

STATE OF OREGON

Oregon Department of Corrections



OFFICE PROCEDURES AND REFERENCE GUIDE

www.oregon.gov/DOC/

Updated: June 13, 2007

INTRODUCTION

This manual is compiled with the hope that everyone's work will be made easier, and any one of us could walk into another's office and do his or her work. This manual is meant not only for support staff, but as an aid to the entire office.

When several of us older (or should we say more experienced) staff were first starting in corrections, things were much more simple than at the present time. As time progressed, things became more complicated, but cooperation among offices simplified many difficult tasks. None of us can know everything, and it has always been great to know that an answer and/or a word of encouragement are as close as a phone call away.

A person starting in corrections now has a mountain to climb before knowing how to do his or her job. It seems that about the time you have reached the top, the path has changed and you have to go back a step and begin again. Learning how to do the job correctly is an enormous challenge and an accomplishment to be proud of. No one ever knows all the answers, so do not hesitate to ask.

We want to thank all of you from past workgroups that have made this job of ours easier.

THE OFFICE PROCEDURES MANUAL ONLINE WORKGROUP 2006

Barber, Peggy – Parole Board
Emra, Manette (Chair) – DOC/Dome Building
Filbeck, Robin – Tillamook County
Harris, Gina - Benton County
Rossotto, Kim (Co-Chair) – DOC/Douglas County
Potter, Tina - Tri County

Kirby, Diana – DOC/Linn County
Emra, Manette– Interstate Compact
Shippey, Tina – Coos County
Phillips, Suzette - Curry County
Nelson, Anita - OISC
Johnson, Sharon – Columbia County

Table of Contents

Introduction	2
Table of Contents.....	3
Glossary – Suzette Phillips.....	4
Website Directions – Manette Emra.....	81
Resource Information – Gina Harris.....	85
ORS Listing – Gina Harris.....	86
Central Records – Gina Raney.....	94
File Maintenance – Sharon Johnson.....	97
File Structure – Diana Kirby.....	123
Financial Obligations – Suzette Phillips.....	127
Forms & Reports – Robin Filbeck.....	131
Intake – Robin Filbeck.....	151
Interstate Compact – Manette Emra	157
LEDS/OJIN – Christina Shippey (Tina).....	158
Parole Board – Peggy Barber.....	180

Please add the Community Corrections Directory and the General Information Directory to your binder. The documents are accessible on the DOC website: www.oregon.gov/doc/, once you are in the DOC website look under the menu title on the left hand side of the site, double click on Community Corrections, double click on County Offices and Staff, and the links are at the top of the page (Statewide Community Corrections Telephone Directory and General Contact Information by County.)

GLOSSARY/TERMINOLOGY

Table of Contents

GLOSSARY	2
MEDICAL TERMINOLOGY	57
DOSAGE	58
DOSAGES PRESCRIBED	58
HOW MEDICATION IS ISSUED	58
DRUG /PHARMACOLOGY	59
DEFINITIONS	60
COMMON NARCOTIC ADDICT TERMS	61
DRUG TERMINOLOGY	63
ALCOHOL AND OTHER DEPRESSANTS	63
CANNABIS	64
DESIGNER DRUGS	64
HALLUCINOGENS	65
NARCOTICS	65
STIMULANT: COCAINE	66
STIMULANTS: MISCELLANEOUS	66
QUICK REFERENCE	68
OCCULT TERMINOLOGY	70
BILINGUAL DICTIONARY OF CRIMINAL JUSTICE TERMS	77

For any changes or updates in the section, please contact:

Deb Howe, Department of Corrections
Douglas County Community Corrections
541-957-2085

GLOSSARY

A

AA: Alcoholics Anonymous

ABA - American Bar Association

ACA: American Corrections Association

ACRS: Automated Criminal Risk Score

AFAMIS: Accounting Financial Automated Management Information System. A program in AS/400 for ordering equipment and supplies for state offices.

AKA: Also known as; not true name.

AM: Administrative Message. A miscellaneous message being sent via LEDS.

ABATEMENT: To quash or put an end to a nuisance or act which is capable of being suppressed.

ABET: To encourage, to incite or set another on to commit a crime. This word is always applied to aiding the commission of a crime.

ABEYANCE: When a decision has not been decided; unsettled, as when probation revocation hearing was held and probation continued, the decision has been held in abeyance.

ABODE: Ones home; habitation; place of dwelling; or residence.

ABSCOND: Offender left without permission of supervising officer; whereabouts unknown.

ABSTRACT OF RECORD: A complete history in short, abbreviated form of the case as found in the record.

ACCEPTANCE/REJECTION REPORT: A report submitted to Interstate Compact after investigation for transfer to Oregon supervision from another state.

ACCOMPLICE: A person who knowing, voluntarily, and with common intent with the principal offender unites in the commission of a crime.

ACCORD: An agreement between two persons whereby one who owes an obligation will give a substitute of money or performance and the other, upon receipt of such substitute, will give up his right to bring suit for the unpaid obligation: an out of court settlement. The fulfillment of the agreement is termed a satisfaction.

ACCOUNTABLE: Responsible; liable to punishment.

ACCUSED: The person against whom an accusation is made; one who is charged with a crime or misdemeanor.

ACKNOWLEDGE: To own, avow, or admit; to confess; to recognize one's acts, and assume the responsibility therefore.

ACQUIESCE: -To give an implied consent to a transaction, to the accrual of a right, or to any act, by one's mere silence, or without express assent or acknowledgment.

ACQUIRE: To gain by any means, usually by one's own exertions.

ACQUIT: To set free, release or discharge as from an obligation, burden, or accusation.

ACQUITTAL: When a person is declared innocent of a crime he/she has been charged with.

ACTION: An ordinary proceeding in a court of justice by which one party prosecutes another for the enforcement or protection of a right, the redress or prevention of a wrong, or the punishment of a public offense.

ACTION PLAN: A plan (directive) the supervising officer expects to accomplish; a legal document that can be used in Court; offender is given a copy; a copy goes in the file.

ACTIVE SUPERVISION REVIEW DATE: A review date based on crime severity, good days, and guideline category. Applies to sentencing guidelines cases under the supervision of the Board of Parole & Post Prison Supervision.

ADDENDUM: Additional information submitted to the Court on a report that was submitted earlier.

ADDICT: One who has acquired the habit of using spirituous liquors or narcotics to such an extent as to deprive him of reasonable self control.

ADDICTION: When someone has progressed beyond control over alcohol and/or drugs. Emotional and/or physiological dependence.

ADDUCE: To present, bring forward, offer, introduce. Used particularly with reference to evidence.

AD HOC: For this; for this special purpose.

ADJOURN: To put off; defer; postpone. To postpone action of a convened court or body until another time specified.

ADJUDGE: To pass on judicially, to decide, settle, or decree, or to sentence or condemn.

ADJUDICATION: A judicial decision or sentence.

ADJUNCT: Something added to another.

AD LITEM: For the suit, for the purposes of the suit; pending the suit. A guardian appointed to prosecute or defend a suit on behalf of a party incapacitated by infancy or otherwise.

ADMISSIBLE: Evidence capable or worthy of being considered by the trier of fact.

ADMISSION: A voluntary or implied acknowledgment, confession, or concession of the existence of a fact, or of the truth of an allegation, made by a party to the case. An admission is an exception to the rule against hearsay evidence.

ADMONISH: To caution or advise.

ADOPT: To accept, appropriate, choose, or select; to make one's own which was not so originally.

ADVERSARY: A litigant -opponent, the opposite party in a writ or action.

ADVERSARY PROCEEDING: One having opposing parties; contested, as distinguished from an ex parte application; one of which the party seeking relief has given legal warning to the other party, and afforded the latter an opportunity to contest it.

ADVICE: View; opinion; the counsel given by lawyers to their clients; an opinion expressed as to wisdom of future conduct.

ADVISE: To give an opinion or counsel or recommend a plan or course of action; also to give notice.

ADVISED: Prepared to give judgment after examination and deliberation. The court took time to be advised.

ADVISEDLY: With deliberation; intentionally.

ADVISEMENT: Consideration; deliberation, consultation.

ADVOCATE: (Verb) - To speak in favor of; defend by argument.

ADVOCATE: (Noun) - One who assists, defends, or pleads for another; one who renders legal advice and aid and pleads the cause of another before a court or tribunal, a counselor.

AFFIANT: The person who makes and subscribes an affidavit.

AFFIDAVIT: A notarized document submitted to the Court with a Revocation Recommendation or Special Report of Violation that recommends a Bench Warrant be issued or a Citation for a Show Cause hearing.

AFFIDAVIT OF PREJUDICE: Sets forth a reason why a trial cannot be held before a particular judge.

AFFIRM: To ratify, make firm, confirm, establish, reassert.

AFFIRMATIVE DEFENSE: A defense the defendant must prove which will defeat the plaintiffs or prosecution's case as a matter of law.

AFORESAID: Before, or already said, mentioned, or recited; premised.

AGENT: A person authorized by another to act for him; a substitute or a deputy, appointed by a person and given discretionary power to act in his behalf.

AGGRAVATED ASSUALT: is the unlawful attack by one person on another to inflict severe bodily injury. It is usually accompanied by the use of a weapon or other means to inflict serious bodily harm or death.

AGGRAVATED MURDER: Is the willful killing of another when any of the following aggravating circumstances is: killing for pay; prior homicide conviction; multiple victims; torture or ; murder related to the victims performance of duties in the criminal justice system (police, juror, witness, etc); offender in custody of the criminal justice system; use of explosives; during the course of any of the following crimes; arson, criminal mischief, burglary, escape, kidnapping, felony, sex offenses, or compelling prostitution; concealing a crime or its perpetrator, or escaped offender not yet returned to penal facility.

AGGRIEVED PARTY: One whose legal right is invaded by an act complained of, or whose pecuniary interest is directly affected by a decree or judgment.

AID AND ABET: Help assist, or facilitate the commission of a crime, promote the accomplishment thereof, held in advancing or bringing it about, or encourage, counsel, or incite as to its commission.

ALCOHOLIC BEVERAGE: The term is distinguished from the term intoxicating liquor, in that a beverage may be alcoholic in that it contains some alcohol, and yet not be intoxicating.

ALCOHOLIC LIQUORS: Alcoholic, spirituous and malt liquors means intoxicating liquors which can be used as a beverage, and which, when drunk to excess, will produce intoxication.

ALCOHOLISM: A morbid condition resulting from the inordinate or excessive use of alcoholic beverages.

ALFORD PLEA: In case law, Alford was a United States Court case in which the defendant, Alford, was charged with Murder and pled no contest even though he would not admit his guilt. Therefore, Alford would be another term for a no contest plea.

ALIA: Other things (Latin).

ALIAS: Otherwise called, indicating one was called by one or the other of two names. An assumed name.

ALIBI: Elsewhere; in another place.

ALLEGATION: A statement by a party to a legal action who claims it can be proved as fact; i.e., alleging violation of Conditions of Supervision.

ALLEGED: Stated; recited; claimed; asserted; charged.

AMBIGUITY: Doubtfulness; double ness of meaning.

AMENABLE: Subject to answer to the law.

AMEND: To improve. To change for the better by removing defects of faults.

AMENDED SENTENCE ORDER: A Court order that amends the original sentence order. Can also add or delete former conditions of the original sentence order.

ANALOGY: In logic. Identify or similarity of proportion.

ANCILLARY: Aiding; attendant upon; describing a proceeding attendant upon or which aids another proceeding considered as principal.

ANNOTATION: A remark, note, or commentary on some passage of a book, intended to illustrate its meaning. Annotations are often found in the State's Code books after a particular statute. The publishers list several cases previously decided in that State which interpret what the statute means or how it has been applied. Annotations are also found in volumes of case books which reprint decisions of the State's highest appellate court or the United States Supreme Court. The annotations will discuss the case and give a history of other cases related to the one printed.

ANSWER: A pleading by the defendant in a civil case that contests the plaintiff's allegations of facts set forth in the complaint.

ANTABUSE: A chemical/medication that makes a person ill if they consume alcohol.

APPEAL: A challenge by the defendant to courts decision; an appeal asks for another hearing.

APPEAL BOND: Set by the court and filed by the appellant to stay issuance of execution until cause can be passed upon and disposed of by the superior court.

APPEAL IN FORMA PAUPERIS: A privilege given indigent person to prosecute an appeal without payment of fees or costs.

APPELLANT: The party who takes an appeal from one court or jurisdiction to another.

APPEARANCE: The formal proceeding by which a defendant submits himself to a court's jurisdiction.

ARBITRATION: The submission for determination of disputed matter to private unofficial persons selected in manner provided by law or agreement.

ARCHIVES: A permanent storage facility for criminal records.

ARGUMENT: An effort to establish belief by a course of reasoning.

ARRAIGN: Arraignment of a defendant consists of calling upon him by name, and reading to him the indictment, and demanding of him whether he be guilty or not guilty, and entering his plea.

ARRAIGNMENT: First appearance in Court, time defendant is formally charged with offense.

ARREST: When police take an offender into custody and lodged in jail or can be cited and released; parole/probation officers also arrest DOC offenders who are lodged in jail.

ARREST WARRANT: 1) A document granting authority to any agency authorized to arrest, detain, and hold a DOC escapee or Board of Parole and Post-Prison Supervision absconder in custody until arrangements can be made to return individual to the custody of the DOC. 2) A written Court Order issued and signed by the Court commanding a peace officer or other specified person to arrest an individual who is accused of an offense, or who has absconded supervision while on probation.

ARSON: is intentionally damaging or destroying the property of others by means of fire or explosion without the consent of the owner. Both fraudulent burning of ones own insured property and attempts at arson are included as property index crimes.

AS/400: (Application Systems/400): An IBM Mini-Computer that allows many users to access the computer at the same time from a terminal or PC.

ASSIGNEE: A person to whom an assignment is made; grantee.

ASSIGNMENT: A transfer to another of the whole of any property, real or personal, in possession or in action, or of any estate or rights therein. A transfer by writing as distinguished from one by delivery.

ASSIGNOR: One who makes an assignment; one who assigns or transfers property; grantor.

ASSUALT: is an apparently violent attempt to threaten harm to another person without actually hurting them.

ASSUMPTION OF THE RISK: An affirmative defense in a negligence case which alleges that the plaintiff knew of the danger involved in what he was doing, did nothing to prevent his own injury and therefore as a result must bear the consequences of the action, and cannot ask for the defendant to pay for his injury.

AT ISSUE: Status of a case when a particular point of fact is alleged by one party and denied by the other party. A case is most commonly at issue when a complaint and an answer have been filed.

ATTACHMENT: The act or process of taking, apprehending, or seizing persons or property, by virtue of a writ, summons, or other judicial order, and bringing the same into the custody of the law, used either for the purpose of bringing a person before the court, of acquiring jurisdiction over the property seized, to compel an appearance, to furnish security for debt or costs, or to arrest a fund in the hands of a third person who may become liable to pay it over.

ATTORNEY: In the most general sense this term denotes an agent or substitute, or one who is appointed and authorized to act in the place or stead of another.

ATTORNEY AT LAW: An advocate, counsel, or official agent employed in preparing, managing, and trying cases in the courts. An officer in a court of justice, who is employed by a party in a cause to manage it for him.

ATTORNEY OF RECORD: Attorney whose name must appear somewhere in permanent records or files of case, or on the pleadings of some instrument filed in the case, or on appearance docket.

ATTORNEY FEES: Any fee paid to the Court for Court appointed attorney; offender may be required to reimburse the State of Oregon.

AUTO REVOKE: A defendant violates parole/post-prison supervision as a result of a conviction of a new crime and the court orders a prison term. Parole/post-prison supervision terminates without a violation hearing per ORS 144.345(2) and the defendant's parole/post-prison supervision is automatically revoked.

AVOW: In pleading. To acknowledge and justify an act done.

B

BAF: Board Action Form (issued by Board of Parole and Post-Prison Supervision).

BACKUP: All documents and systems should be routinely backed up in case you lose the hard disk. Backing up the program on the system is especially important in case of hard disk loss; backing up documents daily (if lots of documents are generated) is advised.

BAIL: Obsolete term. See Security Amount.

BAIL BOND: An obligation signed by the accused with other persons as sureties, to secure his presence in court.

- a. Cash - A sum of money forfeited, such amount imposed as a punishment for an offense.
- b. Bond Forfeiture - Upon failure of a defendant to appear in court on a date of a defendant to appear in court on a date previously set after release from jail on a bail bond, the bonding company is advised to produce defendant or cash bail shall be due and payable in the court as set on the bond.

BAILIFF: An officer of the court whose function is to maintain order and to assist with the proceedings by ushering witnesses to the stand.

BALLOT MEASURE 10 CASES: Crimes committed by parolees after December 4, 1986 and before November 1, 1989. Parolees cannot be discharged until they have served three years inactive supervision after serving the Board ordered formal supervision period (See Inactive Parole). (Also refer to the section in the manual that discusses Ballot Measure 10 cases).

BEDS: (or bed space) is a common measure of the capacity of institutions, including jails and prisons.

BENCH PROBATION: Probation to the Court, not formal probation.

BENCH WARRANT: A warrant issued by the Court for a person's arrest.

BENEFICIARY: One for whose benefit a trust is created. A person having the enjoyment of property of which a trustee, executor, etc. has the legal possession. The person to whom a policy of insurance is payable. One receiving benefit or advantage, or one who is in receipt of benefits, profits, or advantage.

BILL OF PARTICULARS: A written statement of specification of the particulars of the demand for which an action at law is brought, or of a defendant's set-off against such demand, (including dates, sums, and items in detail), furnished by one of the parties to the other, either voluntarily or in compliance with a judge's order for that purpose.

BLOCK NUMBERS: A temporary 8-digit ID number assigned by AS/400 when a new offender is admitted, when a State Identification Number (SID) is not available. You cannot enter a record in EPR until you have a SID number. An offender must be fingerprinted in order to get a SID, and then change from the Block Number to the SID number in OPS, and forward documentation to Central Records.

BOARD OF PAROLE AND POST-PRISON SUPERVISION: Same as Parole Board (refer Parole Board).

BOARDER: An inmate housed in another county, state or federal prison at the expense of the Department of Corrections (bed rental), or through reciprocal agreement with another state.

BONDSMAN: A surety; one who has entered into a bond as surety.

BRANCH OFFICE: A Community Corrections office within a specific county. Also referred to as field office.

BREACH: The breaking or violating of a law, right, or duty, either by commission or omission.

BREACH OF THE PEACE: A violation or disturbance of the public tranquility and order. The offense of breaking or disturbing the public peace by any riotous, forcible, or unlawful proceeding.

BREATHALYZER: A test of breath for alcohol consumption. Breathalyzer uses a glass ampoule for testing with a calibrated dial; the digital type test is an intoxilyzer.

BRIEF: A written or printed document prepared by a party or his attorney which is filed in court and sets forth both facts and law in support of his case.

BROWSE: As used in ISIS, page through full screens of information. For example, if you selected a number of Treatment programs to view; you could then Browse Forward (F8) and view another program or Browse Backward (F7) to view another program.

BURDEN OF PROOF: The necessity or duty of affirmatively proving a fact or facts in dispute on an issue rose between the parties in a case. For example, in a criminal case, the prosecutor has the duty (burden of proof) to prove that the defendant is guilty beyond a reasonable doubt.

BURGLARY: 1st degree - The unlawful entering or remaining in a dwelling with the intent to commit a crime therein. Or entering or remaining in a building other than a dwelling if armed with burglar=s tools or a deadly weapon, or if physical injury is caused or attempted; or if use is threatened or made with a dangerous weapon.

BURGLARY: 2nd degree - The unlawful entering or remaining in a structure other than a dwelling with the intent to commit a crime therein.

C

CAA: An abbreviation used for court appointed attorney.

CC: An abbreviation used for concurrent sentences. Can be used for collateral contacts.

CCA: Community Corrections Act.

CCH: Computerized Criminal History; offender records obtained from LEADS, NCIC, and FBI.

CIS: Corrections Information System. Computer System w/info about offenders in prison and on probation, parole, and post-prison supervision.

CPAI: Corrections Program Assessment Inventory.

CPU: Central Processing Unit.

CS: An abbreviation used for community service and/or consecutive sentences.

CSS: Crime Severity Scale.

CTS: Credit for time served during incarceration.

CVAF: Crime Victims Assistance Fund; a fund set up to assist victims of crimes.

CALENDAR: A computerized version of a scheduling calendar. It allows you to schedule events, appointments and meetings by date and time; with text describing the event.

CALENDARING: A computerized version of a scheduling calendar. It allows one to schedule events, appointments and meetings by date and time.

CANCEL: To stop something that you were working on and go back to where you started.

CAPITAL CASE: One in which the death penalty or life imprisonment may, but need not necessarily, be inflicted.

CAPTION: The caption of a pleading, or other papers connected with a case in court, is the heading or introductory clause which shows the names of the parties, name of the court, number of the case, etc.

CAPSTUN: Chemical agent, which when sprayed in the face, renders the recipient temporarily helpless for a short time; replaced by Pepper mace or other chemical agents.

CARNAL KNOWLEDGE: Coitus; copulation; the act of a man in having sexual bodily connection with a woman; sexual intercourse. There is carnal knowledge if there is the slightest penetration of the sexual organ of the female by the sexual organ of the male. It is not necessary that the vagina be entered or that the hymen be ruptured, the entering of the vulva or labia is sufficient.

CASE: Action, cause, suit, or controversy.

CASELOAD: A county's or parole/probation officer's caseload consists of the offenders under supervision who are felony or misdemeanor offenders; can be probationers, parolees, post-prison, or interstate compact offenders, or a combination.

CASE PLAN: Goals set by supervising officer and the offender to establish long-range planning, signed by offender and supervising officer; copy to offender and copy to file.

CATCH-LINE HEADINGS: Title of a rule of statute.

CENTRAL RECORDS: Part of OISC (Offender Information and Sentencing Computation). Depository for the Official File Material on all felony offenders. Responsible for records archiving, sealing, and expunging of records. The purpose of Central Records is to maintain, in accordance to statutes and administrative rules, the official file documents pertaining to offenders committed to the supervision of the DOC, individuals and agencies in the use of records for research and evaluation.

CERTIORARI: (Lat.) - The name of a writ of review of inquiry. It is a discretionary means by which an appellate court accepts cases for re-examination.

CHALLENGE FOR CAUSE: The removal of a potential juror by a party because the juror has an interest in the case, or a bias or prejudice against the party or his cause.

CHAMBERS: Private office or room of a judge.

CHANGE: To modify a record.

CHANGE OF VENUE: Properly speaking, the removal of a suit begun in one county or district to another county or district for trial, though the term is also sometimes applied to the removal of a suit from one court to another court of the same county or district.

CHATTEL: An article of personal property.

CHIEF CLERK: The principal clerical officer of a bureau or department, who is generally charged, subject to the direction of his superior officer, with the superintendence of the administration of the business of the officer.

CHIEF JUDGE: In some states, the presiding judge.

CHIEF JUSTICE: The presiding, eldest, or principal judge of a court of justice.

CHIP: Miniaturized electronic circuit etched into a piece of Silicon.

CHRONOS: (Chronological). Page in active file (side 3) where Parole/Probation Officer documents activities regarding offender. Contains entries by any staff with information relative to offender. These are done electronically within the ISIS module of the Corrections Information System. USERID stamp with date and time is automatically generated.

CIRCUMSTANTIAL EVIDENCE: Evidence directed to the surrounding circumstances whereby existence of the principal fact in issue may be inferred by the exercise of logical reasoning.

CIRCUIT COURT: A Court that sentences/hears Felony and Misdemeanor cases. (See COURTS)

CITATION: (1) An order or summons by which a defendant is notified of judicial proceedings against him and which directs him to (2) A reference to the text of a statute, ordinance or judicial opinion by the use of identifying numbers such as section, volume, or page numbers.

CITED AND RELEASED: When a person is arrested for a crime, cited and released with instructions when and where to appear for Court; they are not lodged in jail.

CIVIL: t indicates the private rights and remedies of men.

CIVIL ACTION: A personal action which is instituted to compel payment, or the doing of some other thing which is purely civil.

CLASS ACTION: A civil suit brought by one person on behalf of others with similar claims who are too numerous to join as individual plaintiffs.

CLASSIFICATION: The process of evaluating the supervision level needed for each offender being supervised in the field.

CLERK OF THE COURT: An officer of a court of justice who has charge of the clerical part of its business, who keeps its records and seal, issues process, enters judgments and orders, gives certified copies from the records, etc. An assistant whose principal duty is to make correct memorial of courts orders and directions.

CLIENT: A person who employs or retains an attorney, or counselor, to appear for him in courts, advise, assist, and defend him in legal proceedings, and to act for him in any legal business.

CLONE (IBM): A microcomputer produced by a company other than IBM that is compatible with the IBM PC, XT, AT.

CLOSED CASE: A case that is closed to all supervision, regardless of reason. This does not include abscond (case is suspended, in limbo), or transfer cases (supervision changed to another location).

CLOSING SUMMARY AND NOTIFICATION OF SUMMARY REPORT: (CD/910-Per Rule #70) Only to be used when file is closed and official file material sent to Central Records.

CLOSING SUMMARY REPORT: A report to the Court, Parole Board, or Interstate Compact requesting closure of case.

CODE: A collection of the laws published in one or more volumes systematically arranged into chapters and sections with a table of contents and index.

COERCE: Compelled to compliance; constrained to obedience or submission in a vigorous or forcible manner.

COGNITIVE SKILLS: allow offenders to identify irrational and inappropriate thoughts in order to pursue rational thinking and appropriate behavior.

COGNIZANCE: Judicial notice or knowledge; the judicial hearing of a cause; acknowledgment; confession; recognition.

COHABIT OR COHABITATION: Dwelling together. Living, or abiding or residing together as man and wife.

COLLATERAL CONTACT: Contact with anyone other than the offender who can provide information relevant to the supervision of the case.

COMMIT: To send a person to prison, an asylum, workhouse, or reformatory by lawful authority.

COMMITMENT: The warrant by which a court or magistrate directs an officer to take a person to prison. Authority for holding in prison one convicted of crime.

COMMON LAW: Law created not by statute, but by judicial opinions, recognizing the authority of customs and practices dating from ancient English times that are still in effect today. Common law is invalid if it conflicts with federal or state constitutions or statutes.

COMMUNITY CORRECTIONS: describes the system of supervision people living in the community who are on probation, parole, or post-prison supervision. By using classification tools, treatment and support programs, community corrections professionals help preserve public safety while helping offenders make the transition to useful citizenship.

COMMUNITY SERVICE: programs assign offenders to work for government or private non-profit agencies. Manual labor chores might include chopping wood, serving food at senior centers, weeding around public buildings, or helping with park maintenance. Those with special skills SKOP (Drug Reduction of Probationers) programs send offenders to jail when they test positive for substance abuse; two days for the first positive test, 10 days for the second, and 30 days for the third. The program has consistently shown a reduction in the use of drugs.

COMMUNITY SERVICE WORK: Hours of work to be performed in the community as part of sentence. Can be in lieu of fine, attorney fees, or victim's assessment (not restitution) imposed by the Court.

COMMUNITY SUPERVISION: is provided by community corrections agencies for offenders on probation, parole or post-prison supervision.

COMMUNITY WORK CREWS: are composed of offenders working in a group to provide community service. Crews typically clear trails, maintain parks, paint buildings, collect litter or perform other types of manual labor.

COMPACT: Also INTERSTATE COMPACT. This unit, housed in the Dome Building in Salem, is responsible for all Oregon offenders being supervised in other states and other state's offenders being supervised in Oregon.

COMPENSATORY DAMAGES: A payment of money to an injured party by a wrongdoer to restore the injured party to the position he had prior to the injury.

COMPETENT: Duly qualified; possessing the requisite natural or legal qualifications; legally fit.

COMPLAINANT: Person who seeks to initiate court proceedings against another person. In a civil case the complainant is the plaintiff; in a criminal case he is the person who completes a complaint form and delivers it to a magistrate prior to the issuance of an arrest warrant.

COMPLAINT: CIVIL - Initiatory pleading on the part of the plaintiff in a civil action. Its purpose is to give defendant information of all material facts on which plaintiff relies to support his demand.

COMPLAINT: CRIMINAL - A charge preferred before a magistrate having jurisdiction, that a person named has committed a specified offense.

COMPLETED: In the Work with To-Do List section, to designate that a task has been fulfilled.

CON: A slang or cant abbreviation for confidence, as a con man or con game.

CONCEAL: To hide; secret; withhold from the knowledge of others; to withdraw from observation; to withhold from utterance or declaration; to cover or keep from sight.

CONCLUSIVE EVIDENCE: That which is incontrovertible, either because the law does not permit it to be contradicted, or because it is so strong and convincing as to overbear all proof to the contrary and establish the proposition in question beyond any reasonable doubt.

CONCURRENT SENTENCE: A sentence running for same period of time as another sentence. Can be same or different docket number.

CONDITIONAL DISCHARGE: A defendant is granted discharge subject to performance of certain conditions required by the court. See DIVERSON.

CONDITIONAL RELEASE: A defendant is granted release subject to performance of certain conditions required by the Court.

CONDITIONS OF PAROLE: Conditions that parolee must abide by that have been set forth by the Board of Parole. A Parole Order may contain Special as well as General Conditions.

CONDITIONS OF PROBATION: Conditions set forth by the Court that probationers must abide by. Conditions of Probation (sometimes called Conditions of Supervision) generally include Special as well as General Conditions.

CONFESS: - To admit as true; to assent to; to concede.

CONFESSION: - A voluntary statement made by a person charged with the commission of a crime or misdemeanor, communicated to another person, wherein he acknowledges himself to be guilty of the offense charged, and discloses the circumstances of the act or the share and participation which he had in it.

CONFESSION OF JUDGMENT: - An act of a defendant in a civil case whereby he admits liability and offers to pay a sum of money to the plaintiff without going to trial.

CONFISCATE: Items seized from offenders that are in violation of the conditions of their parole or probation supervision.

CONTRABAND: An article or thing that possessing, using, or obtaining is prohibited by statute, rule, regulation or order that could endanger the safety or security of persons.

CONTROLLED SUBSTANCES: Drugs or narcotics that are controlled by the Federal Government. These are listed as Schedule I, II, III, IV, or V controlled substances.

CONSECUTIVE: Successive; succeeding one another in regular order.

CONSECUTIVE SENTENCE: Sentence that runs after completion of another sentence. Court order must state consecutive.

CONSIDERATION: Something which is of value given to one party to a contract by the other party, either of benefit to the recipient or of detriment to the giver.

CONTEMPT OF COURT: Any act calculated to embarrass, hinder or obstruct a court in the administration of justice, or calculated to lessen its authority or dignity. Contempt's are of two kinds: direct and indirect. Direct contempt's are those committed in the immediate presence of the court; indirect is the term chiefly used with reference to the failure or refusal to obey a lawful order.

CONTINUANCE: The postponement of a hearing or trial pending in a court to a subsequent day.

CONTRIBUTORY NEGLIGENCE: A negligent act or omission by the plaintiff, which when combined with the defendant's negligent act or omission, proximately caused the plaintiff's injury; an affirmative defense in a negligence suit.

CONVERSION: An unauthorized taking and exercise of the right of ownership over goods belonging to another person.

CONVICT: (Noun) One who has been finally condemned by a court. One who has been adjudged guilty of a crime or misdemeanor. Usually spoken of as condemned felons or the prisoners in the penitentiaries.

CONVICT: (Verb) To condemn after judicial investigation; to find a man guilty of a criminal charge.

CONVICTED: When a person has been found guilty by the Grand Jury, Court, or entered a plea of guilty. An offender pleading 'nolo contendere' is also considered convicted. Means that a judgment of final condemnation has been pronounced against the accused.

CORONERS INQUEST: An inquisition or examination into the causes and circumstances of any death happening by violence or under suspicious conditions within his territory, held by the coroner with the assistance of a jury.

CORRECTIONAL FACILITY: 1) A place used for confinement of person charged with and convicted of a felony crime (an institution) 2) A place used for Court-ordered confinement of a person convicted of a felony or misdemeanor a county jail.

CORROBORATING EVIDENCE: Evidence supplementary to that already given and tending to support or strengthen it.

COST BILL: A certified, itemized statement of the amount of costs in an action or suit.

COST-PER-DAY: is calculated by dividing an institutional budget by the number of inmates on an average day, including health, education and transport costs, as well as custodial costs. It does not include administrative overhead.

COSTS: An allowance for expenses in prosecuting or defending a suit. May or may not include attorney's fees. There are often court costs in a case, which are expenses incurred by the court, which may be assessed against one of the parties appearing in the case.

COUNSEL: An advocate counselor, or pleader. One who assists his client with advice, and pleads for him in open court. One who has been admitted as an attorney and counselor at law.

COUNT: (Verb) In pleading. To declare; to recite; to state a case; to narrate the facts constituting a plaintiff's cause of action. In a special sense, to set out the claim or count of the demandant in a real action. To plead orally; to plead or argue a case in court; to recite or read in court; to recite a count in court.

COUNTERCLAIM: A claim presented by a defendant in opposition to or deduction from the claim of the plaintiff.

COUNTS: Total number of crimes in a category on any single docket number.

COUNTY JAIL: A jail within a county.

COURTESY SUPERVISION: Supervision of an offender as a courtesy to another area, but not having actual legal authority to supervise the offender. Generally done when offender is temporarily residing in another area and will be returning or when offender's case is soon to expire.

COURT ADMINISTRATOR: A manager or conductor of non-judicial affairs of the court.

COURT ORDER: A legal document ordered by the Judge. Most common are sentence orders that sentence an offender for a crime of which he/she has been convicted. An Order may modify or change the original order, or order a Presentence Investigation.

COURT PROBATION: See BENCH PROBATION

COURTHOUSE: The building occupied for the public sessions of a court, with its various offices. The building occupied and appropriated according to law for the holding of courts.

COURTS: Various Courts in the State of Oregon are as follows:

CIRCUIT COURT: Circuit Courts are state trial courts of general jurisdiction which sentence both felony and misdemeanor crimes, and in civil cases over \$10,000, in both adult and juvenile cases. They have adoption and juvenile jurisdiction in all counties except Cook, Gilliam, Harney, Jefferson, Morrow, Sherman, and Wheeler, where the county court exercises juvenile jurisdiction except for Termination of parental rights proceedings, over which the circuit court has exclusive jurisdiction. The circuit court also exercises jurisdiction in probate, guardianship and conservatorship cases in most counties. Judges are elected for six-year terms.

COURT OF APPEALS: The Court of Appeals is a court made up of 10 Judges. It has jurisdiction in civil and criminal appeal cases (except death penalty cases), appeals from the Tax Court, and for review of most state administrative agency actions.

DISTRICT COURT: District Courts are trial courts with jurisdiction in civil cases limited to \$10,000, and to misdemeanor criminal cases, including traffic offenses, where conviction is Punishable by a fine of up to \$3,000, imprisonment of one year or less, or both. District Courts may conduct preliminary hearings in felony matters, but may not try cases involving title to real property. District Courts have small claims departments, which have jurisdiction for recovery of money or damages where the amount claimed does not exceed \$2,500. District Court Judges are elected for six-year terms.

JUSTICE COURT: The Justice Court has civil jurisdiction where the amount does not exceed \$2,500, except in actions involving title to real property, false imprisonment, libel, slander, malicious prosecution, criminal conversation, seduction or upon a promise to marry. Justice Courts have small claims department where actions for recovery do not exceed \$1,500. Justice Court has criminal jurisdiction in all misdemeanor crimes punishable by imprisonment for no more than one year. They also have jurisdiction over traffic and other violations. Justice Court is held by a justice of the peace within the district for which he/she is elected.

MUNICIPAL COURT: Municipal Courts have jurisdiction over violations of city ordinances and criminal cases occurring within the city limits or on city owned or controlled property.

The types of cases are criminal misdemeanors, criminal traffic crimes where maximum penalty does not exceed a \$2,500 fine or one year in jail, or both; other minor traffic infractions; certain minor liquor and drug violations; parking violations; and municipal code violations such as animal and fire violations. Municipal Judges can perform weddings within their jurisdictions. Municipal courts are controlled by State statute and similar in procedure to District Courts, particularly to the introduction of evidence and the conduct of jury trials. Some cases can be removed on motion to District Court. Appeals from Municipal Court are to District Court. Judges are appointed by City Council; although in some counties they are elected.

OREGON SUPREME COURT: Composed of seven elected Judges who serve six-year terms who must be U.S. citizens and members of the Oregon Bar Association, and must have resided in Oregon for at least three years. IT is primarily a Court of review; that is, reviews the decisions of the Court of Appeals in selected cases. IT also decides which cases to review, selecting those with significant legal issues which call for interpretation of the laws which affect many citizens. The Court may affirm, reverse, or modify a decision of the Court of Appeals. This Court also has responsibility for admitting attorneys to practice in Oregon, and for the discipline of attorneys or Judges. The Chief Justice of the Oregon Supreme Court is elected from among the seven elected Judges. The Chief Justice Judge also assigns Judges to serve temporarily in Circuit Court when necessary.

TAX COURT: Has exclusive jurisdiction over all questions of law or fact under the state laws regarding income, inheritance, real property, personal property, timber taxes, cigarette taxes and local budget law. The Court has two divisions 1) Regular, and 2) Small claims. All trials are before a Judge, no jury. Appeal from this court is directly to the Oregon Supreme Court. In small claims, the courts decision is final. The Judge is elected to a six-year term.

COURTS OF RECORD: Courts whose proceedings are permanently recorded by a court reporter. Courts not of record are those of lesser authority whose proceedings are not permanently recorded.

CREDIBILITY: That quality in a witness which renders his or her testimony worthy of belief.

CRIMINAL CODE: The portion of the Oregon Revised Statutes that pertains to crimes and punishment.

CRIMINAL JUSTICE SYSTEM: System by which society identifies, accuses, convicts, and punishes offenders who have broken rules of society as expressed by the law.

CRIME: A positive or negative act in violation of penal law; an offense against the State.

CRIME RATE: is the number of index crimes per 100,000 population.

CRIME SEVERITY: Value given to a specific crime category based on severity of offense.

CRIMINAL: (Noun) One who has committed a criminal offense; one who has been legally convicted of a crime; one adjudged guilty of crime.

CRIMINAL: (Adj.) That which pertains to or is connected with the law of crimes, or the administration of penal justice, or which relates to or has the character of crime.

CROSS-CLAIM: cross-claim is one brought by a defendant against a plaintiff in the same action or against a co-defendant or both concerning matters in question in the original petition, and its purposes are to discover facts in aid of defense, to bring in new matter in aid of defense, to obtain some affirmative relief concerning matters in issue, to obtain full relief for all parties and a complete determination of all controversies arising out of matters alleged in original petition, and to have affirmative relief against either plaintiff or co-defendant in the nature of an original petition.

CROSS-EXAMINATION: The examination of a witness upon a trial or hearing, or upon taking a deposition, by the party opposed to the one who produced him, upon his evidence given in chief, to test its truth, to further develop it, or for other purposes.

CULPRIT: A person who is indicted for a criminal offense, but not yet convicted.

CURSOR: The Screen pointer. The blinking box or underline that shows where you are on the screen.

CUSTODY: The detainer of a man's person by virtue of lawful process or authority; actual imprisonment.

CUSTODY UNITS: A sanction that is used by the Court or supervising agency. Oregon law states a jail sentence is an alternative to a probation violation or post-prison violation or in part, determined when the offender is convicted. A two-dimensional grid system uses the seriousness of a crime and the criminal history of the offender at the time of sentencing. Following conviction, the Court can reserve custody units that can be used during period of probation. Each unit equals one day of jail or confinement in a release program. Eight hours of community service equals one-third of a custody unit.

D

DBA: Doing Business As

DMV: Department of Motor Vehicles. Responsible for maintaining records on all driver's permits, and drivers and vehicle licenses.

DOB: Date of birth

DOC: Department of Corrections.

DOS: Disk Operating System. Usually refers to the set of programs which run the computer. Acts as a master scheduler and traffic cop.

DPSST: Department of Public Safety Standards and Training, located in Monmouth, Oregon

DRC: Data Responsibility Committee

DUII: (driving under the influence of intoxicants) means driving a vehicle while impaired by the influence of alcohol, illegal drugs, prescription drugs, or some combinations of these.

DV: Domestic Violence

DAISY WHEEL: Printer technology where a pre-formed character strikes an inked ribbon. The same as an electric typewriter.

DAMAGES: Money which may be recovered in the courts by any person who has suffered loss, detriment, or injury to his person, property or rights, through the unlawful act or negligence of another.

DANGEROUS OFFENDER: This is a classification to require an extended period of incarceration to protect the public. It is determined by a sentencing judge following a psychological examination that shows a severe personality disorder suggesting a tendency toward crimes that seriously endanger others. Subject to a 30-year indeterminate sentence, the dangerous offender must serve up to twice the presumptive guidelines sentence before becoming eligible for release to post-prison supervision.

DATABASE: A software program that organizes and retrieves information. Examples are DBASE and Paradox.

DATE CUT: is a prison term granted by the Board of Parole and Post-Prison Supervision following board hearing and recommendation by the Department of Corrections. The nature of the crime, the term of imprisonment, prison conduct and participation in rehabilitation programs are considered.

DAY CERTAIN: A fixed or appointed day.

DAY REPORTING: requires an offender to report to a central location every day. There he/she files a written daily schedule showing how each hour of the day will be spent – at work, in treatment, in school, etc. A case manager spot checks to see whether the offender is where he is supposed to be. The offender must obey a curfew, perform community service, and submit to random drug testing. Day reporting is often program-intensive, offering such services as alcohol and drug group therapy, employment readiness, and job training.

DEADLY WEAPON: Such weapons or instruments as are made and designed for offensive or defensive purposes, or for the destruction of life or the infliction of injury.

DEATH PENALTY: take an offenders life as punishment for aggravated murder. The court imposes this sentence only when a jury agrees that certain unusual circumstances surround the murder. In Oregon, the death penalty is subject to automatic appeal.

DEATH ROW: is a maximum security area of a prison that is set aside for inmates who have received a sentence of death. Inmates on Death Row are segregated from the general prison population. Oregon's Death Row is at Oregon State Penitentiary.

DECEDENT: A deceased person.

DECLARATION: A declaration is a statement made out of court. An unsworn statement or narration of facts made by a party to the transaction, or by one who has interest in the existence of the facts recounted.

DECREE: The judgment of a court of equity or admiralty, answering for most purposes to the judgment of a court of common law. A decree in equity is a sentence or order of the court, pronounced on hearing and understanding all the points in issue, and determining the rights of all the parties to the suit, according to equity and good conscience.

DEFAULT: The defaults are the pieces of information that will display automatically unless otherwise specified by the user.

DEFAULT JUDGMENT: A judgment entered by the court in civil case in favor of the plaintiff and against the defendant when the defendant has failed to file some appearance in response to a summons. Defendant's failure to so file is deemed to be an admission that the demands of plaintiff's complaint are valid.

DEFENDANT: A person who has been charged with or convicted of a crime.

DEFRAUD: To practice fraud; to cheat or trick.

DELETE: To remove a record completely from the system.

DELIBERATE: As applied to a jury, the weighing of the evidence and the law for the purpose of determining the guilt or innocence of a defendant.

DEMEANOR: As respects a witness or other person, related to physical appearance. It embraces such facts as tone of voice in which a witness statement is made, the hesitation or readiness with which his answers are given, the look of the witness, his carriage, his evidences of surprise, his gestures, his zeal, his bearing, his expression, his yawns, the use of his eyes, his furtive or meaning glances, or his shrugs, the pitch of his voice, his self-possession or embarrassment, his air of candor or seeming levity.

DEMURRER: An answer to a complaint alleging that even if the facts alleged in the complaint are true, they do not create any liability and therefore do not warrant any further proceeding in the matter,

DENIAL: A traverse in the pleading of one party of an allegation of fact set up by the other; a defense.

DEPARTMENT OF CORRECTIONS: A department in state government that is responsible for the supervision of inmates, parolees, probationers, and Interstate Compact offenders. All penitentiaries in Oregon are under the Department of Corrections. The Director of the Department of Corrections reports directly to the Governor. He/she is responsible for all of Corrections, Community Corrections and all the institutions. The Assistant Director of the Community Corrections Branch reports to the Director. He/she is responsible for all of Community Corrections.

DEPARTURE: There are two kinds of departures in Sentencing Guidelines B dispositional and durational. Both departures can be the result of aggravating and/or mitigating factors triggered by the criminal history or crime severity. The dispositional departure means the sentence imposed was probation or prison when the presumptive sentence was contrary. The durational departure means the sentence imposed was inconsistent with the presumptive sentence as to the term imposed, either the time of incarceration, the term of post-prison supervision, the length of probation or the number of custody units ordered.

DEPONENT: One who gives under oath testimony which is reduced to writing; one who makes oath to a written statement. The party making an affidavit is generally so called, though in the United States the term affiant is also commonly applied to such party, the terms, when used with reference to one making an affidavit, are synonymous.

DEPOSITION: The testimony of a witness taken before trial, reduced to writing and duly authenticated, and intended to be used at the trial.

DEPUTY CLERK: One appointed to act in the place and stead of the clerk in the official business of the court.

DERELICT: Forsaken; abandoned; deserted; cast away. Neglectful of duties. Abandoned by an owner; abandoned property.

DESTITUTE: Not possessing the necessities of life and in a condition of extreme want.

DETAIN: To hold a person against their will so they can answer to a charge brought against them.

DETAINER: A document that is presented to the jail giving them authority to hold someone in custody. These can be placed by parole and probation officers or the Parole Board to authorize detention to the jail. A legal request from a jurisdiction that a person be held in custody until transfer to another jurisdiction for criminal proceedings. (Unlawful detainer): The act of withholding real estate or chattels from a person lawfully entitled to possession of them.

DETERMINATE: A sentence for which the legislature has set the length of sentence for each crime and little or no discretion is permitted by the Judge.

DETERRENTS: use fear of a legal penalty (fine, community service, imprisonment, etc) to prevent or discourage people from committing crimes.

DEVISE: To give real property by means of a will.

DEVISEE: A person given real property under a will.

DIGEST: A collection of summaries of court opinions arranged under headings of various legal topics.

DIRECT EVIDENCE: Proof of facts by witnesses who saw acts done or heard words spoken, as distinguished from circumstantial evidence, which is called indirect.

DIRECT EXAMINATION: The first interrogation or examination of a witness by the party on whose behalf he is called.

DIRECTED VERDICT: An instruction by the judge to the jury to return a specific verdict.

DISCHARGE IN BANKRUPTCY: The release of a person who has been adjudged bankrupt from the obligation to pay his former debts.

DISCHARGE OF PAROLE: When an offender is released from the institution, he/she is put on parole for a specific period of time. At the end of the required time, he/she is discharged from parole.

DISCLAIMER: The renunciation of an interest, right, or obligation imputed to a person or alleged to be his; a vendor's disavowal of any promises relating to the quality of the item sold.

DISCOVERY: The disclosure by a party of facts, titles, documents, or other things in his exclusive knowledge or possession, which are necessary to the party seeking the information as a part of a case or action pending in a court.

DISCRETION: A liberty or privilege allowed to a judge, within the confines of right and justice, but independent of narrow and unbending rules of law, to decide and act in accordance with what is fair, as determined upon the peculiar circumstances of the case, and as discerned by his personal wisdom and experience, guided by the spirit and principles of the law.

DISK DRIVE: A unit that holds, spins, reads and writes magnetic disks. See Floppy Disk and Hard Disk.

DISKETTE: Floppy diskettes are used in personal computers to hold data. Data on diskettes makes the data portable from one PC to another or saves data without taking space on the hard disk. They are also used for backing up data from the hard disk.

DISMISSAL: An order disposing on an action, suit, etc. without trial.

DISMISSAL WITHOUT PREJUDICE: Dismissal of a complaint without prejudice to the right of the plaintiff to sue again on the same cause of action. The effect of the words without prejudice is to prevent the decree of dismissal from operating as a bar to subsequent suit.

DISMISSAL WITH PREJUDICE: adjudication on the merits, and final disposition, barring the right to bring or maintain an action on the same claim or cause.

DISORDERLY CONDUCT: A term of loose and indefinite meaning (except as occasionally defined in statutes), but signifying generally any behavior that is contrary to law, and more particularly such as tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

DISPLAY: To view some information on the computer screen.

DISPOSITION: Determination of a charge.

DISQUALIFY: To render ineligible; as in speaking of the disqualification of a judge by reason of his interest in the case.

DISTRICT COURT: Handles traffic and game violations and misdemeanor crimes. It is a lower Court than Circuit. District Court can conduct preliminary hearings on felony crimes, but does not have the power to conduct a trial or sentence the offender. (See COURTS)

DIVERSION: Disposition of a criminal defendant before adjudication of guilt in which the court directs the defendant to complete a term of probation. If the probation is successfully completed, no adjudication of guilt and no conviction are entered on the defendant's criminal record (i.e. drug diversion per ORS 475.245). This may also be referred to as Conditional Discharge.

DIZAO-MICROFICHE: The duplicated copy of the Microfiche jacket on an offender which will be sent from Central Records upon request. Must be read in the field with a microfiche machine.

DOCKET: A formal record of judicial proceedings.

DOCKET NUMBER: A number that is assigned by the Court when a person has allegedly committed a crime. This identifying number is assigned as soon as one is charged with a crime. The number is found on arraignment and sentence orders (all Court documents pertaining to specific crime(s)).

DOE, JANE: - A fictitious name frequently used to indicate a person for the purpose of argument or illustration, or in the course of enforcing a fiction in the law. The name which was usually given to the fictitious lessee of the plaintiff in the mixed action of ejectment. Jane Doe and John Doe have been used in legal proceedings as fictitious names to designate a party until his real name can be ascertained.

DOE, JOHN: - Same as Jane Doe only represents male.

DOME BUILDING: A building in Salem that houses Corrections administration, personnel, payroll, finance, purchasing, Parole Board, Compact, etc. This building actually has a dome roof, hence the name.

DOT MATRIX: Matrix Printer technology where characters or pictures are made by striking a pattern of pins against an inked ribbon.

DOUBLE JEOPARDY: The constitution prohibits more than one prosecution for the same crime against the same person, i.e. a person cannot be put in jeopardy by being prosecuted more than once for the same crime.

DOWNLOAD: When you are moving data from AS/400 files to PC in office where it can be viewed or printed.

DROP PROGRAM: Drug Reduction of Probationers. Sanction in some counties where offenders on probation found with dirty UAs are sent to jail for increasing amounts of time for each violation.

DRUG CRIMES: violate the Uniform Controlled Substances Act (ORS 475). They include transfer of a prescription to an unauthorized party; sales of drug paraphernalia; and possession, transfer or sale of certain narcotics or imitation or controlled substances.

DRUG URINALYSIS TESTING: A program whereby urine samples are collected on a random basis, on offenders suspected of using illegal drugs.

DUCES TECUM: Bring with you. The name of certain species of writs, of which the subpoena deuces tecum, is the most usual.

DUE PROCESS OF LAW: The conduct of legal proceedings according to those rules and principles which have been established in our system of law for the enforcement and protection of private rights. Its most essential elements are a court with proper jurisdiction over the subject matter and the defendant, notice to each party, the opportunity for each party to present evidence and to challenge the opposing party's evidence, orderly procedures and neutral and unbiased trier of fact who determines the facts and decides the issues only on the basis of the persuasiveness of relevant evidence properly admitted. Due process is a safeguard against unreasonable, arbitrary, and capricious decisions.

DULY: In due or proper form or manner; according to legal requirements.

DURRESS: Unlawful constraint exercised upon a man whereby he is forced to do some act that he otherwise would not have done.

E

EBP: Evidence Based Practices

EN: Enter Persons Supplemental Information, a code used in the LEDS EPR system for entering supplemental information, i.e. additional alias names, DOBs, etc onto the EPR.

EPR: Entry parole/probation record. A record of the Law Enforcement Data System (LEDS) which identifies an offender who is in the community on parole, probation, post-prison, or interstate compact supervision. Information in the LEDS records on our offenders also lists name and telephone number of the supervising parole/probation officer. The EPR record allows police agencies to know who to contact when making contact with one of the offenders. Offenders who are assaultive must, under miscellaneous section, state assaultive.

ET: Early Termination. This releases supervision responsibilities before the actual sentence date expiration date. Offender has met all terms and conditions of probation.

ETR: Early Termination Report: See ET above.

EARNED TIME: allows as much as 20 percent of a prison term to be reduced, depending on an inmate's behavior and participation in programs. Only inmates sentenced under sentencing guidelines eligible for earned time.

EARLY TERMINATION REPORT: (ET, ETR) A report to the Court that requests an early termination from active supervision on an offender. This report is requested when an offender has met all terms and conditions of probation, and half of probation period is complete.

ELECTRONIC MONITORING: requires the offender to spend most of his time at home and work with a small transmitter attached to his ankle. A very specific schedule is required, and a computer notifies the corrections office by phone whenever the offender leaves or enters his home.

E-MAIL: Electronic sending/receiving of mail through Outlook.

EN BANC: In the bench.

ENJOIN: To forbid; restrain; to order; command.

ENTRAPMENT: The act of officers or agents of a government inducing a person to commit a crime not contemplated by him, for the purpose of instituting a criminal prosecution against him.

EQUAL PROTECTION: When the government, courts, and laws of a state are open and available to all persons of a state under the same conditions with like rules of procedure and evidence.

EQUITY: Ordinarily, law actions have for their object the assessment of damages, but a court of equity goes further. It tempers the strict letter of the law by basing its decisions on what is fair, just, and proper.

ERGONOMICS: Science or study of your work place, including equipment, furniture, and work environment.

ESCAPE: When an offender leaves without permission from jail or the institution.

ESCROW: Such things as a writing, deed, or money may be delivered by one person (the grantor) into the hands of a third person, to be held by the third person until the happening of a contingency or performance or a condition. If the contingency happens or the condition is performed the third person will deliver the writing, deed or money to some other person who was designated by the grantor.

ESTATE: The interest a person has in real or personal property; property left when a person dies.

ESTOPPEL: The doctrine by which a person who has said or done something may not later say or do something inconsistent that will cause loss or injury to another.

ET AL: Abbreviation for and others.

ET SEQ.-(Lat) An abbreviation for et sequente, or et sequential, meaning and the following.

ET UX: Abbreviation for and wife.

EXECUTION: The process of putting the judgment into effect, either by collecting the money from the other party through garnishment or sale or obtaining a court order to start or stop the other side's activities that were the subject of the judgment.

EXHIBIT: A writing or other article marked for identification and shown to the trier of fact during a court proceeding.

EVIDENCE: Any species of proof, or probative matter, legally presented at the trial of an issue, by the act of the parties and through the medium of witnesses, records, documents, concrete objects, etc. , for the purpose of inducing belief in the minds of the court or jury as to their contention.

EVIDENTIARY MOTION:-Hearings to determine the admissibility of evidence to be presented at trial.

EX POST FACTO: means after the fact in Latin.

EXCLUDE COMPLETED: In the Work with To-Do List section, to remove any tasks that have been completed from displaying on the screen.

EXECUTION OF SENTENCE: Putting into effect a Court Judgment.

EXECUTION SUSPENDED, PROBATION: Suspending Court's judgment and ordering probation. If probation is not satisfactorily completed, the Court can impose, or execute the judgment.

EXIT: A function key (F3) that allows you to leave what you were working on and return to where you were in the system.

EXPIRATION: When the Court ordered or parole ordered period of time has expired for an offender on supervision.

EXONERATION: The removal of a burden, charge, or duty. Particularly, the act of relieving a person or estate from a charge of liability by casting the same upon another person or estate.

EX PARTE: (Lat.) -Done for, in behalf of, or on the application of, one party, and without notice or participation by any adverse party.

EXPERT EVIDENCE: Testimony given in relation to some scientific, technical, or professional matter by experts, i.e. persons qualified to speak authoritatively by reason of their special training, skill, or familiarity with the subject such as a doctor giving his opinion about a medical problem.

EXPOSE: To show publicly; to display; to offer to the public view; as to expose goods to sale, to expose a tariff or schedule of rates, to expose the person.

EXPUNGE: The act of physically removing information including criminal records, in files, computers and other depositories.

EXPUNGMENT OF RECORD: Destroy all records in the office, as if they never existed; requires a Court Order. Central Records also expunges their records so a Court Order must be sent to them.

EXTRADITION: The surrender of a person by one authority to another. The surrender by one state to another of an individual accused or convicted of an offense outside its own territory and within the territorial jurisdiction of the other, which, being competent to try and punish him, demands the surrender.

F

FAST: Field Automation Support Team - advocates for all community corrections users to assist with policy and data entry issues.

FAUG: Field Automated Users Group

FBI: Federal Bureau of Investigation

FCD: Felony conditional discharge

FMP: Felony treated as misdemeanor probation at time of sentencing. (OPS Offense Type)

FOPPO: Federation of Parole & Probation Officers, a union that parole/probation officers belong to.

FPA: An abbreviation used that means Felony Parole case; an offender released from the institution to be supervised in the community by a field office.

FPAC: An abbreviation used that means Felony Parole case being supervised in Oregon through Interstate Compact Agreement from another state.

FPO: An abbreviation used that means Felony Post-Prison Supervision case; an offender released from the institution to be supervised in the community by a field office.

FPR: An abbreviation used that means Felony Probation, an offender sentenced by the Court to be supervised in the field.

FPRC: An abbreviation used that means Felony Probation case being supervised in Oregon through Interstate Compact agreement from another state.

FSN: Fee System Network

FVSN: Family Violence Support Network

FACESHEET: A document initiated by the institution that gives personal and offense data on an offender in the institution.

FAIR AND IMPARTIAL TRIAL: One where accused legal rights are safeguarded and respected.

FALSE ARREST: Any unlawful physical restraint by one of another's liberty, whether in prison or elsewhere.

FALSE PRETENSE: Designed misrepresentation of existing fact or condition whereby person obtains another's money or goods.

FAX: Electronically sending copies of documents via telephone lines.

FEDERAL PRISON: An institution run by the Federal Government that houses offenders sentenced to prison in Federal Court.

FEES ORDERED/FEES OWED: Fees ordered are fees ordered by the Court; fees owed are fees that are due for payment. These fees can be for supervision, and various Court fees.

FELONY: is a crime punishable by a prison sentence on longer than one year. A felon is someone who has been convicted of a felony. A serious crime; one declared a felony by statute because of the punishment imposed. Generally, a crime of a more serious nature than those designated as misdemeanors. Usually an offense punishable by imprisonment in a penitentiary for a year or more, rather than for a few months in a county or city jail as in the case of misdemeanors.

FELONY ACKNOWLEDGED: When a person admits committing a felony, but has not been convicted.

FELONY CONVICTED: When a person pleads guilty, or has been found guilty by the Court or Grand Jury, for a felony crime.

FIDUCIARY: A trustee; one who has the duty to act primarily for the benefit of another with respect to the subject matter of a trust.

FIELD: A slang term used when parole/probation officers are making offender contacts outside the office.

FILIATION PROCEEDING: A special statutory proceeding, criminal in form, but in the nature of a civil action to enforce a civil obligation or duty specifically for the purpose of establishing parentage and the putative fathers duty to support his illegitimate child.

FILING: The act of recording the various legal documents pertaining to a suit with the clerk of the court.

FILING FEES: Sums of money which must be paid to the clerk of the court before a civil action may start.

FINDING: The result of the deliberations of a jury or a court.

FINES: An amount of money that the Court imposes at sentencing, listed in the sentence order. - The sum of money paid as part of a penalty of conviction for a particular offense.

FINGERPRINT CARD: A card used to record data and fingerprints so a SID# can be assigned by the Oregon State Police ID Bureau. Applicant cards are used for employee purposes.

FIRST APPEARANCE: Defendants first appearance in court at which time he is advised of the charge against him, a plea is entered (except on a felony) and a trial date is set or upon plea of guilty, proof may be presented at that time. This may be defendants first appearance upon being booked on probable cause and a complaint may not yet have been filed. Determination as to bail or release to be made.

FLAT TIME: Maximum period of sentence without deductions or credits.

FLOPPY DISK: A removable plastic, flexible magnetic disk that spins inside a paper envelope. Also in the case of micro-floppy (3.5@) disks, may be a hard platter that spins inside of a firm plastic case.

FOREIGN JUDGMENT: A Judgment rendered in a court located outside your jurisdiction, which when filed in your court, has the same effect as one of your judgments.

FORFEIT: To lose, or lose the right to, by some error, fault, offense, or crime, or to subject, as property, to forfeiture or confiscation. To incur a penalty; to become liable to the payment of a sum of money, as the consequence of a certain act.

FORFEITURE OF BOND: A failure to perform the condition upon which obligor was to be excused from the penalty in the bond.

FUNCTION: A specific activity

G

GED: General Education Diploma (equivalent to high school education).

GANG MEMBERS: Members of the various gangs, more prominent in larger cities. Offenders who are members of gangs are identified as such in the Offender Profile System as well as LEDS.

GARNISHEE: One garnished; a person against whom process of garnishment is issued; one who has money or property in his possession belonging to a defendant, or who owes the defendant a debt, which money, property, or debt is attached in his hands, with notice to him not to deliver or pay it over until the result of the suit be ascertained.

GARNISHMENT: A warning to a person in whose hands the effects of another are attached, not to pay the money or deliver the property of the defendant in his hands to him, but to appear and answer the plaintiffs' suit.

GHOST: A Department of Corrections inmate who is serving his Oregon sentence and a sentence from another jurisdiction in another county, state or federal prison.

GOOD TIME CREDIT: is a reduction in sentence given under the pre-1989 matrix system for good behavior (one-third off) and participation in work programs (meritorious good time).

GRAND JURY: A jury of inquiry which is summoned and returned by the sheriff to each session of the criminal courts, and duty of which is to receive complaints and accusations in criminal cases, hear the evidence presented by the state, and issued bills of indictment in cases where they are satisfied probable cause exists to believe a person committed a certain criminal offense.

GRANTEE: -The person to whom a grant is made.

GRANTOR: The person who makes a grant or conveyance.

GRAPHICS: Creating and processing pictures for a computer Video Screen. See PIXELS.

GUARDIAN: A person who has the legal duty and power to take care of the person and property of another whom because of some disability, usually age or incompetence, is considered incapable of administering his or her own affairs.

GUARDIAN AD LITEM: (Lat.) A guardian appointed by a court to prosecute or defend for a child any suit to which the child may be a party. This kind of guardian has no right to interfere with the child's person or property.

GUIDELINES CASES: Crimes that have been committed on or after November 1, 1989, are guidelines cases. Crimes committed prior to that date are matrix cases. In Sentencing Guidelines, upon conviction, prison/probation terms are determined by a grid that uses criminal history risk and crime seriousness scale calculations.

GUILTY: Having committed a crime or tort; the word used by a prisoner in pleading to have an indictment when he confesses the crime of which he is charged, and by the jury in convicting.

H

HABEAS CORPUS: (Lat.) (You have the body.) The name given to a variety of writs used to bring a person before a judge so that a hearing may be held to determine whether that person is being lawfully held in custody.

HARD DISK: Also Fixed Disk. A non-removable magnetic platter that stores information.

HEARING: What takes place before a Court or other magistrate, sitting without a jury. A trial is a hearing, but not all hearings require a formal trial.

HEARINGS OFFICER: A person designated to administer for purpose of hearing evidence, sometimes making dispositional recommendations.

HEARSAY: Evidence not proceeding from the personal knowledge of the witness, but from the mere repetition of what he has heard others say.

HISTORY RISK SCORE: Numerical score compiled based upon prior criminal history.

HIT: Word used when a direct contact is made on an offender (EPR system). After an offender has been entered into EPR on LEDS, anyone running an inquiry on LEDS will generate a hit or near hit (Soundex) from the LEDS terminal in that particular office. (Also see NEAR HIT).

HOME DETENTION OR HOUSE ARREST: requires an offender to spend most of his/her time at home without electronic monitoring. A specific schedule is required and verified, often by phone.

HOSTILE WITNESS: A witness who manifests so much hostility or prejudice under examination in chief that the party who has called him, or his representative, is allowed to cross-examine him, i.e. to treat him as though he had been called by the opposite party.

HUNG JURY: A jury so irreconcilably divided in opinion that they cannot agree upon any verdict.

HYPOTHETICAL QUESTION: A question based on facts previously admitted into evidence at trial, put to an expert witness to elicit his opinion regarding those facts.

I

I/O: Input/Output.

ID: A way of identifying a person; name, date of birth, social security numbers, state identification number, and other data.

IRT: Inter/Intra Regional transfer request.

ISIS: Integrated Supervision Information System.

ISSD: Information Systems and Services Division. Formerly ISU (Information Systems Unit).

IMMIGRATION: Process of removal of a person who is not a citizen of the United States and is under the control of the Department of Immigration and Naturalization.

IMPEACHMENT: Reduction of witness credibility by cross-examination of that witness and by introduction of evidence against that witness that shows the witness should not be believed nor has a reason or motive not to tell the truth.

IMPOSITION OF SENTENCE: To establish a sentence; judgment to be delayed and offender given probation.

IN LIEU OF: Instead of; in place of; in substitution of.

INACTIVE PAROLE CASES: Ballot Measure 10 cases B after serving three years on supervision, parolees are placed on inactive parole supervision status until their maximum expiration date. These cases are put on inactive parole supervision status until their maximum expiration date. These cases are put on inactive if they have complied with all conditions of parole, and can be put back on active status if they violate.

INACTIVE PROBATION CASES: A case being held in limbo, but getting credit for supervision time, i.e. when a person is in the institution and has a probation case that the supervision was continued on.

INADMISSIBLE: An adjective describing evidence or testimony which, under the established rules of evidence, cannot be considered by the trier of fact.

INCARCERATED: When a person is lodged in the county jail or an institution; in custody.

INCARCERATION: describes people confined to jail or prison. Imprisonment; confinement in a jail or penitentiary.

INCIDENT REPORT: These documented statistics are used by DOC in several different ways, including safety and security issues. Reports are generated when an arrest is made, a dog bite occurs, a threat to the community or supervising officer, and things of this nature. These are used for statistical purposes for the Legislature.

INCOMPETENCY: Lack of ability, legal qualification, or fitness to discharge a required duty or understand certain events.

- The legal status of a person who is unable or unfitted to manage his own affairs by reason of insanity, imbecility, or feeble-mindedness, and for whom, therefore, a guardian or committee may be appointed.
- The status of a potential witness prohibited from testifying by statute.
- The status of a potential witness prohibited from testifying after a magistrate or judge determines that the person cannot recall or relate the events accurately, cannot distinguish between truth and falsehood, or cannot understand the obligation to tell the truth.

INCONCLUSIVE: - That which may be disproved or rebutted; not shutting out further proof or consideration.

INCRIMINATE: To charge with crime; to expose to an accusation or charge of crime; to involve oneself or another in a criminal prosecution or the danger thereof; as, in the rule that a witness is not bound to give testimony which would tend to incriminate him.

INDETERMINATE: A sentence that leaves the decision entirely up to the judge or sets a minimum and maximum term and leaves the decision to the judge to set the actual sentence in each case.

INDETERMINATE SENTENCING: by a court stipulates only a maximum term of imprisonment with the actual time served determined later by the Board of Parole and Post-Prison Supervision. The court may impose such sentences only for crimes committed before November 1989 and may not exceed the maximum term specified in the law.

INDEX CRIMES: are those significant crimes selected by the FBI as indicative of the overall crime rate. They include such violent crimes as homicide, aggravated assault, rape and robbery and such property crimes as burglary, larceny and motor vehicle theft. In 1979 Congress mandated that arson be listed as a property index crime.

INDICTMENT: Charges formally brought forth by the Grand Jury against a person who allegedly committed a crime. The Indictment lists charges, events and circumstances of the criminal act. An

accusation in writing by a grand jury charging that a person therein named has done some act, or been guilty of some omission, which by law, is prohibited, i.e., is a crime.

INDIGENT: Without financial resources. In a general sense, one who is needy and poor, or one who has not sufficient property to furnish him a living or anyone able to support him to whom he is entitled to look for support.

INFORMATION: A document listing the criminal offense against a person, without an indictment. A criminal information is a formal accusation of the commission of a felony. An information is signed by and is filed with the clerk of the court.

INFRACTION: An infringement, as of a rule; violation.

INHERENT POWERS OF A COURT: Those reasonably necessary for administration of justice.

INITIAL CLASSIFICATION: The process of determining the supervision level needed for each new probationer /parolee.

INJUNCTION: A prohibitive writ or order issued by a court as an equitable remedy on behalf of a party complainant, directed to a party defendant in the action, or to a party made a defendant for that purpose, forbidding the defendant to do some act; or to permit his servants or agents to do some act, which he is threatening or attempting to commit, or restraining him in the continuance thereof.

INS CASE: (See Immigration). An immigration case that is under control and jurisdiction of the Department of Immigration and Naturalization.

INPUT: How the computer gets information from the outside world.

INSTRUCTION: A direction given by the judge to the jury concerning the law of the case.

INTAKE: The process of informing the offender of the conditions of his/her supervision, discussing expectations of the offender regarding supervision (reporting, payments, etc.)

INTAKE FORM: A form used by many offices, varies from office to office, and starts the file. Consists of offender name, DOB, other identifying information, crime information, conditions, residence, employment, etc.

INTENSIVE SUPERVISION: called special supervision probation/parole officer may see an offender up to five times per week and impose a curfew check on employment status, require drug testing and make unannounced home visits.

INTER ALIA: (Lat) Among other things.

INTEREST : (1) A right to have an advantage accruing from something, such as a title to a share of ownership. (2) A rate of compensation for the use or forbearance of money, such as interest on a loan; a rate of compensation which must be paid by a judgment debtor. (3) A relation to the matter in controversy, in the nature of a possible gain or loss, which might incline a person such as a juror, witness or judge to favor one party to a suit.

INTERLINEATION: The act or writing between the lines of an instrument; also what is written between lines.

INTERLOCUTORY: Provisional; temporary; not final. Something intervening between the commencement and the end of a suit which decides some point or matter, but is not a final decision of the whole controversy.

INTERPLEADER: A legal action enabling a person to force two or more persons having competing or conflicting claims against him for the same thing to dispute the matter among themselves.

INTERROGATORIES: A set or series of written questions drawn up for the purpose of being answered by a party before a trial to discover certain evidence.

INTERSTATE COMPACT: (See Compact) This unit is responsible for all Oregon offenders being supervised in other states, and other state=s offenders being supervised in Oregon.

INTESTATE: Dying without having made a valid will.

IRRELEVANT: Not relevant; not relating or applicable to the matter in issue; not supporting the issue. Evidence is irrelevant where it has no tendency to prove or disprove any issue involved.

INTOXILYZER: Test given to detect alcohol on breath (also see breathalyzer).

INVENTORY: A list of all property belonging to the State of Oregon or the county. There are expendable and non-expendable inventory items.

J

JAIL: IS A FACILITY UNDER THE JURISDICTION OF LOCAL GOVERNMENT, USUALLY THE COUNTY, INTENDED FOR INCARCERATION TERMS OF LESS THAN ONE YEAR. Jails are traditionally used for three purposes: pre-trial detention, short-term incarceration as a condition of probation, and incarceration of misdemeanants as a term of punishment.

JAIL TIME: Credit allowed on sentence for time spent in jail awaiting trial, mandate, or appeal.

JEOPARDY: Danger; hazard; peril.

JUDGMENT: The official decision of a court upon the respective rights and claims of the parties to an action.

JUDICIAL COGNIZANCE: judicial notice or knowledge upon which a judge is bound to act without having it proved in evidence.

JUDICIAL REVIEW: reconsideration or review by a higher court of a case tried in a lower court. Used especially to describe the examination of a case by an appellate court.

JUMP: To go directly from one place in a document or list of instructions to another place.

JURISDICTION: The express Constitutional or legislative determination of what types of cases may be heard by certain courts. Before a court has jurisdiction, i.e. in order for the court to invoke its authority to try a case, the legislative criteria prescribing the class of cases which may be heard must be satisfied. This criteria encompasses fixed geographical boundaries, the amount of money

involved in a civil action, those parties which may lawfully be brought before the court, the types of civil claims which may be acted upon, and those criminal proceedings which may be conducted. *Concurrent Jurisdiction- The authority of several different courts to deal with the same subject matter. *Jurisdiction of the person means jurisdiction over the class of cases to which a particular case belongs.

JURY: A certain number of persons selected according to law, and sworn (jurati) to inquire of certain matters of fact, and declare the truth upon evidence to be laid before them.

JUSTICE COURT: Handles same as District Court matters, traffic, misdemeanor crimes, and game violations. (See COURTS)

JUVENILE: refers to youth or child. Under Oregon law, an offender under the age of 18 is usually tried in juvenile court and if convicted of a serious crime, turned over to the custody of the Children's Services Division.

K

KARDEX: Document initiated by clerical as they enter certain information into the OPS system on the AS/400. This document lists offender name, DOB, SSN, SMT, height, weight, crime(s), sentence date(s), expiration date(s), SID number and coded special conditions.

KIDNAPPING: is seizing a detaining or carrying away a person by unlawful force or fraud. Kidnappers often demand ransom in exchange for the victim.

L

LEDS: Law Enforcement Data System. A system which provides telecommunication and information services to all law enforcement and criminal justice agencies through the use of modern communications and information system technology network. The Department of Corrections enters supervised offenders in EPR records in this system. Corrections also use LEDS to obtain FBI and NCIC records.

LEML: Law Enforcement Medical Liability. An assessment paid when a fine or forfeiture of bail is ordered.

LS-CMI: Level Service Case Management Inventory

LSI: Level Service Inventory

LTS: -Less time served, means the same as CTS (credit for time served). Credit for time served during period of incarceration.

LACK OF JURISDICTION: The phrase may mean lack of power to act in a particular manner or to give certain kinds of relief. It may consist in courts total want of power to act at all, or lack of power to act in particular cases because conditions essential to exercise of jurisdiction have not been complied with.

LANGUAGE: Also Programming Language. An English-like set of instructions that are converted into machine instructions to form a program. Some various languages are Assembler, Basic, Pascal, and C.

LARCENY: is the unlawful taking or removing of the property of another with the intent of permanently depriving the legal holder of the property.

LASER: Printer technology where characters or pictures are printed a page at a time in the same way that a copy machine works.

LAWSUIT: CASE - ACTION - All mean the same thing. All refer to a legal dispute brought into court for trial.

LEADING QUESTION: One which instructs witnesses how to answer or puts into his mouth words to be echoed back.

LESSEE: Tenant.

LESSOR: Landlord.

LIBEL: Defamatory language expressed in print, writing, pictures, or symbols tending to injure another's reputation, business or means of livelihood: a civil suit for such defamation.

LICENSE: Permission granted by the owner of real property to a person who entered the property: an affirmative defense to a suit for trespass.

LIEN: A charge or security or encumbrance upon property arising from some debt, obligation, or duty.

LIFE WITHOUT PAROLE: is imposed in certain aggravated under cases where the offender is not sentenced to death. Such a sentence provides no mechanism, whether through executive clemency or otherwise, for making the offender eligible for any kind of release program. Offenders so sentenced remain in prison until death.

LITIGATE: To dispute or contend in form of law: to carry on a suit: to try a case in court.

LITIGANT: A party to a lawsuit, one engaged in litigation; usually spoken of active parties.

LOCAL CONTROL (SB1145): All offenders sentenced to twelve months or less since 01/01/97 are SB 1145 (Local Control) offenders. This includes all revoked from post prison supervision, since they can be revocation sanctioned to no more than 180 days, all parole revocations of 12 months or less, all revoked probationers whose original presumed sentence was probation, and all new crime felony sentences of 12 months or less.

M

MI: Motivational Interviewing

MMPI: Minnesota Multiphasic Personality Inventory test.

MPA: Misdemeanant parole case.

MPAC: Misdemeanant parole Compact case.

MPR: 1) Misdemeanant probation case. 2) Code used to modify an EPR record.

MPRC: Misdemeanant probation Compact case.

MALICIOUS PROSECUTION: A prosecution begun without probably cause and with the intent of injuring the defendant, in which the defendant is acquitted: a civil suit for such a procedure.

MANDAMUS: (Lat.) (We Command). This is a type of a writ issued from a court to command performance of specific duties which the complainant is entitled to have performed. It is generally directed to government officials or to a court of lesser jurisdiction.

MANDATORY: Something that is required. i.e. Mandatory Training.

MANSLAUGHTER: The unlawful killing of another without malice, either express or implied; which may be either voluntarily, upon a sudden heat, or involuntarily, but in the commission of some unlawful act.

MATERIAL: (Referring to evidence offered at a trial) Important; more or less necessary; having influence or effect; going to the substantial issues in dispute.

MATRIX CASES: Cases that were committed prior to November 1, 1989. After that date, they become Guideline cases.

MATTER OF FACT: That which is to be ascertained by the senses, or by the testimony of witnesses describing what they have perceived. Distinguished from matter of law and matter of opinion.

MEMORY: The Work area or Desktop of the computer. All processing of instructions takes place in memory. The instructions are copied into memory and carried out one by one.

MENU: A displayed list of programs available to the user.

MICROFICHE: Equipment used to view Microfilmed records/reports or documents.

MICROFICHE READER: A device used to read Microfilmed records/reports or documents.

MICROFILMING: The process that is used in Central Records to permanently retain the felony record on an offender.

MIRANDA: Refers to a United States Supreme Court decision Miranda v Arizona, 349. U.S. 436 (1966), from which the rules governing the right to remain silent were taken.

MIRANDA WARNING: A warning given by the peace officer to the suspect that 1) Gives them right to remain silent; 2) anything they say can be used against them in Court; 3) Right to have legal counsel present, and 4) If too poor, an attorney can be provided at the States expense.

MISCONDUCT REPORT: A report initiated by the supervising officer when an offender violates the terms of release.

MISDEMEANOR: is a crime punishable by incarceration in a county jail for a period of not more than one year. A crime less than a felony as dictated by Oregon statutes. Offenses lower than felonies and generally those punishable by fine or imprisonment otherwise than in penitentiary.

MISDEMEANANT: A person guilty of a misdemeanor.

MISTRIAL: An erroneous, invalid, or nugatory trial; a trial of an action which cannot stand in law because of want of jurisdiction, or a wrong drawing of jurors, or disregard of some other fundamental requisite.

MITIGATING CIRCUMSTANCE: Facts, conditions or circumstances which do not constitute a justification or excuse for an offense, but which may be considered as reducing the degree of moral culpability or blame.

MODIFIED SENTENCE ORDER: A sentence order that changes the original order in some specific condition.

MODIFY: To make changes to existing data.

MONIKER: A nickname, i.e. tiger

MONTHLY REPORT: A report submitted each month by the offender to their supervising officer.

MOOT: (Adj.) -A subject for argument; unsettled; undecided. A moot point is one not settled by judicial decisions. A moot case is one which seeks to determine an abstract question which does not arise upon existing facts or rights.

MORAL TURPITUDE: Conduct contrary to justice, honesty, modesty, or good morals.

MORRISSEY: Legal due process afforded to an alleged parole violator that stems from Supreme Courts decision of Morrissey vs Brewer.

MORTGAGE: A lien on real property to secure the performance of some obligation, and to be discharged upon payment or performance as stipulated.

MOTION: An application to a magistrate or judge for an order or ruling.

MOTION TO STRIKE: A motion to the magistrate or judge requesting that objectionable testimony of a witness be ruled inadmissible, i.e. that the judge strike the testimony from the record or instruct the jury to strike a statement from their consideration.

MOTION TO SUPPRESS: Application to the court before a trial, asking that a certain fact as evidence not be brought out during trial.

MOTOR VEHICLE THEFT: is a property index crime describing the unlawful taking of a motor vehicle, including attempts to steal a motor vehicle. Motor vehicles, under this definition, include any of the following: automobiles, trucks, motorcycles, buses, motorized boats and airplanes. Not included as a property index crime would be temporary use by those persons having lawful access to the vehicle.

MOVE: In the Work the TODO List section, to take a task scheduled for one day and move it to another day.

MURDER: or Homicide is the willful killing of another person. No included are deaths caused by negligence, suicide, accident, justifiable homicide, or attempts to murder.

MUNICIPAL COURT: Handles traffic citations, game violations, and misdemeanor crimes for cities and municipalities. (See COURTS)

N

NA: Narcotics Anonymous

NCIC: National Crime Information Center. A nationwide message switching system created to provide interstate exchange of criminal justice information which is operated by the Federal Bureau of Investigations in Washington, D.C.

NOVA: National Organization for Victim Assistance

NEAR HIT: A near hit in the EPR system on LEDS is when someone runs an inquiry on LEDS that results in a similar name, or close DOB, but not actually the offender in question. (See also SOUNDEX)

NEEDS ASSESSMENT: An optional OCMS tool used for offender management.

NEGLIGENCE: - The omission to do something which a reasonable man, guided by those ordinary considerations which ordinarily regulate human affairs, would do, or the doing of something which a reasonable and prudent man would not do.

NETWORK: A system of computers or terminals connected together directly or through phone lines that communicate with each other.

NOLO CONTENDERE: A plea by defendant without admitting guilt, but does not preclude him from denying the truth of the charges.

NOMINAL DAMAGES: A trifling sum awarded to a plaintiff in an action, where there is no substantial loss or injury to be compensated, but the law recognizes a technical invasion of his rights or a breach of the defendant's duty, or in cases where, although there has been real injury, the plaintiff's evidence entirely fails to show its amount.

NON-FOUND RETURN OF SERVICE: A written notice by a sheriff or process server that the defendant could not be found to be served with a legal process directed to him.

NOTICE: (Civil) It proceeds from the plaintiff, and warns the defendant that he must plead to the declaration or complaint within a prescribed time.

NOTICE OF VIOLATION REPORT: A violation report to the Court when an offender violates their General or Special Conditions of Supervision.

NUNC PRO TUNC: Something done in the present but which should have been done in the past. Court orders are sometimes signed nunc pro tunc. A phrase applied to acts allowed to be done

after the time when they should be done, with a retroactive effect, i.e. with the same effect as if regularly done.

NUNCHAKU: A weapon of Japanese origin that consists of two hardwood sticks joined at their ends by a short length of rawhide, cord, or chain.

O

OACCD: Oregon Association Community Corrections Directors

OAM: Oregon Accountability Model

OAM: Oregon Accounting Manual

OCJA: Oregon Criminal Justice Association.

OCMS: Oregon Case Management System.

OD: Officer of the Day. Handles other staff member's= caseloads when they are not available.

ODL: Oregon Driver=s License.

OISC: Offender Information and Sentence Calculation. Maintains offender paper records, provides information to the public and responsible for accurate release dates.

OJIN: Oregon Justice Information Network.

OOS OFFENDER: Out Of State Offender, an offender, accepted for supervision by Oregon, who has been convicted in another state, but who lives in Oregon. A reciprocal agreement exists through Interstate Compact.

OOSI: Out of State Investigation, an investigation request from a sending state to determine if an offender has resources in Oregon to support transfer of supervision in Oregon.

OPS: Offender Profile System. An offender information system that integrates information from the Institution and Community Corrections.

O.R. Own recognizance.

ORS: Oregon Revised Statutes.

OSPBI: Oregon State Police Bureau of Identification.

OSPS: Oregon State Payroll System

OATH: Any form of attestation by which a person signifies that he is bound in conscience to perform an act faithfully and truthfully.

OBJECTION: The act of a party who takes exception to some matter or proceeding in the course of a trial.

OBSTRUCTING JUSTICE: Impeding or obstructing those who seek justice in a court, or those who have duties or powers of administering justice therein.

OFFENDER: A person under the supervision of the Department of Corrections who is on parole, probation, or post-prison supervision.

OFFENDER NOTE: In ISIS, a quick place to attach a comment about an offender, much in the same manner that one would place a Post It note on an offenders file.

OFFENSE: The crime a person is charged with is called the offense. A breach of the criminal laws. Infractions, violations, and crimes are all offenses.

OPEN CASE: A case with active, formal supervision; can be parole, post-prison, and/or probation.

OPENING STATEMENT OF COUNSEL: A statement made by a party or his attorney at the beginning of a trial whose purpose is to advise the jury of facts which will be relied upon and of issues in the case in order to give the trier of fact a general picture of the facts.

OPINION: the statement by a judge or appellate court of the decision reached in regard to a case tried before them, expounding the law as applied to the case, and detailing the reasons upon which the judgment is based.

OPTION: On the AS/400, an option is a number that you would type in to perform a specific action on one or many records (i.e. typing in 2 in front of offenders in the Work with Offenders section to change addresses).

ORDER: Every direction of a magistrate or judge to a person made or entered in writing and not included in a judgment.

ORDER OF PUBLICATION: A court order directing a newspaper of general circulation to publish, for a specific number of issues, an advertisement of a civil summons, as a means of giving notice to a defendant upon whom personal service cannot be made.

OREGON PAROLE MATRIX: (Matrix System) was a precursor to sentencing guidelines. It was established in the 1970s and offered greater latitude to judges in sentencing offenders than the current system.

ORI NUMBER: The number assigned by LEDS to identify the originating and receiving agency for access to LEDS.

ORIGINAL: Primitive; first in order, bearing its own authority, and not deriving authority from an outside source. As applied to documents, the original is the first copy.

ORIGINAL JURISDICTION: Jurisdiction in the first instance; jurisdiction to take cognizance of a cause at its inception, try it, and pass judgment upon the law and facts.

ORS NUMBER: Oregon Revised Statutes number identifying Oregon laws and criminal codes definition.

OVERRIDE: A term used in the OCMS classification system to indicate a change in the initial risk assessment/reassessment. The override can be either up or down, depending on the justification.

OVERRULE: To refuse to sustain, or recognize as sufficient, and objection made in the course of a trial.

OVERT ACT: In criminal law. An open, manifest act from which criminality may be implied. An outward act done in pursuance and manifestation of an intent or design. An open act, which must be manifestly proved.

OWN RECOGNIZANCE: A release from custody wherein the offender agrees to appear in Court on a certain day and time as ordered and to follow specific conditions of release.

P

PAR: Parole Analyst Report, completed by the Post Sentence Unit for the Parole Board on matrix cases for calculations to establish parole release dates.

PC: Personal Computer.

PSI: Presentence Investigation Report.

PSI UPDATE: A shortened version of above which is attached to the original PSI. The updates give only new information since last report and information regarding present crime.

PSI REFERRAL ORDER: An order from the Court requesting a Presentence Investigation.

PSRB- PSYCHIATRIC SECURITY REVIEW BOARD: A Board that determines if a mentally ill offender is to be committed to a State hospital, if a mentally ill offender is ready to be released from a State hospital, or other issues of the mentally ill. The PSRB Board also orders the appropriate amount of time the mentally ill offender is to serve on formal supervision.

PV: Parole Violation or Probation Violation

PARAPHERNALIA: A term, when used by DOC, describes drug-related and/or sex related evidence found to support allegations of criminal activity.

PAROLE: Release from a term of imprisonment in an institution.

PAROLE EVIDENCE RULE: - A rule of evidence which denies admissibility to any testimony concerning any oral agreements made prior to, or contemporaneous with, a written agreement, when the written agreement was intended to be the final agreement between the parties and when the alleged oral agreements are offered to vary the terms of the written agreement.

PAROLEE: An offender released from a term of imprisonment in an institution.

PAROLE BOARD: A three-member Board, appointed by the Governor, having the authority to set release dates and impose conditions for offenders on parole and/or post-prison supervision. (Also see Board of Parole and Post-Prison Supervision).

PAROLE/PROBATION OFFICER: or PO, supervises offenders in the community. In some states, these officers receive a caseload that is either strictly parole or strictly probation. In Oregon the common practice is to assign a mixed caseload; hence the generic designation PO which can stand for either parole or probation officer.

PARTIES: The persons who take part in the performance of any act, or who are directly interested in any affair, contract, or conveyance, or who are actively concerned in the prosecution and defense of any legal proceeding. Parties can be individuals, businesses, organizations, or governments.

PASSWORD: A security feature that requires you to enter a unique password associated with your User ID to access the AS/400.

PATERNITY SUIT: A type of court in which a mother tries to prove that a certain man is the father of her illegitimate child.

PAUPER: A person so poor that he must be supported at public expense; also a suitor who, an account of poverty is allowed to sue or defend without being chargeable with costs.

PAYMENT SCHEDULE: An agreement between the supervising officer and the offender to establish a time frame and monthly amount the offender needs to pay to satisfy his financial obligations. (Restitution to victims, fines, attorney fees, supervision fees, etc)

PECUNIARY: Relating to money. A pecuniary interest would be a financial interest, i.e. a person may gain or lose money because of some event, action, or judgment in a court case.

PENAL: Relating to punishment.

PENAL CODES: Crime codes from other states similar to Oregon ORS Statutes.

PENDENTE LITE: That period between the filing of the suit and the disposition of the issues by trial or hearing. Usually refers to a motion to have some rights or assets or action, relevant to the suit, acted on by the court before the whole suit is finally settled.

PEPPERMADE: Tincture of oleo, derivative of cayenne pepper, used by DOC staff. Sprayed toward the chest of an offender to temporarily render the offender helpless in an assaultive or dangerous situation.

PER DIEM: Monetary reimbursement each day per union contract.

PER SE: By himself or itself; in itself; taken alone; inherently; in isolation; unconnected with other matters.

PEREMPTORY CHALLENGE: A challenge which a party is allowed to have against a certain number of potential jurors, without needing any legal or other sound basis. Such a challenge disqualifies a person from serving on the jury in that particular case.

PERJURY: The willful assertion as to a matter of fact, opinion, belief, or knowledge, made by a witness in a judicial proceeding as part of his evidence, under oath, whether such evidence is given in open court or in an affidavit, when such assertion being given is known to such witness to be false.

PERSON CRIMES: involve person-to-person confrontation and either violence or threats of violence.

PERSONAL RECOGNIZANCE: Release of a defendant from jail by the court without the necessity of posting bail but with some conditions imposed.

PERSONAL SERVICE: Delivery of a writ, summons or notice to the person named therein by the handing it to him.

PETIT JURY: The ordinary jury of twelve (or fewer, often six) persons for the trial of a civil or criminal case, so called to distinguish it from the grand jury.

PETITION: An application made in writing to the court.

PIXEL: Picture Element

PLAINTIFF: A person who brings an action; the party who complains or sues in a personal action and is so named on the record.

PLEA: The offender's legal answer to a stated charge, guilty or not guilty, in Court when charged/indicted with a crime.

PLEA BARGAIN: An arrangement between the defendant and the prosecutor by which defendant enters a plea of guilty to a charge in exchange for some action by the prosecutor, usually dismissal of other charges.

PLEA OF GUILTY: A confession of guilt in open Court.

PLEA OF NOT GUILTY: A denial of guilt to offense offender is being charged of, usually results in a trial hearing.

PLEADINGS: The formal allegations by the parties of their respective claims and defenses, for the judgment of the court. Most common forms of pleadings are the complaint and answer.

PLETHYSMOGRAPH: A test administered that measures sexual arousal or response to various stimuli. (Court often orders in sex abuse cases).

POLICE REPORT: A report written by the arresting officer detailing crime or incident.

POLLING THE JURY: A practice whereby the jurors are asked individually whether they assented, and still assent, to the verdict. To poll a jury is to call the names of the persons who compose a jury and require each juror to declare what his verdict is before it is recorded.

POWER OF ATTORNEY: An instrument authorizing another to act as one's agent or attorney. A letter of attorney.

POLYGRAPH: A test given to determine if person is telling the truth.

POP UP: A list of available codes that pop up on the screen as a box when you press the prompt (F4) function key.

POSITION TO: Moving the cursor to a specific record within a list (i.e., you are in a pop-up list of all offenders in OPS and wish to Position to a specific offender).

POST-PRISON SUPERVISION: is that part of an offender's sentence which is served under community supervision by the Department of Corrections or a corrections agency designated by the

department. A part of a Sentencing Guidelines sentence. A mandated period of supervision following release from an institution.

POST-SENTENCE REPORT: A report prepared by the supervising officer on an offender who has already been convicted and sentenced to probation. Similar to Presentence report except Presentence reports are done after conviction but before sentencing,

PRAECIPE: An order, written out and signed, addressed to the clerk of a court, and requesting him to issue a particular writ.

PRECEDENT: A principle, application or interpretation of law declared by an appellate court which serves as a rule for deciding future cases with the same legal issues.

PREJUDICE: A fore judgment; bias; preconceived opinion. A leaning towards one side of a cause for some reason other than a conviction of its justice.

PRELIMINARY HEARING: The hearing given to a person accused of crime, by a judge, to ascertain whether there is evidence to warrant the binding over of the felony charge to the Circuit Court for further proceedings.

PREPONDERANCE OF THE EVIDENCE: Evidence with a superiority of persuasion. A trier of fact cannot properly render verdict upon evidence in favor of the one having the burden of proof, unless such evidence overbears, in some degree, the persuasiveness of the other side's evidence. This is the burden required in civil cases. A higher standard is required of the prosecution in a criminal case.

PRESENTENCE INVESTIGATION REPORT: A report that is submitted to the Court by a probation officer, before the offender is sentenced on a conviction, giving the Court background information, prior criminal records, substance abuse information/problems, scope of crime(s), and recommendation to help the Judge determine appropriate sentence.

PRESIDING JUDGE: A Judge that presides over proceedings.

PRESUMPTION: An inference that a fact exists because other facts have been proved to exist, and because in common experience it always logically follows unless evidence is introduced by the opposing party to prove that it does not exist.

PRESUMPTIVE GUIDELINES: A presumptive sentence is the sentence normally imposed within the grid block when there are no departures,

PRETRIAL CONFERENCE:- Hearing between judge and attorneys to discuss any matters that can be resolved prior to trial to assist in expediting or simplifying the trial.

PRIMA FACIE: (Lat.) (So far as can be judged from the first disclosure.) A prima facie case is one in which all necessary elements have been established by the plaintiffs or prosecutions evidence so that a verdict can be given for that party, and which can be overturned only by rebuttal evidence presented by the defendant.

PRIOR RECORD: An offender's past criminal record including misdemeanor, felony and traffic offenses.

PRIORITY: As used in ISIS, the importance that a particular task has in relation to other tasks.

PRISON: is a state facility intended for felons – those who have been convicted of crimes punishable by incarceration of more than one year.

PRO PER: This refers to a person who represents himself in court without the aid of an attorney.

PRO SE: (Lat.) -For himself; in his own behalf; without a lawyer.

PRO TEM JUDGE: A member of the bar who does not regularly preside in a particular Court. i.e. a Circuit Court Judge presiding in District Court or as a fill-in for vacations and/or heavy workload.

PROBABLE CAUSE: Reasonable cause. Having more evidence for than against. A reasonable ground for belief in the existence of facts warranting the proceedings complained of.

PROBATE: The process of reviewing and distributing through court, the decedent's assets either with or without a will.

PROBATION: When the Court sentences an offender to formal supervision for a specific period of time, they are on probation. County jail time can be a condition of probation. If they served time in prison, then released to formal supervision, they would be on parole.

PROBATIONER: An offender who is serving a term under formal supervision, free in the community, who is required to comply with terms of all conditions ordered by the Court.

PROBATION FEES: Supervision Fees that are required by State Law and imposed by the Court, for any offender being supervised on parole or probation, including Compact cases being supervised in Oregon. Fees can be waived on an individual basis by the Court or the supervising officer.

PROCEDURAL LAW: That which prescribes method of enforcing rights or obtaining redress for their invasion; machinery for carrying on a suit. As relating to crimes, that which provides or regulates that steps by which one that violates a criminal statute is punished.

PROCEEDING: In a general sense, the form and manner of conducting judicial business before a court or judicial officer; regular and orderly progress in form of law; including all possible steps in an action from its commencement to the execution of judgment.

PROCESS: A court order to appear in court. Subpoenas and summonses are examples of process.

PROCESS SERVER: A person employed to deliver a summons or complaint to a person being sued or to deliver a subpoena to a witness.

PROGRESS REPORTS: A report sometimes required by a State other than Oregon on a Compact case to show offenders progress while on supervision. Oregon Courts can also request these reports; however, this is seldom done.

PROGRAM: A series of instructions that tells the computer how to perform a task.

PROMPT: As used on the AS/400, a prompt is a list of valid entries that pop up when function key F4 is used. Not every entry field will have a prompt.

PROPERTY CRIME: involves the theft or destruction of property without the offender confronting the property owner.

PROSECUTE: To follow up; to carry on an action or other judicial proceeding; to proceed against a person criminally.

PROSECUTING ATTORNEY: The name of the public officer who is appointed in each county, to conduct criminal prosecutions on behalf of the state or people.

PROSECUTING WITNESS: The private person upon whose complaint or information a criminal accusation is founded and whose testimony is mainly relied on to secure a conviction at the trial; in a more particular sense, the person who was chiefly injured, in person or property, by the act constituting the alleged crime.

PROSECUTOR: An officer of government (such as state's attorney) whose function is the prosecution of criminal actions, or suit partaking of the nature of criminal actions.

PRO TEMPORE: For the time being; temporarily; provisionally.

PROXIMATE CAUSE: An event or series of events which in a natural and continuous sequence, unbroken by any intervening superior cause, produce an injury, and but for which event or series of events the injury would not have occurred.

PUBLIC INFORMATION: Screen 40 on OPS gives information regarding an offender that is a matter of public record and therefore available to the public.

PUNITIVE DAMAGES: Often a large money judgment against a defendant to pay the plaintiff more than his actual loss intended to punish the defendant for his willful misconduct and to deter the defendant and other persons from similar wrongful conduct in the future; sometimes referred to as 'smart money'.

PURGE FILES: To purge a file is to shred all non-essential documents. According to policy, purging of records is controlled and directed by the Director/Supervisor of records in each branch office.

PUTATIVE FATHER: - The alleged or reputed father of an illegitimate child.

Q

QUAS: As if; almost as it were; analogous to. This term is used in legal phraseology to indicate that one subject resembles another, with which it is compared, in certain characteristics, but that there are intrinsic and material differences between them.

QUASH: To dismiss or get rid of.

R

RAP SHEET: Slang for an offender=s record of arrest and convictions. A report of prior criminal records from the FBI, or LEDS/NCIC criminal records systems. Also known as CCH or Criminal Case History rap sheets.

RAPE: is the carnal knowledge of a person through the use of force or the threat of force. Assaults to commit forcible rape are also included as a violent index crime; statutory rape without force is not.

REASONABLE DOUBT: The state of mind in the trier of fact in a criminal trial who does not have an abiding conviction to a moral certainty that the evidence has proved the defendant's guilt.

REASSESSMENT: A tool parole/probation officers use to determine the level of supervision required by each offender and the amount of risk an offender is to community. The level can be adjusted throughout the period of supervision, but it must be done at least every six months per OCMS standards.

REBUTTAL: The stage in a trial where a party introduces new evidence to contradict the evidence and affirmative defenses presented by the opposing party.

RECESS: In the practice of the court, a short interval of time during which the court suspends business, but without adjourning.

RECIDIVISM: describes repeating or habitual offenses. The word alludes not only to the behavior of offenders who commit a new crime after their terms of probation, incarceration and/or parole have ended; it also refers to the actions of those committing new crimes while incarcerated, under supervision or awaiting sentencing while posting bail. A tendency to relapse into previous behavior; repeat offenders.

RECOGNIZANCE RELEASE: An agreement from defendant to the Court that permits him/her to be at liberty and promises to appear in Court at the specified date and time. Also called Pretrial Release.

RECORDS EXPUNGED: All offender records that are expunged are destroyed. All traces of records are removed from the branch office and Central Records. C copy of the Court order to expunge record must be sent to Central Records.

RECORDS PURGED: See Purge Files.

RECORDS SEALED: A record that is sealed cannot be used for Court purposes against offenders unless the Court orders the record unsealed. All Sealing and Unsealing must be done by Court order. A copy of the Court order to Seal record must be sent to Central Records.

REDIRECT EXAMINATION: Examination of a witness by the party who called the witness, conducted after cross-examination, to rehabilitate the witness or amplify matters discussed in cross-examination.

REFERRAL FORM: An order from the Court requesting a Presentence Investigation be prepared.

REFRESH: To redisplay the screen with any changes that may have been made.

REHABILITATION PROGRAMS: are designed to strike at the root cause of offending behavior. Such programs include drug/alcohol treatment, cognitive restructuring (thinking changes), sex offender treatment, literacy, job training and placement, etc.

RELEASE - The relinquishment of a right or claim against a person; an affirmative defense in a civil case.

RELEASE OF INFORMATION FORMS: Offender must sign this form before confidential information regarding medical problems, treatment progress, doctors, schools, and military activities/records.

RELEASE PLANS: These are jointly developed by a Parole/Probation Officer, institution release counselor and setting forth programs and resources available in the community. The plan recommends the conditions necessary for supervision which will protect the community and help the inmate make positive changes. The Board of Parole and Post-Prison has authority for final approval of all release plans.

RELEASE SUBSIDY: Financial assistance allocated to an offender upon release from prison for the purpose of purchasing essential goods and/or housing.

RELEVANCY: Quality of evidence which bears directly on a fact in issue and tends to prove the existence or non-existence of fact.

REMAND: Sending a cause back to the same court out of which it came, for purpose of having some action on it there.

RENDER JUDGMENT: To pronounce, state, declare, or announce the judgment of the court in a given case or on a given set of facts; not used with reference to judgments by confession, and not synonymous with entering, docketing, or recording the judgment.

REOPEN: In the Work with To Do List section, to make a task that has been previously designated as completed available for changes and designated as not completed.

REPEAT OFFENDER: is one who repeats an offense or habitually breaks the law. See RECIDIVISM.

REST: A party is said to 'rest' or 'rest his case' when he has presented all the evidence he intends to offer.

RESTITUTION: Court ordered financial obligation to repay victim for damages or losses.

RESTITUTION CENTER: programs house offenders in a structured setting, allowing them to leave for work or other approved activities such as drug treatment. The purpose is to provide control and support for offenders who are paying victim restitution or other costs from wages they earn while working in he community.

RESTRAINING ORDER: A Court order prohibiting contact by the offender to the victim.

RETRIEVE: To access and make available information to work with.

RETURN: The act of a sheriff, constable, or other ministerial office, in delivering back to the court a writ, notice, or other paper, which he was required to serve or execute, with a brief account of his doings under the mandate, the time and mode of service or execution, or his failure to accomplish it, as the case may be. Also the endorsement made by the officer upon the writ or other paper, stating what he has done under it, the time and mode of service, etc.

REVOCAION RECOMMENDATION: A report submitted by the supervising officer recommending revocation of an offenders formal supervision when the offender has violated conditions of supervision.

REVOCAION RECOMMENDATION ADDENDUM: An addendum to the Revocation reports that list additional information not given in the original report. An addendum can include a new or changed recommendation.

REVOKE: (revocation) is an action taken to return an offender to prison. The term also refers to action taken to commit probationers to prison. Such actions are usually in response to a recommendation by the offenders supervising PO.

REVOKE- RESENTENCE: When original sentence is revoked and given another sentence and/or conditions. Something to watch is maximum time person can be on formal probation (5 yrs unless financial obligations are unpaid, then maximum is 6 years).

RISK ASSESSMENT: The initial tool parole/probation officers use to determine the level of supervision required for each offender and the amount of risk an offender is to community. The level can be adjusted at various intervals of supervision by using a Risk Reassessment.

ROBBERY: is stealing or taking anything of value from the care, custody or control of a person by force or by the threat of force. Attempted robbery and assault to commit robbery are included as violent index crimes, since they frequently result in injury to the victim.

ROUTE SLIP: A dated form attached to documents or files which indicates who is to receive the file or document and who the file or document is from.

RULES OF COURT: The rules for regulating the practice of the different courts, which the judges are empowered to frame and put in force as occasion may require.

RULING: A decision rendered by a judicial officer on a procedural or evidentiary issue.

S

SID: State Identification number assigned by the Oregon State Police on persons who have been fingerprinted. (Older numbers are seven digits, new numbers are eight digits).

SIS: Shared Information System. Offender voluntarily provides Social Security number to Department of Corrections for use of maintaining information and records for research purposes.

SMT: Abbreviation for scars, marks, and/or tattoos used in offender identification.

SOC: Social Security Number. Also known as SSN.

SOON: Statewide Office Operations Network

SOSN: Sex Offender System Network

SSN: Social Security Number

SUN: Super User Network; a group of >super users= who assist FAST and the Help Desk in resolving data entry issues.

SVDO: Sexually Violent Dangerous Offender

SANCTION: is punishment imposed for technical violations of parole or probation conditions when no new crime has been committed. The intent of sanctions is to take active remedial action to correct offenders' behavior in order to keep them in the community and to avoid returning them to prison, if possible. Sanctions often include community service, day reporting, electronic monitoring, house arrest, or a short stay in the local jail.

SATISFACTION: The discharge of an obligation by paying a party what is due to him, (as on a mortgage, lien, or contract,) or what is awarded to him, by the judgment of a court or otherwise.

SEALED: Authenticated by a seal; executed by the affixing of a seal.

SEALING OF RECORDS: Process of closing records from public use. All sealing or unsealing of records must be done by a Court order and Central Records must have a copy of the order sent to them so they can remove offender records from the AS400.

SEARCH: To scan through a document to find a specific piece of information such as a word or phrase. A prying into hidden or private areas to discover an object not immediately in plain view.

SEARCH CLAUSE: A clause or condition which gives parole/probation officers the right to search offender property, person, residence or vehicle without a warrant. Confiscated items recovered in the search are admissible in Court for parole/probation violations.

SECURITY AMOUNT: The security taken such as a specified amount of money or a bond which will be forfeited to the court if the person does not appear.

SECURITY RELEASE: When a person posts bail, or something of value, in exchange for an offender's release from jail.

SEIZURE: The taking of an object from its possessor or custodian by a law enforcement officer.

SELECT: To pick which items on which you wish to perform an action. An example would be to select certain offenders for whom you wish to create a non-compliance letter.

SELF-DEFENSE: The protection of one's person or property against some injury attempted by another.

SENATE BILL 156: An offender on post-prison status whose original felony sentence, imposed after 01/01/97 by the Court was 12 months or less.

SENTENCE: Following a conviction, the Court sets forth the penalty or sanction that is to be imposed as a consequence of the criminal act. The judgment formally pronounced by the court or judge upon the defendant after his conviction in a criminal prosecution, awarding the punishment to be inflicted.

SENTENCE ORDER: Legal document issued by the Court, generally signed by the Judge, which reflects disposition of crime(s).

SENTENCING GUIDELINES: were established in 1989 to provide greater uniformity among the different regions of state in sentencing offenders.

SERVICE BY PUBLICATION: -Service of a summons or other process upon an absent or non-resident defendant, by publishing the same as an advertisement in a designated newspaper, with such statute may prescribe.

SERVICE BY PERSONAL: Service of a writ or notice is made by delivering it to the person names; in person; or handing him a copy and informing of the nature and terms of the original. Leaving a copy at his place of abode is not personal service.

SERVICE BY MAIL: Some courts hold to the view that the mailing of a notice is not personal service. But others, interpreting the term as it is found in statutes, take a contrary view.

SERVICE BY DOMICILIARY: Service of a summons or other process upon an absent defendant by delivering said process to a person over the age of 14 years who resides at defendant's usual place of abode.

SERVICE OF PROCESS: The delivery of writs, summonses, and other notices to the party to whom are directed for the purpose of obtaining personal jurisdiction over or notice to the party.

SEX ABUSE: occurs when an offender forces a victim to participate in sexual activity, including touching or fondling of erogenous parts of the victims body. Also included would be cases where the victim willingly participated but was either mentally handicapped or too young to consent. Sex abuse is a generic term that applies when other kinds of sex offenses (rape, sodomy, etc) are too specific to apply.

SHELL: A program that insulates the user from having to use command line instructions to perform operations on the computer. An example would be menu programs and Fixed Disk Organizer.

SHOW CAUSE: Against a rule, an order, decree, execution, etc., is to appear as directed, and present to the court such reasons and consideration as one has to offer why it should not be confirmed, take effect, be executed, or as the case may be.

SHOW CAUSE HEARING: A hearing before the Court to determine if violation of the Court order has occurred. (Parolees have Morrissey Hearings, refer to Morrissey)

SIGN-OFF: To close all of your work on the system and let the AS/400 know that you will not be performing any more work at that time. To re-access the AS/400, you must sign on again.

SIGN-ON: To access all of your work on the AS/400 by using your appropriate password.

SLANDER: Oral defamatory language tending to injure another's reputation, business or means of livelihood; a civil suit for such defamation.

SORT: To rearrange information in a different order. For example, a list of names could be sorted in alphabetical order.

SOUNDEX: A program used to identify names that sound similar, or close SOC or DOB. Used in EPR system as possible matches on offenders.

SPECIAL INFORMATION REPORTS: Reports submitted to the releasing authority for informational purposes or violation of conditions of supervision but when revocation is not being recommended.

INFORMATIONAL ONLY: Used to inform Court/Board of Parole of new information, no recommendation.

PROGRAM MODIFICATION REPORTS: A report requesting modification of conditions of supervision B adding or deleting conditions of supervision.

REPORT OF VIOLATION: A report that informs the Court or Board of Parole of violations of the offender=s conditions of supervision. They can contain a recommendation.

STATUTE: An act of the legislature declaring, commanding, or prohibiting something; the written will of the legislature, solemnly expressed according to the forms necessary to constitute it the law of the State.

STATUTE CRIME: involves neither violence nor the destruction or theft of property. Examples include driving with a suspended license and unauthorized possession of a controlled substance.

STATUTE OF FRAUDS: A law requiring the plaintiff in a suit relating to a contract within a specified category to produce a memorandum of the agreement signed by the defendant.

STATUTE OF LIMITATIONS: A legislative enactment that prescribes the period of time within which a civil suit must be brought upon a certain claim. In criminal law, the statute of limitations determines the time within which that state must initiate a prosecution for an offense.

STAY: An order by a magistrate or judge stopping court proceedings.

STIPULATION: A material article in an agreement. An agreement between counsels respecting business before the court. It is not binding unless assented to by the parties or their representatives, and most stipulations are required to be in writing.

STRUCTURED SANCTION: Under Sentencing Guidelines, a supervising parole/probation officer may sanction an offender for a violation of the special conditions of his/her probation. Sanctions include jail, community service work, electronic monitoring, etc.

SUBPOENA: A writ commanding a person to appear in Court for testifying, or commanding a person produce in Court certain designated documents or other evidence. A process to cause a witness to appear and give testimony, commanding him to lay aside all pretenses and excuses, and appear before a court or magistrate therein named a time herein mentioned to testify for the party named under a penalty therein mentioned.

SUBPOENA DUCES TECUM: A process by which the court, at the instances of a suitor, commands a witness who has in his possession or control some document or paper that is pertinent to the issues of a pending controversy, to produce it at the trial.

SUBSIDY CHECKS: Money available from DOC to parolees for transitional purposes i.e. housing, etc

SUBSET: To narrow a long list of elements to a more manageable smaller list. For example, to limit the list of Treatment Programs to work with in "Work with Treatment Programs" to only those Treatment Programs in a particular county.

SUBSTANTIVE LAW: Law that governs the rights, duties, liabilities of the parties, and defines the issues which the evidence must prove.

SUM CERTAIN: A specific amount of money.

SUMMARY JUDGMENT: A judgment in certain type actions which is rendered on the motion of one of the parties when the pleadings show there is no real issue to be decided or that no valid defense has been offered.

SUPERVISION FEES: Fees paid by the offender as dictated by Legislature for supervision in the community. Fees can be waived by the Court or by the supervising officer in cases of hardship.

SUPERVISION LEVEL: determines the amount of time a parole or probation officer spends supervising an offender during an average month. The Oregon Case Management System determines supervision level through a risk assessment process, incorporating both the risk of absconding and the risk of committing a new crime. Supervision levels range from High (3.6 hours per month) for the highest risk parole cases to Administrative (0.1 hours per month) for the lowest risk probation cases.

SUPPRESS - To rule that evidence is inadmissible because it was obtained illegally.

SURETY: One who undertakes to pay money or to do any other act in event that his principal fails therein.

SURGE PROTECTOR STRIPS: Electric strips that protect electronic equipment (computers, etc) from power surges or brown-outs. Computers without the proper strips may suffer extensive damage to equipment or programs.

SUSPECT: A person who is suspected of committing a crime but not formally charged or convicted.

SUSPEND AND DETAIN WARRANT: A warrant issued by the Parole Board on parolees. The warrant allows the offender to be held if arrested.

SUSPENDED SENTENCE: A sentence which is not put into effect, although, since it may take effect at a later date, it is not considered vacated.

SUSTAIN: To carry on; to maintain. To support or uphold a verdict, decision, objection, etc.

T

TPDD: Tentative Parole Discharge Date. A date the Parole Board sets based on the crime sentence and good time as the soonest the offender can be released from supervision on parole offenses.

TASK: A specific job that you need to accomplish.

TELETYPE: Report from LEDS, NCIC, FBI, and DMV used to generate criminal history including warrant, driving record, vehicle information, stolen property, guns and cars, etc. Can be used to send or receive messages to/from other branches, agencies, DMV, LEDS in Oregon, or other states.

TEMP LEAVE: An offender released from an institution before they are paroled is called temp leave offenders. IT is now called transitional leave.

TERMINAL: A device attached to a computer that allows information to be viewed and entered.

TESTIMONY: Evidence given by a competent witness, under oath or affirmation; as distinguished from evidence derived from writings, and other sources.

THEFT: is the unlawful taking or removing of the property of another with the intent of permanently depriving the legal holder of the property.

TO DO LIST: A list of tasks that you have scheduled for yourself to accomplish for the day. Some of these tasks can be automatically created for you based upon tasks that the system knows must be accomplished. Examples are home contacts, reclassifications, and office contacts that are due.

TOKEN RING: IBM's PC networking system which manages communication by passing from one device to another and which performs best when physically in the shape of a ring.

TORT: A private or civil wrong or injury to another person, independent of a contract. Three elements of every tort action are: existence of a legal duty from defendant to plaintiff, breach of duty, and damage as a proximate result.

TRANSFER REQUEST: A request to transfer supervision from one branch to another on in-state or out-of-state cases; also known as IRT. Out-of-state requests are handled through Interstate Compact.

TRANSITION: is that combination of staff and community services that help an inmate make a successful return to the community.

TRANSITIONAL LEAVE: A resource for parolees coming out into the community prior to post-prison supervision to establish employment and residential needs.

TRAVEL PERMIT: A document giving offenders permission to travel out-of-state. Issued by supervising officer or other authorized staff.

TREE: A structure for storing files on a disk. Analogous to an upside-down tree. The root is at the top and each branch of Subdirectory may have files or other Subdirectories.

TRUE BILL: An indictment containing the signature of the grand jurors; commonly used as a synonym for indictment.

U

UA: Urine test used for detecting alcohol and/or drugs in offender's urine. A positive test is admissible in court to substantiate a violation. The Court or Parole Board may order random urinalysis as a condition of supervision, to be taken at PO's discretion.

UNLAWFUL ENTRY: An entry upon real estate effected peaceably and without force, but which is without right or title and is accomplished by means of fraud or some other willful wrong. Also, the failure to leave the premises when required even though the original entry was legal.

UNREASONABLE SEARCH AND SEIZURE: An examination or inspection by an agent of the government, without authority of law, of one's premises or person and the seizure of some evidence of guilt to be used in prosecution for crime.

UNUSUAL INCIDENT REPORT: Reports initiated due to incidents, circumstances, or actions involving staff, volunteers, offenders, programs or facilities that are unusual to the extent of becoming a matter of significant concern or interest to DOC or higher authority, or general public. Can constitute immediate threat to life or health of staff, offender, community or major damage to property.

URINALYSIS: See UA

USER ID: A unique identifier for each person using the AS/400, so that the AS/400 will know who is accessing the system.

V

VINE: Victim Information & Notification Everyday

VALID: Having legal strength or force, executed with proper formalities, incapable of being rightfully overthrown or set aside.

VENDEE: A buyer.

VENDOR: A seller.

VENIRE: To come; to appear in court. Sometimes used as the name of the writ from summoning a jury.

VENUE: In pleading and practice. A neighborhood; the neighborhood, place or county in which an injury is declared to have been done, or fact declared to have happened.

VERACITY: Truthfulness; the power of conveying or perceiving truth.

VERDICT: The formal and unanimous decision or finding made by truth.

VERIFICATION: Confirmation of correctness, truth, or authenticity by affidavit, oath or deposition.

VERIFY: To confirm or substantiate by oath.

VICTIM: A person who suffers injury or loss due to the commission of a crime.

VIOLATION: When a parolee/probationer has not abided by the conditions of supervision, he/she is in violation.

VIOLENT CRIME: involves direct contact or confrontation between the offender and the victim. Examples include murder, rape, assault and robbery.

VIRUS (COMPUTER): A man-made glitch that can wipe out complete disks/data. This and surges are the main reasons regular backups of computer data should be made.

VISITING JUDGE: See Pro Tem

VOIR DIRE: To speak the truth. This phrase denotes the preliminary examination which the court may make of one presented as a witness or juror, where his competency, interest, etc. is objected to.

VOUCHER: A receipt, acquaintance, or release which may serve as evidence of payment or discharge of a debt, or to certify the correctness of accounts.

W

WAIVE: To abandon, throw away, renounce, repudiate, or surrender a claim, a privilege, a right, or the opportunity to take advantage of some defect, irregularity or wrong.

WAIVER: To abandon or relinquish the right to enforce a condition for a specified period of time, such as waiver of residence, waiver of supervision fees, etc.

WARRANT OF ARREST: A written order issued and signed by the Court, commanding a peace officer or other specified person to arrest a person named who is accused of an offense.

WARRANT BY BENCH: Process issued by the court itself, or from the bench, for the attachment or arrest of a person; either in case of contempt, or where an indictment has been found, or to bring in a witness who does not obey the subpoena. So called to distinguish it from a warrant issued by a justice of the peace.

WARRANT BY SEARCH: An order in writing, issued by a judge in the name of the state, directed to a sheriff, constable, or other officer commanding him to search a specified house, shop, or other premises, for personal property alleged to have been stolen, or for unlawful goods, and to bring the same, when found, before the judge, and usually also the body of the person occupying the premises to be dealt with according to law.

WILLFUL: Done intentionally as distinguished from carelessly, inadvertently or accidentally

WORK RELEASE: When an offender is lodged in the county jail or the work release center and gets released to go to their employment but must return after completing their days work.

WORK RELEASE COUNSELOR: A staff person responsible for monitoring and approving work sites for jail inmates. Responsible for monitoring jail inmates for compliance to release conditions.

X

XPR: A code used to delete all information in the EPR records.

Y

Z

**MEDICAL TERMINOLOGY
Table of Contents**

MEDICAL TERMINOLOGY 57
 DOSAGE 58
 DOSAGES PRESCRIBED 58
 HOW MEDICATION IS ISSUED 58

For any changes or updates in the section, please contact:

Deb Howe, Department of Corrections
Douglas County Community Corrections
541-957-2085

MEDICAL TERMINOLOGY

DOSAGE: A portion of any drug to be administered at one time.
CURATIVE: Dosage sufficient to restore normal health.
DIVIDED: Dosage (relatively small) repeated short intervals.
LETHAL: Dosage in sufficient quantity to cause death.
MEDIAN: Dosage in sufficient quantity to cause death of 50% in 24 hr period.
MINIMUM: Smallest dosage possible without harm to patient and still be of benefit for illness
MUM: Largest dosage possible and still is safe for patient.

DOSAGES PRESCRIBED:

B.I.D. - Take two times per day.
O.I.D. - Take four times per day.
T.I.D. - Take three times per day
P.R.N.- Take as needed, according to circumstances.
O.D. - Take one every day
O.H. - Take one every day

HOW MEDICATION IS ISSUED:

Medication can be issued in the following:

Capsule
Gel Cap
Granulated
Injection
Liquid
Powder
Syrup
Tablet

**DRUG /PHARMACOLOGY
TERMINOLOGY
Table of Contents**

DRUG/PHARMACOLOGY	59
DEFINITIONS	60
COMMON NARCOTIC ADDICT TERMS	61
DRUG TERMINOLOGY	63
ALCOHOL AND OTHER DEPRESSANTS	63
CANNABIS	64
DESIGNER DRUGS	64
HALLUCINOGENS	65
NARCOTICS	65
STIMULANT: COCAINE	66
STIMULANTS: MISCELLANEOUS	66
QUICK REFERENCE	68

For any changes or updates in the section, please contact:

Deb Howe, Department of Corrections
Douglas County Community Corrections
541-957-2085

DEFINITIONS

ADDITIVE EFFECT: Occurs when a person takes 20 or more drugs from the same drug group and their chemical add to each other's affect. Example: 1 alcohol drink plus 1 Valium pill will give the same effect as 2 drinks or 2 Valium pills.

BIO-PSYCHO-SOCIAL MODEL: Addiction is both caused by and affects the whole person.

Biological - how drugs affect the mind and body.

Psychological - how drugs affect our emotions, our subjective experience of the world.

Social - how drug use impacts things as our values, finances, and our social environment (family, community, etc.).

CROSS TOLERANCE: Occurs when a person has developed tolerance for one drug and needs more of another drug in the same drug group to get the original effects of the drug. Example: heroin abusers/addicts also have a higher tolerance for Demerol and will need more if hurt to reduce pain. Alcoholics require more anesthetics for surgery.

DRUG DEPENDENCE: Physical dependence or addiction an altered biological state produced by repeatedly taking a drug so that when use stops, withdrawal symptoms occur.

PSYCHOACTIVE DRUG: Any chemical substance that can penetrate the blood-brain barrier and affect a person in such a way as to bring about physiological, emotional or behavioral change.

SUBSTANCE (DRUG) ABUSE: The use of a chemical substance (legal or illegal) that results in the person's physical, mental, emotional, or social impairment; the continued use of a chemical despite these impairments/problems.

SYNERGISM: Multiplying effect. Also occurs when 2 or more drugs are circulating in the body at the same time. In this case, the 2 drugs multiply each other's strength or produce new effects. The effect is always greater than additive. Example: the Hollywood death alcohol and barbiturates multiply each other's effect approximately 5 times.

TOLERANCE: Changes in body cells with drug use so that more of the drug is required to get the original effect.

WITHDRAWAL: Occurs when the body cells have adapted to a drug and have re-established some balance; without the drug the body system becomes over stimulated. Also known as Rebound.

COMMON NARCOTIC ADDICT TERMS

ARRESTED: Batted Out, Busted, Canned, Clipped, Dropped, Fall, Glued, Jugged, Nailed.

DIME BAG: A ten dollar purchase of narcotics.

DRUG CONTAINER: Bag, Bindle, Cap, Deck, Paper, Piece (usually a one ounce package).

DRUG PURCHASE: Connect, Dominio, Hit, Make a Meet, Score.

DRUGS: A taste, Cotics, Cotton Brothers, Dope, Goods, Gow, Junk, Merchandise, Stuff, Sugar

DRUG SUPPLIER: Bagman, Big Man, Bingle, Connection, Cop-man, Dealer, Mule, Peddler, Pusher, Swingman

DRUG WITHDRAWAL: Catch Up, Cleared Up, Fold Up, Hang Up, Kicking, Make the Turn, To Be Off, Turned Off

DOCTORS: Hacks or Croakers

EQUIPMENT FOR INJECTING DRUGS: Artillery, Biz, Factory, Gimmick, Gun, Layout, Machinery, Tools (Some words have specialized meanings. For instance, a needle is a spike or nail and the eye-dropper is a dripper or gun.)

FEDERAL NARCOTIC AGENTS: Feds, Gazer, Narcotic Bulls, Sam, T-man, Uncle Sam, Whiskers

GUN: Cannon, Heater, Rod

INJECT DRUGS: Bang, Bingo, Geezer, Jab, Mainlining, Pop

JAILED: Behind the Iron House, Boxed, Do a Bit, In the Cooler, In the Pokey, On Ice, Slammed

KNIFE: Blade, Shiv

LEAVE A PLACE: Blow, Cop a Sneak, Cut Out, Drop Out, Get the Wind, Go Over the Hill, Skid, Skip, Split, Take a Powder, Take the Wind, Work the Leather.

MONEY: Bread, Folding Stuff, Geetis, Lettuce, Long Green, Scratch

NARCOTIC ADDICT: AD, Gow Head, Hype, Hophead, Junker, Junkie

NICKEL BAG: A five dollar purchase of narcotics

NON ADDICT: Apple, Do-righter, Do-right Johns, Out of It, Square

OUT OF JAIL: Fresh and Sweet, On the Bricks, On the Ground, On the Street

POLICE: Big John, Bull, Fuzz, Fuzzy Tail, Harness Bull, Heat, Pig, The Man

POOR QUALITY NARCOTICS: Blanks, Dummy, Flea Powder, Lemon, Lemonade, Lipton Tea, Turkey (often means a non-narcotic used to deceive a customer)

SMALL, IRREGULAR DRUG HABIT: Chipping, Dabble, Ice Cream Habit, Job Popping, Play Round, Three-day Habit, Weekend Habit

TO BE UNDER THE INFLUENCE OF DRUGS: A Boot, Banging, Belted, Blasted, Coasting, Fixed, Floating, Flying, Hitting the Stuff, In High Leaping, Lit Up, On the Nod, Shot Down, Stinking, Twisted, Wasted

WANTED BY POLICE: Hot, In a Jam, Sizzling

DRUG TERMINOLOGY

The jargon of the drug abuser will vary greatly from one locality to another. This glossary is a compilation of many glossaries developed by narcotic officers from various parts of the country. Dangerous drugs often obtain their nicknames from their color or shape, and by shortening brand names.

ALCOHOL AND OTHER DEPRESSANTS

Effects:

Alcohol and other central nervous system depressants relax the mind and body by slowing the workings of all nerve cells. Small amounts can produce calmness and relaxed muscles. In somewhat larger doses, they can cause slurred speech, staggering gait, slowed reaction time and altered perception. Very large doses can cause respiratory depression, coma, and death. Combining alcohol and depressants can multiply the effects and risks (1+1 can = 20).

The use of alcohol and other depressants in increasing amounts over time have a high risk for physical and psychological dependence. Withdrawal symptoms range from nausea, dizziness and insomnia to convulsions, seizures and death.

Babies born to mothers who abuse alcohol or other depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Fetal alcohol syndrome, birth defects and behavioral problems may also result.

Alcohol: Known as Booze, Brew, Hooch, Mad Dog, or Rot Gut.

Barbiturates: Known as Amytal, Barbs, Block-busters, Blue Birds, Blue Devils, Blues, Candy, Christmas Trees, Downers, Goof Balls, Green Dragons, Mexican Reds, Nebbies, Numbies, Nembutal, Pajaro Rojo, Peanuts, Pink Ladies, Pinks, Rainbows, Red & Blues, Redbirds, Red Devils, Reds, Seconal, Sleeping Pills, Stumblers, Tuinals, Yellow Jackets, or Yellows.

1. **Amobarbital Sodium and secobarbital sodium:** Known by Eli Lilly and Company brand name 'Tuinal' (a red and blue capsule), Rainbows, Red and Blues, or Double Trouble.

2. **Amobarbital Sodium:** Known by Eli Lilly and Company brand name 'Amytal' (a solid blue capsule), Blues, Blue Birds, Blue Devils, or Blue Heavens.

3. **Pentobarbital Sodium:** Known by Abbott Laboratories brand name 'Nembutal' (a solid yellow capsule), Yellows, Yellow Jackets, Nimby or Nimbie.

4. **Secobarbital Sodium:** Known by Eli Lilly and Company brand name 'Seconal' (a solid red capsule), Reds, Pinks, Red Birds, Red Devils, Seggy, or Seccy.

Chloral Hydrate: Found in liquid, tablet or powder form and usually known as Mickey Finn, Mickey or Peter

Methaqualone: Known as Ludes, MTQ, Quaalude, Quads, Quas, Soapers, Soap, Sopes, Sopor, Supors.

Paregoric: A derivative of opium found usually in liquid form. Known as Dover's powder, Parepectolin, PG, PO, or as Gee Head.

Tranquilizers: Known as brand names Equanil, Librium, Miltown, Serax, Tranxene, or Valium.

CANNABIS:

Effects:

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension; alter sense of time; and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Motivation and thinking processes may be altered. Marijuana can also produce paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco.

Long term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives. Because THC (the psychoactive agent) is fat soluble, it can remain in the body for long periods of time and with continued use its effects can be accumulative.

Hashish: Known as Goma de Moto, Hash, Hashish Oil, Hash Oil, Liquid Hash, Soles

Marijuana: Usually found as dried, pulverized flowering tops, seeds and leaves known as Acapulco Gold, Bo Bo Bush, Cannabis, Columbian, Dope, Fu, Gage, Ganga Grass, Grass Grieffo, Griffa, Hay, Hemp, Herb, Indian Hay, J, Jay, Jive, Joint, Loco Weed, Love Weed, Mary Jane, Mary Warner, Mezz, Mor a Grifa, Mota, Muggles, Mutah, Panama Red, Pod, Pot, Reefer, Rope, Sativa, Sinsemilla, Smoke, Splim, Stick, Sweet Luch, Tea, Thai Sticks, THC, Viper's Weed, Weed, or Yerba.

Tetrahydrocannabinol: Known as THC.

DESIGNER DRUGS

Effects:

Illegal drugs are defined in terms of their chemical formulas. To get around these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

The narcotic analogs can cause symptoms such as those seen in Parkinson's disease uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

Analogs of Amphetamines and Methamphetamines: Known as 2,5-DMA, DOB, DOM, MDM, MDMA, (Adam, Ecstasy, Essence, XTC), PMA, STOP, OR TMA.

Analogs of Fentanyl (Narcotic): Known as Synthetic Heroin or China White.

Analog of Meperidine (Narcotic): Known as MPPP, MPTP (New Heroin), PEPAP, or Synthetic Heroin.

Analog of Phencyclidine (Hallucinogens): Known as PCE, PCPy, or TCP

HALLUCINOGENS

Effects:

Lysergic acid (LSD), Mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects (flashbacks) can occur even after use has stopped.

Phencyclidine (PCP) interrupts the functions of that section of the brain that controls intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movements are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year following prolonged daily use. Mood disorders depression, anxiety and violent behavior may occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and hallucinations. Large doses may produce convulsions and coma, heart and lung failure or ruptured blood vessels in the brain.

Lysergic Acid Diethylamide: Known as Acid, Blotter Acid, Blue Heaven, California Sunshine, Green or Red Dragon, Haze, LSD, Microdot, Paper Acid, Purple Haze, Sugar Cubes, Sunshine, Wedges, White Lightening, or Window Panes.

Mescaline Peyote: Known as Buttons, cactus, or Mesc, mescal, Mescal Buttons, Mescaline, Mezcaline.

Phencyclidine: Known as Angel Dust, C1-395, Crystal, Cyclone, Hog, Killer Weed, Loveboat, Lovely, or PCP, Peace, Pill, Rocket Fuel, Sernyl, Sernylan, Super Grass, or Tic Tac

Psilocybin: Known as Magic Mushrooms or Mushrooms

NARCOTICS

Effects:

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted babies who experience severe withdrawal symptoms.

Codeine: Usually found in tablets or liquid form in cough syrups. Known as Empirin Compound with Codeine, Tylenol with Codeine, Codeine, or Codeine in cough syrups.

Heroin: Usually found as a white crystalline powder in papers or capsules known as Big H, Boy, Brown, Brown Sugar, Caballo, Chiva, Crap, Estuffa, H, Harry, Heroína, Hombre, Horse, Joy Powder, Junk, Mexican Mud, Polvo, Scag, Smack, Schmeck, Stuff, Thing, (Deacetylmorphine), Mexican Tar (Mexican heroin is often brown, tan, gray or pink in color).

Meperidine: Demerol, Mepergan, Pethidine

Methadone: Dolophine, Amidone, Methadose

Morphine: Usually found as a white powder known as Cube, Emsel, First Line, Goma, Hard Stuff, Hocus, M, Miss Emma, Morf, Morfina, Morphie, Morpho, Mud, White Stuff, Unkie.

Opium: Dover's Powder, Paregoric, Parepectolin

Other: Darvon, Fentanyl, Lomotil, Talwin, Tussionex, Percocet, Percodan

STIMULANT: COCAINE

Effects:

Cocaine is a strong central nervous system stimulant; its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependence, a feeling that the user cannot function without the drug. Tolerance develops rapidly.

Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

Cocaine: Usually found as a white crystalline powder known as Bernice, Burese, Bernies, Blow, C, Coca, Coke, Cg, Cecil, Corine, Carrie, Cholly, Dust, Flake, Girl, Gold Dust, Happy Dust, Heaven Dust, Lady, Mujer, Nose Candy, Paradise, Perico, Polvo Blanco, Rock, Snow, Star Dust, or White Girl.

Crack: Known as a Crack Cocaine, Freebase Rocks, or Rock.

STIMULANTS: MISCELLANEOUS

Effects:

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection can

create a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. Psychological effects include feeling restless, anxious and moody. Higher doses intensify the effects.

Persons using large amounts of amphetamines over a long period of time can develop amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use stops. Very high doses will cause coma and death. When mixed with other stimulants, the physical and psychological effects are addictive.

Amphetamines: Known generally as Beans, Bennies, Benzedrine, Bephetamine, Black Beauties, Black Mollies, Copilots, Crank, Crossroads, Crystal, DET, Dexedrine, Dexies, DMA, DMT, DOM, Double Cross, Eye-openers, Footballs, Hearts, Lid Proppers, Meth, MDA, Minibennies, Pep Pills, Rosas, Roses, Speed, STP Thrusters, TMA, Truck Drivers, Uppers, Wake-ups, or Whites. Injectable amphetamine is also known as Bombido.

Amphetamine Sulfate: Known by Smith, Kline & French Laboratories= brand name Benaedrin (rose-colored, heart-shaped tablet), Peaches, Bennies, Roses, Hearts. Also found as round, white, double-scored tablets known as Cartwheels or Whites, or as oval-shaped tablets known as Footballs or Greenies. Long-acting Amphetamine Sulfate tablets are found in many colors and are commonly called Coast-to-Coasts, LA Turn-about, Co-pilots, or Browns.

Dextroamphetamine Sulfate: Known by Smith, Kline & French Laboratories brand name Dexedrine (orange-colored, heart shaped tablet), Hearts, Oranges, or Dexies.

Methamphetamines: Known as Crank, Crystal, Crystal Meth, Methedrine, Speed.

Other: Caffeine, Cylert, Didrex, Loamin, Nicotine, Plegine, Pondimin, Preludin, Pre-state, Ritalin, Sandrex, Tenuate, Tepanil, Voranil.

QUICK REFERENCE

ANTI-DEPRESSANTS

Elavil
Nardil
Sinequan
Toftanil
Vivactyl

ANTI-PSYCHOTICS HALLUCINOGENICS

(Major Tranquilizers)
Mellaril
Prolixin
Stlazine
Thorazine
Haldol
(Inapsine)
DMT
LSD (Lysergic acid diethylamide)
MDA
Mescaline
PCP
(THC)
Dilantin
Trilafon

INHALANTS

Ether
Nitrous Oxide
Toluene

MINOR TRANQUILIZERS

Librium
Meprobamate
Naltraxone
Serax
Tranxene
Valium
Narcan

NARCOTIC ANTAGONISTS

Cyclazocine
Oxylorphan

NARCOTICS

Codeine
(Darvon)
(Talwin)
Demerol
Dilaudid
Heroin
Meperidine
Methadone
Morphine
Numorphan
Opium
Percodan

OTHERS

Caffeine
Nicotine
Theophylline
Xanthines

STIMULANTS
Amphetamines
Benedrine
Desoxyn
Dexedrine
Methedrine
Phentermine
Preludin
Ritalin
Tenuate
Tepanil
(Cocaine)

SEDATIVES

Barbiturates
Amytal
Nembutal
Seconal
Chloral Hydrate
Dalmane
(Alcohol)
Doriden
Noludar
Phenobarbital
Placidyl
Quaalude

OCCULT TERMINOLOGY

Table of Contents

OCCULT GLOSSARY 70

For any changes or updates in the section, please contact:

Deb Howe, Department of Corrections
Douglas County Community Corrections
541-957-2085

OCCULT TERMINOLOGY

A

ABYSS: The abode of the dead and demons

ACOLYTES: Initiates assistants

ALPHA: Main ritual room

ALTAR: Ritual table

AMULET: An ornament or charm used to ward off spells

ANKH: A cross with a loop on top; sign of life

ASTRAL PROJECTION: Also called out-of-body experience (OOBE) and soul travel, consciousness leaves the physical body and temporarily resides in an astral (emotional) body which is an immaterial double of that physical body even to the extent of possessing its own sensory equipment.

ATHAME: Ritual knife

B

BEELZEBUB: Lord of the flies

BELIAL: Without a master

BELL: Rung to begin and end rituals

BLACK: Darkness, nite, sorrow, evil, devil

BLACK MAGIC: Use of power for evil purposes

BLACK MASS: A ritual by which Satanists blaspheme God and ridicule Christianity

BLACK WIDOW SPIDER: Mark of death

BLOOD: The part of man which survives death; in drinking it you acquire his divine quality.

BLUE: Vigilance, tears, water, sadness, pornography

BOOK OF SHADOWS: Compiled by each with who chooses to do so; a personal workbook reviewing his/her experiences with rituals, ceremonies, prayers, tools, etc.

C

CABALLA: Also spelled Kabbalah, Cabala, and Qabalah; called the Occult Bible and Yoga of the West, Jewish mysticism (traditionally forbidden to Jews) purportedly a philosophical and theological system which treats of the relationship between human life and universal laws.

CANNIBAL: A person who eats human flesh at rituals

CATOPTROMANCY: Divination by means of mirrors

CELEBRANT: Presiding priest (sacrifist)

CELEBRANTS: Junior mothers and fathers

CHALICE: A cup or goblet used in rituals

CHAPTERS: Branches of church organization

CIRCLE: Nine foot (9) on floor; magic done inside for protection and concentration

COVEN: Branch of organization; ideal number in witchcraft is 13; may range from 4-20 members

COVENATOR: Ministers of lowest rank

CROWLEY, ALEISTER (1875-1947): Notorious Satanist infamous for his sadomasochistic practices, destructive power over people, danse macabre (conjured demons who visibly joined participants during ceremonies), and his personal writings. Crowley's books have survived and now inspire a cult following Ordo TempliOrientis, College of Thelma, Thelemic Order, and Coven of the Dragon practice in the Crowley tradition. Once labeled The Wickedest Man in the World, his magick number was 666 and his chosen name was The Beast. Crowley helped LaVey establish the First Church of the Satan in San Francisco. The satanic church echoes one of Crowley's favorite proverbs, in fact he used this as a greeting: Do what thou wilt shall be the whole of the Law. Crowley covens like other Satanists can be extremely dangerous.

CURSE: A spell or hex invoked against someone.

D

DEGREE: Ranking within organization

DEMON: A spirit with no body; angels who rebelled

DEMONCRACY: Worship of an evil nature

DISCIPLE: Lay member

DIVINATION: Foretelling the future by interpreting signs from the gods; act of obtaining secret knowledge, especially about the future, from demons.

DONKEY BEADS: Azure blue beads worn as a talisman and for recognition

E

EARS: Signify wisdom and spiritual development

ELAEOMANCY: Divination by observation of a liquid

ESBAT: Coven meetings

EVANGELIST: Represents Satan at rituals

EXORCISM: The act of removing invading spirits

EYES: The evil eye is feared

F

FAMILIAR: A demonic spirit who serves a witch or medium

FINGER: Holds spiritual powers; index finger is known as poison, witch or cursing finger; must not use it to touch a wound or it will never heal

FIRE: Symbolizes Satan

FULL MOON: Greatest time for magical power

G

GOAT: Satan appears in form of a goat

GOAT'S HEAD: 16th century symbol for Satan

GREEN: Vegetation, nurture, soothing, restful

GRIMORIE: Also spelled grimoire; book of spells and magickal procedures

H

HAIR: Holds character; in witch hunt times, it was believed sorcerers magical potency was in his hair

HALLOWEEN: A November Eve witches holiday; considered to be the day of the year most suitable for magic or demonic activity

HEAD: Central powerhouse of the body; believed to be the seat of the soul and to contain potent magical powers

HEART: Symbol of eternity and the seat of emotion and intellect; hearts may be eaten in order to acquire characteristics of victim; by controlling the heart of another, one controls the entire being

HEXAGRAM: Six-pointed figure used to con demons

HIGH PRIEST: Top leaders B male gender

HIGH PRIESTESS: Top leaders B female gender

I

ICONS: Sacred ornate frames decorated with red cloth

INCANTATIONS: Ritual recitation of verbal charms or spells

INCUBUS: Demon that copulates with human females

INITIATE: New member

INVERTED CROSS: Mockery of Christian cross

INVERTED PENTAGRAM: Five-pointed star with single point downward

IPPISSMUS: Highest order held in Satanism; rarely attainable during a lifetime

I.P. MESSENGER: Minister of lowest rank

J

K

L

LOST BOOKS OF MOSES (AND THE 44 SECRET KEYS TO UNIVERSAL POWER): Supposedly the 6th, 7th, 8th, 9th, and 10th books written by the Old Testament prophet Moses. These texts portray Moses as a skilled magician and instruct in the ways of conjuring spirits and preparing and offering burnt and blood sacrifices.

LUCIFER: The angel of the morning star cast from heaven

LUCIFERANS: A medieval Satanic sect who worshipped Lucifer and sacrificed to demons

M

MAGICK: Ritual, ceremonial manipulation of universal energies and life forces; illicit, demonic power; science and art causing change to occur in conformity to thy will

MASS: Ceremony

MASTER: Top leader

MENTOR: Senior brothers and sisters

METAPHYSICS: An esoteric, speculative philosophy; occultic metaphysics sees man as inherently divine with unlimited potential for godlike power, wisdom and knowledge

MINOR LUMINARY: Lieutenants to leaders

MISSAL: Book with rituals and teachings

N

NECROMANCY: Conjuring spirits of the dead to magically reveal the future or influence the course of events

NECRONOMICON: Testament written by the Mad Arab, Abdul Alhazred in the 9th Century A.D.; literally, Book of the Dead, or the Book of Black Earth. It serves as an amulet and a talisman against the Forces of Darkness. This is a sorcerer=s handbook dealing with necromancy (communicating with the dead), invocations and conjurations of spirits, and, among other things, magical formulas. This book is extraordinarily potent and, like all of the others mentioned is extremely dangerous.

NEOPAGANISM: Contemporary adaptation of pre-Christian, possibly European paganism also based upon the worship of the feminine principles.

NESTS: Branches of groups

NUDITY: Believed essential to raising forces through witch magic works

O

OCCULT: Term meaning hidden; beyond the human sense realm; mysterious

O.P. MINISTER: Student ministers

P

PAGAN: A sect of witchcraft from the old religion

PENTACLE: Disc-shaped talisman

PROPHETS: Senior brothers and sisters

PROVISIONAL MASTER: Lieutenants leaders

Q

R

RED: Blood, physical life, energy

RESPONDERS: At rituals, he states natures of Lucifer and Christ

RIGHT PATH: Path taken in white magic

RITUAL: Tool to focus individual power of group members on a common concern or object

S

SABBAT: Significant holidays and celebrations of which there are eight during the year

SACRIFIST: Presiding priest B represents Christ

SADISM: Sexual satisfaction derived from the pain of others

SANCTUM: Main ritual room

SATANISTS: Practitioners of satanic worship

SÉANCE: A ritual by which a medium calls upon the spirits of the dead

SERPENT: Serpent with horns is symbolic of the demons

SERVERS: Ritual assistants

SHRINE: Ritual table

SKULL: Human or animal used in rites

SOLSTICE: Either of two times of the year when the sun has no apparent northward or southward motion

SORCERERS: Those who have made a pact with the devil

SUCCUBUS: A female demon that copulates with human males

SUPERIORS: Junior mothers and fathers

T

TALISMAN: An object believed to hold magical powers

U

V

VOODOO: A religious cult of African origin; practices sorcery and communicates with ancestors through rituals and fetishes

W

WALPURGIS NIGHT: The eve of May Day; a witches Sabbath (April 30); a powerful time in Satanism

WARLOCK: Male practitioner of Satanism or witchcraft

WATER: Symbolizes Christ

WHITE: Cleanliness, purity, innocence

WHITE MAGIC: Uses magical powers to do good

WITCH: Female practitioner of Satanism or witchcraft

WITNESS: Student ministers

X

Y

YELLOW: Perfection, wealth, glory, power

Z

BILINGUAL DICTIONARY OF CRIMINAL JUSTICE TERMS (English/Spanish)

by Virginia Benmaman, Norma Connolly and Scott Loos

Spanish Procedure terms. conviction
A current comprehensive collection defined in both English and reflecting significant Penal Code offenses and Criminal Includes flow charts on the nature of offenses and arrest to procedures. Approximately 250 pages.

- () Contemporary Criminal Procedure by Holtz () loose-leaf () soft cover \$34.95
- () Supervision Handbook by Ferrari \$14.95
- () Bilingual Dictionary of Criminal Justice (English/Spanish)
by Benmaman, Connolly and Loos \$17.95
- () Investigative & Operational Report Writing 2nd Ed. by Holtz \$ 6.95
- () Promotional Test Questions by DelBagno and Spina \$19.95
- () United States Code Unannotated () loose-leaf () soft cover \$395.00

() Please send me a catalogue with complete listings

() I have enclosed my check or money order in the amount of \$ _____(including shipping and handling and applicable sales tax). Shipping and handling is \$4.00 for the first item; \$3.00 for the second item, and \$2.00 for each additional item; \$39 for United States Code Unannotated (U.S.C.U.).

Charge to my () MasterCard () VISA *1-800-847-6502* \$15.00 minimum per order

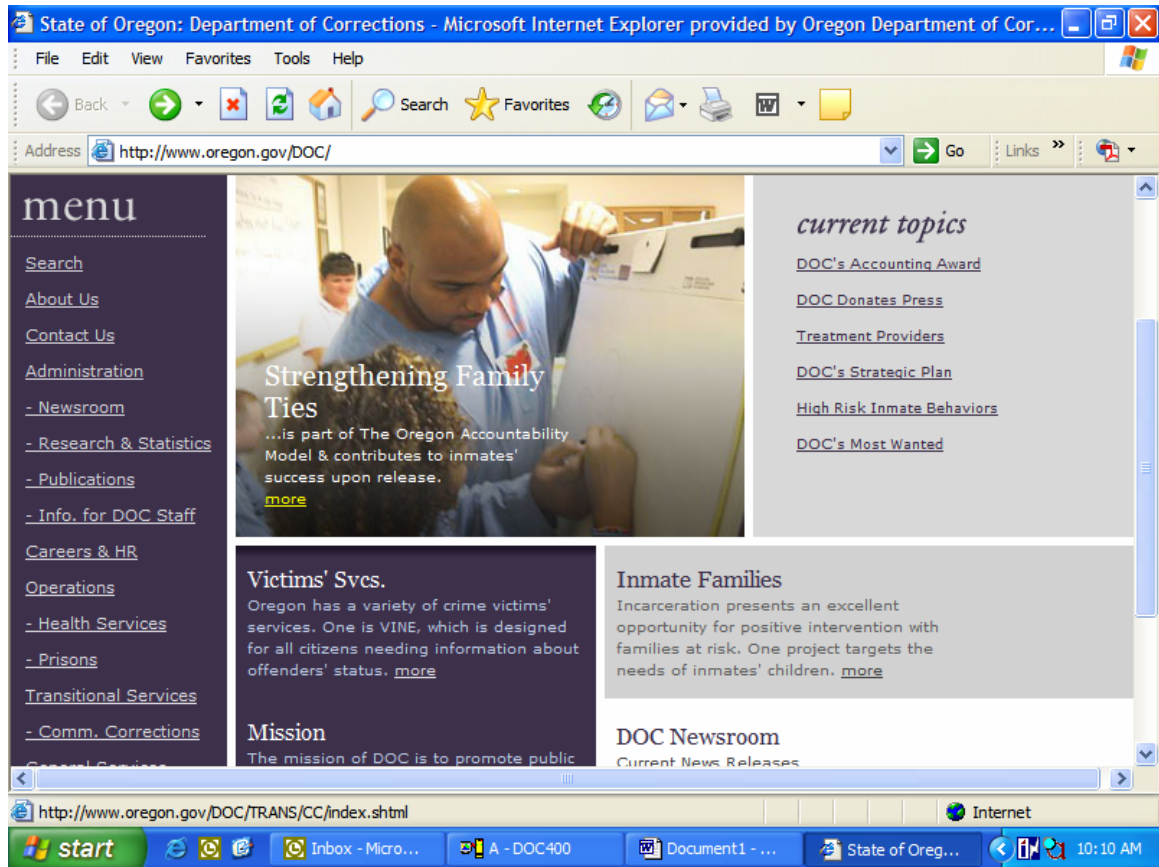
Card # _____ Exp Date _____
Authorized Signature (required) _____ Tel () _____
Name (please type or print) _____
Street Address (No PO Boxes, please) _____ Apt/Suite # _____
City _____ State _____ Zip Code _____

Quantity discounts available * Prices subject to change without notice
Gould Publications 199/300 State Street, Binghamton, NY 13901-2782

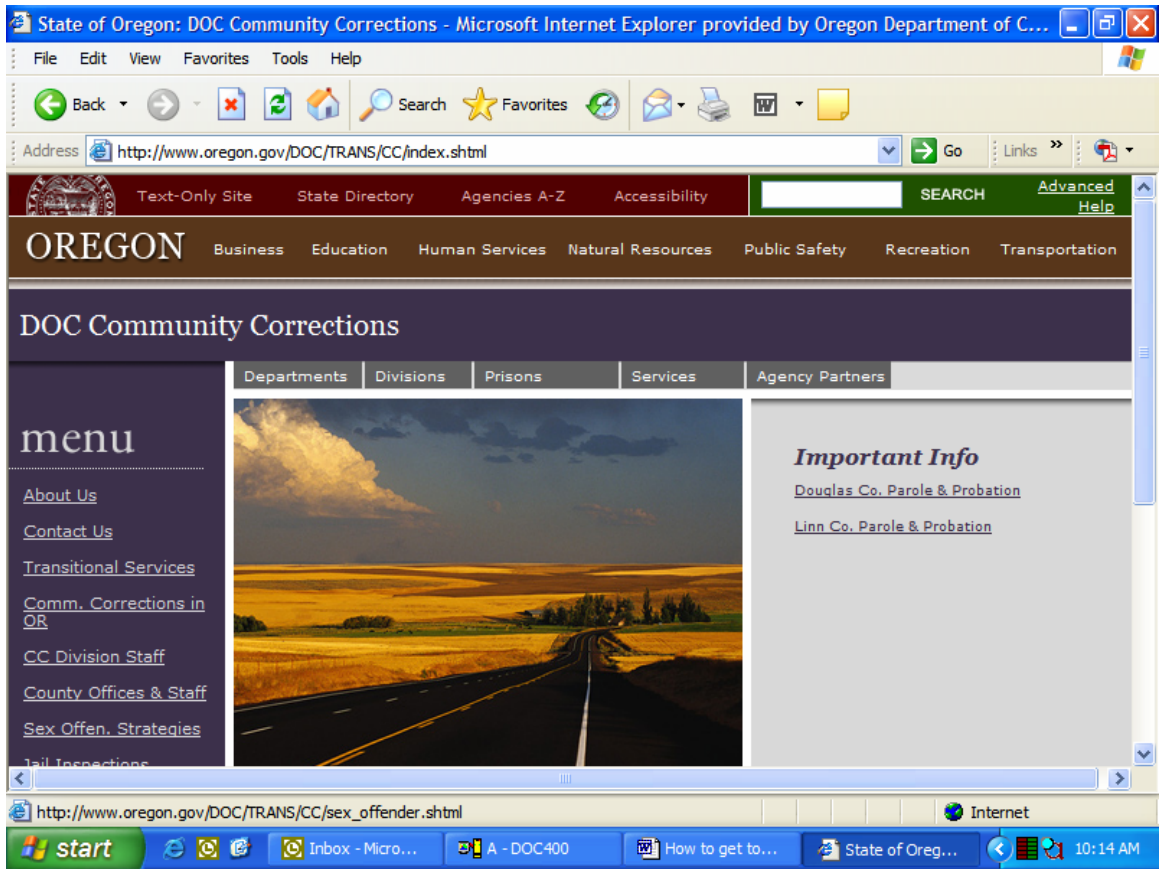
How to get to the Community Corrections Directory and General Information Pages

First go to the DOC website.

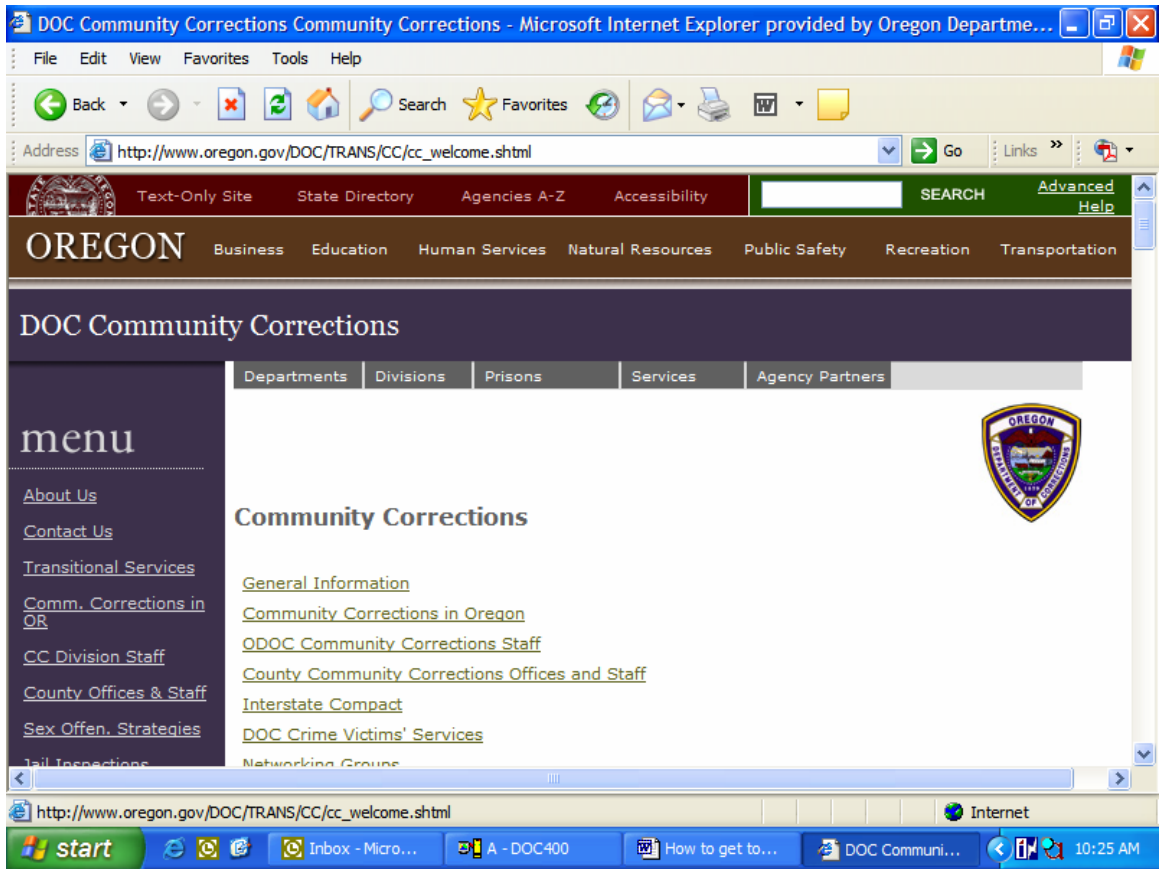
[Http://www.oregon.gov/DOC/](http://www.oregon.gov/DOC/)



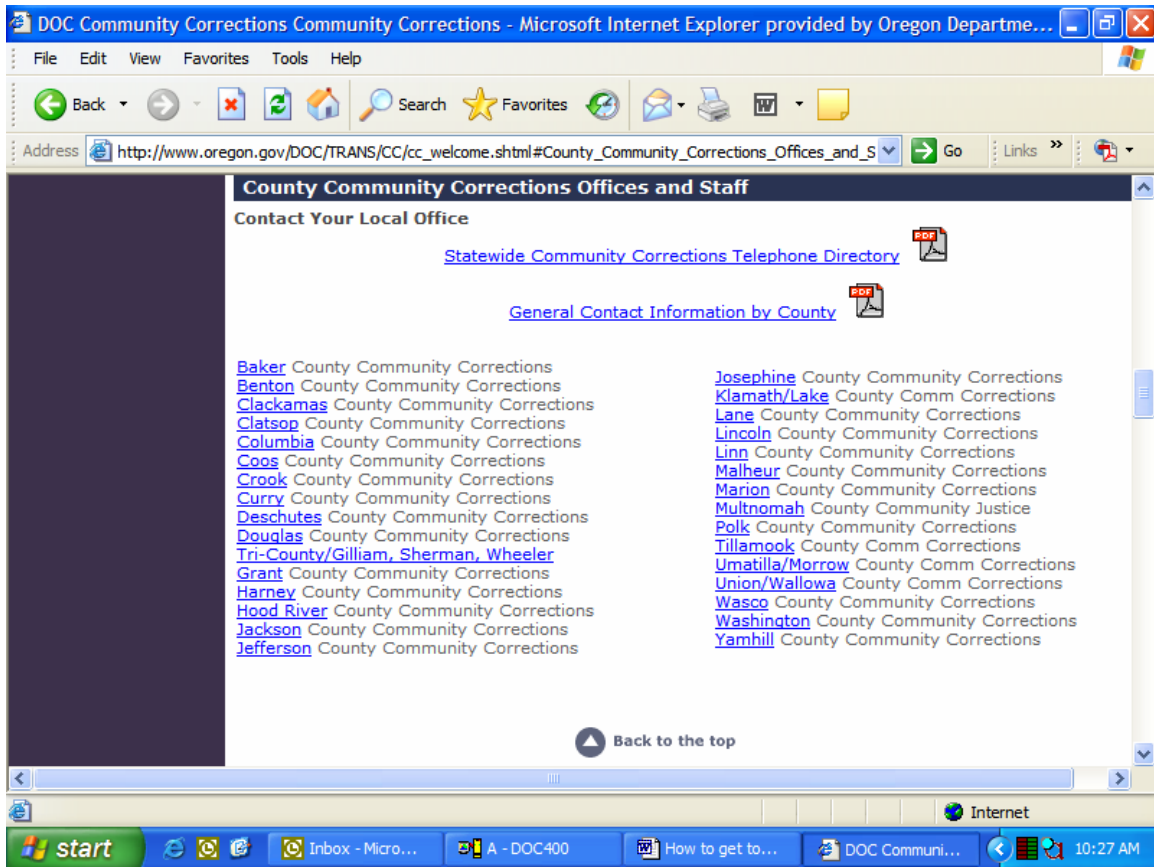
Click on Comm. Corrections under Menu on the left column which is under Transitional Services you will then get the next screen.



Now click on Comm. Corrections in OR under Menu this will take you to the next screen



Now click on County Offices and Staff under Menu this will take you to the next screen



You made it. Here is the Statewide Community Corrections Directory and the General Contact Information Pages.

MANUAL NAME	CONTACT	LOCATION
Caseload History Maintenance	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Team
Condition Tracking Manual	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Team
OPS Manual	Manette Emra 503-945-9050	Manette Emra
CIS Movement History/Maintenance	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Compact Investigation Guidelines	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Inmate Incarceration Plan for Community Corrections	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Morrissey Hearing Automation Manual	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Parole Orders Automation Manual	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Sanction Movement Tracking	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Release Planning Process	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
SB1145 Data Entry for Community Corrections	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Structured Sanctions Automation Manual	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Supervisor Review for Structured Sanctions	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Supervisor Review for Warrants	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
W/W Treatment Programs	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Warrants Automation Manual	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
DNA Data Entry Manual	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual
Start & Stop of PPS Supervision	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Information Manual ****UNDER REVISION****
W/W INOP Instruction Manual	Lee Cummins 503-945-9859 Mary Hunt 503-945-9052	FAST Team
Office Procedure Manual	Manette Emra 503-945-9050 Deb Howe 503-957-2085	Manual Group
Supervision Fee Manual	Janet Leep 541-396-3173 EXT. 224	Supervision Fee Group
OJIN OnLine Instruction Manual		www.ojd.state.or.us/ojin/techsupport

ORS LISTING

ORS LISTING BY DESCRIPTION.....1

HOW TO ACCESS THE ORS TABLE WORKING WITH COURT ORDERS
SCREEN.....5

COMPACT ORS#'S.....If you can't find the exact ORS # you are to use the (closest matching offense and type of felony or misdemeanor) in Oregon ORS # in CIS. If you need to have an ORS added to the table, contact OISC (Kristi Jacobo 503-570-6938) or Gina Raney (503-570-6914) to have it added.

You can also review the Oregon Revised Statues at <http://www.leg.state.or.us/ors>

FOR ANY CHANGES OR UPDATES IN THIS SECTION, PLEASE CONTACT

GINA HARRIS
BENTON COUNTY
COMMUNITY CORRECTIONS
(541) 766-6221

ORS LISTING BY DESCRIPTION

SUPPORT STAFF MAIN MENU

AT THE CIS MENU ON THE SELECTION LINE TYPE #50. THIS WILL BRING UP YOUR ORS TABLE BY THE ORS #

The screenshot shows a terminal window titled 'DOC400' with a menu for 'CC Support Menu'. The menu lists several options, with option 50 selected. The window also shows a taskbar at the bottom with various icons and a system tray.

```
DOC400
File Edit View Communication Actions Window Help
[Icons]
CCSUPPORT      Corrections Information Systems      15:50:43
HARRISG      CC Support Menu      12/27/05
Select one of the following:
48. Print Parole Board Orders
49. CC Training Menu
50. W/W ORS Descriptions
51. LEDSRP/OTHER SYSTEMS MENU
60. Execute PCM Programs
80. Disconnect job
90. Signoff
A. CC Release Process
B. Admissions
C. CC Court Orders Process
D. W/W Caseloads
Bottom
Selection: 50      Job:
F3=Exit  F4=Prompt  F10=Move to top  F11=Menu bar  F12=Previous menu
MA a 21/013
1902 - Session successfully started  \\BCSRV222\Parole Lexmark Optra S 1625 PS2 on F
Start [Icons] DOC400 301189... Micr... ORS - ... 3:50 PM
```

DOC400

File Edit View Communication Actions Window Help

SNT220I Corrections Information Systems 15:51:16
HARRISG W/W ORS Table 12/27/05

Position to: _____ or find _____

Enter option...
5=Display 8=Crime serious - matrix
9=Crime serious sentencing guidelines 12=Extensions

Opt	ORS	Nbr	Description	Abbrev	Rt	Ext
	009.160	01	PRACTICE LAW UNLAWFULLY	PRACT LAW	UM	
	033.015	02	CONTEMPT OF COURT	CONT OF CT	UM	
	057.735		CORP DOING BUSINESS W/O LIC	UNLIC CORP	AM	
	059.055		UNREGISTERED SECURITIES	UNREG SECU	BF	
	059.115		UNLAWFULLY SELL SECURITIES	SECU VIOL1	BF	
	059.127		UNLAWFUL PURCHASE SECURITIES	SECU VIOL2	BF	
	059.135		SECURITIES FRAUD	SECU FRAUD	BF	
	059.145		MISREPRESENT SECURITIES	SECU VIOL3	BF	
	059.165		REGISTRATION OF BROKERS	SECU VIOL4	BF	
	059.730		FRAUD SECURITIES CONTRACT	SECU VIOL5	BF	
	059.740		REPEATED FORBIDDEN CONTRACTS	SECU VIOL6	BF	

More...
F3=Exit F5=Refresh F11=Menu bar F10=Print F12=Canel F13=Repeat
F17=Subset
This is a subsetted list.

MA a 05/033

I902 - Session successfully started \\BCSRV222\Parole Lexmark Optra S 1625 PS2 on I

Start DOC400 301189... Micr... ORS - ... 3:51 PM

IF YOU WANT TO KNOW IF THE OFFENSE IS A STATUTORY OR PERSON TO PERSON CRIME THEN PUT A 5 ON THE LINE NEXT TO THE ORS# THAT YOU WANT TO SELECT.

DOC400
 File Edit View Communication Actions Window Help

SNT220I Corrections Information Systems 15:51:16
 HARRISG W/W ORS Table 12/27/05

Position to: [] or find []

Enter option...
 5=Display 8=Crime serious - matrix
 9=Crime serious sentencing guidelines 12=Extensions

Opt	ORS	Nbr	Description	Abbrev	Rt	Ext
[]	009.160	01	PRACTICE LAW UNLAWFULLY	PRACT LAW	UM	
5	033.015	02	CONTEMPT OF COURT	CONT OF CT	UM	
[]	057.735		CORP DOING BUSINESS W/O LIC	UNLIC CORP	AM	
[]	059.055		UNREGISTERED SECURITIES	UNREG SECU	BF	
[]	059.115		UNLAWFULLY SELL SECURITIES	SECU VIOL1	BF	
[]	059.127		UNLAWFUL PURCHASE SECURITIES	SECU VIOL2	BF	
[]	059.135		SECURITIES FRAUD	SECU FRAUD	BF	
[]	059.145		MISREPRESENT SECURITIES	SECU VIOL3	BF	
[]	059.165		REGISTRATION OF BROKERS	SECU VIOL4	BF	
[]	059.730		FRAUD SECURITIES CONTRACT	SECU VIOL5	BF	
[]	059.740		REPEATED FORBIDDEN CONTRACTS	SECU VIOL6	BF	

F3=Exit F5=Refresh F11=Menu bar F10=Print F12=Canel F13=Repeat
 F17=Subset
 This is a subsetted list.

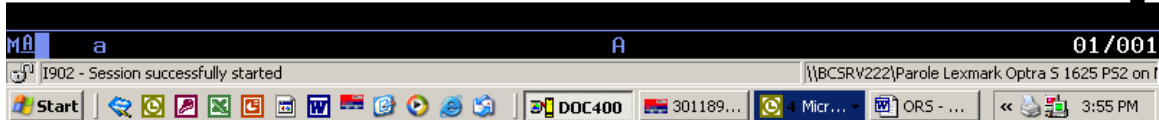
MA a A 11/003
 1902 - Session successfully started \\BC5RV222\Parole Lexmark Optra 5 1625 P52 on.f
 Start [] DOC400 301189... Micr... ORS - ... 3:55 PM



SNT221I Corrections Information Systems 15:55:31
HARRISG Maintain ORS Table DISPLAY 12/27/05

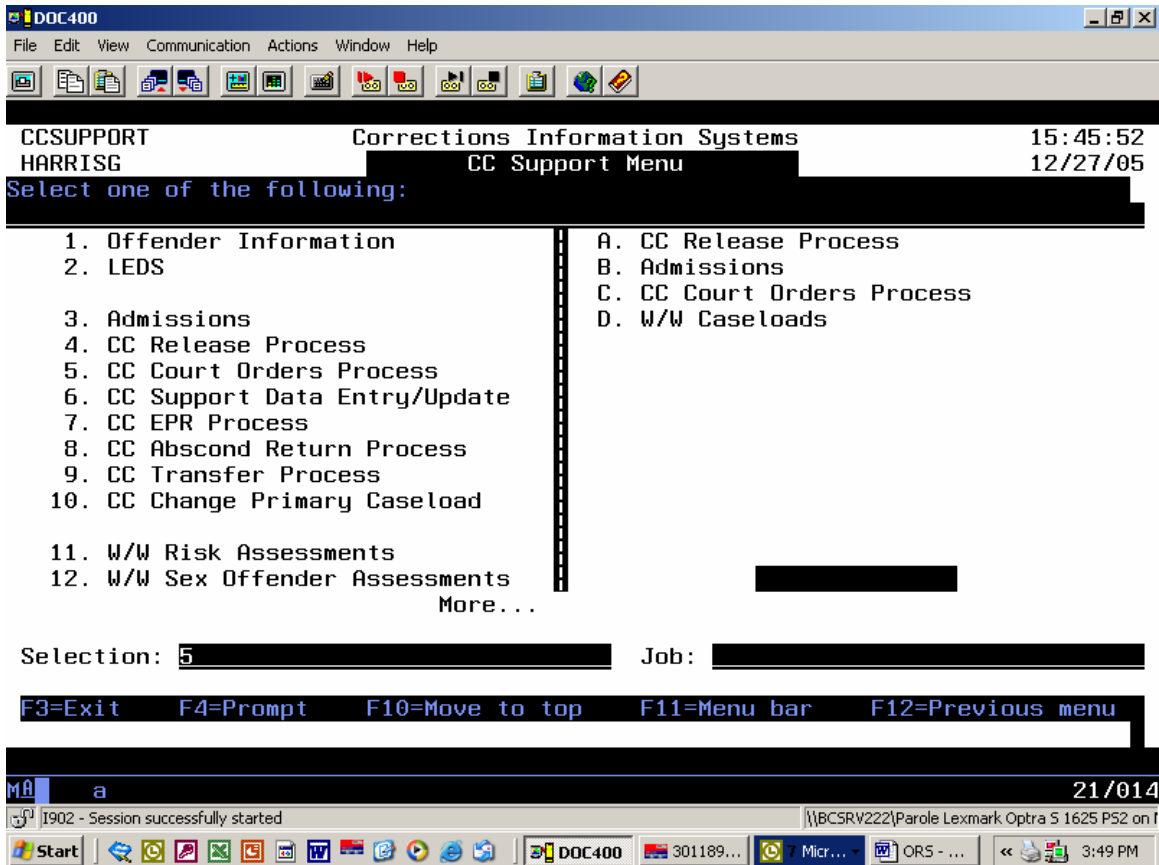
ORS Number..... 033.015 Paragraph: 02
Effective date..... 1/01/1991 Discontinued date:
Description..... CONTEMPT OF COURT
Abbreviation..... CONT OF CT
Crime type..... STAT Statutes
Offense group code.. P
Crime class..... UM
Research fields below:
Severity rating..... 807
NCRP Offense code... 000

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



HOW TO ACCESS THE ORS TABLE WORKING WITH COURT ORDER SCREEN

YOU CAN ALSO GET TO THE ORS TABLE THROUGH THE MAIN MENU BY SELECTING 5



ONCE IT BRINGS THIS SCREEN UP THEN TYPE A F6

DOC400

File Edit View Communication Actions Window Help

OPS230I Corrections Information Systems 16:00:20
HARRISG Work with Offenses 12/27/05

Offender: [REDACTED] Record key: [REDACTED]
Status: [REDACTED]

Enter option... Custody cycle... [REDACTED]

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

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

Bottom

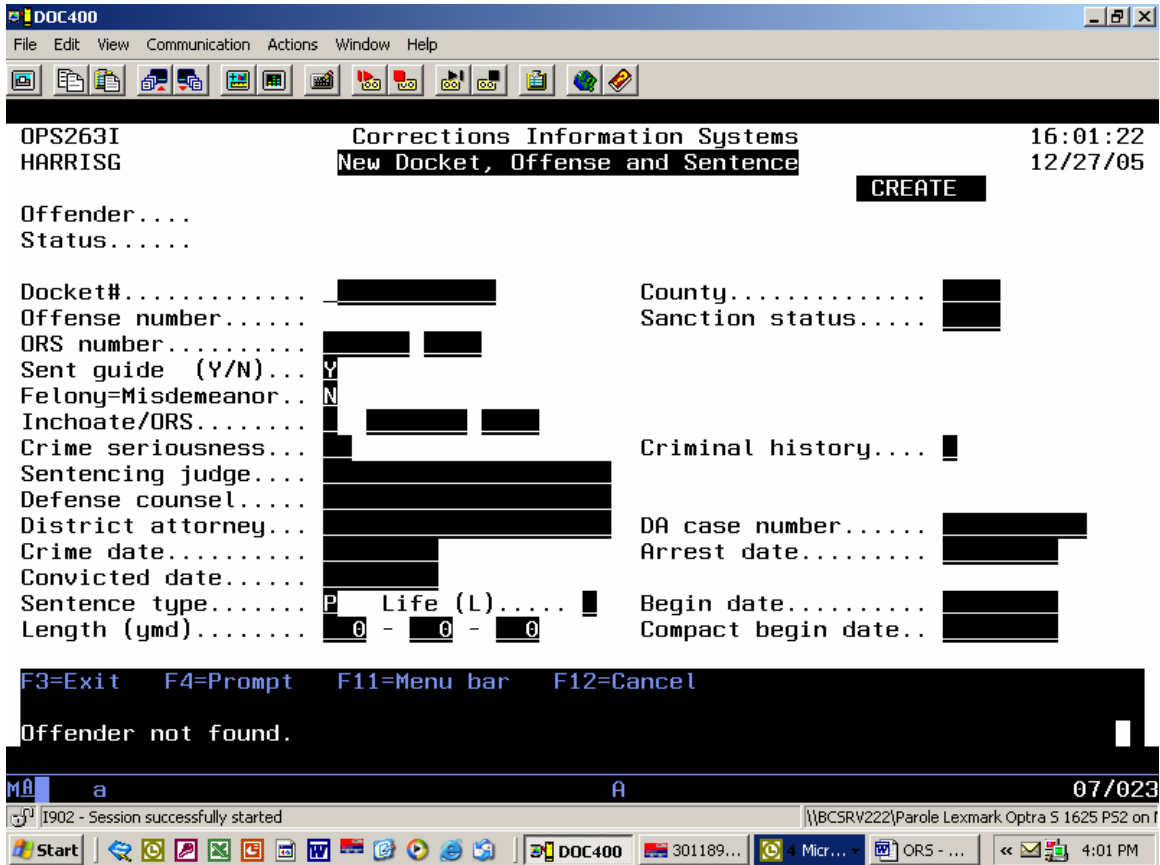
F3=Exit F6=Add docket F7=Facesheet F8=Notes F10=Print Options
F11=Menu bar F12=Cancel F14=Recalculate F20=Add Local F24=More keys...

MA a A 07/069

1902 - Session successfully started {}BCSRV222\Parole Lexmark Optra S 1625 P52 on f

Start | [Icons] | DOC400 | 301189... | Micr... | ORS - ... | 4:00 PM

TO BRING UP NEW DOCKET, OFFENSE AND SENTENCE SCREEN, PUT YOUR CURSOR AT THE ORS NUMBER FIELD AND THEN DO A F4 AND THE ORS TABLE WILL POP UP



OISC CENTRAL RECORDS

Contacts:

Closings –Sealing: Cathy Snider, 503-570-6935

Release of Information: Mary Jenkins 503-570-6930

Greg Rieskamp-Manager 503-570-6924

CLOSINGS

PLEASE SEND THE CLEAREST COPY OF EACH DOCUMENT. IF POSSIBLE, KEEP THE COPY AND SEND THE ORIGINAL TO CENTRAL RECORDS.

To Be Sent To The Offender Information And Sentence Computation (OISC) Unit. Please make sure the Closing Summary is on top:

1. Conditions of Probation
2. Conditions of Post Parole or Parole
3. Structured Sanction Reports
4. Presentence Investigations
5. MPR Sex Offenses (but only if on doc 400.
6. Discharge of Parole
7. Notification of Sentence Expiration (Parole Board has been sending electronically).
8. All Orders generated by the Releasing Authority, Judges, and/or Parole Board.
9. All reports submitted by the Releasing Authority, Judges, and/or Parole Board
Commutation Order (when applicable).
10. Commutation Order (when applicable).
11. A death certificate or copies of obituary (when applicable). See verification form enclosed in File Maintenance Section.
12. Psychiatric/psychological reports.
13. Closing summary and Notification of File Closure (CD-910).
14. Any other reports/information deemed by the unit supervisor/branch as important and to be permanently retained. (Please note it in the comments section of the Closing Summary, but DO NOT make a permanent change to the Closing Summary).
15. Sex Offender Registration Form.
16. Revocation Recommendation and Violations
17. Compact Closing
18. Shared Information System Release form
19. Weapons Orders
20. Conditional Discharge
21. Temporary judgment order
22. Amended judgment
23. Modification of Judgment
24. SB 1145 (local control)
25. 2nd Look

THE CD-910 COMPLETED JULY 1996 IS THE ONLY NOTIFICATION OF FILE CLOSURE THAT IS AUTHORIZED. IF THE CLOSING DOCUMENT IS NOT AVAILABLE, HOWEVER, THE NOTIFICATION FORM OFF THE AS400 WILL BE ACCEPTED.

Due to be short handed and we are scanning instead of Microfilming we would prefer nothing be sent in until all sentences or sentence have expired and then attach all material with a closing summary. However, if this is not possible continue to do it the old way. You can send material electronically if possible contact Greg Rieskamp before doing so to get our address

If proceeding the old way follow this procedure:

All official file material is received, a copy should be made and forwarded to OISC. All file material sent to OISC should have a State Identification Number (SID#) in the upper right corner. Mark the file copy with a CC/CR on the bottom to show that a copy has been forwarded to OISC.

When closing a felony file, send a CD-910 along with the document justifying closure (if applicable) to OISC.

When closing a file for sex offenders supervised as misdemeanors, copy all official material, print at the top of the Closing Summary, "Misdemeanor Sex Offender," in large bold letters and send to OISC with the Notification of Obligation to Register form. **DO NOT** submit any file material on misdemeanor sex offenders until the case is closed.

File material for conditional discharge cases is sent to OISC.

File material for felony cases given misdemeanor status IS sent to OISC. Compact cases are treated the same as Oregon cases when sending material to OISC.

Do not send a Closing Summary:

- a. If all sentences have not expired.
- b. If the offender is in prison.
- c. or material for MPRS.

Do not send material if it is illegible—it will be returned as it will not microfilm.

The status line must be discharged and all sentence lines expired or the correct closure if it is not the closing will be returned to field that according to AS400 this offender is still open.

If OISC has not received all file material, the incomplete material will be returned to the county with a letter requesting all relevant material. See attached letter.

If possible, do not send single papers. However, if you are unsure, send it.

SEALINGS

Please send only the sealing order. County file material should be sealed and archived by the County.

FILE MAINTENANCE

The File Maintenance section is intended to be a brief outline of OPS Data Entry.
For more detailed data entry information, see the OPS Data Entry Manual.

Table of Contents

Opening a Probation File	3
Closing a Probation File.....	3
Entering a Notifier	4
Compact Investigation Guidelines	5
Opening a Compact Investigation.....	5
Compact Investigation Acceptance.....	6
Compact Investigation Rejection	6
Closing a Compact Case	7
Opening a Parole/Post-Prison Supervision File	8
Closing a Parole/Post-Prison Supervision File.....	8
Opening 1145/156 Cases	9
Closing 1145/156 Cases.....	9
Post-Prison Supervision Revocation.....	10
Closing BM 10/SB 139 Cases (UNSU)	10
Closing Files to Warrant (ABSC).....	11
Closing Files to Compact (CMPO)	11
Closing Files to Psychiatric Security Review Board (PSRB).....	11
Closing Files to Immigration (IMMI)	12
Transitional Leave and Second Look.....	13
Inchoate	14
Opening Bench Parole	14
Closing Bench Parole	14
Changing/Correcting Offender Status in CIS	15
Inchoate	16
Merged Sentences	16
Merging Duplicate Offender Records in CIS.....	16
Steps to Bring Bench Closure Back (BNPB).....	17
Steps to Re-open Compact Case in OPS (RCOM).....	18
Steps to Re-sequence Offenses	19
Steps to Copying Offenses	19
Steps to Copying Conditions.....	19
Steps to Re-Sequence Conditions	20
Steps to Change a Block# to a SID#.....	20
Checklist for File Action.....	21
Post Prison Supervision Offense Data Entry Instructions for CIS.....	23
Exceptions	23

FILE MAINTENANCE
Table of Contents, con't.

Description of Parole and Post-Prison Closures24
 Pre-BM 10 Parolees.....24
 BM 1- Parolees24
 Post-Prison Supervision24
 Unsupervised Status.....24
Expungement/Sealing/Setting Aside.....25
Free Verification of Vital Records Fact for Federal and State Agencies26
Verification of Vital Records (other states).....Go to Vitalchek.com

For any changes or updates in this section, please contact
Sharon Johnson, Columbia Co
(503) 366-4670
or
make changes and fax to
(503) 397-6645

REFER TO ATTACHMENT B OF THE FILES AND RECORDS FILE, #70, TAB #51 AS A GUIDE FOR PLACING DOCUMENTS IN AN OFFENDER'S FILE

OPENING A PROBATION FILE

The following is a checklist which can be used for opening a probation file. Procedures may vary somewhat by office.

- ___ After receipt of Court Order, check CIS/LEDS for offender's current status

- ___ Run CCH in LEDS; (Some counties run OJIN address page)

- ___ Request DA File; Copy indictment and police reports (if no PSI)

- ___ Enter information from Court Order directly to CIS including EPR; Print Kardex

- ___ If Special Conditions include Restitution, SP7, Compensatory Fine, or Community Service Work, make them trackable and enter amount(s) owed. For more information, see Conditions Tracking Manual.

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

- ___ Log per your county policy.

CLOSING A PROBATION FILE

The following is a checklist which can be used for closing a probation file. Procedures may vary somewhat by office. Probation files may be closed for a variety of reasons (i.e. expiration of sentence, death, court ordered, appeal, conversion to bench/court probation, compact closure, etc.).

- ___ Send any fee balances to the Department of Revenue through W/W Supervision Fees **only** when offender is discharged. Do not send Compact offenders.

- ___ PO completes a Closing Summary Form (CD 910). Not required on misdemeanor cases, except sex offenders and Compact.

- ___ If Special Conditions include Restitution, SP7, Compensatory Fine, or Community Service, and using 8=payment entry, enter total due and total payments made or hours completed. For more information, see Condition Tracking Manual.

- ___ Check CIS for offender's current status and update applicable screens; Complete Release Process if applicable. (Do not release offenders who have been revoked to prison or jail.) For felony probations revoked to local control, see the FAST Information Manual. **Only release offenders with all offenses closed.**

- ___ Cancel EPR. Sex offender EPR's which are still attached to sex offender registration are modified to the Oregon State Police (RTP/DSX).

- ___ Send the official file material with the Closing Summary Form (CD 910) to OISC (Central Records). (Not required on misdemeanor cases, except sex offenders and Compact. **When sending misdemeanor sex offender material, write in bold on top of closing summary "Misd. sex offender". If misdemeanor is last offense to close and there was a felony closed earlier, type or write felony information on Closing Summary and send to OISC (Central Records).**)

- ___ Log per your county policy.

- ___ Send the offender a letter advising of status, if applicable.

- ___ File according to your county's policy.

ENTERING A NOTIFIER

If an offender is sentenced to prison with an active probation still running, enter a **Notifier** in the system. Before the

offender is released from prison, the Notifier will serve as notification of the active probation file. Go to W/W Notifier screen from the Main Menu, type #37, Admission Process, F11-3-Z, or the CC Support Data Entry/Update Process F11-3-Z.

- Type offender's SID # on the 'Offender' line, press enter to bring offender to screen.

- Press F6=Add. This will take you to the "Notify Data" screen. Fill in Name, Phone(s), Address, City, State, Zip, Notify type (4 letters. See below for appropriate types), Docket #/County, Notify Date, Reason, Comments, if applicable. Press enter to process. Press enter again to return to the "Work With Notifiers" screen. Press F3 to exit.

NOTIFIER TYPE CODES & GUIDELINES

AGEN = Agency- can be entered in CIS by anyone.

DMV = Department of Motor Vehicles - OISC gets lists of inmates DMV wants to be notified on and enters them.

GOVR = Governor's Dignitary Protection Unit - OISC enters in CIS for all inmates who have petitioned the Governor's Office for pardons, clemency, or expungement of records. This notification is confidential and WILL NOT print the name and reason for the notifier on the facesheet. The Governor's Office will be notified thirty (30) days prior to the inmate's release from confinement.

STAT = Statutory - It was agreed that Fire Marshall and BM10 notifiers are required by statute and will appear as STAT type notifications.

State Fire Marshall -OISC enters in CIS for all inmates who are currently serving convictions or have not yet completed their supervision for the crime(s) of Arson and/or Attempted Arson. This notice shall be sent ten (10) days prior to release or immediately following the escape of the inmate.

BM10 = The old "M" notification type will be discontinued. BM10 notifications can still be entered manually under the new STAT code, although the Board does the majority of notifications, and when they run the

BM10 report that creates the notification letters, the AS400 writes the entries into the STAT type in the notification table currently.

VC1 = Board Victim - Can be created by Board staff only. An error message will appear "Not authorized to use Notify Type" if anyone else attempts to use. Counselors will be able to update the Notify Date and Comments field only. Community and other institution staff cannot update any of the fields. When enter is pressed, a window will appear with the warning message "OPS2791" Victim Sensitive Notice - Victim information is confidential and can be release ONLY to the victim. DO NOT SCREEN PRINT THIS INFORMATION.

VIC2 = Compact Victim Sensitive - can be created by Community Corrections staff only. An error message should appear "Not authorized to use Notify Type" if anyone else attempts to use. The Name and Reason fields will be filled automatically with "Compact Sensitive Victim Case" as the Name; and "Special notification Required - See Compact Rule" as the Reason.

VIC3 = Community Victim - can be created by Community Corrections staff only. For use on Local Control and Probation offenders where victims are identified.

NOTE: For all victim type records, a docket number does not have to be selected in the Docket #/County field, however a warning message will appear "Warning: Notify not assigned to Docket". The user may press the enter key to bypass entering the docket number.

For all other non-victim Notifier types, anyone can create and anyone can modify.

A subset option to Display Discontinued Notifiers was added. Only the Open Notifiers appear on the screen unless you change the subset to display "ALL" or just a specific code.

Notifiers can no longer be deleted by most staff. Only the Board can delete VIC1 records, and SUN staff can delete VIC2, VIC3, AGEN, DMV, GOVR, and STAT notifiers if these records were entered in error.

If a notifier has been completed, fill in the Discontinued date.

COMPACT INVESTIGATION GUIDELINES

Types of Compact Packets

1) Notice of Approved Reporting Instructions: Cover sheet will indicate whether Provisional Reporting Instructions or Expedited Transfer (formerly Emergency Reporting Instruction). Offenders with Provisional Reporting Instructions or an Expedited Transfer **are always entered as either Parole (PA) or Probation (PR) in Admission Process. They are never entered as an Investigation (IV).**

Provisional Reporting Instructions - Offender has Oregon residence at time of sentencing in other state. Offender is already in Oregon and has been approved for supervision. Oregon must supervise offender until case has been rejected or closed.

Expedited Transfer - Request granted for any emergency reason other than living in Oregon at time of sentencing in other state. Offender already in Oregon and has been approved for supervision. Oregon must supervise until rejected or closed.

2) Investigations: Office receives Compact Investigation packet. Offender is still residing in sending state. **These offenders are always entered as Investigation (IV) in Admission Process.**

When a Compact Investigation packet or Provisional/Expedited Transfer Reporting Instructions have been sent to your office by mistake (i.e. address is actually neighboring office or county), forward packet or reporting instructions to the appropriate office or county. Send an e-mail to the Compact office advising that investigation or reporting instructions were forwarded to another office or county. Compact's e-mail address is Oregon.interstate@doc.state.or.us - **DO NOT RETURN INVESTIGATION OR REPORTING INSTRUCTIONS TO COMPACT.**

If you have entered the above in CIS, transfer the investigation or reporting instructions to the appropriate office.

If a second Compact Investigation Request packet is received after the first investigation has been rejected, and the new investigation is on the same crime, use the RCOM movement to show the two investigations. See Steps to Re-Open a Compact Case in OPS (RCOM).

OPENING A COMPACT INVESTIGATION

The following is a checklist which can be used for opening a Compact Investigation. Procedures may vary somewhat by office. When your office receives a Compact Investigation packet and the offender is still residing in the sending state, they are waiting Oregon's acceptance or rejection.

- ___ Run CCH in LEDS

- ___ Check CIS/LEDS for offender's current status. If offender has never been entered in CIS, or never on the present offense, continue with the following steps. If offender has been entered in CIS on the present offense, use the RCOM movement to show the two investigation. See Steps to Re-open a Compact Case in OPS (RCOM).

- ___ On 'offender line' of "Community Corrections Admission" screen, press F6-New Admission. This will take you to the "Community Corrections New Intake New Offender Data" screen. If offender has SID #, type SID # on "ID number" line. If no SID #, leave "ID number" line blank. (Computer will fill in block #). Fill in the following lines (taking information from Compact papers); Last name, first/middle/title, DOB, date/time (This is date on Investigation), from county/state (2 letter state code or F4-Prompt for table), caseload # (PO#). Change admission status line from "PR" to "IV". Put a "Y" on "Compact offender" line, press enter.

- ___ Press enter to move from one screen to the next updating all pertinent information, i.e. Names, Address, Description and Other Numbers screen. (This is the minimum we are required to enter).

___ Make a file label (white).

COMPACT INVESTIGATION ACCEPTANCE **(Opening a Compact Case)**

The following is a checklist which can be used for closing a Compact Investigation when offender is accepted.

- ___ If no Oregon SID #, have offender fingerprinted to obtain SID #.
 - ___ Go to Release Process.
 - ___ At W/W Offenses screen, enter docket information if not already entered. Press enter.
“Release date” field enter date offender reports or PO has contact.
“Release type code” field enter new status (PARO or PROB)
“Release to location” field enter your 4-letter county code. Press enter, and enter again for Movement History/Maintenance screen to verify status change.
 - ___ Using Menu Bar, go to your Admission Process. Retrieve offender by using F9 or enter offender’s block/sid # in offender field and press enter. Fill in ‘admission date and time’ (date of acceptance), “PO caseload #”, and “Post Admission Status’ fields, press enter.
 - ___ Update other information as needed and enter EPR if offender has SID #.
 - ___ Make a file label (blue).
-

COMPACT INVESTIGATION REJECTION

The following is a checklist which can be used for closing a Compact Investigation when offender is rejected.

- ___ Go to Release Process
At W/W Offenses scree, if offense data has been entered, use termination code of CREJ and date rejected on the offense line and continue to next screen. If offense data has not been entered, it needs to be entered. Continue to next screen in Release Process.
“Release date” field enter date of rejection.
“Release type code” field enter CREJ.
“Release to location” field leave blank. Press enter, and enter again for Movement History/Maintenance screen to verify Discharge status.

Note: CREJ is only used when a compact investigation is rejected and the compact sentence is the only sentence in the custody cycle.

CLOSING A COMPACT CASE

The following is a checklist which can be used for closing a compact probation or parole file. Procedures may vary somewhat by office. Compact files may be closed for a variety of reasons, i.e. expiration of sentence (EXPI); return to sending state (COMP); absconding (COMP).

- _____ PO completes a Closing Summary Form (CD 910) as well as a Compact Closure Form. Fax both forms to Compact. (If Compact copy is sent a little early, it might expedite the process so the case can be closed on the expiration date.)
- _____ **When notice of closure is received from Compact**, check CIS for offender's current status and update applicable screens; Complete Release Process if applicable. (Do not release offenders who have been sentenced to prison or jail in Oregon.)
- _____ Cancel EPR.
- _____ Send the official file material with the Closing Summary Form (CD 910) to Central Records (OISC). This includes misdemeanor cases.
- _____ Log per your county policy.
- _____ Send the offender a letter advising of status, if applicable.
- _____ File according to your county's policy.

OPENING A PAROLE/POST-PRISON SUPERVISION FILE

The following is a checklist which can be used for opening a parole/post-prison supervision file. Procedures may vary somewhat by office.

___ Run CCH in LEDS.

___ Admit the offender in CIS for Parole/PPS using the Admission Process. At the W/W Court Orders screen, add an O line for PPS cases; Leave offense line alone for Parole cases. Print Kardex. If restitution ordered, enter SPC #7 and enter balance owed. If Compensatory fine is orderd, use probation condition for Compensatory Fine. For more information regarding tracking special conditions, see Condition Tracking Manual.

___ Enter EPR in WebLEDS.

___ Make a file label (green).

___ Print Parole Board Order.

___ Log per your county policy.

CLOSING A PAROLE/POST-PRISON SUPERVISION FILE

The following is a checklist which can be used for closing a parole/post-prison supervision file. Procedures may vary somewhat by office. Parole/Post-Prison Supervision files may be closed for a variety of reasons (i.e. expiration of sentence, death, court-ordered, appeal, revoked and returned to prison or jail, etc.)

___ **Certificate of Expiration must be received from the Board of Parole/Post Prison Supervision before Discharge.**

___ Send any fee balances to the Department of Revenue through W/W Supervision Fees only when discharged.

___ PO completes a Closing Summary Form (CD 910) - Not on offenders revoked and returned to institutions or jail

___ Check CIS for offender's current status and update applicable screens; Complete the Release Process if applicable. (Do not release offenders who have been revoked to prison. Institutions will complete this process). For Post Prison Supervision offenders revoked to local control, see the FAST Information Manual. Release only offenders with all offense lines closed

___ Cancel EPR. If a sex offender and the EPR is attached to the sex offender registration, modify the EPR to the Oregon State Police (RTP/DSX)

___ Log per your county policy.

___ Send the official file material with the Closing Summary Form (CD 910) to OISC (Central Records.). (Not on offenders revoked and returned to institutions or jail)

___ File according to your county's policy.

OPENING 1145/156 CASES

FELONY PROBATION REVOCATION

- ___ Go to Admission Process: 1) Enter Admission to Location - if offender starts local control time in jail, this field begins with "L" representing physical location of offender; if offender starts local control immediately in a program, enter the county code; 2) Admission date/time - corresponds with "Sentence Begin Date"; 3) Caseload - enter officer assigned; 4) Post Admission Status - Enter "LC"; 5) LC Conviction County - enter county location code representing the Supervisory Authority; 6) LC Supv Status Code - Enter current status of offender, ie "jail".

- ___ Go to W/W Offenses screen: 1) Tab to sentence line of docket that was revoked and enter "2". Tab to 'Termination Date' and enter date of revocation. Tab to "Termination Code" and enter 'VIOL'. Press enter twice. 2) Tab to docket line and enter Option "17". Press enter. Enter Begin Date (date offender actually begins serving time). Enter Length - amount of time judge sentences offender to serve; Enter Consecutive To if applicable; Time Served Credit - enter credits offender gets for days spent prior to sentencing; (If offender given more Credit Time Served than sentence, Begin Date has to be even with date of sentencing. Press enter twice. 3) Press "F8" to enter any other credit offender receives to show how release date is calculated.

- ___ Modify EPR to RTP/FLC.

IF OFFENDER IS RELEASED TO COMMUNITY CORRECTIONS TO FINISH SENTENCE:

- ___ Go to Admission Process: 1) Enter Admission to Location - enter office's location; Admission date/time - date released from jail; Caseload; Post Admission Status - LC; LC Conviction County - county of conviction; LC Supv Status code - enter program when admitted to your office. Press enter
-
-

CLOSING 1145/156 CASES

- ___ Go to Release Process: 1) Tab to 'L' line and enter 2. Tab to Termination Date and enter the date the local control obligation ends. Tab to Termination Code and enter 'POST'. Press enter twice. 2) Go to docket line and enter Option '7' (Add Sentence) - Sentence Type - Enter 'O' for Post Prison; Begin Date - Enter Physical Release Date; Length - Enter amount of PPS ordered by judge. Press enter two times.

- ___ Press enter to go to next screen (Offender Release); Release Date/Time-should be same date as 'L' sentence's expiration date; Release type code-enter 'LCMP'; Release to location-enter county office offender will be supervised. Press enter to process the release. IF YOU ARE THE OFFICE THAT WILL BE SUPERVISING THE OFFENDER, return to Admission Process to admit the offender on Post Prison Supervision. IF YOU ARE NOT THE OFFICE THAT WILL BE SUPERVISING THE OFFENDER, send file material to supervising office and they will admit.

- ___ Modify EPR to RTP/PPS.

POST PRISON SUPERVISION REVOCATION

- ___ Admit same as Felony Probation Revocation with the Admission Date/Time being the Board's revocation date
- ___ Go to W/W Offenses screen. Press F20 key. Docket #-leave blank; County-leave blank; Court Count-leave blank; ORS Number-enter 144.108; Sent guide-default to 'Y'; Time Served Credit-enter amount of days from arrest date to Board's revocation date; Sentence type-default to 'L'; Begin date-enter Board Revocation Date on Board's T-Type; Length-enter amount of days the Board states the offender is sanctioned; Consecutive to-leave blank. Press enter.
- ___ Modify EPR to RTP/FLC.
- ___ When Local Control sentence completed, go to Release Process and close the 'L' sentence to EXPI. Press enter to next screen to enter PPSVSANC expiration date; Release type code-LCMP; Release to location-enter office the offender will be supervised in. Press enter.
- ___ Return to Admission Process to admit the offender on Post Prison Supervision.
- ___ If Local Control cases, go to W/W Offenses screen and add Inop days and abscond days, if any, to offense using (F4=w/w) using F4. The Board will enter Inop days and abscond days to Board cases.
- ___ Modify EPR to RTP/PPS and change DOE.

(FOR MORE INFORMATION REGARDING 1145/156 ENTRY, SEE THE "FAST INFORMATION MANUAL")

CLOSING BM#10/SENATE BILL 139 CASES (UNSU)

Parole Board cases are the only cases eligible for UNSU status. **Offenders who have PPS (Board cases) and are supervised in another state (closed to CMPO) and Local Control cases are not eligible for UNSU status.**

- ___ PO to notify offender of Unsupervised Status
- ___ CIS - Close the offense line to UNSU and release the body to UNSU effective the ASR/SSR date.
EXCEPTION: If there is an open probation, **do not** release the body to UNSU.
- ___ Modify the EPR (LEDS - Miscellaneous Field): "Offender on Inactive PPS supervision, if any contact call (PO and phone number)".
- ___ Send a copy of the Unsupervised status letter to the Board of Parole & Post Prison Supervision, OISC, and offender.
- ___ Put disposition on outside of file noting "Unsupervised" and the expiration date
- ___ File according to your county's policy.

CLOSING FILES TO WARRANT (ABSC) OR (WARR)

- ___ After receipt of Motion & Order for Warrant or LEDS warrant entry information is received, put on Side 1 of

offender's file

- ___ Put date warrant issued and "BW" on outside of file
- ___ Release the offender to ABSC in CIS in the Release Process; Modify the EPR (RTP/ABS)
- ___ File according to your county's policy.

EXCEPTION: Compact cases supervised for another state in Oregon which have a warrant issued are closed to COMP as a discharge.

Note: If offender is on INAC status and has a warrant, leave closed to ABSC.

Some counties' courts issue warrant for non-compliance with the court, i.e. financials. The PO has not requested a warrant. These can be closed to WARR per your county policy.

CLOSING FILES TO COMPACT (CMPO)

Files are closed to CMPO outcount when an Oregon offender is accepted for Compact supervision by another state.

After the PO sends a Compact Investigation Request packet to Compact and Compact sends the acceptance:

- ___ Using the Release Process, close offender to CMPO outcount: Rel Date (date Compact accepted); Release type code (CMPO); Release to location (abbreviation of state where offender is accepted)
- ___ Modify EPR according to your office policy.
- ___ Some offices change the primary caseload # to a designated Compact PO.

If offender returns to Oregon before the end of supervision or when supervision expiration date is reached, change status from CMPO outcount using the Admission Process to re-admit offender from Compact. Always notify the Compact office when an offender has returned to Oregon before the end of their supervision.

The system should automatically waive supervision fees while offender is on CMPO status.

NOTE: Offenders who are on PPS and being supervised in another state are not eligible for **UNSU** status.

CLOSING FILES TO PSYCHIATRIC SECURITY REVIEW BOARD (PSRB)

- ___ After receipt of Court Order, put on Side 1 of offender file.
- ___ Put date of Order and "PSRB" on outside of file
- ___ Release the offender to PSRB in CIS in the Release Process; Cancel the EPR (Offender is under the supervision of PSRB)
- ___ File according to your county's policy.

CLOSING TO IMMIGRATION

At any point in any of the below processes, you can obtain an INS Deportation Confirmation through LEDS. See LEDS/OJIN section of this manual, page 10 for IAQ instructions.

Offender Deported Prior to Intake

- ___ Open file

- ___ PO verify deportation with INS & get copy of order

- ___ PO notify Court or Parole Board via special report advising that supervision will be suspended and recommend no action

- ___ Close file:
 - Go to ‘CC Release Process’, press enter to get to second screen in process
 - On “Offender Release Screen”, enter release date/time using date of deportation, enter release type as “IMMI”, press enter
 - Modify EPR per your county’s policy
 - File in closed filing per your county’s policy

Offender Actively Supervised And Then Deported

- ___ PO verify deportation as noted above

- ___ PO notify Court or Parole Board via special report, as noted above

- ___ Close file as noted above

- ___ If offender is on PPS, is closed to IMMI, and reaches the ASR date, leave on IMMI status and notify the Board of Parole and Post Prison Supervision.

If Offender Returns

- ___ PO verify status with INS

- ___ PO submits file to support staff to be re-opened from IMMI
 - Go to ‘Admission Process’ or ‘Abscond Return Process’
 - Enter date/time offender returned
 - Enter caseload # of PO and press enter
 - Update EPR if applicable

- ___ Open file to PO for supervision

NOTE: If offender reaches expiration date while on IMMI status, PO verifies through LEDS that there are no outstanding warrants, and checks OJIN. File is then processed for standard expiration closure.

TRANSITIONAL LEAVE & SECOND LOOK

Explanation/Definition of a **Transitional Leave** Inmate:

1. Short-term Transitional Leave as per OAR 291-063-0010: A leave for a period not to exceed **30** days preceding an established projected release date which allows an inmate opportunity to secure appropriate transitional support when necessary for successful reintegration into the community.

2. Short-term Transitional Leave (AIP) as per OAR 291-062-0020 (Alternative Incarceration Programs): Leave for a period not to exceed **90** days preceding an established release date for the purpose of securing appropriate transitional support, in accordance with ORS 421.400 and the Department's rule on Short Term Transitional Leave, Emergency Leaves and Supervised Trips (OAR 291-063).

If the inmate completed the AIP program and released to short-term transitional leave of 90 days or less, then there will be at least one offense that has been closed to AIP. However, if the inmate did not complete AIP, but instead released on 30-day non-AIP short-term transitional leave, then the inmate's offense(s) will be closed to POST.

Explanation/Definition of a **Second Look** Inmate: A person age 15,16 or 17 at the time they commit a non-ORS 137.707 (Ballot Measure 11) crime who is convicted in Adult Court is eligible for a second look hearing. In addition, a person age 14 or younger at the time of committing Murder, Aggravated Murder, Rape I, Sodomy I, or Unlawful Sexual Penetration I is also eligible for a second look hearing.

The hearing is held in the original sentencing court at the half-way point of the person's sentence. At the conclusion of the hearing, depending on the person's conduct since being originally sentenced, the court can grant the person "second look conditional release" from custody.

An inmate who is release on second look conditional release remains in DOC legal (as opposed to physical custody until the expiration of what would have been the expiration of the inmate's incarceration term. Upon physical release from DOC, on CIS, the inmate is released to "SLJU" and the appropriate county code. Although the inmate is released to the county and Community Corrections staff monitor the status of the inmate, the court maintains authority over the inmate.

During the conditional release period, if the sentencing court finds that the inmate has violated one or more conditions of release, the court can suspend the inmate's second look conditional release for up to 180 days or revoke it entirely and send the inmate back to DOC physical custody. Should an inmate on second look conditional release commit a new crime or crimes, the court will automatically revoke the inmate's second look conditional release.

Upon successful completion of an inmate's second look conditional release period, the inmate shifts to post-prison supervision, just as if he or she had just completed the incarceration term. At this point it is up to Community Corrections staff to update the status of the inmate from "SLJU" to "POST on CIS.

The following is a checklist which can be used for opening Transitional Leave and Second Look files.

___ Run CCH in LEDS

___ CIS: Admit (If offender has offenses closed to POST before the Leave End Date, they do not start until the Leave End Date). Don't do anything to the offense screen until the offender is put out to POST.

- ___ Enter EPR. For Transitional Leave, use RTP/TPL. For Second Look, use RTP/PPS
- ___
- ___ Green file label with Leave Begin Date and Leave End Date
- ___ When the POST date comes, OISC closes offense line(s) to POST and/or AIP. Admit the offender using the Admission Process with Status as PO. Add the O line(s) on the W/W Court Orders screen.. Delete the Leave Conditions and enter the PPS Conditions.
- ___ Modify the EPR using RTP/FPO and changing expiration date to expiration date of PPS.

INACTIVE FILES

The following is a checklist which can be used for opening inactive files. This is an offender serving time in another state on one offense with a separate “inactive” probation case in Oregon.

- ___ After receipt of Court Order, check CIS/LEDS for offender’s current status
- ___ Request DA File; Copy Indictment and police reports (if no PSI)
- ___ Enter information from Court Order directly to CIS including the EPR and release to INAC
- ___ Make a file label (Pink for felony files; Yellow for misdemeanor files; Blue for Compact); Include “Inactive-Do Not Destroy” on outside of file
- ___ Send letter to other state institution asking for notification of offender’s release date
- ___
- ___ Insert any applicable intake forms/materials in file and put in closed files until offender’s physical release or sentence expiration

Note: If offender is on PPS, closed to INAC, and has a warrant on the Board case, change to ABSC status.

AN OFFENDER SERVING TIME IN A FEDERAL INSTITUTION FOLLOWS THE SAME STEPS AS INACTIVE EXCEPT THEY ARE RELEASE TO REVP

OPENING BENCH PAROLE

A Bench Parole (early release from a jail sentence) can be granted by a judge. Sometimes a judge will order Bench Paroles be supervised by the county corrections office. They **are not to be entered in CIS.**

The following is a checklist which can be used for opening a Bench Parole.

- ___ After receipt of court Order, check CIS/LEDS for offender’s current status
- ___ Run CCH in LEDS; (Some counties run OJIN address page)
- ___ If there is already a file, add Court Order to file and make label.
- ___ Enter EPR or modify if applicable being clear in the misc field this is a Bench Parole (if that is the only case).

CLOSING BENCH PAROLE

The following is a checklist which can be used for closing a Bench Parole file. Since Bench Paroles are not entered in CIS, there is no sentence closure.

- ___ Cancel EPR if Bench Parole is only case supervised. Modify EPR if any reference to the Bench Parole.
- ___ Note on file label Bench Parole is closed.

*NOTE: If an offender has been closed to **BNPB (BENCH PROBATION)** and the judge orders that same probation revoked and given a local control sentence, then add an "L" line to the probation, admit to local control, and use F8 notes to explain.

CHANGING OR CORRECTING OFFENDER STATUS IN CIS

NOTE: If offender on Outcount, must be admitted to change the status, then close back out.

1. Legal Status Change - Higher to Lower Status:

Examples: Parole and/or Post prison offenses are being closed to DISC or EXPI, and offender still has active probation offenses.

Once you close the Parole and/or Post Prison offense lines and have only open probation lines remaining, the following message will appear at the bottom of the **Work with Offenses** screen: **"Status does not match offenses. Correct offenses or F13=change status."**

Use the F13=change status function. On the **Auto Release and Admit** window, enter the date/time the status change occurred (i.e. the date the Parole and/or Post Prison offenses closed), and press <Enter>. **Do NOT use this window to "correct" the status. To be used when offenses added or closed.**

2. Legal Status Change - Lower to Higher Status:

Examples: Changing status from LV to PA, PO, or PS. Changing status from SL to PA, PO, or PS. Changing status from PR to PA (new compact parole added to existing probation case).

Add the new "O" line (for Post Prison) or the new "I" line (for Compact Parole). The following message will appear at the bottom of the Work With Offenses screen: **"Status does not match offenses. Correct offenses or F13=change status."**

Go to the CC Release Process from your main CCSUPPORT menu (Option 4). Verify that your offense data is correct and press <Enter> to move to the **Offense Release** screen. Fill in the following information:

- Release date/time:** Sentence begin date for the "O" line
Or
Compact begin date for Compact Parole
- Release type code:** POST, PARO, or POPA
- Release to location:** your 4-letter county code

Press <Enter> to save data, then <Enter> again to go to the **Movement History/Maintenance** screen. You will see that both the Release and Admission to the new status has been completed. **DO NOT use the Admission Process.** If you have any problems with this process, check to make sure your offense data is correct.

3. Correcting the Status - Not a Legal Status Change:

Example: New offender has been admitted to status PO and should have been PA or PS; Compact parole has been admitted as Compact Probation.

Verify that all offense data is correct, then go to the **Movement History/Maintenance** screen. Place your cursor on the “incorrect” status line, press **F18=Change data**. Tab to **New current status** field and type in the correct status. Press <Enter>. Status should now match open offenses.

4. If Status is Still Incorrect: Call the Help Desk at (503) 378-8833 and have a ticket submitted to SUN.

INCHOATE

The “Inchoate” field is located on the offense line. This field is to be used whenever an offender is convicted of Conspiracy or Solicitation to commit any crime. If you use F4 on the “Inchoate” field, it will open a window with two options: C - Conspiracy; S - Solicitation.

___ Enter 2 = change on the offense line.

___ Enter the ORS # for the primary charge of Conspiracy or Solicitation.

___ Tab to Inchoate/ORS. Enter C or S. Tab to next line and using F4 prompt, enter the crime the Conspiracy or Solicitation applies to.

___ Finish entering rest of offense information.

MERGED SENTENCES

___ Enter offenses

___ Go to sentence line of offense to be merged, put a 2 for enter, press enter. Tab down to the Merged to line and enter the offense number that this offense is being merged with.

(The only offense types that should show on parole orders are SG, MX, or LC. MG has accidentally been used instead of SG)

MERGING DUPLICATE OFFENDER RECORDS IN CIS

1 - Be sure the records are actually the same offender - check LEDS by running the CCH records and check the EPR if both records have SID #'s.

2 - DOC policy has been to transfer all CIS (OPS/ISIS) data from the newer record to the oldest record, so that historical data is not lost.

3 - Open the record to be copied (newest record) and print all the screens in the admission process which contain data. Don't forget the subscreens, such as W/W Offenses.

4 - Enter all the data from the screen prints to the older record. This usually entails admitting to a new cycle, but may involve multiple cycles if the newer record already had more than one cycle.

5 - If the Court name on the newer record is different than the older record, change the “C” name to the new Court name.

6 - Update any other data you deem necessary.

Re-entering ISIS data can be more difficult. PPO's use different programs in ISIS depending on individual county policy. Print all the screens in the programs used by your PPO and either support staff or the PPO will have to re-enter the data onto the older record. This may include all or some of the following:

- 1-W/W Treatment Programs and W/W UA Log
- 2-W/W Supervision Fees
- 3-W/W Structured Sanctions
- 4-W/W Risk Assessments & Reassessments
- 5-W/W Sex Offender Assessments
- 6-W/W Warrant Requests by Offender or PO
- 7-W/W County Inmate Status
- 8-W/W Sanction Movements
- 9-W/W Release Plans by Location, Caseload, or Offender
- 10-W/W Supervisor Warrant Review
- 11-W/W Supervisor SFR Review

NOTE: You will not need to worry about the chrono history as the OISC Super User will automatically transfer all chronos when the duplicate record is purged.

When all the re-entry data has been completed, call the Help Desk (503) 378-8833 or e-mail at HELPDESK@doc.state.or.us. They will submit a ticket to SUN to verify the purge request and then SUN will re-assign to the OISC Super User, requesting that the record be purged and chrono's merged. The Requester will be notified when this has been completed. You will then be able to change the record to the correct SID # if necessary.

You won't have to do anything with the EPR record unless you determine that the SID # it has been entered under is incorrect. In that case, you should cancel the EPR record before we purge the CIS record. It can be re-entered after all the "merging" and "purging" has been completed, and the record has a valid SID #.

SPECIAL NOTE: In cases where the oldest record has data which predates 11/89, data integrity might be better served by making sentence notes and movement history remarks on the newest record, rather than transferring all the data to the older record. We would only suggest this alternative if the older case is REALLY OLD and has minimal usable data. If you choose to handle the merge in this way, please be sure to make as detailed sentence notes as possible on the new record.

The OISC super User will also be informing Central Records when records are being merged, as we are unable to purge any record without informing them first.

STEPS TO BRING A BENCH CLOSURE BACK (BNPB)

REASON TO USE: Offender was on formal probation, then granted a Bench probation (closure). At a later date, the court issues a new order back to formal probation.

PRINT THE MOVEMENT HISTORY/MAINTENANCE SCREEN

USER STEPS

1. Undo the last release by putting cursor on the last housing line. Press Shift F6, tab down to 'stop date'time' field and remove the date and time, using the space bar or the field exit key, press enter. **(DO NOT USE THE F14-DELETE KEY).**
2. Go to W/W Caseload History by Offender screen and make sure the exit date has been removed. If not, use Option 2=Change, tab to the exit date field and remove the date or tab over to the exit date and use the space bar to remove date. Press <enter> to process changes.
3. Transfer offender to BNPB on the date of original BNPB order.
4. E-mail the Help Desk advising them of the name and SID # of the offender who needs to be reopened from bench

probation to formal probation. Also give them your name and phone #, preferably using a signature block. The Help Desk will submit a ticket to SUN. Then SUN will do the following steps.

SUN STEPS

- 1 - Admit using BNPB as 'LOC' and 6050 as "Caseload #".
- 2 - Transfer back to field location using date that offender was returned to formal probation, entering all pertinent data.
- 3 - The SUN user will e-mail or call you advising you that you can now admit the offender to your office.

USER STEPS

- 1 - Admit the offender using same date as the transfer and update the work with offense lines as needed. Make sure the Primary Caseload Screen has updated correctly.
- 2- Check the supervision fee screen and make any adjustments needed.

STEPS TO REOPEN A COMPACT CASE IN OPS (RCOM)

REASON TO USE: Offender was previously supervised in Oregon from another state and supervision closed due to offender leaving Oregon. While still on supervision for the same offense, the offender returns to Oregon.

PRINT THE MOVEMENT HISTORY/MAINTENANCE SCREEN

USER STEPS

1. Undo the last release by putting cursor on the last housing line, press Shift F6, tab down to "stop date/time" field and remove the date and time using the space bar or the field exit key, press <enter>. **(DO NOT USE THE F14-DELETE KEY).**
2. Go to W/W Caseload History by Offender screen and make sure the exit date has been removed. If not, use Option 2-change, tab to the exit date field and remove the date or tab over to the exit date and use the space bar to remove date. Press <enter> to process changes.
3. Transfer offender to RCOM using the original closure date.
4. E-mail the Help Desk advising them of the name and SID # of the offender who needs to be reopened from Compact. Also give them your name and phone #, preferably using a signature block. The Help Desk will submit a ticket to SUN. Then SUN will do the following steps.

SUN STEPS

1. Admit using RCOM as 'LOC' and 6000 as 'Caseload#' as of that date.
2. Transfer back to field office location using date they re-accepted the supervision.
3. The SUN user will e-mail or call you advising you that you can now admit the offender to you office.

STEPS TO RE-SEQUENCING OFFENSES

REASON TO USE: Offenses should be entered in date order, as well as counts in numerical order.

1. Go to your W/W Offenses Screen, enter the offender's SID #, press enter, this will bring the offender to the screen. To see the option for re-sequencing offenses (F18 or Shift F6), press Shift F12 (F24 - More keys).
2. Press Shift F6 (F18), this will take you to the Work With Sentences/Re-sequencing Screen.
3. To change the offense number you will need to type over the current offense number. If the offense number is currently being used, you will need to change that offense number first as the system does not allow us to have two offense numbers that are the same. After you have changed the offense numbers, press enter. This will re-sequence the offenses and you will get a message "Offense re-sequenced". Press enter to return to W/W Offense Screen.

Note: If an offender receives a new probation sentence while in prison, leave alone. Request ticket to Help Desk to be assigned to OISC SUN. If re-sequencing while offender is on PPS, notify OISC that re-sequencing done.

STEPS TO COPYING OFFENSES

REASON TO USE: Can be a faster way to add an offense, especially when it is the same docket number.

1. Go to W/W Offenses Screen, enter the offenders SID #, press enter this will bring the offender to the screen.
2. On W/W Offenses Screen, tab down to the correct offense line, put a 3 = copy offense on the line, press enter, a window will appear. Tab down to the New Court Case Number field and enter the new docket number, press enter.
3. This will return you to the W/W Offenses Screen and the new offense line will appear. Change any data that needs to be changed, i.e. length of supervision, offense, etc.

STEPS TO COPYING CONDITIONS

REASON TO USE: This can be an easier way to add conditions, especially when there are multiple counts on the same docket # and the conditions are the same.

1. Go to your W/W Offenses Screen, enter the offenders SID #, press enter. This will bring the offender to the screen.
2. On W/W Offenses Screen, tab down to correct offense line. (If docket # not found, use any docket # to get to conditions screen). Put an 8 = conditions on line, press enter. This will take you to the W/W Conditions Screen.
3. On the W/W Conditions Screen, press F16 = Review/Copy All Conditions (Shift F4). This will take you to the Review/Copy Offender Conditions Screen.

On that screen page down until you find the conditions with the same Court case # as the list. The status will also say "Unknown". If the docket # is on the W/W Offenses Screen, then put a 3 = copy beside each condition, press enter. This will bring up the Docket # Select window. Put your cursor beside the correct docket #, press enter. This will copy the condition to the correct docket #. After copying the condition to the correct docket #, you can put a 4 = delete beside the condition with the "unknown" status. Press enter to delete.

4. If the docket # does not exist on the W/W Offenses Screen, then put a 4 = delete on the line beside the condition and press enter. This will delete the condition.

5. If you get an error message that the condition is already attached to the docket #, just put a 4 = delete by condition with the "unknown" status. Press enter to delete.

6. F3 back out to W/W Offenses Screen. Enter SID # of next offender and start process all over again.

STEPS TO RE-SEQUENCING CONDITIONS

REASON TO USE: As you bring up your condition table, you would want to have your conditions arranged in the order they are most frequently used per your county's court order or in grouping, ie. drug package, sex offender package, alcohol package, money conditions, etc.

1. From the W/W Offenses Screen, enter the SID # of any offender and press enter. This will bring the offender's offenses to the screen.

2. Type an 8 on the option line by the offense and press enter. This will take you to the Work With Conditions Screen.

3. From the W/W Conditions Screen use your menu bar F11-4-S. This will take you to the Work With Field Condition Sequence Screen. Note that the conditions are numbered and you might want to print the list using F10.

4. Tab down to the condition you want to re-sequence or if you know the number of the condition you want to re-sequence, type that number in the Position to Seq # Field. Press enter to take you to the condition.

5. Put a 2 = Change on the option line beside the condition you want to re-sequence and press enter. If you have more than one condition to re-sequence, put a 2 beside each condition and then press enter. This will take you to the Condition Sequence Screen. Tab to the New Sequence No. Field and type in the new number you want the condition to be and press enter. This will re-sequence the condition. If you have multiple conditions to re-sequence, each time you hit enter, it will take you to the next condition.

6. Exit by using F3.

CHANGING A BLOCK # TO A SID #

REASON TO USE: At the time of admission after running the criminal history, you find the offender does not have an Oregon criminal history/SID #. (Note: The EPR cannot be entered without a SID #.) The offender is fingerprinted. Your office will receive notice from the Fingerprint Bureau they have assigned a SID #.

1. From your Main Menu, type a 19 on the selection line and press enter. This will take you to the ID#/Caseload Maintenance Screen. Type a 1 on the selection line and press enter.

2. This will take you to the Offender Data change Utility Screen. Type in the offender's block # or use the F4 Prompt to access the Offender Name Search screen. Select the offender and press enter.

3. At the highlighted ID Number/SID field, type the new SID # over the existing block # and press enter. The ID number is now changed throughout OPS. Press F3 twice to exit.

4. At this time an EPR should be entered on the offender. If official file material has been sent to OISC (Central Records) using the block #, notify Central Records of the change to the new SID #.

NOTE: ALL FILE MATERIALS SENT TO OISC SHOULD BE ORIGINALS OR BEST COPY
(DO NOT SEND NCR OR COLORED PAPER)

CHECKLIST FOR FILE ACTION

COURT ORDERS

- ___ Date Stamp Day Received
- ___ Check CIS/LEDS for Offender's Status
- ___ Complete File Action (See Below)

e
Offic
er)

OPENING FILES

- ___ Check CIS/LEDS to determine current status
- ___ Print Kardex; If applicable, enter data into CIS
- ___ Enter/Modify EPR (Run new CCH if 90 days or older)
- ___ Request DA file material (if no PSI)
- ___ LAN (Local Agency Network)
- ___ Copies of official file material to OISC (Not MPRs)
- ___ Make Label (Felony PR-pink; Compact-blue; FPA/FPO-green; MPR-yellow; Trans Leave-white (indicate on label: 1)Type (FPR, etc); 2)Name; 3)Supv fee designation (25/25); 4)SID#/Temp ID#; 5)County/Case#; 6)Sentence Expire Date (remove old label from file)
- ___ If FPA/FPO, original signed order to parole board or Supervisory Authority (cc-CCA Substance Abuse officer if "DROP" participant)
- ___ If FPA/FPO, order indicates restitution ordered, put restitution payment schedule form in file for PO
- ___ File this sheet on side 4 of file
- ___ Consent motion/Order (Sanction) form to PO, if applicable
- ___ File to PO

- ___ File this sheet on side 4 of file
- ___ Disposition on outside of file
- ___ If sex offender, mail signed (original) of Notification Form to OSP (Salem); Copy to local OSP office; File copy print out and put in file prior to release on OPS Collection Account assignment Form (Supv Fees)
- ___ File in closed

CLOSING FILES

- ___ Closing Summary Form (Copy to OISC except MPR's)
- ___ Changes to CIS (Check all screens)
- ___ Cancel LEDES (XPR); Unless sex offender, then "DSX"
- ___ LAN (Local Area Network)
- ___ Copies of official file material to OISC (Including
file
ateria
l on
misd
emea
nor
sex
offen
ders)
- ___ Send out expire/discharge letter, if appropriate (cc-CCA
Subst
ance
Abus

DISCHARGE OF PAROLE

- ___ PO completes Closing Summary Form, Copy to Board,File
- ___ After receipt of Discharge Form from Board of Parole/PPS, complete procedure for "Closing File"
- ___ Mail 1 copy of PSI and Sentence Order to OISC, also include copy of RR Report (If RR completed)
- ___ If no PSI, send copy of Sentence Order/RR Report only
- ___ Hold 1 copy of PSI/Order in file for "PAR" Report
- ___ Disposition on outside of file
- ___ Cancel EPR, except modify (MPR) Sex offenders
- ___ Changes/Releases done to OPS
- ___ LAN (Local Agency Network including logging "REPORT" information)
- ___ If any offender is INACTIVE, note status on CIS notifier screen; add the offense; add conditions; also put INACTIVE on the outside of the file noting "DO NOT DESTROY FILE"
- ___ File this sheet on side 4 of file
- ___ If revoked, give Revocation Committee Member a copy of checklist after file action is completed (for stats)
- ___ File in closed

WARRANTS

- ___ When Motion and Order for warrant is received, give to PO to determine if applicable for file action
- ___ Run hard copy of warrant from LEDES (if available)
- ___ Disposition on outside of file (BW-date)
- ___ LAN (Local Agency Network)

- ___ Modify EPR (RTP "ABS" for absconders)
- ___ CIS Changes
- ___ File in "Warrant" file cabinet

- ___ Changes to CIS (UNSU)
- ___ LAN (Local Agency Network)
- ___ File this sheet on side 4 of file
- ___ Disposition on outside of file
- ___ File in UNSU cabinet (BM10/SB 139)

BM10/SB 139 (UNSU STATUS)

- ___ PO notified offender (ISIS) of "Inactive Status" with copy to Parole Board
- ___ PO completes Closing Summary Form to be placed in file until maximum expiration date is reached
- ___ Modify EPR (misc field) "Unsupervised offender, if any contact, call PO _____ and phone number"

NOTE: Do not modify EPR to Unsupervised if there are active cases on the offender (i.e., FPR, MPR, etc. If there is enough space in the Misc field, put UNSU exists)

ACTION/DATE	COMPLETED BY	OFFENDER'S NAME	CASE NO(S)
-------------	--------------	-----------------	------------

INSTATE TRANSFERS OUTGOING

- ___ CIS Updated/Released (Do not change primary caseload #)
- ___ Modify EPR to Receiving Office
- ___ LAN (Local Area Network)
- ___ Notify CSW Dir. Of location change
- ___ Letter to Court/Board of location change; Copies to

- ___ Substance Abuse Officer; Court Accounting
- ___ ISIS chronos printed (PO to completed; Otherwise clerical print out and put in file prior to release on CIS)

INSTATE TRANSFER INCOMING

- ___ CIS updated (check all screens)
- ___ Print new karex from CIS for PO
- ___ Enter/Modify EPR
- ___ Lan (Local Area Network)
- ___ File to PO

SEALING (SETTING ASIDE CONVICTION)

- ___ Upon receipt of Court Order, all materials relating to offender are to be attached to the Court Order and mailed to OISC with note

OUT-OF-STATE TRANSFER OUTGOING

- ___ CIS updated; Change to Comp caseload if applies
- ___ LAN (Local Area Network)
- ___ Letter to Court/Board Re: Location change (cc- CSW

- ___ Same procedure as "Open File" & Note PRD/PPS Date in LAN

Dir.,
and
CCA
Sub.
Abuse
Officer,
if
applicable

- ___ ISIS chronos printed (PO to complete; Otherwise clerical print out and put in file)
- ___ Keep file/EPR in County office

BLOCK # TO SID#

- ___ After offender is assigned a SID#, pull file from PO
- ___ Print CIS "Change Utility" Screen & send to OISC noting Block# & new SID# for their records
- ___ Change Block# to SID# on CIS
- ___ Notify CCA Substance Abuse Officer of # change
- ___ Enter EPR & print CCH from LEDS
- ___ Put SID# on file label
- ___ File to PO

OUT-OF-STATE TRANSFER INCOMING

- ___ Same procedure as "Open File"

TRANSFERS - PO TO PO

- ___ CIS PO change on "Change Primary Caseload" screen
- ___ Modify EPR
- ___ Print new karex for PO from CIS
- ___ LAN (Local Area Network)

PSI REFERRAL

- ___ Give referral to PSI writer for assignment
- ___ Log assigned PO/Data in LAN (Local Area Network)
- ___ Make up file for assigned PO (Check CIS/Archives for previous PSI)
- ___ Run LEDS

MODIFICATION ORDERS

- ___ Same procedure as "Open File", but update data

EXPUNGEMENT

- ___ Upon receipt of Court Order, all materials relating to offender are to be destroyed (shredded)
- ___ Mail Expungement Order to OISC and any other county who supervised

FIELD INVESTIGATIONS (PAROLE/POST-PRISON)

- ___ Pull closed file (if available)
- ___ If no closed file available, make a file and print CCH
- ___ Assign to former PO (Conflict cases to be resolved by previous PO and Director)
- ___ Log in Network & give file to assigned PO
- ___ Also give copy of Notifications Only to CCA Substance Abuse Officer for "DROP" Program information

POST PRISON SUPERVISION OFFENSE
DATA ENTRY INSTRUCTIONS FOR OPS

CIS/OPS

A sentencing guidelines (SG) probation offense is initially enter in OPS in the same manner as a matrix offense except for the “Y” designation.

If the offender violates a SG probation offense, the institution enters an “I” offense line indicating the prison term. When the offender is release to post prison supervision, the institution closes that “I” sentence line to POST. The community corrections user must then enter a NEW sentence or “O” sentence line to show the post prison supervision sentence on each applicable offense (per the Post Prison Supervision Order) as follows:

WORK WITH OFFENSES

- 1) Place a “7” (add sentence) next to the number of the offense and press return/enter.
- 2) On the Sentence Data Screen, type :O: in the sentence type field.
- 3) Type in begin date (physical release date on the PPS order.) This should be the same as release date from the institution found on the Admission and Release History screen. If different, use the release date.
- 4) Tab to length field and type exact length of PPS supervision (12, 24, or 36 months) per the Order. PPS supervision length can also be found on the original sentencing order and by entering 5 (view) on the “I” line of the offense.
- 5) Press enter to input data and enter again to return to Work With Offenses screen.
- 6) Follow steps 1 through 5 for all other applicable offenses. Note: Supervision length may be different for individual offenses, but begin date should be the same.

If the offender violates post-prison supervision, he may be “revoked” and given a sanction to serve in the local jail, ORS 144.108 (PPSV SANC).

When the offender is re-released, he continues to serve his post-prison supervision sentence as previously entered, as the sanction time simply runs concurrently. DO NOT add a new “O” sentence line following the PPSV SANC line upon release.

EXCEPTIONS

If an offender absconds supervision while on PPS, the number of days the offender is on abscond status is added to the PPS expiration date by the Parole Board or Supervisory Authority. A new PPS order or amended order is generated by the Parole Board or Supervisory Authority.

Any abscond (ABSC) days which occurred during post-prison supervision must be entered on the Work With Offenses screen. This will be entered by the Board if the offender is under the supervision of the Board. It will be entered by the Supervisory Authority if under their authority using the from and to dates.

DESCRIPTION OF PAROLE AND POST-PRISON CLOSURES

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

Pre-Ballot Measure 10 parolees: (Crime was committed before 12/4/86) The Board normally orders 6 or 12 months parole supervision on these offenders. The tentative parole discharge date (TPD date) is the earliest date the Board will consider discharge from supervision. Discharge prior to the maximum sentence expiration date requires a closing summary to the Board from the parole officer; or if additional supervision is deemed necessary, a report requesting extension is sent to the Board. If the Board orders discharge prior to the maximum expiration date, the Board forwards a Discharge Order to the field office as notification.

When the Board extends supervision to the maximum expiration date, the Board will automatically discharge the sentence, with notification to the supervising field office and Central Records (Notification of File Closure form). A closing summary is not sent to the Board on sentence expired cases.

Ballot Measure 10 Parolees: (Crime was committed 12/4/86 through 10/31/89) This group of offenders remains on active (supervised) parole for a minimum of 6 months and a maximum of 18 months except certain sex offenders, who remain on active supervision to the expiration of their sentence. Murder, Aggravated Murder, and Dangerous Offenders are required to serve 36 months supervised supervision. The Board will consider moving the offender to unsupervised status when the parole officer sends the Board a positive recommendation. No closing summary is sent to the Board.

The Board forwards to the field office a status change form indicating movement from supervised to unsupervised status as notification of this decision. The case is then moved to Inactive (UNSU) status on CIS. The EPR is modified: "Offender on Inactive PPS supervision, if any contact call PO _____, (phone number)."

When the offender's maximum expiration date is reached, the Board will notify the field office and Central Records (Notification of File Closure Form). The Board will monitor length of time offender is on parole and will automatically close interest in case at end of sentence.

Post-Prison Supervision: (Crime committed 11/1/89 and after) These offenders are sentenced under Sentencing Guidelines. They receive a sentence to prison with a period of Post-prison supervision (12, 24, or 36 months) in the community beginning upon release from the institution. The minimum supervision period for PPS offenders is generally ½ of the total amount of PPS ordered by the Court (i.e. 36 months ordered by the Court receives 18 months minimum supervision, etc.). Murder, aggravated Murder, and Dangerous Offenders serve a minimum of 36 months supervised supervision. Certain sex offenders serve up to a 20 year sentence, which includes both the period of incarceration and the supervised supervision period. The Board tracks the post-prison expiration date (PPS EXP DT) and does not need a report from the parole officer when this period has ended. The Board will notify the supervising office and Central Records when supervision period has expired using the Notification of File Closure form.

Unsupervised Status: With the implementation of SB 139, Ballot Measure 10 Parole cases and Post-Prison Supervision cases are not eligible for unsupervised status. The Board will provide field offices with a list of offenders who will reach their minimum period of supervision the month before that date. The offender automatically goes to unsupervised status unless the parole officer recommends supervision to continue. If recommending the offender go to unsupervised status, the parole officer sends an Option 20 report (Parole/PPS Inactive Supervision) to the Board, the offender, and Central Records. If recommending the offender continue on supervision, the parole officer must send the Board a request that supervision be continued via t-type, fax, letter.

Pre-Ballot Measure 10 cases do not qualify for unsupervised status. A recommendation for Board consideration on Pre-Ballot Measure 10 cases will in fact result in discharge of the sentence (closing the case out with no re-activation possible).

Upon moving the offender to unsupervised status in CIS, the EPR is modified to read "Offender on inactive PPS supervision, if any contact, call PO _____ (phone number)." **If there is still an active probation running at the time the Parole or PPS is placed on unsupervised status, the PPS sentence line is closed to UNSU and do not close to UNSU in the Offender Release Process.**

If the supervising officer receives a hit on an offender on unsupervised status indicating he/she has been arrested, the officer may request that the Board re-active the Parole/PPS supervision.

EXPUNGEMENTS/SEALING OF FILES/RECORDS AND/OR SETTING ASIDE CONVICTIONS/ARRESTS

EXPUNGEMENTS: Upon receipt of an order from the Court or other constituted authority, all material referred to in the order will be removed from all files and destroyed or sealed by following the below:

- 1 – Retrieve archived file.
- 2 – Shred or seal all file material.
- 3 – Send Expungement Order to OISC (Central Records) indicating that all file material has been destroyed or sealed.

OISC will remove any information from the CIS System, destroy or seal their file material and microfilm the expungement order.

NOTE: OISC at this time no longer destroys file material, the file material is sealed. They were directed not to expunge records as “expunge” was not a legal term. This directive is under review and may or may not change in the future.

SEALING OF FILES/RECORDS: Sealing of a file or record may only be accomplished after receipt of a certified order from the Court.

- 1 – **If no record found** in any functional unit of the Department of Corrections, Community Corrections Office, Archives, upon receipt of a certified Court order.

Send Certified order to Central Records indicating no record found. The Central Records Custodian of Records will send a letter to the Court notifying the Court that there was no file on the subject indicating the docket number.

- 2 – **If record is found** in any functional unit of the Department of Corrections, Community Corrections Office, Archives upon receipt of Certified Court order.

Attach any and all file material, including kardex, to the Certified Court order and forward the order and file material to Central Records for sealing.

SETTING ASIDE CONVICTIONS/ARRESTS: Same as Sealing of Files/Records.

OISC does the actual purging and they also seal/expunge records. The following is their procedure for sealing a partial record:

OISC actually removes the history information for the offense being sealed. If the only offense for cycle 1 is being sealed, but the offender also has a cycle 2, entries on the movement history/maintenance corresponding with the offense being sealed are removed/changed. Then it appears he was only admitted on a first cycle (because now the cycle 2 information is shown as cycle 1). OISC creates a block # if an entire cycle is being sealed because Research doesn't want to lose that data completely for statistical purposes, even though when the sealing process is complete, a name won't be attached with the movement history of the temporary number. During the process there are two records. The way to differentiate between this situation and a real duplicate record is to look at the name. The middle name on the block number record will be “Sealed”.

ALL ORDERS TO EXPUNGE/SEAL/SET ASIDE SHOULD BE FORWARDED TO OISC (CENTRAL RECORDS) (INCLUDING MISDEMEANANTS). THESE ORDERS SHOULD ALSO BE FORWARDED TO ANY OTHER COUNTY WHO THE OFFENDER WAS SUPERVISED BY AS THEY MAY HAVE RECORDS AT THEIR LOCATION.

All official file material should have been sent to OISC (Central Records). When sending the Expunge/Seal/Set Aside Order, include a note indicating the file has been purged. If material has not been sent, send along with the Order.

State of Oregon
Department of Human Services
PORTLAND OR 97293-0050
Telephone: 503-731-4108

CENTER FOR HEALTH STATISTICS
PO BOX 14050

FILE STRUCTURE
TABLE OF CONTENTS

FILE LABELS.....	2
Felony probation.....	2
Parole.....	2
Post-Prison.....	2
PSI.....	2
Compact Parole.....	2
Misdemeanant Probation.....	2
FILE ORGANIZATION.....	3
Side 1.....	3
Side 2.....	3
Side 3.....	4
Side 4.....	4

For any changes or updates to this section, please contact:
Diana Kirby
(541) 967-2005 x217
Please make the changes and fax to:
(541) 967-2004

FILE LABELS

Use "fold over" or press on labels in the following standard colors: Felony/Cherry, Parole and Post-Prison/Green, Compact/Blue, Misdemeanant/Yellow or goldenrod and White for PSI labels. More than one label may be appropriate if there are multiple cases. Below, please see sample labels. Most types of labels are shown in two different selections (neither are mandatory). The actual information that appears on the label is decided by office policy.

FELONY PROBATION LABEL (color: Cherry) FPR Williams, Stan Lee UMAT 1234567 DOB: 10/25/70 EXP: 10/10/00	FELONY PROBATION LABEL (color: Cherry) FPR Williams, Stan L. 1234566 UMAT-CF99-0001 EXP: 10/10/00
PAROLE LABEL (Color: Green) FPA Smith, John Allen 1234567 DOB: 03/22/63 EXP: 10/10/00	PAROLE LABEL (Color: Green) FPA Smith, John Allen 1234567 DOB: 03/22/63 EXP: 10/10/00 TPD: 10/10/99
POST-PRISON SUPERVISION (Color: Green) PPS/FPO Smith, John Allen 1234567 DOB: 03/22/63 EXP: 10/10/00 CCD: 10/10/99	PSI LABEL (Color: White) Smith, John Allen SID# 1234567 PSI# 53881700 UMAT Sentencing Date: 10/10/00
COMPACT PAROLE (Color: Blue) FPAC SMITH, JOHN ALLEN 1234567 WA #34567 EXP: 10/10/00	COMPACT PROBATION (Color: Blue) FPRC SMITH, JOHN ALLEN 1234567 WA #34567 EXP: 10/10/00
MISDEMEANANT PROBATION (Color: Yellow or Goldenrod) MPR Smith, John Allen 1234567 DOB: 03/22/63 EXP: 10/10/00	MISDEMEANANT PROBATION (Color: Yellow or Goldenrod) MPR Smith, John Allen 1234567 DOB: 03/22/63 EXP: 10/10/00
156 OFFENDER LABEL (Color: Bright Orange) FPO Smith, John Allen SID# 12345678 EXPIRES: 10/10/00	

FILE ORGANIZATION GUIDELINES

Side #1

- * All Court Orders
- * Orders of Parole/Post-Prison Supervision
Parole/Post-Prison Supervision Facesheet
- * Conditions of Probation
Orders to Show Cause
Board Action Forms
- * Sex Offender Registration
Discharge of Parole/Post-Prison Supervision
Photographs
Weapons Notice (Gun Law)
Kardex

Side #2

- Initial Intake Form
- PSI/Post-Sentence Reports
- Personal History Form (if on PSI)
- Notification of Inmate Release
- Parole/PPS Supervision Planning Form
- Medical/Dental/Psychological Reports
- All Formal and Short Form Reports
- * (Revocation Recommendations only to Central Records)
- Letter in Lieu of Reports
- Detainers/Affidavits/Warrants
- Investigation Requests (Field/In-State/Out-of-State)
- Investigation Acceptances/Rejections
- Compact Packets (Except Orders and Conditions)
- Intake Check List
- Initial risk Assessments/Reassessments
- Treatment Completion Certificates/Notices
- Polygraph Reports
- Hearings Documents
- Structured Sanction form*if it changes the expiration date or conditions
- EPR Entry Form (place of bottom of section)

- * Send to Central Records as generated

REFER TO CENTRAL RECORDS SECTION

Side #3

Chronologicals

Side #4

Criminal History/EPR Hits/FBI reports/Driving Records
Police Reports
Military/School Records
Grievance Form
Payment Schedules
Action Plans
Client Money reports
Release of Information Authorizations
Employment Contact Forms
Antabuse/AA Attendance Forms
Correspondence
Payment Receipts
All other Miscellaneous Material

FINANCIAL OBLIGATIONS

TABLE OF CONTENTS

FINANCIAL OBLIGATIONS ORS	2
COMPENSATORY FINE	2
COUNTY ASSESSMENT	2
COURT-APPOINTED ATTORNEY FEES	2
DRIVING UNDER THE INFLUENCE FEES	2
FINES	2
RESTITUTION	2
SENATE BILL 156	2
STANDARDS FOR IMPOSING FINES	2
SUPERVISION FEES	2
UNITARY ASSESSMENT	2
FEE SCHEDULE	3
BANKRUPTCY INFORMATION	3
CONDITION TRACKING	REFER TO CONDITION TRACKING MANUAL
SUPERVISION FEE SYSTEM REPORTS	REFER TO SUPERVISION FEE MANUAL

For any changes or updates in this section, please contact

Tina Shippey
Christina.M.Shippey@cc.doc.state.or.us
541-396-3173x223
or
make changes and fax to
541-396-5732

FINANCIAL OBLIGATIONS – ORS

The text for the following Financial Obligations can be viewed at the Oregon Revised Statutes website at: <http://www.leg.state.or.us/ors/home.html>. Once at the website, scroll down to the listing of chapters and find the appropriate chapter. Once in the chapter, scroll down to the full verbiage of the ORS desired.

COMPENSATORY FINE ORS 137.101

COUNTY ASSESSMENTORS 137.309

COURT-APPOINTED ATTORNEY FEESORS 161.665

DRIVING UNDER THE INFLUENCE OF INTOXICANTS

PenaltyORS 813.010

Fee to be paid upon ConvictionORS 813.020

Amount of fee; distributionORS 813.030

Amount and distribution of filing fee.....ORS 813.240

FINES

Fines for feloniesORS 161.625

Fines for misdemeanorsORS 161.635

Time and method of payment of fines, restitution and costsORS 161.675

RESTITUTION

Definitions for ORS 137.101 to 137.109ORS 137.103

Effect of Restitution OrderORS 137.109

SENATE BILL 156

"Supervisory authority" definedORS 144.087

Release plan; contentsORS 144.096

Conditions of post-prison supervisionORS 144.102

Standards for imposing finesORS 161.645

SUPERVISION FEESORS 423.570

Unitary AssessmentORS 137.290

FEE SCHEDULE

(Effective for offenses committed on or after 9/1/03)

See appropriate ORS at <http://www.leg.state.or.us/ors/home.html> for fine amounts

Unitary Assessment ORS 137.290

County Assessment ORS 137.309

DUII ORS 813.240

Marijuana Diversion ORS 135.921

MAXIMUM FINES

A Misdemeanor	6250	A Felony	375,000	A Violation	720
B Misdemeanor	2500	B Felony	250,000	B Violation	360
C Misdemeanor	1250	C Felony	125,000	C Violation	180
				D Violation	90

Violation treatment of Misdemeanor: Maximum is fine for the class of misdemeanor charged, unitary assessment is the amount imposed for a misdemeanor.

BANKRUPTCY INFORMATION

What is Bankruptcy?

Bankruptcy is Federal Law and is written into the Constitution. It dates back to 1780's-1790 and was created in order to allow people who are financially destitute a chance to clear some or all of their debt and to get a fresh start financially.

Due to the fact that Bankruptcy is a Federal Law, it is considered supreme and will overrule State Law.

Bankruptcy filings are usually due to the economy and are common among our clients.

How does Bankruptcy clear debt?

As soon as a person files bankruptcy, an automatic stay is issued which means that any creditor that the debtor owes money cannot try to collect on that debt until a ruling has been made. If you are listed as a debtor in the bankruptcy paperwork, the bankruptcy court will notify you in writing. All collection proceedings must stop; including phone calls, billings and statements, until after the debtor gets through the proceeding and a decision is made. If you/your company is listed as a debtor, it is likely that you will receive payment for the debt. Word of mouth also applies to notice and if you hear the person is in bankruptcy, it is recommended that steps be taken to verify the information.

Bankruptcy Discharge

The Bankruptcy is discharged after the debtor goes through the proceedings and creditors are identified. Fees will not be discharged if they are part of a criminal fine or restitution.

Are Supervision Fees dischargeable?

The answer to this is unclear. It has not been asked or challenged before, and according to Mr. Rosenhouse, until it is, we should consider Supervision Fees to not be a dischargeable debt.

CHAPTER 7 is the most common bankruptcy and means that all assets are liquidated to the Court, then the trustee sells assets and distributes to the creditors to pay off the debt. Chapter 7 bankruptcies are generally discharged 75 days after the meeting of the creditors.

CHAPTER 13 is when the debtor submits a plan to the bankruptcy court for paying off creditors and makes payments to the trustee, which is then distributed to the creditors. The debtor usually has a 3-5 year plan and in order to qualify for this they must have a steady income.

General information regarding bankruptcy:

- ⇒ Federal bankruptcy cases are only heard in federal bankruptcy courts, not State.
- ⇒ Anything that is accrued up to the moment of filing is generally dischargeable, however, new charges accrued are not discharged or stayed and can be billed for.
- ⇒ If you violate the discharge injunction, you will be subject to all repercussions as if you violated a court order.
- ⇒ The case can end with either a Notice of Discharge or Dismissal.
- ⇒ Fees that are not ordered by the court may be discharged and could include UA's, breaking barriers, polygraphs, etc. Generally, if it is not ordered by the court, it could be discharged and questioned.
- ⇒ Discharge of case should be 60 days after the meeting of creditors – total time is generally 120 days from start to finish.

How are Counties supposed to handle an ongoing / accruing supervision fee? We can only collect on fees which are accrued AFTER the client files bankruptcy IF it is a Chapter 7, but not a Chapter 13. If you are not sure which chapter your client filed under, it was suggested to wait until after a decision has been made before you start the collection process again. It was also suggested that a new account could be opened for fees accruing AFTER the client has filed, which you could send statements for and leave the old account with a balance, but with an end date.

Be careful not to actively pursue the old debt if you have notice of bankruptcy.

If you have any questions regarding a bankruptcy proceeding call 1-800-726-2227

FORMS AND REPORTS TABLE OF CONTENTS

AFFIDAVIT FORMAT	3
Washington County Affidavit	4
FORMS (Samples)	
Detainer	5
Request for Modification/Extention	6
Early Termination	7
Transfer Request	8
Transfer Request Response	9
Presentence Investigation	10
REPORTS (CIS)	
CC Report Menu	14
Management Statistics	15
PPO Special Reports	16
Structured Sanction Reports	17
Total Office Reports	18
Fee System Reports	19
Option 24	
A multitude of forms exist for each county	
Refer to FAST Manual for instructions	
FORMS – VARIOUS	
Collection Account Assignment (DOR) – Refer to Supervision Fee Manual	
Adjustment Memo (DOR – Blue half sheet) – Online at:	
http://egov.oregon.gov/DOR/OAA/formssoaa.shtml	
Release of Information (General)	20
Spanish Forms	2
Compact	Refer to Interstate Compact Manual
Vital Records	Refer to File Maintenance

For any changes or updates in this section, please contact
Robin Filbeck
503-815-3331
or,
make changes and fax to
503-842-8086

The following pages are sample documents. The forms may vary by county.

If you are a county under DOC, your forms will be in Public Folders. To access: click on your drive U icon (you should have this icon on your desktop), this takes you to the website that lists the folders you can access.

Some counties require their own affidavits with violation/sanction reports. The following is a list of those counties:

Deschutes
Grant
Klamath
Linn
Marion
Washington

Spanish forms can be obtained from:

Multnomah County Diagnostic Center
Phone: 503-988-3081

Monthly Reports
General Conditions of Supervision
Drug Conditions(Drug Package)

And/or

Lincoln County Community Corrections
Phone: 541-265-8851

Initial Intake Info
Personal History Form
General Conditions
Monthly Report
Weapons Notice
Greivance Form
Prohibited Contact Definitions

AFFIDAVIT FORMAT

The affidavit format below is currently the agreed upon format to be used statewide. (Per Scott Taylor Memo dated 05/28/93). It is to accompany revocation reports.

IN THE _____ COURT OF THE STATE OF OREGON

FOR THE COUNTY OF _____

STATE OF OREGON,)
)
) Plaintiff,)
)
 vs.)
)
 _____,)
) Defendant)

DOCKET #: _____

AFFIDAVIT OF PROBATION OFFICER

AFFIDAVIT
STATE OF OREGON)
)
County of)ss.

I, _____, having been first duly sworn, depose and say that my report (consisting of _____ Pages), dated _____, attached hereto and by this reference incorporated herein, is true as I verily believe.

Affiant Probation Officer

SUBSCRIBED AND SWORN to before me on _____

Notary Public for Oregon
My Commission Expires _____

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

STATE OF OREGON)
PLAINTIFF) No. vs
<last Name>,<First Name>,<Middle_Name»))
DEFENDANT)

AFFIDAVIT

I, the undersigned, being first duly sworn, depose and say:

- 1. I am a duly employed probation and parole officer for Washington County, Oregon Department of Community Corrections; and in that capacity I have been assigned to supervise the above-named defendant's probation.
- 2. As part of my duties I have prepared a report concerning the defendant's activities while on probation. A copy of said report is attached hereto and fully incorporated herein.

<PO_name>
Probation Officer

SUBSCRIBED AND SWORN TO BEFORE ME THIS 16 September, 2005

Notary Public for Oregon

.....
ORDER

Based on the affidavit of the defendant's probation officer, the court, on its own motion, hereby ORDERS that the Clerk of the Circuit Court issue a bench warrant for the apprehension of the above-named defendant to be brought before the Court to show cause, if any, why probation should not be revoked.

Security: _____

DATED: _____

Circuit Court Judge

.....
ORDER

Based on the affidavit of the defendant's probation officer, the court, on its own motion, ORDERS that the defendant be and is hereby required to appear on

so that a show cause hearing may be set

DATED: _____

Circuit Court Judge

.....
(*Note: Line out inapplicable order)

DOB: <Birthdate> ADDRESS: <Home_Address_Line 1_>, <Home_City>, <Home_State> <Home_Zip_Code>
RACE: <Race> SEX: <Sex> HT: <Height> WT: <Weight> HAIR: <Hair_Color> EYES: <Eye_Color> SS#
<Social_Security_No> DRIVER'S LIC#: <Drivers_License_No> STATE: OR

TILLAMOOK COUNTY COMMUNITY CORRECTIONS
ADULT PAROLE AND PROBATION

DETENTION WARRANT

ANY SHERIFF OR PEACE OFFICER
OF THE STATE OF OREGON

DATE: 1/12/06

This is your authority to hold
The person named as:

VIOLATOR:
SID:
CONFINED: Tillamook County Jail
HELD FOR: Tillamook Sanctions

PROBATION VIOLATOR

POST PRISON SUPERVISION VIOLATOR
 COMPACT VIOLATOR
 INSTITUTION LV. VIOLATOR

TODD ANDERSON, Sheriff/Director
Tillamook County Community Corrections

Pending disposition by:

COURT PAROLE BOARD
 STRUCTURED SANCTION BY P.O.
 LOCAL SUPERVISING AUTHORITY

Adult Parole & Probation Officer
(Probation Sanction : ORS 137.545)
(Post Prison Sanction: ORS 144.106)

JUDGE : Honorable Judge
COUNTY :

DOCKET :

Court Date Required

THE PERSON NAMED IS BEING ARRESTED BY THIS DEPARTMENT FOR YOUR DISPOSITION AS AN ALLEGED VIOLATOR. A FULL REPORT COVERING ALLEGED VIOLATION(S) WILL BE PROMPTLY SUBMITTED.

ALLEGED VIOLATION(S):

*****BOND MAY NOT BE POSTED IF OFFENDER IS DETAINED*****

Last known address:
Residing with:

UA Test at jail: Yes No. Please test within four hours of arrest & custody or as jail staffing permits.

*****CAUTION—OFFICER SAFETY ISSUES*****

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

THE STATE OF OREGON)
Plaintiff,) Case # <Case_Docket_No>
)
v.) STIPULATED REQUEST AND
) ORDER MODIFYING/EXTENDING
<First_Name><Middle_Name><Last_Name>) PROBATION
Defendant)

STIPULATION AND AGREEMENT:

- (1) <First_Name> <Last_Name> was granted probation on <Sent_Begin_Dates>, subject to the general conditions of probation.
- (2) There now exists a need to modify those conditions to allow for the successful completion of the term of supervision.
- (3) <First_Name> <Last_Name> has been advised of his/her rights to a hearing and chooses to waive a hearing if this Stipulation and Agreement is accepted by the Court.
- (4) It is in the best interest of all parties that this Stipulation and Agreement be accepted and made part of the original terms and conditions of probation.
- (5) This request is made because

REQUEST: It is respectfully requested that the probation granted on <Sent_Begin_Dates> be modified/extended as follows:

.....

_____	_____	_____	_____
Probationer	Date	Witness	Date

_____	_____
Supervisor	Date

D.A. Consent:

___ Approved as Requested

Yes ___ No___

___ Denied

_____	_____
District Attorney	Date

_____	_____
Judge	Date

**Tillamook County Community Corrections
5995 Long Prairie Road
Tillamook, Oregon 97141**

1/13/2006

The Honorable Judge <Sentencing_Judges>
Tillamook County Circuit Court
Tillamook County Courthouse
201 Laurel Avenue
Tillamook, Oregon 97141

Re:<Name_LFM_LC>
Case #:

<Case_Docket_No>

Dear Judge <Sentencing_Judges>:

On <Sent_Begin_Dates>, <First_Name> <Last Name> was placed on probation in Tillamook County case # <Case_Docket_No>. since that time, <Last Name> has remained in general compliance and has completed all required conditions including treatment programs and community service if ordered. All court ordered financial obligations, including probation fees have been paid in full. It appears that the purposes of probation have been served.

Therefore, it is respectfully recommended that <Last_Name>'s probation be converted to bench probation.

Sincerely,

<PO_Name>
Probation Officer

OREGON DEPARTMENT OF CORRECTIONS
COMMUNITY SERVICES BRANCH
TILAMOOK BRANCH OFFICE
5995 LONG PRAIRIE ROAD
TILLAMOOK, OREGON 97141

Telephone (503) 842 8871

FAX (503) 842 8086

TRANSFER INVESTIGATION REQUEST

TO: BRANCH MANAGER,

FROM: <PO_name> DATE: January 13, 2006
Parole/Probation Officer

RE: <Name_LFM_LC>
SID: <ID_Number> DOB: <Birthdate> SEX: <Sex> RACE: <Race> SUP.
LEVEL: <History_Risk>
CASE TYPE(S): <Sentence_Type>
CASE NO(S): <Case_Docket_No>
COUNTY(S): <Counties_of_Convictn>
JUDGE: <Sentencing_Judges>
EXPIR DATES: <Sent_Expi_Dates>

CONDITIONS: <Cond_Codes>

RESIDENCE: <Home_Address_Line_1_> <Home_City> <Home_State>
<Home_Zip_Code>

EMPLOYMENT:

CONFORMANCE:

PLEASE INVESTIGATE FOR TRANSFER TO YOUR BRANCH
RESPOND BY AM MESSAGE TO TMN OR BY FAX TO 842 8086
THANK YOU FOR YOUR PROMPT ASSISTANCE

TILLAMOOK COUNTY
ADULT COMMUNITY CORRECTIONS
5995 LONG PRAIRIE ROAD
TILLAMOOK, OREGON 97141
PH: 503-842-8871 FAX: 503-842-8086

REPLY TO REQUEST FOR TRANSFER INVESTIGATION

TO:

ATTN:

Re: <Name_LFM_LC> SID: <ID_Number>

() Above case is accepted for transfer. Prior to sending file, please release to
"TILL" and modify EPR as follows:

ORI/OR029015G.MIS/TILLAMOOK COUNTY COMMUNITY CORRECTIONS 503
842-8871/EVENINGS 815-1911.

() Case rejected; see comments.

Comments:

Thank You.

Parole/Probation Officer
Tillamook County Community Corrections
Fax: 503 842-8086

GUIDELINES WORKSHEET

Juvenile Non-Person Felonies.

Adult Non-Person Felonies.

Adult Non-Person Class A Misdemeanors.

Adult Person A Misdemeanors _____ (divided by two).

Juvenile Person Felonies.

Adult Person Felonies.

TOTAL PERSON FELONIES _____

NAME:

SID:

PSI:

PAGE: 2

CRIMINAL HISTORY – CONVICTIONS

TRUST

ITEM DATE	CRIME/CLASS	COURT/DISPOSITION SOURCE	INCR	VIOL
-----------	-------------	--------------------------	------	------

JUVENILE:

ADULT:

AMPLIFIED CRIMINAL HISTORY:

SUPERVISION SUMMARY:

LEGAL SUMMARY:

Date of Finding, or plea of guilty

Pleas Negotiations/Stipulations

SCOPE OF CRIME:

CO-DEFENDANTS STATUS:

NAME:

SID:

PSI:

PAGE: 3

VICTIMS STATEMENT/DAMAGES:

ALCOHOL/DRUGS:

MEDICAL:

EDUCATION/EMPLOYMENT STATUS:

GUIDELINES APPLICATION:

SUBCATEGORY RATIONALE:

AGGRAVATING FACTORS:

MITIGATING FACTORS:

RATIONALE/RECOMMENDATION:

Submitted By:

Approved By:

Presentence Investigator Date
Co Community Corrections

Director Date
Co Community Corrections

Cc: Original (plus 2) to Judge
File

NAME:

SID:

PSI:

PAGE: 4

CCSUPPORT Corrections Information Systems
 CC Support Menu

Select one of the following:

- 13. W/W Sanctions
- 14. Offender Remarks (old CF9)
- 15. PSI Menu
- 16. W/W Supervision Fees
- 17. Kardex/Face Sheet Print Option
- 18. Employee Maintenance Changes
- 19. ID#/Caseload Maintenance
- 20. W/W Red Tags
- 21. W/W Housing History
- 22. W/W Caseloads
- 23. CC Reports Menu
- 24. Office Calendar

More...

Selection: 23

Job:

CCRPTS Corrections Information Systems
 CC Reports Menu

Select one of the following:

- 1. Management Statistics
- 2. PPO Special Reports
- 3. Structured Sanction Reports
- 4. Total Office Reports
- 5. Fee System Reports
- 80. Return to regional menu
- 90. End pass through

Bottom

Selection:

Job:

CCRPTS Corrections Information Systems
CC Reports Menu

Select one of the following:

- 1. Management Statistics
- 2. PPO Special Reports
- 3. Structured Sanction Reports
- 4. Total Office Reports
- 5. Fee System Reports

- 80. Return to regional menu
- 90. End pass through



Bottom

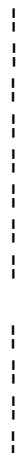
Selection: 1

Job:

CCMGMRPT Corrections Information Systems
Management Statistics Report

Select one of the following:

- MANAGEMENT STATISTICS
- 1. CC Significant Contact Report
 - 2. CC Management Fee Report
 - 3. CC Management Treatment Report
 - 4. CC Management U/A Report
 - 5. Supv Level by Offense Type
 - 6. Supv Level by LOC/Caseload
 - 7. Demographics Report
 - 8. Employment Levels Report
 - 9. Admissions/Closures Report
 - 10. SB1145 Inst Rent Back Report
 - 11. SB1145 CC Rent Back Oblig
 - 12. SB1145 CC Rent Back Oblig w/OC!
- More...



Selection:

Job:

CCRPTS Corrections Information Systems
 CC Reports Menu

Select one of the following:

- 1. Management Statistics |
 - 2. PPO Special Reports |
 - 3. Structured Sanction Reports |
 - 4. Total Office Reports |
 - 5. Fee System Reports |

 - 80. Return to regional menu |
 - 90. End pass through |
- Bottom

Selection: 2

Job:

CCPPORPT Corrections Information Systems
 PPO Special Reports

Select one of the following:

- PPO SPECIAL REPORTS
- 1. PPO Office Visit Due (OCMS) |
 - 2. PPO Home Visit Due (OCMS) |
 - 3. PPO Home Visit Alpha Non-OCMS |
 - 4. PPO Home Visit ZipCd Non-OCMS |
 - 5. PPO Urinalysis Due |
 - 6. PPO Treatment Open Referral |
 - 7. PPO Treatment Completion |

 - 80. Return to regional menu |
 - 90. End pass through |
- Bottom

Selection:

Job:

CCRPTS Corrections Information Systems
CC Reports Menu

Select one of the following:

- 1. Management Statistics |
- 2. PPO Special Reports |
- 3. Structured Sanction Reports |
- 4. Total Office Reports |
- 5. Fee System Reports |

- 80. Return to regional menu |
- 90. End pass through |

Bottom

Selection: 3

Job:

CCSANCRPT Corrections Information Systems
Structured Sanction Reports

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 |

- 80. Return to regional menu |
- 90. End pass through |

Bottom

Selection:

Job:

TILLAMOOK COUNTY COMMUNITY CORRECTIONS
5995 LONG PRAIRIE ROAD
TILLAMOOK, OREGON 97141

AUTHORIZATION TO EXCHANGE INFORMATION.

I, _____, **AUTHORIZE** _____

TO EXCHANGE WITH:

- Tillamook County Community Corrections
- Other _____

THE FOLLOWING INFORMATION:

- Result and/or recommendation of evaluations/assessments
- Legal History Reports
- Medical Reports
- Inpatient Reports
- Treatment Plan
- Treatment Progress Reports
- Termination Reports
- Other: _____

THE PURPOSE OR NEED FOR SUCH EXCHANGE IS:

- Monitor compliance with the conditions of the court and any supervised release
- Facilitate Treatment Planning
- Other: _____

SPECIFICATION OF THE DATE, EVENT, OR CONDITION UPON WHICH THIS CONSENT EXPIRES, END OF SUPERVISION OR: _____

I understand that my records are protected under the confidentiality regulations and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time except to the extent that any action has been taken in reliance on it and that in any event this consent expires automatically as described above.

EXECUTED DATE: _____

SIGNATURE OF OFFENDER

WITNESS

INTAKE PROCEDURES/INTER-REGIONAL TRANSFERS

TABLE OF CONTENTS

INTAKE PROCEDURES.....	2
FOR OFFENDERS RESIDING IN YOUR COUNTY	2
FOR OFFENDERS RESIDING OUTSIDE YOUR COUNTY.....	2
GENERAL CONDITIONS OF PROBATION	2
TRANSFER SHEET.....	3
APPOINTMENT DATE TO MULTNOMAH COUNTY.....	4
INTER-REGIONAL TRANSFERS	5
NEW CASE/90 DAY RULE.....	5
TRANSFER INVESTIGATION MASK	6

Procedures vary slightly from county to county

This section is only an outline. For more detailed information regarding entering information in CIS, please see the OPS DATA ENTRY MANUAL

For any changes or updates to this section, please contact
Sharon Johnson
(503) 366-4670
or make changes and fax to
(503) 397-6645

GENERAL INTAKE PROCEDURES

The following is a step-by-step outline of intake procedures commonly followed throughout the state. Procedures vary by county or include additional steps.

For Offenders Residing In Your County

1. Offender enters the office from Court. (If you receive a Court Order and the offender does not show, assign per your county policy to request a warrant.)
2. Fill out intake info and/or offender fills out Personal History Form.
3. Run QWHD in WebLEDS to obtain criminal history, driving record, wants/warrants, and SID #. If no SID #, offender will need to be fingerprinted.
4. Intake officer completes intake packet consisting of:
 - a. Explain and sign General/Special Conditions
 - b. Explain and sign Felon/Weapons form
 - c. Obtain photograph
 - d. Action Plan directing offender next report day and time, and have offender sign.

The following may be done in varying order:

1. Enter case in CIS using the Admission Process including EPR in WebLEDS
2. File label
3. Log per your county's policy
4. Give the file to person assigning case or PO to whom it is assigned
5. Obtain police reports

For Offenders Residing Outside Your County, But Within the State Of Oregon

1. Offender enters the office from Court
2. Fill out intake info and/or offender fills out Personal History Form
3. Run QWHD in WebLEDS to obtain criminal history, driving record, wants/warrants, and SID #. If no SID #, offender will need to be fingerprinted.
4. Intake Officer completes intake packet consisting of:
 - a. Explain & sign General/Special Conditions
 - b. Explain and sign Felon/Weapons form
 - c. Obtain photograph
5. Per the General Information Sheets for each county within the Directory, intake officer will call county of residence to transfer new probation. Set appointment time for offender to report to that office.
Exception: Multnomah County wants an appointment form faxed to them with an appointment date set for two weeks from intake. (See attached form)
6. Fill out Action plan directing offender when and where to report next and have offender sign
7. Upon receipt of Court Order, enter information in CIS. Transfer to receiving county in the Release Process using the date of sentencing. Receiving office will admit.
8. Transfer EPR in WebLEDS to receiving county.
9. Obtain police reports and forward to receiving office.
10. Send intake packet to receiving county ASAP.

NOTE: If offender is currently on supervision in another county and receives a new probation in your county, enter the offense on W/W Court Orders screen and forward to county of supervision. Also send police reports ASAP.

FOR GENERAL CONDITIONS OF PROBATION
Refer to 137.450 in the Criminal Code Book

****EXAMPLE****

Date: _____

County: _____

Attention: _____

Re: _____

SID#: _____

Please find attached:

_____ NEW INTAKE which was sentenced in _____
County, however, the offender resides in your county.

_____ IRTR, an existing case being transferred to you from
_____ County.

_____ The charge with conditions has been entered on the AS400.
Police reports are/are not attached.

_____ The case has been released to _____ County;
however, the caseload number was not modified.

_____ The EPR has been entered.

_____ The EPR has not been modified to your ORI number. The MIS
field was modified to your POs name and number, if provided. If
this information was not provided, your county name and number
was entered. All important conditions were also listed (i.e., no alc,
no drugs, no assn drugs, no contact etc.)

_____ All additional information (AKA, SOC, DOB, SMT) has been
entered into EPR.

_____ The mailbox number was/was not entered.

_____ Please admit this case to your office.

Please call our office if you have any questions. Thank You!

MULTNOMAH COUNTY, OREGON

DEPARTMENT OF ADULT COMMUNITY JUSTICE
CENTRALIZED INTAKE
421 SW 5TH AVENUE, RM 300
PORTLAND, OREGON 97204
(503) 988-3081 FAX (503) 988-3086

DATE: _____

NAME: _____

Your case is being referred to Multnomah County Adult Community Justice. Please bring your sentencing order with you. Intake make take up to one hour.

You are directed to report on:

MONDAY TUESDAY WEDNESDAY FRIDAY

DATE: _____ TIME: _____

Probation Intake is located at:

**The Mead Building
421 SW 5th Avenue, Suite 300
Portland, OR 97204
(503) 988-3081**

If you do not report as directed, your case will be referred back to the sentencing county and a warrant may be requested for your arrest.

Client's Signature: _____

Date: _____

AN EQUAL OPPORTUNITY EMPLOYER

INTER-REGIONAL TRANSFERS

Requesting Transfer To Another Office:

This is done by using ISIS Option 24 report, IRT Request or Transfer Request. This should include the information on the attached form.

When Your Case Is Accepted For Transfer

Upon acceptance, check/update the address, identifying data, offense(s) (including docket and county number, expiration date, criminal history and crime seriousness, and conditions), and verify that the RTP and DOE on your EPR are accurate prior to sending the file. Release the offender in CIS, modify the EPR to the receiving county's ORI#, delete or update the mailbox number (MBX), and modify the miscellaneous field. Tab to Treatment Module and close any open treatment programs. Log per your county's policy.

Receiving Transfer Request From Another Office:

1. Set up information file.
2. Log into Investigation Log and assign due date (30 days).
3. Follow office procedure for assignment and give to PO.

Accepting/Denying Transfer From Another Office:

Send a message via Option 24, IRT Response or Transfer Response and fax to requesting office.

If case is accepted, include the accepting officer's name, telephone number, ORI#, mailbox number, mailing address, any information you want included in the miscellaneous section of the EPR. (If your office does not use mailboxes, please indicate same.)

****DO NOT RESPOND THROUGH THE CHRONOS****

NEW CASE TRANSFER/90-DAY RULE

The following is the portion of the DOC Transfer Rule #19 (291-019-0160), updated April 5, 2001, that outlines cases not requiring a transfer request and the corresponding responsibilities. The 90-Day Rule is referred to under Item (3).

- (1) New Cases: New cases are not subject to the transfer process.
- (2) If the offender resides in a county other than the county of conviction, the office serving the county of residence shall assume supervising without requiring any transfer investigation from the sending office.
- (3) Ninety-day Rule: If an offender, whose residence is in another county, is sentenced by court order to less than 90 days in jail, the case will be transferred to the office in the county of residence. If an offender is sentenced to 90 days or more, the case will be held by the county of conviction until released from jail at which time the case will be handled as a new intake in the county of residence upon verification of residence.
- (4) In situations described in sections (2) and (3) above, it is the responsibility of the office for the county in which the conviction occurred to assure that the court order is sent to the office in the county of residence.

To view the Department of Corrections Transfer Rule, go to DOC Web Page <http://www.oregon.gov/DOC/> Then go down and click on OAR, click on Numerically by OAR, 291. Scroll down to 291-019-0005.

COMPACT RESOURCE INFORMATION

For Compact Information go to the following website:

<http://egov.oregon.gov/DOC/TRANS/CC/>

On menu on right side of screen, click on 'Comm. Corrections in OR'

Initial Menu will be 'Community Corrections'

- For contact information click on 'ODOC Community Corrections Staff'
- For Links to Interstate Compact Information click on 'Interstate Compact'

LAW ENFORCEMENT DATA SYSTEM (LEDS) OREGON JUDICIAL INFORMATION NETWORK (OJIN)

Table Of Contents

LEDS REPS BY COUNTY	SEE GENERAL INFO PAGES
LEDS – GENERAL EPR INFORMATION	2-4
ENTER EPR	
MODIFY EPR	
SUPPLEMENTAL INFORMATION	
CANCEL EPR	
RTP CODES	
SEE OPS DATA ENTRY MANUAL FOR ADDITIONAL ASSISTANCE	
INS DEPORTATION CONFIRMATION.....	4
SEX OFFENDER REGISTRATION COMMON QUESTIONS	5
LEDS ENTRY - SEX OFFENDERS.....	6-7
Enter EPR	
SUPPLEMENTAL INFORMATION	
MODIFY EPR	
MODIFY EPR TO EPRP	
Cancel EPR	
EPR with Registration Information	
LEDS WEBSITE & MANUAL INFORMATION.....	8
NCIC CODES.....	8-17
OJIN Access Instructions.....	18
SEARCH BY NAME	
SEARCH BY CASE NUMBER	
VIEW FINANCIAL RECORDS	
Miscellaneous Helpful Hints.....	19
Financial History Transaction Codes.....	19
Court Locations.....	20

For any changes or updates in this section, please contact
Tina Shippey, Coos County Community Corrections
Christina.M.Shippey@cc.doc.state.or.us
(541) 396-3173x223
or
Note changes and fax to
(541) 396-5732

SUPPLEMENTAL INFO – ENTER
(through CIS 'ENTER SUPPLEMENTAL INFORMATION' screen)

F6 for Aliases, put a '1' next to each Alias to go into supplemental info

F7 for Other Numbers, put a '1' next to each number to go into supplemental info

F8 for Scars, Marks, Tattoos, put a '1' next to each SMT to go into supplemental info (Remember that the initial EPR must have an SMT entered before any supplemental SMTs can be entered.)

(through LEDS 'EN' Mask)

Fill in **Offender Number** (SID #); **Offender Name** [exactly as shown on EPR]; and **Case No** (SID #).

On 'Enter Fields' use **AKA** for Alias, **SMT** for Scars, Marks & Tattoos, **SOC** for other Social Security Numbers, **DOB** for other dates of birth

ex: **AKA**/Public,John X.Public,Jon Q. (Last,First middle.Last,first middle.)

SMT/SC L ARM.SC R ARM.TAT LF ARM

DOB/010388.

SOC/999889999.

A MAXIMUM OF NINE IDENTIFIERS WITHIN A PARTICULAR FIELD CAN BE ENTERED. Be sure to use a period between each identifier.

SUPPLEMENTAL INFO – DELETE

(through LEDS 'XN' Mask)

Fill in **Offender Number** (SID #); **Offender Name** [exactly as shown on EPR]; and **Case No** (SID #).

To cancel the entire EN entry, you must type the entire entry in the "Enter Fields" line exactly as you entered the original EN information.

To cancel only portions of the EN, type in the desired information.

MODIFY AN EPR
(through CIS 'MODIFY PROBATION RECORD')

Use this screen for updating/changing any general EPR information **except** Supplemental Info. Use the appropriate code (RTP, OFF, OFN, DOE, MIS, etc) followed by / and information: i.e. RTP/ABS or DOE/053102. If changing information in more than one code use periods between, i.e. RTP/ABS.DOE/053102.

(through LEDS 'MPR' Mask)

Fill in **Offender Number** (SID #); **Offender Name** [exactly as shown on EPR]; and **Case No** (SID #).

On the 'Text' Line use the appropriate code (RTP, OFF, OFN, DOE, MIS, etc) followed by / and information: i.e. RTP/ABS or DOE/053102. If changing information in more than one code use periods between, i.e. RTP/ABS.DOE/053102.

CANCELING EPR'S
(through CIS 'CANCEL PROBATION RECORD')

Go to 'Cancel Probation Record' screen in Release Process or EPR Process. Type in SID# of offender, press 'enter.' Tab to 'Process XPR?' type a 'Y', press enter to sent to LEDS.

(through LEDS 'XPR' Mask)

Fill in **Offender Number** (SID #); **Offender Name** [exactly as shown on EPR]; **Case No** (SID #), and **Date**. Tab to 'Process XPR?' type a 'Y', press enter to sent to LEDS

RTP CODES

CND - Conditional Discharge	FPA - Felony Parole
CPA - Compact Parole	FPR - Felony Probation
CPR - Compact Probation	MPA - Misdemeanor Parole
DIV - Diversion	MPR - Misdemeanor Probation
DSX - Discharged SO when Registration in EPR	PPS - Felony Post-prison
PSB - Psych Security Review Board	TPL - Temporary/Transitional Leave

INS DEPORTATION CONFIRMATION

1. Through LEDS menu, select #4, Free-Form
2. Begin Typing on first line: **IAQ.AX.PUR/C** [C for criminal]
3. **ATN**/your Name [whomever is requesting the information]
4. **PHN/#####** [your phone number, area code and number, no extension or hyphens]
5. **NAM**/Last name, First name [client's name, no middle or middle initial. If last name is hyphenated, run the two names together]
6. **DOB**/mmddyy [Client's Date of birth]
7. **SEX**/M or F
8. **POB**/MM [MM is for Mexico, check the NCIC manual for other country codes.]
9. **CUS**/Y or N [is the client in custody, yes or no]
10. **OFF/####** [4-digit NCIC offense code number, you can leave this off and it will still work]
11. **REM**/. [for remarks. DO NOT SEND THE A# THEY DO NOT WANT IT ON THE REQUEST!! This is an optional field]
12. **FBI/#####** (The FBI # is a good identifier to use if you have it)

Your message should look like this on the screen, remember there should be a "." [period] after each section.

```
IAQ.AX.PUR/C.ATN/TINA
SHIPPEY.PHN/5413963173.NAM/TEST,JOSE.DOB/010101.SEX/M.POB/MM.CUS/N.OFF/5499
<ENTER>
```

You will receive a confirmation message that your message has been sent. The INS information takes about 20-30 minutes to receive, so be patient.

SEX OFFENDER REGISTRATION

Sex Offender Registration is now maintained only by Oregon State Police. An Offender must update his registration with 10 days of changing his residence and within 10 days of his birthdate.

MOST COMMON QUESTIONS

- **WHAT IS THE “TRIGGER DATE” FOR REGISTRATION?** The date the offender was convicted of the registerable offense *or* was last released from incarceration (jail or prison) *or* was accepted for supervision by Oregon for a registerable offense.
- **WHO MAINTAINS REGISTRATION ON “INACTIVE” OR “UNSUPERVISED” PAROLEES/PPS?** The State Police.
- **WHAT IF SUPERVISION FOR THE SEX OFFENSE ENDS BUT THE OFFENDER IS STILL ON SUPERVISION FOR ANOTHER OFFENSE?** The State Police continues registration responsibility. If registration was entered on the EPR, DSX the EPR and enter a new EPR.
- **WHO HAS REGISTRATION RESPONSIBILITY IF ALL SUPERVISION TERMINATES AND THE OFFENDER LATER RETURNS FOR SUPERVISION ON A NEW OFFENSE,?** The State Police.
- **WHAT IF AN ALREADY REGISTERED OFFENDER, WHOSE ORIGINAL SUPERVISION HAS TERMINATED AND REGISTRATION HAS BEEN TRANSFERRED TO THE STATE POLICE, GETS CONVICTED OF A NEW REGISTERABLE OFFENSE?** No need to re-register as the registration requirement is for life.
- **HOW DO WE HANDLE EPR’S ON OFFENDERS WHO ARE REVOKED AND SENT TO PRISON TO AVOID THE AUTOMATIC “DSX” TO THE STATE POLICE?** As State Police maintains all registration information, go ahead and DSX the offender. When offender is released from prison, enter a new EPR.
- **WHAT IS THE REGISTRATION RESPONSIBILITY OF OREGON OFFENDERS LIVING IN OTHER STATES?** The offender is to contact the State Police for instructions on how to comply with the law.
- **WHAT ARE THE REQUIREMENTS ON AN OUT-OF-STATE OFFENDER WHO IS ACCEPTED HERE, IS REGISTERED HERE, AND THEN RETURNS TO THE SENDING STATE?** We close the EPR as usual. The offender is to contact the State Police for instructions on how to comply with the law.
- **WHAT IS THE ADDRESS OF THE STATE POLICE SEX OFFENDER REGISTRATION UNIT?**
Oregon State Police/Sex Offender Registration Unit
400 Public Service Building
Salem OR 97310
(503) 378-3720 x4414
ORI #OROSP0004

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

LEDS ENTRY - SEX OFFENDERS

As Oregon State Police has the responsibility of registering and maintaining Sex Offender registration, Sex Offender Registration info in the EPR has been removed. **You will find it necessary to modify a Sex Offender's EPR through the Free-Form (FF) screen in LEDS**, as the EPR can only be identified using the LNU number.

INITIAL EPR ENTRY

(enter through CIS 'Enter Probation Record')

EPR ORI/OR007015G NAM/OFFENDER, JOHN Q SEX/M RAC/W DOB/045555
HGT/510 WGT/154 EYE/BLU HAI/BRO SKN/ SMT/TAT L WRS
FBI/nnnnnnn SID/9999999 MNU/ SOC/111223333 OLN/nnnnnnn OLS/OR OLY/cccc
OFF/1199 OFN/RAPE1 RTP/FPR DOE/051096 OCA/nnnnnnnn
MIS/PO name, phones numbers, condition information

NOTE: Once Initial EPR entry complete, you may not be able to add supplemental info or make modifications. If that is true, use the Free Form (FF) screen in LEDS. Be sure the name is entered exactly like the existing EPR and that you enter the entire message as a continuous string.

EPR SUPPLEMENTAL INFO

1. Print Offender Names, Scars/Marks/Tattoos, and Other Numbers Screens
2. Go to Free Form (FF) screen in LEDS and use the following format:
EN.OR0nnnnnnx.LNU/W0nnnnnnnn.NAM/Last,First Middle.AKA/Lname,Fname Middle. (then whatever code [AKA, SMT, SOC, DOB] you wish to add)

MODIFYING AN EPR

1. Go to the Free Form (FF) screen in LEDS
2. Use the following format to modify:
MPR.OR0nnnnnnx.LNU/W0nnnnnnnn.NAM/Last,First Middle. (then whatever code: RTP, DOE, etc)

you wish to change.

MODIFYING AN EPR TO EPRP

(Used for Predatory Sex Offender Designation)

An EPR must be entered before an offender can be given the predatory designation.

1. Go to the Free Form (FF) screen in LEDS
2. Use the following format to modify an existing EPR to EPRP:
MPR.OR0nnnnnnx.LNU/W0nnnnnnnn.NAM/Last,First Middle.MKE/EPRP.

MODIFYING THE SENTENCE EXPIRATION DATE

Use to correct the 'Sentence Expiration Date' on an EPR that has registration information (different than the DOE).

1. Go to the Free Form (FF) screen in LEDS
2. Use this format: MPR.OR0nnnnnnx.LNU/W0nnnnnnnn.NAM/Last,First Middle.EXP/mmddyy

CANCELING SEX OFFENDER EPR

1. When **discharging sex offenders from supervision**, modify EPR:
 - ORI - remains the same
 - DOE - change to date active supervision stops.
 - RTP - change to DSX to send registration info to State Police
 - MIS - If offender died, use Died; if simply discharged use 'Sex Offender Registration Only' –be sure to remove PO's name and number.

2. When offender's **supervision is revoked** and offender is sentenced to an institution, modify EPR.
 - ORI - remains the same
 - DOE - enter date offender sentenced to prison
 - RTP - DSX to send registration info to State Police
 - MIS - enter "Offender revoked, sentenced to institution" Remove PO's name and number.

3. **Unsupervised Parole** (when sex offender goes to unsupervised parole)
 - RTP- USO This will download registration information to the State Police.

- 4, When **sex offense is discharged** but offender still has other crimes, DSX EPR as noted above in #2 and enter non-sex offense EPR.

EPR with Registration Info

If your EPR still shows Sex Offender Registration and there is an address change, discuss with your Sex Offender PO canceling that EPR and entering a new EPR without registration information. Sex Offenders tend to move around frequently and it can be confusing to law enforcement to show two addresses in LEDS. If your PO wants the address info kept up-to-date in the EPR, use the Free Form Modification with the following codes: ADR (address), CIS (City State) and ZIP for zip code.

LEDS WEBSITE & MANUAL

OSP LEDS website address : www.leds.state.or.us/OSP/CJIS/NCIC.shtml

The following is a list of the Manual sections that can be accessed for code information.

[NCIC CODE MANUAL \(Complete Manual - Large File\)](#)

[NCIC Data Code Table of Contents](#)

[Article Data Codes](#)

[Boat Data Codes](#)

[Gun Data Codes](#)

[Other Transactions Codes](#)

[Personal Descriptors Codes](#)

[Securities Data Codes](#)

[State and Country Data Codes](#)

[Uniform Offense Codes](#) (NCIC Codes used in EPR's)

[Vehicle Data Codes](#)

[Dental History Information Form](#)

[Unidentified Person Dental Information Form](#)

In the LEDS Manual see section entitled '**Agency Address Codes**' for the ORI's of Law Enforcements Agencies, Courts, Institutions throughout the state of Oregon.

NCIC Codes

<u>CRIME</u>	<u>CLASS</u>	<u>ORS #</u>	<u>SUB</u>	<u>NCIC</u>
ABANDON CHILD	CF	163.535	X	3806
ABANDONMENT OF CHILD ATTEMPT	AM	163.535		3806
ABUSE OF CORPSE I	BF	166.087		7299
ABUSE OF CORPSE II	CF	166.085		7299
ABUSE VENERATED OBJECT	CM	166.075		7299
ADULT FOSTER CARE LICENSE VIOL	CM	443.725		NONE
ADLT FSTR CARE HOME INSPECT VIOLATION	BM		443.725	
NONE				
AGGRAVATED ANIMAL ABUSE I	CF	167.322		6201
AIDING UNAUTHORIZED DEPARTURE	AM	162.175	01B	4901
ALLOW MINOR TO VIOLATE CUR-FEW	AM	419.720		NONE
ALLOW MISUSE OPERATORS LICENSE	AM	807.590		2699
ALTER BODY/DEATH INVESTIGATION	BM	146.103	04	5599
ALTERING REGISTRATION CARD	CF	247.125		5999
ANIMAL ABANDONMENT	CM	167.340		6201
ANIMAL ABUSE I	AM	167.320		6201
ANIMAL ABUSE II	BM	167.315		6201
ANIMAL FIGHTING	AM	167.355		6201
ANIMAL NEGLECT I	AM	167.330		6201
ANIMAL NEGLECT II	BM	167.325		6201
ARCHAEOLOGICAL SITE VIOLATION	BM	390.235		NONE
ARSON I	AF	164.325		2099
ARSON I ATTEMPT	BF	164.325	X	2099

ARSON II	CF	164.315		2099
ARSON II ATTEMPT	AM	164.315	X	2099
ASSAULT I	AF	163.185		1399
ASSAULT I ATTEMPT	BF	163.185	X	1399
ASSAULT II	BF	163.175		1399
ASSAULT II ATTEMPT	CF	163.175	X	1399
ASSAULT III	CF	163.165		1399
ASSAULT III ATTEMPT	AM	163.165	X	1399
ASSAULT IV - MISD	AM	163.160		1399
ASSAULT IV- FEL		163.160		1399
ASSAULT IV ATTEMPT	BM	163.160	X	1399
ASSAULT OFFICER	AM	163.208		1399
ASSAULT OFFICER ATTEMPT	BM	163.208	X	1399
ATTEMPT ELUDE POLICE - VEHICLE	AM	811.540		5499
ATTEMPT ELUDE POLICE - BOAT	AM	488.027		5499
BIGAMY	CF	163.515		3804
BRIBE GIVING	BF	162.015		5101
BRIBE GIVING ATTEMPT	CF	162.015		5101
BRIBE RECEIVED BY WITNESS	CF	162.275		5103
BRIBE RECEIVING	BF	152.025		5103
BRIBE WITNESS	CF	162.265		5102
BRIBERY - SPORTS	CF	165.085		5101
BRIBERY RECEIVING - SPORTS	CF	165.090		5103
BURGLARY I	AF	164.225		2299
BURGLARY I ATTEMPT	BF	164.225		2299
BURGLARY II	CF	164.215		2299
BURGLARY II ATTEMPT	AM	164.215		2299
BURGLARY TOOLS - POSSESSION OF	AM	164.235		2206
BURNING WITHOUT A PERMIT	UM	477.515		7399
CHILD NEGLECT	AM	163.545		3806
CHILD NEGLECT I	BF	163.547		3806
CHILD NEGLECT II	AM	163.545	NEW	3806
CIVIL COMMITMENT MENTAL DEFECT	OC	161.328		NONE
COERCION	CF	163.275		1316
COERCION ATTEMPT	AM	163.275		1316
COMPOUNDING A FELONY	AM	162.335		4808
COMPUTER ACCESS - UNLAWFUL	AM	164.377	04	7199
COMPUTER DAMAGE/DESTRUCTION	CF	164.377	03	7199
COMPUTER FRAUD/THEFT	CF	164.377	02	2699
CONCEAL BIRTH OF INFANT	AM	167.820		7299
CONT SUB RECORDS VIOL/FRAUD	AM	475.994		3599
CONTEMPT OF COURT	AM	033.010		5005
CONTEMPT OF COURT	UM	161.685		5005
CORP DOING BUSINESS W/O LIC	AM	057.735		7399
COUNTERFEIT LICENSE FORMS	AM	807.500		2503
COUNTERFEIT VEHICLE TITLE	CF	803.080		2503
CREATING A HAZARD	BM	167.810		5599

CRIM MISTREATMENT I ATTEMPT	AM	163.205	X	7099
CRIM MISTREATMENT II ATTEMPT	BM	163.200	X	7099
CRIM NEGLIGENT HOMICIDE ATTEMPT	AM	163.145	X	0999
CRIMINAL CONSPIRACY A FELONY	AF	161.450	01	7399
CRIMINAL CONSPIRACY A MISD	AM	161.450	04	7399
CRIMINAL CONSPIRACY B FELONY	BF	161.450	02	7399
CRIMINAL CONSP C FELONY ATTEMPT	AM	161.450	03 X	7399
CRIMINAL CONSPIRACY C FELONY	CF	161.450	03	7399
CRIMINAL DEFAMATION	AM	163.605		7399
CRIMINAL HOMICIDE	AF	163.005		0999
CRIMINAL HOMICIDE ATTEMPT	BF	163.005	X	0999
CRIMINAL IMPERSONATION FELONY	CF	162.365	02B	2604
CRIMINAL IMPERSONATION OFFICER	CF	162.367		2604
CRIMINAL IMPERSONATION/MISD	AM	162.365	02A	2604
CRIMINAL MISCHIEF I	CF	164.365		2999
CRIMINAL MISCHIEF I ATTEMPT	AM	164.365	X	2999
CRIMINAL MISCHIEF II	AM	164.354		2999
CRIMINAL MISCHIEF II ATTEMPT	AM	164.354	X	2999
CRIMINAL MISCHIEF III	CM	164.345		2999
CRIMINAL MISTREATMENT I	CF	163.205		7099
CRIMINAL MISTREATMENT II	AM	163.200		7099
CRIMINAL NON-SUPPORT	CF	163.555		3899
CRIMINAL NON-SUPPORT ATTEMPT	AM	163.555	X	3899
CRIMINAL SIMULATION	AM	165.037		2699
CRIMINAL TRESPASS ARMED	AM	164.265		5707
CRIMINAL TRESPASS I	AM	164.255		5707
CRIMINAL TRESPASS I ATTEMPT	BM	164.255	X	5707
CRIMINAL TRESPASS II	CM	164.245		5707
CRIMINALLY NEGLIGENT HOMICIDE	CF	163.145		0999
CUSTODIAL INTERFERENCE	BF	163.257		1005
CUSTODIAL INTERFERENCE I ATTEMPT	CF	152.257	X	1005
CUSTODIAL INTERFERENCE II	CF	163.245		1005
CUSTODIAL INTERFERENCE II ATTEMPT	AM	163.245	X	1005
CUT/TRANS CONIFERS W/O PERMIT	BM	164.825		6299
CUT/TRANS FOREST PROD UNLAW	BM	164.813		6299
DANGEROUS OFFENDER	UF	161.725		7399
DEALING IN CHILD PORNOGRAPHY	BF	163.673		3799
DELIV CONT SUB MINOR - SCH III	BF	475.995	02	3599
DELIV CONT SUB MINOR - SCH IV	AM	475.995	03	3599
DELIV CONT SUB MINOR - SCH V	BM	475.995	04	3599
DELIV CONT SUB MINOR - SCH I/II	AF	475.995	01	3599
DELIV CONT SUBS MINR NEAR SCHOOL	AF	475.999		3599
DELIV SUBS MINOR NEAR SCHOOL ATT	BF	475.999	X	3599
DELIV/MANU CON T SUB AT - SCH III	AM	475.992	01CX	3599
DELIV/MANU CONT SUB - SCH II	BF	475.992	01B	3599
DELIV/MANU CONT SUB - SCH I	AF	475.992	01A	3599
DELIV/MANU CONT SUB - SCH III	CF	475.992	01C	3599
DELIV/MANU CONT SUB - SCH IV	BM	475.992	01D	3599

DELIV/MANU CONT SUB - SCH V	CM	475.992	01E	3599
DELIV/MANU CONT SUB AT - SCH I	BF	475.992	01AX	3599
DELIV/MANU CONT SUB AT - SCH II	CF	475.992	01BX	3599
DELIVER IMITATION CONTROL SUB	AM	475.991		5503
DELIVER MARIJUANA FOR PAY - AT	CF	475.992	02AX	3599
DELIVER MARIJUANA FOR PAYMENT	BF	475.992	02A	3599
DELIVER MARIJUANA TO MINOR	AF	475.995	05	3599
DELIVER MARIJUANA/NO PAYMENT	AM	475.992	02B	3599
DELIVER/MANU FAKE SUB - SCH II	BF	475.992	03B	3599
DELIVER/MANU FAKE SUB - SCH IV	BM	475.992	03D	3599
DELIVER/MANU FAKE SUB - SCH V	CM	475.992	03E	3599
DELIVER/MANU FAKE SUB - SCH III	CF	475.992	03C	3599
DELIVER/MANU FAKE SUB - SCH I	AF	475.992	03A	3599
DEPOSIT TRASH 100 YARD WATER	BM	164.775		6205
DESTROYED VEHICLE OFFENSE	AM	819.020		7199
DISORDERLY CONDUCT	BM	166.025		5311
DOG FIGHTING	CF	167.365		6201
DRIVE SUSP/REVO FELONY ATTEMPT	AM	811.182	03X	5499
DRIVE SUSPENDED/REVOKED FELONY	CF	811.182	03	5499
DRIVE SUSPENDED/REVOKED MISD	AM	811.182	04	5499
DRIVE UNDER INFLUENCE INTOX	AM	813.010		5404
DRIVING RECKLESSLY	AM	811.140		5499
ELECTION LAW VIOLATION	CF	260.715		5999
ELECTION/PETITION THREATS	CF	260.575		5999
EMERGENCY TELE CALL-MISCONDUCT	BM	166.095		7399
EMPLOY MINOR PUBLIC ENTERTAIN	UM	167.830		7299
EMPLOYMENT SAFETY RULES VIOL	UM	654.310		7399
ENCOURAGING CHILD SEX ABUSE I	BF	163.684		3699
ENDANGER WELFARE OF MINOR	AM	163.575		3899
ENDANGERING AIRCRAFT	CF	164.885		5299
ESCAPE I	BF	162.165		4901
ESCAPE I ATTEMPT	CF	162.165	X	4901
ESCAPE II	CF	162.155		4901
ESCAPE II ATTEMPT	AM	162.155	X	4901
ESCAPE III	AM	162.145		4901
ESCAPE III ATTEMPT	BM	162.145	X	4901
EVASIVE INCOME TAX	CF	314.075		6101
EXCLUSION FROM PUBLIC PROP	AM	131.725		5707
EXHIBITING PERSON IN TRANCE	AM	167.870		7299
FACTORING OF CREDIT CARD TRAN	CF	165.074		2605
FAIL CARRY/PRESENT OF LICENSE	CM	807.570		5499
FAIL MAINTAIN CEDAR RECORD	BM	165.109		7199
FAIL MAINTAIN CHILD IN SCHOOL	UM	339.020		3879
FAIL MAINTAIN METAL PURCH RECORD	BM	165.107		7199
FAIL PERF DUTIES DRIVE INJURY	CF	811.705		5401
FAIL REPORT PRECURSOR SUBS	AM	475.950		NONE
FAIL RETURN SUSP WRECKER CERT	AM	822.150		7199

FAIL TO APPEAR I	CF	162.205		5015
FAIL TO APPEAR I ATTEMPT	AM	162.205	X	5015
FAIL TO APPEAR II	AM	162.195		5015
FAIL TO APPEAR - CRIM CITATION	AM	133.075		5015
FAIL TO COMPLY - VEH DESTRUCTION	AM	819.010		7199
FAIL TO SURRENDER REGIS/TITLE	AM	809.110		7199
FALSE APPL - VEH REGISTRATION	AM	803.375		2607
FALSE APPLICATION - OP LICENSE	AM	807.530		2607
FALSE CERTIFY FINANCIAL RESP	BM	806.050	01	2607
FALSE CERTIFY LIABILITY INSURANCE	AM	806.050	02	2607
FALSE FINANCIAL STATEMENT	AM	165.100		2607
FALSE INFO TO POLICE OFFICER	AM	162.385		4803
FALSE INFO TO POLICE - VEH OFF	AM	807.620		4803
FALSE LIABILITY INSUR INFO TO POLICE	BM	806.055		7399
FALSE REPORT - INITIATIVE	CM	163.375		7399
FALSE REPORT ODOMETER READING	CF	815.430		2699
FALSE SPECIAL REGISTRATION	CF	247.420		5999
FALSE STATEMENT OF AGE	UM	471.135		4199
FALSE STATEMENT - VEHICLE TITLE	AM	803.070		2607
FALSE SWEAR/VEH REGISTRATION	AM	803.385		2607
FALSE SWEARING	AM	162.075		2607
FALSE SWEARING - FARM REGISTER	AM	805.370		5499
FALSE SWEARING - OP LICENSE	AM	807.520		2607
FALSE SWEARING - VEH BUSN CERT	CF	822.605		2607
FALSE SWEARING - VEHICLE TITLE	AM	803.075		2607
FALSE VOTER REGISTRATION INFO	CF	247.121	02	5999
FALSELY CERTIFY REGISTRATION	CF	247.340	04	5999
FALSIFICATION - UNSWORN	BM	162.085		4803
FALSIFY BUSINESS RECORDS	AM	165.080		2607
FIREARM - ALTER ID MARKS	CF	166.450		5201
FIREARM - ALTER ID MARKS ATTEMPT	AM	166.450	X	5201
FIREARM - EX-CON POSSESS	CF	166.270		5212
FIREARM - EX-CON POSSESS ATTEMPT	AM	166.270	X	5212
FIREARM - EX-CON POSSESS	CF	166.270	01	5212
FIREARM - EX-CON POSSESS ATTEMPT	AM	166.270	01X	5212
FIREARM - POINTING AT ANOTHER	BM	166.190		5299
FIREARM - UNLAWFUL PURCHASE	AM	166.425		5299
FIREARM - INCOMBUSTIBLE WADDING	BM	166.330		5299
FIREARM - UNLAWFUL POSSESS ATTEMPT	CF	166.272	X	5299
FIREARM - UNLAWFUL POSSESSION	BF	166.272		5299
FIREARM USED IN FELONY	BF	166.429		5299
FIREARM - CONCEAL ABLE SALE RULES	UM	166.470		5214
FIREARM/DESTR DEVICE - POSSESS	CF	166.370		5211
FIREARM/EXPLOSIVE - SALE TO CHILD	UM	166.48		5211
FIREARMS - MANU/SALE ATTEMPT	CF	166.410	X	5214
FIREARMS - MANU/SALE OF	BF	166.410		5214
FIREARMS - UNLIC SELL/ADVERTISE	UM	166.44		5214
FIREWORKS - UNLAWFUL POSSESSION	AM	480.12		5211
FISH/GAME LIC - FALSE APPLICATION	AM	497.400		6202

FISHING CLOSED SEASON	AM	509.011	01	6202
FISHING VIOLATION - COMMERCIAL	CF	509.011	02	6202
FOREST - BOOM STICK VIOLATION	CF	532.610		6205
FOREST - STRAY LOG VIOLATION	CF	532.62		6205
FOREST PRODUCTS FALSE MARKING	CF	532.14		6205
FORGE/ALTER VEHICLE TITLE/REG	CF	803.230		2502
FORGED INSTRUMENT - CRIM POSS I	CF	165.022		2508
FORGED INSTRUMENT - CRIM POSS II	AM	165.017		2508
FORGERY DEVICE - CRIM POSSESSION	CF	165.032		2506
FORGERY I	CF	165.013		2589
FORGERY I ATTEMPT	AM	165.013	X	2589
FORGERY II	AM	165.007		2589
FRAUD BY A NOTARY	AM	194.310		2607
FRAUD COMMUNICATION DEVICE/POSS	CF	165.070		2608
FRAUD CRED CARD UNDER 500 ATT	BM	165.055	03AX	2605
FRAUD SECURITIES CONTRACT	BF	059.730		2699
FRAUD USE CRED CARD UNDER 750	AM	165.055	04A	2605
FRAUD USE CRED CARD OVER 750 AT	AM	165.055	04BX	2605
FRAUD USE CRED CARD OVER 750	CF	165.055	04B	2605
FRAUD - MORTGAGE/BROKER BUSINESS	CF	059.930		2699
FRAUDULENTLY OBTAIN A SIGNATURE	AM	165.042		2589
FREQ PLACE CONTROL SUBS USED	AM	167.222		3599
FREQ PLACE CONTROL SUBS USED ATT	AM	167.222	X	3599
GAMBLING DEVICE - POSSESSION OF	AM	167.147		3908
GAMBLING PROMOTION I	CF	167.127		3999
GAMBLING PROMOTION II	AM	167.122		3999
GAMBLING RECORDS POSSESSION I	CF	167.137		3901
GAMBLING RECORDS POSSESSION II	AM	167.132		3901
GIVE PRICE FORBIDDING CONTRACT	BF	059.750		2699
HABITUAL TRAFFIC OFFENDER	CF	811.185		5499
HARASSMENT	BM	166.065		5309
HARASSMENT ATTEMPT	CM	166.065	X	5309
HAZARDOUS WASTE HANDLING I	BF	468.926		5599
HAZARDOUS WASTE HANDLING II	BM	468.922		5599
HINDER PROSECUTION	CF	162.325		4802
HINDER PROSECUTION ATTEMPT	AM	162.325	X	4802
HIT AND RUN - VEHICLE - INJURY AT	AM	811.705	X	5401
HIT AND RUN - VEHICLE - PROPERTY	AM	811.700		5401
HIT AND RUN - BOAT	AM	488.164		5401
HUNT IN CEMETERY	UM	166.645		7399
HUNTING WITH ARTIFICIAL LIGHT	AM	498.142		6201
IDENTITY THEFT	CF	165.800		2604
IN RESTRICTED AREA W/O PERMIT	UM	477.550		NONE
INCEST	CF	163.525		3699
INCEST ATTEMPT	AM	163.525	X	3699
INDIAN GRAVE - DISTURB/MUTILATE	CF	097.745		NONE

INSOLVENT DLR RECV SECURITIES	BF	059.790		7399
INTERCEPT COMMUNICATIONS	AM	165.540		5704
INTERFERE LEGISLATIVE OPERATION	BM	162.455		5099
INTERFERE LIVESTOCK PRODUCTION	CF	167.388		6201
INTERFERE W/PUBLIC TRANSPORT	AM	166.115		7399
INTERFERE WITH POLICE ANIMAL	AM	164.369		4899
INTIMIDATION I	CF	166.165		1316
INTIMIDATION II	AM	166.155		1316
KIDNAPING I	AF	163.235		1099
KIDNAPING I ATTEMPT	BF	163.235		1099
KIDNAPING II	BF	163.225		1099
KIDNAPING II ATTEMPT	CF	163.225	X	1099
KILL ANOTHER - LOSE RT BEAR ARMS	AM	166.300		5203
LEGISLATIVE LOBBYING UNLAWFUL	BM	162.465		5099
LIVESTOCK AT LARGE	UM	607.045		6201
LIVESTOCK BRAND VIOLATION	BM	604.071		6201
MANIPULATE MARKET - FALSE SALE	BF	059.770		6201
MANSLAUGHTER I	AF	163.118		0999
MANSLAUGHTER I ATTEMPT	BF	163.118	X	0999
MANSLAUGHTER II	BF	163.125		0999
MANUFACTURE DESTRUCTIVE DEVICE	ATT AM	166.384		5211
MANUFACTURE DESTRUCTIVE DEVICE	CF	166.384		5211
MANUFACTURE DESTRUCTIVE DEVICE	BM	166.220		5211
MENACING	AM	163.190		1316
MENACING ATTEMPT	BM	163.190		1316
MINOR IN POSSESSION OF LIQUOR	UM	471.430		4104
MISAPPLY ENTRUSTED PROPERTY	AM	165.095		2399
MISREP AGE BY A MINOR - LIQUOR	CM	471.130		4199
MISREPRESENT AGE BY MINOR	CM	165.805		2699
MISREPRESENT SECURITIES	BF	059.145		7399
MISUSE CONFIDENTIAL INFO	BM	162.425		5799
MISUSE OF IDENTITY CARD	AM	807.430		2604
MONEY TO INFLUENCE ELECTIONS	CF	260.665	03	5999
MOTOR CARRIER VIOLATION	UM	767.990		NONE
MURDER	UF	163.115		0999
MURDER ATTEMPT	AF	163.115	X	0999
MURDER AGGRAVATED	UF	163.095		0999
MURDER AGGRAVATED ATTEMPT	AF	163.095	X	0999
MV CARRIER OUT-OF-SERVICE VIOL	AM	825.990		NONE
NEGLIGENTLY WOUNDING ANOTHER	BM	166.180		5299
NEGOTIATE BAD CHECK - AM	AM	165.065	03A	2606
NEGOTIATE BAD CHECK - CF	CF	165.065	03B	2606
NO BUILDER REGISTRATION	UM	701.055		7199
NO LIC BREW/DISTILL LIQUOR	UM	471.205		4101
NO PRIVATE HUNT PRESERVE LIC	UM	497.248		6201

NO VEHICLE DEALER CERTIFICATE	AM	822.005		7199
NO WRECKING BUSN CERTIFICATE	AM	822.100		7199
NUDITY/SEX - PUBLIC DISPLAY OF	AM	167.090		3608
OBSCENE MATERIAL - DISPLAY/MINOR	AM	167.080		3700
OBSCENE MATERIAL - DISSEMINATE	AM	167.087		3702
OBSCENE MATERIAL - FURNISH/MINOR	AM	167.065		3707
OBSCENE MATERIAL - SEND TO MINOR	AM	167.070		3707
OBSCENE MATERIAL - EXHIBIT/MINOR	AM	167.075		3707
OBSTRUCT GOVERNMENT ADMIN	AM	162.235		5099
OBSTRUCT LIQUOR CONTROL COMM	UM	471.675		4199
OBSTRUCTION ATTEMPT	BM	162.235	X	DEP ON CRIME
OBTAIN EXEC DOCUMENT BY DECEPTION	AM	165.102		2699
OBTAIN FOOD STAMPS UNLAWFULLY ATT	AM	411.840	X	2699
OBTAIN PUBLIC ASSIST UNLAWFULLY	CF	411.630		2699
OBTAIN/USE FOOD STAMPS UNLAWFULLY	CF	411.840		2699
ODOMETER TAMPERING	CF	815.410		2699
OFFENSIVE LITTERING	CM	164.805		6205
OFFENSIVE/POLLUTING SUBSTANCE	AM	164.785		6205
OFFICIAL MISCONDUCT II	CM	162.405		7399
OFFICIAL MISCONDUCT I	AM	162.415		7399
OFFICIAL MISCONDUCT I ATTEMPT	BM	162.415	X	7399
OPERATE BOAT WHILE INTOXICATED	AM	830.325		5404
OPERATE RESTAURANT W/O LICENSE	CM	624.020		7199
OPERATE STILL/POSSESS MASH	CF	471.440		4104
OPERATE W/O FARM CONTRACT LICENSE	AM	658.991		7399
PAWNBROKERS ACT - VIOLATION OF	UM	726.020		7199
PAY TO VIEW CHILD PORN ATTEMPT	AM	163.680	X	4099
PAY TO VIEW CHILD PORNOGRAPHY	CF	163.680		4099
PAYMENTS IN FALSE NAME	CF	260.402		NONE
PERJURY	CF	162.065		5003
PERMIT DOG TO RUN AT LARGE	UM	609.060		6201
PESTICIDE CONTROL VIOLATION	UM	634.372		5599
PETITION VIOLATION	CF	260.555		NONE
PLEDGE SALE BY BROKER	BF	059.800		7399
POSS/DIST DRUG W/O PRESCRIPTION	UM	689.765	07	5599
POSSESS ARMOR PIERCING AMMO	AM	166.350		5206
POSSESS CHILD PORNOGRAPHY	CF	163.672		3704
POSSESS CHILD PORNOGRAPHY ATTEMPT	AM	163.672	X	3704
POSSESS CONTROL SUB - SCH I	BF	475.992	04A	3599
POSSESS CONTROL SUB AT - SCH I	CF	475.992	04AX	3599
POSSESS CONTROL SUB - SCH II	CF	475.992	04B	3599
POSSESS CONTROL SUB AT - SCH II	AM	475.992	04BX	3599
POSSESS CONTROL SUB - SCH III	AM	475.992	04C	3599
POSSESS CONTROL SUB - SCH IV	BM	475.992	04CX	3599
POSSESS CONTROL SUB - SCH V	CM	475.992	04D	3599
POSSESS DESTRUCTIVE DEVICE	CF	166.382		5207
POSSESS DESTRUCTIVE DEVICE ATTEMPT	AM	166.382	X	5207

POSSESS EXPLOSIVE W/O PERMIT	UM	480.210		5211
POSSESS GRAY MACHINE	CF	167.164		NONE
POSSESS RENTED PROPERTY OVER 500 CF		164.140	04B	2804
POSSESS RENTED PROPERTY UNDER 500 AM		164.140	04A	2804
POSSESS STOLEN VEHICLE	CF	819.300		2408
POSSESS STOLEN VEHICLE ATTEMPT	AM	819.300	X	2408
PPS VIOLATION SANCTION		144.108		5011
PRACTICE MEDICINE W/O LICENSE FEL	CF	677.080	04	5599
PRACTICE MEDICINE W/O LICENSE	AM	677.085		5599
PROHIBIT SALE/TRAN/IMPORT LIQUOR	UM	471.405		4102
PROSTITUTION	AM	167.007		4004
PROSTITUTION COMPEL ATTEMPT	CF	167.017		4099
PROSTITUTION COMPELLING	BF	167.017		4099
PROSTITUTION PROMOTION	CF	167.012		4002
PROSTITUTION PROMOTION ATTEMPT	AM	167.012		4002
PUBLIC INDECENCY	AM	163.465		3605
PUBLIC INVESTMENT FRAUD	BF	162.117		2699
PUBLIC INVESTMENT FRAUD ATTEMPT	CF	162.117	X	2699
RACKETEER ACTIVITY	AF	166.720		7399
RACKETEER ACTIVITY ATTEMPT	BF	166.720	X	7399
RAPE I	AF	163.375		1199
RAPE I ATTEMPT	BF	163.375	X	1199
RAPE II	BF	163.365		1199
RAPE II ATTEMPT	CF	163.365	X	1199
RAPE III	CF	163.355		1199
RAPE III ATTEMPT	AM	163.355	X	1199
RECEIVE PUBLIC ASSIST UNLAWFULLY	CF	411.640		2699
RECKLESS BOATING	AM	830.315		5499
RECKLESS BURNING	AM	164.335		2007
RECKLESS DRIVE	AM	811.140		5499
RECKLESSLY ENDANGER ANOTHER	AM	163.195		7099
REGISTRATION OF BROKERS	BF	059.165		2699
REMOVAL OF DEAD HUMAN BODY	AM	146.103	01	4804
REMOVAL OF DEAD HUMAN BODY	BM	146.103	02	4804
REMOVE PART/WASTE GAME ANIMAL	AM	498.042		6201
REPEATED FORBIDDEN CONTRACTS	BF	059.740		6099
REPORT FALSE SALE SECURITIES	BF	059.760		7399
RESIST ARREST	AM	162.315		4801
RESTRAINING ORDER VIOLATION	AM	133.310		5007
RESTRICTED WEAPON/XCON POSSESS	AM	166.270	02	5212
RIOT	CF	166.015		5306
ROBBERY I	AF	164.415		1299
ROBBERY I ATTEMPT	BF	164.415		1299
ROBBERY II	BF	164.405		1299
ROBBERY II ATTEMPT	CF	164.405	X	1299
ROBBERY III	CF	164.395		1299
ROBBERY III ATTEMPT	AM	164.395	X	1299

SECURITIES FRAUD	BF	059.135		2699
SELL FALSE DOCUMENTS - LIC/REG	AM	807.510		2699
SELL UNTITLED VEHICLE	AM	803.085		7199
SERVE LIQUOR WITHOUT LICENSE	UM	471.475		4102
SETTING SPRING GUN OR SETGUN	BM	166.320		5299
SEX ABUSE I NEW	BF	163.427	NEW	3699
SEX ABUSE I NEW ATTEMPT	CF	163.427	NEWX	3699
SEX ABUSE II	CF	163.425	NEW	3699
SEX ABUSE II ATTEMPT	AM	163.425	NEWX	3699
SEX ABUSE III	AM	163.415	NEW	3699
SEX ABUSE III	BM	163.415	NEWX	3699
SEX OFFENDER/FAIL REGISTER - AM	AM	181.519	04B	3699
SEX OFFENDER/FAIL REGISTER - CF	CF	181.519	04A	3699
SEX PENETRATION FOREIGN OBJ II AT	CF	163.408	X	1199
SEX PENETRATION FOREIGN OB II	BF	163.408		1199
SEX PENETRATION FOREIGN OB I AT	BF	163.411	X	1199
SEX PENETRATION FOREIGN OB I	AF	163.411		1199
SEX SHOW - LIVE/SADOMASO - FELONY	CF	167.062	03	4099
SEX SHOW - LIVE/SADOMASO - MISD	AM	167.062	01	4099
SEXUAL MISCON MINOR - CONTRIBUTE	AM	163.435		3805
SEXUAL MISCONDUCT	CM	163.445		3699
SEXUAL DELINQUENCE MINOR CONTR ATT	BM	163.435		3805
SIMULATE LEGAL PROCESS	BM	162.355		2699
SODOMY I	AF	163.405		1199
SODOMY I ATTEMPT	BF	163.405	X	1199
SODOMY II	BF	163.395		1199
SODOMY II ATTEMPT	CF	163.395	X	1199
SODOMY III	CF	163.385		1199
SODOMY III ATTEMPT	AM	163.385	X	1199
SOLICIT CLASS A FELONY	AF	161.435	02 DEP ON CRIME	
SOLICIT CLASS A MISDEMEANOR	BM	161.435	05 DEP ON CRIME	
SOLICIT CLASS B FELONY	BF	161.435	03 DEP ON CRIME	
SOLICIT CLASS C FELONY	CF	161.435	04 DEP ON CRIME	
SOLICIT MURDER/TREASON	AF	161.435	01	0999
SOUND RECORDING	BM	164.865		2599
SPREAD COMMUNICABLE DISEASE	UF	433.010		5599
STALKING ATTEMPT	BM	163.732	X	7099
STALKING FELONY	CF	163.732	02B	7099
STALKING MISDEMEANOR	AM	163.732	02A	7099
STALKING/VIOL COURT ORDER AM	AM	163.750	02A	5099
STALKING/VIOL COURT ORDER CF	CF	163.750	02B	5099
STALKING/VIOL OFFICER ORDER AM	AM	163.747	02A	5099
STALKING/VIOL OFFICER ORDER CF	CF	163.747	02B	5099
SUPPLY CONTRABAND	CF	162.185		5899
SUPPLY CONTRABAND	AM	162.185	X	5899
SUPPLY FALSE INFO TO AGENCY	CF	468.953		NONE
SUPPLY LIQUOR MINOR/INTOX PERSON	AM	471.410		4199
TAMPER DRUG RECORDS ATTEMPT	AM	167.212	X	2589

TAMPER WITH A WITNESS	CF	162.285		4805
TAMPER WITH A WITNESS ATTEMPT	AM	162.285	X	4805
TAMPER WITH EVIDENCE	AM	162.295		4804
TAMPER WITH LOTTERY RECORDS	CF	162.305	02B	7399
TAMPER WITH PUBLIC RECORDS	AM	162.305	02A	7399
TAMPERING WITH CABLE TV EQUIPMENT	BM	164.373		7199
TAMPERING WITH DRUG RECORDS	CF	167.212		2589
TELE SOLICIT CHARITY PURPOSE	CM	165.555		5799
TELEPHONIC HARASSMENT	BM	166.090		5309
THEFT BY DECEPTION	CF	164.085		2399
THEFT BY DECEPTION ATTEMPT	AM	164.085	X	2399
THEFT BY EXTORTION	BF	164.075		2199
THEFT BY EXTORTION ATTEMPT	CF	164.075	X	2199
THEFT BY RECEIVING	CF	164.095		2399
THEFT BY RECEIVING ATTEMPT	AM	164.095	X	2399
THEFT I	CF	164.055		2399
THEFT I AGGRAVATED	BF	164.057		2399
THEFT I AGGRAVATED ATTEMPT	CF	164.057	X	2399
THEFT I ATTEMPT	AM	164.055	X	2399
THEFT II	AM	164.045		2399
THEFT II ATTEMPT	BM	164.045	X	2399
THEFT III	CM	164.043		2399
THEFT LOST/MISLAID PROPERTY	CF	164.065		2899
THEFT OF SERVICES OVER 10,000	BF	164.125	04D	2399
THEFT OF SERVICES OVER 10,000 ATT	CF	164.125	04DX	2399
THEFT OF SERVICES OVER 750	CF	164.125	04C	2399
THEFT OF SERVICES UNDER 750	AM	164.125	04B	2399
THEFT OF SERVICES OVER 750 ATTEMPT	AM	164.125	04CX	2399
THEFT OF SERVICES UNDER 50	CM	164.125	04A	2399
THROW OBJECT OFF OVERPASS I	CF	166.651		NONE
THROW OBJECT OFF OVERPASS II	AM	166.649		NONE
TRADE AGAINST CUSTOMER ORDER	BF	059.780		2699
TRAFFIC IN STOLEN VEHICLE	CF	819.310		2499
TRAFFIC IN VEH W/ALTERED VEHICLE ID	AM	819.430		2499
TRANSPORT CHILD PORNOGRAPHY	BF	163.677		3706
TRANSPORT HAY UNLAWFULLY	CM	164.815		6299
TRANSPORT MEAT CARCASS UNLAWFUL	CM	164.863		6201
TREASON	UF	166.005		0101
TREE SPIKING - INJURY	BF	164.877	03	6205
TREE SPIKING FELONY	CF	164.877	02	6205
TREE SPIKING MISDEMEANOR	AM	164.877	04	6205
UNAPPROVED VEHICLE WINDOWS	AM	815.090		5499
UNAUTHORIZED DEPARTURE	AM	162.175	01A	2411
UNAUTHORIZED USE VEHICLE	CF	164.135		2411
UNAUTHORIZED USE VEHICLE ATTEMPT	AM	164.135	X	2411
UNBRANDED FOREST PRODUCTS	BM	532.130		6205
UNDUE INFLUENCE - ELECTIONS	CF	260.665	02	5999
UNLAWFUL DISPOSAL OF BODY	BM	146.121		4804

UNLAWFUL DIST CABLE EQUIPMENT ATT CM	164.132	X	7199
UNLAWFUL DISTRI CABLE TV EQUIPMENT BM	164.132		7199
UNLAWFUL ENTRY MOTOR VEHICLE AM	164.272		2411
UNLAWFUL ENTRY - CRIME SCENE BM	146.107		4811
UNLAWFUL HAIR DESIGN BM	690.015		7099
UNLAWFUL INCOME TAX PREPARATION AM	673.990		6199
UNLAWFUL LABEL SOUND RECORDING CF	164.868		2599
UNLAWFUL LABEL VIDEOTAPE CF	164.872		2599
UNLAWFUL PARAMILITARY ACTIVITY CF	166.660		7399
UNLAWFUL POSSESSION OF LIQUOR AM	471.478		4102
UNLAWFUL PURCHASE SECURITIES BF	059.127		7399
UNLAWFUL RECORD PERFORMANCE CF	164.869		2599
UNLAWFUL USE OF GROUND WATER UM	537.535		6205
UNLAWFUL VEHICLE SALVAGE AM	819.040		7199
UNLAWFUL WATER POLLUTION I BF	468.946		6205
UNLAWFUL SELL SECURITIES BF	059.115		7399
UNREGISTERED SECURITIES BF	059.055		7399
USE CHILD DISPLAY SEX ACT AF	163.670		3699
USE CHILD DISPLAY SEX ACT ATTEMPT BF	163.670	X	3699
USE INVALID OPERATORS LICENSE AM	807.580		2604
USE MINOR DRUG OFFENSE CF	167.262		3599
USE MINOR DRUG OFFENSE ATTEMPT BF	167.262	X	3599
USE MINOR DRUG OFFENSE MISD AM	167.262	02B	3599
USE SLUGS UNLAWFULLY BM	165.047		2307
USING ANOTHER'S DRIVER LICENSE AM	807.600		2699
VIDEOTAPE RECORDING UNLAWFUL BM	164.875		2599
VIOL PRESCRIPTION DRUG LAW - SCH IV/V CM	475.993	02D	3599
VIOL PRESCRIPTION DRUG LAW - SCH I CF	475.993	02A	3599
VIOL PRESCRIPTION DRUG LAW - SCH II AM	475.993	02B	3599
VIOL PRESCRIPTION DRUG LAW - SCH IIIBM	475.993	02C	3599
VIOLATE WILDLIFE LAW - FELONY CF	496.992	03	6299
VIOLATE WILDLIFE LAW - MISDEMEANOR AM	496.992	01	6299
VOTE COUNTING - ILLEGAL ACTS CF	260.645		5999
WEAPON DISCHARGE/THROW AT TRAINS AM	166.635		5213
WEAPON - CARRY/CONCEALED BM	166.240		5202
WEAPON - POSSESS UNLAWFULLY AM	166.250		5212
WEAPON - SLUGGING/STABBING AM	166.510		5299
WEAPON DISCHARGING AT AIRPORT AM	166.638		5299
WEAPON POSSESS UNLAWFUL ATTEMPT BM	166.250	X	5212
WEAPON USE - DANGEROUS CF	166.220		5213
WEAPON USE ATTEMPT - DANGEROUS AM	166.220	X	5213
WEAPON - REGISTER CONCEAL ABLE CF CF	166.420	09	5202
WEAPON - REGISTER CONCEAL ABLE AM AM	166.420	03C	5202
WRECKING BUSINESS OFFENSE AM	822.135		7199
WRONGFUL CLAIM FOR PAYMENT CF	411.675		NONE
WRONGFULLY ACCEPT PAYMENT CF	411.690		NONE

OREGON JUDICIAL INFORMATION NETWORK (OJIN)

(See the OJIN OnLine Instruction Manual by FAST for further info)

1. Access OJIN by launching Internet Explorer and use website address: www.ojd.state.or.us/ojin.
2. At 'Login to OJIN Online' box click on the appropriate launch site for your OJIN User name.
3. Once the link has been loaded and the Logon window appears, sign on using your assigned Username and Passphrase. Note: these are identical.
4. Choose #1 OJIN at the Oregon Judicial Department menu, then <Enter>.
5. At the OJIN logo, hit <Enter>.

To SEARCH BY NAME

- Tab to command line at the top of OJIN screen and type **DNAMIDX**, then hit **F4** for name index **OR** choose Index Menu, Option 1, <Enter>; then choose Main Name Index, Option 1, <Enter>.
- Type Name (Last name [space] First name or initial) - (EXAMPLE: SMITH VICTORIA)
- Tab to Court Location field and type the 3-letter court code [Refer to the Table of Court Locations at end of section.] <Enter>
- Put an X by the case you want <Enter>.
- The case history will appear.
- To scan the case, use page up or page down.
- To view financial record of this case, tab to entry field at top of screen and type **DCASFIN** <Enter>.
- To **PRINT** the case record: Tab to the entry field at top of screen, type **PCAS**, and <Enter>. After a few seconds the record will appear in a Word Document. After the Word Document opens, you may use the print function from either the menu bar or button bar. Once document has printed, close this window by using File/Exit or clicking on the "X" in the upper right hand corner.
- The OJIN screen will have returned to the "Name Index" screen. You can then choose another record for that location or F3 back to the menu to choose another location.
- If you don't know the county of record and/or want to see if the offender has court cases in any other county go to the Command line, type **DSTWIDE'[name]**, press <Enter>.

To SEARCH BY CASE NUMBER

- Tab to command line at top of screen and type **DCAS** and then hit **F4**
 - Enter Case # and press <Enter>
- OR**
- Choose Display Case Register Menu, Option 2, press <Enter>.
 - Tab to Option field and put in '1' for Case Register <Enter>.
 - At Court Type field and enter C, D, or *All.
 - At Court Location field and enter the 3-letter court code code [Refer to the Table of Court Locations at end of section.]
 - At Case # field and put in case number, then press <Enter>.
 - Your case will appear and you may page up or page down to scan the case.
 - To view financial record of this case, tab to entry field at top of screen and type **DCASFIN** <Enter>.
 - To print the case record: Tab to the entry field at top of screen, type **PCAS**, and <Enter>. After a few seconds the record will appear in a Word Document. After the Word Document opens, you may use the print function from either the menu bar or button bar. Once document has printed, close this window by using File/Exit or clicking on the "X" in the upper right hand corner. You can then choose another record for that location or F3 back to the menu to choose another location.

To VIEW FINANCIAL RECORDS for an individual

- Choose record following ‘Search by Name ‘ above
- Tab to the command line at the top of the screen
- Type DCASFIN <Enter>.
- Your case will appear and you may page up or page down to scan the case.
- To Print: we are currently unable to print the entire financial record, however, it is possible to print individual screens. Page up or down to the information you wish to print, Right click for menu options and click on **Host Print**. A message will appear at the bottom of screen: “Print operation complete to default printer device file.” After the Word document opens, you may use the print function from either the menu bar or button bar. Once document has printed, close this window by using File/Exit or clicking on the “X” in the upper right hand corner.
- You will be returned to the current financial record. You can then choose another record for that location or F3 back to the menu to choose another location.

TO EXIT OJIN: hit **F3 twice**. This takes you to the Oregon Judicial Department screen (the first screen you saw coming in).

TO SIGN-OFF: type 90 and <enter>

MISCELLANEOUS HELPFUL HINTS

- OJIN remains in the county and court type you began with until you change it. To change county/court type, type in the 3-letter code.
- The system will display a \$ next to all cases that still have money owed on them. If there is no \$ then the money was paid off, or never owed.
- OJIN is similar to OPS, in that it does not have a soundex, so the name has to be spelled exactly and not all names are spelled in OJIN exactly as they are on the court order. If you are unable to pull up a name, try using just the first 3 or 4 characters of the last name, then use the page up, page down keys.
- Case type ***All** looks up felony and misdemeanor cases.
- Once in the DNAMIDX offense record, to see the financial record of that offender, tab to the command line and type DCASFIN and enter. To return to the offense record, tab to the command line and type DCAS and <enter>. To return from the offense record to the name screen, hit F2.
- To go to the last entry in an OJIN record, without having to scroll through the entire record:
 - At the first OJIN “Options Menu”, Tab to the command line
 - Type (example): DCAS CR96610A C YAM EVT *LAST; hit Enter
 - This will take you to the first page of the record. Hit Page Down to go to the last page of the record. To return to the first page, you can hit Page Up, Enter, or F2 (depending on your keyboard setup.)
 - Modify the command to match the docket number you are searching for; C=Circuit Court, D=District Court, and the three-letter code for the county of conviction.
 - The only disadvantage of this command is that you cannot see any of the entries/events between the first and last pages. To view the rest of the record simply re-type the command at the top of the screen, minus “EVT *LAST”. The record will then come up normally. Remember that you can type the full or partial command from any screen.

For additional commands or help, go to the OJIN Home Page and click on “Using OJIN commands.”

FINANCIAL HISTORY TRANSACTION CODES

- H VBL - HISTORICAL RECEIVABLES: Receivables added to system using manual ledger balances as of 12/88.
- VBL – RECEIVABLE: Receivables created on system.
- RCP – RECEIPT: Receipts issued by system.
- DSB – DISBURSEMENT: Funds disbursed by system (for example restitution disbursed to a victim).

- FTR – FUND TRANSFER: Funds transferred from trust and applied to revenue (for example, from security release to pay fine).
- CTR – CASE TRANSFER: Funds transferred from one case to another case.
- ADJ – ADJUSTMENT: Adjustments made for corrections and/or per order of court.
- PTH – PASS THROUGH: Non-case funds received by court made payable direct to payee.

OJIN COURT LOCATIONS

Baker	BAK		
Benton	BEN		
Clackamas	CLA	Lincoln	LNN
Clatsop	CLT	Linn	LIN
Columbia	COL	Malheur	MAL
Coos	COO	Marion	MAR
Crook	CRO	Morrow	MOR
Curry	CUR	Multnomah Civil	MCV
Deschutes	DES	Multnomah Criminal	MCR
Douglas	DOU	Polk	POL
Gilliam	GIL	Sherman	SHE
Grant	GRA	Tillamook	TIL
Harney	HAR	Umatilla/Hermiston	HER
Hood River	HOO	Umatilla/Milt-Freewtr	MLT
Jackson	JAC	Umatilla	UMA
Jefferson	JEF	Union	UNI
Josephine	JOS	Wallowa	WAL
Klamath	KLA	Washington	WSH
Lake	LAK	Wheeler	WHE
Lane	LAN	Yamhill	YAM

BOARD OF PAROLE AND POST-PRISON SUPERVISION

Table of Contents

- MISSION & STATUTORY AUTHORITY
- RELEASE PLAN PROCESS
EXHIBIT J (GENERAL & SPECIAL CONDITIONS OF SUPERVISION)
- ADMINISTRATIVE SANCTIONS & MORRISSEY HEARINGS
PROCESS
- WARRANTS PROCESS
- PPS STOP/START (EFFECTIVE 10-01-99)
- LOCAL CONTROL REVERT BACK TO COUNTY
- DISCHARGE OF SUPERVISION
- INACTIVE SUPERVISION
- “MATRIX” PRE-BM10 OFFENDERS
- LENGTH OF PAROLE SUPERVISION CHART
- LENGTH OF PPS SUPERVISION CHART
- STAFF ROSTER & TELEPHONE NUMBERS

For Updates Contact:
Peggy Barber
503-945-0914 or Peggy.J.Barber@doc.state.or.us

BOARD OF PAROLE AND POST-PRISON SUPERVISION

MISSION & STATUTORY AUTHORITY:

To work in partnership with the Department of Corrections and local supervisory authorities to protect the public and reduce the risk of repeat criminal behavior through incarceration and community supervision decisions based on applicable laws, victims' interests, public safety and recognized principles of offender behavioral change.

Oregon Revised Statutes 144
Oregon Administrative Rules, Chapter 255

The Board is responsible for:

- Establishing prison terms and parole release dates for offenders whose crimes were committed prior to November 1, 1989; and for offenders sentenced as dangerous offenders; Aggravated Murder; and Murder committed on or after June 30, 1995 when sentenced to life with a 25-year minimum when parole is possible.
- Approving release plans for all offenders released on parole and post-prison supervision who have sentences of more than twelve (12) months.
- Imposing conditions of supervision for all offenders released on parole and post-prison supervision for sentences of more than twelve (12) months.
- Issuing arrest warrants and sanctioning violations of conditions of parole and post-prison supervision in the community, or by ordering return to prison for selected offenders.
- Returning offenders from inactive to active supervision and extending the period of active supervision, upon request from the parole officer.
- Discharging parole and tracking the expiration date of post-prison supervision.

By the time the offender has reported to the branch office from prison for supervision, the prison term has been served, the release plan has been approved and supervision conditions imposed. The Board's Order of Supervision Specialist forwards an "electronic" copy of the Order of Supervision to the supervising branch office prior to the release date, or as soon as the Order is processed if the release plan is not received prior to release.

RELEASE PLAN PROCESS:

Nicole Harris (503) 945-0910
Nicole.M.Harris@doc.state.or.us
Fax # 503-373-7558

Release to parole or post-prison supervision requires development of a release plan for the offender and approval of the plan by the Board. Re-release from serving a revocation sanction also requires a new release plan, although the information required for these re-release plans are minimal as the offenders usually have minimal changes in residence or supervision conditions on re-release. Offenders who are sentenced or revoked under SB1145 (Local Control) and serve their incarceration in the county jail, will also need release plans. Parole Officers, rather than institution counselors, will develop these plans and submit them to the Board or the Local Supervisory Authority.

This process has been automated. Please refer to the *Automation Manual* developed by the FAST Team. Reminder: the Board still needs to receive a “hard copy” of the release plan and any additional attachments (such as sentencing orders) before an Order Order of Supervision is developed.

REFER TO ORS 144.096 Below

144.096 Release plan; contents. (1) The Department of Corrections shall prepare a proposed release plan for each prisoner prior to the prior to the prisoner’s release from prison. The proposed release plan shall be submitted to the State Board of Parole and Post-Prison Supervision not less than 60 days prior to the prisoner’s release and shall include:

- (a) A description of support services and program opportunities available to the prisoner;
- (b) The recommended conditions of post-prison supervision;
- (c) The level of supervision that shall be consistent with the prisoner’s risk assessment classification;
- (d) Any other conditions and requirements as may be necessary to promote public safety;

- (e) For all inmates whose sentences to make restitution under ORS 137.106 has been suspended for the term of imprisonment, a restitution payment schedule; and
 - (f) Any conditions necessary to assist the reformation of the offender.
- (2) If the proposed release plan is not approved by the Board, the Board shall return the plan to the Department with its recommended modifications. The Department shall submit a revised plan to the Board not less than 10 days prior to the prisoner’s release.
- (3) If the revised plan is not acceptable to the Board, the Board shall determine the provisions of the final plan prior to the prisoner’s release [1989 c.790 §321]
-

EXHIBIT J

(ORS 144.102, 144.270, 144.275, 181.595)
OAR 255-060-0008, 255-065-0005, 255-070-0001-0015, 255-075-0002, 255-075-0004)

GENERAL/SPECIAL PAROLE AND POST-PRISON SUPERVISION CONDITIONS

Parole/Post-Prison Supervision is subject to all listed General Conditions and the designated Special Conditions. Prior to release the Board may modify the conditions at any time. After parole/post-prison supervision has commenced, conditions may be added upon your signed consent or after opportunity to be heard, orally or in writing.

Parole or Post-Prison Supervision may be revoked for violation of any of these conditions and/or you may be returned when parole or post-prison supervision is not in your best interest or the best interest of society.

The Board may, at its discretion, sanction violations of Parole or Post-Prison Supervision Conditions; sanctions may include returning you to the Department of Corrections custody.

As used in this exhibit, the following words have the following meanings: "Offender" means persons released to parole or post-prison supervision. "Parole Officer" shall also mean the supervisory authority under the post-prison supervision system.

GENERAL CONDITIONS

1. Pay supervision fees, fines, restitution or other fees ordered by the Court.
2. Not use or possess controlled substances except pursuant to a medical prescription.
3. Submit to testing of breath or urine for controlled substance or alcohol use if the offender has a history of substance abuse or if there is a reasonable suspicion that the offender has illegally used controlled substances.
4. Participate in a substance abuse evaluation as directed by the supervising officer and follow the recommendations of the evaluator if there are reasonable grounds to believe there is a history of substance abuse.
5. Remain in the State of Oregon until written permission to leave is granted by the Department of Corrections or a county community corrections agency. Offender automatically waives extradition if offender absconds supervision out of State.
6. If physically able, find and maintain gainful full-time employment, approved schooling, or a full-time combination of both.
7. Change neither employment nor residence without prior permission from the Department of Corrections or a county community corrections agency.

8. Permit the supervising officer to visit the offender or the offender's residence or work site, and to conduct a walk-through of the common areas and of the rooms in the residence occupied by or under the control of the offender.
9. Consent to the search of person, vehicle or premises upon the request of a representative of the supervising officer if the supervising officer has reasonable grounds to believe that evidence of a violation will be found, and submit to fingerprinting or photographing, or both, when requested by the Department of Corrections or a county community corrections agency for supervision purposes.
10. Obey all laws, municipal, county, state and federal.
11. Promptly and truthfully answer all reasonable inquiries by the Department of Corrections or a county community corrections agency.
12. Not possess weapons, firearms, or dangerous animals.
13. Report as required and abide by the direction of the supervising officer.

SPECIAL CONDITIONS

1. Offender shall be evaluated by a mental health evaluator and follow all treatment recommendations.
2. Offender shall continue to take any psychiatric or psychotropic medication that was prescribed prior to or at the time of release from custody until otherwise directed by a physician. At the direction of the parole officer, the offender shall undergo a psychiatric evaluation and take any medications recommended. The offender shall comply with a medication monitoring program at the request of the parole officer.
3. Offender shall have no contact with minor females and shall not frequent any place where minors are likely to congregate (e.g., playgrounds, school grounds, arcades) without prior written approval from their supervising officer.
4. Offender shall have no contact with minor males and shall not frequent any place where minors are likely to congregate (e.g., playgrounds, school grounds, arcades) without prior written approval from their supervising officer.
5. Offender shall submit to random polygraph tests as part of a sex offender surveillance program. Failure to submit to the tests may result in return to custody. Specific responses to the tests shall not be the sole basis for return to custody.
6. Offender shall enter and complete or be successfully discharged from a recognized and approved sex offender treatment program which may include polygraph and/or plethysmograph testing. The offender shall abide by all rules and conditions of the sex

offender treatment program. Offender shall abide by a prohibition of sexually deviant materials, activities or behavior that the offender may use for the purpose of deviant sexual arousal, unless otherwise allowed by the Parole Officer in writing.

7. Offender shall pay court ordered restitution to the clerk of the court of the county of sentencing (ORS 137.106, OAR 255-065-0005).
8. If required to report as a sex offender under ORS 181.595, report with the Department of State Police, a Chief of Police, a county Sheriff, or the Supervising Agency when supervision begins, within 10 days of a change in residence and once a year within 10 days of the person's date of birth.
9. Offender shall not possess or use intoxicating beverages.
10. Other: Special conditions may be imposed that are not listed above when the Board of Parole and Post-Prison Supervision determines that such conditions are necessary.
11. Offender shall have no contact direct or indirect with those listed below:
12. Consent to search of computer or other electronic equipment upon the request of the supervising officer, or their representative, if the supervising officer has reasonable grounds to believe that evidence of a violation will be found.
13. Sex Offender Package:
 - (a) Agreement to comply with any curfew set by the board, the supervisory authority or the supervising officer.
 - (b) A prohibition against contacting a person under 18 years of age without the prior written approval of the board, supervisory authority or supervising officer.
 - (c) A prohibition against frequenting, without the prior written approval of the board, supervisory authority or supervising officer, a place where persons under 18 years of age regularly congregate.
 - (d) A prohibition against working or volunteering at a school, day care center, park, playground or other place where persons under 18 years of age regularly congregate.
 - (e) Entry into and completion of or successful discharge from a sex offender treatment program approved by the board, supervisory authority or supervising officer. The offender shall abide by all rules and conditions of the sex offender treatment program. The program may include polygraph and plethysmograph testing. The person is responsible for paying for the treatment program.
 - (f) A prohibition against any contact with the victim, directly or indirectly, unless approved by the victim, the person's treatment provider and the board, supervisory authority or supervising officer.
 - (g) Unless otherwise indicated for the treatment required under subparagraph (E) of this paragraph, a prohibition against viewing, listening to, owning or possessing any sexually stimulating visual or auditory materials that are relevant to the person's deviant behavior.
 - (h) Agreement to consent to a search of the person or the vehicle or residence of the person upon the request of a representative of the board or supervisory authority if the representative has reasonable grounds to believe that evidence of a violation of a condition of post-prison supervision will be found.
 - (i) Participation in random polygraph examinations to obtain information for risk management and treatment. The person is responsible for paying the expenses of the examinations. The results of a polygraph examination under this subparagraph may not be used in evidence in a hearing to prove a violation of post-prison supervision
 - (j) Maintenance of a driving log and a prohibition against driving a motor vehicle alone unless approved by the board, supervisory authority or supervising officer.
 - (k) A prohibition against using a post-office box unless approved by the board, supervisory authority or supervising officer

**ADMINISTRATIVE SANCTIONS AND
“MORRISSEY” HEARINGS:**

Irma Porras (503) 945-0913
Irma.Porras@doc.state.or.us
Fax # (503) 373-7558

Administrative sanctions for parole and post-prison supervision violations were implemented in 1992, and the reporting process was automated in 1997. “Morrissey” hearings are conducted when requested by offenders who have been given a notice of rights and a copy of their alleged violations and who may be incarcerated more than 15 days. Most offenders will waive their rights to a formal hearing and accept the proposed sanction. Please refer to ORS 144.106, OAR 255-075 and OAR 291-058.

A notice of rights must be given to the offender within fifteen (15) days of the date of the arrest. A copy of the notice of rights should be kept on file by either the parole officer or the hearing officer.

Parole officers, supervisors and hearing officers have been granted authority to impose sanctions at the local level to address violations of supervision. These sanctions may include community service, incarceration in a restitution center or a jail, electronic surveillance, increased reporting requirements or work crews. The Board is notified of all violations and sanctions and retains final approval authority in each case. For example, the Board may over-ride a sanction it believes is not appropriate for the type of behavior or violation.

The Board may also revoke the supervision of offenders, which may result in a lengthy jail incarceration or a return to prison, when appropriate. Violation and sanctioning information is tracked for statistical purposes by both the Board and the Department of Corrections.

The reporting and sanctioning process has been automated. Please refer to the Automation Manual developed by the FAST Team for information on how to enter data and submit reports and recommendations to the Board.

WARRANTS PROCESS:

Amanda Foreman (503) 945-0912
Amanda.R.Foreman@doc.state.or.us
Fax # (503) 373-7558

Parole officers must request warrants from the Board on-line from their desktop computer. This process is completely automated. Please refer to the Automation Manual developed by the FAST Team.

The types of warrants issued by the Board, include:

- suspend and detain (S&D) –when an offender is already lodged in custody on a parole officer’s detainer or on new criminal charges;
- Oregon Only (WTOR) – when an offender has absconded supervision and only Oregon law enforcement authorities have been notified;
- Nationwide (NCIC) – when an offender has absconded supervision and law enforcement authorities have been notified nationwide that Oregon is willing to extradite the offender from any state;
- Nationwide –Shuttle – when an offender has absconded supervision and law enforcement authorities have been notified that Oregon is willing to extradite the offender from only those states participating in the cooperative “shuttle” program.

Please do not move the offender to “abscond” status in CIS until you have received notice that the Board has issued its warrant.

PPS STOP/START (EFFECTIVE 10-01-99):

Please refer to the PPS *Stop/Start Automation Manual* that was created by the FAST Team.

If you have any questions regarding this policy please contact Tami Jarnport
(Tami.Jarnport@doc.state.or.us) 503-945-0910, or Alison Murray
(Alison.Murray@doc.state.or.us) 503-945-0911

The recent “Baty v. Slater” Court of Appeals case terminated the Stop/Start policy effective October 2003 in regards to the portion relating to Stopping the Start of PPS upon initial release from custody.

The part pertaining to adding revocation days to the end of a sentence, still is in effect.

LOCAL CONTROL REVERT BACK TO COUNTY:

Please review the below section from the Board's Administrative Rules. If you have any questions, please contact Tami Jarnport (Tami.Jarnport@doc.state.or.us) 503-945-0911.

DIVISION 75

PROCEDURES FOR RESPONSES TO PAROLE AND POST-PRISON SUPERVISION CONDITIONS VIOLATIONS FOR

OFFENDERS UNDER THE JURISDICTION OF THE BOARD OF PAROLE AND POST-PRISON SUPERVISION OR LOCAL SUPERVISORY AUTHORITY

255-075-0001

Definitions

- (1) Administrative Sanction means local, structured, or intermediate sanctions as those terms are used in OAR 291-58-010 et al, and may include periods of local confinement in jails, restitution centers, treatment facilities, or similar facilities.
- (2) Sanction Authority means:
 - (a) The Board or its designee for:
 - (1) Any felony offender who received a sentence of more than twelve (12) months in the custody of the Department of Corrections; or
 - (2) Any felony offender who received a sentence of twelve (12) months or less but who also has an additional sentence(s) of greater than twelve (12) months.
 - (A) If an offender is on post-prison supervision for multiple sentences which include a sentence that exceeds twelve (12) months ("Board case") and a less than twelve (12)-month sentence ("Local Supervisory Authority case"), the Board will maintain jurisdiction of the post-prison supervision of the Local Supervisory Authority case until the Board's active involvement in the Board case(s) expires. Following expiration of the Board's case(s), the Board will maintain jurisdiction over the post-prison supervision of the Local Supervisory Authority case(s) until an offender is re-released following revocation of the post-prison supervision for the Local Supervisory Authority case(s), or until the Local Supervisory Authority petitions to assume jurisdiction, whichever comes first.
 - (B) If the Board issued the order of post-prison supervision for an offender whose only sentence was twelve (12) months or less, jurisdiction will remain with the Board until petition by the Supervisory Authority to assume jurisdiction or upon re-release following revocation of the post-prison supervision for that sentence; whichever comes first.
 - (b) The Local Supervisory Authority or its designee for any felony offender whose crime was committed after November 1, 1989, was sentenced by the court to twelve (12) months or less, and who does not have an additional sentence of more than twelve (12) months for a felony.

Statutory Authority: ORS 144.140

History: (2/28/85; 3/14/88, temporary; 5/19/88, repealed, temporary 11/14/97;
05/11/98; temporary 07/13/98, **08/27/98**)

DISCHARGE OF SUPERVISION:

Tami Jarnport 503-945-0911
Tami.Jarnport@doc.state.or.us
FAX: 503-373-7558

Pre-BM10: For offenders whose crimes were committed prior to December 4, 1986 (commonly referred to as “Pre-Ballot Measure 10 Parolees”), the Board will impose a tentative parole discharge (TPD) date on their Order of Supervision. This is the earliest date the Board will consider discharge of supervision for these offenders.

If the parole officer is recommending that the offender’s parole supervision be discharged prior to the sentence expiration date, then the parole officer must submit a closing summary (CD910) to the Board, which shall include specific reasons why the offender does or does not require supervision. The Board will review the recommendation and decide whether to discharge parole or extend parole. Any restitution owing must be paid before the Board can discharge.

If the Board decides to discharge parole, the parole officer will receive two copies of a written notice from the Board; one copy should go to the offender and one to the offender’s file.

If the Board decides to not discharge parole supervision, the parole officer shall initiate a Show Cause Hearing with the offender, or have the offender sign a waiver agreeing to the extended period of parole.

DEFINITIONS:

BM10 Parole: For offenders whose crimes were committed between December 4, 1986 and October 31, 1989, offenders must serve parole supervision until sentence expiration. No early discharge. However, they are eligible for inactive supervision following a period of active supervision.

Post-Prison Supervision: For offenders whose crimes were committed on or after November 1, 1989.

SB 156: An offender whose original felony sentence, imposed after 1/1/97, by the court was 12 months or less.

SB 1145: Offenders on felony probation, parole, and post-prison supervision are all actually SB 1145 offenders since the law transferred responsibility for the cases noted above and all those on community supervision to counties as of January 1, 1997.

NOTE: ***Please do not close offenders out of CIS until you have received the Certificate of Expiration from the Board.***

December 1, 1998

SUPERVISION FOR PRE-BM 10: Division 90 of the Oregon Administrative Rules governs this area.

May 20, 1980 to August 14, 1980: The length of active supervision ranges from 24 months to 48 months depending on the offender's offense severity rating and criminal history risk score pursuant to Exhibit H-1. The Board uses Exhibit H-1 to establish a conditional discharge date for the offender. In order for the conditional discharge date to be effective, the offender must display acceptable parole performance during the period of active supervision. A minimum of thirty days prior to active supervision being completed, the parole officer shall submit a supervisory report to the Board recommending that the offender be conditionally discharged from parole or that conditional discharge at any time after the offender has served one year of active supervision. The Board should consider the parole officer's recommendation and either conditionally discharge the offender or issue a written explanation for denial of the request. If conditional discharge is granted, the offender shall remain on unsupervised parole and shall not be given final discharge until five (5) years after he/she was placed on unsupervised parole or until the occurrence of his/her good time date, whichever occurs first. Therefore, the offender does serve a period of "inactive" supervision until his/her final discharge is granted. If the offender violates any conditions of parole during the five-year period of time he/she is on unsupervised parole, the Board may order that a hearing be conducted and afterwards place the offender on active supervision for a period of time equal to the expiration of his sentence.

If the parole officer recommends that a conditional discharge not be granted, then his report should contain information explaining why such discharge is not warranted and a new conditional discharge date should be recommended. The Board may only extend the conditional discharge date when the offender has good time under forfeiture at the time of his/her parole release. If the offender has good time under forfeiture, then his conditional discharge date can only be extended by the amount of time he/she has under forfeiture, then his conditional discharge date can only be extended by the amount of time he/she has under forfeiture. (It is not clear what good time under forfeiture means and I am not sure what happens if an offender does not have any and the Board wants to extend his conditional discharge date.) If the Board decided to go against the recommendation of the parole officer to grant a conditional discharge, then the Board must explain its reasons for doing so in its order. Finally, if the Board is unsure of how it wishes to proceed based on the recommendation of the parole officer, it can conduct a hearing for the purpose of gathering more information upon which to base its decision.

August 15, 1980 to November 3, 1981: The length of active supervision ranges from 6 months to 1 year based on an offender's offense severity rating and criminal history/risk score pursuant to Exhibit H-1. The Board used Exhibit H-1 to determine an offender's discharge date. The Board may set the length of active supervision to a maximum of 36 months with a written explanation of the reasons for that length of supervision. IF restitution is one of the conditions of parole, then the offender will remain on active supervision until the expiration of the sentence if the restitution is unpaid. In order for the discharge to be effective, the offender must display acceptable parole performance during the period of active supervision. A minimum of thirty days

prior to active supervision being completed, the parole officer shall submit a supervisory report to the Board recommending that the offender be discharged from parole or that discharge not be granted. If the parole officer is recommending that discharge not be granted, then his report should contain the reasons for not granting discharge and it should also contain a new discharge date. The parole officer may submit a recommendation for discharge at any time after the offender has served six months of active supervision. The Board should consider the parole officer's recommendation and either discharge the offender or issue a written explanation for denial of the request. If the Board grants discharge, the offender is to receive a certificate of discharge from the Board on his/her discharge date. The discharge is not effective until the offender receives the certificate of discharge. The parole officer should notify the offender in writing that he has been discharged. IF the Board decides not to grant discharge, then it must issue a written explanation for denial of the request. If the Board decides not to discharge an offender, then the active supervision period and discharge date must be extended. The Board may extend the discharge date one time without a hearing for a six-month period. All subsequent extensions of the discharge date can only be done after a hearing where the Board has found that the offender has violated his/her condition of parole and the period of the extension cannot be more than one year. Under no circumstances should the Board extend the discharge date beyond the maximum sentence imposed by the court. If the Board is unsure of how it wishes to proceed based on the recommendation of the parole officer, it can order that a hearing be conducted for the purpose of gathering more information upon which to base its decision.

November 4, 1981 to May 14, 1982: The length of active supervision ranges from 6 months to 1 year based on the offender's offense severity rating and criminal history/risk score pursuant to Exhibit H-1. The Board uses Exhibit H-1 to determine an offender's discharge date. The Board may set the length of active supervision to a maximum of 36 months with a written explanation of the reasons for that length of supervision. If restitution is one of the conditions of parole, then the offender will remain on active supervision until the expiration of his/her sentence if the restitution remains unpaid. In order for the discharge date to be effective, the offender must display acceptable parole performance during the period of active supervision. A minimum of thirty days prior to active supervision being completed, the parole officer shall submit a supervisory report to the Board recommending that the offender be discharged from parole or that discharge not be granted. The parole officer may submit a recommendation for discharge at any time after the offender has served 6 months on active supervision. The Board should consider the parole officer's recommendation and either discharge the offender or issue a written explanation for denial of the request. If the Board decides to discharge the offender, then the parole officer should notify him/her in writing that he/she has been discharged. A certificate of discharge should be provided to the offender on his/her discharge date or the first business day prior to the discharge date. If an offender's sentence was imposed after November 3, 1981, and he/she is discharged from parole, the discharge is conditional and he/she is subject to a period of supervision that is similar to active supervision. The maximum period of this supervision period shall be six months. If the offender violates any conditions of parole during this supervision period, then the period of this supervision, reincarceration, or both exceeds the maximum sentence imposed by the court. (The rules are silent on whether or not the Board can impose a period of supervision after discharge that is less than 6 months, but the assumption that it can is there. This also appears to be another example of "inactive" supervision for a pre-BM 10 case.) If the Board decides that

discharge is not warranted, then active supervision and the discharge date should be extended. The Board may extend the discharge date for the first time for six months without a hearing. All subsequent extensions can only be done after a hearing where the Board has found that the offender has violated the conditions of his/her parole and the period of the extension cannot be more than one year. Under no circumstances can the extensions exceed the maximum sentence imposed by the court. Finally, if the Board is unsure of how it wishes to proceed based on the recommendation of the parole officer, it can order that a hearing be conducted for the purpose of gathering more information upon which to base its decision.

May 15, 1982 to May 30, 1985: The rules for this period are the same as those above with the exception of the rule regarding discharge for those offenders whose sentence was imposed after November 3, 1981. That rules as of May 15, 1982 no longer applies.

May 31, 1985 to December 3, 1986: The length of active supervision ranges from 6 months to 1 year based on an offender's offense severity rating and criminal history/risk score pursuant to Exhibit I. The Board uses Exhibit I to determine an offender's discharge date. The Board may set the length of active supervision to a maximum of 36 months after a hearing if it finds that the length of supervision is mandated. If restitution is one of the conditions of parole, then the offender will remain on active supervision until the expiration of the sentence if his/her restitution remains unpaid. In order for the discharge date to be effective, the offender must display acceptable parole performance during the term of active supervision. Prior to the discharge date, the parole officer shall submit to the Board a closing summary that includes the offender's performance on parole and recommends one of two courses that the Board discharge the offender or that discharge not be granted with supporting reasons why. The parole officer may submit a recommendation for a discharge at any time after the offender has served 6 months of active supervision. If discharge is granted, it will not be effective until the offender receives the certificate of discharge. IF the recommendation is that discharge not be granted, then the Board should conduct a hearing to determine whether or not an extension if warranted. If the Board finds that an extension of active supervision is warranted, the amount of the extension allowed is found in Exhibit I. If the offender' crime falls within the crime categories 5, 6, and 7, then the extension can be up to an additional 1 year achieve supervision for minor technical violations. For major technical violations the extension can be up to an additional 36 months active supervision.

These are all of the rules that apply to offenders who committed their crimes from May 20, 1980 to December 3, 1986. The Division 90 that was repealed on October 15, 1993, contains different rules than those seen in the time periods above because amendments were made to the Division after December 3, 1986. This is very lengthy, but I believe it to be a complete recitation of the rules as they existed during these time periods.

Michael R. Washington, Chair

INACTIVE SUPERVISION:

(Refer to ORS 144.085 and OAR 255-094)

Question: When should an offender be placed on inactive supervision?

Answer: Supervising officers are in the best position to know if individual offenders are ready to be placed on inactive supervision. If the offender has served the minimum amount of time (six months, 12 months or 36 months), and has met all the necessary criteria such as payment of all restitution, compliance with conditions of supervision, and no new criminal activity, then the supervising officer may place the offender on inactive status. Pre-BM10 parolees are not eligible for inactive supervision.

When the offender has reached his/her Active Supervision Review Date (ASR) or the Supervision Review Date (SSR), and if the parole officer has not extended active supervision, the offender is statutorily on inactive (unsupervised) status (UNSU – field code).

Question: What does inactive supervision mean?

Answer: There is no direct supervision by a parole officer and no requirement of regular reporting; no supervision fees; however, all General Conditions, except #1, #5 and #7, remain in effect; and all Special Conditions deemed necessary by the Board remain in effect. The offender remains subject to arrest by the parole officer or return to active supervision at any time until the expiration of the sentence or post-prison supervision term.

Question: How is an offender placed on inactive supervision?

Answer: The parole officer sends the offender some type of written notice, such as a letter. This is the document that reminds staff to do the data entry to update the computer system that the offender is on inactive supervision. A copy of this notice is also sent to the Board and to Central Records. The offender is statutorily on inactive supervision status if the parole officer does not recommend to extend the offender and if the offender has reached the ASR/SSR date and does not still owe restitution. Please use the standard letter that has been created on Option 20 reports on ISIS to notify the offender of his/her inactive status.

NOTE: If the parole officer does not want an offender to go to inactive status, then the parole officer must request an extension of active supervision from the Board. Request for extension of active supervision should be submitted to the Board at least 30 days prior to the ASR/SSR date.

“Local Control” offenders (sentenced to 12 months or less after January 1, 1997) are not eligible for “Inactive Supervision.”

Question: How is an offender returned to active supervision?

Answer: The parole officer submits a report and recommendation to the Board following the criteria outlined in ORS 144.085(3) and OAR 255-094-0015. The Board will act on this report and notify the offender and the parole officer of its decision. (Please use the Extension request report that has been created on Option 20 reports on ISIS).

Question: Once an offender is on unsupervised status, can he/she move out of State?

Answer: Effective immediately, an offender may not leave the State of Oregon without the permission of the supervising officer or change place of employment and place of residence even if they are on inactive parole or post-prison supervision. Any offender requesting to leave the State of Oregon while on supervision must go through the Interstate Compact process before being allowed to do so. All offenders asking to be supervised in another state through the Interstate Compact process must agree to remain on active supervision for the entire period of parole or the post-prison supervision term.

Refer to attached Chart “Length of Post-Prison Supervision”

**LENGTH OF PAROLE SUPERVISION
(FOR CRIMES COMMITTED PRIOR TO NOVEMBER 1, 1989)**

CRIME DATES	LENGTH OF PAROLE	MINIMUM ACTIVE SUPV	INACTIVE SUPV	AVAILABLE SANCTIONS	DISCHARGE PROCEDURES?
Prior to 05/20/80 (Pre-BM10)	Length of Supervision at Board discretion up to expiration. But in no event less than 12 months.	Minimum active as set by Board.	None.	Local Sanctions up to <u>60</u> days may be imposed by Hearings Officer or other designee. Any local sanction in excess of 60 days must be imposed by the Board. Revocation sanctions up to 90 days for a technical violation may be imposed by the Board; up to 180 days for criminal activity. Offenders may be sanctioned to DOC custody for a period greater than 12 months, following a Revocation and Future Disposition Hearing.	PO may submit report to Board when offender has complied with obligations of parole and completed active supervision. Board must find final release is not incompatible with offender's or society's welfare.
05/20/80 – 08/14/80 (Pre-BM10)	Same as above.	Ranges from 24-48 ms, depending on matrix in Exhibit H-1.	None.	Same as above.	Same as above, except offender may not be fully discharged until having completed at least five years of "inactive" supervision or reached goodtime date, whichever occurs first.
08/15/80 – 11/03/81 (Pre-BM10)	Same as above.	Ranges from 6 –12 ms.	None.	Same as above.	If restitution is paid in full, PO may submit a recommendation for discharge anytime after six months of supervision. PO shall submit a report within 30 days of completion of supervision period recommending either discharge or extension of parole supervision. If offender violates any conditions of parole, the board may extend parole supervision. The board may extend parole supervision for six months on the first extension without conducting a hearing or finding any violation of parole conditions. A hearing is required for subsequent extensions, which can only be 12 months at a time.
11/04/81 – 05/14/82 (Pre-BM10)	Same as above.	Same as above.	None.	Same as above.	Same as above, except for offenders who were sentenced on or after 11/03/81. These offenders are eligible for a conditional discharge, which is similar to "inactive" supervision after December 4, 1986.
05/15/82 – 05/30/85	Same as above.	Same as above.	None.	Same as above.	Same as 08/15/80 – 11/03/81.
05/31/85 – 12/03/86 (Pre-BM10)	Same as above.	Ranges from 6-12 ms.	None.	Same as above.	Same as 08/15/80 – 11/03/81, except the length of supervision extension is determined by Exhibit I. Also, the board can no longer extend parole supervision for six months without conducting a hearing.

12/04/86 – 10/31/89 (BM10)	Parole to sentence expiration date.	(Original Rule: At least 36 ms. active parole) Current: convert to sentencing guidelines grid Crime category 1-3 = 6 ms. 4-10 = 12 ms. <i>Dangerous offenders, murder, Ag. Murder, Rape I, Sodo I, Sex Pen I & 2, Sex Abuse I & 2 = 36 ms.</i>	Inactive to expiration	Same as above.	No early discharge before sentence expiration.
--------------------------------------	-------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------	----------------	------------------------------------------------

P:/PEGGY/Length of Parole Charts.doc REV 02/2004

**LENGTH OF POST-PRISON SUPERVISION
(FOR CRIMES COMMITTED ON OR AFTER NOVEMBER 1, 1989)**

CRIME DATE(S)	TYPE OF OFFENSE?	LENGTH OF PPS?	MINIMUM ACTIVE SUPV.	INACTIVE SUPV.	REVOCAION SANCTIONS AVAILABLE?	DISCHARGE PROCEDURES OR REACTIVATION OF PPS
11/01/89 – 10/31/93	All crimes except Murder & Agg. Murder.	Per court order	Crime Category: 1-3= 6 ms 4-11 = 12 ms.	to expiration of PPS	90 days technical 180 days criminal TOTAL = 180 days	No discharge prior to completion of PPS. Reactivate for violations or Best Interest.
11/01/89 - 11/03/93	Sex Abuse I	Per court order	Same as above	Same as above	Same as above	No discharge prior to completion of PPS. Reactivate for violations or Best Interest.
11/01/89 - Present	Murder & Ag. Murder	Life unless Board reduces. In no event less than 3 yrs.	36 ms - may not go to inactive w/out Board approval.	Upon Board approval, can extend for Life.	90 days technical 180 days criminal TOTAL = No limit. May be returned to DOC to complete sentence or for extended sanctions.	May petition Board after 3 years for a reduction in Life PPS.
11/01/89 - Present	Dangerous Offenders	Per court order	36 ms.	Remainder of sentence.	180 days any violation TOTAL= No limit. May be returned to DOC to complete sentence.	No discharge. Reactivate for violations or Best Interest.
09/29/91 - 11/04/93	Rape I & Sodomy I, Sex Pen I & II, Sex Abuse 2, (includes Attempts)	Per court order	Remain on active supervision	No	90 days technical 180 days criminal TOTAL = 180 days	No discharge prior to expiration.
09/29/91 – 10/22/99	Rape II & Sodomy II	Per court order	Crime Category: 1-3 = 6 ms 4-11 = 12 ms.	To expiration of PPS	90 days technical 180 days criminal TOTAL = 270 days	No discharge prior to expiration
10/23/99 to Present	Rape II & Sodomy II	Per court order	Remain on active supervision.	No.	90 days technical 180 days criminal TOTAL = 270 days	No discharge prior to expiration
11/01/93 - present (ORS 144.103)	All offenses except Sex Offenses, Murder, Ag. Murder & Dangerous Offenders	Per court order	Crime Category: 1-3 = 6 ms. 4-11 = 12 ms.	To expiration of PPS	90 days technical 180 days criminal TOTAL+ 180 days if PPS 1 yr. TOTAL=270 days if PPS 2 yr. TOTAL: 360 days if PPS 3 yr.	No discharge prior to completion of PPS. Reactivate for violations or Best Interest.
11/04/93 – Present	Sex Offenders, including Sex Abuse I	Per court order	Remain on active supervision		90 days technical 180 days criminal TOTAL = 180 days if PPS 1 yr. TOTAL = 270 days if PPS 2 yrs TOTAL = 360 days if PPS 3 yrs	No discharge prior to completion of PPS
06/30/95– Present	Arson, Robb I	Per court order.	36 ms.	Not applicable	90 days technical 180 days criminal TOTAL = 360 days	No discharge prior to completion of PPS

01/01/97 – Present (SB 1145 & SB 156)	All offenses sentenced to the Local Supervisory Authority with sentences of 12 months or less.	Per court order	Not applicable (remain on active supervision)	Not applicable.	90 days technical 180 days criminal TOTAL = 180 days if PPS 1 yr. TOTAL = 270 days if PPS 2 yrs TOTAL = 360 days if PPS 3 yrs	No discharge prior to completion of PPS
07/14/97 to present (ORS 144.107)	All offenses that exceed 12 months or greater.	Per court order	(see above for applicable offenses)	(see above for applicable offenses)	(see above for applicable offenses)	(see above for applicable)
10/23/99 to present	Sexually Violent Dangerous Offenders (SVDO)	Per court order	Remain on active supervision.	n/a	180 days any violation TOTAL= No limit. May be returned to DOC to complete sentence.	No discharge. Reactivate for violations or Best Interest.

NOTE: For crimes committed on or after November 1, 1989, there is no limit on local sanctions as opposed to Revocation Sanctions which are outlined above. Board must approve custody sanctions of 60 or more. If you have any additional questions regarding Revocation Sanctions please refer to OAR 255-075 and OAR 291-058. Any questions regarding Active/Inactive Supervision refer to OAR 255-094.
P:/PEGGY/Length of Parole Charts.doc REV 01/2005 (no change to parole chart)

VICTIM NOTIFICATION

Debbie Wojciechowski 503-945-0907
Debbie.Wojciechowski@doc.state.or.us
Fax # 503-373-7558

Per ORS 144.120 (7) and 144.260 (3) the Oregon State Board of Parole and Post-Prison Supervision is required to notify victims of the offenders' board hearing and release dates. The board notifies the victims, in writing, 30 days prior to hearings and releases. The victims are encouraged to attend the hearings and may choose to make a statement to the board concerning the crime and the person responsible. The victims may submit written statements to be considered at the hearing or during the offenders' release planning process.

The district attorney's office assigns a victim advocate to each victim at the time of the crime. Once the offender is convicted, the victim advocate refers the victim to the board or the local supervisory authority for victim notification. The victim is referred to the board if the offender is committed to more than one year in DOC custody. The local supervisory authority may notify the victims in probation cases or any sentence of less than one year. It is important that the local supervisory authority refer the victim to the board if a probation violation or a new sentence commits the offender to a DOC institution.

The board maintains a database of victims that have requested notification, either verbally or in writing. The victim's name, address, phone numbers and relationship to the victim are entered in the board's database and DOC's AS/400 notification screen. It is important to note that the VINE victim information does not download to the board or AS/400 notification screens. The victim information is confidential and is for the use of the board and DOC staff only. If you receive a request for victim notification or a victim needs to update their information, please refer the victim to the board.

The board's victim specialist is Debbie Wojciechowski and she may be reached at 503-945-0907. The victim may send written requests to the Board of Parole and Post-Prison Supervision, 2575 Center St NE, Suite 100, Salem, Oregon, 97301-4621 or email her at Debbie.Wojciechowski@doc.state.or.us.

TO: Parole Officers, Supervisors, & Clerical Staff

FROM: Board of Parole & Post-Prison Supervision

SUBJECT: Distribution of Board Orders to Community Corrections Offices

Several years ago, at the request of the SOON Representatives, the Board decided to distribute the below grid to all field offices to better explain the distribution of Board Orders and documents through Community Corrections Offices.

Please note, that the Board started e-mails many of these documents to the SOON Representatives in approximately August of 2004. If you do receive two copies of a document via regular mail, please provide the offender with one copy, and place the other copy in your file. The Board makes every possible attempt to locate the offender and mail his/her copy directly to them.

If you have any questions, please feel free to contact us.

Distribution of Board Orders to the Field		
Type of Document	# of Copies to Field	Who Needs Copy?
Board Action Forms (BAF)	1	1 goldenrod copy is for the PO's file.
Administrative Review Responses	1	1 blue copy is for the PO's file.
Orders of Supervision	0	Field prints their own copy – signed copy (by offender) needs to be returned to Parole Board.
Continue/Amended Orders of Supervision.	0	<i>E-mailed to SOON Representative</i> 1 – for offender 1 for PO's file – please return a signed copy back to the Board.
Order of Revocation	1	<i>E-mailed to SOON Rep</i> 1 goldenrod copy for PO's file.
Discharges	0	<i>E-mailed to SOON Rep & OISC</i> 1 for offender 1 for PO's file
Sentence Expires	0	<i>E-mailed to SOON Rep & OISC</i> 1 for offender 1 for PO's file
Citations to Appear	2	1 for offender 1 for PO's file

Kim Gonzales (503) 945-0902
Hearings Specialist Kim.Gonzales@doc.state.or.us
Schedules inmate hearings, psychological evaluations, and provides administrative support at board hearings.

Tami Jarnport (503) 945-0911
Board Action Specialist Tami.Jarnport@doc.state.or.us
Processes automatic revocations, administrative review requests, BM10 notifications, and issues certificates of expiration.

Nicole Harris (503) 945-0910
Order of Supervision Specialist Nicole.M.Harris@doc.state.or.us
Supports release planning processes and issues orders of supervision.

Pat Ziegler (503) 945-0915
Receptionist Pat.S.Ziegler@doc.state.or.us
Responsible for initial public contact, incoming telephone calls, and distributes mail.

Debbie Wojciechowski (503) 945-0907
Victim Specialist Debbie.Wojciechowski@doc.state.or.us
Provides support and notifications for victims and co-victims.

BJ Foster (503) 945-0915
Records Specialist Betty-Jo.J.Foster@doc.state.or.us
Responsible for filing documents, record integrity and tracking, and information requests.

(Rev 01-2006)