's name shown on Court Order (last, first, then middle – do not use a comma between the last and first names), press enter. A list of possible matches will appear. You may need to page up or down to verify that the AOS is not listed. Check the identifying data, i.e. Name, DOB and SID #, to compare listed matches with your AOS. If there is **not** a match, press F12=Cancel and move on to **Step 2a**. If there is a match, go to **Step 2b**. Note: Search by any AKA the AOS has used to ensure they are not entered under another name.
  - **SID # Method:** Enter SID # on 'offender' field, press enter. If you get the following message on the bottom of the screen, "**Offender Not Found. Check ID Number. Use F6 for Offenders new to OPS.**" go to **Step 2a**. If a match is found, go to **Step 2b.**

Name Search Method Example

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

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

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

SID Search Method Example

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

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

 Post admission status.
```

AOS not in CIS – see **Step 2a**
AOS is in CIS on discharge status – see **Step 2b**

Step 2a - Offender Not in CIS (F6=New Admissions)

```
OPS226I            Corrections Information Systems (TEST)           10:19:02
 MCCARTHY              COMMUNITY CORRECTIONS NEW INTAKE               9/02/05
                            **NEW OFFENDER DATA**
    ** Note:  Use only for offenders not currently enrolled in OP System. **

 ID number...........  __________

 Last name........... ______________________________
 First/middle/title.. ___________________  ________________  _______
 DOB.................  ____________            SEX: __            Race: __
 Admit to location... defaults to your location
 Date/Time...........  _________ ____
 From county/state... ______
 Caseload............_______
 Admission status.... PR  Note: Diversion Offenders enter as DV = Diversion

 LC conviction county ______
 LC supv status code._______
 Search PSI data..... Y
 Copy PSI data from.. _______ ___            SIDNO
```

Step 2a- Admitting AOS not in CIS:

- On 'Community Corrections New Intake' screen, fill in all pertinent information.
  - ID Number (SID number = State ID number) If there is no SID number, tab to name field. (The system will generate block # when you press enter)
  - Last Name, First, Middle, Suffix/Title (Name is entered exactly as listed on court order)
    NOTE: Be careful when entering suffixes or titles. Use F4 to bring up the list of suffix/title types to choose from, this will ensure data transmits into the Elite fee system properly. If the suffix is not entered in CIS with the universal format in the F4 table, the Elite fee system will display NM (No Match) and will need to be fixed manually.
  - DOB – if conflicting information is found, use the DOB from DMV information as your first source; if DMV is not available, compare all sources and use your best judgment (CBC)
  - SEX – CIS entry should reflect the current legal sex of the AOS. First choice of information source would be AOS's self-reported information; second choice, LEDS/ NCIC (match what is shown there); third choice jail booking information (match what they used). If there is a discrepancy between what the AOS self-reports and the other sources listed above, ask the PO to follow up with AOS to clarify if they have made a legal change or identify differently than their legal sex. If a legal change has not been made, see Step 5 for how to add them to the TAIC (Transgender and Intersex) designator. If documentation is later provided showing the AOS legally changed sex during supervision, update the sex field accordingly.
  - RACE – If unsure, or there is a discrepancy, base entry on self-reported information, or if not available, their DMV or CCH.
  - Date/Time (Admission date/time). The date is the proceeding or conviction date on order. If the proceeding date and the date the judge signs the order are different, use the proceeding date. Enter the time using military time. A time MUST be entered, what time is used is a county-by-county decision.
  - From county/state - you can F4 in this field to see county codes; shift F4 to see state codes (county codes are four-letter; state codes are two-letter)
  - Caseload – Caseload number of the assigned PO, or general caseload (CBC)
  - Admission status – use the highest level of supervision; ex: if probation and conditional discharge are convicted at the same time, probation is the higher status, so choose that. If only one sentence, match status to sentence
  - Press enter
- The 'PSI Offender Name Search' screen will display, check for available PSI information by matching your AOS's information to those listed.
  - If there is PSI information, put cursor on AOS's name and press enter. You will get the message "PSI data will be copied. Enter to copy and admit." Press enter to admit.
  - If there is no PSI information, press enter to admit.

PSI Search example

```
OPS226I             Corrections Information Systems (TEST)            10:19:02
 MCCARTHY               COMMUNITY CORRECTIONS NEW INTAKE                9/02/05
                             **NEW OFFENDER DATA**
    ** Note:  Use only for offenders not currently enrolled in OP System. **

 ID number...........  1234567

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

PSI Copy example

```
OPS226I             Corrections Information Systems (TEST)            10:23:44

 MCCARTHY               COMMUNITY CORRECTIONS NEW INTAKE                9/02/05
                             **NEW OFFENDER DATA**
    ** Note:  Use only for offenders not currently enrolled in OP System. **

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

- The ‘CIS Offender Name Search’ screen is next. Since a check of OIS was done in Step 1, press enter to return to the ‘Community Corrections Admission’ screen. The message ‘Field Admission Processed’ will display at the bottom of the page.
- Press enter again to go to the ‘Offender Names’ screen.

Admission Message Example

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

Step 2b - AOS Found in CIS Example (Community Corrections Admission)

```
OPS225I             Corrections Information Systems (TEST)             9:22:23
BELLJU                 Community Corrections Admission                 8/18/20

Offender.............  12345678 Offender, Test A
DOB..................  01/01/1990          Sex: M   Race: W
Current status.......  Discharge
Last location.........  JACB
Release date/time.....  2/06/2019 08:00
Supervision level.....  MED

Admission to location.  Defaults to your location
Admission date/time...
Caseload..............

Post admission status.

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

F3=Exit   F4=Prompt     F5=Refresh   F6=New admission
F7=Current date/time    F9=Retrieve  F11=Menu bar      F12=Cancel
Enter ID number for offender - or press F4=Prompt to select.
```

Step 2b- Admitting AOS Found in CIS:

- If you find the AOS by SID #, bring up the AOS's record by hitting enter (see step 1 for complete search instructions)
- If you need to locate the AOS through the name search field, put your cursor on AOS and press enter (see step 1 for complete search instructions)
- The 'Community Corrections Admission' screen will display
  - Admission to Location – defaults to your location
  - Admission date/time – use proceeding date, must use military time
  - Caseload
  - Post Admission Status (PR=Probation, CD=Prob/Conditional Discharge, DV=Probation Diversion, IV for compact investigations - see Chapter 3; LC for Local Control - see Chapter 15)
  - Press enter to process; The message '**Field admission processed**' will display at the bottom of the screen
  - Press enter again to move to the next screen, 'Offender Names'.

'Offender Name' Screen Example

```
OPS212I             Corrections Information Systems (TEST)            11:24:42
 MCCARTHY                        Offender Names                          9/02/05
                                                              CREATE
 Offender:  1234567  TEST, OFFENDER EUGENE
 Status:   Probation        LINC Lincoln County Community Corrections

  00  TEST                OFFENDER              MANUEL             JR      T

 Seq  Last Name             First            Middle            Title  Type
  01  TEST                  OFFENDER    EUGENE                          C
  02  TEST                  OFFENDER    PAUL                            A
  03  TEST                  OFFENDER    M                               X
  04  TEST                  OFFENDER    MANUEL                          A
                                                                          Bottom
 F3=Exit    F4=Prompt     F5=Refresh  F6=Add  F7=Change  F9=Retrieve
 F10=Print  F11=Menu bar  F12=Cancel  F14=Delete
 OFFENDER Test record added.
```

Step 3 - 'Offender Names' Screen:

- Do NOT delete or modify (F7) names that have been entered by other agencies or from previous cycles (this is different than adding a new court/legal name when appropriate)
- Enter all names the AOS uses one at a time by entering the information in the required fields, i.e. Last Name, First, Middle, Title, and Type
- For monikers ONLY use the last name field
- Community Corrections does not enter I or R names
- Proper documentation (legal name change, birth certificate, marriage license) is required to enter a T name (do not have two “type” designations for the same name)
- Use F4=Prompt for examples of allowable titles and types
- Press enter to process each name
- You will receive the message “record added”
- Press enter to move to the next screen: ‘Offender Residential Addresses’

NOTE: When AOS comes back under supervision on a new cycle and the court/legal name on the judgment is not the same as from the previous cycle, change the ‘C’ name on the ‘Offender Names’ screen to the new court/legal name. DO NOT change the court/legal name in a current cycle unless provided with an amended judgment, with a different Defendant name, on the first court order admitted in the cycle.

Changing Court/Legal Name Process

- Enter new Court/Legal name using ‘X’ as the ‘type’
- Press enter; the message ‘record added’ will display
- Press F7=Change, enter the sequence number of the new Court/Legal name and tab to the ‘X’ and change to ‘C’
- You can also change ‘A’ type names (Alias) to an ‘X’ to then be changed to a ‘C’, no other types should be altered in this way
- Press enter; current Court/Legal name will change to the new Court/Legal name. The old Court/Legal name will now be listed with an ‘X’ showing the AOS has a previous Court/Legal name. An auto-chrono is entered for the name change.

‘Offender Residential Addresses’ Screen Example

```
OPS213I               Corrections Information Systems                15:26:39
CRESSA                 Offender Residential Addresses                 7/01/19
                                                          CREATE
Offender:  1234567  TEST, OFFENDER EUGENE
Status:   Probation        LINC Lincoln County Community Corrections

 00 ____________________________________ ____________________________
 City: _____________________________ State/Zip:__ 00000 - 0000
 County:_____ Update mailing? Y  Effective:  7/01/2019  P1: 000)000-0000
 Email (F4=W/W):_____________________________________________________
 Seq Address1                          Address2
     City                        St   Zip          County    Effective Date
 01  123 NE Test
     PORTLAND                    OR   97205 0000   MULT       3/29/2018
                                                                   More...
F3=Exit       F4=Prompt   F6=Add  F7=Change  F9=Retrieve   F10=Print
F11=Menu bar  F12=Cancel  F14=Delete        F15=Mailing address
```

Step 4 – ‘Offender Residential Addresses’ Screen:

- Fill in address information in required fields. City, State, Zip, and County fields are mandatory (if address is out of state, county is not mandatory)
- Press enter to process
- The message “Address record added” will display
- If mailing address is different from physical address, use ‘F15=Mailing address’
- Fill in email information (If required by your county policy)
  - Press ‘F4=W/W’ on email field
  - Press ‘F6=Create’
  - Type email address in email field (remember to enter entire email including the @gmail.com, @yahoo.com, @outlook.com, etc. following standard email format)
  - Enter Primary field: E1=Primary email, E2=Secondary email
  - Enter Email type field: F4=Prompt to search type
    - OTHR
    - PSNL
    - WORK
  - Stop date field: Only enter this date if email is being discontinued
  - Comments field: Add comments as needed
  - Press enter to process – Creates auto-chrono
- Press enter to go to ‘Offender Description’ screen

‘Offender Description’ Screen Example

```
OPS211I             Corrections Information Systems (TEST)            11:45:30
 MCCARTHY                    Offender Description                       9/02/05
                                                              CHANGE
 Offender:  1234567   TEST, OFFENDER EUGENE

 Birthdate...........  6/22/1956

 Sex/Race............ M W
 Hair/Eyes........... BLK BRO
 Height.............. 5 ft  7 in
 Weight.............. 145 lbs
 Social security No.. 111-22-5555
 SIS Permission/Date.                      PRISM Permission/Date.    _12/12/2005__
 FBI Number.......... *********
 Drivers license No.. ********             St OR Yr 2006
 Handicap............ NONE
 Birthplace.......... XX UNKNOWN
 Citizenship......... XX UNKNOWN
 Primary language....  _________
 SSN verified........    by             on

 F3=Exit   F4=Prompt    F5=Refresh
 F9=Retrieve            F11=Menu bar   F12=Cancel
 Description record added.                                                  +
```

Step 5 – ‘Offender Description’ Screen:

- Complete required fields, i.e. Sex/Race; Hair/Eyes; Height; Weight; Social Security Number (if available); FBI Number; Driver’s License No., St, Yr.
  - Driver’s license No.: enter Oregon DL or ID here. Other state license and ID numbers should be listed in “Other Numbers” screen
- PRISM: PRISM is an outdated program that DOC no longer participates in. Leave field blank. It is not necessary to delete information previously entered..

- Fill in Handicap, Birthplace, Citizenship, and Primary Language fields per your County's policy.
- Do NOT enter anything into the SSN verified fields.
- Press enter to process; the message "Description record added" will display.
- Press enter to go to the next screen 'Offenders Scars/Marks/Tattoos'.
- If an AOS needs added to the TAIC (Transgender and Intersex) designator, reach out to Jamie Breyman Jamie.e.breyman@doc.state.or.us to have the information added. Here are a few guidelines for adding the TAIC designator:
  - Identifies as: Self-Reported
  - Make sure, verbally at least, the AOS understands terminology -transgender vs. gay vs. identifies as, non-binary, etc.
  - Have definitions ready to explain to the AOS.
  - Make sure the client understands this will NOT get them any privileges and will be re-assessed if entering an institution.
  - OAR 291-210-0010 – rules and definitions

NOTE: Do not use dashes in social security number; the system will generate the SSN dashes. If the AOS's driver license is suspended or expired, enter '1900' in year field. Contact Brianna Elisara 503-378-3541, if you believe a social security number is wrong but "verified" on this screen. Be careful to start your numbers at the beginning of the field or you could experience problems in LEDS when using the QPR mask to create an EPR.

'Offenders Scars/Marks/Tattoos' Screen Example

```
OPS214I             Corrections Information Systems (TEST)            11:54:45
 MCCARTHY                 Offender Scars/Marks/Tattoos                  9/02/05
                                                                CREATE
 Offender:  1234567  TEST, OFFENDER EUGENE
 Status:   Probation       LINC Lincoln County Community Corrections

 00 TAT UL ARM

Seq Code       Table Description            Additional Description
 01 TAT RF ARM FOREARM, RIGHT
 02 SC RF ARM  FOREARM, RIGHT    5 inches
 03 TAT R ARM  ARM, RIGHT, NONSPECIFIC


                                                                      Bottom
 F3=Exit   F4=Prompt   F6=Add   F7=Change   F9=Retrieve   F10=Print
 F11=Menu bar          F12=Cancel           F14=Delete
 TAT R ARM record added.
```

Step 6 – 'Offenders Scars/Marks/Tattoos' screen:

- Enter all scars/marks/tattoos (SMT) one at a time on required fields
- Use F4=Prompt to view allowable codes. Use these codes for entry on EPRs
- Add SMT description if available in 'Additional Description' field (CBC)
- Press enter to process; the message "record added" will display
- Press enter to go to next screen 'Offender Other Numbers'

Typically, previously entered SMTs should not be deleted as they may be linked to an entry in OMS. An error message will display when attempting to delete a SMT linked to

an OMS record. If the SMT must be deleted and is tied to an OMS record, send an email to dlinteloffice@doc.state.or.us.
NOTE: There is a RTAT code to indicate a tattoo is in the process of being removed. The recommendation is to use this code while the removal is in process. Once the tattoo has been removed completely, the tattoo entry can be removed from this screen.

'Offender Other Numbers' Screen Example

```
OPS215I             Corrections Information Systems (TEST)            12:00:50
 MCCARTHY                    Offender Other Numbers                     9/02/05
                                                                CREATE
 Offender:  1234567  TEST, OFFENDER EUGENE
 Status:   Probation       LINC Lincoln County Community Corrections

     46620                 IN#  current institution #

 Seq Other Numbers         Type  Additional Description
 01  000000000             SSN
 02  13622                 IN#   old institution number




                                                                      Bottom
 F3=Exit   F4=Prompt   F6=Add   F7=Change   F9=Retrieve   F10=Print
 F11=Menu bar          F12=Cancel           F14=Delete
13622 record added.
```

Step 7 – 'Offender Other Numbers' Screen:

- Enter any other numbers the AOS uses, i.e. DOB; SSN; institution; driver's license, other State's SID #, etc. (use MSC for SID numbers from other states)
- Use F4=Prompt to view 'Type' abbreviations
- Press enter to process each number separately
- The message "record added" will display
- Press enter to go to next screen 'Work with Offenses'

Step 8 - 'Work with Offenses' Screen:

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

Step 9 - 'New Docket, Offense and Sentence' Screen: Adding an Offense

- Fill In all fields below:
  - Docket # (Case #) (14 characters including count number) from Court Order (specify counts by using "Case#/01" format; count numbers must match the court order and be at least two digits. Use a zero before the number on single digit count numbers);
  - County of conviction (F4=Prompt to search for correct county code);
  - Sanction status – read the court order very carefully to determine sanction status, use F4=Prompt to determine proper entry, know your court's policy on misdemeanor sanctions. At this time there will only be three options: (1) use SANC when court allows sanctions as does your county office, (2) use PSSR

when court does not allow sanctions, (3) leave blank – ONLY – if your court allows sanctions on misdemeanors but your office policy does not (E.g. XYZ County Community Corrections requires all misdemeanors violations to be reported to the court even though the court would allow structured sanctions to be imposed);

- ORS # - taken from ORS table (F4=Prompt to search). If the ORS# is not in the table, please refer to OPS Chapter 13.4. If offense is a solicitation or a conspiracy(criminal conspiracy), enter the solicitation or conspiracy ORS # in the first ORS# field (add complete ORS # including additional #s or letters past the first 5 to 6 digits). This will trigger the requirement to enter a corresponding 'C' or 'S' in the 'inchoate' field, in the second ORS# field put the underlying crime's ORS#.

Note: Currently there are no ORS numbers with the alpha character midstream (475B.163) in CIS. Please use the corresponding 999 ORS# as listed in Chapter 6.

Sometimes the courts will use the ORS# for the definition of "attempt" instead of the ORS for the attempted crime. If the ORS listed on the judgment is for the definition of attempt, please look in the Information (or other charging instrument) to find the underlying crime's ORS (select the one specific to "attempt"). Contact your court or DA if the actual crime ORS is not clear.

- Sentencing guidelines 'Y' (Oregon felonies committed after 11/1/89) or 'N' (misdemeanors and all out of state convictions);
- Felony=misdemeanor 'N' (NOT reduced), 'Y' (felony treated as misdemeanor at time of sentencing – FMP). These are only two codes that should be used when an offense is added. Two other codes are available 'C' (felony treated as a misdemeanor at completion of supervision - MFP) and should ONLY be used after body closure; and 'E' (when misdemeanor status is earned during course of probation). DO NOT ENTER the 'C' or 'E' codes during admission! (Refer to Felony Convictions with Misdemeanor Treatment in OPS Chapter 12.10 for detailed information);
- Funded Misd (Y/N) 'Y' For 163.190 Menacing and 163.160 Assault IV the phrase "Domestic Violence" must appear on the sentencing order and sentence begin date must be January 1, 2022, or later. All 163.415NEW Sex Abuse 3 qualify if they have a sentence begin date of January 1, 2022, or later. The Sentence type must be 'P', 'C', 'D', and, if incoming Compact - can be 'I'. 'N' for all other misdemeanors.
  - Selecting 'Y' - When you hit enter, a pop-up window will appear. Be sure the Domestic Violence language appears in the judgment order (for 163.160 and 163.190) to ensure the crime qualifies for funding. If the language does not appear, F12 out of the window, mark the Funded Misd flag as 'N, or leave blank. Once confirmed the Domestic Violence language appears in the order (for Menacing and Assault IV), enter a 'Y' in the "SB497" field. Press enter to return to 'New Docket, Offense and Sentence' Screen and continue entry.

- Crime seriousness & criminal history (Felonies only. Grid score taken from Court Order);
- Sentencing or Supervising Judge's last name.
- Dispositional depart (Felonies only. Taken from Court Order) = "N" (None), "U" (Upward), "D" (Downward), 'O' (Optional Probation - only for grid scores 8-G, 8-H or 8-I). Clarify with the Court or DA if departure information is unclear.
- Durational depart (Felonies only. Taken from Court Order) = "N" (None), "U" (Upward), "D" (Downward). Clarify with the Court or DA if departure information is unclear.
- Defense counsel last name (CBC).
- District attorney last name (CBC).
- DA # (CBC).
- Crime date (Used for funding and eligibility purposes, cannot be left blank. Can be found on Court Order or eCourts).
- M57 Eligible __ M57 Convicted___, this is a specific finding the court makes and will only be entered as a 'Y" or "N" in the appropriate field if stated on the court order. M57 eligible or convicted could be on the court order a few ways: "M57 eligible/convicted"; "Repeat Property Offender (RPO)"; "Senate Bill 1087"; "ORS 137.717"; or "Convicted of Offense Subject to Measure 57". If not specifically stated on the order, leave these fields blank.
- Arrest date – enter if available (CBC).
- Conviction date (from the order). Usually, conviction date is the proceeding date; rarely an AOS is convicted on one date and sentencing is held over;

NOTE: Conditional Discharge and Diversion - CIS will not allow a conviction date, as these are not convictions.

- Sentence type (P=Probation; D=Diversion; C=Conditional Discharge);
- Begin date (same as conviction/sentence/proceeding date in most cases – if conviction date and sentencing date differ, sentencing date is begin date).
- Length of sentence is entered as shown on the order (days, months or years).
- Press enter. The message 'Docket, offense, and sentence added' will display.
- Press enter again to return to "Work with Offenses" screen.

NOTE: If sentences are merged, do not enter merged offenses.

'New Docket, Offense and Sentence' Screen - Inchoate Example

```
OPS263I             Corrections Information Systems (TEST)            13:08:41
 MCCARTHY              New Docket, Offense and Sentence                 9/07/05
                                                          CHANGE
 Offender....  1234567  TEST, OFFENDER EUGENE
 Status...... Probation       LINC

 Docket#.............. 900982/02             County.............. LINC
 Offense number......  2                     Sanction status..... SANC
 ORS number.......... 161450 03   CONSP CF   CF CRIMINAL CONSPIRACY C FELONY
 Sent guide  (Y/N)... Y
 Felony=Misdemeanor.. N
 Inchoate/ORS........ C  811.182 03   DRIV S/R F DRIVE SUSPENDED/REVOKED FELO
 Crime seriousness...  1                                                Criminal history....
H
 Sentencing judge.... LITTLEHALES                                 Dispositional depart….N
 Defense counsel..... GRECO                                           Durational depart……..U
 District attorney... WRIGHT                                             DA case number......
567891
 Crime date..........  6011990             M57 Eligible …__   M57 Convicted…___
 Arrest date.........
 Convicted date......
 Sentence type....... P   Life (L).....     Begin date..........  6181990
 Length (ymd)........   5 -   0 -   0       Compact begin date..

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

Step 10 – 'Work With Conditions' Screen:

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

How to get to 'Work with Conditions' Screen Example

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

 Offender:  1234567  Test, Offender Eugene               Record key:
 Status:   Probation            LINC Lincoln County Community Corre
             DNA Collection Required             OISC migr date...
 Enter option...                                 Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
 __  01    881132/01    LINC         FAIL AP I     162.205       N    N
 __    00   P FPR      10/26/1988   005-000-000   10/25/1993
 _8  02    900982/02    LINC         CONSP CF      161.450 03    Y    Y
                                     DRIV S/R F    811.182 03
 __    00   P FPR      06/18/1990   005-000-000   06/17/1995
                                                                    Bottom
 F3=Exit       F6=Add docket  F7=Facesheet     F8=Notes     F10=Print Options
 F11=Menu bar  F12=Cancel     F14=Recalculate  F20=Add Local  F24=More keys...
```

'Work With Conditions' Screen Example

```
OPS208I             Corrections Information Systems (TEST)            13:48:21
 MCCARTHY                      Work With Conditions                     9/07/05
 Offender..........  1234567      TEST, OFFENDER EUGENE
 Status............ Probation     LINC Lincoln County Community Corrections
 Court case number. 900982/02     LINC Judge....... LITTLEHALES

 Enter option...
   2=Change   4=Delete   5=Display   8=Payment Entry
Opt   Code           Type       Description                    Trk Txt Compl
     No records found
```

- Press "F17(Shift F5) =Add conditions"
- Put a 1 (1=Select) beside each **special** condition that is listed on Court Order (page down for additional conditions).
  NOTE: No need to add general conditions.
- Press Enter
- Press "F17 (Shift F5)=Selected conditions" to see list of chosen conditions.
- Put a 2 (2=Change) beside each condition that needs text added, money amounts, hours or days (from Court Order) or a monthly amount, if applicable.
  - All financial obligations except restitution and compensatory fines are added together under the COFO condition.
  - REST, CMPF, and CSWK conditions require entry of an amount or being marked as Trackable "N" (See Chapter 18 for more on trackable conditions)

NOTE: Outcome Measure conditions REST, CMPF, and CSWK should NEVER be changed to Trackable "N", unless one of the following occurs:

- Multiple counts and you are only tracking the condition on one; probation restitution must be tracked on each count if ordered to a specific count.
- When Court converts amount ordered prior to completion of any portion of the condition (see FAQ's in OPS Chapter 18).
- When an order says, "DA has [x] days to determine restitution" and there has not been a supplemental judgement within that time, mark the REST condition as Trackable "N".

- Press enter to return to "Work with Offenses" screen.
- Press enter to go to the "Movement History" screen and review for accuracy.
- Press enter to go to the "Caseload History" screen and confirm data is correct.
- Press enter until you get to the "Offender Print" screen.

Step 11 – 'Offender Print' Screen:

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

Step 12 – Go to LEDS to create an EPR (can use QPR mask). Refer to OPS Chapter 5 - Enter Probation Record for more information.

NOTE: An EPR can only be entered if the AOS has a SID #. In order to obtain a SID #, the AOS must be fingerprinted.

2.8 Compact Admission - Refer to OPS Chapter 3 – Interstate Compact

2.9 Local Control Admission - Refer to OPS Chapter 15 - Local Control Data Entry

2.10 Admitting Parole/Post-Prison/Leave/Second Look cases

NOTE: All AOSs released from prison should be admitted within 7 days, whether or not they have physically reported to your location, unless released to your location in error. Those released to Leave or Second Look must be admitted within 1 business day. Transition from Leave or Second Look to POST should be completed within 7 days.

NOTE: Do not change an AOS's court name if they were in an institution during the same cycle.

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

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

Note: If you see an Immediate Release to PPS, please see Chapter 14, Section 14.15 for further information regarding "Immediate Release" AOSs.

'Community Corrections Admission' screen- Admission Pending example

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

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

'Community Corrections Admission' screen - Entry example

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

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

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

 Post admission status.

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

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

Step 2- Admissions Screen Series:

- Press enter to move from one screen to the next updating all pertinent information until you come to the 'Work with Offenses' screen**.** (See OPS Chapter 2.2 Steps 4-8)

Step 3 – Review Orders & Release Documents to Determine AOS Status:

- Parole/Leave Status: AOSs released to community corrections from an institution that are serving the remainder of their prison sentence in the community. (See OPS Chapter 29 – Transitional Leave for detailed information.)
  - Parole (FPA)/Leave - STTL & AIP (FLV)/Second Look (FSL) crimes and sentences will already be entered, DO NOT add 'O' line at this time.
    - When leave sentences are complete, refer to OPS Chapter 7.4 Transferring from Leave (AIP or STTL) to Post-Prison Status.
    - Parole cases will never have an 'O' line, only an open 'I' line.
  - Check offenses in CIS against Orders/Release Documents.
    - If AOS served local sentences in the institution, please close L line to POST either timely or upon release from the institution. Be sure to use the proper sentence served date (provided by your jail) for the closure.
  - Move to Step 4.
- Post-Prison: AOSs released to community corrections from an institution or from Leave status that have completed their prison sentence.
  - Post-Prison sentences need 'O' lines added on the 'Work with Offenses' screen.
  - Check offenses and sentence lengths/expiration dates in CIS against Parole/Post-Prison Orders.
  - Post-Prison 'O' line (FPO sentence) is entered after the institution has closed the 'I' line to POST.
  - If the 'I' line has been split only enter the 'O' line on the line closed to POST.
  - To add 'O' line, put a '7=Add Sentence' on appropriate offense line (match docket #'s with PPS Order), press enter to proceed to the 'Sentence Data' screen.

- Put an ‘O’ (not zero) on the “Sentence Type” line, fill in begin date, same as physical release date on PPS order, fill in sentence length also from PPS order (PPS orders use months for sentence length), press enter, the message ‘record updated’ will display. For “Immediate Release” AOSs, please see Chapter 14, Section 14.15 for information on determining the ‘O’ line begin date.
- If the Max sentence date does not match the PPS order, investigate and/or reach out to Judy Bell. If unable to determine why date does not match, contact the Board at bppps.webmaster@doc.state.or.us
- Press enter again to return to “Work with Offenses” screen.

NOTE: If there is an ‘I’ line(s) closed to POST, but there is no PPS order, check original sentencing order and/or any amended orders to verify; if no PPS was ordered contact OISC to resolve at DLOISCTPSWORKERS-OISCTPSWORKERS@doc.state.or.us

Adding ‘O’ Line Example: 7=Add sentence

```
OPS230I             Corrections Information Systems (TEST)             9:08:18
 MCCARTHY                     Work with Offenses                         9/08/05

 Offender:  1234567  Test, Offender Russell           Record key:
 Status:   PostPrison/BRD           MTNO Multnomah North Office
             DNA Collection Required             OISC migr date...
 Enter option...                                 Custody cycle....  4
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
 7  01    021237686/01 MULT         BURG I        164.225       Y    Y
       00   I F        03/26/2003   000-020-000   08/26/2004    08/26/2004 POST
```

Adding ‘O’ Line Example: Sentence type ‘O’

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

Step 4 – ‘Work with Conditions’ screen:

- Put an 8 on first line of offense next to docket # (8=Conditions).
- Press enter to proceed to the “Work with Conditions” screen.

NOTE: Use correct condition type – (See OPS Chapter 18.6). Do not add Leave conditions to lines closed to POST. Leave conditions only apply to open 'I' lines.

How to get to 'Work with Conditions' Screen Example

```
OPS230I             Corrections Information Systems (TEST)             9:21:31
 MCCARTHY                    Work with Offenses                         9/08/05

 Offender:  1234567  Test, Offender Russell           Record key:
 Status:   PostPrison/BRD           MTNO Multnomah North Office
           DNA Collection Required                  OISC migr date...
 Enter option...                                    Custody cycle....  4
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
     CS    Type       Begin date   Length        Max date      Term date  Code
 8 01    021237686/01 MULT         BURG I        164.225       Y    Y
       00   I F        03/26/2003   000-020-000   08/26/2004    08/26/2004 POST
       00   O FPO      08/26/2004   000-036-000   08/25/2007
```

- Press "F17=Add conditions" (Shift F5).
- Put a 1 (1=Select) on the option line beside each condition listed on order.
- Press enter.

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

'Work with Conditions' Screen Selection Example

```
     OPS208I               Corrections Information Systems                8:35:10
     BELLJU                      Work With Conditions                    10/16/20

     Offender.......... 12345678     OFFENDER, TEST A
     Status............ Probation     BENT Benton County Community Corrections
     Court case number. 18CR29190/02    BENT  Judge....... DONOHUE

     Enter option...               Position to Seq#: _____ or Find Code(F4):____
       1=Select   I=Description
     Opt   Code    Seq    Type       Description                      Trk
          NCVI    101    PROBATION  NO CONTACT VICTIM                N
          GC13    102    GENERAL    REPORT/ABIDE BY DIRECTION PO     N
          NOLI    103    PROBATION  NO DRIVING W/O LIC/INSUR         N
          WKCR    104    PROBATION  WORK CREW                        Y
          CSWK    105    PROBATION  COMMUNITY SERVICE WORK           Y
          ADCO    106    PROBATION  ALC AND/OR DRUG EVAL AND/OR TX   N
          GC03    107    GENERAL    SUBMIT TO BREATH/URINE TESTS     N
          EROI    108    PROBATION  Execute Release of Information   N
          NALC    109    PROBATION  NO ALCOHOL                       N
          NOEA    110    PROBATION  NO ENTRY ALCOHOL SOLD            N
                                                                          More...
     F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel   F13=Repeat
                                     F17=Selected conditions F18=Expired conditions
```

- Press 'F17=Add conditions' (shift F5) again to see list of chosen conditions.
- Put a '2=Change' beside each condition that needs text added.
- Press enter to add text.
- After entering text, press enter.
- The message 'Record updated' will display.
- Press enter twice to return to 'Work with Offenses' screen.

'Work with Conditions' Screen- Text Entry Example #1

```
OPS208I             Corrections Information Systems (TEST)             9:32:26
```

```
 MCCARTHY                    Work With Conditions                      9/08/05

 Offender..........  1234567      TEST, OFFENDER RUSSELL
 Status............ PostPrison    MTNO Multnomah North Office
 Court case number. 021237686/01  MULT Judge....... ROSENBLUM

 Enter option...
   2=Change   4=Delete   5=Display   8=Payment Entry
Opt   Code           Type       Description                    Trk Txt Compl
      SUPV           PROBATION  SUPERVISION FEES (GC01)         N
      SC1            PARO/POST  SUBMIT TO Mental Health Eval    N
      SC10           PARO/POST  Other Conditions as Listed      N
      SC11           PARO/POST  No Contact with Listed People   N
  2   SC7            PARO/POST  Court Ordered Restitution       Y
      SC9            PARO/POST  No Intoxicating Beverages       N
                                                                        Bottom
 F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel   F13=Repeat
 F16=Review/copy all conditions F17=Add conditions      F18=Expired conditions
```

'Work with Conditions' Screen - Text Entry Example #2

```
 OPS209I             Corrections Information Systems (TEST)             8:41:29
 BELLJU                        Offender Condition                     10/16/20
                                                          CHANGE
 Offender.......... 12345678   OFFENDER, TEST A
 Status............ Probation    BENT Benton County Community Corrections

 Court Case number. 20CR12345/01      County.. BENT     Cycle.......... 03 01
 Condition......... REST RESTITUTION                    Baf Number.....  0
 Condition type.... PROBATION
 Long description..
Restitution is ordered to be paid to the county court of conviction, which will
be disbursed to a listed person or entity. This amount should be paid in full
before probation is allowed to expire.

 Condition text....
 Trackable......... Y
 Expiration date...  6/21/2022             Start date........  6/22/2020
 Amount/Unit.......          500.00         Completed date....  0/00/0000
 Monthly amount....               $ Dollars
 Last Payment Activity..  7/15/2020        Balance...........          100.00

 F3=Exit   F4=Prompt   F5=Refresh     F7=Browse backward
 F8=Browse forward     F11=Menu bar   F12=Cancel
```

NOTE: For proper restitution tracking, please see OPS Chapter 18 Conditions Tracking.

Step 5 – Update Case Information/Sanction Status:

- Put a 2 (2=Change) on appropriate offense line.
- Enter sanction status and grid score if known and not already entered (Criminal Seriousness and Criminal History fields)
- You can change the Sentencing judge field to indicate this is a Board-controlled offense (ex: PB/judge-name; Board) (CBC)
- Press enter.
- Press enter again to return to 'Work with Offenses' screen.

Updating Case Information/Sanction Status Example #1

```
OPS230I             Corrections Information Systems (TEST)             9:40:57
 MCCARTHY                    Work with Offenses                         9/08/05

 Offender:  1234567  Test, Offender Russell           Record key:
 Status:   PostPrison/BRD           MTNO Multnomah North Office
```

```
             DNA Collection Required             OISC migr date...
 Enter option...                                 Custody cycle....  4
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
 2  01    021237686/01 MULT         BURG I        164.225       Y    Y
       00   I F        03/26/2003   000-020-000   08/26/2004    08/26/2004 POST
       00   O FPO      08/26/2004   000-036-000   08/25/2007

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

Updating Case Information/Sanction Status Example #2

```
OPS236I             Corrections Information Systems (TEST)             9:42:18
 MCCARTHY               Docket and Offense Description                  9/08/05
                                                          CHANGE
 Offender.............  1234567     TEST, OFFENDER RUSSELL
 Status.............. PostPrison   MTNO Multnomah North Office

 Docket#/County...... 021237686/01 MULT

 Sanction status..... SANC
 Offense number...... 01
 ORS number.......... 164.225      BURG I     BURGLARY I
 Sent guide  (Y/N)... Y                       Crime Class/Severity AF 245
 Felony=Misdemeanor.. N
 Inchoate/ORS........
 Crime seriousness...  7                      Criminal history.... B
 Sentencing judge.... ROSENBLUM
 Defense counsel..... JEFFERSON
 District attorney... SNOWDEN               DA case number......
 Crime date.......... 12/24/2002            Arrest date.........
 Convicted date......  3/25/2003

 F3=Exit       F4=Prompt   F5=Refresh   F6=Add Sentence   F8=Add counts
 F11=Menu Bar  F12=Cancel
```

Step 6 – All open cases and those with temporary closure codes should be reviewed, including eCourt to confirm disposition, and closed if they have expired.

Step 7 – Please review the ‘Movement History’ and the ‘Caseload History’ screens to ensure the data entry looks as intended.

Step 8 – ‘Offender Print’ Screen:

- From the ‘Work with Offenses’ screen, press F10 or use navigation (F11-3-K) to get to the ‘Offender Print’ screen.
- Put a 5 on option line.
- Press enter to print Kardex.

Step 9 – Go to LEDS to create an EPR (can use QPR mask). Refer to OPS Chapter 5 - Enter Probation Record for more information.

2.11 Admitting Post-Prison Cases from County Jails (Local Control)

See OPS Chapter 15 - SB1145 Data Entry

2.12 Admitting New AOSs Convicted on Same Date to Probation and Institution Sentences

When a person picks up both a probation sentence and an institution sentence on the same date, if the person is not admitted to the institution on the proceeding date, the first admission for that cycle should be to probation.

If the institution gets their admission done in CIS prior to the probation admission in CIS, then a ticket needs to be submitted for CCSUN to insert the probation status. Please see OPS Chapter 13 for instructions on submitting a SUN ticket.
If you do your admission to probation before the institution does their admission in CIS, then follow instructions in Section 2.7 - Admitting to CIS, Steps 9-11.

NOTE: The institution does their admission based on the date the AOS has physically entered their custody; Community Corrections does admission to probation based on the proceeding date.

2.13 Admitting Cases Converted from Bench to Formal Supervision

Step 1 - Follow instructions under 2.7 - Admitting to CIS

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

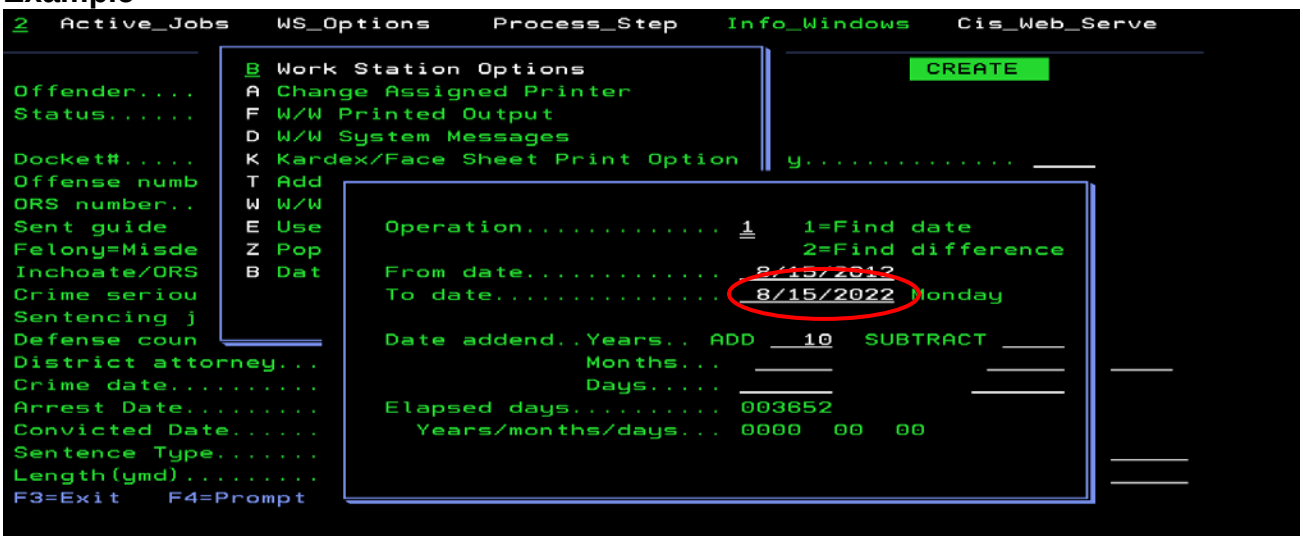
Step 2 - When adding the offense, follow instructions under 2.7, Step 9 (New Docket, Offense and Sentence – Adding an Offense). See below for correct Begin Date and Length of Sentence.

- Convicted date: Date the case was originally sentenced to bench probation.
- Begin Date: The date the case was converted to formal supervision.
- Length of sentence: If the court order converting the case to formal does not give a sentence length or expiration date because the original sentence is continued, review the original Bench Sentencing Order to determine the length of sentence. See below for instructions on how to calculate length of sentence using the CIS Date Calculator.
- Conditions: Use original sentence conditions unless noted on new order.

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

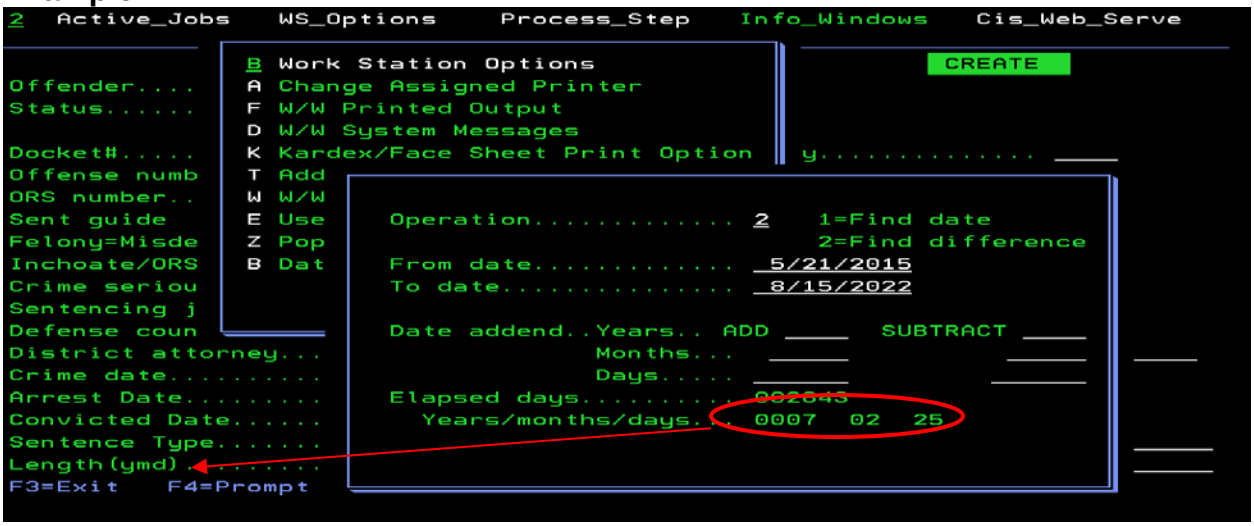
- Type F11/2/B
- Enter 1 (1=Find date) in the 'Operation' field.
- Enter the original bench conviction date in the 'From date' field.
- Enter the original bench length of sentence in the 'Years, Months or Days" ADD fields.
- Press enter.
- The expiration date will show in the 'To Date' field.

Example



- Change the ‘Operation’ field to 2 (2=Find difference).
- Change the ‘From date’ field to the date the case was converted to Formal Supervision.
- Do not clear the ‘To date’ field (expiration date).
- Clear the ‘Years, Months or Days” ADD fields.
- Press enter.
- The length of sentence will show at the bottom of the calculator.

Example



- F12 back to ‘New Docket, Offense and Sentence’ screen.
- Enter the length of sentence in the ‘Length (ymd)’ field.

2.14 Commutation Releases

General information:

- Commutations can be identified by looking at the offense screen. If you find an 'I' line closed to SCOM, this is a commuted sentence. The additional PPS time added to a commuted sentence is based on the longest running PRD. If there is more than one sentence commuted, all commuted sentences will use the longest running PRD to determine "regular PPS" begin date.
- Commuted sentences can be verified by looking at the commutation order. This should be available in OMS under the release documents section. Sometimes it's included in the release packet; sometimes it's uploaded separately. If the commutation order is not in OMS, you can request it from the OISC TPS DL: DLOISCTPSWORKERS-OISCTPSWORKERS@doc.state.or.us
- The commutation only applies to the sentence(s) identified in the commutation order and no other sentences. Look for more than one commutation order if you see more than one sentence closed to SCOM. Sometimes one commutation order will include more than one sentence; sometimes a separate order is issued for each commuted sentence.
- PPS is not commuted unless specifically stated in the commutation order.

2.14.1 Admitting Commutation Releases

Step 1 - Check the Movement History

- Was the record released to POST at your location?
  - If not, check to be sure you should be admitting – was this a waiver and should be admitted by a different county? Was this a waiver but was released to county of record by mistake but should have released to you? Was this a straight release to your county, but the release location is just randomly wrong? If you are sure you should admit to your location, send an email to OISC TPS DL and ask them to correct the location.
  - If so, admit to your location using the exact date and time of release

Step 2 - Update all Screens as Appropriate (address, names, descriptors, etc.)

Step 3 - Double-Check Expiration Dates on the Board PPS Order (See Section 2.14.4 'Double-Check Expiration Dates on Board PPS Order')

- Once you are confident the expiration dates on the Board order are correct, continue your data entry as follows:
  - Enter an O line with a begin date that is the same as the release date.
  - For commuted sentences adjust the length of PPS so the max date in CIS matches the expiration date on the Board order.
  - For non-commuted sentences enter the length of PPS found on the Board order.
  - For 'Life' sentences do not enter anything in Y/M/D fields, DO enter L in the 'Life' field.

- Print a Kardex and confirm max dates match the Board order expiration dates

2.14.2 AOS Returns to Prison on Commutation Revoke:

- There is no need for community to do any body release, the institution will admit close the 'O' line to VIOL on the SCOM sentences and send notification to the county of supervision stating the AOS has been retaken due to revoked commutation.
- After receiving email notification, the supervising community location will close all 'O' lines to VIOL on sentences closed to POST, that began their 'O' lines at the same time as the commuted sentence. Close the lines using the same date the institution used to close the SCOM 'O' line(s).

NOTE: Be very careful not to close any previously running 'O' lines.

2.14.3 Rerelease of AOS Returned to Prison on Revoke:

- On the Work with Offenses' screen Community will add a second 'O' line with a start date matching the rerelease date.
- The Board will prepare PPS orders with PPS beginning together using the rerelease date as the begin date, and the PPS length will run the full court-ordered amount of time.
- AOSs will NOT receive any credit toward PPS for the earlier release on commutation; all PPS lengths will be served in full starting on the rerelease date.

2.14.4 Double-Check Expiration Dates on Board PPS Order

For commuted sentences (closed to SCOM):

- Rough math to calculate the max date is done by adding the PPS length found on the Board order to the longest running PRD found on the Facesheet.
  - To view the Facesheet: from the 'Work with Offenses' screen use 'F7=Facesheet', look to the circled area in the screen shot below to determine PRD, page down to see more offenses if necessary, use the longest running PRD (example highlighted) for all commuted sentences.

```
OPS251I             Corrections Information Systems          12:33:19 12/11/20
 BELLJU                Facesheet Calculation Display
 Offender: 12345678 EXAMPLE PERSON              Status. PostPrison   DOUG
 Admit date. 11/25/2020       Paro rele dt. 00/00/0000   SG ET date. 00/00/0000
 Proj rele..                  Defer/Denied.       N      SG proj dt. 00/00/0000
 PhysReleDt. 00/00/0000       Good time dt. 00/00/0000   Inst max... 00/00/0000
 GhostRelDt. 00/00/0000
                     01      SG     02 CS01 SG     03 CS02 SG
 Offense (Abrev)     POSS METH      FAIL AP I      PCS METH
 137.635/137.700     N/N            N/N            N/N
 Docket Court Case# 16CR34567/01    17CR23456/01   18CR12345/02
 Sentence yy-mm-dd   000-030-000    000-011-000    000-018-000
 Sentence Begin      03/22/2018     03/22/2018     06/22/2018
 Time Served Credit 00047 Y                        00008 Y
 SG Earned Date      02/04/2020     11/07/2020     04/27/2022
 MAX Sent Date       08/05/2020     01/04/2021     06/26/2022
 Parole Revo Date
 GT-ET Credit/Lost   00183          00058          00002
 Proj Rele/GT Date   02/04/2020     01/01/2020     05/08/2020
 Inop/Merit GT
 Termination Date    02/04/2020     10/29/2020     11/25/2020
 Sent Reduct/Ovrd    E-20/N         E-20/N         E-20/N
 F3=Exit    F5=Refresh    F9=Retrieve    F10=Print    F13=Print no AIP code
```

Example: PRD is 05/08/2020; PPS length is 24 months
05/08/2020 + 24 months = 05/07/2022

- Does the Board order expiration match for this sentence?
  - If it does not, confirm the PRD is correct by sending an email to all four below:
    Sharp, Tami A Tami.A.Sharp@doc.state.or.us
    Spooner, Shawn C Shawn.C.Spooner@doc.state.or.us
    Erickson, Dianne Dianne.Erickson@doc.state.or.us
    Kohberger, Kevin Kevin.M.Kohberger@doc.state.or.us
    Ask them to check the longest running PRD in CIS for accuracy.
    (Checking the PRD is correct in CIS is the first step; do not ask this group about Board orders or data entry practices, only ask to check PRD).
    - If the date is correct: ask the Board to review their order. Present your rough math compared to their order (ex: PRD is 5/8/2020 + 24 months PPS = 5/7/2022 estimated expiration date; Board order expiration shows 4/21/2022).
    - If the date is incorrect, the TPS workers will fix it. Once it is fixed, verify your rough math now matches the Board order expiration date.
      - If they do not match, contact the Board again, ask for review, present your estimated calculations
      - If they do match, hooray! Enter a length of PPS in CIS using a combination of years, months, and days so that the max date in CIS matches the expiration date on the PPS order.

For non-commuted sentences (closed to POST):

- Enter the length of PPS into CIS as shown on the Board order. The system should calculate a max date that matches the Board order expiration date.

  What if the max date in CIS doesn't match the expiration date on the PPS order?

- Contact the Board, ask them to review their order; spell out your findings; (ex: release date is 7/6/2020 + 24 months PPS = 7/5/2022 max date as calculated by CIS; Board order shows expiration date of 9/2/2022).
  - If the Board sends an amended order matching the CIS max date, you are done.
  - If the Board believes the order is correct, it could be a max indeterminate sentence.
    - A max indeterminate sentence is one where the time incarcerated plus the time on PPS cannot exceed a set number of years. (A felony=20 years; B felony=10 years; C felony=5 years) When a person has a max indeterminate sentence, the Board will calculate their PPS expiration date as total time allowed – incarceration time = PPS. If the max date in CIS does not match the Board order but you are unsure if it is an indeterminate sentence, confirm with the Board.
      - If it is, adjust the length of PPS by using a combination of days and months to correct the max date in CIS to match the order.
      - If it is not, relook at all your double-check methods above and if you are still stuck, contact Judy Bell for assistance.

2.14.5 Key data Points

The following will help you gain a broad understanding, double-check the order and the CIS record for accuracy:

Release date – physical release from custody
- for commuted sentences: date “commuted-incarceration-time PPS” begins
- for non-commuted sentences: date “regular PPS” begins

Facesheet PRD – calculated by DOC-OISC (can change based on a number of factors)
- for commuted sentences: date “commuted-incarceration-time PPS” ends and “regular PPS” begins (longest running PRD applies to all commuted sentence calculations)

PPS Expiration date – calculated by the Board based on information from OISC
- for commuted sentences (closed to SCOM): PPS expiration is calculated beginning the PRD date running for the length shown on the Board order
- for non-commuted sentences (closed to POST): PPS expiration is calculated beginning the release date running for the length shown on the Board order

Chrono – You should be able to find a chrono with the key word COMMUTATION regarding these dates. You can use this chrono to triple-check your work above. Chrono structure should look like this:

Header of Chrono:

Place: Bd Parole Person: Bd Parole Key Word: COMMUTATION

Body of Chrono:

COMMUTATION REL: O commuted from prison on (PRD here); O may be revoked and returned to prison prior to projected release date of (longest running PRD here); scheduled regular PPS begins (longest running PRD here).

NOTE: Many Board orders originally added extra time to non-commuted sentences when there was also a commuted sentence. We know now that this was incorrect and are working with the Board to fix these and issue amended orders. PLEASE DO NOT CHANGE THE DATA ENTRY until you receive a corrected Board order. This issue should be resolved and all orders that were incorrect when we started commutations should be correct now. We should not continue to experience this issue, but please review all the dates on the PPS orders of commuted AICs for accuracy.

OPS CHAPTER 3 – Interstate Compact

Please read this entire chapter before you begin!!!!!!!

Oregon Compact Office e-mail address is: Oregon.Interstate@doc.state.or.us

The phrase "Compact" refers to the agreement between states to supervise offenders who have been convicted in one state and transfer their supervision to another state.

- **Incoming Compact** – means they are convicted in a different state and will be supervised by a Community Corrections Agency in Oregon.
- **Outgoing Compact** – means they have been convicted in Oregon and will transfer their supervision to another state.

General Compact terminology:

- Sending State (SS): state the offender was sentenced in.
- Receiving State (RS): state where the offender plans to reside if accepted or where the offender resided at time of sentencing and will be supervised.
- Transfer Request (TR – ICOTS abbreviation; IV – community abbreviation): The formal request a sending state makes through ICOTS to a receiving state to ask that an offender be supervised in the receiving state.
- Request for Reporting Instructions (RFRI aka RI): This is a formal request made through ICOTS where the sending state asks for permission to let the offender live in the receiving state during the investigation process. Two types of RFRIs include expedited and regular.

There are two types of Compact investigation requests:

- **Request for Reporting Instructions (RFRI):** Offender has been given permission to come to Oregon before an investigation is done.

- **Transfer Request (IV):** Offender remains in the sending state while the investigation is completed in Oregon.

An offender who is supervised in Oregon, may receive convictions out of state during their Oregon supervision. Application for Compact transfer must still be submitted in these types of cases.

There are some general data entry rules that apply to all Compacts:

- For restitution, compensatory fine, or community service ordered on incoming compact cases, set condition tracking to "No."
- When entering IV offenses are not entered.

- It is not required of the sending state to send the court order/judgment with a transfer request investigation. The court order/judgment may be requested from the sending state upon acceptance by the receiving state. The sending state must send the judgment if asked.
- For RFRIs or accepted cases, it is recommended you enter offense information from ICOTS, not from the court order/judgment; however, conditions may be entered from the court order/judgment, the Compact paperwork, and/or ICOTS. Use probation conditions for incoming Compact cases.
- **Bench Probation**: Oregon is required to supervise misdemeanor and bench probation cases **from other states**. We enter those in DOC400/CIS. Other states may refer to a case as bench probation, but this may not have the same meaning in that state as in Oregon. If we are required to supervise another state's "bench" probations, they are considered supervised probation in Oregon. However, we **do not enter Oregon bench probations** in DOC400/CIS as those are under the jurisdiction of the Court. When the Court allows a bench probation offender to compact to another state, they or their designee prepare the compact paperwork, but it is not recorded in DOC400/CIS.

Definitions and general information are found in 3.12 Additional Information. If in doubt on how to proceed, once you have read the entire section, call another SOON Representative.

If the offender fails to report on RFRIs (aka RIs), (either by phone or in person as per your County practice) and you have received the Investigation Request, enter the offender in DOC400/CIS as an IV so there is a record in DOC400/CIS. Once the offender reports, it can be changed to PR or PA and entered as per directions below in either 3.1.1 or 3.1.2. If the offender fails to report on RFRIs and you have NOT received the Transfer Request, do not enter into CIS at all until either the Investigation Request is received, or the offender reports on his RFRIs.

See 3.1.1 and 3.1.2 for entry of offender into DOC400/CIS on RI after offender reports.

See Chapter 8, sections 8.16 and 8.16.1 for incoming Compact closure instructions.

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

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

NOTE: DOC400/CIS data entry takes place after offender reports, unless the offender fails to report and a Transfer Request has already been submitted. An offender can report in person or by phone per your county policy to determine the date entered on the Notice of Arrival. Admission date MUST match date on Notice of Arrival.

BEFORE YOU BEGIN: Run a QWHD and CCH in LEDS. Search OIS by FBI number for the existence of the offender.

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

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

Step 2 – **If new offense information**, fill in admission date/time (taken from Notice of Arrival), the assigned PO's caseload number, post admission status of "PR for probation" or "PA for parole", then press enter. Choose PR or PA based on the Transfer Request form as the sending state decides the status.

Step 3 – Press enter to move from one screen to the next and update all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. Enter the offense information from Transfer Request form.

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

- Docket #/count #
- County (2 letter State Code)
- SANC
- ORS #
- Sentencing guidelines 'N' on incoming compact offenders
- Crime Seriousness & Criminal History (not applicable to Compact, leave blank)
- Judge's Name: enter "Compact"
- Crime date if known
- Sentence type P for probation and I for Parole
- Begin date (taken from Transfer Request)
- Length of sentence – DOE must match date on Transfer Request
- Compact begin date (use date on Notice of Arrival), press enter.

Conditions may be entered from the court order/judgment, Compact paperwork, and/or ICOTS. Use probation conditions for incoming Compact cases. Note: you may need to request court order/judgment from the sending state.

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

Step 4 – If offender has an Oregon SID number, go to LEDS and enter EPR (refer to EPR Steps in OPS 5 of this manual).

Step 5 – If offender does not have an Oregon SID the Compact fingerprinting procedure should occur. Once an Oregon SID is issued, enter an EPR.

3.1.2 REPORTING INSTRUCTIONS (RFRI aka RI) ADMISSION PROCESS - New Offenders

BEFORE YOU BEGIN: Run a QWHD and CCH in LEDS. Search OIS by FBI number for the existence of the offender.

Step 1 – Go to the "Admissions" process (#3 from CC Support main menu). Press "F6=New Admission." This will take you to the "Community Corrections New Intake New Offender Data" screen. If the offender has an Oregon SID number, type that SID number on "ID number" line. If they do not have an Oregon SID number, leave the "ID number" line blank and the computer will automatically assign a temporary block number. Fill in the following lines (using information from Compact Transfer Request plus additional ICOTS forms if needed):

- Last name, first/middle/title
- DOB
- Sex
- Race
- Your county should already be filled in, do not change
- Date/time (date is taken from the Notice of Arrival) military time is used
- From county/state (2 letter state code or choose "F4 Prompt" from the table)
- Caseload
- "PR" for probation, "PA" for parole – determined on Transfer Request

Step 2 – Press enter to move screen by screen and update all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. Enter the offense information from Transfer Request.

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

- Docket #/count #
- County (2 letter State Code)
- SANC
- ORS #
- Sentencing guidelines 'N' on incoming compact offenders
- Crime Seriousness & Criminal History (not applicable to Compact, leave blank)
- Judge's Name: enter "Compact"
- Crime date if known
- Sentence type P for probation and I for Parole
- Begin date (taken from Transfer Request)
- Length of sentence – DOE must match date on Transfer Request
- Compact begin date (use date on Notice of Arrival), press enter.

Conditions of supervision may be entered from the court order/judgment, the Compact paperwork, and/or ICOTS. Use probation conditions for incoming Compact cases.

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

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

Step 4 - If offender does not have an Oregon SID the Compact fingerprinting procedure should occur. Once an Oregon SID is issued, enter an EPR.

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

BEFORE YOU BEGIN: Run a QWHD and CCH in LEDS. Search OIS by FBI number for the existence of the offender.

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

If an offender is already under supervision in Oregon in the county of proposed residence, skip the admission process and go to the “Work with Offenses” screen and enter the offense information from ICOTS printouts and conditions of supervision from the court order/judgment, Compact paperwork, and/or ICOTS. Use probation conditions for incoming Compact cases. Print new Kardex.

If you have received approved RFRIs for an offender who is already supervised in another county, you received those in error as the RFRIs should have gone to the county of supervision. Please contact the Compact office and have them change the RFRIs to the supervising county.

If you find out an offender has lied about their circumstances that qualify them for #1 RFRIs (#1 means they are living in receiving state at time of sentencing), contact the Compact office.

*(See 3.8 **ADDITIONAL INFORMATION**)*

3.2 RESCINDING OF REPORTING INSTRUCTIONS FOR OFFENDERS SUPERVISED HERE ON RFRI

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

Step1 – Go to the "CC Release Process" (#4 CC Support main menu). On "Work With Offenses" screen, type offenders SID number or Block number on the "Offender" line, press enter. Go to the sentence line (second line) and enter 2 to "Change." Press enter. This will take you to the "Sentence Data" screen. Tab down to the termination date field and enter date the Compact Office rescinded the Reporting Instructions (from Compact Office e-mail sent to PO, Compact chrono, or ICOTS info). Tab down to the termination code field and type "COMP," press enter. Repeat for each offense entered.

Step 2 – After all offense lines are closed, press enter. This will bring you to the "Offender Release" screen; enter the Compact Office rescinded date on "release date" line and enter a time. Tab down to "release type" and put in the termination code COMP, press enter. If the offender is also supervised on Oregon cases, do not close the body of the record.

3.3 DENIAL OF TRANSFER REQUEST FOR THOSE HERE ON RFRIs

In the event the receiving state denies the Transfer Request for those already here being supervised on RFRIs, the following applies:

Step 1 – Go to the "CC Release Process" (#4 CC Support main menu). On "Work With Offenses" screen, type offenders SID number or Block number on the "Offender" line, press enter. Go to the sentence line (second line) and enter 2 to "Change." Press enter. This will take you to the "Sentence Data" screen. Tab down to the termination date field and enter date using the date on the Notice of Arrival in response to your Notice of Departure. Tab down to the termination code field and type "COMP," press enter. Repeat for each offense entered.

Step 2 – After all offense lines are closed, press enter. This will bring you to the "Offender Release" screen; enter the date from the Notice of Arrival in response to your Notice of Departure on "release date" line and enter a time. Tab down to "release type" and put in the termination code COMP, press enter. If the offender is also supervised on Oregon cases, do not close the body of the record.

3.4 COMPACT TRANSFER REQUEST FOR OFFENDERS HERE ON APPROVED RFRI (WHO ARE ALREADY ENTERED INTO DOC400/CIS ON THE RFRI)

Because offender is here on RFRIs and has been already entered as "PR" or "PA" status in DOC400/CIS, **do not change status to "IV**."

No further data entry is needed at this point.

3.5 COMPACT IV ADMISSION PROCESS - OFFENDERS WITH PREVIOUS DISCHARGE STATUS - FOR OFFENDERS WHO STAY IN THE SENDING STATE DURING INVESTIGATION

BEFORE YOU BEGIN: Run a QWHD and CCH in LEDS. Search OIS by FBI number for the existence of the offender.

Step 1 – Go to "Admissions" process (#3 from CC Support main menu). If offender has a SID number per CCH, type the SID number on "offender" line of the "Community Corrections Admission" screen (first line), then press enter. If offender is already in the system under status "discharge," determine if the offender was previously supervised on the same offense(s) as the current investigation.

- If so, follow the Steps to Reopen a Compact (RCOM) Case in DOC400/CIS in section OPS 13.2 of this manual.
- If the offender's transfer request is for different docket numbers, admit using IV status.

Note: If offender's previous status was IV per Movement History Screen and you've determined they were NOT supervised on those offenses, open a new cycle. Do not use RCOM. If the offender had previously been rejected and is applying again, enter a new admission to IV. Do not use RCOM.

Step 2 – If the investigation is for different dockets than previously supervised, fill in admission date/time taken from the Transfer Request form.

- Last name, first/middle/title
- DOB
- Sex
- Race
- Your county should already be filled in, do not change
- Date/time (date is taken from the Transfer Request form – use the date the Transfer Request was prepared) military time is used
- From county/state (2 letter state code or choose "F4 Prompt" from the table)
- Caseload
- Post-admission status: IV (Investigation)

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

3.6 COMPACT INVESTIGATION ADMISSION PROCESS (IV) - NEW OFFENDERS - FOR OFFENDERS WHO STAY IN THE SENDING STATE DURING INVESTIGATION

BEFORE YOU BEGIN: Run a QWHD and CCH in LEDS. Search OIS by FBI number for the existence of the offender.

Step 1 – Go to the "Admissions" process (#3 from CC Support main menu). Press "F6=New Admission." This will take you to the "Community Corrections New Intake New Offender Data" screen.

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

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

- Last name
- First/middle/title
- DOB
- Sex, Race
- Your county (should auto fill in with your county, do not change)
- Date/time (taken from Compact Transfer Request)
- From county/state (2 letter state code or choose "F4 Prompt" for the table)
- Caseload
- Admission status: IV (Investigation)

Step 2 – Press enter to move from screen to screen and update all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. **DO NOT ENTER OFFENSE INFORMATION.**

3.7 DATA ENTRY UPON ACCEPTANCE AND ARRIVAL IN OREGON

(Offender in system under "IV" status)

Step 1 – Go to "Offender Release" screen. Fill in "release date" and "time" field (taken from the Notice of Arrival), 'release type code' field using appropriate 4-letter status of PARO for parole and PROB for probation, which is determined by the Transfer Request, leave the "ABSC release to FTR" blank, 'release to location' field (use your 4-letter county code), press enter. Press enter again to verify release and review movement history screen.

Step 2 – Go to the Admission Process (#3 from Support Staff menu). Enter the SID to bring up the offender record. Fill in 'admission date and time' (must match exactly with release date and time), 'PO caseload number', and 'Post Admission Status' fields (PA or PR – match the release code you used), press enter.

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

- Docket #/count #
- County (2 letter State Code)
- SANC

- ORS #
- Sentencing guidelines 'N' on incoming compact offenders
- Crime Seriousness & Criminal History (not applicable to Compact, leave blank)
- Judge's Name: enter "Compact"
- Crime date if known
- Sentence type P for probation and I for Parole
- Begin date (taken from Transfer Request)
- Length of sentence – DOE must match date on Transfer Request
- Compact begin date (use date on Notice of Arrival), press enter.

Press enter again to return to 'Work With Offenses' screen. Put 'Option 8=Conditions' on first line of offense next to docket #, press enter. This will take you to 'Work With Conditions' screen. Press 'F17 (shift F5) =Add conditions'. Conditions can be taken from the court order/judgment, Compact paperwork, and/or ICOTS. Use probation conditions for incoming Compact cases. Conditions should appear in ICOTS in the conditions section because we want to ensure the PO has reviewed and approved all the conditions, including having their opportunity to impose conditions in ICOTS. You can review all of the ICOTS record for conditions that may be listed elsewhere, but if you find conditions listed elsewhere in ICOTS, please share this information with the Oregon Compact office via the general email box: Oregon.Interstate@doc.state.or.us.

Step 4 – Update other information as needed and enter EPR via LEDS if offender has an Oregon SID number.

Step 5 - If offender does not have an Oregon SID the Compact fingerprinting procedure should occur. Once an Oregon SID is issued, enter an EPR.

3.8 DOC400/CIS DATA ENTRY UPON INVESTIGATION REJECTION

NOTE: For any offender who is in CIS under IV status, if the Transfer Request is withdrawn or denied, close the body using CREJ and use the date on the ICOTS Withdrawal or the ICOTS Reply to Transfer marked denied.

Step 1 – On "Offender Release" screen, fill in 'release date' field with date of rejection (taken from Withdrawal or Reply to Transfer), time, 'release type code' field with CREJ, and leave blank the 'ABSC release to FTR' & 'release to location' field, press enter. Press enter again to go to the Movement History/Maintenance screen to verify discharge status.

3.9 OREGON CASES ACCEPTED BY ANOTHER STATE – OUTGOING COMPACT (CMPO)

The Reply to Transfer Request has been received accepting transfer of case. The PO has sent the Notice of Departure as the offender has left. When you receive the Notice of Arrival, follow steps below to release the record to CMPO outcount in CIS:

From the CC RELEASE PROCESS on your main menu:

Step 1 – Type SID# on "Offender" line, press enter, this will bring offender to screen. Press enter to go to the 'Offender Release' screen, enter release date/time (must use arrival date found on Notice of Arrival). Release type will be CMPO and release to location will be the 2-letter State abbreviation where offender is accepted, press enter.

Press enter to check 'Movement History/Maintenance' screen.

Step 2 – Go to LEDS to modify EPR per your county's practice (refer to Chapter 5 - EPR Steps, Modifying an EPR).

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

FYI: Supervision fees will not accrue while offender is on CMPO status.

3.10 GENERAL INFORMATION REGARDING OUTGOING COMPACT:

Persons under supervision for certain crimes CANNOT LEAVE THE STATE OF OREGON OR MOVE TO ANOTHER STATE without permission from the Interstate Compact Administrator of Oregon and the other state. This rule applies to defendants on supervision for ANY felony. It also applies to defendants on supervision (including bench probation) for a MISDEMEANOR, if:

- The person is placed on probation or under court supervision for more than one year, and
- The offense falls into one of four categories:

  - An offense in which a person has incurred direct or threatened physical or psychological harm:
    - The commission of, or attempt, solicitation or conspiracy to commit:
      - Assault IV. ORS 163.160(2)
      - Menacing. ORS 163.190
      - Recklessly endangering another person ORS 163.195
      - Criminal mistreatment II ORS 163.200
      - Unlawful use of electrical stun gun, tear gas, or mace II ORS 163.212
      - Child neglect II ORS 163.545
      - Endangering welfare of a minor ORS 163.575(1)(a), (b), (c), or (e)
      - Strangulation. ORS 163.187
      - Stalking. ORS 163.732(2)(a)
      - Violating courts stalking protective order ORS 163.750
      - Harassment ORS 166.065(4)
      - Intimidation II. ORS 166.155
      - Application of controlled substance to body of another ORS 475.910(1)(d)
      - Vehicular assault of bicyclist or pedestrian. ORS 811.060
      - Reckless endangerment of highway workers ORS 811.231
    - The attempt or conspiracy to commit a class C felony:
      - Assault IV. ORS 163.160(3)
      - Assault III. ORS 163.165
      - Assaulting a public safety officer. ORS 163.208

- Coercion. ORS 163.275
- Criminal Mistreatment I. ORS 163.205(1)(b)(A)
- Stalking. ORS 163.732(2)(b)
- Intimidation I. ORS 166.165
- Failure to perform duties of driver to injured persons. ORS 811.705(2)(a)

➢ An offense that involves the use or possession of a firearm

- The commission of, or attempt, solicitation or conspiracy to commit
  - Unlawful Possession of a firearm. ORS 166.250
  - Unlawful possession of machine gun, short-barreled firearms, silencers. ORS 166.272
- Attempt or Conspiracy to commit a class C felony crime involving weapons:
  - Unlawful use of a Weapon. ORS 166.220
  - Possession of a weapon by certain felons. ORS 166.270

➢ A second or subsequent DUII (conviction)

➢ Sexual offenses requiring registration in the sending state (See ORS 181.594)

- Sexual Misconduct. ORS 163.445 (if the offender is at least 18 years of age)
- The commission of, or attempt, solicitation or conspiracy to commit:
  - Sexual Abuse III. ORS 163.415
  - Encouraging child sexual abuse III. ORS 163.687
  - Contributing to the sexual delinquency. ORS 163.435
  - Private Indecency, if prior conviction for crime listed in ORS 181.594(4). ORS 163.467
  - Failure to Report as Sex Offender ORS 181.599
- Attempt or Conspiracy to commit a class C felony:
  - Rape III. ORS 163.355
  - Sodomy III. ORS 163.385
  - Sexual Abuse II. ORS 163.425
  - Incest. ORS 163.525 (If the offense involved a child victim)
  - Encouraging child sexual abuse II. ORS 163.686
  - Promoting prostitution. ORS 167.012
  - Public Indecency, if prior conviction for crime listed in ORS 181.594(4). ORS 163.465
  - Burglary II. ORS 164.215, if committed w/ intent to commit any of the offense listed above.

* These rules apply pursuant to the Interstate Compact on Adult Offender Supervision, ORS 144.600 et sec. The elements of the crime of conviction determine whether the defendant is subject to the Interstate Compact. There may be crimes that are not listed here that are subject to the Compact. If you identify such a crime, please contact Mark Patterson (Mark.G.Patterson@doc.state.or.us)

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

3.11 CMPO RETURN

From the ADMISSION PROCESS on your main menu:

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

Step 2 - Tab down to “Admission Date/Time” field, put in the date found on the Notice of Arrival.

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

Step 3 - Print a kardex.

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

Step 5 - Please see Chapter 8, section 8.16.1 for instructions on how to return CCH record to your agency. This should be done for incoming Compact offenders returning on the same dockets.

3.12 ADDITIONAL INFORMATION

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

2. CREJ is used with Compact Investigations (IV Status) - case rejected or withdrawn.

3. COMP is used when an offender returns to the sending state for continued supervision; also can be used when a warrant is issued by the sending state or the offender moves to another state prior to expiration.

4. “IV” status is only used when entering a Compact Investigation where the offender remains in the sending state during the investigation process.

5. PR and PA are used when admitting to supervision after a request has been approved. PR and PA status are used when an offender has been granted Reporting Instructions and is actively reporting to an Oregon PO during the investigation process.

6. If you believe a Transfer Request or approved RFRIs have been submitted to your office in error, contact the Compact office immediately.

7. If an offender is being supervised on Request for Reporting Instructions but moves to another county because the supervising county will not allow the first housing proposed, you would transfer (TRAN) him/her to the other county, **once you have determined the new county has received the RFRI request.** You should contact the SOON rep in the new receiving county to advise of the transfer.

8. If an offender is already under supervision in Oregon in a county different from the proposed residence, the supervising county must investigate the case and then IRT the offender to the county of proposed residence after acceptance. Ask the receiving county for courtesy assistance to investigate the proposed residence. After the IRT has been approved, ask the Compact office to transfer the offender in ICOTS to the next location.

9. If an Oregon offender is compacted to another state and wants to return to Oregon but lives in a different county than the supervising county, the two counties should work together (example Curry Co. had an offender compacted to CA. Offender received new charges in CA and wanted to return to Oregon but live in Benton Co. Curry Co. sent an IRT to Benton Co. who investigated and agreed to supervise. Curry Co. sent the Compact Acceptance paperwork, and then transferred the file to Benton Co.)

10. SOON's procedure is to match the sending state crime as close as possible to an Oregon Revised Statute (ORS) when entering offenses. Felony in sending state must be felony in Oregon, misdemeanor must be misdemeanor. This may require review of ORS and the sending state equivalent. The PO should review and approve the chosen offense.

11. Enter an F8 note on offense screen indicating sending state's offense if the name of the sending state crime is different than the name of Oregon crime. Ex: breaking and entering from California may be entered as Burg I in Oregon. These names don't match, so you would enter an F8 note. If convicted of Poss of Meth or Assault, the crime names would match, so no F8 note would be required. You'll take the crime name from the Transfer Request.

12. While your office practice determines the date to be used on the Notice of Arrival (NOA) (offender reports by phone or in person), for data entry purposes all entry dates should match the date on the Notice of Arrival.

13. The date of expiration in CIS (offense max date) should always match the date of expiration listed on the Transfer Request. Be careful because sometimes if you enter the length provided, CIS will calculate a different max date. Make the max date match, even if the length is different than what's listed.

14. The sending state is responsible for keeping the supervision end date correct and updated in ICOTS. The supervising county is responsible for ensuring CIS is

updated. Incoming compact cases are closed according to the supervision end date in ICOTS.

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

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

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

18. When reporting instructions are granted by the Oregon Interstate Compact Office AND upon the offender's "arrival" in Oregon, the county community corrections office would open the case in either PR or PA status. When admitting an offender into DOC400/CIS, always use the date listed on the NOA (Notice of Arrival) in ICOTS.

19. When Oregon investigates a transfer for supervision where the offender remains in the sending state during the investigation, the offender's record in DOC400/CIS would be opened in IV status. Upon the offender's "arrival" in Oregon, the county community corrections office would change the case status from IV to PR or PA, as appropriate. When admitting an offender into CIS, always use the date listed on the NOA (Notice of Arrival) in ICOTS.

20. If the offender fails to report to Oregon, A Notice of Failure to Arrive (NOFTA) is sent through ICOTS, the case is never opened and remains in IV status until such time as Oregon is notified that the sending state has withdrawn the request. Further, a Notice of Arrival (NOA) can still be done after a NOFTA has been submitted if the case has not been withdrawn by the sending state.

21. When the institution accepts a Compact Transfer, the offender will serve all or part of their out-of-state incarceration in an Oregon facility before releasing to community supervision. OISC enters the FPAC "I" and uses DOC in the CNTY field. When CNTY=DOC, the offense belongs to the institution and normal location authorities apply. The system views the offense as if it were an Oregon Parole "I" line and the community cannot make changes to the offense.

a. An example is shown below:

```
01   00000/01    DOC        MURDER       163.115      N    Y
  00   I FPAC    10/06/1982   Life

02   00000/02    DOC        ROBB I AT    164.415    X  N    N
  00   I FPAC    10/06/1982   015-000-000   10/05/1997    10/05/1997 EXPI

03   00000/02    DOC        CONSPI AF    161.450 01    N    N
                            ROBB I       164.415
  00   I FPAC    10/06/1982   014-000-000   10/05/1996    10/05/1996 EXPI
```

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

22. Re-Open (RCOM) in DOC400/CIS: Refer to OPS 13.2.

23. Outgoing offenders do qualify for EDIS, but not INPR or UNSU.

24. Incoming offenders do not qualify for INPR, UNSU or EDIS from our state.

25. The sending state may have their own version of EDIS.

26. Case Accepted by Another State – CMPO – See OPS 3.9.

27. Process for closing Non-Oregon Compact Cases: Refer to OPS 8.16.

28. Incoming Compact cases issued an Oregon SID: refer to OPS 8.16.1

29. Changing “Admission From” Location (See OPS 10.1)

30. Changing Status (See OPS 10.2).

31. Changing Admission Date (See OPS 10.3)

32. Legal Status Change – Lower to Higher Status (See OPS 12.8)

33. Compact probation case closed to COMP comes back as parole case (See OPS 14.9)

34. Extraditions –OPS 15.14

35. DNA Data Entry in DOC400/CIS – incoming compact offenders do not need a DNA test, unless the sending state requires it. If the sending state requests DNA, we do the swab and send it back to the sending state. **It does not go into our**

data base. Out of state offenders are not swabbed and recorded unless the offender has or receives Oregon offenses which require it. (See OPS 17)

36. Compact Reports (See OPS 20)

37. Compact documents maintained by OISC – see OPS 21.9.

38. File organization of Compact Paperwork/Documents Maintained by OISC – See OPS 24.

39. When an offender is currently supervised on Post-Prison and has been accepted for incoming Compact parole, the new status will be POPA; see detailed instructions in Chapter 12, section 12.8.2.

If…	Then…
• Request for Reporting Instructions (RFRIs) have been approved • Transfer Investigation Request has been submitted • Offender reports as directed	• Admit to PA or PR status using the date on the Notice of Arrival (NoA) • Enter all pertinent information including docket and supervise client during investigation period
• RFRIs have been approved • Transfer Investigation Request has NOT been submitted • Offender reports as directed	• Admit to PA or PR status using the date on the NoA • Investigation Request due within 15 days of RFRI approval • Enter all pertinent information including docket and supervise client
• RFRIs have been approved • Transfer Investigation Request has NOT been submitted • Offender reports as directed • Transfer Investigation Request is NOT received within 15-day time limit and Sending State (SS) chooses not to submit at all and cancels RFRIs; • Offender returns to Sending State (SS)	• Admit to PA or PR status using the date on the NoA • Enter all pertinent information including docket and supervise client until it's determined that Investigation Request will not be submitted and RFRIs are cancelled/rescinded; when offender returns to sending state, close docket and body to COMP using date on NoA
• RFRIs have been approved • Transfer Investigation Request has been submitted • Offender does NOT report	• Admit to IV status with the date on the Transfer Investigation Request • Submit NOFTA if offender fails to report ever • Close to CREJ when Sending State withdraws • If offender eventually reports prior to NOFTA - change to PA or PR status using date on NoA
• RFRIs have been approved • Transfer Investigation Request has NOT been submitted • Offender does NOT report	• Do not enter into CIS until one of the following occurs: • Transfer Investigation Request received (admit to IV status); or • Offender reports on RFRIs (admit to PR or PA using date on NoA)
• Offender already in CIS on different cases on discharge status • Here on RFRIs	• Admit to PR or PA status on new cycle • Enter all pertinent information as appropriate based on above "if/then" scenarios
• Offender already in CIS on same case under compact investigation on discharge status • Here on RFRIs	• Follow instructions in Chapter 13, section 13.2 to reopen a Compact case • Admit to PR or PA status
• Offender NOT in CIS already • Here on RFRIs	• Search OIS by FBI number to ensure offender isn't already in the system • Follow procedures listed above depending on whether or not a Transfer Investigation Request has been received
• Offender already in CIS for different cases on discharged status • Transfer Investigation Request has been submitted • Offender is NOT in receiving state	• Admit using IV status onto new cycle • Enter all pertinent information except docket

• Offender already in CIS on same case under compact investigation • Transfer Investigation Request has been submitted • Offender is NOT in receiving state	• Follow instructions in Chapter 13, section 13.2 to reopen a Compact case • Admit to IV status • Enter all pertinent information except docket
• Offender NOT in CIS already • Transfer Investigation Request has been submitted • Offender is NOT in receiving state	• Check OIS by FBI number to ensure offender is not in CIS • Admit using IV status • Enter all pertinent information except docket
• Offender in CIS under IV status • Compact Transfer is accepted	• Follow data entry instruction in 3.6 • Enter docket and conditions
• Offender is already on supervision in Oregon • RFRIs are approved for supervising county	• Enter docket information for incoming compact case
• Offender is already on supervision in Oregon • RFRIs are approved for a residence in a different county than current supervising county	• Enter docket information for incoming compact case • Submit IRT to proposed residence county
• Offender is already on supervision in Oregon • RFRIs are approved for a residence in a different county than current supervising county IN ERROR	• Contact Compact Division for assistance regarding erroneous RFRIs
• Offender is already on supervision in Oregon • You received RFRIs for someone you don't supervise	• Contact Compact Division to have those RFRIs transferred in ICOTS to the supervising county • Supervising county will submit IRT to proposed residence county
• Transfer Investigation Request received • Offender remains in Sending State (SS)	• Admit to IV status using the date on the Transfer Investigation Request • Enter all pertinent information except docket
• Offender under compact supervision returns to sending state PRIOR to compact cases expiring naturally	• Close docket and body to COMP using date on NoA
• Offender under compact supervision absconds and Sending State issues warrant	• Close docket and body to COMP using date on Compact Closure form
• Offender in IV status has investigation withdrawn or denied	• Close body to CREJ (there should be no docket entered)
• Offender is supervised under RFRIs • Transfer Investigation has been denied • Offender is returned to Sending State	• Close docket and body to COMP using date of NoA
• Offender is supervised in Oregon on out-of-state compact cases • All out-of-state compact cases end at their prescribed expiration date	• Close dockets and body to EXPI

OPS CHAPTER 4 – DOC and Institution Release Data

4.1 RETRIEVING A BOARD PPS ORDER

NOTE: The Parole Board will issue an order prior to an AIC's release date. No CIS notification will be received that the order is available. Instructions on how to retrieve the PPS order from CIS are below, and instructions on how to retrieve Board PPS orders from OMS can be found in the Release Plan manual in OMS under the "HELP" button.

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

```
CCSUPPORT              Corrections Information Systems                10:55:03
 MCCARTHY                        CC Support Menu                       12/28/06
Select one of the following:

   48. Print Parole Board Orders
   49. CC Training Menu
   50. W/W ORS Descriptions
   60. Execute PCM Programs

   80. Return to regional menu
   90. End pass through

Selection: 48                                Job:

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

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

```
PBM250I                Corrections Information Systems                11:12:43
 MCCARTHY          Work with Offender Parole Board Documents            12/28/06

 Offender...... 1234567 TEST, OFFENDER                    Status: AdmitPend
 Location...... OSCI     OREGON STATE CORRECTIONAL INSTITUTION
 Enter option...
   10=Send Document via E-mail

 Opt Folder     Document      Description            Revise Date   Type
  10 PBMISII    5601159.ACD   5601159.ACD             8/17/2006    PCFILE









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

Step 3 – Put 'Option 10=Send Document via E-mail' on option line of document you want to send to your e-mail, press enter. You will receive message 'Document has been sent via e-mail'.

Step 4 - Open your e-mail inbox to retrieve and print Board PPS Order.

NOTE: The sending of the Parole Board order to your e-mail inbox could take a few minutes. If nothing happens after 5 to 10 minutes, contact the DOC help desk for assistance.

4.2 BOARD/LC SUPERVISORY OVERRIDE

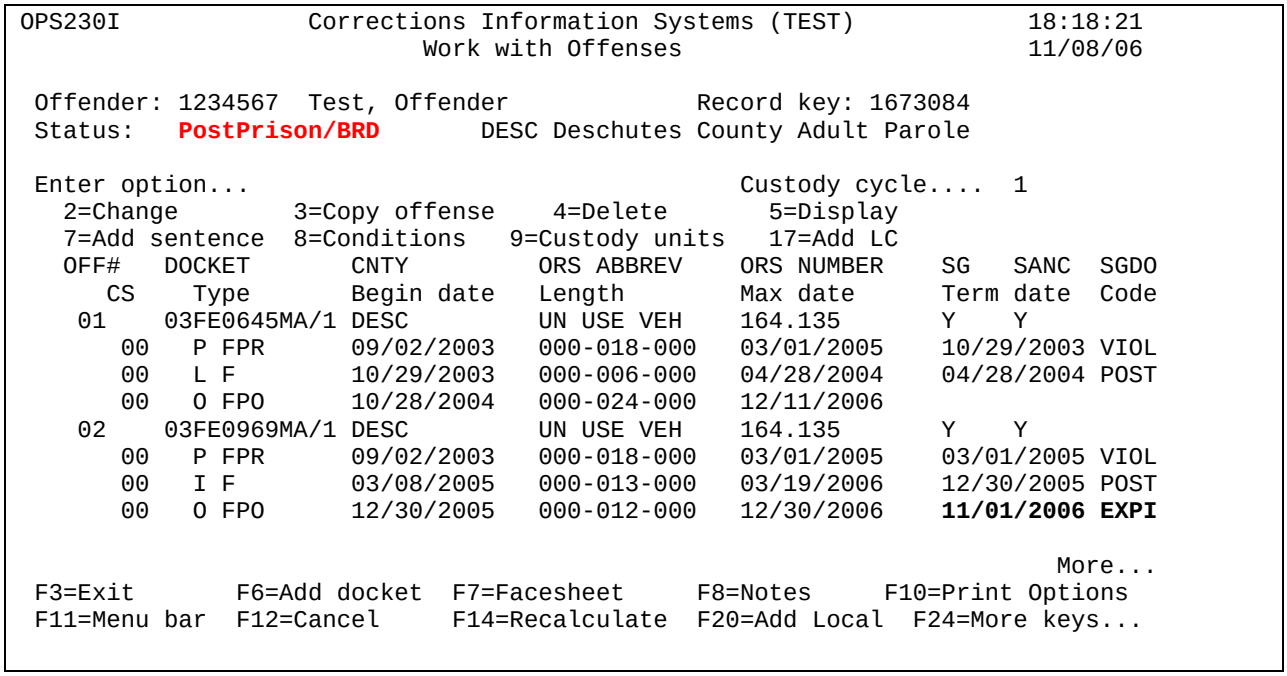
Division 75 of the Parole Board Rules states: "If the Board issued the order of post-prison supervision for an offender whose only sentence was 12 months or less, jurisdiction will remain with the Board until petition by the supervisory authority to assume jurisdiction OR upon re-release following revocation of the post-prison supervision for that sentence; whichever comes first."

If your case meets the criteria of Division 75 of the Parole Board Rules, please follow the steps under scenarios 4.2.1 and 4.2.2 below:

4.2.1 Petition the Board: When there has been Parole Board involvement within the same custody cycle as a local sentence and all Board cases have discharged, jurisdiction remains with the Board and the status remains Post Prison/BRD until the local supervisory authority petitions to assume jurisdiction. The decision to petition the Board for jurisdiction is at the discretion of the local supervisory authority.

Step1 – Send a petition e-mail to BPPPS.Webmaster@doc.state.or.us with the request to have the Parole Board relinquish their authority over the specified offender.

Step 2 – If the Board approves the petition you will receive a Certificate of Sentence Expiration with the following "**The Board is closing its interest in this parolee; however, Local Supervisory Authority Jurisdiction continues until ___"**, go to the W/W Offenses screen, type offender's SID # on 'Offender' line, and press enter to bring offender record to screen.



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

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

 Enter option...                                  Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    03FE0645MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    10/29/2003 VIOL
       00   L F        10/29/2003   000-006-000   04/28/2004    04/28/2004 POST
       00   O FPO      10/28/2004   000-024-000   12/11/2006
    02    03FE0969MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    03/01/2005 VIOL
       00   I F        03/08/2005   000-013-000   03/19/2006    12/30/2005 POST
       00   O FPO      12/30/2005   000-012-000   12/30/2006    11/01/2006 EXPI

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

Step 3- Press F15=Post Supv Ovrr (Shift F3). This will bring up the 'Supervisory Authority Override for Post Offenders' screen.

```
SNT231I            Corrections Information Systems (TEST)            18:24:59
             Supervisory Authority Override for Post Offenders       11/08/06
                                                                      CREATE
 Offender: 1234567  Test, Offender
 Status:   PostPrison/BRD        DESC Deschutes County Adult Parole


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

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

Step 4 – Tab down to the 'Override reason' field, type in reason (PETN Petition) or F4=Prompt for list of override reasons. Tab to 'Override date' field and type in date of override, which is the date the Board approved the petition. Press enter to process, you will receive message 'LC PETN record added'. Press enter to return to 'W/W Offenses' screen. The status will now show Post Prison/LC. If not, press F14=Recalculate to correct status.

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

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

 Enter option...                                  Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    03FE0645MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    10/29/2003 VIOL
       00   L F        10/29/2003   000-006-000   04/28/2004    04/28/2004 POST
       00   O FPO      10/28/2004   000-024-000   12/11/2006
    02    03FE0969MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    03/01/2005 VIOL
       00   I F        03/08/2005   000-013-000   03/19/2006    12/30/2005 POST
       00   O FPO      12/30/2005   000-012-000   12/30/2006    11/01/2006 EXPI
                                                                      More...
 F3=Exit       F6=Add docket  F7=Facesheet     F8=Notes     F10=Print Options
 F11=Menu bar  F12=Cancel     F14=Recalculate  F20=Add Local  F24=More keys...
```

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

4.2.2 <u>Re-Released Following Revocation</u>: When there has been Parole Board involvement within the same custody cycle as a local sentence, all Board cases have expired, AND the remaining Local Post Prison is revoked with no new DOC charges, jurisdiction returns to the local supervisory authority when the offender is re-released to Local Post Prison status.

The scenario: The Local Control offender is on PPS under the jurisdiction of the Board of Parole and Post-Prison Supervision. His PPS is revoked, with no new DOC charges. Who does the new order and what date is used?

The solution: The Board notifies the county of the re-release date and that it has no more interest in the case. The county's Local Supervisory Authority prepares the new order with the re-release date provided.

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

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

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

 Enter option...                                  Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    03FE0645MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    10/29/2003 VIOL
       00   L F        10/29/2003   000-006-000   04/28/2004    04/28/2004 POST
       00   O FPO      10/28/2004   000-024-000   12/11/2006
    02    03FE0969MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    03/01/2005 VIOL
       00   I F        03/08/2005   000-013-000   03/19/2006    12/30/2005 POST
       00   O FPO      12/30/2005   000-012-000   12/30/2006    11/01/2006 EXPI

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

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

```
SNT231I             Corrections Information Systems (TEST)            18:24:59
              Supervisory Authority Override for Post Offenders         11/08/06
                                                                 CREATE
 -Offender: 1234567   Test, Offender
 Status:   PostPrison/BRD        DESC Deschutes County Adult Parole


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


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

Step 3 – Tab down to the 'Override reason' field, type in reason (REVO Revocation) or F4=Prompt for list of override reasons. Tab to 'Override date' field and type in date of override which is the date offender is re-released. Press enter to process, you will receive message 'LC

REVO record added'. Press enter to return to 'W/W Offenses' screen. The status will now show Post Prison/LC. If not, press F14=Recalculate to correct the status.

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

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

 Enter option...                                    Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    03FE0645MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    10/29/2003 VIOL
       00   L F        10/29/2003   000-006-000   04/28/2004    04/28/2004 POST
       00   O FPO      10/28/2004   000-024-000   12/11/2006
    02    03FE0969MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    03/01/2005 VIOL
       00   I F        03/08/2005   000-013-000   03/19/2006    12/30/2005 POST
       00   O FPO      12/30/2005   000-012-000   12/30/2006    11/01/2006 EXPI

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

4.2.3 <u>Parole Board Closes Interest</u>: If there has been Parole Board involvement within the same cycle as a local sentence or a probation sentence, but the Board was not notified of the local sentence, and all Board cases have expired while offender is serving a Local sentence or prior to receiving a new Local sentence the Board will have closed their interest in the case. Jurisdiction would return to the Local Supervisory Authority.

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

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

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

 Enter option...                                    Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    03FE0645MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    10/29/2003 VIOL
       00   L F        10/29/2003   000-006-000   04/28/2004    04/28/2004 POST
       00   O FPO      10/28/2004   000-024-000   12/11/2006
    02    03FE0969MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    03/01/2005 VIOL
       00   I F        03/08/2005   000-013-000   03/19/2006    12/30/2005 POST
       00   O FPO      12/30/2005   000-012-000   12/30/2006    11/01/2006 EXPI
                                                                    More...
 F3=Exit       F6=Add docket  F7=Facesheet     F8=Notes     F10=Print Options
F11=Menu bar  F12=Cancel     F14=Recalculate  F20=Add Local  F24=More keys...
```

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

```
SNT231I             Corrections Information Systems (TEST)            18:24:59
               Supervisory Authority Override for Post Offenders       11/08/06
                                                                     CREATE
 -Offender: 1234567   Test, Offender
 Status:   PostPrison/BRD        DESC Deschutes County Adult Parole


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


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

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

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

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

 Enter option...                                    Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    03FE0645MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    10/29/2003 VIOL
       00   L F        10/29/2003   000-006-000   04/28/2004    04/28/2004 POST
       00   O FPO      10/28/2004   000-024-000   12/11/2006
    02    03FE0969MA/1 DESC         UN USE VEH    164.135       Y    Y
       00   P FPR      09/02/2003   000-018-000   03/01/2005    03/01/2005 VIOL
       00   I F        03/08/2005   000-013-000   03/19/2006    12/30/2005 POST
       00   O FPO      12/30/2005   000-012-000   12/30/2006    11/01/2006 EXPI

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

4.2.4 <u>Local Control Back to Board</u> : When there has been Parole Board involvement within the same custody cycle as a local sentence, all Board cases expired, and it became the jurisdiction of the Local Supervisory Authority and then a new Parole Board charge occurs, jurisdiction would return to the Parole Board.

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

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

Offender: 1234567  Test, Offender                 Record key:
Status:   PostPrison/LC        DESC Deschutes County Adult Parole
            DNA Collection Required
Enter option...                                  Custody cycle....  1
  2=Change        3=Copy offense    4=Delete       5=Display
  7=Add sentence  8=Conditions   9=Custody units   17=Add LC
  OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
     CS    Type       Begin date   Length        Max date      Term date  Code
   01    99CR0062AB/1 DESC         ROBB I        164.415       Y    Y
      00   I F        03/23/1999   000-090-000   07/21/2006    07/21/2006 POST
      00   O FPO      07/21/2005   000-014-000   09/20/2006    09/20/2006 EXPI
   02    109602928/01 LANE         BURG II       164.215       Y    N
      00   L F        06/23/2006   000-006-000   12/22/2006    12/22/2006 POST
      00   O FPO      12/22/2006   000-006-000   06/21/2007


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

Step 2 – Add new Board 'O' sentence line using option 7=add sentence (taken from new Board PPS Order).

Step 3 – Press F15=Post Supv Over (Shift F3). This will bring up the Supervisory Authority Override for Post Offenders' screen.

```
 SNT231I             Corrections Information Systems (TEST)            12:26:32
MCCARTHY      Supervisory Authority Override for Post Offenders         2/22/07
                                                                 CHANGE
Offender: 1234567   Test, Offender
Status:   PostPrison/LC        DESC Deschutes County Adult Parole


Override location... LC    Only LC currently valid for location
Override reason..... PETN
Override date.......  9/20/2006

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

Step 4 – Use the space bar to clear out typed information from the three fields highlighted below; press enter to save.

```
 SNT231I             Corrections Information Systems (TEST)            12:29:37
MCCARTHY      Supervisory Authority Override for Post Offenders         2/22/07
                               CHANGE
Offender: 1234567   Test, Offender
Status:   PostPrison/BRD       DESC Deschutes County Adult Parole

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

F3=Exit   F4=Prompt    F5=Refresh
F9=Retrieve            F11=Menu bar   F12=Cancel
12758504/ record updated.
```

Press enter to return to 'W/W Offenses' screen. The status will now show Post Prison/BRD. The history will remain. If the status is not correct, press F14=Recalculate to correct the status. Also, please go to the movement history/maintenance screen and press F21; this cleans up the background.

```
OPS230I             Corrections Information Systems (TEST)            12:31:49
 MCCARTHY                      Work with Offenses                       2/22/07

 Offender: 1234567  Test, Offender                  Record key:
 Status:   PostPrison/BRD        DESC Deschutes County Adult Parole
             DNA Collection Required
 Enter option...                                   Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY          ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date    Length        Max date      Term date  Code
    01    99CR0062AB/1 DESC          ROBB I        164.415       Y    Y
       00   I F        03/23/1999    000-090-000   07/21/2006    07/21/2006 POST
       00   O FPO      07/21/2005    000-014-000   09/20/2006    09/20/2006 EXPI
    02    109602928/01 LANE          BURG II       164.215       Y    N
       00   L F        06/23/2006    000-006-000   12/22/2006    12/22/2006 POST
       00   O FPO      12/22/2006    000-006-000   06/21/2007
    03   07CR0073AB/1  DESC             MURDER         163115          Y    N
       00   I F       12/30/2006   002-000-000   12/29/2008    02/22/2007 POST
       00   O FPO     02/22/2007   002-000-000   02/21/2009

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

Note: If user returns to the F15 override screen, the data from the previous LC override should be there.

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

4.3 DESCRIPTION OF PAROLE AND POST-PRISON CLOSURES

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

In categories 1 and 2 no O line will show in CIS/DOC400 as these are parolees at release from the institution. CIS/DOC400 will only show with an I line. In category 3, these are Sentencing Guideline cases that will be Post-Prison Supervision and will show both an I line and an O line. An offender can have both Parole and PPS cases (status Post-Parole).

4.3.1 Pre-Ballot Measure 10 parolees: A closing summary (*not an OISC closing summary*) is required to be sent to the Board no sooner than 30 days prior to the TPD date, the report should summarize the performance on parole with a recommendation for discharge or extension of the

TPD date. The offender can sign a NOR form and agree to an extension without a hearing. The Board does not extend a TPD date to the maximum sentence expiration date. The Board typically extends the TPD date 6 – 18 months at a time, a new closing summary (*not an OISC closing summary)* will be needed 30 days prior to the new TPD date, this will go on until the sentence(s) expire or the offender is discharged by the Board. Pre-Ballot Measure 10 cases do not qualify for unsupervised status.

4.3.2 Ballot Measure 10 Parolees: (Crime was committed 12/4/86 through 10/31/89) This group of offenders remains on active (supervised) parole for a minimum of 6 months and a maximum of 36 months except certain sex offenders, who remain on active supervision to the expiration of their sentence. Murder, Aggravated Murder, and Dangerous Offenders are required to serve 36 months active supervision. The Board will consider moving the offender to unsupervised status when the parole officer sends the Board a positive recommendation. The Board forwards to the field office a status change form indicating movement from supervised to unsupervised status as notification of this decision. The case is then moved to Inactive (UNSU) status in CIS/DOC400. When the offender's maximum expiration date is reached, the Board will notify the field office and OISC (Notification of File Closure Form). The Board will monitor the length of time offender is on parole and will automatically close interest in the case at end of the sentence.

4.3.3 Post-Prison Supervision: (Felony crime committed 11/1/89 and after) These offenders are sentenced under Sentencing Guidelines. They receive a sentence to prison with a period of post-prison supervision (typically 12, 24, or 36 months) in the community beginning upon release from the institution. The minimum supervision period for PPS offenders is generally ½ of the total amount of PPS ordered by the Court but can be as little as 12 months for PPS of 24 months or more. Murder, Aggravated Murder, and Dangerous Offenders serve a minimum of 36 months active supervision. Certain sex offenders serve up to a 20-year sentence, which includes both the period of incarceration and the active supervision period.

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

4.3.4 Unsupervised Status: With the implementation of SB 139, Ballot Measure 10 Parole cases and Sentencing Guidelines PPS are eligible for unsupervised status. Pre-Ballot Measure 10 cases are NOT eligible for unsupervised status. The Board will provide field offices with a list of offenders who will reach their minimum period of supervision the month before that date. The offender does not automatically go to unsupervised status. If recommending the offender go to unsupervised status, the parole officer sends an Option 24 report (Parole/PPS Inactive Supervision) to the Board via email to the general Board mailbox and to the offender. The PO should use the date the offender came into compliance that made the PO decide inactive status is appropriate, whether it be one month or one year past the ASR date. If recommending the offender continue on supervision, the parole officer must send the Board a request that supervision be continued via email or t-type. Pre-Ballot Measure 10 cases do not qualify for unsupervised status.

The Board does not automatically place an offender on inactive status when the ASR/SSR date comes and goes. If they see it in the past, they email the PO asking for an extension request. The Board will typically only see the issue when a warrant or sanction is being requested, and it is obvious inactive is not on the table in these situations, only extensions, an auto-email is generated by the warrants/sanctions specialists.

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

4.4 SECOND LOOK CONDITIONAL RELEASE

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

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

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

An AIC who is released on second look conditional release remains in DOC legal custody (as opposed to physical custody) until the expiration of what would have been the AIC's incarceration term. In other words, the AIC's second look conditional release serves as a substitute for the AIC's incarceration term and ends on what would have been the expiration of the AIC's incarceration term. These AICs while on second look release cannot leave the State of Oregon until they have completed their second look release period, the same as an AIC released on STTL leave. When the AIC has completed his or her second look conditional release period, the AIC shifts to post-prison supervision (PPS), just as if the AIC had just completed the incarceration term.

During second look conditional release, the court retains authority regarding violations. All violations of second look conditional release offenders should go to the original convicting court.

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

4.4.2 Second Look Conditional Release Escape: An AIC who has been released on second look conditional release is supervised by Community Corrections. If the Community Corrections Parole and Probation Officer determines that the offender has escaped/absconded from supervision, they will notify the court, and Community Corrections clerical staff. In addition, Community Corrections will notify OISC of the need for an escape warrant. Please notify be email to DLOISCTPSWORKERS-OISCTPSWORKERS@doc.state.or.us. If for some reason you cannot email the request, you can call 503-570-6919. OISC will enter the escape warrant.

OPS CHAPTER 5 – LEDS

5.1 TACs (aka LEDS REPS) BY COUNTY – See General Information Pages

5.2 LAW ENFORCEMENT DATA SYSTEM (LEDS)

The Department of Corrections most often uses LEDS when an intake is done on a new offender, to obtain the State ID # (SID #) and full criminal history, to enter and maintain an EPR, or to perform a warrant check. The LEDS Manual gives detailed information on LEDS. It may be found as a hard copy in your office or on-line at: Oregon State Police - Law Enforcement Data Systems LEDS Documents. Please contact your agency's TAC (aka LEDS rep) for the login credentials.

In the LEDS Manual, see Chapter 3 **"Agency Address Codes"** for the ORIs of law enforcement agencies, courts, and institutions throughout the state of Oregon. (You can also locate the ORIs of P&P Offices on the General Information page and the county directory page of the Community Corrections Directory.) When you are in the LEDS manual website, on the left-hand side menu, the NCIC Code manual is available. Within this code manual are the Uniform Offense Codes, where the NCIC codes listed by category can be found for use in EPRs (or see OPS 6 for ORS # listing with NCIC codes).

5.3 GENERAL INFORMATION

LEDS is accessed through a front-end application: LEDS2020 or WebLEDS. All but one county P&P offices access LEDS through OSP's LEDS2020 eAgent Home (oregon.gov). As of this writing, Marion, Multnomah & Tillamook counties access LEDS using their own LEDS Server. Multnomah County is the only community corrections agency who uses WebLEDS.

Your TAC (aka LEDS representative) will grant you access to LEDS2020 (or WebLEDS) by providing your username and initial password. You may change your password whenever desired following the directions in the user manual pertinent to the front-end application you use.

Enter your user name and password to sign into your front-end application.

5.4 CREATING AN EPR

All offenders under community corrections supervision are required to have an EPR. **NOTE: An offender must have a permanent SID (State Identification) number before an EPR can be created in LEDS**. The system will not allow users to create an EPR using a Temp SID (Block # assigned by CIS).

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

A quick way to enter an EPR is using the QPR mask. This mask is set up strictly for Community Corrections Offices and pulls general description information from CIS into the EPR. Entering info into the MIS field is optional, a county-by-county decision.

The data that is drawn into the QPR from CIS is drawn in "behind the scenes" and those fields don't show on the QPR mask, so that you don't double fill them (you filling in and QPR filling in). Those fields are as follows: MKE, fields from the CIS "Offender Description" including name, DOB, sex, race, hair, eye, height, weight, social security number, FBI numbers, driver's license set, and the last entry from CIS screen "offender scars/marks/tattoos."

NOTE: If the last entry of SMT is one that does not match NCIC format, in WebLEDS you will get an error message and the creation of the EPR will be rejected. LEDS2020 will process the EPR creation, but the base record will be lacking an SMT, which means you cannot add more SMT supplementals until you modify the base record using the MPR mask.

Adding conditions into an EPR is a county-by-county policy.

Adding all descriptive supplementals (additional DOBs, aliases, etc.,) is mandatory.

EPR should be removed when the offender becomes an AIC in a DOC institution. EPR can be changed to FLC record type or removed when an offender becomes an AIC in a Local Control facility. If the AIC is serving their LC sentence in the community, an active EPR is recommended. An EPR must be active for DOC AICs who are in the community on leave.

When an offender transfers supervision to another county, the transfer of the EPR must occur within 5 days (OAR 291-19 Transfer rule).

For LC offenders who are not already on supervision, do NOT create an EPR until the LC sentence begins or is deferred by the LSA per county policy.

5.5 CAUTION CODES (CMC FIELD)

Caution codes can be added to an EPR as a courtesy for law enforcement to be warned of potential issues with an offender, such as violent tendency, mental health, or medical issues. Section 20 of the "Personal Descriptor Codes" chapter in the NCIC code manual lists each of these CMC codes. The code 01 (other) is used for the predatory sex offenders

along with information in the miscellaneous field that specifies the caution. The code 30 is used for Sexually Violent Dangerous offenders. If you have a specific caution indicator you do not see listed, you may also use 01 and provide the specifics in the miscellaneous field.

5.6 SEX OFFENDER REGISTRATION AS PART OF AN EPR

Many years ago, the sex offender registration information was part of the EPR. That practice has changed and Oregon State Police (OSP) has the responsibility of maintaining sex offender registration files (ESX); therefore, it is no longer practice that Community Corrections enter the registration info into the EPR. Do not add sex offender registry information to EPRs.

If you find a current EPR that still shows sex offender registration as part of that EPR, explain to your PO you will be canceling the EPR and the sex offender registration needs to be entered by OSP and you will be creating a new EPR without registration information.

5.7 EPR EXPIRING REPORTS:

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

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

5.8 EPRP REPORTS:

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

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

- If the offender *has been designated* as Predatory, SVDO, or SVDO-Predatory, then users should verify that the code “01” has been added to the CMC Field, and the appropriate designation has been noted in the MIS Field.
- If the offender ***has not*** been designated Predatory, SVDO, etc. or the Parole Board ***has removed*** that designation, then users should modify the EPRP using

the MPR mask by removing any applicable wording in the MIS Field, removing the “01” code from the CMC Field, and modifying the record from MKE type of EPRP to EPR.

5.9 PERSON OF INTEREST RECORDS

For those counties who track offenders during the pre-trial phase, the use of a “person of interest” record could be helpful to monitor law enforcement contact of this population. All hits on these types of records will go to the Team Inbox for the agency’s ORI. The EIP mask is used to create a person of interest record. The MIP mask is used to modify these.

5.10 DATA ENTRY TIPS AND TRICKS

1. Some find using the QPR mask is quicker and easier than using an EPR mask to create an EPR. The QPR mask draws data (as described above) into the EPR directly from CIS, thus eliminating a lot of manual entry fields.

2. Some find if the NCIC, CCH, and CIS descriptor and supplemental data match, that using the enhanced entry EPR mask is more efficient, as it also eliminates a lot of manual data entry. If you fill in the SID on the EPR mask, a lot of the fields will go grey and no longer be required as manual entry because it’s pulling from the CCH. You can still enter information in those greyed fields if you have more accurate/updated data.

3. A leading zero must be used when entering a record with a seven-digit SID.

4. OCA: The SID (with leading zeros if necessary) must be used in this field when creating an EPR. DO NOT use any other number in this field.

5a. Once an EPR is entered, two things are required in order to modify, enter or delete supplemental information or cancel the EPR. Users will need:

1. The exact name as shown on the EPR

and

2. Either the OCA # (which should be the SID#) ***or*** the LNU #.

5b. In WebLEDS, if there are multiple records for the same offender (ex. S/O Regist, Restr Order, Warrant, etc.), then the LNU # ***must be used*** to make any changes to the EPR. You may be able to use the SID (OCA) to update an EPR In LEDS2020 regardless of the existence of multiple records.

6. In order to enter supplemental information using the EN mask, there must be an entry for that identifier in the base record. For example, in order to enter additional SMTs with an EN mask, there must already be an SMT listed in the EPR base record. Same for MNU, etc. Conditions and caution codes can be entered as supplementals without there first being a condition in the base record.

7. Your agency (ORI) must own an EPR record to make changes to it.
8a. There are limits to the total number of supplemental identifiers that can be entered in one transaction and a specific of certain identifiers for an EPR (listed below). Only nine total identifiers can be entered using a single EN/XN transaction. Multiple transactions must be used to enter more than nine identifiers.

8b. An EPR can contain a maximum of each of the following identifiers:

AKA – Max of 99 AKAs
MON - Max of 9 MONs
SMT - Max of 9 SMTs
SOC - Max of 9 SOCs
MNU - Max of 9 MNUs
DOB - Max of 9 DOBs
CMC - Max of 10 CMCs
CND, CNDC & CNDT - Max of 25 total

9. To clear fields that contain information use ~ symbol in LEDS2020 and * symbol in WebLEDS.

10. Transferring EPR to another county:

- ORI: Enter receiving county's ORI #
- MBX: clear this field, or enter MBX provided by receiving county
- MIS: Enter new PO name and telephone # (if provided by other county), otherwise enter " XXXX County Community Corrections" along with that county's contact phone number, or whatever the receiving county requests for this field
- PON: clear this field
- POD: clear this field
- POE: clear this field
- POO: clear this field

11. Transferring EPRs from one caseload to another within your own ORI:

- The MMBX mask allows users to migrate **ALL** EPR records from one MBX to another. This can be especially helpful when you need to change all EPRs assigned to PO Smith over to PO Jones.
- To find a list of all EPRs attached to a specific MBX do a QLW by Mailbox. Enter the MBX in question and submit your query. You will receive a query response listing the LNU # of all records associated with that MBX. (*There is currently no option to receive a response back that lists names or SID #s.)*
- In WebLEDS, when an MMBX transaction is run, the MBX, PON, POD, POE & POO fields on all EPRs that were associated with the old MBX will update with the information associated with the new MBX. Any fields that are blank in the admin table, the EPR will retain the original information. Use * or space to clear fields that you do not want data to transfer.

- In LEDS2020, when an MMBX transaction is run, mandatory fields for the records to move to are MBX, PO name, PO phone. Evening phone and other phone fields are available, but not required. If you leave POE and POO fields blank, any information currently in the EPRs will transfer. Use ~ to clear fields where you don't want the data to transfer.

12. LEDS2020 tip: You can use an MMBX transaction if one piece of information regarding a PO has changed. For example, the PO's evening phone number has changed. You can run an MMBX from the same mailbox to the same mailbox with the new phone information. That will input the new information onto all current EPRs held by that MBX. You may consider making an entry in all phone fields, even if you are just changing one phone type, to make sure all the newest information appears correctly in the EPRs.

OPS CHAPTER 6 - NCIC Codes

6.1 LISTED BY CRIME, ALPHABETICALLY

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

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
ABANDON CHILD	CF	163.535		3806	
ABANDONMENT OF CHILD ATTEMPT	AM	163.535	X	3806	
ABUSE OF CORPSE I	BF	166.087		7299	
ABUSE OF CORPSE I ATTEMPT	CF	166.087	X	7299	
ABUSE OF CORPSE II	CF	166.085		7299	
ABUSE OF CORPSE II ATTEMPT	AM	166.085	X	7299	
ABUSE TO MEMORIAL TO THE DEAD	AM	166.076	2	7299	
ABUSE VENERATED OBJECT	CM	166.075		7299	
ADMINISTER MJ TO PERSON <18	AF	999.021		3599	475B.371
ADULT FOSTER CARE LICENSE VIOL	CM	443.725		5599	
ADULT FOSTER HOME INSPECT VIOL	BM	443.755		5599	
AGG DRIVING WHILE SUSPEND/REVK	CF	163.196		5499	
AGGRAVATED ANIMAL ABUSE 1	CF	167.322		6201	
AGGRAVATED ANIMAL ABUSE I ATT	AM	167.322	X	6201	
AGGRAVATED IDENTITY THEFT	BF	165.803		2610	
AGGRAVATED VEHICULAR HOMICIDE	AF	163.149		0909	
AID IN FISH/GAME VIOLATION	UM	496.695		6202	
AIDING UNAUTHORIZED DEPARTURE	AM	162.175	01B	4901	
ALLOW CONSUMPTION OF MJ BY MIN	AM	999.015		3599	475B.329(2)(a)
ALLOW MINOR TO VIOLATE CURFEW	AM	419.720		7399	
ALLOW MISUSE OPERATORS LICENSE	AM	807.590		2699	
ALTER BODY/DEATH INVESTIGATION	BM	146.103	04	5599	
ALTER DOCUM OF ANATOMICAL GIFT	CF	097.982		2699	
ALTERING REGISTRATION CARD	CF	247.125		5999	
AMBULANCE - UNLAWFUL OPERATION	AM	682.015		2411	
ANIMAL ABANDONMENT	CM	167.340		6201	
ANIMAL ABUSE C FELONY	CF	167.320	04A	6201	
ANIMAL ABUSE I	AM	167.320		6201	
ANIMAL ABUSE II	BM	167.315		6201	
ANIMAL FIGHTING	AM	167.355		6201	
ANIMAL NEGLECT I	AM	167.330		6201	
ANIMAL NEGLECT I – FELONY	CF	167.330	03	6201	
ANIMAL NEGLECT II	BM	167.325		6201	
ANIMAL NEGLECT II – FELONY	CF	167.325	03	6201	
APPLY CONT SUB ANOTHER PERS	AF	4750910	1	3599	
APPLY CONT SUB ANOTHER PERS	AM	475.910	4	3599	
APPLY CONT SUB ANOTHER PERS	BF	475.910	2	3599	
APPLY CONT SUB ANOTHER PERS	CF	475.910	3	3599	
APPLY CS ANOTHER PERS ATT – AF	BF	475.910	1X	3599	
APPLY CS ANOTHER PERS ATT – BF	CF	475.910	2X	3599	
ARCHAEOLOGICAL SITE VIOLATION	BM	390.235		6299	
ARSON I	AF	164.325		2099	
ARSON I ATTEMPT	BF	164.325	X	2099	
ARSON II	CF	164.315		2099	
ARSON II ATTEMPT	AM	164.315	X	2099	
ARSON INCID MAN CONT SUB I AT	BF	164.342	X	2099	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
ARSON INCID MAN CONT SUB II AT	AM	164.338	X	2099	
ARSON INCID MANU CONT SUB I	AF	164.342		2099	
ARSON INCID MANU CONT SUB II	CF	164.338		2099	
ARSON INCIDENT MANF CANNOBIN II	CF	999.031	1	2099	475B.363
ARSON INCIDENT MANF CANNOBIN	AF	999.031		2099	475B.359
ASSAULT I	AF	163.185		1399	
ASSAULT I ATTEMPT	BF	163.185	X	1399	
ASSAULT II	BF	163.175		1399	
ASSAULT II ATTEMPT	CF	163.175	X	1399	
ASSAULT III	CF	163.165		1399	
ASSAULT III (MV DUII)	BF	163.165	2B	1399	
ASSAULT III ATTEMPT	AM	163.165	X	1399	
ASSAULT IV ATTEMPT	BM	163.160	X	1399	
ASSAULT IV FELONY	CF	163.160	03	1399	
ASSAULT IV FELONY ATTEMPT	AM	163.160	03X	1399	
ASSAULT IV	AM	163.160		1399	
ASSAULT LAW ENFORCEMENT ANIMAL AT	AM	167.339	X	1399	
ASSAULT LAW ENFORCEMENT ANIMAL	CF	167.339		1399	
ASSAULT OFFICER	AM	163.208		1399	
ASSAULT OFFICER ATTEMPT	BM	163.208	X	1399	
ASSAULT PUBLIC SAFETY OFFICER	CF	163.208	NEW	1399	
ASSAULT PUBLIC SAFETY OFFICER ATT	AM	163.208	NEWX	1399	
ATT ALTER DOCUM OF ANATOM GIFT	AM	097.982	X	2699	
ATT CONT SUB RECORD VIOL/FRAUD	BM	475.916	X	2699	
ATT ENCOURAGE CHILD SEX ABUSE 3	BM	163.687	X	3699	
ATT ENVIRONMENTAL ENDAGERMENT	UF	468.951	1X	6205	
ATT FEMALE GENITAL MUTILATION	CF	163.207	X	7099	
ATT LAUNDERING MONETARY INST	CF	164.170	X	2699	
ATT ONLINE SEX CORRUPT CHILD I	CF	163.433	1X	3699	
ATT ONLINE SEX CORRUPT CHLD II	AM	163.432	1X	3699	
ATTEMPT INTIMIDATION 1ST DEGRE	AM	166.165	X	1316	
ATTEMPT SUPPLY LIQ TO MINOR	BM	471.410	X	4199	
ATTEMPTED ANIMAL ABUSE I	AM	167.320	04X	6201	
ATTEMPTED ANIMAL ABUSE I	BM	167.320	3X	6201	
ATTEMPTED ANIMAL ABUSE II	CM	167.315	01X	6201	
ATTEMPTED SEX PENETRATION II	CF	163.408	X	1199	
ATTEMPTED SEXUAL PENETRATION I	BF	163.411	X	1199	
ATTEMPTED WEAPON USE UNLAWFUL	AM	166.220	01X	5299	
BIAS CRIME FIRST DEGREE	CF	166.165	02	1316	
BIAS CRIME SECOND DEGREE	AM	166.155	02	1316	
BIGAMY	CF	163.515		3804	
BRIBE GIVING	BF	162.015		5101	
BRIBE GIVING ATTEMPT	CF	162.015	X	5101	
BRIBE RECEIVED BY WITNESS	CF	162.275		5103	
BRIBE RECEIVING	BF	162.025		5103	
BRIBE WITNESS	CF	162.265		5102	
BRIBERY - SPORTS	CF	165.085		5101	
BRIBERY RECEIVING - SPORTS	CF	165.090		5103	
BURGLARY I	AF	164.225		2299	
BURGLARY I ATTEMPT	BF	164.225	X	2299	
BURGLARY II	CF	164.215		2299	
BURGLARY II ATTEMPT	AM	164.215	X	2299	
BURGLARY TOOLS - POSSESSION OF	AM	164.235		2206	
BURNING WITHOUT A PERMIT	UM	477.515		7399	
BUY / SELL MINOR	BF	163.537		7099	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
CAUSING ANOTHER TO INGEST MJ	BF	999.020		3599	475B.367(2)
CHEATING	CF	167.167		2699	
CHEATING ATTEMPT	AM	167.167	X	2699	
CHILD NEGLECT	AM	163.545		3806	
CHILD NEGLECT 1	BF	163.547		3806	
CHILD NEGLECT 1 ATTEMPT	CF	163.547	X	3806	
CHILD NEGLECT 2	AM	163.545	NEW	3806	
CHILD NEGLECT 2 ATTEMPT	BM	163.545	X	3806	
CIVIL COMMITMENT MENTAL DEFECT	OC	161.328		NONE	
COCKFIGHTING	CF	167.428		6299	
COERCION	CF	163.275		1316	
COERCION ATTEMPT	AM	163.275	X	1316	
COMMERCIAL VEHICLE COMPLIANCE	BM	818.400		5599	
COMPOUNDING A FELONY	AM	162.335		4808	
COMPUTER ACCESS-UNLAWFUL	AM	164.377	04	7199	
COMPUTER DAMAGE/DESTRUCTION	CF	164.377	03	7199	
COMPUTER FRAUD/THEFT	CF	164.377	02	2699	
COMPUTER LOTTERY VIOLATION	CF	164.377	05B	3918	
COMPUTER LOTTERY VIOLATION ATTEMPT	AM	164.377	05BX	3918	
CONCEAL BIRTH OF INFANT	AM	167.820		7299	
CONT SUB RECORD VIOL/FRAUD	AM	475.916		2699	
CONT SUB-APPL BODY ANOTH AF AT	BF	475.910	01X	3599	
CONT SUB-APPL BODY ANOTHER AF	AF	475.986	1A	3599	
CONT SUB-APPL BODY ANOTHER AF	AF	475.910	01A	3599	
CONT SUB-APPL BODY ANOTHER AM	AM	475.910	01D	3599	
CONT SUB-APPL BODY ANOTHER BF	BF	475.910	01B	3599	
CONT SUB-APPL BODY ANOTHER BF	BF	475.986	1B	3599	
CONT SUB-APPL BODY ANOTHER CF	CF	475.910	01C	3599	
CONT SUB-CAUSE INGEST AF ATT	BF	475.908	02X	3599	
CONT SUB-CAUSE INGEST AF ATT	BF	475.984	2 X	3599	
CONT SUB-CAUSE INGEST BF ATT	CF	475.908	01X	3599	
CONT SUB-CAUSE INGEST BF ATT	CF	475.984	1 X	3599	
CONT SUB-CAUSE PERSN INGEST AF	AF	475.984	2	3599	
CONT SUB-CAUSE PERSN INGEST AF	AF	475.908	02	3599	
CONT SUB-CAUSE PERSN INGEST BF	BF	475.908	01	3599	
CONT SUB-CAUSE PERSN INGEST BF	BF	475.984	1	3599	
CONTEMPT OF COURT	UM	033.015	02	5005	
CONTEMPT OF COURT-FAIL TO PAY	UM	161.685		5005	
CORP DOING BUSINESS W/O LIC	AM	057.735		7399	
COUNTERFEIT LICENSE FORMS	AM	807.500		2503	
COUNTERFEIT LICENSE FORMS NEW	CF	807.500	NEW	2503	
COUNTERFEIT VEHICLE TITLE	CF	803.080		2503	
CREATING A HAZARD	BM	167.810		5599	
CRIM ANTITRUST PROHIBITED ACTS	AM	646.725		6099	
CRIM IMPERSON PUB SERV CF AT	AM	162.365	03BX	2604	
CRIM IMPERSONATION PUB SERV ATT	BM	162.365	03AX	2604	
CRIM IMPERSONATION PUB SERV CF	CF	162.365	03B	2604	
CRIM IMPERSONATION PUB SERV	AM	162.365	03A	2604	
CRIM MISTREATMENT I ATTEMPT	AM	163.205	X	7099	
CRIM MISTREATMENT II ATTEMPT	BM	163.200	X	7099	
CRIM NEGLIG HOMICIDE ATT NEW	CF	163.145	NEWX	0999	
CRIM NEGLIG HOMICIDE ATTEMPT	AM	163.145	X	0999	
CRIMINAL CONSIPRACY A MISD	AM	161.450	02D	DEP ON CRIME	
CRIMINAL CONSPIRACY A FELO ATT	BF	161.450	02AX	DEP ON CRIME	
CRIMINAL CONSPIRACY A FELONY	AF	161.450	02A	DEP ON CRIME	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
CRIMINAL CONSPIRACY B FELO ATT	CF	161.450	02BX	DEP ON CRIME	
CRIMINAL CONSPIRACY B FELONY	BF	161.450	02B	DEP ON CRIME	
CRIMINAL CONSPIRACY C FELO ATT	AM	161.450	02CX	DEP ON CRIME	
CRIMINAL CONSPIRACY C FELONY	CF	161.450	02C	DEP ON CRIME	
CRIMINAL DEFAMATION	AM	163.605		DEP ON CRIME	
CRIMINAL IMPERSONATION FELONY	CF	162.365	02B	2604	
CRIMINAL IMPERSONATION OFFICER	CF	162.367		2604	
CRIMINAL IMPERSONATION/MISD	AM	162.365	02A	2604	
CRIMINAL MISCHIEF I	CF	164.365		2999	
CRIMINAL MISCHIEF I ATTEMPT	AM	164.365	X	2999	
CRIMINAL MISCHIEF II	AM	164.354		2999	
CRIMINAL MISCHIEF II ATTEMPT	BM	164.354	X	2999	
CRIMINAL MISCHIEF III	CM	164.345		2999	
CRIMINAL MISTREATMENT I	CF	163.205		7099	
CRIMINAL MISTREATMENT II	AM	163.200		7099	
CRIMINAL NONSUPPORT	CF	163.555		3899	
CRIMINAL NONSUPPORT ATTEMPT	AM	163.555	X	3899	
CRIMINAL SIMULATION	AM	165.037		2699	
CRIMINAL TRESPASS ARMED	AM	164.265		5707	
CRIMINAL TRESPASS I	AM	164.255		5707	
CRIMINAL TRESPASS I ATTEMPT	BM	164.255	X	5707	
CRIMINAL TRESPASS II	CM	164.245		5707	
CRIMINALLY NEGLIGENT HOMIC NEW	BF	163.145	NEW	0999	
CRIMINALLY NEGLIGENT HOMICIDE	CF	163.145		0999	
CUSTODIAL INTERFERENCE I	BF	163.257		1005	
CUSTODIAL INTERFERENCE I AT	CF	163.257	X	1005	
CUSTODIAL INTERFERENCE II	CF	163.245		1005	
CUSTODIAL INTERFERENCE II ATT	AM	163.245	X	1005	
CUSTODIAL SEXUAL MISCONDUCT I	CF	163.452		3699	
CUSTODIAL SEXUAL MISCONDUCT II	AM	163.454		3699	
CUT/TRANS CONIFERS W/O PERMIT	BM	164.825		6299	
CUT/TRANS FOREST PROD UNLAW	BM	164.813		6299	
DANGEROUS OFFENDER MIN TERM-SG	UF	161.737	2	7399	
DEL MJ 1000 S EXTR AT NON OLCC	CF	475.862	3BX	3560	
DEL MJ 1000 SC AT 63015TH22916	BF	475.862	02X	3560	
DEL MJ 1000 SCH 63015 TH 22916	AF	475.862	02	3560	
DEL MJ 1000 SCH EXT NON OLCC	BF	475.862	3B	3560	
DEL MJ 1000’ SCH 30116	CF	475.862	2	3560	
DEL MJ 1000’ SCH AT 30116	AM	475.862	2X	3560	
DEL MJ EXTR AT NON OLCC RETAIL	AM	475.860	3BX	3560	
DEL MJ EXTR NON OLCC RETAILER	CF	475.860	3B	3560	
DEL MJ MIN 1000’ SCH 30116	BF	475.862	3A	3560	
DEL MJ MIN 1000’ SCH ATT 30116	CF	475.862	3AX	3560	
DEL MJ MIN 16+YEARS ON/AFT 30116	AM	475.860	4	3560	
DEL MJ MIN 63015 TH 22916	CF	475.860	04	3560	
DEL MJ MIN ATT 16+YEARS 030116	BM	475.860	4X	3560	
DEL MJ MIN ATT 63015 TH 22916	AM	475.860	04X	3560	
DEL MJ MIN ATT ON/AFT 30116	AM	475.860	3AX	3560	
DEL MJ MIN ON/AFT 30116	CF	475.860	3A	3560	
DEL/MAN CONT SUB NEAR SCH ATT	BF	475.999	X	3599	
DEL/MAN CONT SUB NEAR SCHOOL	AF	475.999		3599	
DELIV COCAINE	BF	475.880	02	3530	
DELIV COCAINE ATTEMPTED	CF	475.880	02X	3530	
DELIV COCAINE NEAR SCHOOL	AF	475.882		3533	
DELIV COCAINE NEAR SCHOOL ATT	BF	475.882	X	3533	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
DELIV COCAINE TO MINOR	AF	475.880	03	3533	
DELIV COCAINE TO MINOR ATTEMPT	BF	475.880	03X	3533	
DELIV CONT SUB MINOR - SCH III	BF	475.906	02	3599	
DELIV CONT SUB MINOR - SCH III	BF	475.995	02	3599	
DELIV CONT SUB MINOR - SCH IV	AM	475.906	03	3599	
DELIV CONT SUB MINOR - SCH V	BM	475.906	04	3599	
DELIV CONT SUB MINOR -SCH I/II	AF	475.906	01	3599	
DELIV CONT SUB MINOR-SCH I/II	AF	475.995	01	3599	
DELIV CONT SUB MINO-SCHI/II AT	BF	475.906	01X	3599	
DELIV CONT SUB NEAR SCHOOL	AF	475.904		3599	
DELIV CONT SUB NEAR SCHOOL ATT	BF	475.904	X	3599	
DELIV HEROIN	AF	475.850		3510	
DELIV HEROIN ATTEMPTED	BF	475.850	X	3510	
DELIV HEROIN NEAR SCHOOL	AF	475.852		3513	
DELIV HEROIN NEAR SCHOOL ATT	BF	475.852	X	3513	
DELIV HYDROCODONE ATTEMPT	AM	475.810	X	3599	
DELIV HYDROCODONE NEAR SCHL AT	CF	475.812	X	3599	
DELIV HYDROCODONE NEAR SCHOOL	BF	475.812		3599	
DELIV HYDROCODONE TO MINOR ATT	CF	475.810	03X	3599	
DELIV HYDROCODONE TO MINOR	BF	475.810	03	3599	
DELIV HYDROCODONE	CF	475.810		3599	
DELIV IMITATION CONTROL SUB	AM	475.912		3599	
DELIV MARIJ ATT ON/AFTER 63015	BM	475.860	2X	3560	
DELIV MARIJ NEAR SCHOOL/NO PAY	CM	475.860	04B	3560	
DELIV MARIJ ON/AFTER 63015	AM	475.860	2	3560	
DELIV MARIJ/NOPAY/>1 oz ATT	AM	475.860	02BX	3560	
DELIV MARIJUANA FOR PAY - ATT	CF	475.860	02X	3560	
DELIV MARIJUANA FOR PAYMENT	BF	475.860	02	3560	
DELIV MARIJUANA NEAR SCHOOL	AF	475.862		3560	
DELIV MARIJUANA NEAR SCHOOL AT	BF	475.862	X	3560	
DELIV MARIJUANA TO MINOR	AF	475.860	04A	3560	
DELIV MARIJUANA TO MINOR - ATT	BF	475.860	04AX	3560	
DELIV MARIJUANA/FOR PAYMENT AT	CF	475.860	02AX	3560	
DELIV MARIJUANA/FOR PAYMENT	BF	475.860	02A	3560	
DELIV MARIJUANA/NO PAYMENT<1oz	AM	475.860	03A	3560	
DELIV MARIJUANA/NO PAYMENT>1 oz	CF	475.860	02B	3560	
DELIV MDMA	AF	475.870		3599	
DELIV MDMA ATTEMPTED	BF	475.870	X	3599	
DELIV MDMA NEAR SCHOOL	AF	475.872		3599	
DELIV MDMA NEAR SCHOOL ATTEMPT	BF	475.872	X	3599	
DELIV METH	BF	475.890	02	3599	
DELIV METH ATTEMPTED	CF	475.890	02X	3599	
DELIV METH NEAR SCHOOL	AF	475.892		3599	
DELIV METH NEAR SCHOOL ATTEMPT	BF	475.892	X	3599	
DELIV METH TO MINOR	AF	475.890	03	3599	
DELIV METH TO MINOR ATTEMPTED	BF	475.890	03X	3599	
DELIV METHADONE ATTEMPT	CF	475.820	X	3599	
DELIV METHADONE NEAR SCHL ATT	BF	475.822	X	3599	
DELIV METHADONE NEAR SCHOOL	AF	475.822		3599	
DELIV METHADONE TO MINOR ATT	BF	475.820	03X	3599	
DELIV METHADONE TO MINOR	AF	475.820	03	3599	
DELIV METHADONE	BF	475.820		3599	
DELIV OXYCODONE ATTEMPT	CF	475.830	X	3599	
DELIV OXYCODONE NEAR SCHOOL AT	BF	475.832	X	3599	
DELIV OXYCODONE NEAR SCHOOL	AF	475.832		3599	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
DELIV OXYCODONE TO MINOR ATT	BF	475.830	03X	3599	
DELIV OXYCODONE TO MINOR	AF	475.830	03	3599	
DELIV OXYCODONE	BF	475.830		3599	
DELIV/MANU CON SUB AT-SCH III	AM	475.992	01CX	3599	
DELIV/MANU CONT SUB - SCH I	AF	475.840	01A	3599	
DELIV/MANU CONT SUB - SCH I	AF	475.992	01A	3599	
DELIV/MANU CONT SUB - SCH I	AF	475.752	01A	3599	
DELIV/MANU CONT SUB - SCH II	BF	475.840	01B	3599	
DELIV/MANU CONT SUB - SCH II	BF	475.992	01B	3599	
DELIV/MANU CONT SUB – SCH II	BF	475.752	01B	3599	
DELIV/MANU CONT SUB - SCH III	CF	475.840	01C	3599	
DELIV/MANU CONT SUB - SCH III	CF	475.992	01C	3599	
DELIV/MANU CONT SUB - SCH III	CF	475.752	01C	3599	
DELIV/MANU CONT SUB - SCH IV	BM	475.840	01D	3599	
DELIV/MANU CONT SUB - SCH IV	BM	475.992	01D	3599	
DELIV/MANU CONT SUB - SCH IV	BM	475.752	01D	3599	
DELIV/MANU CONT SUB - SCH V	CM	475.840	01E	3599	
DELIV/MANU CONT SUB - SCH V	CM	475.752	01E	3599	
DELIV/MANU CONT SUB - SCH V	CM	475.992	01E	3599	
DELIV/MANU CONT SUB AT - SCH I	BF	475.840	01AX	3599	
DELIV/MANU CONT SUB AT - SCH I	BF	475.992	01AX	3599	
DELIV/MANU CONT SUB AT - SCH II	BF	475.752	01BX	3599	
DELIV/MANU CONT SUB AT - SCH III	AM	475.752	01CX	3599	
DELIV/MANU CONT SUB AT –SCH I	BF	475.752	01AX	3599	
DELIV/MANU CONT SUB AT -SCH II	CF	475.840	01BX	3599	
DELIV/MANU CONT SUB AT-SCH II	CF	475.992	01BX	3599	
DELIV/MANU CONT SUB AT-SCH III	AM	475.840	01CX	3599	
DELIV/MANU FAKE SUB - SCH I	AF	475.840	02A	3599	
DELIV/MANU FAKE SUB - SCH I	AF	475.752	02A	3599	
DELIV/MANU FAKE SUB - SCH I AT	BF	4753752	02AX	3599	
DELIV/MANU FAKE SUB - SCH II	BF	475.840	02B	3599	
DELIV/MANU FAKE SUB - SCH II	BF	475.752	02B	3599	
DELIV/MANU FAKE SUB - SCH III	CF	475.840	02C	3599	
DELIV/MANU FAKE SUB - SCH III	CF	475.752	02C	3599	
DELIV/MANU FAKE SUB - SCH IV	BM	475.840	02D	3599	
DELIV/MANU FAKE SUB – SCH IV	BM	475.752	02D	3599	
DELIV/MANU FAKE SUB - SCH V	CM	475.840	02E	3599	
DELIV/MANU FAKE SUB – SCH V	CM	475.752	02E	3599	
DELIV/MANU FAKE SUB-SCH II ATT	CF	475.752	02BX	3599	
DELIVER IMITATION CONTROL SUB	AM	475.991		3599	
DELIVER MARIJUANA FOR PAY - AT	CF	475.992	02AX	3599	
DELIVER MARIJUANA FOR PAYMENT	BF	475.992	02A	3599	
DEPOSIT TRASH 100 YD WATER	BM	164.775		6205	
DESTROYED VEHICLE OFFENSE	AM	819.020		7199	
DISORDERLY CONDUCT I	AM	166.023		5311	
DISORDERLY CONDUCT I ATTEMPTED	BM	166.023	X	5311	
DISORDERLY CONDUCT II	BM	166.025		5311	
DISORDERLY CONDUCT II ATTEMPT	CM	166.025	X	5311	
DIST EQUIP INTENT MANU CON SUB	BF	475.962		3599	
DIVULGE TAX RETURN INFO	CF	314.835		6199	
DOG PUBLIC NUISANCE REPEAT OFF	CM	609.990	03	6201	
DOGFIGHTING	CF	167.365		6201	
DRIVE SUSP/REVO FELONY ATTEMPT	AM	811.182	03 X	5499	
DRIVE SUSPEND/REVO FEL NEW ATT	CF	811.182	NEWX	5499	
DRIVE SUSPEND/REVOKED FELO NEW	BF	811.182	NEW	5499	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
DRIVE SUSPENDED/REVOKED FELO	CF	811.182	03	5499	
DRIVE SUSPENDED/REVOKED MISD	AM	811.182	04	5499	
DRIVE UNDER INFLUENCE INTOX	AM	813.010		5404	
DRIVE UNDER INFLUENCE INTOX AT	BM	813.010	X	5404	
DRIVING RECKLESSLY	AM	811.140		5499	
DRIVING UNDER INFLUENCE FELONY	CF	813.010	05	5404	
DRUG RECORDS TRANSACTION VIOL	AM	475.973	01B	5599	
ELECTION LAW VIOLATION	CF	260.715		5999	
ELECTION/PETITION THREATS	CF	260.575		5999	
ELECTROLYSIS/TATTOO WO LICENSE	AM	690.355		5599	
ELUDE POLICE ATTEMPT - ON FOOT	AM	811.540	1BB	5499	
ELUDE POLICE ATTEMPT - VEHICLE	CF	811.540	1BA	5499	
EMERGENCY TELE CALL-MISCONDUCT	BM	166.095		7399	
EMPLOY MINOR PUBLIC ENTERTAIN	UM	167.830		7299	
EMPLOYMENT SAFETY RULES VIOL	UM	654.310		7399	
ENCOURAGE SEX ASSA OF ANIMAL	AM	167.341		7201	
ENCOURAGING CHILD SEX AB 1 ATT	CF	163.684	X	3699	
ENCOURAGING CHILD SEX AB 2 ATT	AM	163.686	X	3699	
ENCOURAGING CHILD SEX ABUSE 1	BF	163.684		3699	
ENCOURAGING CHILD SEX ABUSE 2	CF	163.686		3699	
ENCOURAGING CHILD SEX ABUSE 3	AM	163.687		3699	
ENDANG PERS PROT FAPA RSTR ORD	CF	163.192		3899	
ENDANGER WELFARE OF MINOR	AM	163.575		3899	
ENDANGERING AIRCRAFT	CF	164.885		5299	
ENVIRONMENTAL ENDANGERMENT	UF	468.951	1	6205	
ESCAPE I	BF	162.165		4901	
ESCAPE I ATTEMPT	CF	162.165	X	4901	
ESCAPE II	CF	162.155		4901	
ESCAPE II ATTEMPT	AM	162.155	X	4901	
ESCAPE III	AM	162.145		4901	
ESCAPE III ATTEMPT	BM	162.145	X	4901	
EVADE INCOME TAX	CF	314.075		6101	
EXCLUSION FROM PUBLIC PROP	AM	131.725		5707	
EXHIBITING PERSON IN TRANCE	AM	167.870		7299	
EXPLICIT MATERIAL-FURNISH/CHILD	AM	167.054		3699	
EXTORTION ATTEMPT	CF	164.075	02X	2199	
EXTORTION	BF	164.075	02	2199	
FACTORING OF CREDIT CARD TRAN	CF	165.074		2605	
FAIL CARRY/PRESENT OP LICENSE	CM	807.570		5499	
FAIL MAINTAIN CEDAR RECORD	BM	165.109		7199	
FAIL MAINTAIN CHILD IN SCHOOL	UM	339.020		3879	
FAIL MAINTAIN DLR VEHICLE REC	AM	822.045	01B	2699	
FAIL MAINTAIN METAL PURCH REC	BM	165.107		7199	
FAIL PERF DUTIES DRIV INJURY	CF	811.705		5401	
FAIL PERF DUTIES SERIOUS INJ	BF	811.705	2B	5401	
FAIL PERFORM DUTIES OF DRIVER	AM	811.700		5401	
FAIL REPORT CHILD PORNOGRAPHY	AM	163.693		4812	
FAIL REPRT PRECURSOR SUBSTANCE	AM	475.950		5503	□FAIL RETURN
SUSP WRECKER CERT	AM	822.150		7199	
FAIL RPT SEX OFFENDER AM	AM	999.001	01	3699	163A.040(3)(a)
FAIL RPT SEX OFFENDER CF	CF	999.001		3699	163A.040(3)(b)
FAIL TO APPEAR FOR A VIOLATION	AM	153.992		5015	
FAIL TO APPEAR I	CF	162.205		5015	
FAIL TO APPEAR I ATTEMPT	AM	162.205	X	5015	
FAIL TO APPEAR II	AM	162.195		5015	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
FAIL TO APPEAR-CRIM CITATION	AM	133.076		5015	
FAIL TO APPEAR-CRIM CITATION	AM	133.075		5015	
FAIL TO COMPLY-VEH DESTRUCTION	AM	819.010		7199	
FAIL TO REGISTER OUTFITTER/GUIDE	AM	704.020		2699	
FAIL TO RETURN SUSP PERMIT	CM	809.500		7199	
FAIL TO RPT AS SEX OFFENDER AM	AM	999.001	1	3699	163A.040(3)(a)
FAIL TO SURRENDER REGIS/TITLE	AM	809.110		7199	
FALSE ACCIDENT REPORT	BM	811.740		4812	
FALSE APPLICATION-OP LICENSE	AM	807.530		2607	
FALSE APPL-VEH REGISTRATION	AM	803.375		2607	
FALSE CERTIFY FINANCIAL RESP	BM	806.050	01	2607	
FALSE CERTIFY LIABILITY INSUR	AM	806.050	02	2607	
FALSE CLAIM HEALTH CARE PAYMNT	CF	165.692		5599	
FALSE CLAIM HEALTHCARE ATTEMPT	BM	165.692	X	5599	
FALSE FINANCIAL STATEMENT	AM	165.100		2607	
FALSE INFO HANDGUN TRANSACTION	AM	166.416		5299	
FALSE INFO TO POLICE OFFICER	AM	162.385		4803	
FALSE INFO TO POLICE-VEH OFF	AM	807.620		4803	
FALSE LAW ENFORCEMENT ID CARD	AM	162.369		2699	
FALSE LIAB INS INFO TO POLICE	BM	806.055		7399	
FALSE REPORT - INITIATE	CM	162.375		4803	
FALSE REPORT ODOMETER READING	CF	815.430		2699	
FALSE SPECIAL REGISTRATION	CF	247.420	02	5999	
FALSE STATEMENT OF AGE	UM	471.135		4199	
FALSE STATEMENT WORKERS COMP	AM	656.990		2607	
FALSE STATEMENT-VEHICLE TITLE	AM	803.070		2607	
FALSE SWEAR/VEH REGISTRATION	AM	803.385		2607	
FALSE SWEARING	AM	162.075		2607	
FALSE SWEARING-FARM REGISTR	AM	805.370		5499	
FALSE SWEARING-OP LICENSE	AM	807.520		2607	
FALSE SWEARING-VEH BUSN CERT	CF	822.605		2607	
FALSE SWEARING-VEHICLE TITLE	AM	803.075		2607	
FALSE VOTER REGISTRATION INFO	CF	247.121	02	5999	
FALSELY CERTIFY REGISTRATION	CF	247.340	04	5999	
FALSIFICATION - UNSWORN	BM	162.085		4803	
FALSIFY BUSINESS RECORDS	AM	165.080		2607	
FALSIFYING DRUG TEST RESULTS	BM	475.918		2607	
FALSIFYING DRUG TEST RESULTS	BM	475.981	02	2607	
FELON IN POSS OF RESTRICT WEAP	AM	166.270	05	5212	
FEMALE GENITAL MUTILATION	BF	163.207		7099	
FERAL SWINE HUNT – OFFER/SELL	AM	498.180	2	7399	
FINANCIAL TRANS UNLAWFUL ACTIV	CF	164.172		2699	
FIREARM - ALTER ID MARKS	CF	166.450		5201	
FIREARM - FELON POSSESS	CF	166.270	01	5212	
FIREARM - HANDGUN POSSESSION	AM	166.250		5212	
FIREARM - POINTING AT ANOTHER	BM	166.190		5299	
FIREARM - UNLAWFUL PURCHASE	AM	166.425		5299	
FIREARM INCUMBUSTIBLE WADDING	BM	166.330		5299	
FIREARM -SHORT BARREL/MACH GUN	BF	166.272		5299	
FIREARM TRANSFER BY UNLIC PERS	AM	166.435	5A	5299	
FIREARM USED IN FELONY	BF	166.429		5299	
FIREARM/DESTR DEVICE-POSSESS	CF	166.370		5211	
FIREARM/EXPLOSIVE-SALE TO CHIL	UM	166.480		5211	
FIREARM-ALTER ID MARKS ATTEMPT	AM	166.450	X	5201	
FIREARM-CONCEALABLE SALE RULES	UM	166.470		5214	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
FIREARM-FEL POSSESS ATTEMPT	AM	166.270	01X	5212	
FIREARM-SHRT BARR/MACH GUN ATT	CF	166.272	X	5299	
FIREARMS-MANUFACTURE/SALE ATT	CF	166.410	X	5214	
FIREARMS-MANUFACUTURE/SALE OF	BF	166.410		5214	
FIREARMS-UNLIC SELL/ADVERTISE	UM	166.440		5214	
FIREWORKS-UNLAWFUL POSSESSION	AM	480.120		5211	
FISH/GAME LIC - FALSE APPLI	AM	497.400		6202	
FISHING CLOSED SEASON	AM	509.011	01	6202	
FISHING VIOLATION - COMMERCIAL	AM	506.991		6202	
FISHING VIOLATION – COMMERCIAL	CF	509.011	02	6202	
FISHING VIOLATION – COMMERCIAL	CF	506.991	3	6202	
FOOD FISH GENERAL PROHIBITION	AM	509.006		6202	
FOREST - BOOM STICK VIOLATION	CF	532.610		6205	
FOREST - STRAY LOG VIOLATION	CF	532.620		6205	
FOREST PRODUCTS FALSE MARKING	CF	532.140		6205	
FORGE/ALTER VEHICLE TITLE/REG	CF	803.230		2502	
FORGED INSTRUMENT-CRIM POSS I	CF	165.022		2506	
FORGED INSTRUMENT-CRIM POSS II	AM	165.017		2506	
FORGERY DEVICE-CRIM POSS ATT	AM	165.032	X	2506	
FORGERY DEVICE-CRIM POSSESSION	CF	165.032		2506	
FORGERY I	CF	165.013		2589	
FORGERY I ATTEMPT	AM	165.013	X	2589	
FORGERY II	AM	165.007		2589	
FORGERY II ATTEMPT	BM	165.007	X	2589	
FORGERY INSTR-CRIM POSS I ATT	AM	165.022	X	2506	
FRAUD BY A NOTARY	AM	194.310		2607	
FRAUD COMMUNICA DEVICE-POSSESS	CF	165.070		2608	
FRAUD CRED CARD UNDER 500 ATT	BM	165.055	03AX	2605	
FRAUD SECURITIES CONTRACT	BF	059.730		2699	
FRAUD USE CRED CARD UNDER 750	AM	165.055	04A	2605	
FRAUD USE CRED CRD OVER 750 AT	AM	165.055	04BX	2605	
FRAUD USE CREDIT CARD OVER 750	CF	165.055	04B	2605	
FRAUD-MORTGAGE/BROKER BUSINESS	CF	059.930		2699	
FRAUDULENTLY OBTAIN SIGNATURE	AM	165.042		2589	
FREQ PLACE CONTROL SUBS USED	AM	167.222		3599	
FREQUENT PLACE CONT SUBS USED AT	BM	167.222	X	3599	
GAMBLING DEVICE-POSSESSION OF	AM	167.147		3908	
GAMBLING PROMOTION I	CF	167.127		3999	
GAMBLING PROMOTION II	AM	167.122		3999	
GAMBLING RECORDS POSSESSION I	CF	167.137		3901	
GAMBLING RECORDS POSSESSION II	AM	167.132		3901	
GIVE PRICE FORBIDDEN CONTRACT	BF	059.750		2699	
GIVING MARIJUANA AS A PRIZE	AM	999.016		3599	475B.333
HABITUAL CRIMINAL OUT OF STATE	UF	421.245		7399	
HABITUAL TRAFFIC OFFENDER	CF	811.185		5499	
HARASSMENT	BM	166.065		5309	
HARASSMENT A MISD	AM	166.065	04	5309	
HARASSMENT AGGRAVATED – ATT	AM	166.070	X	5309	
HARASSMENT AGGRAVATED	CF	166.070		5309	
HARASSMENT ATTEMPT	CM	166.065	X	5309	
HAZARDOUS WASTE HANDLING 1	BF	468.926		5599	
HAZARDOUS WASTE HANDLING 2	BM	468.922		5599	
HINDER PROSECUTION	CF	162.325		4802	
HINDER PROSECUTION ATTEMPT	AM	162.325	X	4802	
HIT AND RUN-VEHICLE-INJURY AT	AM	811.705	X	5401	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
HIT/RUN BOAT	AM	488.164		5401	
HIT/RUN BOAT INJURY ATTEMPT	AM	830.475	02X	5401	
HIT/RUN BOAT INJURY	CF	830.475	02	5401	
HIT/RUN BOAT MISDEMEANOR	AM	830.475	01	5401	
HUNT IN CEMETERY	UM	166.645		7399	
HUNTING FROM MOTOR VEHICLE	UM	498.136		7399	
HUNTING ON ANOTHER'S ENCL.LAND	AM	498.120	01	7399	
HUNTING WITH ARTIFICIAL LIGHT	AM	498.142		6201	
IDENTITY THEFT	CF	165.800		2610	
IDENTITY THEFT ATTEMPT	AM	165.800	X	2610	
IMPORT-EXPORT >16X PERSONAL AL	CF	999.006		3599	475B.227
IMPORT-EXPORT MJ >PERSONAL ALL	AM	999.005		3599	475B.227
IMPORT-EXPORT MJ EXTRACT UNLAW	CF	999.007		3599	475B.227
IMPORT-EXPORT MJ ITEMS 1	CF	999.004		3599	475B.227
IMPORT-EXPORT MJ ITEMS 2	AM	999.004	1	3599	475B.227
IMPROPER USE OF 911	AM	165.570		7399	
IMPROPERLY TRANSFER A FIREARM	AM	166.418		5210	
IN RESTRICTED AREA W/O PERMIT	UM	477.550		7399	
INCEST	CF	163.525		3699	
INCEST ATTEMPT	AM	163.525	X	3699	
INDIAN GRAVE-DISTURB/MUTILATE	CF	097.745		6290	
INITIATING A FALSE REPORT ATT	BM	162.375	1X	4803	
INITIATING A FALSE REPORT	AM	162.375	1	4803	
INSOLVNT DLR RECV SECURITIES	BF	059.790		7399	
INTERCEPT COMMUNICATIONS	AM	165.540		5704	
INTEREFRING W/LAW ENFORC ANML	AM	167.337		4899	
INTERFER W/FIREFIGHTER OR EMT	AM	162.257		5399	
INTERFERE LEGISLATIVE OPER	BM	162.455		5099	
INTERFERE LIVESTOCK PRODUCTION	CF	167.388		6201	
INTERFERE W/ PEACE OFFICER	AM	162.247		4899	
INTERFERE W/PUBLIC TRANSPORT	AM	166.115		7399	
INTERFERE W/PUBLIC TRANSPORT	CM	166.116	01A	7399	
INTERFERE WITH AG OPERATIONS	AM	164.887		7199	
INTERFERE WITH POLICE ANIMAL	AM	164.369		4899	
INTERFERENCE W/MAKING A REPORT	AM	165.572	2	4803	
INTERFERENCE W/MAKING REPORT ATT	BM	165.572	X	4803	
INTERFERING W/PUBLIC TRANSPORT	AM	166.116		7399	
INTIMIDATION I	CF	166.165		1316	
INTIMIDATION II	AM	166.155		1316	
INVOLUNTARY SERVITUDE I	BF	163.264		5699	
INVOLUNTARY SERVITUDE II	CF	163.263		5699	
KEEP PLACE FOR CONTROLLED SUB	AM	475.993	1EB	3599	
KEEP PLACE FOR CONTROLLED SUB	CF	475.993	1EA	3599	
KIDNAPPING I	AF	163.235		1099	
KIDNAPPING I ATTEMPT	BF	163.235	X	1099	
KIDNAPPING II	BF	163.225		1099	
KIDNAPPING II ATTEMPT	CF	163.225	X	1099	
KILL ANOTHER-LOSE RT BEAR ARMS	AM	166.300		5203	
LAUNDERING MONETARY INSTRUMENT	BF	164.170		6300	
LEGISLATIVE LOBBYING UNLAWFUL	BM	162.465		5099	
LIVESTOCK AT LARGE	UM	607.045		6201	
LIVESTOCK BRAND VIOLATION	BM	604.071		6201	
LURING A MINOR	CF	167.057	1	3699	
LURING A MINOR ATTEMPT	AM	167.057	1X	3699	
MAIL THEFT	AM	164.162	2	2310	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
MAIL THEFT NEW	CF	164.162		2310	
MAINTAINING DANGEROUS DOG	AM	609.098		6201	
MAINTAINING DANGEROUS DOG	CF	609.990	03B	6201	
MAN CANNABINOID EXTR 1000 S AT	BF	475.858	3BX	3563	
MAN CANNABINOID EXTR 1000' SCH	AF	475.858	3B	3563	
MAN MJ >4<8 PLANT ON/AFT 63015	BM	475.856	4	3563	
MAN MJ >4<8 PLANTS 30116	BM	475.856	3A	3563	
MAN MJ 1000 SC AT 63015TH22916	BF	475.858	02X	3563	
MAN MJ 1000 SC ATT PLANTS >8	CF	475.858	3AX	3563	
MAN MJ 1000 SCH 63015 TH 22916	AF	475.858	02	3563	
MAN MJ 1000 SCH PLANTS >8	BF	475.858	3A	3563	
MAN MJ 1000' SCH 30116	CF	475.858	2	3563	
MAN MJ 1000' SCH AT 30116	AM	475.858	2X	3563	
MAN MJ AT >4<8 PLANT ON/AFT 63015	CM	475.856	4X	3563	
MAN/DEL SCH IV – CAUSES DEATH	CF	475.752	06A	3599	
MAN/DEL SCH IV – CAUSES DEATH	CF	475.840	06A	3599	
MANIPULATE MARKET-FALSE SALE	BF	059.770		2699	
MANSLAUGHTER I	AF	163.118		0999	
MANSLAUGHTER I ATTEMPT	BF	163.118	X	0999	
MANSLAUGHTER II	BF	163.125		0999	
MANSLAUGHTER II ATTEMPT	CF	163.125	X	0999	
MANU HYDROCODONE ATTEMPT	AM	475.806	X	3599	
MANU HYDROCODONE NEAR SCHL ATT	CF	475.808	X	3599	
MANU HYDROCODONE NEAR SCHOOL	BF	475.808		3599	
MANU HYDROCODONE	CF	475.806		3599	
MANU MARIJ – 70113 TH 62915	BF	475.856	2	3563	
MANU MARIJ 30116	CF	475.856	02	3563	
MANU MARIJ 63015 TH 22916	CF	475.856	3	3563	
MANU MARIJ ATT 30116	AM	475.856	02X	3563	
MANU MARIJ ATT 63015 TH 22916	AM	475.856	3X	3563	
MANU MARIJ ATT-70113 TH 62915	CF	475.856	2X	3563	
MANU METHADONE ATTEMPT	CF	475.816	X	3599	
MANU METHADONE NEAR SCHOOL ATT	BF	475.818	X	3599	
MANU METHADONE NEAR SCHOOL	AF	475.818		3599	
MANU METHADONE	BF	475.816		3599	
MANU OXYCODONE ATTEMPT	CF	475.826	X	3599	
MANU OXYCODONE NEAR SCHOOL ATT	BF	475.828	X	3599	
MANU OXYCODONE NEAR SCHOOL	AF	475.828		3599	
MANU OXYCODONE	BF	475.826		3599	
MANUF CANNABINOID EXTRACT ATT	CF	475.856	3BX	3563	
MANUF CANNABINOID EXTRACT	BF	475.856	3B	3563	
MANUF COCAINE	BF	475.876		3533	
MANUF COCAINE ATTEMPTED	CF	475.876	X	3533	
MANUF COCAINE NEAR SCHOOL	AF	475.878		3533	
MANUF COCAINE NEAR SCHOOL ATT	BF	475.878	X	3533	
MANUF HEROIN	AF	475.846		3513	
MANUF HEROIN ATTEMPTED	BF	475.846	X	3513	
MANUF HEROIN NEAR SCHOOL	AF	475.848		3513	
MANUF HEROIN NEAR SCHOOL ATT	BF	475.848	X	3513	
MANUF MARIJ – 81605 TH 63013	AF	475.856		3563	
MANUF MARIJ ATT-81605 TH 6301	BF	475.856	X	3563	
MANUF MARIJUANA NEAR SCHOOL	AF	475.858		3563	
MANUF MARIJUANA NEAR SCHOOL AT	BF	475.858	X	3563	
MANUF MDMA	AF	475.866		3599	
MANUF MDMA ATTEMPTED	BF	475.866	X	3599	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
MANUF MDMA NEAR SCHOOL	AF	475.868		3599	
MANUF MDMA NEAR SCHOOL ATTEMPT	BF	475.868	X	3599	
MANUF METH	BF	475.886		3573	
MANUF METH ATTEMPTED	CF	475.886	X	3573	
MANUF METH NEAR SCHOOL	AF	475.888		3573	
MANUF METH NEAR SCHOOL ATTEMPT	BF	475.888	X	3573	
MANUFACTURE DESTRUC DEVICE ATT	AM	166.384	X	5211	
MANUFACTURE DESTRUCTIVE DEVICE	BM	480.220		5211	
MANUFACTURE DESTRUCTIVE DEVICE	CF	166.384		5211	
MENACING	AM	163.190		1316	
MENACING ATTEMPT	BM	163.190	X	1316	
MINOR IN POSSESSION OF LIQUOR	UM	471.430		4104	
MISAPPLY ENTRUSTED PROPERTY	AM	165.095		2399	
MISREP AGE BY A MINOR-LIQUOR	CM	471.130		4199	
MISREPRESENT AGE BY MINOR	CM	165.805		2699	
MISREPRESENT SECURITIES	BF	059.145		7399	
MISUSE CONFIDENTIAL INFO	BM	162.425		5799	
MISUSE OF IDENTITY CARD	AM	807.430		2604	
MJ USING MARK/LBL TO DECIEVE	AM	999.008		3599	475B.232
MONEY TO INFLUENCE ELECTIONS	CF	260.665	03	5999	
MOTOR CARRIER VIOLATION	UM	767.990		5499	
MURDER	UF	163.115		0999	
MURDER AGGRAVATED	UF	163.095		0999	
MURDER AGGRAVATED ATTEMPT	AF	163.095	X	0999	
MURDER ATTEMPT	AF	163.115	X	0999	
MURDER I ATTEMPT	AF	163.107	X	0999	
MURDER I	UF	163.107		0999	
MURDER II ATTEMPT	AF	163.115	NEWX	0999	
MURDER II	UF	163.115	NEW	0999	
MV CARRIER OUT-OF-SERVICE VIOL	AM	825.990	02	5499	
NEGLIGENTLY WOUNDING ANOTHER	BM	166.180		5299	
NEGOTIATE BAD CHECK - AM	AM	165.065	03A	2606	
NEGOTIATE BAD CHECK - CF	CF	165.065	03B	2606	
NO BUILDER REGISTRATION	UM	701.055		7199	
NO LIC BREW/DISTILL LIQUOR	UM	471.205		4101	
NO PRIVATE HUNT PRESERVE LIC	UM	497.248		6201	
NO VEHICLE DEALER CERTIFICATE	AM	822.005		7199	
NO WRECKING BUSN CERTIFICATE	AM	822.100		7199	
NUDITY/SEX-PUBLIC DISPLAY OF	AM	167.090		3608	
OBSCENE MATERIAL-DISPLAY/MINOR	AM	167.080		3700	
OBSCENE MATERIAL-DISSEMINATE	AM	167.087		3702	
OBSCENE MATERIAL-FURNISH/MINOR	AM	167.065		3707	
OBSCENE MATERIAL-SEND TO MINOR	AM	167.070		3707	
OBSCENE PERFORM-EXHIBIT/MINOR	AM	167.075		3707	
OBSTRUCT GOVERNMENT ADMIN	AM	162.235		5099	
OBSTRUCT LIQUOR CONTROL COMM	UM	471.675		4199	
OBSTRUCTION ATTEMPT	BM	162.235	X	5099	
OBTAIN EXEC DOCUMENT BY DECEPT	AM	165.102		2699	
OBTAIN FOOD STAMPS UNLAWFUL AT	AM	411.840	X	2699	
OBTAIN PUB ASSIST UNLAWFUL ATT	AM	411.630	X	2699	
OBTAIN PUB ASSIST UNLAWFULLY	CF	411.630		2699	
OBTAIN/USE FOOD STAMPS UNLAW	CF	411.840		2699	
ODOMETER TAMPERING	CF	815.410		2699	
OFFENSIVE LITTERING	CM	164.805		6205	
OFFENSIVE/POLLUTING SUBSTANCE	AM	164.785		6205	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
OFFICIAL MICONDUCT II	CM	162.405		7399	
OFFICIAL MISCONDUCT I	AM	162.415		7399	
OFFICIAL MISCONDUCT I ATTEMPT	BM	162.415	X	7399	
ONLINE SEX CORRUPT CHILD I	BF	163.433	1	3699	
ONLINE SEX CORRUPT CHILD II	CF	163.432	1	3699	
OPEN, READ LETTER UNAUTHORIZED	UM	165.520		5799	
OPERATE BOAT WHILE INTOXICATED	AM	830.325		5404	
OPERATE CHILD CARE W/O CERT	AM	329.990		7399	
OPERATE CHILD CARE W/O LICENSE	AM	999.032		7399	329A.990
OPERATE ILLEGAL TOWING BUSINESS	AM	822.200		2699	
OPERATE RESTAURANT W/O LICENSE	CM	624.020		7399	
OPERATE STILL/POSSESS MASH	CF	471.440		4104	
OPERATE W/O FARM CONTRACT LIC	AM	658.991		7399	
ORGANIZED RETAIL THEFT	BF	164.098		2399	
P MJ AT <1/4OZ NON OREGON OLCC	CM	475.864	8BX	3562	
P MJ AT >1/4 OZ NON OREGON OLCC	AM	475.864	8AX	3562	
P MJ AT >8OZ<21YR 63015TH22916	BM	475.864	03AX	3562	
P MJ ATT <16OZ SOLID <72 OZ LIQ	CM	475.864	04BX	3562	
P MJ ATT >16OZ SOLID >72 OZ LIQ	BM	475.864	04AX	3562	
PA / PPS SANCTION - NO REVO		144.106		5011	
PAROLE VIOLATION		144.346		5011	
PAWNBROKERS ACT - VIOLATION OF	UM	726.020		7199	
PAYMENTS IN FALSE NAME	CF	260.402		5999	
PCS METHADONE 020121-071821	AM	475.824	02C	3599	
PERJURY	CF	162.065		5003	
PERMIT DOG TO RUN AT LARGE	UM	609.060		7399	
PESTICIDE CONTROL VIOLATION	UM	634.372		5599	
PETITION VIOLATIONS	CF	260.555		5999	
PLEDGE SALE BY BROKER	BF	059.800		7399	
POSESSION OF METH 071921	CF	475.894	2C	3599	
POSS <1oz MARIJ NEAR SCHOOL	CM	475.864	04	3562	
POSS 1/4 oz+ MJ 70113 TH 62915	CF	475.864	4A	3562	
POSS CANN EXTR >1/4OZ NON OLCC	CF	475.864	003A	3562	
POSS COCAINE 081517-013121	AM	475.884	2A	3532	
POSS COCAINE – ATTEMPT	BM	475.884	2AX	3532	
POSS CONT SUB - SCH I 071921	BF	475.752	7B	3599	
POSS CONT SUB – SCH I ATTEMPT	BM	475.752	3AX	3599	
POSS CONT SUB – SCH I ATTEMPT	CF	475.752	7X	3599	
POSS CONT SUB – SCH I	AM	475.752	3A	3599	
POSS CONT SUB – SCH I	BF	475.752	7	3599	
POSS CONT SUB – SCH II ATTEMPT	AM	475.752	8X	3599	
POSS CONT SUB – SCH II ATTEMPT	BM	475.752	3BX	3599	
POSS CONT SUB – SCH II	AM	475.752	3B	3599	
POSS CONT SUB – SCH II	CF	475.752	8	3599	
POSS CS ATT - SCH I 071921	CF	475.752	7BX	3599	
POSS DEADLYWEAP PROHIB BY ERPO	AM	166.543	01	5212	
POSS HEROIN 020121-071821	AM	475.854	02C	3512	
POSS HOAX DEST DEVICE AM ATTEM	BM	166.385	02X	5299	
POSS HOAX DEST DEVICE CF ATTEM	AM	166.385	03X	5299	
POSS HYDROCODONE 071921	AM	475.814	2B	3599	
POSS HYDROCODONE ATT 071921	BM	475.814	SBX	3599	
POSS LESS ¼ OZ MARIJ PROD	BM	475.864	4B	3562	
POSS LESS 1OZ MARJ W/1000FTSCH	CM	475.999	02B	3562	
POSS MARI 1oz LESS 8oz	BM	475.864	3B	3562	
POSS MARI 4oz + 70113 TH 62915	CF	475.864	3A	3562	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
POSS MARI 4oz+ AT 70113 TH 62915	AM	475.864	3AX	3562	
POSS MDMA 081517-013121	AM	475.874	2A	3599	
POSS MDMA – ATTEMPT	BM	475.874	2AX	3599	
POSS METH 081517-013121	AM	475.894	2A	3599	
POSS METH – ATTEMPT	BM	475.894	2AX	3599	
POSS METHADONE	BM	475.824	2AX	3599	
POSS METHADONE 081517-013121	AM	475.824	2A	3599	
POSS METHADONE	AM	475.824	2A	3599	
POSS MJ <1/4OZ NON OREGON OLCC	BM	475.864	8B	3562	
POSS MJ <16OZ SOLID <72 OZ LIQ	BM	475.864	04B	3562	
POSS MJ > 2 TIMES LEGAL LIMIT	BM	475.864	7B	3562	
POSS MJ > 4X LL 63015 TH 22916	AM	475.864	7A	3562	
POSS MJ >1/4OZ NON OREGON OLCC	CF	475.864	8A	3562	
POSS MJ >16OZ SOLID >72 OZ LIQ	AM	475.864	04A	3562	
POSS MJ >2 TIMES LEGAL LIMIT	BM	475.864	2B	3562	
POSS MJ >4 TIME LEGAL LIMIT	AM	475.864	2A	3562	
POSS MJ >8OZ <21YR 63015TH22916	AM	475.864	03A	3562	
POSS MJ AT >2X LEGAL LIMIT	CM	475.864	7BX	3562	
POSS MJ AT >4 X LL 63015TH22916	BM	475.864	7AX	3562	
POSS OF HEROIN 071921	AM	475.854	02B	3512	
POSS OF HOAX DEST DEVICE AM	AM	166.385	02	5299	
POSS OF HOAX DEST DEVICE CF	CF	166.385	03	5299	
POSS OF IODINE IN ITS ELE FORM	AM	475.975	04	5599	
POSS OF METHADONE 071921	CF	475.824	2C	3599	
POSS OF METHADONE 071921	AM	475.824	02B	3599	
POSS OXYCODONE – ATTEMPT	BM	475.834	2AX	3599	
POSS OXYCODONE 020121-071821	AM	475.834	02C	3599	
POSS OXYCODONE 081517-013121	AM	475.834	2A	3599	
POSS OXYCODONE	AM	475.834	2A	3599	
POSS PRECUR SUB W/INT MCS ATT	CF	475.967	X	3599	
POSS PRECURSR SUB W/INTENT MCS	BF	475.967		3599	
POSS/DIST DRUG W/O PRESCRIPT'N	UM	689.765	07	5599	
POSSES OXYCODONE 081517-071821	CF	475.834	2B	3599	
POSSESS ARMOR PIERCING AMMO	AM	166.350		5206	
POSSESS CHILD PORN MATERIAL I	BF	163.688		3704	
POSSESS CHILD PORN MATERIAL I ATT	CF	163.688	X	3704	
POSSESS CHILD PORN MATERIAL II	CF	163.689		3704	
POSSESS CHILD PORN MATL II ATT	AM	163.689	X	3704	
POSSESS COCAINE	CF	475.884		3532	
POSSESS COCAINE 020121-071821	AM	475.884	02C	3532	
POSSESS COCAINE 081517-071821	CF	475.884	2B	3532	
POSSESS COCAINE ATTEMPTED	AM	475.884	X	3532	
POSSESS CONTROL SUB - SCH I	BF	475.840	03A	3599	
POSSESS CONTROL SUB - SCH I	BF	475.992	04A	3599	
POSSESS CONTROL SUB – SCH I	BF	475.752	03A	3599	
POSSESS CONTROL SUB - SCH II	CF	475.840	03B	3599	
POSSESS CONTROL SUB - SCH II	CF	475.992	04B	3599	
POSSESS CONTROL SUB – SCH II	CF	475.752	03B	3599	
POSSESS CONTROL SUB - SCH III	AM	475.840	03C	3599	
POSSESS CONTROL SUB - SCH III	AM	475.992	04C	3599	
POSSESS CONTROL SUB – SCH III	AM	475.752	03C	3599	
POSSESS CONTROL SUB - SCH IV	CM	475.840	03D	3599	
POSSESS CONTROL SUB – SCH IV	CM	475.752	03D	3599	
POSSESS CONTROL SUB AT - SCH I	CF	475.840	03AX	3599	
POSSESS CONTROL SUB AT - SCH I	CF	475.992	04AX	3599	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
POSSESS CONTROL SUB AT – SCH I	CF	475.752	03AX	3599	
POSSESS CONTROL SUB AT – SCH II	AM	475.752	03BX	3599	
POSSESS CONTROL SUB AT – SCH III	BM	475.752	03CX	3599	
POSSESS CONTROL SUB AT -SCH II	AM	475.840	03BX	3599	
POSSESS CONTROL SUB AT-SCH III	BM	475.840	03CX	3599	
POSSESS CONTROL SUB-SCH II AT	AM	475.992	04BX	3599	
POSSESS DESTRUCTIVE DEVICE	CF	166.382		5207	
POSSESS DESTRUCTIVE DEVICE ATT	AM	166.382	X	5207	
POSSESS EXPLOSIVE W/O PERMIT	UM	480.210		5211	
POSSESS GRAY MACHINE	CF	167.164		3908	
POSSESS HEROIN	BF	475.854		3512	
POSSESS HEROIN 081517-013121	AM	475.854	2A	3512	
POSSESS HEROIN ATTEMPTED	CF	475.854	X	3512	
POSSESS HEROIN ATTEMPTED	BM	475.854	2AX	3512	
POSSESS HYDROCODONE ATTEMPT	BM	475.814	X	3599	
POSSESS HYDROCODONE	AM	475.814		3599	
POSSESS MARIJUANA	BF	475.864	02	3562	
POSSESS MARIJUANA ATTEMPTED	CF	475.864	02X	3562	
POSSESS MDMA	BF	475.874		3599	
POSSESS MDMA 020121-071821	AM	475.874	02C	3599	
POSSESS MDMA ATTEMPTED	CF	475.874	X	3599	
POSSESS METH 81605 th 81417	CF	475.894		3599	
POSSESS METH 020121-071821	AM	475.894	02C	3599	
POSSESS METH 81605 th 81417	CF	475.894		3599	
POSSESS METH ATTEMPTED	AM	475.894	X	3599	
POSSESS METHADONE ATTEMPT	AM	475.824	X	3599	
POSSESS METHADONE	CF	475.824		3599	
POSSESS OXYCODONE ATTEMPT	AM	475.834	X	3599	
POSSESS OXYCODONE	CF	475.834		3599	
POSSESS RENTED PROP OVER 500	CF	164.140	04B	2804	
POSSESS RENTED PROP UNDER 500	AM	164.140	04A	2804	
POSSESS STOLEN VEHICLE	CF	819.300		2408	
POSSESS STOLEN VEHICLE ATTEMPT	AM	819.300	X	2408	
POSSESSION BODY ARMOR	BF	166.643		5299	
POSSESSION BODY ARMOR BY FELON	CF	166.642	01	5299	
POSSESSION COCAINE – ATTEMPT	AM	475.884	2BX	3532	
POSSESSION HEROIN – ATTEMPT	CF	475.854	2BX	3512	
POSSESSION HEROIN 81517-071821	BF	475.854	2B	3512	
POSSESSION MDMA 081517-071821	BF	475.874	2B	3599	
POSSESSION MDMA – ATTEMPT	CF	475.874	2BX	3599	
POSSESSION METH – ATTEMPT	AM	475.894	2BX	3599	
POSSESSION METH 081517-071821	CF	475.894	2B	3599	
POSSESSION METHADONE – ATTEMPT	AM	475.824	2BX	3599	
POSSESSION METHADONE	CF	475.824	2B	3599	
POSSESSION OF COCAINE 071921	CF	475.884	2C	3532	
POSSESSION OF COCAINE 071921	AM	475.884	02B	3532	
POSSESSION OF HEROIN 071921	CF	475.854	2C	3512	
POSSESSION OF IODINE MATRIX	AM	475.976	04	5599	
POSSESSION OF MDMA 071921	AM	475.874	02B	3599	
POSSESSION OF MDMA 071921	BF	475.874	2C	3599	
POSSESSION OF METH 071921	AM	475.894	02B	3599	
POSSESSION OF OXYCODONE 071921	AM	475.834	02B	3599	
POSSESSION OF OXYCODONE 071921	CF	475.834	2C	3599	
POSSESSION OXYCODONE – ATTEMPT	AM	475.834	2BX	3599	
POSSESSION OXYCODONE	CF	475.834	2B	3599	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
POSSN METHADONE 081517-071821	CF	475.824	2B	3599	
PPS VIOLATION SANCTION		144.108		5011	
PRACTICE LAW UNLAWFULLY	UM	009.160	01	5099	
PRACTICE MED W/O LIC FELONY	CF	677.080	04	5599	
PRACTICE MEDICINE W/O LICENSE	AM	677.085		5599	
PRACTICE NURSING W/O LICENSE	CF	678.021		2699	
PRECURSOR SUB FALSE REPORT	AM	475.965		2607	
PRIVACY INVASION I ATT	AM	163.701	X	5799	
PRIVACY INVASION I	CF	163.701		5799	
PRIVACY INVASION II ATT	BM	163.700	X	5799	
PRIVACY INVASION II	AM	163.700		5799	
PRIVATE INDECENCY	AM	163.467		3699	
PRIVATE INDECENCY ATTEMPT	BM	163.467	X	3699	
PROBATION SANCTION – NO REVO		137.593		5012	
PROCESS MJ EXTRACT INTO PRODUC	AM	999.010		3599	475B.311
PROHIBIT AGAINST IMP-EXPORT MJ ITEMS 1	CF	999.004		3599	475B.227
PROHIBIT AGAINST IMP-EXPORT MJ ITEMS 2	AM	999.004	1	3599	475B.227
PROHIBIT AGAINST MARK/LBL TO DECEIVE	AM	999.008		3599	475B.232
PROHIBIT POSS OF DOMESTIC ANIM	UM	167.332	01	6299	
PROHIBIT SALE/TRAN/IMPORT LIQ	UM	471.405		4102	
PROHIBITED ADVERTISEMENTS	CF	059.945		2699	
PROSTITUTION	AM	167.007		4004	
PROSTITUTION ATTEMPT	BM	167.007	01X	4004	
PROSTITUTION COMPEL ATTEMPT	CF	167.017	X	4099	
PROSTITUTION COMPELLING	BF	167.017		4099	
PROSTITUTION PATRONIZING ATT	BM	167.008	X	4004	
PROSTITUTION PATRONIZING	AM	167.008		4004	
PROSTITUTION PROMOTION	CF	167.012		4002	
PROSTITUTION PROMOTION ATTEMPT	AM	167.012	X	4002	
PROVIDE DRUG TEST FALSIF EQUIP	AM	475.920		5599	
PROVIDE FALSE ID OF AGE MJ	AM	999.013		3599	475B.321
PROVIDE MJ TO INTOXICATED PERS	AM	999.014		3599	475B.329(1)
PUBLIC INDECENCY	AM	163.465	2A	3605	
PUBLIC INDECENCY	CF	163.465	2B	3605	
PUBLIC INDECENCY ATT	BM	163.465	X	3605	
PUBLIC INVESTMENT FRAUD	BF	162.117		2699	
PUBLIC INVESTMENT FRAUD ATT	CF	162.117	X	2699	
PURCH/SALE BODY PARTS ATTEMPT	AM	097.981	X	7299	
PURCH/SALE OF BODY PARTS PROHIB	CF	097.981		7299	
PURCHASE SEX W/ MINOR – C FELN	CF	163.413	2A	4099	
PURCHASE SEX W/ MINOR – CFEL ATT	AM	163.413	2AX	4099	
PURCHASE SEX W/MINOR – B FELN	BF	163.413	2B	4099	
RACKETEER ACTIVITY	AF	166.720		7399	
RACKETEER ACTIVITY ATTEMPT	BF	166.720	X	7399	
RAPE I	AF	163.375		1199	
RAPE I ATTEMPT	BF	163.375	X	1199	
RAPE II	BF	163.365		1199	
RAPE II ATTEMPT	CF	163.365	X	1199	
RAPE III	CF	163.355		1199	
RAPE III ATTEMPT	AM	163.355	X	1199	
REAL ESTATE W/O LICENSE	AM	696.020		2699	
REALESTATE MARKETING NO LICENS	AM	696.603		2699	
RECEIVE PUB ASSIST UNLAWFULLY	CF	411.640		2699	
RECKLESS BOATING	AM	830.315		5499	
RECKLESS BURNING	AM	164.335		2007	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
RECKLESS ENDANGERMENT HWY WRKR	AM	811.231		7099	
RECKLESSLY ENDANGER ANOTHER	AM	163.195		7099	
REGISTRATION OF BROKERS	BF	059.165		2699	
REGISTRATION OF BROKERS	CF	059.165	X	2699	
REMOVAL OF DEAD HUMAN BODY	AM	146.103	01	4804	
REMOVAL OF DEAD HUMAN BODY	BM	146.103	02	4804	
REMOVE PART/WASTE GAME ANIMAL	AM	498.042		6201	
REPEATED FORBIDDEN CONTRACTS	BF	059.740		6099	
REPORT FALSE SALE SECURITIES	BF	059.760		7399	
RESIST ARREST	AM	162.315		4801	
RESTRAINING ORDER VIOLATION	AM	133.310		5007	
RESTRICTED WEAPON/XCON POSSESS	AM	166.270	02	5212	
RIOT	CF	166.015		5306	
RIOT - MISDEMEANOR	AM	166.015	M	5306	
ROBBERY I	AF	164.415		1299	
ROBBERY I ATTEMPT	BF	164.415	X	1299	
ROBBERY II	BF	164.405		1299	
ROBBERY II ATTEMPT	CF	164.405	X	1299	
ROBBERY III	CF	164.395		1299	
ROBBERY III ATTEMPT	AM	164.395	X	1299	
SECURITIES FRAUD	BF	059.135		2699	
SELL FALSE DOCUMENTS-LIC/REG	AM	807.510		2699	
SELL UNTITLED VEHICLE	AM	803.085		7199	
SERVE LIQUOR WITHOUT LICENSE	UM	471.475		4102	
SETTING SPRING GUN OR SETGUN	BM	166.320		5299	
SEX ABUSE 1 NEW	BF	163.427	NEW	3699	
SEX ABUSE 1 NEW ATTEMPT	CF	163.427	NEWX	3699	
SEX ABUSE 2 NEW	CF	163.425	NEW	3699	
SEX ABUSE 2 NEW ATTEMPT	AM	163.425	NEWX	3699	
SEX ABUSE 3 NEW	AM	163.415	NEW	3699	
SEX ABUSE 3 NEW ATTEMPT	BM	163.415	NEWX	3699	
SEX ABUSE I	CF	163.425		3699	
SEX ABUSE I ATTEMPT	AM	163.425	X	3699	
SEX ABUSE II	AM	163.415		3699	
SEX ABUSE II ATTEMPT	BM	163.415	X	3699	
SEX OFFENDER/FAIL REGISTER AM	AM	181.599	02	3612	
SEX OFFENDER/FAIL REGISTER CF	CF	181.599	03	3612	
SEX OFFENDER/FAIL TO REPORT AM	AM	181.812	03A	3699	
SEX OFFENDER/FAIL TO REPORT CF	CF	181.812	03B	3699	
SEX SHOW-LIVE/SADOMASO-FELONY	CF	167.062	03	4099	
SEX SHOW-LIVE/SADOMASO-MISDEAM	AM	167.062	01	4099	
SEXUAL ASSAULT ANIMAL NEW ATT	AM	167.333	NEWX	1199	
SEXUAL ASSAULT OF ANIMAL	AM	167.333		1199	
SEXUAL ASSAULT OF ANIMAL NEW	CF	167.333	NEW	1199	
SEXUAL DELINQ MINOR – CONTRIBUTE	AM	163.435		3805	
SEXUAL DELINQ MINOR CONTR ATT	BM	163.435	X	3805	
SEXUAL MISCONDUCT	CM	163.445		3699	
SIMULATE LEGAL PROCESS	CF	162.355		2699	
SODOMY I	AF	163.405		1199	
SODOMY I ATTEMPT	BF	163.405	X	1199	
SODOMY II	BF	163.395		1199	
SODOMY II ATTEMPT	CF	163.395	X	1199	
SODOMY III	CF	163.385		1199	
SODOMY III ATTEMPT	AM	163.385	X	1199	
SOLICIT CLASS A FELONY	BF	161.435	02	DEP ON CRIME	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
SOLICIT CLASS A MISDEMEANOR	BM	161.435	05	DEP ON CRIME	
SOLICIT CLASS B FELONY	CF	161.435	03	DEP ON CRIME	
SOLICIT CLASS C FELONY	AM	161.435	04	DEP ON CRIME	
SOLICIT MURDER/TREASON	AF	161.435	01	0999	
SOUND RECORDING UNLAWFUL	BM	164.865		2599	
SPEED RACING EVENT ORGANIZING	CF	811.127		7399	
SPREAD COMMUNICABLE DISEASE	UF	433.010		5599	
STALKING ATTEMPT	BM	163.732	X	7099	
STALKING FELONY	CF	163.732	02B	7099	
STALKING MISDEMEANOR	AM	163.732	02A	7099	
STALKING/VIOL COURT ORDER AM	AM	163.750	02A	5099	
STALKING/VIOL COURT ORDER CF	CF	163.750	02B	5099	
STALKING/VIOL OFFICER ORDER AM	AM	163.747	02A	5099	
STALKING/VIOL OFFICER ORDER CF	CF	163.747	02B	5099	
STRANGULATION	AM	163.187		1399	
STRANGULATION ATTEMPT	BM	163.187	X	1399	
STRANGULATION FELONY – ATTEMPT	AM	163.187	4X	1399	
STRANGULATION FELONY	CF	163.187	4	1399	
SUPPLY CONTRABAND	CF	162.185		5899	
SUPPLY CONTRABAND ATTEMPT	AM	162.185	X	5899	
SUPPLY FALSE INFO TO AGENCY	CF	468.953		2607	
SUPPLY LIQ MINOR/INTOX PERS	AM	471.410		4199	
TAKING BEAR BY UNLAWFUL METHOD	AM	498.164	4	6201	
TAMPER DRUG RECORDS ATTEMPT	AM	167.212	X	2589	
TAMPER WITH A WITNESS	CF	162.285		4805	
TAMPER WITH A WITNESS ATTEMPT	AM	162.285	X	4805	
TAMPER WITH EVIDENCE	AM	162.295		4804	
TAMPER WITH EVIDENCE ATT	BM	162.295	X	4804	
TAMPER WITH LOTTERY RECORDS	CF	162.305	02B	7399	
TAMPER WITH PUBLIC RECORDS	AM	162.305	02A	7399	
TAMPERING WITH CABLE TV EQUIP	BM	164.373		7199	
TAMPERING WITH DRUG RECORDS	CF	167.212		2589	
TELE SOLICIT CHARITY PURPOSE	CM	165.555		5799	
TELEPHONIC HARASSMENT	BM	166.090		5309	
THEFT BY DECEPTION	CF	164.085		2399	
THEFT BY DECEPTION ATTEMPT	AM	164.085	X	2399	
THEFT BY EXTORTION	BF	164.075		2199	
THEFT BY EXTORTION ATTEMPT	CF	164.075	X	2199	
THEFT BY RECEIVING	CF	164.095		2399	
THEFT BY RECEIVING ATTEMPT	AM	164.095	X	2399	
THEFT I	CF	164.055		2399	
THEFT I AGGRAVATED	BF	164.057		2399	
THEFT I AGGRAVATED ATTEMPT	CF	164.057	X	2399	
THEFT I ATTEMPT	AM	164.055	X	2399	
THEFT II	AM	164.045		2399	
THEFT II ATTEMPT	BM	164.045	X	2399	
THEFT III	CM	164.043		2399	
THEFT LOST/MISLAID PROPERTY	CF	164.065		2899	
THEFT OF SERV <100 EFF010110	CM	164.125	05A	2399	
THEFT OF SERV <50 EFF040593-123109	CM	164.125	04A	2399	
THEFT OF SERV <750 EFF040593-123109	AM	164.125	04B	2399	
THEFT OF SERV >10K AT EFF061694-123109	CF	164.125	04DX	2399	
THEFT OF SERV >10K ATT EFF010110	CF	164.125	05DX	2399	
THEFT OF SERV >10K EFF010110	BF	164.125	05D	2399	
THEFT OF SERV >10K EFF040593-123109	BF	164.125	04D	2399	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
THEFT OF SERV >1K ATT EFF010110	AM	164.125	05CX	2399	
THEFT OF SERV >1K EFF010110	CF	164.125	05C	2399	
THEFT OF SERV >750 AT EFF040693-123109	AM	164.125	04CX	2399	
THEFT OF SERV >750 EFF040593-123109	CF	164.125	04C	2399	
THEFT OF SERV 100->1K EFF010110	AM	164.125	05B	2399	
THROW BURNING MATERIAL	UM	476.715		5208	
THROW OBJECT OFF OVERPASS I	CF	166.651		7399	
THROW OBJECT OFF OVERPASS II	AM	166.649		7399	
TOBACCO PRODUCTS FALSE REPORT	CF	323.630	03	2607	
TRADE AGAINST CUSTOMER ORDER	BF	059.780		2699	
TRADEMARK COUNTERFEITING I	BF	167.150		2503	
TRADEMARK COUNTERFEITING II	CF	167.145		2503	
TRADEMARK COUNTERFEITING III	AM	647.140		2503	
TRAFFIC IN STOLEN VEHICLE	CF	819.310		2499	
TRAFFIC VEH W/ALTERED VEH ID	AM	819.430		2499	
TRAFFICKING IN PERSONS A FELN	AF	163.266	1B	6411	
TRAFFICKING IN PERSONS B FELN	BF	163.266	1A	6411	
TRANSPORT HAY UNLAWFULLY	CM	164.815		6299	
TRANSPORT MEAT CARCASS UNLAW	CM	164.863		6201	
TREASON	UF	166.005		0101	
UNAPPROVED VEHICLE WINDOWS	AM	815.090		5499	
UNAUTH USE LIVESTOCK ANIMAL	AM	167.385		6201	
UNAUTHORIZED DEPARTURE	AM	162.175	01A	2411	
UNAUTHORIZED USE VEHICLE	CF	164.135		2411	
UNAUTHORIZED USE VEHICLE ATT	AM	164.135	X	2411	
UNBRANDED FOREST PRODUCTS	BM	532.130		6205	
UNDUE INFLUENCE - ELECTIONS	CF	260.665	02	5999	
UNL POSSESS MJ BY PERS >21 AM	AM	999.017	1	3599	475B.337(2)
UNL POSSESS MJ BY PERS >21 BM	BM	999.017	2	3599	475B.337(3)(b)
UNL POSSESS MJ BY PERS >21 CF	CF	999.017		3599	475B.337(3)(c)
UNLAW DISS INTIM IMAGE FEL AT	AM	163.472	2BX	3705	
UNLAW DISSEM INTIM IMAGE FEL	CF	163.472	2B	3705	
UNLAW DISSEM INTIMATE IMAGE	AM	163.472	2A	3705	
UNLAW DISSEM INTIMATE IMAGE AT	BM	163.472	2AX	3705	
UNLAW LOC WHERE CHILDREN CONG	AM	163.476		3699	
UNLAW POSS OF RENTED MOTOR VEH	CF	164.138		2499	
UNLAW POSS RENT MOTOR VEH ATT	AM	164.138	X	2499	
UNLAW POSSESS FICTITIOUS ID	CF	165.813		2610	
UNLAW POSSESS PERSONAL ID DEV	CF	165.810	08	2610	
UNLAWFUL AIR POLLUTION 1	BF	468.939		6205	
UNLAWFUL AIR POLLUTION ATTEMPT	CF	468.939	X	6205	
UNLAWFUL CONTACT WITH A CHILD	CF	163.479		3699	
UNLAWFUL CONTACT WITH A CHILD ATT	AM	163.479	X	3699	
UNLAWFUL DELIVER MJ ITEM 1 21s5(3)	CF	999.019		3599	475B.346 aka
UNLAWFUL DELIVER MJ ITEM 2 21s5(3)	AM	999.019	1	3599	475B.346 aka
UNLAWFUL DIRECTING OF LIGHT	AM	163.709	02	7099	
UNLAWFUL DISPOSAL OF BODY	BM	146.121		4804	
UNLAWFUL DIST CABLE EQUIP ATT	CM	164.132	X	7199	
UNLAWFUL DISTRI CABLE TV EQUIP	BM	164.132		7199	
UNLAWFUL DISTRIB CIGS A MISD	AM	323.482	2A	5599	
UNLAWFUL DISTRIB CIGS B FEL	BF	323.482	2D	5599	
UNLAWFUL DISTRIB CIGS C FEL	CF	323.482	2BC	5599	
UNLAWFUL ENTRY MOTOR VEHICLE	AM	164.272		2411	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
UNLAWFUL ENTRY MOTOR VEHICLE ATT	BM	164.272	X	2411	
UNLAWFUL ENTRY-CRIME SCENE	BM	146.107		4811	
UNLAWFUL HAIR DESIGN	BM	690.015		7099	
UNLAWFUL INCOME TAX PREPARATIO	AM	673.990		6199	
UNLAWFUL INHALANT USE	BM	167.808	5B	3599	
UNLAWFUL LABEL SOUND RECORDING	CF	164.868		2599	
UNLAWFUL LABEL VIDEOTAPE	CF	164.872		2599	
UNLAWFUL MANUFACTURE CANN PROD	CF	999.030		3599	475B.349
UNLAWFUL MANUFACTURE MJ ITEM 1	CF	999.029		3599	475B.349(3)(b)
UNLAWFUL MANUFACTURE MJ ITEM 2	AM	999.029	1	3599	475B.349(2)
UNLAWFUL MANUFACTURE MJ ITEM 3	BF	999.029	2	3599	475B.349(3)(c)
UNLAWFUL PARAMILITARY ACTIVITY	CF	166.660		7399	
UNLAWFUL POSS OF PHOSPHORUS	AM	475.969	03	5599	
UNLAWFUL POSS OF PSEUDOPHEDRIN	AM	475.973	05A	5599	
UNLAWFUL POSSESSION MJ <21 AGE	AM	999.018		3599	475B.341
UNLAWFUL POSSESSION MJ <21 AGE	CF	999.018	1	3599	475B.341(3)
UNLAWFUL POSSESSION OF LIQUOR	AM	471.478		4102	
UNLAWFUL PURCHASE SECURITIES	BF	059.127		7399	
UNLAWFUL RECORD PERFORMANCE	CF	164.869		2599	
UNLAWFUL SEXUAL PENETRATION I	AF	163.411		1199	
UNLAWFUL SEXUAL PENETRATION II	BF	163.408		1199	
UNLAWFUL SIGNING PETITION	CF	260.555	3	2699	
UNLAWFUL SUBLEASE OF VEHICLE	AM	822.090		2699	
UNLAWFUL TAKING OF GAME MAMMAL	AM	498.002		6201	
UNLAWFUL TRANSPORT METAL PROP	CM	164.857		7199	
UNLAWFUL TREE SPIKING – INJURY	BF	164.886	03	6205	
UNLAWFUL TREE SPIKING – MISD	AM	164.886	04	6205	
UNLAWFUL TREE SPIKING	CF	164.886	02	6205	
UNLAWFUL USE GPS DEV MISD ATT	BM	163.715	2A X	5799	
UNLAWFUL USE GPS DEVICE FELN ATT	AM	163.715	2B X	5799	
UNLAWFUL USE GPS DEVICE FELN	CF	163.715	2B	5799	
UNLAWFUL USE GPS DEVISE MISD	AM	163.715	2A	5799	
UNLAWFUL USE OF GROUND WATER	UM	537.535		6205	
UNLAWFUL VEHICLE SALVAGE	AM	819.040		7199	
UNLAWFUL WATER POLLUTION 1	BF	468.946		6205	
UNLAWFUL WATER POLLUTION 2	AM	468.943		6205	
UNLAWFULLY SELL SECURITIES	BF	059.115		7399	
UNREGISTERED SECURITIES	BF	059.055		7399	
USE CHILD DISPLAY SEX ACT	AF	163.670		3699	
USE CHILD DISPLAY SEX ACT ATT	BF	163.670	X	3699	
USE CONTRACTORS LIC W/O AUTH	AM	701.990	02	2699	
USE INVALID OPERATORS LICENSE	AM	807.580		2604	
USE MACE, TEAR GAS, STUN GUN	CF	163.213		5299	
USE MACE/STUN GUN/TEAR GAS	AM	163.212		5299	
USE MINOR DRUG OFFENSE	AF	167.262		3599	
USE MINOR DRUG OFFENSE AT	BF	167.262	X	3599	
USE MINOR DRUG OFFENSE MISD	AM	167.262	02B	3599	
USE SLUGS UNLAWFULLY	BM	165.047		2307	
USING ANOTHER'S DRIVER LICENSE	AM	807.600		2699	
VEH ASSAULT OF BICYCLIST/PED	AM	811.060		5499	
VIDEOTAPE RECORDING UNLAWFUL	BM	164.875		2599	
VIOL PRES DRUG LAW - SCH IV/V	CM	475.993	02D	3599	
VIOL PRESC DRUG LAW - SCH I	CF	475.914	02A	3599	
VIOL PRESC DRUG LAW - SCH I	CF	475.993	02A	3599	
VIOL PRESC DRUG LAW - SCH II	AM	475.914	02B	3599	

CRIME	CLASS	ORS #	SUB	NCIC	ALPHA ORS
VIOL PRESC DRUG LAW - SCH II	AM	475.993	02B	3599	
VIOL PRESC DRUG LAW - SCH III	BM	475.914	02C	3599	
VIOL PRESC DRUG LAW - SCH III	BM	475.993	02C	3599	
VIOL PRESC DRUG LAW - SCH IV/V	CM	475.914	02D	3599	
VIOLATE WILDLIFE LAW-FELONY	CF	496.992	03	6299	
VIOLATE WILDLIFE LAW-MISD	AM	496.992	01	6299	
VIOLATE WILDLIFE LICENSE	AM	497.075		7399	
VIOLATION - WILDLIFE	UM	496.162		6299	
VIOLATION TAXIDERMY LICENSE	UM	497.238		7399	
VIOLATION/FAIL STANDARDS LAND	UM	527.710	1B	6299	
VOTE COUNTING - ILLEGAL ACTS	CF	260.645		5999	
VOTING WHEN NOT ENTITLED	AM	260.695	4	5999	
WEAP DISCHARGE/THROW AT TRAINS	AM	166.635		5213	
WEAPON - CARRY CONCEALED	BM	166.240		5202	
WEAPON - SLUGGING/STABBING	AM	166.510		5299	
WEAPON DISCHARGING AT AIRPORT	AM	166.638		5299	
WEAPON POSSESS ATTEMPT -INMATE	BF	166.275	X	5299	
WEAPON POSSESS UNLAWFUL ATTMPT	BM	166.250	X	5212	
WEAPON POSSESSION - INMATE	AF	166.275		5299	
WEAPON USE UNLAWFUL	CF	166.220		5213	
WEAPONIZED UNMAN AIR INJ ATT	CF	837.365	2C X	5212	
WEAPONIZED UNMAN AIR INT ATT	AM	837.365	2BX	5212	
WEAPONIZED UNMAN AIRCRAFT ATT	BM	837.365	X	5212	
WEAPONIZED UNMAN AIRCRAFT INJ	BF	837.365	2C	5212	
WEAPONIZED UNMAN AIRCRAFT INT	CF	837.365	2B	5212	
WEAPONIZED UNMANNED AIRCRAFT	AM	837.365		5212	
WEAPON-REGISTER CONCEALABLE CF	CF	166.420	09	5202	
WEAPON-REGISTER CONCEALABLE/AM	AM	166.420	03C	5202	
WRECKING BUSINESS OFFENSE	AM	822.135		7199	
WRONGFUL CLAIM FOR PAYMENT	CF	411.675		2699	
WRONGFULLY ACCEPT PAYMENT	CF	411.690		2699	

OPS CHAPTER 7
Modifying Offender Records

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

NOTE: VINE Q-Delta – If you (your agency) plan to do 30 or more movements in one batch, email Saydyie DeRosia (saydyie.l.derosia@doc.state.or.us). This will allow her to know why notifications for VINE have stopped if a Q-Delta occurs.

7.1 OUTCOUNT RETURNS

Step 1- "Community Corrections Admission" screen:

- From the Main Menu choose either the '**CC Abscond Return Process**' or the '**CC Admissions Process**'. This will bring up the "Community Corrections Admission" screen.
- Type offender's SID # on "Offender" field, press enter to bring offender to screen.
- Enter Admission Date /Time (military time i.e. 1500) fields. Admission date is outlined in the chart below depending on the outcount type.

Outcount Status	Admission Date
ABSC/WARR/ESCA	**Probation** • When an offender is arrested in Oregon, you should return from abscond outcount using the date the warrant is served/cleared. • When an offender is arrested out of state, you should return from abscond outcount using the date the warrant is served/cleared. • Look in eCourt for guidance as to your next steps. Some probation warrants will clear out of state and that is the date you'll use to return from abscond; some won't clear until they return; some will clear and be immediately reissued. **Local Control (LC) PPS** • Arrested: Date warrant is cleared. LC PPS cases- If arrested in another State, the admission date is the day they return to Oregon, not the date the warrant is cleared. INOP time accrues until they enter Oregon. • Warrant is recalled or rescinded: The date the Local Supervising Authority (LSA) recalls or rescinds the warrant. o LC PPS cases- If arrested, INOP time is added. If withdrawn or rescinded prior to arrest it is at the LSA's discretion whether or not to add INOP. o Probation cases- INOP is not applied to probations. • Quashed warrant– The Warrant is removed completely and any reference to it should be as well. Delete ABSC/WARR closure from CIS. See OPS chapter 10- Deleting admission portion of housing/location records. LC PPS- INOP time is not applied.

	Board PPS • Arrested in Oregon: The date of arrest; INOP time accrues until they are arrested. • Arrested in another State: The date the offender returns to Oregon. INOP time accrues until they enter Oregon. For offenders whose Oregon Bd warrant is cleared, the Board will add INOP in two phases: from warrant issue to warrant cleared; then from warrant cleared to extradition return. NOTE: Do not return from ABSC in CIS until they are back in Oregon. • Withdrawn warrants: The date the Board withdraws the warrant. If arrested, INOP time is added. If withdrawn or rescinded prior to arrest INOP will be added unless the PO articulates why it should not, or unless the Board deems it should not. • Quashed warrant – The Warrant is removed completely and any reference to it should be as well. Delete ABSC/WARR closure from CIS. See OPS chapter 10 – Deleting admission portion of housing/location records. INOP time is not applied.
IMMI	Date PO is notified Offender is back in the US Note: Verify IMMI status with ICE.
PSRB	This is determined by the PO; PO has discretion to return the person from outcount if they are actively supervising person regardless of housing.
UNSU	Date from reactivate PPS Parole Board order (Board action date)
CMPO	Date Offender reports to PO either by phone or in person as listed on Notice of Arrival
INPR/UNSU-Local Control	Date the Return to Active Supervision form was signed (Form to be completed by PO and signed by Supervising Authority or Director)
REVP	Date Offender is released from Federal Institution
INAC	Date Offender is released from out-of-state institution

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

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

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

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

 Post admission status.

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

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

Step 2 – “Work with Offenses” screen:

- Press enter to the “Work with Offenses” screen.

- Check offenses
  - Modify if needed. Reminder: Add INOP time if appropriate to local control cases if status is PPS/LC. (see OPS Chapter 16 for instructions on adding INOP time).
- Press enter.

Step 3 – 'Offender Print' screen:

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

Step 4 – Modify EPR in LEDS.

- Modify EPR's RTP field to match current status in CIS.
- Update DOE field if needed.
  - FOR PV PENDING cases:
    - If case(s) have a probation violation hearing pending and are past their max date on the only cases supervised, change RTP field to PVP- Comm. Corr. Offender-Violation Pending. (CBC)
    - Change the DOE field to reflect a date in the future to allow enough time for the hearing to occur. How far out this is pushed is a county-by-county decision. (CBC)
    - Add "PV Pending" to beginning of MIS field. (CBC)
  - FOR PPS ABSCOND RETURN cases:
    - While you wait for INOP to be added in CIS so a new max date is determined, if necessary, extend the DOE in LEDS to ensure the EPR doesn't purge while you are waiting to get the correct new max date.
- For CMPO returns, modify EPR eliminating any reference to offender being on compact status in another state.

Step 5 –Check the Fee Screen to make sure the Fees are billing correctly per your county practice. (refer to Supervision Fee Manual)

7.2 ADDING AN OFFENSE

NOTE: 7.2 gives instruction for adding a new probation sentence. If you need to revoke a probation sentence and add a local control sentence, or add a new local control sentence, please see OPS Chapter 15.

DO NOT ADD THE FOLLOWING TYPES OF OFFENSES:

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

Step 1- Support Staff menu choice: Please only use #3 "Admissions" from the support staff menu when you are doing an admission; for modifications the best choice is either #5 "CC Court Orders Process" or #6 "CC Support Data Entry/Update."

Refer to OPS Chapter 2.24 steps 9-11 for adding offenses, adding conditions, and printing kardex instructions. NOTE: If you are entering a Bench Probation

converted to Formal Probation please see OPS chapter 2- Admitting cases converted from Bench to Formal Supervision.

Step 2 - Modify EPR.

Please refer to WebLEDS or LEDS2020 manual for instructions. Chapter 5 of this manual will give you a broad understanding of what needs to be entered.

- If the new offense added has a longer expiration date than original crime(s), go to LEDS and modify DOE field.
- If entering a Felony offense and previous RTP field was CND, MPR, FMP, DIV, or MPA modify RTP to FPR.
- RTP in LEDS should reflect the offender's highest sentence in CIS. How to determine what is the highest status? In order of highest/most serious sentence status to lowest:

  Temporary Leave – TPL
  Felony Local Control - FLC (for the time they are serving the LC sentence)
  Compact Parole – CPA
  Parole or Post-Parole– FPA
  Post-Prison Supervision – PPS
  Compact probation - CPR
  Felony probation – FPR*
  Felony treated as misdemeanor – FMP*
  Misdemeanor probation – MPR*
  Conditional Discharge/Diversion – CND/DIV (equal weight – CBC)

  *PVP – probation violation pending – would be used to replace one of these three statuses only (CBC)

7.3 CLOSING A SINGLE OFFENSE LINE

Step 1- Support Staff Menu choice: Please only use #3 "Admissions" from the support staff menu when you are doing an admission; for modifications the best choice is either #5 "CC Court Orders Process" (suggested below) or #6 "CC Support Data Entry/Update." NOTE: these instructions are for when a docket closes and no other sentence lines will be added to it.

- Select the 'CC Court Orders Process' from your main menu.
- This opens the 'Work with Offenses" screen.
- On the offense you're closing, check conditions for Restitution (SC7)/Compensatory Fine and/or Community Service. Update/make payments to conditions if applicable. Refer to **OPS chapter 18- Condition Tracking** for further instructions.
- From the 'Work with Offenses' screen put a "2=Change" on the appropriate open sentence line that needs to be closed.

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

 Offender: 1234567 OFFENDER, TEST          Record key:
 Status:   PostPrison/BRD       MTGR Multnomah Gresham Office
              DNA Collection Required             OISC migr date...
 Enter option...                                  Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    03    001138669/01 MULT         POS SUB CF    475.992 04B   Y    Y
       00   P FPR      11/27/2000   000-027-000   02/26/2003    02/26/2002 VIOL
       00   L F        02/26/2002   000-006-000   08/25/2002    08/25/2002 EXPI
    04    001138669/02 MULT         THEFT II      164.045       N    Y
 2     00   P MPR      11/27/2000   000-027-000   02/26/2003
    05    PPSVSANC     MULT         PPSV SANC     144.108       Y    N
       00   L          01/04/2002   000-000-120   05/03/2002    05/03/2002 EXPI


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

- Press enter; this will bring you to the “Sentence Data” screen.
- Tab down to “termination date” field, to determine termination date use the following:
  - EARL, BNPB, CRTR, RTNS, ABEX, VACA, APPE, DISM, ACQT, USAP – use the date of proceeding on the court order
  - EDIS – use the date the Supervisory Authority/supervisor signs the EDIS closure form
  - EXPI – use the CIS max date
  - UNSU – the date the PO requests unsupervised status from the Board or LSA
  - COMP – used when the incoming Compact case(s) has not reached its max date, but we no longer supervise; use date on Compact Closure Notice
  - DISC – use the date on the Board’s Parole Discharge paperwork
  - INPR – use the date on the INPR order that your PO provides
- Tab to “termination code” field.
- Enter appropriate closure code (F4=Prompt for list or refer to **OPS chapter 8.18 - Sentence Closure Codes**).

```
OPS235I             Corrections Information Systems (TEST)             9:33:31
 MCCARTHY                        Sentence Data                          9/15/05
                                                                 CHANGE
 Offender............ 1234567 OFFENDER, TEST
 Status.............. PostPrison      MTGR
 Offense/Sentence.... 04 001                Court Case.......... 001138669/02
 Sentencing Guid..... N                     County.............. MULT
 ORS................. 164.045      THEFT II   AM THEFT II

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

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

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

- Press enter to process. You will get message “**record updated**.” Conditions will move to Expired Conditions Table.

- Press enter, that will take you back to the "Work with Offenses" screen.
- **Repeat these steps for each offense that needs to be closed.**
- If closing individual sentence(s) causes you to get the message "**Status does not match offenses. Correct offenses of F13=change status**." do an F13 and use the date and time used to close the sentence that caused the status change.
- Update EPR - RTP, DOE, offense information, and conditions as needed.

NOTES:

1) If your county includes special conditions on your EPRs, check EPR and remove all special conditions that no longer apply due to offense being closed.
2) Expired Offense Conditions still showing on Kardex: Prior to July 1, 2003, our policy was to delete all conditions when an offense line was closed, thereby removing them from the kardex. Now, they are automatically sent to a subset table. Occasionally you will see conditions show up on a kardex from an old offense. Two ways to remove these conditions.
   a) If offense was closed prior to 7/1/2003, then put an 8 for conditions on the offense line of the old offense to see if any conditions were not deleted originally. If so, put a 4 on condition line to delete, press enter.
   b) If the offense was closed after 7/1/2003, then remove the closure date and code to reopen the offense. Once reopened, close the line with the same closure date and code, this will cause any conditions to go to the subset table.

Step 2 – Press enter repeatedly (or F10 or F11-3-K) to the "Offender Print" screen; put a "5" on option line to print kardex.

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

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

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

- On the "**Work with Offenses**" screen, enter SID # on "Offense line."
- Press enter to bring offender to screen.
- If appropriate offenses are not closed to "POST, AIP or SUMM" already, contact OISC DLOISCPTA@doc.oregon.gov to close the "I" lines before proceeding. **NOTE: OISC should have the "I" lines closed no later than the next business day after the completion of the T/L.**
- Check offenses with parole/post prison order.
  - You can retrieve the PPS order either from CIS from the support staff menu option 48, which will allow you to email the order to yourself; or you should be able to find the PPS order in OMS under the release planning module.
  - If you do not have a PPS order, use Option '5=Display on the "I" line for PPS length. It is located in the upper center of the screen. When you get the PPS order, verify the docket/sentence data, PPS length and add conditions. The signed PPS order needs to be sent to the Board @ Orders.BOPPPS@paroleboard.oregon.gov
- After "I" lines are closed to POST, AIP, or SUMM, add "O" line.

- Put a “7=Add sentence” on appropriate offense line (matching docket #’s from PPS order), press enter. This will take you to the “Sentence Data” screen.

Adding O Line Example: 7=add sentence

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

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

- Put an “O” (not zero) on the “Sentence Type” line.
- Fill in the begin date (this is the same as the release date taken from the PPS order. If you do not have a PPS order, use the latest offense termination date to POST or AIP.)
- Fill in the sentence length taken from the PPS order or from 5= display screen, press enter.
- You will get the message “**record updated**.”

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

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

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

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

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

- Repeat this step for each offense.
- If the **Max sent date** does not match the PPS order expiration date, investigate why it does not match and if you have determined the order appears wrong, contact the Board.

- Enter back to ‘Work with Offenses’ screen.
- Add conditions to each offense where “O” lines were added. (Refer to OPS chapter 18-Condition Tracking) **NOTE: If Compensatory Fine is listed on PPS order under SC10, use the probation condition of CMPF (compensatory fine).** If the offender had ST or LV 7 (restitution), make sure the Board PPS order has SC07; and then remember to make your leave condition (ST/LV) non-trackable when you add your SC07, so it’s not counted double and shows up on a clean-up list.

- Enter back to 'Work with Offenses' screen.
- Check to make sure "SANC" code has been entered. There should be a "Y" on the offense line under "SANC" column.
- If no "SANC" code has been entered, enter by typing a "2=Change" on "Offense Line," press enter. This will take you to the "Docket and Offense Description" screen, type "SANC" in "Sanction Status" field
- Press enter to return to "Work with Offenses" screen. You will get a message "Status does not match offenses. Correct offenses or F13=change status"

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

Step 2 – Status Change from "Work with Offense" screen:

You have two choices to fix the status
***Either** use F13=Change Status **~or~** press enter to use the "Offender Release" process*

- **Status Change Using "F13"**
  - Press F13, a window will appear. Enter in the "Release Date" (taken from Post-Prison Order - same as Physical Release Date) in the Movement Date field. Enter a time in the Movement Time field. Make sure current status and derived status are correct and make changes to the w/w offense screen if necessary so that the derived status is correct; press enter.
  - Use F14=Recalculate at this time to recalculate sentences to make sure status reads correctly (PostPrison/BRD).
  - Admission is automatically processed when "releasing" to a new status.
  - Press enter twice to take you to the "Movement History/Maintenance" screen where you can check to make sure the entry is correct.

- **Status change using "Offender Release" screen**
  - Enter past w/w offense screen to get to the "Offender Release" screen
  - On the "Offender Release" screen, enter in "Release Date" (taken from Post-Prison Order – same as Physical Release Date),
  - Tab to "Time" field, enter time in military format
  - Tab to release "Type Code" field and put in "POST."
  - Tab to "Release to Location" field and put in your county/office 4-digit code (i.e. MTEA, MTGR, BAKR, COOS).
  - Press enter to process.
  - Use F12 to go back to the 'Work with Offenses' screen and use F14=Recalculate at this time to recalculate sentences to make sure status reads correctly (PostPrison/BRD).
  - Admission is automatically processed when "releasing" to a new status.
  - Press enter twice to take you to the "Movement History/Maintenance" screen where you can check to make sure the entry is correct.

Offender Release Screen Example

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

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

 Release to location. MARI


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

Movement History Example

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

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

Step 5 – Go to LEDS to make appropriate changes (refer to EPR Steps, OPS Chapter 5, "Modifying an EPR").

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

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

7.5 EXTENDING A PROBATION SENTENCE

Note: This is done by the supervising office, including F8 notes. If offender was convicted in your county and supervised in another county, send order to supervising county so they can do the data entry.

Step 1 – "CC Court Orders Process" screen:

- From the Main Menu, choose "**CC Court Orders Process**" on the selection line, press enter. This will bring up the "**Work with Offenses**" screen.
- Type offender's SID # on "Offender line," press enter to bring offender to screen.

- Tab down to the appropriate docket #, then on the sentence line of that docket # (MPR, MDV, FPR, FMP etc.), put “2=Change”, press enter this will bring up the “Sentence Data” screen.

Extending Probation Sentence Example 1

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

 Offender: 1234567 OFFENDER, TEST                  Record key:
 Status:   Probation            MTNO Multnomah North Office
             DNA Collection Required
 Enter option...                                   Custody cycle....  2
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    030231154/01 MULT         ID THEFT      165.800       Y    Y
       00   P FPR      09/19/2003   000-024-000   09/18/2005    09/18/2005 EXPI
    02    030431988/01 MULT         ID THEFT      165.800       Y    Y
2      00   P FPR      01/12/2004   000-018-000   07/11/2005
    03    030733392/01 MULT         ID THEFT      165.800       Y    Y
       00   P FPR      01/12/2004   000-018-000   07/11/2005
    04    040934908/11 MULT         ID THEFT      165.800       Y    Y
       00   P FPR      01/27/2005   000-018-000   07/26/2006

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

- Tab down to the “sentence length” field and change appropriately (if Court Order extends in years, add to year field or if extension is in months, add to month field) information is taken from extension order. The total will be what is entered in the “sentence length” field. **If you need assistance in calculating the dates, use the Date Calculator found under F11-2-(whatever letter accesses the date calculator).**

Extending Probation Sentence Example 2

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

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

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

- Press enter to process change, you will get message “**record updated**.”
- Repeat this for each offense that needs to be extended**.**
- Press enter to go back to the “**Work with Offenses**” screen.
- Make F8 Note:
  - Press ‘**F8=Note’**, this will take you to “**Offense Note**” screen.
  - Press ‘**F6=Create**” to make an F8 note.

- Be sure to include: County, case number, date of PV judgment, and what was ordered.
- Press enter to process; you will receive the message "**Note entry record added**".
- Press enter twice to return to "Work with Offenses" screen.

NOTE: For all sentence length changes make an "F8=Note"

F8 Note for Extending Probation Sentence Example

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

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

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

Step 2 – Go to the "Offender Print" screen (Either F11-3-K or F10 or press enter repeatedly); put a "5" on option line to print Kardex.

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

- Update DOE if applicable.

Step 4 - Remember to Check the Fee Screen to make sure the Fees are billing correctly.

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

When an offender has served the minimum period of active supervision as authorized in OAR 291-206-0015(5), and has satisfactorily completed all special conditions, the offender can be moved to Inactive Probation (INPR) or Unsupervised Post-Prison Supervision (UNSU).

To be eligible for Inactive Probation (INPR) the crime for which the offender is supervised must have been committed on or before June 30, 2011. Crimes committed after that date are not eligible for INPR status. Each county office is responsible for ensuring the crime date and all other criteria has been met before moving an offender onto Inactive Probation or Unsupervised Post-Prison Supervision.

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

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

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

OR

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

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

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

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

Temporary Line Closure Example 1

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

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

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

Temporary Line Closure Example 2

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

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

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

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

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

Body Closure Example

```
HEMMAND                     Work with Offenses                        6/23/1

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

7.7 CONDITIONAL DISCHARGE/DIVERSION REVOKED/CONVICTED TO PROBATION

When a conditional discharge or diversion is revoked and the offender is given probation, follow these steps outlined below. When a conditional discharge or diversion is revoked and no probation is ordered, follow steps in OPS Chapter 8,

section 8.12 for closing to RTNS (felony) or CRTR (misdemeanor). Note: Conditional discharge cases can be sentenced after expiration date.

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

- This will take you to the "**Work with Offenses**" screen.
- On "Work with Offenses" screen, put "2=Change" on the sentence line, press enter, this will take you to the "Sentence Data" screen,
- Tab down to term date.
- Put proceeding date of revocation judgment found on court order in the term date field.
- Put in CONV as term code, press enter twice back to "Work with Offenses" screen.
- Put cursor on the docket line, put "7=Add Sentence" and press enter. This will take you to the "Sentence Data" screen.
- Add Sentence Type P=Probation.
- Add begin date. **The Begin date is the date the conditional discharge is converted to supervised probation aka conviction date**
- Add sentence length. Sentence length is taken from the Order. Press enter.
- Press enter again to return to the "**Work with Offenses**" screen.
- On the docket line put a 2 = change and press enter.
- Add the conviction date in appropriate field. Press enter.
- Press enter again to return to the "**Work with Offenses**" screen.
- Use "F13=Auto Change" to change status to Probation, using date of court order.
- Press enter – this will take you back to the "Work with Offenses" screen.
- F14 to re-calculate.

Step 2 –Add Conditions

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

Step 3 – Print a Kardex.

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

Step 4 – Go to LEDS to modify DOE and RTP fields (refer to EPR Steps, Modify an EPR in OPS Chapter 5).

7.8 CONDITIONAL DISCHARGE REVOKED/CONVICTED DIRECTLY TO LOCAL CONTROL

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

7.9 ADDING A SECOND "P" (OR COMPACT "I") LINE

Historically when an offender's probation closed to BNPB or COMP and the offender was later returned to formal supervision on the same case, we removed the sentence line closure date and code to continue supervision. In efforts to make data more readable and retain historical information of supervision, OACCD has approved the following change: for return from bench or compact, keep the original sentence line closed to BNPB or COMP and open a second P (or Compact I) line below the first. This practice has already been in place for sentences closed to due appeal/resentencing.

Parameters regarding adding a second P (or Compact I) line:

Appropriate situations:

- Probation conviction has been reversed and remanded by the Circuit, Appellate, or Supreme Court and returned to Circuit Court for resentencing.
- Incoming Compact, either parole or probation (P or I lines), was returned to the sending state (or otherwise closed to COMP) and the offender has come back to Oregon to resume supervision on the same docket(s).
- Supervised probation was closed to bench (BNPB), and the case has been returned to formal supervision by the court.

Rules for use:

- First P (or Compact I) line must close to RSNT, COMP, or BNPB.
- Second P (or Compact I) line must match case number and count number and crime must remain the same.
- Movement must appear in movement history to correspond with sentences (except for incoming Compact who goes to Oregon prison – there will be no RCOM movement for those, but the prison movement would substitute).
- When restitution or a compensatory fine is still owed on the case and is being added as a condition to the second P line (incoming Compact would not have trackable restitution or compensatory fines), make the discontinued REST or CMPF conditions from the initial P line non-trackable. Use the same general practices outlined in section 18.3 (except you would continue to use the REST code for restitution as this would still be a probation case).
- When there is a discrepancy in dates between the movement screen and the offense screen, an F8 note is recommended to explain.

7.10 ORDER RECEIVED THAT CHANGES A SUPERVISION TERM AFTER IT HAS ENDED

Occasionally you may receive a court order that changes a supervision term after it has already ended. Don't make any changes to the offense lines themselves because the lines accurately reflect what actually occurred from a supervision perspective: we supervised that case as originally ordered until expiration. Our policy is to leave the lines as they were and add an F8 note.

Some examples of situations that would fall under this policy:

- Conditional Discharge term has ended, court later convicts and sentences to bench probation or a straight jail sentence

- Conditional Discharge term has ended, court files an Order of Dismissal
- Supervised Probation was converted to Bench, court later extends the Bench probation or revokes to a straight jail sentence
- Conviction was appealed and overturned or modified after supervision term has ended and doesn't result in a return to formal supervision

Some examples of situations that would not fall under this policy:

- Conditional Discharge term has ended, court later files a PV and extends the term of supervised probation (follow steps in chapter 13)
- Felony probation has ended, and the court issues an order reducing the conviction to a misdemeanor (follow the steps in section 12.10.2)

7.11 PV PENDING ON A CASE THAT IS PAST ITS MAX DATE

When a case has reached its max date but has a probation violation hearing pending, DOC recommends that no supervision activities occur in connection with these cases until the PV has been resolved. This is a county-by-county decision – check with your Director or County Counsel to determine if your agency will continue supervision past expiration on PV pending cases. A service request has been submitted to create a temporary line closure code and an outcount code. We will not be making changes to the offense line or status until these codes are available for use (with one possible exception; see the third paragraph in this section). At this time, it is also a county-by-county decision as to what to do with the EPRs for these offenders: your county may keep a standard EPR active, may keep a "shell EPR" that removes conditions and PO contact info, or may cancel it completely until the PV has been resolved.

Your agency may consider the suggestion to move all "PV pending" clients to a separate caseload so they aren't supervised inadvertently. For offenders who fall into this category but remain on active supervision for other cases, your POs will want to be very careful not to use the pending PV case number for sanctions during this time.

Some courts may issue an order to extend or continue active supervision until the next PV hearing date. These orders may give a specific date to extend probation to, or they may be somewhat vague (for example, "probation extended to next hearing date"). If the order to extend offers a specific time frame or date for extension, use the language of the order to determine the date to which you'll extend the offense line. If the order you receive is ambiguous or vague regarding a new expiration/extension date:

- Update the max date on the offense line to match the date of the next scheduled PV hearing (and make an F8 note).
- If that hearing date comes and goes without adjudication and without another date being set (because the offender failed to appear), leave the last scheduled PV date as the max date and move to abscond using the date of the FTA warrant.
- If the court continues to set over and schedule new hearings, and issues a new order to extend or continue each time, you'll continue to update the max date on the offense each time to the new hearing date until adjudication has occurred.
- Remember to update the DOE on the EPR each time you extend the max date to keep it from purging out of LEDS.

OPS CHAPTER 8 – Closing Offender Records in CIS

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

NOTE: VINE Q-Delta – If too many releases (any type of closure permanent or temporary) are processed in CIS between VINE notifications, the VINE system will alert and prevent all notifications from going out until the Q-Delta alert has been manually reviewed. If you plan on entering 30 or more closures in one day (or if your office as a whole plans to process 30 or more in one day), email Saydyie DeRosia at DOC (saydyie.l.derosia@doc.state.or.us). This will allow her to know why notifications for VINE have stopped if a Q-Delta occurs.

8.1 ABSCONDS/WARRANTS

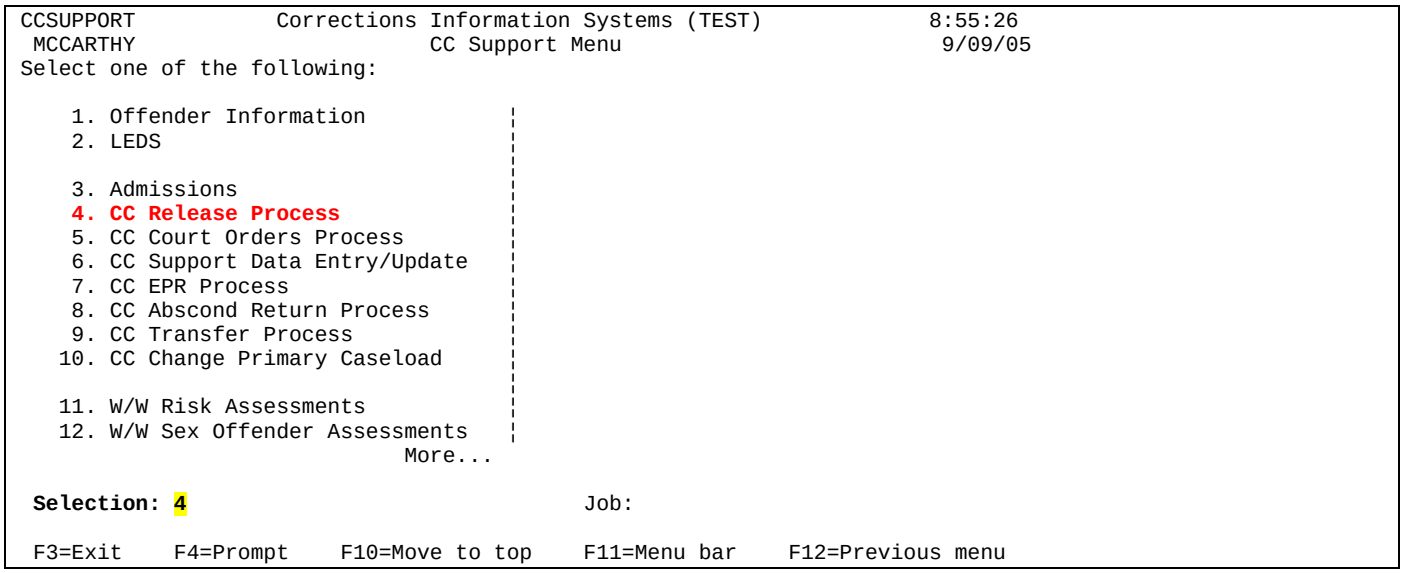
ABSC vs WARR –

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

WARR is used to change offender's status to outcount (WARR) when another agency (judge) issues a warrant for non-compliance just prior to the close of supervision. (OACCD definition) Examples are because the offender hasn't paid fees, or is non-compliant with conditions of supervision, like failure to complete community service. This warrant can be issued at any time during supervision. Client is still available for supervision and continues to report to their PO as directed.

Use the CC RELEASE PROCESS on your main menu:

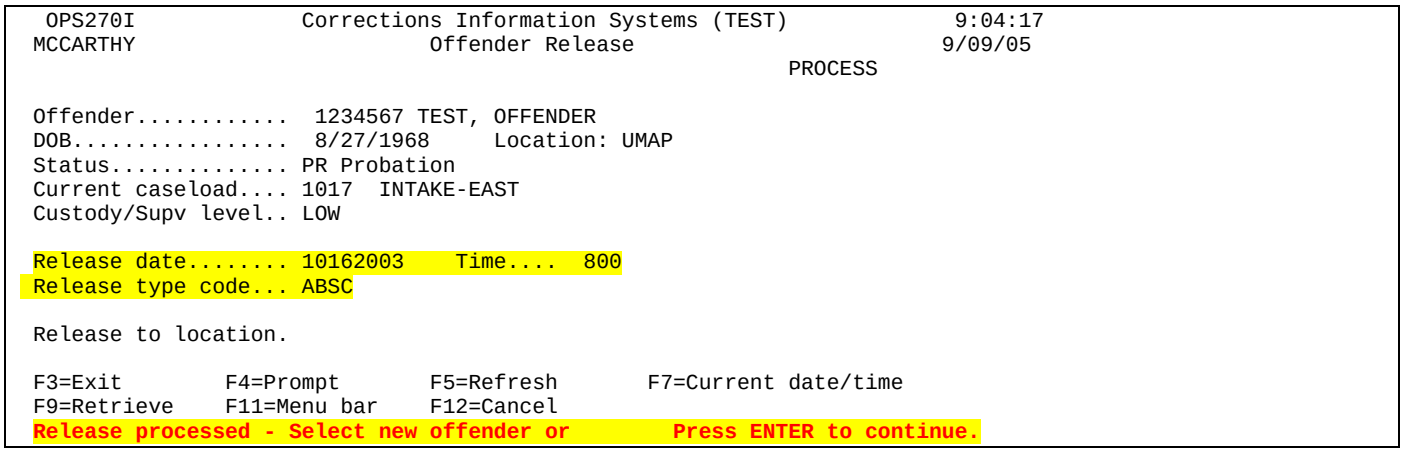
Step1 – Type a '4' CC Release Process on the selection line and press enter. This will take you to the 'Work with Offenses' screen.



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

NOTE: The FTR (Fail to Report) designator was created as some county directors wanted to know how many offenders just didn't report vs. leaving the area, absconding. This is a decision made by your director whether to use or not. Some counties may use this for other purposes related to warrants/absconds as well.

NOTE: The PSC score must match the current cycle and status in order to close to Abscond. If it does not match you will be blocked from completing the closure and a new PSC score will need to be created before you can continue.



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

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

NOTE: Beware of processing too many releases/closures on one day as this can trigger a Q-Delta alert for VINE. Please see note at beginning of chapter for more information.

8.1.1 Citation to Appear Warrants: A PO can request a Cite to Appear warrant for an offender on PPS or Parole; if the offender is contacted by law enforcement, they will be provided with a directive to report to their PO within 72 hours. We do not move to ABSC on a cite to appear warrant unless and until it is upgraded to a regular warrant.

8.1.2 ABSC/REVP Scenerio: An offender is on county probation and federal probation. The offender absconds supervision. Both authorities issue warrants. The offender is picked up on the federal warrant and sent to federal prison. The county warrant is still active. Six months after the offender is in federal prison the Court recalls the county warrant. When the warrants were issued you put the offender out to abscond. You leave the offender on abscond status until the date the court recalls the county warrant. Release to REVP as of the date the warrant is recalled as long as the offender in federal prison has been convicted and is serving a federal sentence. We do NOT move to REVP for those awaiting sentencing in federal custody.

8.2 PERMANENT FILE CLOSURES FOR PROBATION & PPS

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

If an offender receives a new institution incarceration sentence on the same day that all other offenses expire, if there is a gap (at least one day) between offense closure and admission to the institution, this is two separate cycles. If the offender is admitted to the institution on the same day as conviction (and closure of all other sentences) then it is the same cycle.

If you have not closed your offenses timely before the institution admits, but the offense closure dates are at least one day prior to the institution admission date, you will need to submit a ticket to CCSUN for the cycles to be split.

NOTE: For Board-controlled offenders, the Board will send a Certificate of Expiration after the longest running PPS case expires. Do not close the body or the longest running PPS case until the Certificate of Expiration is received. All other sentences lines should close timely and do not need notification from the Board.

NOTE: For LC controlled offenders you will need documentation that approves the closure (an LSA closing certificate or something else written from the LSA or designee).

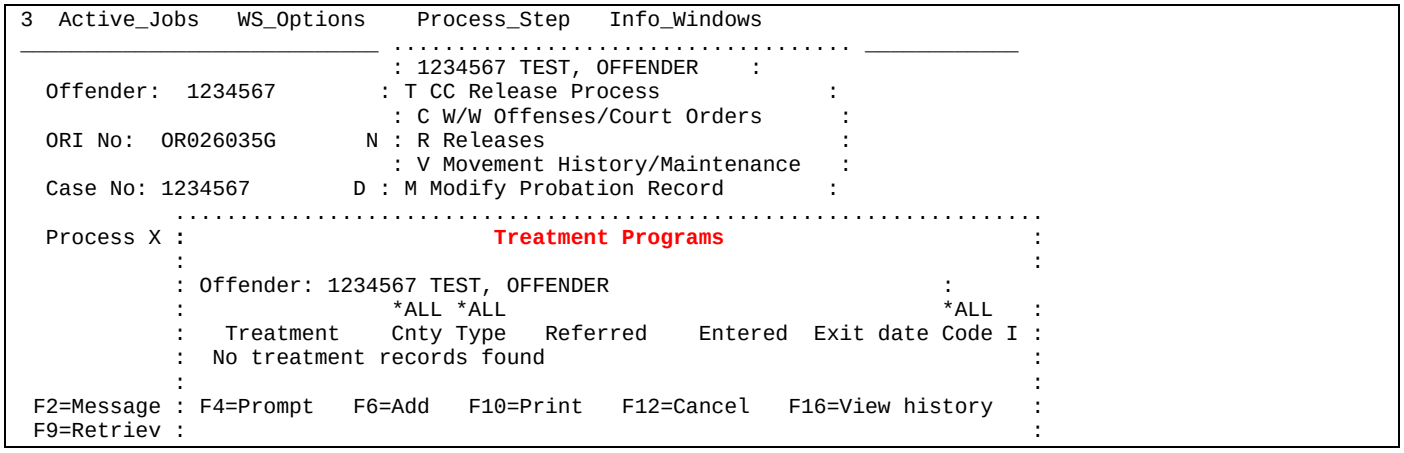
NOTE: For incoming Compact cases, you must receive a Case Closure Notice Response from the sending state.

From the CC RELEASE PROCESS on your main menu:

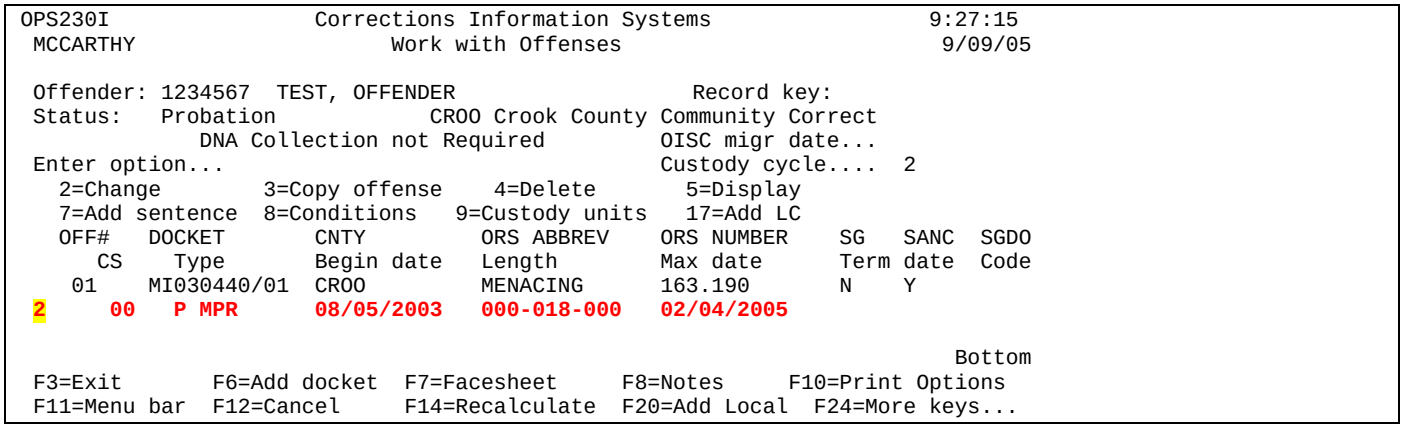
Step 1 – On 'Work with Offenses' screen, type SID # on 'Offender' line, press enter to bring offender to the screen.

Check for Restitution (SC7)/Compensatory Fine/Community Service condition before processing. Refer to 'Steps to Condition Tracking' in chapter 18 of the OPS manual for instructions to update these amounts.

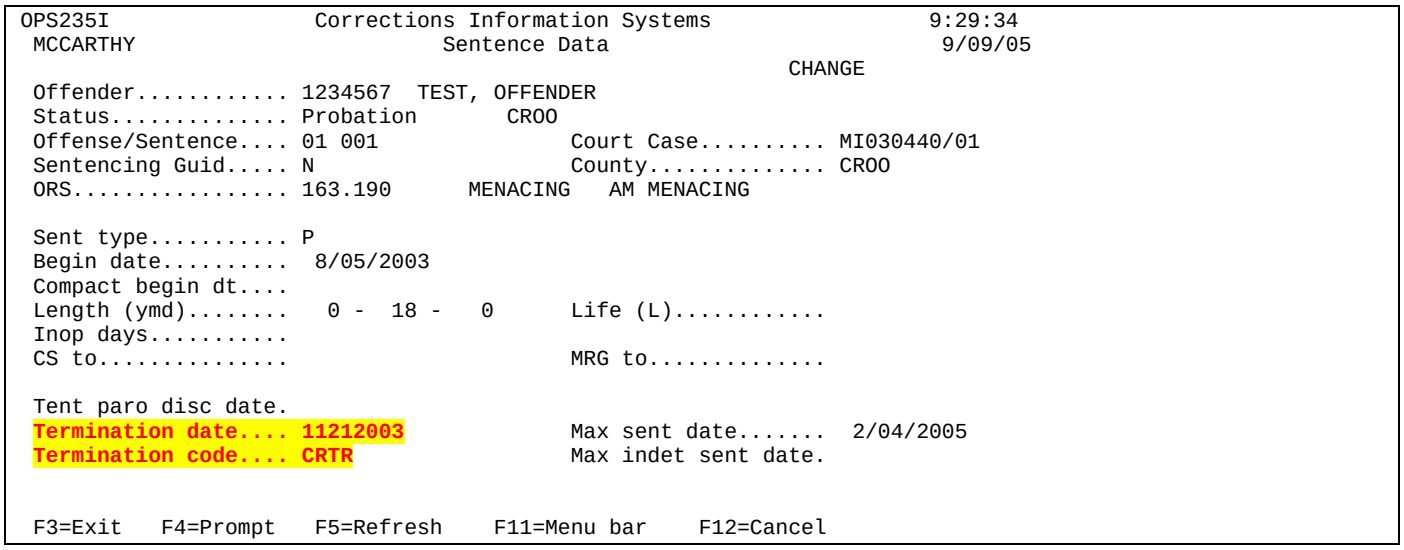
Check Treatment Module for treatment completion by pressing F11-3-T, this will take you to the "Treatment Programs" window. If any treatment program entries are incomplete, refer to PO or appropriate staff member before moving forward with closure. When finished use F3 to return to work with offenses screen.



Step 2 - Put '2=Change' on sentence line press enter; this will take you to the 'Sentence Data' screen.



Step 3 - Tab down to term date, put date of closure taken from official documentation and/or closing summary, press enter. When using the closure code DIED for all types of supervision, use the date of death as the closure date. Eventually the Board's Certificate of Expiration will include the date of death, but it currently does not.



You will get message 'record updated.'

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

NOTE: If the sentence line has already been closed to INPR or UNSU, you will need to change the date and termination code on the sentence line to whatever the final closure code would be (as above). The system has a hard edit that will not allow you to close the body until this is changed. Conditions will automatically be moved to the Expired Conditions Table.

Repeat this step for each offense. Refer to Sentence/Body Closure Codes document for definitions of closures or F4=Prompt to view closure table.

Step 4 – After all lines are processed, press enter to return to 'Work with Offenses' screen review line closure(s). Press enter again to go to the 'Offender Release' screen, put in date to be released (should match the termination date of the latest closed sentence) on 'release date' line, enter a time on 'time' line in military format, enter release type code (should match the termination code of the latest closed sentence) on 'release type code' line, press enter. You will get message "release processed – select new offender or press enter to continue". **If more than one offense closure date, use most current date and code to match date used on 'Offender Release' screen.**

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

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

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

 Release to location.


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

When more than one offense closes on the same date and more than one code is used to close varying offenses – which code is most appropriate to close the body? Start with choosing a code that continues funding: ex: EDIS. If you have two closures that continue funding, choose the one that has the highest funding: ex: EDIS has more funding than BNPB, so choose EDIS. If you have a combination of positive and negative closure codes, choose the negative code to close the body: ex: choose RTNS over EXPI. Permanent closure codes in order of funding: EDIS gets the highest amount of funding after discharge; EARL and BNPB get the same amount of funding after discharge.

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

Step 5 – Press enter to review the 'Movement/History Maintenance' screen for errors.

```
 SYS402I            Corrections Information Systems (TEST)            16:33:39
  FILBECKR                Movement History/Maintenance                  5/20/16

   Offender....12345678    TEST, OFFENDER                Curr cycle. 03-04-01
   Status...... Discharge               Loca: TILL                    Prim caseload  *None
   Position custody/admission cycle...  3  4
    --Cycle--  Location      --Admission----- -------Release------------
    03 Admission From: TILL
    03-04      Status: PO
    03-04-01   TILL                                                          EXPI
    Housing                        10/06/2014 08:00 07/08/2015 12:40
    Housing      ABSC        07/08/2015 12:40 07/29/2015 21:08
    Housing                        07/29/2015 21:08 09/29/2015 14:48
    Housing      ABSC        09/29/2015 14:48 10/20/2015 00:31
    Housing                       10/20/2015 00:31 11/16/2015 00:01
```

Step 6 – Go to LEDS to cancel EPR.

Step 7 – If qualifying crimes exist, send official file material to OISC-Central Records via email, with the closing summary on top.

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

See Chapter 21 OISC in OPS manual for file material to be sent to OISC.

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

NOTE: Conditional Discharge cases – If you receive a dismissal order, check with the courts for clarification on whether this is an expungement or just a dismissal order. If a dismissal order and the case is still open close the sentence line and the body to DISM using the date of the dismissal order. If sentence is already closed to expire do an F8 note only stating a dismissal order was received on (date). If this is an expungement order, follow expungement document steps in OPS 12. The reason we don't change the date and code due to a dismissal that is received later, is that we don't want the record to appear as though we supervised all the way until the date of the dismissal, since we only supervised through the date of expiration.

NOTE: Beware of processing too many releases/closures on one day as this can trigger a Q-Delta alert for VINE. Please see note at beginning of chapter for more information.

8.3 PROBATION REVOCATIONS TO PRISON (More than 12 months)

NOTE: It is mandatory that the trackable conditions Restitution (SC7)/Compensatory Fine and Community Service have the amount ordered entered. It is recommended that this amount be updated by payments to reflect the balance due before closing any offender to VIOL. The county of conviction is responsible for the initial data entry of conditions. The supervising county is responsible for updates including payments, which would also include changing trackable conditions to non-trackable prior to admission to prison. Refer to the Conditions Tracking Manual for instructions on how to update these amounts.

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

From the CC RELEASE PROCESS on your main menu:

Step 1 – On "Work With Offenses" screen, check each probation offense to see if line is closed to VIOL, if not put '2=change' on sentence line, press enter.

```
OPS230I             Corrections Information Systems (TEST)            10:35:37
 MCCARTHY                     Work with Offenses                        9/12/05

 Offender:  1234567  TEST, OFFENDER                Record key:
 Status:   Inmate(E2-21B)       CCCF COFFEE CREEK CORRECTIONAL FACI
                                                  OISC migr date...  5/01/2003
 Enter option...                                  Custody cycle....  2
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    CF010467/01  UMAT         FELON WEAP    166.270 01    Y    Y
 2      00   P FPR      01/17/2002   001-036-000   01/16/2006
    02    CF020948/01  UMAT         DEL/MAN BF    475.992 01B   Y    N
       01   I F        05/01/2003   000-029-000   10/07/2006
    03    CF020644/01  UMAT         POS SUB CF    475.992 04B   Y    N
       02   I F        05/01/2003   000-003-000   01/07/2007
                                                                    More...
 F3=Exit       F6=Add docket  F7=Facesheet    *F8=Notes     F10=Print Options
 F11=Menu bar  F12=Cancel     F14=Recalculate  F20=Add Local  F24=More keys...
```

Step 2 - This will take you to the “Sentence Data” screen. Tab down to term date use the proceeding date of revocation from court order, put term code as VIOL, press enter twice. **The conditions will automatically move to the Expired Conditions Table and Supervision fees will automatically close to VIOL.**

```
OPS235I             Corrections Information Systems (TEST)            10:36:55
 MCCARTHY                      Sentence Data                            9/12/05
                                                          CHANGE
 Offender.............  1234567  TEST, OFFENDER
 Status.............. Inmate          CCCF
 Offense/Sentence.... 01 001              Court Case.......... CF010467/01
 Sentencing Guid..... Y                   County.............. UMAT
 ORS................. 166.270 01   FELON WEAP CF FIREARM - FELON POSSESS

 Sent type........... P
 Begin date..........  1/17/2002
 Compact begin dt....
 Length (ymd)........   1 -  36 -   0      Life (L)............
 Inop days...........
 CS to...............                     MRG to..............

 Tent paro disc date.
 Termination date....  3/31/2003          Max sent date.......  1/16/2006
 Termination code.... VIOL                Max indet sent date.
F3=Exit   F4=Prompt   F5=Refresh    F11=Menu bar    F12=Cancel
```

Step 3 – Go to LEDS to cancel the EPR.

8.3.1 Sentenced to prison with a TSI date: If an offender is sentenced to prison with a turn self in (TSI) date and the date passes and there is no change in CIS, send a copy of the judgment to the PTA DL at dloiscpta@doc.oregon.gov and notify them of the missed TSI date. They will be admitted to IBRO and released to Escape.

8.4 PAROLE/LEAVE RETURNS TO PRISON

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

Go to LEDS to cancel the EPR.

8.5 COMMUTATION RETURNS TO PRISON

- The institution will admit (no need for community to do any body release)
- The institution will close the O line to VIOL on the SCOM sentences
- The institution will send a notification to the county of supervision that the offender has been retaken due to revoked commutation
- After receiving email mentioned above, the supervising community location will close all O lines to VIOL on those sentences closed to POST that began their O lines at the same time as the commuted sentence using the same date the institution used to close the SCOM O line. Please be very careful not to close any previously running O lines.

Go to LEDS to cancel the EPR.

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

Refer to OPS 15 - Local Control Data Entry

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

Refer to OPS 15 – Local Control Data Entry

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

NOTE: Offenders being supervised in another state are not eligible for UNSU status.

From the CC RELEASE PROCESS on your main menu:

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

*The date in the body of the inactive letter should be the date the PO determined the offender is eligible. The PO should not backdate the letter if the offender was eligible previously but should use the date they made the determination. We don't want the record to make it appear the person was unsupervised on an inactive status for a time period that they were actively supervised.

NOTE: The Board does not automatically place an offender on inactive status when the ASR/SSR date comes and goes. If the Board sees an ASR date in the past, they email the PO asking for an extension request. The Board typically only sees the issue when a warrant or sanction is being requested, and it is obvious inactive is not on the table in these situations, only extensions. An auto-email is generated by the warrants/sanctions specialists when a warrant or sanction has been requested and no extension/inactive request was submitted to the Board.

8.9 INACTIVE PROBATION (Temporary body closure only)

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

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

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

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

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

Your PO will have submitted some form of documentation to a Supervisor or Director for his/her approval (OACCD and FAUG have developed several for these purposes). The date the Supervisor or Director signed the form is the date you will use as your movement date.
<u>If just the offense line is being closed refer to OPS 7 for instructions.</u>

<u>If</u> all of the offender's offenses are eligible to close to INPR then **<u>the body is closed</u>**. (Again the offense lines are **NOT** closed). The same process that is used for ABSC or IMMI is used here.

Option 4 from the Main Menu, Release Process, press enter to continue to the Release Screen. Enter the date and time, the closure code is INPR (Probation).

```
OPS270I                Corrections Information Systems
HEMMAND                        Offender Release
                                                          PROCESS

Offender............ 1234567 OFFENDER, TEST
DOB................. 12/23/1987     Location: POLK
Status.............. PR Probation
Current caseload.... 9106  HARLAN, MELISSA
Custody/Supv level.. LOW

Release date........ 06232010     Time.... 0800
Release type code... INPR         ABSC release to FTR....

Release to location.
```

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

```
HEMMAND                     Work with Offenses                        6/23/1

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

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

8.10 EARNED DISCHARGE OF PROBATION AND LC PPS CASES

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

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

To close the whole cycle:

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

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

EDIS parameters:

Conviction Date

- Felony probation conviction date must be on or after August 1, 2013
- Designated drug misdemeanors conviction date must be on or after August 15, 2017
- Qualifying person misdemeanors conviction date must be on or after January 1, 2022
- O line original conviction date is between August 1, 2013, and December 31, 2021, status must be PostPrison/LC (*PostPrison/BRD is not eligible for this date range)*
- O line original conviction date is Jan 1, 2022, or later - any authority qualifies

Length of Sentence Served

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

Sentence Type

- Can be used on Felony Probation (FPR)
- Can be used on Felony Post-Prison (FPO), but ONLY when status is Post-Prison/LC when conviction date is between August 1, 2013, and December 31, 2021, and crime is eligible
- Can be used on Felony Post-Prison (FPO) when status is PostPrison/BRD or /LC when conviction date is on or after Jan 1, 2022, and crime is eligible (see list of non-eligible crimes)
- Can be used on designated drug-related misdemeanor crimes listed under HB 2355, when conviction date is August 15, 2017, or later
- Can be used on qualifying person misdemeanors crimes listed under SB497, when conviction date is Jan 1, 2022, or later (DV flag must be tripped for 163.190 and 163.160)
- Cannot be used on “I” sentence types (FPA or FLV or FSL)
- Cannot be used on “L” sentence types (FLC)
- Cannot be used on “O” (FPO) sentence type when status is PostParole/BRD or PostPrison/BRD if conviction date is prior to Jan 1, 2022

- Cannot be used on felony conditional discharge (FCD)
- Cannot be used on felony diversion (FDV)
- Cannot be used on felony treated as misdemeanor (FMP)
- Cannot be used on felony reduced to misdemeanor (MFP) E code – (okay with C code)
- Cannot be used on incoming Interstate Compact (FPRC or FPAC)
- Cannot be used on misdemeanor conditional discharge (MCD)
- Cannot be used on misdemeanor diversion (MDV)
- Cannot be used on misdemeanor convictions (MPR) unless it is a designated drug-related misdemeanor crime or qualifying person misdemeanor listed below
- Cannot be used if crime commit date is prior to November 1, 1989
- Cannot be used if status is one of the following: AP, CD, DI, DV, IN, IV, LV, SL, or SP

Important notes:

- Conviction date must be present
- Crime commit date must be present
- For PostParole status, extension (**/**BRD or **/**LC) must be manually determined if missing, confirmed if present, and then qualification determined based on authority

Crime restrictions:

PCS misd that are EDIS eligible – crime commit between 8-15-2017 and 1-31-2021:
ORS 475.752 (3)(a) - Unlawful possession of a Schedule I controlled substance
ORS 475.752 (3)(b) - Unlawful possession of a Schedule II controlled substance
ORS 475.824 (2)(a) - Unlawful possession of methadone
ORS 475.834 (2)(a) - Unlawful possession of oxycodone
ORS 475.854 (2)(a) - Unlawful possession of heroin
ORS 475.874 (2)(a) - Unlawful possession of 3, 4 - methylenedioxymethamphetamine
ORS 475.884 (2)(a) - Unlawful possession of cocaine
ORS 475.894 (2)(a) - Unlawful possession of methamphetamine

PCS misd that are EDIS eligible – crime commit between 2-1-2021 and 7-18-2021:
ORS 475.824 (02)(c) - Unlawful possession of methadone
ORS 475.834 (02)(c) - Unlawful possession of oxycodone
ORS 475.854 (02)(c) - Unlawful possession of heroin
ORS 475.874 (02)(c) - Unlawful possession of 3, 4 - methylenedioxymethamphetamine
ORS 475.884 (02)(c) - Unlawful possession of cocaine
ORS 475.894 (02)(c) - Unlawful possession of methamphetamine

PCS misd that are EDIS eligible – crime commit between 7-19-2021 and present:
ORS 475.824 (02)(b) - Unlawful possession of methadone
ORS 475.834 (02)(b) - Unlawful possession of oxycodone
ORS 475.854 (02)(b) - Unlawful possession of heroin
ORS 475.874 (02)(b) - Unlawful possession of 3, 4 - methylenedioxymethamphetamine
ORS 475.884 (02)(b) - Unlawful possession of cocaine
ORS 475.894 (02)(b) - Unlawful possession of methamphetamine

! Watch the ORSs and corresponding crime commit dates on the above PCS crimes !

Person misdemeanors that are EDIS eligible - convicted on or after January 1, 2022:

163.190 Menacing when the crime constitutes Domestic Violence
(DV misd funding flag in offense must be checked)

163.160 Assault IV when the crime constitutes Domestic Violence
(DV misd funding flag in offense must be checked)

163.415NEW* Sex Abuse 3

**in the sentencing order, the crime will just be listed as 163.415 – you have to choose the 163415NEW in DOC400 – that is the class A misdemeanor that qualifies.*

If convicted Jan 1, 2022, or later these crimes are NOT EDIS eligible:

ORS 163.107	Murder I, Attempted Murder I, or Conspiracy to Commit Murder I
ORS 163.115	Murder II, Attempted Murder II, or Conspiracy to Commit Murder II
ORS 163.118	Manslaughter I
ORS 163.125	Manslaughter II
ORS 163.149	Aggravated Vehicular Homicide
ORS 163.185	Assault I
ORS 163.225	Kidnapping II
ORS 163.235	Kidnapping I
ORS 163.365 + attempt	Rape II
ORS 163.375 + attempt	Rape I
ORS 163.395 + attempt	Sodomy II
ORS 163.405 + attempt	Sodomy I
ORS 163.408 + attempt	Unlawful Sexual Penetration II
ORS 163.411 + attempt	Unlawful Sexual Penetration I
ORS 163.425 + attempt	Sexual Abuse II
ORS 163.427 + attempt	Sexual Abuse I
ORS 163.670	Use of a Child in Display of Sexually Explicit Conduct
ORS 164.225	Burglary I
ORS 164.325	Arson I
ORS 164.415	Robbery I
ORS 167.017	Compelling Prostitution
ORS 813.010(5) & ORS 813.011	Felony driving under the influence of intoxicants

Enhancements to your crime of Conviction that disqualify you for Earned Discharge:

ORS 161.610	Enhanced penalty for use of firearm during commission of felony (Gun Minimum)
ORS 161.725	Dangerous Offender
ORS 161.735	Dangerous Offender
ORS 137.635	Determinate sentences required for certain felony convictions (Measure 4 - Denny Smith)
ORS 137.690	Major felony sex crime

ORS 164.061	Sentence for aggravated theft in the first degree when victim 65 years of age or older
ORS 475.907	Sentencing for unlawful delivery of cocaine, methamphetamine, heroin, or ecstasy to minors
ORS 475.925 & 475.930	Sentences for certain controlled substance offenses (Large Quantity Delivery or Manufacturing)
ORS 144.103	Lifetime Supervision

Case plan requirements:

If conviction date is between August 1, 2013 and December 31, 2021:

- Restitution must be paid in full
- Compliant with conditions and case plan
- No administrative sanctions or court violations in past six months
- Not convicted of a crime (felony or misd) that was committed while on supervision for this case

If conviction date is on or after January 1, 2022:

- Restitution must be either paid in full or kept current on approved payment plan
- Compliant with conditions and case plan
- Completed treatment with set durations and consistent in ongoing treatment program
- No administrative sanctions or court violations in past six months
- Not convicted of a crime (felony or misd) that was committed while on supervision for this case

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

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

NOTE: You need some form of notification the offender has been sentenced to incarceration in the other state. An offender housed and pending sentencing does not qualify for INAC; they must have been sentenced for this outcount to be used. A sentence order is preferable. If you are unable to obtain the sentence order you can Google "state name Department of Corrections" for the other state. You will be able to find basic information after the offender has been sentenced and incarcerated.

CC RELEASE PROCESS:

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

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

Step 3 – Go to LEDS to modify EPR MIS field. Change MIS field to "Offender in *(state which prison*)." This is a county by county decision.

8.12 REVP (Temporary body closure - offender revoked to a Federal Prison)

THE PO NEEDS TO DO AN OPTION 24 NOTIFIER LETTER TO THE INSTITUTION THAT THE OFFENDER IS BEING HOUSED IN, ADVISING INSTITUTION THAT OFFENDER HAS AN OBLIGATION TO THIS COUNTY AND TO NOTIFY US OF RELEASE DATE BEFORE THIS CLOSURE CAN BE DONE.
NOTE: A sentence order is recommended for this closure. To obtain a federal sentencing order email GRA-DSC-TeamQuebec-S@bop.gov. Include in the body of the email: "If this person was not sentenced in this district, please forward this request to the appropriate district." If you are unable to obtain one the following link to the Federal Bureau of Prisons is good for looking up an offender. An offender housed and pending sentencing does not qualify for REVP; they must have been sentenced for this outcount to be used.

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

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

Follow steps for INACTIVE above, release type is REVP

8.13 CONDITIONAL DISCHARGE or DIVERSION

NOTE: When a conditional discharge or diversion is revoked and terminated, follow the steps outlined below. When a conditional discharge or diversion is revoked and given probation, follow steps in Chapter 7 for closure code and adding probation line. If a conditional discharge or diversion is revoked and given local control with or without PPS, follow instructions in Chapter 15. Instructions below are only used when a conditional discharge or diversion is revoked and terminated, and no further community corrections sentence is given.

8.13.1 Instructions when conditional discharge or diversion is revoked:

CC RELEASE PROCESS:

Step 1 – Type SID# on 'Offender' line, press enter. On 'Work with Offenses' screen, put '2=Change' on sentence line, press enter. This will take you to the 'Sentence Data' screen.

Step 2 - Tab down to term date, put in date of sentencing order, tab to termination code put in RTNS for felonies or CRTR for misdemeanors or felonies treated as misdemeanors, press enter twice. This will take you back to the 'Work with Offenses" screen.

Step 3 – If there are no other open offenses (you should have an OISC closing summary to close the body) press enter again to go to Offender Release screen. Enter release date and time from date of order, release type code is the same as the code used for sentence closure. Press enter.

Step 4 – If the entire body of the record is closed, go to LEDS to cancel the EPR. Follow your county procedure for where to place the EPR cancellation modification. If other sentences remain open, check the EPR for possible needed modifications.

8.13.2 Instructions when conditional discharge or diversion is expired naturally:

CC RELEASE PROCESS:

Step 1 – Type SID# on 'Offender' line, press enter. On 'Work with Offenses' screen, put '2=Change' on sentence line, press enter. This will take you to the 'Sentence Data' screen.

Step 2 - Tab down to term date, put in expiration date (offense max date), tab to termination code put in EXPI, press enter twice. This will take you back to the 'Work with Offenses" screen.

Step 3 – If there are no other open offenses (you should have an OISC closing summary to close the body) press enter again to go to Offender Release screen. Enter release date and time, release type code is EXPI. Press enter.

Step 4 – If the entire body of the record is closed, go to LEDS to cancel the EPR. Follow your county procedure for where to place the EPR cancellation modification. If other sentences remain open, check the EPR for possible needed modifications.

NOTE: If you receive a court order sometime after expiration that dismisses the conditional discharge or diversion, please add an F8 note to indicate the sentence was dismissed. The sentence and body closure code remains EXPI.

8.13.3 Instructions for closure of conditional discharge or diversion prior to scheduled max due to court order:

CC RELEASE PROCESS:

Step 1 – Type SID# on 'Offender' line, press enter. On 'Work with Offenses' screen, put '2=Change' on sentence line, press enter. This will take you to the 'Sentence Data' screen.

Step 2 - Tab down to term date, put in date of sentencing order, tab to termination code put in appropriate code based on court order (DISM, BNPB. EARL, etc), press enter twice. This will take you back to the 'Work with Offenses" screen.

Step 3 – If there are no other open offenses (you should have an OISC closing summary to close the body) press enter again to go to Offender Release screen. Enter release date and time from date of order, release type code is the same as the code used for sentence closure. Press enter.

Step 4 – If the entire body of the record is closed, go to LEDS to cancel the EPR. Follow your county procedure for where to place the EPR cancellation modification. If other sentences remain open, check the EPR for possible needed modifications.

8.14 PSYCHIATRIC SECURITY REVIEW BOARD (Body closure only)

When an offender is currently supervised by a community corrections agency and receives a new judgment from the court sentencing them to be under the control of the psychiatric security review board (as opposed to being sentenced to prison and PPS) also known as a Guilty Except for Insanity (GEI) order and they are housed in a secure facility (either OSH or community), you can use this outcount closure code. A GEI conviction with a court order is required for the use of this outcount. Return from this outcount is at the PO's discretion.

You will NOT enter the judgment/docket information of a PSRB/GEI judgment into CIS.

Pretrial orders directing the offender to OSH to determinate if they are eligible to aid and assist in their defense, does not qualify for this outcount. PSRB outcount is only used when the offender has been convicted and sentenced Guilty Except for Insanity and under the control of the PSRB.

From the CC RELEASE PROCESS on your main menu:

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

Step 2 – Go to LEDS to Modify EPR. If EPR is owned by PSRB, you can add an investigative interest to the existing EPR.

8.15 IMMIGRATION CASES

You must verify deportation to use the IMMI code. Being held in ICE custody does not qualify for use of this outcount.

Verify deportation through LEDS. Refer to LEDS manual for IAQ instructions. In the IAQ response it will say DATE REMOVED/DEPORTED/EXCLUDED. Beware of previous deportations; you should see a relatively current date in this field to know deportation has recently occurred.

From the CC RELEASE PROCESS on your main menu:

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

Step 2 – Go to LEDS to modify EPR per your county’s policy.

8.16 CASE ACCEPTED BY ANOTHER STATE - CMPO

The Reply to Transfer Request has been received accepting transfer of case. The PO has sent the Notice of Departure as the offender has left. When you receive the Compact Notice of Arrival, then close the body of the record to the CMPO outcount using the following steps:

From the CC RELEASE PROCESS on your main menu:

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

Step 2 – Go to LEDS to modify EPR per your county’s policy. Outgoing compact record types are based on the Oregon offenses. Record types CPA and CPR are only used for INCOMING compact cases. If there are a combination of incoming compact cases and Oregon offenses, use the RTP to match the Oregon offenses.

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

8.17 PROCESS FOR CLOSING NON-OREGON (incoming) COMPACT CASES

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

2 - For new felony or new violent crime conviction cases, send a violation report notice and await a response to violation from the receiving state, then send a case closure notice once a warrant has been issued. Oregon can close the case upon case closure reply from the sending state. Close record using the case closure notice REPLY date, close to COMP. NOTE: Either the violation report or the closure notice shall include a copy of the sentencing/judgment order for the sending state

3 - If an offender receives a sentence of 181 days or more incarceration, but it is not due to a new felony or new violent crime (see #2 above for those), a violation report is NOT necessary, but a progress report and case closure notice should be sent to the sending state and the record can be closed to COMP using the date on the case closure notice that you've prepared.

4 - For behavior requiring retake cases, send a violation report. Two options will be available:

4a. - If the sending state replies to return offender via return reporting instructions, Oregon submits return RI's along with a notice of departure and a case closure notice once offender has departed. The receiving state will submit a notice of arrival along with a case closure notice reply upon offender's arrival, closing the case in ICOTS. Oregon will use the notice of departure date for closing the case in DOC 400.

4b. - If sending state replies that they will be issuing a warrant for retake, sending state submits the case closure notice once the offender is physically retaken and Oregon will submit a case closure notice reply. Record can be closed on the date of the case closure notice sent by sending state (close to COMP). If the offender is not available for arrest, we then submit another violation report regarding the abscond and case closure notice to the sending state; therefore, see #1 above.

5 – For cases where the offender has died, counties send through ICOTS the compact closure request along with verification of the offender's death. Upon receiving the case closure response indicating the sending state's approval to close the case, the county office can close the file to DIED using the date of death after the compact paperwork process is complete.

6 - For cases where the offender returns to the sending state on approved reporting instructions and the PO has confirmation that the offender arrived back in the sending state, the county office sends through ICOTS a case closure request. The case should be closed using the date on the notice of departure, not the case closure date, using code COMP. NOTE: An offender should not return/relocate back to the sending state without first obtaining reporting instructions from that state.

If the sending state does not reply to your Case Closure Request within ten (10) days, please send an e-mail to the Compact office (Oregon.interstate@doc.oregon.gov) and let them know. The Compact office will contact the sending state.

8.17.1 – Incoming compact cases issued an Oregon SID

When an incoming Compact offender does not have an Oregon SID, the county of supervision secures prints and sends them into OSP. OSP then creates a CCH record entry for that offender in order to create an Oregon SID. That CCH record entry is one of supervision and the "owner" of that record should reflect the agency who is currently supervising the offender. If the offender completes supervision or returns to the sending state prior to supervision being complete, the "owner" of the record should be the Oregon Compact Office. Only the owner of the record can make a request to OSP to transfer the record.

Below, please find standardized language for the three scenarios where someone would need to contact OSP (and/or Compact) to request the record owner be changed:

1. An incoming Compact offender completes supervision or returns to the sending state prior to completion of supervision. *[Supervising community corrections agency requests OSP to transfer record ownership to Oregon Compact Office]*
2. An incoming Compact offender transfers to another Oregon county community corrections agency. *[Supervising community corrections agency requests OSP to transfer record ownership to receiving community corrections agency]*
3. An incoming Compact offender returns to Oregon on the same previously supervised case from out of state. *[Community corrections agency requests Compact to contact OSP. Then, Compact requests OSP to transfer record back to Oregon county community corrections agency.]*

Please copy and paste the CCH entry that reflects supervision from LEDS and include it in your AM message as shown below.

1. TO OSP (from community) WHEN AN INCOMING COMPACT COMPLETES SUPERVISION OR OTHERWISE RETURNS TO THE SENDING STATE
(send message to OSB or OROSB1000)

CCH record transfer for Smith, John A, SID 12345678

This offender has completed their out-of-state, incoming Compact supervision or has returned to the sending state to complete supervision and is no longer under supervision with our office. Please change the ORI of the following CCH entry from our ORI to the Oregon Compact Office ORI (OR024055G). **[For returns only:]** Please change end date of supervision to XX/XX/20XX *[use Notice of Departure date for supervision end]*

<insert copy of CCH entry here>

Thank you.

2. ***TO OSP (from community) WHEN AN INCOMING COMPACT TRANSFERS TO ANOTHER COMMUNITY CORRECTIONS AGENCY IN OREGON***
   (send message to OSB or OROSB1000)

CCH record transfer for Smith, John A, SID 12345678

This offender has transferred their out-of-state, incoming Compact supervision to another community corrections agency is no longer under supervision with our office. Please change the ORI of the following CCH entry from our ORI to _____ County Community Correction's ORI (ORXXXXXX).

<insert copy of CCH entry here>

Thank you.

3. ***TO COMPACT (from community) REQUESTING THEY ALERT OSP OF AN INCOMING COMPACT OFFENDER RETURN TO SUPERVISION (to be sent to Oregon Compact OR024055G when an incoming Compact offender returns on a <u>previously supervised case</u> and the Notice of Arrival is complete)***
   (send message to OR024055G)

CCH record transfer for Smith, John A, SID 12345678

This offender has returned to Oregon supervision under our agency <Blank> County Community Corrections. Please send an AM message to OSP requesting the following CCH record be transferred back to our office with a start date of XX/XX/20XX and an expiration date of XX/XX/20XX. Our ORI is ORXXXXX (provide *your* ORI). *[Use Notice of Arrival date for start date and ICOTS provided end date]*

<insert copy of CCH entry here>

Thank you.

4. ***TO OSP (from Compact) WHEN AN OFFENDER RETURNS TO OREGON ON AN INCOMING COMPACT OF A PREVIOUSLY SUPERVISED CASE***
   (send message to OSB or OROSB1000)

CCH record transfer for Smith, John A, SID 12345678

This offender has returned to Oregon supervision under <Blank> County Community Corrections. Please change the ORI of the following CCH entry from our ORI to ORxxxxx

[provided by community] and update the start date to XX/XX/20XX and supervision end date to XX/XX/20XX. *[Use start and end date provided by community agency]*

<insert copy of CCH entry here> *[taken from community's message to you]*

Thank you.

8.18 OFFENDERS WHO DIE WHILE ON LEAVE

If you receive notification of an offender passing away while on Leave (STTL, AIP), contact dloiscpta@doc.oregon.gov. The PTA will close the I line and Community Corrections will close the body and anything else that is open that is not an I line.

8.19 CLOSURE CODES EXPLAINED

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

In the chart below, you will find a more thorough description.

Codes in the following chart with green fill are for use by Community Corrections. Some with green fill are also used by institution. Those with no fill are for institution use only. See "Inst or Comm" column to determine who can use each code.

CIS Code	O/C Perm Temp Status	Sent or Body	Inst or Comm	Description	Documents needed
ABEX	P	Both	Comm	***ABSCOND OFFENDERS PAST MAX DATE - SENTENCE TERMINATED OR DISMISSED*** 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. *Recall is the same as rescind and lift. Quashed is different! See 7.1, 14.14 or Chapter 26 for more detailed definitions.	Probation - Court order and warrant recall. LSA warrant recall plus written notification by the LSA or its designee 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!
ABSC	O/C	Body	Comm	***ABSCONDED SUPERVISION*** 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. 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.	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
ACQT	P	Body	Both	***ACQUITTAL AFTER RETRIAL/RESENTENCING*** Convictions vacated on appeal/post-conviction and remanded to county for new trial. Vacated convictions are acquitted after remand.	Circuit Court Order (likely the appellate court would remand back to Circuit Court rather than acquit themselves)

AIP	P	Sent	Inst	***TERMINATION OF SG SENTENCE (I LINE) DUE TO COMPLETION OF AIP PROGRAM*** When an AIC successfully completes the institution portion of an alternative incarceration program (SUMMIT, A&D AIP, etc.) and the 90-day non-prison leave period.	
APPE	P	Both	Both	***APPEAL WON*** 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.	Appellate judgment overturning circuit court conviction
BNPB	P	Both	Both	***CONVERTED TO BENCH PROBATION*** 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)	Court order
CCPR	S	Body	Inst	***CONCURRENT PROBATION*** When a 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.	
CDPR	T	Sent	Inst	***JAIL AS CONDITION OF PROBATION*** 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.	
CMPO	O/C	Body	Comm	***COMPACT OUT - Oregon offenders only*** When an Oregon offender is accepted for supervision in another state via Interstate Compact.	Compact Notice of Arrival
CNLV	S	Body	Comm	***LEAVE STATUS CONTINUED AFTER LC SENTENCE SERVED*** 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.	
CNPA	S	Body	Inst	***PAROLE CONTINUED*** 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.	
CNPO	S	Body	Inst	***Post-Prison CONTINUED*** 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.	

CNPS	S	Body	Inst	***Parole/Post-Prison CONTINUED*** 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.	
COMP	P	Both	Comm	***COMPACT CLOSURE - OUT-OF-STATE CASES ONLY*** 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.	Compact Closure Notice, Notice of Departure, See 8.16, #1-6, for correct date to use for closure
CONV	P	Sent	Comm	***CONDITIONAL DISCHARGE/DIVERSION CONVERTED TO PROBATION*** 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.	Court order
CREJ	P	Body	Comm	***TRANSFER REJECTED - INCOMING COMPACT INVESTIGATIONS ONLY*** 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.	Transfer Request Reply; Transfer Request withdrawal
CRTR	P	Both	Comm	***MISDEMEANOR SUPERVISION REVOKED or TERMINATED*** 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.	Court order

DIED	P	Both	Both	***OFFENDER DIED*** 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. 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.	Proof of death, can include: death certificate; police report; medical examiner report; funeral home published obituary; vital statistics verification.
DISC	P	Both	Comm	***PAROLE/PPS DISCHARGE PRIOR TO MAX DATE*** 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). 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.	Order of Discharge from the Board (be sure the discharge is prior to the max date)
DISM	P	Both	Both	***SENTENCE IS DISMISSED BY THE COURT*** 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.	Court order that "dismisses" sentence
DIVR	S	Body	Comm	***STATUS CHANGE TO DIVERSION*** 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).	
DOC	S	Body	Super User	***TRANSFER TO DOC*** Used by a super user when inserting movement prior to DOC IN status.	

EARL	P	Both	Comm	***EARLY TERMINATION OF PROBATION, CONDITIONAL DISCHARGE OR DIVERSION*** 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.	Court order
EDIS	P	Both	Comm	***EARNED DISCHARGE*** 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.	Earned Discharge Closure form
ERRO	n/a	n/a	NONE	***This code is discontinued. Information below is for historical informational purposes only.*** ***RETURN TO DOC OR LC*** Offender was released from DOC or LC in error prior to the completion of their sentence. Returned to prison (DOC) or county jail (LSA).	
ESCA	O/C	body	both	***ESCAPE*** When an offender has an escape warrant issued because they have an unauthorized departure from institution or local control during a period of incarceration. Used for Leave offenders and LC offenders serving their sentence in the community, as well as those who walk away from physical institution or local custody.	escape warrant issued
EXEC	P	Both	Inst	***EXECUTED*** When an AIC has been executed and upon formal notification from the superintendent's office that the execution order has been carried out.	

EXPI	P	Both	Both	***SENTENCE EXPIRATION*** 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).	Sentence closures: county by county; 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.
HEAR	P	Sent	Inst	***This code is discontinued. Information is for historical informational purposes only.***	
IMMI	O/C	Body	Comm	***IMMIGRATION DEPORTATION*** Use this outcount when offender has been deported by ICE and confirmed in LEDS. Removal date is used whether deported or voluntarily leaves.	Confirmation in LEDS by running IAQ, use "removal date"
INAC	O/C	Body	Comm	***SENTENCED TO OUT-OF-STATE FACILITY*** 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. Please do not confuse INAC with UNSU, INPR, or REVP (see instructions for each below)	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.
INPR	O/C, T	Both	Comm	***INACTIVE PROBATION*** 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. 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.	Letter authorizing INPR

INST	P	Sent	Inst	***LC SENTENCE CONVERTED TO INSTITUTION*** 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.	
INTR	P	Both	Inst	***RELEASE TO INTERNATIONAL TRANSFER*** Very rare. Used with International Prisoner Transfer Treaty	
LCMP	S	Body	Comm	***COMPLETION OF LOCAL CONTROL INCARCERATION SENTENCE*** 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.	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.
LEAV	S	Body	Inst	***RELEASE ON LEAVE*** 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.	
LOCL	S	Both	Inst	***RELEASE TO LOCAL CONTROL*** 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. 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.	court order with the local control incarceration sentence

ORDE	P & T	Both	Inst	***COURT ORDERED RELEASE*** 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.	
PARO	S	Body	Both	***PAROLE RELEASE*** 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.	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.
POPA	S	Body	Both	***POST-PRISON AND PAROLE RELEASE*** 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.	Community re: incoming Compact - Notice of Arrival for date to be used for status change.

POST	P, S	Both	Both	***RELEASE TO POST-PRISON AND/OR INCARCERATION SENTENCE COMPLETION*** 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.	For sentence closure, confirm the LC sentence is served in full. For body release code use, Board issued PPS order.
PRCD	S	Body	Comm	***CONDITIONAL DISCHARGE STATUS CHANGE ONLY*** Changes Offender's status if all other sentence types are closed except the open Conditional Discharge sentence (C type sentence). This is done by the autochange feature on the W/W Court Orders screen.	
PROB	S	Body	Both	***PROBATION STATUS CHANGE or INSTITUTION RELEASE TO PROBATION*** Institution uses this when an institution sentence is amended or resentenced to supervised probation and there is no other institution sentence or PPS obligation. 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. 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.	For Compact use, Notice of Arrival for the date of release/admission.

PSRB	O/C	Body	Comm	***PSYCHIATRIC SECURITY REVIEW BOARD OUTCOUNT*** 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.	Court order sentencing to a term under the PSRB
REPA	P	Sent	Inst	***REFUSED PAROLE - EXPIRATION/DISCHARGE*** 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.	
RETU	P	Both	Inst	***RETURN TO SENTENCING STATE*** 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.	
REVP	O/C	Body	Comm	***OFFENDER SENTENCED TO FEDERAL PRISON*** Changes offender status to outcount (REVP). Offender on parole/PPS/probation & 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.	Federal sentencing order. Use date of order to move to REVP. If you cannot obtain a sentencing order, you can look up the AIC on this website: https://www.bop.gov/; 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. Copy of the notifier.
RSNT	T, O/C	Both	Both	***RESENTENCE OF CONVICTION AND/OR SENTENCE*** When an offender's/AIC's conviction(s) &/or sentence(s) have been reversed or vacated & the AIC/offender will be subject to a new trial for resentencing. Also includes convictions affirmed w/sentences vacated & remanded for new trial.	Appellate judgment reverses and remands circuit court conviction

RTNS	P	Both	Comm	***REVOKE/TERMINATE PROBATION SUPERVISION*** 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. ***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).***	Court order
SAPP	T	Sent	Inst	***This code is discontinued. Information below is for historical informational purposes only.*** ***SUPERVISED APPEAL*** When an AIC is released pending an appeal and supervision is ordered.	
SCOM	P	Both	Both	***SENTENCE COMMUTED*** Sentence commuted by the Governor. Document signed by the Governor required.	Commutation paperwork signed by the Governor
SLJU	S	Body	Inst	***SECOND LOOK JUVENILE*** 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.	
TERM	P	Sent	Inst	***OREGON INCARCERATION TERM TERMINATED - INTERNATIONAL TRANSFER*** Oregon incarceration term is terminated due to request and approval of international transfer. Sentence will be completed in receiving country.	
TRAN	transfer	Body	Both	***TRANSFER TO ANOTHER LOCATION*** 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.	IRT acceptance by a form, an email, or a chrono; for new intake transfers reporting instructions must be obtained first Mult only - in-county transfer form

UNSU	T & O/C	Both	Comm	***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

USAP	T & O/C	Both	Comm	***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.
VACA	P	Both	Both	***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

VIOL	P & S	Both	Both	***VIOLATES AND SUPERVISION IS REVOKED AND SENTENCED TO INCARCERATION*** 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. Body - this code is automatically inserted by the system when admitted to LC or IN status.	Court order
WARR	O/C	Body	Comm	***WARRANT FOR NON-COMPLIANCE*** 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. ***Used only when you are supervising the case with the warrant. Not to be confused with abscond (ABSC) use.***	PO notification; confirm in LEDS or a copy of the actual warrant itself
XERD	P	Body	Inst	***ADMITTED IN ERROR AND DISCHARGED***	
XERR	P & S	Both	Inst	***OFFENDER ADMITTED TO PRISON IN ERROR AND RELEASED BACK TO COMMUNITY CORRECTIONS*** 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.	

OPS CHAPTER 9 – Transfers and Field Investigations

9.1 INTER-COUNTY TRANSFER INVESTIGATIONS (IRT's)

Note: Designated drug-related misdemeanor crimes listed under House Bill 2355 (Misdemeanor PCS) that were committed on or after August 15, 2017 and funded person misdemeanors (two DV and one SO) are subject to the new case transfer rule and Inter Regional Transfers (IRT's).

After you have received the investigation do the following:

Step 1 – Go to LEDS run a QWHD and an RR (in-state and out-of-state if necessary).

Step 2 - Put all LEDS information in file folder, per your county's policy.

Step 3 –Per your county's policy, log as required then go to CIS, make entry on "Remarks" screen (F7) indicating assigned PO, etc. (EXAMPLE: Date IRT/Field Investigation/Notification was received and assigned to PO's Name – YOUR INITIALS/OFFICE).

```
OPS268I             Corrections Information Systems (TEST)            13:15:12
 MCCARTHY              Informational Remarks on Offender                8/29/05

 Add Informational Note for
 Last note:
 Entered:                  By:
 ------------------------------------------------------------------------------
 8/28/05 IRT received and assigned to PO (PO Name) - CLM/COMM_____
 _____________________________________________________________________________
 _____________________________________________________________________________
 _____________________________________________________________________________
 _____________________________________________________________________________
 _____________________________________________________________________________
 _____________________________________________________________________________
 _____________________________________________________________________________
 _____________________________________________________________________________
 _____________________________________________________________________________
 _____________________________________________________________________________
 _____________________________________________________________________________
                                                                        More...

F3=Exit      F5=Refresh   F11=Menu Bar   F10=Print       F12=Cancel
F13=Insert   F14=Delete   F15=Wrap off
 Enter ID number for offender - or press F4=Prompt to select.
```

There are many different ways to get to the F7 Remarks screen, here are a few suggestions: While on the Movement/History screen press F7 to bring up remarks screen; at Offender Information screen, press F11-Menu Bar, 4-Info Windows, H–housing or A-admission/release history, then F7-remarks; while on the Housing History screen press F7-remarks; while in any process, press F11, 4, H or V, then F7-remarks; or from main menu, type 14 on selection line enter.

9.2 OUT-OF-STATE INVESTIGATIONS (COMPACT)

Step 1 - Verify that offender should report to your office. If not, then forward to appropriate office or county through ICOTS. Send an email to Interstate Compact advising the investigation or reporting instructions were forwarded to another county or office. Do not return to Interstate Compact.

Step 2 – Refer to Steps to Entering Reporting Instructions and Compact Investigations, OPS Chapter 3.

9.3 FIELD INVESTIGATIONS (RELEASE PLANS FROM INSTITUTION OR LOCAL CONTROL)

Step 1 – Per your county practice, follow steps 1 through 4 above under IRT'S.

Step 2 - Per your county practice, put LEDS in file folder along with Field Investigation information.

Step 3 - Per your county practice, if offender has been previously supervised, call last office of supervision for closed file. Type in "Remarks" screen that file was requested. If last supervised in your office/county, attach FI to closed file.

Step 4 – Per your county practice, process accordingly which may include logging in a spreadsheet, F7 remarks, assigning, etc.

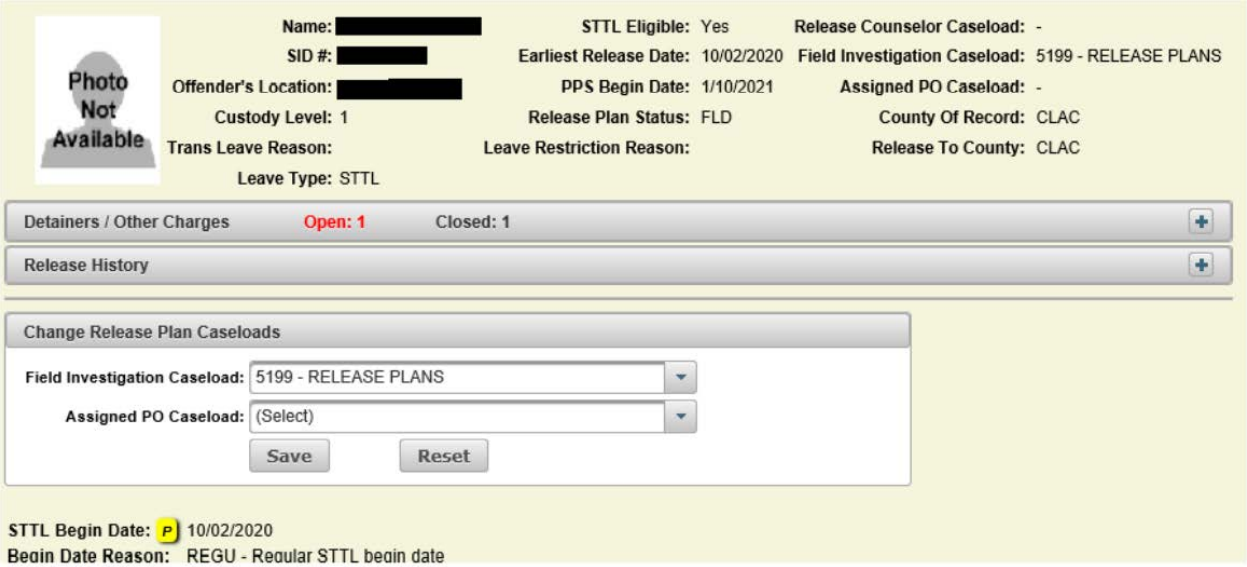
Step 5 – Assign release plan to appropriate PO in OMS:

Release packets for all institutional releases will now be retrieved using OMS. Institution release counselors will continue to create release plans in DOC400. Once they are completed and transferred electronically, individuals assigned as primaries on the "99" caseloads will receive a notification. This will be the cue for support staff to access and retrieve the packet from and assign the field investigation in OMS. If a caseload other than the "99" caseload is not assigned, only the primaries associated with the "99" caseload will receive notifications.

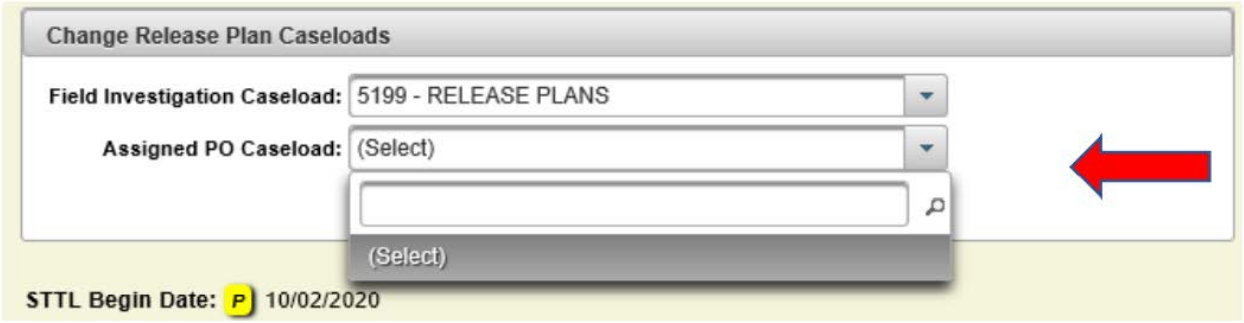
NOTE: It is important to assign a PO caseload number so that the investigating PPO will receive important notifications about due dates, address changes, new detainers, changes in release dates, etc.

Assigning a Release Investigation:

Selecting an individual under "PPO/FIO Releases" in the release planning module will allow you to assign or make changes to the Field Investigation and Assigned PO caseloads in OMS.



To change FIO or PO caseload, simply click the arrow at the right hand side of the selection, type in the desired caseload number, and hit Enter. Make sure to then click "Save" to save the changes. An automatic notification will be sent to the new caseload and the prior caseload, if any.



NOTE: Changes made in this section will automatically write back to the release plan in the CIS.

Anyone with authority to your county location can access the release packets in OMS that are designated to your county's "99" caseload. This allows support staff access to release plans, so they can retrieve, save, and/or print packets as needed for file preparation.

Important

Release packets and documents must be retrieved and saved, printed, etc. prior to 6 months after an offender's release from the institution. All documents are purged from the system 6 months after an offender reaches their PPS date (PRD, STTL End date).

NOTE: When the “responsible location” on the release plan changes, it will trigger an email to the email address[es] on a list for the corresponding county. We do not look at the caseloads for Release Plan Transfer notification.

Step 6 - Give to assigned PO.

9.4 ACCEPTANCE/REJECTION STEPS

After PO does investigation, they will return to Supervisor indicating acceptance or rejection. Supervisor will return to Support Staff or per your county’s policy.

For IRT/Field Investigations/OOSI’s: If case has been accepted, go to “Remarks” screen and record as shown. (Example: Date IRT/Field Investigation/Notification accepted by PO’s name – YOUR INITIALS/OFFICE). Give back to assigned PO.

For IRT/Field Investigations/OOSI’s: If case has been rejected, go to “Remarks” screen and record as shown. (Example: Date IRT/Field Investigation/Notification rejected, closed file returned to last office of supervision – YOUR INITIALS/OFFICE).

Rejection files are taken out of folders, stapled together and filed in rejection drawer, for 6 months, under PO’s name who did investigation or per your county’s policy.

9.5 TRANSFERRING TO ANOTHER COUNTY

NOTE: Release IRTs in CIS and send the file within 5 working days of the notice of acceptance of the transfer. Admit IRT within 14 days, regardless of file receipt.

If funded misdemeanor or felony case(s) expire, leaving only a non-funded misdemeanor open, supervising counties cannot automatically transfer the adult on supervision (AOS) back to the convicting county outside of the transfer process.

AOSs on Leave (both STTL and AIP) can be transferred and are subject to documentation being sent similar to SO IRTs.

Step 1 – From the CC RELEASE PROCESS on your main menu: On the ‘Work with Offenses’ screen, enter SID # on ‘Offender’ line, press enter, this will bring offender to screen. Check ‘Work with Offenses’ screen and make appropriate changes to offenses and conditions if needed (entering balances of restitution (SC7)/compensatory fine/community service work), press enter to process changes. If no changes needed press enter twice to go to ‘Offender Release’ screen.

Step 2 – Fill in release date and time. If IRT, use the date the other county accepted offender. If a new case transfer, use the date offender was directed to report to the other county (reporting instructions may be listed on an action plan or in a chrono).

Enter release type ‘TRAN’, fill in release location with appropriate 4-digit county location (use F4=prompt to view location list). Press enter to process, you will get the message ‘Release Processed – Select new offender or press enter to continue’.

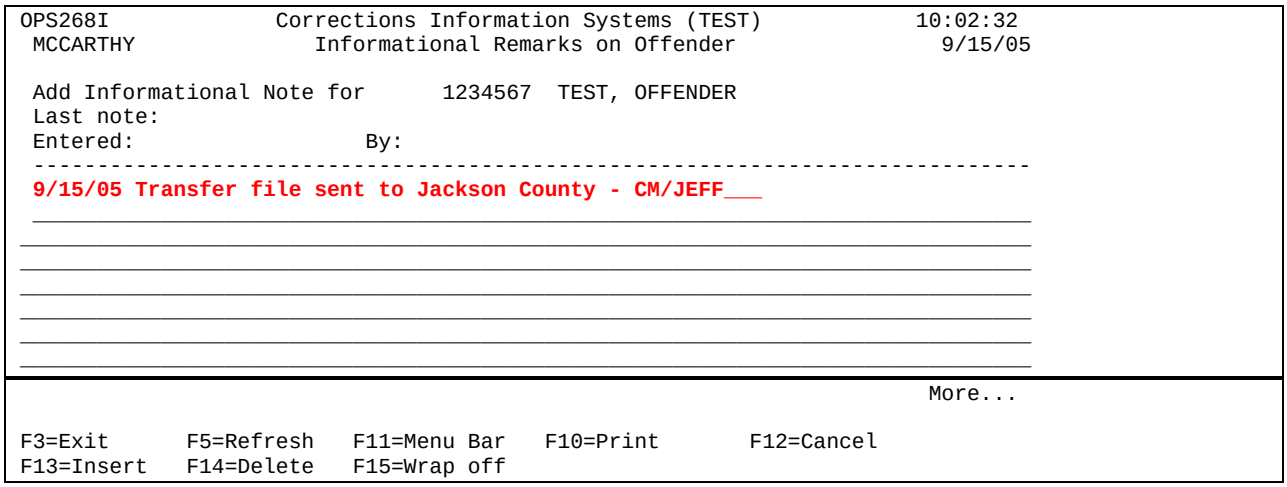
```
OPS270I            Corrections Information Systems (TEST)            9:49:12
 MCCARTHY                       Offender Release                       9/15/05
                                                          PROCESS

 Offender............ 1234567 TEST, OFFENDER
 DOB................  8/17/1978     Location: JEFF
 Status.............. PO Post Prison
 Current caseload.... 0888  KIM PERKINS
 Custody/Supv level.. LTD

 Release date........  9152005    Time....  930
 Release type code... TRAN

 Release to location. JACB



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

Step 3 – Press enter this will take you to the ‘Movement History/Maintenance’ screen. Check to make sure the transfer was completed.

```
SYS402I            Corrections Information Systems (TEST)            9:51:06
 MCCARTHY                 Movement History/Maintenance                 9/15/05
  RECORD KEY:  0257422
  Offender.... 1234567 TEST, OFFENDER                  Curr cycle. 01-09-01
  Status...... PostPrison(JEFF  Location.... JEFF         Primary caseload *None
  Position custody/admission cycle...  1  9               LC COUNTY....... JEFF
   --Cycle--  Location      --Admission----- -------Release------------
   01 Admission From: JEFF  09/22/2000
   01-09      Status: PO    07/22/2004
   01-09-01   JEFF          07/22/2004 08:01 09/15/2005 09:30 TRAN JACB
   Housing                  07/22/2004 08:01 07/28/2004 12:00
   Housing      ABSC        07/28/2004 12:00 08/28/2004 12:00
   Housing                  08/28/2004 12:00 09/15/2005 09:30
   SANC               JAIL  08/28/2004 00:00 09/26/2004 00:00
                                                                Bottom
   F3=Exit   F6=Insert housing  F7=Remarks  F10=Print  F16=Caseload history
   F18=Change data   F20=W/W Movements   F21=Auto cycle/summary maintenance
```

Step 4 – Go to LEDS to modify the EPR with the ORI, MBX and MIS field information provided by the receiving county.

Step 5 – Press enter three times to go to the ‘W/W Caseload History by Offender’ screen to check exit date of transfer. Press enter twice to get to the ‘Informational Remarks on Offender’ screen, enter date file sent in remarks screen with you initials.



Step 6 – Check Treatment Module for treatment completion. Press F11-3-T, this will take you to the 'Treatment Programs' window. Refer to 'Treatment Module' manual for data entry. Follow your county policy for data entry.

Step 7 - Per your county practice, attach modified EPR print out, transfer acceptance and transfer memo and check list (you can find in OPS 24) send file to appropriate county.

Step 8 – Per your county practice, remove CCH/LEDS records and chronos before sending file. Please remember TTYs from the Board regarding PPS revocation sentences are NOT considered "LEDS printouts" that need to be removed – to the contrary these are important historical "orders" and should remain in the file.

It is the responsibility of the sending office to obtain reporting instructions from the receiving county and ensure that the court order and police report, when available, are sent by the sending county.

9.6 TRANSFER-INS FROM ANOTHER COUNTY

Transfers should be admitted within 14 days of release. You can admit the transfer before you receive the file from the sending county.

From the ADMISSION PROCESS on your main menu:

Step 1 –Type SID # on 'offender line' of 'Community Corrections Admission' screen, press enter to bring offender to screen. Tab to admission date/time field and enter exact date and time transfer was released from other county. Fill in caseload (PO #) case is being transferred to, press enter you will receive message, 'transfer admission processed'.

```
OPS225I             Corrections Information Systems (TEST)            10:47:16
 MCCARTHY               Community Corrections Admission                 9/08/05

 Offender.............  1234567 Test, Offender
 DOB..................  5/20/1959
 Current status........ Probation
 Last location......... GRAN
 Release date/time.....
 Supervision level..... LTD

 Admission to location. POLK Polk County Community Corrections
 Admission date/time...  3122004 1525
 Caseload.............. 9161  BOYER, ANGELA

 Post admission status.

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

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

Step 2 – Press enter to move from one screen to the next updating all pertinent information until you come to the 'Offender Print' screen, put a 5 on option line, press enter to print kardex.

Step 3 – Run QLW via LEDS to check if EPR was transferred to your location, if mailbox information was added, if current PO's name and number are in miscellaneous field and if supplemental information was entered. Supplemental descriptive data is required by LEDS to be included in the EPR. OACCD has agreed if you receive an incomplete record, you can contact the sending county's SOON rep to request the supplemental descriptors entry. This will NOT prevent an IRT from being accepted. Refer to 'Adding Supplemental Information' document under 'Enter Probation Record' section of manual to add supplemental information. Per your county policy, add special conditions if appropriate.

NOTE: New intake from another county: If an adult on supervision (AOS) is a no show or had provided an incorrect address, after attempt to locate/get AOS to report has failed, **TRANSFER** back to the county of conviction. (This shows what actually happened, that supervision was attempted in the receiving county and the adult on supervision either did not show up for supervision or provided a bad address.)

9.7 NEW CASE TRANSFER / 90-DAY RULE

The following is the portion of the DOC Transfer Rule (291-019-0200), updated August 8, 2022 that outlines cases not requiring a transfer request and the corresponding responsibilities.

(1) New Cases: New cases are not subject to the transfer process. Transfer in CIS is done on the date reporting instructions are given.

New local control incarceration sentence where the time between conviction and release is less than 30 calendar days, we can consider a new case transfer and does not need a waiver of residence. We can now call for reporting instructions and can transfer upon release from custody.

- **This is not based on sentence length ordered**. This is based on actual time served.
- **Does not apply to revocation sentences** – only newly sentenced direct to Local Control.

(2) If, at the time of sentencing, the adult on supervision resided in a county other than the county of conviction, the office serving the county of residence shall assume supervision without requiring any transfer investigation from the sending county.

(3) 90-day Rule: If an adult on supervision, whose residence is in another county, is sentenced by court order to less than 90 days in jail, the case will be transferred to the office in the county of residence. If an adult on supervision is sentenced to 90 days or more, the case will be held by the county of conviction until released from jail, at which time the case will be handled as a new intake in the county of residence upon verification of residence.

(4) In situations described in sections (2) and (3) above, it is the responsibility of the sending office to (1) obtain reporting instructions from the receiving county and (2) ensure the court order and police report, when available, are sent to the receiving county.

(5) Six-Month Rule: In the last six months of supervision, and when an adult on supervision is in compliance, other options should be considered (i.e., earned discharge, early termination, bench probation, low or limited supervision level, inactive or unsupervised status) before attempting to transfer.

(6) The serving of a local control incarceration sentence under the legal or physical custody of the local supervisory authority, including any alternative forms of custody, is not subject to transfer under this rule.

(7) The supervision of a non-funded misdemeanor is not subject to this rule unless the non-funded misdemeanor is accompanied by a felony or funded misdemeanor. If funded misdemeanors or felony cases expire, leaving only non-funded misdemeanor open, supervising counties cannot automatically transfer the adult on supervision back to the convicting county outside of the transfer process.

To view the Department of Corrections Transfer Rule, go to the Oregon Secretary of State website:
https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=77
Click on Division 19 – Transfer (Community Corrections). Click on 291-019-0100.

OPS CHAPTER 10 - CIS Movement History/Maintenance

This chapter is designed to walk you through making changes on the Movement History/Maintenance screen. **Remember!** ***Always*** start with F10 to print your screens before making changes. After making any changes on the movement history screen perform the F21=Auto Cycle/Summary Maintenance. This clears up behind-the-scenes programming.

10.1 AUTO CYCLE/SUMMARY MAINTENANCE:

This data entry requirement (done on the movement history screen) will help keep programming on all screens accurate. Edits in CIS maintain that all the cycle information must match. If things look incorrect, try using F21=Auto cycle/summary maintenance on the movement history screen, and it will automatically make everything match up.

NOTE: if doing the F21 auto-cycle update moves an offense to a previous cycle because the admission date of the cycle does not accommodate the offense, you'll need a super user to assist with changing the date of the cycle admission (or possibly adding an additional movement at the beginning of the cycle) See Chapter 13 – Data needing a Super User.

10.2 CHANGING "ADMISSION FROM" LOCATION:

Step One: Go to the **'Admission From'** line and press F18 (shift F6) to Change Data.

```
SHIPPEYT                          Movement History/Maintenance
       10/21/08
  RECORD KEY:  1706643
  Offender.... 12345678     TEST, OFFENDER                          Curr cycle. 01-04-01
  Status...... Probation                Loca: COOS                                Prim
caseload  6202
  Position custody/admission cycle...  1  4
   --Cycle--  Location                  --Admission-----     -------Release------------
   01 Admission From: COOS          03/27/2006
   01-04      Status: PR                07/26/2008
   01-04-01   COOS                      07/26/2008 10:00
   Housing                              07/26/2008 10:00


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

The following Custody Cycle Maintenance screen will appear:

```
SHIPPEYT                              Custody Cycle Maintenance
      10/21/08

  Offender.... 12345678   TEST, OFFENDER
  Status...... Probation        Location.... COOS

  Custody from location.... COOS
  --Cycle--  Location             --Admission-----    -------Release------------
  01 Admission From: COOS
  01-01      Status: PR
  01-01-01   COOS
  Housing                       03/27/2006 10:00

  F3=Exit       F4=Prompt    F5=Refresh    F11=Menu bar
  F12=Cancel    F14=Delete custody         F17=Show all data
```

Step Two: Go to the location field that reads '**Custody from location'** and change to the appropriate code (For instance, if the offender was a Compact case from Washington State, you would change COOS to WA). If you do not know the correct code, press the F4 key to see options. Press <Enter> to save your change.

Step Three: F21 to auto cycle/summary maintenance on this movement history screen.

10.3 CHANGING STATUS, WHEN ENTERED IN ERROR

NOTE: Remember that Status is tied to offense type. Program edits will not allow you to make a status change if you haven't changed the sentence type on the work with offense screen first (example: PR status must have an open 'P' type offense, etc.).

Step One: Go to the **'Status'** line and press F18 (Shift F6) to Change Data.

```
SHIPPEYT                     Movement History/Maintenance
      10/21/08
  RECORD KEY:  1706643
  Offender.... 12345678    TEST, OFFENDER            Curr cycle. 01-04-01
  Status...... Probation              Loca: COOS                Prim caseload  6202
  Position custody/admission cycle...  1  4
   --Cycle--  Location                 --Admission----- -------Release------------
   01 Admission From: COOS
   01-04      Status: PR
   01-04-01   COOS
   Housing                            07/26/2008 10:00
                                                                          Bottom
   F3=Exit   F6=Insert housing  F7=Remarks  F10=Print  F16=Caseload history
   F18=Change data   F21=Auto cycle/summary maintenance
```

The following screen will appear:

```
SHIPPEYT                          Admission Cycle Maintenance
      10/21/08

   Offender.... 12345678   TEST, OFFENDER
   Status......   Probation                    Location.... COOS

   New current status....... PR   Hold reason/location...
   --Cycle--  Location      --Admission----- -------Release------------
   01-04      Status: PR
   01-04-01   COOS
   Housing    COOS          07/26/2008 10:00


              Bottom
   F3=Exit       F4=Prompt    F5=Refresh    F11=Menu bar
   F12=Cancel    F14=Delete admission       F17=Show all data
```

Step Two: Go to the **'New current status…'** line and change it to the correct status. For example, if the offender was really a conditional discharge case, you would enter CD. Use the F4 prompt key if you don't know the correct status code. Press enter to save your changes.

Step Three: Use F21 Auto Cycle/summary maintenance on the movement history screen.

10.4 CHANGING ADMISSION DATE:

Reminder: the admission date must match the sentence begin date or Compact begin date of at least one offense.

Step One: Go to the **'Housing'** line with the date to the right of it, and press F18 (Shift F6) to change data.

```
SHIPPEYT                                Movement History/Maintenance
      10/21/08
  RECORD KEY:  1735925
  Offender.... 12345678    TEST, OFFENDER                          Curr cycle. 01-01-01
  Status...... Probation               Loca: COOS                        Prim caseload
6207
  Position custody/admission cycle...  1  1
   --Cycle--  Location                  --Admission-----    -------Release------------
   01 Admission From: COOS
   01-01      Status: PR
   01-01-01   COOS
   Housing                             07/14/2008 10:00


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

The following screen will appear:

```
SHIPPEYT                                  Maintain Movement Data
       10/22/08

CHANGE
 Offender..  12345678    TEST, OFFENDER
 Location... COOS       Coos County Community Corre

 Housing location........ COOS   Coos County Community Corre

 Start date/time.........  7/26/2008 10:00

 Cell number.............
 Outcount reason/loca....

 Stop date/time..........

 F3=Exit        F4=Prompt    F5=Refresh    F6=Create
 F11=Menu bar   F12=Cancel   F14=Delete
```

Step Two: Go to the **'Start date/time'** line and change the date to the correct one. Press <Enter>

Step Three: Use F21 Auto Cycle/summary maintenance on the movement history screen.

10.5 CHANGING CURRENT ADMISSION LOCATION:

Note: You can only change the current (last) or only admission/housing location. A ticket to the Super Users will be needed if the change is to a previous admission/housing location.

Step One: Go to the housing line directly below the location code. Press F18 (Shift F6) = Change data.

```
SHIPPEYT                              Movement History/Maintenance
11/17/10
  RECORD KEY:  1753390
  Offender....  12345678   TEST, OFFENDER               Curr cycle. 01-01-01
  Status...... Probation               Loca: COOS         Prim caseload  6206
  Position custody/admission cycle...  1  1
   --Cycle--  Location                    --Admission----- -------Release------------
   01 Admission From: COOS
   01-01      Status: PR
   01-01-01   LCOO
   Housing                                          01/14/2010 10:00
                          Bottom
   F3=Exit   F6=Insert housing  F7=Remarks  F10=Print  F16=Caseload history
   F18=Change data   F20=W/W Movements   F21=Auto cycle/summary maintenance
```

The following Maintain Movement Data Screen will appear:

```
SHIPPEYT                    Maintain Movement Data                    11/17/
                                                                     CHANGE
 Offender..  12345678   TEST, OFFENDER
 Location... COOS  Coos County Community Corre

 Housing location........ LCOO    Coos County Jail

 Start date/time.........  1/14/2010 10:00

 Cell number.............
 Outcount reason/loca....

 Stop date/time..........

 F3=Exit        F4=Prompt    F5=Refresh    F6=Create
 F11=Menu bar   F12=Cancel   F14=Delete
```

Step Two: On the Housing Location field, type the correct housing location, press <Enter> to save. Press <Enter> to return to the movement history maintenance screen.

```
SHIPPEYT                              Movement History/Maintenance              11/17/10
  RECORD KEY:  1753390
  Offender....  12345678  TEST, OFFENDER                Curr cycle. 01-01-01
  Status...... Probation               Loca: LCOO         Prim caseload  6206
  Position custody/admission cycle...  1  1
   --Cycle--  Location               --Admission----- -------Release------------
   01 Admission From: COOS
   01-01      Status: PR
   01-01-01   COOS
   Housing                           01/14/2010 10:00

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

Step Three: Use F21 Auto Cycle/summary maintenance on the movement history screen.

10.6 DELETING OUTCOUNT ADMISSION PORTION OF HOUSING/LOCATION RECORDS

Remember to print screens using F10 print before you begin.

NOTE: NEVER use the F14=Delete function if both “Start” and “Stop” data is showing on this screen.

Step One: Delete Outcount Housing Admission In this example we are removing an ABSC movement. Go to the last **‘Housing’** record, and press F18 (shift F6) to change data.

```
 SHIPPEYT                        Movement History/Maintenance
      10/22/08
  RECORD KEY:  1706643
  Offender.... 12345678    TEST, OFFENDER                          Curr cycle. 01-04-01
  Status...... Probation(ABSC)         Loca: COOS                        Prim caseload
6202
  Position custody/admission cycle...  1  4
   --Cycle--  Location                  --Admission-----      -------Release-----------
-
   01 Admission From: COOS
   01-04      Status: PR
   01-04-01   COOS
   Housing                              07/26/2008 10:00  09/20/2008 10:00
   Housing      ABSC                    09/20/2008 10:00

       Bottom
   F3=Exit         F7=Remarks           F10=Print  F16=Caseload history
   F18=Change data        F21=Auto cycle/summary maintenance
```

The following screen will appear:

```
SHIPPEYT                                Maintain Movement Data
      10/22/08
                                                                          CHANGE
 Offender..  12345678   TEST, OFFENDER
 Location... COOS    Coos County Community Corre

 Housing location........ COOS   Coos County Community Corre

 Start date/time.........  9/20/2008 10:00

 Cell number.............
 Outcount reason/loca.... ABSC

 Stop date/time..........

F3=Exit        F4=Prompt    F5=Refresh    F6=Create
 F11=Menu bar   F12=Cancel    F14=Delete
```

Step Two: Press F14 (Shift F2). (Note: If you just wanted to change the Move-in date/time you could do that from this screen.)

Step Three: Use F21 Auto Cycle/summary maintenance on the movement history screen.

NOTE: When changing/deleting a 'Start' date/time, you must also change the previous Housing record's 'Stop' date/time to match (follow steps in 10.7 below). If this was done at another location, you will have to call that location to change the "Release" record as there is an edit that prevents changing another location's records.

10.7 DELETING RELEASE PORTION OF HOUSING/LOCATION RECORDS

NOTE: NEVER use the F14=Delete function if both "Start" and "Stop" data is showing on this screen.

Step One: To remove the Release portion of the record, go to the last '**Housing'** record, and press F18 (shift F6) to change data

```
SHIPPEYT                          Movement History/Maintenance
       10/22/08
  RECORD KEY:  1706643
  Offender.... 12345678     TEST, OFFENDER                          Curr cycle. 01-04-01
  Status...... Probation               Loca: COOS                        Prim caseload
6202
  Position custody/admission cycle...  1  4
   --Cycle--  Location            --Admission-----    -------Release------------
   01 Admission From: COOS
   01-04      Status: PR
   01-04-01   COOS
   Housing                                07/26/2008 10:00   09/20/2008 10:00

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

The following screen appears:

```
                    Maintain Movement Data                          10/22/08

                                                                   CHANGE
 Offender..  12345678    TEST, OFFENDER
 Location... COOS  Coos County Community Corre

 Housing location........ COOS  Coos County Community Corre

 Start date/time.........  7/26/2008 10:00

 Cell number.............
 Outcount reason/loca....

 Stop date/time.........  9/20/2008 10:00


 F3=Exit        F4=Prompt    F5=Refresh    F6=Create
 F11=Menu bar   F12=Cancel   F14=Delete
```

Step Two: Go to the **'Stop date/time'** field and remove the date and time. Press <Enter>.

The incorrect release has been removed.

```
SHIPPEYT                          Movement History/Maintenance
       10/22/08
  RECORD KEY:  1706643
  Offender.... 12345678   TEST OFFENDER                        Curr cycle. 01-04-01
  Status...... Probation               Loca: COOS                 Prim caseload  6202
  Position custody/admission cycle...  1  4
   --Cycle--  Location                 --Admission-----   -------Release------------
   01 Admission From: COOS
   01-04      Status: PR
   01-04-01   COOS
   Housing                             07/26/2008 10:00



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

Step Three: Use F21 Auto Cycle/summary maintenance on the movement history screen.

10.8 DELETING THE LAST LOCATION ADMISSION:

NOTE: This only applies if there are multiple location admission cycles. If the cycle reads: 01-01-01, do not do this! It must be at least 01-01-02.

Step One: Go to the location line (ex 01-01-02 CLAC) press F18 (shift F6).

```
BELLJU                  Movement History/Maintenance                 11/16/21
                                                                   *DESIGNATOR*
  Offender.... 12345678 Example, Person                 Curr cycle. 01-01-02
  Status...... Probation              Loca: CLAC         Prim caseload  5125
  Position custody/admission cycle...  1  1
   --Cycle--  Location      --Admission----- -------Release------------
   01 Admission From: MARI
   01-01      Status: PR
   01-01-01   MARI                                        TRAN CLAC
   Housing                 07/19/2021 14:00 11/01/2021 08:00
   01-01-02   CLAC
   Housing                 11/01/2021 08:00




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

The following screen appears:

```
BELLJU                      Change Transfer Data                     11/16/21

  Offender.... 12345678 Example, Person
  Status...... Probation        Location.... CLAC

   Transfer location... CLAC           Transfer reason..........
                                       Transfer to location.....
   --Cycle--  Location      --Admission----- -------Release------------
   01-01-02   CLAC
   Housing    CLAC          11/01/2021 08:00







                                                                    Bottom
   F3=Exit       F4=Prompt    F5=Refresh
   F11=Menu bar  F12=Cancel   F14=Delete   F17=Show all dates
```

Step Two: Delete Record: Press F14 (shift F2) to delete the record. You will get the message "Confirm F14=Delete of all records transfer cycle." Press F14 again to.

NOTE: NEVER use the F14=Delete function if “Release” information is also showing on the screen above.

Step Three: Press <enter> to return to the Movement History/Maintenance screen and use F21 Auto Cycle/summary maintenance.

```
BELLJU                  Movement History/Maintenance                 11/16/21
                                                                   *DESIGNATOR*
 Offender.... 12345678 Example, Person            Curr cycle. 01-01-01
 Status...... Probation              Loca: MARI        Prim caseload  5125
 Position custody/admission cycle...  1  1
  --Cycle--  Location      --Admission----- -------Release------------
  01 Admission From: MARI
  01-01      Status: PR
  01-01-01   MARI                                          TRAN CLAC
  Housing                 07/19/2021 14:00 11/01/2021 08:00


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

Remember that the Release date/time of the previous record will need to be changed or deleted and can only be done by the transferring location (in this example Marion would have to remove or change the release). The releasing location should follow the steps in 10.7.

Step Four: After deleting the last location admission, you must also delete the admission and release on the caseload history screen (shown below):

- Start by deleting the admission; put a 4 on the admission caseload line and hit enter

```
BELLJU               W/W Caseload History by Offender              11/16/21

 ID Number........ 12345678 Example, Person
 Location......... MARI Marion County S.O./Comm. Corr. Div.
 Primary caseload. 5125  PACHECO, GRETCHEN
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
 4     5125      CLAC  11/01/2021                PR
       8101      MARI   7/27/2021  11/01/2021     PR
       8198      MARI   7/19/2021   7/27/2021     PR


                                                                   Bottom
 F3=Exit      F5=Refresh   F6=Create   F10=Print   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

This screen will appear:

```
BELLJU              Confirm Delete of Caseload                      11/16/21

 Press Enter to confirm your choices for Delete.
 Press F12=Cancel to return to change your choices.

 Opt  Caseload  Loc   Entry Date  Exit Date   Status
      5125      CLAC  11/01/2021

                                                                      Bottom

 F12=Cancel
```

- Press enter to confirm delete.
- You will return to the caseload history screen and see the message that your caseload was deleted.

```
BELLJU                W/W Caseload History by Offender                11/16/21

 ID Number........ 12345678 Example, Person
 Location......... MARI Marion County S.O./Comm. Corr. Div.
 Primary caseload.
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                               To create entry
      8101      MARI   7/27/2021  11/01/2021      PR
      8198      MARI   7/19/2021   7/27/2021      PR


                                                                      Bottom
 F3=Exit      F5=Refresh   F6=Create   F10=Print   F11=Menu
 F12=Cancel   F15=Secondary caseloads
 5125  01/11/2021 Deleted.
```

- Go to the start of the release date you want to remove (shown above)
- Remove the date
- Hit enter. You will see the message that your record was updated.
- Return to the movement history screen and hit F21.

```
BELLJU                W/W Caseload History by Offender                11/16/21

 ID Number........ 12345678 Example, Person
 Location......... LINN Linn County Community Corrections
 Primary caseload. 8101  STOLTZ, MICHELLE
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                               To create entry
      8101      MARI   7/27/2021                 PR
      8198      MARI   7/19/2021   7/27/2021     PR


                                                                      Bottom
 F3=Exit      F5=Refresh   F6=Create   F10=Print   F11=Menu
 F12=Cancel   F15=Secondary caseloads
 8101 record updated.
```

10.9 STEPS TO INSERTING COUNTY AIC MOVEMENT

Step 1 - From your Main Menu, type 6 (CC Support Data Entry/Update) on the 'Selection' line and press <Enter>. Enter the SID # on 'Offender' line or press F6 and enter JIIs name, press <Enter>. This will open the JII's record on the Public Information screen.

Step 2 – Press <Enter> or F11-3-V to get to the Movement History/Maintenance screen.

Step 3 - F10=Print before making any changes.

Step 4 - Locate the dates that correspond with the county AIC movement you need to enter. Make note of the start and stop date/times you'll be using for the missing movement.
NOTE: If the LCMP release and PO admission do not have the exact same date and time on the movement history screen, you'll need to fix that first.

```
SHIPPEYT                          Movement History/Maintenance                          11/18/10
  RECORD KEY:  1720904
  Offender.... 12345678       TEST, OFFENDER                Curr cycle. 01-04-01
  Status...... PostPrison              Loca: COOS         Prim caseload  6205
  Position custody/admission cycle...  1  3

   --Cycle--  Location               --Admission-----              -------Release------------
   01 Admission From: COOS
   01-03      Status: LC
   01-03-01   LCOO                                                        LCMP COOS
   Housing                          01/08/2010 10:00       02/24/2010 10:00
   01-04      Status: PO            02/24/2010
   01-04-01   COOS                  02/24/2010 10:00
   Housing                          02/24/2010 10:00
   SANC               CSWK          04/06/2010 08:00       04/06/2010 15:00
   SANC               JAIL          07/23/2010 10:00       07/28/2010 10:00
```

Step 5 - Press F11-3-J for the W/W County AIC Movements screen.

Step 6 - Review the list of movements to make sure the one you need isn't already there. If it's on this screen, but not displaying on the Movement History, you may need to correct or add a date/time. If the movement is not there, continue to Step 7.

```
SHIPPEYT                     W/W County AIC Movements/Supv Status Codes          11/18/10
                                                          CHANGE
 Offender............ 12345678     TEST, OFFENDER
 Status.............. PostPrison   COOS

 LC conviction county COOS
 Start date/time..... 01082010 1000                 Supervision Sts Code. JAIL
                                                    Move type.............

 Enter option........ 2=Change   5=Display
       Move   LCsupv        Start                 Stop              Resp   Supervision
 Opt    Type    Auth         Date       Time       Date       Time    Loca   Status Code
        SANC              7/23/2010 10:00      7/28/2010     10:00    COOS    JAIL
        SANC              4/06/2010  8:00      4/06/2010     15:00    COOS    CSWK
        SANC              8/11/2009 10:00      8/21/2009     10:00    COOS    JAIL
        SANC              5/01/2009 10:00      5/09/2009     10:00    COOS    JAIL
        SANC             11/18/2008  8:00     11/18/2008     14:00    COOS    WKCR
        SANC              9/02/2008 10:00      9/06/2008     10:00    COOS    JAIL
```

Step 7 – Go to the 'LC conviction county' field and enter the 4-digit county code. On the 'Start date/time' field enter the date and time of the SB1145 movement. On the 'Supervision Sts Code' field type in the appropriate code (JAIL, INTX, etc.). Press <Enter>.

NOTE: The start date/time must match the date/time of the admission to LC status on the movement history screen.

Step 8 - Go to the new entry, put a 2=Change on the 'Opt' line, and press <Enter> This takes you to the Maintain County AIC Movement screen.

```
SHIPPEYT                      W/W County AIC Movements/Supv Status Codes         11/18/10
                                                                CHANGE
 Offender............ 12345678     TEST, OFFENDER
 Status.............. PostPrison   COOS

 LC conviction county
 Start date/time.....                          Supervision Sts Code.
                                                      Move type............

 Enter option........ 2=Change   5=Display
          Move   LCsupv          Start                  Stop            Resp   Supervision
 Opt    Type    Auth               Date    Time        Date    Time     Loca   Status Code
        SANC                   7/23/2010 10:00       7/28/2010 10:00    COOS      JAIL
        SANC                   4/06/2010  8:00       4/06/2010 15:00    COOS      CSWK
   2    LC      COOS           1/08/2010 10:00                          LCOO      JAIL
        SANC                   8/11/2009 10:00       8/21/2009 10:00    COOS      JAIL
        SANC                   5/01/2009 10:00       5/09/2009 10:00    COOS      JAIL
        SANC                   11/18/2008  8:00      11/18/2008 14:00   COOS      WKCR
        SANC                   9/02/2008 10:00        9/06/2008 10:00   COOS      JAIL
```

Step 9 – Tab to the 'Stop date/time' field and fill in the date and time. Press <Enter> to save.
NOTE: The stop date/time must match the date/time of the LCMP release and PO admission shown on the movement history screen.

```
SHIPPEYT            Maintain County AIC Movement & Supv. Status Code
11/18/10
                                                                CHANGE
Offender............. 12345678   TEST, OFFENDER
Current status........ PostPrison
Responsible location..

LC conviction county.. COOS                    -- CJIS transfered data to CIS
Start date/time.......  1/08/2010 10:00        Sending agency........
Stop date/time........  2/24/2010 10:00        Transaction number....
Responsible location.. LCOO
Supervision status.... JAIL
Move Type............. LC
```

Step 10 – Return to the Movement History/Maintenance screen and verify the entry is correct.

```
SHIPPEYT                  Movement History/Maintenance
11/18/10
  RECORD KEY:  1720904
  Offender.... 12345678    TEST, OFFENDER                  Curr cycle. 01-04-01
  Status...... PostPrison               Loca: COOS         Prim caseload  6205
  Position custody/admission cycle...  1  3
   --Cycle--  Location                   --Admission-----          -------Release---
---------
   01 Admission From: COOS
   01-03      Status: LC
   01-03-01   LCOO                                                      LCMP COOS
   Housing                              01/08/2010 10:00    02/24/2010 10:00
   SB1145             JAIL              01/08/2010 10:00    02/24/2010 10:00
   01-04      Status: PO                02/24/2010
   01-04-01   COOS                     02/24/2010 10:00
   Housing                             02/24/2010 10:00
   SANC               CSWK             04/06/2010 08:00    04/06/2010 15:00
   SANC               JAIL             07/23/2010 10:00    07/28/2010 10:00
```

Step 11 – Press F21 (Shift F9) =Auto Cycle/Summary Maintenance on the movement history screen.

10.10 REMOVING A CUSTODY CYCLE OPENED IN ERROR

NOTE: This is something you can do yourself only if the custody cycle opened in error is Cycle 2 or more. If it is the first custody cycle, you must put in a request to Judy Bell that the JII be removed from CIS.

Step One – Find your offender in CIS, go to the Movement History/Maintenance Screen and F10 Print the history.

Step Two –Go to the Admission From line that is incorrect. Press F18 (shift F6).

```
SHIPPEYT                Movement History/Maintenance                6/17/15
  RECORD KEY:  0238484                          **Remarks**    *DESIGNATOR*
  Offender.... 12345678   Offender, Test D          Curr cycle. 03-01-01
  Status...... Probation              Loca: COOS       Prim caseload  6200
  Position custody/admission cycle...  2
   --Cycle--  Location      --Admission-----        -------Release-----------
   Housing                   01/21/2011 16:30      09/19/2011 08:40
   SANC               WKCR   06/21/2011 10:32      01/20/2014 09:00
   SANC               JAIL   07/27/2011 00:00      01/20/2014 09:00
   02-02-02   DESC                                              TRAN COOS
   Housing                   09/19/2011 08:41      08/13/2012 08:00
   02-02-03   COOS                                               EXPI
   Housing                   08/13/2012 08:00      01/20/2014 09:00
   SANC               JAIL   06/04/2013 08:00      06/18/2013 08:00
   03 Admission From: COOS
   03-01      Status: PR
   03-01-01   COOS
   Housing                          06/15/2015 10:00
                                                                        Bottom
   F3=Exit   F6=Insert housing  F7=Remarks  F10=Print  F16=Caseload history
   F18=Change data   F20=W/W Movements   F21=Auto cycle/summary maintenance
```

This takes you to the Custody Cycle Maintenance Screen:

```
SHIPPEYT                  Custody Cycle Maintenance                    6/17/15

   Offender....12345678    Offender, Test D
   Status..... Probation        Location.... COOS

   Custody from location.... COOS
   --Cycle--  Location      --Admission-----  -------Release------------
   03 Admission From: COOS
   03-01      Status: PR
   03-01-01   COOS
   Housing                       06/15/2015 10:00

                                                Bottom
   F3=Exit       F4=Prompt    F5=Refresh    F11=Menu bar
   F12=Cancel    F14=Delete custody         F17=Show all data
```

Step Three: Press F14 (shift F2). This will highlight the current custody cycle information. You must press F14 again in order to delete it.

Step Four: Return to the Movement History/Maintenance Screen, review that your final custody cycle has been removed, and use F21 (shift F9) for Autocycle/summary maintenance.

Step Five: Go the W/W caseload History by Offender screen and remove the incorrect caseload information for the incorrect custody cycle you just removed.

10.11 TIPS AND REMINDERS:

- **Menu CCTRAIN**: use this training tutorial for training on this section. (On Selection line type MENU CCTRAIN and press <Enter>) Select #13 Movement History Maintenance

- **Print it:** It is very important to print out the Movement History/Maintenance screen before making any changes. That way if you make any errors, you or the Super User can put it back the way it was.

- **More Message:** If you see a plus sign at the end of a message at the bottom of the screen (error message or informative message) that means there is more to the message than what is shown on the screen. Go to the plus sign and hit the page down key to see the rest of the message.

- **Only Yours:** Remember you can only change your own location's movements. Make sure the information is correct, and call the appropriate location to correct their piece if needed.

- **But it IS my Location**: You can only make changes in the most current movement. Submit a ticket request to the DOC Service Desk DOC.ServiceDesk@doc.state.or.us who will refer it to a member of CCSUN (Super User Network) to make the change to any part of the movement that is previous to your location admission.

- **Add it Back:** So you removed the last housing movement, and now want to add another movement back on. You must use your regular release or admit process to add a new movement.

- **Missed a Movement:** Missing outcounts can be added by CCSUN (Super User Network) so that you don't have to do a lot of deleting. Email the Help Desk for a ticket to CCSUN. DOC.ServiceDesk@doc.state.or.us

- **Need Help?** Remember to contact your SOON Rep first if things get tough, or send an email to the SOON Rep distribution list for assistance.

OPS CHAPTER 11 - Caseload History Maintenance

The following instruction manual will walk you through changing, adding, or removing caseload history. It is recommended that you READ THIS ENTIRE SECTION BEFORE MAKING ANY CHANGES. After you've read the chapter and before you modify the caseload history, do an F10=print of the caseload history to memorialize what it looks like before you start making changes.

11.1 CHANGING INCORRECT CASELOAD NUMBER

To correct the caseload number, open Support Staff menu #10 CC Change Primary Caseload:

```
CMS294I             Corrections Information Systems (TEST)            14:41:16
 CUMMINSL               W/W Caseload History by Offender                5/31/00

 ID Number.........  1234567 TEST, Offender
 Location......... YAMH Yamhill County Community Corrections
 Primary caseload. 5327  SETTELL, RANDY
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
 _2_  5327      YAMH  11/01/1998                PS
      5306      YAMH   8/25/1994  11/01/1998     PS
      00106     OSP    5/31/1994   8/25/1994     IN
      00504     SCI    5/24/1994   5/31/1994     IN
      01001     MCCF   3/25/1994   5/24/1994     IN
      00306     OSCI  12/16/1991   3/25/1994     IN
      5306      YAMH   5/16/1990  10/02/1991  *  PA



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

In our example, caseload number 5327 is incorrect.

To change this, you can do it one of two ways:

1. Place your cursor on the incorrect number and type over with the correct number, and <Enter>. If you don't know the correct number, you can use the F4 prompt function and select the correct caseload number from the window.
~OR~
2. You can also use the 2=edit option and either type the correct number or use the F4 prompt function to select the correct number.

11.2 INSERTING CASELOAD NUMBER

To insert, go to your W/W Caseload History by Offender screen:

```
CMS294I             Corrections Information Systems (TEST)            15:50:40
 CUMMINSL              W/W Caseload History by Offender                 5/31/00

 ID Number.........  1234567 TEST, Offender
 Location......... DESC Deschutes County Community Corrections
 Primary caseload. 1542  MIKKELBORG, ELAINE
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      1542      DESC  10/28/1999                PO
      1540      DESC   7/31/1999  10/28/1999    LC
      1538      DESC   8/12/1997   7/31/1999    PO
      00110     OSP    5/24/1997   8/12/1997    IN
      00501     SCI    2/19/1997   5/24/1997    IN
      00410     EOCI   8/14/1996   2/19/1997    IN
      13002     PRCF   6/04/1996   8/14/1996    IN
      13099     PRCF   6/04/1996   6/04/1996    IN
      11002     SRCI   9/20/1994   6/04/1996    IN
      00410     EOCI   9/02/1994   9/20/1994    IN
                                                                  More...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

In this example, we need to add caseload number 1560 with an entry date of 6/4/98 and an exit date of 7/31/99. To accomplish this we will insert caseload 1560 between 1538 and 1540. The first step is to create a space within the existing dates by changing the exit date on the line prior to where the new caseload number will be inserted and pressing <Enter>:

```
CMS294I             Corrections Information Systems (TEST)            15:55:59
 CUMMINSL              W/W Caseload History by Offender                 5/31/00

 ID Number.........  1234567 TEST, Offender
 Location......... DESC Deschutes County Community Corrections
 Primary caseload. 1542  MIKKELBORG, ELAINE
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      ____      ____  __________  __________
      1542      DESC  10/28/1999                PO
      1540      DESC   7/31/1999  10/28/1999    LC
      1538      DESC   8/12/1997   6/04/1998  *  PO
      00110     OSP    5/24/1997   8/12/1997    IN
      00501     SCI    2/19/1997   5/24/1997    IN
      00410     EOCI   8/14/1996   2/19/1997    IN
      13002     PRCF   6/04/1996   8/14/1996    IN
      13099     PRCF   6/04/1996   6/04/1996    IN
      11002     SRCI   9/20/1994   6/04/1996    IN
      00410     EOCI   9/02/1994   9/20/1994    IN
                                                                  More...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

***Please note when changing either entry or exit dates, the date must be greater than the previous date, and less than the latter date.

The next step will be to create the new record by using F6=create function, or by entering the data on the top blank lines (text says To create entry) as follows:

```
CMS294I             Corrections Information Systems (TEST)            15:55:59
 CUMMINSL              W/W Caseload History by Offender                 5/31/00

 ID Number........  1234567 TEST, Offender
 Location......... DESC Deschutes County Community Corrections
 Primary caseload. 1542  MIKKELBORG, ELAINE
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
      1560            06 04 1998  07 31 1999  To create entry
      1542      DESC  10/28/1999                PO
      1540      DESC   7/31/1999  10/28/1999    LC
      1538      DESC   8/12/1997   6/04/1998  *  PO
      00110     OSP    5/24/1997   8/12/1997     IN
      00501     SCI    2/19/1997   5/24/1997     IN
      00410     EOCI   8/14/1996   2/19/1997     IN
      13002     PRCF   6/04/1996   8/14/1996     IN
      13099     PRCF   6/04/1996   6/04/1996     IN
      11002     SRCI   9/20/1994   6/04/1996     IN
      00410     EOCI   9/02/1994   9/20/1994     IN
                                                              More...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

NOTE: The asterisk between the exit date and the status denotes a break in custody cycle. If you see an asterisk where you know there is not a break in custody cycles, review the caseload history to determine what needs to be changed or inserted to ensure a continuous custody cycle. The asterisk in this example appeared because we changed a caseload end date, which caused a break in the dates between caseloads. As we finish inserting the missing caseload, the asterisk will disappear when the date gap is closed.

After pressing <Enter> to save your changes, your data will be inserted and you will see the following:

```
CMS294I             Corrections Information Systems (TEST)            16:20:27
 CUMMINSL              W/W Caseload History by Offender                 5/31/00

 ID Number........  1234567 TEST, Offender
 Location......... DESC Deschutes County Community Corrections
 Primary caseload. 1542  MIKKELBORG, ELAINE
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                               To create entry
      1542      DESC  10/28/1999                PO
      1540      DESC   7/31/1999  10/28/1999    LC
      1560      DESC   6/04/1998   7/31/1999    PO
      1538      DESC   8/12/1997   6/04/1998    PO
      00110     OSP    5/24/1997   8/12/1997     IN
      00501     SCI    2/19/1997   5/24/1997     IN
      00410     EOCI   8/14/1996   2/19/1997     IN
      13002     PRCF   6/04/1996   8/14/1996     IN
      13099     PRCF   6/04/1996   6/04/1996     IN
      11002     SRCI   9/20/1994   6/04/1996     IN
                                                              More...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
 1560  06/04/1998 Added.
```

11.3 REMOVING AN INCORRECT RECORD

Place your cursor on the line to be removed and enter 4=delete option and press <Enter>.

```
CMS294I             Corrections Information Systems (TEST)            16:46:10
 CUMMINSL               W/W Caseload History by Offender                5/31/00

 ID Number.........  1234567 TEST, Offender
 Location......... DESC Deschutes County Community Corrections
 Primary caseload. 1542  MIKKELBORG, ELAINE
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      1542      DESC  10/28/1999                PO
      1540      DESC   7/31/1999  10/28/1999     LC
 4    1560      DESC   6/04/1998   7/31/1999     PO
      1538      DESC   8/12/1997   6/04/1998     PO
      00110     OSP    5/24/1997   8/12/1997     IN
      00501     SCI    2/19/1997   5/24/1997     IN
      00410     EOCI   8/14/1996   2/19/1997     IN
      13002     PRCF   6/04/1996   8/14/1996     IN
      13099     PRCF   6/04/1996   6/04/1996     IN
      11002     SRCI   9/20/1994   6/04/1996     IN
                                                                    More...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

You will be asked to confirm the deletion by pressing <Enter> again.

```
CMS294I             Corrections Information Systems (TEST)            16:49:11
 CUMMINSL               W/W Caseload History by Offender                5/31/00

 ID Number.........  1234567 TEST, Offender
 Location......... DESC Deschutes County Community Corrections
 Primary caseload. 1542  MIKKELBORG, ELAINE
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      1542      DESC  10/28/1999                PO
      1540      DESC   7/31/1999  10/28/1999     LC
      1538      DESC   8/12/1997   6/04/1998  *  PO
      00110     OSP    5/24/1997   8/12/1997     IN
      00501     SCI    2/19/1997   5/24/1997     IN
      00410     EOCI   8/14/1996   2/19/1997     IN
      13002     PRCF   6/04/1996   8/14/1996     IN
      13099     PRCF   6/04/1996   6/04/1996     IN
      11002     SRCI   9/20/1994   6/04/1996     IN
      00410     EOCI   9/02/1994   9/20/1994     IN
                                                                    More...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
 1560  04/06/1998 Deleted.
```

Note that the asterisk has returned because there is now a gap in the dates, making it appear as two different custody cycles. You must now change the exit date of the previous record to match the entry date of the latter record by placing your cursor on the date to be changed, typing the correct date, and pressing <Enter> as follows:

```
CMS294I             Corrections Information Systems (TEST)            16:52:45
 CUMMINSL               W/W Caseload History by Offender                5/31/00

 ID Number.........  1234567 TEST, Offender
 Location......... DESC Deschutes County Community Corrections
 Primary caseload. 1542  MIKKELBORG, ELAINE
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      1542      DESC  10/28/1999               PO
      1540      DESC   7/31/1999  10/28/1999    LC
      1538      DESC   8/12/1997   7/31/1999    PO
      00110     OSP    5/24/1997   8/12/1997    IN
      00501     SCI    2/19/1997   5/24/1997    IN
      00410     EOCI   8/14/1996   2/19/1997    IN
      13002     PRCF   6/04/1996   8/14/1996    IN
      13099     PRCF   6/04/1996   6/04/1996    IN
      11002     SRCI   9/20/1994   6/04/1996    IN
      00410     EOCI   9/02/1994   9/20/1994    IN
                                                                    More...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

Note that the asterisk has gone away, denoting there is no gap in dates aka one continuous custody cycle.

11.4 CASELOAD HISTORY / REMOVING A RELEASE

When you remove a release from the movement history (Chapter 10, section 10.7), you must also remove the unwanted exit date on the caseload history screen as well. In this example, we deleted the release movement to discharge on 1-11-2000.

```
CMS294I             Corrections Information Systems (TEST)            17:47:59
 CUMMINSL               W/W Caseload History by Offender                5/31/00

 ID Number.........  1234567  TEST, Offender
 Location......... MTCB Multnomah CBC/Casebank Office
 Primary caseload._______
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      3222      MTCB  11/23/1999   1/11/2000    PR
      3661      MTSW   3/06/1998  11/23/1999    PR
      4825      MTDC   1/22/1998   3/06/1998    PR
      4008      MTDC   1/12/1998   1/22/1998    PR




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

Please notice the “Primary caseload” field is blank at this point. Removing the “Exit Date” causes the previous caseload number to become the current primary caseload number. This is important for accurate caseload statistics.

To remove the 1/11/2000 “Exit Date”, place your cursor on the date and clear the field by using the field exit key or the space bar, and press <Enter>.

```
CMS294I             Corrections Information Systems (TEST)            17:50:07
 CUMMINSL               W/W Caseload History by Offender                5/31/00

 ID Number.........  1234567 TEST, Offender
 Location......... MTCB Multnomah CBC/Casebank Office
 Primary caseload. 3222  ASSP CASELOAD
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      3222      MTCB  11/23/1999               PR
      3661      MTSW   3/06/1998  11/23/1999     PR
      4825             1/22/1998   3/06/1998     PR
      4008      MTDC   1/12/1998   1/22/1998     PR




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

Please notice “Primary caseload” is now showing the last caseload of 3222.

11.5 CASELOAD HISTORY/REMOVING AN ADMISSION

When you remove the last admission (and the prior release) from the movement history screen, you must also remove the corresponding caseload history.

You must first remove the caseload and entry date of the admission cycle you just deleted from the movement history screen. To do this, place your cursor in the Opt field and use the 4=delete option.

```
CMS294I             Corrections Information Systems (TEST)            18:46:27
 CUMMINSL               W/W Caseload History by Offender                5/31/00

 ID Number.........  1234567 TEST, Offender
 Location......... LDES Deschutes County Jail
 Primary caseload. 1542  MIKKELBORG, ELAINE
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
 4    1542      DESC  10/28/1999               LC
      1540      DESC   7/31/1999  10/28/1999     LC
      1538      DESC   8/12/1997   7/31/1999     PO
      00110     OSP    5/24/1997   8/12/1997     IN
      00501     SCI    2/19/1997   5/24/1997     IN
      00410     EOCI   8/14/1996   2/19/1997     IN
      13002     PRCF   6/04/1996   8/14/1996     IN
      13099     PRCF   6/04/1996   6/04/1996     IN
      11002     SRCI   9/20/1994   6/04/1996     IN
      00410     EOCI   9/02/1994   9/20/1994     IN
                                                                    More...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

The “Exit Date” corresponding to the previous entry date must also be removed. Please note the “Primary caseload” field is blank at this point. Removing the “Exit Date” causes

the previous caseload number to become the current primary caseload number. This is important for accurate caseload statistics.

```
CMS294I             Corrections Information Systems (TEST)            18:53:29
 CUMMINSL               W/W Caseload History by Offender                5/31/00

 ID Number.........  1234567  TEST, Offender
 Location......... LDES Deschutes County Jail
 Primary caseload_____
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      1540      DESC   7/31/1999  10/28/1999     LC
      1538      DESC   8/12/1997   7/31/1999     PO
      00110     OSP    5/24/1997   8/12/1997     IN
      00501     SCI    2/19/1997   5/24/1997     IN
      00410     EOCI   8/14/1996   2/19/1997     IN
      13002     PRCF   6/04/1996   8/14/1996     IN
      13099     PRCF   6/04/1996   6/04/1996     IN
      11002     SRCI   9/20/1994   6/04/1996     IN
      00410     EOCI   9/02/1994   9/20/1994     IN
      01441            8/26/1994   9/02/1994     IN
                                                              More...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
 1542  28/10/1999 Deleted.
```

To remove the 10/28/1999 “Exit Date”, place your cursor on the date and clear the field by using the field exit key or the space bar, and press <Enter>.

```
CMS294I             Corrections Information Systems (TEST)            18:54:42
 CUMMINSL               W/W Caseload History by Offender                5/31/00

 ID Number.........  1234567  TEST, Offender
 Location......... LDES Deschutes County Jail
 Primary caseload. 1540  DIZNEY, VICKI
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      1540      DESC   7/31/1999  __________     LC
      1538      DESC   8/12/1997   7/31/1999     PO
      00110     OSP    5/24/1997   8/12/1997     IN
      00501     SCI    2/19/1997   5/24/1997     IN
      00410     EOCI   8/14/1996   2/19/1997     IN
      13002     PRCF   6/04/1996   8/14/1996     IN
      13099     PRCF   6/04/1996   6/04/1996     IN
      11002     SRCI   9/20/1994   6/04/1996     IN
      00410     EOCI   9/02/1994   9/20/1994     IN
      01441            8/26/1994   9/02/1994     IN
                                                              More...
 F3=Exit      F5=Refresh   F6=Create   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

Please notice the primary caseload field is again showing a current primary caseload number.

11.6 SECONDARY CASELOAD INDICATOR

If you want to see who has added an offender as a secondary to their caseload, press F15 on the w/w Caseload History by Offender screen.

```
CMS294I             Corrections Information Systems (TEST)            20:40:37
 CUMMINSL              W/W Caseload History by Offender                 5/31/00

 ID Number........ 1234567  TEST, Offender
 Location......... OWCC Oregon Womens Correctional Center
 Primary caseload. 00202 HATHAWAY, MIKE
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      00202     OWCC   4/13/1999                IN
      4970      MTPN   9/15/1997   4/13/1999    PR
      4917      MTPN   6/07/1996   9/15/1997    PR
      3406      MTNO   3/17/1993   6/07/1996    PR
      4004      MTDC   3/15/1993   3/17/1993    PR









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

The following screen shows which caseloads the offender is on, both as primary and secondary.

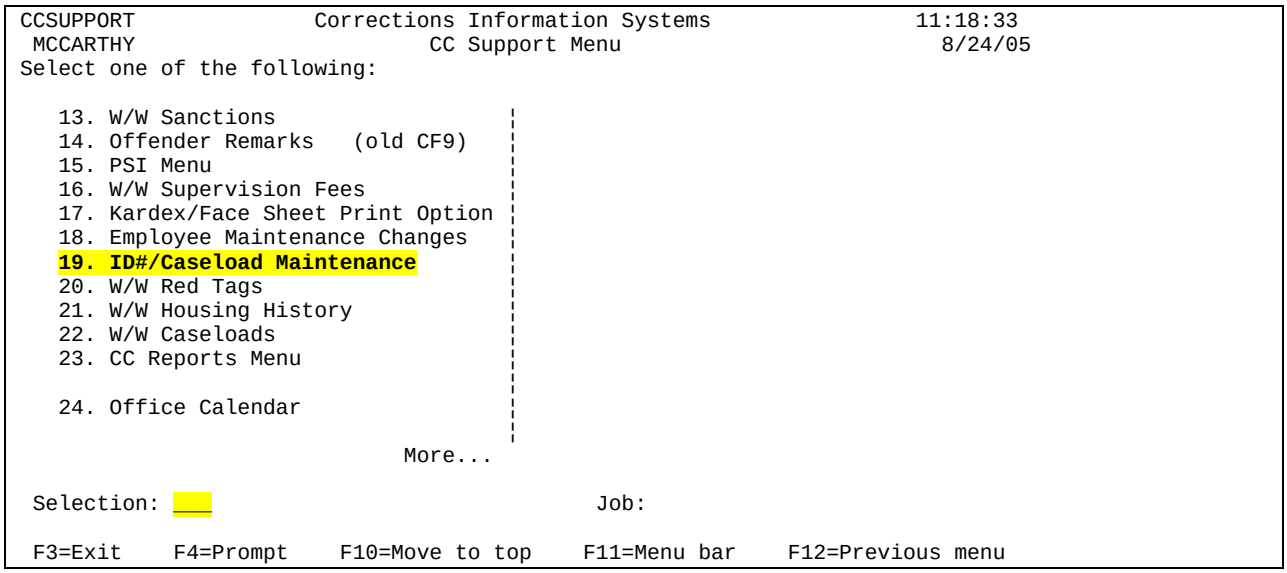
```
CMS224I             Corrections Information Systems (TEST)            20:37:03
 CUMMINSL              W/W Primary/Secondary Caseloads                  5/31/00
 Offender: 1234567  TEST, Offender              Location: OWCC Cell Number: W6B

                        Position to:
 Enter option...
   4=Delete   5=Display   A=Audit stamp

 Opt  Caseload  P/S  Name                            Type  Location
      00202     P    HATHAWAY, MIKE                  I     OWCC
      08021     S    PTA - JUDY ROCQUE               I     IBRO
      4664      S    TOM CHILDERS                    C     MTAD









                                                                      Bottom
 F3=Exit      F5=Refresh   F6=Create   F11=Menu bar
 F12=Cancel   F13=Repeat
 MAJORS WANDAL is the court name for MANN WANDAL.
```

If another agency has added an offender as a secondary to their caseload, please do not remove that. If you have concerns about why someone has added your offender as a secondary to their caseload, please contact the caseload owner.

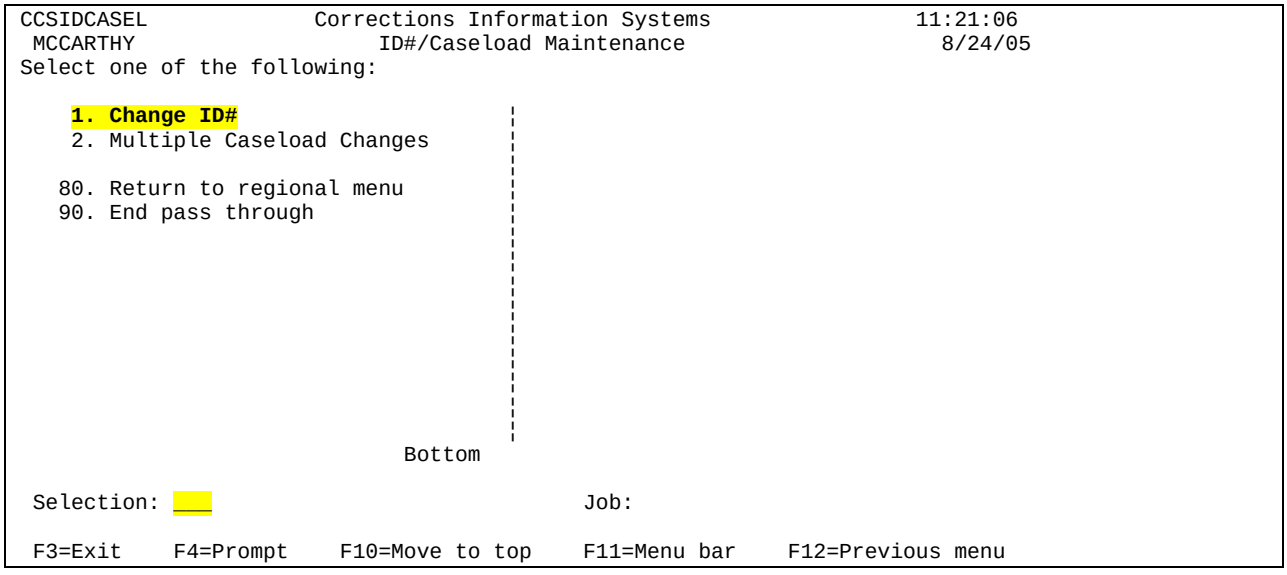
OPS CHAPTER 12 – Miscellaneous Data Entry

12.1 CHANGING SID NUMBERS (from block to SID or wrong/discontinued SID to correct/current SID)

Step 1 - From the CC Support Menu, type a '19' on the selection line (ID#/Caseload Maintenance), press enter.



Step 2 - This will take you to the 'ID#/Caseload Maintenance' Screen. Type a '1' on the selection line (Change ID #), press enter.



Step 3 - This will take you to the 'Offender Data Change Utility' Screen. Type in the offender's block # or use the F4=Prompt to access the Offender Name Search screen, select offender and press enter, this will bring offender to screen.

```
OPS219I                Corrections Information Systems                 9:20:54
BELLJU                   Offender Data Change Utility                12/21/21

Offender...... 70400804  OFFENDER, TEST
Location...... CLAC  Clackamas County Community Correctio
Status........ Discharge
DOB...........  4/07/1964

Enter data to be changed:

 ID Number/SID...... 12345678
 Admit Reason....... NEWCASE




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

Step 4 - At the highlighted 'ID Number/SID' field, type the new SID # over the existing block # and press enter. The ID number is now changed throughout OPS and the block number has automatically been added to the 'Other Numbers' screen.

```
OPS219I                Corrections Information Systems                 9:22:29
BELLJU                   Offender Data Change Utility                12/21/21

Offender...... 12345678  OFFENDER, TEST
Location...... CLAC  Clackamas County Community Correctio
Status........ Discharge
DOB...........  4/07/1964

Enter data to be changed:

 ID Number/SID...... 12345678
 Admit Reason....... NEWCASE









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

ID-NUMBER 70400804 CHANGED TO 12345678
```

Step 5 – Take a screen shot and highlight or circle the message at the bottom and send to OISC Central Records right away.

NOTE: You will need to inform OISC of the change from Block to SID. Send the screen shot in an email to OISC@doc.oregon.gov providing both numbers and remember to include the Offender's name in the subject line.

Step 6 – Print new Kardex.

Step 7 – Go to LEDS to enter an EPR (refer to EPR Steps) on the offender.

12.2 OFFENSES, COPYING

Step1 – From the CC Support Menu, choose #5 CC Court Orders Process. On the first screen 'Work with Offenses', call the offender to the screen either by SID or name search.

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

 Offender:  1234567    Test, Offender                    Record key:
 Status:   Probation            UMAP Umatilla/Morrow CCC - Pendleto
                                                 OISC migr date...
 Enter option...                                 Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    03CF016/01   MORR         THEFT I       164.055       Y    Y
       00   P FPR      07/17/2003   002-000-000   07/16/2005

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

Step 2 – On 'Work with Offenses' screen, tab down to the correct offense line, put a '3=copy offense' on the line, press enter, a window will appear. Tab down to the New Court Case Number field and enter the new docket number and count #, press enter.

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

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

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

```
OPS230I            Corrections Information Systems (TEST)            9:52:26
 MCCARTHY                    Work with Offenses                        9/13/05

 Offender:  1234567  Test, Offender                    Record key:
 Status:   Probation            UMAP Umatilla/Morrow CCC - Pendleto
             DNA Collection Required             OISC migr date...
 Enter option...                                 Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
       01    03CF016/01   MORR         THEFT I       164.055       Y    Y
       00   P FPR      07/17/2003   002-000-000   07/16/2005
  _2_   02    03CF016/03   MORR         THEFT I       164.055       Y    Y
       00   P FPR      07/17/2003   002-000-000   07/16/2005

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

Step 3 – Change any data that needs to be changed, i.e. length of supervision, ORS, etc., by putting a '2=change' on the appropriate offense line, press enter. This will take you to the 'Docket and Offense Description' screen where you can make the appropriate changes. Press enter to update the screen.

```
OPS236I            Corrections Information Systems (TEST)            9:58:28
 MCCARTHY                 Docket and Offense Description               9/13/05
                                                              CHANGE
 Offender.............  1234567     TEST, OFFENDER
 Status.............. Probation    UMAP Umatilla/Morrow CCC - Pendleton

 Docket#/County...... 03CF016/03   MORR

 Sanction status..... SANC
 Offense number...... 02
 ORS number.......... 164.057      THEFT AGGR THEFT I AGGRAVATED
 Sent guide  (Y/N)... Y                      Crime Class/Severity BF 405
 Felony=Misdemeanor.. N                        Funded Misd (Y/N) ____
 Inchoate/ORS........
 Crime seriousness...  4                     Criminal history.... H
 Sentencing judge.... WALLACE                Dispositional depart ___
 Defense counsel..... BENDIXSEN              Durational depart  ___
 District attorney... BALLARD                DA case number......
 Crime date..........             M57 Eligible ___  M57 Convicted ___
 Arrest date.........
 Convicted date......  7/17/2003

 F3=Exit       F4=Prompt   F5=Refresh   F6=Add Sentence   F8=Add counts
 F11=Menu Bar  F12=Cancel
```

NOTE: The funded misd flag, as well as the dispositional and durational departure fields will NOT copy over. You will need to reevaluate those and reenter as appropriate. The crime seriousness and criminal history will copy over – please be sure to review these fields to ensure they match the court order for your copied offense.

Step 4 - Press enter to return to the 'Work with Offenses' screen. Verify that your changes are correct.

Step 5 – Press 'F10=Print' to print Kardex.

12.3 CONDITIONS, COPYING

Step 1 – From the CC Support Menu, choose #5 CC Court Orders Process. On the first screen 'Work with Offenses', call the offender to the screen either by SID or name search.

```
OPS230I               Corrections Information Systems               10:04:24
BELLJU                     Work with Offenses                       12/21/21

Offender:  12345678  Offender, Test Jr          Record key:  123456
Status:   Probation           LINC Lincoln County Community Corre
        DNA Collection not Required
Enter option...                                 Custody cycle....  2
  2=Change        3=Copy offense    4=Delete       5=Display
  7=Add sentence  8=Conditions   9=Custody units   17=Add LC
  OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
     CS    Type       Begin date   Length        Max date      Term date  Code
_8_   01    20CR53196/05   LINC         ASSA IV       163.160       N    Y
       00   P MPR      11/12/2020   000-036-000   11/11/2023
      02    20CR53196/06   LINC         HARASS        166.065       N    Y
       00   P MPR      11/12/2020   000-036-000   11/11/2023
      03    20CR53196/07   LINC         ASSA IV       163.160       N    Y
       00   P MPR      11/12/2020   000-036-000   11/11/2023




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

Step 2 – On 'Work with Offenses' Screen, tab down to any offense line, put an '8=conditions' on opt line, press enter. This will take you to the 'Work with Conditions' Screen.

```
OPS208I               Corrections Information Systems               10:08:00
BELLJU                     Work With Conditions                     12/21/21

Offender.........  12345678      Offender, Test Jr
Status............ Probation     LINC Lincoln County Community Corrections
Court case number. 20CR53196/05    LINC  Judge....... BACHART

Enter option...
  2=Change   4=Delete   5=Display   8=Payment Entry          I=Description
pt   Code           Type       Description                   Trk Txt Compl
     DVTX           PROBATION  DOMESTIC VIOL EVAL/TX          N
     MHTX           PROBATION  MENTAL HEALTH EVAL/TX (GC15)   N
     NCVI           PROBATION  NO CONTACT VICTIM              N   Y
     OTHR           PROBATION  OTHER CONDITION                N   Y









                                                                      Bottom
F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel   F13=Repeat
F16=Review/copy all conditions F17=Add conditions      F18=Expired conditions
```

Step 3 – On the 'Work with Conditions' Screen, press 'F16=Review/Copy All Conditions' (Shift F4), this will take you to the 'Review/Copy Offender Conditions' Screen.

```
OPS526I               Corrections Information Systems               10:09:05
```

```
BELLJU                 Review/Copy Offender Conditions                12/21/21

Offender..........  8963067      STEPHENS, GARY ROBERT
Status............ Probation     LINC Lincoln County Community Corrections
Court case number.                 LINC  Judge.......

Enter option...                              Position to.................
  3=Copy  4=Delete
Opt Code  Type         Description                      Status CC  Court Case #
_3_ DVTX PROBATION  DOMESTIC VIOL EVAL/TX           Probation  20CR53196/05
_3_ MHTX PROBATION  MENTAL HEALTH EVAL/TX (GC15)    Probation  20CR53196/05
_3_ NCVI PROBATION  NO CONTACT VICTIM               Probation  20CR53196/05
_3_ OTHR PROBATION  OTHER CONDITION                 Probation  20CR53196/05
    DVTX PROBATION  DOMESTIC VIOL EVAL/TX           Probation  20CR53196/06
    MHTX PROBATION  MENTAL HEALTH EVAL/TX (GC15)    Probation  20CR53196/06
    NCVI PROBATION  NO CONTACT VICTIM               Probation  20CR53196/06
    OTHR PROBATION  OTHER CONDITION                 Probation  20CR53196/06


                                                                       Bottom
F3=Exit     F4=Prompt    F5=Refresh
F12=Cancel               F17=Review Selected Conditions
```

Please notice that all conditions entered on every open offense are listed, so if the conditions are the same on more than one offense, you will see those same conditions listed more than once. Put a 3 on each opt line of the condition(s) you want to copy and press enter. A pop-up window appears shown below.

```
OPS526I                Corrections Information Systems                10:09:05
 BELLJU                 Review/Copy Offender Conditions                12/21/21

 Offender..........  8963067      STEPHENS, GARY ROBERT
 Status............ Probation     LINC Lincoln County Community Corrections
 Court case number.                 LINC  Judge.......

 Enter option...                              Position to.................
   3=Copy
 Opt Code                                                        Court Case #
  3  DVTX P                                                     0CR53196/05
  3  MHTX P  Offender: 08963067 STEPHENS, GARY ROBERT           0CR53196/05
  3  NCVI P                                                     0CR53196/05
  3  OTHR P    Number          Cnty Judge                Sts     0CR53196/05
     DVTX P    Z215064         MULT CENICEROS            DI      0CR53196/06
     MHTX P    20CR53196/05    LINC                      PR      0CR53196/06
     NCVI P    20CR53196/06    LINC                      PR      0CR53196/06
     OTHR P    20CR53196/07    LINC                      PR      0CR53196/06
               920331381       MULT CENICEROS            DI
               92226           CLAC DARLING              DI
                                                      More...           Bottom
 F3=Exit       F12=Cancel
 F12=Cancel
```

Put your cursor on the docket number line you want the conditions copied into and press enter three times to return to the w/w offense screen. You can now check the offense with an 8=conditions on the opt line to make sure the conditions including text are there.

NOTE: Please be careful when using this copy feature as conditions can vary from count to count and docket to docket. Remember the text attached to the condition will copy over as well. Carefully select only the conditions that apply to your new count/docket, rather than copy all conditions listed.

12.4 OFFENSES, RE-SEQUENCING

NOTE: Never resequence offenses of a person that has I lines without getting permission from OISC first.

Step 1 – From the CC Support Menu, choose #5 CC Court Orders Process. On the first screen 'Work with Offenses', call the offender to the screen either by SID or name search. To see the option for re-sequencing offenses, press 'F24=More keys' (Shift F12).

```
OPS230I             Corrections Information Systems (TEST)             9:14:54
 MCCARTHY                    Work with Offenses                         9/23/05

 Offender:  1234567   Test, Offender                      Record key:
 Status:   Probation            JOSE Josephine County Community Cor
             DNA Collection Required              OISC migr date...
 Enter option...                                  Custody cycle....  2
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY          ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date    Length        Max date      Term date  Code
    04    03CR0832/02  JOSE          ENDAN MIN     163.575       N    Y
       00   P MPR      07/22/2004    000-018-000   01/21/2006
    05    0215CR32/01  MARI          MURDER        163.115       Y    Y
       00   P FPR      10/12/2003    005-000-000   10/11/2008

                                                                      Bottom
 F13=Autochange    F15=Post Supv Ovrr     F16=History        F17=Earned time
 F18=Resequence    F20=Add Local Docket   F21=Trans Leave     F24=More keys...
```

Step 2 - Press 'F18=resequence' (Shift F6) this will take you to the 'Work with Sentence/Re-sequencing' screen.

```
OPS232I             Corrections Information Systems (TEST)             9:21:04
 MCCARTHY                Work with Sentences/Resequencing                9/23/05

 Offender:  1234567    TEST, OFFENDER
 Status:   Probation       JOSE Josephine County Community Corrections

 Enter option...
   Change offense number by typing over current.

  Off# Typ CS Docket#     SG Crime      Begin date Length      Term date  Code
   01   P     95CR1097/01  Y DEL/MAN BF  9/30/1997 003-000-000 11/29/1999 VIOL
        I                               12/02/1999 000-024-000  7/12/2001 POST
        O                                7/12/2001 003-000-000 11/25/2004 EXPI
   02   L     PPSVSANC     Y PPSV SANC   4/30/2004 000-000-120  8/10/2004 EXPI
   03   P     03CR0832/01  Y POS SUB CF  7/22/2004 000-018-000
   04   P     03CR0832/02  N ENDAN MIN   7/22/2004 000-018-000
   05   P     0215CR32/01  Y MURDER     10/12/2003 005-000-000

                                                                      Bottom
 F3=Exit          F5=Refresh      F7=Facesheet       F10=Print
 F11=Menu bar     F12=Cancel
```

Step 3 – To change the offense number you will need to type over the current offense number. If the offense number is currently being used, you will need to change that offense number first as the system does not allow us to have two offense numbers that are the same. After you have changed the offense numbers, press enter. In this example, first we change offenses 03 and 04 to 06 and 07 respectively.

```
OPS232I             Corrections Information Systems (TEST)             9:21:04
 MCCARTHY               Work with Sentences/Resequencing                 9/23/05

 Offender:  1234567    TEST, OFFENDER
 Status:   Probation       JOSE Josephine County Community Corrections

 Enter option...
   Change offense number by typing over current.

  Off# Typ CS Docket#     SG Crime      Begin date Length      Term date  Code
   01   P     95CR1097/01  Y DEL/MAN BF  9/30/1997 003-000-000 11/29/1999 VIOL
        I                               12/02/1999 000-024-000  7/12/2001 POST
        O                                7/12/2001 003-000-000 11/25/2004 EXPI
   02   L     PPSVSANC     Y PPSV SANC   4/30/2004 000-000-120  8/10/2004 EXPI
   06   P     03CR0832/01  Y POS SUB CF  7/22/2004 000-018-000
   07   P     03CR0832/02  N ENDAN MIN   7/22/2004 000-018-000
   05   P     0215CR32/01  Y MURDER     10/12/2003 005-000-000




                                                                      Bottom
 F3=Exit          F5=Refresh      F7=Facesheet       F10=Print
 F11=Menu bar     F12=Cancel
```

Now your offenses are numbered 01, 02, 05, 06, 07 and we want them to read 01, 02, 03, 04, 05

```
OPS232I             Corrections Information Systems (TEST)             9:24:38
 MCCARTHY               Work with Sentences/Resequencing                 9/23/05

 Offender:  1234567   TEST, OFFENDER
 Status:   Probation       JOSE Josephine County Community Corrections

 Enter option...
   Change offense number by typing over current.

  Off# Typ CS Docket#     SG Crime      Begin date Length      Term date  Code
   01   P     95CR1097/01  Y DEL/MAN BF  9/30/1997 003-000-000 11/29/1999 VIOL
        I                               12/02/1999 000-024-000  7/12/2001 POST
        O                                7/12/2001 003-000-000 11/25/2004 EXPI
   02   L     PPSVSANC     Y PPSV SANC   4/30/2004 000-000-120  8/10/2004 EXPI
   05   P     0215CR32/01  Y MURDER     10/12/2003 005-000-000
   06   P     03CR0832/01  Y POS SUB CF  7/22/2004 000-018-000
   07   P     03CR0832/02  N ENDAN MIN   7/22/2004 000-018-000




                                                                      Bottom
 F3=Exit          F5=Refresh      F7=Facesheet       F10=Print
 F11=Menu bar     F12=Cancel
 Offense resequenced.                                                    +
```

Still in the w/w Sentences/Resequencing screen, now type over the 05, 06, 07 with 03, 04, 05, respectively and press enter. For some reason you can type the same offense number in your second round of resequencing, whereas you cannot in your first round.

```
OPS232I             Corrections Information Systems (TEST)             9:26:13
 MCCARTHY               Work with Sentences/Resequencing                9/23/05

 Offender:  1234567   TEST, OFFENDER
 Status:   Probation       JOSE Josephine County Community Corrections

 Enter option...
   Change offense number by typing over current.

  Off# Typ CS Docket#     SG Crime      Begin date Length      Term date  Code
   01   P     95CR1097/01  Y DEL/MAN BF  9/30/1997 003-000-000 11/29/1999 VIOL
        I                               12/02/1999 000-024-000  7/12/2001 POST
        O                                7/12/2001 003-000-000 11/25/2004 EXPI
   02   L     PPSVSANC     Y PPSV SANC   4/30/2004 000-000-120  8/10/2004 EXPI
   03   P     0215CR32/01  Y MURDER     10/12/2003 005-000-000
   04   P     03CR0832/01  Y POS SUB CF  7/22/2004 000-018-000
   05   P     03CR0832/02  N ENDAN MIN   7/22/2004 000-018-000




                                                                      Bottom
 F3=Exit          F5=Refresh      F7=Facesheet       F10=Print
 F11=Menu bar     F12=Cancel
 Offense resequenced.                                                    +
```

This will re-sequence the offenses and you will get a message ‘Offense resequenced’. Press enter again to return to ‘Work with Offense’ Screen to view the changes.

```
OPS230I             Corrections Information Systems (TEST)             9:28:20
 MCCARTHY                    Work with Offenses                          9/23/05

 Offender:  1234567   Test, Offender                     Record key:
 Status:   Probation           JOSE Josephine County Community Cor
             DNA Collection Required             OISC migr date...
 Enter option...                                 Custody cycle....  2
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    95CR1097/01  JOSE         DEL/MAN BF    475.992 01B   Y    Y
       00   P FPR      09/30/1997   003-000-000   09/29/2000    11/29/1999 VIOL
       00   I F        12/02/1999   000-024-000   10/29/2001    07/12/2001 POST
       00   O FPO      07/12/2001   003-000-000   11/25/2004    11/25/2004 EXPI
    02    PPSVSANC                  PPSV SANC     144.108       Y    N
       00   L          04/30/2004   000-000-120   08/10/2004    08/10/2004 EXPI
    03    0215CR32/01  MARI         MURDER        163.115       Y    Y
       00   P FPR      10/12/2003   005-000-000   10/11/2008
    04    03CR0832/01  JOSE         POS SUB CF    475.992 04B   Y    Y
       00   P FPR      07/22/2004   000-018-000   01/21/2006
    05    03CR0832/02  JOSE         ENDAN MIN     163.575       N    Y
       00   P MPR      07/22/2004   000-018-000   01/21/2006



                                                                      Bottom
 F13=Autochange    F15=Post Supv Ovrr     F16=History        F17=Earned time
 F18=Resequence    F20=Add Local Docket   F21=Trans Leave     F24=More keys..
```

12.5 CONDITIONS TABLE, RE-SEQUENCING

NOTE: This will re-sequence the condition table for your location; therefore for any docket added by anyone to an offender under your location, the conditions table will appear as you've re-sequenced them.

Step 1 – From the CC Support Menu, choose #5 CC Court Orders Process. On the first screen 'Work with Offenses', call the offender to the screen either by SID or name search.

```
OPS230I             Corrections Information Systems (TEST)             8:49:23
 MCCARTHY                    Work with Offenses                         9/23/05

 Offender: 1234567    Test, Offender                      Record key:
 Status:   Probation            DOUG Douglas County Community Corre
                                                      OISC migr date...
 Enter option...                                      Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
 8  01    03CR1732FE/1 DOUG         POS SUB CF    475.992 04B   Y    Y
       00   P FPR      11/20/2003   000-018-000   05/19/2005

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

Step 2 – Type an '8=conditions' on the option line by the offense, press enter, this will take you to the 'Work with Conditions' Screen.

```
OPS208I             Corrections Information Systems (TEST)             8:52:31
 MCCARTHY                    Work With Conditions                       9/23/05

 Offender.......... 1234567      TEST, OFFENDER
 Status............ Probation     DOUG Douglas County Community Corrections
 Court case number. 03CR1732FE/1  DOUG Judge....... MILLIKAN, ROBERT

 Enter option...
   2=Change   4=Delete   5=Display   8=Payment Entry
Opt   Code           Type        Description                    Trk Txt Compl
      ADCO           PROBATION   ALCOHOL/DRUG EVAL/TREAT-GC04    N
      BODY           PROBATION   BODY SUBSTANCE/DNA TEST         N   Y
      BREA           PROBATION   BREATHALYZER TEST (GC03)        N
      JAIL           PROBATION   JAIL DAYS                       Y   Y
      NALC           PROBATION   NO ALCOHOL                      N
      NDRG           PROBATION   NO DRUGS/DRUG PARAPHERNAL-GC02  N
      NOAD           PROBATION   NO ASSN W/DRUG USERS            N
      NOED           PROBATION   NO ENTRY DRUGS KEPT/SOLD        N
      OTHR           PROBATION   OTHER                           N   Y
      OTH1           PROBATION   OTHER CONDITION                 N   Y
                                                                       More...
 F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel   F13=Repeat
 F16=Review/copy all conditions F17=Add conditions      F18=Expired conditions
```

Step 3 – From the 'W/W with Conditions' Screen use your menu bar F11-4-S, this will take you to the 'Work With Field Condition Sequence' Screen

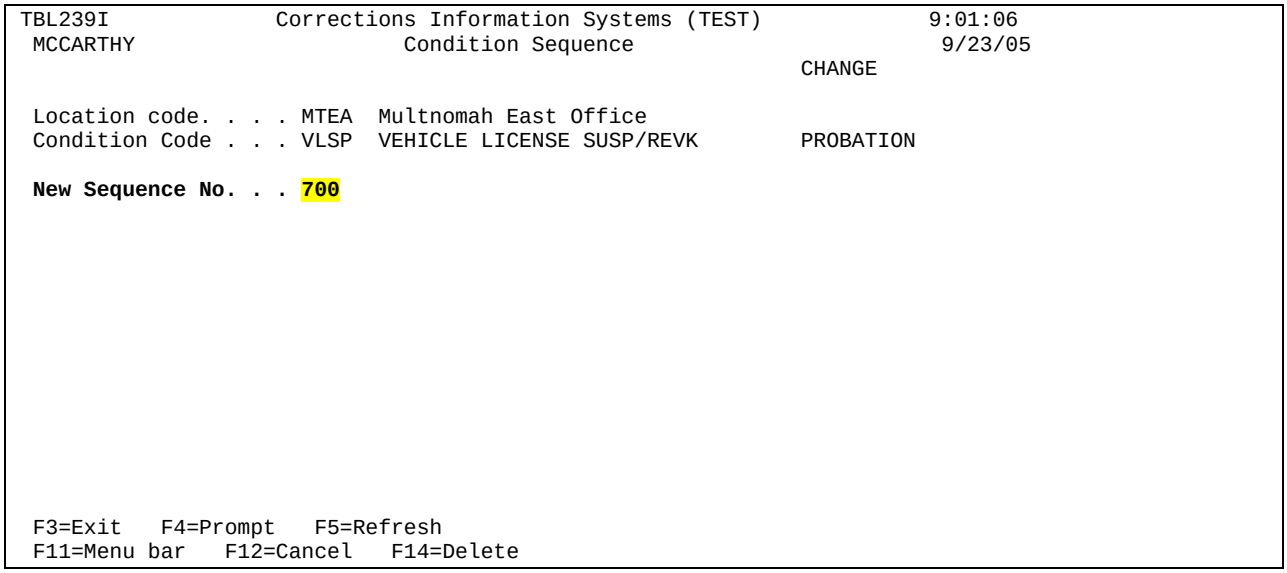
```
TBL238I             Corrections Information Systems (TEST)             8:54:42
 MCCARTHY               Work with Field Condition Sequence               9/23/05

 Location. . MTEA Multnomah East Office                                 CHANGE

 Enter option...                      Position to Seq#. . . 103
   2=Change   3=Copy   5=Display

     Seq  Code  Type        Description
      50  SC1   PARO/POST   SUBMIT TO Mental Health Eval
      50  SC2   PARO/POST   Psych Medication Monitoring
      50  SC3   PARO/POST   No Contact with Minor Females
      50  SC4   PARO/POST   No Contact with Minor Males
      50  SC5   PARO/POST   S/O Polygraph Test
      50  SC6   PARO/POST   Sex Offender Treatment Program
      50  SC7   PARO/POST   Court Ordered Restitution
      50  SC8   PARO/POST   Sex Offender Notification
      55  SC9   PARO/POST   No Intoxicating Beverages
      60  SC10  PARO/POST   Other Conditions as Listed
      60  SC11  PARO/POST   No Contact with Listed People
                                                                      More...
 F3=Exit   F4=Prompt   F5=Refresh   F6=Create   F10=Print    F11=Menu bar
 F12=Cancel            F13=Repeat   F17=Subset
```

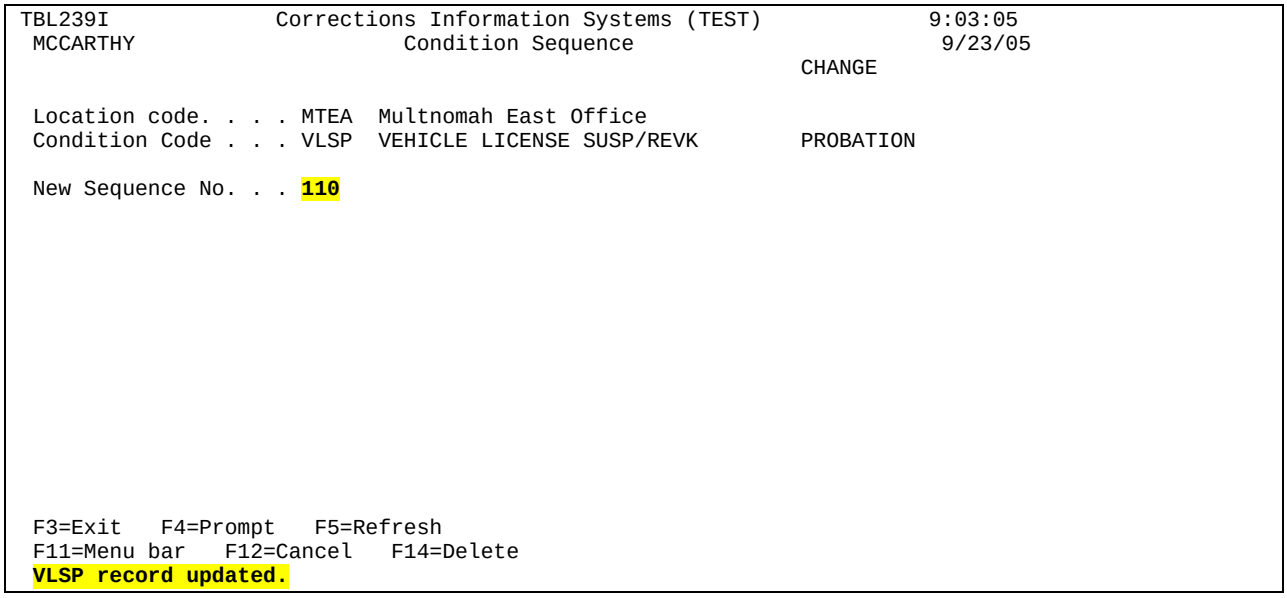
Step 4 – Tab down to the condition you want to re-sequence or if you know the number of the condition you want to re-sequence, type that number in the 'Position to Seq #' Field, press enter to take you to the condition.

Step 5 – Put a '2=change' on the option line beside the condition you want to re-sequence, press enter. If you have more than one condition to re-sequence, put a '2=change' beside each condition, then press enter. This will allow you to re-sequence the conditions without having to go back and forth.

```
TBL238I             Corrections Information Systems (TEST)             8:58:07
 MCCARTHY               Work with Field Condition Sequence               9/23/05

 Location. . MTEA Multnomah East Office                                 CHANGE

 Enter option...                      Position to Seq#. . .
   2=Change   3=Copy   5=Display

     Seq  Code  Type        Description
     700  OTHE  PROBATION   OTHER CONDITION
     700  OTH3  PROBATION   OTHER CONDITION
     700  OTH4  PROBATION   OTHER CONDITION
     700  PENT  PROBATION   PENITENTIARY/JAIL TOUR
     700  PRG1  PROBATION   PROGRAM
     700  PRG2  PROBATION   PROGRAM
     700  PRG3  PROBATION   PROGRAM
2    700  VLSP  PROBATION   VEHICLE LICENSE SUSP/REVK
     900  GC01  GENERAL     PAY COURT ORDERED FEES, FINES
     900  GC02  GENERAL     NO USE OR POSSESS CONTROL SUBS
     900  GC03  GENERAL     SUBMIT TO BREATH/URINE TESTS
                                                                      More...
 F3=Exit   F4=Prompt   F5=Refresh   F6=Create   F10=Print    F11=Menu bar
 F12=Cancel            F13=Repeat   F17=Subset
```

This will take you to the ‘Condition Sequence’ Screen, tab to the ‘New Sequence No.’ Field and type in the new number you want the condition to be, press enter, this will re-sequence the condition and you will receive the message ‘record updated’. If you have multiple conditions to re-sequence, each time you hit enter it will take you to the next condition if you had put a ‘2=change’ by more than one condition. Press ‘F3’ to exit.





12.6 MULTIPLE CASELOAD CHANGES

NOTE: This would be done if you were changing an entire caseload to another caseload, or if you are moving more than one offender from one caseload to another.

12.6.1 To Change Entire Caseload:

Step 1 – From the CC Support Menu, type a '19=ID#/Caseload Maintenance' on the selection line, press enter. This will take you to the 'ID#/Caseload Maintenance' menu.

```
CCSIDCASEL          Corrections Information Systems (TEST)          10:11:12
 MCCARTHY                   ID#/Caseload Maintenance                  9/14/05
Select one of the following:

    1. Change ID#
    2. Multiple Caseload Changes

   80. Return to regional menu
   90. End pass through




                              Bottom

 Selection: 2                             Job:

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

Step 2 – Put a '2=Multiple Caseload Changes' on the selection line and press enter, this will take you to the 'Multiple Caseload Change' screen. Fill in the current caseload # that you want to move offenders from, press enter. Fill in the caseload # you want to move offenders to, and then press 'F6=Entire Caseload'; or if you don't want to include absconded offenders you would press 'F7=Entire Caseload w/o Absc'.

```
OPS269I             Corrections Information Systems (TEST)          10:17:11
 MCCARTHY                 Multiple Caseload Change(s)                 9/14/05

  Current Caseload: 3302  BROWN,LINDA
  New Caseload: 3310                             Position to.

  1=Select                                            Total caseload.. 010
                                                      Total changed... 000
     Offender Name                     Loca   Status            IDNO
     TEST, OFFENDER                    MTEA   Post Prison       1234567
     TEST, OFFENDER A                  MTEA   Post Prison       1234567A
     TEST, OFFENDER B                  MTEA   Post Prison       1234567B
     TEST, OFFENDER C                  MTEA   Post Prison       1234567C
     TEST, OFFENDER D                  MTEA   Post Prison       1234567D
     TEST, OFFENDER E                  MTEA   Probation(ABSC)   1234567E
     TEST, OFFENDER F                  MTEA   Probation         1234567F
                                                                         More...

  F3=Exit     F5=Refresh    F6=Entire Caseload    F7=Entire W/O ABSC
 F10=Print   F12=Cancel
```

12.6.2 To Change More Than One Offender from One Caseload to Another:

Step1 – From the CC Support Menu, type a ‘19=ID#/Caseload Maintenance’ on the selection line, press enter. This will take you to the ‘ID#/Caseload Maintenance’ menu.

```
CCSIDCASEL          Corrections Information Systems (TEST)            10:11:12
 MCCARTHY                   ID#/Caseload Maintenance                    9/14/05
Select one of the following:

    1. Change ID#
    2. Multiple Caseload Changes

   80. Return to regional menu
   90. End pass through

                              Bottom

 Selection: 2                               Job:

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

Step 2 – Put a ‘2=Multiple Caseload Changes’ on the selection line and press enter, this will take you to the ‘Multiple Caseload Change’ screen. Fill in the current caseload # that you want to move offenders from, press enter. Put a ‘1=select’ on the selection line of all offenders you want to change from the current caseload to another caseload, enter the new caseload # that you want to move these offenders to, and then press enter to process changes. F3 twice to return to Main Menu.

```
OPS269I             Corrections Information Systems (TEST)            10:17:11
 MCCARTHY                 Multiple Caseload Change(s)                   9/14/05

  Current Caseload: 3302  BROWN,LINDA
  New Caseload: 3310                                Position to.

  1=Select                                            Total caseload.. 010
                                                      Total changed... 000
     Offender Name                    Loca   Status            IDNO
 1   TEST, OFFENDER JOHN              MTEA   Post Prison       [redacted]
 1   TEST, OFFENDER JOSEPH            MTEA   Post Prison
     TEST, OFFENDER DUANE             MTEA   Post Prison
 1   TEST, OFFENDER CHARLES           MTEA   Post Prison
     TEST, OFFENDER JAY               MTEA   Post Prison
 1   TEST, OFFENDER M                 MTEA   Probation(ABSC)
     TEST, OFFENDER OMAR              MTEA   Probation(ABSC)
 1   TEST, OFFENDER ORAN              MTEA   Post Prison
 1   TEST, OFFENDER                   MTEA   Post(ABSC)
 1   TEST, OFFENDER CHARLES           MTEA   Probation
                                                                        More...

  F3=Exit     F5=Refresh   F6=Entire Caseload   F7=Entire W/O ABSC
 F10=Print   F12=Cancel
```

12.7 DUPLICATE DOCKET # WITH SAME COUNT #'S

DO NOT CREATE DUPLICATE DOCKET AND COUNT NUMBER ENTRIES. If you think you need to create two offense lines with the same docket and count number, contact Judy Bell judy.a.bell@doc.oregon.gov for assistance.

12.8 OFFENDER'S STATUS, TO CHANGE OR CORRECT

12.8.1 Legal Status Change – Higher to Lower Status: To be used when offenses added or closed.

Examples: Parole and/or Post Prison offenses are being closed to DISC or EXPI, and offender still has active Probation offenses.

Once you close the Parole and/or Post Prison offense lines and have only open Probation lines remaining, the following message will appear at the bottom of the Work With Offenses screen: **"Status does not match offenses. Correct offenses or F13=change status."**

Use the F13=change status function. On the Auto Release and Admit window, enter the date/time the status change occurred (i.e., the date the Parole and/or Post Prison offenses closed), and press <Enter>. Do NOT use this window to "correct" the status.

NOTE: The RTP field on the EPR in LEDS may need to be modified after a status change has been completed; check conditions for possible changes as well. Go to LEDS and run a QLW to review the EPR.

12.8.2 Legal Status Change – Lower to Higher Status:

Use either the F13=change status function ~OR~ Release Process.

Examples: Changing status from LV to PA, PO, or PS. Changing status from SL to PA, PO, or PS. Changing status from PR to PA (new Compact Parole added to existing probation case).

Add the new "O" line (for Post Prison) or the new "I" line (for Compact Parole). The following message will appear at the bottom of the Work With Offenses screen: **"Status does not match offenses. Correct offenses or F13=change status."**

To use F13 - Press F13=Change Status; on the Auto Release and Admit window, enter the date/time the status change occurred (i.e., the date the Parole and/or Post Prison offenses closed), and press <Enter>. Do NOT use this window to "correct" the status.

To use the Release Process: From the CC Support Menu choose #4 CC Release Process and call the offender to the screen. Verify that your offense data is correct and press <Enter> to move to the Offense Release screen. Fill in the following information:

Release date/time:	Sentence begin date for the new "O" line Or Compact begin date for Compact Parole line
Release type code:	POST, PARO, or POPA (whatever the new status will be)
Release to location:	your 4-letter county code

Press <Enter> to save data, then <Enter> again to go to the **Movement History/Maintenance** screen. You will see that both the Release and Admission to the new status has been completed**. DO NOT use the Admission Process.** If you have any problems with this process, check to make sure your offense data is correct.

NOTE: The RTP field on the EPR in LEDS may need to be modified after a status change has been completed; check conditions for possible changes as well. Go to LEDS and run a QLW to review the EPR.

12.8.3 Correcting the Status – Not a Legal Status Change:

Example: New offender has been admitted to status PO and should have been PA or PS; Compact Parole has been admitted as Compact Probation.

Verify that all offense data is correct, then go to the **Movement History/Maintenance** screen.

```
SYS402I               Corrections Information Systems              11:25:41
BELLJU                  Movement History/Maintenance               12/21/21

 Offender.... 12345678 Offender, Test               Curr cycle. 01-01-01
 Status...... Probation             Loca: BENT         Prim caseload  8204
 Position custody/admission cycle...  1  1
  --Cycle--  Location      --Admission----- -------Release------------
  01 Admission From: BENT
  01-01      Status: PR
  01-01-01   BENT
  Housing                 03/08/2021 13:30 06/04/2021 08:30
  Housing      ABSC       06/04/2021 08:30 06/12/2021 08:30
  Housing                 06/12/2021 08:30




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

Place your cursor on the "incorrect" Status line, press **F18=Change data**.

```
SYS405I               Corrections Information Systems               11:27:11
BELLJU                  Admission Cycle Maintenance                 12/21/21

  Offender.... 12345678 Offender, Test
  Status...... Probation        Location.... BENT

  New current status....... PR   Hold reason/location...
  --Cycle--  Location      --Admission----- -------Release------------
  01-01      Status: PR
  01-01-01   BENT
  Housing    BENT          03/08/2021 13:30 06/04/2021 08:30
  Housing    ABSC          06/04/2021 08:30 06/12/2021 08:30
  Housing    BENT          06/12/2021 08:30









                                                                  Bottom
  F3=Exit       F4=Prompt    F5=Refresh    F11=Menu bar
  F12=Cancel    F14=Delete admission       F17=Show all data
Status does not match offenses.  Correct offenses or change status.
```

Tab to the **New current status** field and type in the correct status. Press <Enter>. Status should now match open offenses.

```
  SYS402I               Corrections Information Systems               11:29:01
   BELLJU                  Movement History/Maintenance                12/21/21

    Offender.... 12345678 Offender, Test               Curr cycle. 01-01-01
    Status...... Prob/cond-DI           Loca: BENT         Prim caseload  8204
    Position custody/admission cycle...  1  1
     --Cycle--  Location      --Admission----- -------Release------------
     01 Admission From: BENT
     01-01      Status: CD
     01-01-01   BENT
     Housing                 03/08/2021 13:30 06/04/2021 08:30
     Housing      ABSC       06/04/2021 08:30 06/12/2021 08:30
     Housing                 06/12/2021 08:30


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

NOTE: The RTP field on the EPR in LEDS may need to be modified after a status change has been completed. Go to LEDS and run a QLW to review the EPR.

12.8.4 If Status is Still Incorrect:

Email the DOC Help Desk at DOC.Servicedesk@doc.state.or.us and have a ticket submitted to CCSUN.

12.9 ABSCOND WARRANTS, HOW TO CHECK

Per OACCD 2004 abscond workgroup, absconders should have their records checked at least once every six months at a minimum to ensure the warrants are still valid and in LEDS.

Step 1 – From the CC Support Menu, type 23 on selection line (CC Report Menu) press enter, this will take you to the CC Reports Menu.

Step 2 – Type 4 on selection line (Total Office Reports) press enter, this will take you to the Total Office Reports menu.

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

Step 4 - Tab down to the 'Outcount Reason' field, type in ABSC. Tab down to the 'Print Now' field, type in 'Y' (to print now), press enter. Report will print showing all abscond offenders for your office. Press F3 three times to return to the CC Support Menu.

```
CMS588BP              Corrections Information Systems                7:47:59
 MCCARTHY                 Total Office Caseload Report                 8/26/05


 Type choices, press Enter.
   Location. . . . . COMM  Code, F4 to prompt
   Sort Order. . . . . A     A = Alphabetically, S = Supervision Level
   Subset by:
      Current Status . . . *ALL        *ALL, F4 to prompt
      Outcount Reason. . . ABSC        *ALL, NONE, ONLY, F4 to prompt
      Major Crime Class. . *ALL        *ALL, FEL, MISD
      Gender . . . . . . . A           A, M, F, O
      Race . . . . . . . . *ALL        *ALL, race, F4 to prompt
      ORS Abbreviation . . *ALL        *ALL, NONE, F4 to prompt
      Sentence type. . . . *ALL        *ALL, F4 to prompt
      Sentences. . . . . . *ALL        *ALL, MAJ
   OR use
      Research Standard. . *NO         *YES, *NO

   Print now . . . . . . . N           Y = Now, N = Overnight

 F4=Prompt    F5=Refresh    F12=Cancel    Enter=Print
```

Step 5 – Go to LEDS and conduct a warrant search.

Step 6 – Check responses to see if warrant is still active. Make sure warrant coincides with the cases being supervised.

For probation only cases:

- If warrant is **active**, go to next offender and repeat above steps.
- If warrant is **not active,** print LEDS response and check E-Court (see E-Court instructions).
- If warrant has been **recalled or removed** according to E-Court, print E-Court and request order from Court.

NOTE: For probation cases, if the record in E-Court shows warrant status, but there is no warrant in LEDS, contact the court to inquire about the discrepancy. On probation

cases that have gone past their max date, if the court dismisses the Order to Show Cause and recalls the warrant, you can use that dismissal as the documentation needed to close the record to ABEX. You use the date of the Order to Show Cause dismissal order for the date of the ABEX closure.

For post-prison and parole cases:

- If warrant is **active**, go to next offender and repeat above steps.
- If warrant is **not active**, print LEDS response and check with LSA or Board.
- If LSA or Board has **recalled or quashed** the warrant, request documentation and admit back from abscond status based on the date shown on your documentation that the warrant was recalled/quashed.

Step 7 – Make a note (see OPS manual section 12.14 on how to create a note) regarding your abscond verification search and results that the PO can accept into chronos. (county by county)

Step 8 – Check EPR and modify if needed

12.10 FELONY CONVICTIONS WITH MISDEMEANOR TREATMENT

There are currently three separate scenarios that involve felony convictions that are sentenced or treated as misdemeanors. The entry procedures are listed below:

12.10.1 Scenario #1 – FMP – at time of conviction

Conviction is for a felony with misdemeanor treatment at the time of sentencing. Use F6=Create to access the Docket & Offense Description screen. Enter the felony ORS number, change the Sent Guide field to “N” and change the Felony=Misdemeanor field from “N” (Normal Sentence) to “Y” (Felony Treated as Misdemeanor). Complete entry of remaining fields and press <Enter> to save. This will cause the sentence “Type” field to show as **FMP** (Felony is Misdemeanor), and the Offender Public Information screen will display crime class (Cls) as AM (A Misdemeanor). If appropriate, enter RTP field of EPR as ‘FMP’. Felonies treated as a misdemeanor at conviction do NOT qualify for EDIS.

12.10.2 Scenario #2 – MFP – at successful completion

Conviction is for a felony with the condition that offender can request “misdemeanor treatment upon successful completion of probation” (MSDR). **After the offense closure**, if the offender successfully completes probation **AND a court order** has been received reducing the felony conviction to a misdemeanor, the following steps should be completed:

Use Option 2=Change on the first line of the closed felony offense to access the Docket & Offense Description screen. Tab to the Felony=Misdemeanor field and change the default “N” setting to “C” (Successful Completion). This will cause the sentence “Type”

field to change from FPR to MFP. The Offender Public Information screen will display crime class as AM (A Misdemeanor).

NOTE: EXPI, **EARL**, **EDIS, BNPB, and DISC** are the only offense termination codes which are considered "successful."

When changing a felony to MFP on the W/W offense screen, if there are no other felonies on any cycle in CIS nor the offender's CCH, the DNA collection information should be removed from CIS. From the CC Support Menu, choose option #6-CC Support Data Entry/Update and navigate to the DNA screen, F11-3-Q. Use the space bar to clear out the collection date and location, then add the information to the comment field as to why it's being removed. OSP forensics will need to be notified as well so they can destroy the DNA sample: ospdna@osp.oregon.gov.

12.10.3 Scenario #3 – MFP – earned during the course of supervision

Conviction is for a felony and the offender is supervised as such. If at some point during the supervision period, **a court order** is received stating the offender has "earned misdemeanor treatment," the following steps should be completed: Use Option 2=Change on the first line of the open felony offense to access the Docket & Offense Description screen. Tab to the Felony=Misdemeanor field and change the default "N" setting to "E" (Earned Misdemeanor). This will cause the sentence "Type" field to change from FPR to **MFP** (Misdemeanor was Felony), and the Offender Public Information screen will display crime class (Cls) as AM (A Misdemeanor). Users should always add an F8 note with the date of the "earned misdemeanor treatment" order, as there will be no other record of this date in CIS. If appropriate, modify RTP field of EPR to MPR. Felonies treated as a misdemeanor earned during the course of supervision do NOT qualify for EDIS.

12.11 INDICATING MISDEMEANORS AS SANCTIONABLE

Type SANC in the sanction field on docket entry of the Work with Court Orders screen if both the court and your county allow sanctioning. If the court allows sanctions on misdemeanors and your county policy does not, leave the sanction status field BLANK.

WHO THIS APPLIES TO: Any defendant convicted of one or more misdemeanors and sentenced to formal probation after November 1, 2000, and per your county policy. Court orders after this date do not need to specifically mention sanction status for sanctions to be allowed.

Counties can choose to not sanction misdemeanor offenses; therefore, counties may leave the sanction status field blank to indicate sanctioning is not allowed per their county policy. If you're not sure if the sanction status field is blank due to county policy or a data entry omission, check with convicting county community corrections agency to see if their court allows sanctioning on misdemeanors.

Offenders sentenced to misdemeanor probation prior to November 1, 2000, will not be retroactively subject to structured sanctions, unless the initial court order addresses structured sanctions or a probation violation hearing by the court is held and it is so ordered. Court orders prior to this date do need to specifically mention sanction status for sanctions to be allowed.

12.12 DESIGNATORS

The W/W Offender Designators program can be accessed using several methods:

1. On screens where the DESIGNATOR flag appears (e.g. Public Information Screen), place the cursor on the DESIGNATOR flag and press function key F4. This will take the user directly to the W/W Offender Designators screen.
2. Using Process Steps (F11, 3) from some processes.
3. Option 25 on Support Menu. (Opt 28 for Support Multnomah Menu)

Definitions of function keys available on the W/W Offender Designators screen.

F16 = Show Detail

If an offender has more than one record entered for a particular designator, a "+" will display on the far-right side of the screen for that designator. When you press F16, the additional records for the designator will display.

F17 = Subset

To display discontinued designator records the user presses F17, which provides the subset selection screen. On the subset selection screen, the user changes the field titled, "Show Discontinued Designators?" from *NO to *YES.

Example of "DESIGNATOR" flag (will flash) on Offender Public Information Screen
Example of new "W/W Offender Designators" screen

```
OPS501I               Corrections Information Systems                9:59:43
 MCCARTHY                Offender Public Information                  10/25/11

 Offender.. 1234567   TEST, OFFENDER         Status. Probation
 Location.. LINN  Linn County Community Corrections   Cell.
 Record key.. 1764014                          DOC cycles. 01-01-01
 Age    21        DOB   3/25/1990     DNA Collected
 Sex    Male      Race WHITE          Field admission date.. 12/10/2010
 Height 6'        Hair BROWN          Maximum custody date.. 12/09/2013
 Weight 205lbs    Eyes BROWN


 Caseload 6173  FILLEY,CLIFF                                  *DESIGNATOR*
 Supervision    HI
 Court Case   Cnty ORS Abbrev Cls Type Begin Date Yrs-Mos-Days Term Date & Code
 10101779/01  LINN RAPE III   CF  PROB 12/10/2010 000-036-000



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

Example of new “W/W Offender Designators” screen

```
DES200I                Corrections Information Systems                10:03:09
 MCCARTHY                   W/W Offender Designators                    10/25/11

 Offender........ 1234567   Test, Offender
 Current status.. Probation        LINN Linn County Community Correcti
 Enter option....                                    Position to......
   1=Select       9=Long Description
 Opt Desg Alr Description                  Comments
     SXOF  *  Sex Offense    OR Sex Offense Conviction  - Custody 01 Offense 0



                                                                        Bottom
 F3=Exit    F4=Prompt   F5=Refresh   F6=Select DESG   F10=Print   F11=Menu bar
 F12=Cancel   F13=Repeat    F16=Show Detail     F17=Subset
 This is a subsetted list.
```

Code	Designator	CC use
ADA	ADA Accommodation Needs	
AIP	AIP Eligible	
ARSN	Document arson & arson related	
ASAT	Suicide Risk	
BECR	Behavior/Criminal History Conc	
CONF	Conflicts	
DETR	Detainers	
DV	Domestic Violence	yes
ESCA	Escape Risk level	
FSAP	Family Sentencing Alternative	yes
HOLD	Facility HOLD Designator	
IMU5	IMU Custody Level 5 Placement (serious threat)	
NOC	No computers except for GED cl	
NOTF	Notifier	
OCEC	Enrolled in OCE Certification	
OCEL	Employed by OCE as Lead Worker	
OCHG	Other charges	
PIMU	Pre-IMU Consideration	
PMAS	Alert Level	
PRTR	Prison Rape Elimination Act 12	
PSO	Predatory Sex Offender (ORS 18	yes
RSTR	Offenders with restraining/pro	
SCEL	Single Cell Assignment	
SMI	Serious MHI (mental health issues)	
SONL	Sex Offender Notification Level	yes
STIR	SSTIR (Potential security threat)	
STLK	Document offenders conv/or ser	
STM	Sec Threat Mgt	
STMO	OMS Security Threat Caseload M	
STTL	STTL	
SVDO	Sexually Dangerous Offenders	yes
SXAR	Sex arrest info for BPPPS to s	
SXDP	AIC designated as Sex. Dang. P	
SXEL	Offenders convicted of non-sex	
SXOF	Offenders convicted of sex off	yes
TAIC	Transgender & Intersex Committ	
VICO	Victim or Co-Defendant	
WHAC	WHALE Community Clearance	
WHAL	Work Housing	
1206	1206 Pending (AIC transfer)	

Discontinued Designators	
GNC	Gender Non-Conf
SPCR	WHALE High Prof
ICER	HB 3058 SEC 24
PSYC	Psych concerns
SRAT	Suicide Risk
TL	Tran Lv Elig
VICC	Victim Concerns
VPSD	VPS Discretion

indicates a designator created by the system based on data in the offender's record

12.13 NOTIFIER, HOW TO ENTER

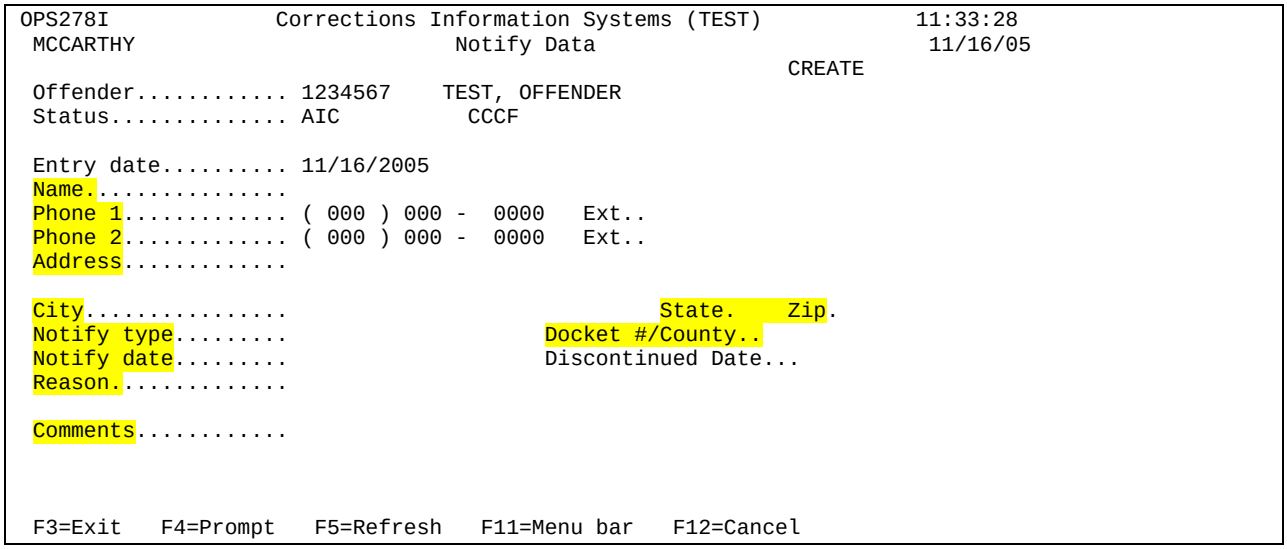
Step 1 – From the Support Main Menu, type a '37=W/W Notifiers' on the selection line, this will bring up the 'Work with Notifiers' screen.

Step 2 – Type offender's SID # on the 'Offender' line, press enter to bring offender to screen.

```
OPS277I             Corrections Information Systems (TEST)            11:31:23
 MCCARTHY                      Work with Notifiers                     11/16/05

 Offender...... 1234567      TEST, OFFENDER
 Status........ AIC          CCCF
 Enter option.. 2=Change    5=Display
      Entry dt   Type          Contact name                        Disc Date
  Opt Notify dt  Reason / Comments




     No records found


 F3=Exit         F5=Refresh       F6=Add      F9=Retrieve     F10=Print Facesheet
 F11=Menu bar    F12=Cancel       F17=Subset
```

Step 3 – Press F6=Add, this will take you to the 'Notify Data' screen, fill in:

- name
- phone(s)
- address
- city
- state
- zip
- notify type (4 letters, see below for appropriate types)
- docket #/county(use F4=prompt)
- notify date
- reason
- comments, if applicable; press enter to process.



Press enter again to return to the 'Work with Notifiers' screen. Press F3 to exit.

12.13.1 NOTIFIER TYPE CODES & GUIDELINES

AGEN = Agency – can be entered in CIS by anyone.

DMV = Department of Motor Vehicles – OISC gets lists of AICs DMV wants to be notified on and enters them.

GOVR = Governor's Dignitary Protection Unit – OISC enters in CIS for all AICs who have petitioned the Governor's Office for pardons, clemency, or expungement of records. This notification is confidential and WILL NOT print the name and reason for the notifier on the facesheet. The Governor's Office will be notified thirty (30) days prior to the AIC's release from confinement.

STAT = Statutory – It was agreed that Fire Marshall and BM10 notifiers are required by statute and will appear as STAT type notifications.
State Fire Marshall – OISC enters in CIS for all AICs who are currently serving convictions or have not yet completed their supervision for the crime(s) of Arson and/or Attempted Arson. This notice shall be sent ten (10) days prior to release or immediately following the escape of the AIC.

VIC1 = Board Victim – Can be created by Board staff only. An error message will appear "Not authorized to use Notify Type" if anyone else attempts to use. Counselors will be able to update the Notify Date and Comments field only. Community and other institution staff cannot update any of the fields. When enter is pressed, a window will appear with the warning message "OPS2791 Victim Sensitive Notice – Victim information is confidential and can be released ONLY to the victim. DO NOT SCREEN PRINT THIS INFORMATION.

VIC2 = Compact Victim Sensitive – can be created by Community Corrections staff only. An error message should appear "Not authorized to use Notify Type" if anyone else attempts to use. The Name and Reason fields will be filled automatically with "Compact Sensitive Victim Case" as the Name; and "Special Notification Required – See Compact Rule" as the Reason.

VIC3 = Community Victim – can be created by Community Corrections staff only. For use on Local Control and Probation offenders where victims are identified.

(historical) BM10 – The old 'M' notification type will be discontinued. BM10 notifications can still be entered manually under the new STAT type code, although the Board does the majority of notifications, and when they run the BM10 report that creates the notification letters, CIS/DOC400 writes the entries into the STAT type in the notification table currently.

NOTE: For all victim type records, a docket number does not have to be selected in the Docket #/County field, however a warning message will appear "Warning: Notify not assigned to Docket." The user may press the enter key to bypass entering the docket number.

Subset Selection Screen:

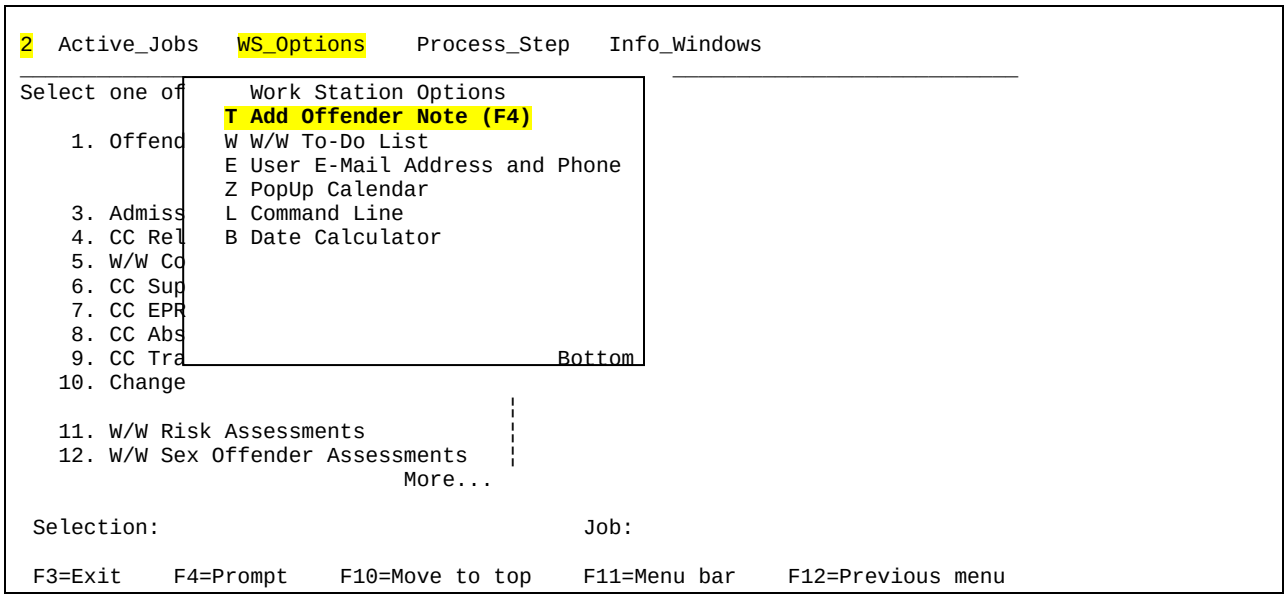
- Display Discontinued Notifiers: Only the open notifiers appear on the screen unless you change the subset "Display Discontinued Notifiers?" to ONLY or *ALL. ONLY will show only discontinued notifiers; *ALL will show both discontinued and open notifiers.
- Select Notify Type: If you want to subset to see only a specific notifier, you can type that code into the "Select Notify Type" field on the subset screen. Default is *ALL.

Notifiers can no longer be deleted by most staff. Only the Board can delete VIC1 records, and SUN staff can delete VIC2, VIC3, AGEN, DMV, GOVR and STAT notifiers if these records were entered in error.

If a notifier has been completed, do a 2=change on the notifier, then on the "Notify Data" screen, fill in the discontinued date.

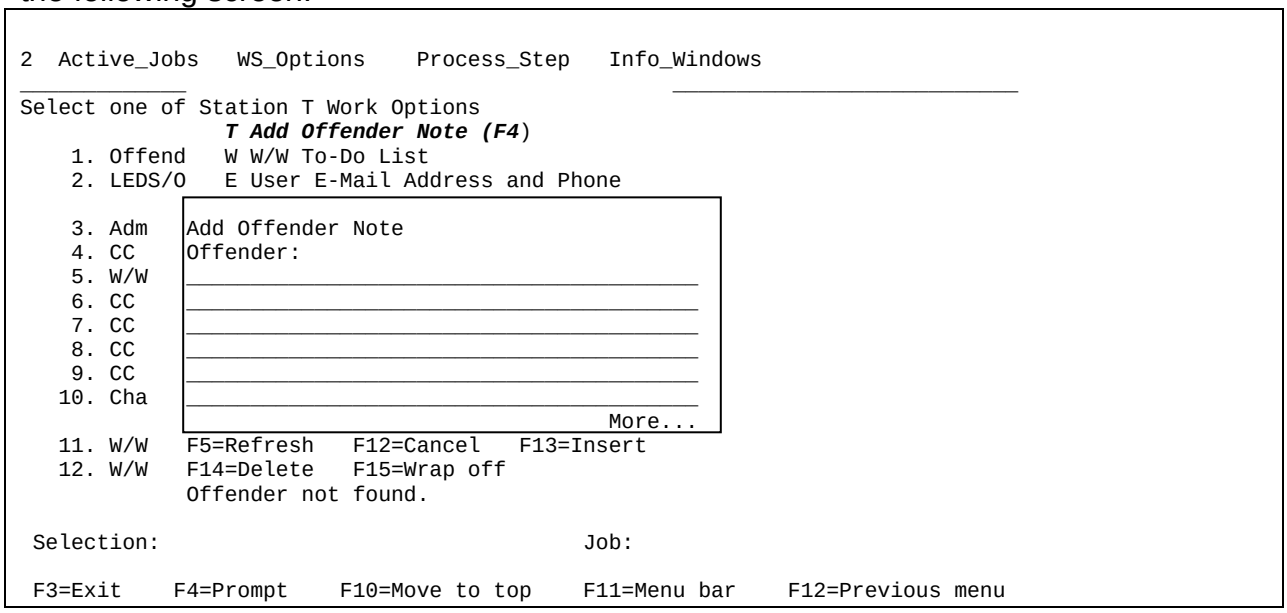
12.14 OFFENDER NOTES IN CIS/DOC400

The Offender Notes feature of CIS/DOC400 allows any user to convey information about an offender to the PO who supervises that offender by transferring the information directly into the offender caseload yet allowing the PO to determine whether the message should become a chrono. The information is also accurate and dated and identifies the person creating the note. All you need is the name of the offender to create the note.



Work Station Options (F11-2-T) displays the Add Offender Note Window.

Touch the letter key (T) matching the letter next to 'Add Offender Note (F4)' to bring up the following screen:



If the notes window is selected while you are displaying an Edit Offender Data or Chrono History screen, notes will automatically select the same offender and display his/her name on the note.

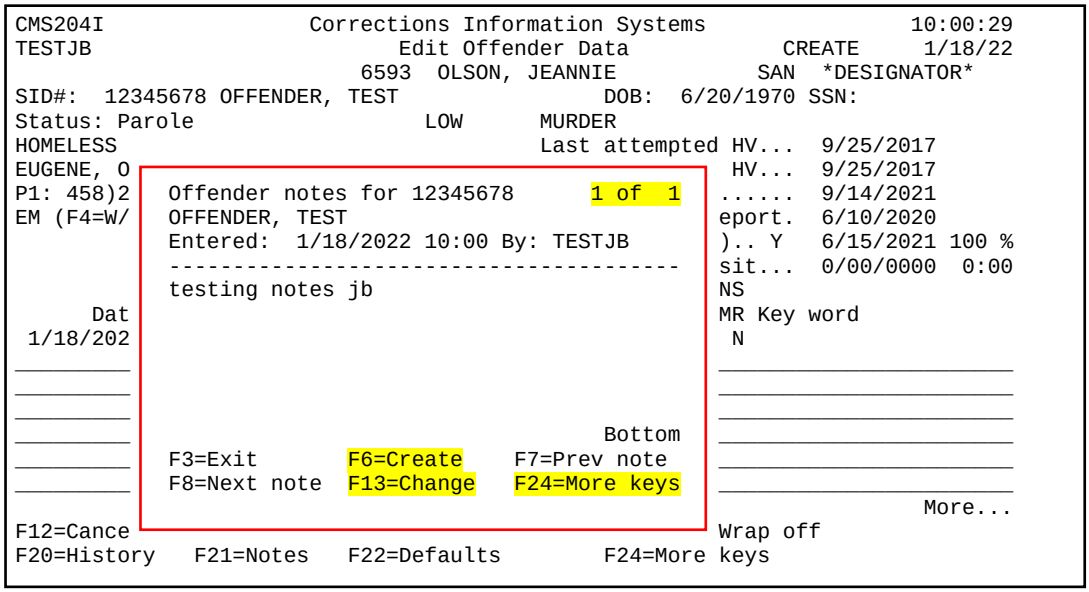
From any other screen, or if a different name is selected:

1) Type offender name (Last, First,) and press enter (brings up name search screen), OR…<F4> Prompt to display Offender Name Search window, and select the name you want.
2) TAB to the next field to move to the text entry area.
3) Type the text of your note. The window will expand as you type if needed. Press <enter> once, the note is saved, and the window will switch to "CHANGE" mode in the event you need to make any corrections or additions.
4) Press <Enter> a second time OR <F12> to exit the note window.

12.14.1 HOW TO READ AN OFFENDER NOTE:

1. Select option 22 from the Support Main Menu to access a caseload.
2. Do 2 for change on the opt line of the offender on that caseload, hit enter
3. Press <F21> Notes to display the Offender Notes window.

```
CMS204I             Corrections Information Systems (TEST)            14:02:53
 MORRISOJ                       Edit Offender Data                      4/10/00
                                1563  DUNAWAY, JIM             CREATE
 SID#: 1234567          POS SUB CF                                 SAN
 TEST, OFFENDER                    DOB: 11/16/1957  SSN: ###-##-####
 1234 NW MAIN                             Last attempted HV...  0/00/0000
 TERREBONNE, OR 97760                     Last completed HV...  0/00/0000
 Phones: 000  00-0000 & 000  00-0000      Last office visit...  0/00/0000
 JAIL SUPV                                Last monthly report.  0/00/0000
                                          Employed? (Y/N)..     0/00/0000  00 %
                                          Next office visit...  0/00/0000  0:00
                                  NOTES
      Date  Time Place             Person           SC MR Key word
  4/10/2000       O                X                 Y  N
_____________________________________________________________________________
_____________________________________________________________________________

More...
 F12=Cancel    F13=Insert line    F14=Delete line   F16=No wrap
 F20=History   F21=Notes   F22=Defaults        F24=More keys
```



a. Top right hand corner advises which note this one is out of total number of notes present.
b. <F6> Create allows user to write a new note for this offender.
c. <F13> Change allows only the author of a note to change it.
d. <F14> Delete allows the owner of the caseload to delete the note.
e. <F15> Move to Chrono places the note on the Edit Offender Data screen. Press <Enter> to add the note to the chrono history.

12.14.2 Notification of Note Delivery: How will you know a note has been sent and by whom?

1. An email notification will be sent to the primary(ies) assigned to the caseload.
2. On the Edit Offender Data screen for that offender, the word “NOTES” will display in the center.

12.15 EXPUNGEMENTS & SEALING OF FILES/RECORDS AND/OR SETTING ASIDE CONVICTIONS/ARRESTS

See Section 21 – OISC Central Records

12.16 ORS TABLE – How to Access

From CC Support menu, on the Selection line type 50. This will bring up your ORS Table in ascending numerical order based on the ORS #. If you want the display to show the crimes in alphabetical order based on the crime title, do F16. You can toggle back and forth.

```
SNT220I                Corrections Information Systems                10:37:56
 TESTJB                          W/W ORS Table                          1/18/22


                  Position to:        or find
 Enter option...
   5=Display    8=Crime serious - matrix
   9=Crime serious sentencing guidelines  12=Extensions
 Opt ORS Nbr       Description                    Abbrev      Rt  Ext
     009.160 01    PRACTICE LAW UNLAWFULLY        PRACT LAW   UM
     033.015 02    CONTEMPT OF COURT              CONT OF CT  UM
     057.735       CORP DOING BUSINESS W/O LIC    UNLIC CORP  AM
     059.055       UNREGISTERED SECURITIES        UNREG SECU  BF
     059.115       UNLAWFULLY SELL SECURITIES     SECU VIOL1  BF
     059.127       UNLAWFUL PURCHASE SECURITIES   SECU VIOL2  BF
     059.135       SECURITIES FRAUD               SECU FRAUD  BF
     059.145       MISREPRESENT SECURITIES        SECU VIOL3  BF
     059.165       REGISTRATION OF BROKERS        SECU VIOL4  BF
     059.165 X     REGISTRATION OF BROKERS        SECU VIOL   CF
     059.730       FRAUD SECURITIES CONTRACT      SECU VIOL5  BF
                                                                  More...
 F3=Exit   F5=Refresh   F11=Menu bar   F10=Print           F12=Cancel
 F13=Repeat   F16=Change view   F17=Subset
 This is a subsetted list.
```

If you want to know if the offense is a statutory or person-to-person crime, put a 5 on the line next to the ORS# that you want to select and hit enter. The screen shown below will appear:

```
SNT221I                Corrections Information Systems                10:41:50
TESTJB                        Maintain ORS Table          DISPLAY      1/18/22



ORS Number.......... 059.135     Paragraph:

Effective date......  4/05/1993  Discontinued date:

Description......... SECURITIES FRAUD
Abbreviation........ SECU FRAUD

Crime type.......... STAT Statutes
Offense group code.. P
Crime class......... BF

Research fields below:
    Severity rating..... 470
    NCRP Offense code... 220


F3=Exit   F4=Prompt   F5=Refresh   F7=Browse backward
F8=Browse forward    F11=Menu bar       F12=Cancel
Not authorized to add/update felonies.
```

How to access the ORS Table from the Work with Offenses screen:
When you create a new docket (using F6 or new F20 for local control), put your cursor on the “ORS Number” field and press F4

```
OPS263I               Corrections Information Systems               10:46:33
 TESTJB               New Docket, Offense and Sentence                1/18/22
                                                          CREATE
 Offender.... 12345678 OFFENDER, TEST
 Status...... Probation(ABSC) POLK

 Docket#.............                        County..............
 Offense number......                      Sanction status.....
 ORS number.......... ____________
 Sent guide  (Y/N)... Y
 Felony=Misdemeanor.. N                          Funded Misd (Y/N)...
 Inchoate/ORS........
 Crime seriousness...                            Criminal history.
 Sentencing judge....                            Dispositional depart. N
 Defense counsel.....                            Durational depart.... N
 District attorney...                            DA case number..
 Crime date..........          M57 Eligible.     M57 Convicted...
 Arrest Date.........
 Convicted Date......
 Sentence Type....... P   Lif (L).....           Begin date.........
 Length(ymd).........   0 -   0 -   0            Compact begin date.
 F3=Exit   F4=Prompt   F11=Menu bar   F12=Cancel
```

The ORS table will appear, scroll down to find the ORS you are looking for, put your cursor on that line and hit enter to populate the ORS number field. You can also toggle here so the display is either by number or alphabetically by name (F16)

```
OPS263I               Corrections Information Systems               10:46:33
TESTJB               New Docket, Offense and Sentence                1/18/22
                                                          CREATE
Offender.... 12345678 OFFENDER, TEST
Status...... Probation(ABSC) POLK

Docket#.............                        County..............
Offense number......                      Sanction status.....
OR .....................................................................
Se :                          ORS Table Select                         :
Fe : Position to.......                                                :
In : ORS description               Type Cl Ct Sev F  ORS number Abbreviation :
Cr : ABANDON CHILD                 PERS CF    430 Y  163535      ABAN CHIL   :
Se : ABANDONMENT OF CHILD ATTEMPT  PERS AM    665 Y  163535    X ABANDON AT  :
De : ABUSE OF CORPSE I             PERS BF    415 Y  166087      CORPSE I    :
Di : ABUSE OF CORPSE I - ATTEMPT   PERS CF    612 Y  166087 X    ATT CORPSE  :
Cr : ABUSE OF CORPSE II            STAT CF    570 Y  166085      CORPSE II   :
Ar : ABUSE OF CORPSE II - ATTEMPT  STAT AM    735 Y  166085 X    CORPSE 2AT  :
Co : ABUSE TO MEMORIAL TO THE DEAD PROP AM    715    166076 2    ABUMEMDEAD  :
Se : ABUSE VENERATED OBJECT        STAT CM    800    166075      ABUSE OBJ   :
Le : ADMINISTER MJ TO PERSON <18   PERS AF    605    999021      ADMINMJ AF  :
F3 :                                                        More...  :
   : F12=Cancel   F16=Search by ORS Number                             :
   :.....................................................................:
```

12.17 TREATMENT MODULE ENTRY – information can be found in the PO data entry manual or FAUG manual.

12.18 SEARCHING ABSCONDERS FOR INDICATION OF DEATH

Step 1 – From the CC Support Menu type a ‘23=CC Reports Menu’ on the selection line, press enter. This will take you to the CC Reports Menu.

Step 2 – From the CC Reports Menu, type a '4=Total Office Reports' on the selection line, press enter. This will take you to the Total Office Reports Menu.

Step 3 – From the Total Office Reports Menu, type an 8=Total Office Caseload Report, press enter. This will take you to the Total Office Caseload Report.

Step 4 - Tab down to the 'Outcount Reason' field and type in ABSC, press enter.

```
CMS588BP              Corrections Information Systems              11:10:10
 TESTJB                  Total Office Caseload Report                1/18/22


 Type choices, press Enter.
   Location type . . . LOC   LOC, CNTY
   Location code . . . LANE  Code, F4 to prompt
   Detail or Summary . D     D = Detail, S = Summary
   Sort Order. . . . . A     A = Alphabetically, S = Supervision Level

   Subset by:
      Current Status . . . *ALL        *ALL, F4 to prompt
      Outcount Reason. . . ABSC        *ALL, NONE, ONLY, F4 to prompt
      Major Crime Class. . *ALL        *ALL, FEL, MISD
      Gender . . . . . . . A           A, M, F, O
      Race . . . . . . . . *ALL        *ALL, race, F4 to prompt
      ORS Abbreviation . . *ALL        *ALL, NONE, F4 to prompt
      Sentence type. . . . *ALL        *ALL, F4 to prompt
      Sentences. . . . . . *ALL        *ALL, MAJ


 F4=Prompt   F5=Refresh   F12=Cancel   Enter=Print
```

Search the web for evidence of offender's death by using key phrases like "death notification for John Jones" or "obituary for John Jones." Please remember obituaries published in the newspaper don't qualify as death evidence, but obituaries published by funeral homes do qualify.

If your county wants to pay for a subscription to Genealogy.com, in order to search the SSN death index and obits searches, you can do that, but (a) it costs money, (b) you cannot do that as "a business" but must create a "personal" account, (c) SSN death index has a three-year delay providing information.

If you find some evidence that an offender passed away in a particular state, you can submit a vital records request to the appropriate agency for that state. Some states will be vital records division, some may be health authority, etc. Some states will give you a number of free requests each month, some states may require a fee for this search.

Beginning approximately February 2023 DOC will receive a comparison file from Oregon Health Authority Vital Statistics division highlighting offenders who have died in Oregon. Your agency must confirm the identity with due diligence (LEDS, DMV, CIS, etc.) to ensure the SSN in CIS is correct to the deceased offender. This can be used to close offender files to DIED.

12.19 TIPS & TRICKS

12.19.1 How to find another employee's e-mail address, phone number and extension throughout the state in CIS/DOC400:

- From anywhere in CIS/DOC400, press F11-2-E (User E-mail Address and Phone), this will bring up the 'User E-mail Address and Work Phone Number' screen.
- On the "Position to" line, enter the user's profile name, if known, press enter, this will bring you to that user's information.
- If the user's profile name isn't known, enter the last name of the employee you are looking for, press enter and this will get you to all employees with the same last name and then you will need to find the correct employee by paging up or down.
- To see the e-mail address, put a '5' on the 'option' line and press enter. This will take you to the 'Maintain Work Phone' screen where you can view the users e-mail address.
- Another useful function to use is the 'F17=subset', this will bring you to a screen where you can subset by location. Enter the 4-digit county code in the location field, press enter to bring up the desired county user's list, or press 'F4=prompt' for a list of all locations.
- If you see the phone number or user type isn't correct, your agency can modify these two fields. Counties can only change the phone number and user type. For changes to the email address, please contact the DOC service desk.

12.19.2 How to use the Navigation Bar: While in any process of CIS/DOC400 you can use the navigation bar function by pressing F11. This displays the five selections available at the top of the screen (1) Active Jobs; (2) WS (Work Station) Options; (3) Process Step; (4) Info Windows; and (5) CIS_Web_Serve. Typing the number selects that option (do not hit the enter key). A window containing the choices available within that option will then appear. These choices are identified by letters (letter keys will vary by task, when available), and are selected by typing the appropriate letter on the selection line (DO NOT USE ENTER – as pressing enter after your selection will advance to the next screen).
NOTE: A Menu Bar option is available only when it is highlighted.

12.19.3 What goes in the Offender Remarks Screen: Suggested community entries: all investigation and notification assignments; file movement between offices; archiving information and retrieval of archived file; file destruction notices; file acceptance information; and date of entry, your initials and office location. Any community entry into the Offender Remarks screen is a county-by-county decision. Institution uses Offender Remarks for their purposes as well.

12.19.4 How to Change Judge's Name to LC Authority or BOPPPS: When a person who originally had a probation sentence now has PPS subsequent to incarceration, you may change the judge's name in the docket screen. This will allow

the new “name” you enter to show on sanctions and warrants and may aid the PO in properly routing these items. This is a county-by-county decision.

While on the W/W Offense Screen, put a 2 beside the offense, press enter. This will take you to the Docket and Offense Description screen, tab down to the Sentencing Judge field, type over the existing judge’s name with either BOPPPS or LC Authority, and press enter.

12.19.5 How to Recognize a Conditional Discharge Order and a Conditional Discharge Revoke Order: The title of the order may say Pleading and Conditional Discharge Order, Probation Agreement; or in the body of the order it may state that the Court finds that a conditional discharge pursuant to ORS 475.245 is warranted, which means that if the offender successfully completes the probationary period, the charge will be dismissed.

The order to revoke a conditional discharge might be titled Revocation, Judgment of Conviction and Sentencing Order or in the body of the order it will state that the defendant’s conditional discharge heretofore granted shall be and is hereby revoked and the defendant is sentenced to a probationary term of however many months and is placed on probation to the Community Corrections Office upon the terms and conditions set forth.

While you may see a revocation order on the conditional discharge and it sentenced to probation, you should also receive a Uniform Criminal Judgment (UCJ) for the probation sentence. This may or may not be true when a conditional discharge is revoked and LC is imposed with PPS. This is a county court decision. Don’t let a new UCJ ordering probation trick you into thinking it’s a whole new offense, when it’s just the conditional discharge now being convicted and sentenced to probation.

When you get an order revoking a conditional discharge and sentencing to probation, you close the FCD line to CONV and open a new probation line for the same offense. You will also need to add the convicted date to the docket.

When you get an order revoking a conditional discharge and sentencing to LC with PPS, you close the FCD line to VIOL and open an L line for the same offense. (and subsequently close the L to POST and open an O line). Please also remember to add the conviction date in the docket on these.

When you get an order revoking a conditional discharge and sentencing to straight jail, close the FCD to RTNS, and MCD to CRTR.

Revoked and transferred to bench – use RTNS for felony or CRTR for misdemeanors – do NOT add a probation line if it is revoked to bench probation

12.19.6 How to get a release date for an AIC in a federal prison: Go to your internet access, type in www.bop.gov and press enter. This will open the Federal

Bureau of Prisons website. Click on “inmate” information, type in the name of the AIC (“inmate”) and press enter. This will bring up the information on this AIC if they are in a federal prison. It is possible that an offender was sentenced to federal prison, but does not show up on the BOP locator – one reason for this is if the prison term is relatively short and/or they’ve served a lot of it in federal holding, they may remain in the federal holding facility to finish serving their sentence. To obtain a sentencing order and confirm release date, you can email GRA-DSC-TeamQuebec-S@bop.gov and request this information.

12.19.7 Cleaning up expired probation offenses after an offender has been released from the institution or local control jail sentence: When an offender has been released from an institution or a local control jail sentence you will need to check the Work with Offenses Screen. If you find any offenses that are past their max date, check the file and eCourt to make sure there were no orders to extend, revoke, etc. If there are no orders, go ahead and close the offenses, print/view the kardex and check LEDS for entry/modifications that may be needed.

12.19.8 DMV ID #: If the offender has an Oregon driver license or DMV issued ID card, enter that information including state and year of expiration on the descriptors screen. If the driver license is expired, enter 1900 in the expiration date field. If an offender has an out-of-state driver license or DMV issued ID card, enter that information on the other numbers screen.

12.19.9 Delete an offense first before backing out an admission.

12.19.10 Kardex ‘From’ Field Explanation: This field has nothing to do with where an offender is sentenced, and very little to do with where an offender is incarcerated. On offenses with multiple sentence lines, the program looks at the last “termination” date of the sentence and compares that with the location on the Movement History/Maintenance screen on that date.

Example: If offense 02 was terminated on 4/12/05 – Movement History shows he/she was released “From” LWSH on that date.
The ‘L’ line for offense 03 was terminated on 3/31/05 – Movement History shows he/she was released “From” LANE on that date.
The Kardex would show ‘From’ LWSH for offense 02 and ‘From’ LANE on offense 03.

12.19.11 Searching Specific County/Office for Offender on the Name Search Screen: If you would like to search the Name Search Screen for an offender and you know the offender is being supervised or was previously supervised in a specific county/office, after entering the offender’s name (last first middle), tab to the location field and type in the 4-letter county of that county/office, press enter. This will search just that county/office for that offender.

12.20 VINE INFORMATION

What does VINE stand for: Victim Information and Notification Everyday

General information: VINE is a free and anonymous notification service that provides victims of crime two important features: information and notification. It is provided by the Oregon Department of Corrections and the Oregon Department of Justice, in cooperation with the Oregon Sheriffs' Association and the Oregon Youth Authority.

VINE monitors the custody status of offenders in county jails, youth authority facilities, Oregon prisons, and individuals currently on parole/probation. Information is available 24 hours a day, 365 days a year. It is available in English and Spanish and a live operator is available to anyone calling the number for any reason.

NOTE: VINE Q-Delta – If you plan on entering 30 or more closures in one batch, email Saydyie DeRosia (saydyie.l.derosia@doc.state.or.us). This will allow her to know why notifications for VINE have stopped if a Q-Delta occurs.

Data Transfer Schedule: County jails every 15 minutes, 24 hours a day, 7 days a week; Oregon prisons and Community Corrections 6 times a day, 7 days a week.

Who can register: Anyone including crime victims and concerned citizens may register for notification.

How do they register: By calling the VINE toll-free number (1-877-674-8463) or via the internet at www.vinelink.com.

What information is needed to register: A telephone number, including area code where they can be reached for notification; a 4-digit personal identification number (PIN); or an e-mail address (no PIN required).

Notification calls and patterns: Calls will be made to a registered person(s) when one or more of the following occur:

- General Release – Normal
- Release on Bond or Court Order– Normal
- Schedule Release 1 – Advanced
- Escape – Normal
- Return to custody from escape – Non-Emergency Final
- Death – Non-Emergency Delay Death
- Transfer to known or unknown facility – Non-Emergency Delay Transfer
- Work Release – Non-Emergency Final
- Home Detention – Non-Emergency Final
- Parole Hearing – Advanced
- Probation Abscond, return from abscond, case terminated/discharged, case revoked, early discharge, transfer to another office, term extended, arrest – Non-Emergency Final

1. Normal - calls will be made every 30 minutes for 24 hours or until the call is confirmed.
2. Advanced - calls will start 30 days prior to the expected date of event, every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed.
3. Non-Emergency Final; Delay Death; Delay Transfer – calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed.

How to confirm and stop calls: By entering your PIN. Notification messages will be left on an answering machine, but call will continue every 2 hours for 24 to 48 hours, depending upon the calling pattern.

How to Search for information: Callers will need to provide one or more of the following items:

- Offender Name
- Offender Number – SID
- JJIS Number for Oregon Youth Authority
- Race and Date of Birth for secondary search options when more than one offender has the same name.

Information provided when calling the VINE service:

- Name of Offender
- Offender Number – SID
- Current Offender and Probationer Custody Status
- Location of Offender – Institution Name or Community Corrections Location
- Scheduled Release Date (if known)
- Charges (not available for DOC inmates)
- Bail
- Probation Expiration Date (if known)

Additional Assistance: For customer service, technical assistance or to report a possible problem, call the APPRISS Operations Center at 1-877-277-7477, Option 2.

12.21 VINEWATCH

What is Vinewatch: An internet based secure web site designed to give criminal justice personnel and victim advocates the ability to register victims for notification of changes in offender custody status. It is an enhancement to the current victim notification process.

How to Access: You must obtain a User ID and password.

How to Obtain a User ID and Password: Contact Saydyie DeRosia, Victim Services, Oregon Dept. of Corrections, (503) 302-5388 or Saydyie.l.DeRosia@doc.state.or.us (verified 11/4/21)

Other Capabilities: Your agency can generate reports on:

- Notification calls on offenders custody status changes
- Registration (for offender and probation/parolee notification)
- Statistics to show monthly and year-to-date usage of VINE in your community

Your agency can also:

- Register victims for notification and update existing registrations
- Search for and view pertinent information on an offender or probationer/parolee.

12.22 CHANGING LEGAL NAME

If an adult on supervision provides documentation (marriage/divorce decrees, legal name change orders from the court, birth certificate, social security card, etc.) of a legal name change that is materially different than their current court/legal name, you can change the court/legal name on their record in CIS.

Examples of materially different:

- ✓ John Brown vs. James Smith
- ✓ John Brown vs. James Brown
- ✓ John Brown vs. Susie Brown

Examples of NOT materially different:

- χ John Brown vs. Jonathon Brown
- χ Dan Brown vs. Daniel Brown

Please only change the court/legal name of adults on supervision at your agency. If you do receive acceptable documentation to change the name of an individual you do supervise, follow the instructions in Chapter 2, Section 2.24, Step 3, bottom of page 2-27.

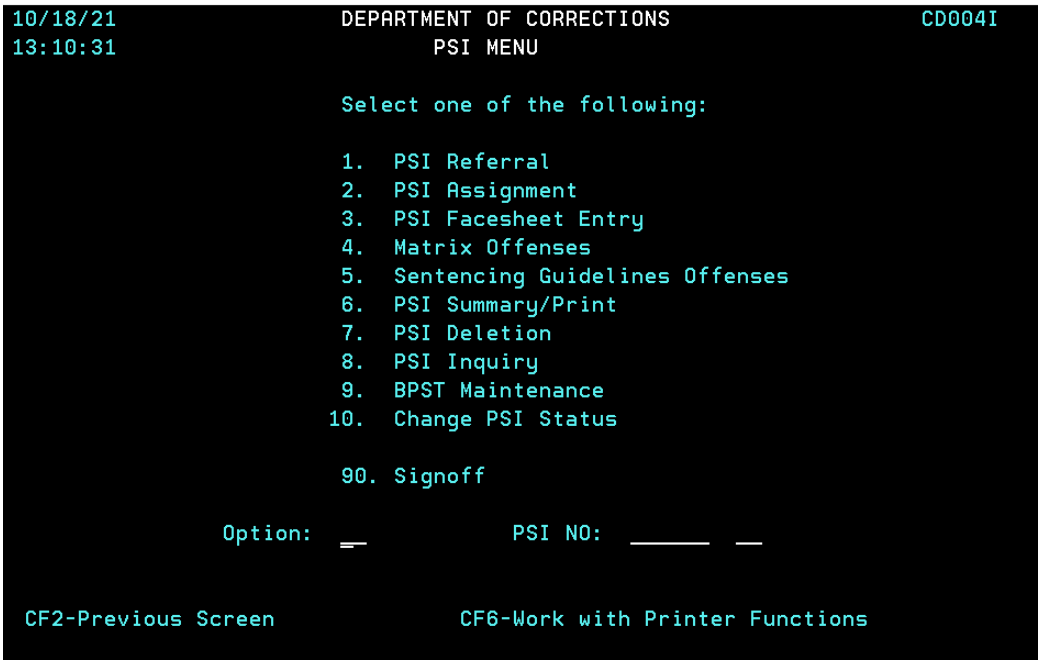
12.23 CHANGING LEGAL SEX

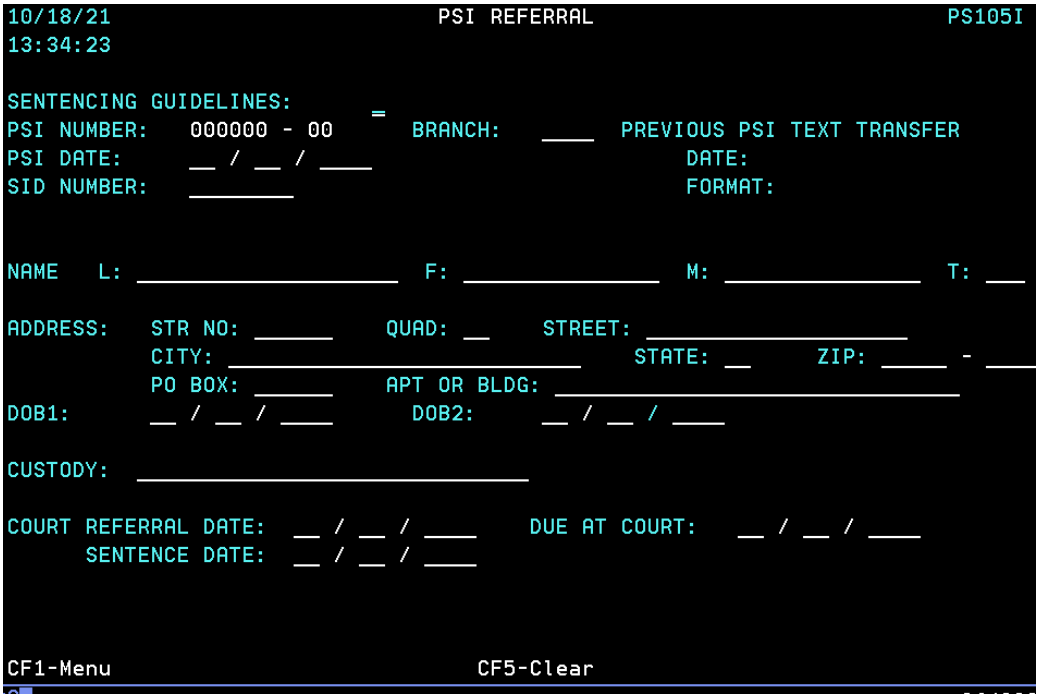
In support of normalization and humanization efforts, OACCD (in May 2021) has approved a new policy to allow adults on supervision to change their sex designation in CIS to that of their legal sex. The entry of legal sex in the sex field on the descriptors screen (or admission screen) can occur at admission or any time while on supervision if the adult on supervision provides legal documentation (legal sex change order from the court, birth certificate, DMV or other government issued ID).

Please only change the sex designation of adults on supervision your agency supervises. NOTE: the TAIC designator is available for those whose legal sex is different than the way the adult on supervision identifies.

12.24 HOW TO CREATE A PSI FACESHEET AND GENERATE A PSI NUMBER

From the Support Menu, chose Option #15, the following screen opens. Select #1-PSI Referral to assign a PSI number.





Sentencing Guidelines: enter ‘Y’ for Sentencing Guidelines, ‘N’ for Matrix and ‘B’ if it is both Matrix and Guidelines.

Branch: your county location

PSI Date: the day the PSI was done

SID Number: It is necessary to put in the SID# because that is what triggers the system to search for any other PSIs done under that SID# and will assign an ‘01’ (or the next ascending number that is appropriate) to the PSI you are going to enter. If you don’t have a SID# or if no PSI was ever done, the system assigns a new number with an ‘00’ on the end.

Address: self-explanatory, however QUAD means SW, SE, NW, etc.

Custody: either ‘in custody’ or ‘not in custody’

Court Referral Date: the date the court ordered a PSI to be done

Due at Court: the date (per office policy) that the PSI is to be turned into the court

Sentence Date: the date of sentencing

Once all information has been entered, hit ‘enter’ and the PSI system will automatically give you a PSI number at the top of the screen. Once that happens, hit F4 and it will take you to the next screen (this is the only time you hit F4). Enter the data requested. If there are more than one number of scars, marks and tattoos, there is a space beneath it to put a “plus” symbol. This will give you a drop-down screen which will allow for more of these entries. Remember to hit ‘enter’ when you are finished, this will return you to the descriptive data screen, then do another ‘enter’ to be certain it is recorded.

There are fields at the bottom of the screen requesting DPSST numbers for both the writer and supervisor.

After you complete the screen Custody, Detainer and Concerned Agencies, and ‘enter’, it will return you to the name screen where you will choose (across the bottom of the screen) whether you want Matrix or Guidelines offense screen. Suggestion: should you have a combination of both, enter the Matrix offenses first then the Guidelines.

When you choose the kind of offense you will be entering, it will take you to the drop-down screen where you enter the specific number of convictions (calculated by the PSI writer) and the PSI system will assign a criminal history scale. After that is calculated, do an F2 which will return you to the screen where you enter the ORS, Crime Severity, Court Number and DA Number. When you hit ‘enter’, the Criminal History Scale, Crime Severity and sentence range will appear.

If you have multiple crimes (more than 10) you will need to go back to the Set# on the upper left-hand corner of the screen and put a “2”, then proceed to enter any other crimes.

When you are finished entering the data, look at the bottom of the screen and it will tell you what you need to do to exit the system. First F2 then F1 to go back to the main menu.

NOTE: F3 does not work as exit in the PSI module.

12.25 HOW TO ENTER VETERAN INFORMATION

This information can only be accessed while you are in the Offender Public Information Screen. Once there, hit F11 to access the navigation menu, option 4 (Info Windows), select D (Descriptions) and finally F16 (Social History). You can F4 on the Military branch field for a list of branch codes.

12.26 HOW TO READ CHRONOS WITHOUT ADDING AS A SECONDARY

From the admissions screen, type SID or F4 to find the offender.

F11-3-G will pull up the Information Remarks Screen.

From there, F11-4-C will let you see the chronos.

This is view only – cannot enter using this method.

OPS CHAPTER 13 – Data Entry Requiring a SUN User

Sometimes there is a data entry problem that you just can't fix yourself. If you have exhausted all other sources (this manual and your fellow SOON reps), call upon SUN for assistance.

Email the DOC ServiceDesk DOC.ServiceDesk@doc.oregon.gov requesting a ticket to CCSUN with complete information. Please cc Judy Bell on all SUN ticket requests. judy.a.bell@doc.oregon.gov

- In the Subject Line: CCSUN TICKET, Offender Name and SID.
- In the body of the email include:
  - the name & SID # of the offender,
  - the problem and what you've done to investigate and confirm the problem,
  - what the solution should be and all pertinent information needed to fully fix the problem
  - be sure the W/W Offenses screen tells the same story you want the Movement History Screen to tell, i.e. have the L sentence added, open up the Compact offense or the offense being returned from BNPB.
  - ***BE SURE TO INCLUDE YOUR NAME, EMAIL ADDRESS, AND PHONE NUMBER*** so the SUN user can contact you. The Service Desk will not forward your ticket to CCSUN without contact information
- Be sure you have completed any steps you are required to do *before* requesting the CCSUN ticket.

Example: I need to request a ticket for CCSUN to insert the LC movement prior to the institution admission on the following offender.

Name: Abcde, Fghij
SID#: 01234567
Admission to Location: LMAR
Admission Date: 01/02/0304
Caseload: 8124
LC Conviction County: MARI
LC Supv Status Code: JAIL ***Or***

I need to request a ticket for CCSUN to return an offender from Bench to Active Supervision. I have transferred offender to BNPB.

Name: Abcde, Fghij
SID#: 01234567
Transfer to Location: Coos
Transfer Date back to County Location: 01/02/0304

- **Do not send in more than one data fix per email.** If you have multiple fixes of the same type, i.e. from clean-up lists, please send each fix as a separate email.

Be kind to your Super Users and spread the clean-up list fixes over multiple weeks.

You should receive an email from the Service Desk within 24 hours providing the PCM number. A SUN user should contact you by the end of the week at least notifying you that your ticket has been picked up by them. If you don't receive a PCM # notification email or hear from SUN, ***DO NOT ENTER*** another ticket; instead contact Judy Bell.

NOTE: If the problem involves fees, chronos, sanctions, warrants or release plans, do NOT request a ticket to CCSUN. For Fee issues contact your Fee Rep; PPO/ISIS menu issues (chronos, sanctions, warrants or release plans) contact your FAUG rep. If the Fee or FAUG Rep is unable to resolve, turn to Michelle Mooney (PO things) or Judy Bell (Fee things) at DOC.

The following sections involve both you as field user and CCSUN. Please review the appropriate section and complete your steps before contacting SUN.

13.1 DUPLICATE OFFENDER RECORDS- MERGING/PURGING IN CIS/DOC400

NOTE: Until further notice all requests for merge/purge or straight purge should be sent directly to Judy Bell at judy.a.bell@doc.oregon.gov Please do NOT send merge/purge tickets through the Service Desk until directed to do so.

1 – Please note this process may take a bit of time to complete because there is a bit of back and forth that occurs. Please also consider the PO will likely need to be involved to screen shot and re-enter PO data that will not merge through automation.

2 - Be sure the records are actually the same offender – check LEDS by reviewing and comparing CCH, QWHD responses including EPR, NCIC, and DMV, comparing data points like FBI number, Social Security number, AKAs, height, weight, eye color, etc. Log into OIS and check for duplication via FBI, SSN, and name as well. If you have any questions if this is a duplicate pair, reach out to Judy Bell.

3 – Email Judy Bell at judy.a.bell@doc.oregon.gov and explain your request. Please provide names/SIDs or Block numbers of your duplicate pair and *confirm with Judy which is the appropriate record to purge before printing the necessary screens.* Include your email address and phone number.

DOC policy has historically been to copy all CIS/DOC400 data from the newer record to the oldest record. Currently the preference is to look for IN data and keep the record that contains such. There could be other occasions where it may be better to keep the newer record. See NOTE below on page 13-4. **NEVER DELETE DATA FROM THE RECORD BEING COPIED!**

4 - It is recommended that you move the offender record that will ultimately be purged off the active PPO caseload. This will ensure that data is not being added to the record we are deleting during this process.

5 - Run the **Merge Record Report** (go to CC Reports menu #23, then Total Office Reports #4, then Merge Record Report #19) on the offender to be purged. Please note that any items on the list with an asterisk (*) will be automatically or manually merged by Judy. All other data on all other screens will need to be manually re-entered by your agency.

Example of Merge Record Report. Note: * data is merged either through automation or manually by Judy.

```
SYS300I                Corrections Information Systems                14:21:30
SHIPPEYT                     W/W Merge Records Report                   9/15/16

 Offender.. 12345678 Offender, Test                    Status. Probation
 Location.. COOS  Coos County Community Correcti

          Existing Records Summary Detail

      * Caseload History
      * CHRONO History
      * Conditions
        County Inmate Movements
        DNA Collection
        Fee System Data
      * Movement History - Custody
      * Movement History - Admission
      * Movement History - Transfer
      * Movement History - Housing
      * Offender Court Orders
                                                                      More...
 NOTE: *(Asterisk) = Data will be auto merged by the system and/or manually
```

6 - Open the record to be copied and print all the screens in the Admission Process that contain data. Use F10 print where available; screen shot all others. Don't forget sub-screens such as W/W Offenses, Notifiers, Detainers, Fees, etc. If you don't recognize a program listed on the report, please check with Judy, it may be institution data and she will work with OISCSUN to get all institution data copied over prior to the purge.

7- PO screens: Print (or have your PO print) all the screens in the programs used by your PO. Someone in your agency will have to re-enter the data into the record being kept. This may include all or some of the following:

- Treatment Programs
- SAT (UA) Log
- Sex Offender Assessments
- Warrant Requests by Offender or PO
- Sanction Movements
- Release Plans by Location, Caseload, or Offender
- Supervisor Warrant Review
- Supervisor SRF Review

NOTE: Chronos will transfer with automation at the last stage of the process.

8 - Do not copy any information into the keep record until after Judy completes her steps and you're instructed to do so below.

9 - Email Judy and let her know you are ready for her to do her steps. The following data will be merged with automation:

- All Offense data (aka Offender Court Orders), including Inop data and F8 sentence notes.
- All Conditions – active and expired.
- Earned time data – for institution records.
- F7 Remarks from the Movement History Maintenance screen.
- Risk Assessments
- Sanction Requests
- Residential Address
- Scars/Marks/Tattoos
- Other Numbers

Movement history and caseload history will be re-entered manually by Judy.

10 - Judy will contact you when the merge is complete. You, the PO, and the supervision fee person must then enter (from your screen shots) all other data into kept record that didn't merge with automation.

11 – Check the court name is accurate on the kept record, change if necessary. Check the previous court name(s) are labeled X.

12 - When all the re-entry of data has been completed by you, the PO, and the supervision fee person, contact Judy to let her know. Judy will re-assign the ticket to OISCSUN, who will merge chronos and complete the process. You will be notified when this is complete.

13 – If necessary, after you've been notified the process is complete, update the SID on the kept record.

14 – Check that the EPR has the accurate (kept) SID.

NOTE**:** For records that predate 1989 and have minimal information, it is often better to keep the newer record and make sure we are moving all pertinent information including any sentence notes.

For record pairs that have institution data on only one of the records, it's best to keep the record with the institution data and merge the other to it.

DO NOT DELETE data from the old record. When in doubt about merging from old to new or new to old, please contact Judy Bell before starting any process.

The OISC Super User will also be informing Central Records when records are being merged, as we are unable to purge any record without informing them first.

13.2 OFFENDERS RETURNING TO SUPERVISION FROM NATURAL EXPIRATION (APPEAL RETURN), BENCH CLOSURE, CONDITIONAL DISCHARGE CLOSURE, COMPACT CLOSURE

The same process is used for the following four scenarios:

APPE: This process is used when an offender's custody cycle was appropriately closed and now due to appeal and resentencing, is placed back on formal supervision for the same docket number(s).

BNPB: This process is used for returning an offender to active supervision when the custody cycle was appropriately closed to BNPB and the court has ordered formal supervision on the same docket(s).

CONV: This process is used for returning an offender to active supervision when their custody cycle involving conditional discharge was appropriately closed and now the court has ordered more formal supervision on the same docket number(s).

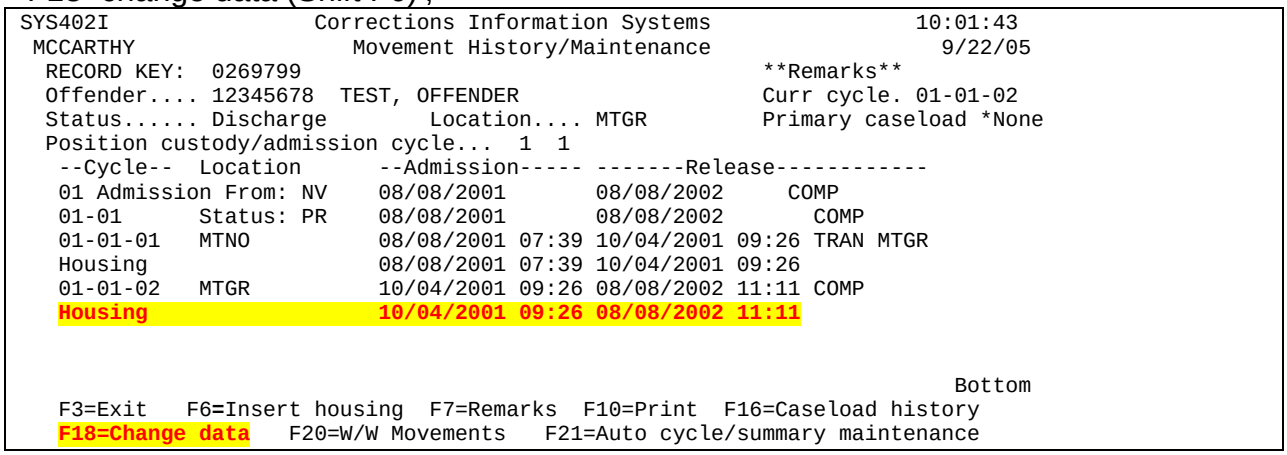
RCOM: This process is used when an incoming Compact offender was previously returned to the sending state and their custody cycle appropriately closed and is now returning to Oregon on the same docket number(s). It is not to be used for investigations on new docket numbers.

NOTE: Pay close attention to the specific count(s) that are ordered back to formal supervision. The court may not be ordering all counts back to formal.

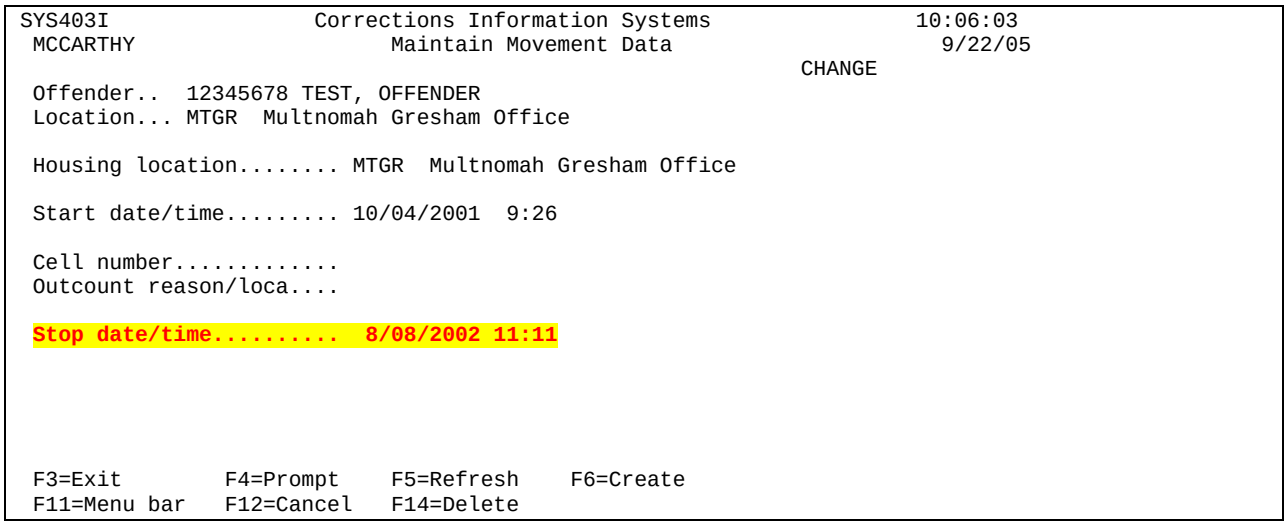
13.2.1 FIELD USER STEPS:

Step 1 - *PRINT THE MOVEMENT HISTORY SCREEN USING F10* Printing the movement history screen allows you to have a reference of what the movement looks like before changes, so that if you make errors during changes, you have something for a Super User to help you restore the data, if needed.

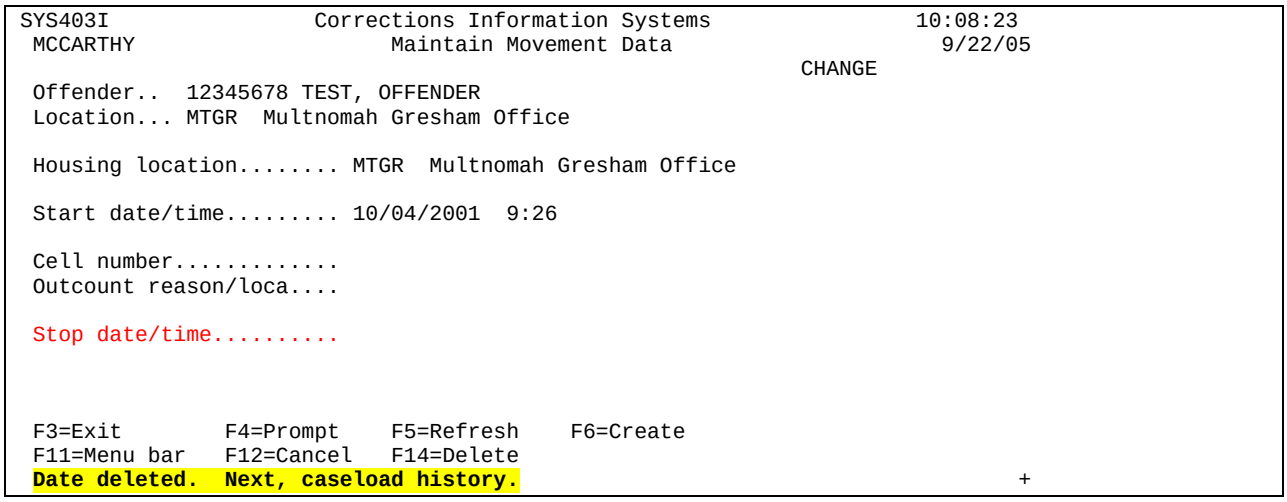
Step 2 – Undo the last release by putting cursor on the last housing line, press 'F18=change data (Shift F6)',



Step 3 – On the “maintain movement data” screen, tab down to ‘stop date/time’ field and remove the date and time using the space bar or the field exit key, press <enter>.



You will receive message ‘date deleted. Next, caseload history’. **(DO NOT USE THE F14-DELETE KEY).**



Step 4 – Go to 'W/W Caseload History by Offender' screen (F11-3-P) and make sure the exit date has been removed. If not, use Option 2=Edit, tab to the 'exit date field' and remove the date by using space bar to remove date; ~OR~ on 'W/W Caseload History by Offender' screen, tab over to the exit date and use the space bar to remove date.

```
CMS294I                Corrections Information Systems                10:11:34
 MCCARTHY              W/W Caseload History by Offender                 9/22/05

 ID Number........ 12345678 TEST, OFFENDER
 Location......... MTGR Multnomah Gresham Office
 Primary caseload.
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
  2   3003      MTGR  10/04/2001   8/08/2002     PR
      3466      MTNO   8/14/2001  10/04/2001     PR
      3400      MTNO   8/08/2001   8/14/2001     PR




                                                                    Bottom
 F3=Exit      F5=Refresh   F6=Create   F10=Print   F11=Menu
 F12=Cancel   F15=Secondary caseloads
 Check caseload history.
```

Press enter to process changes; you will receive message 'record updated.'

Step 5 – Go the CC Release Process menu; enter past the offense screen, transfer offender to RCOM using the original closure date.

```
OPS270I                Corrections Information Systems                10:18:02
 MCCARTHY                        Offender Release                        9/22/05
                                                                 PROCESS

 Offender............ 12345678 TEST, OFFENDER
 DOB.................  4/12/1975     Location: MTGR
 Status.............. PR Probation
 Current caseload.... 3003  BEHRMAN, KERRIE
 Custody/Supv level.. MED

 Release date........ 08082002    Time.... 1020
 Release type code... TRAN

 Release to location. RCOM



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

Step 6 –E-mail the Service Desk with a request for a ticket to CCSUN for an offender that needs to be reopened from Appeal return, Bench return, Conditional Discharge return, or Compact return [include offender name, SID# and date offender is to begin formal supervision again (or IV status)]. Be sure to include your e-mail address and phone number so the SUN user will be able to contact you. SUN will do the following steps.

13.2.2 CCSUN STEPS:

Step 1 – Admit using APPE/BNPB/CONV/RCOM as 'LOC' and 6030/6050/6015/6000 as 'Caseload #' as of the transfer date.

Step 2 – Transfer back to field office location using date offender is to begin formal supervision again (or investigation if IV on cases supervised before).

Step 3 – The SUN user will e-mail or call you advising you that you can now admit the offender to your office.

13.2.3 FIELD USER STEPS

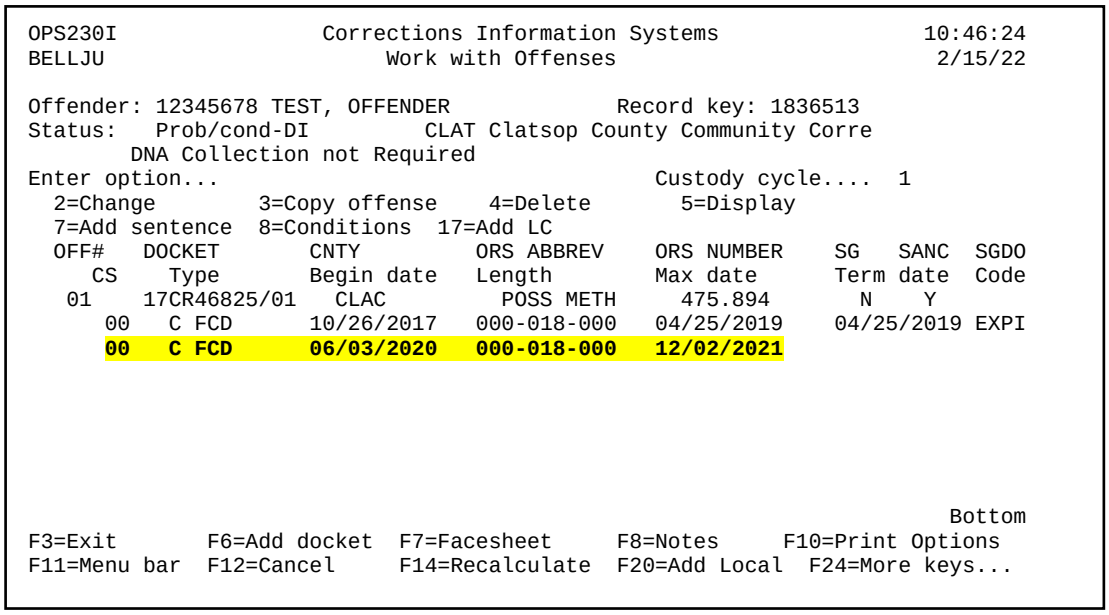
Step 1 - Admit the offender using the exact same date and time as the release

```
OPS225I                Corrections Information Systems                10:23:28
 MCCARTHY               Community Corrections Admission                 9/22/05

 Offender.............. 12345678 TEST, OFFENDER
 DOB...................  4/12/1975
 Current status........ Probation
 Last location......... RCOM
 Release date/time..... 10/20/2004 10:25
 Supervision level..... MED

 Admission to location. MTGR
 Admission date/time... 10202004 1025
 Caseload.............. 3009

 Post admission status. PR Probation

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

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

Step 2 - Make sure the Primary Caseload Screen has updated correctly.

```
CMS294I                Corrections Information Systems                10:25:01
 MCCARTHY              W/W Caseload History by Offender                 9/22/05

 ID Number........ 12345678 TEST, OFFENDER
 Location......... MTGR Multnomah Gresham Office
 Primary caseload. 3009
 Enter option...
   2=Edit   4=Delete   5=Display
 Opt  Caseload  Loc   Entry Date  Exit Date     Status
                                              To create entry
      3009      MTGR  10/20/2004                PR
      6000      RCOM  08/08/2002  10/20/2004    PR
      3003      MTGR  10/04/2001   8/08/2002    PR
      3466      MTNO   8/14/2001  10/04/2001    PR
      3400      MTNO   8/08/2001   8/14/2001    PR



                                                                    Bottom
 F3=Exit      F5=Refresh   F6=Create   F10=Print   F11=Menu
 F12=Cancel   F15=Secondary caseloads
```

Step 3 - Update the Work with Offense Screen as needed. For all returns, enter a new sentence line under the existing docket with the appropriate start date (date returned to formal).



```
OPS230I               Corrections Information Systems               10:46:24
BELLJU                      Work with Offenses                       2/15/22

Offender: 12345678 TEST, OFFENDER            Record key: 1836513
Status:   Prob/cond-DI         CLAT Clatsop County Community Corre
        DNA Collection not Required
Enter option...                                  Custody cycle....  1
  2=Change        3=Copy offense    4=Delete       5=Display
  7=Add sentence  8=Conditions  17=Add LC
  OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
     CS    Type       Begin date   Length        Max date      Term date  Code
   01    17CR46825/01   CLAC          POSS METH     475.894       N    Y
      00   C FCD      10/26/2017   000-018-000   04/25/2019    04/25/2019 EXPI
      00   C FCD      06/03/2020   000-018-000   12/02/2021

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

Step 4 – Have someone check to see if a new PSC is needed, as the most recently done score may now be falling in a different cycle/status due to the merging of cycles.

13.3 ADMITTING TO COUNTY LOCATION INSTEAD OF L LOCATION

When you have found that you admitted an offender to your regular county location rather than your L location, and if the incorrect location is in any prior admission or custody cycle, you will need to enter a CCSUN ticket. If the incorrect location is in the most recent (open) admission cycle, you can make this change yourself.

13.4 INSERTION INTO MOVEMENT HISTORY/MAINTENANCE

There are times when movements need to be inserted into the Movement History/Maintenance. Examples include inserting a movement to Probation, Local Control, a return from Abscond, or even the full movement for an Abscond. These will require a CCSUN user to assist. When requesting a CCSUN ticket, be sure to provide all the information needed for the movement insertion, i.e. start date, end date, type of insertion (local control, return from abscond, abscond dates), and PO caseload, in addition to the name and SID number of the offender.

Note: When an offender has been on Abscond and then picks up a Local Control sentence, the offender needs to be admitted back to active supervision ***before*** the admission to Local Control. If the offender has been admitted directly from ABSC to Local Control, the return from ABSC needs to be inserted.

When the movement insertion is complete, have someone check to see if a new PSC is needed, as the most recently done score may now be falling in a different cycle/status due to the movement insert.

13.5 ADDING AN ORS TO THE ORS TABLE

OISC (Offender Information and Sentence Computation) maintains the ORS Table in CIS/DOC400. If the crime you need is not listed on the ORS table, send an email to the Service Desk and ask for a ticket to **OISCSUN**. Include the ORS #, description and crime class.

If the ORS you are looking for is 'Attempt to commit ….' you need to find out what crime the offender attempted to commit and look for that ORS # on the table. You can find the crime in the "Information" or other charging instrument (i.e. Indictment) in eCourt. Check with the JA or DA for assistance if you can't find it in eCourt documents. Once you have the crime's ORS # look on the ORS table for the crime and the Attempt. If that ORS is not on the table, send a request to the Service Desk for a ticket to OISCSUN. Be sure to include the actual ORS #, description and crime class and OISCSUN will add the ORS for the crime and the ORS with the 'X' extension which denotes the 'Attempt' version of the crime. (Example: Attempt to commit ORS 164.057 Theft I Aggravated (BF) is ORS 164.057X, Theft I Aggravated Attempt (CF).)

NOTE: <u>NEVER</u> use the Inchoate field for 'Attempt' crimes. Inchoate is only used for Solicitation and Conspiracy after selecting the ORS for actual crime, i.e., murder, theft, assault.

OPS CHAPTER 14 – Odd Scenarios

Though this manual has indeed covered almost every aspect of the **what** and **how to** of our business practices, there will always be the data entry situation that requires a little creativity. As these odds and ends crop up, we will use this chapter as a place to store these scenarios and how the many creative minds that make up SOON set about adapting it to our programming. In most all cases when creative data entry has been used, an F8 Offense Note explaining the reason for the "creative" change is required.

NOTE: *The intent of this section is not to promote that all of the situations presented are appropriate business practice but is intended to answer the question of how to deal with a situation after it is happened.*

Please keep in mind that every "odd scenario" that arises cannot go into this manual. If you come across an unusual data entry challenge that you can't find the answer to in this manual, please consult the SOON group via the email distribution list.

14.1 Felony reduced to a Misdemeanor at time of sentencing

OPS Chapter 12.10 addresses the Felony treated as a Misdemeanor scenario, Felony to have Misdemeanor treatment upon successful completion of Probation scenario, and Felony reduced to a Misdemeanor at some point during the probationary term scenarios.

There is often confusion when a court order is received and the court has **reduced** the felony to a misdemeanor at the time of sentencing. Different counties' courts use different language, so *be careful*.

If an order references ORS 161.570, that is a clear indication of FMP status (Felony treated as a misdemeanor) by definition of the ORS.

Some counties use the term reduced, but their intention is to have the felony be treated as a misdemeanor. Benton County is an example of this. The sentencing part of the order will only mention the felony ORS and the name of the felony crime, but say it is reduced to a misdemeanor. Because we are familiar with our court's language and intent, we know this is FMP status.

If a court wants the felony charge reduced to a misdemeanor (not just treated as one) the language should be very clear and include the name and ORS of the felony, the language **reduced** to, and the name and ORS of the misdemeanor. When you find clear language like this, the crime is entered as a misdemeanor and there is no mention of it as being a felony in DOC400, because the court has ordered it to be a misdemeanor from the start.

If the judgment language is vague, the court's intent is not clear, and you are not familiar with the language your court uses, check with the DA's office or court to be sure of their intent.

14.2 Conditional Discharge Revoked and Reduced to a Misdemeanor Probation

Step 1 – Close FCD line to CONV as of date of revocation order
Step 2 – Add P line (FPR) with the begin date of the probation order
Step 3 – Put a "2" on the offense line and change the Felony=Misdemeanor to Yes; this changes the sentence type to FMP

NOTE: Don't get confused by the term reduced here. Follow the same logic and direction offered in 14.1. Since you are working off the same docket entry, adding the CONV closure, and opening a new probation line - the original charge remains felony and turns into an FMP even though the judgment language may use the "reduced" term.

If the charge is reduced to a misdemeanor and revoked with no probation or local control, then on the offense line change the felony=misd to Y for yes, and close the sentence line to CRTR.

14.3 AOS opting out of Drug Court or other treatment program that has no conviction

When an AOS opts out (or is removed by the court) from a specialty program, until the court further sentences the AOS (i.e.; sentence to probation, terminate supervision, reinstate to the same or other program) there is no data entry.

14.4 Sanction End Date is greater than the Max Date

When an AOS has been given a sanction and the completion of that sanction exceeds their max date, CIS will not let you release the body of the record if there is a sanction movement with an end (completion) date that is later than the proper custody closure date. In a case like this you would close the sanction movement, offense line, and the body out to the original sentence expiration date. Have the PO chrono what happened. We don't want to hide the real sanction completion date, but we cannot have that movement date be later than the date to close the body. That is why a chrono outlining the true service dates of the sanction is important.

14.5 Sentence line shows L F??, P F??, or I F??

14.5.1 L F?? or P F??

Step 1 – Put a "2" on offense line.

Step 2 – Tab to Sent Guide, change to Y.

14.5.2 I F??

Some crimes (murder, ag murder, etc.,) must be classified as parole instead of post-prison, even if they are convicted after November 1989 (which is the cutoff date for Matrix cases that uses parole). Therefore, now these Sentence Guidelines cases will be parole instead of post-prison.

OISC will notify the SOON rep of the supervising county if they identify one of these records. OISC will make changes to the sentence, but the supervising agency will be the one to change the status. **The status will need to be changed on the movement history screen, not using F13**. See instructions in the OPS manual, chapter 10, section 10.2. Even though the status wasn't "entered in error" you will use this method to fix it.

Please note even after you do change the status, it will continue to give you the message that the status is wrong because it's not going to read the new parole line as parole because of SG=Y.

This won't change until the service request to address this is complete.

14.6 Expired offense conditions still showing on a kardex

Prior to July 1, 2003, our policy was to delete all conditions when a count was expired out, thereby removing them from the kardex. Since that time all conditions from a closed offense line closes to a subset file automatically. Occasionally an odd condition will show up on a kardex from an old offense. There are two ways to remove the orphan conditions. One, and the easiest, is to put an 8 for conditions on the offense line of the old offense and check to see if any conditions were overlooked and not deleted originally. Enter a 4 to delete and press enter. **If the case closed out prior to July 1, 2003 it is safe to delete the condition**. If the offense was closed after 2003 then simply remove the closure date and code to reopen the offense and then reclose; this will cause any orphan conditions to go to the subset table.

14.7 AOS on outcount IMMI, REVP, or INAC; a case expires, and status change is necessary - message on bottom of screen "status does not match offenses"

Step 1 – Go to Admissions and admit AOS back to active supervision.
Step 2 – Close the expired case.
Step 3 – Change status to reflect new status.
Step 4 – Release back to IMMI, REVP, or INAC outcount one minute later than admit time.

NOTE: It's possible this may happen with an AOS out to ABSC but will only be if warrants were not issued on all sentence types.

14.8 Compact probation case closed to COMP comes back as parole case

After the RCOM movement is complete:

Step 1 – Admit to PA status
Step 2 – Leave FPRC line closed to COMP
Step 3 – Put a "7" on the docket line to add sentence
Step 4 – Add an "I" sentence with new parole sentence

14.9 AOS is a company rather than an individual

On the Offender Description Screen, enter sex as Male.

14.10 Probation ordered with partial consecutive term of probation

Step 1 – Enter offense with the "P" line showing the concurrent probation term. Only enter the duration of the concurrent term length. Track the expiration date of the concurrent portion.
Step 2 – When the max date on the concurrent portion is reached, enter a second docket line with the same court case and count number, same conviction date, but the begin date will be the max date of the first P line.

```
03    12CR123456/01  BENT         ABAN CHIL     163.535       Y    Y
   00   P FPR      01/01/2021   000-006-000   06/30/2021    06/30/2021 EXPI
04    12CR123456/01  BENT         ABAN CHIL     163.535       Y    Y
   03   P FPR      06/30/2021   000-018-000   12/30/2022
```

NOTE: The system will not let you enter two dockets with the same court case and count number; contact Judy Bell for a work around.

14.11 Bollinger Cases

- For crimes committed prior to 7/21/81, AICs can refuse parole and serve out the remainder of the Matrix sentence until the good time date. If they do refuse parole, their sentence will expire on the good time date. **Sentence termination code = EXPI.** If that is all the AOS has, the **custody cycle will also close to EXPI.** These should typically happen while the AIC is in an institution so will be handled by DOC.
- For crimes committed from 7/21/81 and prior to 9/20/85, the AIC can also refuse parole and serve out the remainder of the Matrix sentence until the good time date, but these AICs are subject to a 6-month period of "parole-like supervision" following their release from DOC. **Sentence termination code = EXPI** 6 months after the good time date**.** Again, if that is all the AOS has, **the custody cycle will close to EXPI**. This will usually happen while the AOS is on supervision in the community so Community Corrections will handle the sentence and body closure.
- Essentially, these AOSs are serving out their sentences fully, less good time, so it is not an early closure. It is an expiration.

For your information, the closure code of REPA was for AICs with crime dates prior to 9/20/85 who refused parole but were not allowed to. After the Court decision in Bollinger v. Board of Parole was handed down, these AICs'/AOSs' sentences were updated to reflect the prior parole refusal. Here is what the Board's internal instruction says:

> The BPPPS identified and if necessary, discharged from the relevant sentences, inmates who committed their crimes before September 20, 1985, who attempted to refuse parole, whose statutory good time dates on the sentences have passed, and who were either out on parole or were revoked back into DOC custody.
>
> If an inmate was out on parole at the time the BPPPS discharged the inmate's Bollinger sentence, the PTA enters the BPPPS' discharge date as the termination date of the sentence and codes the termination as "REPA."
>
> If an inmate was in DOC custody (parole violation) at the time the BPPPS discharged the inmate's Bollinger sentence and the inmate had no other DOC sentences, the PTA enters the date that the inmate physically releases from custody as the termination date of the Bollinger sentence and codes the termination as "REPA."

This closure code was used for those affected AICs/AOSs immediately following the Bollinger decision. PTAs handled all of these at the time which is why it is an Institution code, even if some of the AOSs were out on supervision when the closure happened. It is not a code that we would use now.

14.12 Felony Probation terminated, sentenced to jail, but no PPS ordered

Use the RTNS closure code when felony supervision is revoked and/or terminated with NO incarceration other than "straight jail" (OAR 213-005-0007). RTNS can also be used with felony conditional discharge and felony diversion. RTNS is not to be used when revoked and given local control incarceration with no PPS. If given Local Control with no PPS, close the sentence to VIOL, add the L line and close that to EXPI.

Examples to identify the sentence as straight jail or local control with no PPS:

Straight Jail phrases: Straight jail; County Jail; Jail per OAR 213-005-0007;
Local Control phrases: "incarceration," "remanded to the custody of the Local Supervisory Authority," mentions post-prison specifically not being imposed.

If the language on the order is vague, look for key words that lead you to understand it is a Local Control sentence. If there is no language to indicate the AOS is under the custody of the LSA, or no mention of post-prison, it is likely to be straight jail. Contact your DA's office when in doubt.

14.13 Probation extended in error, judgment issued later with earlier expiration date

If you have a case where the court issues a judgment that spells out an expiration date that overrides a previous PV judgment extending probation, and if the judgment clearly spells out the desired expiration date – use the date of the most recent order as the expiration date. Be sure to include an F8 note to explain the discrepancy.

Example: Probation was extended with a PV judgment to 05/05/2014. The next PV judgment signed by a judge on 05/28/2014 indicates probation should not have been extended and orders probation expired as of 07/24/2013. Even though the P line was previously extended and shows a scheduled expiration of 05/05/2014, close the line to EXPI with a date of 07/24/2013. Remember to include a comprehensive F8 note.

14.14 Warrants – rescinded, lifted, quashed, etc.

Quashed warrants

When a warrant is “quashed” that means it is removed completely and any reference to it should also be removed because it acts as though the warrant was never issued. That is different from recalled because a “recalled” warrant does acknowledge that it was issued, but then taken back and removed. Quashed creates a scenario where one does NOT acknowledge the issuance and acts to pretend it was never issued. If an AOS has a warrant quashed, there would be no INOP time, no abscond movement, etc., because it’s as though the warrant did not exist.

Withdrawn warrants

The Board uses the term “withdraw” to describe when a warrant request needs to be deleted or a warrant has already been issued but needs to be returned and destroyed. This can occur PRIOR to arrest on that warrant and INOP time is not applied.

Lifted warrants

The Board uses the term “lift” to describe when a warrant has been issued and served (the AOS was arrested on the warrant) and the PO needs the Board’s hold on the AOS removed, for a variety of reasons. In these cases, INOP time is applied.

Rescinded and Recalled warrants

These are interchangeable terms that community agencies or courts may use to describe when a warrant has been issued, but for varying reasons is being cancelled. This can happen prior to or after arrest. It’s usually used to describe probation and/or administrative warrants; therefore, the question of INOP does not apply. The history of the fact that the warrant was issued remains, as would any coinciding abscond movement. While less common, this language can also be used for local control

warrants, in which case INOP is applied if the warrant has been served and then recalled/rescinded; and no INOP is applied if the warrant has been recalled/rescinded prior to any arrest.

Changes to the application of INOP on a recalled warrant occurred in 2021. The Board and LSA will allow INOP to be applied when a warrant is recalled prior to arrest under certain circumstances. Check with the PO to find out if INOP should be applied.

14.15 Line closure code CDPR explained

When an AOS picks up a probation sentence and a DOC incarceration sentence at the same time, and on that probation sentence the AOS receives "jail as a condition of probation," and does that jail time in the institution, the institution will close the P line with the temporary code CDPR (condition of probation) and add a J line. After that jail sentence has been served, the institution will remove the CDPR code from the P line and close their J line to EXPI. If the institution forgot to remove the CDPR code and you find it there when your AOS gets out of prison, you need to remove the code yourself, thus opening the P line back up to show as an active supervision sentence. If the expiration date for the probation sentence has passed, you should then close the P line to EXPI as of the probation's max date.

14.16 FDO case type=Dangerous Offender

The X line is the Dangerous Offender minimum sentence and the I line is the determinate sentence (usually 30 years); the two offenses are part of the same sentence.

OISC **will not close** the Dangerous Offender sentence (FDO I line) upon the AIC's release to PPS. Community Corrections will admit the AOS to the appropriate status but **will not enter** an O line. The "Work with Offenses" option will display the open I line as type FDO.

When an FDO sentence is completed, the appropriate user (the OISC caseload PTA if the AIC is incarcerated in DOC or Community Corrections staff if the AOS is on supervision) will close the determinate sentence using the termination code EXPI.

14.17 Offense with Missing* listed instead of case number

When you run across a case with an I line that does not have an offense number, but instead has Missing* listed, email the TPS DL at DLOISCTPSWORKERS-OISCTPSWORKERS@doc.oregon.gov

14.18 Adjusted inception release date

There are some situations where an AOS's PPS should have begun on a date in the past, often that is a date while they were still incarcerated. OISC will prepare an

adjusted inception form for these cases. When we receive an adjusted inception form, we begin our O line with the adjusted inception release date. When the sentence length is added to the O line, the max date should match the Board Order PPS expiration date. On cases where there is an adjusted inception form, you can expect the I line to be closed to POST on a date that is different (later) than the date your O line begins. Example: I line closes to POST on 1-19-2022, but the adjusted inception release date is 06-2-2021. Therefore, your O line will begin 6-2-2021, which is earlier than the POST date of 1-19-2022.

The four scenarios where OISC will produce an adjusted inception form. (form is sent to the Board and other stakeholders)

- Immediate Release. This can happen for a variety of reasons: amended order, error in calculations, etc., in general because someone has been kept in custody for too long and the institution is just now being made aware of that. OISC will do new calculations and process the AIC as quickly as possible.

- Resentencing. This can happen when someone returns to DOC after an appeal and resentencing, and they are considered "time served" when they come back (resentenced). OISC will do new calculations based on the resentencing order and process the AIC as quickly as possible.

- Time Served at Intake. This is when a "new person" coming to DOC on a new conviction is already time served because of how much credits they got from sitting in a county jail, etc., and they are basically done by the time they are sentenced and transported to DOC. OISC will do calculations and process the AIC as quickly as possible.

- Language of judgment takes time calculations out of DOC hands. If the judgment says "deemed time served" or some other legal language that means DOC isn't eligible to do the time calculations, they will not. These AOSs do not return or show up to DOC at all but go straight to community. PPS will begin on the date of resentencing for these. On the form, OISC will leave the physical release date blank or write "not in custody."

14.19 Max Indeterminate Sentence

A max indeterminate sentence is one where the time incarcerated plus the time on PPS cannot exceed a set number of years. (A felony=20 years; B felony=10 years; C felony=5 years) When a person has a max indeterminate sentence, the Board will calculate their PPS expiration date using this formula:

Total time allowed per statute – incarceration time = PPS length

Examples of language on the sentencing order that would indicate a max indeterminate sentence: "PPS is 5 years minus time served." "Upon release from DOC custody, defendant shall serve the remainder of the sentence term imposed of 30 years as PPS."

The Board order can only list round numbers; you may have to adjust the length of PPS in CIS by adding days to make the max date in CIS match the expiration date on the PPS order. If the max date in CIS doesn't match the Board order and you are unsure of the reason, you can check with the Board by asking if this PPS is calculated based on a max indeterminate sentence. It is easy for them to verify.

- If it is, adjust the length of PPS by using a combination of days and months to arrive at the correct max date in CIS to match the Board order.
- If it is not and you are still stuck, contact Judy Bell for assistance.

14.19.1 Resentencing that includes a Max Indeterminate Sentence

Scenario: Incarceration sentence is resentenced (shortened) and PPS is ordered as "PPS is 5 years minus time served." The person has already served more than 5 years in DOC custody, so there is nothing left for PPS at all.

Answer: We would not add an O line; but have the institution close the "I" line to EXPI and add an F8 note that there is no PPS to serve since they served all 5 years (in this example) in custody.

14.20 Found out a case was to have come to your office for supervision but would have already expired.

Do not enter in CIS because you did not supervise.

OPS CHAPTER 15 – Local Control Data Entry

* * * * * *

Please read the three introduction pages for an overview of concepts and terms before you begin. Also, please read the entire section that relates to the data entry you need to accomplish (probation revoked, new LC, etc.) before you begin your work.

* * * * * *

These scenarios have been designed to assist you in the entry of data for some of the most common Local Control situations. For more information on policy issues for Local Control cases (aka SB1145, effective 01/01/1997, ORS 137.124), refer to the Local Supervisory Authority Manual, which can be found on the Networking Groups page under Other Miscellaneous Manuals.

Local Supervisory Authority (LSA) defined: LSA is the local corrections agency or official, designated in each county by that county's board of commissioners to operate community correction supervision services, custodial facilities, or both. (often the Sheriff's Office)

Local Control (LC) defined: For the purposes of data entry, a Local Control sentence is a felony conviction sentenced to 12 months or less of incarceration usually with a term of Post-Prison Supervision. A Local Control sentence is served under the jurisdiction and authority of the LSA unless it is concurrent or consecutive to DOC sentences, in which case it can be served in the institution. Local Control sentences can also be referred to as SB1145 and/or SB156, because of the Senate Bills that created the rules governing these sentences. The community corrections agency of the convicting county always does the data entry for Local Control sentences unless there is language included in the judgment that states sentences are consecutive to DOC sentences (explained in more detail later in the chapter).

County AIC Movement defined: County AIC Movement describes the data entry of where an offender is physically located such as jail, inpatient treatment, work centers, or out in the community. For Local Control sentences an offender must serve all of his time under the LC status. Community Corrections will **NEVER** move someone to "Leave" (LV) status in CIS when they are serving Local Control time. The Local Control sentence can be served either at the L location or at the Community Corrections location ("housing movement"). If the offender leaves the jail and goes to inpatient treatment, a work center, or back into the community to finish serving their local control sentence (or one of many other possible "programs"), he remains on LC status, but his county AIC movement changes and possibly his housing movement (L to county location ~or~ county to L location). Don't be confused that if an offender is outside of the jail and serving their Local Control sentence in the community that their Local Control sentence is complete. It

may not be. They may be walking around the community with invisible bars, still serving their Local Control time. Only when your jail tells you that the offender is "sentence served" based on sentence calculation done under rules found in ORS are they to move off the LC status and onto Post-Prison. Please note: A Local Control sentence can also be served in its entirety at the Community Corrections location.

Housing Movement defined: Housing Movement describes the data entry to reflect who has jurisdiction over the offender, which will always be the community corrections location (ex: BENT) ~or~ the L location (ex: LBEN) for local control offenders [or an institution location (ex: CCIC) for DOC AICs]. The jurisdiction (aka LSA authority) sometimes changes from the jail to the community corrections agency; therefore, AIC housing movement should change to reflect who has jurisdiction.

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

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

Release Plans and PPS orders: A Release Plan should be developed so a PPS Order can be created. If the offender is under the jurisdiction of the LSA, the Supervisory Authority (Community Corrections Office) for the county of conviction creates the Release Plan and PPS Order and forwards those to the supervising county. Although a policy has not been written or approved yet, it is common practice for the convicting county to confer and work with the supervising county to create only one PPS order. It is often easier to combine existing Post-Prison sentences with the new Post-Prison sentences at the time the new order is being prepared, rather than there being two orders that need to be combined later. Only one PPS order should exist at a time and should include all open PPS cases. Be sure to "complete" the release plan in CIS so that the next agency or institution who needs to prepare a release plan can do so.

If the offender is under the jurisdiction of the Parole Board and receives a new local sentence or his probation revoked, the Board does NOT need a release plan. The Board does need a copy of the sentencing order (either new or PV judgment) and the release date (calculated by the jail which may include time served credits, work credits, and good time credits) for that local sentence. Please email the release date and sentencing order to: Orders.BOPPPS@paroleboard.oregon.gov. Email is the preferred method, but if you must fax, send to 503-373-7558.

If the offender is under the jurisdiction of the Parole Board and his PPS or Parole is revoked, the Board DOES need a release plan. That release plan is generated by the supervising county and sent electronically to the Board, both in CIS with the send feature and via email to Orders.BOPPPS@paroleboard.oregon.gov. Email is the preferred method, but if you must fax, send to 503-373-7558. Be sure to "complete" the release plan in CIS so that the next agency or institution who needs to prepare a release plan can do so.

For new Local Control sentences and probations revoked to Local Control, the Local Control data entry is done by the convicting county. For PPS or Parole revocation sentences of 12 months or less, the data entry is done by the supervising county.

NOTE: If an offender is on abscond immediately prior to entering local control, YOU MUST RETURN FROM ABSCOND FIRST. If you are not the supervising county, please contact the supervising county immediately and request they return from abscond on the date the warrant was served, prior to your admitting to local control.

PROBATION REVOKED

15.1 Felony Probation Revocation

All felony probation, conditional discharge, or diversion cases revoked to incarceration for 12 months or less after January 1, 1997, should be entered as Local Control into CIS. If the judge states "no post prison," LC incarceration is to be served and the local sentence (L line) closed to EXPI. If the order is silent to post-prison, check with your court/DA to confirm their intent.

Some felony cases (uncommon) can be sentenced to "straight jail" with no PPS; see OPS manual section 15.8.4 – these are not entered in CIS at all.

On cases whose original sentence was not subject to sentencing guidelines, meaning they were sentenced prior to November 1, 1989, you should see SG:N in the offense. If not, please add the N in that field.

In addition, all felony probations sentenced prior to November 1, 1989, can be sentenced to local control. According to Bill Penny, "In reality, Matrix probation revokes should be sentenced to ODOC, but most get the 6 months or less revoke." For these cases, "they are revoked and closed to 'VIOL', the L sentence is added, but it is not given PPS." The reason there is no PPS on these is because prior to 1989, PPS simply did not exist; therefore when revoking a non-sentence guidelines case, the court should impose the rules in place at the time of original conviction.

NOTE: If you add a local control sentence to an existing Parole Board offender, don't forget to notify the Board by sending the sentencing order that put the offender into local control, and the calculated sentence-served date. Please e-mail to Orders.BOPPPS@paroleboard.oregon.gov. If you must fax, send to 503-373-7558.

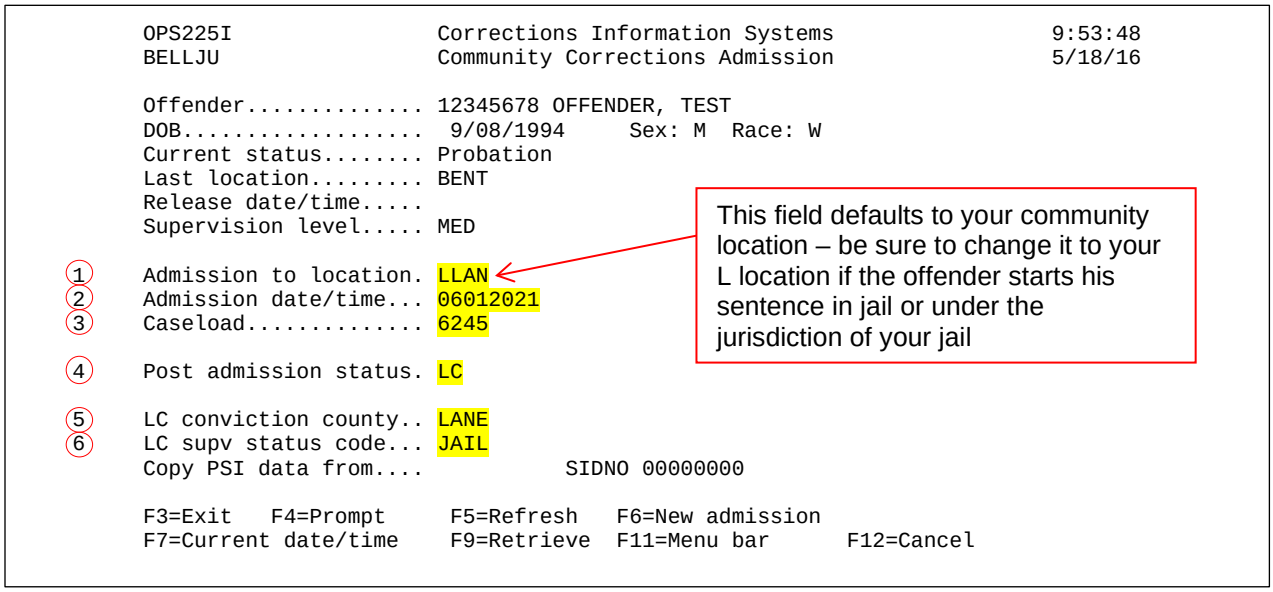
15.1.1 Admit to 'L' Location (Jail)

NOTE: Offender must have started his/her local control sentence before you can enter into CIS. Sometimes this means entering the jail, sometimes it does not. Confirm that the local control sentence has begun before starting data entry. How do you determine when it's begun if the offender is not immediately remanded from court to custody? A variety of ways: The court may sentence the LC incarceration consecutive to another incarceration sentence; therefore, the court is determining when the LC sentence begins (after the other sentence). The court or the LSA can defer the start of the sentence by offering a turn-self-in (TSI) date.

This determination can get very confusing at times. Please see OPS manual section 15.10 for a variety of confusing scenarios, one of which is when the court language states, "day for day credit upon successful completion of inpatient treatment."

PROBATION REVOKED

To begin, go to your Admissions process from your main menu. When admitting to Local Control, this process works much like the institution's admission process, in that you should not release the offender from his previous status before you admit them to LC status. The following screen is the first step in the Admissions process:



Please note the field "Post Admission Status" no longer defaults to PR for Probation status. "LC Conviction County" and "LC Supv Status Code" are fields to be used only for offenders convicted and sentenced under SB1145. Most fields in the Admission screen are promptable with the F4 key if you do not know the correct code to enter.

1 **Admission To Location:** If the offender starts Local Control time in any jail, the entry for this field should be the convicting county's "L" location. The L location is the four-letter data entry code that represents the jail of the convicting county. If an offender is lodged somewhere other than the convicting county for reasons not pertaining to another LC sentence, you will add AIC movements to memorialize that (see OPS manual 15.1.4 for AIC movement instructions). If an AIC has two or more concurrent LC incarceration sentences, the L location of where the AIC is physically housed would be used (see OPS manual section 15.10 for details of this scenario).

If your county rents jail beds from another county and the offender is in a rented bed that your county is paying for and your jail considers that offender to be an AIC in your jail (just out at a different location), then you do NOT put the offender in the actual L location, instead use your own L location. Funding is based on the L location of the offender in CIS, so if you are paying for a rental bed, you want the funding; therefore, admit to your L location.

PROBATION REVOKED

To decide whether you admit to an L location or a county location, you must determine who has jurisdiction over the offender at the time of admission and where/how the offender is serving the sentence. For example, if your jail has jurisdiction over your work center, it would be appropriate to admit to the L location if the offender starts his local control sentence in your work center. If your county community corrections office has jurisdiction over any alternative county AIC program, like your work center, you will use your county location to admit. Every county is different; be sure to confirm who has jurisdiction to determine to which location you'll admit.

In this example you admit the offender to the Lane County Jail because the offender was revoked on a Lane County probation and is physically housed in the Lane County Jail, thus you choose "LLAN."

NOTE: There is an F4 prompt on the "Admission To Location" field. Once you get there, you will see only the "C" locations (the community corrections field office codes). You will need to tab to the "Type" field and change the "C" to an "L" to see the codes for the county Jails (those that begin with "L").

2 **Admission Date/Time:** This field must correspond with "Sentence Begin Date." For instance, if the offender was sentenced on Friday, May 29, 2021, but the judge ordered them to report on Monday, June 1, 2021, to begin serving their sentence, then 06/01/2021 would be the Admission Date. Remember, the offender must have begun their sentence to admit, whether in jail or otherwise, as determined by the LSA.

3 **Caseload:** Use the caseload designated for Local Control for your office; this could be the caseload number of the Local Control PO in your office, or a specifically designated Local Control caseload number. It is recommended, although not mandatory, that you have a Local Control caseload number that is tied to your L location. If you need help with this, please contact your office SOON rep.

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

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

6 **LC Supv Status Code:** This field represents the current status of the Local Control Offender (aka AIC movement code), which is either JAIL or one of the alternatives to custody, (INTX, STND) when he begins his Local Control sentence. In this case, the offender is currently at the jail, and hasn't moved to any alternatives to custody yet. If the offender had gone immediately out on work crew without being booked into your jail first, it would be appropriate to admit using the code for that program, which can be found by using F4 in this field.

Now press <Enter> to process the admission.

PROBATION REVOKED

15.1.2 Open 'L' Sentence

To begin, go to the Work with Offenses screen:

NOTE: Information about the sentence should come from the court order (conviction date, anticipated sentence begin date, sentence length) and the LSA/jail (time served credits).

```
OPS230I             Corrections Information Systems (TEST)            12:18:29
 MCCARTHY                     Work with Offenses                        8/30/07

 Offender:  12345678   Offender, Test                    Record key:
 Status:   Discharge             LANE Lane County Community Correcti
              DNA Collection not Required
 Enter option...                                    Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER   SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date     Term date  Code
    01    109104030B   LANE         BURG I        154.225       Y    Y
       00   P FPR      08/26/1991   004-000-000   08/25/1995   08/25/1995 EXPI
    02    109104028B   LANE         BURG I        154.225       Y    Y
 2     00   P FPR      08/26/2015   006-000-000   08/25/2021
                                                                      Bottom
 F3=Exit       F6=Add docket  F7=Facesheet     F8=Notes     F10=Print Options
 F11=Menu bar  F12=Cancel     F14=Recalculate  F20=Add Local  F24=More keys...
```

Close Probation Sentence: Tab to the sentence line of the revoked docket and enter 2=Change and press enter. The following screen will appear:

```
OPS235I             Corrections Information Systems (TEST)            12:21:54
 MCCARTHY                       Sentence Data                           8/30/07
                                                              CHANGE
 Offender.............  12345678 Offender, Test
 Status.............. Local Control       LANE
 Offense/Sentence.... 02 001                Court Case.......... 109104028B
 Sentencing Guid..... Y                     County.............. LANE
 ORS................. 154.225      BURG I     AF BURGLARY I

 Sent type........... P
 Begin date..........  8/26/2015
 Compact begin dt....
 Length (ymd)........   6 -   0 -   0      Life (L).............
 Inop days...........
 CS to...............                      MRG to..............

 Tent paro disc date.
 Termination date...  05/29/2021            Max sent date.......  8/25/2021
 Termination code....  VIOL                 Max indet sent date.
 F3=Exit   F4=Prompt   F5=Refresh    F11=Menu bar    F12=Cancel
```

- Tab down to the field 'Termination date' and enter the date of revocation (sentencing date).
- Tab to the field 'Termination code' and enter VIOL. Press <Enter> and return to the w/w offenses screen.

PROBATION REVOKED

```
OPS230I            Corrections Information Systems (TEST)           12:24:25
 MCCARTHY                    Work with Offenses                       8/30/07

 Offender:  12345678  Offender, Test                                Record key:
 Status:   Local Control        LLAN Lane County Jail
             DNA Collection not Required
 Enter option...                                   Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY        ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date  Length        Max date      Term date  Code
    01    109104030B   LANE        BURG I        154.225       Y    Y
       00   P FPR      08/26/1991  004-000-000   08/25/1995    08/25/1995 EXPI
17 02    109104028B   LANE        BURG I        154.225       Y    Y
       00   P FPR      08/26/2015  006-000-000   08/25/2021    05/29/2021 VIOL

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

Add Local Sentence: Tab to the docket line and use **Option 17=Add LC** to add a local control sentence. Press <Enter> to create the sentence. The following screen will appear.

```
       OPS150I            Corrections Information Systems (TEST)           10:28:18
        BELLJU                Sentence Data for Local Control                5/18/16
                                                                    CREATE
        Offender............ 12345678  OFFENDER, TEST
        Status.............. LocalControl    LLAN
        Offense/Sentence....                      Court Case.......... 15CR24070/1
        Sentencing Guid..... Y                    County.............. LANE
        ORS................. 154.225      BURG I    AF BURGLARY I

  1     Sent type........... L
  2     Begin date.......... 06/01/2021
  3     Length (ymd)........  0 -   6 -   0
  4     Consecutive to......                  5 Merge to...........
  6     Time served credits. 30                 Inop time..........
  7     Maximum date........ 11/01/2021         Inop (F4=W/W)...... 00000


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


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

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

2 **Begin Date:** Sentence begin date is the date the offender begins serving his local control incarceration sentence (date of sentencing or later), and should correspond with admission date. For instance, if the offender was sentenced on Friday, May 29, 2021, but the judge ordered them to report on Monday, June 1, 2021, to begin serving their sentence, then 06/01/2021 would be the sentence begin date. This can be different than the VIOL date.

PROBATION REVOKED

NOTE: Be careful! Jails sometimes misunderstand Begin Date and may give you Arrest Date as that is the date the offender 'Began' in their jail.

3 **Length:** Sentence length is the amount of time the judge sentences the offender to serve. For Local Control offenders, this would be 1 year or less. Enter as the order states whether that is in years, months, or days.

4 **Consecutive To**: This field works to aid in sentence calculation for institution sentences, but not local control sentences.

If you have a consecutive sentence, ask your LSA the "sentenced served" date on the first offense, and then use that completion date as the begin date for the next sentence (the consecutive one). Continue in this pattern for all consecutive sentences. Do all this consecutive sentence data entry at the time of admission and initial data entry. The max date on each may be different than the sentence served date since work time and good time are not input into CIS. If you have a sentence that is consecutive to a DOC sentence of more than 12 months, the data entry will be done by the institution (see 15.8 less common scenarios for more details).

5 **Merge To**: In 2018 Community Corrections stopped entering merged cases; therefore, if a count is merged with another, that merged count does not get entered. (Historically, if the sentence was merged with another sentence for purposes of sentencing; we used to enter the offense # it was merged with.)

6 **Time Served Credits:** These are credits the offender earns for days spent in the jail prior to sentencing, and can include jail time ordered as a condition of probation as well as sanction time the offender served. The judge may choose to withhold these credits at sentencing, and if so, must include language to mean "No credit for time served." **Remember good time and work time credits are NOT entered here.**

NOTE: Be careful! The jail's use of the term 'Time Served Credits' may include other types of time credits such as 'Good' time/'Statutory' time or 'Earned' time/'Work' time which the offender accrues AFTER he/she begins serving the sentence. Be sure that you specify you need ONLY those credits allowed prior to sentencing!

7 **Maximum Date:** This date is the sum total of begin date, plus length, minus time served credits. The program automatically calculates this date. Your max date will often be different than the actual release (or sentence served) date because good time and work credits are not entered in CIS.

Now press <Enter> to update the sentence.

PROBATION REVOKED

```
OPS230I            Corrections Information Systems (TEST)           12:40:55
 MCCARTHY                    Work with Offenses                       8/30/07

 Offender:  12345678  Offender, Test                          Record key:
 Status:   Local Control            LLAN Lane County Community Correcti
             DNA Collection not Required
 Enter option...                                    Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV   ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length       Max date      Term date  Code
    01    109104030B   LANE         BURG I       154.225       Y    Y
       00   P FPR      08/26/1991   004-000-000  08/25/1995    08/25/1995 EXPI
    02    109104028B   LANE         BURG I       154.225       Y    Y
       00   P FPR      08/26/2015   006-000-000  08/25/2021    05/29/2021 VIOL
       00   L FLC      06/01/2021   000-006-000  11/01/2021
                                                      Bottom
 F3=Exit       F6=Add docket  F7=Facesheet     F8=Notes     F10=Print Options
 F11=Menu bar  F12=Cancel     F14=Recalculate  F20=Add Local  F24=More keys...
```

Your local control sentence is entered as shown above.

* * * * *

The next two sets of instructions (15.1.3 and 15.1.4) are for slightly different scenarios.

15.1.3 is used when an offender changes their incarceration location (ex: JAIL to INTX) AND ALSO changes their admission (housing) location (ex: LBEN to BENT).

15.1.4 is used when an offender only changes their incarceration location (aka AIC movement) (ex: JAIL to INTX) but remains in their same housing location. To determine the housing location, you must determine who has jurisdiction over the offender. If the jail continues to have jurisdiction over the offender when he moves to inpatient treatment or the work center, the housing location will remain in the L location. If the community corrections agency assumes jurisdiction when the offender changes physical location of incarceration, the housing location will change to the community location.

If the offender remains in the same jail for the duration of his Local Control sentence, 15.1.3 and 15.1.4 do not apply; you can skip to 15.2.

* * * * *

15.1.3 Supervision Status (aka county AIC movement) and Housing Movement changes while still on Local Control Status

Sometimes an offender does not serve his entire Local Control sentence in jail. Every time an offender leaves the jail and moves to an alternative to custody, supervision status (aka AIC movement) should reflect that change. This data entry should be done timely and reflect the actual location of the offender.

PROBATION REVOKED

For example, if the offender goes out to an inpatient treatment facility a week after starting their local sentence, you will need to move them from JAIL status to INTX status. You need to determine who has jurisdiction (Jail or Community Corrections?) when an offender is outside of the jail. Sometimes the jail retains jurisdiction until the local sentence is served especially if they are going to a work center, etc.; sometimes jurisdiction shifts to the community corrections agency. Knowing who has jurisdiction during supervision status movement determines whether or not the housing location needs to change as well (L or community).

In this set of data entry instructions, the offender is changing from the L location to the Community location (housing movement) as well as changing from JAIL to STND (supervision status aka AIC movement). When an offender stays on LC status, you do NOT do a release first, you simply do a new admission.

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

```
OPS225I            Corrections Information Systems (TEST)            10:44:23
 BELLJU                Community Corrections Admission                 5/18/16

 Offender.............. 12345678 OFFENDER, TEST
 DOB...................  8/13/1989     Sex: M  Race: W
 Current status........ Local Control
 Last location......... LLAN
 Release date/time.....
 Supervision level..... HI

1  Admission to location. LANE
2  Admission date/time... 09012021
3  Caseload.............. 6517

4  Post admission status. LC

5  LC conviction county.. LANE
6  LC supv status code... STND
   Copy PSI data from....           SIDNO 00000000

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

1 **Admission to Location:** This will be the community correction office's location code because the community corrections office will have control of the offender. (in this example 'LANE' for Lane County Community Corrections). *If the jail retains control of the offender, they will stay at the L location and you will use directions in 15.1.4 for supervision status movement.*

2 **Admission Date/Time:** This would be the date the offender was released from the jail to another location to continue serving their local control sentence while the community corrections office has control of the offender. Enter date without slashes (/), the system will put them in when you hit enter.

PROBATION REVOKED

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

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

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

6 **LC Supv Status Code:** This code represents the current status of the offender when released from the jail to another location (for example a work center, inpatient treatment, or even just to be supervised in the community). In this example, the code 'STND' is used, meaning the offender is being supervised in the community, just like any other offender on supervision in your office. If the officer had immediately placed the offender on day reporting, it would be appropriate to use 'DAYR' as the code.

Now press <Enter> to process the admission. The record remains on LC status, but the Housing Movement location and the Supervision Status location have changed.

15.1.4 County AIC Movements (Supervision Status change) while still on Local Control

These instructions are for supervision status change only. This is for tracking supervision status of the Local Control offender while he is within a given location (either your L location or your community location). If the offender is changing supervision status AND housing movement location, use step 15.1.3 above.

You will do this data entry on the w/w County AIC Movements/Supv Status Codes screen. There are several ways to get to that screen. The easiest is to use F11-3-J from a variety of screens (housing movement history, w/w offenses, etc., – it works from a lot of different places) You can also access this screen by opening a process like Admissions, Release, Support Data Entry/Update and pressing enter through the screens until you reach this one.

In our data entry example below, we are moving an offender from STND supervision status to DAYR. This is within the community location. Remember, we are not changing housing location here, just the supervision status. Please do these types of movements in a timely matter so the record is reflective of where the offender actually is.

PROBATION REVOKED

```
OPS154I             Corrections Information Systems (TEST)            11:01:30
 BELLJU          W/W County Inmate Movements/Supv Status Codes          5/18/16
                                                                CHANGE
 Offender..... 12345678     OFFENDER, TEST
 Status..... LocalControl LANE

(1) LC conviction county LANE
(2) Start date/time..... 09152021 0800    Supervision Sts Code.  DAYR  (3)
                                            Move type.....

 Enter option........ 2=Change   5=Display
       Move   LCsupv          Start               Stop         Resp Supervision
 Opt   Type    Auth        Date    Time        Date    Time    Loca Status Code
       LC      LANE      09/01/2021 14:00                      LANE      STND
       LC      LANE      06/01/2021 12:00     09/01/2021 14:00 LLAN      JAIL
```

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

(2) **Start Date/Time:** The actual date and time the offender began the new supervision status. Please remember it is important to enter a time in the time field and not leave it blank. Enter date without slashes (/), the system will put them in when you hit enter. In this example, the officer has decided to put the offender in the Day Reporting program on 09/15/2021 at 8 a.m.

(3) **Supervision Sts Code:** This is the status the offender is going to. F4=Prompt will bring up the status code table. In this example it is "DAYR" for Day Reporting.

Press enter to see your data added.

```
OPS154I             Corrections Information Systems (TEST)      10:05:36
 MCCARTHY        W/W County Inmate Movements/Supv Status Codes          5/21/07
                                                                CHANGE
 Offender.....  12345678     OFFENDER, TEST
 Status..... LocalControl LANE

 LC conviction county
 Start date/time.....                  Supervision Sts Code.
                                       Move type.....

 Enter option........ 2=Change   5=Display
       Move   LCsupv          Start               Stop         Resp Supervision
 Opt   Type    Auth        Date    Time        Date    Time    Loca Status Code
       LC      LANE      09/15/2021  8:00                      LANE      DAYR
       LC      LANE      09/01/2021  8:00     09/15/2021  8:00 LANE      STND
       LC      LANE      06/01/2021  8:00     09/01/2021  8:00 LLAN      JAIL
                                                                        Bottom
 F3=Exit       F5=Refresh   F9=Retrieve
 F11=Menu bar  F12=Cancel
```

NOTE: Notice how an admission to a 'status' automatically closes the previous one. Research has asked that these 'movements' remain continuous. For example, if the Day Reporting program was discontinued for an offender, move him back to STND. This will automatically close Day Reporting. Record these movements as many times as necessary and in a timely manner.

PROBATION REVOKED

15.1.5 Completion of the Local Control Obligation (close 'L' sentence)

NOTE: Be careful! You need to ensure the offender is fully sentence served before you release to post-prison supervision. Jails may release an offender at any time before their local control obligation has been completed, but that doesn't mean they go right to PPS. If the jail released the offender prior to the completion of their local control sentence, this creates 'dead time' between the release and when the offender should be on PPS, which means they need to remain on LC status and change supervision status and maybe housing location also (refer to 15.1.3 and 15.1.4 above).

Also, for counties who contract back prison beds from DOC, releases from the institution do not necessarily mean the offender should be admitted on PPS. In all cases, check the sentence calculation to make sure the local control incarceration obligation has been completed and is considered "sentence served."

The offender has completed his local control obligation when the entire sentence has been served. Remember good time and work credits are not entered into CIS, so it's possible the max date shown in CIS is not the same as the date the offender is sentence served.

NOTE: It is okay to add the PPS (O) line prior to receiving the LC PPS order. This is not preferred, because it is easier to forget to follow up that you have received a PPS order, but could be necessary at times for many reasons. Remember – without an active running sentence line, you have no sentences showing on your public information screen.

All of this release data entry is done by the convicting county, regardless of what county to which the record will be released.

To begin, go to the Work with Offenses screen in the CC Release Process.

```
OPS230I             Corrections Information Systems (TEST)            12:40:55
 MCCARTHY                     Work with Offenses                       8/30/07

 Offender:  12345678   Offender, Test                                Record key:
 Status:   Local Control            LLAN Lane County Jail
             DNA Collection not Required
 Enter option...                                   Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
  OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
     CS    Type       Begin date   Length        Max date      Term date  Code
   01    109104030B   LANE         BURG I        154.225       Y    Y
      00   P FPR      08/26/1991   004-000-000   08/25/1995    08/25/1995 EXPI
   02    109104028B   LANE         BURG I        154.225       Y    Y
      00   P FPR      08/26/2015   006-000-000   08/25/2021    05/29/2021 VIOL
 2    00   L FLC      06/01/2021   000-006-000   11/30/2021

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

PROBATION REVOKED

Close "L" Sentence: Tab to the 'L' sentence line and enter 2=Change and press <Enter>. The following screen will appear:

```
OPS150I            Corrections Information Systems (TEST)            13:14:41
 MCCARTHY               Sentence Data for Local Control               8/30/07
                                                                      CHANGE
 Offender............  12345678       OFFENDER, TEST
 Status.............. Discharge        LANE
 Offense/Sentence.... 02 002                Court Case.......... 109104028B
 Sentencing Guid..... Y                     County.............. LANE
 ORS................. 154.225      BURG I     AF BURGLARY I

 Sent type........... L
 Begin date..........  06/01/2021
 Length (ymd)........   0 -   6 -  00
 Consecutive to......                  Merge to...........
 Time served credits.    30            Inop time..........
 Maximum date........  11/30/2021       Inop (F4=W/W)...... 00000


 Termination date... 11/15/2021
 Termination code.... POST
```

- Tab to Termination date and enter the date the local control obligation ends. This may be close to the max date but will highly likely not be exact if the offender has received good time or work credits. This may be very different than the date the PPS line begins. Each L line will close to POST at the time that each sentence is considered "served," but ALL O lines that are subsequent to L lines served together in the same incarceration period, begin on the same date.
- Tab to Termination code and enter 'POST'
- Press <Enter> to update the sentence and return to the main screen.

Note: In our example, the Max date of the Local Control sentence is 11/30/2021, but the Termination date was entered as 11/15/2021 because the offender received 15 days credit (other than the "time served" credit), which makes the release date 15 days sooner. Your release date may not (and probably won't) match the max date in CIS because good time and work credits are not entered into CIS but do shorten the length of the sentence to be served. If you do not know the good time and work credit, get them from your jail time calculation unit.

PROBATION REVOKED

15.1.6 Releasing the Body to "LCMP" (Local CoMPlete)

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

```
OPS270I            Corrections Information Systems (TEST)          11:17:49
 BELLJU                        Offender Release                      5/18/16
                                                          PROCESS
 Offender............ 12345678   OFFENDER, TEST
 DOB.................  8/13/1989     Location: LANE
 Status.............. LC Local Control
 Current caseload.... 6517 OFFICER, PROBATION
 Custody/Supv level.. HI

(1) Release date........ 11152021          Time.... 0800    (1)
(2) Release type code... LCMP

(3) Release to location. LANE



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

(1) **Release Date/Time:** This date should be the same as the 'L' sentence's termination date (if more than one 'L' sentence, use longest termination date). Remember to enter a time – do not leave that field blank. Enter date without slashes (/), the system will put them in when you hit enter.

(2) **Release Type Code:** The code used must be 'LCMP' to denote the completion of the Local Control sentence.

(3) **Release to Location:** This will be the community corrections office in which the offender will be supervised.

Press <Enter> to process the release.

15.1.7 Admitting Offender to Post-Prison Supervision

Note: The admission to Post-Prison, 'O' line entry, addition of conditions, and update of the EPR are completed by the community corrections office that will be supervising the offender.

Go to the Community Corrections Admission screen in the Admissions process to admit the offender on Post-Prison Supervision.

PROBATION REVOKED

```
OPS225I             Corrections Information Systems (TEST)            11:30:32
BELLJU                 Community Corrections Admission                 5/18/16

Offender.............. 12345678 OFFENDER, TEST
DOB...................  8/13/1989     Sex: M  Race: W
Current status........ Local Control
Last location......... LLAN
Release date/time.....  11/15/2021 08:00
Supervision level..... HI

1  Admission to location. LANE
2  Admission date/time... 11152021 0800
3  Caseload.............. 6517 OFFICER, PROBATION

4  Post admission status. PO

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

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

1 **Admission to Location:** Your county code.

2 **Admission Date/Time:** The exact date/time as the Release date/time. Enter date without slashes (/), the system will put them in when you hit enter.

3 **Caseload:** Use the caseload number of the officer assigned to the case.

4 **Post Admission Status:** Use the proper status, which will likely be PO for Post-Prison Supervision. If there are both Post-Prison and Parole sentences, use PS.

5 **LC Conviction County:** Leave blank as the offender is no longer on Local Control status.

6 **LC Supv Status Code:** Leave blank as the offender is no longer on Local Control status.

Press <Enter> to process the admission.

PLEASE NOTE: Offender status now changes from LocalControl to PostPrison. Check status for PostPrison/LC or BRD on Work with Offenses screen. If status is not correct, first do an F14 to recalculate. If status is still wrong, follow Board/LC Override instructions (chapter 4, section 4.2) to correct.

PROBATION REVOKED

15.1.8 Open Post-Prison Supervision Sentence (Add 'O' line)

Go to the Work with Offenses screen.

```
OPS230I             Corrections Information Systems (TEST)          13:18:15
 MCCARTHY                     Work with Offenses                      8/30/07

 Offender:  12345678   OFFENDER, TEST                                    Record key:
 Status:   PostPrison/LC            LANE Lane County Community Correcti
             DNA Collection not Required
 Enter option...                                    Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
  OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
    CS    Type       Begin date   Length        Max date      Term date  Code
  01    109104030B   LANE         BURG I        154.225       Y    Y
     00   P FPR      08/26/1991   004-000-000   08/25/1995    08/25/1995 EXPI
 7 02    109104028B   LANE         BURG I        154.225       Y    Y
     00   P FPR      08/26/2015   006-000-000   08/25/2021    05/29/2021 VIOL
     00   L F        06/01/2021   000-006-000   11/30/2021    11/15/2021 POST

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

Open 'O' Sentence: Add the Post-Prison sentence by entering **7=Add Sentence**, on the docket line and press <Enter>. The following screen will appear:

Please remember that data entry of adding the O line is done by the supervising county.

```
       OPS235I             Corrections Information Systems (TEST)           11:42:19
        BELLJU                        Sentence Data                          5/18/16
                                                                    CREATE
        Offender............ 12345678 OFFENDER, TEST
        Status.............. PostPrison    LANE
        Offense/Sentence.... 02  002              Court Case.......... 15CR24070/1
        Sentencing Guid..... Y                    County.............. LINN
        ORS................. 154.225   BURG I   AF BURGLARY I

   (1)  Sent type........... O
   (2)  Begin date.......... 11152021
        Compact begin dt....
   (3)  Length (ymd)........ 0 -   12 -   0       Life (L).............
        Inop days...........
        CS to...............                      MRG to..............

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


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

PROBATION REVOKED

1 **Sentence Type:** 'O' for Post-Prison.

2 **Begin Date:** Physical Release date found on PPS Order. All PPS begins on the same date, regardless of how many different local sentences ended at different times as long as they were served concurrently or overlapping.

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

Add conditions as explained in conditions chapter (18); check the EPR, adjust as needed.

NOTE: Post-Prison supervision should be served for all local control offenders unless the court order specifically spells out no post-prison supervision will be imposed. If an order was received with no PPS time mentioned, and no specific language prohibiting the imposition of PPS time, inquire in writing to the judge, defense, and DA about the status of PPS time, with a request to seek a modified order or follow your county's procedure regarding these types of occurrences. The Gaynor decision on April 3, 2000, upheld that if the judge orders no PPS or an incorrect amount of PPS at the time of sentencing, the Board cannot overrule that amount. The Board's policy is PPS time must be specified on the order. If it is determined there will not be a period of PPS, the offense would be closed to EXPI instead of POST.

The judge can also order "Straight Jail" which would not be entered into CIS at all. When seeking clarification from the DA/defense/court, if you are unsure you may want to find out if it is local control with no PPS or if it is "Straight Jail." See OPS 15.8.4 for more details. Please also be aware that local control (with no PPS) sentences are entered and FUNDED. Straight Jail is not entered and not funded.

Now press <Enter> to update the sentence.

```
OPS230I             Corrections Information Systems (TEST)           13:18:15
 MCCARTHY                      Work with Offenses                     8/30/07

 Offender:  12345678   OFFENDER, TEST                                    Record key:
 Status:   PostPrison/LC            LANE Lane County Community Correcti
             DNA Collection not Required
 Enter option...                                    Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
  OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
    CS    Type       Begin date   Length        Max date      Term date  Code
  01    109104030B   LANE         BURG I        154.225       Y    Y
     00   P FPR      08/26/1991   004-000-000   08/25/1995    08/25/1995 EXPI
 7   02   109104028B   LANE         BURG I        154.225       Y    Y
     00   P FPR      08/26/2015   006-000-000   08/25/2021    05/29/2021 VIOL
     00   L F        06/01/2021   000-006-000   11/30/2021    11/15/2021 POST
     00   O FPO      11/15/2021   000-012-000   11/14/2022

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

PROBATION REVOKED

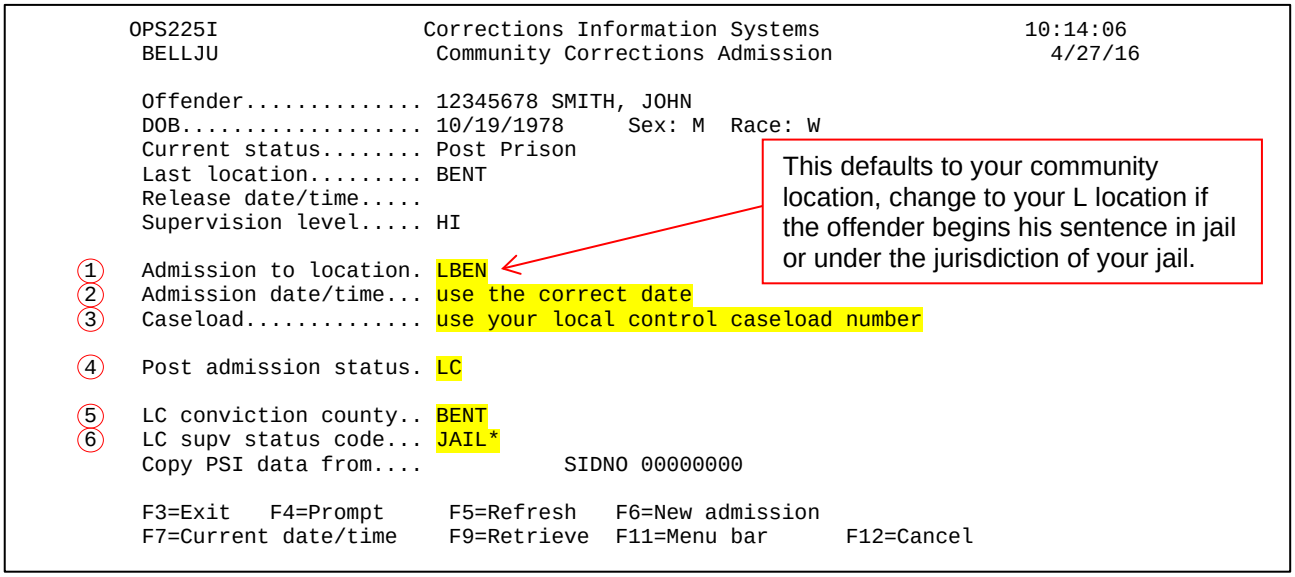
NEW LOCAL CONTROL SENTENCE

15.2 New Local Control Admission (offender may or may not be currently under supervision)

This could be a new admission (new cycle) or it could be a new local control sentence (meaning not a probation revocation) on an offender currently supervised.

From the Community Corrections Admissions screen, look for the offender using either SID or the Name Search Method (press F4 in the name field and type in the name: last name first name no comma in between). If there is a **match**, put cursor on the offender's name and press enter. This will take you to Community Corrections Admissions screen.

15.2a Admission with offender who is currently in the system:



Fill in fields to admit:

1 **Admission to location:** defaults to community location; change to your L location if the offender is in jail or under the jurisdiction of your jail when they begin their sentence. If you rent beds and your county considers the offender an AIC in your facility and is paying for a bed elsewhere, use your L location since funding is tied to the L location and you're paying to house the offender.

NEW LOCAL CONTROL SENTENCE

2 **Admission date/time:** use the date that the offender starts their local control sentence. This may be different than the court order conviction date if the offender had their local control sentence deferred or delayed. Be sure the offender has started their sentence before admitting and use the correct date to reflect the date the sentence actually starts. The offender may or may not start his local control sentence in your jail, depending on your county practice and the court order.

3 **Caseload:** Use the caseload designated for local control for your office; this could be the caseload number of the local control PO in your office, or a specifically designated local control caseload number. It is recommended, although not mandatory, that you have a local control caseload number that is tied to your L location. If you need help with this, please contact your office SOON rep.

4 **Post admission status:** LC

5 **LC conviction county:** the convicting county enters the local control sentence, so this should be your county

6 **LC supv status code:** If the offender starts his local sentence in jail, use JAIL as the admission code. If the offender changes location later (even on the first day) you can change that later with the proper movement

Press <enter> to process admission. Continue to work through the steps of the Admissions Process, i.e. descriptive data, addresses, etc. Then skip to 15.2c for offense entry instructions.

15.2b If the offender is <u>not</u> already in CIS

On the first admission screen do an F6 to admit, and you'll get this admission screen:

```
OPS226I               Corrections Information Systems                10:27:52
        BELLJU                 COMMUNITY CORRECTIONS NEW INTAKE              4/27/16
                                    **NEW OFFENDER DATA**
           ** Note:  Use only for offenders not currently enrolled in OP System. **

    1   ID number.......... 12345678

    2   Last name.......... OFFENDER
    3   First/middle/title.. TEST           MIDDLE           JR
    4   DOB................. 01011997        5    Sex: M    6  Race:    W
    7   Admit to location... LBEN
    8   Date/Time.......... 05182016  0900
    9   From county/state... BENT
   10   Caseload........... 8245
   11   Admission status.... LC  Note: Diversion Offenders enter as DV = Diversion

   12   LC conviction county BENT
   13   LC supv status code. JAIL
        Search PSI data..... Y
        Copy PSI data from..             SIDNO

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

NEW LOCAL CONTROL SENTENCE

Fill in fields on new local control admission, almost like any other new admission:

1 **ID number:** Enter SID

2 **Last name:** taken from the court order

3 **First/middle/title:** taken from the court order

4 **DOB:** Use format with no slashes: 01012005

5 **Sex:** M or F

6 **Race:** Choose from F4 options, or enter code if known

7 **Admit to location:** will default to your community location; change to your L location if the offender is starting his local control sentence in jail or under the jail's jurisdiction.

8 **Date/Time:** use the date and time the offender begins his local sentence. This might be different than the date on the court order. Sometimes the start of the sentence is deferred or delayed for a variety of reasons. Make sure the offender is either in custody or has otherwise begun his sentence according to the LSA.

9 **From county/state:** this is the convicting county. The convicting county is the agency who enters these new local control sentences; therefore, it should be your county's code

10 **Caseload:** use your local control caseload number or the caseload number per your county policy. It is recommended, although not mandatory, that you have a local control caseload that is tied to your L location. If you need help with this, please contact your office SOON rep.

11 **Admission status:** LC

12 **LC conviction county:** this is the convicting county again; same as above.

13 **LC supv status code:** use the code that represents the location/supv status the offender begins his local control sentence. This will likely be JAIL to start but depending on your county and the practice of your LSA it may be something different.

Continue to work through the steps of the Admissions Process, i.e. descriptive data, addresses, etc.

NEW LOCAL CONTROL SENTENCE

15.2c Local control offense entry

At the “Work with Offenses” Screen, you will use **F20=Add Local Docket** and will see the screen below.

NOTE: Information about the sentence should come from the court order (sentencing date, anticipated sentence begin date, sentence length) and the jail (for time served credits).

```
OPS151I            Corrections Information Systems (TEST)          12:07:31
 BELLJU              Add Sentence Data for Local Control              5/18/16
                                                              CREATE
 Offender.... 13245678  OFFENDER, TEST
 Status...... LocalControl    BENT

(1) Docket#............. 16CR12345/01          County.............. BENT  (2)
(3) Court count......... 01                    Offense number......
(4) ORS number.......... 475.840
(5) Sent guide  (Y/N)... Y
(6) Time served credit.. 5                     Inop time.........
(7) Sentence type....... L
    Inchoate/ORS........
(8) Begin date.......... 05/18/2016        (9) Length (ymd)......   0 -   3 -   0
(10) Consecutive to......                  (11) Merge to..........
    Maximum date........


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

(1) **Docket #:** Enter the docket number here, taken from the court order including a slash (/) and the count number in a two-digit format (ex: /01).

(2) **County:** Enter the four-letter code of the convicting county. The convicting county should be doing the data entry, so this should be your county code.

(3) **Court count:** Enter the count number here again in two-digit form (01, 02, etc.). Entry in this field is optional.

(4) **ORS number:** Press F4 and search for the correct number as stated on the court order.

(5) **Sent Guide (Y/N):** This should always be yes because they are felony convictions after November 1989 (the date sentence guidelines went into effect).

(6) **Time Served Credits:** These are credits the offender earns for days spent in the jail prior to sentencing, and can include jail time ordered as a condition of probation as well as sanction time the offender served. The judge may choose to withhold these credits at sentencing, and if so, must include language to mean “No credit for time served.” **Remember good time and work time credits are NOT entered here.**

NEW LOCAL CONTROL SENTENCE

7 **Sentence Type:** L for Local Control.

8 **Begin Date:** Sentence begin date is the date the offender begins serving his time (date of sentencing or later) and should correspond with the Admission Date. For instance, if the offender was sentenced on May 5, 2016, but the judge ordered him to report on May 9, 2016, to begin serving his sentence, then 05/09/2016 would be the begin date. Your offender may or may not start his sentence in custody, depending on your county's practices. Be sure the begin date of the offense matches the admission date and that the offender did in fact begin his sentence on that date.

9 **Length:** This information is taken from the court order and should be entered exactly as shown on the court order, whether that is in units of years, months, or days.

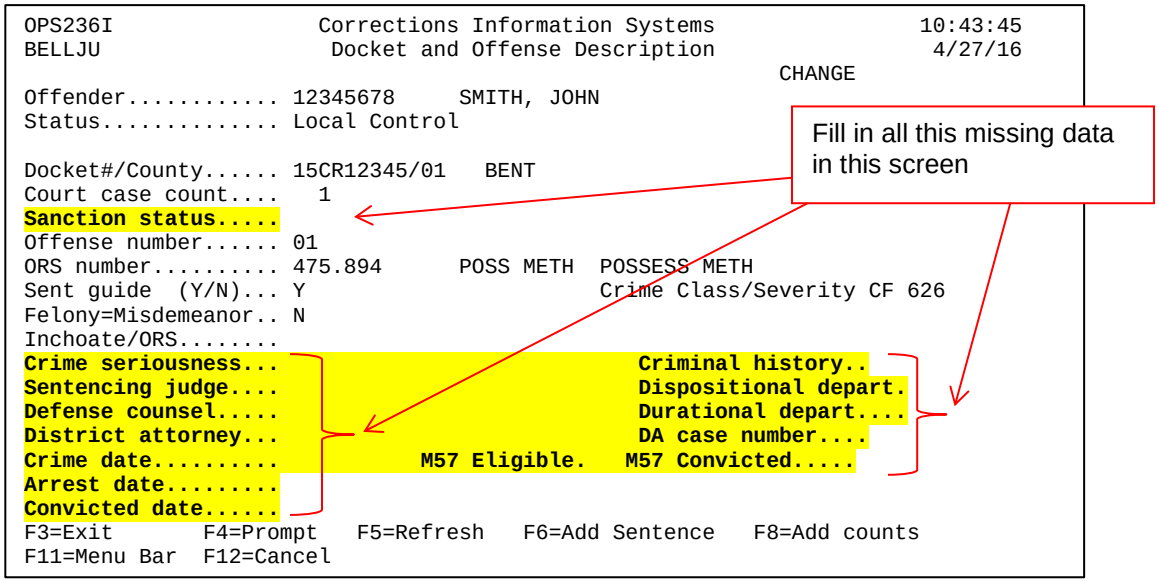
10 **Consecutive To**: If the sentence runs consecutive to another sentence; enter the offense # of the sentence it is consecutive to. However, this is not used in the sentence calculation. If you have a consecutive sentence, ask your LSA the "sentenced served" date on the first offense, and then use that completion date as the begin date for the next sentence (the consecutive one). Continue in this pattern for all consecutive sentences. Do all this consecutive sentence data entry at the time of admission and initial data entry. The max date on each may be different than the sentence served date since work time and good time are not input into CIS.

11 **Merge To**: In 2018 Community Corrections stopped entering merged cases; therefore, if a count is merged with another, that merged count does not get entered. (Historically, if the sentence was merged with another sentence for purposes of sentencing; we used to enter the offense # it was merged with.)

Press <enter> to process docket entry.

You must remember to go back into the docket from the Work with Offenses screen by putting a 2=Change on the docket line to add the rest of the docket information such as Sanction Status, Judge's name, Conviction date, etc. See next page for screen shot.

NEW LOCAL CONTROL SENTENCE



Complete any additional data entry as needed, such as:

- Housing and supv status movements (15.1.3 and 15.1.4);
- Closing the L line (15.1.5);
- Releasing the body to LCMP (15.1.6);
- Admitting to PO status (15.1.7);
- Adding the O line (15.1.8).

Following the instructions in the sections noted above when the new local control sentence is complete.

NOTE: Be sure to update the EPR when there is a new LC case and at the end of the process.

NEW LOCAL CONTROL SENTENCE

15.3 Post-Prison and Parole Supervision Revocation Sentences – Parole Board controlled offenders and/or Local Control controlled offenders

NOTE: These steps are followed when an offender's PPS (or Parole) Supervision is revoked and a sentence of one year or less is imposed. Most fields in the Admission screen are promptable with the F4 key if you do not know the correct code to enter. There are two different ORSs used for Post-Prison (144.108) and Parole (144.136); be sure to choose the correct one.

ALSO NOTE: All PPS revocation sentence data entry is done by the supervising county, regardless of the L location that the offender is serving the revocation sentence, including release back to the supervising county.

15.3.1 Admit to 'L' Location (Jail)

To begin, go to the Community Corrections Admission screen in the admissions process. When admitting to local control, this process works much like the institution's admission process, in that you do not release the offender from his previous status before you admit him. The following screen is the first step in the admissions process:

```
        OPS225I               Corrections Information Systems              15:02:47
        BELLJU                Community Corrections Admission               5/18/16

        Offender.............. 12345678 OFFENDER, TEST
        DOB................... 4/22/1969            Sex: M    Race:  W
        Current status........ Post Prison
        Last location......... LANE
        Release date/time.....
        Supervision level..... HI

    1   Admission to location. LLAN
    2   Admission date/time... 01011997  0800
    3   Caseload.............. 6145

    4   Post admission status. LC

    5   LC conviction county.. LANE
    6   LC supv status code... JAIL
    7   Copy PSI data from....          SIDNO

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

1 **Admission To Location:** This will be the "L" location of the supervising county at the time of the revocation, unless the person is also serving a different local control sentence in another county's jail. If they are serving another LC sentence elsewhere, you'll skip the admission of the body and move straight to the w/w offenses screen to enter the offense. All PPS revocation sentences must be served in their entirety in jail (i.e. locked down facility – OSH lock-down is the only exception).

If your county rents jail beds from another county and the offender is in a rented bed that your county is paying for and your jail considers that offender to be an AIC in your jail (just out at a different location), then you do NOT put the offender in the actual L location, instead use your own L location. Funding is based on the L location of the offender in CIS, so if you are paying for a rental bed, you want the funding; therefore, admit to your L location.

In this example you are admitting to the Lane County Jail because Lane County is the Supervisory Authority, and the offender is physically housed in the Lane County Jail, thus you are choosing "LLAN."

NOTE: There is an F4 prompt on the "Admission To Location" field. Once you get there, you will see only the "C" locations (the community corrections field office codes). You will need to tab to the field and change the "C" to an "L" to see the codes for the county Jails (those that begin with "L").

2 **Admission Date/Time:** This will be the ***Board (or LSA) Action date*** (Board or Supervisory Authority Revocation/Decision date), which will be on the Teletype (TTY or T-type). (You may or may not find all needed information on the Board Action Form (BAF) received from the Board, so it's best to use the Teletype). The TTY goes to your agency's LEDS team mailbox and the BAF will go via email either directly to the PO, or perhaps to the general email box the Board has for your office. Be sure to find the TTY to do your data entry. You can ask the Board to resend it, if you can't find it but please check with the PO before you request a resend.

3 **Caseload:** Use the caseload designated for local control for your office; this could be the caseload number of the local control PO in your office, or a specifically designated local control caseload number. It is recommended, although not mandatory, that you have a local control caseload that is tied to your L location. If you need help with this, please contact your office SOON rep.

4 **Post Admission Status:** When admitting to local control the code must be 'LC.'

5 **LC Conviction County:** On PPS revocation cases, this is the supervising county at the time of revocation. Enter the County location code, not the "L" location.

6 **LC Supv Status Code:** This field represents the supervision status of the local control offender. For all PPS revo sentences, the offender should be at the jail or other locked-down facility (ex: OSH lock-down). A secure (lock-down) program is one where an offender remains in the facility and does not go out to work or out to program. For PPS and Parole revocation sentences, the offender can only serve his time in a "secure" facility and nowhere else. Very few counties have locked down facilities other than their jail. If your county has a locked-down facility other than jail, use the code for the facility they are held. (JAIL, WKRL)

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

Press <Enter> to process the admission.

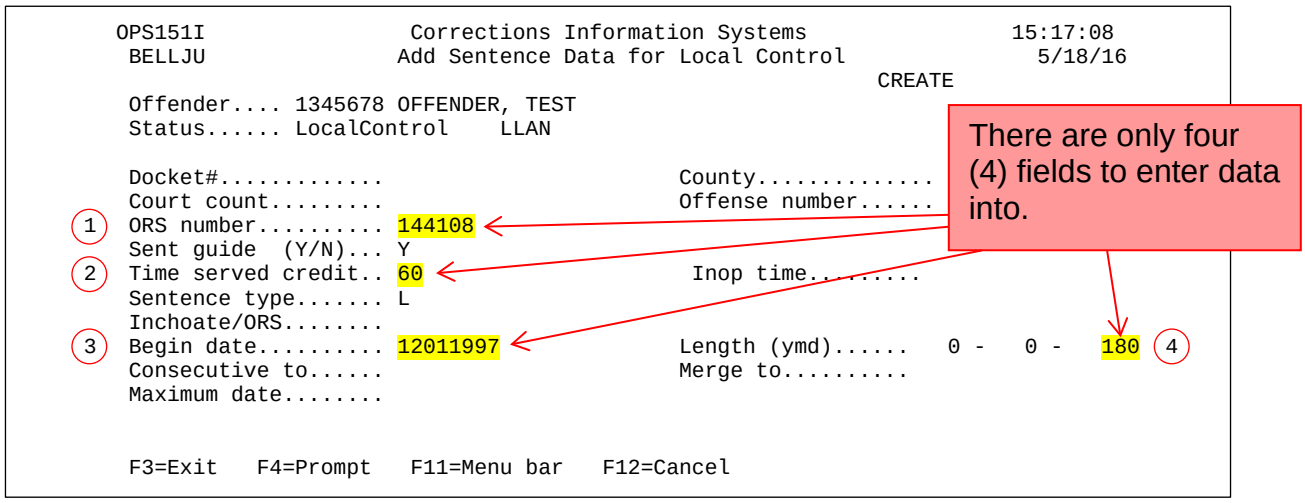
15.3.2 Open PPSVSANC sentence line

To begin, go to the Work with Offenses screen:

```
OPS230I             Corrections Information Systems (TEST)            11:58:08
 MCCARTHY                     Work with Offenses                        9/04/07

 Offender:  12345678   OFFENDER, TEST                                   Record key:
 Status:   LOCAL CONTRL            LLAN Lane Jail
             DNA Collection not Required
 Enter option...                                    Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    109104030B   LANE         BURG I        154.225       Y    Y
       00   P FPR      08/26/1991   004-000-000   08/25/1995    08/25/1995 EXPI
    02    109104028B   LANE         BURG I        154.225       Y    Y
       00   P FPR      08/26/1991   006-000-000   08/25/1997    09/02/1997 VIOL
       00   L F        06/03/1995   000-018-000   11/30/1996    11/15/1996 POST
       00   O FPO      11/15/1996   000-036-000   11/14/1999



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

IMPORTANT NOTE: The current PPS sentences 'O' lines will remain open. (Do not close to VIOL).

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



Docket #: Leave this field blank. (Once you press <Enter>, the docket # will automatically fill in with PPSVSANC and will automatically number accordingly).

County: Leave this field blank.

Court Count: Leave this field blank.

1 **ORS Number:** ORS number 144.108 must be used for Post-Prison and 144.346 for Parole. This field may also be prompted with the F4=Prompt.

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

2 **Time Served Credit:** This would be the number of days between the arrest date and the Board/Supervisory Authority revocation/decision date, found on the T-type. Use the exact number of time served credits provided by the Board or the LSA.

For LSA-controlled cases: To calculate time served credit (because not all LSAs produce a T-type for revo sentences): Press F11, 2, "date calculator." Operation = 2 (find difference). From date = arrest date; To date = Supv Authority action date. Enter the calculated days into the TSC field in the sentence.

INOP Time: Leave this field blank on Parole Board jurisdiction offenders. For Supervisory Authority jurisdiction offenders: This can be done one of two ways:

(1) Go to each open "O" line, put in "2" to change. This brings up your "sentence data" screen. Tab to the right side of the screen to "Inop days" field and do F4. The next screen should be W/W Inop/Institution & Community Corrections. Do F18 = Create Comm.Corr. The next screen should say "Maintain Community Corrections Inop Days. Go to Offense, do F4 (F4=List). This will pull up your offenses. For each "O" line, put in

Start date (Arrest date) and Stop Date (custody end date) and Reason is REVD. On Comments: type LSA Action date (from teletype). Repeat this for every open "O" line or use the copy feature.

(2) Use F11-3-U to jump to the w/w INOP screen. Do F18 = Create Comm.Corr. The next screen should say "Maintain Community Corrections Inop Days. Go to Offense, do F4 (F4=List). This will pull up your offenses. For each "O" line, put in Start date (Arrest date) and Stop Date (custody end date) and Reason is REVD. On Comments: type LSA Action date (from teletype). Repeat this for every open "O" line or use the copy feature.

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

3 **Begin Date:** This would be the ***Board Action Date or LSA Decision Date*** as identified by the Board or LSA T-Type (same as the admission to local control date) or as identified in the sanction module. In this example we are using 12/1/1997. Enter date without slashes (/), the system will put them in when you hit enter. DO NOT use "custody begin date" for the sentence begin date.

4 **Length:** This would be the amount of days the Board or LSA states the offender is sanctioned to on the T-Type or in the sanction module.

Consecutive To: Leave this field blank.

Merge To: Leave this field blank.

Maximum Date: The date the Board or Supervisory Authority identifies as the Re-Release Date on the T-Type or as the Custody End Date in the sanction module. The sentence calculation will be Sentence Begin Date (Board Action Date or Local Supervisory Authority Decision Date) + Length – Time Served Credit = Max Date (Re-Release Date). This date will calculate and auto fills when you hit enter. It should match the Custody End Date shown in the sanction module.

Press <Enter> to update the docket.

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```
OPS230I             Corrections Information Systems (TEST)            12:39:25
 MCCARTHY                     Work with Offenses                       9/04/07

 Offender:  12345678   OFFENDER, TEST                                   Record key:
 Status:   Local Control           LLAN
             DNA Collection Required
 Enter option...                                  Custody cycle....
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
  OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
     CS    Type       Begin date   Length        Max date      Term date  Code
   01    109104030B   LANE         BURG I        154.225       Y    Y
      00   P FPR      08/26/1991   004-000-000   08/25/1995    08/25/1995 EXPI
   02    109104028B   LANE         BURG I        154.225       Y    Y
      00   P FPR      08/26/1991   006-000-000   08/25/1997    09/02/1997 VIOL
      00   L F        09/29/1997   000-018-000   11/30/1996    11/15/1996 POST
      00   O FPO      11/15/1996   000-036-000   11/14/1999
   03    PPSVSANC                  PPSV SANC     144.108       Y    N
      00   L  LC      12/01/1997   000-000-180   04/30/1997

                                                                    Bottom
F3=Exit       F6=Add docket  F7=Facesheet     F8=Notes     F10=Print Options
F11=Menu bar  F12=Cancel     F14=Recalculate  F20=Add Local  F24=More keys...
Status does not match offenses.  Correct offenses or F13=change status.      +
```

IMPORTANT WARNING: ***Physical Release Date:** Please note for Post-Prison Supervision (and Parole) revocation sentences, the Board or LSA does not allow good time or work credits so the Max Date will be the Physical Release Date. If your jail is going to release the offender on a different date than the Board-calculated Max Date, **notify the Board immediately**. The Board will recalculate the offender's sentence length and REVO (stop/start aka INOP) time and your data entry will need to be changed. If this happens before the offender is released, you'll release directly out to PPS. If it does not happen before the offender is released, see data entry instructions below.

If there is no time to notify the Board in advance (or the Board does not make the changes in the system prior to the offender's release) and your offender has been released early, change the housing location from your L location to your county location and use the supervision status code MATX (for matrix release) and keep on LC status until the max date is reached. If the Board eventually changes the sentence length and INOP days, you will need to change your data entry to match. If they do not, this movement will remain and reflect what has occurred.

NOTE: When the Board or LSA has imposed a revocation sentence to a Post-Prison Supervision case, the field is responsible to create and send a release plan electronically to the Parole Board or to the LSA depending on who is the authority. Send release plans for Board-controlled offenders to the Board, send release plans to LSA-controlled offenders to the LSA.

PAROLE AND PPS REVOCATION SENTENCES

For Board-controlled offenders: please also email the release plan to Orders.BOPPPS@paroleboard.oregon.gov, or if you must fax, send to 503-373-7558. The Board or LSA will create a new PPS order, which the offender will need to sign.

For LSA-controlled offenders: follow your county's practice.

Remember to "complete" the release plan in CIS, so the next agency that needs to create a release plan can do so.

15.3.3 County AIC Movements (moving the offender from one supervision status to another)

This is the same concept as mentioned earlier for other local control offenders who move their physical location during the course of serving their revocation sentence. Please refer to section 15.1.3 above for instructions.

NOTE: On those offenders the Board retains jurisdiction over, there are only four status changes in this screen you may use. They are COUR (out to court), DETA (out on detainer), WKRL (work center), and MATR (matrix release from jail). Please note on WKRL, the program must be supervised and in a secure facility. MATR should be used only in the case where the jail, for whatever reason, released the offender before the max date.

15.3.4 Completion of the PPS revo sentence:

The offender has completed their PPS revo sentence when the max date has been reached and should be released back to post-prison supervision or parole status. To begin, go to your Work with Offenses screen.

Per the Board's PPS Stop Policy, offenders on Post-Prison supervision as of 10/1/99, whose supervision is revoked and a revocation sentence is ordered shall have revocation time added back to the PPS sentence. The Parole Board will enter the INOP (stop/start) days on Board-controlled offenders, and the community corrections agency will enter the INOP (stop/start) days on LSA-controlled offenders. Any 'O' lines open at the time the revo sentence is imposed will have a new expiration date.

NOTE: Be careful! You need to be sure the offender should be released back to post-prison supervision. Jails may release an offender before their Local Control obligation is completed, even though PPS revocation offenders by Board rule must remain in custody. This may create some 'dead time' between the release and when the offender can legally be returned to Post-Prison Supervision (refer to 'Admit to Community Corrections Location While Still on Local Control Status'). If the jail releases early, notify the Board as soon as possible; they may change the revocation sentence length and INOP (stop/start)

PAROLE AND PPS REVOCATION SENTENCES

to reflect what has really happened. In the meantime, use the MATR movement code, admit to your community location, and keep on LC status. Be sure to watch the record and if the Board does change the INOP (stop/start) time (and revocation length as shown in a new TTY) be sure to change the sentence length to match, which will change the max date. If the dates have been changed, close line to EXPI as of the new date and move to PPS using the adjusted date as well. If the Board/LSA has made these changes after the MATR movement is added, remove the MATR movement and simply release LCMP on the new date ordered.

ALSO NOTE: Please remember ALL data entry for revocation sentences is done by the supervising county, including completing the sentence and releasing back to supervision.

```
OPS230I             Corrections Information Systems (TEST)            12:39:25
 MCCARTHY                     Work with Offenses                        9/04/07

Offender:  12345678    OFFENDER, TEST                            Record key:
Status:   LOCAL CONTRL           LANE Lane County Community
            DNA Collection Required
Enter option...                                    Custody cycle....  1
  2=Change        3=Copy offense    4=Delete       5=Display
  7=Add sentence  8=Conditions   9=Custody units   17=Add LC
  OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
     CS    Type       Begin date   Length        Max date      Term date  Code
   01    109104030B   LANE         BURG I        154.225       Y    Y
      00   P FPR      08/26/1991   004-000-000   08/25/1995    08/25/1995 EXPI
   02    109104028B   LANE         BURG I        154.225       Y    Y
      00   P FPR      08/26/1991   006-000-000   08/25/1997    06/01/1995 VIOL
      00   L F        06/03/1995   000-018-000   11/30/1996    11/15/1996 POST
      00   O FPO      11/15/1996   000-036-000   11/14/1999
   03    PPSVSANC                  PPSV SANC     144.108       Y    N
2     00   L  LC      12/01/1997   000-000-180   05/31/1998

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

Close "L" Sentence: Tab to the 'L' sentence line and enter 2=Change and press <Enter>. The following screen will appear:

```
OPS150I             Corrections Information Systems (TEST)            12:57:02
 MCCARTHY               Sentence Data for Local Control                 9/04/07
                                                              CHANGE
 Offender.............  12345678      OFFENDER, TEST
 Status.............. LOCAL CONTRL      LLAN
 Offense/Sentence.... 02 002              Court Case..........
 Sentencing Guid..... Y                   County.............. LANE
 ORS................. 144.108      PPSVSANC

 Sent type........... L
 Begin date.......... 12/01/1997
 Length (ymd)........   0 -   0 -  180
 Consecutive to......                  Merge to...........
 Time served credits.                  Inop time..........
 Maximum date........  05/31/1998       Inop (F4=W/W)...... 00000


 Termination date.... 05/31/1998
 Termination code.... EXPI
F3=Exit   F4=Prompt   F5=Refresh    F11=Menu bar    F12=Cancel
```

PAROLE AND PPS REVOCATION SENTENCES

Tab to Termination date and enter the date the PPS revo sentence ends, this should match the max date. Enter date without slashes (/), the system will put them in when you hit enter. Tab to Termination code and enter 'EXPI'. Press <Enter> to update the sentence and return to the main screen. Because PPS revocation sentences do NOT receive good time or work credits, the max date should always match the release date. This is different than new local sentences or probation revoked to local sentences.

Press <enter> again to get to the Offender Release screen. Now continue to release the body to "LCMP."

15.3.5 Release the Body to "LCMP"

Here is the Offender Release screen in the CC Release Process.

```
OPS270I            Corrections Information Systems (TEST)            13:14:41
 MCCARTHY                      Offender Release                       9/04/07
                                                          PROCESS

 Offender.............  12345678       OFFENDER, TEST
 DOB..................  4/22/1969     Location: LLAN
 Status.............. LC Local Control
 Current caseload.... 6145
 Custody/Supv level.. HI

 Release date........ 05311998     (1)      Time....0800
 Release type code... LCMP   (2)

 Release to location. LANE   (3)



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

(1) **Release Date/Time:** This date should be the same as the PPSVSANC termination date. Enter date without slashes (/), the system will put them in when you hit enter.

(2) **Release Type Code:** The code used must be 'LCMP' to denote the completion of the Local Control sentence.

(3) **Release to Location:** This will be the community corrections office the offender will be supervised in.

Press <Enter> to process the release.

PAROLE AND PPS REVOCATION SENTENCES

15.3.6 Return Offender to Post-Prison Supervision

Go to the Community Corrections Admission screen in the admissions process to admit the offender to post-prison supervision.

```
OPS225I             Corrections Information Systems (TEST)          13:23:18
 MCCARTHY               Community Corrections Admission              9/04/07

 Offender.............  12345678     OFFENDER, TEST
 DOB..................  4/22/1969
 Current status........ Local Control
 Last location......... LLAN
 Release date/time..... 05/31/1998   0800
 Supervision level..... LOW

 Admission to location. LANE  (1)
 Admission date/time... 05311998  0800  (2)
 Caseload.............. 6517  (3)

 Post admission status. PO   (4)

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

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

(1) **Admission to Location:** This would be your county code.

(2) **Admission Date/Time:** This would be the exact date/time as the release date/time. Enter date without slashes (/), the system will put them in when you hit enter.

(3) **Caseload:** Use the caseload number of the officer you are assigning to the case.

(4) **Post Admission Status:** Use PO for Post-Prison offenders, PA for Parole offenders, and PS for Post/Parole offenders.

LC Conviction County: This field must be blank as the offender is no longer on Local Control status.

LC Supv Status Code: This field must be blank as the offender is no longer on Local Control status.

Press <Enter> to process the admission.

Update EPR if needed.

NOTE: The offender 'returns' to supervision on the existing PPS sentence(s) they were originally revoked on. As of 10/1/99 revocation time is added back to the original sentence(s) (The Parole Board will enter the INOP if the offender is Board-controlled or the community corrections agency will enter this if the offender is LSA-controlled).

PAROLE AND PPS REVOCATION SENTENCES

15.4 Parole Revocation (PAROVIOL)

This scenario will be treated like the post-prison supervision revo sentences above, with the exceptions of the ORS number used when adding the docket (which will be 144.346 for parole), and the sentencing guidelines indicator is 'N'. Open "I" lines will remain as is. When the offender completes his parole revo sentence and is released to LCMP, they would need to be admitted to PA for Parole instead of PO for Post.

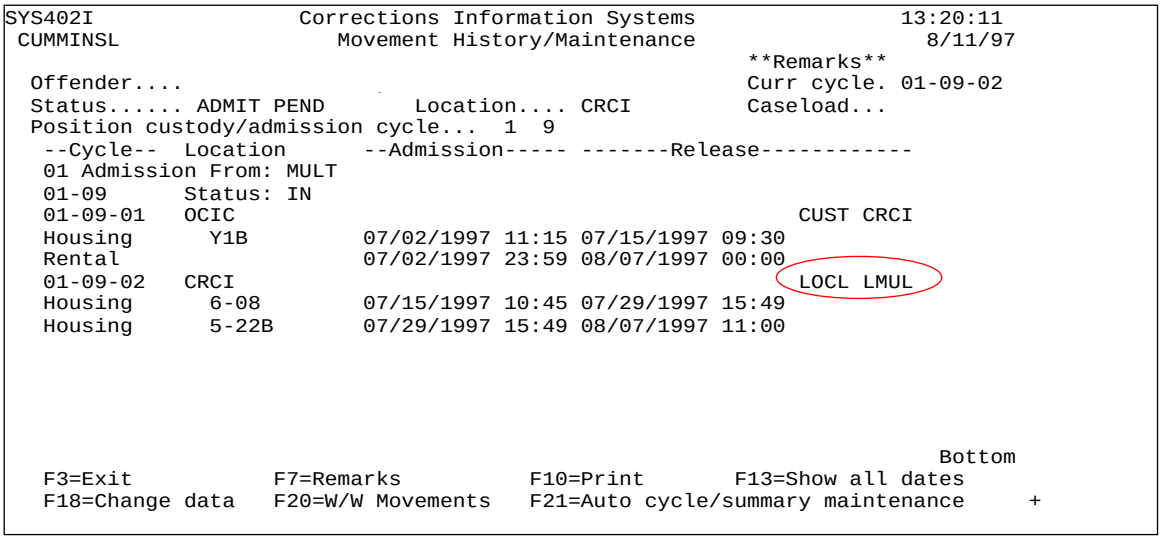
15.5 Parole and Post-Prison Revocation (PPSVSANC and PAROLVIOL)

The Board can impose a revo sentence on both PPS and parole at the same time. This will only happen to offenders who have both PPS and parole running at the same time. This scenario will use both the PPSVSANC and PAROVIOL offense entries as discussed in the data entry instructions above. Both the "I" and "O" lines on the corresponding dockets will remain open. Use F20=Add Local to create each entry. Use ORS number 144.108 for the PPSVSANC docket, and 144.346 for the PAROVIOL docket. When the local control obligation is finished and the offender is released to LCMP, admit him/her to PS for Post-Parole.

PAROLE AND PPS REVOCATION SENTENCES

15.6 Contract Back

Contract back offenders are offenders for whom the county has contracted with Department of Corrections to rent institution bed space. They will be admitted by the institution and released back to the county. **This practice occurred mostly in the early days of SB1145 and is not as prevalent at the date of this revision.**



The release from the institution should use the code LOCL to the county's 'L' location (in this example LMUL) if the offender has more to serve on their local control obligation. The 'L' type sentence line(s) on the W/W Court Orders screen should remain open (as they have not gone on to Post-Prison Supervision yet).

If the offender has served their entire local control sentence, the institution would then use the code POST to the county corrections' office location. The 'L' sentence line(s) on the W/W Court Orders screen would also be closed to POST.

NOTE: Some institutions have agreements with counties to release the offender back to the county jail location prior to the completion of the local control sentence, so these counties should not see local control contract back offenders released to POST to their county corrections' office. If you feel the record is incorrect, call the institution that did the release, or OISC if past 30 days from release.

15.7 County Rental

If your county rents jail beds from another county and the offender is in a rented bed that your county is paying for and your jail considers that offender to be an AIC in your jail (just out at a different location), then you do NOT put the offender in the actual L location, instead use your own L location. Funding is based on the L location of the offender in CIS, so if you are paying for a rental bed, you want the funding; therefore, admit to your L location.

15.8 Less Common Sentencing Scenarios

15.8.1 Sentences Run Consecutive and Concurrently:

The scenario: Lane County Court has sentenced Offender to one count of FDWS for 90 days, docket #209817499. The judge orders the first 60 days of the sentence to be served concurrently with a 6-month Deschutes County case, and the remaining 30 days to be served consecutively to the same Deschutes County case.

The solution: Enter the docket and count and then use option 3=Copy Offense to create the second docket entry but use a different count number so the two entries aren't tied together #209817499/01 and #209817499/02. Note that count number should be different at first or a glitch will occur tying the two entries together. After the second docket entry is there, go back into the second docket line with a 2=change and change the count number to /01 to match. This will indicate both portions of the sentence are all under one docket and count.

Start the sentence of the first docket (the concurrent one) on the date the offender begins the sentence.

Start the sentence on the second docket (the consecutive one) on the end date of the sentence to which it is consecutive. Be sure to obtain the sentence-served date for that docket because the max date may not be the true sentence-served date.

Only add the PPS line to the longest running sentence (in this case the second docket entry), closing the other to EXPI. Use F8=Sentence Note to detail.

15.8.2 Sentenced to PPS With No Jail Time Imposed:

The scenario: Order is received by the Court sentencing an offender to the LSA to post-prison time with no jail sentence.

The solution: Admit to LC, enter the 'L' sentence for a period of 1 day with 1 day credit time served, and close to POST on the same day. If the offender was booked and released day of conviction you can admit to your L location using JAIL as the LC supv status code, if not admit to your county location using STND as the LC supv status code. Release LCMP and then admit to POST. This way there will be a record that he was local control. Also use F8 sentence notes to detail the history.

15.8.3 Felony Conditional Discharge Revoked to Local Control:

The scenario: The Court orders a revocation of a felony conditional discharge with a local control incarceration sentence and PPS, instead of converting it to formal probation.

The solution: follow the instruction in 15.1 for "probation revoked."

15.8.4 Revoked Probations with no PPS Ordered:

ORS 137.545 of the Oregon Revised Statutes allows the judge the discretion to discharge, continue, or extend an offender while on felony probation. The Oregon Sentencing Guidelines Manual also states in OAR 213-05-010 that the 'sentencing judge may shorten or terminate a probationary sentence or transfer supervision to bench probation upon a finding that supervision is no longer necessary to accomplish the purposes of the imposed sentence'. However, the Oregon Sentencing Guidelines Manual also states in OAR 213-05-002 that 'A term of community supervision is part of the sentence for any felony offender who is sentenced to the legal and physical custody of the Department or to the supervisory authority. This term of community supervision shall be described as post-prison supervision. Departures on the duration of post-prison supervision shall not be allowed'.

For application purposes, what this means is that if a judge REVOKES and SENTENCES a felony probationer to DOC or the LSA, the offender SHOULD serve PPS. If no PPS is ordered, the procedure is to request an amended order prescribing the correct amount of post-prison supervision (OISC sends the request for sentences greater than one year; the community correction agency sends the request for sentences equal to or less than one year).

If the Court sends an amended order prescribing the length of PPS supervision, admit to POST and add the appropriate ‘O’ sentence. If the judge responds with a continued desire to REVOKE and SENTENCE the offender to DOC or Local Control, with no PPS to be served, admit the offender to LC (the institution will admit to IN), add the appropriate sentence, close the sentence to EXPI when it has been completed, and do not add an 'O' line. If no response is received from the Court, the offender will be admitted to Local Control, add the ‘L’ sentence, then close to EXPI when it has been completed. The Board’s policy is no PPS will be served unless so ordered on the Court order.

PLEASE NOTE: The Gaynor decision on 4/3/2000 mandates that the Board of Parole & Post-Prison Supervision comply with any amount of PPS time the court ordered, whether it be an incorrect amount, or no PPS time at all. This decision has been forwarded to the Attorney General’s office for verification as to whether or not this also applies to offenders sentenced under the jurisdiction of the LSA. Check with your county counsel to see if Gaynor applies to cases under the jurisdiction of the LSA until it is made formal.

PLEASE ALSO NOTE: As previously mentioned, the judge may TERMINATE, CONTINUE, or EXTEND a felony probation at his/her discretion. One of the ways of stating this intent on an order could be something like ...find John Doe in violation...probation continued and ordered to 30 days in jail...probation to be terminated at completion...In this case, you would close the felony probation sentence to RTNS, with no admission to LC.

Felony offenses sentenced to "straight" jail time, not local control, and no post-prison supervision: The following OAR 213-005-0007 would apply and may or may not be on the judgment:

OAR 213-005-0007 Presumptive Probation Sentences

(1) Except as provided by OAR 213-009-0001, or otherwise established by ORS 137.717 or 137.719, if the offense is classified in a grid block below the dispositional line, the presumptive sentence shall be:
(a) A term of probation which may include custody and conditions of supervision; or
(b) Straight jail subject to the limits in OAR 213-005-0013.
(2) Each grid block below the dispositional line of the grid includes two components of a presumptive probationary sentence. The top number in each grid block is the number of sanction units that may be imposed as part of the presumptive probationary sentence. The bottom number in each grid block is the maximum number of sanction units that may be imposed as a jail term.

There should be some language on the judgment that indicates it is a "straight jail" sentence, either the phrase "straight jail" or the OAR number above. If these are new sentences, they would not be entered in CIS. If they are existing felony probation cases, they would be closed to RTNS. If a judgment is received where there is any question as to the Judge's intention, follow your county policy for clarification.

15.8.5 Data Entry Responsibility for LC Cases with DOC Cases:

DOC is responsible for data entry of any conviction of 12 months or less (local control) that is sentenced at the same time to a conviction of more than 12 months (DOC), where one or the other is consecutive. In the case where the Local Control sentence started prior to transportation to DOC, the county would enter the 'L' sentence, and upon receipt at the Intake Center, a Prison Term Analyst would close the 'L' sentence to INST, and open an 'I' sentence for the remainder of the time. In the case where a local sentence is concurrent to another local sentence that is consecutive to a DOC sentence, DOC would enter the data on all three, unless the local sentences began first as stated above. If a PTA from OISC calls and asks you to delete an L line that you've entered, do so; it is likely you entered it in error.

The county is responsible for data entry of any Local Control case(s) that run concurrently with a DOC case(s) (the Local Control sentence could begin prior to, or during the DOC sentence).

In addition, if the Institution admits your offender before you have done your LC data entry, and the offender served part of the LC sentence in your "L" location, a ticket would be submitted to the Help Desk for CCSUN to insert your Local Control admission to your "L" location, after you do your entry in the offense screen. CCSUN will notify OISC SUN of the work done. If the offender did not serve any part of the Local Control sentence in your "L" location, you would skip this step and simply add the L line to the offense

screen.

If you are unsure as to whether or not you should enter a Local Control sentence when there are also DOC sentences, if the offender is currently in institution custody, you should email the OISC PTA workers DLOISCPTA@doc.oregon.gov and send them a copy of the judgment and ask. If they are not yet in institution custody, you should email the OISC TPS workers DLOISCTPSWORKERS-OISCTPSWORKERS@doc.oregon.gov and ask. They're all very helpful and can save a lot of time and confusion trying to figure out whether the community agency enters the sentence or not. If an error is made contact Help Desk for CCSUN to remove the movement to the L location if there are other movements after it. If it's the last movement, you can remove this and the release yourself.

15.8.6 Adult in Custody (AIC) Escapes

AIC 'Escapes' Prior to Start of Local Control Sentence:

The scenario: Offender is sentenced to a Local Control sentence with a turn-self-in (TSI) date but does not show up to serve it.

The solution: You do not admit to LC status or enter an L line until the offender begins serving their sentence. The court, the LSA or designee (check with your county) will request a warrant, and the offender is not added into CIS until he actually begins to serve the sentence. For data entry purposes, the admission to Local Control would not be done until the offender begins to serve the sentence. For probation revocations, use the original revocation date to close the 'P' sentence to VIOL.

AIC Escapes from custody while serving Local Control Sentence:

The scenario: Offender escapes from custody while serving a local control sentence. This is closed in CIS to ESCA just like any other outcount (ABSC, etc.) – please refer to OPS manual chapter 8 for release instructions if needed. The EPR should also be modified to RTP/ABS. It is recommended to use ABS because that is a non-purging record type, where ESC is a purging type. You can use either, but make note if you use ESC, your EPR will fall out of LEDS at the time the expiration date is reached.

Upon the offender's apprehension, the community agency will admit the offender back to the L location on the date the warrant was served and add INOP time to the L line, using the ESCA reason code. INOP is calculated from the date the warrant was issued to the date the warrant was served. See Chapter 16 – Work with INOP for more information and instruction.

IMPORTANT NOTE: The data on the w/w housing movement screen will not automatically update the SB1145 housing line when you move an offender to ESCA. You will need to enter this manually, which can be done one of two ways: (1) by accessing the county AIC movement screen by doing an F11-3-J from the housing movement

screen; put a 2 on the line that should have a stop date/time but does not and enter the missing data. The stop date and time should match exactly to the start date and time of the ESCA movement. Check the w/w housing movement screen to see the data entered properly and do an F21. **~OR~** (2) from the w/w housing movement screen, put your cursor on the SB1145 line that did not close automatically and do an F18; on the screen that pops up (county AIC movement screen), enter the stop date and time, which must match exactly to the ESCA start date and time; press enter; check the w/w housing movement to see it took properly and do an F21.

15.8.7 Auto Revoke:

ORS 144.345 Revocation of parole; effect of conviction for crime. (1) Except as provided in subsection (2) of this section, whenever the State Board of Parole and Post-Prison Supervision considers an alleged parole violator and finds such person has violated one or more conditions of parole and evidence offered in mitigation does not excuse or justify the violation, the board may revoke parole.

(2) When a person released on parole or post-prison supervision is convicted of a crime and sentenced to a term of imprisonment at any institution of the Department of Corrections or its counterpart (an out-of-state prison) under the laws of the United States or any other state, such conviction and sentence shall automatically auto-revoke the person's parole or post-prison supervision as of the date of the sentence order. Notwithstanding any other provision of law, the person shall not be entitled to a hearing under ORS 144.343 and shall have a re-release date set as provided by rule.

If someone who was on abscond gets arrested and sentenced out-of-state, the Board will issue the auto revoke and the INOP time will run to the date of the out-of-state sentencing. You'll return from abscond on that sentencing date and move the record to INAC with the same date (date of out-of-state sentencing).

DOC's interpretation of this statute is that a DOC prison sentence auto revokes any type of PPS (including PPS from a Local Control sentence); but that a Local Control sentence does not auto revoke any type of PPS. This is because statute clearly states the conviction that auto revokes the existing Parole/PPS results in a term of imprisonment at any DOC institution.

The scenario: How is a PPS or parole auto-revoke entered in CIS?
The solution: There is no entry in CIS for an auto-revoked case.

The term "auto-revoke" in this scenario is basically an administrative term used by the Board and the DOC to indicate that the offender's PPS time will simply continue to run while they are incarcerated. When an offender becomes an AIC, they are under the control and authority of the institution and no longer under the authority of the Board (while incarcerated). If the PPS has expired while the offender is in prison, upon release from the institution and admission to your office, you can close that line(s) to EXPI. If the

PPS is still running after release from the institution and admission to your community office, check to be sure it is included in the current Board PPS order and supervise the same as any other PPS line.

NOTE: As of 7/17/02, the Oregon Association of Community Corrections Director's (OACCD) voted to adopt the change in policy the State Board made with respect to its PPS Start/Stop Policy of 10/1/99. On 3/27/01 the Board determined that it will not impose a sanction (sentence) for auto-revokes, and time will not stop running. The change was due to a concern that when an offender is sanctioned for the violation of new criminal activity, and then sanctioned by the Board for later being convicted of the same criminal activity; it may be viewed as "double dipping."

15.9 DATA ENTRY ERRORS

Admitting the Local AIC to Local Control status when sentencing guidelines is entered as "N" rather than the correct entry of "Y"

```
OPS230I               Corrections Information Systems               12:01:43
 BALLARDD                    Work with Offenses                        7/06/10

 Offender: 12345678    OFFENDER, TEST                   Record key:
 Status:   LocalControl         LJAC Jackson County Jail
         DNA Collected
 Enter option...                                    Custody cycle....  2
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY          ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
     CS    Type        Begin date    Length        Max date      Term date  Code
  2 01    075118AFE/01 JACK          POSS METH      475.894       N    Y
      00   P FPR       09/29/2008    000-018-000   03/28/2010    05/21/2010 VIOL
      00   L F??       05/21/2010    000-000-060   07/19/2010
```

The above screen illustrates what happens when a local AIC is admitted to Local Control status and "Sent Guide Y/N" is incorrectly entered as "N" when "Y" is the correct entry.

To fix this, put a 2 on the docket line and change guidelines field to Y, press enter.

15.10 UNCOMMON SCENARIOS

Scenario: Offender has been convicted in more than one county and given Local Control sentences in both (or more). Where should CIS show the offender?

Data Solution: If an AIC has two or more concurrent LC incarceration sentences from different counties, the L location of where the AIC is physically housed would be used.

* * * * *

Scenario: An offender is sentenced to a less than 12-month sentence that was ordered to run concurrent to another less than 12-month sentence that was ordered to run consecutive to an over 12-month sentence. Who enters the concurrent less than 12-month sentence?

Data Solution: DOC enters the sentence, as they are already handling the less than 12-month sentence consecutive to the over 12-month sentence.

* * * * *

Scenario: An offender is sentenced to a Local Control incarceration sentence and probation, months later the judge stops the Local Control time and releases offender from jail due to a medical condition. At the time of release the offender is advised to return to jail on a given date to resume his/her Local Control sentence. The LSA can choose to release an AIC from custody to an alternate to custody due to medical reasons without a court order.

Data Solution: You will keep the AIC on LC status. Determine who will have authority over the AIC while he is out on medical leave. If it is the jail, then keep the offender in your L location and just do supervision status movements as described earlier in section 15.1.4 (F11-3-J choose MEDI status). If the community corrections agency will be responsible for the offender while on medical leave, then admit to your community location and change supv. status to MEDI, following the directions described above in 15.1.3. When the offender returns to JAIL from medical leave admit and change supv status as appropriate. You can use other statuses if more appropriate, such as STND if the AIC will be supervised under standard supervision or DAYR if the AIC is required to report daily.

* * * * *

Scenario: An offender is sentenced to jail or prison concurrently with sentences being served in another state or federal institution. Oregon sentences have been running concurrently with the other jurisdiction's sentence and will expire, including the PPS time, before the offender is released from the other jurisdiction.

Data Solution: The Oregon jail or prison sentence(s) that are running concurrently will be closed to POST; an O line will be opened and then closed to EXPI when the PPS time concludes. Note that if the offender was convicted of murder, sex offenses, or was sentenced as a dangerous offender, the PPS time could potentially exceed the consecutive sentences.

* * * * *

Scenario: The AIC has 3 Oregon sentences that have been ordered consecutively to the out-of-state (or federal) sentence(s) and therefore are not scheduled to begin until the offender is released from the other jurisdiction.

Data Solution: If the Oregon sentences are a combination of institution and Local Control, no data entry is needed until return to Oregon institution; at which time the institution will admit and enter those sentences. If the Oregon sentences are only Local

Control, the AIC should be transported to your local jail upon release from the out-of-state prison to serve your Local Control sentences, at which time you will do the admission and start the L lines.

* * * * *

Scenario: Offender was sentenced to LC and DOC on the same day, concurrently. Offender entered LC for his/her sentence. Offender never left custody after serving the LC sentence but was not picked up by institution until days after completion of the LC sentence. Should AIC be released to POST for the time between ending of LC sentence and pick up by the institution?

Data Solution: No. Because the sentencing date was the same for the LC and DOC sentences, offender should not be released to POST, but the L line can be closed timely to POST. The institution will prepare the Release Plan and create the PPS order. All PPS will begin together in this scenario of being sentenced on the same day.

Scenario: A Local Control sentence is imposed on a date prior to a date of sentencing to institution sentences, and that LC sentence is considered sentence-served prior to transport to the institution, when does PPS begin for this LC sentence?

Data Solution: If the Local Control sentencing date is prior to the DOC sentencing date, you would release to POST, do the release plan and create the PPS order because the offender would actually start PPS prior to being sentenced to DOC. BUT - If there is any overlap of the serving of sentences, PPS all begins together after release from the institution.

NOTE: You can have staggered concurrently served sentences, meaning sentence A runs Jan 1 – Feb 1, sentence B runs Jan 15 – June 15, sentence C runs May 1 – December. A is not overlapping C, but because A overlaps B and B overlaps C, all PPS begins together.

Sentence A
Sentence B
Sentence C

* * * * *

Scenario: Offender is sentenced to a block of jail time but the judge allows the offender to serve his time on weekends.

Data Solution: The time between weekends counts as an “alternative to custody” and credits this time toward the serving of the sentence. The AIC may have been given 10 days to be served on weekends but will only serve approximately 4 days in jail and 6 days in the community. Once an LC sentence begins, the only thing that stops it from running is a warrant. Do county AIC movements and location movements as needed to

represent your L location and JAIL for the time in jail custody and your county agency location and STND (or DAYR or whatever fits best) for the time between jail custody.

* * * * *

Scenario: Court order states “Offender will receive day for day credit for time spent at inpatient treatment IF they successfully complete treatment.” Or something similar to indicate the credit is based on successful completion. In this example, the court orders a 30-day LC sentence, and the inpatient treatment program is a one-year program. You will not know if the offender successfully completes until the one year has passed. Therefore, you cannot give any day for day credit until they earned it, which means you cannot admit to LC and start the sentence until you know they will receive that credit.

Data Solution: When the court mandates that inpatient treatment must be successfully completed in order to gain day-for-day credits, and let’s assume in this first scenario they have not completed their time in jail waiting to go to inpatient treatment, you must wait until the successful completion of treatment in order to admit to your L location and start the L line. At the time of successful completion, you would enter the 30-day sentence with 30 days credit time served (CTS) and then begin PPS.

If the AIC has served all their time in jail awaiting an open treatment bed, you will back date your LC admission and L line to the judgment date (or date custody began) and run for the prescribed time and release the body and sentence to POST at the date the jail calculates as a sentence-served date, as well as start PPS that day.

If the AIC has served part of their time in jail and then goes to inpatient treatment, but fails to complete inpatient treatment, once they return to jail custody, you’ll do the LC admission and begin the L line with the date of the return to jail custody and give CTS for those days served in jail prior to inpatient treatment. Since the treatment was not completed successfully, you cannot give those days as credits; therefore, this scenario should be treated like having a TSI date – once in custody to serve the sentence in jail, that is when you do the admission and begin the L line. Your jail should provide you the CTS number of days. You will release the body and close the L line to POST based on the jail’s provided sentence-served date, as well as start PPS that day. Make an F8 note to explain what has actually occurred.

* * * * *

Scenario: The court orders the offender may receive day for day credit for inpatient treatment with NO caveat of completion.

Data Solution: You would start the LC sentence when they begin serving their LC sentence (whether in jail custody or inpatient custody) and after the calculated sentence-served date has been reached, move to POST.

15.11 FREQUENTLY ASKED QUESTIONS

Q. What causes an Auto-Revoke?
A. When an offender is on PPS (either BRD or LC) and receives a new DOC or out-of-state prison conviction. As interpreted from ORS 144.345, only a conviction to DOC (crimes of more than 12 months) or out-of-state prison. A new Local Control (12 months or less) conviction does not auto-revoke any PPS case.

Q. What is the Local Control Population?
A. Felony offenders sentenced to jail for 12 months or less since January 1, 1997. This includes all post-prison supervision revocations of 12 months or less, all parole revocations of 12 months or less, and all revoked probationers whose original presumed sentence was probation.

Q. Are revocations of Felony Treated as Misdemeanor cases Local Control?
A. No. Offenders sentenced under a felony ORS but given misdemeanor treatment are considered misdemeanors. Due to the sentence reduction, the misdemeanor will not be a local control case; therefore, are not eligible to serve PPS.

Q. Can FMP cases then be closed to CRTR?
A. Yes.

Q. Which sentences get abscond/inop/revo time entered and who enters the time?
A. All Post-Prison Supervision and Parole sentences, as long as there is time remaining when dealing with a max indeterminate sentence. Be sure to note whether the offender's status is Post-Prison/BRD or Post-Prison/LC. The Board enters INOP for all sentences when the offender is under the jurisdiction of the Board and the community corrections agency enters it for sentences when the offender is under the jurisdiction of the LSA. Refer to the OPS Data Entry Manual, Chapter 16, w/w INOP instructions on how to enter this information.

*NOTE: If a local control sentence is found significantly after the conviction and added to CIS after the Board has issued a warrant and that warrant was served (a warrant that would apply to this case as well), the community corrections agency will have to add the INOP to that local sentence PPS line. If you find and enter an old LC conviction after the Board has issued a warrant, but PRIOR to that warrant being served, it is likely the Board will be able to get the INOP for that case added. Be sure to send your found judgment to the Board immediately so they can add it to their system. You will not get a new PPS order until after the warrant is served, but if you get it to them right away, they can add it while the warrant is active so the INOP will get added by the Board as appropriate.

Q. Is a Local Control sentence part of a prison term?
A. If the Local Control sentence is either a presumptive incarcerative sentence of 12 months or less (as opposed to a presumptive or optional probation sentence) for a felony

offense(s) or is a probation revocation sentence imposed for a felony offense(s). Under the "one in prison, all in prison" rule, if the local felony probation revocation sentence is ordered consecutive to another felony sentence that exceeds 12 months in length, both the local felony probation revocation sentence AND the other felony sentence that exceeds 12 months in length are to be served in a state correctional facility (ORS 137.124).

Q. Is there any scenario in which another state's prison sentence will affect the begin date of PPS in Oregon for a local sentence?
A. Only if the local Oregon sentence is consecutive to the other state's sentence or concurrent to a DOC sentence that is consecutive to the other state's sentence.

Q. If an offender is sentenced to a local sentence and a DOC sentence at the same time, offender completes the local sentence and prior to beginning the DOC sentence, the offender is deported, does the local PPS start and who enters the warrant?
A. PPS cannot begin until the DOC sentence is completed, which won't happen if the offender has been deported; DOC will enter the warrant.

Q. If an order revoking probation to jail is received but LC staff have not admitted offender to LC status in CIS, what do I do?
A. If it is felony probation revoked to jail for 12 months or less, follow your county's procedure for getting the judgment entered into CIS. For felony probation, close the line to VIOL using the date of revocation. If it is misdemeanor probation, close the line to CRTR per CIS User Manual. Local control does not supervise misdemeanors.

Q. I am waiting for a PPS expiration certificate to close a PPS case, but Local Control has not issued one. What do I do?
A. If the offender is Board-controlled, send an email to the Board's records desk paroleboardrecords@paroleboard.oregon.gov and ask for the missing Certificate. If it is LSA-controlled, there is no obligation for the LSA to prepare a Certificate of Expiration.

Q. The offender has already been released from LC custody, but the L line is still open, can I add the O line?
A. No. The "L" line should be closed to POST before entering an "O" line and the body should be admitted to PO status prior to the O line being added as well.

Q. What do you do when the jail max date on an LC sentence is one day longer than the CIS calculated max date on the LC sentence (this happens because the jail calculates days differently than the CIS).
A. Release the line to POST and the body to LCMP on the actual release date. Add an F8 note to explain the jail calculation.

Q. If an offender is serving a local control sentence in County A and picks up another local control sentence in County B and transfers to County B jail to start serving that local sentence (prior to completing County A sentence) how do I transfer the record to County B?

A. You do not need to transfer the record at all. County B will simply do a regular admission to their L location on the date the offender moves into County B jail after the County B LC sentence has been imposed. The transfer data will automatically fill in the housing movement screen. Close your L line to POST when it is sentence served.

Q. If an offender is on abscond when they receive a local control sentence, can I just admit them directly into local control or do I have to return from abscond first?
A. If an offender is on abscond immediately prior to entering local control, YOU MUST RETURN FROM ABSCOND FIRST. If you are not the supervising county, please contact the supervising county immediately and request they return from abscond on the date the warrant was served, prior to your admitting to local control.

Q. If an offender has abscond time, do we modify the ASR date on the LC PPS order?
A. Yes. We mirror the Board regarding ASR dates. The ASR date changes based on the length of INOP, moving forward day for day. Example: Original ASR is 1-1-2022, offender has 30 days of abscond, new ASR date is 1-31-2022. NOTE: it was SOON's understanding that the ASR date did NOT change due to INOP until we were advised otherwise on 7-18-2022.

Q. Can I add an O line before I receive a PPS Order?
A. It is okay to add the PPS (O) line prior to receiving the LC PPS order. This is not preferred, because it is easier to forget to follow up that you have received a PPS order, but could be necessary at times for many reasons. Remember – without an active running sentence line, you have no sentences showing on your public information screen.

Q. How do I handle data entry when an offender gets an LC sentence while on Leave?
A. Admit to LC status and the appropriate location/code. When LC sentence is complete – if the Leave is still running, release using CNLV code to the supervising location. When LC sentence is complete – if the Leave is also complete by that time, release using LCMP to the supervising location. Remember to send the LC judgment and release date to the Board for inclusion on the PPS order. Send an email to both the TPS and STTL DLs to notify of the movement, since people on Leave are still technically considered "AICs" even though supervised in the community.

15.12 Local Post-Prison (SB156)

15.12.1 Inactive Status (UNSU):

Per ORS 144.085, prior to September 1, 2009; only offenders sentenced to prison for more than 12 months were eligible for Inactive status. As of September 1, 2009; offenders sentenced to serve less than 12 months under local supervision became eligible for inactive status.

15.12.2 State Board Authority Reverts to the Local Supervisory Authority:

Division 75 of the Parole Board Rules states: "If the Board issued the order of post-prison supervision for an offender whose only sentence was 12 months or less, jurisdiction will remain with the Board until petition by the supervisory authority to assume jurisdiction OR upon re-release following revocation of the post-prison supervision for that sentence; whichever comes first."

Scenario: The Local Control offender is on PPS for a Local Control sentence only (no prison sentences any more) under the jurisdiction of the State Board. He receives a revocation sentence with no new DOC charges. Who does the new order, and what date is used? (Note: this means revocation of PPS, not a probation revocation)

Solution: The State Board notifies the county of the re-release date, and that it has no more interest in the case. The county would prepare the new PPS order, with the re-release date provided, and use the information from the order in place at the time of revocation, plus any new crimes/conditions from the new release plan. Because authority shifts from the Parole Board to the LSA, it is the community corrections agency who will add the REVO INOP to the open PPS lines.

15.12.3 Waiver of Residency

OACCD has approved the use of the Waiver of Residency for local control offenders just like Board offenders. When the LSA manual is updated (currently under review and in the process of modification), more specific policies and procedures will be outlined regarding Waivers. Until then, mirror the practice of Board Waivers as a temporary guideline, including notification to the county of record that a waiver has been requested.

15.13 Offender Information Sentence Calculation (OISC) Records Division also known as Central Records

Remember that copies of all felony convictions, including Local Control convictions, must be sent to OISC - Central Records according to their official file material retention. File material is to be sent all at once at the closing of a custody cycle and as more specifically outlined in OPS Manual Chapter 21 – OISC.

15.14 Extraditions

The decision to extradite is within the discretion of the state in which the crime was committed. There exists no constitutional or statutory requirement to seek extradition (except in interstate compact cases). In Oregon, the Governor generally relies on the district attorneys to consider the practicality and the costs of their decisions to seek a fugitive's return.

The current State of Oregon Director of Extradition Services is Nicole Townsend. Ms. Townsend administers the Arrest & Return Budget which funds extradition costs. She reviews, authorizes, and approves the cost of the return of fugitives from other states to Oregon and has been entrusted by the Governor with discretion to authorize the method of return, approve one officer, two officers, or to deny funding. Extradition requests and the requested funding are not automatically approved just because an agency seeks the return of a fugitive. The requesting agency must obtain Governor's office approval before any commitment to return an individual from the asylum state is finalized. If state funding is denied, this does not preclude the requesting district attorney and/or the sheriff from proceeding with the extradition by funding it from their respective budgets.

Extradition guidelines have been developed by the Legislature and the Governor's Office.

Extradition of untried Class A & B felons will be extended to nationwide. Extradition requests for parole and probation violators of Class A or B felons will be determined on a case-by-case basis since there is little likelihood of incarceration. Class C felons are approved for extradition when the shuttle system can be used for transport. However, there are always exceptions. Class C felony extraditions from outside the shuttle area will be considered on a case-by-case basis in the following circumstances: Sex crimes; Criminal Nonsupport offenses; The fugitive has a substantial prior criminal record including Class A or B felonies (a lengthy record of Class C felonies will not in itself be sufficient to justify the extradition, the criminal record should reflect a history of more serious offenses); The fugitive's criminal conduct is such that he/she could have been charged with a Class A or B felony, even though the pending charge is a Class C. This would include cases in which the fugitive pleaded down from a Class A or B, or cases in which the charge will likely be increased to a Class A or B if the fugitive is returned; The fugitive is likely to make substantial restitution for the crime if extradited; The fugitive's offense was extraordinary, and the fugitive will likely be incarcerated for a substantial length of time if he/she is returned.

Even though Interstate Agreement on Detainers (IAD) involves untried charges and speedy right to trial issues, approval is on a case-by-case basis. IAD cases require three separate transports and because of this, tend to be more costly.

The new Interstate Compact for Adult Offender Supervision requires that compacted individuals who violate their supervision MUST be returned regardless of where they may have fled. This mandatory retaking combined with minimum sanctions imposed upon the offenders when returned, necessitates the need for more stringent application review by the parole/probation officers before the compact application is forwarded to the Compact Office at the Oregon Department of Corrections.

The Extradition policy sets the transport method: (1) Shuttle Transport; (2) Special Arrangement States; (3) Agency Automobile; (4) US Marshal Service; (5) Commercial Airlines; (6) Private Plans and (7) Private Transport Companies. True shuttle States are

WA, ID, MT, and OR only. Special arrangement States include NV, CO, UT, SD, ND, MN, WY, WI and CA.

The Governor's office did not deal directly with county parole/probation officers in extradition matters prior to the passage of SB1145. Since the implementation of SB1145, county Local Control Authority Boards need to assume a similar role that county district attorneys currently do regarding extradition matters. This means that Local Control Authority Boards need to comply with the current extradition guidelines.
For more information, contact Ms. Nicole Townsend- 3723 Fairview Industrial Drive SE Suite 200, Salem OR 97302 PH: 503-378-3038

15.15 The use of ABEX for LSA-controlled PPS

In May 2019, OACCD approved the use of the ABEX closure code for LSA-controlled PPS offenders. In order to use this code the following must be true: (1) the offender was on abscond; (2) the LSA recalls the warrant; (3) the LSA or its designee provides their decision in writing.

15.16 Old PPS Stop/Start Practice

NOTE: The following two paragraphs explain an old practice. These are for historical informational purposes only and do not reflect current data entry practices.

From 10/1/99 to 02/25/04 it was the policy of the Board and the Department of Corrections to make reasonable efforts to require felony offenders sentenced under the sentencing guidelines to serve their term of post-prison supervision in the community and subject to community supervision. This practice affected offenders who were released directly to a detainer for more than 30 continuous days from a DOC or Local Control sentence on or after 10/1/99. The start of the offender's post-prison supervision would then be calculated to begin the date the offender was released from the detainer.

The data entry practice was for the institution/LSA to release the inmate to POST. If the community staff knew the offender was to be serving over 30 days on a detainer at the time of release, they then would admit the offender to the status "HOLD." The location would be the county office that would be supervising the offender upon completion of the detainer. If the community staff did not know that the offender would be serving over 30 days on a detainer at the time of release, they would admit the offender to status "POST" and the 'O' sentence would be added. Once the community staff learned the offender has been detained for over 30 days, the admission of "POST" would be changed to "HOLD," and the 'O' sentence deleted. When the offender had completed all detainer time, the offender would be admitted back from "HOLD" to "POST" and the 'O' sentence added. This practice was stopped on 2/25/04, but historical records of "HOLD" cases remain.

OPS CHAPTER 16 – Work With INOP Instructions

16.1 W/W INOP Instruction Manual

Maintain Community Corrections Inop Days screen is where we will be entering the amounts of INOP (inoperative) time for abscond, escape and PPS revocation sanctions. This only applies to Parole Board and Local Control sentences.

```
SNT214I             Corrections Information Systems (TEST)            14:57:56
 FILBECKR           Maintain Community Corrections Inop Days            1/04/11
                                                                *CREATE
 Offender.............   11118397 Najjar, Abderrahim
 Current status . . . . PostPrison
 Responsible location . MTEA

 Offense. . . . . . . . 00    F4=List
        Case Nbr     ORS     Para  Abbr       Snt#  Type  BeginDt   Length


 Start date . . . . . .
 Stop date. . . . . .
 Reason . . . . . .

 Comments:




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

There are a variety of ways to access this screen. For example this screen can be accessed directly by using the CIS Menu Navigation Bar (F11-4-U from most processes). It is the screen just after W/W Offenses in the Admissions Process, or through the Work with Offenses screen, as shown below.

```
OPS230I            Corrections Information Systems (TEST)           15:35:38
 FILBECKR                    Work with Offenses                        1/04/11

 Offender: 11118397  Najjar, Abderrahim                Record key:
 Status:   PostPrison/LC        MTEA Multnomah East Office
         DNA Collected
 Enter option...                                  Custody cycle....  2
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    041236846/01 MULT         ASSA II AT    163.175    X  Y    Y
       00   P FPR      03/10/2005   000-036-000   03/09/2008    02/11/2010 VIOL
       00   L F        02/11/2010   000-000-060   03/02/2010    03/02/2010 POST
 2     00   O FPO      06/01/2010   000-036-000   05/31/2013
    02    051036041/07 MULT         ID THEFT      165.800       Y    Y
       00   P FPR      07/21/2006   000-024-000   07/20/2008    02/11/2010 VIOL
       00   L F        03/03/2010   000-000-060   04/02/2010    04/02/2010 POST
       00   O FPO      06/01/2010   000-012-000   05/31/2011

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

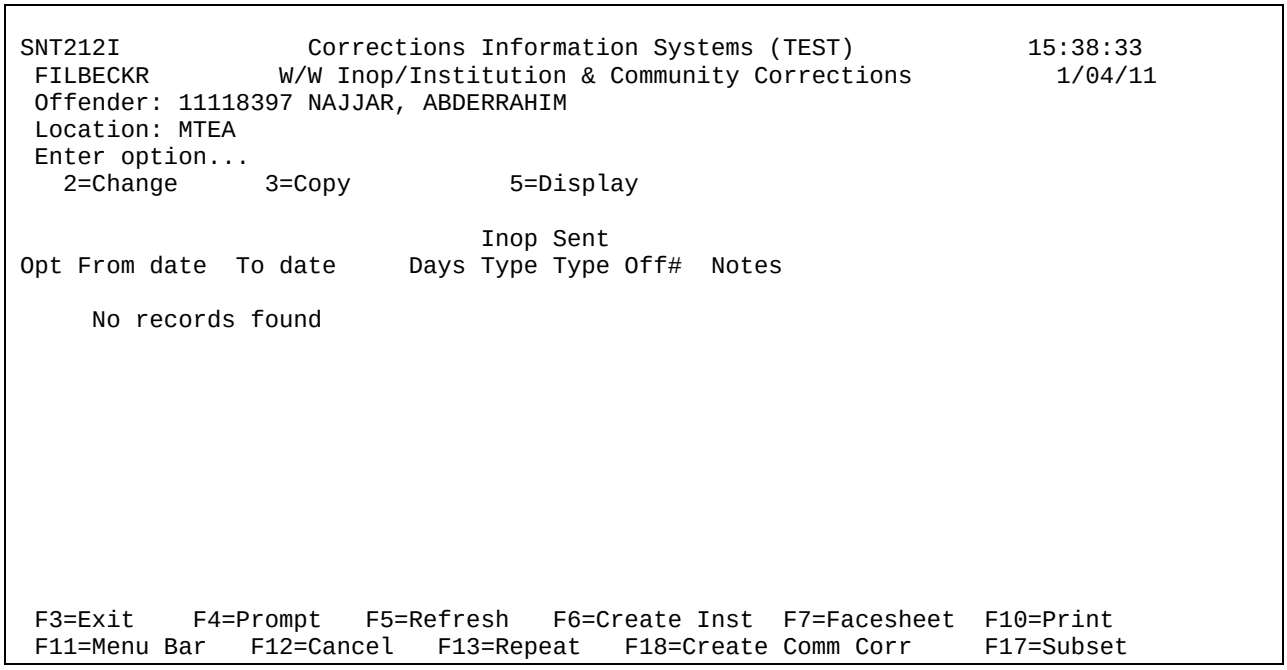
Step 1. Use Option 2=Change on the “O” offense line and press <enter>. This will take you to the Sentence Data screen.

```
OPS235I            Corrections Information Systems (TEST)           15:13:50
 FILBECKR                        Sentence Data                        1/04/11
                                                          CHANGE
 Offender............ 11118397  NAJJAR, ABDERRAHIM
 Status.............. PostPrison      MTEA
 Offense/Sentence.... 01 003               Court Case.......... 041236846/01
 Sentencing Guid..... Y                    County.............. MULT
 ORS................. 163.175    X ASSA II AT CF ASSAULT II ATTEMPT

 Sent type........... O
 Begin date..........  6/01/2010
 Compact begin dt....
 Length (ymd)........   0 -  36 -   0      Life (L)............
 Inop days...........                      Inop days (F4=W/W).. 00000
 CS to...............                      MRG to..............
 Time served.........
 Tent paro disc date.
 Termination date....                      Max sent date.......  5/31/2013
 Termination code....                      Max indet sent date.  2/11/2015


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

Step 2. From the Sentence Data screen, use the F4=Prompt while the cursor is positioned on the Inop Days (F4=W/W) field. This will take you to the W/W Inop/Institution and Community Corrections screen.

NOTE: The F18=W/W revoke Inop function is no longer available, and the original Inop days field (directly below the Length field) will become a display field only for Community Corrections Users.

The Parole Board's calculated Inop days will show in the 'original Inop days' field. DO NOT enter or change data in the 'original Inop days' field. If there is a problem with those numbers or calculations, contact the Parole Board.



Step 3. From the W/W Inop screen, use the F18=Create Com Corr (shift F6) function which brings up the Maintain Community Corrections Inop days screen.

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

 Offense. . . . . . . . 00    F4=List
        Case Nbr     ORS     Para  Abbr       Snt#  Type  BeginDt   Length


 Start date . . . . . .
 Stop date. . . . . . .
 Reason . . . . . . . .

 Comments:




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

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

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

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

Step 5. Place the cursor on the desired offense and press <enter>.

```
SNT214I             Corrections Information Systems (TEST)            15:51:45
 FILBECKR           Maintain Community Corrections Inop Days            1/04/11
                                                          *CREATE
 Offender.............   11118397 Najjar, Abderrahim
 Current status . . . . PostPrison
 Responsible location . MTEA

 Offense. . . . . . . . 02    F4=List
        Case Nbr     ORS     Para  Abbr       Snt#  Type  BeginDt   Length
        051036041/07 165.800       ID THEFT   003   O     6/01/2010 000-012-000

 Start date . . . . . .
 Stop date. . . . . .
 Reason . . . . . .

 Comments:




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

Step 6. The offense number you've chosen now shows in the Offense field and the offense information is listed directly below. Type in the Start and Stop dates. You can either type in the reason code or use the F4=Prompt to access the C/C Inoperative Time Types table:

ABSC= Abscond (for use on Local Control "O" lines)
ESCA=Escape on LC Sentences (for use on Local Control "L" lines)
REVD=Days due to PPS revocation sanction (for use on "O" lines)

```
SNT214I             Corrections Information Systems (TEST)            16:10:17
 FILBECKR           Maintain Community Corrections Inop Days            1/04/11
                                                          *CREATE
 Offender.............   11118397 Najjar, Abderrahim
 Current status . . . . PostPrison
 Responsible location . MTEA

 Offense. . . . . . . . 02    F4=List
        Case Nbr     ORS     Para  Abbr       Snt#  Type  BeginDt   Length
        051036041/07 165.800       ID THEFT   003   O     6/01/2010 000-012-000

 Start date . . . . . . 11/18/2010
 Stop date. . . . . . . 12/31/2010
 Reason . . . . . . . . REVD

 Comments:




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

Step 7. Add a comment if applicable. ***Always*** enter the following comment when creating an REVD entry: "Decision Date (enter date)". The decision date is the date the authority (PO, HO, LSA, etc.) makes the decision to impose the revocation sanction.

Press <enter> to save data.

```
SNT214I             Corrections Information Systems (TEST)            16:10:17
 FILBECKR           Maintain Community Corrections Inop Days            1/04/11
                                                              *CREATE
 Offender.............   11118397 Najjar, Abderrahim
 Current status . . . . PostPrison
 Responsible location . MTEA

 Offense. . . . . . . . 02    F4=List
        Case Nbr     ORS     Para  Abbr       Snt#  Type  BeginDt   Length
        051036041/07 165.800       ID THEFT   003   O     6/01/2010 000-012-000

 Start date . . . . . . 11/18/2010
 Stop date. . . . . . . 12/31/2010
 Reason . . . . . . . . REVD

 Comments:
 Decision date 11/16/2010.



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

Step 8. When you see the message, “Record Added”, press <enter> again to return to the W/W Inop/Institution and Community Corrections screen.

```
SNT212I             Corrections Information Systems (TEST)            16:14:50
 FILBECKR         W/W Inop/Institution & Community Corrections          1/04/11
 Offender: 11118397 NAJJAR, ABDERRAHIM
 Location: MTEA
 Enter option...
   2=Change      3=Copy           5=Display

                                 Inop Sent
Opt From date  To date     Days Type Type Off#  Notes
    11/18/2010 12/31/2010    44 REVD O     2 Decision date 11/16/2010.









                                                                      Bottom

 F3=Exit    F4=Prompt   F5=Refresh   F6=Create Inst  F7=Facesheet  F10=Print
 F11=Menu Bar   F12=Cancel   F13=Repeat   F18=Create Comm Corr     F17=Subset
```

Step 9. The W/W Inop screen now lists your entry under the "Inop Sent" columns. Repeat the process for each additional offense that applies by using the F18=Create Comm Corr function to return to the Maintain Community Corrections Inop Days screen (see Step 3 through 9). Use F12 to return to the Sentence Data screen.

SPECIAL NOTE:

- Option 2=Change can be used to make changes or corrections.
- Option 3=Copy can be used instead of F18=Create if you are adding the same Inop time to another offense number. Entering Option 3 on the offense you want to copy also takes you to the Maintain Community Corrections Inop Days screen. However you will not need to re-enter the Start Date, Stop Date, Reason and Comments. You only have to select another offense number by using the F4=List function from the Offense field.

```
OPS235I             Corrections Information Systems (TEST)            16:25:54
 FILBECKR                         Sentence Data                          1/04/11
                                                                 CHANGE
 Offender............ 11118397  NAJJAR, ABDERRAHIM
 Status.............. PostPrison      MTEA
 Offense/Sentence.... 02 003               Court Case.......... 051036041/07
 Sentencing Guid..... Y                    County.............. MULT
 ORS................. 165.800      ID THEFT   CF IDENTITY THEFT

 Sent type........... O
 Begin date..........  6/01/2010
 Compact begin dt....
 Length (ymd)........   0 -  12 -   0      Life (L)............
 Inop days...........                      Inop days (F4=W/W).. 00044
 CS to...............                      MRG to..............
 Time served.........
 Tent paro disc date.
 Termination date....                      Max sent date.......  7/14/2011
 Termination code....                      Max indet sent date.  3/03/2015


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

Step 10. The Inop days you've entered now appear in the new Inop days (F4=W/W) field. The "Max sent date" field will show the new calculated date. Use F12 again to return to the W/W Offenses screen.

```
OPS230I             Corrections Information Systems (TEST)            16:27:26
 FILBECKR                    Work with Offenses                         1/04/11

 Offender: 11118397  Najjar, Abderrahim                 Record key:
 Status:   PostPrison/LC        MTEA Multnomah East Office
         DNA Collected
 Enter option...                                    Custody cycle....  2
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    041236846/01 MULT         ASSA II AT    163.175    X  Y    Y
       00   P FPR      03/10/2005   000-036-000   03/09/2008    02/11/2010 VIOL
       00   L F        02/11/2010   000-000-060   03/02/2010    03/02/2010 POST
       00   O FPO      06/01/2010   000-036-000   05/31/2013
    02    051036041/07 MULT         ID THEFT      165.800       Y    Y
       00   P FPR      07/21/2006   000-024-000   07/20/2008    02/11/2010 VIOL
       00   L F        03/03/2010   000-000-060   04/02/2010    04/02/2010 POST
       00   O FPO      06/01/2010   000-012-000   07/14/2011

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

POST NOTE: Clarification about which date is used to admit an offender to a PPSV Sanction, and what the sentence begin date would be: The admit and begin date are both the "decision date". Credit for time served would be given for the amount of time between the arrest date and the admit/begin date. See OPS 15 SB1145 Data Entry for complete instructions.

16.2 HOW TO FIND TOTAL INOP DAYS (As of July 1, 2004)

These days only apply to Parole Board and Local Control cases.

What are INOP Days: ABSC = abscond days
ESCA = escape days
REVD = PPS revocation sanction days

Who Adds INOP days: PPS (FPO) Parole Board case – Parole Board adds.
Local Control case – Supervisory Authority adds.
FPA case – OISC adds.

Step 1 – Go to the 'W/W INOP/Institution & Community Corrections' screen. You can get there by going to the 'CC Court Orders Process' and pressing F11-4-U.

```
SNT212I             Corrections Information Systems (TEST)            10:46:23
 FILBECKR         W/W Inop/Institution & Community Corrections          1/06/11
 Offender:  6675603 CARVER, DANIEL JAMES
 Location: MTSW
 Enter option...
   2=Change      3=Copy           5=Display

                                Inop Sent
Opt From date  To date     Days Type Type Off#  Notes
     6/30/1999  1/18/2006  2394 ABSC I       REV 021506/19 MONTHS/REL 081707
     9/25/1997  3/14/1999   535 ABSC I       LIFTED 4-29-99/30D LOCL/REL 4-12-9
     3/27/1997  6/05/1997    70 ABSC I       REV 6-25-97/RE-RELEASE 10-2-97; 12
     5/22/1990  9/23/1996  2316 ABSC I       REV. 11-5-96; RE-REL 1-20-97; 120D
     4/13/1990  4/18/1990     5 ABSC I       CONTINUED
     5/19/1989  5/25/1989     6 ABSC I       REVOKED 8-4-89; RE-REL 12-29-89
     3/17/1989  3/29/1989    12 ABSC I       WITHDRAWN




                                                                       Bottom

 F3=Exit    F4=Prompt   F5=Refresh   F6=Create Inst  F7=Facesheet  F10=Print
 F11=Menu Bar   F12=Cancel   F13=Repeat   F18=Create Comm Corr     F17=Subset
```

Step 2 – Print this screen by pressing F10=Print. Once you have printed the above you will need to compare the total INOP days with what has been entered on the 'Work with Offenses' screen. Press enter twice to return to the 'Work with Offenses' screen. Put a 2 on the option line beside the appropriate sentence, press enter.

```
OPS230I             Corrections Information Systems (TEST)            10:45:27
 FILBECKR                     Work with Offenses                        1/06/11

 Offender:  6675603  Carver, Daniel James               Record key:
 Status:   PostParole(ABSC)     MTSW Multnomah West Office
         DNA Collected
*DESIGNATOR*
 Enter option...                                    Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions   9=Custody units   17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
    01    880634202/01 MULT         ESCAPE II     162.155       N    Y
       00   I FPA      11/09/1988   005-000-000   03/22/2008
    02    880130644/01 MULT         UN USE VEH    164.135       N    Y
       00   I FPA      06/06/1989   005-000-000   08/07/2008
    03    900533174/01 MULT         ARSON II      164.315       Y    Y
       00   P FPR      01/14/1997   000-018-000   07/13/1998    06/17/1997 VIOL
       00   L F        06/17/1997   000-006-000   12/17/1997    09/03/1997 POST
 2     00   O FPO      09/03/1997   000-024-000   09/09/2007

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

This will take you to the 'Sentence Data' screen where you will find the INOP days fields. Make sure the total amount of INOP days entered on these two fields matches the total days on the 'W/W INOP/Institution & Community Corrections' print out. You will need to compare dates from those two screens when checking the total INOP days.

```
OPS235I            Corrections Information Systems (TEST)            10:44:15
 FILBECKR                       Sentence Data                          1/06/11
                                                                CHANGE
 Offender.............  6675603  CARVER, DANIEL JAMES
 Status..............  PostParole(ABSC MTSW
 Offense/Sentence....  03 003               Court Case.......... 900533174/01
 Sentencing Guid.....  Y                    County.............. MULT
 ORS.................  164.315      ARSON II   CF ARSON II

 Sent type...........  O
 Begin date..........   9/03/1997
 Compact begin dt....
 Length (ymd)........    0 -  24 -   0      Life (L).............
 Inop days...........   2929               Inop days (F4=W/W).. 00000
 CS to...............                      MRG to..............
 Time served.........
 Tent paro disc date.
 Termination date....                      Max sent date.......  9/09/2007
 Termination code....                      Max indet sent date.  6/24/2010


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

Example: If there is an entry on the 'W/W INOP/Institution & Community Corrections' screen dated 03/27/1997 but the offense you are checking didn't start until 09/03/1997, then those INOP days would not be added to this offense.

Before July 1, 2004 the Community Corrections Offices could only enter the INOP days as a note on the offense screen so you have to check this location also.

OPS CHAPTER 17 - DNA Data Entry in CIS & Report

This chapter is intended to walk you through entering DNA information in CIS on offenders requiring buccal swabs as a result of HB2664. Programming currently includes all offenders in custody or under supervision with felony convictions on January 1, 2002, as well as those offenders convicted after January 1, 2002. This also includes any conspiracy or attempt to commit a felony, and selected misdemeanors as follows:

- Sex Abuse III
- Public Indecency
- Conspiracy/Attempted Rape III
- Conspiracy/Attempted Sodomy III
- Conspiracy/Attempted Sex Abuse II
- Conspiracy/Attempted Burglary II
- Conspiracy/Attempted Promoting Prostitution

Again, the requirement to obtain DNA is not based on whether the judge has ordered it or not; it is based on HB2664 and ORS 137.076. Felonies treated as misdemeanors (FMP), felony diversions (FDV), and felony conditional discharges (FCD) are excluded.

If an offender was initially convicted of a felony that required DNA collection and that conviction is later reduced to a misdemeanor, the DNA data entry may need to be removed from CIS and OSP Forensics notified via email at ospdna@osp.oregon.gov. Refer to 12.10.2 for data entry instructions.

Incoming Compact offenders do not need a DNA test, unless the sending state requires it. If the sending state requests DNA, we do the swab and send it back to the sending state. It does not go into our database. Out of state offenders are not swabbed and recorded unless the offender has or receives Oregon offenses that require it.

17.1 DNA Collection Information Screen (CCSUPPORT)

The DNA Collection Offender Information screen can be accessed from the following processes (if using the menu bar within the process, it is F11, 3, Q):

- Admission Process, immediately following the W/W Offenses screen.
- CC Court Orders Process, immediately following the W/W Offenses screen.
- CC Support Data Entry/Update, immediately following the W/W Offenses screen.

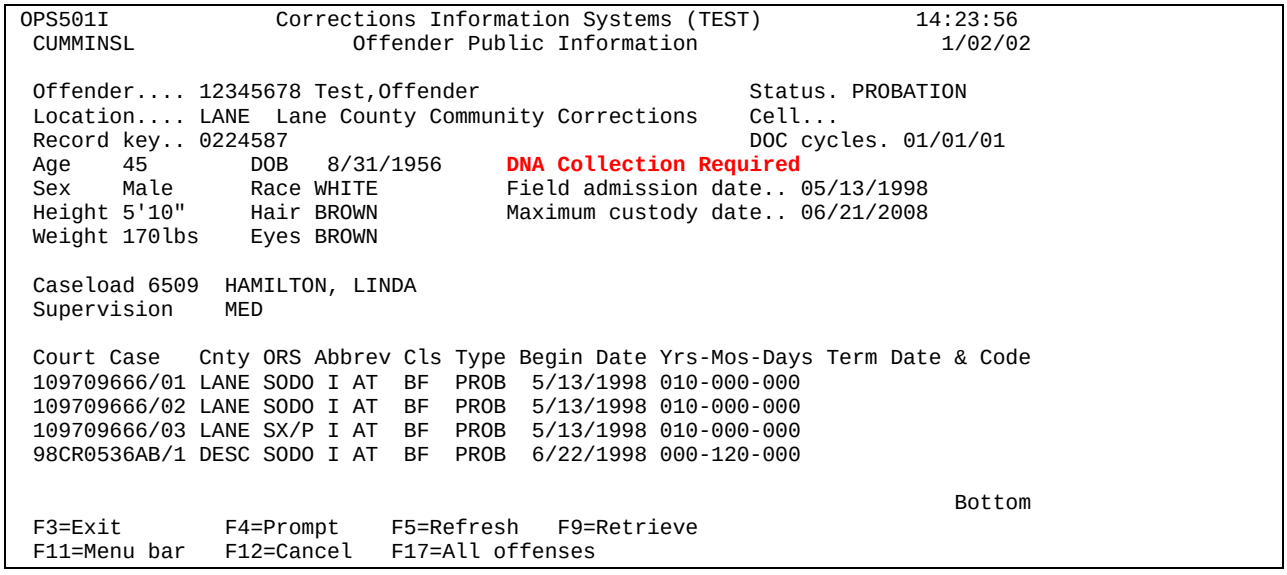
17.2 DNA FLAG

A ‘flag’ has been added in CIS denoting those offenders who meet the above listed criteria for the DNA sample on the Offender Public Information screen, the Work With Offenses screen, and the Edit Offender Data screens.

Please note the flag is activated by the offense and/or status of the offender. Once the flag is flipped to “DNA Required”, it remains that way until collection data is entered into CIS. This does not necessarily mean the sample has not been taken, but could mean the collection data has not been entered in CIS yet. Please check all available resources, i.e. jail and the CCH to determine if the sample has been taken and submitted to Oregon State Police. The DNA requirement does not go away just because a cycle has closed. If the offender returns to active supervision from discharge status or moves to another location and the DNA collection entry has not been done, the data entry authority to enter collection information transfers with the offender to the current status and location.

On the Offender Public Information screen, the flag is located on the upper right hand side of the screen, above the ‘Field admission date’.

When programming determines an offender requires a DNA sample, but has not been entered, the flag will show ‘DNA Collection Required’.



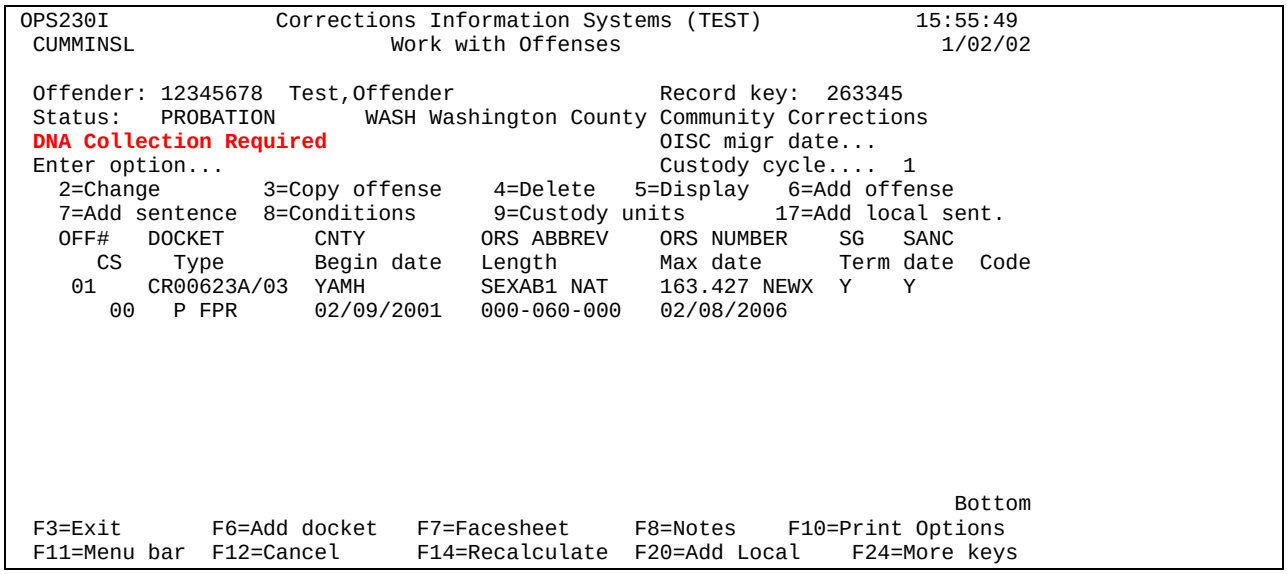
When collection data has been entered in CIS, the flag will show ‘DNA Collected’.

```
OPS501I             Corrections Information Systems (TEST)            14:42:32
 CUMMINSL                 Offender Public Information                   1/02/02

 Offender.... 12345678 Test,Offender                    Status. POST PRISON
 Location.... LANE  Lane County Community Corrections   Cell...
 Record key.. 0159150                                   DOC cycles. 01/06/01
 Age    27        DOB   7/14/1974     DNA Collected
 Sex    Male      Race BLACK          Field admission date.. 04/20/2000
 Height 5'07"     Hair BLACK          Maximum custody date.. 12/21/2002
 Weight 205lbs    Eyes BROWN

 Caseload 6509  HAMILTON, LINDA
 Supervision    MED

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




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

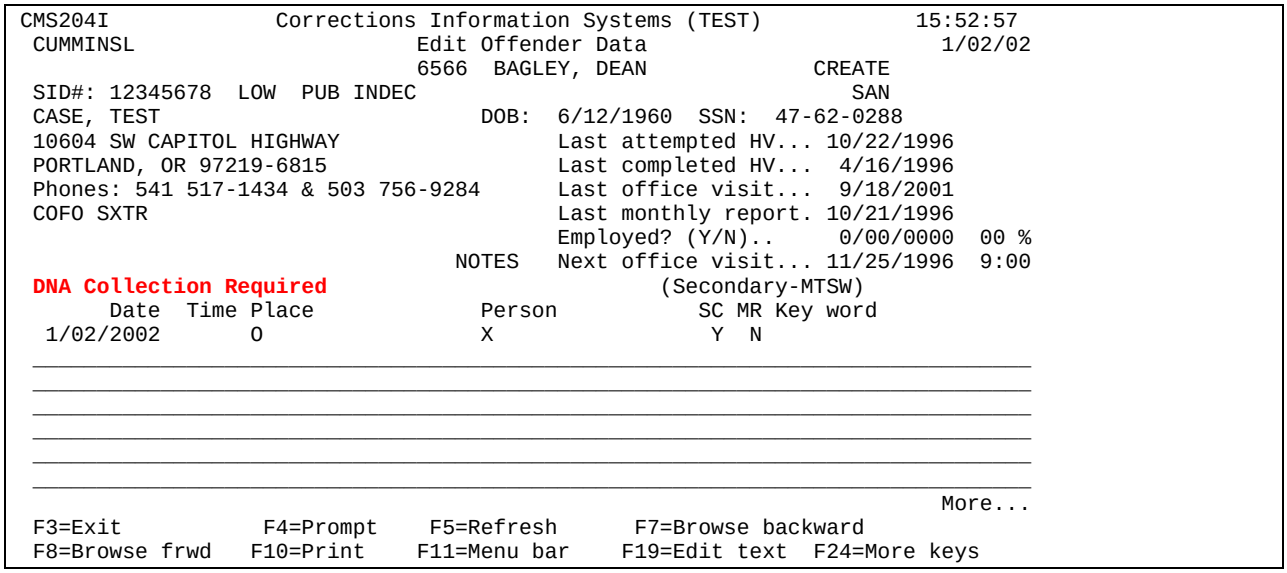
When the offender’s offense and status do not meet the requirements for DNA testing, the flag will show ‘DNA Collection Not Required’. When the override feature is used, indicating an offender is not required to submit to buccal testing per Court order, the flag will also show ‘DNA Collection Not Required’.

```
OPS501I             Corrections Information Systems (TEST)            14:49:55
 CUMMINSL                 Offender Public Information                   1/02/02

 Offender.... 12345678  Test,Offender                   Status. PROBATION
 Location.... LANE  Lane County Community Corrections   Cell...
 Record key.. 0224128                                   DOC cycles. 01/01/01
 Age    35        DOB   7/31/1966     DNA Collection not Required
 Sex    Male      Race WHITE          Field admission date.. 05/04/1998
 Height 6'04"     Hair BROWN          Maximum custody date.. 05/03/2008
 Weight 350lbs    Eyes HAZEL

 Caseload 6509  HAMILTON, LINDA
 Supervision    HI

 Court Case   Cnty ORS Abbrev Cls Type Begin Date Yrs-Mos-Days Term Date & Code
 209802657/01 LANE SEXAB1 N   BF  PROB  5/04/1998 000-120-000




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

On the W/W Offenses screen, the flag is located in the upper left corner of the screen, directly below the 'Status' field. The flag works as noted above.



On the Edit Offender Data screen, the flag will be located directly above the Date/Time/Place fields. The flag also works as noted above.



17.3 DNA Collection Entry

A screen has been created for the entry of DNA collection data. It can be accessed through either the CCPPO or CCSUPPORT menus.

17.3.1 CCPPO Data Entry:

At the Work with Offenders Summary screen, locate the column at the far right of the screen entitled 'DNA'. It will either show REQ for required or it will be blank. The blank can denote if it's not required, if it's required and the data has already been entered, or if the override feature was used.

```
CMS203I             Corrections Information Systems (TEST)            16:16:50
 CUMMINSL                 Work with Offenders Summary                   1/02/02

 Caseload number . . . 0000  SMITH, JOHN
                                      Position to . . .
 Enter option...
   2=Change   4=Remove from caseload   5=Display   6=Print chrono   7=DNA req.
   8=History  9=UA log   12=Condition tracking    13=Treatment programs
Opt Offender Name              SID#    Expir Date Cls  Reass Due Status P/S DNA
    TEST, OFFENDER 1          12345678  5/02/2018 MED 12/01/2001 PO      P
    TEST, OFFENDER 2          12345678  9/30/2006                 PR      P  Req
    TEST, OFFENDER 3          12345678  2/20/2011 MED  4/16/2002 PR      P  Req
    TEST, OFFENDER 4          12345678  7/20/2003 LTD 12/14/2001 PO      P
    TEST, OFFENDER 5          12345678  2/01/2004 MED  4/16/2002 PR      P  Req
    TEST, OFFENDER 6          12345678  5/21/2004 LOW  1/10/2002 PR      S
    TEST, OFFENDER 7          12345678  9/27/2002 HI   2/28/2002 PO      P  Req
    TEST, OFFENDER 8          12345678  6/04/2003 LOW  4/16/2002 PR      P  Req
    TEST, OFFENDER 9          12345678  10/11/2004    10/12/2001 PO      P
    TEST, OFFENDER 10         12345678  6/23/2003 LTD  4/16/2002 PO      P
    TEST, OFFENDER 11         12345678  6/05/2003 MED  2/16/2002 PO      P
                                                                        More...
 F3=Exit   F4=Prompt   F5=Refresh   F6=Add offender   F10=Print   F11=Menu bar
 F12=Cancel            F13=Repeat   F17=Subset   F19=Summary   F23=More options
```

Choose option #7=DNA req. Using this option will take you to the following screen:

```
SNT206I             Corrections Information Systems (TEST)            16:28:00
 CUMMINSL              DNA Collection-Offender Information               1/02/02
                                                              CHANGE
 Offender.............. 12345678 TEST, OFFENDER
 Current status........ PROBATION                    LANE

 Collection status. . . R  DNA Collection Required
 Collection required. . Y  Y/N-Determined by status and offenses

 Collection date. . . .
 Collection location. .

 Override reason. . . .
 Override user. . . . .

 Comments . . . . . .




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

Note the above example shows an offender who is required to submit a sample, but the actual collection data has not been entered yet. If the sample has been taken, position your cursor on the 'Collection date' field and enter the date taken. Tab to 'Collection location' field and use the F4 prompt for the appropriate location code. Currently, valid codes are as follows:

- CCH - LEDS Criminal Case History
- COMM – Community Corrections
- EXT - External Source
- INST – Institution
- JAIL – County Jail

Make your selection and press enter to update the screen.

```
SNT206I            Corrections Information Systems (TEST)           16:39:58
 CUMMINSL            DNA Collection-Offender Information              1/02/02
                                                          CHANGE
 Offender.............. 12345678 TEST, OFFENDER
 Current status........ PROBATION                   LANE

 Collection status. . . C  DNA Collected
 Collection required. . Y  Y/N-Determined by status and offenses

 Collection date. . . .  1/01/2002
 Collection location. . COMM  Community Corrections

 Override reason. . . .
 Override user. . . . .

 Comments . . . . . .




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

 Record Changed.
```

Note that the Collection status has changed to 'C' for DNA Collected. Press enter again to return to your Offender Summary screen. The DNA column will now be blank for this offender.

If you have a Court order stating the offender is not to have a sample taken, leave the Collection date and location fields blank, and enter the 'Override' reason, or press F4 for valid codes. You may use the Comments field for explanations and be sure to reference the docket number.

```
SNT206I             Corrections Information Systems (TEST)            16:48:59
 CUMMINSL             DNA Collection-Offender Information               1/02/02
                                                          CHANGE
 Offender.............. 12345678 TEST, OFFENDER
 Current status........ PROBATION                  LANE

 Collection status. . . N  DNA Collection not Required
 Collection required. . Y  Y/N-Determined by status and offenses

 Collection date. . . .
 Collection location. .

 Override reason. . . . COUR  Court documentation required
 Override user. . . . . CUMMINSL

 Comments . . . . . . . Judge Smith withheld this offender from the DNA pool. Case 10CR0123.




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

Notice that using the override feature changes the Collection status to ‘N’, for DNA Collection not Required, and automatically enters your UserID in the Override user field.

You may also access the DNA Collection Offender Information screen from within your Edit Offender Data screen on any offender, by using your menu bar (F11) and (4) for InfoWindows. Choose the DNA Collection Data option (Q), and follow the instructions above.

Collection data **must** be removed if OSP has contacted your agency and indicated that the sample was not submitted correctly and needs to be resubmitted. Remove the Collection date and Collection location by spacing over that information and hit enter to save your changes. If there is an override reason or comments, you should remove those as well and press enter to save. Once that has been done, the DNA Required flag will be reactivated. The only time you might see an Override reason is if that reason is REQ=User Override to required. The other two Override reasons would mean a DNA sample was never submitted. Follow up by notifying the Probation Officer that the DNA has to be collected again and the reason why. It would be a good idea to make a chrono in the DOC400 stating the DNA had to be resubmitted at the request of OSP and the reason why. Be sure to check the chrono history to see what has automatically generated and append to reflect why the DNA collection data was removed and that a new sample needs to be submitted.

17.4 DNA Sample Collection Report

A report has been created, entitled DNA Sample Collection Report. This is accessible as option #23 DNA Report from the Total Office Report menu (CCRPTSTO), the More CC Reports menu (CCRPTS), and the Management Statistics menu (CCREPORTSM).

```
SNT501BP            Corrections Information Systems (TEST)            17:11:44
 CUMMINSL                 DNA Sample Collection Report                  1/02/02

 Type choices, press Enter.


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

   Location . . . . . . . . .    POLK        *ALL, location

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

   Secondary/PTA caseload . .    *ALL        *ALL, caseload

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



 F4=Prompt   F12=Cancel   Enter=Print
```

The default is ‘R’ in the DNA collection status field for those who still require a sample to be taken, or the collection data has not yet been entered. Use the F4 prompt for additional valid codes. Currently, these are:

- C – DNA Collected
- N - DNA Collection not Required
- R – DNA Collection Required

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

Location automatically defaults to your location, however, please note that choosing *ALL here will run a report for the entire State. Please use this option only if absolutely necessary as it will create quite a drain on system resources.

Outcount Reason field has been included so you can determine which offenders not on the active caseload require collection, have been collected, or are not required to be collected. This may come in handy when policy is clarified for Compact Offenders, as well as other offenders not readily available for DNA collection. The default is NONE, however you may subset for *ALL = all outcounts, ONLY = only outcounts (no active cases will display), or use F4 prompt for specific outcount valid codes.

17.5 DNA Collection and the Compact Offender

DNA samples are not taken on incoming compact offenders, unless the sending state has asked you to collect one on their behalf. In which case we would take the sample and send it back to the sending state. These samples are not to be forwarded to the Oregon State Police, unless the offender has obtained additional convictions which require collection. In that case, you would need to collect 2 separate samples, sending one to OSP and one to the sending state (again, only if requested by the sending state).

Oregon State Police
ORAL SWAB INSTRUCTIONS

LABEL

- Verify offender's identity card and qualifying crime.
- Open kit and confirm all components are present. Wear gloves.
- Fill in submission card completely with offender's information. Print neatly, within the red boxes, using BLACK or BLUE ink. DO NOT USE RED INK.
- Fill in collector's information and sign the form.
- Apply offender's thumbprints to appropriate space on submission card.
- On the lines provided, label the FTA paper with the offender's name and SID.

OBTAIN

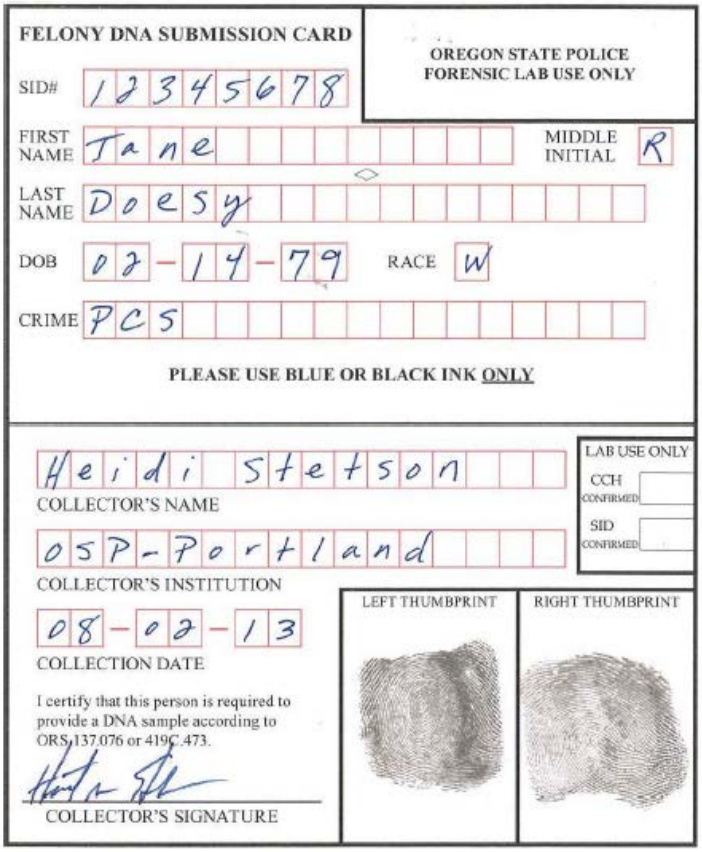
- **The swabbing should be done by the agency personal, not the offender.**
- Swab the area between the lower gum line and cheek by twirling the sterile cotton-tipped swab and rubbing back and forth. Do this for ~15 seconds.
- Make sure you are rubbing the surface and not just wetting it with saliva. We need the epithelial cells from the cheek & gum line.

TRANSFER

- Place cotton-tipped swab on FTA circle.
- Roll cotton tip back and forth, within the FTA circle, until a color change is seen (pink to white). *If no color change is observed, Re-Swab.*
  NOTE: If color change is faint, carefully outline the area where the swab was rolled with a pen. This will aid the analyst in finding approximately where the DNA is located within the FTA circle, or Re-Swab.
- Repeat process with the second swab to obtain and transfer cells to the other FTA circle. Discard swabs.

SEND

- Confirm that the information on the submission card and the FTA paper is **CORRECT** and **COMPLETE**.
- Place FTA paper within the fold of the submission card and put inside return envelope.
- Seal envelope with safety seal; date, initial the seal.
- Send in shuttle, or apply postage and mail to OSP Portland Forensic Lab.



FELONY DNA SUBMISSION CARD

OREGON STATE POLICE
FORENSIC LAB USE ONLY

SID# 12345678

FIRST NAME Jane MIDDLE INITIAL R

LAST NAME Doesy

DOB 02-14-79 RACE W

CRIME PCS

PLEASE USE BLUE OR BLACK INK ONLY

Heidi Stetson
COLLECTOR'S NAME

OSP-Portland
COLLECTOR'S INSTITUTION

08-02-13
COLLECTION DATE

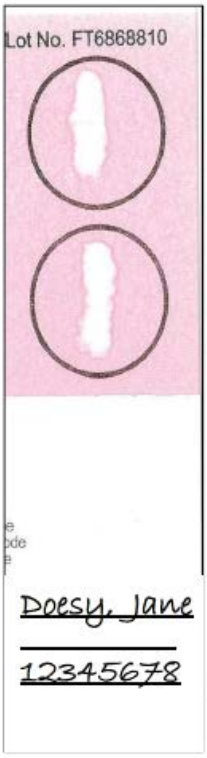
I certify that this person is required to provide a DNA sample according to ORS 137.076 or 419C.473.

COLLECTOR'S SIGNATURE

LAB USE ONLY
CCH CONFIRMED
SID CONFIRMED

LEFT THUMBPRINT

RIGHT THUMBPRINT



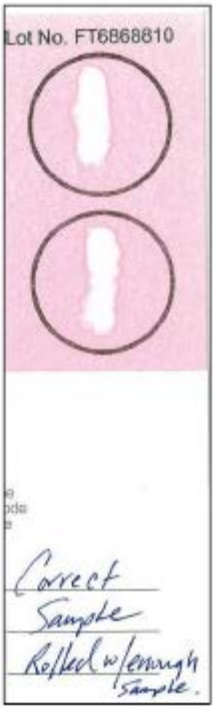
QUESTIONS
OSP Portland Forensic
Lab: 971-673-8230
osp.dna@state.or.us

Doesy, Jane
12345678

Please print offenders name and SID#

Incorrect Samples:

Correct Sample:



Collecting Thumbprints for DNA submission cards

When a DNA sample is collected for the convicted offender program two thumbprints are taken at the time of collection. These thumbprints are used to verify the identity of the individual listed on the submission card. Poor quality prints make it extremely difficult to perform the verification and most of the time no identification can be made.

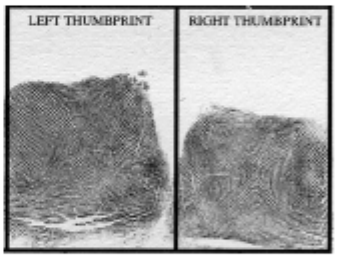
Please aid the Technician identifying the individual in question by utilizing the suggestions below:

1. Place the offender's inked thumbprints in the designated areas on the submission card. Remember to collect both a right and left thumbprint (when available).

2. Make sure the inked print has clear ridge detail. (See examples below).

3. For best results, ink entire finger pattern area from nail edge to nail edge and roll finger from one side to the other. It is okay if the ridge detail extends beyond the boxes provided.

Smudged ridge detail



Clear Ridge Detail

4. If the print appears smudged (no clear ridge detail), a second inked impression should be obtained and placed on the back of the card.

Keep these further contributors to poor quality fingerprints in mind:
- Too much ink used for the thumbprint
- Too little ink used
- Too much finger pressure
- Individuals who purposely attempt to leave poor quality prints.

A quality inked print is critical in providing an investigative lead.

If you have any questions or concerns, please contact ID services at 503-378-3070

OPS CHAPTER 18 – Conditions & Tracking

18.1 INTRODUCTION

The Condition Tracking Module came about as a result of the Community Corrections System Goals for 2003-2005. The goals were developed by the Oregon Association of Community Corrections Directors, in conjunction with the Department of Corrections. Of the five goals, one is 'Provide Reparation to Victims.' The indicators of reaching this goal are restitution/compensatory fines collected, and community service hours provided. County directors agreed to report out the percentage of dollars ordered that are paid at case closure toward restitution and compensatory fines, and percentage of hours ordered that are completed at case closure for community service hours. At a minimum, this data is to be entered into CIS at case closure. However, the module has been designed to allow entry of payments and/or hours/days at any time.

As a result of these requirements, ISSD Development staff has completed programming to facilitate the tracking of the following conditions: Restitution (REST); Special Condition 7 (SC7); Compensatory Fine (CMPF); Community Service Work (CSWK). Programming also gives the county offices the ability to track other 'trackable' conditions if they so choose. Condition Tracking affects cases that close on or after July 1, 2003.

'Trackable' conditions refer to those conditions where money, hours or days are owed to the court. All other monetary conditions that are paid directly to the Community Corrections office are entered and tracked in the Supervision Fee Module. Currently, 'trackable' conditions in CIS are as follows;

CMPF	COMPENSATORY FINE	$
COFO	COURT ORDERD FINANCE OBL	$
CSWK	COMMUNITY SERVICE WORK	H
JAIL	JAIL DAYS	D
REST	RESTITUTION	$
WKCR	WORK CREW	D
GC01	PAY COURT ORDERED FEES, FINES	$
SC7	RESTITUTION	$

$=Dollars; H=Hours; D=Days; M=Months

Note: The default code for conditions tracked in days or hours can be changed; they can be tracked in days, hours, or months according to the language in the judgment or your county practice.

This manual is designed to walk you through tracking conditions and entering payments in the Conditions Tracking Module. Again, the conditions that must be tracked currently are REST, SC7, CMPF and CSWK, with minimum entry at case closure.

The condition must also be marked as trackable to be able to make the payment entry. Restitution/compensatory fine balance can be obtained from the court order or eCourt. Any discrepancies between eCourt and the court order should be checked with court personnel or as per your County policy. For PPS cases, track only one count, use the longest running case. You can still add the condition to other counts, but be sure to mark them as non-trackable.

IMPORTANT INFORMATION:

DO NOT DELETE *conditions on cases that close on or after July 1, 2003 or the new Condition Tracking Module will not work. Option* ***4=Delete*** *should* ***ONLY*** *be used if a condition was entered in error, or on cases that closed prior to July 1, 2003. Cases that closed prior to July 1, 2003 can also be changed to trackable, per your county policy. Trackable conditions will be moved automatically to an Expired Conditions table when a Termination Date and Code is entered on the offense. If old conditions are showing on an offense closed after July 1, 2003, re-open and close the case. The conditions will move to the Expired Conditions table.*

18.2 FREQUENTLY ASKED QUESTIONS:

Q: Unable to close a sentence line – Receiving error message, "Cannot terminate w/zero amount for a trackable condition."

A: Although there are no conditions attached to an "L" line, if you get the error message while trying to close an "L" line it means there's a problem with a condition in the Expired Conditions file (F18).

If you get the error while trying to close an "O" line, you need to check the outcome measure conditions attached to the "O" line and/or conditions in the Expired Conditions file (F18). Please remember to check the Expired Conditions file and update outcome measure conditions when terminating a docket with multiple sentences. This is especially important if your "P" line is closed to VIOL by OISC when an offender has been revoked to DOC. The edit will not stop OISC from closing the sentence, but you still need to update the conditions in the Expired Conditions file.

If you try to close any sentence line it will require you to have an amount entered for any trackable conditions. Research the file or eCourt to find the correct amount and update the condition. You will also be prevented from completing a body closure if a prior sentence with a zero amount for a trackable condition was closed and not corrected before February 24, 2015, when new edits went into production.

Q: What should I do if I mistakenly delete a condition?

A: You will need to manually re-enter the deleted condition. Once you use the 4=Delete option, the condition is gone.

Q: Can I enter a probation condition on a PPS case?
A: Typically, no. We should only be using conditions that correspond with the status of the offense (probation conditions on probation cases, PPS conditions on PPS cases, etc.) The only exception is the CMPF condition, which should be used on any offense where payment of a compensatory fine is required, regardless of the status of the offense.

Q: What should I do if I mistakenly terminate the wrong offense?
A: Simply remove the Termination Date and Code. The offense line will be active again, and the conditions will also return to the active W/W Conditions screen.

Q: What should I do if I mistakenly "complete" a condition?
A: Use Option 2=Change on the condition in question, and remove the Completed date.

Q: Do counties need to track payment of Compensatory Fines, or just Restitution?
A: Per the Community Corrections System Goals for 2003-2005, collection of both Restitution and Compensatory Fines will be reported. Because tracking of both ordered amounts are required, the Compensatory Fine (CMPF) code was added to the conditions table in CIS.

Q: When does the information have to be entered into the Conditions Tracking Module?
A: At the minimum level, all information pertaining to REST, SC7, CMPF, and CSWK must be entered at the time of case closure. However, entry of amounts ordered may be entered during the admission process, and payments may be entered at any time over the course of supervision. Per your county policy, you may also enter data at sentence closure rather than body closure.

Q: Who does the entry?
A: This will be a county-by-county decision. Some offices may want support staff to enter the amounts ordered, and POs to enter payments. Other offices may have POs be responsible for all entry, or support staff may be responsible for all entry. Others have chosen to assign this task to another entity. Check with your Director or supervisor for your office policy.
Note: The Amount/Units Ordered can only be entered when the condition has been accessed from the W/W Offense Screen. It is a "display" only field on the Conditions Payment screen (where a PPO would normally enter a payment). This may impact the decision as to what staff sets up the initial condition tracking information.

Q: What does it mean if the "Balance" shows a negative amount after entry of a payment?
A: There are a few reasons why this might occur. Either the Amount/Units Ordered has not been entered correctly or hasn't been entered at all, or the payment amounts have been entered incorrectly, or the offender has overpaid (not very likely!). Make

sure the Amount/Units have been entered correctly, and/or check with the Court Records Office to see if you've duplicated a payment entry. If there is a discrepancy between what the Court shows as having been paid and what CIS is showing, go with the Court's figures. They are the ones who have physically taken the money and are responsible for an accurate accounting.
New programming was implemented to prevent entries that will result in negative balances, so we should only see negative balances on older records.

Q: What happens if an hourly condition is converted to dollars, or vice versa?
A: If, for example, the offender completes 50 of his 100 ordered community service hours, and the Judge gives him the option to pay off the rest, entry for CSWK would be changed from the original 100 hours to 50 hours, with 50 hours completed. The new money portion would not be tracked. **In this case, we are only concerned with the percentage of <u>hours</u> completed.** If full hours ordered are converted before any hours have been completed, change original amount to zero with balance of zero and change 'Trackable' to N, with a note on the condition as to what happened.

Q: What if the Judge or Board waives the originally ordered REST, SC7, CMPF, or CSWK?
A: If you receive an amended order from the Court or Board waiving all or part of the REST, SC7, CMPF, or CSWK, you will need to change the information in the Conditions Tracking Module to reflect the new amounts per the amended order. The same would be true if the Judge or Board amends the original order by increasing the amount of REST, SC7, CMPF, or CSWK.

Q: What should I do if I receive a judgment that says "Restitution- to be determined?"
A: Often court orders are issued when an amount for restitution has not yet been determined; they typically say something to the effect of "Restitution to be determined within 90 days". This is done so those impacted by the offense have time to get estimates and/or repairs done. Enter the condition of REST with the amount left blank, and leave it with the default of "trackable – Y."
SOON reps will receive a monthly report from research that shows all dockets with trackable restitution and no amount ordered; we can check eCourt after the waiting period has passed to find out if an amount was ordered and update the condition accordingly.

Q: What if I can't find that any REST amount was ever ordered?
A: If a check in eCourt reveals that no restitution was ordered, DO NOT DELETE THE CONDITION! The condition should be marked as "trackable – N" so the amount field is not visible, and a comment of "none ordered per eCourt, <date checked>" should be entered. Be sure that the date you are checking is after the court's deadline to order REST.
The only time a trackable condition should be deleted is when it was entered in error and there are no court orders ever referencing it.

Q: What happens if I close the offender record and the entry of dollars paid or hours completed were not made?
A: The Conditions Tracking Module allows entry of data even after the record has been closed. (Refer to section 18.4.3 or 18.5.3 for instructions)

Q: What if the system does not allow me to make changes to a condition?
A: This should only happen if you are trying to make changes to the condition while in the 'payment' screen. The 'payment' option should only be used for entering payment information. Any changes to the condition itself must be made using Option 2=Change.

Q: Is there a Restitution/Compensatory fine payment history in CIS? If I make a mistake is it listed somewhere that needs to be fixed?
A: There is no payment history file attached to the condition tracking module. Entering a payment in the 'Amount this month' field updates the Balance and creates an auto chrono, but that's all, because entering individual payments was never required.

Whenever a 'payment' entry is made, you can either enter the 'Amount this month' or you can simply change the Balance. As long as the Balance is equal to or less than the Amount/Unit Ordered, the system is happy, and as long as the Balance in our system matches eCourt's records at discharge, everyone else is happy.

To fix a payment entry error, you have two options. 1- You can just change the Balance to the correct amount, then enter, or 2- You can enter the error amount with a negative sign at the end in the "Amount this month" field to subtract that amount from the balance, then enter. And then you can use the Append function on the previous auto chrono to note the correction.

18.3 DATA ENTRY PRACTICES REGARDING TRACKABLE CONDITIONS & PPS

- When a probation has been revoked with PPS ordered, go back into the expired conditions to check if REST, CMPF, or CSW were ordered. CSW cannot be brought forward to PPS, so the amount completed at the time of revocation is the final amount; make sure the final balance is correct. If REST and/or CMPF were not paid in full prior to revocation, these conditions will generally be brought forward as conditions of PPS. To prevent the research reports from pulling the same data twice (once from the P line and once from the O line), it is necessary to change the expired probation conditions for REST and/or CMPF to "trackable - N."

- When adding the SC7 or CMPF condition to the O line, use the <u>original</u> amount ordered. It is a county-by-county decision to either enter all previously made payments at this time, or to enter them all at the time of case closure.

- For offenders coming out on Leave, change the expired probation conditions of REST and/or CMPF to “trackable - N” at the time of admission to Leave, and add the leave conditions of ST07 or LV07 and/or CMPF. When leave ends and you admit the offender to PPS, you will then need to also change the expired Leave conditions of ST07 or LV07 and/or CMPF to “trackable – N” and bring them forward into PPS as SC7 and/or CMPF.

- All current cases appearing on a PPS order that have a REST or CMPF balance should have an SC7 or SC10/CMPF condition listed on the order and should be tracked properly. If there is an offense listed on the PPS order that has an unpaid REST or CMPF balance but the SC7 or SC10/CMPF condition is not listed on the PPS order, please contact (or have the PO contact) the Board or LSA to have the condition added to the PPS order.

- If for some reason the Board or LSA did not opt to bring forward a REST or CMPF (on a past offense that is no longer supervised) that was not paid in full, then leave the expired probation condition as “trackable – Y” and continue to apply payments to that condition (whether on an ongoing basis or at the time of case closure).

- SOON reps will receive a monthly report from research that shows all active offenders with P lines closed to VIOL, which still have REST or CMPF marked as “trackable – Y.” This will help counties to identify records that need to be cleaned up, generally because admission to PPS was done prior to the implementation of these data entry practices.

- When an offender has multiple O lines, continue to put all REST amounts together as one number and track as SC7 on the longest running O line. SC7 can be added to all of the other O lines, but set the others as “trackable - N” with a note as to which offense the amount is being tracked on.

- When a DOC release plan is created, release counselors are checking all dockets that will have PPS to see if REST or CMPF were ordered; this includes PPS running prior to DOC admission, all institution cases, and all local control cases. Release counselors are putting the original amount ordered on the release plan in both the “financials” and “notable issues” sections. If you find a release plan with a SC7 or CMPF condition recommended but no dollar amount listed, please contact Melanie Reischke: Melanie.A.REISCHKE@doc.oregon.gov

- To determine eligibility for UNSU, the Board suggests that community agencies confirm zero balances by contacting the court.

- The Board has statutory authority to impose old REST balances from cases that are no longer current, but they do so RARELY. If the Board chooses to do this,

they will notify the community corrections agency of the case # and dollar amount.

- LSA practices mirror the Board's, so a LSA can also choose to order SC7 or CMPF on LC PPS orders in regard to balances owed on expired cases that are not currently supervised.

18.4 CONDITION TRACKING: ACCESS AND DATA ENTRY FROM THE W/W OFFENSES SCREEN

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

18.4.1 ACCESSING THE CONDITION TRACKING MODULE:

1 – Go to your W/W Offenses Screen, enter the SID # of the offender you will be working with, press enter. Put an 8=Conditions on the option line beside the appropriate offense line and press enter.

```
OPS230I               Corrections Information Systems                 8:03:09
 JAUKENJ                    Work with Offenses                          6/23/22

 Offender: 12345678  Offender, Test                      Record key:
 Status:   Probation            WASB Wasco County Community Correct
         DNA Collected
 Enter option...                                    Custody cycle....  1
   2=Change        3=Copy offense    4=Delete       5=Display
   7=Add sentence  8=Conditions  17=Add LC
   OFF#   DOCKET       CNTY         ORS ABBREV    ORS NUMBER    SG   SANC  SGDO
      CS    Type       Begin date   Length        Max date      Term date  Code
 8  01    19CR50934/01   WASC         BURG I       164.225       Y    Y
       00   P FPR      08/02/2021   000-060-000   08/01/2026
    02    19CR50934/05   WASC         ASSA IV      163.160       N    Y
       00   P MPR      08/02/2021   000-060-000   08/01/2026









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

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

```
OPS208I               Corrections Information Systems                 8:11:36
```

```
 JAUKENJ                      Work With Conditions                      6/23/22

 Offender.......... 12345678      OFFENDER, TEST
 Status............ Probation     WASB Wasco County Community Corrections
 Court case number. 19CR50934/01    WASC  Judge....... STAUFFER

 Enter option...
   2=Change   4=Delete   5=Display   8=Payment Entry          I=Description
Opt   Code           Type        Description                    Trk Txt Compl
      ADCO           PROBATION   ALC AND/OR DRUG EVAL AND/OR TX   N
      ANGR           PROBATION   ANGER CONTROL COUNSELING         N
  2   CMPF           PROBATION   COMPENSATORY FINE                Y   Y
      CSWK           PROBATION   COMMUNITY SERVICE WORK           Y
      NALC           PROBATION   NO ALCOHOL                       N
      NCVI           PROBATION   NO CONTACT VICTIM                N   Y
      NDRG           PROBATION   NO DRUG PARAPHERNALIA            N
      NOAD           PROBATION   NO ASSN W/DRUG USERS             N
      NOEA           PROBATION   NO ENTRY ALCOHOL SOLD            N
      NOED           PROBATION   NO ENTRY DRUGS KEPT/SOLD         N
                                                                   More...
 F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel   F13=Repeat
 F16=Review/copy all conditions F17=Add conditions      F18=Expired conditions
```

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

- Condition Text: Enter if applicable
- Trackable: Can be changed to either 'Y' or 'N' (If changed to 'N', only 'Completed date' will appear beyond the Trackable field)
- Expiration date: Auto fills from the Max date
- Start date: Auto fills from the Begin date. (If dates are incorrect, F12 and make necessary changes to the offense record)
- Amount/Unit: Total number of dollars, hours, or days ordered
  Note: REST, SC7, CMPF, and CSWK MUST HAVE AN AMOUNT ORDERED OR BE MARKED AS "N" IN THE TRACKABLE FIELD
- Completed date: Will auto fill when offense is terminated. (Can be entered manually if completed prior to termination of offense)
- Monthly amount: Court ordered monthly obligation (if specified)
- Last Payment Activity: Auto fills when payment is entered.
- Balance: System calculates based on Amount/Unit ordered and payments made.

```
OPS209I               Corrections Information Systems                 8:15:42
 JAUKENJ                      Offender Condition                       6/23/22
                                                          CHANGE
 Offender.......... 12345678     OFFENDER, TEST
 Status............ Probation    WASB Wasco County Community Corrections

 Court Case number. 19CR50934/01      County.. WASC     Cycle.......... 01 01
 Condition......... CMPF COMPENSATORY FINE              Baf Number.....  0
 Condition type.... PROBATION
 Long description..
A compensatory fine is ordered to be paid to the county court of conviction,whic
h will be disbursed to a listed person or entity. This fine should be paid in fu
ll before probation is allowed to expire.

 Condition text.... bail applied, pay in full w/in 30d
 Trackable......... Y
 Expiration date...  8/01/2026            Start date........  8/02/2021
 Amount/Unit.......      13,200.00         Completed date....  0/00/0000
 Monthly amount....              $ Dollars
 Last Payment Activity..  3/03/2022       Balance...........      12,100.00

 F3=Exit   F4=Prompt   F5=Refresh     F7=Browse backward
```

```
F8=Browse forward     F11=Menu bar   F12=Cancel
```

NOTE: Outcome Measure conditions REST, SC7, CMPF, and CSWK should **only** be changed to Trackable N if one of the following occurs:

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

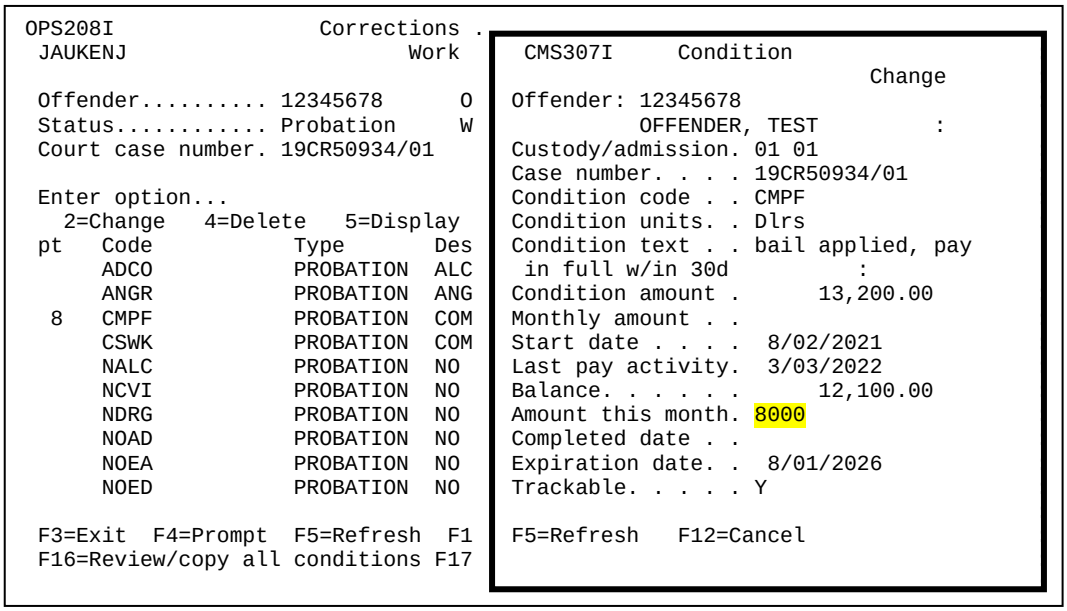
4 – Enter again to return to W/W Conditions screen.

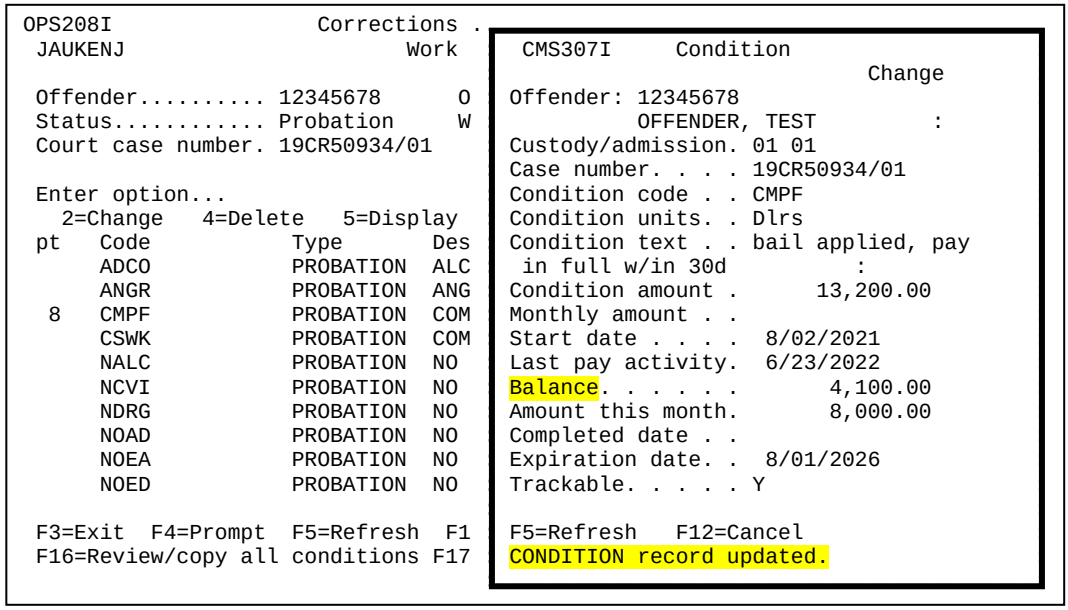
18.4.2 PAYMENT ENTRY IN THE CONDITION TRACKING MODULE:

1 – Use Option 8=Payment Entry on the condition for which you have received payment. Press enter.

```
OPS208I               Corrections Information Systems                8:25:26
 JAUKENJ                     Work With Conditions                     6/23/22

 Offender.......... 12345678      OFFENDER, TEST
 Status............ Probation     WASB Wasco County Community Corrections
 Court case number. 19CR50934/01    WASC  Judge....... STAUFFER

 Enter option...
   2=Change   4=Delete   5=Display   8=Payment Entry          I=Description
Opt   Code           Type       Description                    Trk Txt Compl
      ADCO           PROBATION  ALC AND/OR DRUG EVAL AND/OR TX   N
      ANGR           PROBATION  ANGER CONTROL COUNSELING         N
  8   CMPF           PROBATION  COMPENSATORY FINE                Y   Y
      CSWK           PROBATION  COMMUNITY SERVICE WORK           Y
      NALC           PROBATION  NO ALCOHOL                       N
      NCVI           PROBATION  NO CONTACT VICTIM                N   Y
      NDRG           PROBATION  NO DRUG PARAPHERNALIA            N
      NOAD           PROBATION  NO ASSN W/DRUG USERS             N
      NOEA           PROBATION  NO ENTRY ALCOHOL SOLD            N
      NOED           PROBATION  NO ENTRY DRUGS KEPT/SOLD         N
                                                                  More...
 F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel   F13=Repeat
 F16=Review/copy all conditions F17=Add conditions      F18=Expired conditions
```

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





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

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

18.4.3 PAYMENT ENTRY ON A TERMINATED OFFENSE:

If a payment needs to be entered after the offense has been terminated, the condition will not show on the W/W Conditions screen. From the W/W Conditions screen, select F18=Expired conditions and follow the steps in 18.3.2.

NOTE: The only difference will be that you are now on the W/W Expired Conditions screen instead of the original W/W Conditions screen.

```
OPS208I                Corrections Information Systems                8:53:39
 JAUKENJ                      Work With Conditions                      6/23/22

 Offender.......... 12345678      OFFENDER, TEST
 Status............ Probation     WASB Wasco County Community Corrections
 Court case number. 20CR32175/01    WASC  Judge....... STAUFFER

 Enter option...
   2=Change   4=Delete   5=Display   8=Payment Entry          I=Description
Opt   Code           Type       Description                    Trk Txt Compl


     No records found


 F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel   F13=Repeat
 F16=Review/copy all conditions F17=Add conditions      F18=Expired conditions
```

```
OPS228I                Corrections Information Systems                8:55:49
 JAUKENJ                   Work With Expired Conditions                 6/23/22

 Offender.......... 12345678      Offender, Test
 Status............ Probation     WASB Wasco County Community Corrections
 Court case number. 20CR32175/01    WASC    Judge.......

 Enter option...
   2=Change   4=Delete   5=Display   8=Payment Entry
Opt Code Type       Description                  Trk Txt  Completed
    ADCO PROBATION  ALC AND/OR DRUG EVAL AND/OR TX N       6/06/2022
 8  COFO PROBATION  COURT ORDERD FINANCE OBL -GC01 Y       6/06/2022
    JAIL PROBATION  JAIL DAYS                      Y   Y   6/06/2022
    NALC PROBATION  NO ALCOHOL                     N       6/06/2022
    NDRG PROBATION  NO DRUG PARAPHERNALIA          N       6/06/2022
    NOAD PROBATION  NO ASSN W/DRUG USERS           N       6/06/2022
    NOEA PROBATION  NO ENTRY ALCOHOL SOLD          N       6/06/2022
    NOED PROBATION  NO ENTRY DRUGS KEPT/SOLD       N       6/06/2022
    NOIX PROBATION  NO INTOXICANTS                 N       6/06/2022
    NOLI PROBATION  NO DRIVING W/O LIC/INSUR       N       6/06/2022
                                                                  More...
 F3=Exit   F4=Prompt   F5=Refresh                    F11=Menu bar
 F12=Cancel   F13=Repeat
```

Note: Do not enter payments on records once the cycle has closed. The purpose of the condition outcome measure reports is to track what occurred DURING the course of supervision.

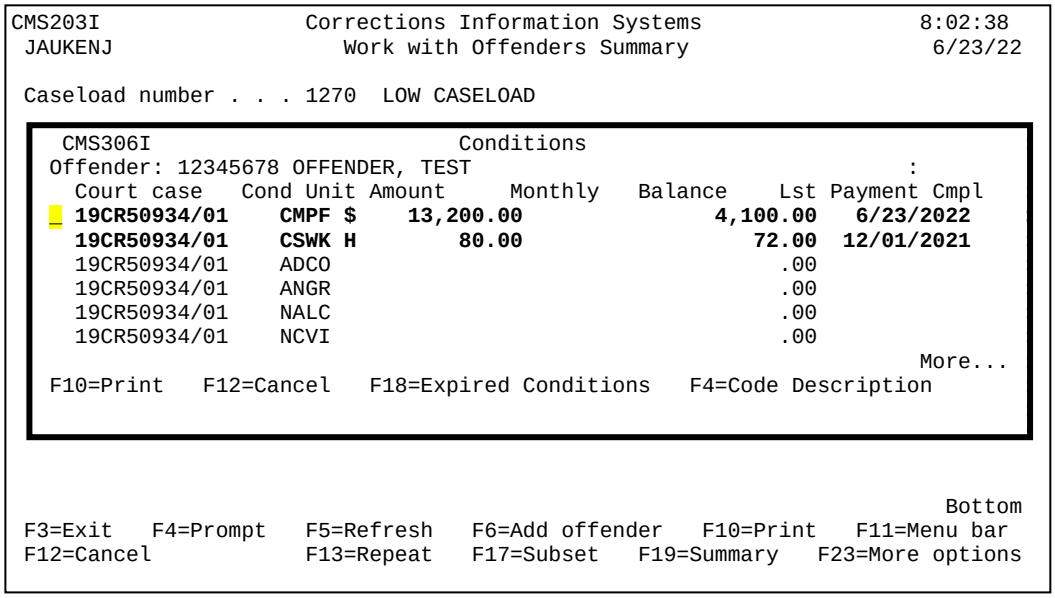
18.5 CONDITION TRACKING: ACCESS AND DATA ENTRY FROM THE W/W CASELOADS MENU OPTION

18.5.1 ACCESSING THE CONDITION TRACKING MODULE:

- From the W/W Offenders Summary screen, enter Option 12=Conditions tracking on the appropriate offender. OR
- From the W/W Offenders Summary screen, enter Option 2=Change on the appropriate offender, then F11-4-G for Supervision Conditions.
- Place your cursor on the appropriate condition and press enter for the payment entry screen. Note: The screen will not open unless the condition has been marked "Y" for trackable.

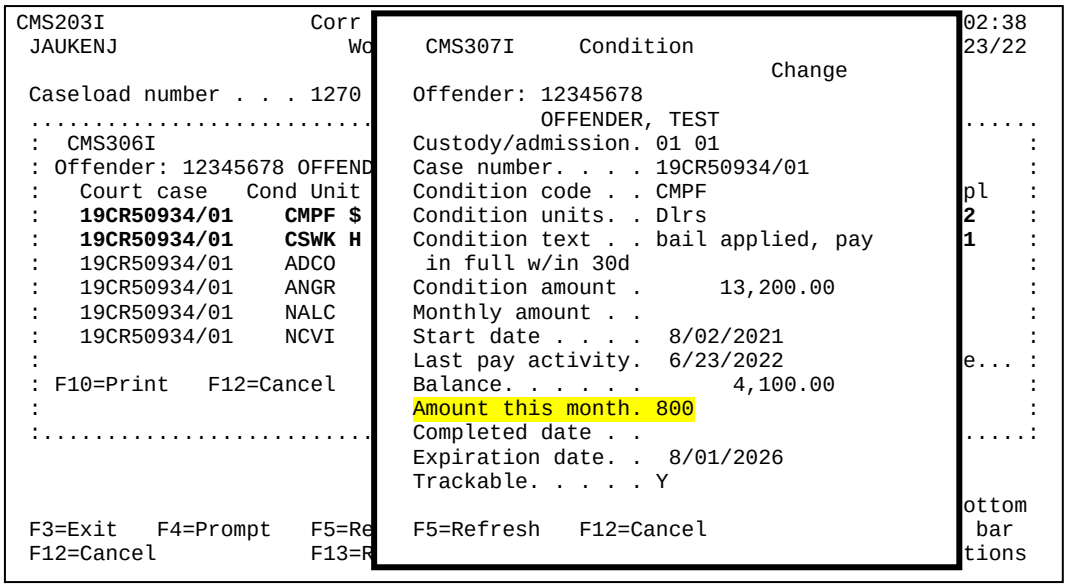
18.5.2 PAYMENT ENTRY IN THE CONDITION TRACKING MODULE:

1 – From the W/W Offenders Summary screen, use Option 12=Condition tracking on the appropriate offender and press enter. This opens the Conditions window. Place your cursor next to (or on) the Court case and Condition you need to work with and press enter.

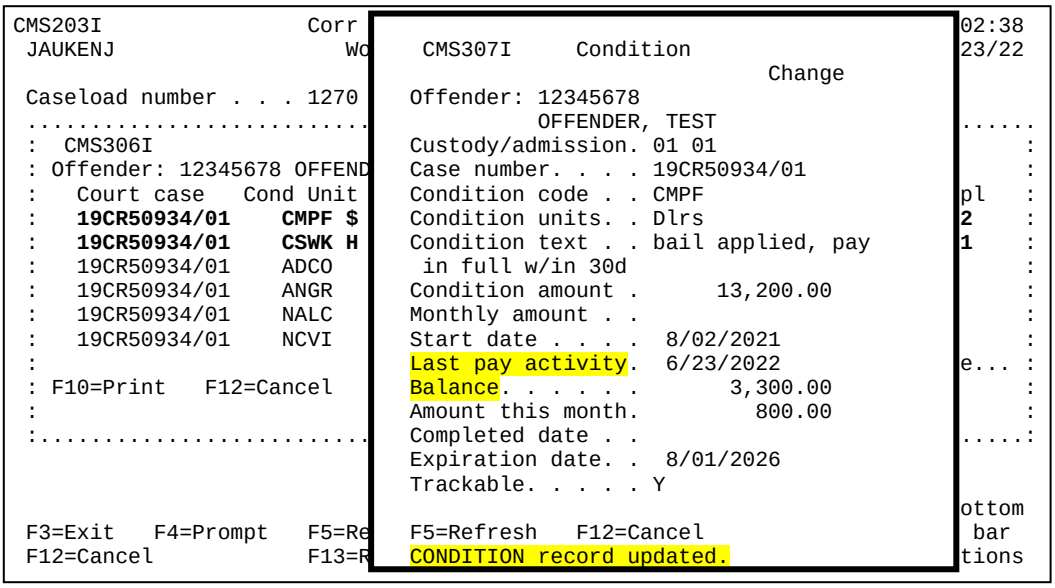


NOTE: This will only work if the condition has been marked as "trackable". If it has not been marked "trackable", that change can be made by accessing the Conditions table from the W/W Offenses screen. POs- talk to your support staff if you need assistance in changing the "trackable" flag.

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



3 – The “Balance” will automatically recalculate the amount still owing, and the “Last pay activity” field will show the date you entered the payment. You can also change the “Monthly amount” from this screen, if necessary. The “Completed date” can be manually entered, but it is not necessary. This field will auto fill when the offense is terminated. The “Expiration date” cannot be changed here as it auto fills from the Max Date on the offense line. If this date is incorrect, it should be changed by support staff from the W/W Offenses screen.



NOTE: If the condition is completed prior to the offense expiring, you may manually enter the 'Completed date' field with the date of completion. This will remove the condition from the Edit Offender Data screen, and it will no longer be highlighted on the conditions screen, but it will still show on the Kardex.
NEVER change Trackable 'Y' to 'N' on Outcome Measure conditions REST, SC7, CMPF, and CSWK after the condition has been completed. CMIS is unable to report on the Outcome Measure data if the Trackable field has been changed to N.

4 – Pressing enter again will return you to the main Conditions screen. You can either select another condition, or return to the W/W Offenders Summary screen by pressing enter again or using F12=Cancel.

18.5.3 PAYMENT ENTRY ON A DISCHARGED RECORD:

Do not enter payments on records once the cycle has closed. The purpose of the condition outcome measure reports is to track what occurred DURING the course of supervision.

18.6 CONDITION DESCRIPTIONS

18.6.1 PROBATION SPECIAL CONDITIONS:

These conditions are to be used **ONLY** for cases that are under the jurisdiction of a county court. That includes Second Look cases, as they are also accountable to a court.

ADCO	ALC AND/OR DRUG EVAL AND/OR TX A&D EVAL/TX
	Undergo and participate in a substance abuse evaluation. Enter & successfully complete all recommended TX, including inpatient TX and aftercare. O shall abide by all rules & conditions of program. O shall be responsible for all fees.
ANGR	ANGER CONTROL COUNSELING ANGER CONTRO
	Enter & complete or be successfully discharged from an approved anger control counseling program. O shall abide by all rules & conditions of the program. O shall be financially responsible for all fees.
ANTA	ANTABUSE ANTABUSE
	Take Antabuse if medically able and if directed by the probation officer.
APOL	APOLOGY TO VICTIM APOLOGY TO V
	Complete a thoughtful and thorough letter of apology, to be forwarded to the victim per the court order.
CGED	COMPLETE GED COMPLETE GED
	Complete GED.
CMPF	COMPENSATORY FINE COMPENS FINE
	A compensatory fine is ordered to be paid to the county court of conviction, which will be disbursed to a listed person or entity. This fine should be paid in full before probation is allowed to expire.

COFO	COURT ORDERD FINANCE OBL –GC01 COURT ORDERD
	O shall pay court ordered fees & fines as outlined on the judgment. To include all Court Ordered Financial Obligations, except for Restitution and Compensatory Fines.
CSWK	COMMUNITY SERVICE WORK COMMUNITY SE
	Complete a specified amount of hours of Community Service work at the direction of the probation officer by a specified due date. These hours should be completed before probation is allowed to expire.
CURF	CURFEW CURFEW
	Comply with a curfew set by the court or probation officer.
DGCT	DRUG COURT DRUG COURT
	Attend and successfully complete Drug Court program. Abide by all program rules. O shall be responsible for program costs.
DIAE	Drug Impact Area Exclusion Drg Area Exc
	If the offender has a DIAE drug-based conviction and is arrested again in a DIAE zone, the PO is obligated to detain. Comply with any DIAE per the court order.
DVTX	DOMESTIC VIOL EVAL/TX DV VIOL/TX
	Enter & complete or be successfully discharged from approved DV TX program or BIP. O shall abide by all rules & conditions of the TX program. O shall be financially responsible for the evaluation fee and all TX costs.
ELHA	ELEC MON/HOUSE ARREST EMON/HS ARRS
	Participate in & successfully complete any electronic monitoring program ordered by court or PO. O is responsible for any fees. Abide by & successfully complete any non-electronically monitored house arrest as directed by court or PO.
EROI	Execute Release of Information Execute ROI
	Court orders the offender to sign any & all releases of information necessary for probation officer or the court to ensure Offender's compliance with any & all terms of probation.
FGWP	FORFEIT GUN/WEAPON FORFEIT GUN/
	Surrender and/or forfeit possession of all firearms and weapons as directed by the court or probation officer.
JAIL	JAIL DAYS JAIL
	Offender is ordered to serve a specified amount of days in jail as a condition of probation.
MHCT	MENTAL HEALTH COURT MENT HLTH CT
	Attend & successfully complete mental health court program. Abide by all program rules. O shall be responsible for program costs if applicable.
MHTX	MENTAL HEALTH EVAL/TX (GC15) MNTL EVAL/TX
	O shall undergo & participate in a mental health evaluation. Enter and successfully complete all recommended treatment, including any aftercare or follow-up care. O shall abide by all rules & conditions of the program.
MSDR	MISDMR TX SUCFL COMP PROB MISDMR TX SU
	a) Felony conviction may be reduced to a misdemeanor upon successful completion of probation if specified conditions have been met. OR b) O may request felony conviction be reduced to a misdemeanor if probation is completed successfully.
NABS	NOT ENTER ADULT BUSINESS NOT ENTER AD
	Offender may not enter adult sex-oriented business (i.e. strip club, adult book, video, or lingerie store).

NALC	NO ALCOHOL NO ALCOHOL
	Do not consume or possess alcoholic beverages.
NALE	NO ALCOHOL TO EXCESS NO ALCOHOL T
	Varies from County to County.
NAME	STATE TRUE NAME TRUE NAME
	Offender is ordered to use true name at all times.
NASN	NO ASSOCIATION/CONTACT NO ASSOC/CON
	Have no contact with listed persons or entities.
NCMF	NO CONTACT MINOR FEMALES NO CON MFEMA
	Have no contact with females under the age of 18.
NCMM	NO CONTACT MINOR MALES NO CON MMALE
	Have no contact with males under the age of 18.
NCMN	NO CONTACT MINOR NO CONTACT M
	Have no contact with persons under the age of 18.
NCVI	NO CONTACT VICTIM NO CONTACT V
	Have no direct, indirect, attempted, or third party contact with the listed victim(s). Also may include other restrictions per court order.
NDRG	NO DRUG PARAPHERNALIA NO DRUG PARA
	Do not use, possess, or attempt to use or possess, any drug paraphernalia.
NGAM	NO GAMBLING NO GAMBLING
	No gambling, no playing lottery games. Undergo an evaluation for gambling addiction if required by court or probation officer, and follow recommended treatment plan.
NOAC	NO ASSN W/KNOWN CRIMINAL NO ASSN CRIM
	Do not knowingly associate with persons who are known criminals outside of a treatment setting.
NOAD	NO ASSN W/DRUG USERS NO ASSN DRUG
	Do not associate with any persons known to use, sell, or possess illegal drugs or narcotics, outside of a treatment setting.
NOCD	NO CONTACT/CO-DEFENDANT NO CONTACT/C
	Have no direct or indirect contact with listed co-defendant(s).
NOCV	NO OFFENSIVE CONTACT VICTIM NO OFFCON VI
	Have no interactions with the victim that would be offensive to the victim's reasonable sense of personal dignity.
NOEA	NO ENTRY ALCOHOL SOLD NO ENTRY ALC
	Do not enter or frequent any establishment whose primary income is derived from the sale of alcoholic beverages except for employment purposes as approved by PO.
NOEC	NO ENTRY CHILDREN CONGRE NO ENTRY CHI
	May not be at places that are primarily for the enjoyment of persons under the age of 18 or where children are likely to congregate. Do not volunteer at or be involved with organizations which would place O in contact with persons under the age of 18.
NOED	NO ENTRY DRUGS KEPT/SOLD NO ENTRY DRU
	Do not frequent places where narcotics are unlawfully used, sold, or kept.
NOGA	NO ASSOCIATION/GANG MEMBERS NO ASSN GANG
	Do not knowingly associate with persons who are known to be gang members, outside of a treatment setting, nor possess gang paraphernalia.

NOIX	NO INTOXICANTS NO INTOX
	Do not use nor possess controlled substances or intoxicants except medication taken pursuant to a valid medical prescription.
NOLI	NO DRIVING W/O LIC/INSUR NO DRIV W/O
	Do not drive without a valid license or insurance.
NOMC	No Medical Marijuana Card No Med Marij
	Do not apply for or possess a medical marijuana card or act as a caregiver for any person who possesses a medical marijuana card.
NOMJ	NO MARIJUANA NO MARIJUANA
	Do not possess marijuana or enter into a dispensary. Do not consume or ingest medicinal or recreational cannabis products in any form.
NONT	NO INTERNET NO INTERNET
	Not possess or have access to a computer/tablet, smart phone/devices that can access the internet, an internet connection or accounts, without prior written approval of PO. Submit to search of equipment upon request of PO.
NOSC	NO SCANNERS NO SCANNERS
	Do not possess or utilize radio scanners without the written permission of the supervising officer.
NPCS	NOT USE OR POSSESS CONTRL SUBS NO CNTRL SUB
	Not use or possess controlled substances except pursuant to a medical prescription
NSXP	NOT USE/POS/SEX PARAPHERNALIA NOT USE/POS/
	Offender shall not view, listen to, own or possess any sexually stimulating visual or auditory materials that are relevant to the offender's deviant behaviors.
NUSA	NOT RE-ENTER USA ILLEGALY NOT RE-ENTER
	Do not re-enter the USA illegally.
OTHE	OTHER CONDITION OTHER CONDIT
OTHR	OTHER CONDITION OTHER CONDIT
OTH1	OTHER CONDITION OTHER CONDIT
OTH2	OTHER CONDITION OTHER CONDIT
OTH3	OTHER CONDITION OTHER CONDIT
OTH4	OTHER CONDITION OTHER CONDIT
PENT	PENITENTIARY/JAIL TOUR PEN/JAILTOUR
	Tour the correctional facility listed on the court order.
PKDV	DOMESTIC VIOLENCE PACKAGE DV PACKAGE
	Varies by county.
PKFC	FINANCIAL CRIMES PACKAGE FIN CRIME PK
	Varies by county.
PKGA	GANG PACKAGE GANG PACKAGE
	Varies by county.

PKID	IDENTITY THEFT PACKAGE ID THEFT PK
	Varies by county.
PKMH	MENTAL HEALTH PACKAGE MENT HLTH PK
	Varies by county.
PKRE	RESTITUTION PACKAGE REST PACKAGE
	Varies by county.
PKSO	SEX OFFENDER PACKAGE SEX OFF PK
	Varies by county.
PLET	PLETHYSMOGRAPH PLETHYSMOGRA
	Consent to and cooperate with plethysmographic assessment when deemed necessary by the therapist or the supervising officer. Be financially responsible for assessment fee.
POLY	POLYGRAPH POLYGRAPH
	Submit to polygraph testing as recommended by a therapist as part of treatment or monitoring, or at the direction of the supervising officer. Be financially responsible for the polygraph fee.
PRG1	PROGRAM PROGRAM
PRG2	PROGRAM PROGRAM
PRG3	PROGRAM PROGRAM
PRNT	PARENTING CLASSES PARENT CLASS
	Offender shall enter and successfully complete an approved parenting class and be responsible for any fees.
REST	RESTITUTION RESTITUTION
	Restitution is ordered to be paid to the county court of conviction, which will be disbursed to a listed person or entity. This amount should be paid in full before probation is allowed to expire.
RXDR	NOTIFY SUBSTANCE ABUSE B4 RX NOTIFY SUBS
	Offender is not to accept any prescribed medications without revealing his/her substance abuse history to the prescribing medical professional.
RXPO	Notify PO of all Prescriptions Notify PO RX
	Immediately notify probation officer of any prescribed medications.
SXTR	SEX OFFENDER EVAL/TREATMENT SEXOFF EV/TX
	Submit to SO eval. & successfully complete any recommended TX program & comply with all rules & requirements. Be responsible for eval fee and all TX costs. Do not transfer to a new TX program once started, unless approved by the supervising officer.
THTK	Theft/Property Class THFT PROP CL
	Enroll in and successfully complete an approved Theft Class. Provide proof of successful completion.
TRES	NO TRESPASS NO TRESPASS
	May not be present at or within a specified distance of the listed location(s).

VICP	VICTIM'S PANEL VICTIM'S PAN
	Attend a Victim/Survivor's Impact Panel and be financially responsible for any associated fee. Attend within a specified time frame if directed by the Court, provide proof of attendance.
WKCR	WORK CREW WORK CREW
	Offender is ordered to work a specified number of days on the county Work Crew in lieu of jail time.
WKRE	WORK RELEASE WORK RELEASE
	Inmates reside in a work-release ("restitution" or "community corrections") center, from which they may leave to work.
ZERC	ZERO TOLERANCE-SPECIFIC COND ZERO BY COND
	No structured sanctions allowed for specific conditions as ordered by the court.
ZERO	Zero Tolerance - No Sanction Zero-No Sanc
	No structured sanctions allowed. All violations must be returned to court.

18.6.2 PPS SPECIAL CONDITIONS:

These special conditions are to be used **ONLY** on PPS cases, either under the jurisdiction of the Board of Parole and Post-Prison Supervision or a Local Supervisory Authority.

SC1	SUBMIT TO MENTAL HEALTH EVAL SBMT MH EVAL
	Offender shall be evaluated by a mental health evaluator and follow all treatment recommendations.
SC2	PSYCH MEDICATION MONITORING PSYCH MONIT
	O shall continue medication rx'd prior to/at time of release from custody until otherwise directed by physician. At the direction of PO, offender shall undergo psychiatric eval and take meds recommended. Comply w/med monitoring program.
SC3	NO CONTACT WITH MINORS NO CON MINOR
	Without prior written approval of the PO, a prohibition against contacting a person under 18 years of age.
SC4	PROHIBITED LOCATION MINORS USE PROHIB LOCA
	Without prior written approval of PO, a prohibition against being present more than one time at/on property adjacent to place primarily intended for the use by persons under 18 years of age or places where they regularly congregate.
SC5	S/O POLYGRAPH TEST S/O POLYGRPH
	Offender shall submit to random polygraph tests as part of a sex offender surveillance program. Failure to submit to tests may result in return to custody. Specific responses to the tests shall not be the sole basis for return to custody.
SC6	SEX OFFENDER TREATMENT PROGRAM S/O TREATMNT
	Enter/complete/successfully discharge from recognized/approved SO TX at direction of PO, may include Polygraph/Plethysmograph. Abide by conditions of SO TX, prohibit sexually deviant materials/activities/behavior unless allowed by PO.
SC7	COURT ORDERED RESTITUTION RESTITUTION
	Offender shall pay court ordered restitution to the clerk of the court of the county of sentencing (ORS 137.106, OAR 255-065-0005).

SC8	SEX OFFENDER NOTIFICATION S/O NOTIFIC
	If required to report as SO under ORS 163A, report to State Police/Chief of Police/County Sheriff/supervising agency when supervision begins, with 10 days of a change in residence and once a year within 10 days of offender's date of birth.
SC9	NO INTOXICATING BEVERAGES NO INTOXICAT
	Offender shall not possess or use intoxicating beverages. (Used on PPS orders issued prior to 6/1/2022)
SC9	SC9A NO INTOX BEVERAGES/MARIJUANA NO ALC/MARIJ SC9B NO INTOXICATING SUBSTANCES NO INTOX SUB Note: Both SC9A & SC9B must be entered in CIS when SC9 is listed on a PPS order issued after 6/1/2022.
	Without prior written approval of the supervising officer, shall not possess or use intoxicating substances, including but not limited to alcohol, inhalants, or controlled substances (except pursuant to a medical prescription). (Used on PPS orders issued on or after 6/1/2022)
SC10	OTHER CONDITIONS AS LISTED OTHER COND
	Special conditions may be imposed that are not listed above when the Board of Parole and Post-Prison Supervision determines that such conditions are necessary. See examples listed on BOPPPS' List of All General and Special Conditions paper.
SC11	NO CONTACT WITH LISTED PEOPLE NO CNTCT OTH
	Offender shall have no contact direct or indirect with those listed below:
SC12	SEARCH PC/ELECTRONIC EQUIP SRCH PC/EQUP
	Consent to search of computer or other electronic equipment upon the request of the PO or their representative, if the PO has reasonable grounds to believe that evidence of a violation will be found.

18.6.3 AIP NON-PRISON LEAVE SPECIAL CONDITIONS:

These special conditions are to be used **ONLY** for specified cases during AIP Non-Prison Leave.

LV01	SUBMIT TO MENTAL HEALTH EVAL SBMT MH EVAL
	Offender shall be evaluated by a mental health evaluator and follow all treatment recommendations.
LV02	PSYCH MEDICATION MONITORING PSYCH MONIT
	O shall continue medication rx'd prior to/at time of release from custody until otherwise directed by physician. At the direction of PO, offender shall undergo psychiatric eval and take meds recommended. Comply w/med monitoring program.
LV03	NO CONTACT WITH MINORS NO CON MINOR
	Without prior written approval of the PO, a prohibition against contacting a person under 18 years of age.
LV04	PROHIBITED LOCATION MINORS USE PROHIB LOCA
	Without prior written approval of PO, a prohibition against being present more than one time at/on property adjacent to place primarily intended for the use by persons under 18 years of age or places where they regularly congregate.

LV05	S/O POLYGRAPH TEST S/O POLYGRPH
	Offender shall submit to random polygraph tests as part of a sex offender surveillance program. Failure to submit to tests may result in return to custody. Specific responses to the tests shall not be the sole basis for return to custody.
LV06	SEX OFFENDER TREATMENT PROGRAM S/O TREATMNT
	Enter/complete/successfully discharge from recognized/approved SO TX at direction of PO, may include Polygraph/Plethysmograph. Abide by conditions of SO TX, prohibit sexually deviant materials/activities/behavior unless allowed by PO.
LV07	COURT ORDERED RESTITUTION RESTITUTION
	Offender shall pay court ordered restitution to the clerk of the court of the county of sentencing (ORS 137.106, OAR 255-065-0005).
LV08	SEX OFFENDER NOTIFICATION S/O NOTIFIC
	If required to report as SO under ORS 163A, report to State Police/Chief of Police/County Sheriff/supervising agency when supervision begins, with 10 days of a change in residence and once a year within 10 days of offender's date of birth.
LV09	NO INTOXICATING BEVERAGES NO INTOXICAT
	Offender shall not possess or use intoxicating beverages. (Used on AIP conditions issued prior to 6/1/2022)
LV09	LV9A NO INTOX BEVERAGES/MARIJUANA NO ALC/MARIJ LV9B NO INTOXICATING SUBSTANCES NO INTOX SUB Note: Both LV9A & LV9B must be entered in CIS when LV09 is listed as a condition of AIP issued after 6/1/2022.
	Without prior written approval of the supervising officer, shall not possess or use intoxicating substances, including but not limited to alcohol, inhalants, or controlled substances (except pursuant to a medical prescription). (Used on AIP conditions issued on or after 6/1/2022)
LV10	OTHER CONDITIONS AS LISTED OTHER COND
	Special conditions may be imposed that are not listed above when the Board of Parole and Post-Prison Supervision determines that such conditions are necessary. See examples listed on BOPPP's List of All General and Special Conditions paper.
LV11	NO CONTACT WITH LISTED PEOPLE NO CNTCT OTH
	Offender shall have no contact direct or indirect with those listed below:
LV12	SEARCH PC/ELECTRONIC EQUIP SRCH PC/EQUP
	Consent to search of computer or other electronic equipment upon the request of the PO or their representative, if the PO has reasonable grounds to believe that evidence of a violation will be found.

18.6.4 SHORT-TERM TRANSITIONAL LEAVE SPECIAL CONDITIONS:

These special conditions are to be used **ONLY** for specified cases during Short-term Transitional Leave (STTL).

ST01	SUBMIT TO MENTAL HEALTH EVAL SBMT MH EVAL
	Offender shall be evaluated by a mental health evaluator and follow all treatment recommendations.

ST02	PSYCH MEDICATION MONITORING PSYCH MONIT
	O shall continue medication rx'd prior to/at time of release from custody until otherwise directed by physician. At the direction of PO, offender shall undergo psychiatric eval and take meds recommended. Comply w/med monitoring program.
ST03	NO CONTACT WITH MINORS NO CON MINOR
	Without prior written approval of the PO, a prohibition against contacting a person under 18 years of age.
ST04	PROHIBITED LOCATION MINORS USE PROHIB LOCA
	Without prior written approval of PO, a prohibition against being present more than one time at/on property adjacent to place primarily intended for the use by persons under 18 years of age or places where they regularly congregate.
ST05	S/O POLYGRAPH TEST S/O POLYGRPH
	Offender shall submit to random polygraph tests as part of a sex offender surveillance program. Failure to submit to tests may result in return to custody. Specific responses to the tests shall not be the sole basis for return to custody.
ST06	SEX OFFENDER TREATMENT PROGRAM S/O TREATMNT
	Enter/complete/successfully discharge from recognized/approved SO TX at direction of PO, may include Polygraph/Plethysmograph. Abide by conditions of SO TX, prohibit sexually deviant materials/activities/behavior unless allowed by PO.
ST07	COURT ORDERED RESTITUTION RESTITUTION
	Offender shall pay court ordered restitution to the clerk of the court of the county of sentencing (ORS 137.106, OAR 255-065-0005).
ST08	SEX OFFENDER NOTIFICATION S/O NOTIFIC
	If required to report as SO under ORS 163A, report to State Police/Chief of Police/County Sheriff/supervising agency when supervision begins, with 10 days of a change in residence and once a year within 10 days of offender's date of birth.
ST09	NO INTOXICATING BEVERAGES NO INTOXICAT
	Offender shall not possess or use intoxicating beverages. (Used on STTL conditions issued prior to 6/1/2022)
ST09	ST9A NO INTOX BEVERAGES/MARIJUANA NO ALC/MARIJ ST9B NO INTOXICATING SUBSTANCES NO INTOX SUB Note: Both ST9A & ST9B must be entered in CIS when ST09 is listed as a condition of STTL issued after 6/1/2022.
	Without prior written approval of the supervising officer, shall not possess or use intoxicating substances, including but not limited to alcohol, inhalants, or controlled substances (except pursuant to a medical prescription). (Used on STTL conditions issued on or after 6/1/2022)
ST10	OTHER CONDITIONS AS LISTED OTHER COND
	Special conditions may be imposed that are not listed above when the Board of Parole and Post-Prison Supervision determines that such conditions are necessary. See examples listed on BOPPP's List of All General and Special Conditions paper.
ST11	NO CONTACT WITH LISTED PEOPLE NO CNTCT OTH
	Offender shall have no contact direct or indirect with those listed below:
ST12	SEARCH PC/ELECTRONIC EQUIP SRCH PC/EQUP
	Consent to search of computer or other electronic equipment upon the request of the PO or their representative, if the PO has reasonable grounds to believe that evidence of a violation will be found.

18.6.5 GENERAL CONDITIONS:

All offenders on all types of supervision are subject to Oregon's general conditions, with a few noted distinctions.

Oregon's general conditions were updated in 2022. The following is a list of the general conditions that were in place prior to the passing of SB 1510. They remain in effect for:

- Probation sentences, conditional discharges, and diversions with a start date prior to 3/23/2022
- Incoming Compact cases with an Oregon supervision begin date prior to 3/23/2022
- PPS, STTL, and AIP sentences that began prior to 6/1/2022 (unless updated orders have been issued after 6/1/2022)

GC01	PAY COURT ORDERED FEES, FINES PAY FEE/FINE
	Pay supervision fees, fines, restitution or other fees ordered by the court or the Board.
GC02	NO USE OR POSSESS CONTROL SUBS NO CONT SUBS
	Not use or possess controlled substances except pursuant to a medical prescription.
GC03	SUBMIT TO BREATH/URINE TESTS SUBMIT TESTS
	Submit to testing for controlled substance, cannabis or alcohol use if the offender has a history of substance abuse or if there is a reasonable suspicion that the offender has illegally used alcohol or controlled substances.
GC04	PARTICIPATE SUB ABUSE EVAL SUB ABUSE EV
	Participate in a substance abuse evaluation/TX/aftercare as directed by the supervising officer and follow the recommendations of the evaluator/TX provider if there are reasonable grounds to believe there is history of substance abuse.
GC05	REMAIN IN OREGON REMAIN OR
	Remain in the State of Oregon until written permission to leave is granted by the Department of Corrections or a county community corrections agency. ***BOPPPS- Offender automatically waives extradition if O absconds and leaves the State.
GC06	FIND/MAINTAIN GAINFUL EMPLMT GAINFUL EMPL
	If physically able, find and maintain gainful full-time employment, approved schooling, or a full-time combination of both. ***Probation*** (Additional language) Waiver of requirement must be based on a finding by the court stating the reasons for the waiver.
GC07	NO CHANGE EMPLOYMENT/ADDRESS NO CHG EM/AD
	Change neither employment nor residence without prior permission from the Department of Corrections or a county community corrections agency.
GC08	PERMIT VISIT WORK OR HOME VST WRK/HOME
	Permit the supervising officer to visit the offender or the offender's residence or work site, and to conduct a walk-through of the common areas and of the rooms in the residence occupied by or under the control of the offender.

GC09	SEARCH CLAUSE SEARCH CLAUS
	Consent to search person/vehicle/premises at request of PO or representative if PO has reasonable grounds to believe evidence of violation will be found, submit to fingerprinting or photographing when requested for supervision purposes.
GC10	OBEY ALL LAWS OBEY LAWS
	Obey all laws, municipal, county, state, and federal.
GC11	ANSWER ALL QUESTIONS TRUTHFUL ANSWER QUEST
	Promptly and truthfully answer all reasonable inquiries by the Department of Corrections or a county community corrections agency.
GC12	NO WEAPONS POSSESSION NO WEAPONS
	Not possess weapons, firearms or dangerous animals.
GC13	REPORT/ABIDE BY DIRECTION PO RPT TO PO
	Probation Report as required and abide by the direction of the supervising officer. ***Board/LC PPS, AIP, & STTL*** Report as directed. (Effective on Orders of supervision or release to leave issued on or after 12/1/18.)
GC14	SEX OFFENDER TREATMENT/POLY SEX OFF TX
	Probation only If recommended by PO, successfully complete sex offender TX approved by PO and submit to polygraph if currently under supervision or previously convicted of sex crimes ORS 163.305-163.467 or like crime committed in another jurisdiction.
GC15	MENTAL HEALTH EVALUATION MENTAL HLTH
	Probation only Participate in a mental health evaluation as directed by the supervising officer and follow the recommendation of the evaluator.
GC16	SEX OFF REPORTING INSTRUCTIONS SEX OFF RPT
	Probation only If required to report as SO under ORS 163A.015, report with State/city/county police or supervising agency: When supervision begins; w/in 10 days of residence change; w/in 10 days of DOB; w/in 10 days working/attending higher education.
GC17	SUBMIT TO RISK/NEEDS ASSESSMNT RISK/NEEDS A
	Submit to a risk and needs assessment as directed by the supervising officer and follow reasonable recommendations resulting from the assessment.
GC18	ABIDE BY DIRECTIVE/COUNSEL ABIDE DIRECT
	Board/LC PPS, AIP, & STTL Only (Effective on Orders of Supervision or releases to Leave on/after 12/1/18) Be under supervision of the DOC and its representatives or other supervisory authority and abide by their direction and counsel.

****

The following updated general conditions are in effect for:

- Probation sentences, conditional discharges, and diversions with a start date on or after 3/23/2022
- Incoming Compact cases with an Oregon supervision begin date on or after 3/23/2022
- PPS, STTL, and AIP sentences that began on or after 6/1/2022
- PPS, STTL, and AIP sentences that began prior to 6/1/2022, but updated orders were issued after 6/1/2022

GCa	PAY COURT ORDERED FEES/FINES PAY FEE/FINE
	Pay fines, restitution or others ordered by the court or the Board.
GCb	SUBMIT TO BREATH/URINE TEST SUBMIT TEST
	Submit to testing for controlled substance, cannabis or alcohol use if the offender has a history of substance abuse or if there is a reasonable suspicion that the offender has illegally used alcohol or controlled substances.
GCc	PARTICIPATE IN SUB ABUSE EVAL SUB EVAL
	Participate in a substance abuse evaluation/TX/aftercare as directed by the supervising officer and follow the recommendations of the evaluator/TX provider if there are reasonable grounds to believe there is history of substance abuse.
GCd	REMAIN IN OREGON REMAIN OR
	Remain in the State of Oregon until written permission to leave is granted by the Department of Corrections or a county community corrections agency. BOPPPS- Offender automatically waives extradition if O absconds and leaves the State.
GCe	NOT CHANGE RESIDENCE NOT CHN RES
	Not change residence without prior permission from the Department of Corrections or a county community corrections agency and inform the parole and probation officer of any change in employment.
GCf	PERMIT VISIT WORK OR HOME VISIT WRK/HM
	Permit the parole and probation officer to visit the offender or the offender's residence or work site, and to conduct a walk-through of the common areas and of the rooms in the residence occupied by or under the control of the offender.
GCg	SEARCH CLAUSE SEARCH CLAUS
	Consent to search of person/vehicle/premises at request of PO or rep if PO has reasonable grounds to believe evidence of violation will be found, submit to fingerprinting or photographing when requested for supervision purposes.
GCh	OBEY ALL LAWS OBEY ALL LAW
	Obey all laws, municipal, county, state, and federal, and in circumstances in which state and federal law conflict, obey state law.
GCi	ANSWER ALL QUESTIONS TRUTHFUL ANSWER QUEST
	Promptly and truthfully answer all reasonable inquiries by the Department of Corrections or a county community corrections agency.
GCj	NO WEAPONS POSSESSION NO WEAPONS
	Not possess weapons, firearms or dangerous animals.
GCk	REPORT/ABIDE BY DIRECTION PO RPT TO PO
	Report as required and abide by the direction of the supervising officer. ***Board/LC PPS, AIP, & STTL*** "Report as directed" effective on Orders of supervision or release to leave issued on or after 12/1/18.
GCL	SEX OFFENDER TREATMENT/POLY SEX OFF TX
	If recommended by PO, successfully complete sex offender TX approved by PO and submit to polygraph if currently under supervision or previously convicted of sex crimes ORS 163.305-163.467 or like crime committed in another jurisdiction.
GCm	MENTAL HEALTH EVALUATION MENTAL HLTH
	Participate in a mental health evaluation as directed by the supervising officer and follow the recommendation of the evaluator.

GCn	SEX OFF REPORTING INSTRUCTIONS SEX OFF RPT
	If required to report as SO under ORS 163A.015, report with State/city/county police or supervising agency: When supervision begins; w/in 10 days of residence change; w/in 10 days of DOB; w/in 10 days working/attending higher education.
GCo	SUBMIT TO RISK/NEEDS ASSESSMEN RISK/NEEDS
	Submit to a risk and needs assessment as directed by the supervising officer and follow reasonable recommendations resulting from the assessment.
GCp	ABIDE BY DIRECTIVE/COUNSEL ABIDE DIRECT
	Board/LC PPS, AIP, & STTL Only (Effective on Orders of Supervision or releases to Leave on/after 12/1/18) Be under supervision of the DOC and its representatives or other supervisory authority and abide by their direction and counsel.

Note: The language in the condition descriptions above is taken from the long descriptions for each condition in CIS. For the exact statutory language for General Conditions, refer to ORS 137.540 for probation and ORS 144.102 for PPS.

OPS CHAPTER 19 – Substance Abuse Tracking

The Substance Abuse Tracking Module replaced the previous UA log in order to expand it to include all forms of substance abuse tracking and includes information gathering.

19.1 Creating a New Record

This module is accessed using option 9 (SAT log) from your caseload, (Work With Offenders Summary).

```
CMS203I             Corrections Information Systems (TEST)              9:37:53
 CUMMINSL                 Work with Offenders Summary                    9/30/08

 Caseload number . . . 9161  BOYER, ANGELA
                                       Position to . . .
 Enter option...
   2=Change   4=Remove from caseload   5=Display   6=Print chrono   7=DNA req.
   8=History  9=SAT log   12=Condition tracking    13=Treatment programs
Opt Offender Name              SID#    Expir Date Cls  Reass Due Status P/S DNA
    TEST, OFFENDER1            12345601  5/05/2010 LOW 11/14/2008 PR      P
  9 TEST, OFFENDER2            12345602  7/16/2011 LTD  1/28/2009 PR      P
    TEST, OFFENDER3            12345603  5/22/2009 HI  11/27/2008 PO      P
    TEST, OFFENDER4            12345604 10/24/2009 HI   2/05/2009 PR      P
    TEST, OFFENDER5            12345605 12/02/2009 LOW 12/10/2008 PR      P
    TEST, OFFENDER6            12345606 11/13/2010 MED  1/23/2009 PO      P
    TEST, OFFENDER7            12345607  8/04/2011 MED  3/02/2009 PR      P
    TEST, OFFENDER8            12345608 10/05/2009 LOW  1/08/2009 PR      P
    TEST, OFFENDER9            12345609 12/24/2009 LTD 12/30/2008 PR      P
    TEST, OFFENDER0            12345610 11/07/2009 LOW  2/18/2009 PR      P
    TEST, OFFENDERX            12345611  8/14/2009 HI   2/19/2009 PO      P
                                                                       More...
 F3=Exit   F4=Prompt   F5=Refresh   F6=Add offender   F10=Print   F11=Menu bar
 F12=Cancel            F13=Repeat   F17=Subset   F19=Summary   F23=More options
```

Choosing option 9 takes you to the this screen

```
CMS300I             Corrections Information Systems (TEST)              9:57:33
 CUMMINSL                   Substance Abuse Tracking                     9/30/08

 Offender........ 12345601 TestTest, Offender
 Current status.. Probation
                  POLK Polk County Community Correcti

 Position to sample date.
 Enter option... 2=Change    5=Display    A B B C M O P T X
                 N=Notes     A=Audit      L A E O E P C H N
 Opt Sample    Result     Reas Type Sts   C R N C T I P C O          Cmnt Audt
     Date      Date                       O B Z A H A     S          Note Loca
     8/29/2008  8/29/2008                       - - -   -               POLK
     8/11/2008  8/11/2008                       - - -   -               POLK
     8/07/2008  8/07/2008                       - - -   -               POLK
     7/30/2008  7/30/2008                       - - -   -               POLK
     7/24/2008  7/25/2008                       - - -   -               POLK
     7/08/2008  7/08/2008                       - - -   -               POLK
     6/19/2008  6/19/2008                       - - -   -               POLK
                                                                      More...

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

To create a new record, key F6=Create, which will take you to the following screen.

```
CMS301I             Corrections Information Systems (TEST)             9:58:50
 CUMMINSL               Substance Abuse Tracking                        9/30/08
                                                                 Create
 Offender....... 12345601 TestTest, Offender
 Current status. Probation
                  POLK Polk County Community Correcti
 Reason...... COND         Type........ UA             Status.... SUBM
 Sample date.  9/30/2008   Result date.                Creat lvl.

 Taken by First Lee                Last... Cummins
1=Select   2=Positive   3=Negative   5=Abnormal
   Code Drug/Alcohol                  R Comment
   ALCO Alcohol
   BARB Barbiturates
   BENZ Benzodiazopine
   COCA Cocaine
   METH Meth
   OPIA Opiates
   PCP  PCP
   THC  THC
                                                                      Bottom
 F5=Refresh   F12=Cancel
```

19.2 Reason, Type and Status Codes

These are the options available for each code type that can be accessed using F4. To obtain the long description, choose a code and F4 again.

Reason		Type		Status	
ADMI	Offender Admission	BLD	Blood	DILU	Dilute
BASE	Base Line	BRTH	Breathalyzer	EXCU	Excused
COND	Condition of Supervision	N/A	Not Applicable	HELD	Sample held
HIST	History Prior to Supervision	SWAB	Swab	INVL	Invalid
PROG	Program requirement	UA	Urinalysis	LEAK	Leaked
PROX	Professional Collateral	UAIN	UA Instant	LOST	Lost
SUSP	Suspicion			MEDI	Medical Abnormal
				N/A	Not Applicable
				REFU	Refused
				SUBM	Submitted
				XNOS	No Show

Below are examples of the type and status codes to be used with the listed reason codes:

Reason	Type	Status
ADMI Offender Admission	N/A Not Applicable	N/A Not Applicable

Comments- Client admits to using selected substances while on supervision. No sample was taken with no status.

BASE Base Line	UA	Urinalysis	DILU	Dilute
	UAIN	UA Instant	INVL	Invalid
			LEAK	Leaked
			LOST	Lost

Comments- Initial test from which future tests are compared to.

Reason	Type		Status	
COND Condition of Supervision	UA	Urinalysis	DILU	Dilute
	BRTH	Breathalyzer	HELD	Sample held
	SWAB	Swab	INVL	Invalid
	BLD	Blood	LOST	Lost
	UAIN	UA Instant	MEDI	Med Abnormal
			SUBM	Submitted
			REFU	Refused
			XNOS	No Show
			LEAK	Leaked

Comments- Sample taken as a condition of supervision.

Reason	Type		Status	
HIST History Prior to Supervision	N/A Not Applicable		N/A Not Applicable	
PROG Program requirement	UA	Urinalysis	DILU	Dilute
	BRTH	Breathalyzer	HELD	Sample held
	SWAB	Swab	INVL	Invalid
	BLD	Blood	LEAK	Leaked
	UAIN	UA Instant	LOST	Lost
			MEDI	Med Abnormal
			SUBM	Submitted
			REFU	Refused
			XNOS	No Show

Comments- As a condition of treatment requirements or treatment provider directive.

Reason	Type	Status
PROX	***Professional Collateral*** N/A Not Applicable	N/A Not Applicable

Comments- Information from a professional collateral source that illustrates or provides evidence of substance abuse.

Example: receiving a police report illustrating that client was under the influence of a particular substance.

Example: receiving a call from police, reporting that client is under the influence of a particular substance.

Example: receiving information from DHS that client tested positive for a particular substance.

Example: Received information from a treatment provider that client has used a particular substance.

SUSP Suspicion	UA	Urinalysis	DILU	Dilute
	BRTH	Breathalyzer	HELD	Sample held
	SWAB	Swab	INVL	Invalid
	BLD	Blood	LEAK	Leaked
	UAIN	UA Instant	LOST	Lost
			EDI	Med Abnormal
			SUBM	Submitted
			REFU	Refused
			XNOS	No Show

Comments- Testing for reasonable suspicion of substance use.

OPS CHAPTER 20 – Reports

(Email SOON group for reports manual if you are looking for additional reports.)

20.1 INSTITUTION MISCONDUCT REPORTS

Step 1 – On selection line in DOC, type MENU INCOUNS, press enter. This will take you to the 'Counselor Menu' screen.

```
CCSUPPORT              Corrections Information Systems                13:15:22
 MCCARTHY                        CC Support Menu                        8/24/05
Select one of the following:

    1. Offender Information           ¦
                                      ¦
                                      ¦
    3. Admissions                     ¦
    4. CC Release Process             ¦
    5. CC Court Orders Process        ¦
    6. CC Support Data Entry/Update   ¦
                                      ¦
    8. CC Abscond Return Process      ¦
    9. CC Transfer Process            ¦
   10. CC Change Primary Caseload     ¦
                                      ¦
   11. W/W Risk Assessments           ¦
   12. W/W Sex Offender Assessments   ¦
                            More...

 Selection: MENU INCOUNS                      Job:

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

Step 2 – On selection line type 19, press enter. This will bring up the 'W/W inmate Misconduct' screen.

```
INCOUNS                Corrections Information Systems                13:17:29
 MCCARTHY                         Counselor Menu                        8/24/05
Select one of the following:

   14. 1206 Transfer/Rel Log Process  ¦
   15. 1206 Transfers Requests        ¦
   16. Call-Outs by Institution       ¦
   17. W/W Relationships by Location  ¦
   18. W/W Relationships by Inmate    ¦
   19. W/W Misconduct by Inmate       ¦
   21. W/W Visitor todo list          ¦
   22. W/W Criminogenics              ¦
   24. W/W Caseload Definitions       ¦
   30. W/W ALL Offender Wait List     ¦
   31. W/W Offender Wait List         ¦
   32. Sex Offender Work Crew Screen  ¦
   35. W/W Notifiers                  ¦
   39. Inmate List (Alpha or Unit)    ¦
                            More...

 Selection:                                   Job:

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

Step 3 – Type in the offender's SID number, press enter. This will bring up the offender.

```
Offender........ 12345678 Test, Offender
 Location:        SRCI        Cell Number:    DSB01B  Major RV - 4 Years:     2
 Max Incarc Date:  8/23/2019  PRD: 08/23/2019         Major RV - 1 Year:      2
 Est Stat GT:                 Est earned time:
 Est Extra GT:
                                              Position to:
 Enter option...
   5=Display    R=Review F of F                        Found rules only
 Opt  Prelim Ord Case Nbr        Rule    Lvl    Description  Hearing Ofcr Status
       8/19/2005 0508 M 041 M 05 2A(F) 3 MAJR   Assault I    Myers, R     SUPR
       8/16/2005 0508 M 011 M 05 4N    1 MAJR   Un Org I     Myers, R     SUPR
       7/12/2005 0507 M 063 M 00 1C    1 MINR   Prop II      Adjudicator  FNL









                                                                        Bottom
 F3=Exit       F4=Prompt   F5=Refresh   F10=Print    F11=Menu    F12=Cancel
 F13=Repeat    F16=Change view
```

Step 4 – Tab down to the entry you want to review, put an R on the option line and press enter to review the report.

```
MTA200I               Corrections Information Systems               13:19:24
 MCCARTHY                   W/W Inmate Misconduct                     8/24/05

 Offender........ 12345678 Test, Offender
 Location:        SRCI        Cell Number:    DSB01B  Major RV - 4 Years:     2
 Max Incarc Date:  8/23/2019  PRD: 08/23/2019         Major RV - 1 Year:      2
 Est Stat GT:                 Est earned time:
 Est Extra GT:
                                              Position to:
 Enter option...
   5=Display    R=Review F of F                        Found rules only
 Opt  Prelim Ord Case Nbr        Rule    Lvl    Description  Hearing Ofcr Status
 R     8/19/2005 0508 M 041 M 05 2A(F) 3 MAJR   Assault I    Myers, R     SUPR
       8/16/2005 0508 M 011 M 05 4N    1 MAJR   Un Org I     Myers, R     SUPR
       7/12/2005 0507 M 063 M 00 1C    1 MINR   Prop II      Adjudicator  FNL









                                                                        Bottom
 F3=Exit       F4=Prompt   F5=Refresh   F10=Print    F11=Menu    F12=Cancel
 F13=Repeat    F16=Change view
```

Step 5 – To print all reports, put an R on all entries and press F10 to print. Press F3 twice to return to the counselor's menu. Press F12 to return to your Menu.

```
MTA218I               Corrections Information Systems               13:22:03
 MCCARTHY                  Display Misconduct Report                  082405

 --------------------------------------------------------------------------------

 MTA201BR          Corrections Information Systems (DEVL400)          8/24/05
 MCCARTHY               Disciplinary Hearing Unofficial Copy        13:22:03
                  Findings of Fact, Conclusions, and Order           Page   1
 Name: Test, Offender                  SID#: 12345678     Case#: 0508 M041 M05
 Date(s) of Hearing: 08/08/2005
 Tape#(s): 05-121-A-099
 RULES CHARGED AND PLEA:
 #2A   Assault I      Plea DENY
 #2D   Disrespct I    Plea ADMT
 #4A   Disobed I      Plea ADMT
 #4L   Un Area I      Plea ADMT
 Procedural Points
  Inmate received a copy of the Misconduct Report, Notice of
  Hearing, Notice of Inmate Rights in a hearing and Rules of
  Prohibited Conduct.  The inmate acknowledged understanding
                                                                      More...
 F3=Exit   F11=Menu bar
 F12=Cancel   F14=Comments
```

20.2 HOW TO PRINT TOTAL OFFICE CASELOAD REPORTS

This is done per your county policy

The below is done at the end of each month for the following month or per your county policy.

Step 1 –From the Main Menu type a 23 on selection line, press enter. This will take you to the 'CC Reports Menu'.

```
CCSUPPORT              Corrections Information Systems                 7:42:36
 MCCARTHY                        CC Support Menu                        8/25/05
Select one of the following:

   13. W/W Sanctions                    ¦
   14. Offender Remarks   (old CF9)     ¦
   15. PSI Menu                         ¦
   16. W/W Supervision Fees             ¦
   17. Kardex/Face Sheet Print Option   ¦
   18. Employee Maintenance Changes     ¦
   19. ID#/Caseload Maintenance         ¦
   20. W/W Red Tags                     ¦
   21. W/W Housing History              ¦
   22. W/W Caseloads                    ¦
   23. CC Reports Menu                  ¦
                                        ¦
   24. Office Calendar                  ¦
   25. W/W Offender Designators         ¦                                  ¦
                             More...

 Selection:                                  Job:

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

Step 2 - Type a 4 on selection line, press enter. This will take you to the 'Total Office Reports Menu'.

```
CCRPTS                 Corrections Information Systems                 7:47:30
 MCCARTHY                        CC Reports Menu                        8/25/05
Select one of the following:

    1. Management Statistics            ¦
    2. PPO Special Reports              ¦
    3. Structured Sanction Reports      ¦
    4. Total Office Reports             ¦
    5. Fee System Reports               ¦
                                        ¦
                                        ¦
   90. Signoff                          ¦
                                        ¦
                                        ¦
                                        ¦
                                        ¦
                                        ¦
                                        ¦
                             Bottom

 Selection:                                  Job:

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

20.2.1 Parole Officer Caseload Report #7

Type 7 on selection line, this will take you to the Parole Officer Caseload Report screen, tab to the 'Print Now' field, change the 'N' to a 'Y' to have report print now, press enter. If you want report to print over night, just press enter. Press F12 to return to Total Office Reports Menu.

Give to PO's or per your county's policy.

```
CMS587BP               Corrections Information Systems                 7:54:17
 MCCARTHY                Parole Officer Caseload Report                  8/25/05
                         With or Without Offenses Listed

 Type choices, press Enter.
   Location. . . . . . COMM   Code, F4 to prompt
   Caseload. . . . . . *ALL   *ALL, Number, F4 to prompt
   Subset by:
      Current Status . .  *ALL        *ALL, F4 to prompt
      Outcount Reason. .  NONE        *ALL, NONE, ONLY, F4 to prompt
      Major crime class.  *ALL        *ALL, FEL, MISD
      Gender . . . . . .  A           A, M, F, O
      Race . . . . . .  *ALL        *ALL, race, F4 to prompt
      ORS abbreviation .  *ALL        *ALL, NONE, F4 to prompt
      Sentence type. . .  *ALL        *ALL, F4 to prompt
      Sentences. . . . .  *ALL        *ALL, MAJ
   OR use
      Research Standard.  *NO         *YES, *NO

   Print now . . . . . .  N   Y = Now, N = Overnight

 F4=Prompt   F5=Refresh   F12=Cancel   Enter=Print
```

NOTE: If you only want one PO's caseload report, then tab to the 'caseload' field and enter the specific PO's caseload number. The other fields are different ways of sub-setting the report to meet your offices specific needs. Use F4=Prompt to see the different options available.

20.2.2 Expiration Report

Type 1 on selection line, press enter. This will take you to the Parole/Probation Expiration screen. Tab to the 'Report Date Range Through' fields enter month and year that you are requesting; tab down to the caseload field, type in PO caseload number; tab down to print option field and type in '1' this will make the report print immediately. Tab back to the caseload field and repeat for each PO number for your office. Press F12 to return to Total Office Reports Menu. Distribute per your county policy.

```
CMS543BP              Corrections Information Systems                 7:58:35
 MCCARTHY                Parole/Probation Expiration                   8/25/05
Type choices, press Enter.

      Location . . . . . .   COMM      Code, F4 Prompt

      Report Date Range. . .
                through. . .
      Caseload . . . . . .   *ALL      *ALL, Code, F4 Prompt

      Outcount Reason. . . .   *ALL      *ALL, NONE, ONLY, Code, F4 Prompt

      Print Option . . . . .   1         1=Now, 2=Overnight

      F4=Prompt        F12=Cancel     Enter=Print
```

20.2.3 Temporary SID Number Report

Type 4 on selection line, press enter. This will take you to the Temporary SID numbers screen, press enter to print report. If you want to include abscond offenders, then tab down to the With Absconders field and type a 'Y', press enter to print report. Press F12 to return to Total Office Reports Menu.

A – Go to WebLEDS and run a QH to check for SID #. If no SID #, disregard.

B – If there is a SID #, print CCH, go to ID#/Caseload Maintenance #19 from Main Menu, put a '1' on the selection line, press enter. This will take you to the Offender Data Change Utility screen. Enter the temporary SID # of offender (Block #), press enter. Tab down to the ID Number/SID field and enter the SID # from the CCH you just ran, press enter. F3 twice to return to the Main Menu.

C – Go to WebLEDS and enter EPR. If offender is on abscond, RTP should be entered as ABS.

```
CMS546BP              Corrections Information Systems                 8:08:54
 MCCARTHY                   Temporary SID Numbers                      8/25/05

 Type choices, press Enter.

   Location. . . . . . . . COMM Community Corrections

   With Absconders. . . .  N




 F4=Prompt    F5=Refresh    F12=Cancel
```

20.2.4 Expected Arrival / Released but Not Admitted Report

Type 3 on selection line, press enter. This will take you to the Expected Arrivals and Released. Not Admitted Reports screen. Tab down to Report Type, type in a '1' for the Expected Arrivals Report and a '2' for the Released but Not Admitted Report, then tab down to the Display/Print field, type in a '1' to display report or type a '2' to print report, press enter. Press F12 to return to Total Office Reports Menu.

A – For cases transferred to your office from another office, check tracking system to see who offender is assigned to. Go to the Movement History/Maintenance screen, check date of transfer. If the transfer date is over 2 weeks, ask PO if they have received file. If PO has file, ask them to return it to you so you can process the admission to your office.

B – For cases released from an institution, check tracking system to see who offender is assigned to and admit offender to your office. Go to Print Parole Orders #48 on Main Menu and print order. Review W/W Court Orders screen, make any corrections needed. Make label and give all to PO.

```
CMS545BP              Corrections Information Systems                 8:11:33
 MCCARTHY      Expected Arrivals and Released/Not Admitted Reports      8/25/05

 Type choices, press Enter. Print one report at a time.

 Location . . . COMM Community Corrections

 Report Type. .      1. Expected Arrivals
                     2. Released but Not Admitted

 Display/Print. 1    1. Display
                     2. Print Now



 F4=Prompt   F12=Cancel
```

20.2.5 Office Supv/Distribution Report

Refer to Supervision Fee Manual.

20.2.6 Second Look Offender Report

Type 16 on selection line, press enter. This will take you to the Second Look Offender Report. Press enter to print report.

```
OPS540BP              Corrections Information Systems                 8:18:29
 MCCARTHY               Second Look OYA Report Prompt                   8/25/05

 Type choices, press Enter.

   Location. . . . . .  COMM  *ALL for all locations

   Primary Caseload. . . .  *ALL  *ALL for all caseloads

   Type of report. . . . .  C (I)nstitution or (C)ommunity Corr.
```

20.3 SIS REPORT

This is done per your county's policy

Step 1 – From Main Menu, type 23 (CC Report Menu) on selection line, press enter. This will take you to the 'CC Reports Menu'.

```
CCSUPPORT              Corrections Information Systems                13:37:22
 MCCARTHY                        CC Support Menu                        8/24/05
Select one of the following:

   13. W/W Sanctions                    ¦
   14. Offender Remarks   (old CF9)     ¦
   15. PSI Menu                         ¦
   16. W/W Supervision Fees             ¦
   17. Kardex/Face Sheet Print Option   ¦
   18. Employee Maintenance Changes     ¦
   19. ID#/Caseload Maintenance         ¦
   20. W/W Red Tags                     ¦
   21. W/W Housing History              ¦
   22. W/W Caseloads                    ¦
   23. CC Reports Menu                  ¦
                                        ¦
   24. Office Calendar                  ¦
   25. W/W Offender Designators         ¦                                    ¦
                              More...

 Selection:                                  Job:

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

Step 2 – From the 'CC Reports Menu' type a 4 on the selection line, press enter. This will take you to the 'Total Office Reports Menu'.

```
CCRPTS                 Corrections Information Systems                13:38:57
 MCCARTHY                        CC Reports Menu                        8/24/05
Select one of the following:

    1. Management Statistics            ¦
    2. PPO Special Reports              ¦
    3. Structured Sanction Reports      ¦
    4. Total Office Reports             ¦
    5. Fee System Reports               ¦
                                        ¦
                                        ¦
   90. Signoff                          ¦
                                        ¦
                                        ¦
                                        ¦
                                        ¦
                                        ¦
                                        ¦
                              Bottom

 Selection:                                  Job:

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

Step 3 – Type 13 (SSN Permission Report) on selection line, press enter. This will take you to the 'SSN Permission Report' screen.

```
CCTOTRPT              Corrections Information Systems               13:44:28
 MCCARTHY                     Total Office Reports                    8/24/05
Select one of the following:

   13. SSN Permission Report
   14. Compact Reports
   15. Transitional Leave Report
   16. Second Look Offender Report
   17. Offender Condition Report
   18. Measure 57 Elg/Conv Reports
   19. W/W Merge Records Report
   20. Designator Reports
   21. M57 Treatment Funding Report
   22. ODARA Report

   90. Signoff

                              Bottom

 Selection:                                Job:

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

```
OPS519BP              Corrections Information Systems               13:46:22
 MCCARTHY                   SSN Permission Report                     8/24/05

 Type choices, press Enter.


   SSN Permission . . . . . .    NONE        *ALL, Y=Yes, N=No, NONE

   Responsible Location . . .    COMM        *ALL, location

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









 F4=Prompt   F12=Cancel   Enter=Print
```

Step 4 - Press enter to print report. This report will print alphabetical for the entire office. If you want individual reports for each PO, then tab down to the Primary Caseload field and enter the PO's caseload number, pressing enter after each PO number entered. Press F12 three times to return to Main Menu.

20.4 PRINT DNA REPORT

This is done per your county's policy

Step 1 – From Main Menu, type 23 (CC Report Menu) on selection line, press enter. This will take you to the 'CC Reports Menu'.

```
CCSUPPORT              Corrections Information Systems                13:50:30
 MCCARTHY                        CC Support Menu                        8/24/05
Select one of the following:

   13. W/W Sanctions                    ¦
   14. Offender Remarks   (old CF9)     ¦
   15. PSI Menu                         ¦
   16. W/W Supervision Fees             ¦
   17. Kardex/Face Sheet Print Option   ¦
   18. Employee Maintenance Changes     ¦
   19. ID#/Caseload Maintenance         ¦
   20. W/W Red Tags                     ¦
   21. W/W Housing History              ¦
   22. W/W Caseloads                    ¦
   23. CC Reports Menu                  ¦
                                        ¦
   24. Office Calendar                  ¦
   25. W/W Offender Designators         ¦                                  ¦
                             More...

 Selection:                                  Job:

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

```
CCRPTS                 Corrections Information Systems                13:51:25
 MCCARTHY                        CC Reports Menu                        8/24/05
Select one of the following:

    1. Management Statistics            ¦
    2. PPO Special Reports              ¦
    3. Structured Sanction Reports      ¦
    4. Total Office Reports             ¦
    5. Fee System Reports               ¦
                                        ¦
                                        ¦
   90. Signoff                          ¦
                                        ¦
                                        ¦
                                        ¦
                                        ¦
                                        ¦
                                        ¦
                             Bottom

 Selection:                                  Job:

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

Step 2 – From the 'CC Reports Menu' type a 4 on the selection line, press enter. This will take you to the 'Total Office Reports Menu'.

```
CCTOTRPT              Corrections Information Systems               13:55:26
 MCCARTHY                    Total Office Reports                     8/24/05
Select one of the following:

 TOTAL OFFICE REPORTS                 ¦
                                      ¦
    1. Parole/Probation Expiration    ¦
    2. Parole Officer Listing         ¦
    3. Expected Arr/Rel Not Admitted  ¦
    4. Temporary SID Number Report    ¦
    5. Alpha Office List              ¦
    6. PA/LV Released to Office/Cnty  ¦
    7. Parole Officer Caseload Report ¦
    8. Total Office Caseload Report   ¦
    9. Parole Officer Data Sheet      ¦
   10. Office Supv/Distribution Rpts  ¦
   11. Sex Offenders by Name/City/Zip ¦
   12. DNA Report                     ¦
                             More...

 Selection:                                Job:

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

Step 3 – From the 'Total Office Reports Menu' type a12 on the selection line, press enter. This will take you to the 'DNA Sample Collection Report' screen.

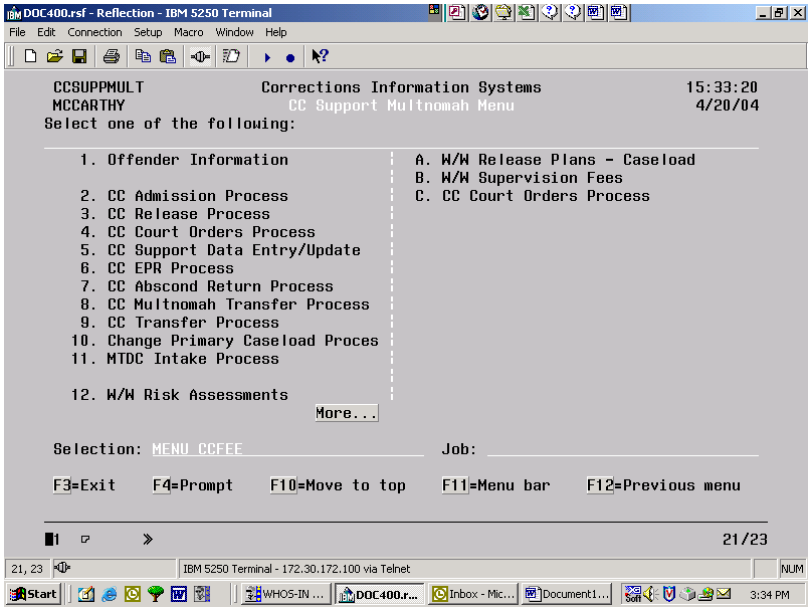
```
SNT501BP              Corrections Information Systems               13:56:32
 MCCARTHY                DNA Sample Collection Report                 8/24/05

 Type choices, press Enter.


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

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

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

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

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




 F4=Prompt   F12=Cancel   Enter=Print
```

Step 4 – On the Primary Caseload field enter each individual PO caseload number, pressing enter after each PO number entered. This will print individual reports by caseload number. Press F12 three times to return to Main Menu.

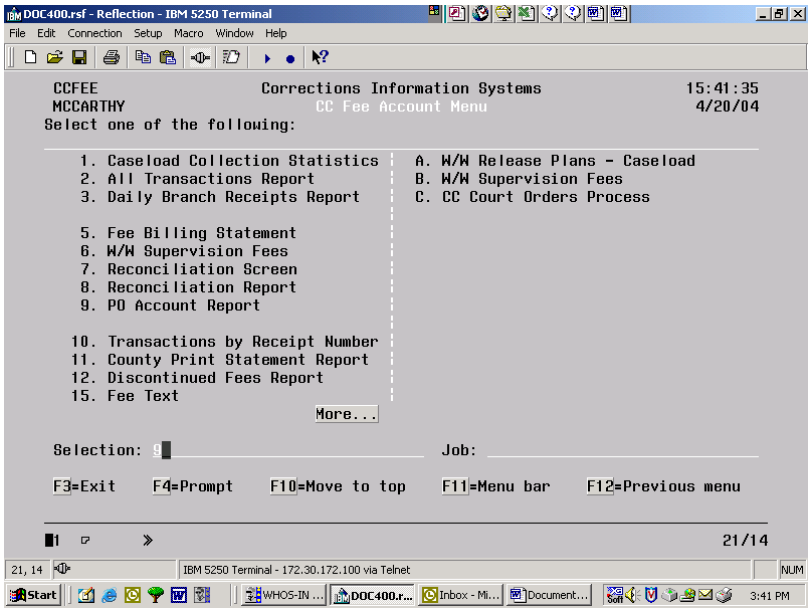
20.5 Supervision Fee Reports

20.5.1 PO Account Report - #9

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

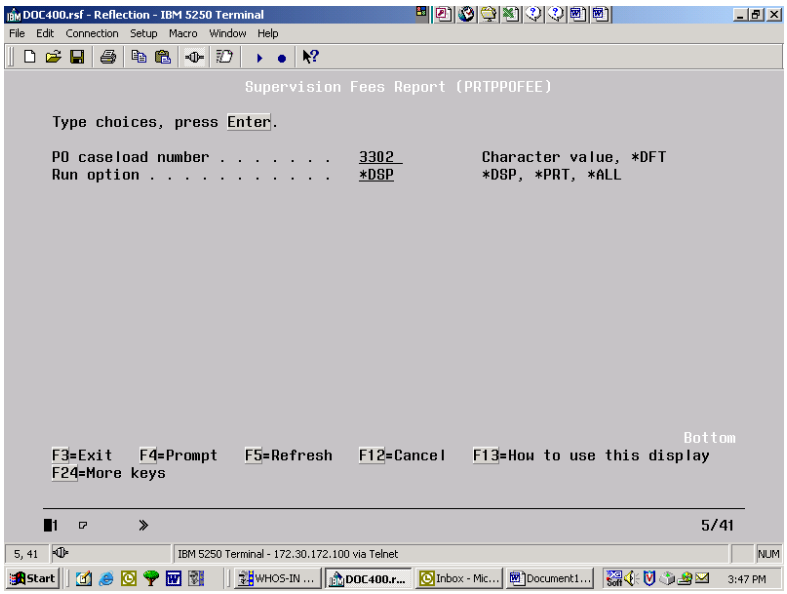


2 – This will take you to the 'CC Fee Account Menu', type 9 on the selection line and press enter.



3 - This will take you to the 'Supervision Fees Report' screen. On the 'PO Caseload Number Field', type in the caseload # of the PO, tab to the 'Run option field' and type

*PRT, press enter, this will print the report. You will get a message that request is being processed and then it will return you to the 'CC Fee Account Menu'. You can also just display this report.

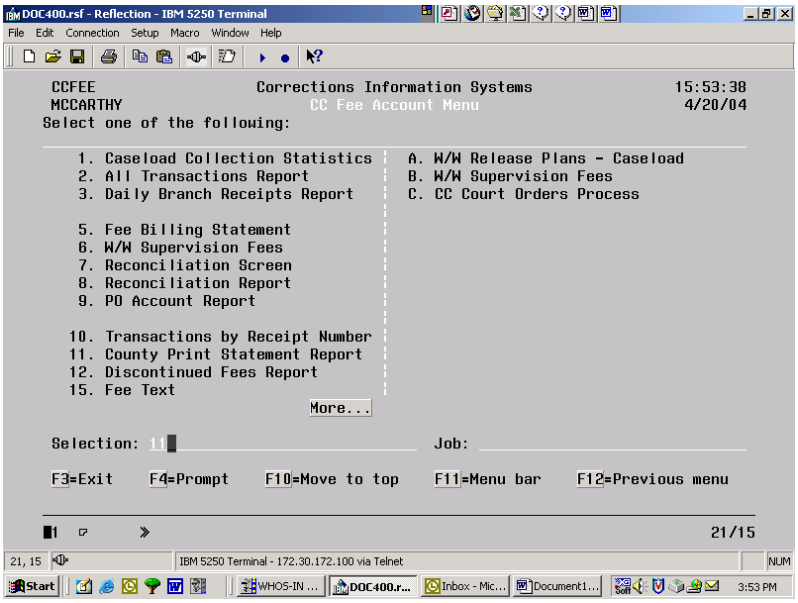


4 – You will need to follow the above steps for all caseloads in your office.

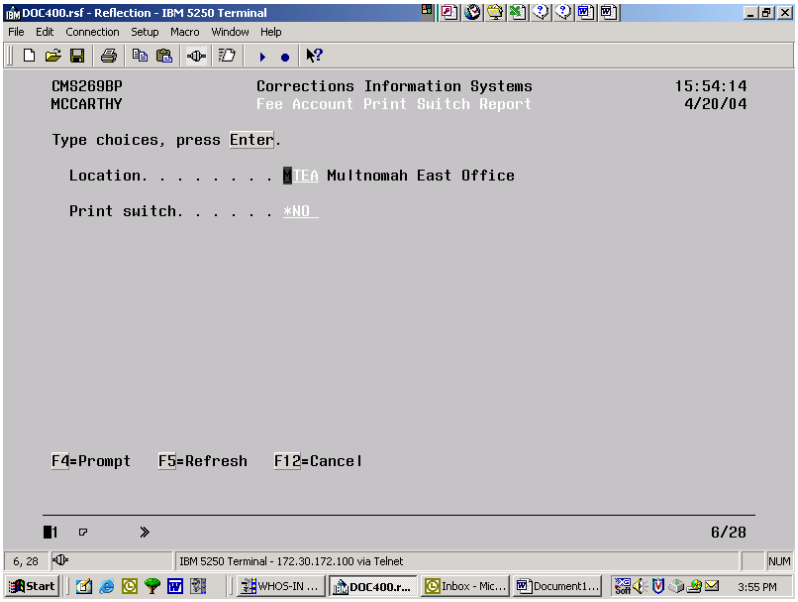
20.5.2 County Print Statement Report - #11

This is not a real clean report. So you will need to cross off offenders that are not supervised in your office before you check the addresses in DOC. The purpose of this is to make sure the address in DOC is a good address and that it is marked 'Y' to help ensure all clients with a valid address are receiving a statement for their fees.

1 – From the 'CC Fee Account Menu' screen, type an 11 on the selection line, press enter.



2 – This will take you to the 'Fee Account Print Switch Report' screen. Press enter and report will print for your whole office location.



OPS CHAPTER 21 – Offender Information and Sentence Computation (OISC) / Central Records

21.1 CONTACT INFORMATION

Managers

Tasha Peterson, Administrator: PH 503-570-6909

Vacant, Institution Records Manager: PH 503-570-6944

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

Trish McClellan, Information Manager: PH 503-570-6920

Stacy Hofmann, Prison Term Analyst (PTA) Manager: PH 503-570-6931

Information Staff

Melissa Strom, Sealing Coordinator: PH 503-570-6966
Email: Melissa.S.STROM@doc.oregon.gov

Natalie Waldo, Sealing Coordinator: PH 503-570-6948
Email: Natalie.K.WALDO@doc.oregon.gov

Cherina Oyama-Jackson Information Request Coordinator: PH 503-570-6929
Email: Cherina.M.OYAMA-JACKSON@doc.oregon.gov

Carmen Ricker (JR), Information Request Coordinator: PH 503-570-6937
Email: Carmen.L.RICKER@doc.oregon.gov

Information Staff: FAX 503-570-6902

Front Desk: PH 503-570-6919

Miscellaneous

PTA DL (DLOISCPTA@doc.oregon.gov) for requests to close an I line and questions for current prison sentence calculations.

TPS DL (DLOISCTPSWORKERS-OISCTPSWORKERS@doc.oregon.gov) for superuser type questions along with due dates or if the request is urgent and also for questions about commutations. For policy questions, please send to Dianne.

Closing packets & block to SID changes: OISC@doc.oregon.gov

Sending Sealed Documents: OISCSealings@doc.oregon.gov

Public Records Requests (non-medical documents): OISCInfo@doc.oregon.gov

Physical Address:

OISC
24499 SW Grahams Ferry Road (Bldg Z)
Wilsonville, OR 97070

21.2 STEPS TO LOCATE THE CASELOAD PRISON TERM ANALYST (PTA) BY OFFENDER

From the CCSUPPORT Menu:

1. Select menu option 1. Offender Information
2. Enter the SID#
3. Choose F6= All Caseloads

21.3 WEBSITE ADDRESS FOR LOCATING DIVISION 70 RECORDS MANAGEMENT (AIC AND OFFENDER) AND DIVISION 150 COUNTY AND SPECIFIC DISTRICT RETENTION SCHEDULE

http://arcweb.sos.state.or.us/pages/rules/oars_200/oar_291/291_tofc.html

http://arcweb.sos.state.or.us/pages/rules/oars_100/oar_166/166_tofc.html

21.4 TYPES OF CASES ACCEPTED

OISC will accept documents for these types of cases:

- Felony
- Felony changed to misdemeanor (successfully completes condition(s) of probation)
- Felony treated as misdemeanor
- Misdemeanor sex offenses
- Misdemeanor supervised with felony case(s)

21.5 TEMPORARY SID (BLOCK) NUMBER TO PERMANENT SID NUMBER

If documents were previously received by OISC under a temporary SID number (block number) but the offender has now been assigned a permanent SID number, please notify OISC via the email address listed on page one. To clarify, if they are in the DOC400, we could have documents sent from the courts that would need updated.

21.6 SEALED RECORDS

Sealed records can also be called expunged or set aside. Upon receipt of a directive from the court ordering records be expunged, sealed or set aside, all material (electronic files, microfiche, paper) referred to in the directive must be removed from all files to be secured and stored.

On the 1st and 15th of each month (or the first business day thereafter), the Sealing Coordinator will send out an email to the SOON distribution with a list of offenders that OISC plans to seal. Please check with your manager to determine whether your office can act based on the Sealing Coordinator's email or if you must have a certified copy of the original order. If you can act based on the email, please review the list of pending offenders for your county and ensure everything related to the sealing court order is either **mailed to OISC and/or destroyed**.

Additionally, you will need to check to see if the offender was ever on Interstate Compact with another state for the case listed on the court order or the email from the Sealing Coordinator. If the offender was on compact supervision, then:

- Send the offender information/order to the Oregon Interstate Compact Unit's email mailbox (Oregon.Interstate@doc.oregon.gov)
    - The Interstate Compact Unit will notify the other state to seal their records and will send a copy of the notification to the OISC Sealing Coordinator
    - The Interstate Compact Unit will seal the applicable records located in ICOTS

When sending sealed material to OISC, **only include that material which is usually sent with a closing summary**. If you have already sent a closing summary file (because the offender's cycle is closed), you do not have to send it again. Any other document or other references to that offender's case such as logs, etc., should be destroyed.

If you are mailing documents to OISC, attach the email or the sealing order to the top of the sealed information and address to the Sealing Coordinator's attention. If you send it electronically, send it to the secure OISC "Sealing" mailbox. The address is OISCSealings@doc.oregon.gov.

If you receive a sealing order for an offender who is not in the DOC400, please do not forward it to OISC unless the case is an older case from 1979 and earlier. Send your response back to the appropriate Circuit Court, if applicable.

21.7 SENDING RECORDS TO OISC TO BE SCANNED/MAINTAINED

OISC's preference is that file material be forwarded all at once when the offender is discharged (see miscellaneous section on page one for email and physical addresses). It's important that the closing summary be located **on the top** of the packet and that all sex offender registration documents are included with the other material.

If the file material is sent electronically, please use the offenders SID number in the file name.

If the offender died while on supervision, please remember to include the proof of death, if applicable, with the file material. The proof of death document needs to be from an official source and in writing (verbal is not acceptable). Some examples of acceptable documents are:

- Death Certificate
- Health Department official memo/letter
- Obituary published by funeral home
- Social Security website
- Police Report

Effective, January 9, 2013, OISC will no longer accept conditional discharge case files. Since conditional discharged offenders do not have a conviction, OISC will not archive these documents. *Exception:* If you receive an order setting aside conviction/arrest for a conditional discharge case, OISC will accept these documents to be sealed. Please refer to section 21.5, Sealed Records, for this process.

21.7.1 Depending on the document received, OISC will place the document into Archives for either 75 years, or for 3 years. (See section 21.9.1 for OISC Retention Schedule Cheat Sheet). When you scan and email closed files to OISC, please be sure to place a sheet similar to the one below between the 75-Year and 3-Year sections. This will help OISC clearly identify which section is which.

SID# _____

PURGE AFTER

3 YEARS

FROM THIS POINT ON!!

21.8 MPR SEX OFFENDERS

When closing a file for sex offenders supervised as misdemeanors, please send a copy of all the material that you want included in the packet to OISC for archiving. A closing summary should be the first page. Please mark in bold letters MPR SEX OFFENDER and send to OISC. The packet should also include the Notification of Obligation to Register Form. Please do not submit any file material on misdemeanor sex offenders until the case is closed.

NOTE: Do not send psychological reports or mental health evaluations.

21.9 DOCUMENTS MAINTAINED BY OISC

After Sentences Report (found in older files 1979 and earlier)
Appellate Judgments
Compact Closing Documents
Conditions of Probation
Death Certificate (or other acceptable proof of death)
Discharge of Parole/Post-Prison Supervision
Disciplinary Reports from the Institution
Earned Discharged Closing Report
Judgments/Orders
Notification of Sentence Expiration
Parole/PPS Violation Reports
Parole Orders
Post Sentence Reports
Post Prison Supervision Orders
Pre-Sentence Investigations (PSI)
Revocation Recommendations
Revocation Judgments
Structured Sanction Reporting Forms (with Notice of Rights)
Sex Offender Registration Form
Temporary Judgments
Weapons Notices

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

NOTE: Structured Sanctions are to be sent because if an offender has the case sealed, the sanctions are deleted from DOC400. Sanctions can only be deleted and not sealed.

21.9.1 DOCUMENTS MAINTAINED BY OISC CHEAT SHEET

75 YEARS

OISC will retain these documents permanently and transfer them to state archives 75 years after discharge of custody cycle:

- Closing Summary **(ALWAYS ON TOP)**
- Certificates of Discharge from Parole Board/Local Supervisory Authority *(AKA: Certificate of Supervision Expiration or Notification of Sentence Expiration and File Closure)*
- Death Certificate
- Compact Closing Documents *(Case Closure Notice only)*
- Appellate Judgments
- Temporary Judgments
- Judgments/Orders
- Conditions of Probation *(only if included with judgment)*
- Revocation Judgments
- Pre-Sentence Investigations (PSIs)
- Photos/Mug shots (includes photos of tattoos)
- Earned Discharged Closing Report
- Violation Reports
- Revocation Recommendations
- Structured Sanction Reporting Form (with Notice of Rights)

Please add a divider page between the 75-year & 3-year sections when sending files to OISC to make it easier for OISC to identify the sections.

3 YEARS

OISC will retain these documents for 3 years after discharge of custody cycle:

- After Sentences Report (found in older files 1979 and earlier)
- Compact Closing Documents (*other than Case Closure Notice*)
- Conditions of Probation (*if separate document from judgment*)
- Proof of death other than Death Certificate
- Parole Orders
- Post-Prison Supervision Orders
- Sex Offender Registration Notification Form
- Weapons Notices

Additionally, please send any document which you believe would be important to retain as official file material. Include any such info in the **3-Year** section.

21.9.2 IMMEDIATE RELEASES FROM DOC CUSTODY

A DOC immediate release is based on new or existing documentation, court order, amended documents, BPPPS action or a file review correction that changes the projected release date to the current date or a date in the past.

An immediate release notification (OISC Form 480) will be sent to the director and SOON rep for the releasing county. Once the physical release date is determined, an Adjusted Inception of Post-Prison Supervision form OISC Form 477 will be sent to the SOON rep. This will show the physical and adjusted calculated release dates.

21.9.3 DOC RETENTION SCHEDULE

Official AIC File (ODOC 2010-0003)

1) **Assignment Record:** *Specific record documenting information including, but not limited to, housing, programming, court trips and similar information.*

   Classification: Level 3

   Retention Process:

   Retain permanently, transfer to State Archives 75 years after discharge of custody cycle.

   ***Custodian of Record** will be the Transitional Services Division, Offender Information Sentence and Computation (OISC).*

   Information Owner: Transitional Services Division, OISC.

2) **Authorizations:** *Records associated with authorizations signed by the AIC for release of information purposes to include Shared information system release form, Media release form and general releases of information.*

   Classification: Level 2

   Retention Process:

   Retain 3 years after discharge of custody cycle, destroy.

   ***Custodian of Record** will be the Transitional Services Division, OISC.*

   Information Owner: Transitional Services Division, OISC.

3) **Case History:** *Records associated with Case History to include Assessments (Ex.Static-99, LSCMI, A/D questionnaire), Police Reports (including incident reports, evidence reports, etc.), PSI's, LEDS Criminal History and Other Agency Criminal History Documentation.*

   Classification: Level 3

   Retention Process:

   (a) Retain PSI permanently, transfer to the State Archives 75 years after discharge of custody cycle;
   (b) Retain all other records 3 years after discharge of custody cycle, destroy.

   ***Custodian of Record** will be the Transitional Services Division, OISC.*

   Information Owner: Transitional Services Division, OISC.

4) Classification: *Records associate with AIC classification to include Classification Summary Scoring Forms, Classification Worksheets and Administrative Review.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

Official AIC File *(Continued)*

5) County Misconduct: *Records associated with county misconduct prior to entering DOC custody to include reports and Misconduct conversion worksheets.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

6) Detainers: *Records associated Detainers, including Transport Order, Judgments, IAD Forms, Waivers of Extradition, Cite to Appear Documents, and Statements of Imprisonment to include detainer calculation information.*

Classification: Level 3

Retention Process:

(a) Retain Judgments permanently, transfer to State Archives 75 years after discharge of custody cycle;
(b) Retain all other records 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

7) Disciplinary: *Records associated with AIC disciplinary issues to include misconduct reports, Findings of Fact, conclusions and orders, Administrative Reviews, Disciplinary Log, Other Agency Misconduct From OYA, OSH, other county, state or federal placement during service of DOC sentence.*

Classification: Level 3

Retention Process:

Retain permanently, transfer to State Archives 75 years after discharge of custody cycle.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

8) Escapes: *Records associated with escape incidents to include unusual incident reports, police reports, Order for arrest of escaped prisoner, LEDS warrant documentation, Fugitive tracking forms and Arrest documentation.*

Classification: Level 3

Retention Process:

Retain permanently, transfer to State Archives 75 years after discharge of custody cycle.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

9) Facesheets: *Records serving the function of an AIC facesheet, to include CIS and cardstock facesheets.*

Classification: Level 3

Retention Process:

(a) Retain first and last facesheet permanently, transfer to State Archives 75 years after discharge of custody cycle;
(b) Retain all other records 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

10) General Correspondence: *Correspondence related to AIC issues that are not specific to a subject captured elsewhere in the official AIC file. Correspondence relating to a particular program record may be filed with the associated record. Identified as "Correspondence (Significant)" in ODOC 2010-003.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

11) Health Status Reports: *Records created during intake and review screening processes, other than those records maintained in the AIC Health Records.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

12) Identification Documents: *Records associated with offender identification to include photos (includes mug shots, tattoos, etc.) and Fingerprint cards.*

Classification: **Level 1:** AIC identification photos (i.e. mugshots and intake photos used for AIC identification cards)

Level 3: All other, including photos taken for the purpose of documenting tattoos.

Retention Process:

(a) Retain photographs, mugshots and tattoos permanently, transfer to State Archives 75 years after discharge of custody cycle;
(b) Retain all other records 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

13) Leaves/Transfers: *Records associated with leaves from supervised custody and transfers within the agency to include 1206 requests, Emergency leave forms (includes Projected calculations for the BPPPS), Special housing placement forms, 30-day non-AIP transitional leave forms and Transport authorizations.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

14) Legal: *Records associated with legal issues related to the AICs incarceration including Judgments (Includes amended, final, temporary, supplemental, appellate, etc.), Statements of Imprisonment, Post-Sentencing Litigation (Including Petitions, notices, orders, affidavits and motions related to post-sentencing court proceedings, torts, etc.) and Charging instruments (including Indictments, informations).*

Classification: Level 3

Retention Process:

(a) Retain Judgments permanently, transfer to State Archives 75 years after discharge of the custody cycle;
(b) Retain all other records 3 years after discharge of the custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

15) Notifiers: *Records associated with notifiers to include requests and notification letters.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

16) Other: *Miscellaneous records including, but not limited to, marriage licenses, Conflict forms (includes AIC-AIC or AIC-Staff), Property records, Emergency data notices, Administrative action sheets, and Firearm acknowledgement form.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

17) Parole Documents: *Records associated with Parole Documents to include Judgments, Revocation Orders, Administrative Reviews, Teletypes, Parole/PPS Orders, Order of Supervision Conditions, Reporting Instructions, Authorization for release from DOC, Release plans (including planning forms and check lists), Interstate Compact Documents, Violation Reports, Sex Offender Obligation Form, Evaluations, Certificates of Discharge (includes closing summaries), Waivers of Extradition, Suspension Order.*

Classification: Level 3

Retention Process:

(a) Retain Certificates of Discharge and closing summary permanently, transfer to State Archives 75 years after discharge of the custody cycle;
(b) Retain all other records 3 years after discharge of the custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

18) Prison Term Modification: *Records associated with prison term modifications including earned time forms (includes old program planning forms), Extra good time calculations (Includes supporting documentation of days worked), Projected calculations for the BPPPS and Administrative Review.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

19) Probationary Case History: *Records associated with Probationary Case History to include Judgments, Violation Reports, Sanctions, Supervision conditions, Certificates of Discharge (including Closing summaries) and Evaluations (ex. Sex offender).*

Classification: Level 3

Retention Process:

(a) Retain Certificates of Discharge and Judgments permanently, transfer to State Archives 75 years after discharge of custody cycle;
(b) Retain all other records 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

20) Programming (AIC Participation) Records: *Records associated with participation in identified programs including AIP, Education, WBE and other similar programs. Records include, but are not limited to certificates of completion and transcripts.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

21) Visiting: *Records associated with AIC visiting process to include Visiting request forms, Visiting denials, Visiting approvals, Custodial consent letters, Administrative Reviews and Visiting removals.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC.

22) Work records: *Records associated with work records used as supporting documentation for extra good time calculations. Records include AIC performance reports and meritorious pay awards.*

Classification: Level 3

Retention Process:

Retain 3 years after discharge of custody cycle, destroy.

***Custodian of Record** will be the Transitional Services Division, OISC.*

Information Owner: Transitional Services Division, OISC

Offender Profile System (OPS) Training Manual

OPS CHAPTER 22 – Board of Parole

22.1 Short Term Transitional Leave

STTL offenders are not under the Board's authority until they have reached their parole release date (PRD). Any violations, questions or concerns while the offender is on STTL should be addressed to the STTL team at DOC for further advisement. Do not submit sanctions or warrant requests for STTL offenders to the Board.

Offenders must sign the Order of Supervision form when they reach their PRD. Please submit that form to the Board by email at **Orders.BOPPPS@doc.state.or.us.** In the subject line of the email, write: **SIGNED PPS ORDERS - "SID"/"NAME"**

22.2 Supervision Orders

The Board issues Orders of Supervision approximately 3-4 weeks prior to an offender's DOC physical release date. If an offender is approved for a leave program (ex: STTL, AIP), the Board will issue their order approximately 3-4 weeks prior to the offender's specific release date for that program.

Conditions of Supervision

When the release plan is being investigated by the field, the PO should provide feedback for implementing additional conditions appropriate for the offender while the offender is on community supervision. Enter any information received into appropriate fields in the release plan and then prepare the plan for approval or denial.

Modifications to Conditions

Once the Board establishes supervision conditions, the Board may consider a requested modification administratively. When a supervisory authority requests amended conditions before the inmate is released on parole or post-prison supervision, the supervisory authority shall submit the request in writing to the Board prior to the release date. If the Board approves the request, the Order will be changed accordingly.

If the PO wants to modify conditions after an offender is released from DOC (either adding or removing) the offender must sign a "consent to modify" form. Once the offender has accepted the recommended changes, the PO should submit the signed form to the Orders desk at Orders.BOPPPS@doc.state.or.us with the subject line: **CONSENT TO MODIFY - "SID"/ "NAME"**.

If the offender objects to the modifications recommended by the PO, a hearings officer must hold an "out of custody" hearing. The Hearings Officer shall send notice of the amendment to the Board.

Unless the Board overrides the Hearings Officer or supervising officer's recommendation of amended conditions, an amended order of conditions will be issued. The condition is in effect from the date the supervising officer or Hearings Officer orders it.

If the offender is being sanctioned for recent violations and the modification to the existing conditions is related to the violations, the PO can request for a modification in the sanction report. The offender still needs to be notified of the modification request and can request a hearing. If the Board approves the modification request, the Board will issue an amended order of conditions.

New Local Control Sentence

The plan must be submitted electronically through the DOC400, and a hard copy must be faxed or emailed to the Board along with a copy of any new judgments, and the last Board Action Form. Send the email to Orders.BOPPPS@doc.state.or.us with the subject line: **NEW LC - "SID"/ "NAME".**

Following Revocation

Once an offender's supervision has been revoked, a new release plan must be submitted to the Board for new supervision orders to be issued. The plan must be submitted electronically through the DOC400, and a hard copy faxed or emailed to the Board along with a copy of any new judgments, and the last Board Action Form, at least 30-45 days prior to the offender's revocation release date. Send the email to Orders.BOPPPS@doc.state.or.us with the subject line: **REVO RP- "SID"/ "NAME"**

22.3 Active Supervision/ Inactive Supervision /Extending Supervision

To review the entire rules please see OAR 255 Division 94.

When an offender is released from prison and the supervision order is issued, the Board will set the active supervision review date (ASR/SSR) or the tentative parole discharge date (TPD).

Community corrections offices receive a monthly report from DOC listing all offenders whose active supervision review date is within 60 days.

The counties review their list and make a decision to extend the offender's supervision, or move the offender to inactive. The Board should be provided either a request to extend active supervision or a copy of the letter placing the offender on inactive supervision. The requests can be faxed or emailed to the Parole Board Warrants desk (ParoleBoardWarrants@doc.state.or.us).

Any request submitted greater than 60 days prior to ASR/SSR review date will have to be resubmitted within 60 days of the ASR/SSR date.

Inactive Supervision

The supervising officer is the best judge in determining whether an offender has complied with supervision conditions and should move to inactive supervision. Once the supervising officer decides to move the offender to inactive supervision, a copy of the letter that they submit to the offender should be sent to the Board. The Board does **not** automatically place an offender on inactive supervision.

If the Board determines that the offender does not qualify for inactive status, the Board will contact the PO and provide follow up procedures.

Extending Supervision

To extend supervision, the parole officer must provide evidence that the offender has not "substantially fulfilled" the supervision conditions or has failed to complete payment of restitution. It is important to note that continuing supervision is at the discretion of the Board, and the Local Supervisory Authority (LSA). Oregon Revised Statutes 144.085(3)-(4) states *"the supervisory authority may request the board to extend the active supervision period or to return the offender to active supervision status * * *."* The board may extend, etc., "*if it finds the offender has not substantially fulfilled the supervision conditions or has failed to complete payment of restitution."*

A request to extend supervision must provide:

- Request date,
- Offender name,
- Offender SID,
- Crimes,
- Employment status,
- Offender address,
- Areas of non-compliance with adequate substantiation showing how the offender has not substantially fulfilled the supervision conditions,
- Documented violations or non-compliant behavior that has occurred in the 6 months prior to the active supervision review date,
- Signature of the parole officer.

Requests that wish to include violations or behaviors that occurred more than 6 months prior to the review date, must contain compelling substantiation showing a lack of substantial progress or compliance since the violations occurred.

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

The Board ***will not*** extend supervision for non-payment or outstanding balances on supervision fees, court fees, or extradition fees.

Deported Offenders: Offenders who have been deported do not need to be extended. The issue is not that they haven't done any of the conditions of supervision, but rather that there is no evidence that the individual has violated any conditions. Therefore, based on the statutory language, *"* * * when an offender has served the active period of parole or post-prison supervision established under subsection (1)(a) or (b) of this section, the supervisory authority shall place the offender on inactive supervision status*" (ORS 144.085(2), emphasis added.),. Parole Officers overseeing deported caseloads should leave these offenders at IMMI status.

Offenders are required to report until deportation. If they fail to report as directed, they are in violation of supervision and action is required on the part of the LSA and the Board. A request to move to inactive supervision is not required on these offenders.

Compact Offenders: Offenders supervised under the Interstate Compact are not eligible to be placed on unsupervised status. The PO must submit a request for extension stating the offender is a compact offender.

Treatment: This includes all types of treatment programs. The PO must substantiate how the offender has not fulfilled the treatment requirements, i.e. still attending treatment, has not completed treatment, has failed treatment, has failed to attend treatment, has not completed aftercare, etc.

Probation or other open cases: The Board will not extend on the sole basis that the offender has active probation cases.

Employment: Must substantiate what about this category makes the offender substantially non-compliant. Merely being unemployed is not adequate. The request must substantiate how the offender has failed to perform a job search, or failed to apply for jobs etc.

Drug Courts/Other Probation Conditions: An offender who is participating in a drug court program or court ordered community service is not enough to substantiate active supervision.

Substance Abuse/Alcohol Use: Continued use or recent use of prohibited substances is acceptable substantiation for keeping an offender on active supervision.

Warrants/Abscond Status: An active warrant is adequate substantiation for requesting an extension of active supervision. However, stating the offender has absconded when there has been no request for a warrant requires additional information as to the lack of compliance.

New Criminal Activity: Must substantiate or describe the actual behavior. **An arrest is not enough substantiation** to show substantial non-compliance with supervision.

22.4 Returning Offenders To Local Control Authority (LSA)

Offenders who have both Board cases and local control cases fall under the authority of the Board. Upon expiration of the Board cases, the LSA can submit a petition to the Board requesting that authority be returned to the county.

If an offender is on post-prison supervision for multiple sentences which include a sentence that exceeds twelve (12) months ("Board case") and a sentence of twelve (12)-months or less ("Local Supervisory Authority case"), the Board will maintain jurisdiction of the post-prison supervision of the Local Supervisory Authority case until the Board's active involvement in the Board case expires. Following expiration of the Board's case, the Board will maintain jurisdiction over the post-prison supervision of the Local Supervisory Authority case until an offender is re-released following revocation of the post-prison supervision for the Local Supervisory Authority case, or until the Local Supervisory Authority petitions to assume jurisdiction, whichever comes first. Once the LSA petitions the Board and the Board approves the request, the jurisdiction will fall under the Local Supervisory Authority.

To request jurisdiction over the LC case, send an email to the Board at bppps.webmaster@doc.state.or.us with the offender's name, SID#, the cases which are local control cases, and request that the Board return authority to the LSA.

22.5 Sanction / Revocation Topics

The Board allows credit for time served starting the day of arrest, even if offender was arrested on the 5th at 11:58 p.m., the offender will receive credit for a full day. That arrest date should be entered as the sanction's custody "begin" date.

Returned Sanctions

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

Deferments

The hearings officer may request a deferral of a Morrissey hearing. This is often done because the offender has new criminal charges pending. In order to defer a Morrissey hearing, the Hearings Officer should submit the request to the Board's Revocation Specialist in writing, via email or TTY. The request must contain the offender's name, SID#, and a brief summary explaining the need for a deferral. At the time the deferral is requested, the Board must have a hold on the offender via a warrant or suspend/detain, and a sanction must have been created and at "pending" status. If there is no warrant or suspend/detain issued at this time, the Hearings Officer must notify the PO to submit one immediately.

The maximum time allowed for a deferment is 120 days from the date of arrest. If the offender is still pending adjudication on pending charges but is at day 120, the Board will lift their hold, put the sanction in return status, and notify the hearings officer that an out of custody hearing will need to be held upon adjudication of the charges.

Auto-Revokes

To have the Board consider an auto-revoke, no action can be taken on the new criminal violations and the offender must be sentenced to a state or federal facility. For out of state convictions, the PO will need to get a copy of the sentencing documents showing that the offender is serving the time in a state or federal facility. Those documents, with a request for the auto-revoke, should be submitted to either the bppps.webmaster@doc.state.or.us or ParoleBoardWarrants@doc.state.or.us emails for consideration.

Compact Auto-Revokes

If a Compact offender receives a new conviction in the receiving state that is greater than the remaining time left on Oregon supervision, the PO may request that the Board consider an auto-revoke. The PO can submit the request for an auto-revoke if:

- The request is submitted on or after the current expiration date (not before),
- The conviction date is on or after March 1, 2016,
- The offender is sentenced to a state or federal facility,
- The incarceration period exceeds the remaining length of supervision owed to Oregon.

These requests should be submitted to either the bppps.webmaster@doc.state.or.us or ParoleBoardWarrants@doc.state.or.us email with a copy of the sentencing document(s) for the new conviction.

22.6 Warrant Topics

Requesting a warrant or suspend/detain (S&D)

All requests must be received electronically through the DOC400. Requests should be clear and concise and should substantiate the need (violation) for a warrant.

The type of request is determined by the situation. If the offender is not currently in custody, the PO must submit a warrant request (WREQ). If the offender is in custody at the time of request, the PO must submit an S&D warrant request (SUSD). The S&D request must include the date the offender was arrested, where the offender is currently being held, and then the substantiation for the hold that shows violation. Example: "offender was arrested on 01/01/1901 and is currently in custody at XXXX jail".

If the offender is arrested on a Board issued warrant, the PO does not need to submit a suspend/detain request.

Lift Requests

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

Returned Warrants

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

If a PO determines the warrant is no longer needed, prior to it being issued by the Board, they should contact the Board's Warrant Specialist to ask for it to be returned. Once the request is in REVI status in DOC400, the PO must delete the request. Failing to delete the request will prevent the officer from submitting any new requests for that offender.

Withdraw Warrants

The PO must submit all warrant withdraw requests to the Board in writing either by TTY or email to ParoleBoardWarrants@doc.state.or.us explaining why the Board should withdraw the warrant. If the offender has been arrested on the Board warrant, the INOP applied will remain. If the offender has not been arrested on the Board warrant, no INOP will be applied.

New Local Control Sentence/INOP on Local Control Sentence

If the Board has issued a warrant and an offender gets arrested on that warrant and has received a new Local Control Sentence, a copy of the new judgment must be submitted to the Board. Following this offender's arrest on the Board issued warrant, the new supervision order will not be created until the sanction is submitted and processed by the Board. If the LC case was not added to the parole order *before* the INOP time generated, the board may not get the INOP time added to the LC case. If this happens, OISC will have to manually add the INOP time to that specific LC case.

Upgrade Requests

To request an upgrade on a warrant, a request must be submitted to ParoleBoardWarrants@doc.state.or.us . The request must contain the offender's name, SID#, and a brief explanation of what information has been obtained supporting the knowledge that the offender is in another state and substantiate an upgrade of the existing warrant's extradition limitations. If the supervising officer just has a guess, or thinks that is where the offender will go because they have in the past, the request will be returned with a request for more information.

22.7 Extradition/ Morrissey Process

See also 15.14 *Extradition / CNPO*

An offender on abscond that is arrested out of state on a Board issued warrant may be extradited back to Oregon. The inoperative (INOP) time continues to run until the offender is returned to Oregon. Extradition offenders are returned to CCIC where their admission will be processed into DOC400. A teletype and email is sent to the supervising county, county jail and Parole Board advising that the offender has returned and will be transported back to the supervising county's local jail within 3 days. That admission date is the true arrest date for

purposes of the sanction and inoperative time. Once the offender is transported to the county jail, the PO must initiate the sanctioning process.

22.8 Deceased Offenders

The Board must receive notice of the death of any offender under its authority or about to be released under the Board's authority. This allows the Board to clear any pending warrants or actions, and close and archive the file. For verification of death, the Board will accept a death certificate, county ME report, police report, social security index report, state police criminal history notice (LEDS CCH inquiry return stating deceased), obituary, or other official documents used by law enforcement or public safety offices. The Board will not accept newspaper articles covering the incident, or other similar non-official documents.

Death verification may be sent to the Board, via email at **bppps.webmaster@doc.state.or.us**, by fax or by US mail. Include a cover sheet with your verification document indicating the offender's SID #, and a brief message advising that the offender has died and you are requesting that the file be closed.

22.9 Discharge Offenders

The Board supervises offenders up **to** the date of expiration, not through the date. If an offender expires on the 5th, the Board recognizes their expiration effective on the 5th at 12:01 a.m. There are a few exceptions; however, those would require the offender being a Parolee (matrix) and not a Post-Prison (sentence guidelines) offender and new law violations or charges. Contact the Board for more information.

New Oregon Convictions

If an offender receives a new Oregon conviction **prior** to the expiration date of their existing cases, it is considered the same custody cycle in DOC400 and the Board does not provide an expiration certificate. When the offender is released from DOC the order at the time of release will only reflect the remaining active cases.

22.10 Miscellaneous guides / links

- Oregon Board of Parole and Post-Prison Supervision-Related Acronyms, Abbreviations, Jargon & Terms:
  http://www.oregon.gov/BOPPPS/docs/BOPPPS_GLOSSARY_10-15-09.pdf

- Consent to Modify Form:
  http://egov.oregon.gov/BOPPPS/docs/Consent_to_Modify.pdf

- Order of Supervision Example & Guide:
  http://egov.oregon.gov/BOPPPS/docs/Order_of_Supervision_Sample.pdf

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

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

- Out of Country Travel Request:
  Policy: http://egov.oregon.gov/BOPPPS/docs/Out_of_country_travel.pdf
  Form: http://egov.oregon.gov/BOPPPS/docs/Out_of_country_form.pdf

22.11 Main Contact Information

Parole Board Website: http://www.oregon.gov/BOPPPS/pages/index.aspx

Main Office: *(physical & mailing)*
2575 Center Street NE, Suite 100
Salem, OR 97301

Annex: *(physical only)*
198 Commercial Street SE, Suite 205
Salem, OR 97301
(Mailing) P.O.
Box 2226 Salem,
OR 97308

OPS CHAPTER 23 – Employee Maintenance

To find an employee's telephone number, refer to OPS 12, Section 12.19.1.

23.1 STEPS TO EMPLOYEE MAINTENANCE CHANGES

Do not forget to remove User ID's from active caseload numbers when that user is no longer responsible for a caseload. Any and all User ID's can be deleted from a caseload. Caseload numbers must remain on the system for the integrity of the historical data, cannot be deleted, can only be used one time, and must be within the location's caseload range. Caseload numbers must be numeric values. Community caseload numbers are formatted as 4-digits (9999) with space at far right. Caseload numbers must be within the location's caseload range. The "99" caseload "Description" field can only be changed by a Super User, cannot be discontinued, and are locked down for Release Plans.

Caseload numbers become part of the new historical data once they have been saved for a location. You cannot type "Discontinued" in the "Description field" but you must use Option 6-Discontinued. When reactivating a "Discontinued" caseload number (one or more User ID's are added), the "Description" field must be updated.

If a new caseload is created in error or with an incorrect number, contact the HELP DESK before adding User ID's or assigning offenders to the number and request it be deleted. The ticket would be assigned to Development or FAST (Field Automation Services Team). *Note: The FAST Team originally was made up of 5 people but for the past several years the team is now Judy Bell and Lee Cummins.*

Only Support Staff or those with SUPPISIS authority are able to create a new caseload number or modify/discontinue an existing number.

Do not create a caseload number for another county. Authority is location specific.

When making changes to an existing caseload, and a UserID is added or changed, be sure there remains at least one user designated as Primary.

When using Option 6=Discontinue, the program automatically removes UserID's attached to the number and changes the "Description" field to "Discontinued."

Any caseload not in current use should be discontinued. These numbers can be put back into use for your location at any time.

It is suggested each county utilize the caseload designated and tied to their "L" location, rather than one attached to the community location. On the W/W Caseload Definitions screen, change your community location to your "L" location to show the caseload number attached to it.

Step 1 – From the Main Menu, type ‘18=Employee Maintenance Changes’ on the selection line, press enter.

```
CCSUPPORT              Corrections Information Systems                14:20:03
 MCCARTHY                        CC Support Menu                        2/24/06
Select one of the following:

   13. W/W Sanctions                    |
   14. Offender Remarks   (old CF9)     |
   15. PSI Menu                         |
   16. W/W Supervision Fees             |
   17. Kardex/Face Sheet Print Option   |
   18. Employee Maintenance Changes     |
   19. ID#/Caseload Maintenance         |
   20. W/W Red Tags                     |
   21. W/W Housing History              |
   22. W/W Caseloads                    |
   23. CC Reports Menu                  |
                                        |
   24. Office Calendar                  |
                                        |
                              More...

 Selection: 18                                Job:

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

This will bring up the ‘Work With Caseload Definitions’ screen

```
CMS100I              Corrections Information Systems (TEST)            18:38:48
 HUNTM                    Work with Caseload Definitions                 3/02/15

 Location  . . . . . LANE Lane County Parole & Probation Services
                     (Location or *ALL)          Position to . . . . .
 Enter option...
   2=Change   3=Copy   5=Display   6=Discontinue   H=History
                                                                  Prim Off
 Opt Number Description                    P/S            UserId   Assigned
     6500   MISCELLANEOUS CASELOAD          P               A
     6501   DISCONTINUED                    P               E
     6502   DISCONTINUED                    P               E
     6503   PACHECO,GRETCHEN                P               E        Y
     6504   MENJOU,KIM SUPERVISOR           P               E        Y  *
     6505   DUGAN,MARK                      P               A        Y
     6506   DISCONTINUED                    P               E
     6507   MAZIKOWSKI, CINDY
     6508   ALFT,DEAN                       P               A        Y
     6509   HAMILTON, LINDA                 P               A        Y
     6510   HOBAN,SHAWN SUPERVISOR          P               A
                                                                      More...
 F3=Exit   F4=Prompt    F5=Refresh   F6=Create   F11=Menu bar   F12=Cancel
 F13=Repeat
```

Step 2 – **To Add a New Employee to Table:** Press “F6=Create”, to bring up the “Caseload Definition” screen.

Step 3 - Fill in Caseload Number field with the new caseload number.
Fill in Description field with employee’s name or per your county policy.
Fill in Caseload Type with a “C” for community user.
Add/Change User ID’s with users DOC400 User ID, phone number including area code and type (P=primary employee on caseload, S=secondary employee on caseload).

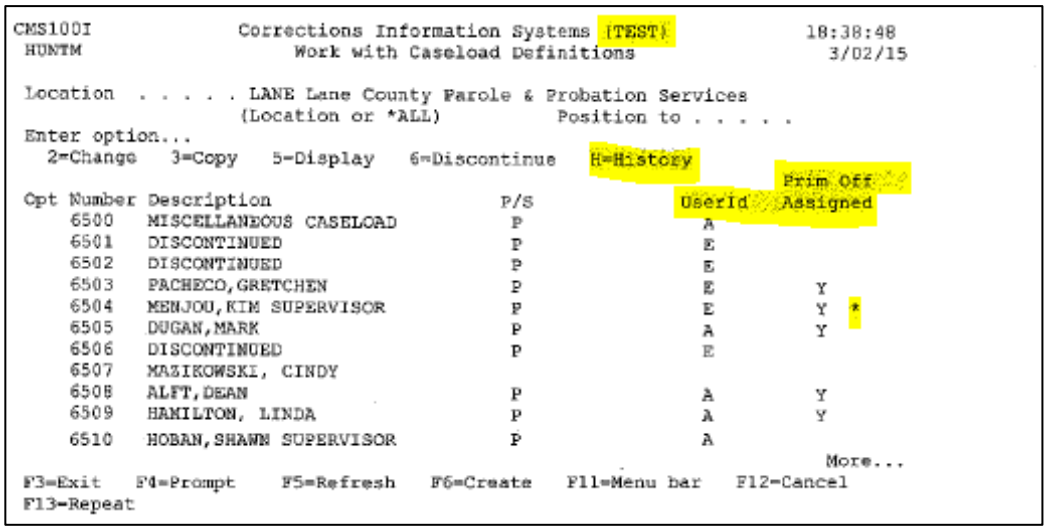
Press enter. You will get message “record added”.

```
MS101I          Corrections Information Systems (TEST)          8:50:30
 BALLARDD                  Caseload Definition                  12/08/15
                                        CHANGE

 Location............ JACB Jackson County Community Justice
 Caseload number..... 6806

 Description......... LEREW,TIRA L
 Caseload type....... C Community

 Add/chg User IDs:   P/S:


 Enter option:           A=Audit Stamp
 Opt  User      Name                      Phone Number Extn   P/S
     LEREWTL    Tira Lerew                  541-774-4914       P




                                                  Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F12=Cancel   F13=Repeat

 6806 record added.                                          +
```

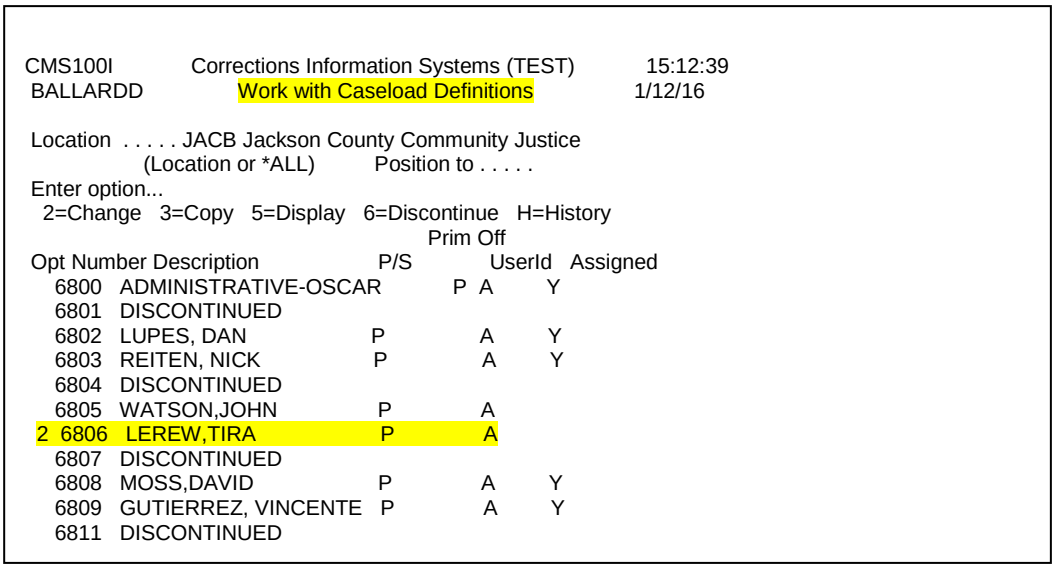
Press F12=Cancel to return to the “Work With Caseload Definition” screen. The employee’s name you added will now appear on table.

```
CMS100I          Corrections Information Systems (TEST)          15:12:39
 BALLARDD              Work with Caseload Definitions              1/12/16

 Location  . . . . . JACB Jackson County Community Justice
                (Location or *ALL)        Position to . . . . .
 Enter option...
   2=Change   3=Copy   5=Display   6=Discontinue   H=History
                                                  Prim Off
 Opt Number Description                 P/S          UserId   Assigned
    6800   ADMINISTRATIVE-OSCAR   P            A        Y
    6801   DISCONTINUED
    6802   LUPES, DAN                  P            A        Y
    6803   REITEN, NICK                P            A        Y
    6804   DISCONTINUED
    6805   WATSON,JOHN                 P            A
    6806   LEREW,TIRA                  P            A
    6807   DISCONTINUED
    6808   MOSS,DAVID                  P            A        Y
    6809   GUTIERREZ, VINCENTE         P            A        Y
    6811   DISCONTINUED
                                                  More...
 F3=Exit   F4=Prompt    F5=Refresh   F6=Create   F11=Menu bar   F12=Cancel
 F13=Repeat
```

The asterisk (*) directly to the right of the Prim Off Assigned column indicates there are Secondary offenders attached to an Inactive Caseload – no active UserID.



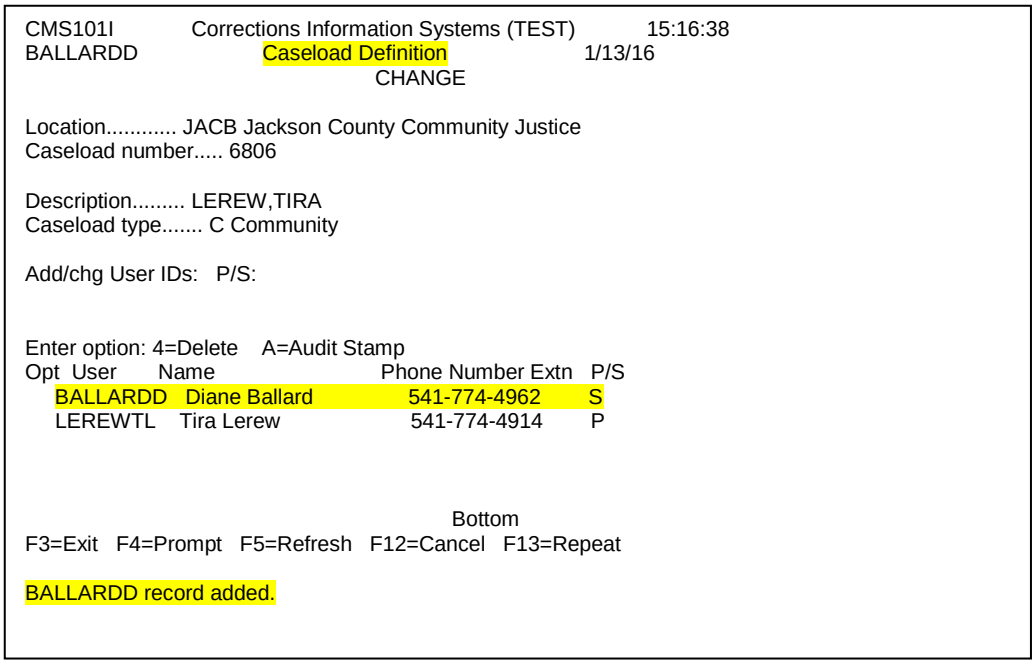
To Change an Existing Caseload Number, Description, Phone Number or Add a



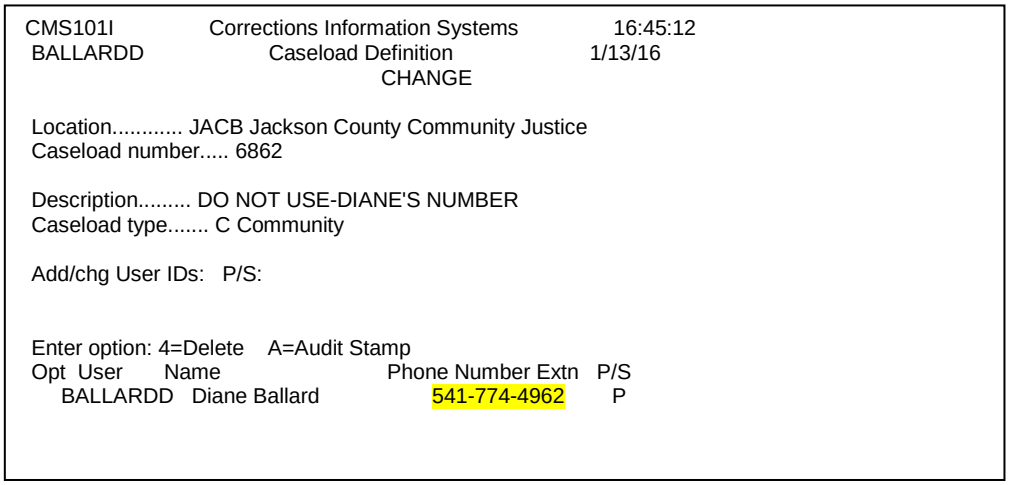
Secondary User: From the '"Work with Caseload Definitions" screen, tab to the "opt" line beside the employee's record to be changed. Put a "2=change" on "opt" line and press enter.

This will bring you to the "Caseload Definition" screen. Tab to the area to be updated/changed and make appropriate changes. Press enter to change record. First example is adding a secondary user; second example is changing phone number of existing user; and third example is changing description of existing caseload number.

Example 1:



Example 2:

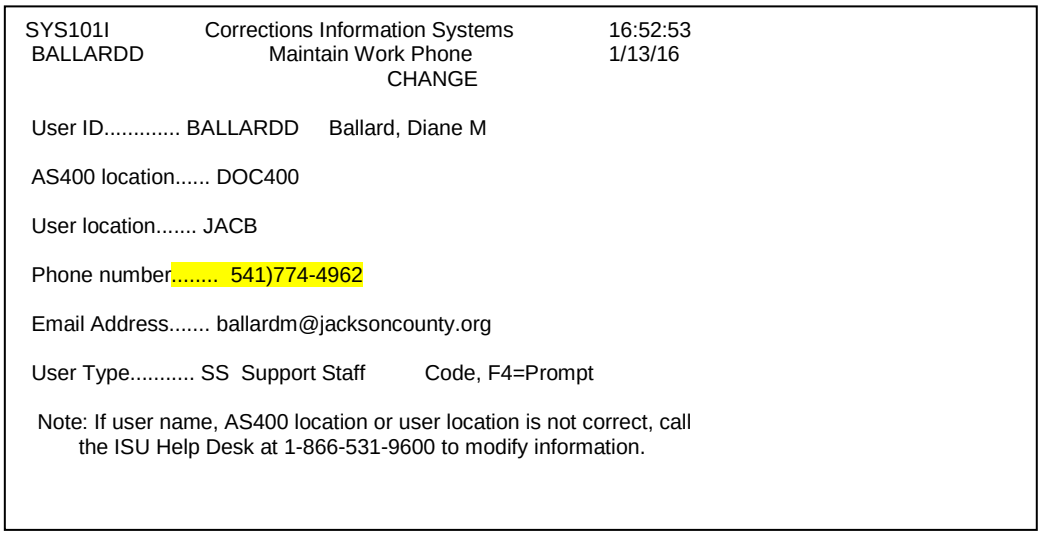


The phone number above fills in from the User E-mail address and Work Phone screen.

If the phone number is incorrect, go to this screen by using F11,2,E. Type a “2” next to the name of the person whose phone is to be changed, and press “enter."

The following screen will appear:

Example 3:


SYS101I Corrections Information Systems 16:52:53
BALLARDD Maintain Work Phone 1/13/16
CHANGE

User ID..... BALLARDD Ballard, Diane M

AS400 location..... DOC400

User location..... JACB

Phone number..... 541)774-4962

Email Address..... ballardm@jacksoncounty.org

User Type..... SS Support Staff Code, F4=Prompt

Note: If user name, AS400 location or user location is not correct, call the ISU Help Desk at 1-866-531-9600 to modify information.

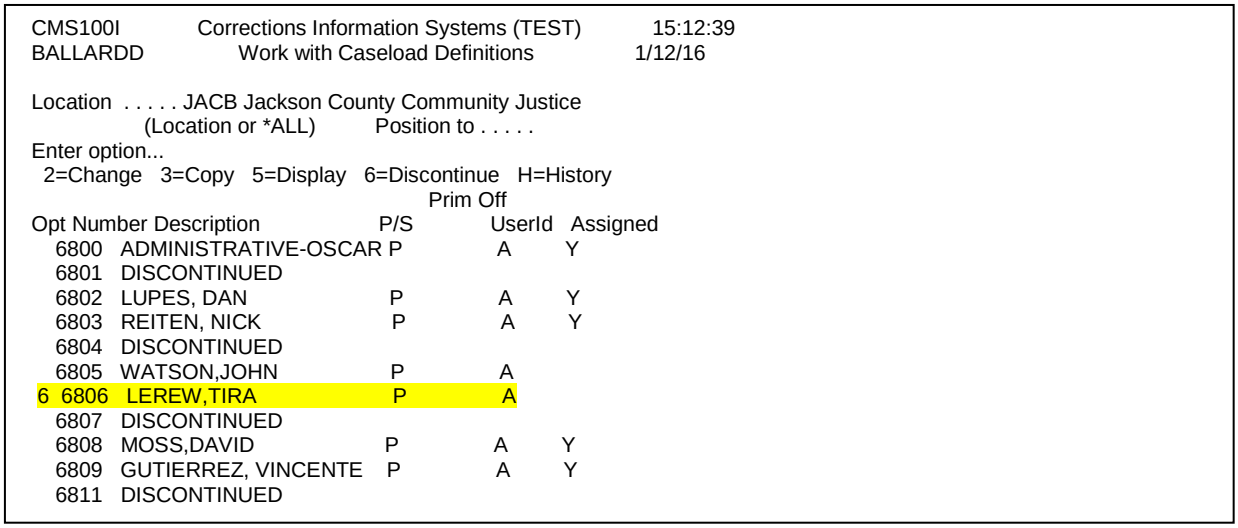
Make the appropriate change and hit enter. This will automatically change/correct the phone number in the Caseload Definition table.

Step 3 – Press enter to return to "Work With Caseload Definition" screen. Press 12=Cancel to return to Main Menu.

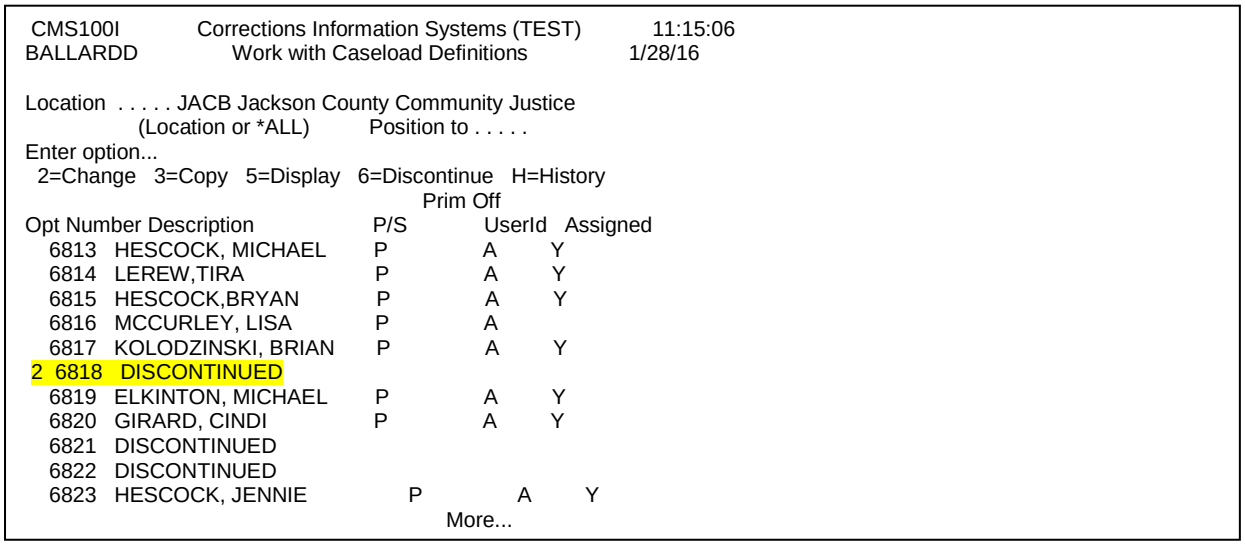
To Discontinue an Existing Caseload Number:

READ THIS BEFORE YOU BEGIN: Do Not Discontinue an existing caseload number until you have made certain all P=Primary offenders have been moved to a new caseload. Option 6=Discontinue will be blocked if there are any offenders assigned to the number as Primary. You must move the "Primary" offenders to a new, valid caseload number first. If all remaining assignments to the caseload are S=Secondary offenders, there will be a warning. Press enter again and the program will automatically remove all Secondary offenders and the number will be "Discontinued." To ensure all offenders have been accounted for, compare the Parole Officer Caseload Report (including all outcounts) with the F10=Print from the Offender Caseload Summary screen (F17=Subset first to include all outcounts and Primary case assignment). You can also subset this report by Secondary case assignment to remove those offenders first, then subset again for all outcounts and Primary to make sure everyone is moved.

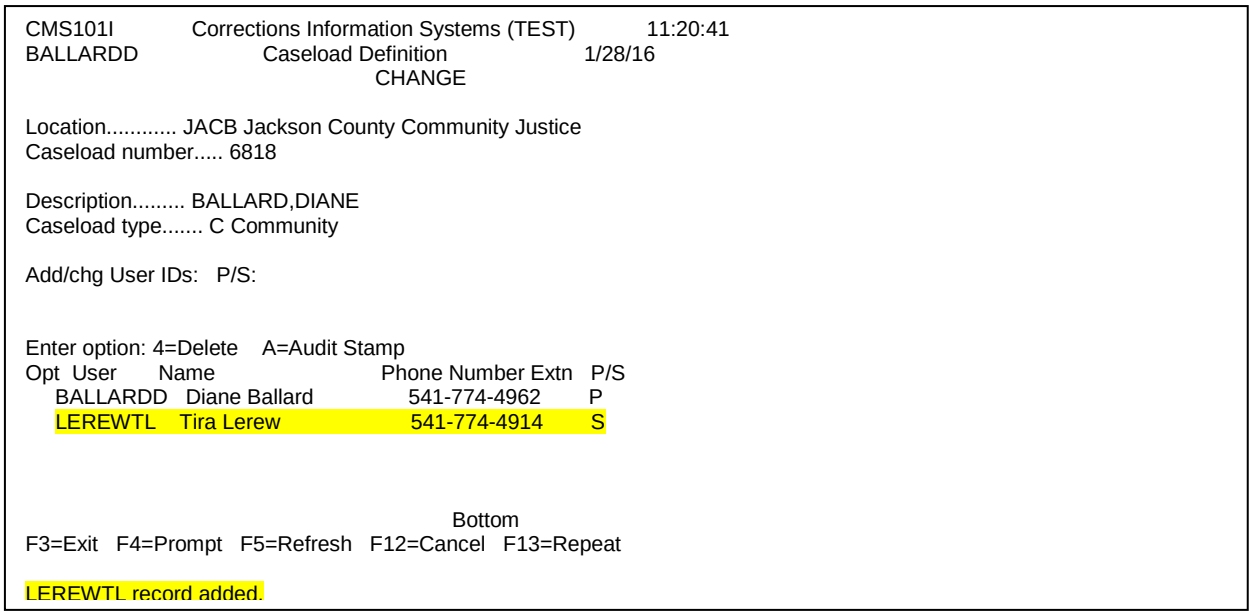
From the "Work with Caseload Definition" screen, tab to the "opt" line beside the existing caseload number to be discontinued, put a 6=discontinue on the line, press enter.



To change a Discontinued Caseload Number to an Active Caseload Number:
From the "Work With Caseload Definitions" screen, tab to the discontinued caseload number, enter a 2 on the "opt" line, press enter.



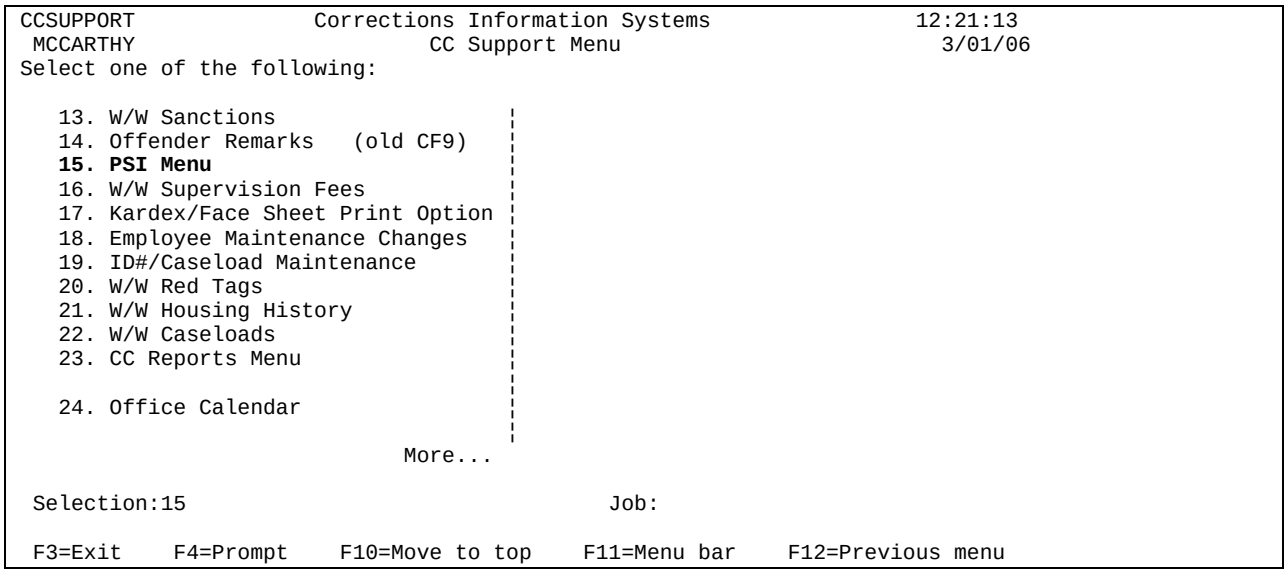
This will take you to the "Caseload Definition" screen. Fill in the Description field, Add/Chg User IDs field, phone number, and type. Press enter to process. You will get message "record updated." This will bring the new information to that existing caseload number.



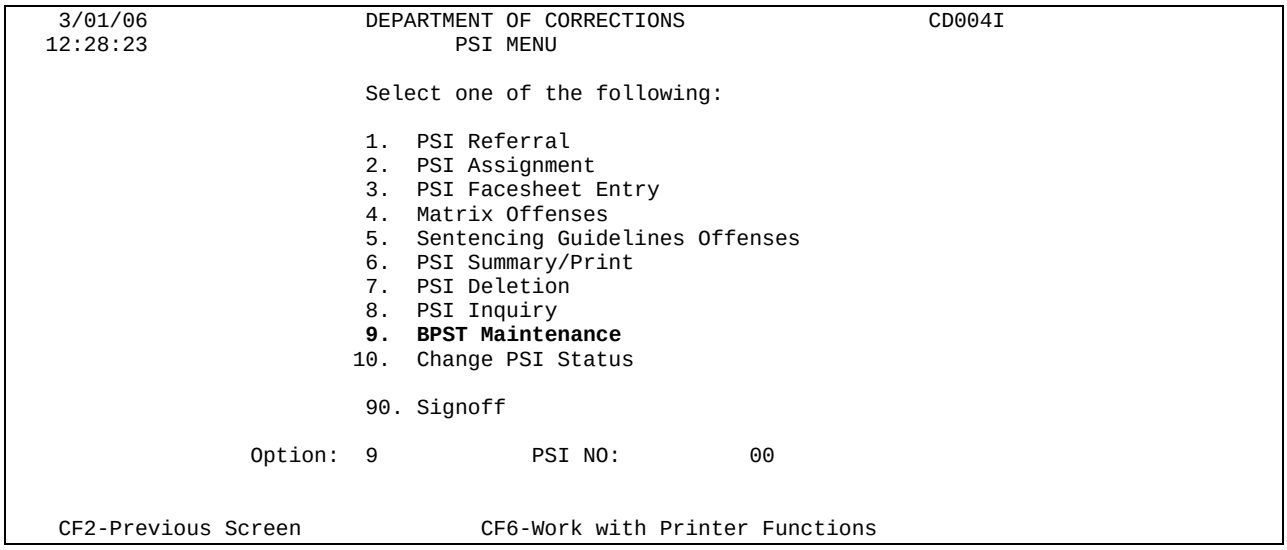
NOTE: If any old User ID's are attached, be sure to delete them before adding any new User ID's. Press enter to return to "Work With Caseload Definition" screen. Press "F12=cancel" to return to Main Menu.

23.2 PSI BPST (DPSST) MAINTENANCE

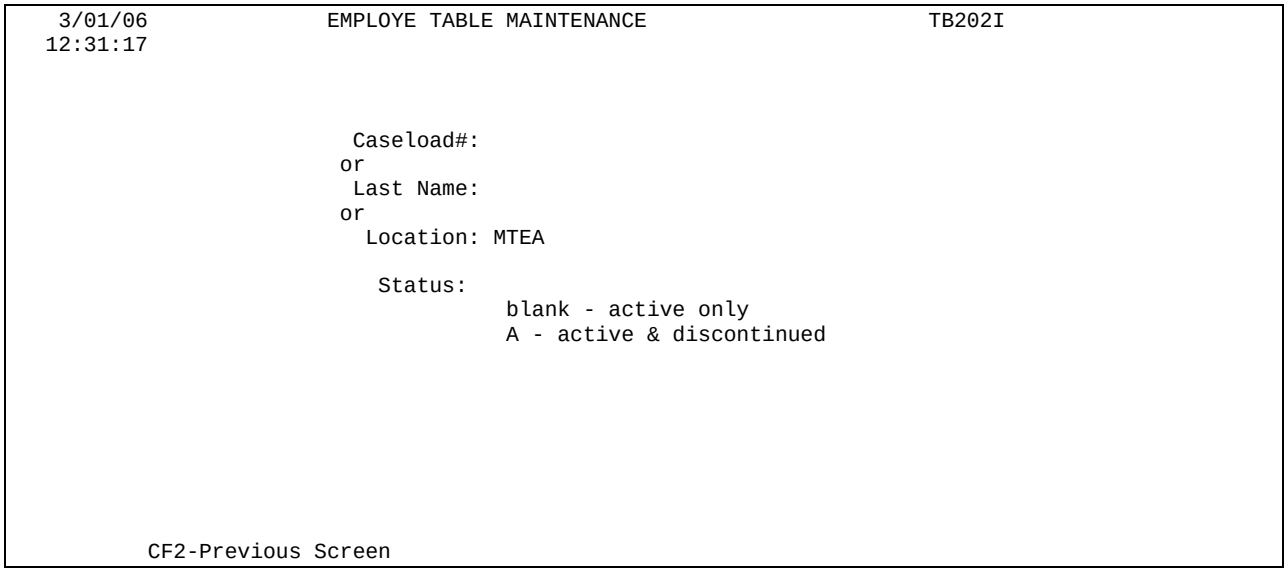
Step 1 – From the Main Menu, type "15=PSI Menu" on the selection line. Press enter. This will take you to the "PSI Menu" screen.



Step 2 – On the “PSI Menu” screen, type a “9=BPST Maintenance” on the selection line, press enter. This will bring up the “Employee Table Maintenance” screen.



Step 3 – Tab to the “location” field, type in your county/office 4-digit code. Press enter. This will bring up the “employee table by location” screen.



```
  3/01/06              OREGON DEPARTMENT OF CORRECTIONS              TB202I2
 12:52:57                 EMPLOYEE TABLE by LOCATION

                              Location: MTEA

                                    BPST
      Name (last, first middle)    Number   Position   Caseload   Active

  1   BORDEAUX, DAVE               17537       PO        3368       Y
      BROWN,LINDA                  10606       PO        3302       Y
      CARROLL, KELLY C.            11226       PO        3362       Y
      COLLARD, GREG                            PO        3364       Y
      CONNERS, EVONNE J.           20781       PO        3382       Y
      DOCTOR, SUE                  90205       PO        3396       Y
      ELFVINGS, OLD CASELOAD#      13743       PO        3312       Y
      FRANK, PAUL                  10376       PO        3376       Y
      FULLER, JOANNE                           FS        3305       Y
      GLYNN, RON                               PO        3360       Y
      GURGURICH, ED                            PO        3365       Y
      HARMON, RACHEL A                         SS        3389       Y        +

 Select - 1 or X        CF1-Menu      CF2-Previous Screen     CF8-Add Record
```

Step 4 – To Add a record, press CF8-Add Record (same as F8), this will bring up the "Add Employee Record" table. Fill in the pertinent information for the employee you are adding as follows:

- Last Name: Employees Last Name
- First Name: Employees First Name
- Middle Name: Employees Middle Initial (no period) or full middle name
- Position: FS – Field Supervisor; PO – Parole/Probation Officer; HO – Hearings Officer; SS – Support Staff; and AI – Aide
- Location: Your 4-digit county/office code
- Caseload: The 4-digit number assigned to that employee (if applicable)
- BPST (DPSST) Number: The DPSST number assigned to that employee (optional)

Press enter to add user, then press CF2-Previous Screen (same as F2) to return to "Employee Table Location Screen." Press F2 again to return to "Employee Table Maintenance" and F2 again to return to Main Menu.

```
10:01:57              OREGON DEPARTMENT OF CORRECTIONS              TB202D5
  3/13/06                   ADD EMPLOYE RECORD


                Name  Last: MCCARTHY
                     First: CHAR
                    Middle: L

                 Position: SS
                 Location: MTEA
                 Caseload: 3301

               BPST Number: 16810       (optional)




      CF2-Previous Screen     CF6-Switch Middle & First name
                              CF7-Switch First & Last name
```

Step 5 - To Change an Employee's record, type a '1 or X' on line in front of name you wish to change, press enter. This will take you to the "Change Employee Record" screen.

```
 13:08:50               OREGON DEPARTMENT OF CORRECTIONS              TB202D4
 3/01/06                  CHANGE EMPLOYEE RECORD


               Name  Last: BORDEAUX,
                    First: DAVE
                   Middle:

                Position:  PO
                Location:  MTEA
                Caseload:  3368

        Discontinued Date:
                           mmddyear

             BPST Number: 17537


           Effective Date: 00/00/0000     Update User:
                                          Update Date: 00/00/0000

     CF2-Previous Screen     CF6-Switch Middle & First name
                             CF7-Switch First & Last name
```

- To change caseload #, tab to the "caseload" field and type in new caseload of employee.
- To switch middle & first name, use the CF6-Switch Middle & First Name function (same as F6).
- To switch first & last name, use the CF7-Switch First & Last Name function (same as F7). NOTE: Be consistent when entering names.
- To discontinue an employee, tab to the "discontinue date" field, type in date employee was discontinued. This will remove employees name from the table's active list.
- To change or correct DPSST number, tab to the "BPST Number" field and type new number.
- To change location of employee, the leaving county/office will discontinue employee and receiving county/office will enter the new employee on their table.

Press enter to update record. Press F2 to return to "Employee Table By Location" screen, F2 again to return to "Employee Table Maintenance" screen, F2 again to return to Main Menu.To print list, use the screen print button. If more than one page, screen print each page (page down and press screen print on each page).

23.3 How to update User phone # information –

Use F11,2,E ***Put a "2" next to the user to be updated***

```
SYS100I          Corrections Information Systems          11:14:15
BALLARDD           User E-Mail Address and Work Phone        11/20/15

                                  Position to . . . .
Enter option...
  2=Change phone   5=Display & Email Address

Opt Profile   User Name          E-Mail Address    Loca  Phone       Ext
2 BALLARDD    Ballard, Diane M   BALLARDD DOC400         JACB  541)774-4962
  BALLARDM    Ballard, Mercy J   BALLARDM DOC400         PRCF  541)523-6680   265
  BALLARMT    Ballard, Matt T    BALLARMT DOC400         CRCI  503)280-6646
  BALLK       Ball, Ken W        BALLK    DOC400         WCCF  541)947-8217
  BALLS       Ball, Sharon A     BALLS    DOC400         WCCF  541)947-8219
  BALMASES    Balmaseda, Steven B BALMASES DOC400        OSP   503)373-1110
  BALTAZAD    Baltazar, Daniel G BALTAZAD DOC400         TRCI  541)922-2000  4017
  BANDONIE    Bandonis, Eric J   BANDONIE DOC400         MARI  503)566-6960
  BANDYB      Bandy, Barbara K   BANDYB   DOC400         EOCI  541)278-3629
  BANEYG      Baney, Gretchen J  BANEYG   DOC400         DRCM  541)325-5684
  BANICKM     Banick, Michelle D BANICKM  DOC400         MARI  503)540-8088
  BANKERL     Banker, Levi P     BANKERL  DOC400         CCCF  503)570-6812
                                    More...
F3=Exit   F4=Prompt   F5=Refresh   F10=Print   F11=Menu bar
F12=Cancel          F13=Repeat   F17=Subset
```

```
 SYS101I          Corrections Information Systems          11:03:25
BALLARDD                Maintain Work Phone                 11/20/15
                                  CHANGE

User ID..... BALLARDD     Ballard, Diane M

AS400 location..... DOC400

User location..... JACB

Phone number.....  541)774-4962

Email Address..... ballardm@jacksoncounty.org

User Type..... SS  Support Staff         Code, F4=Prompt

 Note: If user name, AS400 location or user location is not correct, call
       the ISU Help Desk at 1-866-531-9600 to modify information.



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

Make changes, and "enter" to save changes.

OPS CHAPTER 24 – Checklists and Forms

This chapter of the manual contains a few sample checklists to help walk you through the steps of various processes and file maintenance. Keep in mind that processes **may vary slightly from county to county**, but the following checklists will give you a general guideline and are **not updated as processes in this manual change**.

There are also some samples of forms that are frequently used by all counties and again, these **may vary slightly from county to county**.

EXAMPLES

24.1 OPENING A NEW PROBATION FILE

When a new case is received, it is preferable to have a court order before entering anything into the AS400. However, if you know for certain that an offender was placed on supervised probation (PO in court, info from the DA, etc.) then you can go ahead and enter what info you have on the offender. (This may vary by county.) Follow these steps for opening a new probation file:

☐ 1. Check AS400/OIS (Offender Information System)/WebLEDS for offender's current status. They may already be on probation in another county. Using OIS, users can also search by name, FBI #, SSN and DOB. This can be especially helpful for hyphenated names or those who've changed their names due to marriage/divorce, etc.

☐ 2. Print off case information from OJIN. (This may vary by county)

☐ 3. Run CCH in WebLEDS (Use the QWHD mask, then RR by SID and/or FBI)

☐ 4. Request the DA's file; copy of indictment, police reports, etc. (If no PSI)

☐ 5. Using the Admission process (Option 3 from Main Menu), enter offender info on each screen as thoroughly as possible. If not all info is available, it can be collected and entered later. Info will come from the Court Order, LEDS, OJIN, and the offender's intake packet. Be sure to do a thorough search **BEFORE** entering any info into AS400 to avoid creating a duplicate record. (For more info, refer to OPS Manual Chapter 2.)

☐ 6. If Special Conditions include REST, SC7, CMPF or CSWK, make them trackable and enter amount/unit(s) owed. (For more information, refer to OPS Manual Chapter 18.)

☐ 7. Print Kardex after all offenses and conditions have been entered.

☐ 8. Enter EPR into LEDS using the QPR or EPR Mask in WebLEDS. Use the EN Mask to enter any additional supplemental information and conditions.

If offender will be supervised by your county, complete the following (if it will be a direct transfer to another county, then skip and go to step 12):

☐ 9. Place all information in a file, organize the file per your county's policy. (See File Organization Checklist sample later in this chapter.)

☐ 10. Make a file label according to your county's policy.

☐ 11. Give file to PO

If offender will be supervised by another county (direct transfer), complete the following:

☐ 12. Using the Transfer process in the AS400 (Option 9 from your Main Menu) release the offender the same date as admission.

☐ 13. Using the MPR mask in WebLEDS, release the EPR to the other county by modifying the ORI, adding the other county's info to the MIS Field and entering other county's mailbox, if known. If not known or if mailboxes aren't used, enter an asterisk (*) or a space in the MBX field.

☐ 14. Mail the file material to the receiving county as soon as possible.

****

If offender is already on supervision in another county and this is an additional offense, complete steps 1- 7 & 14. (On step 5, use option 5 or 6 from your Main Menu. (You only need to enter offense and mail judgment & new Kardex to the other county.)

EXAMPLES

24.2 CLOSING A PROBATION FILE

Permanent Closures

An offender is only discharged when all sentences are closed in the current custody cycle. Follow these steps for closing the file (this may vary by county):

☐
1. Make sure that the outcome measure, trackable conditions of REST, CMPF, SC7 and CSWK have all been updated in the condition tracking module. All of these conditions should be marked as completed. If they have not been completed and there are still court fines owed, make sure the balance due is correct. Also make sure that the Treatment Module does not have any open treatment referrals as you will not be able to close the offender if there are. If there *are* open treatment lines, give the file back to the PO to enter the treatment information. (See OPS Manual Chapter 12 for more info on Treatment Module.)

☐ 2. Go to the fee module (Option 16 from Main Menu) and see if there are any fees left owing. If there are, send any amount due over $50 to DOR for collection. Open a DOR line with the total amount due from the offender. Close the DOR line. Make adjustments to zero out all of the other fee lines. Make sure that all open fee lines are closed; but if any are left open, a nightly job will auto-close all open fee accounts the evening after file closure. The only fee line that closes immediately upon file closure is the supervision fee line. Complete a DOR collection report. Place a copy on side 4 of the offender's file and mail or fax a copy to DOR.

☐ 3. Complete the release process in CIS (Option 4 from Main Menu). You will first need to close each open sentence line to the appropriate code in the "Work with Offenses" screen. The next screen will be the "Offender Release" screen where you will enter the body closure. Go through each screen after that, checking to make sure everything has been entered.

☐ 4. Go to WebLEDS and cancel the EPR (XPR mask). If Sex Offender Registration is included on an EPR, see OPS Manual Chapter 5 for instructions on how to cancel the EPR.

☐ 5. Send official file material to OISC according to policy. (Refer to "Documents Maintained by OISC" section later in this chapter.) This is required on all felonies, sex offenses and compacts. When sending a misdemeanor sex offender material, write in bold on top of closing summary "MISD SEX OFFENDER". If misdemeanor is last offense to close and there was a felony closed earlier, type or write felony information on Closing Summary and send to OISC.

Temporary File Closures

When an offender is to be closed to a temporary out-count (ABSC, CMPO, IMMI, INAC, UNSU, etc), follow these steps for closing the file:

☐ 1. Complete the release process in AS400 (Option 4 from Main Menu). You will not close the sentence lines in the "Work with Offenses" screen, unless they have expired previously. The next screen will be the "Offender Release" screen where you will enter the appropriate temporary body closure code. Go through each screen after that, checking to make sure everything has been entered.

☐ 2. Go to WebLEDS and modify the EPR (MPR mask) if necessary. You may need to modify the RTP and/or MIS fields. For ABSC closure, change RTP to ABS and modify MIS Field to say that the offender has absconded supervision. For IMMI closures, modify the MIS Field to say that the offender has been deported. For UNSU & INPR closures, modify the MIS Field to say that the offender is unsupervised/on inactive status. For CMPO, modify the MIS Field to show by what state the offender is being supervised.

☐ 3. Place the file in appropriate storage.

EXAMPLES

24.3 OUTGOING TRANSFER CASES

Follow these steps for transferring a case to another county:

☐ 1. Make sure that the outcome measure, trackable conditions of REST, CMPF, SC7 & CSWK have all been updated in the condition tracking module. Check OJIN to make sure that all of the money amounts due are correct. *(The PO should have done all of this, as well as have updated the treatment module before they gave you the file, but you need to double check and make sure. No file should leave your office that is not complete and current.)*

☐ 2. Check the fee module and make sure that it is cleaned up. All fees transfer with the offender, except DOR. If we have paid for any treatment for the offender that they have not repaid, then we will turn that amount due over to DOR for collection before sending the file. You will need to open a DOR line with the amount that the offender owes for treatment; then close that DOR line. Zero out the treatment lines with the amount that was transferred to the DOR line and close them as well. Complete a DOR Collection form and send in. Make a note in AS400 of your actions.

☐ 3. Remove all LEDS from side 3 and shred. (Varies by county)

☐ 4. Complete the transfer process in AS400 to the other county. Go to Option 9 from Main Menu. For a direct transfer, release the offender the same date as admission. The "Release Reason" will be "TRAN". The release location with be the 4-letter code of the receiving county. You can use the "F4" option to choose the appropriate county. When you get to the "Informational Remarks" screen, enter a notation that you transferred the file.

☐ 5. Go to WebLEDS and transfer the EPR to the accepting county by using the "MPR" mask. You will need to: **a)** enter the other county's ORI (this should be on the acceptance sheet from the other county. If not, you will find it in the directory); **b)** modify the MIS Field with the other county's information (Name of PO if known and phone number; if you do not know the name of the PO, put the agency name); and **c)** enter other PO's mailbox if known. If not known or if mailboxes are not used, enter an asterisk (*) or a space in the MBX field.

☐ 6. Attach the "Transfer Memo" to the top of the file, checking off all appropriate actions, and mail the file to the receiving county.

☐ 7. Make an offender note (F11, 2, T) that the file was transferred to the receiving county and that the file has been mailed.

24.4 INCOMING TRANSFER CASES

☐ 1. Using the Admission process (Option 3 from Main Menu) enter offender as of the date and time that the other county released the offender. This info will be showing on the screen. Go through each screen making sure all data (AKA names, address, etc) is correct.

☐ 2. Run a QWHD in WebLEDS and place on side 3 of the file. Check to make sure that the right PO information is reflected on the EPR. If it is not correct, make any necessary changes using the MPR Mask and run a QLW to double check.

☐ 3. Organize the file per your county's policy and make sure it has the appropriate label. Place this sheet on the bottom of Side 3 (if required) and give the completed file to the accepting PO.

EXAMPLE

24.5 FILE ORGANIZATION GUIDELINES

Side 1

Kardex
All court orders, amendments & modifications
Orders of Parole/Post-Prison Supervision
Parole/Post Prison Supervision Facesheet
Conditions of Probation
Orders to Show Cause
Board Action Forms
Sex Offender Registration
Discharge of Parole/Post-Prison Supervision
Weapons Notice
Photographs

Side 2

Initial Intake Form
PSI/Post-Sentence Reports
Personal History Form (If on PSI)
Notification of Inmate Release
Parole/PPS Supervision Planning Form
Medical/Dental/Psychological Reports
All Formal and Short Form Reports
Letter in Lieu of Reports
Detainers/Affidavits/Warrants
Investigation Requests (Field/In-State/Out-of-State)
Investigation Acceptances/Rejections
Compact Packets (except orders and conditions)
Initial Risk Assessments/Reassessments
Treatment Completion Certificates/Notices/Reports
Release of Information Authorizations (behind treatment tab)
Polygraph Reports
CSW completion reports/forms
Hearings Documents
Structured Sanction Forms
EPR Entry Form (place on bottom of section)
Closing summary

Side 3

Chronos
EPR Hits/Criminal History/FBI Record/Driving Records (all LEDS)

Side 4

Police Reports
Military/School Records
Grievance Form
Payment Schedules, Client Money reports, Payment Receipts
Action Plans
Employment Contact Forms
AA Attendance Forms
Correspondence
All other miscellaneous material

EXAMPLES

24.6 FILE ORGANIZATION CHECKLIST

NAME:_____ CASELOAD:_____ TYPE: _____

Side I (in order from top to bottom)

- ☐ KARDEX
- ☐ ALL COURT ORDERS, PPS ORDERS
- ☐ SENTENCING GUIDELINES, FELONY ONLY
- ☐ OJIN CASE REPORT (Behind appropriate circuit court order.)
- ☐ SIGNED CONDITIONS
- ☐ SIGNED WEAPONS NOTIFICATION
- ☐ SEX OFFENDER REGISTRATION OBLIGATION NOTIFICATION, if applicable
- ☐ PHOTO

Side 2 (in order from top to bottom)

- ☐ CONDITIONS CHECKLIST
- ☐ INITIAL RISK ASSESSMENT ☐ STATIC 99 ☐OSORA
- ☐ INCOMING COMPACT PACKETS (except court order, conditions- they go on side 1)
- ☐ PPS/PAROLE RELEASE PLAN PACKET
- ☐ TABS FOR TRACKABLE SPECIAL CONDITIONS WITH ALL MATERIAL FILED BEHIND (Treatment, CSW, etc)
- ☐ COMPLETED INTAKE PAPERS OR PSI REPORT
- ☐ EPR ENTRY (bottom, tabbed)

Side 3 (in order from top to bottom)

- ☐ CHRONO HISTORY (if printed for file)
- ☐ CURRENT CCH, FBI, DMV (ALL LEDS)

Side 4 (in order from top to bottom)

- ☐ OUTGOING COMPACT PACKETS
- ☐ WRITTEN REPORTING INSTRUCTIONS / ACTION PLAN
- ☐ SIGNED COURT FINE PAYMENT SCHEDULE (if full amount due to court can not be paid within 30 days)
- ☐ OJIN CASE FINANCIAL REPORT
- ☐ POLICE REPORTS (bottom, tabbed)

EXAMPLES

PLACE THIS FORM ON BOTTOM OF SIDE 3 WHEN ALL FILE MATERIAL HAS BEEN OBTAINED

24.7 NOTIFICATION OF FILE CLOSURE

OREGON DEPARTMENT OF CORRECTIONS

DATE: January 11, 2016 DOB: «Birthdate» SID#: «ID_Number»

NAME: «Last_Name», «First_Name» «Middle_Name»

ADDRESS: «Home_Address_Line_1_»
«Home_City», «Home_State» «Home_Zip_Code»
PHONE: «Phone»

CRIMES: «Crimes_Offenses»
CO. CONV.: «Counties_of_Convictn»
DOCKET#: «Case_Docket_No»
SENTENCE: «Sent_Length»
JUDGE: «Sentencing_Judges»
EXP DATE: «Sent_Expi_Dates»
CASE TYPE: «Sentence_Type»

TYPE OF CLOSURE:

- ☐ ABEX - ABSC EXPI/DISMISSED BY COURT
- ☐ APPE - APPEAL/APPEAL WON
- ☐ BNPB - CONVERT TO BENCH PROBATION
- ☐ COMP - COMPACT CLOSURE
- ☐ CRTR - REVOKED/TERMINATED/DISCHARGED TO JAIL
- ☐ DIED - DEATH
- ☐ DISC - DISCHARGE FROM PAROLE
- ☐ EARL - EARLY TERMINATION BY COURT ORDER
- ☐ EXPI - SENTENCE EXPIRATION
- ☐ PSRB - PSYCHIATRIC REVIEW BOARD
- ☐ RTNS - REVOKED/TERMINATED/NO SANCTION

COMMENTS:

_____
«PO_name»
Parole and Probation Officer

OFFICE: «Responsible_Location»
TRI-COUNTY COMMUNITY CORRECTIONS
302 Scott St. – Po Box 404 – Moro, OR 97039
PH: 541-565-0520 FAX: 541-565-0525

EXAMPLES

24.8 IRT REQUEST

TRI-COUNTY COMMUNITY CORRECTIONS
302 Scott Street – PO Box 404 – Moro, OR 97039
Phone (541) 565-0520 Fax (541) 565-0525

INVESTIGATION REQUEST FOR TRANSFER

DATE: January 11, 2016

TO: County Community Corrections **PHONE:** **FAX:**

RE: **«Last_Name», «First_Name» «Middle_Name»**

SID: «ID_Number» **FBI:** «FBI_Number» **DOB:** «Birthdate» **SSN:** «Social_Security_No»
OLN: «Drivers_License_No»
SEX: «Sex» **RACE:** «Race_Description» **HGT/WGT:** «Height»/ «Weight» **HAIR:** «Hair_Color» **EYES:** «Eye_Color»

SUP. LEVEL: «Comm_Supervision_Lvl»

JUDGE(S): «Sentencing_Judges»
COUNTY(S): «Counties_of_Convictn»
CRIME(S): «Crimes_Offenses»
CASE NO(S): «Case_Docket_No»
SENTENCE: «Sent_Length»
BEGIN DATE: «Sent_Begin_Dates»
EXP. DATE(S): «Sent_Expi_Dates»
CASE TYPE(S): «Sentence_Type»

INSERT PHOTO FROM FILE IF AVAILABLE

CONDITIONS: ☐Community Service Work- ☐Financial Obligations- $ ☐Jail Days- ☐Alcohol/Drug Package ☐Sex Offender Package ☐DV Package ☐ Mental Health ☐Treatment- ☐Other:

RESIDENCE: «Home_Address_Line_1_», - «Home_City», «Home_State» «Home_Zip_Code»
Home Phone: «Phone»
Lives with:

EMPLOYMENT:

CONFORMANCE:

Thank you for your prompt assistance.

«PO_name»
Parole/Probation Officer

PLEASE INVESTIGATE FOR TRANSFER TO YOUR BRANCH
RESPOND BY FAX OR BY E-MAIL TO: Tina.I.Potter@cc.doc.state.or.us

EXAMPLES

24.9 IRT RESPONSE LETTER

TRI-COUNTY COMMUNITY CORRECTIONS
302 Scott Street – PO Box 404 – Moro, OR 97039
Phone (541) 565-0520 Fax (541) 565-0525

RESPONSE TO INTER-COUNTY INVESTIGATION REQUEST FOR TRANSFER

DATE: January 11, 2016

TO: «PO_name», County Community Corrections
Fax:

FROM: JOHN FOLLIARD
Tri-County Parole/Probation (Gilliam, Sherman, Wheeler)

RE: «Last_Name», «First_Name» SID: **«ID_Number»**

****

( ) Investigation complete, case has been accepted for transfer. Please send all file material including police reports to:

Tri-County Community Corrections
PO Box 404
Moro, OR 97039

Release AS400 to ( )GILL , ( )SHER , ( )WHEE . Our EPR modification should read:

ORI/.MBX/.MIS/PO JOHN FOLLIARD D 541-565-0520 E 541-384-2080.

==========

( ) Case has been rejected at this time, see below comments for details.

COMMENTS:

Thank you.

_____
JOHN FOLLIARD
Parole/Probation Officer

EXAMPLES

24.10 COURTESY NOTIFICATION LETTER

Hope, Courage & Determination

MARION COUNTY SHERIFF'S OFFICE

Parole & Probation Division

4040 Aumsville Hwy SE, Salem OR, 97317

Telephone (503)588-8492 / Fax (503)540-8010

EXAMPLE

Notification of Corrections Client Living In Your County

Date: 11/16/10

PO: FRED FLINTSTONE
Caseload#: 8131

Client Information-

Offender: Bunny, Bug S.
Sid#: 0123456789
Offense(s): UN USE VEH, ELUDE POLI
Case Type: FPO, MPR
Address: 4040 Aumsville Hwy SE, Salem, OR 97317
Expiration: 10/17/2013, 03/02/2012,

An inter-regional transfer has not been submitted due to your county's policy of not accepting offenders convicted of this classification of offense, or due to a reciprocal agreement of transfer between our counties.

This is Marion County's notification that this offender is currently living in your county. After reviewing the offender's history, should you choose to supervise this case, please request a formal transfer investigation.

24.11 FIELD INVESTIGATIONS

Run LEDS

Create File or retrieve old file

Assign to Dave Sparks (7007) unless sex offender

Enter info on Excel spreadsheet "Parole Log"

Put due date on top 30 days from day received

Put on "release calendar" when their physical release date

Label (field investigation)

Give to PO

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

If it is Denied: scan the denied and shred all

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

EXAMPLES

24.12 IRTR FRONT PAGE

OREGON DEPARTMENT OF CORRECTIONS

DOUGLAS COUNTY COMMUNITY CORRECTIONS

1036 SE Douglas Street, Room 206

Roseburg, Oregon 97470-3317

Phone (541) 957-8148 - FAX (541) 957-8149

Allen Boice, Director

Date: January 11, 2016
County: Fraggle Rock County
Attention: Records
RE: Flintstone, Fred
SID No: 1234567890
Please find attached:

_____ **NEW INTAKE**, which was sentenced in Douglas County however, the offender resides in your county.

_____ **IRTR**, an existing case being transferred to you from Douglas County.

_____ The charge with conditions has been entered on the AS400. Police reports are/are not attached.

_____ The case has been released to your County; however, the caseload number was not modified.

_____ The EPR has been entered.

_____ The EPR has been modified to your ORI number. The MIS field was Modified to your PO's name and number, if provided. If this information was not provided, your counties name and number was entered. All important conditions were also listed (i.e., no alc, no drugs, no assn drugs, no contact, etc).

_____ All additional information (AKA, SOC, DOB) has been entered into EPR.

_____ Please admit this case to your office.

Please call our office if you have any questions. *KERRI HUMBERT 541-957-2083*

EXAMPLES

24.13 DOR LETTER TO CLIENT UPON CLOSURE

January 11, 2016
Fred Flintstone
123 Roseburg St
ROSEBURG, OR 97470

RE: PAST DUE FEES

Dear **Mr. FLINTSTONE**

You are no longer under Douglas County supervision. However, this is to advise you that the total due of **$ 5000.00** has been sent to Department of Revenue for collection.

Supervision $4000.00

Treatment $ 500.00

Polygraph $ 500.00

Urinalysis

Miscellaneous

You can either make a payment through this office or to the Department of Revenue at PO Box 14725, Salem, OR 97309. (With payment, send social security number for their reference).

If this account is not paid in full when you file your tax return, the Department of Revenue will garnish the amount from your refund.

Sincerely,

Office Specialist II

EXAMPLES

24.14 Fee Adjustment Request

Douglas County Parole and Probation
Adjustment Requests for Fee's

Date:

Offender Name Sid#

Amount: Date of Error:

CA CK MO BK BA

Type of fee: SUPV _____
TX01 ___ ____
POLY _____
WKCR _____
TRAV _____
DOR __ ___ __

Date of Correction:

Form completed by:

Deposit will be OVER UNDER

Reason for Adjustment:

_____

_____

_____

_____

If posted/adjusted incorrectly to wrong offender (complete below)

From offender: _____To offender: _____

Amount _____

Reason: _____

_____

_____

_____

_____

_____ _____
Supervisor Date

EXAMPLES

24.15 Order to Continue/amend supervision conditions

DOUGLAS COUNTY SUPERVISORY AUTHORITY OF PAROLE/POST-PRISON SUPERVISION
ORDER TO CONTINUE/AMEND SUPERVISION CONDITIONS

FLINTSTONE, FRED DCSA ACTION DATE: 2-17-10
SID # 1234567890 PHYSICAL RELEASE DATE:
OFFICE/CASELOAD: **DOUG/7013** POST-PRISON SUPERVISIONEXP: 1-11-12

THE FOLLOWING IS AN AMENDMENT TO SUPERVISION CONDITIONS ORDERED ON RELEASE:

The post-prison supervision expiration date is amended to reflect **6 days** of inoperative time.

All previously imposed conditions of supervision remain in full force and effect.

I have read, or have had read to me, and fully understand and acknowledge the amendment to the Order of Supervision Conditions, and the regulations, and restrictions governing my supervision.

Director Offender Date Witness

****ORDER TO CONTINUE/AMEND SUPERVISION CONDITIONS****

EXAMPLES

24.16 Certificate of supervision expiration

DOUGLAS COUNTY SUPERVISORY AUTHORITY

CERTIFICATE OF SUPERVISION EXPIRATION

TO ALL WHOM IT MAY CONCERN:

FRED FLINSTONE, SID # 1234567890, HAS COMPLETED THE PERIOD OF POST-PRISON SUPERVISION IMPOSED, AND IS EXPIRED FROM SUPERVISION EFFECTIVE THIS FEBRUARY 13, 2010

Allen Boice, Director
Douglas County Supervisory Authority

EXAMPLES

CERTIFICATE OF SUPERVISION EXPIRATION

24.17 Local control warrant recall memo

LOCAL CONTROL WARRANT RECALL MEMO

DEPARTMENT OF CORRECTIONS
Douglas County Community Corrections
1036 SE Douglas Ave, Room 206
Roseburg, OR 97470

To: Douglas County Sheriff's Department

From: Allen H. Boice - Director

Subject: Warrant Recall RE: Fred Flintstone

Date: 3/9/09

Please recall warrant number: 01CR2345FE for Fred Flintstone. This is a Local Control Warrant, the offender showed up in the office voluntarily.

Thank you for your help.

_____
Allen H. Boice, Director

EXAMPLES

24.18 Probation warrant recall memo

PROBATION WARRANT RECALL MEMO

DEPARTMENT OF CORRECTIONS
Douglas County Community Corrections
1036 SE Douglas Ave, Room 206
Roseburg, OR 97470

To: Douglas County Circuit Court

From: Allen H. Boice - Director

Subject: Warrant Recall RE: Fred Flintstone

Date: 3/9/09

Please recall warrant number: 01CR2345FE for Fred Flintstone. This is a Probation Warrant, the offender showed up in the office voluntarily.

Thank you for your help.

_____
Allen H. Boice, Director

EXAMPLES

24.19 Example facsimile

FACSIMILE

To:

Office:

Fax:

Phone:

Pages:

Date:

Number of pages including this page:

( ) Original will not follow

( ) Original will follow by: MAIL

CONFIDENTIALITY NOTE: THE DOCUMENTS ACCOMPANYING THIS FACSIMILE TRANSMISSION CONTAIN INFORMATION BELONGING TO DOUGLAS COUNTY PAROLE AND PROBATION. THIS INFORMATION MAY BE CONFIDENTIAL AND/OR LEGALLY PRIVILEDGED AND IS INTENDED ONLY FOR THE USE OF THE ADDRESSEE DISEIGNATED ABOVE. **IF YOU ARE NOT THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISCLOSURE, COPYING, DISTRIBUTION OR THE TAKING OF ANY ACTION IN RELIANCE ON THE CONTENTS OF THIS TELECOPIED INFORMATION IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS FACSIMILE IN ERROR, PLEASE IMMEDIATELY NOTIFY US BY TELEPHONE TO ARRANGE FOR THE RETURN OF THE ORIGINAL DOCUMENTS TO US.**

DEPARTMENT OF CORRECTIONS
DOUGLAS COUNTY
PAROLE AND PROBATION
1036 SE DOUGLAS STREET, ROOM 206
ROSEBURG, OR 97470
FAX: 541-957-8149
PH: 541-957-8148

EXAMPLES

24.20 Authorization of release of information

AUTHORIZATION OF RELEASE OF INFORMATION

I, _____, AUTHORIZE THE RELEASE OF INFORMATION TO/FROM DOUGLAS COUNTY COMMUNITY CORRECTIONS AND THE FOLLOWING AGENCIES:

Agencies	Client Initial	Agencies (Cont=d)	Client Initial
ADAPT		Douglas County Mental Heath	
Serenity Lane		Services to Children & Families	
Confidence Clinic		Crossroads	
Valley View Counseling		David Robinson	
Other		Drug Court Treatment	

Information Requested/ Released	Client Initial
Alcohol / Drug Assessment / Evaluation / Progress Reports / UA reports / Phone Contact / Counselor=s Discharge Summary	
Psychological Tests, Psychiatric Evaluations	
Medical Records	
Employment Information / Educational Records & Progress	
Financial	
Polygraph & Police Reports	
Other:	
Other:	

THIS AUTHORIZATION IS IN EFFECT FROM _____ AND ENDS ON _____.

I authorize the release of any treatment information to the courts for purposes of violation or status hearings.

_____ (Initial)

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

Client Signature **Date**

D.O.B_____

_____- ____/____/____

Witness **Date**

Note: The information received by Douglas County Community Corrections as a result of this authorization will be treated as confidential. Douglas County Community Corrections may, however, disclose this information for the purpose of the administration of its programs including disclosure in circuit or district court proceedings.

EXAMPLES

24.21 Social history questionnaire

DOUGLAS COUNTY COMMUNITY CORRECTIONS

SOCIAL HISTORY QUESTIONNAIRE

PLEASE **PRINT** ALL INFORMATION COMPLETELY AND ACCURATELY TO THE BEST OF YOUR ABILITY.

NAME:
First_____Middle_____Last_____

DOB:_____Age:_____Place of birth:_____

SSI#:_____Height_____Weight_____Race_____Sex___

Hair_____ Eyes_____

Home phone_____Cell phone_____

Wk phone_____Emergency contact_____

SCARS, MARKS, TATTOOS:
Description/Location (example tat r arm, sc l arm)
_____
_____
_____

MARITAL HISTORY: **(**circle one**)**
Are you currently married Y N If yes, name of spouse_____

Do you have any children Y N How many? _____

Do you owe child support? Y N

Monthly Amount owed _____ Amount Behind _____

Who is it owed to _____?

Children's names _____

EXAMPLES

24.22 Social history questionnaire

OREGON DEPARTMENT OF CORRECTIONS

DOUGLAS COUNTY COMMUNITY CORRECTIONS

1036 SE Douglas Street, Room 206

Roseburg, Oregon 97470-3317

Phone (541) 957-8148 - FAX (541) 957-8149

Allen Boice, Director

DOUGLAS COUNTY COMMUNITY CORRECTIONS

SOCIAL HISTORY QUESTIONNAIRE

PLEASE **PRINT** ALL INFORMATION COMPLETELY AND ACCURATELY TO THE BEST OF YOUR ABILITY.

NAME:

First_____Middle_____Last_____

_____

DOB:_____

Address: _____

_____

_____

How long have you lived at this address? _____.

Who lives with you?

_____.

MARITAL HISTORY:

Are you currently married? **Y N** If Yes, Name of spouse

_____

Do you owe child support **Y N** How much do you owe?

_____

Children's names, ages and who do they live with:

Name:	Age:	Who they live with:	Address:
_____	____	_____	
_____	____	_____	
_____	____	_____	
_____	____	_____	
_____	____	_____	

EXAMPLES

FAMILY HISTORY

Father's full name_____
Address: _____Phone_____
Mother's full name_____
Address: _____Phone_____
Name's of siblings:

Name:	Age:	Who they live with:	Address:
_____	____	_____	_____
_____	____	_____	_____
_____	____	_____	_____

DRUG AND ALCOHOL HISTORY

Was your current offense alcohol related? **Y N** Drug related? **Y N**
Have you undergone any alcohol treatment? **Y N** Drug Treatment? **Y N**
If so, when, where, and did you successfully complete the program?
_____.

Which drugs have you **EVER** tried? (check all that apply) Pot ___ Speed/Meth ___
Cocaine ___ Hashish ___ LSD ___ Heroin ___ Mushrooms ___ Peyote ___ Alcohol __
Barbiturates or other "downers" ___ Other (please list)_____.
Drug(s) of choice when using?_____
Method of Use: Injecting ___Smoking___ Snorting ___Eating___ Other ___
Frequency of Use: (check all that apply)
Seldom/never ___ Infrequent ___ Social ___ Daily ___ other ___
Where do you Use: Parties ___ House ___ Alone ___ Vehicles ___ other ___
When was the last time you used?
_____.

Has your alcohol/drug use led to: (check all that apply)
Job loss __ Aggressiveness __ Mental Problems __ Medical Problems__ Arrests __
Divorce __Other _____
Friends you associate with that DO NOT use: _____, _____,
_____, _____.

EXAMPLES

EMPLOYMENT

Current/Last Employer:
_____.
Employer's address:
_____.
Employer's phone: _____. Job title _____.
Wages _____ Shift hours _____ Hours per week _____.
Dates of employment: From _____ To _____
Does current employer know you are on probation? **Y N**
What is your present or usual occupation?
_____?

TRANSPORTATION

Driver's License No. and State _____, _____. License status: valid ___ Exp___ Suspended ___ Revoked ___. Reason for revoke/suspend:
_____
_____
_____
_____.
Other states that you have lived in:_____.
Vehicle Make/Model: _____ Color _____ Year _____
License plate No. _____ State _____
Other vehicles used or available to you? _____
Do you have Insurance? **Y N**
Other vehicles used by members of your household?
_____
_____.

I hereby certify that the statements in this document are, to be the best of my knowledge, truthful and accurate.

_____ _____
Signature Date

EXAMPLES

24.23

RESIDENCE LOCATOR

NAME_____ PHONE /MESSAGE #_____

HOUSE ____ APARTMENT ____ TRAILER ____ OTHER _____

STREET
ADDRESS:_____
APT/TRAILER #_____
MAILING ADDRESS/PO BOX _____
CITY _____STATE ____ZIP _____

FULL NAME OF ALL PERSONS THAT LIVE WITH YOU:

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

DOGS/OTHER CONCERNS: _____
_____

IS THERE A STREET SIGN? **Y N** IS THE ADDRESS ON THE MAIL BOX? **Y N** IS IT ON THE RESIDENCE? **Y N** IS THERE A GATED ENTRANCE? **Y N**

DESCRIBE THE RESIDENCE:
_____
_____
_____
_____

MAP/DIRECTIONS TO THE RESIDENCE:

EXAMPLES

24.24

Travel Permit Information Request

Name _____ PO _____

When are you leaving?

_____

When are you returning?

_____

How long will you be gone?

_____

What route are you taking to get there?

_____

*Auto,
License plate
number_____

*Airlines, Bus, Train,
itinerary_____
How will you be traveling?

_____

Who is going with you?

_____

Address where you will be staying:

_____

Are your Supervision Fees Paid?

_____

Travel Permits cost $5.00 and need to be paid at time of pick up.

EXAMPLES

24.25

DEPARTMENT OF CORRECTIONS
Douglas County Community Corrections
1036 SE Douglas Ave, Room 206
Roseburg, OR 97470

To: ROSEBURG POLICE DEPARTMENT

From:

Subject: REQUEST FOR POLICE REPORT

Date:

POLICE REPORT	NAME/DOB	OFFENSE

THANKS! ANY QUESTIONS, GIVE ME A CALL DIRECT AT 957-2083

KERRI HUMBERT

OUR FAX: 957-8149

EXAMPLES

24.26

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

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

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

Sentence Order dated *May 27, 2008* and WHEREAS, the State of Oregon Parole and Probation department has indicated by the attached and incorporated Closing Summary that the defendant has complied with said Order, and It appearing the District Attorney has no objections;

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

Dated this _____ Day of _____ 2010.

Mick E. Mouse, Circuit Judge

_____
Date

( ) No Objection
( ) Objection hearing requested

_____ , District Attorney
Date

EXAMPLES

24.27

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

THE STATE OF OREGON,)
)
Plaintiff,) DOCKET *01CR2345FE/6*
)
Vs) AFFIDAVIT
FLINTSTONE, FRED)
)
Defendant.)

STATE OF OREGON) ss.
)
County of Douglas,

I, *Kermit D. Frog*, having been duly sworn, depose as follows:

I am a parole and probation officer with the Douglas County Oregon Department of Community Corrections. I am the above-named Defendant's assigned probation officer to this case.

I prepared a probation revocation report, attached hereto and incorporated herein.

Based on the facts set forth in that report, I have probable cause to believe that the Defendant has violated the conditions of his probation, and I request that the Court issue a Warrant for the arrest of the Defendant.

_____
Probation Officer

Signed or Attested before me this _____ day of *January 16*

_____
Notary Public for Oregon
My commission expires:

ORDER

It is so ordered. Security Amount $_____

_____ _____
Date Judge

EXAMPLES

24.28 WARRANT

DOUGLAS COUNTY COMMUNITY CORRECTIONS
1036 S.E. Douglas, Room 206
Roseburg, OR 97470
(541) 957-8148

DOUGLAS COUNTY) Case No. 01CR2345FE/6
)
Plaintiff)
vs.) WARRANT
) (PAROLE/POST-PRISON WARRANT)
FLINTSTONE, FRED)
Defendant)
ADDRESS: 1234 ROSEBURG ROAD, ROSEBURG, OR 97470
CHARGES: DELIV METH

DOB: 5/28/85 SEX: F SID #1234567890
HAIR: BRO RACE: W
EYES BRO DL: 1234567890
HEIGHT: 4'11" WEIGHT: 110 LBS
TO ANY PEACE OFFICER OF DOUGLAS COUNTY OR THE STATE OF OREGON

GREETING:
It appearing to the Supervisory Authority that the above named defendant was convicted of the above mentioned charges and was placed on parole/post-prison supervision to:**03/08/09**

YOU ARE HEREBY COMMANDED to arrest the above named defendant forthwith and deliver him/her into the custody of the Jailer of this County.

The Supervisory Authority has received a motion for a warrant of the above named defendant alleging a violation of parole/post-prison for the above charge(s).

THIS IS A NO BAIL WARRANT EFFECTIVE DATE: January 11, 2016

Mark Cadotte, Director

RETURN OF SERVICE

The undersigned peace officer hereby returns that he/she has executed the within Warrant arresting the above mentioned defendant.

_____ _____
Date Deputy

EXAMPLES

24.29

OREGON DEPARTMENT OF CORRECTIONS

DOUGLAS COUNTY COMMUNITY CORRECTIONS

1036 SE Douglas Street, Room 206

Roseburg, Oregon 97470-3317

Phone (541) 957-8148 - FAX (541) 957-8149

Allen H. Boice, Director

FELONY WARRANT –SUPERVISORY AUTHORITY TRANSMITTAL

TO: Douglas County Sheriff's Office

DATE:

SID#

DEFENDANT:

DATE OF BIRTH:

WARRANT NUMBER:

ORIGINAL CASE:

DATE OF CRIME:

ORIGINAL CHARGE:

WILL EXTRADITE: OR/WA/ID/MT

EXAMPLES

24.30

LOCAL CONTROL PAROLE ORDERS

DOUGLAS COUNTY SUPERVISORY AUTHORITY OF POST-PRISON SUPERVISION ORDER OF SUPERVISION CONDITIONS

NAME : **FLINTSTONE, FRED** PHYSICAL RELEASE DATE: **11/10/08**
SID # : **1234567890** ACTIVE SUPV REVEW DT :
OFFICE : **DOUG** PPS EXPIRATCASELOAD : 11/9/10
CASELOAD: **7021** SUPV AUTH ACTION DATE : 11/10/0

REPORT TO: **Douglas County Community Corrections, 1036 S.E. Douglas, Roseburg, Oregon**

COUNTY(S) :DOUGLAS
CASE(S) : 01CR2345FE
OFFENSE(S) :UN USE WEAP
OFFENSE TYPE :SG
INCHOATE :N
PPS :24M
REST./FINE :0

FRED FLINTSTONE IS HEREBY RELEASED. Post-Prison Supervision will begin on release from physical custody. The Supervisory Authority may modify conditions at any time. You will be provided with a written copy of any amended conditions. If you violate any of these conditions you may be incarcerated or sanctioned in the community. You are subject to all General Conditions and to the following special conditions:

SC9: Offender shall not use intoxicating beverages.

SC10: Offender shall:

(a) Submit to assessment and evaluation to develop a case plan for supervision and/or treatment;
(b) If allowed to remain in the United States or within 24 hours or the next business day of return to the United States, report in person to the Douglas County Community Corrections Department

** ORDER OF SUPERVISION CONDITIONS **

EXAMPLES

24.31

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

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

ACTIVE SUPV REVEW DT :1/7/12
PPS EXPIRATION DATE :1/7/12
SUPV AUTH ACTION DATE :12/29/09

REPORT TO: **Douglas County Community Corrections, 1036 S.E. Douglas, Roseburg, Oregon**

COUNTY(S)	:DOUG	DOUG	DOUG
CASE(S)	:01CR2345FE/6	01CR2345FE/6	01CR2345FE/6
OFFENSE(S)	CHILD SEX1	CHILD SEX2	CHILD SEX2
EXP DATE	:1/7/12	1/7/11	1/7/11
PPS	36M	24M	24M
REST/FINE:			

The Supervisory Authority's decision is to continue supervision effective: *12/29/09*.

Active supervision has been continued to the longest expiration date. Placement on inactive supervision prior to expiration is at the discretion of the Parole Officer.

I have read, or have had read to me, and fully understand and acknowledge the amendment(s) to the Order of Supervision Conditions, and the regulations and restrictions governing my supervision. If applicable the post-prison supervision expiration date has been adjusted to reflect abscond time.

After exhausting the local administrative review process, you may seek Administrative Review of this order by submitting a written request to the chairperson within 45 days from the mailing date of this order. (OAR 255-88-005-015). You may obtain judicial review of this order by filing a petition for review in the Court of Appeals, State of Oregon Supreme Building, Salem, OR 97310, within 60 days of the administrative review response. Judicial Review is pursuant to the provisions of ORS 144.355 and ORS 183.482(8).

_____ _____
Supervisory Authority/Designee Offender Date

EXAMPLES

24.32 SIS/PRISM Form

Oregon Department of Corrections
Oregon Workforce System Release Form

Name: _____ Date: _____

SID #: _____ Social Security #: _____

Oregon law (ORS 329.965) permits the Oregon Department of Corrections to ask that you voluntarily provide your social security number to the Department as an identification number in maintaining information and records for use in the state interagency workforce information system. The System gathers workforce-related information for research purposes to assist state and local agencies in planning education and training services. The System will not release personal information such as names and social security numbers to entities outside of Oregon workforce agencies.

You can choose not to let the Department use your social security number in Oregon's workforce information system. If you provide your social security number and consent to its use in this system, it will be used only for the purposes stated above.

If you choose not to permit the Department to use your social security number, you will not be denied any right, benefit, or privilege provided by law, or otherwise affect your ability to obtain services from the Department of Corrections.

I hereby consent to disclose my social security number and related records to the Oregon Department of Corrections for use as described above.

_____ _____

Inmate Signature Date

CD1421(7-03)

EXAMPLES

OPS CHAPTER 25 – Reference manuals and resource information

25.1 LIST OF OTHER REFERENCE MANUALS

1. FAST Manual – Lee and Judy
   - CIS Reports Manual
   - CMIS Reports Manual
   - Inmate Incarceration Plan for Community Corrections
   - Morrissey Hearing Automation Manual
   - Release Planning Process
   - Sanction Movement Tracking
   - Structured Sanctions Automation Manual
   - Supervisor Review for Structured Sanctions
   - Supervisor Review for Warrants
   - W/W Treatment Programs
   - Warrants Automation Manual

2. CIS/ISIS/DOC400 User Guide - Email SOON Group for guide
   These are just a few of what is available in this user guide:
   - How to use this guide
   - Use the menu bar to move to other parts of CIS/ISIS
   - Get help, use create or change modes, or the audit stamp
   - Use W/W caseload option <2> to enter chronos
   - To edit chrono history, append, delete or modify chronos
   - Enter addresses
   - Enter aliases, monikers, or view institution programs
   - To access another officers caseload within your own office
   - To add/remove secondary offenders from a caseload
   - Subset caseload or treatment program
   - To locate any offender using the all names window
   - Add offender note
   - Option 23/24 merge documents to write reports
   - Structured sanction/Morrissey package
   - Structured sanctions and movement history
   - Release planning W/W release plans to complete a field investigation

3. CIS/DOC400 Menu Navigation Guide - Email SOON Group for guide

4. CIS/DOC400 Reports Manual - Email SOON Group for guide

5. County Misdemeanor Acceptance - https://oaccd.net/wp-content/uploads/2019/09/County-Misd-acceptance.pdf

6. FAUG – Manual – FAUG – Email FAUG for manual
   - FAUG Charter – Purpose, Overview, Authority, Role & Responsibilities
   - Maintains/Creates Templates – Pre Office 2003
   - DOCSUM Codes
   - FAUG Treatment Module Authorities
   - Return SRF to PEND Status
   - Community Corrections Service Request Process
   - LS/CMI Authorities
   - Resources

-

7. SUPERVISION FEE MANUAL – FSN

8. Fees by County - Email SOON Group

9. Felony Diversion Chart Email SOON Group

10. Local Supervisory Authority Procedure Manual Email SOON Group

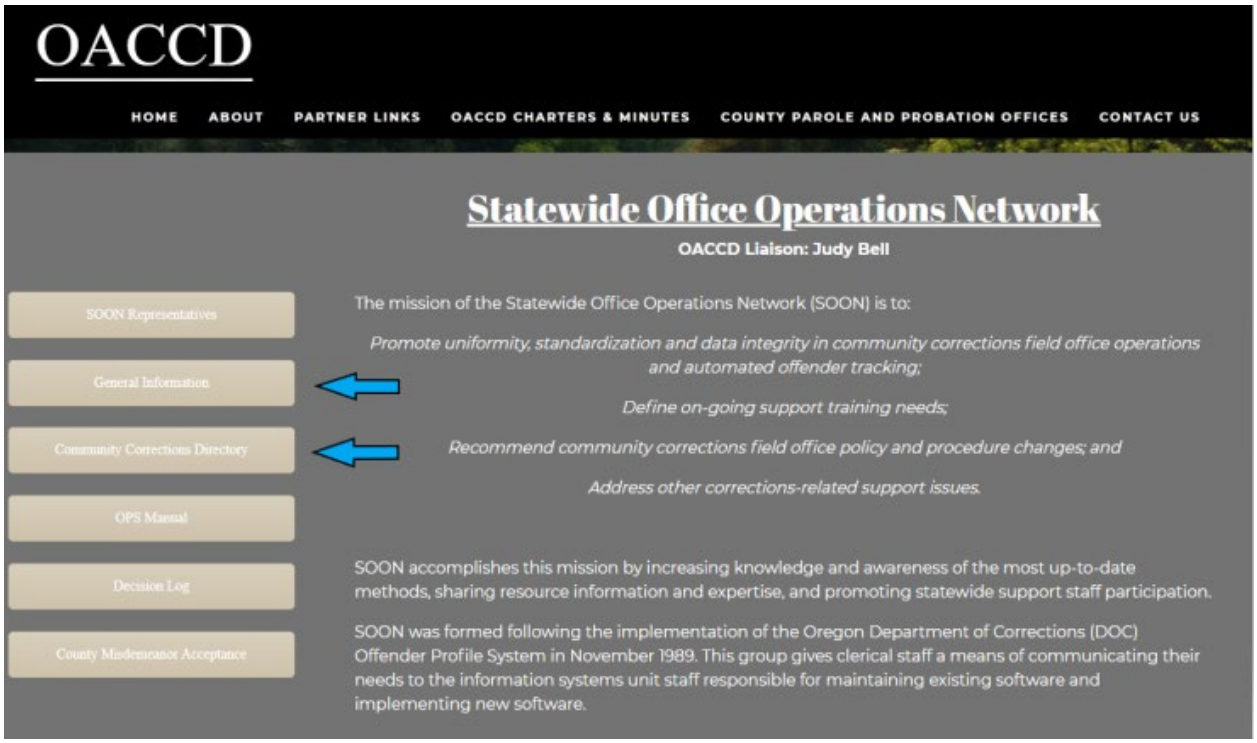
11. LEDS/NCIC Manual
    https://www.oregon.gov/osp/programs/cjis/Pages/default.aspx

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

13. Misc. reference materials – Email SOON Group
    a) County Guidelines for misdemeanor transfer
    b) OAR for Interagency regional transfer (IRT) County Transfers
    c) SOSN – Polygraph Module Instructions
    d) How to use the tutorials
    e) Sexually Violent Dangerous Offender – ORS 144.635 – 144.637

25.2 WEBSITE DIRECTIONS

Te get to the Community Corrections Directory and General Information Pages, go to the OACCD website. https://oaccd.net/soon/ . These documents are located on the left side of the page.



25.3 POLYGRAPH MODULE INSTRUCTIONS

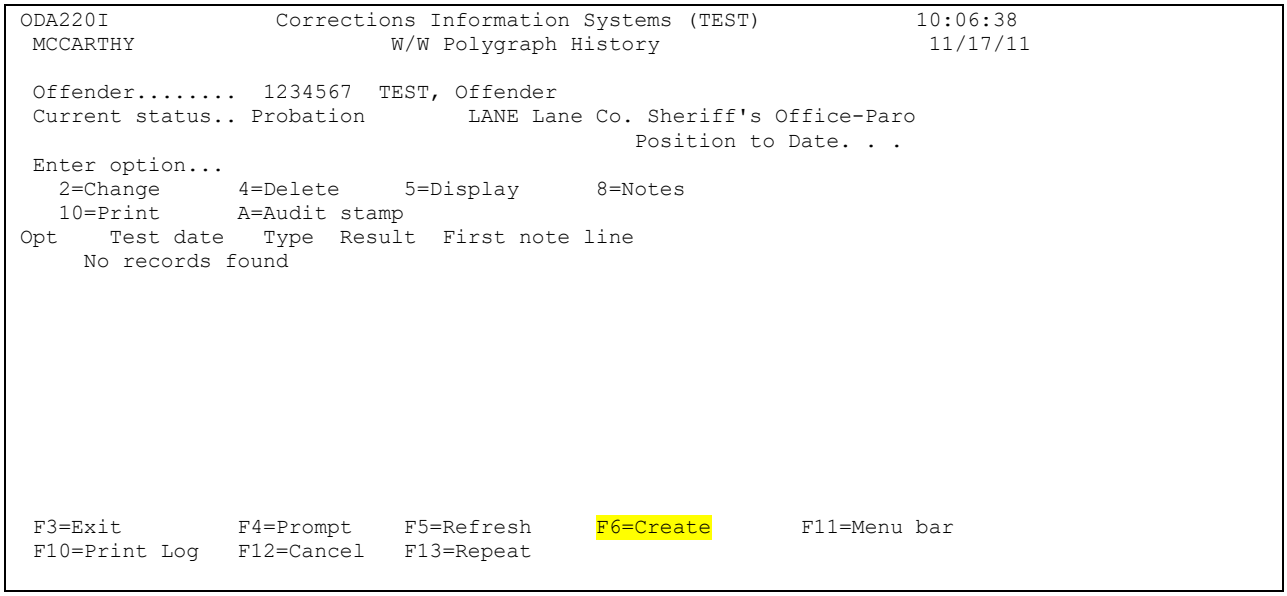
The new Polygraph Module is available from within your Work With Offenders Summary screen as option #33.

```
CMS203I            Corrections Information Systems (TEST)            9:53:32
 MCCARTHY                Work with Offenders Summary                 11/17/11

 Caseload number . . . 6519  EVENSON,LARRY
                                      Position to . . .
 Enter option...
   23=E-Mail DOCSUM WP   24=E-mail DOCSUM    30=Static 99      32=ODARA
   26=Revenue report     25=Audit report     31=Stable/Acute   33=Polygraph
Opt Offender Name              SID#    Expir Date Cls  Reass Due Status P/S DNA
    TEST, OFFEDER 1            1234567  4/11/2012 MED 11/16/2011 PR      P
    TEST, OFFENDER LEROY       1234567 12/14/2012 MED  2/10/2012 PR      P
    TEST, OFFENDER DALE        1234567  2/23/2013 MED  3/02/2012 PR      P
    TEST, SUSAN LOUISE         1234567  4/05/2012 HI   4/04/2012 PR      P
    TEST, KENNETH WILLIAM Jr   1234567  8/21/2012 LOW 10/21/2011 LC      P






                                                                      Bottom
 F3=Exit   F4=Prompt   F5=Refresh   F6=Add offender   F10=Print   F11=Menu bar
 F12=Cancel            F13=Repeat   F17=Subset   F19=Summary   F23=More options
```

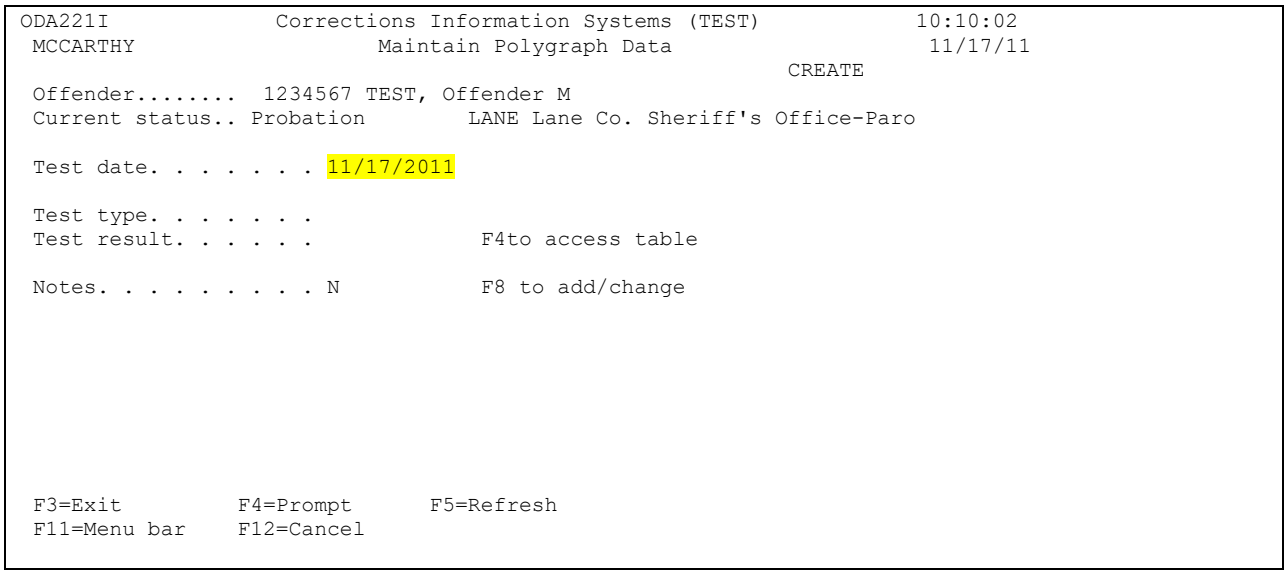
Or you can get to it from your Edit Offender Data screen by using the menu bar, F11-4-W, W/W Offender Polygraphs.

```
4  Active_Jobs   WS_Options    Process_Step   Info_Windows   Cis_Web_Serve
_____________________________________________ ....................................
                            6519  EVENSON, :   Information Windows            :
 SID#:  1234567  TEST, Offender         : S Scars, Marks and Tattoos           :
 Status: Probation               MED      P : R Relationships - by Inmate      :
 788 FAIRFIELD AVE                        L : B Other Numbers                  :
 EUGENE, OR 97402                         L : Y W/W Offender Designators       :
 HmPh: 541)689-1584 WrkPh: 541)914-4122   L : O W/W Caseload Hist &Chg Primary :
 JAIL UNAS                                L : H W/W Structured Sanctions       :
 ASSIGNED TO TREATMENT                    E : W W/W Offender Polygraphs        :
                                          N : A W/W Offender Risk Assessments  :
 DNA Collection not Required       TCU Scor : J W/W Offender Stable/Acute      :
       Date  Time Place             Person  : Z W/W STATIC-99 Assessment       :
 11/17/2011       O                 X       :                          More... :
 _____________________________________________ :...................................:
 ____________________________________________________________________________
 ____________________________________________________________________________
                                                                      More...
 F3=Exit  F4=Prompt/PhoneHist   F5=Refresh      F7=Browse backward
 F8=Browse frwd   F10=Print    F11=Menu bar    F19=Edit text  F24=More keys
```

Use F6= Create to create a new polygraph.



The following data entry screen will appear. Enter the information and press <Enter> to save.

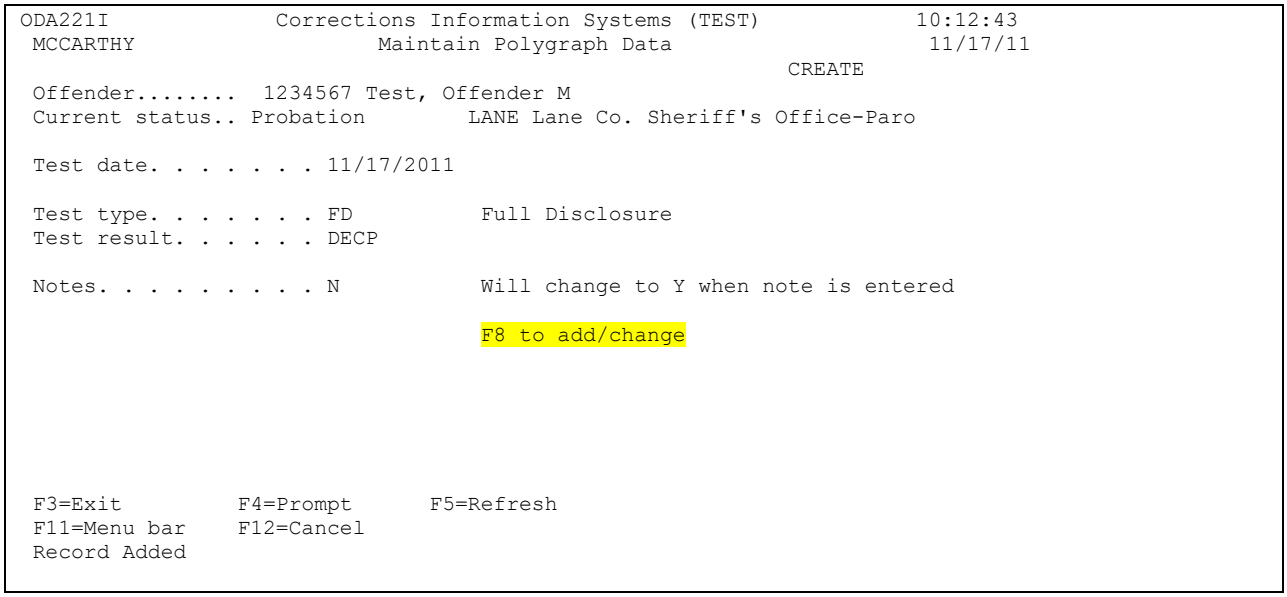


- The Test Date field automatically fills with Today's Date, however can be changed if the test date is prior to today's date.

- Test Type consists of :
  1. FD = Full Disclosure
  2. M = Maintenance
  3. SI = Specific Issue

- Test Results consists of:
  1. DECP = Deceptive
  2. INCL = Inconclusive
  3. OTHR = Other
  4. TRU = Truthful

- Offender Notes are able to be entered by using F8=Notes.

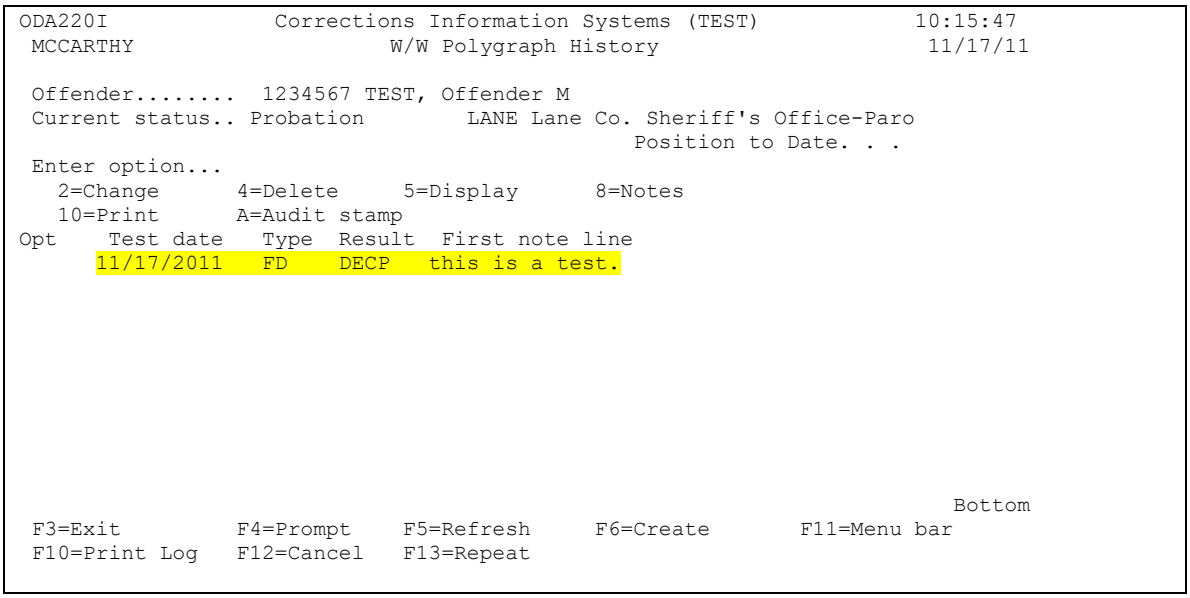


The finished polygraph will display on the main W/W Polygraph History screen.

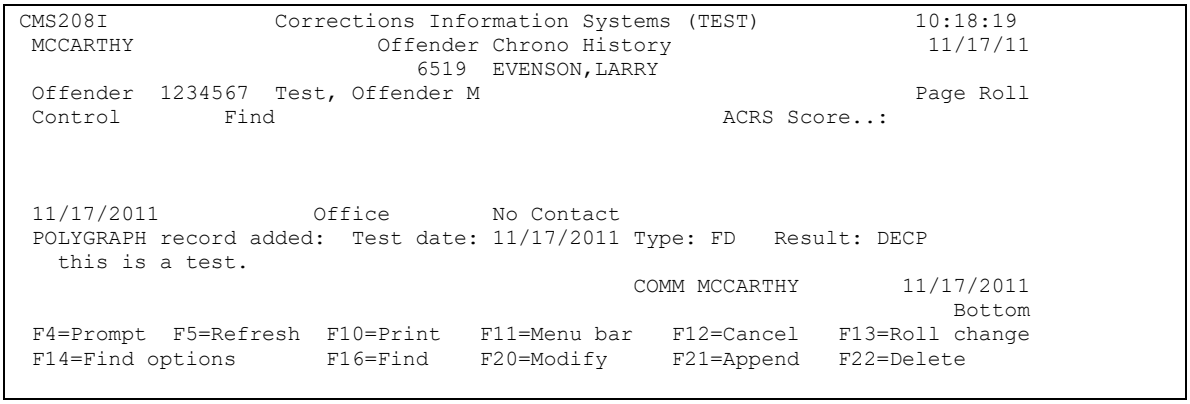
Options are then:

- 2=Change within the first 7 days. After 7 days a Super User will be required.
- 4=Delete within the first 7 days. After 7 days a Super User will be required.
- 5=Display to view the detail screen.
- 8=Notes to view the entire note (the history screen will display the first line of the note only).

- 10=Print to print the individual test plus the notes.
- A=Audit Stamp to view the UserID of the last person to make changes in the record.
- F10=Print Log to print all tests plus notes.



The Polygraph Module will chrono when <Enter> is pressed:



25.4 MISC. REEFERENCE MATERIALS

HOW TO USE THE TUTORIALS

From your Main Menu, on the 'selection' line type MENUCCTRAIN, press enter. This will take you to the Computer Based Tutorial Main Menu screen.

At this screen, on the 'selection' line, type the number of the desired tutorial you want to view, press enter. This will take you to the beginning of the desired tutorial.

From here you can read the storyline of the tutorial by using the page down key until you come to the end. At the end you will press enter to continue so you can view the tutorial. The playback of the tutorial can be controlled using the following keys:

F3=Stop F5=Play F6=Pause F7=Rewind

F8=Fast Forward F10=Display This Page Enter=To Go To Next Page

If you use the F3=Stop key you will get a message asking if you would like to place a bookmark before exiting. Placing a bookmark will allow you to return to the tutorial and start in the same exact spot that you left off so you don't have to view something you already viewed.

If you don't want to place a bookmark, type 'N' on the desired line, press enter. This will take you back to the computer based tutorial main menu screen. You can either select another tutorial to view or you can press F12 to exit back to your Main Menu.

NOTE: If you use the F7=Rewind to go back a screen or two, you will need to F6 to Pause or F3 to Stop the rewind function at the desired screen. Then you will need to press F5=Play to start the tutorial moving again.

Sexually Violent Dangerous Offender

ORS 144.635 – 144.637

144.635 Intensive supervision; duration. (1) As used in this section and ORS 144.637:

(a) "History of sexual assault" means that a person has engaged in unlawful sexual conduct that:

(A) Is not related to the crime for which the person is currently on parole or post-prison supervision; and

(B) Seriously endangered the life or safety of another person or involved a victim under 12 years of age.

(b) "Sexually violent dangerous offender" means a person who has psychopathic personality features, sexually deviant arousal patterns or interests and a history of sexual assault, and who the State Board of Parole and Post-Prison Supervision or local supervisory authority finds presents a substantial probability of committing an offense listed in subsection (3) of this section.

(2) When a person is released from custody after serving a sentence of incarceration as a result of conviction for an offense listed in subsection (3) of this section, the board or local supervisory authority shall subject the person to intensive supervision for the full period of the person's parole or post-prison supervision if:

(a) The person was 18 years of age or older at the time the person committed the offense; and

(b) The board or local supervisory authority finds that the person is a sexually violent dangerous offender.

(3) The crimes to which subsection (2) of this section applies are:

(a) Rape in the first degree and sodomy in the first degree if the victim was:

(A) Subjected to forcible compulsion by the person;

(B) Under 12 years of age; or

(C) Incapable of consent by reason of mental defect, mental incapacitation or physical helplessness;

(b) Unlawful sexual penetration in the first degree; and

(c) An attempt to commit a crime listed in paragraph (a) or (b) of this subsection. [1999 c.924 §1]

Note: 144.635, 144.637 and 144.639 were enacted into law by the Legislative Assembly but were not added to or made a part of ORS chapter 144 or any series therein by legislative action. See Preface to Oregon Revised Statutes for further explanation.

144.637 Rulemaking. The Department of Corrections and the State Board of Parole and Post-Prison Supervision, in consultation with local supervisory authorities, shall jointly adopt rules establishing:

(1) Procedures for identifying sexually violent dangerous offenders; and

(2) Methods of intensive supervision for sexually violent dangerous offenders. [1999 c.924 §2]

Note: See note under 144.635.

OPS CHAPTER 26 – Glossary and Terminology

26.1 GLOSSARY

A

A&D: Alcohol and Drug Treatment.

AA: Alcoholics Anonymous.

ABSCOND: Offender left without permission of supervising officer; whereabouts unknown.

ACRS: Automated Criminal Risk Score.

ACTION PLAN: A plan (directive) the supervising officer expects offender to accomplish; a legal document that can be used in Court; offender is given a copy; a copy goes in the file. Also called a Change Contract.

ACTIVE SUPERVISION REVIEW DATE: A review date based on crime severity, good days, and guideline category. Applies to sentencing guidelines cases under the supervision of the Board of Parole & Post Prison Supervision.

AD SEG: Administrative Segregation.

ADA: Americans Disability Act.

ADDENDUM: Additional information submitted to the Court on a report that was submitted earlier.

ADJUDICATION: A judicial decision or sentence.

AFAMIS: Accounting Financial Automated Management Information System. A program in CIS for ordering equipment and supplies for state offices.

AFFIDAVIT: A notarized document submitted to the Court with a Revocation Recommendation or Special Report of Violation that affirms the information in the report is true.

AIC: Adult in Custody

AIP: Alternative Incarceration Program.

AKA: Also known as; not true name.

AM: Administrative Message. A miscellaneous message being sent via LEDS.

AMENDED SENTENCE ORDER: A Court order that changes the original sentence order. Can also add or delete former conditions of the original sentence order.

ANTABUSE: A chemical/medication that makes a person ill if they consume alcohol.

ARRAIGN: Arraignment of a defendant consists of calling upon him by name, and reading to him the indictment, and demanding of him whether he be guilty or not guilty, and entering his plea.

ARRAIGNMENT: First appearance in Court, time defendant is formally charged with offense.

ARREST WARRANT: 1) A document granting authority to any agency authorized to arrest, detain, and hold a DOC escapee or Board of Parole and Post-Prison Supervision absconder in custody until arrangements can be made to return individual to the custody of the DOC. 2) A written Court Order issued and signed by the Court commanding a peace officer or other specified person to arrest an individual who is accused of an offense, or who has absconded supervision while on probation.

AS/400: OUTDATED term, only left in for historical purposes. (Application Systems/400) An IBM Mini-Computer that allows many users to access the computer at the same time from a terminal or PC. Also referred to as: ISIS, DOC/400, CIS.

AUTO REVOKE: An administrative process that occurs when a defendant violates parole/post-prison supervision as a result of a conviction of a new crime and the court orders a prison term.

B

BAF: Board Action Form (issued by Board of Parole and Post-Prison Supervision and/or Local Supervisory Authority).

BALLOT MEASURE 10 CASES: Crimes committed after December 4, 1986 but before November 1, 1989. Parolees cannot be discharged until they have served three years inactive supervision after serving the Board ordered formal supervision period. (See “INACTIVE PAROLE”.) (Also refer to the section in the manual that discusses Ballot Measure 10 cases.)

BCP: Behavioral Change Plan

BCT: Behavioral Cognitive Therapy.

BENCH PROBATION: Probation to the Court, not formal probation.

BENCH WARRANT: A warrant issued by the Court for a person's arrest.

BLOCK NUMBERS: A temporary 8-digit ID number assigned when a new offender is admitted and they have not been assigned a State Identification Number (SID). You cannot enter an EPR until you have a SID number.

BPPPS: Board of Parole & Post-Prison Supervision, (Also known as 'The Board').

BREATHALYZER: A test of breath for alcohol consumption. Breathalyzer uses a glass ampule for testing with a calibrated dial; the digital type test is an intoxilyzer.

C

CAR: Compact Action Request.

CASELOAD: A county's or parole/probation officer's caseload consists of the offenders under supervision who are felony or misdemeanor offenders; can be probationers, parolees, post-prison, or interstate compact offenders, or a combination.

CASE PLAN: Goals set by supervising officer and the offender to establish long-range planning, signed by offender and supervising officer; copy to offender and copy to file.

CC: An abbreviation used for concurrent sentences and/or community corrections.

CCCF: Coffee Creek Correctional Facility.

CCH: Computerized Criminal History; offender records obtained from LEDS, NCIC, and FBI.

CCIC: Coffee Creek Intake Center.

CENTRAL RECORDS: Part of OISC (Offender Information and Sentence Computation). Depository for the Official File Material on all felony offenders. Responsible for records archiving, sealing, and expunging of records. The purpose of Central Records is to maintain, in accordance to statutes and administrative rules, the official file documents pertaining to offenders committed to the supervision of the DOC, individuals and agencies in the use of records for research and evaluation.

CHRONOS: Electronic chronology of supervision of offender. These are traditionally kept in section 3 of files. A User ID Stamp with date, time, and user level is automatically generated. Handwritten versions may be found in old files.

CI: Confidential Informant.

CIS: Corrections Information System. Computer System with information about offenders in prison and on probation, parole, and post-prison supervision.

CJIS: Criminal Justice Information Services.

CLASSIFICATION: The process of evaluating the supervision level needed for each offender being supervised in the field.

CLOSED CASE: A case that is closed to all supervision, regardless of reason. This does not include abscond (case is suspended, in limbo), or transfer cases (supervision changed to another location).

CLOSING SUMMARY AND NOTIFICATION OF SUMMARY REPORT: Form used when file is permanently closed to Discharge status and official file material is sent to Central Records.

CLOSING SUMMARY REPORT: A report to the Court, Parole Board, or Interstate Compact requesting closure of case.

CMI: Case Management for Institution.

CMIS: Corrections Management Information System.

CO: Correctional Officer.

COGNITIVE SKILLS: Skills used to identify irrational and inappropriate thoughts in order to pursue rational thinking and appropriate behavior.

COLLATERAL CONTACT: Contact with anyone other than the offender who can provide information relevant to the supervision of the case.

COMMUNITY CORRECTIONS (CC): System of supervision for people living in the community who are on probation, parole, or post-prison supervision. By using classification tools, treatment and support programs, community corrections professionals help preserve public safety while helping offenders make the transition to useful citizenship.

COMMUNITY SERVICE: Programs to which offenders may be court-ordered or sanctioned by a PO to be assigned to work for government or private non-profit agencies.

COMMUNITY SERVICE WORK: Hours of work to be performed in the community as part of sentence. Can be in lieu of fine, attorney fees, or victim's assessment (not restitution) imposed by the Court, if ordered as such.

COMMUNITY SUPERVISION: Supervision provided by community corrections agencies for offenders on probation, parole or post-prison supervision.

COMMUNITY WORK CREWS: Crews composed of offenders working in a group to provide community service. Crews typically clear trails, maintain parks, paint buildings, collect litter or perform other types of manual labor. May be ordered as a condition of probation and/or used as a structured sanction imposed by a PO.

COMPACT: (Also called Interstate Compact) This unit is responsible for all Oregon offenders being supervised in other states and other state's offenders being supervised in Oregon.

COMPENSATORY DAMAGES: A sum of money awarded by a court to indemnify a person for the particular loss, detriment, or injury suffered as a result of the unlawful conduct of another.

CONCURRENT SENTENCE: A sentence running for same period of time as another sentence. Can be same or different docket number.

CONDITIONAL DISCHARGE: A form of deferred adjudication in which the sentence is served with probationary conditions attached, under which the full penalty may be reinstated upon a violation of the terms of probation during the stated probationary period.

CONDITIONAL RELEASE: A defendant is granted release subject to performance of certain conditions required by the Court.

CONDITIONS OF PAROLE/POST-PRISON SUPERVISION: Conditions that a supervised offender must abide by that have been set forth by the Board of Parole or Local Supervisory Authority. A Parole/Post-Prison Supervision order may contain special as well as general conditions.

CONDITIONS OF PROBATION: Conditions set forth by the Court that probationers must abide by. Conditions of Probation (sometimes called Conditions of Supervision) generally include Special as well as General Conditions.

CONTROLLED SUBSTANCES: Drugs or narcotics that are controlled by the Federal Government. These are listed as Schedule I, II, III, IV, or V controlled substances.

CONSECUTIVE SENTENCE: Sentence that runs after completion of another sentence. Court order must state consecutive.

CORRECTIONAL FACILITY: 1) A place used for confinement of person charged with and convicted of a felony crime (an institution) 2) A place used for Court-ordered confinement of a person convicted of a felony or misdemeanor a county jail.

COUNTS: The separate alleged crimes, known as “counts”, relating to a single docket number. (Ex. Docket: 10C12345/01 POS Meth, 10C12345/02 Delivery Meth, etc)

COURTESY SUPERVISION: Supervision of an offender as a courtesy to another county, but not having actual legal authority to supervise the offender. Generally done when offender is temporarily residing in another county and will be returning or when offender’s case is soon to expire.

COURT ORDER: A legal document ordered by the Judge. Most common are sentence orders that sentence an offender for a crime of which he/she has been convicted. An Order may modify or change the original order, or order a Presentence Investigation.

COURT PROBATION: See “BENCH PROBATION”.

COURTS: Various Courts in the State of Oregon are as follows:

CIRCUIT COURT: Circuit Courts are state trial courts of general jurisdiction which sentence both felony and misdemeanor crimes, and in civil cases over $10,000, in both adult and juvenile cases. They have adoption and juvenile jurisdiction in all counties except Cook, Gilliam, Harney, Jefferson, Morrow, Sherman, and Wheeler, where the county court exercises juvenile jurisdiction except for Termination of parental rights proceedings, over which the circuit court has exclusive jurisdiction. The circuit court also exercises jurisdiction in probate, guardianship and conservatorship cases in most counties. Judges are elected for six-year terms.

COURT OF APPEALS: The Court of Appeals is a court made up of 10 Judges. It has jurisdiction over civil and criminal appeal cases (except death penalty cases), appeals from the Tax Court, and for review of most state administrative agency actions.

DISTRICT COURT: District Courts are trial courts with jurisdiction over civil cases limited to $10,000, and to misdemeanor criminal cases, including traffic offenses, where conviction is punishable by a fine of up to $3,000, imprisonment of one year or less, or both. District Courts may conduct preliminary hearings in felony matters, but may not try cases involving title to real property. District Courts have small claims departments, which have jurisdiction over the recovery of money or damages where the amount claimed does not exceed $2,500. District Court Judges are elected for six-year terms.

JUSTICE COURT: The Justice Court has civil jurisdiction where the amount does not exceed $2,500, except in actions involving title to real property, false imprisonment, libel, slander, malicious prosecution, criminal conversation, seduction or upon a promise to marry. Justice Courts have small claims department where actions for recovery do not exceed $1,500. Justice Court has criminal jurisdiction in all misdemeanor crimes punishable by imprisonment for no

more than one year. They also have jurisdiction over traffic and other violations. Justice Court is held by a justice of the peace within the district for which he/she is elected.

MUNICIPAL COURT: Municipal Courts have jurisdiction over violations of city ordinances and criminal cases occurring within the city limits or on city owned or controlled property. The types of cases are criminal misdemeanors, criminal traffic crimes where maximum penalty does not exceed a $2,500 fine or one year in jail, or both; other minor traffic infractions; certain minor liquor and drug violations; parking violations; and municipal code violations such as animal and fire violations. Municipal Judges can perform weddings within their jurisdictions. Municipal courts are controlled by State statute and similar in procedure to District Courts, particularly to the introduction of evidence and the conduct of jury trials. Some cases can be removed on motion to District Court. Appeals from Municipal Court are to District Court. Judges are appointed by City Council; although in some counties they are elected.

OREGON SUPREME COURT: Composed of seven elected Judges who serve six-year terms who must be U.S. citizens and members of the Oregon Bar Association, and must have resided in Oregon for at least three years. It is primarily a Court of review; that is, reviews the decisions of the Court of Appeals in selected cases. It also decides which cases to review, selecting those with significant legal issues which call for interpretation of the laws which affect many citizens. The Court may affirm, reverse, or modify a decision of the Court of Appeals. This Court also has responsibility for admitting attorneys to practice in Oregon, and for the discipline of attorneys or Judges.
The Chief Justice of the Oregon Supreme Court is elected from among the seven elected Judges. The Chief Justice Judge also assigns Judges to serve temporarily in Circuit Court when necessary.

TAX COURT: Has exclusive jurisdiction over all questions of law or fact under the state laws regarding income, inheritance, real property, personal property, timber taxes, cigarette taxes and local budget law. The Court has two divisions 1) Regular 2) Small claims. All trials are before a Judge, no jury. Appeal from this court is directly to the Oregon Supreme Court. In small claims, the courts decision is final. The Judge is elected to a six-year term.

CRCI: Columbia River Correctional Institution.

CRIMINAL CODE: The portion of the Oregon Revised Statutes that pertains to crimes and punishment.

CRIMINAL JUSTICE SYSTEM: System by which society identifies, accuses, convicts, and punishes offenders who have broken rules of society as expressed by the law.

CRIME SEVERITY: Value given to a specific crime category based on severity of offense.

CS: An abbreviation used for community service and/or consecutive sentences.

CTP: Correctional Treatment Program.

CTS: Credit for time served during incarceration.

CUSTODY: The detainer of a man's person by virtue of lawful process or authority.

CUSTODY UNITS: A sanction that is used by the Court or supervising agency. Oregon law states a jail sentence is an alternative to a probation violation or post-prison violation or in part, determined when the offender is convicted. A two-dimensional grid system uses the seriousness of a crime and the criminal history of the offender at the time of sentencing. Following conviction, the Court can reserve custody units that can be used during period of probation. Each unit equals one day of jail or confinement in a release program. Sixteen hours of community service equals one custody unit.

D

DANGEROUS OFFENDER: This is a classification to require an extended period of incarceration to protect the public. It is determined by a sentencing judge following a psychological examination that shows a severe personality disorder suggesting a tendency toward crimes that seriously endanger others. Subject to a 30-year indeterminate sentence, the dangerous offender must serve up to twice the presumptive guidelines sentence before becoming eligible for release to post-prison supervision.

DAY REPORTING: Requires an offender to report to a central location every day. There, he/she files a written daily schedule showing how each hour of the day will be spent – at work, in treatment, in school, etc. A case manager spot checks to see whether the offender is where they are supposed to be. The offender must obey a curfew, perform community service, and submit to random drug testing. Day reporting is often program-intensive, offering such services as alcohol and drug group therapy, employment readiness, and job training.

DEPARTURE: There are two kinds of departures in Sentencing Guidelines; dispositional and durational. Both departures can be the result of aggravating and/or mitigating factors triggered by the criminal history or crime severity. The dispositional departure means the sentence imposed was probation or prison when the presumptive sentence was contrary. The durational departure means the sentence imposed was inconsistent with the presumptive sentence as to the term imposed, either the time of incarceration, the term of post-prison supervision, the length of probation or the number of custody units ordered.

DEPORTATION: Process of removal of a Non-US citizen and is under the control of the Department of Immigration & Naturalization Services (INS).

DETAINER: A document that is presented to the jail giving them authority to hold someone in custody. These can be placed by parole and probation officers or the Parole Board to authorize detention to the jail. A legal request from a jurisdiction that a person be held in custody until transfer to another jurisdiction for criminal proceedings.

DHS: Department of Human Services.

DISCHARGE OF PAROLE: When an offender is released from the institution, he/she is put on parole for a specific period of time. At the end of the required time, he/she is discharged from parole.

DISMISSAL WITH PREJUDICE: Adjudication and final disposition barring the right to bring or maintain an action on the same claim or cause.

DISMISSAL WITHOUT PREJUDICE: Dismissal of a complaint without prejudice to the right of the plaintiff to sue again on the same cause of action. The effect of the words without prejudice is to prevent the decree of dismissal from operating as a bar to subsequent suit.

DISMISSAL: An order disposing of an action, suit, etc. without trial.

DISPOSITION: Determination of a charge.

DISTRICT ATTORNEY: (Also known as “DA”) The prosecuting attorney for the State or Federal Government in a specified district. The public officer who is appointed to conduct the criminal prosecution (on behalf of the state) within each county.

DIVERSON: Diversion refers to diverting a defendant out of the criminal justice system by having them complete a diversion program rather than be incarcerated or serve another alternative sentence. Criminal charges are typically dropped when a defendant successfully completes a diversion program. The defendant therefore avoids the stigma of a criminal conviction.

DOC- Department of Corrections: A department in state government that is responsible for the supervision of inmates, parolees, probationers, and Interstate Compact offenders. All penitentiaries in Oregon are under the Department of Corrections. The Director of the Department of Corrections reports directly to the Governor. He/she is responsible for all of Corrections, Community Corrections and all the institutions. The Assistant Director of the Community Corrections Branch reports to the Director. He/she is responsible for all of Community Corrections.

DOC/400: Computer System with information about offenders in prison and on probation, parole, and post-prison supervision. Technically an outdated name for the current CIS system but still widely used. Also referred to as ISIS & CIS.

DOC: Department of Corrections.

DOCKET NUMBER: A number that is assigned by the Court when a person has allegedly committed a crime. This identifying number is assigned as soon as one is charged with a crime. The number is found on arraignment and sentence orders (all Court documents pertaining to specific crime(s)).

DOCKET: A formal record of judicial proceedings.

DOJ: Department of Justice.

DPSST: Department of Public Safety Standards and Training.

DRCI: Deer Ridge Correctional Institution.

DUII: (Driving Under the Influence of Intoxicants) Driving a vehicle while impaired by the influence of alcohol, illegal drugs, prescription drugs, or some combination of the above.

DV: Domestic Violence.

E

EARLY TERMINATION REPORT: A report to the Court that requests an early termination from active supervision on an offender. This report is requested when an offender has met all terms and conditions of probation, and at least half of probation period is complete.

EARNED TIME: Allows a prison term to be reduced, depending on an inmate's behavior and participation in programs. Only inmates sentenced under sentencing guidelines are eligible for earned time.

EBP: Evidence Based Practices.

E-COURT: Oregon eCourt Case Information (This program has replaced OJIN statewide).

ELECTRONIC MONITORING: Requires the offender to spend most of his time at home and work with a small transmitter attached to his ankle. A very specific schedule is required, and a computer notifies the corrections office by phone whenever the offender leaves or enters his home.

EOCI: Eastern Oregon Correctional Institution.

EPR: Entry parole/probation record. A record of the Law Enforcement Data System (LEDS) which identifies an offender who is in the community on parole, probation, post-prison, or interstate compact supervision. Information in the LEDS records on our offenders also lists name and telephone number of the supervising parole/probation officer. The EPR record allows police agencies to know who to contact when making contact with one of the offenders.

ESCAPE: Unauthorized departure of a person from a correctional facility or alternative custody.

EXECUTION SUSPENDED, PROBATION: Suspending Court's judgment and ordering probation. If probation is not satisfactorily completed, the Court can impose, or execute the judgment.

EXPIRATION: When the Court ordered or parole ordered period of time has expired for an offender on supervision.

EXPUNGE: The act of physically removing information including criminal records, in files, computers and other depositories.

EXPUNGMENT OF RECORD: Destroy all records in the office, as if they never existed; requires a Court Order. Central Records also expunges their records so a Court Order must be sent to them.

EXTRADITION: The surrender of a person by one authority to another. The surrender by one state to another of an individual accused or convicted of an offense outside its own territory and within the territorial jurisdiction of the other, which, being competent to try and punish him, demands the surrender.

F

FACESHEET: A document initiated by the institution that gives personal and offense data on an offender in the institution.

FAUG: Field Automated Users Group.

FCD: Felony Conditional Discharge.

FEDERAL PRISON: An institution run by the Federal Government that houses offenders sentenced to prison in Federal Court.

FELONY: A crime punishable by a prison sentence of longer than one year. A felon is someone who has been convicted of a felony. A serious crime; one declared a felony by statute because of the punishment imposed. Generally, a crime of a more serious nature than those designated as misdemeanors. Usually an offense punishable by imprisonment in a penitentiary for a year or more, rather than for a few months in a county or city jail as in the case of misdemeanors.

FIDUCIARY: A trustee; one who has the duty to act primarily for the benefit of another with respect to the subject matter of a trust.

FIELD: A term used when parole/probation officers are making offender contacts outside the office.

FINES: An amount of money that the Court imposes at sentencing, listed in the sentence order. The sum of money paid as part of a penalty of conviction for a particular offense.

FINGERPRINT CARD: A card used to record data and fingerprints so a SID# can be assigned by the Oregon State Police ID Bureau. Applicant cards are used for employee purposes.

FMP: Felony treated as misdemeanor probation at time of sentencing.

FPA: Felony Parole.

FPAC: Felony Parole case being supervised in Oregon through Interstate Compact agreement from another state.

FPO: Felony Post-Prison Supervision.

FPR: Felony Probation.

FPRC: Felony Probation case being supervised in Oregon through Interstate Compact agreement from another state.

FSN: Fee System Network.

FTEP: Field Training and Evaluation Program.

FTO: Field Training Officer.

FVSN: Family Violence Support Network.

G

GHOST: A Department of Corrections inmate who is serving his Oregon sentence and a sentence from another jurisdiction in another county, state or federal prison.

GOOD TIME CREDIT: A reduction in sentence given under the pre-1989 matrix system for good behavior (one-third off) and participation in work programs (meritorious good time).

H

HEARINGS OFFICER: A person designated to administer for purpose of hearing evidence, sometimes making dispositional recommendations.

HISTORY RISK SCORE: Numerical score compiled based upon prior criminal history.

HIT: Word used when a direct contact is made on an offender (EPR system). After an offender has been entered into EPR on LEDS, anyone running an inquiry on LEDS will generate a hit or near hit (Soundex) from the LEDS terminal in that particular office. (Also see “NEAR HIT”.)

HX: History.

I

ICE: Immigration and Customs Enforcement.

ICOTS: Interstate Compact Offender Tracking System.

IN LIEU OF: Instead of; in place of; in substitution of.

INACTIVE PAROLE CASES: Ballot Measure 10 cases; after serving three years on supervision, parolees are placed on inactive parole supervision status until their maximum expiration date. These cases are put on inactive parole supervision status until their maximum expiration date. These cases are put on inactive if they have complied with all conditions of parole, but can be put back on active status if they violate. Use outcount code UNSU.

INACTIVE BOARD POST PRISON SUPERVISION: (1) The minimum periods of active parole and post-prison supervision shall be:

(a) Six (6) months for offenders whose crimes were committed on or after November 1, 1989, and whose crimes fall within sentencing guidelines crime categories 1, 2 and 3;

(b) Twelve (12) months for offenders whose crimes were committed on or after November 1, 1989, and whose crimes fall within sentencing guidelines crime categories 4, 5, 6, 7, 8, 9 and 10;

(c) For offenders whose crimes were committed after December 4, 1986, but prior to November 1, 1989, the period of active supervision shall be set by determining the equivalent sentencing guidelines crime category and applying sub-section (a) and (b) above, subject to the exceptions in section (2) below;

(d) For offenders whose crimes were committed prior to December 4, 1986, the Releasing Authority shall apply the rules in effect at the time the crime was committed.

(2) The following minimum periods of active parole and post-prison supervision are exceptions to section (1) of this rule:

(a) Three (3) years for offenders sentenced as dangerous offenders under ORS 161.725 to 161.737;

(b) Three (3) years for offenders sentenced for murder under ORS 163.115;

(c) Three (3) years for offenders sentenced for aggravated murder under ORS 163.105;

(d) Offenders sentenced for Rape I, Sodomy I, Sexual Penetration I, Sexual Penetration 2, Sex Abuse 2, and Attempts of these which occurred on or after September 29, 1991, shall serve active supervision to the expiration of the indeterminate sentence;

(e) Offenders sentenced for Sex Abuse I or Attempted Sex Abuse I for crimes occurring on or after November 4, 1993, shall serve active supervision to the expiration of the indeterminate sentence;

(f) Offenders sentenced for Sodomy II or Rape II for crimes occurring on or after October 23, 1999, shall serve active supervision to the expiration of the indeterminate sentence.

(g) Offenders sentenced for Sex Abuse I or Attempted Sex Abuse I, for crimes which occurred on or after November 1, 1989, and prior to November 4, 1993, will serve active supervision in accordance with the period of post-prison supervision set by the sentencing court and the sentencing guidelines grid;

(h) Offenders sentenced for Rape I, Sodomy I, Sexual Penetration I, Sexual Penetration 2, or Sexual Abuse I, which occurred on or after December 4, 1986, and prior to November 1, 1989, shall serve a minimum of 36 months active supervision or to expiration of the sentence which ever comes first;

(i) Offenders sentenced for Robbery in the First Degree under ORS 164.415 which occurred on or after June 30, 1995, shall serve a minimum period of 36 months active supervision; and

(j) Offenders sentenced for Arson in the First Degree under ORS 164.325 which occurred on or after June 30, 1995, shall serve minimum period of 36 months active supervision; and

(k) Offenders sentenced as sexually violent dangerous offenders pursuant to Chapter 163 (1999 OR Laws) for crimes committed on or after October 23, 1999, shall serve active supervision for life.

(3) Upon completion of the specified period of active parole or post-prison supervision, the supervisory authority shall place the offender on inactive supervision status subject to the exceptions in OAR 255-094-0010, and notify the Releasing Authority of the status change.

(4) Upon revocation of supervision and rerelease to the community, the period of active supervision shall be as provided in OAR 255-094-0001(1) & (2) provided that the period of active supervision does not exceed the sentence expiration date.

(5) After a rereleased offender has completed the minimum active supervision period as provided in OAR 255-094-0001(1)(2) and has substantially fulfilled the conditions of supervision, the supervising officer may place the offender on inactive supervision.

(6) Inmate/offenders found to be sexually violent dangerous offenders pursuant to OAR 255-060-0008(6) shall be subject to intensive supervision for the full period of parole or post-prison supervision as defined in OAR 255-005. Use outcount code UNSU.

INACTIVE LOCAL CONTROL (LC) POST-PRISON SUPERVISION: Effective August 2009, pursuant to HB 3508, Section 23, subsection (1) All persons sentenced to the legal and physical custody of the local supervisory authority under ORS 137.124 shall serve active periods of post-prison supervision as follows:

(a) Six months of active post-prison supervision for crimes in crime categories 1 to 3; and
(b) Twelve months of active post-prison supervision for crimes in crime categories 4 to 10.

(2) Except as authorized in subsections (3) and (4) of Section 23 HB 3508, when an offender has served the active period of post-prison supervision established under subsection (1) of this section, the supervisory authority shall place the offender on inactive supervision status.

(3) No sooner than 30 days prior to the expiration of an offender's active post-prison supervision period, the PPO may send a report to the LSA requesting they extend the active post-prison supervision period or to return the offender to active supervision status, not to exceed the supervision term imposed by the sentencing court. This would be done if the offender had not substantially fulfilled the supervision conditions. Use outcount code UNSU.

INACTIVE PROBATION CASES: Effective 02/24/2010, Division 206 (Administrative Rule) established a process whereby an offender convicted of a felony and sentenced to probation is eligible for a reduction in the period of active supervision for compliance

with the conditions of probation and any applicable supervision plan as defined in the rule and in accordance with Oregon Laws 2009, chapter 660 (HB 3508). Refer to OAR 291-206-0010 thru 291-206-0030.

Upon completion of the minimum period of active supervision as authorized in OAR 291-206-0015, the supervising officer or designee shall review the offender's file and determine if the offender is in compliance, as defined in these rules. Use outcount code INPR.

SPECIAL NOTE: Under HB 3508, language specifically regarding Inactive Probation was allowed to sunset on July 1, 2011. However, those offenders sentenced prior to July 1, 2011 are still eligible for Inactive Probation per the provisions of HB 3508 at that time.

INACTIVE SUPERVISION: Offender on parole, PPS and/or probation and serving time in an out-of-state facility. Use outcount code INAC

INCARCERATED: When a person is lodged in the county jail or an institution; in custody.

INCARCERATION: Describes people confined to jail or prison. Imprisonment; confinement in a jail or penitentiary.

INCIDENT REPORT: These documented statistics are used by DOC in several different ways, including safety and security issues. Reports are generated when an arrest is made, a dog bite occurs, a threat to the community or supervising officer, and things of this nature. These are used for statistical purposes for the Legislature.

INDETERMINATE SENTENCING: A sentence wherein the court stipulates only a maximum term of imprisonment with the actual time served determined later by the Board of Parole and Post-Prison Supervision. The court may impose such sentences only for crimes committed before November 1989 and may not exceed the maximum term specified in the law.

INDEX CRIMES: The significant crimes selected by the FBI as indicative of the overall crime rate. They include such violent crimes as homicide, aggravated assault, rape and robbery and such property crimes as burglary, larceny and motor vehicle theft. In 1979, Congress mandated that arson be listed as a property index crime.

INS CASE: An immigration case that is under control and jurisdiction of the Department of Immigration and Naturalization Services (INS). (See “DEPORTATION”.)

INS: Immigration & Naturalization Services.

INTAKE FORM: A form used by many offices, varies from office to office, and starts the file. Consists of offender name, DOB, other identifying information, crime information, conditions, residence, employment, etc.

INTAKE: The process of informing the offender of the conditions of his/her supervision, discussing expectations of the offender regarding supervision (reporting, payments, etc.)

INTENSIVE SUPERVISION: Also called Special Supervision; the probation/parole officer may see an offender up to five times per week and impose a curfew, check on employment status, require drug testing and/or make unannounced home visits.

INTERSTATE COMPACT: The unit responsible for all Oregon offenders being supervised in other states, and other states' offenders being supervised in Oregon. (See "COMPACT".)

IRT: (Inter-Regional Transfer) Process by which one county transfers an offender's supervision to another county, usually because the offender resides in the other county.

IRTR: Inter-Regional Transfer Response.

ISIS: Integrated Supervision Information System.

ISSD: Information Systems & Services Division (Now known as Information Technology System (ITS).

ITS: Information Technology Systems.

J

JAIL: Facility that confines persons accused of crimes and awaiting trial or persons convicted of a crime.

JAIL TIME: Credit allowed on sentence for time spent in jail awaiting trial, mandate, or appeal.

JUDGMENT: The official decision of a court upon the respective rights and claims of the parties to an action.

K

KARDEX: A document available in DOC 400 for each offender that lists offender name, DOB, SSN, SMT, height, weight, crime(s), sentence date(s), expiration date(s), SID number, coded special conditions and contact address and phone number.

KYTE: Inmate Communication.

L

LEDS: Law Enforcement Data System. A system which provides telecommunication and information services to all law enforcement and criminal justice agencies through the use of modern communications and information system technology network. The Department of Corrections enters supervised offenders in EPR records in this system. Corrections also use LEDS to obtain FBI and NCIC records.

LEML: Law Enforcement Medical Liability. An assessment paid when a fine or forfeiture of bail is ordered.

LIFE WITHOUT PAROLE: Sentence imposed in certain aggravated cases where the offender is not sentenced to death. Such a sentence provides no mechanism, whether through executive clemency or otherwise, for making the offender eligible for any kind of release program. Offenders so sentenced remain in prison until death.

LOCAL CONTROL (SB1145): After 01/01/1997, all offenders convicted of a felony and sentenced to a prison term of twelve months or less are Local Control (SB 1145) offenders. This includes all revoked from post prison supervision, since they can be revocation sanctioned to no more than 180 days, all parole revocations of 12 months or less, all revoked probationers whose original presumed sentence was felony probation, and all new-crime felony sentences of 12 months or less. Local Control (LC) offenders are typically lodged in the county jail, but are technically serving a Prison Sentence.

LS-CMI: Level of Service Case Management Inventory.

LSI: Level of Service Inventory.

LTS: Less time served, means the same as CTS (credit for time served). Credit for time served during period of incarceration.

LWOP: Life Without Parole.

M

M11: Measure 11 (sets mandatory minimum sentences).

MATRIX CASES: Cases in which the crime was committed prior to November 1, 1989. Crimes committed after that date are called Guideline Cases.

MCCF: Mill Creek Correctional Facility.

MI: Motivational Interviewing.

MISDEMEANOR: A crime punishable by incarceration in a county jail for a period of not more than one year. A crime less than a felony as dictated by Oregon statutes. Offense lower than a felony and generally punishable by fine or imprisonment in county jail rather than in a penitentiary.

MODIFIED SENTENCE ORDER: A sentence order that changes the original order in some specific condition.

MONIKER: A nickname or street name (Ex. Tiger, Snitch, Boy Wonder).

MONTHLY REPORT: A report submitted each month by the offender to their supervising officer.

MORRISSEY: Legal due process (a hearing) afforded to an alleged parole violator that stems from Supreme Courts decision of Morrissey vs Brewer.

MPA: Misdemeanant Parole case.

MPAC: Misdemeanant Parole Compact case.

MMPI: Minnesota Multiphasic Personality Inventory test.

MPR: Misdemeanant probation case.

MPRC: Misdemeanant Probation Compact case.

MR: Monthly Report.

N

NA: Narcotics Anonymous.

NCIC: National Crime Information Center. A nationwide message switching system created to provide interstate exchange of criminal justice information which is operated by the Federal Bureau of Investigations in Washington, D.C.

NOA: Notice of Arrival.

NOD: Notice of Departure.

NOVA: National Organization for Victim Assistance.

NEAR HIT: A near hit in the EPR system on LEDS is when someone runs an inquiry on LEDS that results in a similar name, or close DOB, but not actually the offender in question. (See also "SOUNDEX").

NEEDS ASSESSMENT: A tool used for offender management.

NOTICE OF VIOLATION REPORT: A violation report to the Court when an offender violates their General or Special Conditions of Supervision.

NUNC PRO TUNC: Something done in the present but which should have been done in the past. Court orders are sometimes signed "nunc pro tunc". A phrase applied to acts allowed to be done after the time when they should be done, with a retroactive effect, i.e. with the same effect as if originally done.

O

OACCD: Oregon Association Community Corrections Directors.

OAM: Oregon Accounting Manual.

OAR: Oregon Administrative Rule.

OCIC: OUTDATED term. Left for historical purposes. Oregon Corrections Intake Center. Now called CCIC.

OCJA: Oregon Criminal Justice Association.

OCMS: Oregon Case Management System. Replaced by the Public Safety Checklist (PSC) on 09.04.12.

OD: Officer of the Day. Handles other staff member's caseloads when they are not available.

ODARA (Ontario Domestic Assault Risk Assessment): A tool to assess risk in cases where a man has assaulted his female partner and can be used to predict the chances that the man will assault his partner again.

ODL: Oregon Driver's License.

ODOC: Oregon Department of Corrections.

OECI: Oregon eCourt Case Information.

OFFENDER NOTE: In CIS, a quick place to attach a comment about an offender, much in the same manner that one would place a "Post-It" note on an offender's file.

OFFENDER: A person under the supervision of the Department of Corrections who is on parole, probation, or post-prison supervision.

OFFENSE: The crime a person is charged with is called the offense. A breach of the criminal laws. Infractions, violations, and crimes are all offenses.

OIS WEBSITE: Oregon Corrections Information System.
Available to users with DOC400 access.

OISC: Offender Information and Sentence Calculation. Maintains offender paper records, provides information to the public and responsible for accurate release dates.

OJIN: OUTDATED term, left for historical purposes. Oregon Judicial Information Network. Ecourts replaced OJIN.

OOS OFFENDER: Out Of State Offender; an offender who was convicted in another state, but lives in Oregon and has been accepted for supervision by Oregon. A reciprocal agreement exists through Interstate Compact.

OOS WEBSITE: Oregon Offender Search.
Limited DOC inmate information available to the public.

OPS: Offender Profile System. An offender information system that integrates information from the Institution and Community Corrections.

ORDER: Every direction of a magistrate or judge to a person made or entered in writing and not included in a judgment.

OREGON PAROLE MATRIX: (Matrix System) A precursor to sentencing guidelines. It was established in the 1970s and offered greater latitude to judges in sentencing offenders than the current system.

ORI NUMBER: The number assigned by LEDS to identify an agency for access to LEDS.

ORS NUMBER: Oregon Revised Statutes number identifying Oregon laws and criminal codes definition.

ORS: Oregon Revised Statute.

OSCI: Oregon State Correctional Institution.

OSH: Oregon State Hospital.

OSP: Oregon State Penitentiary.

OSPBI: Oregon State Police Bureau of Identification.

OTTO: A program that can alert staff when an action is required. Initially, OTTO will be used in the Community to let staff know when a new risk assessment is required.

OVERRIDE: A term used in the classification system to indicate a change in the initial risk assessment/reassessment. The override can be either up or down, depending on the justification.

OYA: Oregon Youth Authority.

P

PARAPHERNALIA: A term, when used by DOC, describes drug, sex or gang-related evidence found to support allegations of criminal activity.

PAROLE BOARD: A three to five member Board, appointed by the Governor, having the authority to set release dates and impose conditions for offenders on parole and/or post-prison supervision.

PAROLE/PROBATION OFFICER: (Often abbreviated “PO”.) Officer who supervises offenders in the community. In some states, these officers receive a caseload that is either strictly parole or strictly probation. In Oregon the common practice is to assign a mixed caseload; hence the generic designation PO which can stand for either parole or probation officer.

PAROLE: Release from a term of imprisonment in an institution.

PAROLEE: An offender released from a term of imprisonment in an institution.

PCS: Possession of a Controlled Substance.

PIO: Public Information Officer.

PLETHYSMOGRAPH: A test administered to men that measures sexual arousal or response to various stimuli. (Court often orders in sex offense cases).

POLYGRAPH: A test given to determine if person is telling the truth.

POST-PRISON SUPERVISION: The part of an offender’s sentence which is served under community supervision by the Department of Corrections or a corrections agency designated by the department. A part of a Sentencing Guidelines sentence. A mandated period of supervision following release from an institution.

POST-SENTENCE REPORT: A report prepared by the supervising officer on an offender who has already been convicted and sentenced to probation. Similar to Presentence report except Presentence reports are done after conviction but before sentencing,

PRCF: Powder River Correctional Facility.

PREA: Prison Rape Elimination Act.

PRESENTENCE INVESTIGATION REPORT: A report that is submitted to the Court by a probation officer, before the offender is sentenced on a conviction, giving the Court background information, prior criminal records, substance abuse information/problems, scope of crime(s), and recommendation to help the Judge determine appropriate sentence.

PRESUMPTIVE SENTENCE: A presumptive sentence is the sentence normally imposed within the grid block when there are no departures.

PRISON: A state facility intended for felons, those who have been convicted of crimes punishable by incarceration of more than one year.

PRO TEM JUDGE: A member of the bar who does not regularly preside in a particular Court. i.e. a Circuit Court Judge presiding in District Court or as a fill-in for vacations and/or heavy workload.

PROBABLE CAUSE: Reasonable cause. Having more evidence *for* than *against*. A reasonable ground for belief in the existence of facts warranting the proceedings complained of.

PROBATION: When the Court sentences an offender to supervision for a specific period of time they are on probation, this includes bench (informal) probation and formal probation.

PROBATIONER: An offender who is serving a term under informal or formal supervision, living in the community, who is required to comply with terms of all conditions ordered by the Court.

PROGRESS REPORTS: A report sometimes required by a State other than Oregon on a Compact case to show offenders progress while on supervision. Oregon Courts can also request these reports; however, this is seldom done.

PROPERTY CRIME: Crimes involving the theft or destruction of property without the offender confronting the property owner.

PSC: Public Safety Checklist. Replaced OCMS as the risk assessment tool on 09.04.12.

PSI REFERRAL ORDER: An order from the Court requesting a Presentence Investigation.

PSI UPDATE: A shortened version of a PSI which is attached to the original PSI. The updates give only new information since last report and information regarding present crime.

PSI: See “PRESENTENCE INVESTIGATION REPORT”.

PSRB: (Psychiatric Security Review Board) A Board that determines if a mentally ill offender is to be committed to a State hospital, if a mentally ill offender is ready to be released from a State hospital, and other issues of the mentally ill. The PSRB also orders the appropriate amount of time the mentally ill offender is to serve on formal supervision. Also supervises offenders admitted to OHS under guilty except for insanity.

PTA: Prison Term Analyst (OISC).

PUBLIC INFORMATION: Menu option in CIS that gives information regarding an offender that is a matter of public record and therefore available to the public.

PURGE FILES: To destroy file material after scheduled retention policy.

PV: Parole Violation or Probation Violation.

Q

Quash: Reject or void, especially by legal procedure. “his conviction was quashed on appeal”
When a warrant is “quashed” that means it is removed completely and any reference to it should also be removed because it acts as though the warrant was never issued. Quashed creates a scenario where one does NOT acknowledge the issuance and acts to pretend it was never issued. If an offender has a warrant quashed, there would be no INOP time, no abscond movement, etc., because it’s as though the warrant did not exist.

R

RAP SHEET: Slang for an offender’s record of arrest and convictions. A report of prior criminal records from the FBI, or LEDS/NCIC criminal records systems. Also known as CCH or Criminal Case History rap sheets.

REASSESSMENT: A tool parole/probation officers use to determine the level of supervision required by each offender and the amount of risk an offender is to community.

RECIDIVISM: The behavior of a repeat or habitual criminal. A measurement of the rate at which offenders commit other crimes, either by arrest of conviction baselines, after being release form incarceration.

RECORDS EXPUNGED: All offender records are sealed. All traces of records are removed from the branch office and Central Records. A copy of the Court Order to expunge record must be sent to Central Records.

RECORDS PURGED: See “PURGE FILES”.

RECORDS SEALED: A record that is sealed cannot be used for Court purposes against offenders unless the Court orders the record unsealed. All Sealing and Unsealing must be done by Court order. A copy of the Court order to Seal record must be sent to Central Records.

RELEASE OF INFORMATION FORMS: Offender must sign this form before confidential information regarding medical problems, treatment progress, doctors, schools, and military activities/records is shared with anyone outside the branch office.

RELEASE PLANS: Plans jointly developed by releasing authority and Parole/Probation Officer. They set forth programs and resources available in the community. The plan recommends the conditions necessary for supervision which will protect the community and help the inmate make positive changes. The Board of Parole and Post-Prison and the Local Supervisory Authority has final approval of all release plans.

REMAND: Sending a cause back to the same court out of which it came, for purpose of having some action on it there.

REPEAT OFFENDER: An offender who repeats an offense or habitually breaks the law. (See “RECIDIVISM”).

RESTITUTION CENTER: Programs that house offenders in a structured setting, allowing them to leave for work or other approved activities such as drug treatment. The purpose is to provide control and support for offenders who are paying victim restitution or other costs from wages they earn while working in the community.

RESTITUTION: Court ordered financial obligation to repay victim for damages or losses.

REVOKE- RESENTENCE: When original sentence is revoked and given another sentence and/or conditions. Something to watch is maximum time person can be on formal probation (5 yrs unless financial obligations are unpaid, then maximum is 6 years).

REVOKE: (Revocation) An action taken to return an offender to prison. The term also refers to action taken to commit probationers to prison. Such actions are usually in response to a recommendation by the offenders supervising PO.

RISK ASSESSMENT: A tool parole/probation officers use to determine the level of supervision required for each offender and the amount of risk an offender is to community. The level can be adjusted at various intervals of supervision by using a Risk Reassessment.

S

SANCTION: Punishment imposed for technical violations of parole or probation conditions when no new crime has been committed. The intent of sanctions is to take active remedial action to correct offenders' behavior in order to keep them in the community and to avoid returning them to prison, if possible. Sanctions often include community service, day reporting, electronic monitoring, house arrest, or a short stay in the local jail.

SCCI: Shutter Creek Correctional Institution.

SCI: Santiam Correctional Institution.

SCWC: Shutter Creek Work Center.

SEALING OF RECORDS: Process of closing records from public use. All sealing or unsealing of records must be done by a Court order and Central Records must have a copy of the order sent to them so they can remove offender records from the AS400.

SEARCH CLAUSE: A clause or condition which gives parole/probation officers the right to search offender property, person, residence or vehicle without a warrant. Confiscated items recovered in the search are admissible in Court for parole/probation violations.

SENATE BILL 156 Offender: An offender on post-prison status whose original felony sentence, imposed after 01/01/1997 by the Court was 12 months or less.

SENTENCE GUIDELINES CASES: Felony crimes committed on or after November 1, 1989, are Guidelines Cases. Crimes committed prior to that date are considered Matrix Cases. In Sentencing Guidelines, upon conviction, prison/probation terms are determined by a grid that uses criminal history risk and crime seriousness scale calculations.

SENTENCE ORDER: Legal document issued by the Court, generally signed by the Judge, which reflects disposition of crime(s).

SENTENCE: Following a conviction, the Court sets forth the penalty or sanction that is to be imposed as a consequence of the criminal act. The judgment formally pronounced by the court or judge upon the defendant after his conviction in a criminal prosecution.

SFFC: South Fork Forest Camp.

SHOW CAUSE: To "show cause" against a rule, an order, decree, execution, etc., is to appear as directed, and present to the court such reasons and consideration as one has to offer why it should not be confirmed, take effect, be executed, etc. (Ex. Show Cause why probation should not be revoked.)

SID: State Identification Number assigned by the Oregon State Police to persons who have been fingerprinted. (Older numbers are seven digits, new numbers are eight digits).

SIS: Shared Information System. Offender voluntarily provides Social Security number to Department of Corrections for use in maintaining information and records for research purposes.

SMT: Abbreviation for Scars, Marks, and/or Tattoos used in offender identification.

SO: Sex Offender.

SOC: Social Security Number. Also known as SSN.

SOON: Statewide Office Operations Network.

SOSN: Sex Offender System Network.

SPECIAL INFORMATION REPORTS: Reports submitted to the releasing authority for informational purposes or violation of conditions of supervision but when revocation is not being recommended.

> INFORMATIONAL ONLY: Used to inform Court/Board of Parole of new information, no recommendation.
>
> PROGRAM MODIFICATION REPORTS: A report requesting modification of conditions of supervision, i.e. adding or deleting conditions of supervision.
>
> REPORT OF VIOLATION: A report that informs the Court or Board of Parole of violations of the offender's conditions of supervision. They can contain a recommendation.

SRCI: Snake River Correctional Institution.

SSN: Social Security Number.

Stable and Acute: Dynamic risk assessment completed on sex offenders.

Static-99: Sex offender evaluation tool.

STG: Security Threat Group.

STM: Security Threat Management.

STRUCTURED SANCTION: Under Sentencing Guidelines, a supervising PO may sanction an offender for a violation of the special conditions of his/her probation. Sanctions include jail, community service work, electronic monitoring, etc.

STTL: Short-Term Transitional Leave.

SUBSET: To narrow a long list of elements to a smaller, more manageable list. For example, to limit the list of Treatment Programs to work with in "Work with Treatment Programs' to only those Treatment Programs in a particular county.

SUBSIDY CHECKS: Money available to offenders for transitional needs, etc…

SUMMIT: Success Using Motivation, Morale, Intensity, and Treatment. AIP @ SCCI.

SUN: Super User Network; a group of "super users" who assist Field Office users and the Help Desk in resolving data entry issues.

SUPERVISION FEES: Fees paid by the offender as dictated by Legislature for supervision in the community. Fees can be waived by the Court or by the supervising officer in cases of hardship.

SUSPEND AND DETAIN WARRANT: A warrant issued by the Parole Board on parolees. The warrant allows the offender to be held if arrested.

SUSPENDED SENTENCE: A sentence which is not put into effect, although, since it may take effect at a later date, it is not considered vacated.

SVDO: Sexually Violent Dangerous Offender.

T

TELETYPE: Report from LEDS, NCIC, FBI, and DMV used to generate criminal history including warrant, driving record, vehicle information, stolen property, guns and cars, etc. Can be used to send or receive messages to/from other branches, agencies, DMV, LEDS in Oregon, or other states.

TEMP LEAVE: An offender released from an institution before they are paroled is called a Temp Leave offender. It is now called Transitional Leave (Trans Leave) or Alternative Incarceration Program (AIP).

TL or T/L: Transitional Leave.

TPDD: Tentative Parole Discharge Date. A date the Parole Board sets based on the crime sentence and good time as the soonest the offender can be released from supervision on parole offenses.

TPS: Technical Program Specialist (OISC).

TRANSFER REQUEST: A request to transfer supervision from one branch to another on in-state or out-of-state cases; also known as IRT. Out-of-state requests are handled through Interstate Compact. (See “IRT” for In-State cases & “COMPACT” for OOS cases.)

TRANSITIONAL LEAVE: See “TEMP LEAVE”.

TRAVEL PERMIT: A document giving offenders permission to travel out-of-state. Issued by supervising officer or other authorized staff.

TRCI: Two Rivers Correctional Institution.

TX: Treatment.

U

UA: (Also called Urinalysis.) Urine test used for detecting alcohol and/or drugs in offender’s urine.

UNSUPERVISED PAROLE: See Inactive Parole.

UNSUPERVISED POST PRISON: See Inactive Post Prison.

UNSUPERVISED PROBATION: See Inactive Probation.

URINALYSIS: See “UA”.

V

VINE: (Victim Information & Notification Everyday). A resource for victims for information re: offenders.
VINE Service Number : (877) 674-8463

TTY: (866) 847-1298
https://www.vinelink.com

VICTIM: A person who suffers injury or loss due to the commission of a crime.

VIOLATION: When a parolee/probationer has not abided by the conditions of supervision, he/she is in violation.

VISITING JUDGE: See “PRO TEM JUDGE”.

W

WAIVER: To abandon or relinquish the right to enforce a condition for a specified period of time, such as waiver of residence, waiver of supervision fees, etc.

WARRANT BY BENCH: Process issued by the court itself, or from the bench, for the attachment or arrest of a person; either in case of contempt, or where an indictment has been found, or to bring in a witness who does not obey the subpoena. So called to distinguish it from a warrant issued by a justice of the peace.

WARRANT BY SEARCH: An order in writing, issued by a judge in the name of the state, directed to a sheriff, constable, or other officer commanding him to search a specified house, shop, or other premises, for personal property alleged to have been stolen, or for unlawful goods, and to bring the same, when found, before the judge, and usually also the body of the person occupying the premises to be dealt with according to law.

WARRANT OF ARREST: A written order issued and signed by the Court, commanding a peace officer or other specified person to arrest a person named who is accused of an offense.

WCCF: Warner Creek Correctional Facility.

WILOJ: Work in Lieu of Jail.

WORK RELEASE: When an offender is lodged in the county jail or the work release center and gets released to go to their employment but must return after completing their day’s work.

X

Y

Z

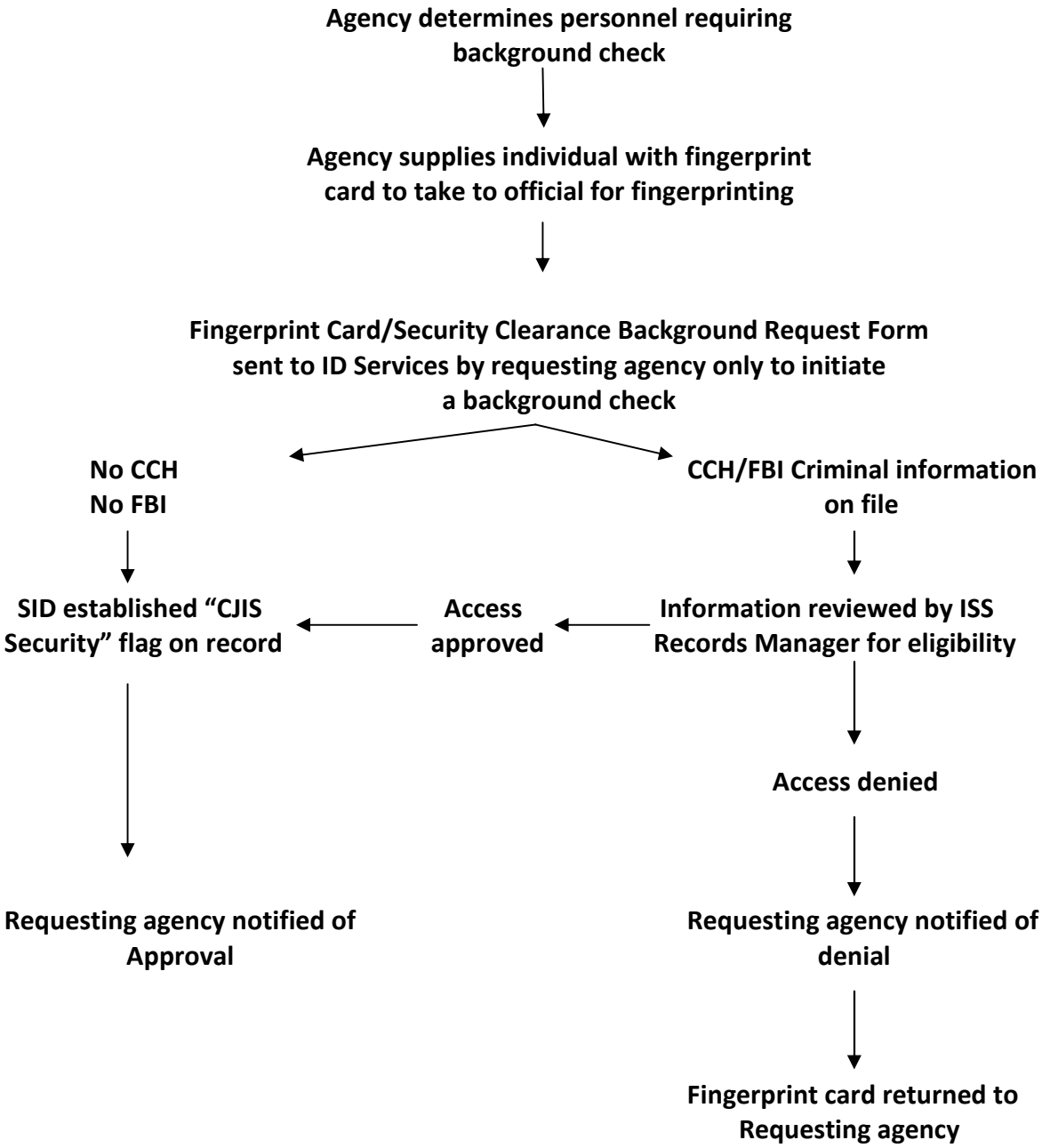
Table of Contents

OPS CHAPTER 27 – FINGERPRINTING

****PLEASE READ ENTIRE SECTION BEFORE BEGINNING ANY WORK * ***

27.1 EMPLOYEE FINGERPRINTING

27.1.1 FLOWCHART



27.1.2 CJIS – SECURITY CLEARANCE BACKGROUND REQUEST

See OPS 27, page 7 for request form sample.

27.1.3 EMPLOYEE FINGERPRINT CARD

See OPS 27, page 8 & 9 for fingerprint card sample.

27.2 OFFENDER FINGERPRINTING

27.2.1 FINGERPRINT CARD INSTRUCTION GUIDE

The following is a brief description of data required when completing fingerprint cards. See samples of completed forms in OPS 27, pages 10-16.

SID:	Unique seven or eight-digit State ID number for each person with a State CCH.
FBI:	Unique nine-digit FBI ID Division number for each person with a Federal Criminal Record. Enter if known.
ORI:	Unique nine-digit NCIC Originating Agency number assigned to the contributor. This must coincide with the contributor's name.
CONTRIBUTOR:	Enter type of agency & city where located. Do not use county designation.
NAME USED:	Enter as shown on a form, such as a judgment, including the first alias.
DOB:	Enter date of birth as month/day/year.
DOA:	Enter date of arrest as month/day/year.
SEX:	Enter M for male or F for female.
RACE:	Enter race using one letter: A = Asian or Pacific Islander; B = Black; I = American Indian or Alaskan Native; W = White (includes Latins and Hispanics).
HGT/WGT:	Enter as feet & inches (Example: 5'10" or 510). Enter weight as given.
EYES/HAIR:	Eye & hair color. Use standard NCIC two-letter codes.
POB:	Place of birth. Use standard NCIC two-letter codes.
SOC SECURITY:	Social Security numbers. Enter as given.
LAN:	Local Agency number. This is an optional number you assign to this person.
OCA:	Local Agency Case number. Also referred to as Incident number or Police Report Number.
ADDRESS:	Enter address information which includes City, State & zip code.
SMT:	Scars, marks & tattoos. Use standard NCIC codes.
ARREST CHRGS:	Write in the name of the charge. For multiple counts of the same charge, enter in parenthesis. For example: FORG I (2 cts). If more than four charges, enter on the back of the card as #5, and so on.

ORS: Enter Oregon Revised Statute number for each different charge, except **Compact cases, which require four-digit NCIC code. (See OPS Chapter 6 for NCIC codes.)**

COURT ID: Check appropriate box indicating Circuit, District, Justice or Municipal Court and enter the ORI number assigned to that court.
For compact cases, enter two letter state codes, no numbers.

DISPOSITION: Enter Charge At Disposition, which is the same as Arrest Charge, the ORS Number **(or NCIC number for Compact cases)**, the sentence date and the Court Case number. See sample titled Adult Probation Entry, page 13.

NOTE: Use back of fingerprint card to record additional arrests and identifier Information.

27.2.2 REQUIRED INFORMATION ON CORRECTIONS DIVISION CARDS

All cards must have the upper portion entirely completed. Please use your own ORI numbers, not the ORI's used in the example forms. Only one fingerprint card and disposition is required per person.

If you have any questions regarding fingerprint issues, you can contact:
Laurie Riesterer at OSP.

Her email address is: Laurie.Riesterer@state.or.us
Mailing:
Laurie Riesterer
OSP-ID Services/Records Unit
3772 Portland Rd NE, Salem OR 97301
Phone: (503) 378-3070
Fax: (503) 378-2121

OUT OF STATE TRANSFERS

- Use the original arrest date for the Date of Arrest. If there is no arrest date, you may use the Date Cited into Court or Indictment Date instead.
- List the charges exactly as they appear on the sentencing order.
- Use NCIC codes in place of ORS numbers.
- For the Court Identification, enter the state for which you are supervising.
- The Sentence Date is required. Make sure the Sentence Date is ***after*** the Date of Arrest. If the charges were dismissed, they need to know the date of dismissal.
- The sentence must be filled in as completely as possible. Use the specific amount of time sentenced. (Example: Prison 2Y, Probation 5Y.) If the jail or prison time is suspended, they need the original jail or prison time, as well as the amount of time that is suspended.
- The Date of Parole is required if the sentence is prison that has not been suspended.

- The date that supervision was accepted by Oregon is required on all transfers from another state.

IN-STATE ARRESTS

- The Arrest Charges and ORS numbers must match
- The Court Identification area must be completed. Mark the type of court and list the court ORI number.
- Sentence dates and case numbers are required.
- **The sentence is required**. Mark Jail, Prison or Probation and list the specific amount of time received. If jail or prison time is suspended, list the original jail or prison time as well as the amount of time that is suspended.

27.2.3 NCIC UNIFORM OFFENSE CLASSIFICATIONS

For a list of NCIC Codes, see OPS Chapter 6. Use NCIC Codes for Out-of-State arrests. In the Arrest Charges area on the fingerprint card, list the charge as stated on the court judgments and use the NCIC Code for the category that best represents that charge.

27.2.4 PROCESSING DELAYS/REJECTIONS OF FINGERPRINT SUBMISSIONS

Paper fingerprint submissions must meet specific criteria to be converted into electronic format and processed by the Integrated Automated Fingerprint Identification System. (IAFIS). The following may cause a rejection or delay in processing:

- Low quality print by dot matrix printers
- Poor penmanship
- Use of dark highlighter in entry block
- Entry not within boundaries of entry block
- Labels applied to “Leave Blank” areas
- Use of pencil or ink other than black

Paper or electronic fingerprint submissions may also be rejected for the following reasons:

- Fingerprints submitted for a non-criterion offense
- Descriptive data not complete (Example: Name not shown at top of the card; incomplete date of birth.)
- Charge is incomplete or not given in literal form
- Missing Originating Agency Identifier (ORI)
- No attempt to print deformed or scarred fingers

- More than one fingerprint impression per block (It must be indicated if the individual has extra digits or split thumbs)
- Fingerprints not properly rolled or poor quality
- Fingerprints on back of fingerprint card
- Fingerprints out of sequence
- Finger(s) missing due to amputation not noted as "amp" in fingerprint block
- Missing fingerprints with no reason given

NOTE: The CJIS Division requires that all fingerprint images be present on fingerprint submissions. This includes ten rolled impressions and four plain impressions.

27.2.5 EXAMPLE OF GOOD/ACCEPTABLE QUALITY PRINTS

See OPS 27, page 17 for sample of good, acceptable quality prints.

27.3. ISSUES RELATING TO THE NATIONAL SEX OFFENDER REGISTRY (NSOR)

27.3.1 ISSUE #1 – SUBMITTING CRIMINAL FINGERPRINTS FOR VIOLATION OF SEX OFFENDER REGISTRATION (SOR) REQUIREMENTS.

It is often difficult to determine whether a fingerprint submission is for sex offender registration or violation of the registration requirements. Because sex offender registration is not a criterion offense, fingerprints submitted for this purpose will be returned. As such, it is imperative that the charge on a criminal fingerprint submission for violation of sex offender registration requirements is clearly identified. The following acceptable charges that will be processed as criterion offenses are:

- Failure to comply with sex offender registration
- Failure to appear for sex offender registration
- Sex offender registration violation

If a fingerprint submission contains a charge that is undeterminable, it will be returned. (Example: Violation SOR or SOR with a statue cited).

27.3.2 ISSUE #2 – INTERSTATE IDENTIFICATION INDEX (III) RECORD STATUS

When a sex offender notice is posted, the status of an individual's criminal history Record changes from a single course (SSO) to a multiple source (MSO) if the record was maintained by one of the III participating states prior to the entry of the sex offender record. In this instance, the FBI will transmit a $.A.MSO message to the state that maintained the single source record. Likewise, deletion of a sex offender notice causes the status of the record to change from MSO to SSO, and the FBI will transmit a $.A.SSO message to the state maintaining the individual's record.

27.3.3 ISSUE #3 – DETERMINING THE FBI NUMBER

When contributors are unable to determine or verify an FBI Number, they should submit fingerprints with "Criminal Inquiry Only" in the charge field. Contributors should use the Local/Identification Reference Field (previously named Originating Agency Case Number [OCA] Field) to assist them in correlating non-identified responses with their submissions.

27.4 CJIS HELPDESK AND SWITCHBOARD

The CJIS Division's Help Desk & Switchboard are now TTY accessible for hearing-impaired users that have system problems or questions related to the CJIS Division or any of its systems. Their telephone number is 304-625-3963

27.5 SAMPLE FORMS ON PAGES 7 THROUGH 17.

If…	Then…
• Request for Reporting Instructions (RFRIs) have been approved • Transfer Investigation Request has been submitted • Offender reports as directed	• Admit to PA or PR status using the date on the Notice of Arrival (NoA) • Enter all pertinent information including docket and supervise client during investigation period
• RFRIs have been approved • Transfer Investigation Request has NOT been submitted • Offender reports as directed	• Admit to PA or PR status using the date on the NoA • Investigation Request due within 15 days of RFRI approval • Enter all pertinent information including docket and supervise client
• RFRIs have been approved • Transfer Investigation Request has NOT been submitted • Offender reports as directed • Transfer Investigation Request is NOT received within 15-day time limit and Sending State (SS) chooses not to submit at all and cancels RFRIs; • Offender returns to Sending State (SS)	• Admit to PA or PR status using the date on the NoA • Enter all pertinent information including docket and supervise client until it's determined that Investigation Request will not be submitted and RFRIs are cancelled/rescinded; when offender returns to sending state, close docket and body to COMP using date on NoA
• RFRIs have been approved • Transfer Investigation Request has been submitted • Offender does NOT report	• Admit to IV status with the date on the Transfer Investigation Request • Submit NOFTA if offender fails to report ever • Close to CREJ when Sending State withdraws • If offender eventually reports prior to NOFTA - change to PA or PR status using date on NoA
• RFRIs have been approved • Transfer Investigation Request has NOT been submitted • Offender does NOT report	• Do not enter into CIS until one of the following occurs: • Transfer Investigation Request received (admit to IV status); or • Offender reports on RFRIs (admit to PR or PA using date on NoA)
• Offender already in CIS on different cases on discharge status • Here on RFRIs	• Admit to PR or PA status on new cycle • Enter all pertinent information as appropriate based on above "if/then" scenarios
• Offender already in CIS on same case under compact investigation on discharge status • Here on RFRIs	• Follow instructions in Chapter 13, section 13.2 to reopen a Compact case • Admit to PR or PA status
• Offender NOT in CIS already • Here on RFRIs	• Search OIS by FBI number to ensure offender isn't already in the system • Follow procedures listed above depending on whether or not a Transfer Investigation Request has been received
• Offender already in CIS for different cases on discharged status • Transfer Investigation Request has been submitted • Offender is NOT in receiving state	• Admit using IV status onto new cycle • Enter all pertinent information except docket
• Offender already in CIS on same case under compact investigation	• Follow instructions in Chapter 13, section 13.2 to reopen a Compact case • Admit to IV status

• Transfer Investigation Request has been submitted • Offender is NOT in receiving state	• Enter all pertinent information except docket
• Offender NOT in CIS already • Transfer Investigation Request has been submitted • Offender is NOT in receiving state	• Check OIS by FBI number to ensure offender is not in CIS • Admit using IV status • Enter all pertinent information except docket
• Offender in CIS under IV status • Compact Transfer is accepted	• Follow data entry instruction in 3.6 • Enter docket and conditions
• Offender is already on supervision in Oregon • RFRIs are approved for supervising county	• Enter docket information for incoming compact case
• Offender is already on supervision in Oregon • RFRIs are approved for a residence in a different county than current supervising county	• Enter docket information for incoming compact case • Submit IRT to proposed residence county
• Offender is already on supervision in Oregon • RFRIs are approved for a residence in a different county than current supervising county IN ERROR	• Contact Compact Division for assistance regarding erroneous RFRIs
• Offender is already on supervision in Oregon • You received RFRIs for someone you don't supervise	• Contact Compact Division to have those RFRIs transferred in ICOTS to the supervising county • Supervising county will submit IRT to proposed residence county
• Transfer Investigation Request received • Offender remains in Sending State (SS)	• Admit to IV status using the date on the Transfer Investigation Request • Enter all pertinent information except docket
• Offender under compact supervision returns to sending state PRIOR to compact cases expiring naturally	• Close docket and body to COMP using date on NoA
• Offender under compact supervision absconds and Sending State issues warrant	• Close docket and body to COMP using date on Compact Closure form
• Offender in IV status has investigation withdrawn or denied	• Close body to CREJ (there should be no docket entered)
• Offender is supervised under RFRIs • Transfer Investigation has been denied • Offender is returned to Sending State	• Close docket and body to COMP using date of NoA
• Offender is supervised in Oregon on out-of-state compact cases • All out-of-state compact cases end at their prescribed expiration date	• Close dockets and body to EXPI

CRIMINAL JUSTICE INFORMATION SYSTEMS
SECURITY CLEARANCE BACKGROUND REQUEST

(DO NOT MODIFY THIS FORM – PLEASE FILL IN ALL FIELDS)

I have been informed that in order to be allowed access into areas associated with or around Criminal Justice Information Systems (CJIS), a state and national fingerprint background check will be required.

I understand that the existence of a criminal record in itself would not disqualify me for employment, contract work, or being a volunteer, however may effect what locations I will be allowed access. Further, I understand if there is any question regarding the results of the fingerprint background check, I may contact the Oregon State Police CJIS Division directly for information regarding the results of the check.

_____ _____

Applicant Signature (REQUIRED) Date

CLEARLY PRINT (REQUIRED):

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

OTHER NAMES USED: _____ DATE OF BIRTH: _____

SWORN POSITION

SELECT ONE: POLICE CORRECTIONS RESERVE

JOB TITLE (Only required if Parole & Probation Officer): _____

NON-SWORN POSITION

REQUIRED JOB TITLE: _____

REQUIRED INFORMATION

***PERMANENT EMPLOYEES**

DATE OF HIRE:
(Month/Year): _____

OR

***CONTRACTOR/VENDOR/OTHER**

END OF SERVICES:
(Month/Year): _____

NOTE: Please fill out ALL fields; information is needed for tracking purposes. If not filled in, form will be rejected/returned to agency. CJIS Flag will be deleted at the time of end of services unless extended by an email from the agency to email address OSP.CJIS@state.or.us. If there is no end date of services for non-permanent employees, please write in 'continual contract' and we will rely on your agency to let us know when this individual no longer has CJIS Security access to your ORI.

MANAGER CONTACT INFORMATION FOR RESULTS

AGENCY: _____ ORI: _____

NAME: _____ PHONE: _____

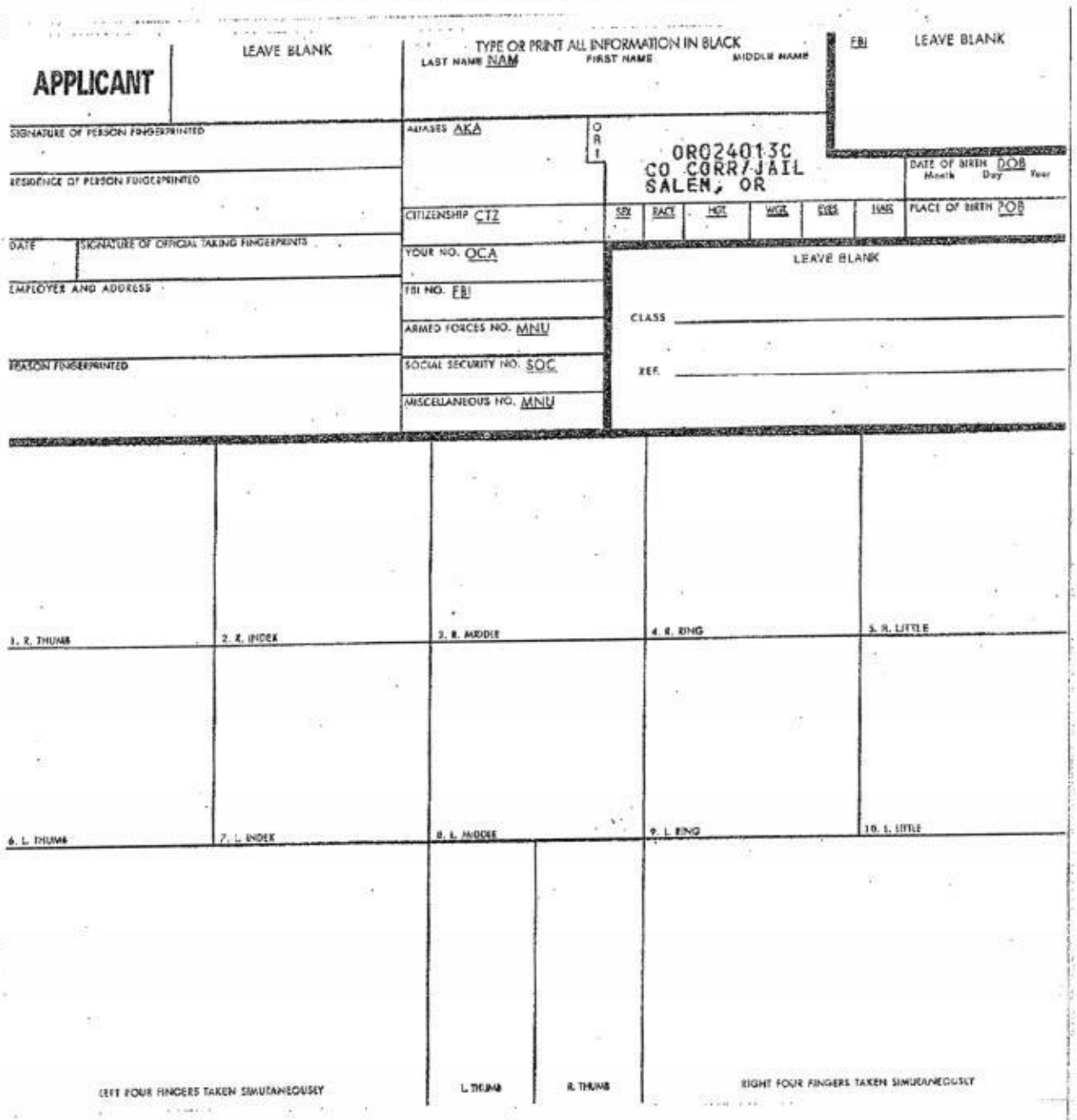
EMAIL: _____

The person identified above will have required access to a CJIS security area under my direction. By this request I am complying with the CJIS Security policy requirement for this facility and submitting within the 30 days of initial hire as directed in section 5.12.1.1 of the CJIS Security Policy and the State CSO or their designee.

_____ _____

Manager or LEDS REP Signature (REQUIRED) Date

Revised April 2015



APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK

LAST NAME NAM FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER AND ADDRESS

REASON FINGERPRINTED

ALIASES AKA

ORI OR0240130 CO CORR/JAIL SALEM, OR

DATE OF BIRTH DOB Month Day Year

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

YOUR NO. OCA

FBI NO. FBI

ARMED FORCES NO. MNU

SOCIAL SECURITY NO. SOC

MISCELLANEOUS NO. MNU

LEAVE BLANK

CLASS

REF.

1. R. THUMB | 2. R. INDEX | 3. R. MIDDLE | 4. R. RING | 5. R. LITTLE

6. L. THUMB | 7. L. INDEX | 8. L. MIDDLE | 9. L. RING | 10. L. LITTLE

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

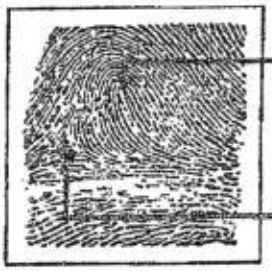
SAMPLE

(Front Side)

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

APPLICANT

1. LOOP



THE LINES BETWEEN CENTER OF LOOP AND DELTA MUST SHOW

2. WHORL

THESE LINES RUNNING BETWEEN DELTAS MUST BE CLEAR

3. ARCH

ARCHES HAVE NO DELTAS

FD-258 (REV. 12-29-82)

TO OBTAIN CLASSIFIABLE FINGERPRINTS:

1. USE BLACK PRINTER'S INK.
2. DISTRIBUTE INK EVENLY ON INKING SLAB.
3. WASH AND DRY FINGERS THOROUGHLY.
4. ROLL FINGERS FROM NAIL TO NAIL, AND AVOID ALLOWING FINGERS TO SLIP.
5. BE SURE IMPRESSIONS ARE RECORDED IN CORRECT ORDER.
6. IF AN AMPUTATION OR DEFORMITY MAKES IT IMPOSSIBLE TO PRINT A FINGER, MAKE A NOTATION TO THAT EFFECT IN THE INDIVIDUAL FINGER BLOCK.
7. IF SOME PHYSICAL CONDITION MAKES IT IMPOSSIBLE TO OBTAIN PERFECT IMPRESSIONS, SUBMIT THE BEST THAT CAN BE OBTAINED WITH A MEMO STAPLED TO THE CARD EXPLAINING THE CIRCUMSTANCES.
8. EXAMINE THE COMPLETED PRINTS TO SEE IF THEY CAN BE CLASSIFIED, BEARING IN MIND THAT MOST FINGERPRINTS FALL INTO THE PATTERNS SHOWN ON THIS CARD (OTHER PATTERNS OCCUR INFREQUENTLY AND ARE NOT SHOWN HERE).

THIS CARD FOR USE BY:

1. LAW ENFORCEMENT AGENCIES IN FINGERPRINTING APPLICANTS FOR LAW ENFORCEMENT POSITIONS.*
2. OFFICIALS OF STATE AND LOCAL GOVERNMENTS FOR PURPOSES OF EMPLOYMENT, LICENSING, AND PERMITS, AS AUTHORIZED BY STATE STATUTES AND APPROVED BY THE ATTORNEY GENERAL OF THE UNITED STATES. LOCAL AND COUNTY ORDINANCES, UNLESS SPECIFICALLY BASED ON APPLICABLE STATE STATUTES DO NOT SATISFY THIS REQUIREMENT.*
3. U.S. GOVERNMENT AGENCIES AND OTHER ENTITIES REQUIRED BY FEDERAL LAW.**
4. OFFICIALS OF FEDERALLY CHARTERED OR INSURED BANKING INSTITUTIONS TO PROMOTE OR MAINTAIN THE SECURITY OF THOSE INSTITUTIONS.

LEAVE THIS SPACE BLANK

INSTRUCTIONS:

*1. PRINTS MUST FIRST BE CHECKED THROUGH THE APPROPRIATE STATE IDENTIFICATION BUREAU, AND ONLY THOSE FINGERPRINTS FOR WHICH NO DISQUALIFYING RECORD HAS BEEN FOUND LOCALLY SHOULD BE SUBMITTED FOR FBI SEARCH.

2. PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.

**3. IDENTITY OF PRIVATE CONTRACTORS SHOULD BE SHOWN IN SPACE "EMPLOYER AND ADDRESS". THE CONTRIBUTOR IS THE NAME OF THE AGENCY SUBMITTING THE FINGERPRINT CARD TO THE FBI.

4. FBI NUMBER, IF KNOWN, SHOULD ALWAYS BE FURNISHED IN THE APPROPRIATE SPACE.

MISCELLANEOUS NO. - RECORD: OTHER ARMED FORCES NO., PASSPORT NO. (PP), ALIEN REGISTRATION NO. (AR), POST SECURITY CARD NO. (PS), SELECTIVE SERVICE NO. (SS), VETERANS' ADMINISTRATION CLAIM NO. (VA).

*U.S. GPO: 1995—387-145/20002

SAMPLE
(Back side)

SAMPLE - BLANK

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

DOB	DOA	SEX	RAC	HGT	WGT	EYES	HAIR
POB	SOC			LAN		OCA	
ADDRESS		SMT					

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

ARREST CHARGES	ORS	ENTER COURT IDENTIFICATION HERE
1.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
2.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
3.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

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

COMPACT SAMPLE

14457934 | LEAVE Blank | OR0090139 | NAME USED: LAST, FIRST, MIDDLE
FBI | CONTRIBUTOR DESCHUTES | NAM DOE, JANE A.
IF KNOWN | CO COMM CORR | AKA DOE, JANINE A.

COMPACT SAMPLE

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

FORM 86

DOB	DOA	SEX	RAC	HGT	WGT	EYES	HAIR
01-01-60	05-03-06	F	W	5 08	150	BLU	BRO

POB	SOC	LAW	OCA
OR	111-11-1123		SC ABDOM

❶ DATE OF ARREST (Required; use the date of Incident from other state).

ARREST CHARGES

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

ENTER COURT IDENTIFICATION HERE

❷ NAME OF STATE COMPACT IS FROM [redacted] ORI COMPACT-WASHINGTON

❸ DATE OF ACCEPTANCE IN OREGON [redacted] ORI ACCEPTED IN OREGON 7-13-13

CHARGES AT DISPOSITION

DISPOSITION SAMPLE

1. POSSESS MARIJ
NCIC ~~ORS~~ 3562
SENTENCE DATE 6-3-06
COURT CASE # WA456FE

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHELD
☐ JAIL ☐ PRISON ____ SUSP ____ PROB 60M SUSP ____
FINE ____ SUSP ____ DIVERSION ____
OTHER PROB EXPIRES 6-30-18

2. ASSAULT 1ST DEG
NCIC ~~ORS~~ 1399
SENTENCE DATE 6-3-06
COURT CASE # WA456FE

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHELD
☐ JAIL ☐ PRISON ____ SUSP ____ PROB 60M SUSP ____
FINE ____ SUSP ____ DIVERSION ____
OTHER PROB EXPIRES 6-30-18

3. KIDNAPPING 1ST DEG
NCIC ~~ORS~~ 1099
SENTENCE DATE 6-3-06
COURT CASE # ____

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHELD
☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____
FINE ____ SUSP ____ DIVERSION ____
OTHER PAROLE/EXPIRES 6-30-20

4. ROBBERY 1ST DEG
NCIC ~~ORS~~ 1299
SENTENCE DATE ____
COURT CASE # ____

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 326 ☐ NO CONTEST
CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHELD
☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____
FINE ____ SUSP ____ DIVERSION ____
OTHER ____

CONTROL NUMBER 14457934 | SID LEAVE BLANK | FBI IF KNOWN | ORI OR0590136 CONTRIBUTOR DESCHUTES CO COMM CORR

NAME USED (LAST, FIRST, MIDDLE) NAM DOE, JANE A. AKA DOE, JANINE A.

SIGNATURE OF PERSON FINGERPRINTED

DOB 01-01-60 | DOA 05 03 06 | SEX F | RAC W | HGT 508 | WGT 150 | EYES BLU | HAIR BRO

POB OR | SOC 111-11-1123 | LAW | OCA

ADDRESS | EMP SEABOOM

FORM 86 PACKET
COMPACT SAMPLE

ARREST CHARGES	NCIC	~~ORS~~
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

←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*

- **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).
- 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 IDENFICATION HERE" AREA -- SEE ❷ IN THE SAMPLE)
- DATE COMPACT CASE WAS ACCEPTED IN OREGON (SEE ❸ 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 REV

****SAMPLE - ADULT PROBATION****

75969-07/1303386

[redacted]

CONTROL NUMBER	SID:	ORI: OR036015G	NAME USED: LAST, FIRST MIDDLE
82232770	FBI:	CONTRIBUTOR: POLK CO. COMM CORR	NAM/ DOWRONG, JOE MUDLEY AKA/ DOWRONG, JOEY

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

DOB	DOA	SEX	RAC	HGT	WGT	EYES	HAIR
01/01/55	09/09/92	M	W	600	180	BLU	BLN

POB	SOC	LAN	OCA
CA	55-555-5555	1234	92-4321

ADDRESS: 56 VINE RD,VAIN OR 97100

SMT: TAT LF ARM; TAT RF ARM

ARREST CHARGES	ORS	ENTER COURT IDENTIFICATION HERE
1. BURG I	164.225	☒ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI: OR036015J
2. UN USE VEH	164.135	☒ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI: OR036015J
3.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

CHARGES AT DISPOSITION	COURT DETERMINATION
1. BURG I ORS: 164.225 SENTENCE DATE 10/10/92 COURT CASE # CR92-46	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☒ JAIL ☐ PRISON 1YR SUSP ____ PROB 3 YRS SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER RESTITUTION $2,500
2. UN USE VEH ORS: 164.135 SENTENCE DATE 10/10/92 COURT CASE # CR92-456	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☒ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____
3. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____
4. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION W/HELD ☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____ FINE ____ SUSP ____ DIVERSION ____ OTHER ____

SAMPLE - DUII Diversion

CONTROL NUMBER: 12446866 | SID: | FBI:

ORI: OR036015G
CONTRIBUTOR: Community Corrections/McMinnville

NAME USED: LAST, FIRST MIDDLE
NAM/ DO-WRONG, Dudley Joseph
AKA/ DO-WRONG, Joe

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

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

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

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

ARREST CHARGES	ORS	ENTER COURT IDENTIFICATION HERE
1. DRIV INTOX	813.010	☐ CIRC ☐ DIST ☐ JUST ☒ MUNI ORI: OR036011J
2.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
3.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

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

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

CONTROL NUMBER: 12446866 | SID: | FBI:

ORI: OR036015G
CONTRIBUTOR: Community Corrections/McMinnville

NAME USED: LAST, FIRST MIDDLE
NAM/ DO-WRONG, Dudley Joseph
AKA/ DO-WRONG, Joe

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

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

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

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

ARREST CHARGES	ORS	ENTER COURT IDENTIFICATION HERE
1. DRIV INTOX	813.010	☐ CIRC ☐ DIST ☐ JUST ☒ MUNI ORI: OR036011J
2.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
3.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:
4.		☐ CIRC ☐ DIST ☐ JUST ☐ MUNI ORI:

CHARGES AT DISPOSITION

COURT DETERMINATION

1. DRIV INTOX
ORS: 813.010
SENTENCE DATE: 10/10/92
COURT CASE #: TS4321

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT
CONVICTED - 350 ☐ FELONY 351 ☒ MISD 352 ☐ VIOL 325 ☐ NO CO
CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATIO
☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP
FINE ____ SUSP ____ DIVERSION ____
OTHER Community Program Only - Alc Eval/Treatment

2. ____
ORS: ____
SENTENCE DATE ____
COURT CASE # ____

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT
CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE
CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE
☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP
FINE ____ SUSP ____ DIVERSION ____
OTHER ____

3. ____
ORS: ____
SENTENCE DATE ____
COURT CASE # ____

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT
CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE
CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE
☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP
FINE ____ SUSP ____ DIVERSION ____
OTHER ____

4. ____
ORS: ____
SENTENCE DATE ____
COURT CASE # ____

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT
CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTE
CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHE
☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP
FINE ____ SUSP ____ DIVERSION ____
OTHER ____

SAMPLE - Juvenile offender (Probation or Diversion)

CONTROL NUMBER: 12446866 | SID: | FBI:

ORI: OR036015G
CONTRIBUTOR: Community Corrections/McMinnville

NAME USED: LAST, FIRST MIDDLE
NAM/ DO-WRONG, Dudley Joseph
AKA/ DO-WRONG, Joe

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

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

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

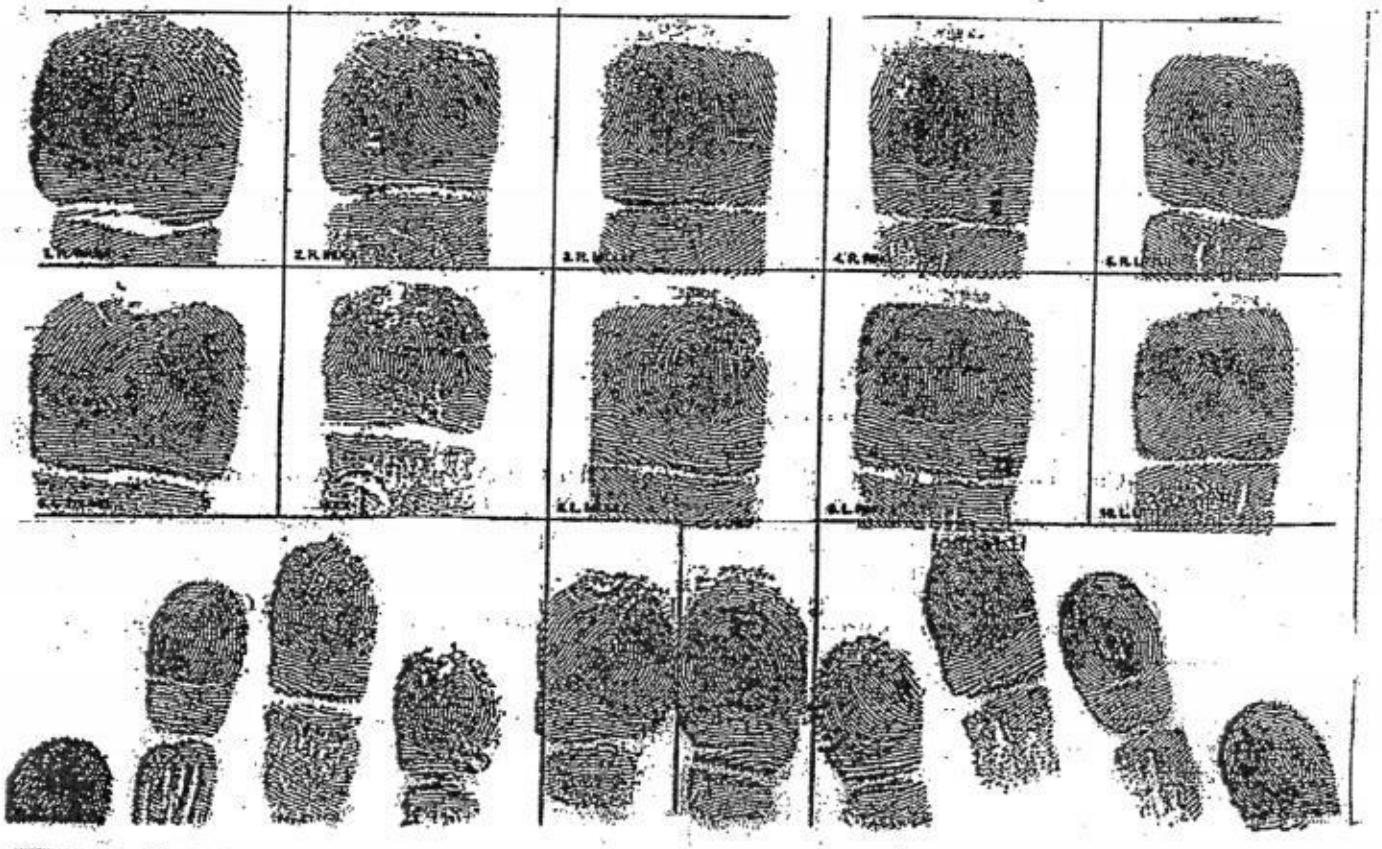
ADDRESS: 123 Sunnybrook Lane, Frosty, OR 97000
SMT: TAT LF ARM; TAT RF ARM; SC CHI

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

CHARGES AT DISPOSITION	COURT DETERMINATION
1. DRIV INTOX ORS: 813.010 SENTENCE DATE 10/10/92 COURT CASE # 65432	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTI CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 316 ☒ ADJUDICATION WITHE ☐ JAIL ☐ PRISON SUSP PROB SUSP FINE SUSP DIVERSION 1 year OTHER Juvenile Offender - Remanded to Adult Court
2. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTI CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 316 ☐ ADJUDICATION WITHE ☐ JAIL ☐ PRISON SUSP PROB SUSP FINE SUSP DIVERSION OTHER
3. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTI CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 316 ☐ ADJUDICATION WITHE ☐ JAIL ☐ PRISON SUSP PROB SUSP FINE SUSP DIVERSION OTHER
4. ORS: SENTENCE DATE COURT CASE #	300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADIT CONVICTED - 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTI CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 316 ☐ ADJUDICATION WITHE ☐ JAIL ☐ PRISON SUSP PROB SUSP FINE SUSP DIVERSION OTHER

SAMPLE

A SAMPLE OF GOOD/ACCEPTABLE QUALITY PRINTS
-CLEAR DETAIL
-*ROLLED NAIL TO NAIL AND TIP TO FIRST JOINT*
- PROPER PLACEMENT IN FINGERPRINT BLOCKED(CENTERED)



COMPACT INSTRUCTION GUIDE

Prepared for
Oregon County Adult Community Corrections

July 2013

Rev 07/07/2016

Prepared by:
OREGON STATE POLICE
CRIMINAL JUSTICE INFORMATION SERVICES (CJIS)
Records/CCH Unit
3565 Trelstad Ave SE
Salem, Oregon 97317

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Introduction:

This guide will provide to you some general information for preparing an out-of-state compact fingerprint card and compact disposition. Samples are also included to illustrate where the information is placed on the card and disposition.

To establish an Oregon SID number, fingerprints must be obtained and submitted to the CJIS Division to process. Along with fingerprints, the compact charge and disposition are required. The SID number is established when the fingerprints have been processed and the arrest and disposition is entered into LEDS computerized criminal history (CCH) record. The community corrections agency will be notified of the SID number. This fingerprint card entry notification is done by LEDS - AM message.

Compacts are processed by the CJIS Division with special instructions. Compacts are not processed like an Oregon arrest. For example, compacts are entered with NCIC codes - not with Oregon statutes. Fingerprints associated with a compact case are not sent to the FBI. At this point in time, all compacts are "processed manually". Processed manually means the compact fingerprints and disposition must be **mailed** to ID Services to process. Compacts cannot be sent electronically using a livescan device. Future programming changes may be made to the livescan automated system so a compact can be processed electronically.

Requirements for Compacts:

- Fingerprints (obtained by ink or a livescan device using).
- Individual's demographics.
- Charge Information.
- Date of Arrest (or incident from the other state).
- Disposition.

Fingerprinting:

Fingerprints can be obtained from the individual by ink or by a livescan device. Currently, there are some counties that use ink and others that use a livescan device at the sheriff's office to print the compact individual. Whether using ink or a livescan device, obtaining properly rolled prints is critical. The fingerprint tech at the CJIS Division that processes the fingerprints will have to reject fingerprints due to improper inking, out of sequence, no slaps, pattern/ridge details, etc. A reprint will be necessary when this occurs, causing delay in processing the compact paperwork and establishing the SID number.

Fingerprint Card Types for Criminal Charges (*compact or Oregon*):

There isn't a specific fingerprint card created for a compact case. Therefore, there are only two types that can be used for a compact case or for an Oregon case. To better understand the blocks on the fingerprint cards, refer to the Reference Table (p. 6).

Fingerprint Card Types:

(1) Fingerprint Card Form 86

- Use for criminal charges and disposition.
- Form 86 is a fingerprint card packet for obtaining fingerprints, reporting criminal charges and disposition. *The disposition sheet contained in the Form 86 packet may be substituted for the Oregon Compact Disposition form (Rev 07/05/2013).*
- Form 86 is stocked and issued by the CJIS Division (no charge/fees for these cards).
- Referred to as the "black/white" card. The packet contains multiple sheets. The top sheet is the disposition sheet, the middle is the "local agency" copy, and then the actual fingerprint card where prints are taken. Carbon sheets are between the disposition form, local copy, and transfer written/typed information to the fingerprint card.
- Form 86 contain pre-printed control numbers. Fingerprint control numbers are required for criminal history entry by CJIS.

(2) Fingerprint Card Form 249

- Use for criminal charges.
- Form 249 cards are issued and supplied by the FBI (pink/white cards). Most agencies that use a livescan device have these contained within their livescan device so they can make a printout of the prints/booking info. Form 249 does not have pre-printed control number or an accompanying disposition sheet. If this card is used in place of form 86, a control number will need to be transferred to from form 86 to the FD 249 card. The form 86 card will then need to be shredded. can only assign a control number very minimally.

IMPORTANT NOTE:

An APPLICANT card (blue card; *form #FD 258*) CANNOT be used to fingerprint an individual for criminal charges. If this card is used for criminal charges (compact case or Oregon arrest), it will be rejected and a reprint of the individual on a criminal card will be necessary. The CJIS Division cannot transfer fingerprints for criminal charges from an applicant card to a criminal card.

Fingerprint Card Form 86 and Form 249 Reference.	
Note: If handwriting information using Form 86, print firmly and clearly so information transfers from top sheet to the fingerprint card.	
Block on Card	**Notes**
Control #	Form 86 has a pre-printed 8-digit number control numbers (located on the upper-left top of card). Form 249 do not have pre-printed control numbers. A livescan device should be able to generate a 13-digit fingerprint control number.
SID #	State Identification Number. Leave blank; this space is reserved for CJIS Division.
FBI #	Not required. If known, write-in.
ORI #	**Required**. This is your agency's ORI # (9-digit number).
Contributor	**Required**. This is the name of your agency. ***Example: Washington Co. Comm. Corr.*** *Note: The contributor is the actual arresting agency, not necessarily the agency completing the booking or filling out the card or disposition.*
Name	**Required**. Name of the individual being printed for the compact. Write name in this format: last, first, middle, suffix (Jr, Sr, II, etc.). ***Example: Brown, Charles John Jr.***
AKA	Write in any known AKA/additional names. Use the same format as the name. If you need additional space, use back of card. If no known AKA's, leave blank.
DOB (Date of Birth)	**Required**. Enter DOB as month, day, year. *Example: 11/27/1952*.
DOA (Date of Arrest)	**Required**. For compacts, refer to the out-of-state paperwork. **Use the date of incident or arrest date from other state. If you don't have either date, it is recommended you use the date of indictment.** If date of arrest is left blank, the paperwork may be rejected by the CJIS Division.
Sex	**Required. M= Male F = Female.** Do not enter unknown**.**
Race	**Required.** Use one of the following: A – Asian or Pacific Islander B -- Black I – American Indian or Alaskan Native W -- [includes Latins and Hispanics)
Hgt (Height)	Required. Enter as feet and inches**.**
Wgt (Weight)	**Required.**
Eyes (Eye Color)	**Required.** Enter eye color abbreviation: BLK – Black BLU -- Blue BRO -- Brown GRN – Green HAZ – Hazel

Fingerprint Card Form 86 and Form 249 Reference.	
Hair (Color)	**Required.** Enter hair color abbreviation: BLD – Bald BLU -- Blue BRO – Brown BLN – Blonde or Strawberry BLK – Black GRY – Gray or partially gray RED – Red or auburn WHT – White PNK -- Pink
POB (Place of Birth)	Not required. If known, enter 2-digit state or country code.
SOC	Not required; enter if known.
LAN (Local Agency Number)	**Not required.**
OCA (Local Agency Case Number)	**Not required.** For compacts, the person's block # may be used as the OCA.
Address	Not required.
Signature of Person Fingerprint	Should be signed**.**
Date/Signature of Printing Official	Should be dated.
Address	Not required; enter if known.
SMT (Scars, Marks, Tattoos)	Not required. If known, write-in using standard NCIC codes. Example: SC Abdom , TAT RF Arm , TAT Neck *If you need additional space, use back of card.*
Arrest Charges	**Required. For compacts, refer to the out-of-state paperwork.** • Write in the name of the charge as stated from the other state. • Only report the charge(s) that the individual was convicted on. You don't have to list the charges that were dismissed. • If you are using form 86 and there are more than 4 charges, use the back of the card.
ORS	**For compacts, use NCIC code only -- do not use Oregon ORS numbers.** Refer to NCIC classification codes. If you don't know the NCIC code, leave blank.
Fingerprints	Obtain inked prints using black ink only. If you can't roll prints due to injury, casts, bandages, please notate on card. Make notation for missing/amputated fingers.

Using a Livescan Device for Fingerprinting:

If your agency chooses to use a livescan device to take fingerprints at the jail or sheriff's office, **please note that there special instructions for livescan.** This is because the individual is not being processed for Oregon criminal charge(s). Special instructions will need to be given to the deputy or person doing the fingerprinting using livescan so they understand what needs to be done on their end. You may need to provide the person doing the fingerprinting some paperwork so they will have the information they will need to enter in livescan. It's suggested you talk to the jail staff so that a system can be worked out for printing compacts.

Livescan instructions:

1. Take fingerprints only using the livescan criminal screen – **not applicant**.
2. A fingerprint control number (TCN) should be generated.
3. Entry of individual's demographics.
4. Arresting Agency should be changed to Parole & Probation's ORI – not the sheriff's.
5. Do not select charge(s) from the livescan ORS table. If they have to select an ORS on the livescan, they should use **000.000 New Charge**. If they use 000.000 New Charge, a charge comment of COMPACT should be entered in the charge comment field.
6. **Important** – **DO NOT SEND the print card to OSP.** *If it was sent in error, it will be processed as an Oregon arrest and the criminal history will need to be corrected. Notify the CJIS Division ASAP (call Laurie @ 503.934.2353).*
7. A printout of the print card (print locally) preferably on form FD 249. Only one set of print card is needed; palm prints are not needed for compacts.
8. Once the print card is printed, it will need to be returned to the PO or other assigned staff.
9. Once the PO or other assigned staff receive the print card, it should be reviewed to make sure the card has the correct information on both sides of the print card (demographics, DOA, ORI #, charge(s)). Correct the information by lining-out and writing in correct information.
10. Add the charges for the compact. List the name of the charge(s) exactly as specified from the out-of-state paperwork. Note: Only report the crimes the person is being supervised on; do not report charges that were dismissed. .
11. Complete the compact disposition form and attach to the print card.
12. Mail to the CJIS Division.

Disposition Forms:

The disposition of the charges is required for compacts. The disposition form is included in the form 86 packet or you may choose to use the Oregon Compact Disposition form that has been created by the CJIS Division specifically for a compact disposition. If you choose to use the compact disposition form instead of the form 86 disposition, shred the form 86 disposition sheet. Whichever the form you decide to you use for disposition, the same information is needed. To keep things simple on the compact disposition, we do not need to know all of the sentencing information from the other state since this should be on the other state's criminal history record. The following is the information that will need to be reported on the disposition form:

- **Name of the charge(s) the person was convicted of.**
- **Convictions - determination (felony or misdemeanor) is required.**
- **Deferred Sentence, conditional discharge, diversion (adjudication withheld).**
- **Type of supervision (probation, parole, post prison supv).**
- **Length of supervision (months, years, etc.) or date supervision is set to expire.**
- **Name of the state compact is being accepted from.**
- **Date the compact was accepted in Oregon for supervision.**

If you choose to use the compact disposition form instead of the form 86 form, you will be filling out a form-fill Word document. To navigate forward in the form from one field to the next, press the Tab key. If you need to check a box, use the mouse and click in the box. If you tab over the field you need to complete, press Shift Tab or you can use the mouse to click in the field. Complete all fields. Once complete, print. Attach the disposition to the print card and mail to the CJIS Division.

The disposition form needs to be completed by your agency; please do not attach the out-of-state paperwork unless requested by the CJIS Division.

MISSING REQUIRED INFORMATION

If required information is missing on the arrest or disposition, the compact cannot be processed. The CJIS Division may call your agency to get the information needed. If we cannot contact you, the card & disposition will be mailed to your agency with a rejection form explaining the information that is missing or incomplete. If you receive, please provide the information that is needed and mail to the CJIS Division.

COMPACT SUPERVISION TERMINATED

When the compact case completes their supervision and ***is no longer under supervision for the compact charges***, it is advised that you notify the CJIS Division when the compact case is closed so that the compact entry on the CCH can be purged . Please prepare the request using your agency's letterhead and reference the Oregon SID number and compact information.

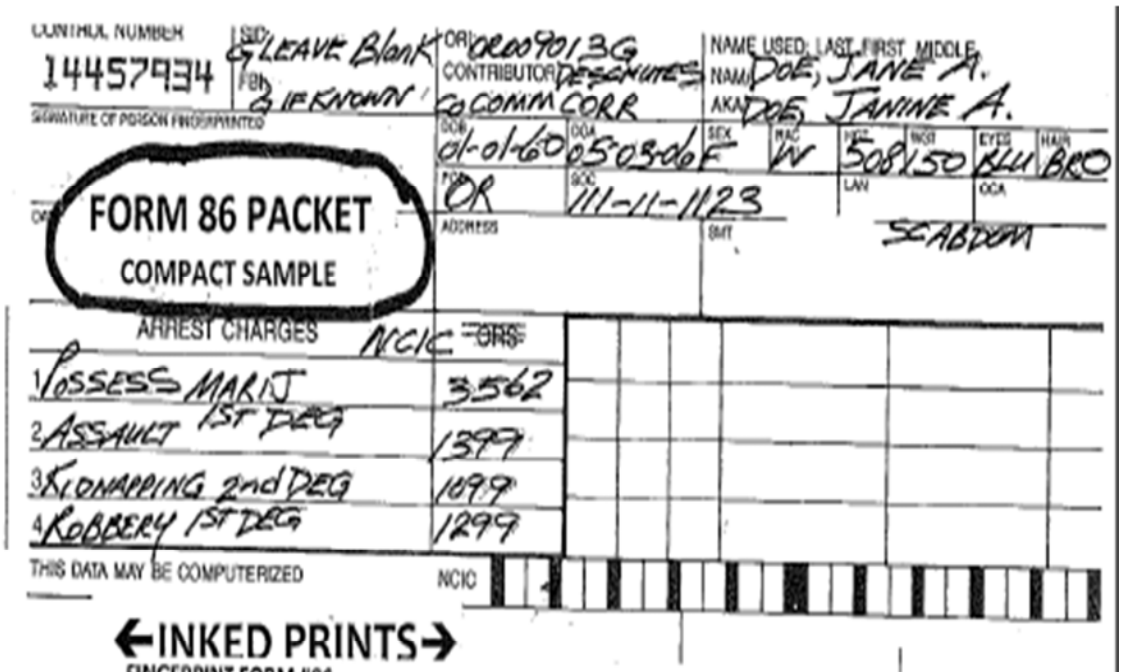
OSP/CJIS DIVISION CONTACT INFORMATION

If you need additional assistance with compacts or Oregon cases, please contact by phone or email:

Laurie Riesterer
OSP/CJIS Division, CCH/Records Unit
Direct Phone # 503.934.2353
Fax # 503.378-2121
Main Phone: (503) 378-3070 [Mon-Fri 8-5]

Email: Laurie.Riesterer@state.or.us.

COMPACT SAMPLES



←INKED PRINTS→

FINGERPRINT FORM #86

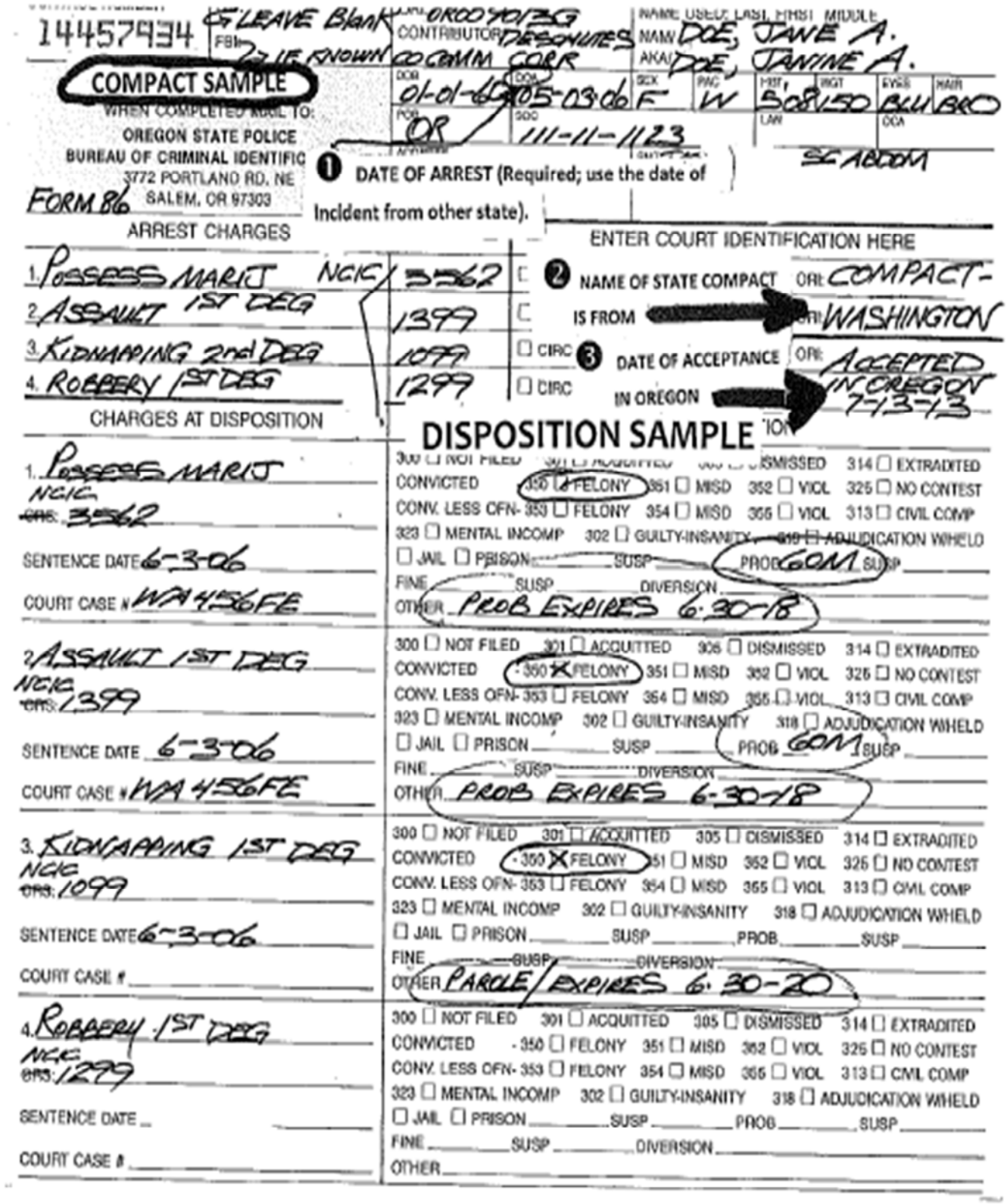
COMPACT EXAMPLE – ARREST/DISPOSITION CARD NOTES:

Note: For explanation of all blocks on fingerprint card, refer to the Reference Table in the Instruction Guide.kj

- **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).**
- **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 IDENFICATION HERE" AREA -- SEE ❷ IN THE SAMPLE)**
- **DATE COMPACT CASE WAS ACCEPTED IN OREGON (SEE ❸ 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**



14457934 | FBI: LEAVE Blank | 2 IF KNOWN | CONTRIBUTOR: OR0090173G DESCHUTES CO COMM CORR | NAME USED: LAST, FIRST, MIDDLE | NAM: DOE, JANE A. | AKA: DOE, JANINE A.

COMPACT SAMPLE

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

FORM 86

DOB	DOA	SEX	RAC	HGT	WGT	EYES	HAIR
01-01-60	05-03-06	F	W	5 08	150	BLU	BRO

POB	SOC	LAW	OCA
OR	111-11-1123		

SC ABDOM

❶ DATE OF ARREST (Required; use the date of Incident from other state).

ARREST CHARGES

1. POSSESS MARIJ NCIC	3562	☐
2. ASSAULT 1ST DEG	1399	☐
3. KIDNAPPING 2nd DEG	1099	☐ CIRC
4. ROBBERY 1ST DEG	1299	☐ CIRC

ENTER COURT IDENTIFICATION HERE

❷ NAME OF STATE COMPACT IS FROM [redacted] ORI: COMPACT-WASHINGTON

❸ DATE OF ACCEPTANCE IN OREGON [redacted] ORI: ACCEPTED IN OREGON 7-13-13

CHARGES AT DISPOSITION

DISPOSITION SAMPLE

1. POSSESS MARIJ
NCIC
~~CRS~~: 3562
SENTENCE DATE 6-3-06
COURT CASE # WA456FE

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

2. ASSAULT 1ST DEG
NCIC
~~CRS~~: 1399
SENTENCE DATE 6-3-06
COURT CASE # WA456FE

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

3. KIDNAPPING 1ST DEG
NCIC
~~CRS~~: 1099
SENTENCE DATE 6-3-06
COURT CASE # ____

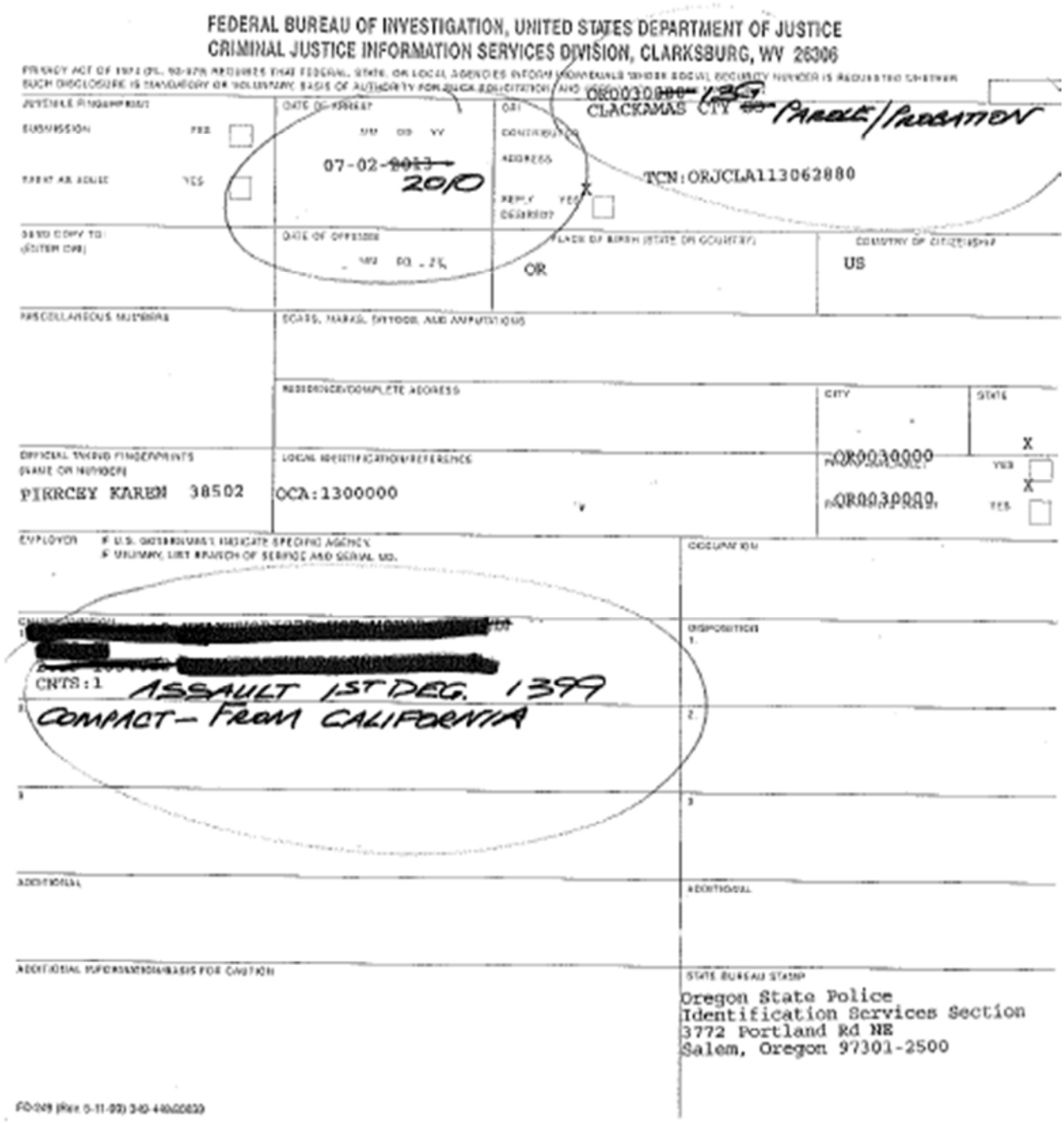
300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED 350 ☒ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST
CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHELD
☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____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

4. ROBBERY 1ST DEG
NCIC
~~CRS~~: 1299
SENTENCE DATE ____
COURT CASE # ____

300 ☐ NOT FILED 301 ☐ ACQUITTED 305 ☐ DISMISSED 314 ☐ EXTRADITED
CONVICTED 350 ☐ FELONY 351 ☐ MISD 352 ☐ VIOL 325 ☐ NO CONTEST
CONV. LESS OFN- 353 ☐ FELONY 354 ☐ MISD 355 ☐ VIOL 313 ☐ CIVIL COMP
323 ☐ MENTAL INCOMP 302 ☐ GUILTY-INSANITY 318 ☐ ADJUDICATION WHELD
☐ JAIL ☐ PRISON ____ SUSP ____ PROB ____ SUSP ____
FINE ____ SUSP ____ DIVERSION ____
OTHER ____

EXAMPLE: COMPACT USING LIVESCAN

PRINT CARD (Front) p. 10 of 3



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

CLACKAMAS CTY PAROLE/PROBATION

07-02-~~2013~~ 2010

TCN:ORJCLA113062880

OR

US

PIERCEY KAREN 38502

OCA:1300000

OR0030000

OR0030000

[redacted]

CNTS:1 ASSAULT 1ST DEG. 1399
COMPACT- FROM CALIFORNIA

Oregon State Police
Identification Services Section
3772 Portland Rd NE
Salem, Oregon 97301-2500

COMPACT USING LIVESCAN (BACK):

- w/Compact Charges P. 2 OF 3
- Name of State Compact From

OREGON COMPACT DISPOSITION

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

Submitted by Adult Community Corrections/Name of County CLACKAMAS	
COMPACT INFORMATION	
Name of Person being supervised from Compact [Last, First, Middle] Doe, John Michael	Date of Birth 04/29/1983
Name of State Compact is from: California	Date Accepted in Oregon 07/11/2013
Fingerprint Control Number JCLA113062880	Arrest/Incident Date from other State 07/10/2009

Sentence Information (from other State)

(1) Name of Charge: Assault 1st Deg	NCIC Code: 1399	Number of Counts:
CONVICTION (check one) ☒ FELONY ☐ MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction 08/02/2009	Court Case # CA123456	
Type of Supervision: ☒ Probation ☐ Parole ☐ Post Prison Supv	Length of Supervision/Expiration Date 60M/Exp. 07/11/2018	
Other		
(2) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) ☐ FELONY ☐ MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction	Court Case #	
Type of Supervision: ☐ Probation ☐ Parole ☐ Post Prison Supv	Length of Supervision/Expiration Date	

OREGON COMPACT DISPOSITION FORM

Use this form for disposition when livescan is used to generate the print card. Transfer information (control number, name, etc.,) from the print card to disposition form.

Disposition Compact Form *Rev. 07/05/2013*

OREGON COMPACT DISPOSITION

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

Submitted by Adult Community Corrections/Name of County	
COMPACT INFORMATION	
Name of Person being supervised from Compact [Last, First, Middle]	Date of Birth
Name of State Compact is from:	Date Accepted in Oregon
Fingerprint Control Number	Arrest/Incident Date from other State

Sentence Information (from other State)

(1) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) ☐FELONY ☐MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction	Court Case #	
Type of Supervision: ☐ Probation ☐ Parole ☐ Post Prison Supv	Length of Supervision/Expiration Date	
Other		

(2) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) ☐FELONY ☐MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction	Court Case #	
Type of Supervision: ☐ Probation ☐ Parole ☐ Post Prison Supv	Length of Supervision/Expiration Date	
Other		

(3) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) ☐FELONY ☐MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction	Court Case #	
Type of Supervision: ☐ Probation ☐ Parole ☐ Post Prison Supv	Length of Supervision/Expiration Date	
Other		

Oregon Compact Disposition Form *Rev. 07/05/2013*

OREGON COMPACT DISPOSITION

Instructions*:** This is a disposition form for **out-of-state compact cases only**. Report only convictions that person is being supervised on, list each charge separately, complete all sentencing information. A total of 3 can be reported per form. Once completed, attach to fingerprint card and mail to: ***Oregon State Police ♦ CJIS Division/CCH Unit ♦ 3565 Trelstad Ave SE ♦ Salem, OR 97317

Submitted by Adult Community Corrections/Name of County	
COMPACT INFORMATION	
Name of Person being supervised from Compact [Last, First, Middle]	Date of Birth
Name of State Compact is from:	Date Accepted in Oregon
Fingerprint Control Number	Arrest/Incident Date from other State

Sentence Information (from other State)

(1) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) ☐ FELONY ☐ MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction	Court Case #	
Type of Supervision: ☐ Probation ☐ Parole ☐ Post Prison Supv	Length of Supervision/Expiration Date	
Other		

(2) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) ☐ FELONY ☐ MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction	Court Case #	
Type of Supervision: ☐ Probation ☐ Parole ☐ Post Prison Supv	Length of Supervision/Expiration Date	
Other		

(3) Name of Charge:	NCIC Code:	Number of Counts:
CONVICTION (check one) ☐ FELONY ☐ MISDEMEANOR	DEFERRED SENTENCE (Length of deferral)	
Date of Conviction	Court Case #	
Type of Supervision: ☐ Probation ☐ Parole ☐ Post Prison Supv	Length of Supervision/Expiration Date	
Other		

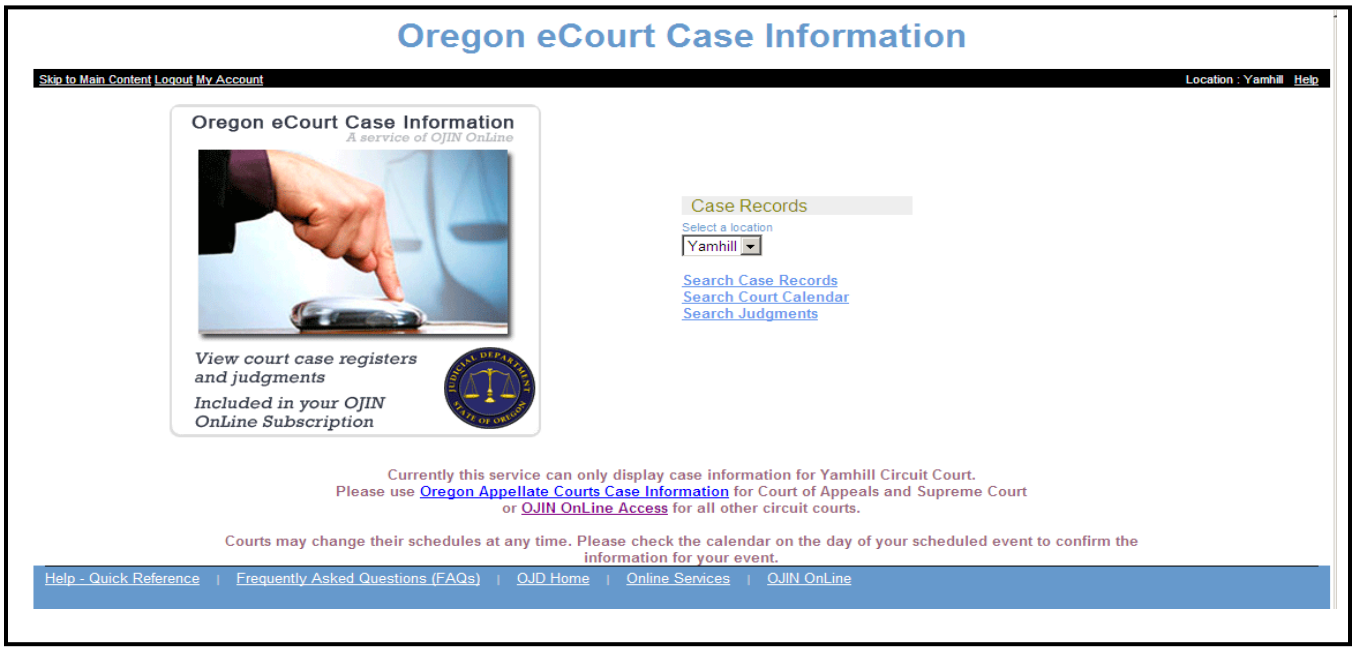
E-COURTS

E-Court system provides information regarding court cases. Users can retrieve sentencing information, financial obligation information, etc from E-Courts.

28.1 ACCESSING THE E-COURT SYSTEM

All courts have now converted to E-COURTS.

- Using the internet, go to: **https://publicaccess.courts.oregon.gov/PublicAccessLogin/Login.aspx**
- Login using the appropriate Username & Password
- Select the appropriate location from the Drop-Down menu
- Click on the type of search you would like to make
- Enter the appropriate information, then click on 'Search'
- If you need help, click the 'Help' link (top, right corner) or the 'Help – Quick Reference' link (bottom, left corner)



Chapter 29
Transitional Leave

This chapter is designed to give you an overview of the two types of leave to which offenders can be released from the institution: AIP and STTL. Each has different contact persons, procedures for violations, forms for sanctioning, conditions, etc. Please be sure that you know which leave you are dealing with on a particular offender and access instructions based on that type.

To determine what type of leave an offender has been granted, on the w/w offenses screen do an F21. Under the column heading “TL Type” S = Short-Term Transitional Leave (STTL); A = Alternate Incarceration Program (AIP)

For the most part, this chapter does not contain data entry instructions. There are some general data instructions, but for detailed instructions, please refer to other appropriate chapters for data entry, ex: Chapter 2 for admitting leave offenders, Chapter 7 for transferring from leave to post, etc.

29.1 Contact Information

STTL: Email: ShortTermTransLeave@doc.state.or.us
Phone: 503-947-0997 and 503-945-0940
Staff names: Tracey Coffman, STTL Program Coordinator
Colin Rauenzahn, Program Support Specialist

AIP: For questions about a release plan, contact the Release Counselor

For questions about violations, contact the Correctional Rehabilitation Manager (CRM) of the appropriate institution:

Coffee Creek: Elizabeth LaCarney
Email: Elizabeth.Al.LaCarney@doc.state.or.us
Phone: 503-570-6800

Columbia River: James Hanley
Email: James.K.Hanley@doc.state.or.us Phone: 503-280-6646 x226

Powder River: Debi Geddes
Email: Debi.A.Geddes@doc.state.or.us
Phone: 541-523-6680 x222

Deer Ridge: Richard Ackley
Email: Richard.R.Ackley@doc.state.or.us
Phone: 541-325-5223

29.2 Investigating the Release Plan –

After the Release Counselor prepares the plan for an offender to receive short-term transitional leave and AIP, it is sent to the county of record (unless a waiver has been requested). The release plan will then be assigned to a probation officer for investigation.

1. Field investigations must be completed within 45 days of receipt of the Release Plan.

2. Offender must have approved housing, STTL and AIP offenders may not be homeless.

3. Respond to release counselor via e-mail and explicitly state that the STTL is either accepted or denied. AIP does not require acceptance by the PO, but housing for AIP release does; program eligibility is determined in the institution.

4. Provide reporting instructions if accepted for STTL or AIP supervision.

29.3 Receives Offender for Supervision –

STTL and AIP offenders should be supervised in accordance with local practice and using risk-based supervision. Consideration should be given to the short duration a person is on STTL and AIP and that they are still considered an inmate of the Oregon Department of Corrections. Any AIP offender who fails leave, will be returned to DOC and serve the remainder of their sentence incarcerated.

29.4 Conditions/Leave orders

If you are admitting an offender to leave and you have not received the Leave Orders outlining the offender's conditions, check with your PO first. If they have not received them, please contact the following:

STTL: ShortTermTransLeave@doc.state.or.us
AIP: The institution release counselor

These conditions/order are typically finalized two weeks prior to the offender's release and should go to the supervising PO. Sometimes there is a delay and conditions may not be ready until shortly before the offender's release from custody.

If you find there are conditions on the Parole Board Order that do not appear in the STTL or AIP conditions, for STTL, please contact either the STTL team (email shown above), and for AIP, please contact the release counselor.

29.5 Conditions data entry in CIS

STTL: For conditions signed prior to 12/1/2018, use ST01 – ST12, and TS01-TS06.
For conditions signed after 12/1/2018, use ST01-ST12.
AIP: For conditions signed prior to 12/1/2018, use TL01 – TL09, and TS01-TS06.
For conditions signed after 12/1/2018, use LV01-LV12.

29.6 Warrants and Escape - STTL

Requesting a Warrant

When a leave offender absconds, a warrant can be requested as soon as all efforts to locate the offender have been exhausted.

Please keep in mind when requesting a warrant that an STTL offender cannot be sanctioned past or serving a sanction past their calculated PRD. Therefore, if a warrant is requested shortly before their STTL expires, once they are arrested, they will only be able to serve as many days as remains on their prison sentence.

A. PO instructions:

1. Request a warrant using the STTL Violation Report.

2. Describe actions taken to confirm the offender absconded. (All efforts to locate the offender should be exhausted prior to requesting a warrant).

3. Submit the warrant request to: ShortTermTransLeave@doc.state.or.us

4. The STTL office will issue the warrant and suspend & detain and send to:
    - OISC
    - Release Counselors
    - Probation Officer
    - Probation Director
    - Board of Parole and Post-Prison Supervision

5. The Institution Records staff where the offender was last housed will enter the warrant into LEDS.

6. The OISC Prison Term Analyst (PTA) will move the inmate to escape status in the DOC400 and notify the Institution Records staff.

For warrants between the hours of 4:00 p.m. and 7:30 a.m.:

7. The DOC Community Corrections Division staff will send a request to Santiam Correctional Institution (SCI) Master Control to enter the warrant in LEDS.

8. SCI Master Control will enter the warrant in LEDS and notify the SCI Institution Records staff.

9. The OISC PTA will move the inmate to escape status in the DOC400 and notify the Institution Records staff.

B. Support staff instructions:

Once you've ensured OISC has moved the offender to escape status, cancel the EPR. No further data or procedure is needed until the offender is arrested and the warrant is cleared.

When the offender is arrested, they will be lodged in the jail local to their arrest and may or may not be transported to your jail. Your PO will be notified by email regarding the offender's arrest and location of lodging with one business day.

If the decision to return to prison is made, OISC will complete the data entry and the offender will serve the remainder of his sentence in the institution and will come out on post-prison supervision. If the offender is to remain in the community to serve his sanction, OISC will admit to your county location using the same caseload number the offender was on prior to moving to escape status. Your county should receive notification that Leave will continue and this will be your cue to know the offender will be admitted back to your location by OISC.

If the offender requests a hearing, they will be returned to Coffee Creek for that hearing.

INOP for the offender's escape time is calculated by OISC and their sentences adjusted accordingly.

29.7 Warrants and Escape – AIP (Non-Prison Leave)

A. PO instructions during business hours:

1. PO contacts Correctional Rehabilitation Manager (CRM) at the DOC institution where inmate released by either phone or email.

2. PO describes actions taken to confirm the offender absconded. (All efforts to locate the offender should be exhausted prior to requesting a warrant.)

3. PO submits violation report to DOC institution regarding incident.

4. DOC CRM completes Suspend and Detain Order (CD1431).

5. The Institution Records staff where the offender was last housed will enter the warrant into LEDS.

6. The OISC Prison Term Analyst (PTA) will move the inmate to escape status in the DOC400 and notify the Institution Records staff.

For warrants between the hours of 4:00 p.m. and 7:30 a.m.:

7. PO contacts Correctional Rehabilitation Manager (CRM), or their after-hours coverage at the DOC institution where inmate released by either phone or email.

8. SCI Master Control will enter the warrant in LEDS and notify the SCI Institution Records staff.

9. The OISC PTA will move the inmate to escape status in CIS/DOC400 and notify the Institution Records staff, usually the next business day.

B. Support staff instructions:

Once you've ensured OISC has moved the offender to escape status, cancel the EPR. No further data or procedure is needed until the offender is arrested and the warrant is cleared.

When the offender is arrested, they will be lodged in the jail local to their arrest and may or may not be transported to your jail. Your PO will be notified by email regarding the offender's arrest and location of lodging with one business day.

If the decision to return to prison is made, OISC will complete the data entry and the offender will serve the remainder of his sentence in custody and will come out on post-prison supervision. If the offender is to remain in the community to serve his sanction, you will need to admit to your location with the same date and time the institution released the offender from escape status.

If the offender requests a hearing, they will be returned to Coffee Creek for that hearing.

INOP for the offender's escape time is calculated by OISC and their sentences adjusted accordingly

29.8 Sanctioning STTL Violators

STTL offenders can be sanctioned using the sanction options and standards in place for each county and in accordance with the grid for structured sanctioning.

1. Report violations using the STTL Violation Report.

2. Include signed STTL Notice of Rights (CD 1497).

3. Only custody sanctions must be submitted to the STTL office for approval.

4. All STTL correspondence including violation reports and warrant requests need to be submitted to ShortTermTransLeave@doc.state.or.us.

5. All violations should be reported to the Short-Term Transitional Leave office within 5 days of the discovery of the violation(s).

6. Please keep in mind that an STTL offender cannot be sanctioned past their calculated PRD.

29.9 Sanctioning AIP Violators –

Non-prison Leave (AIP) offenders can be sanctioned using the sanction options and standards in place in accordance with OAR 291-058-0047 and OAR 291-062-0165. Essentially, the PO shall:

1. Contact the release counselor, by either email or phone, at the institution where the inmate was last housed to discuss the violation and whether the inmate needs to be returned to DOC. If the release counselor is unavailable, contact the CRM at the releasing institution.

2. All violations should be reported to the institution where the inmate was last housed within five (5) days of the discovery of the violation(s).

3. Use of jail sanctions for inmates on non-prison leave must be agreed upon by both DOC and the county.

4. If the decision is made to revoke non-prison leave and return the inmate to CCIC, the PO will submit a violation report to DOC via email to the CRM.

29.10 Recommending Return to the Oregon Department of Corrections (STTL):

The Short-Term Transitional Leave office, in conjunction with OACCD recommendations, uses the following general guidelines when making the decision to return a short-term transitional leave offender to the Department of Corrections to serve the remainder of their sentence:

- New crime
- Absconded for a significant amount of time
- Lack of approved housing
- Renewed public safety concerns (such as contact with a victim)
- Continued non-compliance (two or more previous sanctions while on STTL)

If it is recommended an offender be returned to the Department of Corrections the following process should be followed:

1. Meet with and interview offender, have offender sign Notice of Rights (CD 1497).

2. Complete a Short-Term Transitional Leave Violation Report.

3. Submit the Notice of Rights, Short-Term Transitional Leave Violation Report, and any supporting documentation such as police reports to ShortTermTransLeave@doc.state.or.us.

4. Once all documentation has been received, and if the Short-Term Transitional Leave office agrees with the recommendation, notification will be sent out to the following parties notifying them of the decision to fail STTL and return the offender to the custody of the Oregon Department of Corrections:
   - County Jail
   - OISC
   - CCCF Intake/Return
   - Release Counselors
   - Probation Officer
   - Probation Director
   - Board of Parole and Post-Prison Supervision
   - ODOC Benefits Coordinator

5. OISC will calculate a new projected release date (PRD) and will notify the County Jail via teletype.

NOTE: If the offender is returned to the institution, the county should receive a new release plan; there may be adjustments made to Earned Time (if applicable) and possible addition of INOP time (if applicable); and after serving their time, will release to POST (PPS).

29.11 Recommending Return to the Oregon Department of Corrections (AIP):

Discussions between the CRM and the PO will determine the course of action with an offender. Typically the following general guidelines are used when making the decision to return a non-prison leave offender to the Department of Corrections to serve the remainder of their sentence:

- New crime
- Absconded for a significant amount of time
- Lack of approved housing
- Renewed public safety concerns (such as contact with a victim)
- Non-compliance with leave conditions

If it is recommended an offender be returned to the Department of Corrections, the following process should be followed:

1. Complete a Violation Report and send to the institution CRM.

2. CRM will complete a Suspend and Detain Order (CD1431) and a Findings and Recommendation (CD1428).

3. CRM will collect all relevant documentation and forward to the following parties notifying them of the decision to fail non-prison leave and return the offender to the custody of the Oregon Department of Corrections.
    - OISC
    - CCCF Intake/Return
    - Probation Officer
    - Board of Parole and Post-Prison Supervision

NOTE: If the offender is returned to the institution, the county should receive a new release plan; there may be adjustments made to Earned Time (if applicable) and possible addition of INOP time (if applicable); and after serving their time, will release to POST (PPS).

29.12 Successful Completions –

1. Once the offender reaches his/her STTL or AIP end date/physical release date (PRD), OISC will close out the “I” line(s) to POST or AIP as applicable.

2. Community corrections support staff then needs to transfer the offender from Leave to Post status according to instructions in OPS manual Chapter 7, section 7.4, as well as open the “O” line(s).

Alternative Incarceration Programs (AIP)

Program	Type	Institution	Description	Target Population	Type & Length of Leave	Sanction Options for PO	Designated Contact
Living in Freedom Today (LIFT)	Women's Cognitive Restructuring AIP	Coffee Creek Correctional Facility - Minimum	Focuses on personal responsibility and accountability while addressing pro-social skill development. Outpatient-level alcohol & drug treatment as well as individual case management are integral components of the program.	Mod/high-risk substance abusers and/or cognitive need	Nonprison Leave (NPL) Up to 90 days	1. Impose administrative sanctions and interventions for Level I and II behaviors only. 2. Jail sanctions are limited to 3 days for offenders on AIP nonprison leave. 3. The PO must forward the completed sanction report and Notice of Rights to the designated contact at the releasing institution each time a sanction is imposed. 4. Any Level III behavior could be grounds for revocation. Contact the releasing housing institution for consultation on next steps. 5. Offenders should never be automatically returned to DOC without a discussion with the releasing institution. 6. A completed sanction report and Notice of Rights must be sent to the designated contact at the releasing institution for any offender returning to DOC.	Christine Popoff 503-570-6800
Turning Point	Women's Alcohol and Drug Treatment AIP	Coffee Creek Correctional Facility - Minimum	Provides intensive addiction treatment in a learning environment. A strong emphasis is placed on preparing for gainful employment and successful living in the community.	Mod/high-risk substance abusers	Nonprison Leave (NPL) Up to 90 days		Christine Popoff 503-570-6800
Recovery in Progress (RIP)	Men's Cognitive Restructuring AIP	Columbia River Correctional Institution	Focuses on cognitive skills, outpatient-level alcohol and drug treatment, work skills, and ethics.	Mod/high-risk substance abusers and/or cognitive need	Nonprison Leave (NPL) Up to 90 days		Elizabeth LaCarney 503-280-6646 x226
New Directions	Men's Alcohol and Drug Treatment AIP	Powder River Correctional Facility	An intensive residential treatment program focusing on developing personal accountability and responsibility. Participants also learn to identify and change criminal thinking errors, prepare for gainful employment, maintain pro-social relationships, and develop healthy decision-making skills and habits for successful community living.	Mod/high-risk substance abusers	Nonprison Leave (NPL) Up to 90 days		Debi Geddes 541-523-6680 x222
Low-ACRS AIP	Women's Low Risk AIP	Coffee Creek Correctional Facility - Minimum	These programs serve offenders who are AIP eligible and have low Automated Criminal Risk Scores (ACRS).	Low-risk and does not meet all requirements for treatment programs	Nonprison Leave (NPL) Up to 90 days		Christine Popoff 503-570-6800
	Men's Low Risk AIP	Deer Ridge Correctional Institution					Richard Ackley 541-325-5223

If otherwise eligible under Oregon law, any person sentenced for a crime committed on or after December 5, 1996 and prior to January 1, 2009, may be considered for alternative incarceration programs only upon order of the sentencing court as directed in the judgment pursuant to ORS 137.750. For a crime committed on or after January 1, 2009, the court must order in the judgment that "the Department of Corrections may release the defendant on post-prison supervision under ORS 421.508 (4)" for the person to be considered eligible for alternative incarceration programs.

Short-Term Transitional Leave (STTL) for DOC

Program	Type	Institution	Description	Target Population	Type & Length of Leave	Sanction Options for PO	Designated Contact
Short-term Transitional Leave (STTL)	N/A	All DOC Facilities	Provides offenders with an opportunity to secure appropriate transitional support for successful reintegration into the community prior to beginning post-prison supervision.	Statutorily eligible offenders who meet the requirements outlined in OAR 291-063.	Short-Term Transitional Leave (STTL) Sentenced prior to 8/1/2013, eligible for 30 days STTL. If sentenced on or after 8/1/2013, eligible for up to 90 days. If sentenced on or after 1/1/2018, eligible for up to 120 days.	1. Offenders on STTL may be given similar sanctions for levels I, II and III behaviors to those offenders on probation, parole, post-prison supervision. 2. Custodial sanctions and Notice of Rights must be sent to the STTL office for approval. Non-custodial sanctions do not need to be forwarded. 3. If the offender does not consent to a sanction, the PO will report the violation to the STTL Office within five days of the violation to process a revocation. 4. All revocation requests must be sent to STTL office using the STTL violation report. The criteria used in assessing requests for returns are: a. Offender does not agree to sanction b. Homeless with no viable housing options c. On-going non-compliance on STTL with previous sanctions (on STTL) d. Renewed public safety concerns (ex. contacting victim)	Tracey Coffman STTL Coordinator 503-947-0997 Larry Bennett CC Administrator 503-945-7101 For all Short-Term Transitional Leave issues, violations, and questions, please use the following e-mail address: ShortTermTransLeave@doc.state.or.us

If otherwise eligible under Oregon law, any person sentenced for a crime committed on or after December 5, 1996 may be considered for short-term transitional leave only upon order of the sentencing court as directed in the judgment pursuant to ORS 137.750.

Transitional Leave
Notice of Rights / Decision About Rights

Offender Name:	SID:

Right to Violation Hearing

You have been provided with a violation report describing alleged violation behavior. You are entitled to a hearing on the alleged violation(s) if you so request. The purpose of the hearing is to determine if there is probable cause to believe you have violated one or more conditions listed on the Violation Report. The hearing will be conducted by an impartial institution hearings officer who will make findings, conclusions, and recommendations to the superintendent of the institution. **You will be returned to a Department of Corrections facility for the disciplinary hearing to be conducted.**

Structured Sanctioning Process

Instead of a violation hearing before an institution hearings officer, you may choose to participate in the structured sanctioning process where your supervising officer will continue your transitional leave and impose a structured sanction(s) based upon your violation behavior, your criminal history, and your level of supervision. Structured sanctions may include one or more of the following: community service; work crew; house arrest; confinement in a work release/restitution center; or jail. If you choose to participate in the structured sanctioning process your supervising officer may not terminate your transitional leave for this violation. The releasing authority may override whatever sanction is imposed by the supervising officer and impose whatever sanction deemed appropriate, up to and including termination of your transitional leave and your return to Department of Corrections custody.

Waiver of Violation Hearing

You have the right to waive your violation hearing by checking the appropriate box and signing this form. If you waive your right to a violation hearing you admit violating the conditions of supervision as alleged and accept the sanction offered by your supervising officer.

Sanction(s)/Intervention(s) to be imposed:

I understand the rights contained in this notice and I:

☐_____ **do** want a hearing. I understand I will be returned to the Department of Corrections and the hearing will be conducted while in the custody of the Department of Corrections.

☐ _____ **do not** want a hearing.

☐ _____ I admit, or do not contest, the violations as alleged by my supervising officer.

☐ _____ I accept the structured sanction offered by my supervising officer.

☐ _____ Having waived my right to a hearing, I consent to the modification of conditions and/or the structured sanction(s) to be imposed as listed above. I understand that the Department of Corrections' may receive a copy of this violation and can take actions separate of sanctions imposed at this time up to, and including ordering my return to a Department of Corrections facility.

Indicate your choice above by checking the appropriate box(es) and writing your initials on the line.

I have read, or had read to me, and fully understand and acknowledge this Notice of Rights and my decisions about those rights.

_____	_____	_____	_____
Offender	Date	Parole and Probation Officer	Date

XXXX COUNTY
PAROLE & PROBATION
2575 Center Street NE, Salem, Oregon 97301
Ph: (503) 945-2905 Fax: (503) 373-7810

PURPOSE OF REPORT: Short-Term Trans Leave Violation

DATE: September 25, 2018
BY: «PO_Name», PPO

Identifying Data:

Name: «Last_Name», «First_Name» «Middle_Name»
SID Number: «ID_Number»
DOB: «Birthdate»
Residence: «Home_Address_Line_1_»
«Home_City», «Home_State» «Home_Zip_Code»

TL Begin Date: «Admission_Date»
TL End Date: «Proj_Inst_Rele_Date_»
Crime(s): «Crimes_Offenses»
County: «Counties_of_Convictn»
Docket #: «Case_Docket_No»

ALLEGATIONS:

SUBSTANTIATION OF ALLEGATIONS:

COMMENTS TO SUPPORT RECOMMENDATION:

RECOMMENDATION:

_____ _____
Parole/Probation Officer Date

_____ _____
Supervisory Authority/Designee Date

c: Dept of Corrections, Community Corrections Division
File

XXXX COUNTY
PAROLE & PROBATION
2575 Center Street NE, Salem, Oregon 97301
Ph: (503) 945-2905 Fax: (503) 373-7810

PURPOSE OF REPORT: Short-Term Trans Leave Warrant Request

DATE: September 25, 2018
BY: «PO_Name», PPO

Identifying Data:

Name:	«Last_Name», «First_Name» «Middle_Name»
SID Number:	«ID_Number»
DOB:	«Birthdate»
Residence:	«Home_Address_Line_1_»
	«Home_City», «Home_State» «Home_Zip_Code»
TL Begin Date:	«Admission_Date»
TL End Date:	«Proj_Inst_Rele_Date_»
Crime(s):	«Crimes_Offenses»
County:	«Counties_of_Convictn»
Docket #:	«Case_Docket_No»

ALLEGATIONS:

SUBSTANTIATION OF ALLEGATIONS:

_____ _____
Parole/Probation Officer Date

_____ _____
Supervisory Authority/Designee Date

c: Dept of Corrections, Community Corrections Division
File

CHAPTER 30 – APPEALS

NOTE: All information in this chapter does NOT constitute legal advice. If you have any questions or doubts as to how to interpret a court order, your agency may want to seek the advice of your county counsel.

30.1 Judgment header examples: Circuit, Appeal, Supreme -

Circuit Court Uniform Court Judgment – this is an order that has been issued by a county's Circuit Court to impose a sentence.

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

State of Oregon, Plaintiff
vs.
Defendant

Case No.: 19CR04083

JUDGMENT

Case File Date: 01/17/2019
District Attorney File #: 19-578

Appeal Court judgment – this is an order that has been issued by the Oregon Appellate Court, pursuant to an appeal, could overturn or in some other way change the original Circuit Court judgment.

IN THE COURT OF APPEALS OF THE STATE OF OREGON

STATE OF OREGON,
Plaintiff-Respondent,

v.

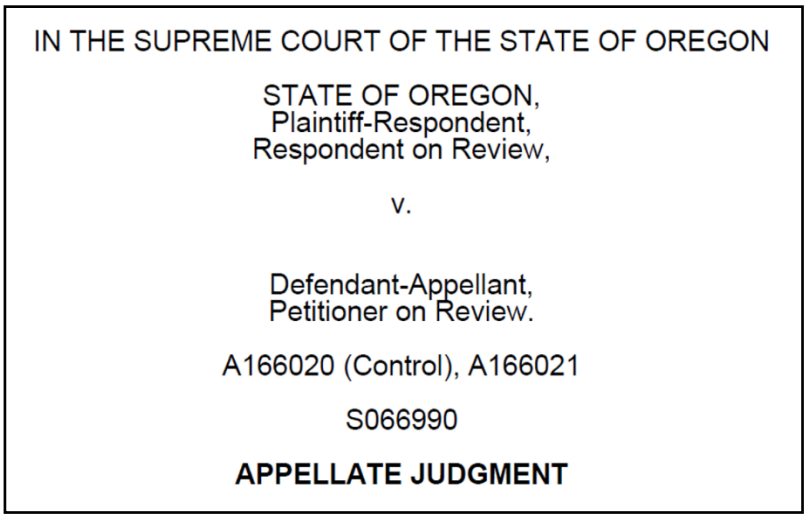
Defendant-Appellant.

Marion County Circuit Court
19CR04083, 17CR38038

A170781 (Control)
A170782

APPELLATE JUDGMENT

Supreme Court judgment – this is an order that has been issued by the Oregon Supreme Court, could be pursuant to appeal, could overturn or in some other way change the original Circuit Court and/or Appeal judgment, could come after the case has been heard by the Oregon Appeal Court.



IN THE SUPREME COURT OF THE STATE OF OREGON

STATE OF OREGON,
Plaintiff-Respondent,
Respondent on Review,

v.

Defendant-Appellant,
Petitioner on Review.

A166020 (Control), A166021

S066990

APPELLATE JUDGMENT

30.2 Notify the Board

If you receive an appeal order and it affects Board-controlled supervision, i.e. warrant needs recalled, some cases are no longer supervised, etc., please send a copy of the appeal order to the Board (via email to orders desk and/or warrants desk) and the recommended action you believe the Board should take (recall warrant, change PPS order).

30.3 Appeal orders –

When you receive an appeal order, first determine if the record of the offender is already closed rightfully so. If the offender has been discharged appropriately, you can add the appeal order to the hard file if you still have it, add an F8 note that an appeal order was received on ____date with a ____effective date, and no other data entry changes need to occur. Have someone in your office track the case for resentencing. F8 note the resentencing information as well. Please keep the appeal order until resentencing occurs and then send both the appeal order and the Circuit Court resentencing order to Central Records with a note that either the record remains closed and these are supplement documents or that the custody cycle will have to reopen because they are coming back on supervision.

When you receive an appeal order for an offender who you currently supervise, review the order and the CIS record to determine which offenses are affected. Add appropriate closure codes or movement to the CIS record.

How appeal orders are interpreted is determined by your Director. Your Director may assign this type of responsibility to another manager in your agency, so please follow your agency's practice in this area.

There are common interpretations for some language found on appeal orders, but each order's interpretation could be based on a number of factors and should be reviewed on a case-by-case basis.

The common interpretations listed below do NOT constitute legal advice; these interpretations are here as a general guide and in no way indicate this is the way all judgments containing these phrases should be interpreted. When in doubt, check with Director. Your Director may choose to seek advice from your county counsel for proper interpretations, including whether the client should be supervised.

NOTE: the broad guideline below is NOT legal advice and should be used cautiously.

Reversed and remanded – typically this means the conviction or order of the Circuit Court has been reversed (overturned) and the case is remanded back to the Circuit Court for further proceedings. Further proceedings could be resentencing or dismissal. It could also mean a PV judgment was reversed and remanded back to Circuit Court for further proceedings/resentencing.

Reversed and remanded for resentencing; otherwise affirmed - typically this means the conviction or order of the Circuit Court has been reversed (overturned) and the case is remanded back to the Circuit Court for further proceedings. Further proceedings could be resentencing or dismissal. It could also mean a PV judgment was reversed and remanded back to Circuit Court for further proceedings/resentencing.

Vacated and remanded - typically this means the conviction or order of the Circuit Court has been vacated (overturned) and the case is remanded back to the Circuit Court for further proceedings. Further proceedings could be resentencing or dismissal. It could also mean a PV judgment was reversed and remanded back to Circuit Court for further proceedings/resentencing.

Vacated and remanded; remanded for resentencing - typically this means the conviction or order of the Circuit Court has been vacated (overturned) and the case is remanded back to the Circuit Court for further proceedings. Further proceedings could be resentencing or dismissal. It could also mean a PV judgment was reversed and remanded back to Circuit Court for further proceedings/resentencing.

30.4 DOC's policy on appellate judgments -

Based on DOC policy and statute [ORS 138.257(4)(a)(A), if an order from the **Appeal Court** specifies counts that are reversed, but includes language that says "remand" or "remand for resentencing" that all counts will be resentenced; thusly all counts should

be closed to RSNT (which could mean you don't supervise until resentencing occurs) and we expect the Circuit Court to resentence on all counts. If the Circuit Court does not resentence on all counts, please contact your court and ask them to correct that. If your court disagrees with your request to issue a judgment resentencing all counts, please contact your county counsel for assistance.

If the **Supreme Court** specifies counts on an appeal, we are to only close those specific counts to RSNT and expect the court will resentence only on those counts.

An agency is only responsible to make data changes to records currently under their control; example - for the institution it applies to those adults who are currently in institution custody; for community it applies to those adults who are currently under your supervision. This means if the offender has been appropriately discharged from supervision, you do not have an obligation to update the data entry on that record, as the data accurately reflects what occurred during supervision. Please make an F8 note that an appeal and/or resentencing occurred.

30.5 Dates to use for resentencing orders -

Probation: The proceeding date shall be used for the begin date of probation, and the length of probation is determined by the language in the Circuit Court order. If the intent of the Circuit Court is for the offender to have credit for previously served probation, they must clearly indicate that in the judgment – some examples could include language stating "probation begins on the original conviction date," "probation begins July 1, 2020," judgment signed with "nunc pro tunc June 13, 2019," "defendant to receive credit for time previously served on probation" or some other similar language that clearly defines the sentence length and/or beginning of probation.

If no such language exists, the probation begins on the proceeding date of the resentence order and runs the full length ordered. If there is a discrepancy between the narrative in eCourt and the language in the judgment, contact your court and request an amended order that outlines their intent in the judgment. We cannot make assumptions about the court's intent, nor decide the probation is already served without the Circuit Court order clearly stating as such.

Post-Prison: This also, in part, is determined by the language of the judgment and in part determined by the incarceration portion of the resentencing order. If the offender is to be incarcerated for a length of time and the judgment is silent to credits for time served on PPS, then all PPS begins together upon release and runs for the amount of time ordered in the judgment. If the order allows for time credits for PPS, then adjust accordingly.

If adjusted inception is used to determine begin date of PPS, please see Chapter 14, section 14.18 for more information about adjusted inception.

REMINDER: If the appeal or resentence order affects Board-controlled PPS, be sure to send the orders to the Board with the recommended action needed. If the appeal affects PPS to the degree that there are no longer any open PPS offenses, the Board will issue a Certificate of Expiration. Due to programming constraints, the Board's EXPI order will likely have the wrong date. You will use the correct expiration date anyway and eventually the programming will allow the Certificate to be correct. Please F8 note the discrepancy and that it's due to programming constraints.

Appeal closure code date: Use the "effective date" of the appeal order for your temporary and/or permanent closure codes, both sentence and body.

30.6 Data entry when offender is an AIC at the time of appeal

All offenses are appealed – institution will close all I lines to RSNT and move the body to IBRO

Some offenses are appealed – do not admit to your location until you've determined if there is PPS to be served at the time of admission. There are a variety of factors to determine whether or not PPS should run on offenses that are closed to POST and not part of the appeal. OISC will determine if there is PPS ordered and the Board will determine whether or not PPS should run or wait for the appealed cases to be resentenced first.

1. If the offense not under appeal and with POST dates in the past: if it has been determined PPS should run on those cases prior to the appealed case being resolved and that PPS will expire prior to the appeal effective date – Community adds O lines and closes them with their max dates. Email the Board orders desk and wait for the PPS order before doing data entry. If the institution released to your location and there is no PPS to run beyond the appeal effective date, contact them to change their release to go directly to IBRO.

2. If the offense not under appeal and with POST dates in the past: if the PPS time is appropriate to start at the POST date and those O lines have not yet been completed prior to the date of appeal - Institution will release the record to POST (or PS or POPA), community will admit to the appropriate status, add the O lines. Email the Board orders desk and wait for the PPS order before doing data entry. When O lines reach their max date, close O lines, and community will put the record on USAP outcount if the resentencing has not yet occurred.

30.7 Data entry when offender is supervised by community at the time of appeal

If an appeal order only addresses conditions, fines, or fees do NOT close the line to RSNT nor add a second line, simply address the change in the conditions module. Add F8 note.

USAP - If the offender files an appeal and PRIOR to the appeal being heard/adjudicated, the Circuit Court orders the offender should not be supervised while their appeal is pending, close the sentence line to USAP using the date of the Circuit Court order stating no supervision while pending appeal. If there are no other open lines for supervision, also close the body to the outcount USAP. (sentence and outcount)

RSNT - If the interpretation of the appeal order is such that the conviction was overturned, and the case is going to be resentenced – close sentence line to RSNT with the effective date of the appeal order. Add an F8 note. (sentence) (working on getting RSNT outcount – when that's ready, if there are no other open lines for supervision, also close the body to outcount RSNT; until that is ready use USAP)

> *Upon resentencing: if the sentence pursuant to appeal is for the same ORS, add another appropriate sentence line under the first (example: probation was appealed and resentencing puts the person back on probation – close the first P line to RSNT, open a second P line under the first.) Be sure to read the new sentencing order carefully to ensure you are adding the correct type of sentence line.
>
> *Upon resentencing: if the sentence pursuant to appeal, is for a different ORS, change the ORS on the original docket, add the new sentence line as appropriate (P, L, or O).

APPE - If the interpretation is such that the conviction was overturned, and the case will NOT go back to the Circuit Court for further proceedings – close sentence to APPE with the effective date of the appeal order. These are rare. The Appeal Order must be clear that the conviction was overturned and will NOT be remanded back to the Circuit Court for further proceedings. If you see "remand" "remand for resentencing" "return to Circuit Court for further proceedings" or any similar language, that indicates a resentencing and does NOT constitute closing the line to APPE. If the last running sentence is closed to APPE, also close the body of the record with the same date and permanent body closure code APPE. (sentence and body)

ACQT - If the interpretation is such that the conviction was overturned and the case was acquitted upon resentencing – first remove the RSNT closure, F8 note to describe the code/date removed, and close the sentence line to ACQT with the proceeding date of the Circuit Court order. The Appeal or Supreme Court cannot acquit – only the original convicting Circuit Court will issue an acquittal. Acquittal is different than a conviction being vacated or dismissed. Look for language in the Circuit Court resentence order that specifically says "acquit" or "acquitted." If the last running sentence is closed to ACQT, also close the body of the record with the same date and permanent body closure code ACQT. (sentence and body)

BNPB - If the interpretation is such that the conviction was overturned and the case was sentenced to bench upon resentencing - first remove the RSNT closure, F8 note to describe the code/date removed, and close the sentence line to BNPB with the

proceeding date of the Circuit Court order. If upon resentencing, the court changes the ORS and orders it bench supervision, close the original docket to VACA and do not enter the second (bench) conviction. If the last running sentence is closed to BNPB, also close the body of the record with the same date and permanent body closure code BNPB. (sentence and body)

DISM - If the interpretation is such that the conviction was overturned and the case was dismissed upon resentencing - first remove the RSNT closure, F8 note to describe the code/date removed, and close the sentence line to DISM with the proceeding date of the Circuit Court dismissal order. The Appeal or Supreme Court will not dismiss charges, only the original convicting Circuit Court will order dismissal upon resentencing. If the last running sentence is closed to DISM, also close the body of the record with the same date and permanent body closure code DISM. (sentence and body)

VACA – can be used even when there is no appeal.

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.

When an appeal order says conviction is vacated AND REMANDED back to Circuit Court for resentencing, VACA is not used - use RSNT. If Circuit Court vacates the conviction, use VACA. If the Circuit Court resentences to a NEW ORS, change the temporary code of RSNT to VACA on the original docket line and add a new docket line as long as the new sentence is formal supervision.

VACA is only used when the Circuit Court vacates a conviction. If the Appeal or Supreme Court overturns (vacates, reverses, etc.,) and does NOT remand back to Circuit Court for resentencing or further proceedings, then use APPE.

Body - If the last running sentence is closed to VACA, also close the body of the record with the same date and permanent body closure code VACA.

30.8 Data entry when appeals are adjudicated after discharge

When an offender's CIS record was appropriately discharged and an appeal is handed down after discharge, no data (except for an F8 note memorializing appeal order) needs to occur until resentencing. If the person does not come back on supervision based on resentencing, no further data is required (except for F8 note memorializing resentence order).

30.9 Data entry and movement when appeals are adjudicated after discharge and resentencing places offender back on supervision

If the person is ordered back onto supervision, we must have that supervision occur on the same custody cycle; therefore, we will create movement similar to returning bench cases, returning compact, etc.,

See chapter 13, section 13.2 for data entry instructions.

30.10 ORS reference –

138.257 Determination on appeal. (1) Except as otherwise provided in this section, the appellate court may affirm, reverse, vacate or modify the judgment or order, or any part thereof, from which the appeal was taken.

(2) Subject to Article VII (Amended), section 3, Oregon Constitution, the appellate court shall not reverse, modify or vacate a trial court judgment or order if there is little likelihood that any error affected the outcome.

(3) Except as provided in subsection (4) of this section, if the court reverses, vacates or modifies a judgment or order, or any part thereof, the court may do so with or without remanding the case and with or without instructions.

(4)(a) The appellate court shall remand the case to the trial court:

(A) If the appellate court, in a case involving multiple convictions, reverses at least one conviction and affirms at least one other conviction.

(B) If the appellate court determines that the trial court, in imposing or failing to impose a sentence in the case, committed an error that requires resentencing.

(b) In a case remanded under this section, the trial court, after issuance of the appellate judgment, may impose a new sentence for any conviction.

(5) If the appellate court reverses a conviction without remanding, upon issuance of the appellate judgment, the trial court shall follow the procedures described in ORS 135.680 concerning the defendant's release. [2017 c.529 §15]

30.11 Regarding appeal orders and instructions sent approximately July 2021:

DOC has put a process in place (July 2021) to receive all appellate orders from the Oregon Appeals Court, so that they can forward those onto each affected community corrections office. DOC also received all appeal orders going back to the Ramos v. Louisiana decision and provided those to the affected counties. Along with sending those appeal orders, DOC sent what they believe should happen with the data entry based on their interpretation of the orders. Please ensure someone in your agency (or county counsel) reviews and agrees with those interpretations. Also please ensure the data entry matches what the workgroup has since determined to be appropriate. The decision on how to make data entry changes and/or changes to supervision based on these appeal orders should come from your agency's interpretation of the orders and the group's decisions regarding data practices.

Should your interpretations of any of the appeal orders differ from what DOC provided, please feel free to reach out to Judy Bell for data entry assistance based on your interpretation of the order.

Appeal orders will continue to be sent to counties, but data entry instructions or legal interpretations will not be included.