



Parole & Probation Officer Manual

Prepared by Oregon Department of Corrections
in collaboration with the Field Automation User Group

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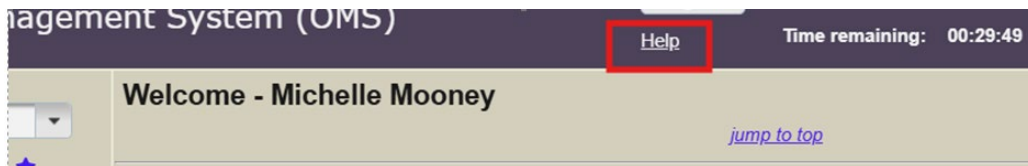
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Introduction

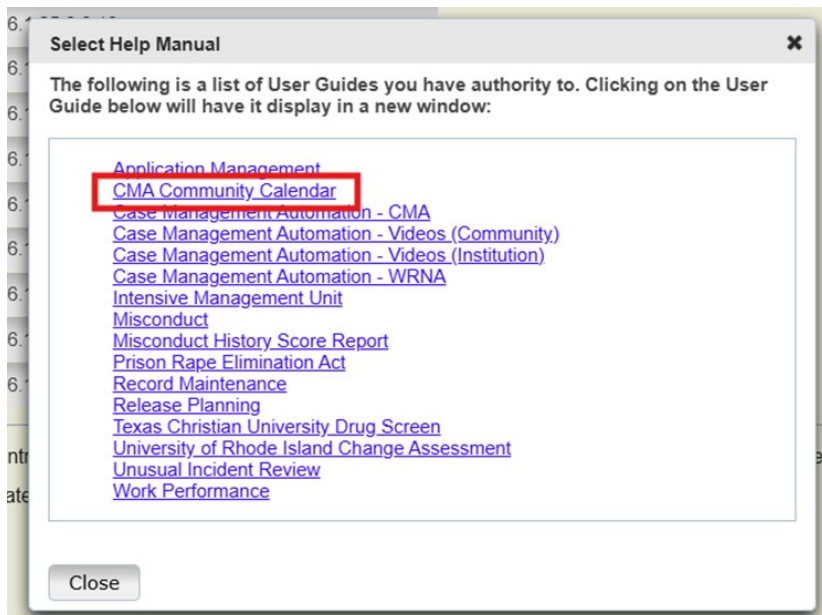
PO's have many duties as part of their everyday workload. This manual is designed to help guide you through your daily tasks for caseload management. This manual will cover the business rules, best practice guidelines and step by step instructions for functions in CIS/DOC400. Many of the caseload functions performed in DOC400 may also be performed in OMS and will be referenced in this manual, however, for detailed instructions on how to perform tasks in OMS please see the Help link in OMS.

From an open OMS screen, click on the help link in the top of your screen. It will open a menu of guides to choose from.



Calendars:

Schedules for all OACCD Network groups and for OCMN trainings can be located in the OMS Help drop down menu, click on CMA Community Calendar.

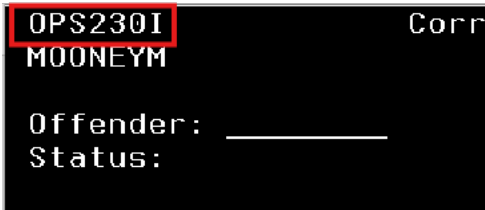


Resources:

For issues in DOC400 or OMS you can first reach out to your county FAUG Rep for assistance. If they are unable to assist you, you may contact the DOC Community Corrections Coordinator (dlccbfast@doc.oregon.gov).

If you are unable to resolve your problem at the local level, contact the DOC Service Desk. When you submit an email or call, include your name, phone number, User-ID, device name, and details of the issue you are experiencing. If the issue is pertaining to a client file include the SID number and any applicable screenshots of the

issue. On screenshots include a complete picture of the screen to include the screen number in the upper left-hand corner.



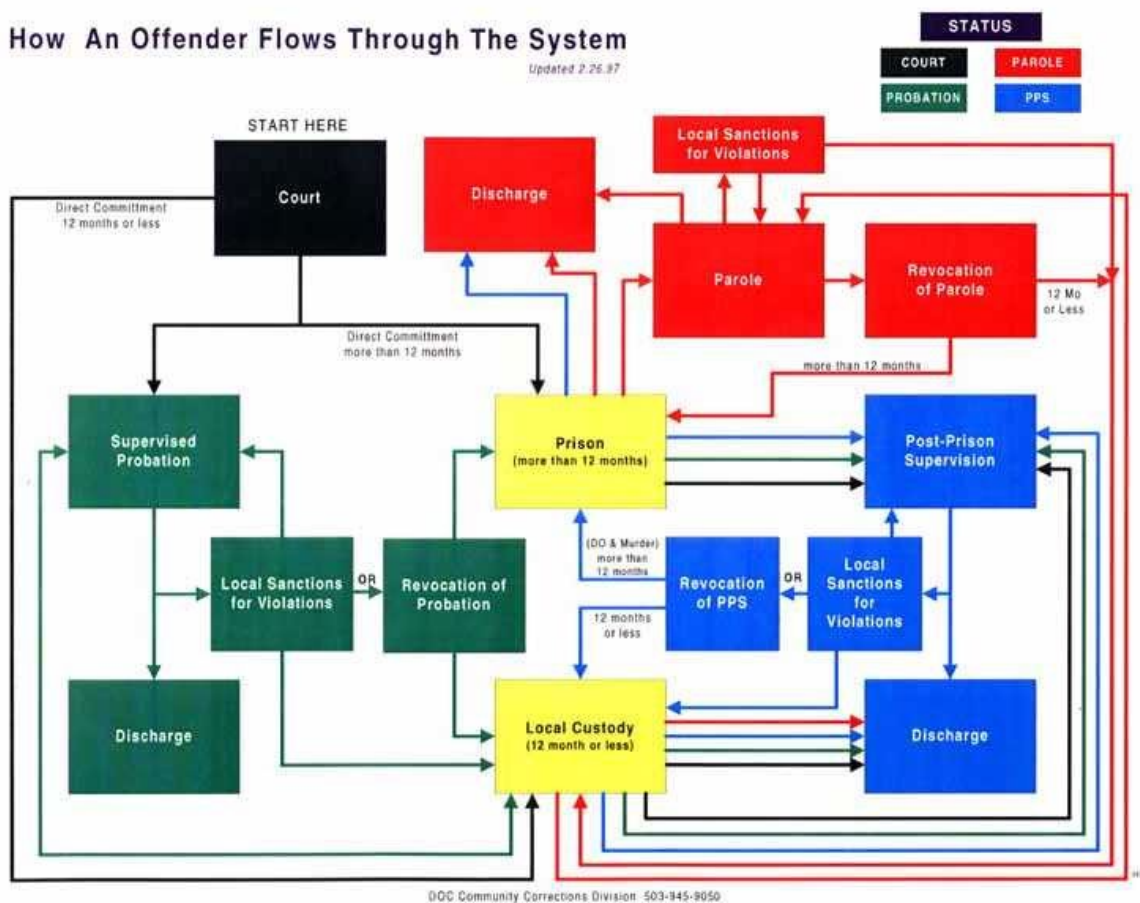
Your request will be entered as a “trouble ticket” into a tracking system.

E-mail: DOC.servicedesk@doc.oregon.gov

Call: 1-866-531-9600.

For any issues, updates or tips you think should be added to this manual please email Michelle Mooney michelle.c.mooney@doc.oregon.gov

How an Adult on Supervision Flows through System:



Definitions

Adult on Supervision (AOS): Any person under the supervision of DOC or a county community corrections agency who is on probation, parole, post-prison supervision, leave, or any other form of supervision.

Corrections Information System (CIS, DOC400): Primary system for maintaining adults in custody (AIC) and adults on supervision (AOS) data. Also known as DOC400, AS400, ISIS.

Community Corrections Coordinator: Department of Corrections, Community Corrections Division Coordinators who provides training and support to the local community corrections offices.

Field Automation Support Team (FAST): Team of DOC Community Corrections coordinators who provide technical assistance and support the user groups. dlccbfast@doc.oregon.gov

Field Automation Users Group (FAUG): a group composed of PO representatives from around the state that make recommendations to OACCD; receive updated information and training to take back to their representatives' areas.

OACCD Charter Network Groups: Fee Supervision Network (FSN), Statewide Office Operations Network (SOON), Family Violence Supervision Network (FVSN), Sex AOS Supervision Network, Supervisory Leadership Network, and Field Automated User Group (FAUG).

Offender Management System (OMS): Web based data system that interacts with DOC400 for AOS release planning, case management, and risk screening tools.

Oregon Association of Community Corrections Directors (OACCD): OACCD Membership consists of the Director of each County Parole and Probation office in the State of Oregon who meet bi-monthly.

Parole Board Management Information System (PBMIS): The Parole Board's system used to process all functions. Information created in DOC400 is sent via data mirror into PBMIS. The Parole Board does not use DOC400 so when explaining issues, they may not be able to assist, and you will need to contact the FAST Team (dlcbbfast@doc.oregon.gov).

Statewide Office Operations Network (SOON): A group composed of support staff specialists from around the state that are data entry experts, providing information and guidance on updating practices based on business changes.

Navigating DOC400

There are several methods of navigating through DOC400 using options and windows. In this guide, an “F” before a number means function key. Function keys are the set of keys that are located physically at the top of your keyboard. Each key contains the letter 'F' before a numeric, for example F3, F12.

When you press a function key, you do not need to press the Enter key for the system to respond to your request. Function keys at the bottom of the screen are **clickable via mouse**, you do not have to use the coordinating keyboard function key. Just double click on the key to open the function. Function keys F13 through F24 require that you first press the shift key and while holding it down, press the appropriate function key.

Function Keys

In DOC400 these function keys will generally be the same in every screen:

- F1 Help –
- F2 Audit Stamp
- F3 Exit and not save
- F4 – Information prompt
- F5 Refresh
- F6 Create New
- F10 Print
- F11 Sub Menus
- F12 Exit /Go Back

[View a full list of the function keys and DOC400 Navigation instructions here](#)

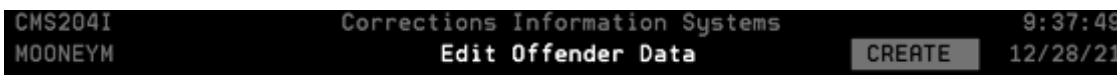
Screen Modes

When entering a DOC400 screen there are three modes you can view. In the top right-hand corner of the screen, it will tell you which view you are in.

Display: Allows user to view information only



Create: Allows the user to enter new information. When an information entry screen or window first appears, the word CREATE will be displayed.



Change: Allows users to change information previously entered.

In change mode, type in the information, and press enter once. The screen or window will now read CHANGE, to indicate that your information has been saved, and you are now able to exit the screen. Use F12 Cancel or simply enter again; OR you may edit what you just typed. If you add to, change, or delete something while in the CHANGE mode, make sure you press enter again to save your changes or the new information will not appear.



Main PO Menu - CCPPO

CCPPO menu is the default DOC400 menu for POs. All the options on the main menu are set up in such a way that they appear on the left side of your screen. The right side of your screen is used for any active jobs you may wish to leave open during the workday. Each option is assigned with a numeric number, and each active job is assigned a letter. You can have up to a maximum of 16 active jobs.

```
CCPPO          Corrections Information Systems (UAT)          9:35:04
MOONEYM       ISIS PPO Main Menu                          10/20/25
Select one of the following:

1. W/W To-Do List
2. W/W Caseloads
3. W/W Treatment Programs
4. Offender Information Screen
5. Fee Balances by Caseload
6. W/W Supervision Fees
7. W/W Structured Sanctions
8. W/W Offender Risk Assessments
9. W/W STATIC-99R Assessment
10. W/W Offender Stable/Acute
11. W/W Court Orders
12. W/W ODARA Assessments
13. W/W Warrant Request (Offender)
14. W/W Warrant Records (by PO)
    More...

A. W/W Structured Sanctions
B. Display Counselor/PO chronos
C. W/W Court Orders

Selection:  Job: 

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

Once you enter into a screen (job), you can hit ESC to “save” your place with an “Active Job” and go into another screen. You can get back to where you left off by selecting the letter that is next to the corresponding active job, which will be listed on the right side of your main menu. When you are done with an Active Job, F3 or F12 until you are back on the main menu. The active job will no longer appear on the right side of your menu.

You can change the name of an active saved job. From the main menu, prior to entering the screen, select the option number, and then tab to the JOB field and type the name you want the active job to be labeled. Hit enter and it will take you into the screen.

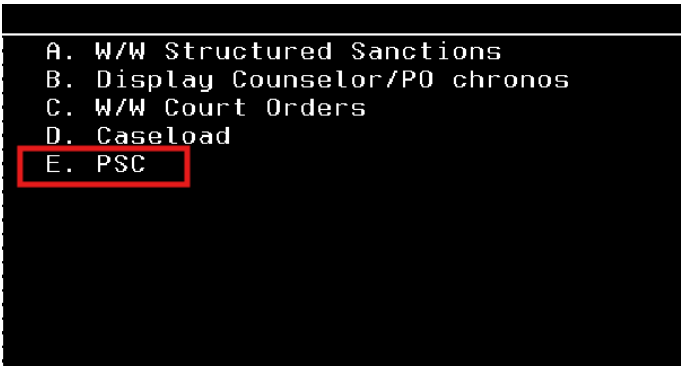
```
CCPPO          Corrections Information Systems (UAT)          9:37:08
MOONEYM       ISIS PPO Main Menu                          10/20/25
Select one of the following:

1. W/W To-Do List
2. W/W Caseloads
3. W/W Treatment Programs
4. Offender Information Screen
5. Fee Balances by Caseload
6. W/W Supervision Fees
7. W/W Structured Sanctions
8. W/W Offender Risk Assessments
9. W/W STATIC-99R Assessment
10. W/W Offender Stable/Acute
11. W/W Court Orders
12. W/W ODARA Assessments
13. W/W Warrant Request (Offender)
14. W/W Warrant Records (by PO)
    More...

A. W/W Structured Sanctions
B. Display Counselor/PO chronos
C. W/W Court Orders
D. Caseload

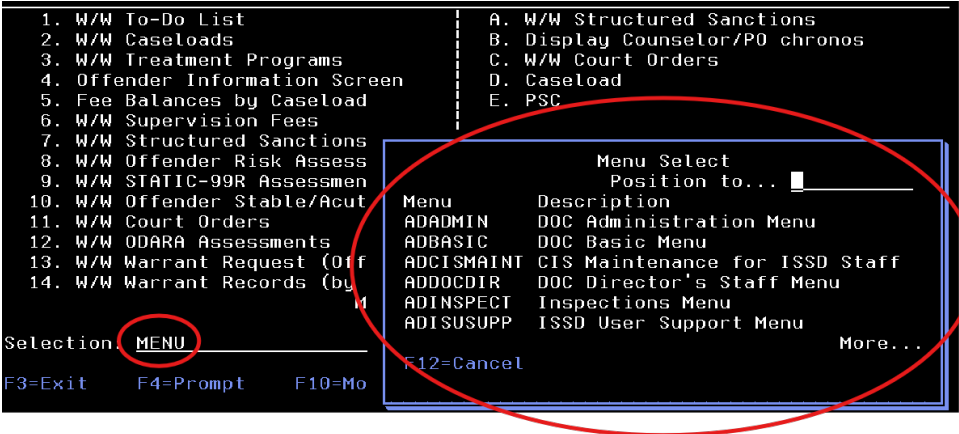
Selection: 8 Job: PSC
```

When you are finished, hit escape to return to the main menu where your active job will be saved with the custom name.



Accessing Other Menus

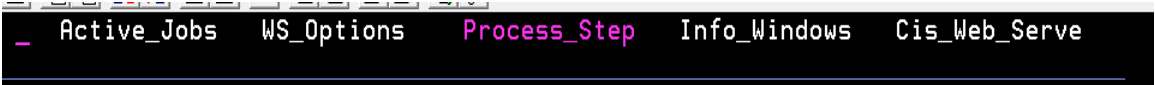
To access another menu, type "MENU" on the selection line, and then press F4. This will display a list of menus that you have authority to. Note: all menus that begin with "CC" (such as CCTRAIN) are Community Corrections-based menus. After finding the desired menu within the list, place your cursor on the menu's name, and press Enter. You should see that the title and options on the left side of your menu have now been replaced by the new menu. If you already know the name of the menu, simply type "MENU" space, the menu name and enter.



F11 Menu Bar:

Sub menus exist in every screen, different options are available in different screens and based on your profile permissions. F11 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
- 5 DOC400 Web Service.

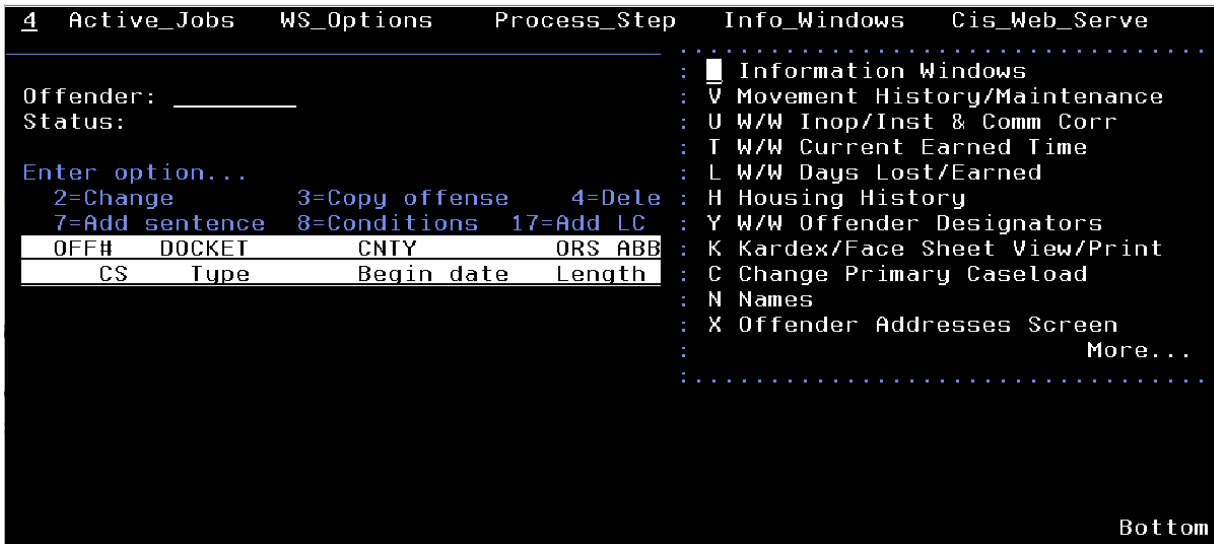


Type the menu number (1-5) and a drop-down window containing the choices available within that sub menu will appear. These choices are identified by letters and are selected by typing the appropriate letter on the selection line. Do NOT use Enter.

NOTE:

Depending on what screen you are accessing the F11 menu from, the options will be different.

If you use an F11 menu to go into another screen, you will not be able to access F11 sub menus in the new screen.



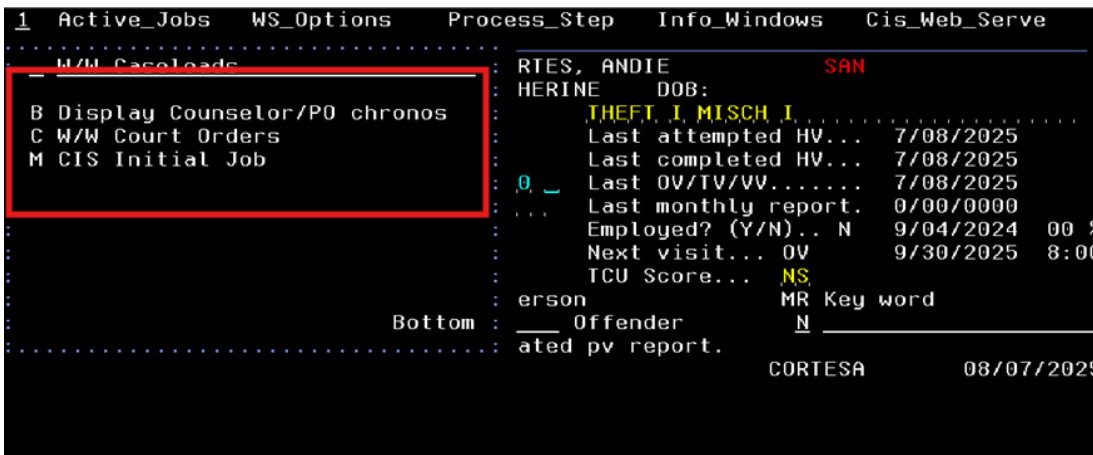
Caseload Tips

Retrieve An AOS Name

While working with an AOS record, a user can access the sub menu bar by hitting F11, 1, then either M to return to the main menu to select a new screen or directly select the letter of a current active job. After selecting the new screen, press F9 Retrieve to automatically retrieve the AOS that you were last working on for use in the new screen.

EXAMPLE:

Working on an AOS from the caseload screen, enter F11, 1, and choose either an active job or M to select a menu item.



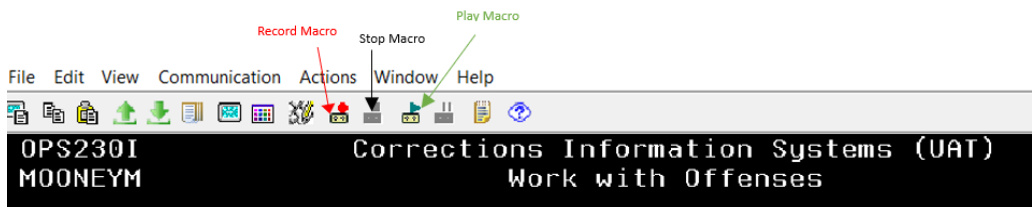
In this example you choose M, then select 8 from your main menu. This takes you to the assessment screen. From the offender line hit F9 and your clients information will be populated.

Defaults: Use "Defaults" To Process Related Groups of AOS Data Entries. From the Edit AOS Data screen (Caseload screen, MENU CCPPO, option#2), use F22 (shift F10) Defaults to display the **CHRONO DEFAULTS** window. Set the Date, Time, Place, Person, contact, report, and Key Word fields to meet the criteria of your series of entries, and press enter twice; then F5 Refresh to set the defaults on the current AOS's display.

Example: You completed home visits yesterday, you would set the date to yesterday's date, Reason to H, Time, and Person to O, and enter. Then, on the AOS Summary screen (the alphabetical caseload list) enter 2- Change on all the AOS you visited, or tried to visit, and press enter to go to the first AOS. The Chrono header is entered, you will just need to update the time and verify the codes and enter the text information. You can change the header for the exceptions (such as one client was not home but contacted roommate). Press enter to save the chrono, then press F12 Cancel to move directly to the next pre-selected AOS. Repeat until all are completed, then go back to Chrono Defaults window (F22) change defaults back to the normal settings and F5 Refresh. If the user logs out of DOC400 the defaults return to normal settings automatically.

Macros: You can record a macro that you can use to do repetitive actions. From the screen you want to create a macro for, select the Record Macro button. Name your macro, hit OK. Now type your macro (can include multiple fields, codes, etc.) once you complete your macro hit Stop Recording. Your macro will now be saved and can be used anytime, by hitting Play Marco and selecting the appropriate one.

NOTE: If you have typos, and backspace or delete while recording a macro, the macro will do the exact same thing.



View Caseload – Setting Primary

From the CCPPO menu, select option 2 W/W Caseloads. In the next screen, enter the caseload number, then F6 = Use as Default caseload. This will set the assigned caseload as primary and will display that caseload automatically in the future when opening the W/W Caseload screen.

```

CMS200I      Corrections Information Systems (UAT)      10:30:58
MOONEYM      Select Offender(s) to Work With          10/20/25

Type choices, press Enter.

Caseload number . . . . . 7001  CORTES, ANDIE          F4 for List
Name (LAST FIRSTM). . . . *ALL_____ *ALL, partial*, F4 for list

** If doing a partial name search: Type Name and then press F4 **

F3=Exit   F4=Prompt   F5=Refresh   F6=Use as default caseload
F11=Menu bar   F12=Cancel

```

To change the primary default caseload, from the CCPPO menu select option #2 W/W Caseloads. Once the Work with AOS screen opens, hit F12 and that will return you to main menu (see above) to set a new primary caseload. You may enter a new caseload number and hit F6 to save as the new default caseload. If you no longer need a specific caseload set as default, you can clear the field and hit F6 to save. This will allow you to enter a new caseload each time you enter this screen.

AOS Status Codes

From AOS Summary Screen & Subset (Status)

- | | | |
|-------------------------------|------------------------|------------------------|
| AP- Admission Pending | IV-Under Investigation | PO-Post Prison |
| CD-Prob/Conditional Discharge | LC-Local Control | PR-Probation |
| DI-Discharge | LP-Leave Pending | PS-Post Parole |
| DV-Probation Diversion | LV-Leave | SL- Second Look Juv |
| IN-AIC | PA-Parole | SP-Second Look Pending |

Change Assigned Printer

From this screen you change which printer you are sending documents to. To have print jobs emailed to you as a PDF, change from your printer name to ESENDOUTQ.

First write down your current printer name, you will need this information later when you are ready to print to your printer again.

```
3/26/20          DEPARTMENT OF CORRECTIONS          AS511I
07:37:21          OPERATION FUNCTIONS                DOC400

1  Display Messages
2. Display BELLJU   DOC400   non-printed-reports

3. Display ESENDOUTQ non-printed reports
4. Display/Work Printer Messages - User defined in Option 6
   or Printer: DO1SAR
5. Start User Printer - As defined in Option 6
6. Display/Change Printer Location: DO1SAR
90. Signoff

      Option:   

F3=Exit  F12=Cancel
```

Write down your current printer name!

After you've written down your printer name, type over your printer name in both #4 and #6 with ESENDOUTQ, type a 6 on the option line, hit enter

```
3/26/20          DEPARTMENT OF CORRECTIONS          AS511I
07:37:21          OPERATION FUNCTIONS                DOC400

1  Display Messages
2. Display BELLJU   DOC400   non-printed-reports

3. Display ESENDOUTQ non-printed reports
4. Display/Work Printer Messages - User defined in Option 6
   or Printer: ESENDOUTQ
5. Start User Printer - As defined in Option 6
6. Display/Change Printer Location: ESENDOUTQ
90. Signoff

      Option: 6

F3=Exit  F12=Cancel
```

Type ESENDOUTQ in two places

Type 6 on the option line

Congratulations! You've successfully changed your printer output. Documents and reports will no longer print to a printer but will be emailed to you as a PDF.

W/W Offender Summary (Caseload Screen)

This screen displays all of your primary and secondary active clients. Provides basic AOS information at a glance; expiration date, class level, tool used to obtain the class level, authority status, DNA status, and R codes that need addressed. Some of these options are also available once in the client record by using the F11, 4 menu.

To access this screen, from CCPPO Main menu, select option #2.

```

CMS203I      Corrections Information Systems (UAT)      12:42:51
MOONEYM      Work with Offenders Summary      10/20/25

Caseload number . . . 7001  CORTES, ANDIE
                          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 R=Review Chgs 13=Treatment prgms

```

Opt	Offender Name	SIDH	Expir Date	CLS	Tool	R	Status	C	DNA
—	ALEXANDER, ASHLEY KA	20196148	6/17/2027	MED	PSC		PR	P	Req
—	ALLEN, LUKAS EUGENE	26327591	1/22/2028	HI	LSCMI		PR	P	
—	ANDERSEN, ERIK LYNN	23783580	6/15/2026	MED	LSCMI		PR	P	
—	BALL, MERRILL JOSEPH	22703616	6/06/2027	HI	PSC		PR	P	
—	BARNES, ANDREW LEVI	19601369	5/21/2028	HI	PSC		PR	P	
—	BARRETT, JESSE HAYDE	14261533	3/23/2030	HI	LSCMI		PR	P	
—	BAY, MATTHEW ALLEN	19838648	6/09/2027	HI	PSC		PR	P	
—	BETANCOURT, MIGUEL A	16692384	2/07/2026	HI	PSC		PR	P	
—	BLACKMAN, CHRIS LEE	20837187	11/27/2025	LOW	PSC		PR	P	

Enter Option number on the AOS Record to

- 2 - Enter the client record in change mode to update data or enter a chrono
- 4 - Remove a secondary client from your caseload
- 5 - Display the client record in view only
- 6 - Print chronos
- 7 - DNA collection screen
- 8 - View chronos
- 9 - Enter UA and view UA history
- 12 - View condition tracking screen
- R - Display what change triggered the R code and needs updated
- 13 - Display the treatment programs the client is enrolled in and allow you to enter/update programs

Second menu of options (use F23 to see more options)

- 14 - List of names the client goes by
- 15 - Address history
- 16 - Notes entered by staff
- 17 - Clients physical descriptors and ID numbers
- 18 - Fees
- 19 - Structured sanctions entry/view screen
- 21 - View caseload history of client

Third menu of options (use F23 to see more options)

- 24 - DOCSUM record to create template documents
- 25 - Complete audit report of client contacts, chronos, and the person entering them
- 26 - Revenue Report
- 30 - View/enter Static 99
- 32 - View/Enter Stable/Acute
- 33 - View/Enter Polygraph

The screen options listed across the bottom of the screen will allow you to:

- F6 - Add new client (primary or secondary)
- F10 - Print caseload list
- F12 - Exit back to main menu where you can change your default caseload number
- F13 - Repeats primary selected number entered. If you enter 5 on a record and then hit F13 it will enter a 5 on all the displayed records.
- F17 - Subsets caseload view

F19 - Displays caseload summary of high/medium/low clients. Must be in the Position to line to use

F23 - Will sort record menu options to show you the additional options

Subset Caseload

You can subset your caseload to narrow down the displayed list to specific criteria or populations.

To subset a caseload when viewing the caseload screen (MENU CCPPO, option2), press F17. This will display the AOS Subset Selection screen. The F4 prompt is available on many of the fields which use a code or condition for subset criteria.

```
CMS203I      Corrections Information Systems (UAT)      10:51:30
MOONEYM      Offender Subset Selection                10/20/25

Type choices, press Enter.
Name (LAST FIRSTM) . . . *ALL                *ALL, name, partial*
Status . . . . . *ALL                *ALL, status (PA, PR, IN)
Include outcounts . . . *NONE            *NONE, *ALL, *ONLY, FTR, code
Risk assessment . . . . *ALL                *ALL, *NEW, *UNA, HI, MED ...

Expiration date . . . . 99/99/9999            As of date
Home/Off contact/date . *ALL 99/99/9999    *ALL, type / As of date
Last monthly report . . 99/99/9999            As of date

Special condition . . . *ALL                *ALL, code
Treatment type/program. *ALL *ALL            *ALL, name

Address city . . . . . *ALL                *ALL, name
Address state/zip/zone. *ALL *ALL *ALL      *ALL, state / zip / zone
Case assignment . . . . *ALL                *ALL, P=Primary, S=Secondary
Review Changes Only . . N                    (N)o or (Y)es

F4=Prompt  F5=Refresh  F12=Cancel
```

Outcount Selection Codes

From AOS Subset Selection Screen:

ABSC-Absconded Supervision

PSRB-Psych Review Bd

CMPO-Compact Out – Oregon AOSs only

REVP-Housed in Federal Prison

IMMI-Immigration (INS)

UNSU-Unsupervised Parole/Post Prison

INAC-Sentenced to out-of-state facility

INPR – Inactive Probation

USAP- Unsupervised Appeal

WARR-Warrant for Non-Compliance

PVPD – PV Pending

FTR – Fail to Report

AOS Data Screen

From the W/W Offender Summary screen, using option 2 Change mode will allow you to update AOS address, employment status, next office visit, phone numbers, email, and add chronos.

From this screen you can use F11 sub menus to access additional options.

TIP: From the AOS Chrono entry screen, select F11, 4 and enter an * at the top. This will go through all of the options in the menu if you are closing a file.

```

CMS204I      Corrections Information Systems (UAT)      10:53:48
MOONEYM      Edit Offender Data      CREATE      10/20/25
              6001 FAST TEAM
SID#: 9999966 TESTING, SNOOPY DOGGIE      DOB: 9/09/1957 SSN: 000-00-0000
Status: AIC(COUR)      LOW      TREASON ASSA IV CF
Last attempted HV... 0/00/0000
Last completed HV... 0/00/0000
Last OV/TV/VV..... 0/00/0000
Last monthly report. 0/00/0000
Employed? (Y/N).. _ 0/00/0000 00 %
Next visit... _ 0/00/0000 0:00
TCU Score... NS (Secondary-IBRO)
Date Time Place      Person      MR Key word
10/20/2025      _      _      _      N

```

F11, 2 Menu

- N Add general note to client file
- T Add a To Do task. You can add one to your caseload or to another user by ID# (F6 add)
- D Use to view the messages waiting (*Flashes MW at bottom of screen*) and to clear them
- P Report of print jobs that may not have printed or emailed properly and are waiting for action
- E Directory of email and phone numbers of all users in system
- X Popup calendar to view dates
- Z Date calculator

```

2 Active_Jobs WS_Options Process_Step In
SID#: 110443
Status: Post
639 NE JACKS
ROSEBURG, OR
P1: 541)530-
EM (F4=W/W):
TREATMENT HI
Work Station Options
N Add Offender Note (F4)
T Add a To-Do Task
D W/W System Messages
P ESEND - work spool files
E User E-Mail Address and Phone
X PopUp Calendar
Z Date Calculator
Date
10/11/2023 _ Bottom

```

F11, 4 Menu

- X Enter/change client addresses
- T Enter/change treatment records
- P View record of instituion programs client participated in
- U Enter/change UA records
- G List of supervision conditions
- N List of all names used by client
- F Fees
- C Offense Court screen to view cases
- Q DNA collection screen
- D client’s physical descriptors and ID numbers

```

: | Information Windows
: X Addresses
: T Community Treatments
: P Institution Program Window
: U Substance Abuse Tracking
: G Supervision Conditions
: N Names
: F Supervision Fees
: C W/W Offenses/Court Orders
: Q DNA collection data
: D Descriptions
:
: More...

```

S View/enter scars/marks/tattoos

R Lists conflicts the client had while incarcerated

B Lists other numbers associated to client that are not listed in the descriptor screen

Y View/enter all designators (use can click and use F4 on the designator flashing)

O Lists caseload history of client

H Enter/view sanctions

W Enter/view polygraph data

A Enter/view risk assessments – PSC, Overrides

J Enter/view stable/acute

Z Enter/view static 99

```

INFO_windows - CTS_web_serv
: _ Information Windows
: S Scars, Marks and Tattoos
C : R Conflicts - by AIC
L : B Other Numbers
L : Y W/W Offender Designators
L : O W/W Caseload Hist &Chg Primary
L : H W/W Structured Sanctions
E : W W/W Polygraph Data
N : A W/W Offender Risk Assessments
T : J W/W Offender Stable/Acute
: Z W/W STATIC-99R Assessment
:
: More...

```

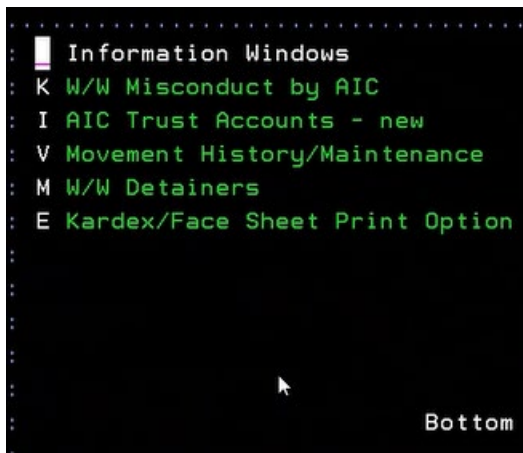
K View misconducts client committed while incarcerated

I View the client trust accounts while incarcerated for payment history

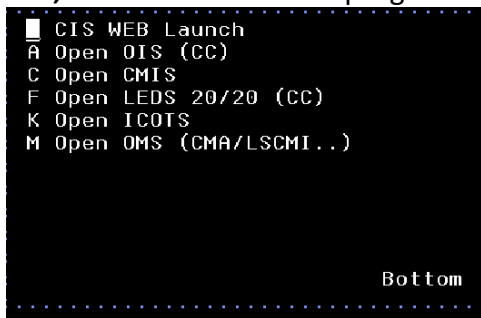
V View movement history

M View detainees in place while incarcerated

E Print/view facesheet



F11, 5 Direct link to other programs

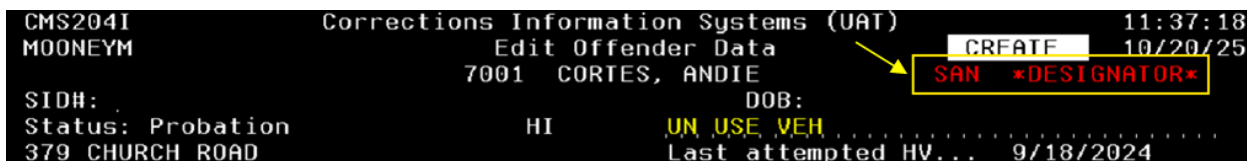


Indicators/Designators

On the Edit AOS Data screen (MENU CCPPO, option 2, option 2 on an AOS), you may see a *DESIGNATOR* or SAN indicator notice at the top.

SAN indicates that sanctioning is allowed on at least one case for that AOS.

The *DESIGNATOR* notice indicates at least one designator or detainer exists. To view the designator screen place cursor on the flashing indicator and push F4.



Once in the W/W Offender Designator screen you can view active designators and details, add new designators, view discontinued designators, and discontinue designators. If an AOS 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.

Discontinued designators: use shift F5 to subset, change the *NO to *YES, enter, and this will include them in the displayed list. To view details of the designator, use option 1 to select, or option 9 to view the long description of designator. Once a designator is selected, the next screen will display a screen with additional details.

```

DES200I      Corrections Information Systems (UAT)      11:42:10
MOONEYM      W/W Offender Designators                  10/20/25

Offender.....
Current status.. Probation          DOUG Douglas County Community Corre
Enter option....                    Position to.....
  1=Select      9=Long Description

Opt Desg Alr Description          Comments
--- STTL * STTL          Historical STTL Eligibility data found.
--- WHAL * Work Housing    Unfenced      Disc Reason: RELE Date: 10/03/2019

```

Enter a Designator

From W/W Caseload screen (MENU CCPPO, option2) select the AOS and use option 2 or 5. Once in the Edit Offender screen, use F11, 4, Y to go the designator screen.

Note: If the AOS has an existing designator you can click on the flashing indicator and hit F4 to go directly to the screen.

From the W/W Offender Designator screen enter F6 to create a new designator. A menu will pop up to select the type of designator. Scroll to the appropriate designator and hit enter. At the next screen, hit F6 again to continue creating the new designator and enter all applicable information, then enter to save. Enter or F12 to return to main designator screen to verify the new designator appears.

```

STTL
Work Housin : .....
              Designator Select
: Position to . .
: Designator Description          Source
: ADA      ADA Accomodation Needs  DATA
: ARSN     Document arson & arson related  DATA
: BECR     Behavior/Criminal History Conc  DATA
: DV       Domestic Violence           DATA
: ESCE     Escape Event                 DATA
: FSAP     Family Sentencing Alternative  DATA
: HOLD     Facility HOLD Designator      DATA
: IMU5     IMU Custody Level 5 Placement  DATA
:                                     More...

```

Discontinue a Designator

From W/W Caseload screen select the AOS and use option 2 or 5. Once in the Edit Offender screen, use F11, 4, Y to go the designator screen. Note: If the AOS has an existing designator you can click on the indicator and hit F4 to go directly to the screen.

Most designators should only be discontinued when they are no longer applicable. Only designators entered in error should actually be deleted. This preserves the historical file of designators.

Enter a 1 on the appropriate designator. At the next screen enter 2 to change the designator. Once in the designator screen, locate the Discontinued Date field and enter the appropriate date, enter to save. The designator will no longer show on the current list but can be found when subset to see all designators including discontinued.

Employment Status

Employment records are required to be updated at a minimum of once a year, recommended best practice is to update it monthly (such as updating it when entering AOS visits), even if nothing has changed. By saving it with a new date, it keeps the data fresh. Dates that are over one year old will fall off data pulls and will not get counted towards the annual OACCD outcome measure.

Update Employment

From the W/W Offender Summary screen (Caseload Summary, from CCPPO Main Menu option #2) use option 2 to enter the AOS record in change mode.

In the Employed field, type Y for Yes or N for Not employed.

Enter the date AOS started employment for the initial entry, or the date you are updating the employment record for maintenance entry.

Employment percentage is the percentage of a work week that that the AOS is employed.

Full time=100%;

Halftime=50%;

2 days a week/parttime=40%

Retired, disabled, on SSI/SSD, or a homemaker is entered as 101% and a Y in the employment field is required.

Fulltime or part time schooling counts as employment.

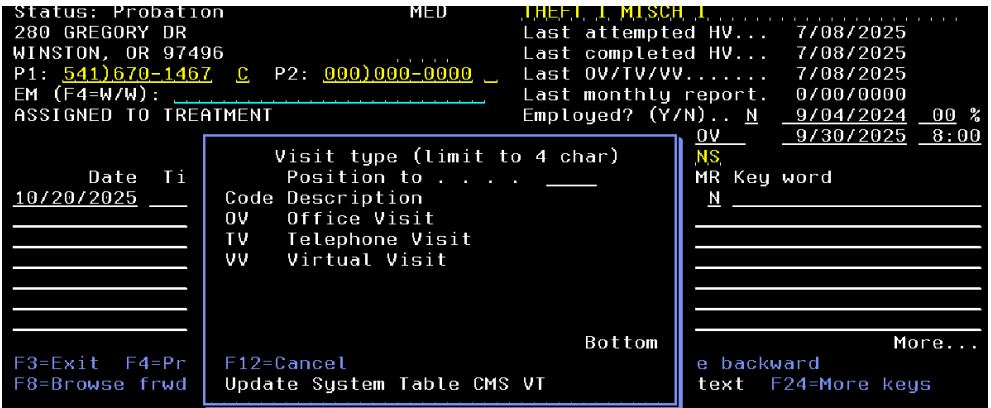
Enter to save the employment information. If saving the employment information you can update it alone and it will save the chrono as an auto chrono, or this information can be updated when entering a visit chrono.

```
DEL METH X PCS METH
Last attempted HV... 9/18/2023
Last completed HV... 9/18/2023
Last OV/TV/VV..... 10/02/2024
Last monthly report 8/22/2013
Employed? (Y/N).. Y 8/13/2024 100 %
Next visit... 10/01/2024 9:45
TCU Score... NS
```

Scheduling Next Visit

The type of next visit can be entered when scheduling the next visit. Enter OV, TV, or VV directly or use F4 to see the list. Tab and enter the date/time of next visit. This information can be saved on its own and will enter an auto chrono, or it can be updated when entering a chrono to document the current visit. Once entered, this information will remain until a new visit is entered.

```
ASSIGNED TO TREATMENT
Employed? (Y/N) 0/00/0000 00 %
Next visit... OV 2/10/2026 8:00
TCU Score... NS
Date Time Place Person MR Key word
2/05/2026 _____ N
```



EDIS Flag

In the chrono screen you can document the steps taken in the EDIS process in the EDIS flag field. From CCPPO Main menu, select option #2. Your caseload will be displayed. Enter a 2 on the appropriate AOS.

When entering the EDIS flag you will either need to do it at the time of entering a visit chrono or enter it with the date and time of the review and code it as O/Note.

Chrono's

ORS 137.630 states it is a duty of a probation officer to “keep detailed records of the work done and to make such reports to the courts and to the Department of Corrections as such courts may require.” Thus, chrono entries are a part of the master record on the adult on supervision (AOS). Chronos contain the historical record of the contacts with and about an AOS during the course of supervision. A wide range of staff make chrono entries. These records, which are accessible statewide by any approved user of the Corrections Information System (CIS/DOC400) with a valid business interest in the AOS, are used in making and recording case management decisions about an AOS and to recall events during legal proceedings.

[DOC CHRONO BUSINESS RULES](#)

Enter chronos from caseload screen

To enter a chrono, from CCPPO Main menu, select option #2. Your caseload will be displayed. Enter a 2 on the appropriate AOS. Enter the details as noted below.

To enter a chrono for an AOS on someone else’s caseload, you can add them as secondary to your caseload or access the client record via the primary PO’s caseload (enter their caseload number in the caseload screen).

An auto-generated e-mail will be sent to the primary caseload owner(s) whenever someone other than the primary(s) adds a chrono to an AOS record. The e-mail will contain the AOS name, SID, and caseload number as well as the UserID of the person who entered the chrono.

TIP If a message saying “record locked by another user” appears, press F5 Refresh to unlock the record and push enter again.

Chrono Header

The header section contains the Date, Time, Place and Person of the contact (all required fields). Other header information includes MR, which indicates the submission of a written Monthly Report by the AOS; and key word is used in chrono search and to identify the subject of the chrono.

The information in the header is used to generate a variety of reports to assist leadership and staff with caseload management decisions as well as count the number of measurable contacts with the AOS. All chronos should be entered in accordance with the DOC Chrono Business rules.

A chrono is written from the perspective of you (the author) and how you received or gave information.

```
CMS204I      Corrections Information Systems (UAT)      12:47:38
MOONEYM      Edit Offender Data      CREATE      10/20/25
              7001 CORTES. ANDIE      SAN
SIDH:
Status: Probation      MED      THEFT, I, MISCH, I
280 GREGORY DR      Last attempted HV... 7/08/2025
WINSTON, OR 97496      Last completed HV... 7/08/2025
P1: 541)670-1467 C P2: 000)000-0000 _      Last OV/TV/VV... 7/08/2025
EM (F4=W/W):      Last monthly report. 0/00/0000
ASSIGNED TO TREATMENT      Employed? (Y/N).. N 9/04/2024 00 %
Next visit... OV 9/30/2025 8:00
ICU Score... NS
Date Time Place      Person      MR Key word
10/20/2025      N
```

Date and Time field is the date of the action/incident and time of the action/incident. Not the date you are entering the chrono.

Place codes represent where and how the interaction occurred, or how information was received or transmitted. This is not the chrono field where you enter who the information was received from or given to.

Place Codes	CODE	Definition
Court	CORT	Physically or virtually attended court, met with an AOS at court, or met with/spoke to any other individual at court that requires chronoing.
Day Reporting Center	DAYR	Interacted with an AOS, or another individual, at a Day Reporting Center that requires chronoing.
Place of Employment	E	Physically visited a potential, reported, or actual place of employment of an AOS (official visits only, not those incidental to patronizing a business).
Electronic Message	EM	Contact via electronic means other than telephone, such as e-mail or text, with an AOS that does not meet the level of a measurable contact, or with an individual other than the AOS.
Electronic Visit	EV	Meaningful case management contact with an AOS via an electronic means other than a telephone in lieu of a face-to-face contact such as an e-mail or text. This place code should only be used with the person codes O or N.
Received by facsimile	FAX	Received or sent information from/by a fax
Field (Community)	FLD	Met with an individual in a location that does not fit in any of the other place code definitions.
Home Visit	H	Met with an individual at the potential, reported, or actual home of an AOS.
Institution	INST	Met with staff or an AIC at an institution (for reach-ins be sure to use the RI individual code)
Jail	J	Met with staff or an AIC at a jail (for reach-ins be sure to use the RI individual code)
Mail	M	Information or communication received or sent information using USPS, UPS, FEDEX, etc.
Note Information	N	A note received or left about or from an AOS such as a kyte, doctor's note, note from another staff member, etc. Additionally, auto chronos use this code as a place code.
Office	O	Any other contact or activity that occurs in the community corrections office, or a community corrections ancillary location, that does not meet the criteria of a measurable contact.
Office Visit	OV	Meaningful case management contact with an AOS that occurs at a community corrections office. This place code should only be used with the person codes O or N.
Sanction	S	This code should only be used to detail a sanction that has been entered into the sanction module on CIS.
Telephone call	T	Contact via a telephone call with an AOS that does not meet the level of a measurable contact, or contact with an individual other than the AOS.
Telephone Visit	TV	Meaningful case management contact with an AOS via telephone in lieu of a face-to-face contact. This place code should only be used with person codes O or N. (for reach-ins be sure to use the RI person code)
Treatment Provider	TX	Contact with an AOS or other individual at a treatment provider location not at a community corrections office.
Intervention	V	This code should only be used to detail an intervention entered into the sanction/intervention module in CIS or a BCP intervention on OMS.
Voice Mail	VM	A voicemail left or received
Virtual Visit	VV	A meaningful case management contact with an AOS using an electronic device with which both parties can view and speak to each other via video. This place code should only be used with the person codes O or N.

Person code is the person you spoke with, received information from, or gave information to. This is NOT you (the author). Your identifying information is already logged when the chrono is entered.

Person Codes	CODE	Definition
Attorney	ATT	Any attorney other than a district attorney or staff member from a district attorney's office
Automated Chrono	AUTO	These are automated chrono entries made by the system. Please do not use this code.
District Attorney	DA	A district attorney or a staff member from the district attorney's office, or information received from the district attorney's office.
DOC Staff	DOC	Department of Corrections staff including Release Counselors, STTL/AIP, Compact, and Community Corrections Coordinators. Do not use when communicating with Linn and Douglas Parole & Probation staff.
Employer/Institutional Job	E	An employer or supervisor (not to be confused with the physical location of employment). This is an individual, not a place.
eCourts	ECRT	Information received from eCourts.
Family	FA	Any family member other than a legal spouse .
ICOTS Info	ICAO	Information entered, transmitted, or received from the the ICOTS system. Do not use when communicating with Compact Staff.
Judge/Court	J	A judge, information received from a judge, an official representative of a judge, court personnel, or information received from the court (not eCourts).
Law Enforcement Officer	LE	Any law enforcement personnel other than a PO.
Law Enforcement Data System	LEDS	Information received from or transmitted to LEDS
No Contact Made	N	To document activities in conjunction with a place code, such as CORT or FLD, when no contact with the AOS or another individual occurred; an attempt to make contact with someone via a place code was unsuccessful; or an AOS did not report for a scheduled appointment.
Offender Note	NOTE	This person code should typically only be used in conjunction with the Office (O) code. It is for documenting activities such as no-shows, attendance, administrative tasks related to the case, etc.
Offender	O	The individual on supervision. This code should only be used if you actually met with, interacted with, spoke to, or received or gave information to an AOS.
Board of PPS/Parole	PBRD	A board member, staff member of the board, or information received from or given to the board.
Public Inquiry	PI	An individual seeking public information.
Parole/Probation Officer	PO	This is another PO from your office or another county that you received information from or gave information to. THIS IS NOT YOU.
Roommate	R	A co-habitant of an AOS that is not a family member, parent, partner, or legal spouse.
RI Reach In	RI	This code should be used when meeting with an AIC in jail or an institution for purposes of a reach-in. For all other jail visits, use the O person code with the Jail (J) or Institution (I) place code.
Significant Other/Partner	SIGN	An individual with whom the AOS shares an intimate relationship with, but is not legally married to.
SPOU Legal Spouse	SPOU	An individual to whom the AOS is legally married to.
TX Treatment Provider	TX	This is a treatment counselor, facilitator, or staff member you met with, spoke to, received information from, or gave information to. THIS IS AN INDIVIDUAL, NOT A PLACE.

Text section should summarize the information/incident that occurred. Do not use slang, derogatory language, or confidential

Sensitive information Seek supervisory feedback regarding the entry of sensitive information such as victim information, address and/or phone number or confidential informant information, etc. Information is considered sensitive when the staff member receiving the information believes disclosure could reasonably result in harm.

When sensitive information is entered, a Key Word entry must be made marking the chrono as CONFIDENTIAL. This allows for more accurate search for a chrono that may need redacting by the department if the file comes under subpoena.

Copy/Paste is allowed **HOWEVER** do not copy entire emails, do not copy LEDS information, do not copy PPI, or other CJIS data. Summarize emails, messages received.

Medical and Mental Health Information: Medical and mental health information, such as a medical diagnosis, or mental health diagnosis and related medications, may be documented when such documentation is necessary for supervision. In all cases, documentation must clearly identify the source of the information (e.g., self-report, direct medical source, firsthand behavioral observation) and the specific supervision-related purpose for documenting it, such as safety concerns or risk to the individual or the community.

"MR" means "Monthly Report accepted." Defaults to "N" for no monthly report submitted. If you accepted a monthly report, type a "Y" here.

"Key Word" identifies the main topic of the chrono. Refer to the list of Key Words below and use as appropriate. To view a list of statewide FAUG approved keywords use F1 in the Keyword field. This is not a selectable field, view only. Keywords must be typed exactly as they are shown in the list. F4 will not work in this field. Some counties may have their own keywords defined. In order for keywords to be searchable or valuable for data collection, they must be typed in exactly as the statewide/county keyword is defined.

Arrest	All arrests of AOS by any agency
Associates	All friends, family, and organizations affiliated with the AOS.
Audit	Supervisory audit of AOS file.
Authorization	All permissions given to the AOS, including travel, visitation with victim or minors.
Caution	Any officer safety concern.
Confidential	Private information from Law Enforcement, family, informants, and other sources.
EDIS Initial	Initial notification to an AOS of EDIS program and potential eligibility
EDIS Quarterly	Quarterly reviews documenting progress towards achieving EDIS and that the information has been shared with the AOS
EDIS Review	Initial eligibility review at halfway point
File Review	PPO review of file, or closing summary, or transfer of AOS.
Map	Directions to the AOS's residence.
Polygraph	Directive and/or results of a polygraph test.
Report	All violations and sanctions pertaining to the AOS
Search	A search of the AOS or property
UA	Urinalysis testing
TX	Treatment information for AOS

NOTE: If you do not use these fields properly (Time, Place, and Person), then DOC400 cannot collect the information, and it will not be taken into account for contact standards or if a desk audit is conducted.

Modify Chrono

A user can only modify the chronos they entered in the first 7 days. From the AOS caseload screen (Menu CCPPO, option2), use 2 to enter the chrono record of the AOS. F20 (Shift F8) for chrono history, put the cursor on the chrono header or text you wish to modify. F20 (shift F8) and then make changes and enter to save.

Append Chrono

A user can append a chrono at any time, both their own and other user's chronos. When a chrono is appended, it will insert the new text above the original chrono, along with the users ID.

From the AOS caseload screen (Menu CCPPO, option2), use 2 to enter the chrono record of the AOS. F20 (Shift F8) for chrono history, put the cursor on the chrono header or text you wish to modify. F21 (shift F9) and then make changes and enter to save.

Delete Chrono

Once a chrono is entered the writer of the chrono can delete the chrono for 7 days. After 7 days the chrono cannot be deleted by anyone other than the DOC Community Corrections Coordinators. Chronos are not deleted unless there is a public safety issue or other sensitive information listed. For all other kinds of concerns, the user can go in and append the chrono to add in a note that the chrono should be disregarded, entered on the wrong client, or whatever the information should state to correct the original chrono entry.

If a chrono is entered on the wrong client, and the information is not sensitive, the user should append the chrono. **DO NOT enter a second chrono noting an error, APPEND the original.** By using the append feature, it adds it directly onto the original chrono so the information stays together.

From the AOS caseload screen (Menu CCPPO, option 2), use 2 to enter the chrono record. F20 (Shift F8) for chrono history, put the cursor on the chrono header you wish to delete. F22 (shift F10). An authorization window will appear asking you to confirm deletion, hit Y to delete. Once deleted, it is gone.

```
CMS208I      Corrections Information Systems (UAT)      11:02:46
MOONEYM      Offender Chrono History                  8/20/25
              7001 CORTES, ANDIE
Offender 14261533 Barrett, Jesse Hayden          Page Roll
Control   Find                                     ACRS Score..:

07/31/2025 08:41 AM Court      Offender
0 appearing in court as scheduled. Says he has struggled with the DMV manual.
Says the uggle, but acknowledged it
impacts track w/ he avoid importan gative. TX reports he is on
Delete authorized by: . Encouraged him to look at how
MOONEYM es a struggle as that is an
F12=Cancel 8/14 next court date
              DOUG CORTESA          07/31/2025
08/04/20 ct
Subst ab Reason: Condition of Supervision
              Status: Submitted
              Type: Urinalysis
              Result date: 08/04/2025 Creat level: 159.3
All negative              DOUG RODERICS          08/05/2025
              Bottom
F4=Prompt F5=Refresh F10=Print F11=Menu bar F12=Cancel F13=Roll change
F14=Find options F16=Find F20=Modify F21=Append F22=Delete
```

Auto Chronos

Several functions such as entering a PSC, entering a warrant, entering a sanction or warrant, submitting a sanction report will create an auto chrono to document the action.

There is no need to enter a chrono to document an action taken if there is an auto chrono.

Contact Standards/Measurable Contacts

During the 2022 Legislative Session, Senate Bill 1510 was passed and required the following:

The Department of Corrections, in consultation with county community corrections agencies, community members, including persons currently or formerly under supervision, and organizations that provide culturally specific services, shall adopt rules for standards concerning the location of supervision visits, the frequency of visits and the manner of reporting, for persons on supervision. The rules must take into account evidence-based practices and must require consideration of the risks, needs and responsivity of each supervised person and the goals for completion of supervision. The rules must include a reporting process that is designed to minimize

disruptions to the life of the supervised person and avoid unnecessary hardships, while offering the supervised person a broad array of reporting options, and that is focused on the success of the person on supervision.

Since the passage of this bill, DOC developed the required workgroup, which included Parole Officers, Supervisors, Directors, individuals with lived experience, and other system partners. This group was tasked to provide consultation to DOC as described above and DOC incorporated most of the workgroup's recommendations; reviewed each county's contact standards; worked closely with OACCD to determine appropriate statewide standards; created new meaningful contact options and codes; reviewed the standards of 13 other States to help inform the decision; made modifications throughout the process; held a public hearing to hear the concerns and recommendations from the field; and did a final review before submitting the final draft.

The new statewide standard encompasses the following:

- A minimum standard of contact based on Supervision Level
- A broad array of reporting options to reduce disruptions and unnecessary hardships

To that end, the following minimum contact standards will be in place effective May 1, 2025:

- High Risk: 3 measurable contacts every 30 days
- Med Risk: 2 measurable contacts every 30 days
- Low risk: No monthly standard

The rules do not state what *types* of measurable contacts these must be as long as they are one of the measurable contacts. Your agency may set a requirement for the types of contacts you must meet. Such as two office visits and one home visit.

Measurable Contact: Contacts with adults on supervision that support public safety and aims to provide opportunities to affect behavior change.

Addresses

In February of 2023 the following rules were agreed upon as the statewide standards for entering an address:

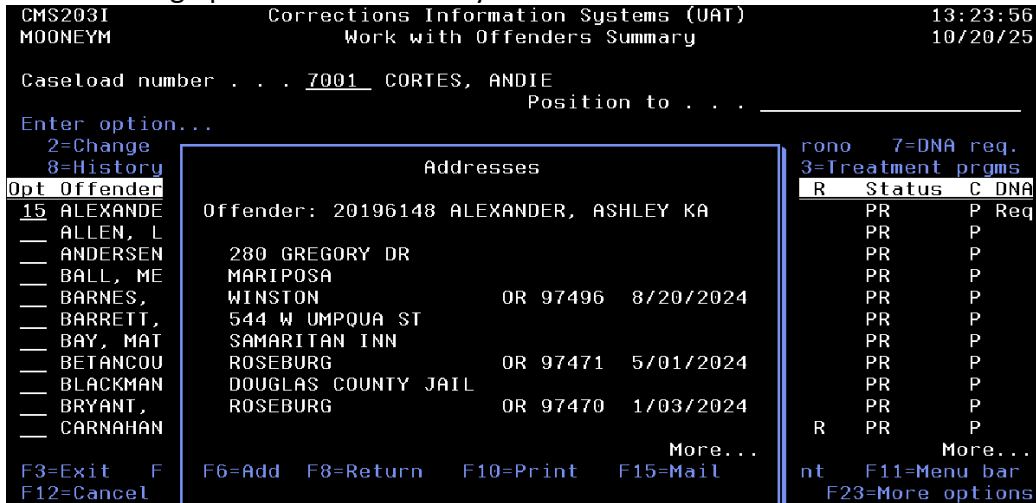
- County field: should match the address entered where the person lives
- When the address is unknown (different than homeless): type unknown on the street address line, use your agency city, state, zip and county
 - When the address is homeless: type homeless on the street address line. Do not use unknown, or transient.
 - Use the city, state, zip, and county of where the person is regularly "staying" if known
 - Use your agency city, state, zip and county when it is not known where the person is regularly "staying"
- Jail/DOC or Treatment: type the name of facility on the street address line
 - If you think they will keep their residence: use the city, state, zip and county of that last known address
 - If you know they lost their residence or did not have one: use your agency city, state, zip, and county
- Do not use Abscond as a street address – move to the abscond outcount timely
- Addresses should be updated timely – not just noted in chronos

- Addresses can be corrected in DOC400 if a mistake is made, do not create another entry to fix an error. Make the correction in DOC400, changes made in OMS create a new entry.

Address Entry/Update

To update/add an address from the W/W Offender Data screen (Menu CCPPO option #2), type option 15 on the AOS's name that you need to add/update, then enter.

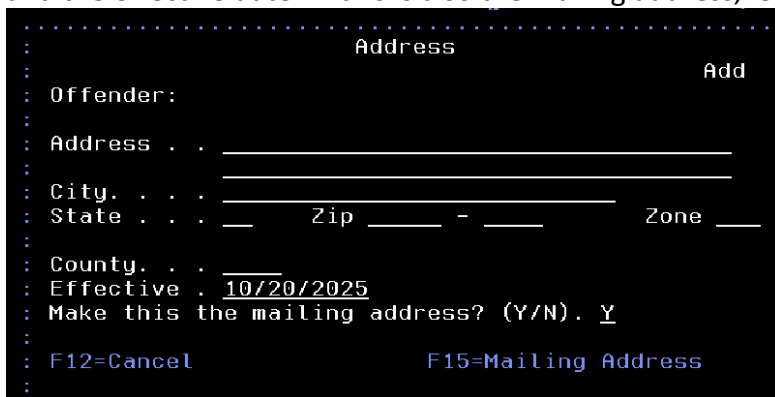
This will bring up the Address History.



New Address

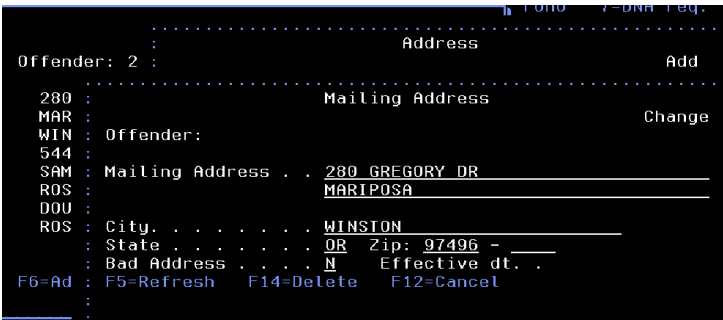
To create a new address, hit F6=Add - Displays new Address window:

Type in the new physical address, including *City, State, Zip and County of residence (not county of supervision)*, and the effective date. If this is also the mailing address, leave last field as the default "Y."



If this is NOT the mailing address, type "N," and then use option F15 to enter the mailing address. Enter the mailing address including *City, State, and Zip*. Hit enter to save address(es) and return to the caseload screen.

NOTE: If an AOS is moving back to a previous address, a new address must be entered to record it properly in the history and for it to show up as the primary address. Even if the AOS has lived at a previously entered address, if you do not enter it again it will not display in OMS as the primary address.



To make a correction to an address, place the cursor on the address line to change and hit enter. Update/correct the information and hit enter to save. Only update entered addresses to make corrections.

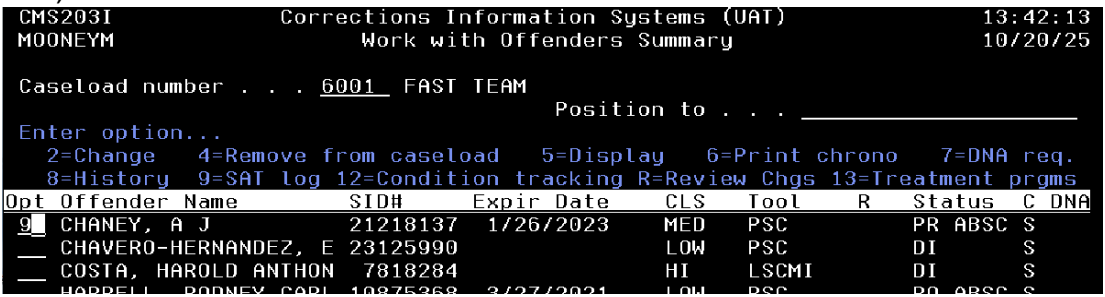
AKAs, Phone numbers, emails

To enter/update phone numbers, from the W/W Caseload screen (Menu CCPPO, option 2), select the AOS and enter option 2. From the edit offender data screen, hit F4 on the phone number field. In the next screen you can correct a phone number or use F6 Create. This will open the screen to enter/update a phone numbers. Only change entered phone numbers to make corrections. Do not type over current P1 to enter a new phone number.

From the AOS screen you can enter a new phone number however you are not able to enter the number type without using F4 on the type line.

Entering UAs

From W/W Offender Summary screen (CCPPO menu option #2), enter 9 on the line next to the appropriate AOS, enter.



This will bring up the Substance Abuse Tracking screen. To enter a new UA submitted to the lab use F6, enter. Enter the appropriate Reason code, Type, Status, and the sample date. You can use F4 prompt on each field to see the short and long descriptions of the available codes (see list below). You must select at least one substance being tested for in order to save the UA record. Enter to save.

NOTE: If a sample is being sent to the lab for confirmation, do not enter results if using an instant test. Mark the tested substances using **1=Select** and then hit <enter>. When the results are obtained go back to the list of tests enter **2=Change** on the line next to the test and then enter the results using the appropriate number.

```

CMS301I      Corrections Information Systems (UAT)      13:43:05
MOONEYM      Substance Abuse Tracking                  10/20/25
                                         Create
Offender..... 9999966 Testing, Snoopy Doggie
Current status: AIC(COUR)
                IBRO Institution Based Records Offi
Reason..... COND Type... UA Status... SUBM
Sample date. 09/15/2025 Result date. _____ Creat lvl. ____

Taken by First Michelle _____ Last... Mooney _____
1=Select 2=Positive 3=Negative 5=Abnormal
Code Drug/Alcohol R Comment
- ALCO Alcohol
- AMPH Amphetamines
- BARB Barbiturates
- BENZ Benzodiazepine
- BUP Buprenorphine
- COCA Cocaine
- FENT Fentanyl
- METH Meth
More...
F5=Refresh F12=Cancel

```

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

From the Substance Abuse Tracking Screen, you can edit or update results by using option 2 on the appropriate UA. You can update dates, results and add comments from tests that were sent to the lab.

Treatment Module

The purpose is to provide a treatment history on each AOS. Information obtained can be used in case management decisions regarding the AOS. Additionally, information gathered can be used to evaluate waiting periods, engagement and completion within a treatment program and may provide program effectiveness information.

These rules apply to any AOS referred to a treatment provider or other program. Referral dates, treatment entry and exit dates, and exit codes are required to be entered within 7 days of the information becoming available.

Access to maintain treatment referrals/entry for AOS is via the W/W Offender Summary screen (caseload screen). Menu CCPP0, option #2 W/W Caseloads, option #13 next to the appropriate AOS.

Treatment Referrals & Evaluations

To distinguish between an evaluation where no treatment is recommended, which inflates treatment data, and treatment as recommended, the OACCD Treatment Workgroup adopted the addition of a new treatment type EVAL.

EVAL will look like other treatment types, i.e. SUBS, ANGR, but will clearly show as an evaluation only, and can be pulled out from regular treatment attendance.

When utilizing an EVAL type entry, a note should be included to identify where (what agency) the client was sent for an evaluation.

- When a client is referred to a treatment center for an evaluation to determine treatment needs and if appropriate for treatment, enter a referral to the general EVAL type program for your county.
- Only if the client has previously been determined to need treatment, or the courts ordered it, and the client is being referred directly to treatment to begin services, should the referral be entered directly to the treatment provider.
- Once the evaluation has occurred, the EVAL only type record should be closed out using the appropriate code listed in the tables below, and a referral to the treatment program should be entered.
 - **SUCC** Successful: Used when the client completed the evaluation and treatment is recommended.
 - **UNSU** Unsuccessful: Used when the client did not complete the evaluation.
 - **EXPI** Expired: Used when the client did not complete the evaluation prior to the expiration of supervision.
 - **ADMN** Administrative: Only used when it was not the client's non-compliant performance or behavior that caused termination. Examples might include death of the client, the client moves out of the County or State, treatment program closes, etc.
 - **NOTX** No Treatment: Used when the client completed the evaluation and treatment is not recommended.
- The referral date is the date you ordered the client to report to treatment for the evaluation or to connect to begin services upon evaluation or court order.
- **Referrals that have not been acted upon by the AOS within 100 days should be closed to UNSU. If the client is directed in the future again, a new referral should be opened.**
- If a referral has not been completed due to the provider (scheduling issues, staff shortage), then that information should be added to the treatment referral entry in the note section.
- Referrals should be entered within 7 days.

Treatment Entry

- Once the client has entered treatment (began services), update the treatment record with the date the client began or will begin.
- Treatment entries should be updated in the system within 7 days of the information becoming available.

Closure of Treatment

- **Upon the client moving to abscond status for 30 days or longer, all treatment program referrals and entries should be closed as unsuccessful.** This includes EVAL only, referrals, or treatment started. Upon return from abscond status, a new treatment record should be entered into the system.

- Once the client has successfully completed treatment, or notice has been received from the treatment program that the person is being closed as unsuccessful, the treatment record should be closed out as appropriate using the codes below.
- If the client is compacted out of state, or is moved to another outcount, use the codes below to appropriately close the treatment record.
- Upon discharge of supervision the treatment record should be closed, using the appropriate closure code.
- Closures should be entered within 7 days of the information becoming available.
- From the W/W Caseloads screen, select the client and enter option 13 on the selection line. This will open the Treatment Programs screen which will display all the programs the client has been referred to or entered into.

Data Entry treatment

From the W/W Offender Summary screen (Menu CCPPO, option 2), enter option #13 next to the appropriate AOS.

To enter a new treatment record use F6. Place cursor at Treatment ID line and hit F4 for a list of available programs.

To search for a program:

- Enter the 4-digit County Code (CLAC, MULT, etc.,) in the position to line and hit enter. This will move the list to programs beginning with your county location, or the county you entered.
- Use F4 on the Type line to search treatment programs by Type
- Use F4 on the County line to search by County

Once you locate the appropriate treatment program, click on the program (or tab to that line) and hit enter. This will select the program and return you to the treatment program entry screen. From the treatment screen you can now hit F7 if you need to see all the details of the treatment program prior to entering.

In this screen enter:

- Enter Y or N to indicate if the person is a M57 participant.
- Refer Date
- Entry Date (if appropriate)
- Mark if Indigent (I) or not
- Enter to save record. An auto chrono will be generated.

In the Treatment Program entry screen if you need to see the treatment program details, hit F7. It will display all the details about the program including address, phone number, primary contacts.

```

Treatment Program
Add
Offender: 20196148 ALEXANDER, ASHLEY KATH
Treatment ID: BAKR-BKRHOUM M57Tx: N Y/N
Refer date  Entry Date  Exit Date/code  I
10/29/2025  _____  _____  _____
More...
F4=Prompt  F5=Refresh  F7=Dsp Treatment
F12=Cancel
    
```

TIPS:

- Programs are entered in the county where the physical location is. If the program you need to refer your client to is in another county, you will need to use that program entry.
- To have a treatment program updated or added please contact your FAUG Rep.

Update Treatment Record

To update an existing record, enter option 2 on the line next to the treatment entry and enter. From the next screen you can update the treatment entry with entry dates, exit dates, and notes.

```

: CMS3041          Treatment Programs
: Offender:
: Enter Option:          , ASHLEY KATHERINE
:                               Current Custody: 01
: 2=Edit Treatment Rec  4=Delete Treatment  5=Display Treatment Pgm
:                               *ALL *ALL
:   Treatment   Cnty Type Referred   Entered   Exit date   Code I Cust
: 2_ LANE-WFWMAN LANE SUBS  1/08/2024  1/18/2024  4/17/2024  SUCC N 01
:   DOUG-DRUG CT DOUG SUBS  12/27/2023  1/05/2024           N 01
:   DOUG-ADAPT  DOUG SUBS  4/24/2023  7/10/2023  12/15/2023  UNSU N 01
    
```

Close Treatment

To close a treatment entry, from the W/W Offender Summary screen (caseload screen), enter option #13 next to the appropriate AOS.

Enter the exit date and closure code. Use F4 to view the list of available codes. Once the appropriate code is selected, enter once to save the record, enter again to exit and return to treatment programs screen.

Treatment Program Change

Offender: 20196148 ALEXANDER, ASHLEY KATH

Treatment ID: LANE-WFOWMAN M57Tx: N Y/N

Refer date	Entry Date	Exit Date/code	I
1/08/2024	1/18/2024	4/17/2024 SUCC	N

More...

F4=Prompt F5=Refresh F7=Dsp Treatment
F12=Cancel

Closure Codes:

- **MXBN for Max Benefit:** Used when the client has not met the requirements for the program to successfully complete but has obtained all the information they can from the program, and it is no longer appropriate for them to attend.
- **ADMN Administrative:** Used when it was not the client’s non-compliant performance or behavior in treatment that caused termination. Examples might include death of the client, the client moves out of the County or State, treatment program closes, etc. Meant to reflect that the client would not be held responsible for not completing the treatment requirements nor would the provider. This may also include an approved transfer to another treatment provider. Neutral closure.
- **SUCC Successful:** Used when the client completed evaluation and/or all the requirements established by the provider. Not intended to reflect how well the client performed in treatment just that the requirement/condition was met. This requires confirmation of the successful completion by the treatment provider. Successful closure.
- **UNSU Unsuccessful:** Used when the client did not complete all of the requirements established by the treatment provider, to include engagement in treatment or completion of the evaluation. Not intended to reflect how well the client performed while in treatment just that the requirement/condition was NOT met. Unsuccessful closure.
- **EXPI Expired:** Used when the client has long-term treatment needs that exceed the amount of supervision. The client was in compliance with treatment at the end of the supervision term but will likely remain in treatment after supervision has ended. Successful closure.

PO To Do List

The To Do List in DOC400 was created prior to Outlook and still functions today as a way to prioritize your caseload. You can customize your list either with a letter or a number, or you can write a word such as REPORT, SANCTION, PSC, LSCMI, WRNA, and the list goes on. Another function that is very useful is that you can also generate entries to make a list of office visits, home visits due, treatment referrals, etc.

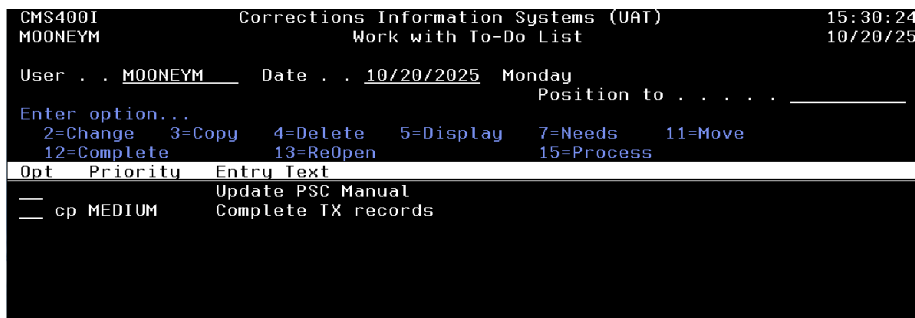
Here is how to create a list:

- From the CCPPO Main Menu select option 1

- Select F6 to create.
- Add your task. Use the priority button to prioritize your task by using a letter/number or type in a key word of that task.
- You can also make a to do list for a future date. This is the only module that you can put a date for the future.

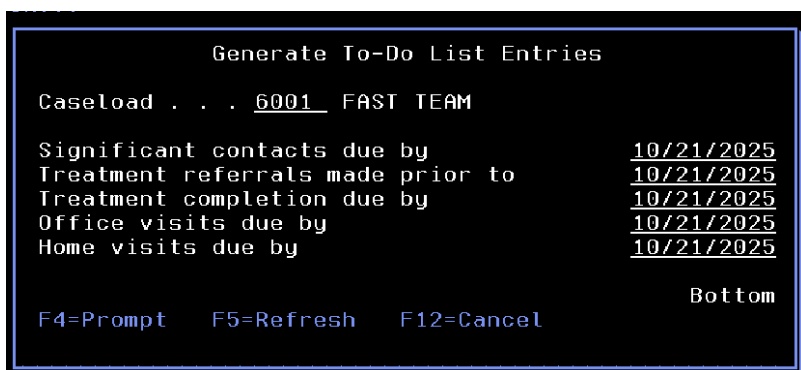


The options listed above the tool bar allow you to change your entry, copy it, and move it around. Once you have completed your task you can use option 12 to set it to complete. The task will have a small “cp” next to it to indicate completed. If you find that your task really isn’t complete you can reopen with option 13.



To generate TO DO List Auto Entries, enter F14. This screen will allow you to select the caseload, and the entries you wish to generate.

- Significant Contacts will generate a list of AOS with measurable contacts due
- Treatment Referrals will generate a list of AOS with a referral made prior to the date entered with entry.
- Treatment Completion due by will generate a list of AOS who have entered treatment and not yet completed within the programs noted program length.
- Office Visits due by will generate a list of AOS who have not had an office visit XX
- Home Visits due by will generate a list of AOS who have not had a home visit XX



If you move a client with a pending To Do entry, you can use option 11 to move the To Do Task to another user.

```

CMS4001      Corrections Information Systems (UAT)      10:36:44
MOONEYM      Move To-Do Entries                        10/21/25

Type the user and date to receive the moved entries.
To change priority, type new priority, press Enter.

User . . MOONEYM   Date . . 10/21/2025

Priority      Entry Text
*CONTACTDUE  BAY, MATTHEW DOUG 01 SIGNIFICANT CONTACT(S) DUE: 10/21/2025
  
```

R Codes – OTTO Messages

CCOTTO is a Notification program built for the Community. Overnight the system runs a process to compare data in the risk tables, if there is a change, an R code will appear on the caseload screen.

OTTO will not send notifications on AOS who are currently on any outcount status, such as ABSC. Once the AOS is admitted from outcount, OTTO will only send notifications if the risk level has changed.

VIEW the message, enter an 'R' in front of the AOS name from the caseload screen and press Enter.

```

Enter option...
2=Change 4=Remove from caseload 5=Display 6=Print chrono 7=DNA req.
8=History 9=SAT log 12=Condition tracking R=Review Chgs 13=Treatment prgms

Opt Offender Name      SID#      Expir Date  CLS  Tool  R  Status  C  DNA
---
BAKER,                10/14/2029  HI  LSCMI  PR  P
BERGMAN               3/26/2027  MED PSC   PR  P
BOWEN, GIGETT F      10/02/2026  MED WRNA  R  PO LC  P
BUFORD,              12/17/2026  LOW PSC   PO BRD P
CHARRO,              6/13/2028  LOW PSC   PR  P
COOKE,               12/18/2025  HI  PSC   PR  P
DAVIS,               6/17/2027  HI  LSCMI  PO LC  P
DEWEY,               1/12/2027  MED WRNA  PR  P
ERHARDT,            12/18/2026  MED WRNA  PO LC  P
  
```

The R code screen will show the reason for the CCOTTO notification and allow the user to delete the flag. The flag will continue to appear daily until it is resolved, even if the user deletes it from the screen.

```

Offender..      Bowen, Gigett F      Caseload:
Current status.. PostPrison/LC   DOUG Douglas County Community Corre

Enter option...
4=Delete

Opt Review Dt Action  Review Comment
█ 10/28/2025 * Risk Assessmnt required-Admi frm LDOU - 10/03/2025
  
```

PSC-r Overview

Proper assessment ensures the classification of adults on supervision according to risk and their assignment to specified levels of community supervision.

Within 60 days of admission to supervision, the risk, needs, and responsivity assessments will be completed on all adults on supervision determined to be high or medium risk either by the Public Safety Checklist, Proxy, or an approved override.

If assessments are not completed within 60 days, the AOS will fall out of the funded pool, and your county will not be paid.

Public Safety Checklist (PSC-r) (version 2025): A statistical calculation developed by the Oregon Criminal Justice Commission in collaboration with the Department of Corrections to predict an individual’s risk to recidivate. within three years of release from custody or admission to probation. The risk assessment instrument will produce a score based on the 149 weighted variables. The computed score will then place the AOS in one of three levels: High, medium, or low.

Proxy: A three-question validated risk assessment tool used to identify initial risk for individuals who do not have Oregon sentences, Oregon arrest history (LEDS CCH), or have extensive juvenile history. Proxy is a manual risk assessment tool used in lieu of the Public Safety Checklist to determine risk level. If you use the Proxy, you only need to change to the PSC if the PSC scores higher in the future than the Proxy.

The PSC-r can be completed without the AOS present.

NOTE: It is important that the PSC-r is not completed until the following day, after the offense(s) have been fully entered into CIS. This will allow the PSC to run properly, reading the variables and available information accurately. If the PSC-r is run prior to offense information being entered (or 24 hours since entry) it will not pull the offenses into the score, providing either a No Score Available, or an inaccurate score based only on LEDS information. **It is not appropriate to run a PROXY in these circumstances.**

When viewing the W/W AOS Assessment Screen you can view: the date(s) of prior assessment(s), any comments entered on the assessment, the score, the calculated risk score (auto generated score), the supervised risk score (if calculated level is overridden), Override information (if one entered) the AOS location and assigned caseload, the status (PPS, Probation, Parole) and custody admission cycle when assessment was entered.

```

CMS244I                      Corrections Information Systems          13:46:34
MOONEYM                      Work with Risk Assessments          11/25/25

Offender..... 9999966 TESTING, SNOOPY DOGGIE          Custody: 01 01
                  LOW 5/09/2023 Status: IBRO AIC          Caseload: 01699
Enter option...
 2=Change          4=Delete    5=Display    6=Print    7=Comments
 9=Override data  10=Delete  override

Opt Assessment Cmt Tool Score Calc Supr Override Loca Caseld Sts Custody
___ 5/09/2023  N  PSC    11  LOW  LOW          IBRO 01699  IN  01 01

Bottom
F3=Exit  F4=Prompt  F5=Refresh  F6=Create  F9=Retrieve  F11=Menu bar
F12=Cancel  F13=Repeat  F14=All comments
  
```

PSC Entry

From CCPPO Menu, option # 8 W/W AOS Risk Assessments, or
From your caseload screen select 2 on the AOS you are going to assess.

- Once in the AOS information screen:
 - select F11, 4 (Info Windows), then 'A' for AOS Risk Assessments.

Once in the W/W AOS Assessments screen (CMS244I), press F6=Create to run a new PSC-r.

Select the tool you are using to enter the risk assessment and enter 1 on the line next to it: PSC-r or Proxy and save.

```
CMS345I                      Corrections Information Systems                      13:03:46
MOONEYM                      Offender Risk Assessment                      3/18/26
                                CHANGE
Offender: 9999966 TESTING, SN00PY DOGGIE      Sts: IBRO ATC(COUR)
Current Risk: LOW 5/09/2023                    Caseload: 01699
LS/CMI Score: 14 MED 11/12/2025
Assessment Dt: 3/18/2026      Calculated Lvl:      Assigned Lvl:
=====
Opt 1=Select Tool
      Score  Source  Level
  1  PSC      12    Felony  Low
  _  Proxy Tool                                Reason:    F9=Score Proxy
      NOTE: F6=SAVE to save Assessment Data & Changes.
F2=Audit Stamp  F9=Exit      F6=SAVE      F9=Score Proxy
F12=Cancel     F14=Comments  F20=View PSC Data
```

If using a Proxy you must score it prior to saving.

- Press F9 to score
- Enter the age at first arrest, and number of prior arrests (adult only and do not include arrests that led to current convictions)
- Enter the Proxy reason code, use F4 to prompt a list of available codes, enter to save and return to AOS Risk Assessment screen.

```
Proxy Reason Codes
Position to . . . .
Code Description
BOTH OOS History & No PSC score
JUVE Juvenile Arrest Data
NPSC No PSC Score Available
OOS Out Of State History
```

Ensure that you have a 1 on the selected tool and press F6 to save the assessment. **If F6 is not pressed, the assessment WILL NOT BE SAVED.**

PSC Overrides

If the calculated level of risk is determined to not be appropriate for supervision, the level may be overridden, up or down. Key points to remember when entering an override:

- Once entered, only a FAUG rep can make corrections to an override.

- An override cannot be deleted unless it was entered on the wrong person or in error. Contact your FAUG rep.
- Once the override is no longer applicable, a new PSC must be entered.
- If selecting the LS/CMI, WRNA, the Stable, or ODARA assessment, you MUST have done the assessment in DOC400 prior to the override entry, or the program will block it. It must be a current assessment.
- If selecting Sexually Violent Dangerous AOS, there MUST be an SVDO Designator entry in DOC400.
- Overrides using the reason code LS/CMI or WRNA must be reviewed—and updated if needed—after the assessment is re-administered each year, to ensure the supervision level remains accurate and appropriate.
- Overrides using the reason code ODARA must be reviewed—and updated —yearly, or as soon as a dynamic assessment is completed.
- Overrides using the reason code "Policy" should only be used if your county has an established override policy that clearly defines acceptable use cases—i.e., cases or circumstances that are exceptions to other override reasons (do not use the "Policy" override reason to cite an assessment, even if that aligns with county policy, use the assessment reason code). A comment must be entered citing the relevant county policy and the reason for the override.
- Overrides with the reason code "Unavailable" should be updated promptly when the circumstances change, such as when an individual is released from custody or leaves residential treatment.
- Overrides using the reason code "Unavailable" should only be used in accordance with the guidelines below.

To enter an override on an existing risk assessment, from risk assessment screen, enter the SID number of the client, enter. From the displayed list of risk assessments, enter 9 on the current assessment to be overridden.

```

CMS244I                      Corrections Information Systems          13:54:31
MOONEYM                      Work with Risk Assessments          11/25/25

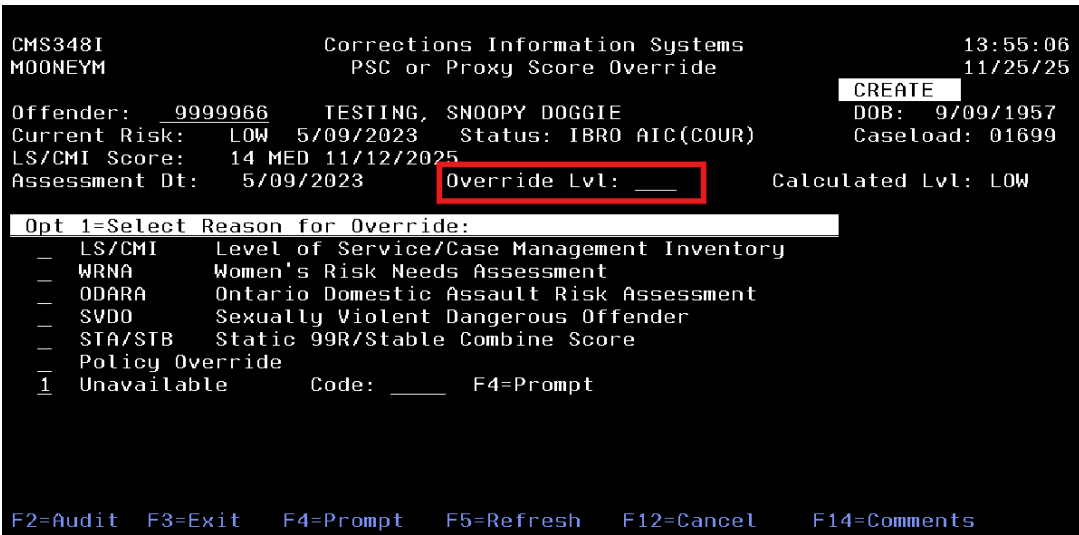
Offender..... 9999966 TESTING, SNOOPY DOGGIE          Custody: 01 01
                  LOW 5/09/2023 Status: IBRO AIC          Caseload: 01699
Enter option...
  2=Change          4=Delete    5=Display    6=Print    7=Comments
  9=Override data  10=Delete  override

Opt Assessment Cmt Tool  Score Calc Supr  Override  Loca Caseld Sts Custody
9_  5/09/2023  N  PSC    11   LOW  LOW          IBRO 01699  IN  01 01

```

In the override screen enter the supervision level you are overriding to (up or down). It must be different than the calculated level, do not enter an override for the same level.

Enter a 1 next to the reason code for the override.



If entering an override due to reason code Policy:

- Overrides using the reason code "Policy" should only be used if your county has an established written override policy that clearly defines acceptable use cases—i.e., cases or circumstances that are exceptions to other override reasons (do not use the "Policy" override reason to cite an assessment, even if that aligns with county policy, use the assessment reason code).
- A comment must be entered citing the relevant county policy and the reason for the override.

If entering an override due to reason code Unavailable follow these guidelines:

CODE	Description	Use Parameters	Note
CMPO	Compact Out of State	This reason code should only be used when the receiving state has officially accepted the transfer of the case and the notice of departure has been sent. It remains in effect while awaiting the notice of arrival, at which point the individual will be moved to CMPO status.	
IC	In Custody	To be used when the individual is in custody pending new charges, awaiting sentencing, pending deportation, or serving a court-imposed sanction that is not entered in DOC400.	Do not use this reason code when the individual is in custody due to a sanction entered in DOC400. These sanctions are automatically factored into contact standards calculations and statistics.
MEDI	Medical - Hospice, Hospital, etc.	To be used when the individual is at the State Hospital, a general hospital, on hospice care, under a mental health hold, or subject to a civil commitment.	Do not use this reason code when the individual is not in custody and the only barrier is mental health related. In such cases, the inability to complete an assessment should be documented in OMS.
TRMT	Residential Treatment	To be used only after the individual has arrived at and been admitted into residential treatment.	A new PSC must be completed once the individual leaves residential treatment. If the AOS is transitioning to ABSC status, the PSC should be completed prior to the outcount to ensure an accurate sanctioning level is available upon arrest.

WARR	Warrant/Abscond	Only to be used if the approval of a warrant is delayed and takes 14 days or longer from the date of submission to the courts.	Do not use for every individual who is on abscond status unless your county has a policy that requires it. Individuals on ABSC outcount are factored into contact standards. Individuals on outcount 11 days or more (cumulative per month) are not pulled into the pool of individuals available for supervision.
------	-----------------	--------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Supervision Conditions

All clients on supervision have general and special conditions of supervision. General conditions are generally the same and special conditions are applied as needed by the supervisory authority.

Special conditions include packages to address sex offender behaviors, domestic violence, mental health, and drug and alcohol needs. These packages are generally included under SC10 Other for post-prison supervision.

General conditions of supervision are different for probation AOS and post post-prison AOS.

To view conditions of Supervision

From your caseload screen enter a 5 next to the AOS, F11, 4, C

Or from the main CCPPO Menu select option 11, W/W Court Orders

Then enter the SID (if it was not populated) then your option 8 next to open offense. This will display the W/W

Condition Screen

```

OPS208I      Corrections Information Systems (UAT)      10:45:04
MOONEYM      Work With Conditions                          8/20/25

Offender..... 22160604          GREEN, DANIEL CODY
Status..... Probation          JOSE Josephine County Community Corrections
Court case number. 24CR34420/01  JOSE Judge..... THUESON
SB1510 General Conditions.. _ (N=New GC, 0=Old GC)
Enter option...
  2=Change  4=Delete  5=Display  8=Payment Entry  I=Description

```

Opt	Code	Type	Description	Trk	Txt	Compl
_	COF0	PROBATION	COURT ORDERD FINANCE OBL -GC01	Y		
_	JAIL	PROBATION	JAIL DAYS	Y		
_	NOLI	PROBATION	NO DRIVING W/O LIC/INSUR	N	Y	
_	OTHR	PROBATION	OTHER CONDITION	N	Y	
_	OTH1	PROBATION	OTHER CONDITION	N	Y	
_	POLY	PROBATION	POLYGRAPH	N		

```

Bottom
F1=Help F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F13=Repeat
F16=Review/copy all conditions F17=Add conditions F18=Expired conditions

```

Probation General Conditions

Old numerical (GC1, GC2) Probation Conditions apply to:

Probation convictions prior to 3/23/22

Conditional discharge or diversion cases with a begin date prior to 3/23/22

Incoming Compact with a begin date prior to 3/23/22

New alphabetical (GCa, GCb) conditions apply to:

Conditional Discharge or Diversion sentences with a begin date on or after 3/23/22

Probation conditions on convictions prior to March 23, 2022

Incoming Compact with a compact begin date of 3/23/22

Post Prison General Conditions

Old numerical general conditions apply to:

Sentences released prior to 06/01/22

New alphabetical general conditions apply to:

Sentences released 06 01 22 or later

If an AOS on PPS supervised under the old conditions has a qualifying action (amended orders following an abscond or jail sanction, resentencing with a new order, modification request by the PO with an amended order, return to supervision following revocation) they will be given the new alphabetical conditions in the new/amended orders.

SB1510 GC Flag

Upon intake/admission of a new PPS sentence (not probation), or when a person is moved from old to new conditions, the SB1510 General Conditions flag in the offense screen must be updated. This flag may be entered by a PO or support staff depending on office policy.

To enter/change the SB1510 GC Flag

From Menu CCPPO select option #2 W/W Caseloads

Type option#2 on the line next to the AOS you need to update and enter

Once in the Edit AOS Data screen, F11, 4, C to go to Work with Offenses Screen.

OR from menu CCPPO use option # 11 W/W Offenses to go directly to the screen, enter the AOS SID and enter.

Find the appropriate offense and enter option #8, enter. This will open the Work with Conditions screen.

Change the SB1510 General Conditions flag field to an N or O and enter twice to save and return to offense screen. N=New (alpha) O=Old (numerical)

Once saved you can use F3 or F12 to return to the caseload screen.

```
OPS208I      Corrections Information Systems (UAT)      11:41:57
MOONEYM      Work With Conditions                          3/04/26

Offender..... 9999966          TESTING, SNOOPY DOGGIE
Status..... AIC(COUR)          IBRO Institution Based Records Office
Court case number. 123456/TEST  TEST Judge..... SMITH
SB1510 General Conditions.. N  (N=New GC, O=Old GC)
Enter option...
  2=Change  4=Delete  5=Display  8=Payment Entry  I=Description
Opt  Code  Type  Description  Trk Txt Compl
-----
No records found
```

When sanctioning an AOS, confirm that you are violating the appropriate conditions assigned to the selected case. A person on multiple probation cases with different conviction dates could have old and new conditions assigned to each case. Additionally, a person assigned to probation and PPS will have different conditions. See [sanctions entry](#) section for further details.

Trackable Conditions

From CCPPO Menu, option # 2 Caseload, select AOS and enter option 12 on the line to go straight to conditions menu. If you are in the AOS Data entry screen (chrono entry), you can use F11 4, G Conditions.

The trackable conditions will appear at the top of the list. Conditions that are not completed will be highlighted (different color). Trackable conditions are COFO, restitution, compensatory fines, court ordered jail, work crew/community service.

```

Enter option...
 2=Change  4=Remove from caseload  5=Display  6=Print chrono  7=DNA req.
 8=History 9=SAT log 12=Condition tracking R=Review Chgs 13=Treatment prgms
Opt Offender Name      SID#      Expir Date  CLS  Tool  R  Status  C  DNA
12 ALLEN, LUKAS EUGENE  26327591  1/22/2028  HI   LSCMI  PR   P
-----
: CMS306I                      Conditions
: Offender: 26327591 ALLEN, LUKAS EUGENE
: Court case  Cond Unit Amount      Monthly      Balance      Lst Payment Cmpl
: 23CR48134/02  JAIL D      15.00          .00      3/11/2025 Y
: 23CR48134/02  WKCR D      15.00          .00      9/04/2025 Y
: 23CR48134/02  ADCO          .00          .00
: 23CR48134/02  DGCT          .00          .00
: 23CR48134/02  NALC          .00          .00
: 23CR48134/02  NOAD          .00          .00
  
```

Select the condition you are updating by clicking on it and hit enter. Enter the necessary data, enter to save, and enter to return to list of conditions. To correct an error when entering an over payment, enter the incorrect amount with a minus sign at the end. Enter to save and it will credit the record. When applying the last payment, you must enter the payment amount and the completion date in order to show it completed.

```

CMS307I      Condition
Change
Offender: 26327591
          ALLEN, LUKAS EUGENE
Custody/admission. 01 01
Case number. . . . 23CR48134/02
Condition code . . JAIL
Condition units. . Days
Condition text . .
Condition amount . . 15.00
Monthly amount . .
Start date . . . . 1/23/2025
Last pay activity. 3/11/2025
Balance . . . . . . .00
Amount this month.
Completed date . . 2/04/2025
Expiration date. . 1/22/2028
Trackable. . . . . Y
F5=Refresh  F12=Cancel
  
```

Warrants

The type of request is determined by the situation. If the AOS is not currently in custody, cannot be located and has failed to report, the PO must submit a warrant request (WREQ). If the AOS is in custody at the time of request, the PO must submit a Suspend and Detain warrant request (SUSD).

- Warrants should not be entered into the system in advance.
- Before requesting a warrant, determine who has authority over the supervision of the AOS (ie Parole Board, Courts or Supervisory Authority).
- If you attempt to create a warrant type that is different than the status of the AOS, the system will block the action.

- Warrants must be set to complete upon arrest. If the warrant is not set to complete, a new warrant will not be able to be created.
- If an LC warrant will not allow the county user to set it to complete, check the status of the warrant. LC warrants tend to have glitches and will randomly change to a Board status if a supervisor or LSA changes or updates the warrant. If this occurs, contact the DOC Community Corrections Coordinator to set the warrant back to an LC status.
- Don't change the status of warrants on your own. Once you have sent the warrant forward (SUPV or BRD) do not touch, edit, or change it. Email the Board or LSA to request they return it if corrections are needed.

PB Warrants

Board status AOS, including LC cases supervised under a Board status AOS, warrants are sent to the Parole Board.

From the CCPPO Menu, option # 13 Work with Offender Warrant

Enter AOS SID number, or F4 to search, and enter

Once your client is displayed, enter F6 Create PA Warrant.

```

Requester ID. MOONEYM MichelleC Mooney      DOB.. 10/16/1987      Wrap On
Wrn Status... COMM Community      Wrn type. WREQ Warrant Req
Case No.....                      Address.. 2181 HAMILTON AVENUE APT 17
County..... COOS                  City... NORTH BEND          St. OR
Risk scr/lvl. 19 LOW Low          Crime.ORS No.
Max Sent Date                      Crime.ABBR...
Offender sts. Post Prison          Grid Block... 6          Sent lgth.
Entered: 3/04/2026 11:57 By: MOONEYM MichelleC Mooney
-----

```

Tab to the Case No field and hit F4 to select primary case.

```

Requester ID. MOONEYM MichelleC Mooney      DOB.. 10/16/1987      Wrap On
Wrn Status... COMM Community      Wrn type. WREQ Warrant Req
Case .....
Count :          Select Warrant Request Offense(s) and Docket Number(s) :
Risk  : Offender: 18156626 MAYES, VINCENT TYLER          Custody Cycle: 03 :
Max S  : 1=Select Primary  2->?=Select all secondary          Position to Offense #:
Offen  : Opt Off#/Pr Type  Docket#          Cnty ORS Descpn Type Max Date  Status :
Enter  : 1          FPO  23CR58486/02  COOS ASSA IV CF POST 10/10/2026 :
-----: 2          FPR  25CR22464/01  COOS BURG II  PROB  5/11/2027 :

```

Tab to the text field. Enter the violated conditions and substantiation. The warrant request should be short and concise, this is not the violation report.

```

Requester ID. MOONEYM MichelleC Mooney DOB.. 10/16/1987 Wrap On
Wrn Status... COMM Community Wrn type. WREQ Warrant Req
Case No..... 23CR58486/02 Address.. 2181 HAMILTON AVENUE APT 17
County..... COOS City... NORTH BEND St. OR
Risk scr/lvl. 19 LOW Low Crime.ORS No. 163.160 03
Crime.ABBR... ASSA IV CF
Max Sent Date Grid Block... 6 B Sent lgth.
Offender sts. Post Prison Warrant date.
Entered: 3/04/2026 11:57 By: MOONEYM MichelleC Mooney
-----
Client violated SC10 when he contact the victim and was arrested for a new
domestic violence charge. Client was released from jail and has failed to see
PO or check in. Not staying at listed residence. Please issue a warrant.

```

Once the warrant is complete, hit enter to save and return to the main screen. If the warrant is not displayed, page up and it will be there.

```

Current Status PostPrison/BRD Coos County Community Correcti
Enter option...
2=Change 4=Delete 5=Display 6=Print wrnt 7=Brd note
8=Rev sent wrnt 10=Send wrnt 12=LC Dates 13=Complete LC 15=Supv Apprv...
Opt Entry Date Supv Case Cnty Sts Description Type Expire Dte Reqstr ID
└─ 3/04/2026 23CR58486/02 COOS COMM Community WREQ 10/10/2026

```

Dependent on your county policy, the warrant can now be sent to a supervisor or directly to the Board. To send to a supervisor, type 10 on the line next to the warrant and enter. Enter the userid of the supervisor, use F4 if you do not know the userid, and then hit enter. The warrant status will now be SUPV. Once the supervisor approves it, they will send it to the Board.

In counties where the warrant *does not* need to be sent to a supervisor, use option 10. On the send to Board line change the N to a Y and hit enter. This will send it to the Board and the warrant status will change to BRD PB Vote.

```

Current Status PostPrison/BRD Coos County Community Correcti
Enter option...
2=Change 4=Delete 5=Display 6=Print wrnt 7=Brd note
8=Rev sent wrnt 10=Send wrnt 12=LC Dates 13=Complete LC 15=Supv Apprv...
Opt Entry Date Supv Case Cnty Sts Description Type Expire Dte Reqstr ID
10 3/04/2026 23CR58486/02 COOS COMM Community WREQ 10/10/2026

:
: PO Work Warrant Request Change
:
: Offender: 18156626 MAYES, VINCENT TYLER
: Warrant Status..... COMM
: Send to Supv UserID. _____
: Date sent to Supv...
: Send wrnt to Board.. N (Y)es/(N)o
: Date sent to Board..
F3=Exit F5=Refr F4=Prompt F5=Refresh F12=Cancel
F8=Create LC Warran :

```

Once the Board approves and issues the warrant an auto chrono will be entered to notify the primary PO. The warrant status will now be issued.

Local Control Warrants

LC status AOS supervised by the Local Supervisory Authority (LSA). These warrants are sent to LSA and not the Board.

From the CCPPO Menu, option # 13 Work with Offender Warrant

Enter AOS SID number, or F4 to search, and enter

Once your client is displayed, hit F8 Create LC warrant

Tab to the Case No field and enter F4 to select the case number.

```
Requester ID. MOONEYM MichelleC Mooney          DOB.. 7/29/1991
Wrn S .....
Case :          Select Warrant Request Offense(s) and Docket Number(s)
Count : Offender: 18364365 LOCKRIDGE, CHARLES EDWARD      Custody Cycle: 02
Risk :          Position to Offense #:
Max S : 1=Select Primary  2->?=Select all secondary
Offen : Opt Off#/Pr Type      Docket#      Cnty ORS Descpn Type Max Date Status
Enter :  _  1      FPO      23CR30773/01    DOUG FAIL AP I POST 6/10/2026
-----:  _  2      FPO      23CR33619/01    DOUG FAIL AP I POST 6/10/2026
=====:  _  3      FPR      23CR12550/01    DOUG UN USE VEH PROB 9/19/2026
=====:  _  4      FPR      23CR12550/02    DOUG ELUDE POLI PROB 3/19/2026
=====:  _  5      FPR      23CR12550/03    DOUG STOLEN VEH PROB 9/19/2026
=====:  _  6      FPR      23CR12550/04    DOUG THEFT I      PROB 9/19/2026
=====:  _  7      FPR      22CR48108/01    JACK STOLEN VEH PROB 4/01/2026
=====:  _  8      FPR      22CR48106/02    JACK ID THEFT     PROB 4/01/2026
More...
F3=Ex : F3=Exit  F5=Refresh  F12=Cancel  F17=Selected Offenses  F13=Repeat
F12=C :
```

Tab to the text field. Enter the violated conditions and substantiation. The warrant request should be short and concise, this is not the violation report. Once the warrant is complete hit enter to save, and enter again to return to the main warrant screen. If the warrant is not displayed, hit page up and the warrant will be there.

```
Requester ID. MOONEYM MichelleC Mooney          DOB.. 10/16/1987      Wrap On
Wrn Status... COMM Community      Wrn type. WREQ Warrant Req
Case No..... 23CR58486/02        Address.. 2181 HAMILTON AVENUE APT 17
County..... COOS                  City... NORTH BEND      St. OR
Risk scr/lvl. 19  LOW Low          Crime.ORS No. 163.160 03
                                       Crime.ABBR... ASSA IV CF
Max Sent Date                          Grid Block... 6 B      Sent lgth.
Offender sts. Post Prison              Warrant date.
Entered: 3/04/2026 11:57 By: MOONEYM MichelleC Mooney
-----
Client violated SC10 when he contact the victim and was arrested for a new
domestic violence charge. Client was released from jail and has failed to see
PO or check in. Not staying at listed residence. Please issue a warrant.
```

Refer to your county policy on where to send the LSA warrants electronically.

If it is sent to a supervisor, use option 10 and enter the Supervisors Userid, hit F4 to search it and then hit enter to send. The LSA will approve and issue the warrant.

```

Current Status PostPrison/BRD                               Coos County Community Correcti
Enter option...
 2=Change           4=Delete           5=Display           6=Print wrnt       7=Brd note
 8=Rev sent wrnt 10=Send wrnt 12=LC Dates 13=Complete LC 15=Supv Apprv...
Opt Entry Date Supv Case   Cnty Sts Description      Type Expire Dte Reqstr ID
10  3/04/2026 23CR58486/02   COOS COMM Community      WREQ 10/10/2026

:
:                               PD Work Warrant Request      Change
:
: Offender: 18156626 HAYES, VINCENT TYLER
: Warrant Status..... COMM
: Send to Supv UserID. _____
: Date sent to Supv...
: Send wrnt to Board.. N (Y)es/(N)o
: Date sent to Board..
F3=Exit   F5=Refr : F4=Prompt F5=Refresh F12=Cancel
F8=Create LC Warran :

```

Probation Warrants

Warrants generated for supervised probation cases. These reports are printed and sent to the court for approval.

From CCPPO Menu option # 13, Work with Warrants. Enter the SID # or use F4 to search. Once client is displayed, use F7 to create a probation warrant. It will give you three choices to select the mask for the warrant.

- MSK1: Will provide a warrant document with the warrant and a signature line.
- MSK2: Will create an affidavit
- MSK3: Will create an order for the judge to sign

```

Current Status ProbDivr                               Multnomah Domestic Violence Un
Enter option...
 2=Change           4=Delete           5=Display           6=Print wrnt       7=Brd note
 8=Rev sent wrnt 10=Send wrnt 12=LC Dates 13=Complete LC 15=Supv Apprv...
Opt Entry Date Supv Case   Cnty Sts Description      Type Expire Dte Reqstr ID

No warrants found for offender

:                               Mask for Standard Warrant Rpts
:                               Position to . . . . |
: Code Description
: MSK1 Probation Abscond ABSC - PRAB
: MSK2 Prob ABSC W/AFFIDAVIT - PRAD
: MSK3 Prob ABSC W/Order(s) - PROR
:
:

```

Tab to case No field and use F4 to select the case number, enter to select and return to warrant screen. Tab to text section and enter the violations and substantiation. Hit enter to save the warrant, enter again to return to main warrant screen.

Follow your county policy/practice for next steps on printing the warrant for the court approval.

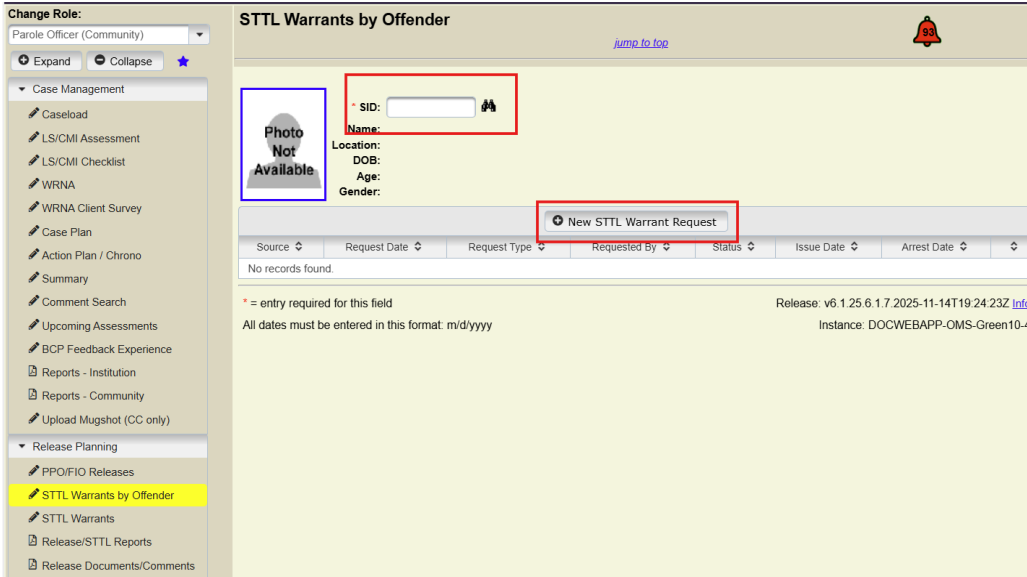
STTL/AIP Warrants

When a leave AOS absconds, a warrant can be requested as soon as all efforts to locate the AIC have been exhausted.

NOTE: When requesting a warrant keep in mind that an STTL/AIP AOS cannot be sanctioned past their calculated PRD. Therefore, if a warrant is requested shortly before their STTL/AIP expires, once they are arrested, they will only be able to serve as many days as remains on their prison sentence.

When submitting the warrant, describe the actions taken to confirm the AOS has absconded. All efforts to locate the AOS should be exhausted prior to requesting a warrant.

STTL warrants are generated in OMS under the Release Planning tab, STTL Warrants by Offender.



AIP Warrants are generated as a document and then emailed to the AIP NPL office at DOCAIPTransitionalLeave@doc.oregon.gov

Returned Warrants

If a warrant request does not provide adequate substantiate of a violation, the Board/LSA will return it to the field with a note.

If an LSA warrant is sent to the Board, they will also return it.

To review the note, enter option 7 on the line next to the warrant. After reviewing, make the appropriate changes to the warrant and resubmit to the Board/LSA.

```

8-Rev Sent with 10-Sent with 12-EC Dates 13-Complete EC 13-Supv Apprv...

```

Opt	Entry Date	Supv Case	Cnty	Sts	Description	Type	Expire Dte	Reqstr ID
7	10/08/2024	16CR69587/01	POLK	ISSU	Issued	WREQ	6/28/2026	
	2/07/2018	16CR69587/01	POLK	COMP	Completed	WREQ	12/23/2019	

```

.....
:                               3/04/2026 Parole Board Detail Notes
: Offender: 0! 342052 JEFFER, LOREN SCOTT
: Offender Next #... 00000342663
:
:

```

Withdrawn Warrants

If a PO determines the warrant is no longer needed and

- **The warrant has been sent to the Board but has not been issued:** the PO should contact the Board's Warrant [Specialist](#) to ask for it to be returned. Once the warrant is in REVI status in DOC400, the PO must delete it and enter a chrono detailing what transpired. Failing to delete the warrant will prevent the officer from submitting any new warrant requests for that client. DO NOT change the status or warrant type to WTWT.
- **The warrant has been issued by the Board or LSA:** the PO should contact the Board's Warrant [Specialist](#) (PB Warrants) or the LSA (LC warrants) to ask for the warrant be withdrawn. The PO must submit all warrant withdraw requests to the Board/LSA in writing to explaining why the warrant should withdraw the warrant. Once the withdraw is approved, the Board/LSA will apply inop (for LSA follow county policy/practice), change the warrant status, and issue an amended order. A chrono should be entered to document the withdraw and if inop was/was not applied.
 - If the warrant was issued in error (Ex: AOS was in jail and did not FTR) then inop days would not be applied. The PO can request that inop is not added based on special circumstances.
- The Board will move the warrant to withdraw status. The PO should not change the status.
- LSA warrants cannot be closed to withdraw status. If the LSA approves withdraw of a warrant, enter a note in the warrant text noting the warrant was withdrawn and then set the warrant to complete. Enter a chrono documenting the reason for the withdraw and who approved it.

```
Requester ID.      DOB..
Wrn Status...     Wrn type.
Case No.....
County.....
Risk scr/lvl.
Max Sent Date
Offender sts.
Entered:
-----
LC-Warrant Status/Start with L
Position to . . . .
Code Description
LAPR LC Warrant Supervisor Approves   Sent lgth.
LCIS LC Warrant Issued
LCMP LC Warrant Completed
LCOM LC Warrant Community
LCPT LC Warrant Complete
LSA LC Warrant Sent Supv Authority
More...
F12=Cancel
Update System Table PBM WU
```

Suspend/Detain

When an AOS is lodged on a PO detainer, the detainer is only valid for 15 days (ORS 144.341 and ORS 144.370, OAR 255-075-0005). When placing a PO detainer on an AOS, mark the detainer paperwork properly to indicate the supervision status (Board/PPS, LC/PPS, Probation).

Once a detainer has been placed on a probation case, an SRF and NOR must be served within 15 days (ORS 144.341 and ORS 144.370, OAR 255-075-0005). However, some counties have internal policies with shorter timeframes that should be adhered to. If the SRF/hearing cannot be completed within 15 days a suspend/detain must be requested from the appropriate authority (Board or LSA) to continue to hold the client in custody.

The S&D request must include the date the AOS was arrested, where the AOS is currently being held, and then the substantiation for the hold that shows violation. Example: “AOS was arrested on 01/01/1901 and is currently in custody at XXXX jail”.

If the AOS is arrested on a Board issued warrant, the PO does not need to submit a suspend/detain request.

To request a suspend/detain, from the CCPPO menu use option #13 W/W Offender Warrants
Enter the SID # or use F4 to search for the SID #, then hit enter.

Once the client is displayed use F6 or F7 to create a warrant. Once the warrant entry screen opens, tab down to the warrant type and change it to Suspend and Detain and hit enter.

```

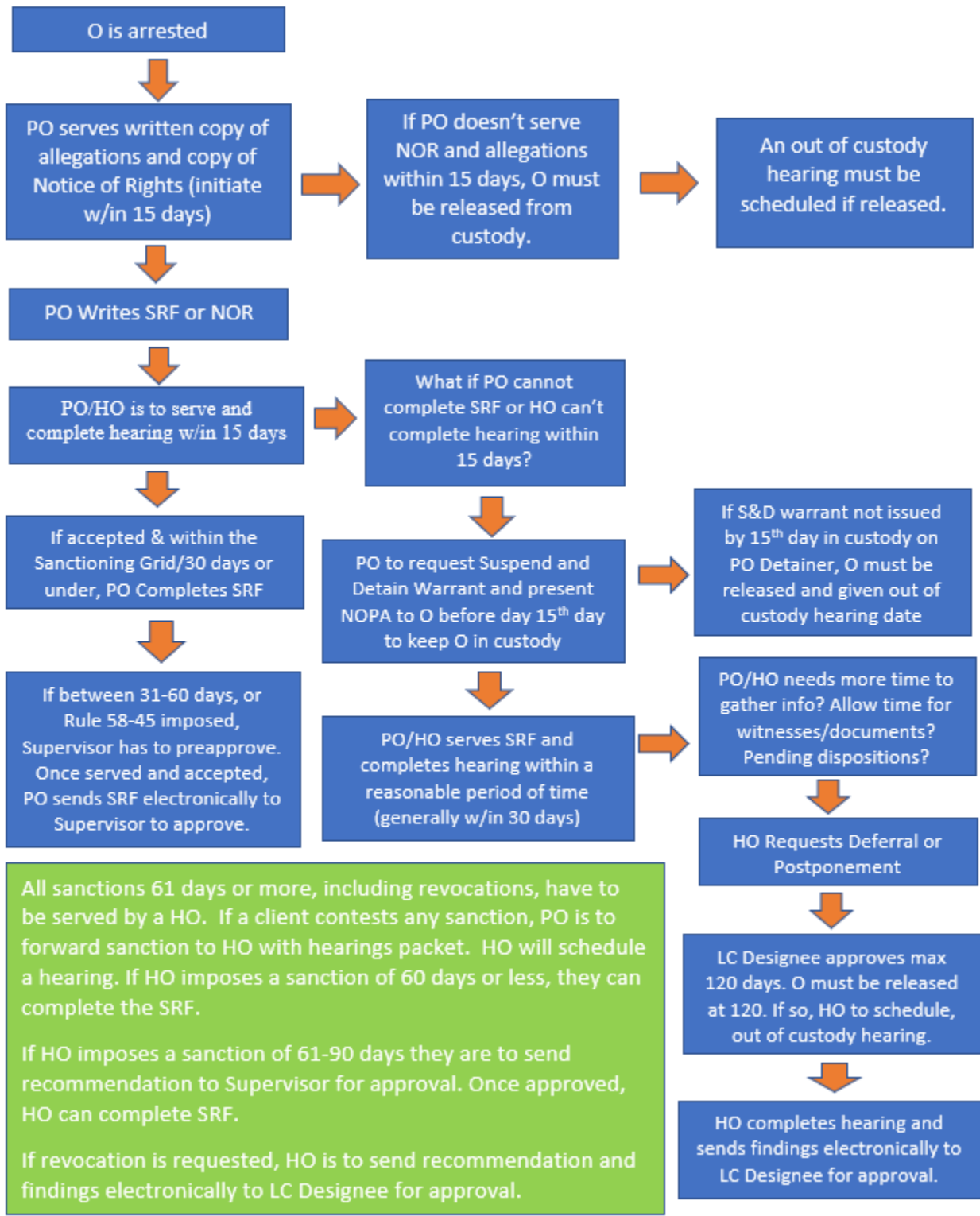
Requester ID. MOONEYM MichelleC Mooney DOB.. 5/17/1953 Wrap On
Wrn Status... COMM Community Wrn type. WREQ Warrant Req
Case No..... _____ Adres .....
County..... City : Warrant Request Type :
Risk scr/lvl. 7 LOW Low Crime. : Position to . . . . | :
Crime. : Code Description :
Max Sent Date Grid B : CTA Cite to Appear :
Offender sts. Parole(ABSC) Warran : SUSD Suspend and Detain :
Entered: 3/04/2026 11:46 By: MOONEYM : WREQ Warrant Request :
----- : WTWT Withdraw Warrant :
: :
: :
: :
: : Bottom :
  
```

Tab to Case No and use F4 to select the case number. Tab to text section and enter the violations and substantiation for the hold that shows violation. Example: “AOS was arrested on 01/01/1901 and is currently in custody at XXXX jail”.

Note: If the AOS is arrested on a Board issued warrant, the PO does not need to submit a suspend/detain request.

Once the information is complete hit enter to save.

Follow your county policy to send to the suspend/detain to your supervisor or directly to the LSA or the Board.



Sanctions/Interventions

The structured sanctions and intervention process is an administrative tool used to address violations committed by adults under supervision—including probation, parole, post-prison supervision, temporary leave, or any other form of supervision imposed by the Department of Corrections or a county community corrections agency. This process takes into account factors such as the severity of the violation, prior violation history, the seriousness of the original conviction, the individual's overall criminal history, community safety,

deterrence, the capacity of state and local correctional facilities, and the availability of appropriate local sanctions.

Structured Sanction records provide a history of all the sanctions and interventions imposed on an AOS that can be reviewed for case management purposes and/or court proceedings. Aggregate information can be extracted to provide information about sanctioning practices.

The officer shall determine whether the alleged violation behavior is appropriately responded to with interventions or with administrative sanctions, or both. If the officer determines that the alleged violation behavior is appropriately responded to with an intervention, the officer may direct the adult on supervision into appropriate interventions in lieu of administrative sanctions. If the officer determines that the alleged violation behavior is appropriately responded to with administrative sanctions, the officer shall determine and impose appropriate administrative sanctions using the [Administrative Sanctions Sanctioning Grid](#), and the Sanction Equivalency Table, and the following procedures:

- (a) Identify the adult on supervision’s current supervision level.
- (b) Identify the behavior severity level using the Behavior Severity Level Chart on the Administrative Sanctions Sanctioning Grid. For a series of violations, select the violation that fits into the highest behavior severity level.
- (c) Determine the appropriate matrix based on the type of case being sanctioned. Using the supervision and behavior severity levels, identify the appropriate behavior response level.
- (d) For probation cases, determine the number of jail and non-jail sanction units remaining for use as administrative sanctions applicable to the adult on supervision’s probationary sentence or order.
- (e) Determine the appropriate sanction response to impose within the identified behavior response level. Sanctions may not exceed the maximum number of sanction units as indicated on the Administrative Sanctions Sanctioning Grid, using the Sanction Equivalency Table.
- (f) An administrative sanction or intervention at the agency level cannot be imposed on more than one case at a time. A case cannot be sanctioned separately for individual violations arising from the same criminal episode or series of violations.

Authority Levels

Probation	
• Agency	0-60 Units
• Court	Over 60 Units
Parole/PPS	
• Parole Officer	0-30 Units
• Agency/Hearings Officer	31-60 Units
• Supervisory Authority/Board	61-90 Units
Short-Term Transitional Leave	
• Parole Officer	0-30 Units
• Agency/Hearings Officer	31-60 Units
• Department of Corrections	Over 60 Units
Non-Prison Leave	
• Parole Officer	0-3 Units
• Agency/Hearings Officer	0-3 Units
• Department of Corrections	Over 3 Units

Override Considerations

An override is a response to a violation that exceeds the calculated Behavior Response Level but still lies within the Administrative Sanctions Sanctioning Grid as a whole. If the calculated response level is inappropriate, overrides may be used to move to a higher severity level within the grid.

Rule 58-45

[OAR 291-058-0045](#) is used if the parameters of the Administrative Sanctions Sanctioning Grid are insufficient to address the severity of a violation. If a High-Level Behavior Response (for example, a jail sanction in excess of 45 days) is insufficient to address the seriousness of a violation, a higher level of sanction, up to and including returning an adult on supervision to Court or to the Board of Parole and Post-Prison Supervision with a revocation recommendation, may be imposed only after consultation and agreement of the unit supervisor or approval process established by the county agency or local supervisory authority. This must be noted in the body of the report prior to sending to the Board or LSA.

Sanction eligibility determination

- Any Court case count where the AOS is released to Parole or PostPrison Supervision
- Any Court case count where the sentence is a Felony Probation
- Any Court case count where the sentence is a Misdemeanor probation
- Any Court case count where sufficient custody units are available

If a judge orders no sanctions, or if a compact case does not allow it, when the offense is entered it will be marked as “No Sanction”. If you attempt to enter a sanction on a case that is marked as no sanction you will not be allowed to enter it.

NOTE: If it was marked no sanction in error, contact your support staff to update the SANC field in the offense screen.

Sanction Status

- PEND: Sanction is pending, it has not been sent to the Supervisor.
- SUPV: Sanction has been sent to the Supervisor for approval.
- HO: Sanction has been sent to the Hearings Officer for imposition.
- BRD: Sanction is being reviewed by the Parole Board.
- RETU: Sanction has been returned by Supervisor, Local Supervisory Authority or the Parole Board to the PPO. This happens when some aspect of the sanction is incorrect or it was sent to the wrong location. The PO is to review the explanation text (option 18=Board Notes) to determine action.
- COMP: Sanction is complete.
- DEFR: Deferral of hearing has been granted and is pending outcome of criminal case
- PBVC: These are sanctions that the Board has voted on and have not been finalized. These ones are usually completed within a few days and there is nothing to do.
- VOTE: These sanctions have been sent forward and are waiting on a Board Member to vote it. These ones are usually completed within a few days and there is nothing to do.

- AIP/STTL: These are sanctions created for a client while on AIP or STTL transitional leave that have not been forwarded to the appropriate authority to approve. Email the Community Corrections Coordinator to assist in coordinating the completion of these sanctions with the appropriate DOC Division. When entering a sanction on a leave AOS, the sanction screen must have the Leave Field checked as Y. If it is not, contact your support person to verify the body has been moved to leave.

```

Sanction sts      Decision Date
Custody end date.....
Court case Grid (S/H). 6 H Leave... Y
Exception sanction imposed. N Court/PB/Lv
d--| |-----Sanction Given-----| Ordered
-ID  Code  Unit  Auth UserID  Code  Unit

```

NOR

Probation Notice of Rights: When an AOS on probation is alleged to be in violation of their probation conditions, they have the right by law to a hearing in front of a Judge/the court. The purpose of the hearing is to determine if the AOS has violated the conditions and what should happen as a result. The AOS has the right to have a defense attorney represent them at this hearing, and to have one appointed if they cannot afford one. In order to be found in violation and have some sort of response to that violation, the Judge must make a finding that the AOS has violated one or more of the conditions as alleged. The AOS can also stipulate to an allegation and the finding would be made. The AOS may be held in custody during this time or they may be out of custody. In lieu of a hearing, they can be offered a structured sanction by the Probation/Parole Officer (P.O.) or manager. In order to accept the sanction, they must admit or not contest at least one allegation and waive their right to a hearing.

Post-prison notice of rights: When an AOS on post-prison supervision (PPS) is alleged to have violated the terms of their PPS, they have the right to a Morrissey hearing per law. They can retain or request an attorney, however there is no right to an appointed attorney for this process. The Parole Board or Local Control Authority/hearings officer would decide based on specified criteria if an attorney would be appointed. The AOS can accept a structured sanction during this process as well by stating they admit or do not contest one or more allegations. If they deny allegations, they will meet with a Morrissey hearings officer. They have the right to give a statement, waive the hearing and let the hearings officer/Parole Board/Local Control decide on the findings and disposition, or they can go to formal Morrissey hearing where they can call witnesses and present evidence. The P.O. can also call witnesses and present evidence. The hearings officer/Parole Board/Local Control will then make findings and decide the disposition. After the hearings and findings, the AOS has additional rights where they can submit a response to the hearings officer report with ten days, as well as an administrative review within 45 days and a judicial/court of appeals review within 60 days of the administrative review answer.

It should be noted the Local Control Supervisory Authority process is to mirror the Parole Board process.

There is additional notice of rights specified for Interstate Compact cases as well as Transitional/Non-Prison Leave cases, and although some of the specifics differ, the main point is the right to hearing with an impartial hearings officer.

For findings to be made, there must be substantial evidence that there is probable cause a violation has occurred.

NOPA

- A Notice of Pending Action (NOPA) listing at least one alleged violation must be provided to the Offender (O) and a Suspend and Detain Warrant must be issued by the Board or Local Supervisory Authority (LSA) if a hearing cannot be completed w/in 15 days
 - The only exception is when the Board (not the LSA) had already issued a suspend and detain.
- The timeline begins once a detainer is authorized and O is in custody within the state of Oregon
- Deferrals are described in OAR 255-075-0042
- Postponements are described in OAR 255-075-0046

Enter a Sanction

There are multiple ways to access the sanctions screen:

- From the work with caseload screen on the selected AOS enter option #19 Structured Sanctions
- If you are in the AOS's record use F11, 4, H
- From CCPPO Menu, option #7 Work with Sanctions

NOTE: When entering a sanction, the following fields are required to be entered prior to completing the sanction:

- Sanction Recommended
- Sanction Given
- NOR (unless this did not occur and sanction is being done as NOAC)
- Decision Date (to be entered by the final approver. Board for Board cases, STTL/AIP office for leave sanctions, and you/supervisor for LC and probation cases).
- PO Report
- Conditions
- Custody Begin AND End dates for custodial sanctions

Once in the Work with Sanctions screen, enter the AOS SID number, enter. F7 to create a new sanction. Select the appropriate court case by using F4, click on the appropriate case. The court case must be selected to properly display the assigned conditions.

Next tab to the Conditions Violated and select the conditions. Use F4 to view and select conditions, or type directly if you know the condition number. You must select at least one primary condition violated and optionally up to 4 additional secondary conditions violated. The most significant violation should be marked as primary. If you select/type a condition that is not applicable to the selected case, it will not allow you to save the sanction.

Special conditions/packages are often listed under SC10. They will not have their own special condition number, and the list of conditions will not display when selecting SC10 for sanctioning purposes. You may need to view the orders to recall what is under SC10.

If you select conditions that do not match the Conditions flag (N=New, O=Old), or the flag has not been entered you will receive an error message and you will not be able to enter the conditions or save sanction.

You must either sanction on the assigned conditions or update the [SB1510 Conditions flag](#) in the W/W Offenses Screen prior to saving the sanction. This only applies to PPS cases.

```

Conditions violated:          Prior sanctions reported:
P _____                Prior violations of primary: _____
_____
Sanction Creation date... 3/04/2026 Sanction sts      Decision Date _____
Date Notified Rights(F4). _____ Custody end date..... _____
Custody begin date..... _____ Court case Grid (S/H). 4 Leave... N
Hearings officer required.. N Exception sanction imposed. N Court/PB/LV
|--Sanction Recommended--| |----Sanction Given----| Ordered
Court case Code Unit Auth UserID Code Unit Auth UserID Code Unit
89CR008315/09
More...
F1=Help F3=Exit F5=Refresh F7=Browse backward F8=Browse frwd
F11=Menu bar F12=Cancel F19=View Offense
General Condition indicator missing. Access Work With Conditions screen. +

```

After the violated conditions are entered you can tab through and enter the information in the order you choose.

Custody begin and end dates should only be entered if it is a custodial sanction (jail or house arrest or restitution/work center).

Custodial dates should be left blank if not a custodial sanction. For sanctions imposing things such as work crew, community service, GPS that have a begin and end date, or a must complete by date, that information should be added to the bottom of the PO report.

Notice of rights field MUST be entered either by the PO serving the NOR or the HO. That field should not remain blank.

Decision Date: This is the date when the final decision is made. Depending on sanction length and county policy, this could be the PO or supervisor. Board sanctions will have the decision date entered by the Board. LC PPS sanctions will have the decision date entered by your assigned LSA.

- Custody Begin and End dates: Enter the date AOS detained and the end date of sanction. Custodial dates should be left blank if not a custodial sanction.
- Notice of Rights: Will be entered once the NOR is served on the AOS. In the notice of rights field enter F4 to go to NOR screen. Enter the date NOR/NOPA served, enter date hearing waived (NOR date and hearing date may be different), enter if the 10-day waiting period was waived (PPS only) and then hit enter. The bottom information is to be filled out by the hearings officer only.
- The NOR information is also entered into the body of the PO report or into the Morrissey Findings Detail Screen (F11, 4, F).
- Court Case Grid: This field should auto populate, if it does not you will need to verify and enter it manually.
- Hearings Officer Required: Yes or No
- PO Text: Enter the body of the report, providing substantiation of the violations. Once in the screen you can type freely or use F20: Text Editor, to type the report in editor mode. Once the report is complete hit enter to save and return to sanction entry screen. While in Text Editor mode if you hit F1 it will provide instructions for using text editor and the available functions.

- Sanction Recommended field: Enter the code or F4 to search for the appropriate code being imposed.
- Units: Enter the number of units being served. For non-custody sanctions such as GPS, ELHA, DAYR you must enter .01.
- Sanction Given section must be filled in. Either the PO, or supervisor or HO must enter this information prior to the sanction being completed, following your county procedure. If this information is not entered, the sanction is not captured in data pulls.
- Court/PB/LV Ordered Field: For Board cases the Board will enter this field.
For LC or Probation sanctions that the LSA or Court overrides the sanction imposed, this field can be updated to reflect the final decision. This field should only be entered if the decision by the LSA or courts is different than the sanction given.

Once the sanction is ready it should be sent forward. For Board PPS cases, sanctions are sent to the Board either by the PO or approving supervisor. The Board will review and complete the sanction. For LSA and Probation cases, follow your county policy on approving/completing the sanction.

All sanctions should be sent forward for action once served. Sanctions should not be left in PEND status beyond 15 days. Sanctions not processed will appear on the Sanctions Not Complete Report.

Set a Sanction to Complete

Who sets the sanction to complete for probation or LSA is a county-by-county policy decision.

From the W/W Structured Sanctions screen, on the line next to the appropriate sanction type 16 and enter.

```

CMS250I      Corrections Information Systems (UAT)      11:21:27
MOONEYM      Work with Structured Sanctions                3/04/26

Offender . . . 9999966 TESTING, SNOOPY DOGGIE
Current Status. AIC(COUR)                               Location. IBRO Institution Based Records
Enter option...                                         Select status . *ALL
  2=Chg  3=Copy  4=Delete  5=Display  6=Print rpt 9=View HO process 10=Std Supv
15=Supv Apv 16=Sts to COMP 17=Supv note 18=Brd/LV note 20=Sanction report
Opt Sanctioned Typ Status Primary Violation, Court Case and Sanction Caseload
16  3/04/2026  S  PEND  GCC  SUB  EVAL  TEST 123456/TEST  JAIL 01699

```

A window will pop up and ask you to confirm you want to complete the sanction, enter Y for yes. The sanction status should now be Complete.

```

CMS250I      Corrections Information Systems (UAT)      11:21:27
MOONEYM      Work with Structur
Offender . . . 9999966 TESTING, SNOOPY D
Current Status. AIC(COUR)                               Locat
Enter option...
  2=Chg  3=Copy  4=Delete  5=Display  6=Pri
15=Supv Apv 16=Sts to COMP 17=Supv note
Opt Sanctioned Typ Status Primary Violatio
16  3/04/2026  S  PEND  GCC  SUB  EVAL

Change Status to COMP Y (Y/N)
Change status to completed on
SRF dated 03/04/2026 for
SNOOPY TESTING

F12=Cancel

```

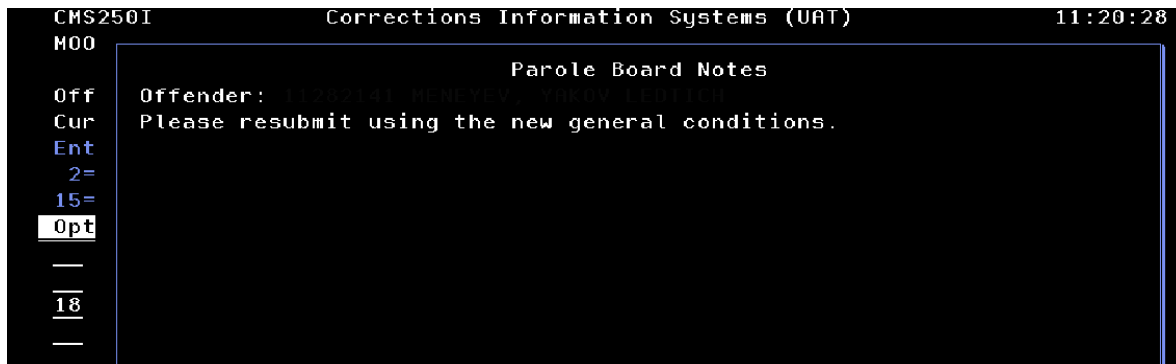
For LC sanctions that have been set to complete and need to be updated, contact your FAUG rep to return the sanction to pending so that this information can be entered. Once entered, the sanction should be set to complete again.

For Board sanctions that have been set to complete and need to be updated, contact the Community Corrections Coordinator to return the sanction to pending so that this information can be entered. Once entered, the sanction should be sent to the Board to be set to complete again.

Sanctions in Return Status

Sanctions returned will generate an auto email that states why the sanction was returned. To read the note from the sanctions screen, enter option #18 on the sanction line and enter.

Once the necessary corrections are made, the sanction can be resent to the Board/LSA.



If the sanction was sent to the Board in error on a LC or probation case, contact your FAUG rep to set the sanction back to PEND so that it may be completed. Sanctions should not be left in return status beyond 7 days.

If a sanction was returned due to reaching the max deferral period, the sanction will stay in return status until the HO takes action. If your county has their own HO, the PO should send notice to the HO informing them of the returned sanction. The HO should monitor the sanction and either an out of custody hearing will be held or the sanction should be sent forward with a recommendation of no action. If the sanction remains in return status beyond 180 days, send another email to the HO to inquire into status.

STTL Sanctions

STTL AOS can be sanctioned using the structured sanction module in DOC400, following standards in place for each county and in accordance with [OAR 291-058](#), and the attached [Administrative Sanctions Sanctioning grid](#).

Report violations using the Violation Report via the Sanctions Module (see entry steps above).

- When entering an STTL/AIP sanction you need to verify the LEAVE status in the sanction screen. If it is not marked Y, the sanction will not be sent to the STTL/AIP Office, and you will have to delete the sanction in order to correct the status.

```

Status: In  Docket max date: 17/01/2021  Supervision level: Low
Risk score: 11
Conditions violated:
P _____
_____
Sanction Creation date... 3/19/2026  Sanction sts  Decision Date
Date Notified Rights(F4). _____  Custody end date.....
Custody begin date..... _____  Court case Grid (S/H). _____ Leave... N
Hearings officer required.. N  Exception sanction imposed.. N  Court/PB/LV
|--Sanction Recommended--| |----Sanction Given----| Ordered
Court case  Code  Unit Auth UserID  Code  Unit  Auth UserID  Code  Unit

```

Email a copy of the signed NOR to the STTL Office ShortTermTransLeave@doc.oregon.gov

All violations should be reported to the Short-Term Transitional Leave office within **5 days** of the discovery of the violation(s). Please keep in mind that an STTL AOS cannot be sanctioned past their calculated PRD.

AIP Sanctions

Non-prison Leave (AIP) AOSs can be sanctioned using the sanction options and standards in place in accordance with [OAR 291-058-0047](#) and [OAR 291-062-0165](#).

Report all violations using the Violation Report via the Sanctions Module (see entry steps above).

- When entering an STTL/AIP sanction you need to verify the LEAVE status in the sanction screen. If it is not marked Y, the sanction will not be sent to the STTL/AIP Office, and you will have to delete the sanction in order to correct the status.

```

Status: In  Docket max date: 17/01/2021  Supervision level: Low
Risk score: 11
Conditions violated:
P _____
_____
Sanction Creation date... 3/19/2026  Sanction sts  Decision Date
Date Notified Rights(F4). _____  Custody end date.....
Custody begin date..... _____  Court case Grid (S/H). _____ Leave... N
Hearings officer required.. N  Exception sanction imposed.. N  Court/PB/LV
|--Sanction Recommended--| |----Sanction Given----| Ordered
Court case  Code  Unit Auth UserID  Code  Unit  Auth UserID  Code  Unit

```

Use of jail sanctions for AOS on non-prison leave must be agreed upon by both DOC and the county and cannot exceed 3 days jail.

All violations should be reported to the AIP Leave Office within **5 days** of discovery of the violation(s).

Email a copy of the signed NOR to the AIP Office DOCAIPTransitionalLeave@doc.oregon.gov

Miscellaneous Sanction Scenarios

Issue: Once a person has been detained (PO hold or warrant arrest) a sanction must be entered. If the person is released from custody (released on recog, jail overcrowding, medical issue), prior to the sanction being served.

Solution: If the person reports, an out of custody sanction/hearing should be scheduled/held.

If the person fails to report and the PO is unable to serve sanction or perform an out of custody hearing, the SRF should be updated to document what transpired and then change the sanction given to NOAC and forward for completion.

Upon arrest and imposing the new sanction follow your county policy regarding credits for custody time for prior arrest. If using time served credit it should be noted in the PO report.

Issue: Sanctions on a probation case on a person who is under Board/PPS authority will not be able to be completed by the PO. Error message “not authorized”.

Solution: These should be sent to the DOC Community Corrections Coordinator rep to be completed.

Issue: You are working on a sanction report and when you go to save the report, DOC400 crashes and kicks you out. When you sign back on and attempt to work on the sanction again it crashes again.

Solution: If you used the copy/paste function to enter the body of the report, there is a corrupt character in the background of your text. You will have to wait for the auto program to run overnight and correct the corrupt characters. Wait until the next day to access the sanction and it should be normal/allow editing.

Issue: When a probation sanction is served on the AOS, but the AOS refuses the sanction and requests a hearing with the court, or the court denies the sanction and sets a Probation Violation Hearing.

Solution: Put NOAC in the ‘Sanction Given’ section and once the hearing has been held enter the Court Ordered sanction/sentence in the ‘Judge Override’ section and set the sanction to complete. If the hearing is to be set over for a lengthy time, note in the PO report what transpired and complete the sanction.

Issue: When a sanction is created on AOS who is sent to prison on new charges prior to the sanction and NOR being served after being held in custody.

Solution: Put NOAC in the ‘Sanction Given’ section, add the reason for the NOAC in the body of the report, and then contact your FAUG rep to complete it.

NOTE: Anytime a sanction is completed with NOAC as the sanction given, there should be a justification entered into the body of the sanction to support it.

Deleting Sanctions

FAUG Reps can delete sanctions in the following scenarios:

- A sanction is prepared on the wrong AOS
- A duplicate sanction is accidentally prepared
- A sanction is prepared, but subsequently it is determined that not enough evidence exists to support the allegation of violation behavior, or
- A sanction is created but the AOS is not detained, and the sanction is never served

Misdemeanor Sanctions

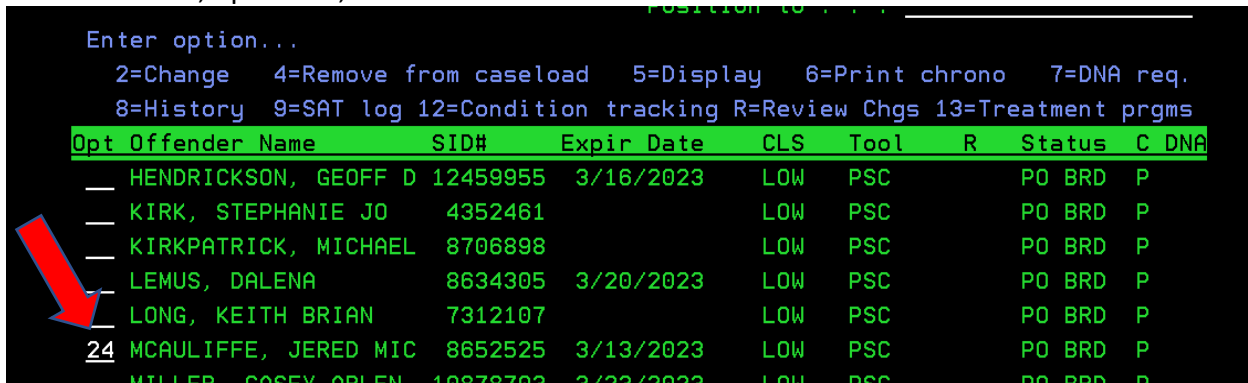
Any AOS convicted of one or more misdemeanors and sentenced to formal probation under the supervision of your county or ordered by the Court after November 1, 2000.

Sanctions imposed on Misdemeanor cases will have some exceptions based on county court policy/practices. You will need to speak to your management/court contact for guidance.

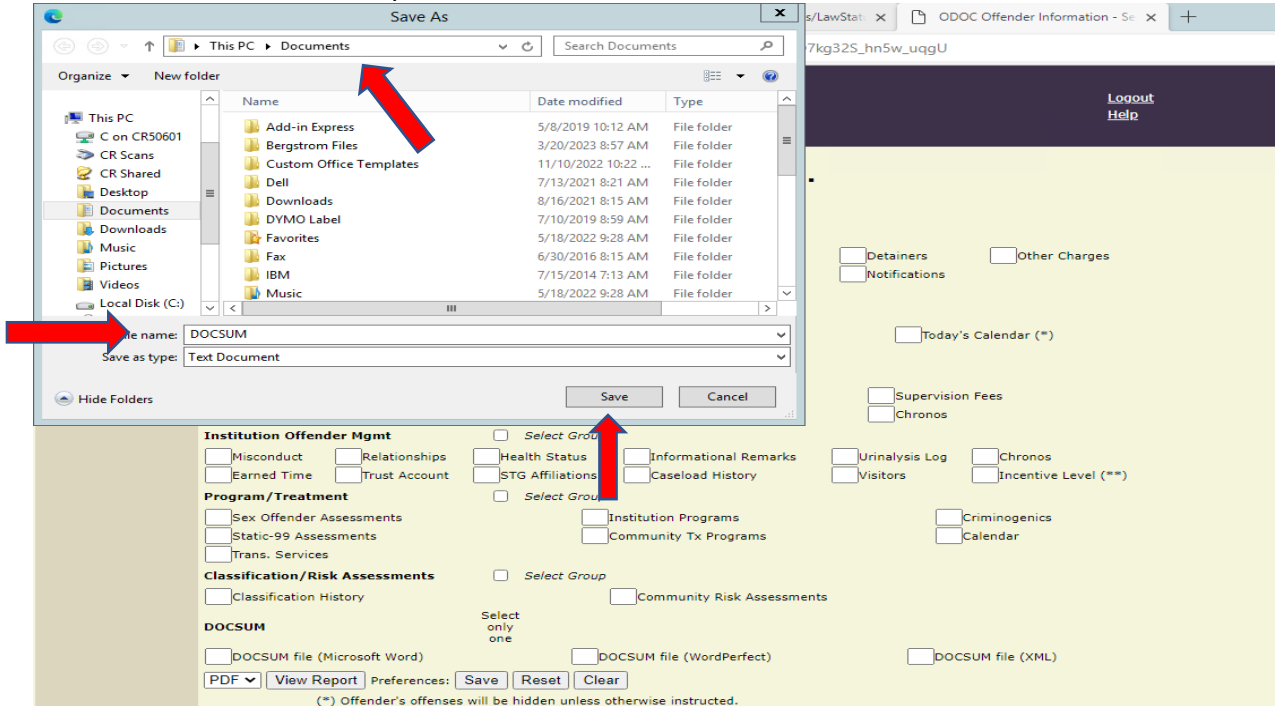
Then press F7 to create a new SRF.

Merge Documents - OPTION 24 DOCSUM

From client list, option 24, enter

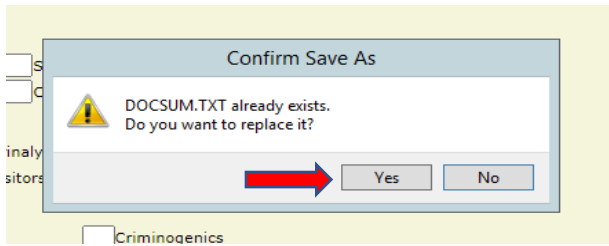


This will start the DOCSUM process

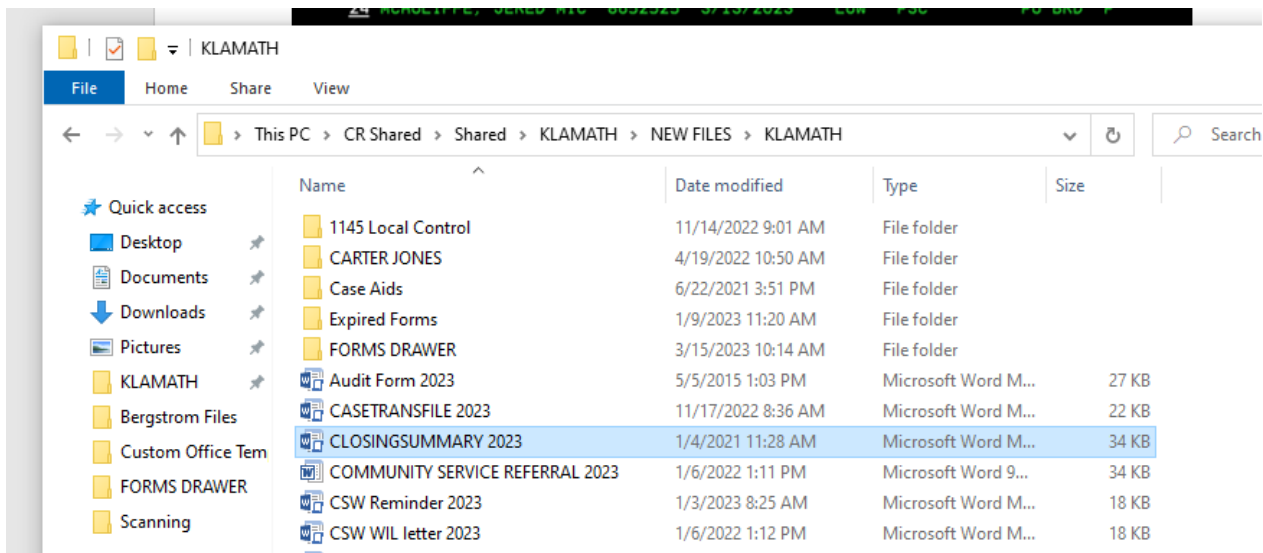


It opens the ODOC webpage while it downloads the data, and a Save As box will open. The file name DOCSUM should populate, and it should save to the *correct location on your computer*.

Choose SAVE, this will open the next text box, telling you DOCSUM.TXT already exists, and do you want to replace it. Choose YES and close the ODOC page.



Locate where your forms are located in your system, then choose the form you wish to create.

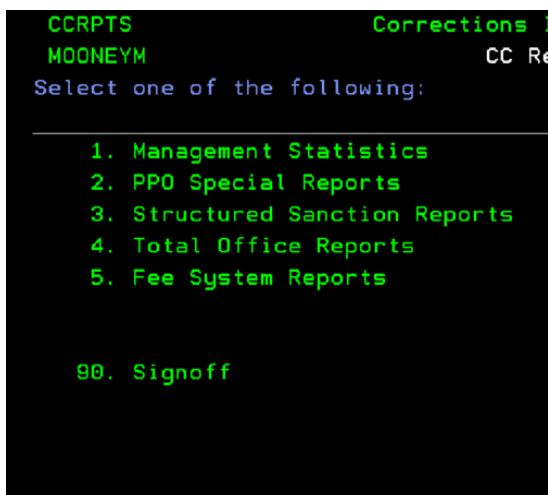


The form should now be displayed. Complete the form, print it out and then close without saving changes so you do not corrupt the template.

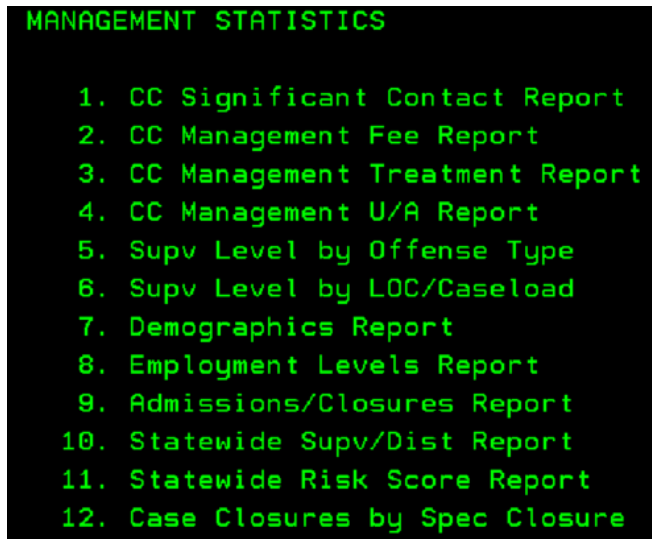
These forms are created and maintained by your FAUG representative. Speak to them if you have questions about the use of a merge document.

Reports

From CCPPO Menu option #16 CC Reports menu, there are multiple reports that can be run.



Management Statistics are generally office wide statistics used by managers



PPO Special Report Process

Special Reports are used to create reports useful for monitoring case management by an officer or a supervisor. Reports pertaining to contacts will run based on the contact standards that have been determined by your county.

To access PPO Special Reports from the main PPO Menu type 16 CC Reports Menu, then hit enter. From the next menu you will type 2 for PPO Special Reports and hit enter. You will find the following PPO Special Report options to choose from:

1. PPO Office Visit Due – Creates a list with names of office visits due by date requested. Sorted by risk level, shows date of last office visit
2. PPO Home Visit Due – Creates a list with names and addresses of home visits due by date requested, sorted by risk level, shows date of last home visit
3. PPO Home Visit Alpha – Creates a list with all active cases and date of last home visit sorted alphabetically by last name, by caseload
4. PPO Home Visit ZipCD – Creates a list with all active cases and date of last home visit sorted numerically by zip code, by caseload
5. PPO Urinalysis Due – Creates a list of UA's due as of date requested, must have condition code URIN or BODY entered
6. PPO Treatment Open Referral – Creates a list of cases referred to treatment who have not yet entered treatment
7. PPO Treatment Completion – Creates a list of cases who have completed treatment by caseload, must have treatment entry and completion date entered in record
8. Transitional Leave Elig Report -

Structured Sanction Reports

Multiple reports to look at sanctions imposed by PO, office totals, by sanction type imposed or by conditions violated.

```
CCSANCRPT      Corrections I
MOONEYM        Structured
Select one of the following:

STRUCTURED SANCTION REPORTS

1. Sanc Agent Totals by Office
2. Sanctions by Agent
3. Statewide Sanctions by Agent
4. Statewide Sanctions by Code
5. Statewide Sanctions by Cond

90. Signoff
```

Total Reports

```
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...
```

```
14. Compact Reports
15. Transitional leave report
16. Second Look Offender Report
17. Offender Condition Report

19. W/W Merge Records Report
20. Designator Reports
21. M57 Treatment Funding Report
22. ODARA Report
23. Transitional Leave Elig Report
24. W/W Departure Tracking

More...
```

(There is no 13 in this list, it is not missing)

SID Numbers

In Oregon, a State Identification Number (SID) is a unique identifier assigned by the Oregon State Police Identification Services Section to individuals involved in law enforcement actions. It's assigned when fingerprinting occurs, often at the time of arrest, and is used to track a person's involvement in the criminal justice system. The SID number is assigned even if charges are later dropped or no conviction occurs.

If a new admission to supervision does not have a SID number, they will be assigned a temporary SID number in DOC400. These numbers begin with a 7 and are 8 digits long. These should be updated as soon as a real SID number is issued. Support staff should be running temp SID reports monthly to follow up with POs on the status of fingerprints in order to have a SID number assigned.

EPRS

EPRs are entered into LEDS by support staff for each AOS. If an AOS is run, an automated hit will be generated in LEDS. The law enforcement agency that ran the AOS can respond to the EPR to provide a reason for the contact. All LEDS hits received will create an entry in the POs LEDS mailbox.

Do Not copy/paste the LEDS hit into chronos. Summarize the hit info received (ran by, on date/time and any info provided by the agency). To copy this information is a CJIS violation.

If the AOS has not been assigned a SID number an EPR cannot be entered to inform law enforcement of their status. An AOS with a temporary SID number cannot be used for an EPR.

Release Planning

ORS 144.098 states that the Board of Parole and the Local Supervisory Authority is to review an AIC's release plan per ORS 144.096. The purpose of Release Planning is to capture all relevant information, starting with revocation if appropriate, through release from a felony executed sentence of incarceration. By the time the AIC is actually released, pertinent information will be available for case planning while the AOS is under community supervision.

Release plans are created in DOC400 either by DOC (institution releases) or by the LSA (LC releases). Once created the release plan is sent to the county for review/approval in DOC400 and is uploaded into OMS and the county of record will assign the PO to investigate/approve.

POs may view the release plan in OMS under the Release Planning tab, PPO/FIO Releases.

If changes to the plan (condition requests, notes) are needed, email the release counselor and the Parole Board with information. A note may also be made in the comments section of the release plan.

Upon approval of the address, the PO should mark the plan appropriately and send it back to the institution.

PPS Revocations

A release plan must be created following a PPS sanction revocation.

- From CCPPO menu option #46
- Enter the AOS SID # and enter
- F6 to create a new plan. Once the plan is created use option 2 to enter the necessary fields in the release plan, noting it is a PPS revocation release.
- Once complete the release plan is sent to the supervising authority- BOPPPS or the LSA to complete and issue a new order of supervision.

NOTE: At times DOC400 will not allow the release plan to be sent to the Board and you will need to email them to notify that the plan is ready.

Waivers

Any PPS release transferring to another county within the first 6 months of supervision must sign a waiver prior to transfer. This waiver allows the receiving county to return the AOS to sending county/county of record if necessary.

IRT

If an AOS has a proposed residence, a job, and a plan to live in another county, they can request transfer to that county. The AOS and supervising PO will create a plan that is submitted to the proposed county for review and approval/denial.

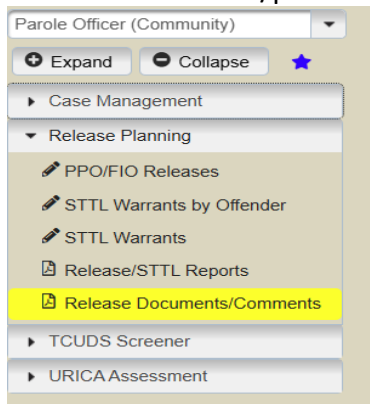
AOS that are LOW supervision do not need an IRT, they can live in the other county and notice is simply sent to county.

Low risk sex offenders do need to go through an IRT and have reporting instructions per ORS.

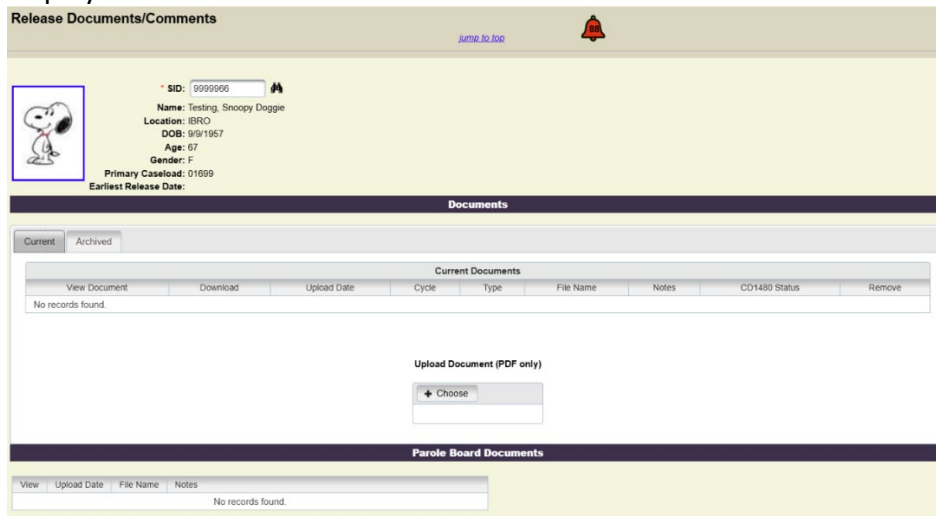
Low risk DV AOS should be staffed between counties on need for sending an IRT.

Printing Parole and Local Supervisory Orders

Release documents/packets, Parole Board orders, and other LSA orders may be found in OMS.



Current cycle documents will be displayed under the “Current” tab, documents from past cycles will be displayed under the “Archived” tab. Parole Board documents will be listed under the Parole Board section.



Sex Offender Supervision

An AOS must register as a Sex AOS if the conviction is for any of a number of sex offenses as defined by the Oregon Legislature, (ie Rape, Sodomy and Sex Abuse). Sex offender registration is done by the Oregon State Police and is the responsibility of the AOS to register annually.

It is the policy of the Counties to identify AOSs convicted of predatory sex offenses who present a risk to the public and therefore will have their residential neighbors notified of their crime.

In determining notification, the supervising officer will consider the following areas:

- SONL level
 - Level I (low): A person that lives with the registrant.
 - Level II (moderate): A person whom the registrant is in a relationship with
 - Residential Neighbors and churches
 - Community parks, schools, and child care centers
 - Convenience stores and businesses
 - Other places that children or other potential victims may frequent
 - Long term and residential care facilities
 - Level III (high): All Items under Level II and
 - Local or regional media sources
 - Anyone who visits the Oregon State Police Sex Offender Registry Website
- Whether the AOS is neglecting to take treatment or participate in rehabilitation
- The AOS's progress in treatment and the therapist's recommendation on notification
- The AOS's overall compliance with the conditions of supervision
- Whether notification would substantially interfere with treatment or rehabilitation

When notification is indicated, the supervising officer will formulate a notification plan and consider notifying any or all of the following:

- The AOS's family and/or individuals residing with the AOS
- Facilities in which the AOS lives, works and/or frequents
- Residential neighbors and churches, community parks, schools, convenience stores, businesses and other places children or potential victims may frequent
- Any prior victim of the AOS

The notification may include all or any part of the following information:

- Name and address of AOS
- Complete physical description
- Type of vehicle(s) the AOS is know to drive
- Any conditions or restrictions included in the supervision or conditional release requirements
- A description of the AOS's method of operation and victim profile
- Most current, available photograph of the AOS and vehicle(s) the AOS is know to utilize.

SONL

The Board of Parole uses the Static-99R risk assessment tool to determine the notification level of adult male registrants. For registrants who do not qualify for the Static-99R risk assessment (i.e. females, juveniles, and certain other registerable offenses) the LS/CMI and an in-person evaluation will be completed to determine a registrants notification level. There are three Sex Offender Notification Levels (I, II, III) that represent the range

of people, schools, and businesses in the community who may receive notification about a registrant. This notification is based on the level an individual has been given.

Static 99R

Done one time at the time of release from DOC, or when the AOS begins supervision. The initial assessment would be coded as SONL, if the assessment is being used to determine their level, or INITIAL, if the person is not required to register as a sex offender.

The STATIC-99R can be done again if an AOS is charged or convicted of any new qualifying sex offenses while on supervision; this would be coded as New Information Available.

- Initial Static 99 Assessment: Select this reason when creating a new S99R assessment for an individual who is not SONL eligible.
- SONL Assessment: Select this reason when creating a new S99R that will be used for the Sex Offender Notification Level (SONL).
- New Information Available: Select this reason when creating a new S99R due to new information that changes the assessment score.
- D – DOC Statics: Only DOC staff should use this code for DOC AIC assessments.

Enter a STATIC 99R

CCPPO Menu option #9, F6 to create new, follow the Static 99 coding instructions to complete the assessment, entering through each screen.

```
CLS2511      Corrections Information Systems (UART)      11:11:11
MOONEYM      Static-99 Determinations                    3/04/26
                                     CREATE
Offender: 21800916 GUILLOU, BRENT PATRICK      Assessment Date: 3/04/2026

Definitions for ORS 163A.005:
(4) "Sex Crime" means:
(a) Rape in any degree;
(b) Sodomy in any degree;
(c) Unlawful sexual penetration in any degree;
(d) Sexual abuse in any degree;
(v) Purchasing sex with a minor;
(x) Any attempt to commit any of the crimes listed in the subsection

Past or present conviction for a sex crime, attempted
sex crime, or out-of-state equivalent, as defined by
ORS 163A.005(5)(a)-(d), (v) or (x)? _ Y/N (required entry)

Creation of Static 99 due to:
      (Code or F4=Prompt)

F3=Exit      F5=Refresh      F12=Cancel
```

Stable/Acute

Actuarial risk assessment designed to assess risk of sexually recidivating over time using dynamic risk factors used in conjunction with the Static 99R. This instrument should not be used to assess females, young offenders (those having an age of less than 18 years at the time of release) or offenders who have only been convicted of prostitution-related offenses, such as pimping, sex in public locations with consenting adults, or possession of adult pornography/indecent materials. This assessment should only be done on AOS who meet the criteria of a Static 99. Is updated once a year most commonly.

CCPPO Menu option 10, F6 to create new, follow the coding instructions to complete the assessment, entering through each screen.

```

SAA200I      Corrections Information Systems (UAT)      11:17:05
MOONEYM      W/W Offender Stable/Acute Assessments    3/04/26
Offender..... 9999966 Testing, Snoopy Doggie
Current status.. RIC(COUR)      IBRO Institution Based Records Offi
DOB: 9/09/1957 Age 68      Supv level: LOW      Caseload: 01699
S99R:      Below Average Risk      Stable:      1/03/2023 Low
Combined S99R/Stable Risk: Level I/Very Low Risk
2=Change 4=Delete 5=Display 10=Print A=Audit stamp S=Scoring
Opt Assessment Description      Score Loca Sts Caseload Evaluator
├── 1/03/2023 Stable-2007      000 IBRO IN 01699 McDonald, Paula D

Bottom
F3=Exit      F4=Prompt      F5=Refresh      F6=Create Stable      F7=Create Acute
F8=Notes      F11=Menu bar      F12=Cancel      F13=Repeat      F15=Static 99

```

NOTE: Any sex offender assessments entered into DOC400 and not completed, or entered in error, contact the Community Corrections Coordinator to delete the assessment. Please provide the SID and justification.

ATTACHMENTS

DOC Chrono Business Rules

DOC CHRONOLOGICAL RECORDS (CHRONOS) BUSINESS RULES

PURPOSE

ORS 137.630 states it is a duty of a probation officer to “keep detailed records of the work done and to make such reports to the courts and to the Department of Corrections as the courts require.” Thus, chrono entries are a part of the master record for an adult on supervision (AOS). Chronos contain the historical record of the contacts with and about an AOS during the course of supervision. A wide range of staff make chrono entries. These records, which are accessible statewide by any approved user of the Corrections Information System (CIS) with a valid business interest in the AOS, are used to document case management decisions about an AOS and to recall events during legal proceedings.

CIS ACCESS RULES

Only those who have signed the State Department of Corrections User Authorization Form (UAF) and have received signed approval of the functional unit manager or designee may have access to CIS. By signing the agreement, the user acknowledges responsibility for protecting agency assets, including computers and information in accordance with the Department of Corrections administrative rules and policies as listed on the UAF.

No user is to share access (password) with anyone. File material whether electronic or not is to be accessed for official business purposes only and released to others according to policy.

BUSINESS RULES

I. Chrono Header

The header section contains the Date, Time, Place and Person of the contact. Other header information includes MR, which indicates the submission of a written Monthly Report by the AOS; and key word is used in chrono search and to identify the subject of the chrono.

The information in the header is used to generate a variety of reports to assist leadership and staff with caseload management decisions as well to track the number of measurable contacts with the AOS.

- 1.** Chronos are only to be entered by authorized CIS users and are only to be entered by the user signed on to the system.
- 2.** Chronos can be deleted or modified within 7 days of entry only by the user that created the chrono.
- 3.** After 7 days, chronos can only be deleted if they contain sensitive information, and only with approval by the DOC Community Corrections Coordinator.

DOC CHRONOLOGICAL RECORDS (CHRONOS) BUSINESS RULES

4. Any user can append a chrono at any time.
5. Date in the chrono header should be the date of the contact. Date is a required field and defaults to the entry date and should be changed to reflect the contact date if different.

Note: The system records the date the chrono was entered along with the User ID and User Type of the person signed on to the system. Chronos should be entered as soon as possible after the event. The system will alert a user when 30 or more days have passed since the event date in the chrono header.

7. **Person and Place** codes are to be used to accurately reflect with whom and where the contact took place. Person and Place are required entries.
 - **Place Code:** This field indicates where or how an interaction occurred, or how information was received or transmitted.

Place Codes	CODE	Definition
Court	CORT	Physically or virtually attended court, met with an AOS at court, or met with/spoke to any other individual at court that requires chronoing.
Day Reporting Center	DAYR	Interacted with an AOS, or another individual, at a Day Reporting Center that requires chronoing.
Place of Employment	E	Physically visited a potential, reported, or actual place of employment of an AOS (official visits only, not those incidental to patronizing a business).
Electronic Message	EM	Contact via electronic means other than telephone, such as e-mail or text, with an AOS that does not meet the level of a measurable contact, or with an individual other than the AOS.
Electronic Visit	EV	Meaningful case management contact with an AOS via an electronic means other than a telephone in lieu of a face-to-face contact such as an e-mail or text. This place code should only be used with the person codes O or N.
Received by facsimile	FAX	Received or sent information from/by a fax
Field (Community)	FLD	Met with an individual in a location that does not fit in any of the other place code definitions.
Home Visit	H	Met with an individual at the potential, reported, or actual home of an AOS.
Institution	INST	Met with staff or an AIC at an institution (for reach-ins be sure to use the RI individual code)
Jail	J	Met with staff or an AIC at a jail (for reach-ins be sure to use the RI individual code)
Mail	M	Information or communication received or sent information using USPS, UPS, FEDEX, etc.
Note Information	N	A note received or left about or from an AOS such as a kyte, doctor's note, note from another staff member, etc. Additionally, auto chronos use this code as a place code.
Office	O	Any other contact or activity that occurs in the community corrections office, or a community corrections ancillary location, that does not meet the criteria of a measurable contact.
Office Visit	OV	Meaningful case management contact with an AOS that occurs at a community corrections office. This place code should only be used with the person codes O or N.
Sanction	S	This code should only be used to detail a sanction that has been entered into the sanction module on CIS.
Telephone call	T	Contact via a telephone call with an AOS that does not meet the level of a measurable contact, or contact with an individual other than the AOS.
Telephone Visit	TV	Meaningful case management contact with an AOS via telephone in lieu of a face-to-face contact. This place code should only be used with person codes O or N. (for reach-ins be sure to use the RI person code)
Treatment Provider	TX	Contact with an AOS or other individual at a treatment provider location not at a community corrections office.
Intervention	V	This code should only be used to detail an intervention entered into the sanction/intervention module in CIS or a BCP intervention on OMS.
Voice Mail	VM	A voicemail left or received
Virtual Visit	VV	A meaningful case management contact with an AOS using an electronic device with which both parties can view and speak to each other via video. This place code should only be used with the person codes O or N.

DOC CHRONOLOGICAL RECORDS (CHRONOS) BUSINESS RULES

- **Person Code:** This is the individual you spoke with, received information from, or gave information to. This is *not* you, the writer. Your identifying information is already logged when you enter a chrono.

Person Codes	CODE	Definition
Attorney	ATT	Any attorney other than a district attorney or staff member from a district attorney's office
Automated Chrono	AUTO	These are automated chrono entries made by the system. Please do not use this code.
District Attorney	DA	A district attorney or a staff member from the district attorney's office, or information received from the district attorney's office.
DOC Staff	DOC	Department of Corrections staff including Release Counselors, STTL/AIP, Compact, and Community Corrections Coordinators. Do not use when communicating with Linn and Douglas Parole & Probation staff.
Employer/Institutional Job	E	An employer or supervisor (not to be confused with the physical location of employment). This is an individual, not a place.
eCourts	ECRT	Information received from eCourts.
Family	FA	Any family member other than a legal spouse .
ICOTS Info	ICAO	Information entered, transmitted, or received from the the ICOTS system. Do not use when communicating with Compact Staff.
Judge/Court	J	A judge, information received from a judge, an official representative of a judge, court personnel, or information received from the court (not eCourts).
Law Enforcement Officer	LE	Any law enforcement personnel other than a PO.
Law Enforcement Data System	LEDS	Information received from or transmitted to LEDS
No Contact Made	N	To document activities in conjunction with a place code, such as CORT or FLD, when no contact with the AOS or another individual occurred; an attempt to make contact with someone via a place code was unsuccessful; or an AOS did not report for a scheduled appointment.
Offender Note	NOTE	This person code should typically only be used in conjunction with the Office (O) code. It is for documenting activities such as no-shows, attendance, administrative tasks related to the case, etc.
Offender	O	The individual on supervision. This code should only be used if you actually met with, interacted with, spoke to, or received or gave information to an AOS.
Board of PPS/Parole	PBRD	A board member, staff member of the board, or information received from or given to the board.
Public Inquiry	PI	An individual seeking public information.
Parole/Probation Officer	PO	This is another PO from your office or another county that you received information from or gave information to. This is not you.
Roommate	R	A co-habitant of an AOS that is not a family member, parent, partner, or legal spouse.
RI Reach In	RI	This code should be used when meeting with an AIC in jail or an institution for purposes of a reach-in. For all other jail visits, use the O person code with the Jail (J) or Institution (I) place code.
Significant Other/Partner	SIGN	An individual with whom the AOS shares an intimate relationship with, but is not legally married to.
SPOU Legal Spouse	SPOU	An individual to whom the AOS is legally married to.
TX Treatment Provider	TX	This is a treatment counselor, facilitator, or staff member you met with, spoke to, received information from, or gave information to. This is an individual, not a place.
V Victim	V	A victim of the AOS on a past, current, or pending case.
X Collateral	X	Any other individual or entity that does not fit into any other person category listed.

8. Time is a required entry. The time should reflect the time of the contact, not the time the chrono was entered. Time entries are used to establish the order of events that occur on the same day regarding an AOS.
9. The MR (Monthly Report), field is to be marked Y=Yes whenever an AOS submits a written Monthly Report. It should not be used to reflect a routine or regular monthly office visit. This field should be marked N=No when a written monthly report is not submitted during the contact. This field is required.
10. The Key Word field functions as a title for the chrono entry and assists in later searching for specific events.

The statewide Field Automation Users Group (FAUG) recommends the following Key Words. Pressing F-1 with cursor on the Key Word field will display this list in CIS. Key

DOC CHRONOLOGICAL RECORDS (CHRONOS) BUSINESS RULES

Words must be entered exactly as listed below, no abbreviations or deviations. If it is not entered as shown, it will not be included in any search for the specific keyword.

Arrest	All arrests of AOS by any agency
Associates	All friends, family, and organizations affiliated with the AOS.
Audit	Supervisory audit of AOS file.
Authorization	All permissions given to the AOS, including travel, visitation with victim or minors.
Caution	Any officer safety concern.
Confidential	Private information from Law Enforcement, family, informants, and other sources.
EDIS Initial	Initial notification to an AOS of EDIS program and potential eligibility
EDIS Quarterly	Quarterly reviews documenting progress towards achieving EDIS and that the information has been shared with the AOS
EDIS Review	Initial eligibility review at halfway point
File Review	PPO review of file, or closing summary, or transfer of AOS.
Map	Directions to the AOS's residence.
Polygraph	Directive and/or results of a polygraph test.
Report	All violations and sanctions pertaining to the AOS
Search	A search of the AOS or property
UA	Urinalysis testing
TX	Treatment information for AOS

In addition to those in the F-1 list in CIS, the following are approved key words.

FIELD INVESTIGATION	Field investigation results chrono.
CLOSING SUMMARY	Summary chrono when supervision is being closed to a permanent close status

II. Text Section

The text section of the chrono is a narrative description of the contact or AOS information. Describe the event, behaviors or directives given to the AOS. The narrative should be focused on supervision, compliance with conditions, and adherence to the law.

Any user on the CIS network who has access to CIS can read chronos but should only do so when they have a valid business need. Chronos are subject to subpoena and public records requests and may be released publicly.

DOC CHRONOLOGICAL RECORDS (CHRONOS) BUSINESS RULES

1. **Basic and Common English Language rules:** Proper capitalization rules apply. Sentences should begin with capital letters and capital letters should be used to depict acronyms; otherwise, lower case letters should be used.

Note: Use of all caps is read as SHOUTING. It is discouraged and should be avoided.

2. Use acronyms and abbreviations sparingly.

Note: Remember, someone else needing to review the chronos may not be familiar with county-specific acronyms or language. To communicate effectively spell out acronyms at least once in the chrono text.

3. **Timely:** Chrono entries should be made within one business day of an event or occurrence.

Note: The Officer of the Day, Supervisor, Recog/Pre-trial may need to make decisions based upon what information is found in the chronos. Timely, up-to-date information entered may be critical to that decision.

4. **Professional:** Chronos are to record the work done with an AOS and the events of the AOS's supervision. Events, behaviors and case management decisions and plans are to be recorded in chronos. Information entered should be fact-based and opinions should be based on professional judgment. Personal feelings, conflicts or complaints related to case management decisions are not to be recorded in chronos. Characterizations of the AOS are not appropriate and should not be entered into chronos.

Note: Keep in mind that under certain circumstances (subpoenas, lawsuits, grievances, public records requests, etc.) your chronos may be reviewed by senior management, attorneys, judges, and other individuals outside the agency. Your professionalism will speak for itself.

5. **Complete and Concise:** Entries should focus on names, numbers, actions, and statements made by the AOS, or others, and directives given by the PPO. Observations or perceptions are to be written in a descriptive manner avoiding slang. Statements should be summarized or quoted and behaviors described clearly.
6. **Copy and Paste:** Do not copy and paste entire emails, long documents, LEDS and/or warrant information into chrono's. Emails from outside sources should be summarized, with only key points mentioned in the chronos.
7. **Sensitive Information:** Seek supervisory feedback regarding the entry of sensitive information such as victim information, address and/or phone number or confidential informant information, etc.

DOC CHRONOLOGICAL RECORDS (CHRONOS) BUSINESS RULES

Information is considered sensitive when the staff member receiving the information believes disclosure could reasonably result in harm.

When sensitive information is entered, a Key Word entry must be made marking the chrono as CONFIDENTIAL. This allows for more accurate search for a chrono that may need redacting by the department if the file comes under subpoena.

- 8. Threat of Harm:** Staff are required to report and respond to any information about an AOS harming or threatening to harm someone or threatening to harm themselves. Staff must notify any identifiable individual(s) or classes of individuals potentially at risk or harm in the community based on the identified threat. The chronos must reflect the actions staff took to notify the community and individual(s) under threat.
- 9. Personal Identifying Information (PII):** Do not enter personal identifiable information. PII in this context includes social security numbers, driver's license numbers (Oregon and out- of-state), mother's maiden name, FBI number; and anything that might be found in a LEDS restricted file (like the acknowledgement someone is classified as a known terrorist).
- 10. Medical and mental health information:** Medical and mental health information, such as a medical diagnosis, or mental health diagnosis and related medications, may be documented when such documentation is necessary for supervision. In all cases, documentation must clearly identify the source of the information (e.g., self-report, direct medical source, firsthand behavioral observation) and the specific supervision-related purpose for documenting it, such as safety concerns or risk to the individual or the community.