

## OPS CHAPTER 12 – Miscellaneous Data Entry

### 12.1 BLOCK NUMBERS, CHANGE TO SID NUMBERS

Step 1 - From your Main Menu, type a '19' on the selection line (ID#/Caseload Maintenance), press enter.

```

CCSUPPORT          Corrections Information Systems          11:18:33
MCCARTHY           CC Support Menu                        8/24/05
Select one of the following:

  13. W/W Sanctions
  14. Offender Remarks (old CF9)
  15. PSI Menu
  16. W/W Supervision Fees
  17. Kardex/Face Sheet Print Option
  18. Employee Maintenance Changes
  19. ID#/Caseload Maintenance
  20. W/W Red Tags
  21. W/W Housing History
  22. W/W Caseloads
  23. CC Reports Menu

  24. Office Calendar

                                     More...

Selection:                                     Job:

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

Step 2 - This will take you to the 'ID#/Caseload Maintenance' Screen. Type a '1' on the selection line (Change ID #), press enter.

```

CCSIDCASEL        Corrections Information Systems          11:21:06
MCCARTHY          ID#/Caseload Maintenance              8/24/05
Select one of the following:

  1. Change ID#
  2. Multiple Caseload Changes

 80. Return to regional menu
 90. End pass through

                                     Bottom

Selection:                                     Job:

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

## Offender Profile System (OPS) Training Manual

Step 3 - This will take you to the 'Offender Data Change Utility' Screen. Type in the offender's block # or use the F4=Prompt to access the Offender Name Search screen, select offender and press enter, this will bring offender to screen.

```
OPS219I                      Corrections Information Systems          11:28:18
MCCARTHY                      Offender Data Change Utility          8/24/05

Offender..... 70303834  AANRUD, STACEY LEROY
Location..... LANE  Lane County Community Corrections
Status..... Probation
DOB..... 1/04/1967

Enter data to be changed:

  ID Number/SID..... 70303834
  Admit Reason..... NEWCASE

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

Step 4 - At the highlighted 'ID Number/SID' field, type the new SID # over the existing block #, do a screen print to send to Central Records, and press enter. The ID number is now changed throughout OPS and the block number has automatically been added to the 'Other Numbers' screen. Press F3 twice to exit.

Step 5 – From Main Menu, type a '17' on selection line (Kardex/Face Sheet Print Option), press enter, this will take you to the 'Offender Print' screen. On 'Offender Print' screen, type offender's SID # on 'Offender' field or use F4=Prompt to access the Offender Name Search screen, select offender and press enter, this will bring offender to screen. Put a 5 on option line, press enter, this will print new Kardex.

Step 6 – Go to WebLEDS to enter an EPR (refer to EPR Steps) on the offender.

Step 7 - Per your county policy the file label needs to be updated with SID# or a new label typed.



## Offender Profile System (OPS) Training Manual

```

OPS230I          Corrections Information Systems (TEST)          9:52:26
MCCARTHY                Work with Offenses                      9/13/05

Offender: 8487644 Flanagan, Luanne          Record key:
Status: Probation          UMAP Umatilla/Morrow CCC - Pendleto
      DNA Collection Required          OISC migr date...
Enter option...          Custody cycle.... 1
2=Change          3=Copy offense          4=Delete          5=Display
7=Add sentence    8=Conditions          9=Custody units   17=Add LC
OFF#  DOCKET      CNTY      ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
CS    Type        Begin date  Length      Max date    Term date Code
01    03CF016/01  MORR      THEFT I     164.055     Y   Y
00    P FPR      07/17/2003 002-000-000 07/16/2005
02    03CF016/03  MORR      THEFT I     164.055     Y   Y
00    P FPR      07/17/2003 002-000-000 07/16/2005

Bottom
F3=Exit          F6=Add docket  F7=Facesheet    F8=Notes        F10=Print Options
F11=Menu bar    F12=Cancel    F14=Recalculate F20=Add Local   F24=More keys...
Offense and Sentence(s) copied.
  
```

**Step 3 – Change any data that needs to be changed, i.e. Length of supervision, offense, etc., by putting a ‘2=change’ on the appropriate offense line, press enter. This will take you to the ‘Docket and Offense Description’ screen where you can make the appropriate changes. Press enter to update the screen.**

```

OPS236I          Corrections Information Systems (TEST)          9:58:28
MCCARTHY                Docket and Offense Description          9/13/05
                                CHANGE
Offender..... 8487644          FLANAGAN, LUANNE
Status..... Probation          UMAP Umatilla/Morrow CCC - Pendleton

Docket#/County..... 03CF016/03  MORR

Sanction status..... SANC
Offense number..... 02
ORS number..... 164.057          THEFT AGGR THEFT I AGGRAVATED
Sent guide (Y/N)... Y          Crime Class/Severity BF 405
Felony=Misdemeanor.. N
Inchoate/ORS.....
Crime seriousness... 4          Criminal history.... H
Sentencing judge.... WALLACE
Defense counsel..... BENDIXSEN
District attorney... BALLARD          DA case number.....
Crime date.....          Arrest date.....
Convicted date..... 7/17/2003

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

**Step 4 - Press enter to return to the ‘Work with Offenses’ screen. Verify that your changes are correct.**

**Step 5 – Press ‘F10=Print’ to print karex. ‘F3=Exit’ to return to Main menu.**

### 12.3 CONDITIONS, STEPS TO COPYING

Step 1 – Go to your ‘Work with Offenses’ Screen, enter the offenders SID #, press enter this will bring the offender to the screen.

```

OPS230I          Corrections Information Systems (TEST)          9:45:02
MCCARTHY                Work with Offenses                      9/14/05

Offender: 11693939 Chaney, Randon Leemar          Record key:
Status: Probation          MTCB Multnomah Reduced Supervision
                          OISC migr date...
Enter option...          Custody cycle.... 2
  2=Change          3=Copy offense          4=Delete          5=Display
  7=Add sentence    8=Conditions          9=Custody units  17=Add LC
OFF# DOCKET        CNTY          ORS ABBREV    ORS NUMBER    SG  SANC  SGDO
CS   Type          Begin date   Length        Max date      Term date    Code
8  01  011002805/01 WA          BURG I        164.225      N    Y
      00  P FPRC      04/05/2001   004-000-000  04/04/2005

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

Step 2 – On ‘Work with Offenses’ Screen, tab down to 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 ‘Work with Conditions’ Screen.

```

OPS208I          Corrections Information Systems (TEST)          9:48:15
MCCARTHY                Work With Conditions      9/14/05

Offender..... 11693939          CHANEY, RANDON LEE MAR
Status..... Probation          MTCB Multnomah Reduced Supervision Team
Court case number. 011002805/01 WA Judge..... WOOLARD

Enter option...
  2=Change          4=Delete          5=Display          8=Payment Entry
Opt  Code          Type          Description          Trk Txt Compl
ADCO          PROBATION    ALCOHOL/DRUG EVAL/TREAT-GC04    N
ANGR          PROBATION    ANGER CONTROL COUNSELING        N
COFO          PROBATION    COURT ORDERD FINANCE OBL -GC01  Y
CONC          PROBATION    OTHER COUNSELING                N Y
MHTX          PROBATION    MENTAL HEALTH EVAL/TX (GC15)    Y
NALC          PROBATION    NO ALCOHOL                      N
NCVI          PROBATION    NO CONTACT VICTIM               N Y
NDRG          PROBATION    NO DRUGS/DRUG PARAPHERNAL-GC02  N
NOAC          PROBATION    NO ASSN W/KNOWN CRIMINAL        N
NOAD          PROBATION    NO ASSN W/DRUG USERS            N

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

Step 3 – On the ‘Work with Conditions’ Screen, press ‘F16=Review/Copy All Conditions’ (Shift F4), this will take you to the ‘Review/Copy Offender Conditions’ Screen.

## Offender Profile System (OPS) Training Manual

```

OPS526I          Corrections Information Systems (TEST)          9:51:03
MCCARTHY          Review/Copy Offender Conditions              9/14/05

Offender..... 11693939          CHANEY, RANDON LEEMAR
Status..... Probation          MTCB Multnomah Reduced Supervision Team
Court case number.          WA Judge.....

Enter option...          Position to.....
  3=Copy  4=Delete

Opt Code  Type          Description          Status CC  Court Case #
  ADCO   PROBATION    ALCOHOL/DRUG EVAL/TREAT-GC04  Probation 011002805/01
  ANGR   PROBATION    ANGER CONTROL COUNSELING      Probation 011002805/01
  COFO   PROBATION    COURT ORDERD FINANCE OBL -GC01 Probation 011002805/01
  CONC   PROBATION    OTHER COUNSELING              Probation 011002805/01
  MHTX   PROBATION    MENTAL HEALTH EVAL/TX (GC15)  Probation 011002805/01
  NALC   PROBATION    NO ALCOHOL                    Probation 011002805/01
  NCVI   PROBATION    NO CONTACT VICTIM            Probation 011002805/01
  NDRG   PROBATION    NO DRUGS/DRUG PARAPHERNAL-GC02 Probation 011002805/01
  NOAC   PROBATION    NO ASSN W/KNOWN CRIMINAL      Probation 011002805/01
  NOAD   PROBATION    NO ASSN W/DRUG USERS          Probation 011002805/01
                                          More...

F3=Exit      F4=Prompt    F5=Refresh
F12=Cancel   F17=Review Selected Conditions
  
```

On that screen page down until you find the conditions with the same Court case # in question. If the docket # is on the 'Work with Offenses' Screen, then put a '3=copy' beside each condition, press enter. This will bring up the 'Docket # Select' window. Put your cursory 3 beside the correct docket #, press enter. This will copy the condition to the correct docket #.

```

OPS526I          Corrections Information Systems (TEST)          9:51:03
MCCARTHY          Review/Copy Offender Conditions              9/14/05

Offender..... 11693939          CHANEY, RANDON LEEMAR
Status..... Probation          MTCB Multnomah Reduced Supervision Team
Court case number.          WA Judge.....

Enter option...          Position to.....
  3=Copy

Opt Code          Docket Number Select          CC  Court Case #
  ADCO          on 011002805/01
  3 ANGR          Offender: 11693939 CHANEY, RANDON LEEMAR on 011002805/01
  3 COFO          on 011002805/01
  CONC          Number          Cnty Judge          Sts  on 011002805/01
  MHTX          011002805/01  WA          PR  on 011002805/01
  3 NALC          981017805          WA          DI  on 011002805/01
  3 NCVI          on 011002805/01
  NDRG          on 011002805/01
  3 NOAC          on 011002805/01
  NOAD          on 011002805/01
                                          Bottom          More...

F3=Exit      F12=Cancel
F12=Cancel
  
```

Step 4 - If the docket # does not exist on the 'Work with Offenses' Screen, then put a '4=delete' on the line beside the condition and press enter. This will delete the condition.

Step 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. F3 to exit.

## 12.4 OFFENSES, RE-SEQUENCING

Step 1 – Go to your ‘Work with Offenses’ Screen, enter the offenders SID #, press enter, this will bring the offender to the screen. To see the option for re-sequencing offenses, press ‘F24=More keys’ (Shift F12).

```

OPS230I          Corrections Information Systems (TEST)          9:14:54
MCCARTHY                Work with Offenses                      9/23/05

Offender:  7723726  Asher, Debbie Lynn          Record key:
Status:    Probation          JOSE Josephine County Community Cor
          DNA Collection Required          OISC migr date...
Enter option...          Custody cycle....  2
2=Change          3=Copy offense          4=Delete          5=Display
7=Add sentence    8=Conditions          9=Custody units   17=Add LC
OFF#  DOCKET      CNTY      ORS ABBREV   ORS NUMBER   SG  SANC  SGDO
   CS   Type      Begin date  Length      Max date     Term date  Code
04   03CR0832/02  JOSE      ENDAN MIN   163.575     N   Y
   00   P MPR      07/22/2004  000-018-000  01/21/2006
05   0215CR32/01  MARI      MURDER      163.115     Y   Y
   00   P FPR      10/12/2003  005-000-000  10/11/2008

Bottom
F13=Autochange    F15=Post Supv Ovrr    F16=History        F17=Earned time
F18=Resequence    F20=Add Local Docket  F21=Trans Leave    F24=More keys...
    
```

Step 2 - Press ‘F18=resequence’ (Shift F6) this will take you to the ‘Work with Sentence/Re-sequencing’ screen.

```

OPS232I          Corrections Information Systems (TEST)          9:21:04
MCCARTHY                Work with Sentences/Resequencing          9/23/05

Offender:  7723726  ASHER, DEBBIE LYNN
Status:    Probation          JOSE Josephine County Community Corrections

Enter option...
Change offense number by typing over current.

Off#  Typ  CS  Docket#    SG  Crime          Begin date  Length      Term date  Code
01   P   95CR1097/01  Y  DEL/MAN BF    9/30/1997  003-000-000  11/29/1999  VIOL
      I
      O          12/02/1999  000-024-000  7/12/2001  POST
      O          7/12/2001  003-000-000  11/25/2004  EXPI
02   L   PPSVSANC      Y  PPSV SANC    4/30/2004  000-000-120  8/10/2004  EXPI
03   P   03CR0832/01  Y  POS SUB CF    7/22/2004  000-018-000
04   P   03CR0832/02  N  ENDAN MIN    7/22/2004  000-018-000
05   P   0215CR32/01  Y  MURDER      10/12/2003  005-000-000

Bottom
F3=Exit          F5=Refresh          F7=Facesheet        F10=Print
F11=Menu bar    F12=Cancel
    
```

Step 3 – To change the offense number you will need to type over the current offense number. If the offense number is currently being used, you will need to change that offense number first as the system does not allow us to have two offense numbers that are the same. After you have changed the offense numbers, press enter.

## Offender Profile System (OPS) Training Manual

```

OPS232I          Corrections Information Systems (TEST)          9:21:04
MCCARTHY          Work with Sentences/Resequencing             9/23/05

Offender:  7723726  ASHER, DEBBIE LYNN
Status:    Probation      JOSE Josephine County Community Corrections

Enter option...
Change offense number by typing over current.

Off# Typ CS Docket#      SG Crime      Begin date Length      Term date  Code
01   P   95CR1097/01  Y DEL/MAN BF  9/30/1997 003-000-000 11/29/1999 VIOL
      I
      O
      7/12/2001 003-000-000 11/25/2004 EXPI
02   L   PPSVSANC      Y PPSV SANC  4/30/2004 000-000-120 8/10/2004 EXPI
06   P   03CR0832/01  Y POS SUB CF  7/22/2004 000-018-000
07   P   03CR0832/02  N ENDAN MIN  7/22/2004 000-018-000
05   P   0215CR32/01  Y MURDER     10/12/2003 005-000-000

F3=Exit          F5=Refresh      F7=Facesheet   F10=Print
F11=Menu bar     F12=Cancel

Bottom
    
```

```

OPS232I          Corrections Information Systems (TEST)          9:24:38
MCCARTHY          Work with Sentences/Resequencing             9/23/05

Offender:  7723726  ASHER, DEBBIE LYNN
Status:    Probation      JOSE Josephine County Community Corrections

Enter option...
Change offense number by typing over current.

Off# Typ CS Docket#      SG Crime      Begin date Length      Term date  Code
01   P   95CR1097/01  Y DEL/MAN BF  9/30/1997 003-000-000 11/29/1999 VIOL
      I
      O
      7/12/2001 003-000-000 11/25/2004 EXPI
02   L   PPSVSANC      Y PPSV SANC  4/30/2004 000-000-120 8/10/2004 EXPI
05   P   0215CR32/01  Y MURDER     10/12/2003 005-000-000
06   P   03CR0832/01  Y POS SUB CF  7/22/2004 000-018-000
07   P   03CR0832/02  N ENDAN MIN  7/22/2004 000-018-000

F3=Exit          F5=Refresh      F7=Facesheet   F10=Print
F11=Menu bar     F12=Cancel

Offense resequenced.

Bottom
    
```



## Offender Profile System (OPS) Training Manual

```

OPS232I          Corrections Information Systems (TEST)          9:26:13
MCCARTHY                Work with Sentences/Resequencing          9/23/05

Offender:  7723726  ASHER, DEBBIE LYNN
Status:    Probation          JOSE Josephine County Community Corrections

Enter option...
Change offense number by typing over current.

Off#  Typ  CS  Docket#      SG Crime      Begin date Length      Term date  Code
01    P    95CR1097/01  Y DEL/MAN BF   9/30/1997 003-000-000 11/29/1999 VIOL
      I
      O
      7/12/2001 003-000-000 11/25/2004 EXPI
02    L    PPSVSANC      Y PPSV SANC   4/30/2004 000-000-120 8/10/2004 EXPI
03    P    0215CR32/01  Y MURDER      10/12/2003 005-000-000
04    P    03CR0832/01  Y POS SUB CF  7/22/2004 000-018-000
05    P    03CR0832/02  N ENDAN MIN   7/22/2004 000-018-000

                                                    Bottom
F3=Exit          F5=Refresh      F7=Facesheet    F10=Print
F11=Menu bar     F12=Cancel
Offense resequenced.
  
```

This will re-sequence the offenses and you will get a message 'Offense resequenced'. Press enter to return to 'Work with Offense' Screen to view the changes.

```

OPS230I          Corrections Information Systems (TEST)          9:28:20
MCCARTHY                Work with Offenses          9/23/05

Offender:  7723726  Asher, Debbie Lynn          Record key:
Status:    Probation          JOSE Josephine County Community Cor
          DNA Collection Required          OISC migr date...
Enter option...          Custody cycle.... 2
2=Change          3=Copy offense  4=Delete        5=Display
7=Add sentence    8=Conditions   9=Custody units 17=Add LC
OFF#  DOCKET      CNTY      ORS ABBREV   ORS NUMBER   SG  SANC  SGDO
      CS  Type      Begin date  Length      Max date     Term date    Code
01    95CR1097/01  JOSE      DEL/MAN BF   475.992 01B  Y  Y
      00  P FPR      09/30/1997  003-000-000 09/29/2000 11/29/1999 VIOL
      00  I F        12/02/1999  000-024-000 10/29/2001 07/12/2001 POST
      00  O FPO      07/12/2001  003-000-000 11/25/2004 11/25/2004 EXPI
02    PPSVSANC      PPSV SANC   144.108      Y  N
      00  L          04/30/2004  000-000-120 08/10/2004 08/10/2004 EXPI
03    0215CR32/01  MARI      MURDER       163.115      Y  Y
      00  P FPR      10/12/2003  005-000-000 10/11/2008
04    03CR0832/01  JOSE      POS SUB CF   475.992 04B  Y  Y
      00  P FPR      07/22/2004  000-018-000 01/21/2006
05    03CR0832/02  JOSE      ENDAN MIN    163.575      N  Y
      00  P MPR      07/22/2004  000-018-000 01/21/2006

                                                    Bottom
F13=Autochange   F15=Post Supv Ovr  F16=History     F17=Earned time
F18=Resequence   F20=Add Local Docket F21=Trans Leave F24=More keys..
  
```

## 12.5 CONDITIONS, RE-SEQUENCING

Step 1 – From the ‘Work with Offenses’ Screen, enter the SID # of any offender on ‘offender line’, press enter, this will bring the offender’s offenses to the screen.

```

OPS230I          Corrections Information Systems (TEST)          8:49:23
MCCARTHY                Work with Offenses                      9/23/05

Offender: 14859827 Acord, Robert Eugene          Record key:
Status: Probation          DOUG Douglas County Community Corre
                                OISC migr date...
Enter option...                                Custody cycle.... 1
  2=Change          3=Copy offense    4=Delete          5=Display
  7=Add sentence   8=Conditions    9=Custody units  17=Add LC
OFF# DOCKET      CNTY      ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
CS   Type        Begin date  Length      Max date    Term date  Code
8  01  03CR1732FE/1 DOUG      POS SUB CF  475.992 04B  Y   Y
    00  P FPR      11/20/2003  000-018-000 05/19/2005

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

Step 2 – Type an ‘8=conditions’ on the option line by the offense, press enter, this will take you to the ‘Work with Conditions’ Screen.

```

OPS208I          Corrections Information Systems (TEST)          8:52:31
MCCARTHY                Work With Conditions                      9/23/05

Offender..... 14859827          ACORD, ROBERT EUGENE
Status..... Probation          DOUG Douglas County Community Corrections
Court case number. 03CR1732FE/1 DOUG Judge..... MILLIKAN, ROBERT

Enter option...
  2=Change  4=Delete  5=Display  8=Payment Entry
Opt  Code      Type      Description      Trk  Txt  Compl
    ADCO      PROBATION  ALCOHOL/DRUG EVAL/TREAT-GC04      N
    BODY      PROBATION  BODY SUBSTANCE/DNA TEST            N  Y
    BREA      PROBATION  BREATHALYZER TEST (GC03)          N
    JAIL      PROBATION  JAIL DAYS                          Y  Y
    NALC      PROBATION  NO ALCOHOL                          N
    NDRG      PROBATION  NO DRUGS/DRUG PARAPHERNAL-GC02    N
    NOAD      PROBATION  NO ASSN W/DRUG USERS              N
    NOED      PROBATION  NO ENTRY DRUGS KEPT/SOLD          N
    OTHR      PROBATION  OTHER                              N  Y
    OTH1      PROBATION  OTHER CONDITION                    N  Y

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

Step 3 – From the ‘W with Conditions’ Screen use your menu bar F11-4-S, this will take you to the ‘Work With Field Condition Sequence’ Screen

## Offender Profile System (OPS) Training Manual

```

TBL238I          Corrections Information Systems (TEST)          8:54:42
MCCARTHY          Work with Field Condition Sequence          9/23/05

Location. . MTEA Multnomah East Office                          CHANGE

Enter option...          Position to Seq#. . . 103
  2=Change  3=Copy  5=Display

  Seq  Code  Type      Description
  50  SC1   PARO/POST  SUBMIT TO Mental Health Eval
  50  SC2   PARO/POST  Psych Medication Monitoring
  50  SC3   PARO/POST  No Contact with Minor Females
  50  SC4   PARO/POST  No Contact with Minor Males
  50  SC5   PARO/POST  S/O Polygraph Test
  50  SC6   PARO/POST  Sex Offender Treatment Program
  50  SC7   PARO/POST  Court Ordered Restitution
  50  SC8   PARO/POST  Sex Offender Notification
  55  SC9   PARO/POST  No Intoxicating Beverages
  60  SC10  PARO/POST  Other Conditions as Listed
  60  SC11  PARO/POST  No Contact with Listed People

                                          More...
F3=Exit  F4=Prompt  F5=Refresh  F6=Create  F10=Print  F11=Menu bar
F12=Cancel  F13=Repeat  F17=Subset
    
```

**Step 4 –** Tab down to the condition you want to re-sequence or if you know the number of the condition you want to re-sequence, type that number in the ‘Position to Seq #’ Field, press enter to take you to the condition.

**Step 5 –** Put a ‘2=change’ on the option line beside the condition you want to re-sequence, press enter. If you have more than one condition to re-sequence, put a ‘2=change’ beside each condition, then press enter. This will allow you to re-sequence the conditions without having to go back and forth.

```

TBL238I          Corrections Information Systems (TEST)          8:58:07
MCCARTHY          Work with Field Condition Sequence          9/23/05

Location. . MTEA Multnomah East Office                          CHANGE

Enter option...          Position to Seq#. . .
  2=Change  3=Copy  5=Display

  Seq  Code  Type      Description
  700  OTHE  PROBATION  OTHER CONDITION
  700  OTH3  PROBATION  OTHER CONDITION
  700  OTH4  PROBATION  OTHER CONDITION
  700  PENT  PROBATION  PENITENTIARY/JAIL TOUR
  700  PRG1  PROBATION  PROGRAM
  700  PRG2  PROBATION  PROGRAM
  700  PRG3  PROBATION  PROGRAM
  2  700  VLSP  PROBATION  VEHICLE LICENSE SUSP/REVK
  900  GC01  GENERAL  PAY COURT ORDERED FEES, FINES
  900  GC02  GENERAL  NO USE OR POSSESS CONTROL SUBS
  900  GC03  GENERAL  SUBMIT TO BREATH/URINE TESTS

                                          More...
F3=Exit  F4=Prompt  F5=Refresh  F6=Create  F10=Print  F11=Menu bar
F12=Cancel  F13=Repeat  F17=Subset
    
```

Offender Profile System (OPS) Training Manual

This will take you to the 'Condition Sequence' Screen, tab to the 'New Sequence No.' Field and type in the new number you want the condition to be, press enter, this will re-sequence the condition and you will receive the message 'record updated'. If you have multiple conditions to re-sequence, each time you hit enter it will take you to the next condition if you put a '2=change' by more than one condition. Press 'F3' to exit.

```
TBL239I          Corrections Information Systems (TEST)          9:01:06
MCCARTHY                Condition Sequence                      9/23/05
                                CHANGE

Location code. . . . MTEA Multnomah East Office
Condition Code . . . VLSP VEHICLE LICENSE SUSP/REVK          PROBATION

New Sequence No. . . . 700

F3=Exit   F4=Prompt   F5=Refresh
F11=Menu bar   F12=Cancel   F14=Delete
```

```
TBL239I          Corrections Information Systems (TEST)          9:03:05
MCCARTHY                Condition Sequence                      9/23/05
                                CHANGE

Location code. . . . MTEA Multnomah East Office
Condition Code . . . VLSP VEHICLE LICENSE SUSP/REVK          PROBATION

New Sequence No. . . . 110

F3=Exit   F4=Prompt   F5=Refresh
F11=Menu bar   F12=Cancel   F14=Delete
VLSP record updated.
```

## 12.6 MULTIPLE CASELOAD CHANGES

THIS WOULD BE DONE IF YOU WERE CHANGING AN ENTIRE CASELOAD TO ANOTHER CASELOAD.

To Change Entire Caseload:

Step 1 – From the Main Menu, type a ‘19=ID#/Caseload Maintenance’ on the selection line, press enter. This will take you to the ‘ID#/Caseload Maintenance’ menu.

```

CCSIDCASEL      Corrections Information Systems (TEST)      10:11:12
MCCARTHY        ID#/Caseload Maintenance                  9/14/05
Select one of the following:

  1. Change ID#
  2. Multiple Caseload Changes
  80. Return to regional menu
  90. End pass through

                                Bottom

Selection: 2                               Job:

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

Step 2 – Put a ‘2=Multiple Caseload Changes’ on the selection line and press enter, this will take you to the ‘Multiple Caseload Change’ screen. Fill in the current caseload # that you want to change, press enter. Fill in the new caseload # and then press ‘F6=Entire Caseload’; or if you don’t want to include absconded offenders you would press ‘F7=Entire Caseload w/o Absc’.

```

OPS269I        Corrections Information Systems (TEST)      10:17:11
MCCARTHY        Multiple Caseload Change(s)              9/14/05

Current Caseload: 3302  BROWN,LINDA
New Caseload: 3310                               Position to.

1=Select                                           Total caseload.. 010
                                                    Total changed... 000

Offender Name      Loca  Status      IDNO
ANDERSON, MICHAEL JOHN  MTEA  Post Prison  7461229
ANTUNEZ, CARL JOSEPH   MTEA  Post Prison  10403254
BESHEARS, ROBERT DUANE MTEA  Post Prison  11137756
BROWN, BENJAMIN CHARLES MTEA  Post Prison  13073802
HUSTON, TOBY JAY      MTEA  Post Prison  13020228
MACHADO, ANTHONY M    MTEA  Probation(ABSC) 11847436
TAYLOR, GORDON CHARLES MTEA  Probation    5071092

                                                    More...

F3=Exit   F5=Refresh   F6=Entire Caseload   F7=Entire W/O ABSC
F10=Print  F12=Cancel
    
```

## Offender Profile System (OPS) Training Manual

To Change More Than One Offender From One Caseload to Another:

Step1 – Follow step 1 above.

Step 2 – Put a '2=Multiple Caseload Changes' on the selection line and press enter, this will take you to the 'Multiple Caseload Change' screen. Fill in the current caseload # that you want to change, press enter. Put a '1=select' on the selection line of all offenders you want to change from the current caseload to another caseload, enter the new caseload # and then press enter to process changes. F3 twice to return to Main Menu.

```

OPS269I          Corrections Information Systems (TEST)          10:17:11
MCCARTHY          Multiple Caseload Change(s)                   9/14/05

Current Caseload: 3302  BROWN,LINDA
New Caseload: 3310

                                Position to.

1=Select                                Total caseload.. 010
                                         Total changed... 000

Offender Name          Loca  Status          IDNO
1  ANDERSON, MICHAEL JOHN      MTEA  Post Prison      7461229
1  ANTUNEZ, CARL JOSEPH       MTEA  Post Prison      10403254
   BESHEARS, ROBERT DUANE     MTEA  Post Prison      11137756
1  BROWN, BENJAMIN CHARLES    MTEA  Post Prison      13073802
   HUSTON, TOBY JAY           MTEA  Post Prison      13020228
1  MACHADO, ANTHONY M         MTEA  Probation(ABSC)  11847436
   ORDAZ, IVAN OMAR           MTEA  Probation(ABSC)  15266572
1  SCOTT, ROBERT ORAN         MTEA  Post Prison      7815457
1  SPRAGAN, JOHNNY           MTEA  Post(ABSC)       8433081
1  TAYLOR, GORDON CHARLES    MTEA  Probation        5071092

                                         More...

F3=Exit      F5=Refresh  F6=Entire Caseload  F7=Entire W/O ABSC
F10=Print    F12=Cancel

To process change need valid new caseload entered.          +
    
```

## 12.7 DUPLICATE DOCKET # WITH SAME COUNT #'S, HOW TO CHANGE

Step 1 – From your Main Menu, type a '5' on the selection line. This will take you to the 'Work With Offenses' screen.

```

CCSUPPORT          Corrections Information Systems          12:56:15
MCCARTHY           CC Support Menu                        8/24/05
Select one of the following:

  1. Offender Information
  2. LEDS
  3. Admissions
  4. CC Release Process
  5. CC Court Orders Process
  6. CC Support Data Entry/Update
  7. CC EPR Process
  8. CC Abscond Return Process
  9. CC Transfer Process
 10. CC Change Primary Caseload

 11. W/W Risk Assessments
 12. W/W Sex Offender Assessments
      More...

Selection:          Job:

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

Step 2 – Enter the SID # of the offender in question, press enter. This will bring the offender's information to the 'Work With Offenses' screen.

```

OPS230I           Corrections Information Systems          13:00:14
MCCARTHY           Work with Offenses                        8/24/05

Offender: 8143445 Williams, Alamo Shadadeen      Record key:
Status:   PostPrison/BRD      MTGN Multnomah Gang Unit
          DNA Collected      OISC migr date...
Enter option...      Custody cycle.... 1
 2=Change      3=Copy offense      4=Delete      5=Display
 7=Add sentence 8=Conditions      9=Custody units 17=Add LC
OFF#  DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC      SGDO
   CS   Type      Begin date  Length          Max date      Term date  Code
 01   920230864    MULT      ROBB I          164.415        Y        Y
   00   I F        05/26/1992  000-037-000    03/12/1995    08/19/1994 POST
   00   O FPO      08/19/1994  000-036-000    08/18/1997    08/18/1997 EXPI
 02   920230864    MULT      UN USE VEH      164.135        Y        Y
   00   P FPR      05/22/1992  000-018-000    11/21/1993    11/21/1993 EXPI
 03   970533816/01 MULT      ROBB I          164.415        Y        Y
   00   I F        10/31/1997  000-090-000    11/08/2004    11/08/2004 POST
   00   O FPO      11/08/2004  000-036-000    11/07/2007

More...

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

## Offender Profile System (OPS) Training Manual

Step 3 - Go to the offense number in question, put a '2=change' on the selection line, and press enter. This will take you to the 'Docket and Offense Description' screen.

OPS236I	Corrections Information Systems	13:03:15
MCCARTHY	Docket and Offense Description	8/24/05
		CHANGE
Offender.....	8143445	WILLIAMS, ALAMO SHADADEEN
Status.....	PostPrison	MTGN Multnomah Gang Unit
Docket#/County.....	970533816/01	MULT
Sanction status.....	SANC	
Offense number.....	03	
ORS number.....	164.415	ROBB I ROBBERY I
Sent guide (Y/N)...	Y	Crime Class/Severity AF 150
Felony=Misdemeanor..	N	
Inchoate/ORS.....		
Crime seriousness...	9	Criminal history.... C
Sentencing judge....	FRANKEL	
Defense counsel.....	WATT	
District attorney...	EDMONDS	DA case number.....
Crime date.....	5/12/1997	Arrest date.....
Convicted date.....	10/29/1997	
F3=Exit	F4=Prompt	F5=Refresh
F11=Menu Bar	F12=Cancel	F6=Add Sentence
		F8=Add counts

Step 4 - Remove the count number by back spacing over the existing count number, press enter. Press enter again to return to the 'Work With Offenses' screen.

Step 5 – Go back into the offense line, following step 3 above and do an F8 (add counts), this will add the count #'s in sequence. If the count #'s don't match Court Order, follow step 3 above to enter the correct count number, press enter to make change(s).



## 12.8 STATUS, TO CHANGE OR CORRECT OFFENDER'S

### 12.8.1 Legal Status Change – Higher to Lower Status: To be used when offenses added or closed.

Examples: Parole and/or Post Prison offenses are being closed to DISC or EXPI, and offender still has active Probation offenses.

Once you close the Parole and/or Post Prison offense lines and have only open Probation lines remaining, the following message will appear at the bottom of the Work With Offenses screen: "Status does not match offenses. Correct offenses or F13=change status."

Use the F13=change status function. On the Auto Release and Admit window, enter the date/time the status change occurred (i.e. the date the Parole and/or Post Prison offenses closed), and press <Enter>. Do NOT use this window to "correct" the status.

### 12.8.2 Legal Status Change – Lower to Higher Status: Use either the F13=change status function or Release Process.

Examples: Changing status from LV to PA, PO, or PS. Changing status from SL to PA, PO, or PS. Changing status from PR to PA (new Compact Parole added to existing probation case).

Add the new "O" line (for Post Prison) or the new "I" line (for Compact Parole). The following message will appear at the bottom of the Work With Offenses screen: "**Status does not match offenses. Correct offenses or F13=change status.**"

**NOTE:** No changes are made to an existing Oregon Parole offense line.

**Press F13=Change Status or 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.

### 12.8.3 Correcting the Status – Not a Legal Status Change:

Example: New offender has been admitted to status PO and should have been PA or PS; Compact Parole has been admitted as Compact Probation.

Verify that all offense data is correct, then go to the **Movement History/Maintenance** screen. Place your cursor on the “incorrect” Status line, press **F18=Change data**. Tab to the **New current status** field and type in the correct status. Press <Enter>.

Status should now match open offenses.

### 12.8.4 If Status is Still Incorrect:

Call the DOC Help Desk at 866-531-9600 and have a ticket submitted to SUN.

NOTE: The RTP field may need to be modified after a status change has been completed. Go to WebLEDS and run a QLW to review the EPR.

## 12.9 ABSCOND WARRANTS, HOW TO CHECK

This is done per your counties policy

Step 1 – From the Main Menu, type 23 on selection line (CC Report Menu) press enter, this will take you to the CC Reports Menu.

```

CCSUPPORT          Corrections Information Systems          7:40:57
MCCARTHY           CC Support Menu                        8/26/05
Select one of the following:

  13. W/W Sanctions
  14. Offender Remarks (old CF9)
  15. PSI Menu
  16. W/W Supervision Fees
  17. Kardex/Face Sheet Print Option
  18. Employee Maintenance Changes
  19. ID#/Caseload Maintenance
  20. W/W Red Tags
  21. W/W Housing History
  22. W/W Caseloads
  23. CC Reports Menu
  24. Office Calendar

                                     More...

Selection:                               Job:

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

Step 2 – Type 4 on selection line (Total Office Reports) press enter, this will take you to the Total Office Reports menu.

```

CCRPTS             Corrections Information Systems          7:43:09
MCCARTHY           CC Reports Menu                        8/26/05
Select one of the following:

  1. Management Statistics
  2. PPO Special Reports
  3. Structured Sanction Reports
  4. Total Office Reports
  5. Fee System Reports

  80. Return to regional menu
  90. End pass through

                                     Bottom

Selection:                               Job:

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

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Step 3 – Type 8 on selection line (Total Office Caseload Report), press enter. This will take you to the ‘Total Office Caseload Report’.

```

CCTOTRPT          Corrections Information Systems          9:24:55
MCCARTHY          Total Office Reports                    10/27/06
Select one of the following:

TOTAL OFFICE REPORTS
1. Parole/Probation Expiration
2. Parole Officer Listing
3. Expected Arr/Rel Not Admitted
4. Temporary SID Number Report
5. Alpha Office List
6. PA/LV Released to Office/Cnty
7. Parole Officer Caseload Report
8. Total Office Caseload Report
9. Parole Officer Data Sheet
10. Office Supv/Distribution Rpts
11. Sex Offenders by Name/City/Zip
12. DNA Report
More...

Selection:          Job:

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

```

CMS588BP          Corrections Information Systems          7:47:59
MCCARTHY          Total Office Caseload Report          8/26/05

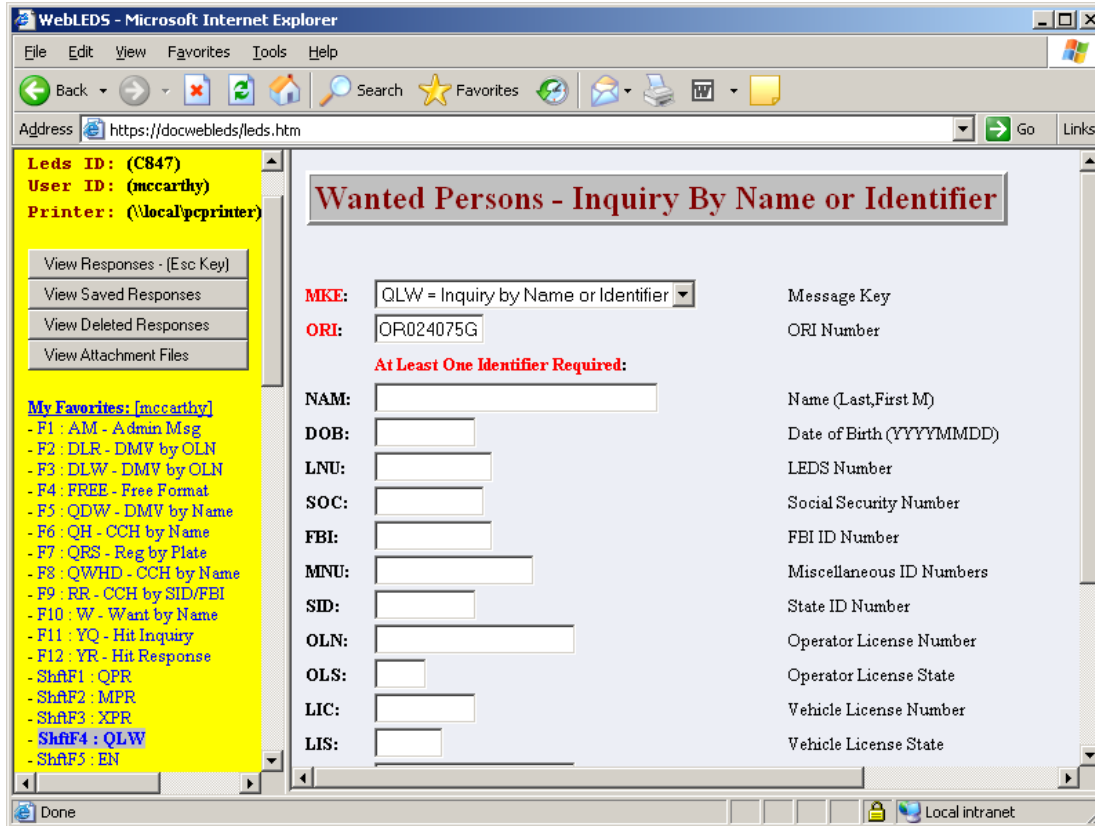
Type choices, press Enter.
Location. . . . . COMM Code, F4 to prompt
Sort Order. . . . . A      A = Alphabetically, S = Supervision Level
Subset by:
Current Status . . . *ALL      *ALL, F4 to prompt
Outcount Reason. . . ABSC    *ALL, NONE, ONLY, F4 to prompt
Major Crime Class. . *ALL      *ALL, FEL, MISD
Gender . . . . . A          A, M, F, O
Race . . . . . *ALL        *ALL, race, F4 to prompt
ORS Abbreviation . . *ALL      *ALL, NONE, F4 to prompt
Sentence type. . . . *ALL      *ALL, F4 to prompt
Sentences. . . . . *ALL      *ALL, MAJ
OR use
Research Standard. . *NO      *YES, *NO

Print now . . . . . N      Y = Now, N = Overnight

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

Step 4 - Tab down to the ‘Outcount Reason’ field, type in ABSC. Tab down to the ‘Print Now’ field, type in ‘Y’ (to print now), press enter. Report will print showing all abscond offenders for your office. Press F3 three times to return to **Main Menu**.

Step 5 – Go to WebLEDS, from the main menu, type ‘QLW’ in the ‘Go To Mask’ box, press enter to bring up the ‘Wanted Persons – Inquiry by Name or Identifier’ screen; or if you have added it to your ‘favorites list’, you can click on ‘QLW’ to go to the ‘Wanted Persons – Inquiry by Name or Identifier’ screen.



Step 6 – Type in Offenders Name, DOB and SID # taken from the Total Office Caseload Report. **The name is the only required field, but the DOB and SID# will narrow the search field.**

Press ‘Submit’ button to send to LEDS.

Step 7 – If profile is set to display, click on ‘Review Responses’ to see response.

Step 8 – Check response to see if warrant is still active. Make sure warrant coincides with the cases being supervised.

If warrant is **active**, go to next offender and repeat above steps.

If warrant is **not active**, print LEDS response and check OJIN (see OJIN instructions).

If warrant has been **recalled or removed** according to OJIN, print OJIN and request order from Court.

Step 9 – Pull file from closed file area. Attach LEDS and/or OJIN showing no active warrant and give to PO or CT in your office with note advising order was requested (or per your counties policy) to close to ABEX.

NOTE: If OJIN shows that a warrant is still active but none is in LEDS, the supervising office decides whether to ask the Court to re-establish the warrant in LEDS or to close the file. A report should be sent to the Court either asking for the warrant to be re-issued or that it is recommended the warrant be dismissed and the offender be terminated. Depending upon what the Court decides, the file can either be closed to ABEX or left closed to abscond. If no order can be gotten from Court, use OJIN printout to close to ABEX, be sure to attach a copy of OJIN printout to the Closing Summary for Central Records.

Step 10 – Cancel EPR if no active warrant is in effect.

## 12.10 FELONY CONVICTIONS WITH MISDEMEANOR TREATMENT

There are currently three separate scenarios that involve felony convictions that are sentenced or treated as misdemeanors. The entry procedures are listed below:

### 12.10.1 Scenario #1 - FMP

Conviction is for a felony with misdemeanor treatment at the time of sentencing. Use F6=Create to access the Docket & Offense Description screen. Enter the felony ORS number, change the Sent Guide field to "N" and change the Felony=Misdemeanor field from "N" (Normal Sentence) to "Y" (Felony Treated as Misdemeanor). Complete entry of remaining fields and press <Enter> to save. This will cause the sentence "Type" field to show as **FMP** (Felony is Misdemeanor), and the Offender Public Information screen will display crime class (CIs) as AM (A Misdemeanor). If appropriate, enter RTP field of EPR as 'FMP'. Label is Yellow. Refer to WebLEDS manual for more detailed instructions.

### 12.10.2 Scenario #2 - MFP

Conviction is for a felony with the condition that offender can request "misdemeanor treatment upon successful completion of probation" (MSDR). If the offender successfully completes probation **AND a court order** has been received reducing the felony conviction to a misdemeanor, the following steps should be completed: Use Option 2=Change on the first line of the closed felony offense to access the Docket & Offense Description screen. Tab to the Felony=Misdemeanor field and change the default "N" setting to "C" (Fel is Misd-Earn or Succ Comp). This will cause the sentence "Type" field to change from FPR to **MFP** (Misdemeanor was Felony), and the Offender Public Information screen will display crime class (CIs) as AM (A Misdemeanor). Refer to WebLEDS manual for more detailed instructions.

**NOTE: EXPI, EARL, BNPB, and DISC** are the only offense termination codes which are considered "successful".

### 12.10.3 Scenario #3 - MFP

Conviction is for a felony and the offender is supervised as such. If at some point during the supervision period, **a court order** is received stating the offender has "earned misdemeanor treatment", the following steps should be completed: Use Option 2=Change on the first line of the open felony offense to access the Docket & Offense Description screen. Tab to the Felony=Misdemeanor field and change the default "N" setting to "C" (Fel is Misd-Earn or Succ Comp). This will cause the sentence "Type" field to change from FPR to **MFP** (Misdemeanor was Felony), and the Offender Public Information screen will display crime class (CIs) as AM (A Misdemeanor). Users should always add a sentence note with the date of the "earned misdemeanor treatment" order, as there will be no other record of this date in CIS. If appropriate, modify RTP field of EPR to MPR. Refer to WebLEDS manual for more detailed instructions.

## 12.11 INDICATING MISDEMEANORS AS SANCTIONABLE

**WHO THIS APPLIES TO:** Any defendant convicted of one or more misdemeanors and sentenced to formal probation after November 1, 2000 per your County policy.

**NOTE:** All counties do not sanction misdemeanor offenses; therefore we only enter this information per your Counties policy. Check with convicting County to see if offense should be made sanctionable nor not.

**NOTE:** Offenders sentenced to misdemeanor probation prior to November 1, 2000 will not be retroactively subject to structured sanctions, unless a probation violation hearing by the Court is held and it is so ordered.

Step 1 – Add to sanction pool in CIS by typing SANC in the sanction field on the Work with Court Orders screen. The same process is used for felony offenders.

Step 2 – Put green round sticker on misdemeanor file label and kardex to indicate that offender can be sanctioned on the misdemeanor.



## 12.12 DESIGNATORS

The W/W Offender Designators program can be accessed using several methods:

1. On screens where the DESIGNATOR flag appears (e.g. Public Information Screen), place the cursor on the DESIGNATOR flag and enter function key F4. This will take the user directly to the W/W Offender Designators screen.
2. Using Information Windows (F11, 4) from some screens.
3. Option on User Menus.

Definitions of function keys available on the W/W Offender Designators screen.

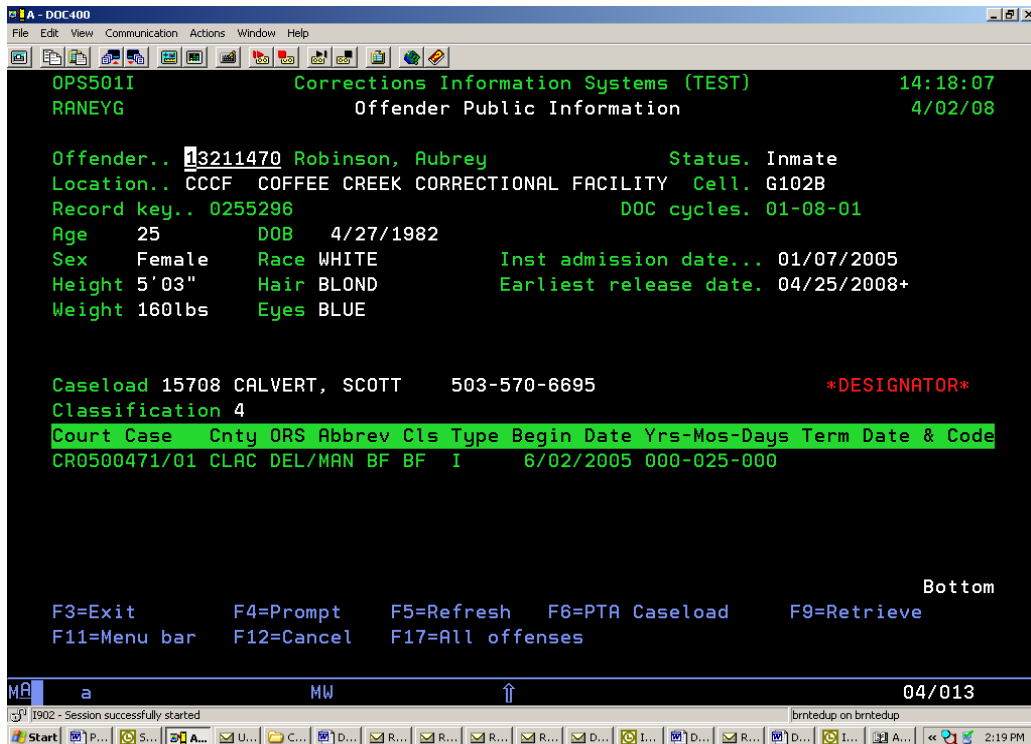
### F16 = Show Detail

If an offender has more than one record entered for a particular designator, a "+" will display on the far right side of the screen for that designator. Upon entry of F16, the additional records for the designator will display.

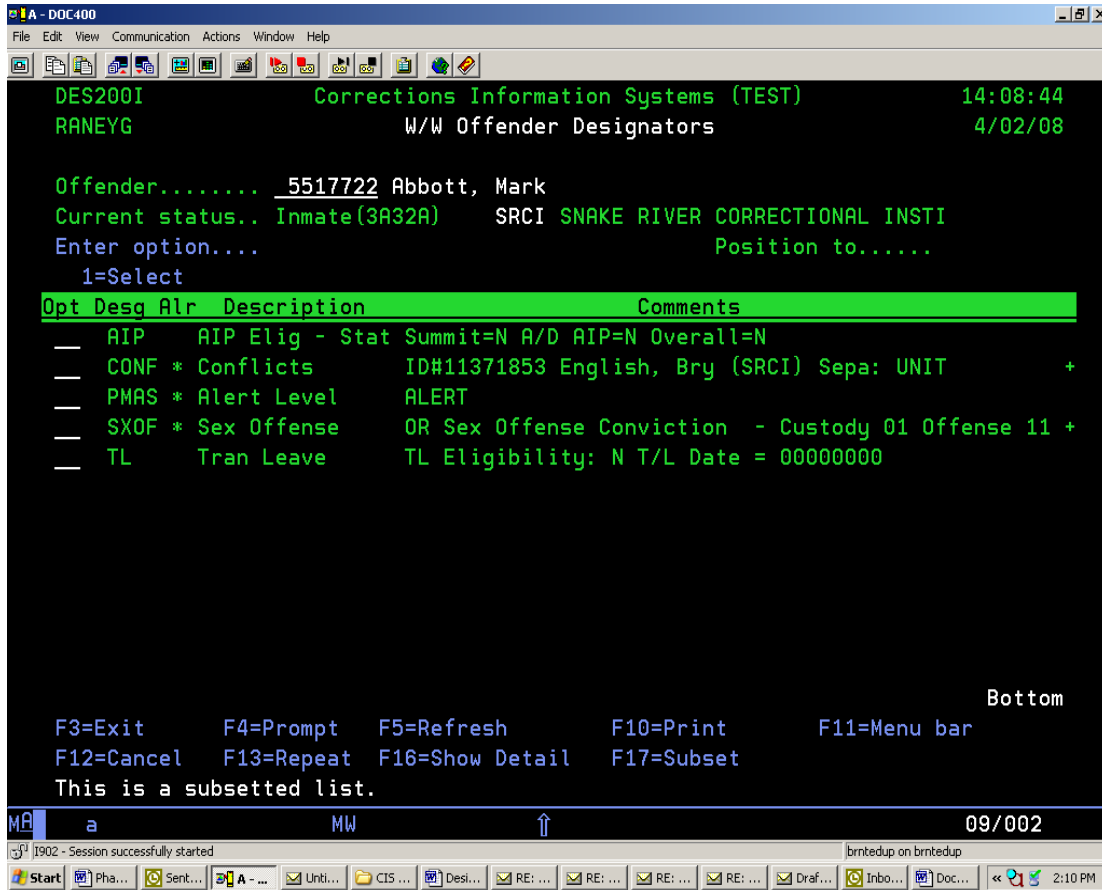
### F17 = Subset

To display discontinued designator records the user enters F17, which provides the subset selection screen. On the subset selection screen, the user changes the field titled, "Show Discontinued Designators?" from \*NO to \*YES.

Example of "DESIGNATOR" flag (will flash) on Offender Public Information Screen  
 Example of new "W/W Offender Designators" screen



Example of new "W/W Offender Designators" screen



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<b>Designator</b>	<b>Short Description</b>	<b>Description/Purpose</b>
<b>2LOO</b>	2 <sup>nd</sup> Look Eligible	Inmates who committed their crimes as juveniles and who are eligible for a 2 <sup>nd</sup> Look Hearing after service of ½ of their sentence(s) – Easy way for counselors or others to see if an inmate is eligible
<b>AIPP</b>	AIP Participant	Inmates currently participating in an Alternative Incarceration Program (AIP)
<b>BOLI</b>	Bollinger	Inmates serving matrix sentences that have been identified by the BPPPS as eligible for release under Bollinger case law – These inmates must be released on their good time date and if working or attending school their good time date continues to move up to the day of release
<b>COUR</b>	Court Trip Pending	Pending court trip scheduled – Contains information to contact OISC Institution staff before transferring an inmate
<b>DV</b>	Domestic Violence	The FVSN network uses an assessment tool called the ODARA & at some point they want to do assessments of its predictive validity. To do this, Community Corrections needs to be able to identify Domestic Violence cases.
<b>EDU1</b>	Special Education Services	Education services required by Federal “IDEA” law or Americans w/Disabilities Act for those under age 22. – Make sure those enrolled inmates are housed at EOIC, OSCI, TRCI or SRCI (men) and CCCF (women)
<b>EDU2</b>	Work-based Education Programs	Prevent those inmates enrolled in WBE certification programs (6 mos. To 2yr programs) from being transported to another institution prior to completion.
<b>EDU3</b>	College	Those inmates attending college who are paying for the program or the program is funded by an outside source – up to about 150 inmates at one time (OSP, EOIC, OSCI)
<b>HOLD</b>	Temporary Hold	Includes 45 day marriage hold, release planning holds, Public Interest Case, etc.
<b>HPCR</b>	High Profile Crimes Related to WHALE	To document crimes committed by inmates with high media coverage which include safety concerns for either the community or the inmate if assigned to a community work assignment or unfenced housing placement for the WHALE.
<b>IAD</b>	IAD Pending	Interstate Agreement on Detainers pending for out of state untried detainer – Contact Records Office prior to making plans to transfer inmate to another housing institution
<b>ICOM</b>	Special Interstate Compact Cases Only	Special Interstate Compact Cases identified by Population Management
<b>IMU5</b>	IMU Designation	IMU5 indicates that an inmate who possesses a serious threat to the safety and security of the Department has been reviewed by committee for Intensive Management Unit placement and custody level 5 designation.
<b>NOTF</b>	Notifiers	Any notification request that has been received for an inmate, such as victims, DMV, etc. Also includes statutory notifications required, such as State Fire Marshall for arson convictions and M10.
<b>OCHG</b>	Other Charges	Any pending charge/unserved sentence in which the other authority (in-state, out-of-state, or federal) does not wish to place a hold for or has released the inmate on.

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<b>PMAS</b>	Prison Management Alert System	Used to monitor high risk inmates (High, Moderate, Alert)
<b>PSO</b>	Predatory Sex Offender (ORS 181.585)	Inmates designated as Predatory Sex Offenders by the BPPPS or Community Corrections
<b>PSYC</b>	Psychological Concerns	Inmates with Psychological Concerns, Suicide History, or Developmentally Disabled
<b>RMP</b>	Behavior and Risk Mgt. Plans	
<b>RSNT</b>	Released to Resentence / on Supervision Status	Inmates released from DOC for resentencing that release to supervision status on other sentences
<b>RSTR</b>	Restraining Order (ORS 107.718)	To document inmates with restraining orders for community work assignments or unfenced housing placement for the WHALE.
<b>SC25</b>	Special Case Factor 25 – Residential A/D Required	Inmates identified as needing residential alcohol and drug treatment
<b>STLK</b>	Stalking History (ORS 163.732)	To document Inmates/Offenders convicted of Stalking or served a stalking order in Oregon or another state for community work assignments or unfenced housing placement for the WHALE.
<b>STM</b>	Security Threat Management	Inmates identified as high alert inmates based on past misconduct and intelligence (e.g. excessive and/or violent behavior)
<b>SVDO</b>	Sexually Violent Dangerous Offender (ORS 137.765 and 144.635-144.639)	Inmates designated by the court or BPPPS/Local Supervisory Authority as Sexually Violent Dangerous Offenders that require life PPS or intensive supervision during the entire term of their PPS as required by statute
<b>SWS</b>	Special Work Skills	Identify inmates with special work skills in a particular trade for which special placement consideration may be warranted or a transfer may disrupt institution operations. Also identifies inmates in OCE certification programs and dot codes 17 &18.
<b>SXDP</b>	Sexually Dangerous Person (ORS 426.675)	Inmates designated as Sexually Dangerous Person by the court and court must order the person participate in treatment – Designation must appear in sentencing judgment
<b>SXEL</b>	Sexual Element	To document Inmates/Offenders convicted of non-sex crimes with a sexual element to determine community work assignment or unfenced housing placement for the WHALE.
<b>SXOF</b>	Sex Offense	To document sexual offenses to determine community work assignment or unfenced housing placement for the WHALE.
<b>TL</b>	Transitional Leave Eligibility	Each inmate's statutory eligibility for transitional leave (TL)
<b>VICC</b>	Victim Concern	To document crimes committed that have victim concerns if an inmate qualifies for a community work assignment or unfenced housing placement within that community for the WHALE.
<b>WHAL</b>	Work, Housing, Assignment Level Evaluation	To determine the level of work assignment or unfenced housing for inmates housed in minimum facilities. Levels include: inside, on-site, community, or unfenced.

### 12.13 NOTIFIER, HOW TO ENTER

Step 1 – From the Main Menu, type a '37=W/W Notifiers' on the selection line, this will bring up the 'Work with Notifiers' screen.

```

CCSUPPORT          Corrections Information Systems (TEST)          11:23:12
MCCARTHY           CC Support Menu                                11/16/05
Select one of the following:

  31. Change Assigned printer
  32. Change User Password
  33. Director's News

  37. W/W Notifiers

  41. W/W Warrant Request (Offender)
  42. W/W Warrant Records (by PO)

  44. W/W Release Plans - Location
  45. W/W Release Plans - Caseload
  46. W/W Release Plans - Offender
  47. W/W Sanction Movements
      More...

Selection:
Job:

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

Step 2 – Type offender's SID # on the 'Offender' line, press enter to bring offender to screen.

```

OPS277I           Corrections Information Systems (TEST)          11:31:23
MCCARTHY           Work with Notifiers                                11/16/05

Offender..... 11147202      AASEN, KRISTINA ANN
Status..... Inmate          CCCF
Enter option.. 2=Change      5=Display
      Entry dt   Type           Contact name           Disc Date
Opt Notify dt Reason / Comments

No records found

F3=Exit   F5=Refresh   F6=Add   F9=Retrieve   F10=Print Facesheet
F11=Menu bar   F12=Cancel   F17=Subset
    
```

Step 3 – Press F6=Add, this will take you to the 'Notify Data' screen, fill in:

- name
- phone(s)
- address
- city
- state
- zip
- notify type (4 letters, see below for appropriate types)
- docket #/county(use F4=prompt)
- notify date
- reason
- comments, if applicable; press enter to process.

## Offender Profile System (OPS) Training Manual

OPS278I	Corrections Information Systems (TEST)	11:33:28
MCCARTHY	Notify Data	11/16/05
	CREATE	
Offender.....	11147202	AASEN, KRISTINA ANN
Status.....	Inmate	CCCF
Entry date.....	11/16/2005	
Name.....		
Phone 1.....	( 000 ) 000 - 0000	Ext..
Phone 2.....	( 000 ) 000 - 0000	Ext..
Address.....		
City.....		State. Zip.
Notify type.....		Docket #/County..
Notify date.....		Discontinued Date...
Reason.....		
Comments.....		
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel		

Press enter again to return to the 'Work with Notifiers' screen. Press F3 to exit.

### 12.13.1 NOTIFIER TYPE CODES & GUIDELINES

AGEN = Agency – can be entered in CIS by anyone.

DMV = Department of Motor Vehicles – OISC gets lists of 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 type 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.

VIC1 = Board Victim – Can be created by Board staff only. An error message will appear "Not authorized to use Notify Type" if anyone else attempts to use. Counselors

will be able to update the Notify Date and Comments field only. Community and other institution staff cannot update any of the fields. When enter is pressed, a window will appear with the warning message "OPS2791 Victim Sensitive Notice – Victim information is confidential and can be released ONLY to the victim. DO NOT SCREEN PRINT THIS INFORMATION.

VIC2 = Compact Victim Sensitive – can be created by Community Corrections staff only. An error message should appear "Not authorized to use Notify Type" if anyone else attempts to use. The Name and Reason fields will be filled automatically with "Compact Sensitive Victim Case" as the Name; and "Special Notification Required – See Compact Rule" as the Reason.

VIC3 = Community Victim – can be created by Community Corrections staff only. For use on Local Control and Probation offenders where victims are identified.

**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.**

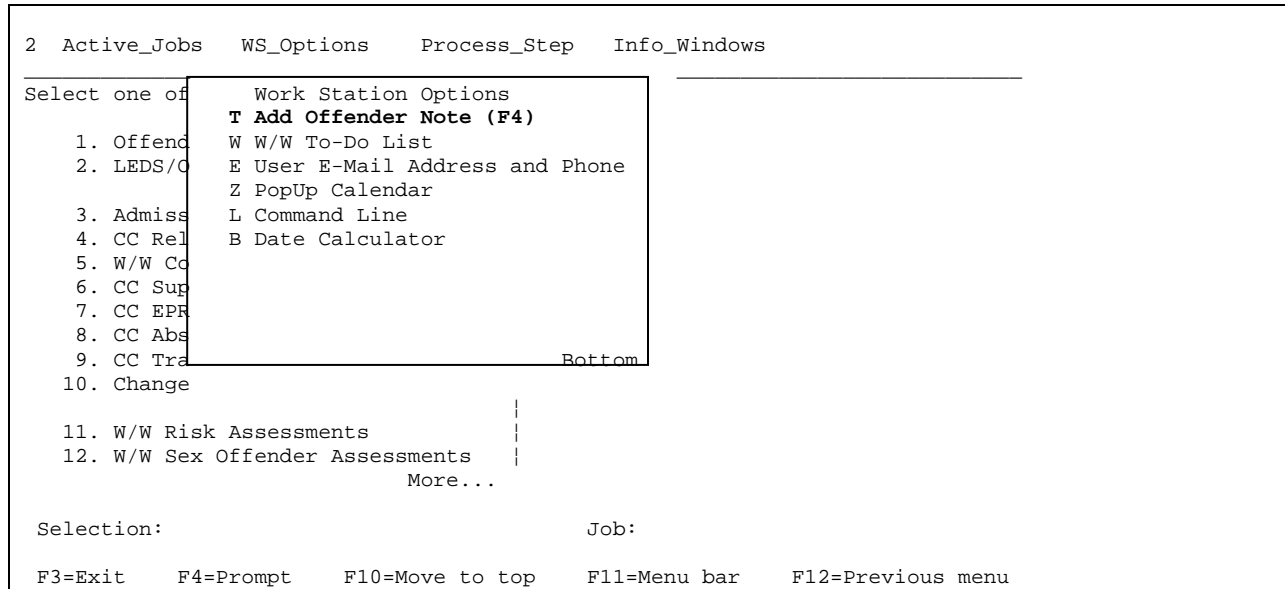
**A subset option to Display Discontinued Notifiers was added. Only the Open Notifiers appear on the screen unless you change the subset to display 'ALL' or just a specific code.**

**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.**

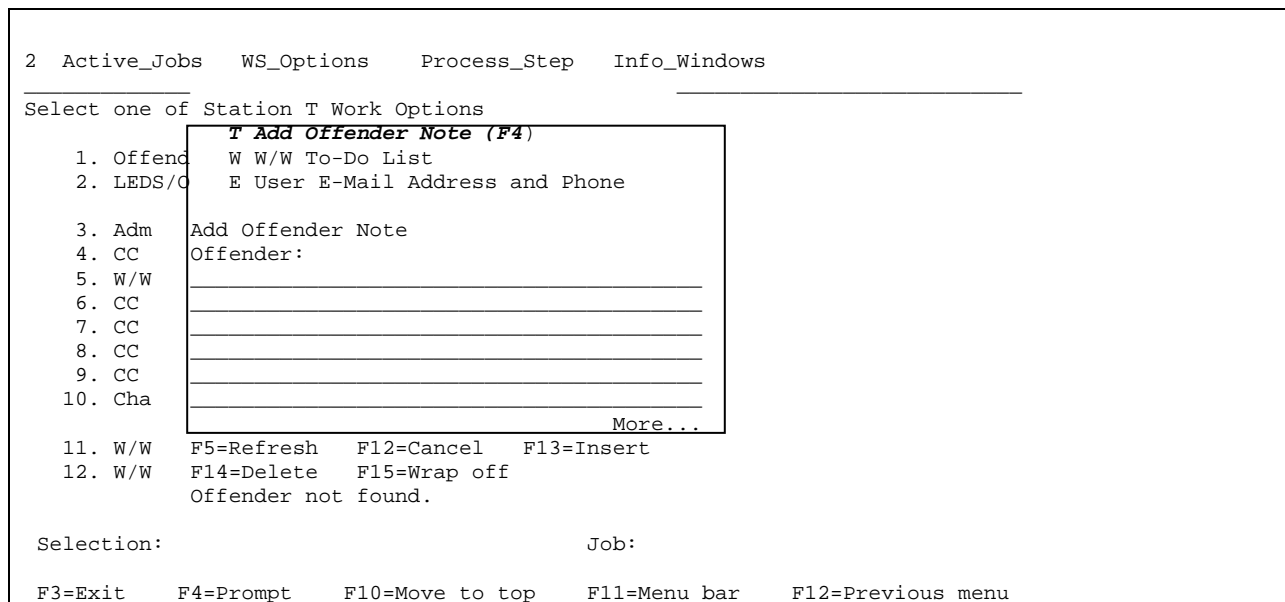
## 12.14 OFFENDER NOTES IN ISIS

The Offender Notes feature of ISIS allows any user to convey information about an offender to the PO who supervises that offender by transferring the information directly into the offender caseload, yet allowing the PO to determine whether the message should become a chrono. The information is also accurate and dated and identifies the person creating the note. All you need is the name of the offender to create the note.



Work Station Options (F11-2) displays the Add Offender Note Window.

Touch the letter key matching the letter next to 'Add Offender Note (F4)' to bring up the following screen:





If the notes window is selected while you are displaying an Edit Offender Data or Chrono History screen, notes will automatically select the same offender and display his/her name on the note.

From any other screen, or if a different name is selected:

- 1) Type offender name (Last, First,) and press enter, OR...
- 2) <F4> Prompt to display Offender Name Search window and proceed to select the name you want.
- 3) TAB to the next field to move to the text entry area.
- 4) Type the text of your note. The window will expand as you type if needed. Press <enter> once, the note is saved, and the window will switch to "CHANGE" mode in the event you need to make any corrections or additions.
- 5) Press <Enter> a second time OR <F12> to exit the note window.

### 12.14.1 HOW TO READ AN OFFENDER NOTE:

1. Select a PPO main menu or option 22 from your menu to access a caseload.

```

F3 CCSUPPORT          Corrections Information Systems (TEST)          13:43:59
MORRISOJ              CC Support Menu                               4/10/00
Select one of the following:

  1. Offender Information
  2. LEDS/OJIN/Other Systems Menu
  3. Admissions
  4. CC Release Process
  5. W/W Court Orders
  6. CC Support Data Entry/Update
  7. CC EPR Process
  8. CC Abscond Return Process
  9. CC Transfer Process
 10. Change Primary Caseload Process
 11. W/W Risk Assessments
 12. W/W Sex Offender Assessments
      More...

Selection: MENU CCPP0                               Job:
=Exit    F4=Prompt    F10=Move to top    F11=Menu bar    F12=Previous
    
```

2. Select W/W Caseload from the PPO main menu or option 22 from the CC Support Menu to access a caseload.

3. Press <F21> Notes to display the Offender Notes window.

## Offender Profile System (OPS) Training Manual

```

CMS204I          Corrections Information Systems (TEST)          14:02:53
MORRISOJ          Edit Offender Data                          4/10/00
                  1563 DUNAWAY, JIM                          CREATE
SID#: 10312090    POS SUB CF                                  SAN
CAVALLO, CHERYL ANN  DOB: 11/16/1957  SSN: 554-25-7646
3422 NW POVEY
TERREBONNE, OR 97760
Phones: 000 00-0000 & 000 00-0000
JAIL SUPV
Last attempted HV... 0/00/0000
Last completed HV... 0/00/0000
Last office visit... 0/00/0000
Last monthly report. 0/00/0000
Employed? (Y/N).. 0/00/0000 00 %
Next office visit... 0/00/0000 0:00

Date  Time Place          Person          SC MR Key word
4/10/2000      O              X              Y  N

More...
F12=Cancel  F13=Insert line  F14=Delete line  F16=No wrap
F20=History  F21=Notes  F22=Defaults  F24=More keys
    
```

```

CMS204I          Corrections Information Systems (TEST)          14:02:53
MORRISOJ          Edit Offender Data                          4/10/00
                  1563 DUNAWAY, JIM                          CREATE
SID#: 10312090    POS SUB CF                                  SAN
CAVALLO, CHERYL ANN  DOB: 11/16/1957  SSN: 554-25-7646

3422 NW POVEY          Last attempted HV... 0/00/0000

TERREBONN          HV... 0/00/0000
Phones: 0          sit... 0/00/0000
JAIL SUPV          eport. 0/00/0000
                  ).. 0/00/0000 00 %
                  sit... 0/00/0000 0:00

Dat          MR Key word
4/10/200    N

Bottom

F3=Exit  F6=Create
F12=Cancel

More...
    
```

- a. Top right hand corner advises which note this one is out of total number of notes present.
- b. <F6> Create allows user to write a new note for this offender.
- c. <F13> Change allows the author only of a note to change it.
- d. <F14> Delete allows the owner of the caseload to delete the note.
- e. <F15> Move to Chrono places the note on the Edit Offender Data screen. Press <Enter> to add the note to the chrono history.

**12.14.2 Notification of Note Delivery: How will you know a note has been sent and by whom?**

1. "NEW MAIL" will display on your mail notification system.
2. In your e-mail inbox there will be a message that an offender note on a specific offender has been received.
3. On the Edit Offender Data screen for that offender, the reminder "NOTES" will display in the center.

## **12.15 EXPUNGEMENTS & SEALING OF FILES/RECORDS AND/OR SETTING ASIDE CONVICTIONS/ARRESTS**

When you receive an order you will need to review the body of the order to determine what the order is asking us to do.

**12.15.1 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 – Send Expungement Order along with any file material to OISC/Central Records to be destroyed or sealed.
- 3 – Send a courtesy copy of order to any county that supervised the offender so they can retrieve any file material they might have and send it to OISC/Central Records. (In Multnomah County this will be done by the Intake Office)

OISC/Central Records will remove any information from the CIS System; seal the file material and the expungement order.

**12.15.2 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 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 OISC/Central Records for sealing.

**12.15.3 SETTING ASIDE CONVICTIONS/ARRESTS** - Same as Sealing of Files/Records.

*NOTE: While OISC is in the process of sealing a record where there is only one cycle sealed but not the whole record, OISC creates a block # because Research doesn't want to lose that data completely for statistical purposes. The name on the block # record will be the offenders last and first name but the middle name will be the word 'seal'. When the process is completed you will only see what information hasn't been sealed.*

### 12.16 ORS TABLE – How to Access

From the SUPPORT STAFF MAIN MENU:

At the CIS Menu on the Selection line type #50. This will bring up your ORS Table by the ORS #.

SNT220I	Corrections Information Systems	14:33:28		
FENNERK	<b>W/W ORS Table</b>	12/05/08		
Position to: _____ or find _____				
<b>Enter option...</b>				
<b>5=Display 8=Crime serious - matrix</b>				
<b>9=Crime serious sentencing guidelines 12=Extensions</b>				
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	
				More...
<b>F3=Exit F5=Refresh F11=Menu bar F10=Print</b>		<b>F12=Cancel</b>		
<b>F13=Repeat F16=Change view F17=Subset</b>				
This is a subsetted list.				

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.

SNT220I	Corrections Information Systems	13:40:07		
FENNERK	<b>W/W ORS Table</b>	12/09/08		
Position to: _____ or find _____				
<b>Enter option...</b>				
<b>5=Display 8=Crime serious - matrix</b>				
<b>9=Crime serious sentencing guidelines 12=Extensions</b>				
Opt ORS Nbr	Description	Abbrev	Rt	Ext
009.160 01	PRACTICE LAW UNLAWFULLY	PRACT LAW	UM	
<u>5</u> 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	
				More...
<b>F3=Exit F5=Refresh F11=Menu bar F10=Print</b>		<b>F12=Cancel F13=Repeat</b>		
<b>F16=Change view F17=Subset</b>				
This is a subsetted list.				

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SNT2211 FENNERK	Corrections Information Systems <b>Maintain ORS Table</b>	13:48:40 DISPLAY 12/09/08
--------------------	--	------------------------------

---

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, Work With Offenses.

CCSUPPORT FENNERK	Corrections Information Systems <b>CC Support Menu</b>	11:19:49 12/12/08
----------------------	---	----------------------

**Select one of the following:**

---

1. Offender Information	:	
2. LEDS	:	:
3. Admissions	:	
4. CC Release Process	:	
5. CC Court Orders Process	:	
6. CC Support Data Entry/Update	:	
7. CC EPR Process	:	
8. CC Abscond Return Process	:	
9. CC Transfer Process	:	
10. Change Primary Caseload Process	:	
11. W/W Risk Assessments	:	
12. W/W Sex Offender Assessments	:	
	:	More...

Selection: 5 Job: \_\_\_\_\_

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

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Once it brings up the screen then type an F6.

OPS230I FENNERK	Corrections Information Systems <b>Work with Offenses</b>	13:54:55 12/09/08																								
Offender: Status:	Record key:																									
<b>Enter option...</b>	<b>Custody cycle....</b>																									
2=Change 7=Add sentence	3=Copy offense 8=Conditions	4=Delete 9=Custody units																								
		5=Display 17=Add LC																								
<table border="1"> <thead> <tr> <th>OFF#</th> <th>DOCKET</th> <th>CNTY</th> <th>ORS ABBREV</th> <th>ORS NUMBER</th> <th>SG</th> <th>SANC</th> <th>SGDO</th> </tr> <tr> <td></td> <td>CS</td> <td>Type</td> <td>Begin date</td> <td>Length</td> <td>Max date</td> <td>Term date</td> <td>Code</td> </tr> </thead> <tbody> <tr> <td colspan="8"> </td> </tr> </tbody> </table>			OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG	SANC	SGDO		CS	Type	Begin date	Length	Max date	Term date	Code								
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																								
F11=Menu bar	F12=Cancel	F14=Recalculate																								
	*F8=Notes	F10=Print Options																								
	F20=Add Local	F24=More keys...																								

F6 will bring you to the New docket, Offense and Sentence screen.

OPS263I FENNERK	Corrections Information Systems <b>New Docket, Offense and Sentence</b>	15:27:42 12/05/08 <b>CREATE</b>
Offender.... Status.....		
Docket#.....	County.....	
Offense number.....	Sanction status.....	
ORS number.....(F4)		
Sent guide (Y/N)... Y		
Felony=Misdemeanor.. N		
Inchoate/ORS.....		
Crime seriousness... _____	Criminal history.... _____	
Sentencing judge.... _____		
Defense counsel..... _____		
District attorney... _____	DA case number..... _____	
Crime date..... _____	Arrest date..... _____	
Convicted date..... _____		
Sentence type..... P Life (L).... _____	Begin date..... _____	
Length (ymd)..... _0 - _0 - _0	Compact begin date.. _____	
<b>F3=Exit F4=Prompt F11=Menu bar F12=Cancel</b>		

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To find the correct ORS data for the new offense, put your cursor at the ORS Number field and then do an F4 and the ORS Table will pop up (See next page.)

OPS263I	Corrections Information Systems	11:44:13
FENNERK	<b>New Docket, Offense and Sentence</b>	12/12/08
		CREATE
Offender....		
Status.....		
<b>Docket#.....</b> _____	<b>County.....</b> _____	
<b>Offense number.....</b> _____	<b>Sanction status.....</b> _____	
<b>OR</b> .....		
<b>ORS Table Select</b>		
Position to.....		
<b>ORS description</b>	<b>Type</b>	<b>CI Ct Sev F ORS number Abbreviation</b>
Aggravated Identity Theft	PROP BF	608 165803 AG ID THFT
ABANDON CHILD	PERS CF	430 Y 163535 ABAN CHIL
ABANDONMENT OF CHILD ATTEMPT	PERS AM	665 Y 163535 X ABANDON AT
ABUSE OF CORPSE I	PERS BF	415 Y 166087 CORPSE I
ABUSE OF CORPSE II	STAT CF	570 Y 166085 CORPSE II ABUSE TO
MEMORIAL TO THE DEAD	PROP AM	715 166076 2 ABUMEMDEAD
ABUSE VENERATED OBJECT	STAT CM	800 166075 ABUSE OBJ ADULT
FOSTER CARE LICENSE VIOL	STAT CM	800 0 443725 FOSTER LIC
ADULT FOSTER HOME INSPECT VIOL	STAT BM	785 0 443755 FOSTER INS
<b>F12=Cancel</b>		
<b>F16=Search by ORS Number</b>		



## 12.17 TREATMENT MODULE ENTRY AND CLEAN UP PROCEDURE

### 12.17.1 CLEAN-UP PROCEDURE

Step 1 – From the ‘CC Reports Menu’ (option 23), go to your PPO Special Reports (option 2).

Step 2 – Run PPO Treatment Completion (option 7) and PPO Treatment Open Referral (option 6) reports.

Step 3 – Give reports to PO’s. PO’s will review and either enter appropriate information in TX module or per your county policy give report to appropriate person indicating date and closure type for updating of TX module.

### 12.17.2 ENTRY PROCEDURE

TX Referrals Need To Be Entered Into TX Module Per Your County/Office Policy (i.e. PO, Support, CT or Volunteer)

Step 1 – PO completes referral form and either enters information into Tx module or gives referral form to Support, CT or Volunteer to be entered.

Step 2 – Upon Offenders entry into TX, PO enters or notifies Support, CT or Volunteer of entry date so TX module can be updated.

Step 3 – TX reports are received via fax, shuttle/regular mail. They are date stamped and per your county/office policy either a copy or the original is given to the PO to be reviewed and entered if information is not in TX module or gives to Support, CT or Volunteer to enter.

Step 4 – Upon Offenders completing TX, PO enters or notifies Support, CT or Volunteer of exit date so TX module can be updated.

### 12.17.3 CIS/ISIS CLOSURE CODES & CORRESPONDING EXIT VALUE

CIS Closure Code	Exit Value & Treatment Exit Code
ABSC – Abscond	Unsuccessful (UNSU)
CMPO – Compact Out	Neutral (ADMN)
IMMI – Immigration	Neutral (ADMN)
INAC – Inactive Supervision	Neutral (ADMN)
PSRB – Psych Review Board Order	Unsuccessful or Neutral depending on order reason (UNSU or ADMN)
REVP – Offender House in Federal Prison	Unsuccessful (UNSU)
UNSU – Unsupervised Parole/Post Prison	Neutral (ADMN)
USAP – Unsupervised Appeal	Neutral (ADMN)

## 12.18 DEATH CERTIFICATES, STEPS TO SEARCHING SSN WEB

Step 1 – From the Main Menu type a '23=CC Reports Menu' on the selection line, press enter. This will take you to the 'CC Reports Menu'.

```

CCSUPPORT          Corrections Information Systems (TEST)          9:41:09
MCCARTHY           CC Support Menu                                9/23/05
Select one of the following:

 13. W/W Sanctions
 14. Offender Remarks (old CF9)
 15. PSI Menu
 16. W/W Supervision Fees
 17. Kardex/Face Sheet Print Option
 18. Employee Maintenance Changes
 19. ID#/Caseload Maintenance
 20. W/W Red Tags
 21. W/W Housing History
 22. W/W Caseloads
 23. CC Reports Menu
 24. Office Calendar

                                     More...

Selection: 23                               Job:

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

Step 2 – From the 'CC Reports Menu', type a '4=Total Office Reports' on the selection line, press enter. This will take you to the 'Total Office Reports Menu'.

```

CCRPTS             Corrections Information Systems (TEST)          9:45:24
MCCARTHY           CC Reports Menu                                9/23/05
Select one of the following:

 1. Management Statistics
 2. PPO Special Reports
 3. Structured Sanction Reports
 4. Total Office Reports
 5. Fee System Reports

 80. Return to regional menu
 90. End pass through

                                     Bottom

Selection: 4                               Job:

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

Step 3 – From the ‘Total Office Reports Menu’, type a ‘7=Parole Officer Caseload Report’, press enter. This will take you to the ‘Total Office Reports Menu’.

```

CCTOTRPT          Corrections Information Systems (TEST)          9:46:29
MCCARTHY          Total Office Reports                          9/23/05
Select one of the following:

TOTAL OFFICE REPORTS
1. Parole/Probation Expiration
2. Parole Officer Listing
3. Expected Arr/Rel Not Admitted
4. Temporary SID Number Report
5. Alpha Office List
6. PA/LV Released to Office/Cnty
7. Parole Officer Caseload Report
8. Total Office Caseload Report
9. Parole Officer Data Sheet
10. Office Supv/Distribution Rpts
11. Sex Offenders by Name/City/Zip
12. DNA Report
More...

Selection: 7          Job:

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

Step 4 - Tab down to the ‘Outcount Reason’ field and type in ‘ABSC’, press enter. This report will be by caseload # and will run overnight. If you need to have this run immediately, tab down to the ‘Print Now’ field and change the ‘N’ to ‘Y’, then press enter. To exit, press F12 three times this will take you back to the Main Menu.

```

CMS587BP          Corrections Information Systems (TEST)          9:49:18
MCCARTHY          Parole Officer Caseload Report                          9/23/05
                  With or Without Offenses Listed

Type choices, press Enter.
Location. . . . . COMM   Code, F4 to prompt
Caseload. . . . . *ALL   *ALL, Number, F4 to prompt
Subset by:
Current Status . . *ALL   *ALL, F4 to prompt
Outcount Reason. . ABSC   *ALL, NONE, ONLY, F4 to prompt
Major crime class. *ALL   *ALL, FEL, MISD
Gender . . . . . A       A, M, F, O
Race . . . . . *ALL   *ALL, race, F4 to prompt
ORS abbreviation . *ALL   *ALL, NONE, F4 to prompt
Sentence type. . . *ALL   *ALL, F4 to prompt
Sentences. . . . . *ALL   *ALL, MAJ
OR use
Research Standard. *NO    *YES, *NO

Print now . . . . . Y    Y = Now, N = Overnight

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

Step 5 – Go to the description screen on CIS to retrieve the SSN # for each offender. Write the SSN# on this report beside each offender’s name.

Step 6 – Go to Internet Explorer, on the address line type <http://ssdi.genealogy.rootsweb.com/>, press enter. This will take you to the Social Security website. Fill in the last name, first name, middle name (if you have it) and SSN

# fields, press the submit button. This will bring up the search screen indicating if there are any records that match the information you have entered. If there are none, it will say "Nothing found". If there are possibilities, it will list them and you can check these possibilities with the DOB's from your Parole Officer Caseload List.

Step 7 – If you find a match, print the notification. Per your county policy, give information to the PO (or whomever) along with the abscond file indicating this can be closed to 'death'. PO (or whomever) will do a closing summary and submit file for closure.

## 12.19 TIPS & TRICKS

**12.19.1 How to find another employees e-mail address, phone number and extension throughout the State on the DOC400:** While in any process of OPS or from the Main Menu, press F11-2 then select 'User E-mail Address and Phone' (possibly E), this will bring up the 'User E-mail Address and Work Phone Number' screen. On the position to line, enter the user's profile, if known, press enter, this will bring you to that user's information. If the user's profile isn't known, enter the last name of the employee you are looking for, press enter and this will get you to all employees with the same last name and then you will need to find the correct employee by paging up or down. To see the e-mail address, put a '5' on the 'option' line and press enter. This will take you to the 'Maintain Work Phone' screen where you can view the users e-mail address. Another useful function to use is the 'F17=subset', this will bring you to a screen where you can subset by location. Enter the 4-digit county code in the location field, press enter to bring up the desired county user's list, or press 'F4=prompt' for a list of all locations. If you see any information that isn't correct, per your county policy contact appropriate support staff so the information can be corrected. **FYI – This is tied to the DOC400 Employee Table, so if you correct either table it will correct the other table also. The name and phone number are put on this table at the time you become an employee by Salem but it is the responsibility of each County to keep the table updated.**

**12.19.2 Difference between packet and file:** Please remember when entering information in the Remarks Screen that there is a difference between a packet and a file. A file is the 4-sided hard file and a packet is the paperwork that goes inside the file.

**12.19.3 How to use the Menu Bar:** While in any process of OPS you can use the menu bar function by pressing F11. This displays the four selections available at the top of the screen (1) Active Jobs; (2) WS (Work Station) Options; (3) Process Step; and (4) Info Windows. Typing the number selects that option (do not hit the enter key). A window containing the choices available within that option will then appear. These choices are identified by letters (letter keys will vary by task, when available), and are selected by typing just the appropriate letter on the selection line (**DO NOT USE ENTER**). **NOTE: A Menu Bar option is available only when it is highlighted.**

**12.19.4 How to enter sentence information on the W/W Offenses screen for post-prison offenders:** You must have the PPS order to enter this information. When looking at the order you will need to match the offense and docket # with the offense and docket # in the system and only enter the exact months or years that are indicated on the order from the Board or Local Control for that sentence. Be very careful when entering this information as there could be different sentence lengths for the same docket #, but a different count (orders do not indicate count #'s) so you will have to look at the offense description. On the PPS order the SG sentence is the same as the 'I' sentence in OPS and the LC sentence is the same as the 'L' sentence in OPS. If you are still having problems determining which sentence goes with which one, you can go to the institution facesheet.

**12.19.5 What goes in the Remarks Screen:** All Investigation and notification assignments; file movement between offices; archiving information and retrieval of archived file; file acceptance information; and date of entry, your initials and office location.

**12.19.6 How to Change Judges Name to LC Authority:** When you receive a Local Control PPS order you go to the W/W Offense Screen to enter the 'O' line. While on the W/W Offense Screen, put a 2 beside the offense, press enter. This will take you to the Docket and Offense Description screen, tab down to the Sentencing Judge field, remove Judges name and type in LC Authority, and press enter. **THIS IS A COUNTY BY COUNTY DECISION. ALSO, NEVER CHANGE THE JUDGE FIELD ON A PAROLE BOARD CASE.**

**12.19.7 How to Recognize a Conditional Discharge Order and a Conditional Discharge Revoke Order:** The title of the order could say Pleading and Conditional Discharge Order or in the body of the order it will state that the Court finds that a conditional discharge pursuant to ORS 475.245 is warranted which means that if the offender successfully completes the probationary period, the charge will be dismissed.

The order to revoke a conditional discharge might be titled Revocation, Judgment of Conviction and Sentencing Order or in the body of the order it will state that the defendant's conditional discharge heretofore granted shall be and is hereby revoked and the defendant is sentenced to a probationary term of however many months and is placed on probation to the Community Corrections Office upon the terms and conditions set forth. When you get an order revoking a conditional discharge, you close the FCD line to CONV and open a new probation line for the same offense.

**12.19.8 How to get a release date for an inmate in a federal prison:** Go to your internet access, type in [www.bop.gov](http://www.bop.gov) and press enter. This will open the Federal Bureau of Prisons website. Click on inmate information, type in the name of the inmate and press enter. This will bring up the information on this inmate if they are in a federal prison.

**12.19.9 Cleaning up expired probation offenses after an offender has been released from the institution or local control jail sentence:** When an offender has been released from an institution or a local control jail sentence you will need to check the Work with Offenses Screen. If you find any offenses that look like they need to be closed, check the file to make sure there were no orders to extend. If there are no orders, go ahead and close the offenses, print a new kardex and give it to the PO with the new PPS order.

**12.19.10 DMV ID #:** If Offender doesn't have a driver's license but does have an ID card issued from DMV, the ID # should be entered in the ODL field along with the State and Expiration Date of the ID#.

**12.19.11 Delete an offense first before backing out an admission.**

**12.19.12 Restitution/Compensatory Fine and Community Service Conditions:**

These conditions are trackable and should be entered separately.

**12.19.13 Kardex 'From' Field Explanation:** This field has nothing to do with where an offender is sentenced, and very little to do with where an offender is incarcerated. On offenses with multiple sentence lines, the program looks at the last "termination" date of the sentence and compares that with the location on the Movement History/Maintenance screen on that date.

Example: If offense 02 was terminated on 4/12/05 – Movement History shows he/she was released "From" LWSH on that date.

The 'L' line for offense 03 was terminated on 3/31/05 – Movement History shows he/she was released "From" LANE on that date.

The Kardex would show 'From' LWSH for offense 02 and 'From' LANE on offense 03.

**12.19.14 Searching Specific County/Office for Offender on the Name Search**

**Screen:** If you would like to search the Name Search Screen for an offender and you know the offender is being supervised or was previously supervised in a specific county/office, after entering the offender's name (last first middle), tab to the location field and type in the 4-digit county of that county/office, press enter. This will search just that county/office for that offender.

## 12.20 VINE INFORMATION

**What does VINE stand for:** Victim Information and Notification Everyday

**General information:** VINE is a free and anonymous telephone service that provides victims of crime two important features; information and notification. It is provided by the Oregon Department of Corrections and the Oregon Department of Justice, in cooperation with the Oregon Sheriffs' Association and the Oregon Youth Authority.

VINE monitors the custody status of offenders in county jails, youth authority facilities, Oregon prisons, and individuals currently on parole/probation. Information is available 24 hours a day, 365 days a year. It is available in English and Spanish and a live operator is available to anyone calling the number for any reason.

**Data Transfer Schedule:** County jails every 15 minutes, 24 hours a day, 7 days a week; Oregon prisons and Community Corrections 6 times a day, 7 days a week.

**Who can register:** Crime victims and concerned citizens may register for notification.

**How do they register:** By calling the VINE toll-free number (1-877-674-8463) or via the internet at [www.vinelike.com](http://www.vinelike.com).

**What information is needed to register:** A telephone number, including area code where they can be reached for notification; a 4-digit personal identification number (PIN); or an e-mail address (no PIN required).

**Notification calls and patterns:** Calls will be made to a registered person(s) when one or more of the following occur:

- General Release – Normal
- Release on Bond or Court Order– Normal
- Schedule Release 1 – Advanced
- Escape – Normal
- Return to custody from escape – Non-Emergency Final
- Death – Non-Emergency Delay Death
- Transfer to known or unknown facility – Non-Emergency Delay Transfer
- Work Release – Non-Emergency Final
- Home Detention – Non-Emergency Final
- Parole Hearing – Advanced
- Probation Abscond, return from abscond, case terminated/discharged, case revoked, early discharge, transfer to another office, term extended, arrest – Non-Emergency Final

1. Normal - calls will be made every 30 minutes for 24 hours or until the call is confirmed.



2. Advanced - calls will start 30 days prior to the expected date of event, every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed.
3. Non-Emergency Final; Delay Death; Delay Transfer – calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed.

**How to confirm and stop calls:** By entering your PIN. Notification messages will be left on an answering machine, but call will continue every 2 hours for 24 to 48 hours, depending upon the calling pattern.

**How to Search for information:** Callers will need to provide one or more of the following items:

- Offender Name
- Offender Number – SID
- JJIS Number for Oregon Youth Authority
- Race and Date of Birth for secondary search options when more than one offender has the same name.

**Information provided when calling the VINE service:**

- Name of Offender
- Offender Number – SID
- Current Offender and Probationer Custody Status
- Location of Offender – Institution Name or Community Corrections Location
- Scheduled Release Date (if known)
- Charges (not available for DOC inmates)
- Bail
- Probation Expiration Date (if known)

**Additional Assistance:** For customer service, technical assistance or to report a possible problem, call the APPRISS Operations Center at 1-877-277-7477, Option 2.

## 12.21 VINEWATCH

**What is Vinewatch:** An internet based secure web site designed to give criminal justice personnel and victim advocates the ability to register victims for notification of changes in offender custody status. It is an enhancement to the current victim notification process.

**How to Access:** You must obtain a User ID and password.

**How to Obtain a User ID and Password:** Contact Karen Roddy, Oregon Department of Corrections, (541)881-4625 or [Karen.g.rodny@doc.state.or.us](mailto:Karen.g.rodny@doc.state.or.us)

**Other Capabilities:** Your agency can generate reports on:

- Notification calls on offenders custody status changes
- Registration (for offender and probation/parolee notification)
- Statistics to show monthly and year-to-date usage of VINE in your community

Your agency can also:

- Register victims for notification and update existing registrations
- Search for and view pertinent information on an offender or probationer/parolee.