

## **OPS CHAPTER 15 - SB1145 Data Entry**

These scenarios have been designed to assist you in entering data for some of the most common Local Control situations. For more information on policy issues for SB1145, please consult Community Correction's 'Frequently Asked Questions', which can be accessed from the DOC website's home page, or contact the DOC receptionist at 503-945-9050.

Screen prints with directions will walk you through the following scenarios: Felony Probation Revocation; Post-Prison Supervision Revocation; Parole Revocation; and New Felony Local Control Sentence(s).

The last section will give you information on Less Common Sentencing Scenarios; Local Post-Prison (SB156); Level III Sanctions; Central Records; Extraditions; and the Old PPS Stop/Start Practice.

A Release Plan needs to be developed so a PPS Order can be created. If offender is under the jurisdiction of the Parole Board, fax Release Plan and LC Court Order to the Parole Board (503-373-7558) so they can prepare the PPS Order. If offender is under the jurisdiction of the Local Supervisory Authority, the Supervisory Authority (Community Corrections Office) creates the PPS Order.

It is a County by County decision on whether to request file and/or EPR if the offender is under the jurisdiction of another county's Local Supervisory Authority. If offender is under your county's Local Authority, change EPR RTP field to FLC and other fields as necessary.

### **15.1 Felony Probation Revocation**

#### **15.1.1 Step 1: Admit to 'L' Location (Jail)**

*NOTE: Offender must have started his/her jail time before you can enter into CIS.*

To begin, go to your Admissions process from your main menu. When admitting to Local Control, this process works much like the institution's admission process, in that you do not have to release the offender from his previous status before you can admit him/her. The following screen is the first step in the Admissions process:

## Offender Profile System (OPS) Training Manual

OPS225I	Corrections Information Systems (TEST)	12:13:17
MCCARTHY	Community Corrections Admission	8/30/07
Offender.....	8533971 AARESTAD, SCOTT KENNETH	
DOB.....	4/22/1969	
Current status.....	Probation	
Last location.....	LANE	
Release date/time.....		
Supervision level.....	LOW	
Admission to location.	LLAN	
Admission date/time...	01011997 0800	
Caseload.....	6530	
Post admission status.	LC	
LC conviction county..	LANE	
LC supv status code...	JAIL	
Copy PSI data from....	SIDNO 00000000	
F3=Exit	F4=Prompt	F5=Refresh
F6=New admission	F7=Current date/time	F9=Retrieve
F11=Menu bar	F12=Cancel	

Figure 1: Community Corrections Admission Screen

Please note the field “Post Admission Status” no longer defaults to PR for Probation status. “LC Conviction County” and “LC Supv Status Code” are fields to be used only for offenders convicted and sentenced under SB1145. Most fields in the Admission screen are promptable with the F4 key if you do not know the correct code to enter.

- **Admission To Location:** If the offender starts Local Control time in a jail, this field must be changed to a location code beginning with “L” (all county Jail codes begin with “L”) that represents the actual physical location of the offender. In most cases this would be the ‘Supervisory Authority’ for the offense that received the Local Control sentence, but could be another County Jail location if your County rents bed space from another County Jail (i.e. LYAM if a Polk County case was given a Local Control sentence but was transported to a Yamhill County Jail rental bed). In this example you are admitting to the Lane County Jail because the offender was revoked on a Lane County probation and is physically housed in the Lane County Jail, thus you are choosing “LLAN”.
 

**Note:** There is an F4 prompt on the “Admission To Location” field. Once you get there, you will see only the “C” locations (the community corrections field office codes). You will need to tab to the “Type” field and change the “C” to an “L” to see the codes for the county Jails (those that begin with “L”).
- **Admission Date/Time:** This field must correspond with “Sentence Begin Date”. For instance, if the offender was sentenced on Friday, January 3, 1997, but the judge ordered him/her to report on Monday, January 6, 1997 to begin serving his/her sentence, then 01/06/97 would be the Admission Date.
- **Caseload:** You may choose the caseload number of the officer(s) assigned to your Local Control Caseload, or create one specifically for Local Control offenders within your location’s series of numbers. For example, Polk County Community Corrections’ series of numbers is 9100 to 9199. Staff could create caseload 9170 as their Local Control caseload.
- **Post Admission Status:** When admitting to Local Control the code must be 'LC'

- **LC Conviction County:** This field requires the County location code representing the Supervising Authority (county of current Local Control conviction).
- **LC Supv Status Code:** This field represents the current status or 'program' of the Local Control Offender. In this case, the offender is currently at the Jail, and hasn't started a 'program' yet. If the offender had gone immediately out on Work Crew, it would be appropriate to use the code for that program.

Now press <Enter> to process the admission.

### 15.1.2 Step 2: Open 'L' Sentence

To begin, go to the Work with Offenses screen:

*Note: Information about the sentence should come from the jail and sentencing order indicating Sentencing date, Sentence Begin date, Sentence length, and Time served credits.*

OPS230I	Corrections Information Systems (TEST)				12:18:29		
MCCARTHY	Work with Offenses				8/30/07		
Offender: 8533971 Aarestad, Scott Kenneth		Record key:					
Status: Discharge		LANE Lane County Community Correcti					
DNA Collection not Required							
Enter option...		Custody cycle....		1			
2=Change		3=Copy offense		4=Delete		5=Display	
7=Add sentence		8=Conditions		9=Custody units		17=Add LC	
OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG	SANC	SGDO
CS	Type	Begin date	Length	Max date	Term date	Code	
01	109104030B	LANE	BURG I	154.225	Y	Y	
	00 P FPR	08/26/1991	004-000-000	08/25/1995	08/25/1995	EXPI	
02	109104028B	LANE	BURG I	154.225	Y	Y	
2	00 P FPR	08/26/1991	006-000-000	08/25/1997			
							Bottom
F3=Exit		F6=Add docket		F7=Facesheet		F8=Notes	
F11=Menu bar		F12=Cancel		F14=Recalculate		F20=Add Local	
						F24=More keys...	

Figure 2: Work with Offenses scre

- **Close Probation Sentence:** Tab to the sentence line of the docket that was revoked and enter 2=Change and press enter. The following screen will appear:

OPS235I	Corrections Information Systems (TEST)				12:21:54		
MCCARTHY	Sentence Data				8/30/07		
				CHANGE			
Offender.....	8533971	AARESTAD,	SCOTT KENNETH				
Status.....	Local Control	LANE					
Offense/Sentence....	02 001	Court Case.....	109104028B				
Sentencing Guid.....	Y	County.....	LANE				
ORS.....	154.225	BURG I	AF BURGLARY I				
Sent type.....	P						
Begin date.....	8/26/1991						
Compact begin dt....							
Length (ymd).....	6 - 0 - 0	Life (L).....					
Inop days.....							
CS to.....		MRG to.....					
Tent paro disc date.							
Termination date....	9/02/1997	Max sent date.....	8/25/1997				
Termination code....	VIOL	Max indet sent date.	9/29/2017				
F3=Exit	F4=Prompt	F5=Refresh	F11=Menu bar	F12=Cancel			

Figure 3: Sentence Data screen

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- Tab down to the field 'Termination date' and enter the date of revocation (sentencing date). Tab to the field 'Termination code' and enter VIOL. Press <Enter> and return to the main screen.

```

OPS230I          Corrections Information Systems (TEST)          12:24:25
MCCARTHY                Work with Offenses                      8/30/07

Offender:  8533971  Aarestad, Scott Kenneth          Record key:
Status:    Local Control      LLAN Lane County Jail
          DNA Collection not Required

Enter option...
2=Change      3=Copy offense      4=Delete      5=Display      Custody cycle.... 1
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
17 02   109104028B   LANE      BURG I      154.225     Y     Y     VIOL
   00   P FPR      08/26/1991 004-000-000 08/25/1995 08/25/1995 EXPI
   00   P FPR      08/26/1991 006-000-000 08/25/1997 01/01/1997 VIOL

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

Figure 4: Work With Offenses screen

- **Add Local Sentence:** Tab to the docket line and use **Option 17=Add LC** to add a local control sentence. Press <Enter> to create the sentence. The following screen will appear.

```

OPS150I          Corrections Information Systems (TEST)          :41:20
MCCARTHY                Sentence Data for Local Control      8/01/07
                                CHANGE

Offender..... 8533971  AARESTAD, SCOTT KENNETH
Status..... LocalControl      LLAN
Offense/Sentence... 01 002      Court Case... 109104030B
Sentencing Guid.... Y          County.....LANE
ORS..... 154.225      BURG I      AF BURGLARY I

Sent type..... L
Begin date..... 1/01/1997
Length (ymd)..... 0 - 6 - 0
Consecutive to..... Merge to.....
Time served credits. 30      Inop time.....
Maximum date..... 5/31/1997      Inop (F4=W/W)..... 00000

Termination date....
Termination code....

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

002 record updated.
    
```

Figure 5: Sentence Data for Local Control Screen

- **Sentence Type:** Sentence type should automatically default to 'L'.
- **Begin Date:** Sentence begin date is the date the offender actually begins serving his time (post sentencing), and should correspond with Admission Date. For instance, if the offender was sentenced on Friday, January 3, 1997, but the judge ordered him/her to report on Monday, January 6, 1997 to begin serving his/her sentence, then 01/06/97 would be the Begin date.

*Note: Be careful! Jails sometimes misunderstand Begin Date and may give you Arrest Date as that is the date the offender 'Began' in their jail.*

- **Length:** Sentence length is the amount of time the judge sentences the offender to serve. For Local Control offenders, this would be 1 year or less.
- **Consecutive To:** If the sentence runs consecutive to another sentence; enter the offense # of the sentence it is consecutive to. However this is not used in the sentence calculation.
- **Merge To:** If the sentence is merged with another sentence for purposes of sentencing; enter the offense # it is merged with.
- **Time Served Credits:** These are credits the offender gets for days spent in the jail prior to sentencing, and can include jail time ordered as a condition of probation as well as sanction time the offender served. The judge may choose to withhold these credits at sentencing, and if so, must include language to mean “No Credit For Time Served”.

*Note: Be careful! The jail’s use of the term ‘Time Served Credits’ may include other types of time credits such as ‘Good’ time/‘Statutory’ time or ‘Earned’ time/‘Work’ time which the offender accrues AFTER he/she begins serving the sentence. Be sure that you specify you need ONLY those credits allowed prior to sentencing!*

- **Maximum Date:** This date is the sum total of Begin Date, plus Length, minus Time Served Credits. The program automatically calculates this date, but it should match the jail calculation.

*Note: Be careful! Max Date is arrived at just like a standard mathematical equation. Two plus two should always equal four (or three if your county calculates TO and not THROUGH – see ‘Time Calculation’ below). An example would be an offender, sentenced to 6 months Local Control time on January 1, 1997. Max Date would be June 30, 1997 (without Time Served Credits). If the offender had accrued 10 days of Time Served Credits, Max Date would be June 20, 1997 (01/01/97 + 6 months – 10 days = 06/20/97). It is also important to remember that Max Date does NOT change with the accrual of other types of time credits.*

```

OPS230I                Corrections Information Systems (TEST)                12:40:55
MCCARTHY                Work with Offenses                                8/30/07

Offender: 8533971 Aarestad, Scott Kenneth                Record key:
Status:   Local Control                LLAN Lane County Community Correcti
         DNA Collection not Required

Enter option...
2=Change          3=Copy offense          4=Delete          5=Display
7=Add sentence   8=Conditions           9=Custody units  17=Add LC
Custody cycle.... 1

OFF#  DOCKET          CNTY          ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
   CS   Type          Begin date   Length      Max date    Term date  Code
01    109104030B     LANE         BURG I      154.225     Y      Y
   00    P FPR         08/26/1991  004-000-000 08/25/1995 08/25/1995 EXPI
02    109104028B     LANE         BURG I      154.225     Y      Y
   00    P FPR         08/26/1991  006-000-000 08/25/1997 01/01/1997 VIOL
   00    L FLC         01/01/1997  000-006-000 06/20/1997

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

Figure 6: Completed Local Control Sentence

**\*\*\*Physical or Projected Release Date:** While there is not yet a field for this date in CIS, programming will be added in the future to provide one. This information must be entered in F8= Notes until programming is complete. This date should be provided to you by the jail, based on the previously arrived at Max Date less any other types of time credits the offender may have accrued once beginning to serve his/her sentence. This will be the date the offender actually completes his/her Local Control obligation and move to Post-Prison supervision. It is important to remember the offender may be released to the community prior to the end of his/her sentence obligation, in which case he/she is still considered a Local Control 'Inmate' even though he/she is no longer behind bars.

**\*\*\*Time Calculation:** Calculating time is something new to Community Corrections. Your jail may have some type of calculation program, or hand held 'time' calculator that can do the calculations for you. CIS also has a time calculation program accessible through using the menu bar (F11) and Work Station Options (2) with corresponding letter. Generally, time is calculated either TO or THROUGH. An example would be the offender sentenced to a six month Local Control sentence on 01/01/97. Using the 'To' calculation, Max date would be 06/30/97 (which does not include the 'To' date). Using the 'Through' calculation, Max date would be 07/01/97 (which does include the 'Through' date). CIS' calculation program calculates to the date, while several jails throughout the State calculate through the date. Remember that the offender's moving to Post-Prison supervision on the correct date is dependent upon accurate sentence calculation. The Board of Parole and Post-Prison Supervision reserves the right to review the county's sentence calculation to determine accuracy.

Now press <Enter> to update the sentence.

<b>Movement to Jail is Complete</b>
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### **15.1.3 Step 3: Admit to Community Corrections Location While Still On Local Control Status**

This is only for offenders who do not finish their entire sentence in the jail, but are released to the Community Corrections office to continue serving their sentence obligation in a reduced level of custody. These offenders are still considered inmates; they have just changed 'houses'.

Go to the Community Corrections Admission screen in the Admissions process:

```

OPS225I                Corrections Information Systems (TEST)                12:55:36
MCCARTHY                Community Corrections Admission                        8/30/07

Offender.....      8533971 AARESTAD, SCOTT KENNETH
DOB.....            4/22/1969
Current status..... Local Control
Last location.....  LLAN
Release date/time... 10/08/2000  9:00
Supervision level.... LOW

Admission to location. LANE
Admission date/time... 03011997
Caseload.....       6517 Adair, Wendy

Post admission status. LC

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

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

Figure 7: Admission to Community Corrections from Jail

- **Admission to Location:** This must be the community correction office’s location code (in this example ‘LANE’ for Lane County Community Corrections).
- **Admission Date/Time:** This would be the date the offender was released from the jail to the community corrections office.
- **Caseload:** Use the caseload number of the parole/probation officer the offender is assigned to.
- **Post Admission Status:** This field **MUST** be LC to continue the offender on Local Control status.
- **LC Conviction County:** This field will default to the county designated as County of Conviction entered when admitted to the jail location.
- **LC Supv Status Code:** This code represents the current status, or ‘program’ of the offender when admitted to your office. In most cases, the code ‘STND’ could be used, meaning the offender is being supervised just like any other offender on supervision in your office. If the officer had immediately placed the offender on Day Reporting, it would be appropriate to use ‘DAYR’ as the code.

Now press <Enter> to process the admission. This releases the record from the jail location and admits it to the Community Corrections location automatically.

**Admission to Field Office is complete (still serving Local Sentence)**

### 15.1.4 Step 4: County Inmate Movements

This is for tracking movements/supervision statuses of the Local Control offender while he/she is within a given location; either jail or the community corrections office. This is the process you will use for moving any type of these offenders, whether they were Probation, Parole, or Post-Prison Supervision violators, or new commitments.

To begin, go to the W/W County Inmate Movements/Supv Status Codes screen (found in the Admissions, CC Release, CC Support Data Entry/Update, and CC Transfer Processes): In this example, we will 'move' the inmate while he/she is at the community corrections office.

```

OPS154I          Corrections Information Systems (TEST)          9:49:04
MCCARTHY        W/W County Inmate Movements/Supv Status Codes  5/21/07
                                           CHANGE
Offender..... 8533971      AARESTAD, SCOTT KENNETH
Status.....    LocalControl LLAN

LC conviction county LANE
Start date/time.... 03151997 0800      Supervision Sts Code. DAYR
                                           Move type.....

Enter option..... 2=Change    5=Display
  Move  LCsupv      Start          Stop          Resp Supervision
Opt  Type  Auth      Date    Time      Date    Time      Loca Status Code
  LC   LANE  3/01/1997  8:00    3/15/1997  8:00    LANE    STND
  LC   LANE  1/01/1997  8:00    3/01/1997  8:00    LLAN    JAIL

                                           Bottom

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

Figure 8: New W/W County Inmate Movements/Supv Status Codes screen

- **LC Conviction County:** This field remains the same (Supervisory Authority). In this example "LANE".
- **From Date/Time:** This is the actual date and time the offender begins the new supervision status. Please remember it is important to enter a time in the time field and not leave it blank. In this example, the officer has decided to put the offender in the Day Reporting program on 03/15/97 at 8am.
- **Supervision Sts Code:** This is the status the offender is going to. F4=Prompt will bring up the status code table. In this example it is "DAYR" for Day Reporting.

```

OPS154I          Corrections Information Systems (TEST)          10:05:36
MCCARTHY        W/W County Inmate Movements/Supv Status Codes  5/21/07
                                           CHANGE
Offender..... 8533971      AARESTAD, SCOTT KENNETH
Status.....    LocalControl LLAN

LC conviction county
Start date/time....          Supervision Sts Code.
                                           Move type.....

Enter option..... 2=Change    5=Display
  Move  LCsupv      Start          Stop          Resp Supervision
Opt  Type  Auth      Date    Time      Date    Time      Loca Status Code
  LC   LANE  3/15/1997  8:00          LANE    DAYR
  LC   LANE  3/01/1997  8:00    3/15/1997  8:00    LANE    STND
  LC   LANE  1/01/1997  8:00    3/01/1997  8:00    LLAN    JAIL

                                           Bottom

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

Figure 8b: Completed W/W County Inmate Movements/Supv Status Codes screen



*Note: The Supervision statuses that you may be monitoring are Electronic House Arrest, Intensive Supervision, or in some cases, just Normal Supervision ('STND' - Standard Supervision). Only one supervision status can be used at one time, so use the most 'restrictive'. Notice how admitting to a 'status' automatically closes the previous one. Research has asked that these 'movements' remain continuous. For example, if the offender did not make it in the Day Reporting program and was discontinued, move him/her back to STND. This will automatically close Day Reporting. Keep recording these movements as many times as needed. If you have other 'statuses' in your county that are not represented in this table, contact the Community Corrections Coordinator to have them added (the Community Corrections Coordinator will check with both SOON and FAUG prior to adding).*

**15.1.5 Step 5: Completion of the Local Control Obligation (close 'L' sentence)**

Note: Be careful! You need to be sure the offender really should be released to Post-Prison supervision. There has been a lot of confusion within Community Corrections and Institutions over this issue. Jails may release an offender at any time before their Local Control obligation has been completed, so make sure you are not just getting the jail 'release' date, but the date the offender has totally completed his/her sentence. This may create some 'dead time' between the release and when the offender can legally be on Post-Prison Supervision (refer to 'Admit to Community Corrections Location While Still on Local Control Status'). Also, for counties who contract back prison beds from DOC, releases from the institution do not necessarily mean that the offender should be admitted on PPS. In all cases, check the sentence calculation to make sure the Physical Release Date (Max date less any time credits other than those prior to sentencing) really has been met and the local control obligation has been completed.

The offender has completed his/her Local Control obligation when the entire sentence has been served, less any time credits.

To begin, go to the Work with Offenses screen in the CC Release Process.

```

OPS230I          Corrections Information Systems (TEST)          12:40:55
MCCARTHY                Work with Offenses                      8/30/07

Offender:  8533971  Aarestad, Scott Kenneth          Record key:
Status:    Local Control          LLAN Lane County Jail
          DNA Collection not Required

Enter option...          Custody cycle....  1
  2=Change          3=Copy offense          4=Delete          5=Display
  7=Add sentence    8=Conditions          9=Custody units   17=Add LC

OFF#  DOCKET      CNTY  ORS ABBREV  ORS NUMBER  SG  SANC  SGDO
CS    Type      Begin date  Length      Max date    Term date  Code
  01  109104030B  LANE      BURG I      154.225     Y  Y
      00  P FPR      08/26/1991  004-000-000  08/25/1995  08/25/1995  EXPI
  02  109104028B  LANE      BURG I      154.225     Y  Y
      00  P FPR      08/26/1991  006-000-000  08/25/1997  01/01/1997  VIOL
  2   00  L FLC      01/01/1997  000-006-000  06/20/1997

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

Figure 9: Work with Offenses Screen

- **Close “L” Sentence:** Tab to the ‘L’ sentence line and enter 2=Change and press <Enter>. The following screen will appear:

```

OPS150I      Corrections Information Systems (TEST)      13:14:41
MCCARTHY      Sentence Data for Local Control          8/30/07
                                           CHANGE

Offender..... 8533971 AARESTAD, SCOTT KENNETH
Status..... Discharge      LANE
Offense/Sentence.... 02 002      Court Case..... 109104028B
Sentencing Guid..... Y      County..... LANE
ORS..... 154.225      BURG I      AF BURGLARY I

Sent type..... L
Begin date..... 1/01/1997
Length (ymd)..... 0 - 6 - 00
Consecutive to.....      Merge to.....
Time served credits. 10      Inop time.....
Maximum date..... 6/20/1997      Inop (F4=W/W)..... 00000

Termination date.... 6/10/1997
Termination code.... POST

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

Figure 10: Sentence Data for Local Control screen

- Tab to Termination date and enter the date the local control obligation ends. Tab to Termination code and enter ‘POST’. Press <Enter> to update the sentence and return to the main screen.

*Note: In our example, the Max date of the Local Control sentence is 6/20/97, but the Termination date was entered as 6/10/97. That is because the offender received 10 days of time credit (other than the time from the Arrest date to sentencing), which makes the Release Date 10 days sooner. Remember this still must make mathematical sense. For example, this sentence structure mathematically would look like this: 01/01/97 + 6 months, -10 days Time Served Credits (Credits from the arrest date to the sentencing date) = 06/20/97 – 10 days other time credit (post sentencing credits) = 06/10/97. Also remember, county staff must do the release planning form to obtain the PPS order.*

### 15.1.6 Step 6: Releasing the Body to “LCMP”

Go to the Offender Release screen in the CC Release Process.

```

OPS270I      Corrections Information Systems (TEST)      13:30:47
MCCARTHY      Offender Release                          8/30/07
                                           PROCESS

Offender..... 8533971 AARESTAD, SCOTT KENNETH
DOB..... 4/22/1969      Location: LANE
Status..... LC Local Control
Current caseload.... 6517 ADAIR, WENDY
Custody/Supv level.. LOW

Release date..... 06101997      Time....0800
Release type code... LCMP

Release to location. LANE

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

Figure 11: Offender Release Screen

- **Release Date/Time:** This date should be the same as the 'L' sentence's termination date (if more than one 'L' sentence, use longest termination date).
- **Release Type Code:** The code used must be 'LCMP' to denote the completion of the Local Control sentence.
- **Release to Location:** This will be the Community Corrections office the offender will be supervised in.

Now press <Enter> to process the release.

### 15.1.7 Step 7: Admitting Offender to Post-Prison Supervision

*Note: The admission to Post-Prison and 'O' line entry are completed by the Community Corrections Office that will be supervising the offender.*

Go to the Community Corrections Admission screen in the Admission process to admit the offender on Post-Prison Supervision.

```

OPS225I          Corrections Information Systems (TEST)          13:35:26
MCCARTHY          Community Corrections Admission                8/30/07

Offender..... 8533971 AARESTAD, SCOTT KENNETH
DOB..... 4/22/1969
Current status..... Local Control
Last location..... LLAN
Release date/time.... 05/30/1997 8:00
Supervision level..... LOW

Admission to location. LANE
Admission date/time... 05301997 0800
Caseload..... 6517 ADAIR, WENDY
Adm from State/County.
Post admission status. PO

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

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

Figure 12: Community Corrections Admission Screen

- **Admission to Location:** This would be your county code.
- **Admission Date/Time:** This would be the exact date/time as the Release date/time.
- **Caseload:** Use the caseload number of the officer you are assigning to the case.
- **Post Admission Status:** This auto fills to "PO" for Post-Prison Supervision. If there were both Post-Prison and Parole sentences, the auto fill would be "PS".
- **LC Conviction County:** This field must be blank as the offender is no longer on Local Control status.
- **LC Supv Status Code:** This field must be blank as the offender is no longer on Local Control status.

Now press <Enter> to process the admission.

Please note - Offender status now changes from LocalControl to PostPrison. Check status for PostPrison/LC or BRD on Work with Offenses screen. If status is not correct, follow Board/LC Override document to correct. Update EPR as needed and check supervision fee accounts.

**Admission to Field Office is complete (now on Post-Prison Supv.)**

### 15.1.8 Step 8: Open Post-prison Supervision Sentence (Add 'O' line)

Go to the Work with Offenses screen.

```

OPS230I      Corrections Information Systems (TEST)      13:18:15
MCCARTHY      Work with Offenses      8/30/07

Offender: 8533971 Aarestad, Scott Kenneth      Record key:
Status: PostPrison/LC      LANE Lane County Community Correcti
      DNA Collection not Required
Enter option...      Custody cycle.... 1
  2=Change      3=Copy offense      4=Delete      5=Display
  7=Add sentence      8=Conditions      9=Custody units      17=Add LC
OFF# DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC      SGDO
CS      Type      Begin date      Length      Max date      Term date      Code
01      109104030B      LANE      BURG I      154.225      Y      Y
00      P FPR      08/26/1991      004-000-000      08/25/1995      08/25/1995      EXPI
7 02      109104028B      LANE      BURG I      154.225      Y      Y
00      P FPR      08/26/1991      006-000-000      08/25/1997      01/01/1997      VIOL
00      L F      01/01/1997      000-006-000      06/20/1997      06/10/1997      POST

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

Figure 13: Work with Offenses screen

- **Open 'O' Sentence:** Add the Post-Prison sentence by entering **7=Add Sentence**, on the docket line and press <Enter>. The following screen will appear:

```

OPS235I      Corrections Information Systems (TEST)      12:21:54
MCCARTHY      Sentence Data      8/30/07
      CHANGE
Offender..... 8533971 AARESTAD, SCOTT KENNETH
Status..... PostPrison      LANE
Offense/Sentence.... 02 002      Court Case..... 109104028B
Sentencing Guid.... Y      County..... LANE
ORS..... 154.225      BURG I      AF BURGLARY I

Sent type..... 0
Begin date..... 6/10/1997
Compact begin dt....
Length (ymd)..... 0 - 12 - 0      Life (L).....
Inop days.....
CS to.....      MRG to.....

Tent paro disc date.
Termination date....      Max sent date..... 6/09/1998
Termination code....      Max indet sent date. 9/29/2017
F3=Exit      F4=Prompt      F5=Refresh      F11=Menu bar      F12=Cancel
    
```

Figure 14: Sentence Data screen

- **Sentence Type:** This will be 'O' for Post-Prison.
- **Begin Date:** This is the Physical Release date found on PPS Order.

- **Length:** This will be taken from the court order or the Order of Post-Prison Supervision.

*Note: Post-Prison supervision should be served for all Local Control offenders unless the court order specifically spells out that no post-prison supervision will be imposed. If an order was received with no PPS time mentioned, and no specific language prohibiting the imposition of PPS time, inquire in writing to the judge about the status of PPS time, with a request to the D.A. to seek a modified order. The Gaynor decision on April 3, 2000 upheld that if the judge orders no PPS, or an incorrect amount of PPS at the time of sentencing, the Board cannot overrule that amount. The Board's policy is PPS time must be specified on the order. If it is determined there will not be a period of PPS Supervision, the offense would be closed to EXPI instead of POST.*

Now press <Enter> to update the sentence.

```

OPS230I                      Corrections Information Systems (TEST)          13:27:22
MCCARTHY                      Work with Offenses                      8/30/07

Offender: 8533971 Aarestad, Scott Kenneth          Record key:
Status: Postprison/LC LANE Lane County Community Correcti
        DNA Collection not Required

Enter option...          Custody cycle... 1
 2=Change          3=Copy offense          4=Delete          5=Display
 7=Add sentence    8=Conditions          9=Custody units  17=Add LC

OFF# DOCKET          CNTY          ORS ABBREV          ORS NUMBER          SG          SANC          SGDO
CS   Type          Begin date    Length             Max date            Term date          Code
 01  109104030B     LANE          BURG I            154.225             Y              Y
 00  P FPR          08/26/1991    004-000-000       08/25/1995         08/25/1995     EXPI
 02  109104028B     LANE          BURG I            154.225             Y              Y
 00  P FPR          08/26/1991    006-000-000       08/25/1997         09/02/1997     VIOL
 00  L F            01/01/1997    000-006-000       06/20/1997         06/10/1997     POST
 00  O FPO          06/10/1997    000-012-000       06/09/1998

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

**Figure 15: Completed PPS sentence**

*NOTE: These steps are followed when an offender's PPS Supervision is revoked and a sanction of one year or less is imposed. Most fields in the Admission screen are promptable with the F4 key if you do not know the correct code to enter.*

## 15.2 Post-Prison Supervision Revocation – Parole Board Case

### 15.2.1 Step 1: Admit to 'L' Location (Jail)

To begin, go to the Community Corrections Admission screen in the Admissions process. When admitting to Local Control, this process works much like the institution's admission process, in that you do not have to release the offender from his/her previous status before you can admit him/her. The following screen is the first step in the Admissions process:

## Offender Profile System (OPS) Training Manual

OPS225I	Corrections Information Systems	13:53:30
CUMMINSL	Community Corrections Admission	5/29/97
Offender.....	8533971 AARESTAD, SCOTT KENNETH	
DOB.....	4/22/1969	
Current status.....	Post Prison	
Last location.....	LANE	
Release date/time.....		
Supervision level.....	LOW	
Admission to location.	LLAN	
Admission date/time...	01011997 0800	
Caseload.....		
Post admission status.	LC	
LC conviction county..	LANE	
LC supv status code...	JAIL	
Copy PSI data from....	SIDNO 00000000	
F3=Exit	F4=Prompt	F5=Refresh
F7=Current date/time	F9=Retrieve	F11=Menu bar
		F6=New admission
		F12=Cancel

Figure 1: Community Corrections Admission Screen

- **Admission To Location:** If the offender starts Local Control time in a jail, this field must be changed to a location code beginning with “L” (all county Jail codes begin with “L”) that represents the actual physical location of the offender. This will usually be the “L” location of the Supervising County at the time of the revocation (also the Supervisory Authority), however if your county rents bed space from another County Jail – use their “L” location. In this example you are admitting to the Lane County Jail because Lane County is the Supervisory Authority, and the offender is physically housed in the Lane County Jail, thus you are choosing “LLAN”.  
*Note: There is an F4 prompt on the “Admission To Location” field. Once you get there, you will see only the “C” locations (the community corrections field office codes). You will need to tab to the field and change the “C” to an “L” to see the codes for the county Jails (those that begin with “L”).*
- **Admission Date/Time:** This will be the Board Action date (Board Revocation/Decision date), which will be on the Board T-type and the Board Action Form (BAF)
- **Caseload:** You may choose the caseload number of the officer(s) assigned to your Local Control Caseload, or create one specifically for Local Control offenders within your location’s series of numbers. For example, Polk County Community Corrections’ series of numbers is 9100 to 9199. Staff could create caseload 9170 as their Local Control caseload.
- **Post Admission Status:** When admitting to Local Control the code must be 'LC'
- **LC Conviction County:** On PPS revocation cases, the Supervisory Authority is the supervising county at the time of revocation. Enter the County location code, not the “L” location.
- **LC Supv Status Code:** This field represents the supervision status of the Local Control Offender. In this case, the offender is currently at the Jail. If the offender had gone immediately to a different supervision status, it would be appropriate to use the code for that secure program (REST, SCTX or WKRL). A secure program is one

where an offender remains in the facility and does not go out to work or out to program.

- **Copy PSI Data from:** Leave Blank.

Now press <Enter> to process the admission.

### 15.2.2 Step 2: Open PPSVSANC Docket

To begin, go to the Work with Offenses screen:

```

OPS230I          Corrections Information Systems (TEST)          11:58:08
MCCARTHY                Work with Offenses                      9/04/07

Offender:  8533971  Aarestad, Scott Kenneth          Record key:
Status:    LOCAL CONTRL      LLAN Lane Jail
          DNA Collection not Required

Enter option...
2=Change      3=Copy offense      4=Delete      5=Display      Custody cycle.... 1
7=Add sentence 8=Conditions      9=Custody units 17=Add LC

OFF#  DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG  SANC  SGDO
CS   Type      Begin date  Length      Max date      Term date  Code
01   109104030B  LANE      BURG I      154.225      Y  Y
00   P FPR      08/26/1991  004-000-000  08/25/1995  08/25/1995  EXPI
02   109104028B  LANE      BURG I      154.225      Y  Y
00   P FPR      08/26/1991  006-000-000  08/25/1997  09/02/1997  VIOL
00   L F      06/03/1995  000-018-000  11/30/1996  11/15/1996  POST
00   O FPO      11/15/1996  000-036-000  11/14/1999

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

Figure 2: Work with Offenses Screen

**Important Note:** The current PPS sentences 'O' lines will remain open. (Do not close to VIOL).

- **Add PPSVSANC Docket:** Use the **F20=Add Local** to go to the following screen:

```

OPS151I          Corrections Information Systems (TEST)          12:28:01
MCCARTHY                Add Sentence Data for Local Control      9/04/07
                                CHANGE

Offender.... 8533971  AARESTAD, SCOTT KENNETH
Status..... PostPrison      LANE

Docket#..... PPSVSANC      County.....
Court count.....      Offense number..... 3
ORS number..... 144108      PPSV SANC
Sent guide (Y/N)... Y
Time served credit..      Inop time.....
Sentence type..... L
Inchoate/ORS.....
Begin date..... 1011997      Length (ymd)..... 0 - 0 - 90
Consecutive to.....      Merge to.....
Maximum date..... 3/31/1997

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

Figure 3: Add Sentence Data for Local Control

- **Docket #:** Leave this field blank. (Once you press <Enter>, the docket # will automatically fill in with PPSVSANC.)
- **County:** Leave this field blank. There can be numerous crimes from different counties in each 'set' of Post-Prison supervision.
- **Court Count:** Leave this field blank for the same reason.
- **ORS Number:** ORS number 144.108 must be used. This field may also be prompted with the F4=Prompt. To find PPSV SANC, type in PPS and press <Enter>.
- **Sent. Guide.:** This field defaults to 'Y', and is the correct choice for Post-Prison revocations.
- **Time Served Credit:** This would be the number of days between the arrest date and the Board's revocation/decision date, found on the T-type or BAF.
- **INOP Time:** Leave this field blank.
- **Sentence Type:** Automatically defaults to 'L' which is correct for Local Control.
- **Begin Date:** This would be the Board's revocation/decision date as identified by the Board's T-Type or BAF (same as the admission to local control date). In this example we are using 1/1/97.
- **Length:** This would be the amount of days the Board states the offender is sanctioned to on the T-Type or BAF. This will usually be in 30, 60, 90, or 180 day increments.
- **Consecutive To:** Leave this field blank.
- **Merge To:** Leave this field blank.
- **Maximum Date:** This will be the date the Board identifies as the Re-Release Date on the T-Type or BAF. The sentence calculation will be Sentence Begin Date (Board's Revocation/Decision date) + Length – Time Served Credit = Max Date (Re-Release Date). This date will calculate and auto fills when you hit enter.

Now press <Enter> to update the docket.

```

OPS230I                      Corrections Information Systems (TEST)                12:39:25
MCCARTHY                      Work with Offenses                      9/04/07

Offender: 8533971 Aarestad, Scott Kenneth          Record key:
Status:   PostPrison      LANE Lane County Community Correcti
          DNA Collection Required

Enter option...
  2=Change      3=Copy offense      4=Delete      5=Display
  7=Add sentence 8=Conditions      9=Custody units 17=Add LC

OFF#  DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC      SGDO
CS    Type      Begin date      Length      Max date      Term date      Code
01    109104030B  LANE      BURG I          154.225        Y        Y
00    P FPR      08/26/1991    004-000-000    08/25/1995    08/25/1995  EXPI
02    109104028B  LANE      BURG I          154.225        Y        Y
00    P FPR      08/26/1991    006-000-000    08/25/1997    09/02/1997  VIOL
00    L F        09/29/1997    000-018-000    11/30/1996    11/15/1996  POST
00    O FPO      11/15/1996    000-036-000    11/14/1999
03    PPSVSANC      PPSV SANC    144.108        Y        N
00    L LC       01/01/1997    000-000-090    03/30/1997

                                          Bottom
F3=Exit      F6=Add docket  F7=Facesheet  F8=Notes      F10=Print Options
F11=Menu bar F12=Cancel    F14=Recalculate F20=Add Local F24=More keys...
Status does not match offenses. Correct offenses or F13=change status.  +
    
```

Figure 4: Completed Local Control Docket



**\*\*\*Physical Release Date:** Please note that for Post-Prison Supervision revocations, the Board does not allow Good Time or Earned Time credits (credits earned after the inmate begins serving his/her sentence) so the Max Date will be the Physical Release Date.

**Movement to Jail is Complete**

*Note: When the Board imposes a revocation sanction to a Post-Prison Supervision case, the field is responsible for creating and sending the Release Plan electronically to the Parole Board. Also fax the release plan and a copy of the BAF to the Board at 503-373-7558. The Board will create a new PPS order which the offender will need to sign.*

**15.2.3 Step 3: County Inmate Movements (moving the offender from one supervision status to another)**

This is for tracking movements/supervision statuses of the Local Control offender while he/she is within a given location, either jail or the community corrections office. This is the process you will use for moving any type of these offenders, whether they were Probation, Parole, or Post-Prison Supervision violators, or new commitments.

To begin, go to the W/W County Inmate Movements/Supv Status Codes screen (F11-3-J from the Admissions, CC Release, CC Support Data Entry/Update, and CC Transfer processes screens): In this example, we will 'move' the inmate while he/she is at the jail.

*Note: On those offenders the State Board retains jurisdiction over, there are only 4 status changes in this screen that you may use. They are COUR (out to court), DETA (out on detainer), WKRL (work release), and MATR(matrix release from jail). Please note that on WKRL, the program must be supervised. MATR should be used only in the case where the jail, for whatever reason, released the offender before the max date.*

```

OPS154I                Corrections Information Systems (TEST)                10:05:36
MCCARTHY              W/W County Inmate Movements/Supv Status Codes        5/21/07
                                                                CHANGE
Offender.....      8533971      AARESTAD, SCOTT KENNETH
Status.....         LocalControl LANE

LC conviction county LANE
Start date/time..... 01101997 0800      Supervision Sts Code. COUR
Move type.....

Enter option.....    2=Change      5=Display
Move  LCsupv      Start                Stop      Resp Supervision
Opt  Type   Auth   Date   Time        Date   Time   Loca Status Code
LC   LANE   LANE   3/15/1997  8:00        3/15/1997  8:00   LANE   DAYR
LC   LANE   LANE   3/01/1997  8:00        3/01/1997  8:00   LANE   STND
LC   LANE   LANE   1/01/1997  8:00        3/01/1997  8:00   LLAN   JAIL

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

Figure 5: New W/W County Inmate Movements/Supv Status Codes screen

- **LC Conviction County:** This field remains the same, County of Last Supervision. In this example "LANE".
- **Start Date/Time:** This is the actual date and time the offender begins the new supervision status . Please remember it is important to enter a time in the time field and not leave it blank.
- **Supervision Sts Code:** This is the status the offender is going to. F4=Prompt will bring up the status code table. In this example it is "COUR" for out to Court.

**Note: Only one supervision status can be used at one time. Notice how admitting to a 'status' automatically closes the previous one. Research has asked that these 'movements' remain continuous. For example, when the offender returns from Court, admit him/her back to JAIL. This will automatically close COUR. Keep recording these movements as many times as needed.**

Now proceed if appropriate to 'Completion of the Local Control Obligation'.

#### **15.2.4 Step 4: Completion of the Local Control Obligation:**

The offender has completed his/her Local Control obligation when the Max Date has been reached, and needs to be released to Post-Prison Supervision. To begin, go to your Work with Offenses screen.

Per the Board's PPS Stop Policy, offenders on Post-Prison supervision as of 10/1/99, whose supervision is revoked and a revocation sanction is ordered shall have revocation time added back to the PPS sentence. The Parole Board will enter the INOP days. The 'O' line will have a new expiration date.

*Note: Be careful! You need to be sure the offender really should be released to Post-Prison supervision. There has been a lot of confusion within Community Corrections and Institutions over this issue. Jails may release an offender before their Local Control obligation is finished, even though PPS revocation offenders by Board rule must remain in custody. This may create some 'dead time' between the release and when the offender can legally be returned to Post-Prison Supervision (refer to 'Admit to Community Corrections Location While Still on Local Control Status'). Also, for counties who rent back prison beds from DOC, releases from the institution do not necessarily mean that the offender should be admitted on PPS. In all cases, check the sentence calculation to make sure the Max Date really has been met.*

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```

OPS230I                Corrections Information Systems (TEST)                12:39:25
MCCARTHY                Work with Offenses                                9/04/07

Offender:  8533971  Aarestad, Scott Kenneth                Record key:
Status:    LOCAL CONTRL                LANE Lane County Community
          DNA Collection Required

Enter option...
  2=Change          3=Copy offense      4=Delete          5=Display
  7=Add sentence   8=Conditions      9=Custody units  17=Add LC
  17=Add LC
Custody cycle.... 1
OFF#  DOCKET      CNTY      ORS ABBREV   ORS NUMBER   SG  SANC  SGDO
   CS   Type      Begin date  Length      Max date     Term date   Code
  01  109104030B  LANE       BURG I      154.225      08/25/1995  08/25/1995  EXPI
     00  P FPR      08/26/1991  004-000-000 08/25/1995  06/01/1995  VIOL
  02  109104028B  LANE       BURG I      154.225      08/25/1997  11/15/1996  POST
     00  P FPR      08/26/1991  006-000-000 08/25/1997  11/15/1996  POST
     00  L F        06/03/1995  000-018-000 11/30/1996  11/15/1996  POST
     00  O FPO      11/15/1996  000-036-000 11/14/1999
  03  PPSVSANC
  2  00  L LC      01/01/1997  000-000-090 03/30/1997
          Bottom
F3=Exit      F6=Add docket  F7=Facesheet   F8=Notes      F10=Print Options
F11=Menu bar F12=Cancel    F14=Recalculate F20=Add Local F24=More keys...
  
```

Figure 6: Work with Offenses Screen

- **Close “L” Sentence:** Tab to the ‘L’ sentence line and enter 2=Change and press <Enter>. The following screen will appear:

```

OPS150I                Corrections Information Systems (TEST)                12:57:02
MCCARTHY                Sentence Data for Local Control                                9/04/07
                                                                CHANGE
Offender..... 8533971  AARESTAD, SCOTT KENNETH
Status..... LOCAL CONTRL                LLAN
Offense/Sentence.... 02 002                Court Case..... 109104028B
Sentencing Guid..... Y                County..... LANE
ORS..... 154.225                BURG I                AF BURGLARY I

Sent type..... L
Begin date..... 1/01/1997
Length (ymd)..... 0 - 0 - 90
Consecutive to..... Merge to.....
Time served credits. Inop time.....
Maximum date..... 3/30/1997                Inop (F4=W/W)..... 00000

Termination date.... 3/30/1997
Termination code.... EXPI

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

Figure 7: Sentence Data for Local Control screen

- Tab to Termination date and enter the date the local control obligation ends (Max Date). Tab to Termination code and enter ‘EXPI’. Press <Enter> to update the sentence and return to the main screen.

```

OPS230I                Corrections Information Systems (TEST)                13:03:23
MCCARTHY                Work with Offenses                                9/04/07
  
```

## Offender Profile System (OPS) Training Manual

```

Offender: 8533971 Aarestad, Scott Kenneth          Record key:
Status:   PostPrison      LANE Lane County Community Correcti
          DNA Collection Required
Enter option...
2=Change      3=Copy offense      4=Delete      5=Display      Custody cycle.... 1
7=Add sentence 8=Conditions      9=Custody units 17=Add LC
OFF#  DOCKET      CNTY      ORS ABBREV      ORS NUMBER      SG      SANC      SGDO
CS    Type      Begin date      Length      Max date      Term date      Code
01    109104030B  LANE      BURG I          154.225        Y      Y
00    P FPR      08/26/1991    004-000-000    08/25/1995    08/25/1995  EXPI
02    109104028B  LANE      BURG I          154.225        Y      Y
00    P FPR      08/26/1991    006-000-000    08/25/1997    06/01/1995  VIOL
00    L F        06/03/1995    000-018-000    11/30/1996    11/15/1996  POST
00    O FPO      11/15/1996    000-036-000    11/14/1999
03    PPSVSANC      PPSV SANC      144.108        Y      N
00    L          01/01/1997    000-000-090    03/30/1997    03/30/1997  EXPI

                                          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...
    
```

Figure 8: Work with Offenses screen

Now continue on to 'Releasing the Body to "LCMP"' if appropriate.

### 15.2.5 Step 5: Releasing the Body to "LCMP"

Go to the Offender Release screen in the CC Release Process.

```

OPS270I      Corrections Information Systems (TEST)      13:14:41
MCCARTHY      Offender Release      9/04/07
                                           PROCESS

Offender..... 8533971 AARESTAD, SCOTT KENNETH
DOB..... 4/22/1969      Location: LANE
Status..... LC Local Control
Current caseload.... 6517 ADAIR, WENDY
Custody/Supv level.. LOW

Release date..... 03301997      Time....0800
Release type code... LCMP

Release to location. LANE

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

Figure 9: Offender Release Screen

- **Release Date/Time:** This date should be the same as the PPSVSANC termination date
- **Release Type Code:** The code used must be 'LCMP' to denote the completion of the Local Control sentence.
- **Release to Location:** This will be the Community Corrections office the offender will be supervised in.

Now press <Enter> to process the release.

### 15.2.6 Step 6: Returning Offender to Post-Prison Supervision

Note: Readmission to PPS will be completed by the Community Corrections Office that will be supervising the offender.

Go to the Community Corrections Admission screen in the Admission process to admit the offender to Post-Prison Supervision.

```

OPS225I                Corrections Information Systems (TEST)                13:23:18
MCCARTHY                Community Corrections Admission                        9/04/07

Offender..... 8533971 AARESTAD, SCOTT KENNETH
DOB..... 4/22/1969
Current status..... Local Control
Last location..... LANE
Release date/time.... 05/30/1997 0800
Supervision level.... LOW

Admission to location. LANE
Admission date/time... 03301997 0800
Caseload..... 6517 ADAIR, WENDY

Post admission status. PO

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

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

Figure 10: Community Corrections Admission Screen

- **Admission to Location:** This would be your county code.
- **Admission Date/Time:** This would be the exact date/time as the Release date/time.
- **Caseload:** Use the caseload number of the officer you are assigning to the case.
- **Post Admission Status:** This auto fills to “PO” for Post-Prison Supervision.
- **LC Conviction County:** This field must be blank as the offender is no longer on Local Control status.
- **LC Supv Status Code:** This field must be blank as the offender is no longer on Local Control status.

Now press <Enter> to process the admission.

*Please note - offender status now changes from Local Control to Post-Prison.  
 Also note: The offender ‘returns’ to supervision on the existing PPS sentence(s) he/she was originally revoked on. As of 10/1/99 revocation time is added back to the original sentence(s) (The Parole Board will enter the INOP days to the sentence(s)). If any PPS sentences expired during incarceration they should be closed to EXPI.  
 Update EPR if this is the longest running sentence and check supervision fee account.*

**Admission to Field Office is complete (now on Post-Prison Supv.)**

### 15.3 Post-Prison Supervision Revocation (Supervisory Authority PPSVSANC)

This scenario will be treated like the Post-Prison Supervision Revocation (Parole Board PPSVSANC) above, with the exception that the Supervisory Authority will be responsible for adding the INOP time and preparing the new PPS order with the new expiration date. "O" lines on the corresponding dockets will remain open. (If applicable refer to the W/W INOP Instruction Manual revised 10/9/06.)

**15.4 Parole Revocation (PAROVIOL)**

This scenario will be treated like the Post-Prison Supervision violation above, with the exceptions of the ORS number used in adding the docket (which will be 144.346), and the sentencing guidelines indicator is 'N'. "I" lines on the corresponding dockets will remain open. When the offender completes his/her Local Control Obligation and is released to LCMP, he/she would need to be admitted to PA for Parole instead of PO for Post.

**15.5 Parole and Post-Prison Revocation (PPSVSANC and PAROLVIOL)**

This scenario will use both the PPSVSANC and PAROVIOL dockets as discussed in the Post-Prison Revocation Sanction and Parole Revocation Sanction scenarios. Both the "I" and "O" lines on the corresponding dockets will remain open. Use F20=Add Local to create both dockets. Use ORS number 144.108 for the PPSVSANC docket, and 144.346 for the PAROVIOL docket. When the Local Control obligation is finished and the offender is released to LCMP, admit him/her to PS for Post-Parole.

**15.6 New Local Control Admission (not currently under supervision)**

This will be a new admission (new cycle). From the Community Corrections Admission screen, check to make sure offender isn't already in CIS, using the Name Search Method. If there is a **match**, put cursor on offender press enter, this will take you to Community Corrections Admission screen. Fill out below screen, press enter to admit to 'L' Location (Jail).

```

Work with Offenses screen
OPS225I          Corrections Information Systems          10:24:09
MCCARTHY        Community Corrections Admission          10/31/07

Offender..... 10293907 AGADA, LORI
DOB.....      9/10/1960
Current status..... Discharge
Last location..... MTEA
Release date/time..... 7/21/1996
Supervision level..... LOW

Admission to location. COMM Community Corrections
Admission date/time...
Caseload.....
Adm from State/County.
Post admission status.

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

F3=Exit   F4=Prompt   F5=Refresh   F6=New admission
F7=Current date/time   F9=Retrieve   F11=Menu bar   F12=Cancel
AGADA LORI is the court name for AADA LORIL.
    
```

Figure 1: Community Corrections Admission screen

If there is **no match**, press F12=Cancel to return to the Community Corrections Admission screen, then press F6=New Admission. Fill out below screen, press enter to admit to 'L' Location (Jail).

```

OPS226I          Corrections Information Systems          10:46:22
MCCARTHY        COMMUNITY CORRECTIONS NEW INTAKE      10/09/07
                **NEW OFFENDER DATA**

  ** Note: Use only for offenders not currently enrolled in OP System. **

ID number.....

Last name.....TEST
First/middle/title..MAYHEM          MADNESS
DOB.....02231956
Admit to location... LLAN
Date/Time.....01011997  0931
From county/state...LANE
Caseload.....6517
Admission status... LC Note: Diversion Offenders enter as DV = Diversion
Compact offender... N           Compact Offenders ONLY enter as PA = Parole
LC conviction county LANE
LC supv status code. JAIL
Search PSI data.... Y
Copy PSI data from..          SIDNO

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

Figure 2: Community Corrections New Intake – New Offender Data screen

Continue to work through the steps of the Admission Process, i.e. descriptive data, addresses etc. At the “Work with Offenses” Screen, you will use F20=Add Local Docket.

*Note: This is the same procedure as the Felony Probation Revocation Scenario except you must add a new docket (F20=new docket) instead of violating the “P” line. Information about the sentence should come from the Jail and sentencing order indicating Sentencing date, Sentence Begin date, Sentence length, and Time served credits.*

```

OPS151I          Corrections Information Systems (TEST)  9:44:55
MCCARTHY        Add Sentence Data for Local Control    9/05/07
                CHANGE
Offender.... 70341768 TEST, MAYHEM MADNESS
Status..... LocalControl  LLAN

Docket#..... 123456          County..... LANE
Court count..... 1           Offense number..... 1
ORS number..... 475840 03A POS/SUB BF BF POSSESS CONTROL SUB - SCH I
Sent guide (Y/N)... Y
Time served credit.. 10           Inop time.....
Sentence type..... L
Inchoate/ORS.....
Begin date..... 1011997       Length (ymd)..... 0 - 6 - 0
Consecutive to.....          Merge to.....
Maximum date..... 6/20/1997

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

Figure 3: Add Sentence Data for Local Control screen

You must remember to go back into the docket from the Work with Offenses screen to add the rest of the docket information such as Sanction Status, Judges name, Conviction date, etc.

## Offender Profile System (OPS) Training Manual

```

OPS236I          Corrections Information Systems (TEST)          9:47:23
MCCARTHY        Docket and Offense Description                9/05/07
                                     CHANGE
Offender..... 70341768      TEST, MAYHEM MADNESS
Status..... LocalControl LLAN Lane County Jail

Docket#/County..... 123456      LANE
Court case count.... 1
Sanction status.....
Offense number..... 01
ORS number..... 475.840 03A  POS/SUB BF POSSESS CONTROL SUB - SCH I
Sent guide (Y/N)... Y           Crime Class/Severity BF 608
Felony=Misdemeanor.. N
Inchoate/ORS.....
Crime seriousness...           Criminal history....
Sentencing judge....
Defense counsel.....
District attorney...           DA case number.....
Crime date.....               Arrest date.....
Convicted date.....
F3=Exit      F4=Prompt  F5=Refresh  F6=Add Sentence  F8=Add counts
F11=Menu Bar F12=Cancel
    
```

Figure 4: Docket and Offense Description

Complete the Admission screens that are appropriate. Continue with additional data entry as needed (County Inmate Movements, Completion of Local Control Obligation, etc).

### 15.7 Contract Back

Contract back offenders are offenders for whom the county has contracted with Department of Corrections to rent institution bed space. They will be admitted by the institution and released back to the county. **This practice occurred mostly in the early days of SB1145 and is not as prevalent at the date of this revision.**

```

SYS402I          Corrections Information Systems          13:20:11
CUMMINSL        Movement History/Maintenance            8/11/97
                                     **Remarks**
Offender.... 4781628 POSEY, JON L                      Curr cycle. 01-09-02
Status..... ADMIT PEND      Location.... CRCI          Caseload...
Position custody/admission cycle... 1 9
--Cycle-- Location      --Admission-----Release-----
01 Admission From: MULT
01-09      Status: IN
01-09-01  OCIC                      CUST CRCI
Housing   Y1B      07/02/1997 11:15 07/15/1997 09:30
Rental    07/02/1997 23:59 08/07/1997 00:00
01-09-02  CRCI                      LOCL LMUL
Housing   6-08      07/15/1997 10:45 07/29/1997 15:49
Housing   5-22B     07/29/1997 15:49 08/07/1997 11:00

                                     Bottom
F3=Exit      F7=Remarks      F10=Print      F13=Show all dates
F18=Change data  F20=W/W Movements  F21=Auto cycle/summary maintenance  +
    
```

Figure 1: Movement History/Maintenance screen

The release from the institution should use the code LOCL to the county's 'L' location (in this example LMUL) if the offender is still serving his/her Local Control obligation. The



'L' type sentence line(s) on the W/W Court Orders screen should remain open (as he/she has not gone on to Post-Prison Supervision yet).

If the offender has served his/her entire Local Control obligation, the institution would then use the code POST to the county corrections office location. The 'L' sentence line(s) on the W/W Court Orders screen would also be closed to POST.

*Note: Some institutions have agreements with counties to release the offender back to the county jail location prior to the completion of the Local Control sentence, so these counties should not see Local Control Contract Back offenders released POST to their county corrections office. If you feel the record has been treated incorrectly, call the institution that did the release directly, or OISC if past 30 days from release.*

## **15.8 County Rental**

Many counties have chosen to rent jail space from other counties within the state. Currently, either county can do the data entry, with the decision of who does it left to the counties involved. The important thing to remember for data entry is that the LC Conviction County field in the admissions process needs to reflect the County who is the Supervisory Authority for funding purposes. The 'admit to' location should reflect the 'L' location of the county being rented from. Counties may also have agreements between themselves to pass on the Supervisory Authority to the next county in multiple jurisdiction cases.

## **15.9 Less Common Sentencing Scenarios**

### **15.9.1 Sentences Run Consecutive and Concurrently:**

The scenario: Lane County Court has sentenced Offender to one count of FDWS for 90 days, docket #209817499. The judge orders the first 60 days of the sentence to be served concurrently with a 6 month Deschutes County case, and the remaining 30 days to be served consecutively to the same Deschutes County case.

The solution: Enter one of the sentences, use option 3=Copy Offense to create the second docket/offense for the Lane County conviction, #209817499/01 and #209817499/01. Note that count number should remain the same so we can tell there was only one count! Start the sentence on the first docket (the consecutive one) on the end date of the sentence it is consecutive to. Start the sentence of the second docket (the concurrent one) on the date of the sentence it is concurrent to. Only add the PPS line to the longest running sentence (in this case the first docket/sentence), closing the other to EXPI. Use F8= Sentence Note to detail.

### **15.9.2 Sentenced to PPS With No Jail Time Imposed:**

The scenario: Order is received by the Court sentencing an offender to the local Supervisory Authority to post-prison time with no jail sentence.

The solution: Per the Director of the Criminal Justice Commission, Phil Lemman, January 2000, the Commission writes the rules on sentencing guidelines. OAR 213-10-002 indicates that "For those offenders whose presumptive sentence was probation, the sentence upon revocation shall be to the supervisory authority for a term up to a maximum of six months." Mr. Lemman indicated that it appears that the Court could revoke and not impose a jail sanction. For data entry purposes, admit to LC, enter the 'L' sentence for a period of 1 day and close to POST on the same day. Then admit to POST. This way there will be a record that he was local control. Also use F8 sentence notes to detail the history.

### **15.9.3 Felony Conditional Discharge Revoked to Local Control:**

The scenario: The Court orders a revocation of a felony conditional discharge to the local supervisory authority instead of converting it to formal probation.

The solution: January 2000, ORS 475.245 says that, upon violation, the court may enter an adjudication of guilt and proceed as otherwise provided. There is nothing that would prevent the court from sentencing the FCD to the Supervisory Authority. Therefore, if the judge does revoke and sentence to the Supervisory Authority, that case goes directly to LC status, and per Sentencing Guidelines, will serve a period of PPS. For data entry purposes, this means you would follow the previously outlined Probation Revocation scenario and admit to Local Control.

### **15.9.4 Revoked Probations with no PPS Ordered:**

137.550 of the Oregon Criminal Code definitely allows the judge the discretion to discharge, continue, or extend an offender while on felony probation. The Oregon Sentencing Guidelines Manual also states in OAR 213-05-010 that the 'sentencing judge may shorten or terminate a probationary sentence or transfer supervision to bench probation upon a finding that supervision is no longer necessary to accomplish the purposes of the imposed sentence'. However, the Oregon Sentencing Guidelines Manual also states in OAR 213-05-002 that 'A term of community supervision is part of the sentence for any felony offender who is sentenced to the legal and physical custody of the Department or to the supervisory authority. This term of community supervision shall be described as post-prison supervision. Departures on the duration of post-prison supervision shall not be allowed'.

For application purposes, what this means is that if a judge REVOKES and SENTENCES a felony probationer to DOC or the Local Supervisory authority, the offender SHOULD serve PPS. If no PPS is ordered, the procedure is to request an amended order prescribing the correct amount of post-prison supervision (OISC sends the request for sentences greater than 1 year; the Local Supervisory Authority sends the request for sentences equal to or less than 1 year). If the Court sends an amended

order prescribing the length of PPS supervision, admit to POST and add the appropriate 'O' sentence. If the judge responds with a continued desire to REVOKE and SENTENCE the offender to DOC or Local Control, with no PPS to be served, admit the offender to LC (the institution will admit to IN), add the appropriate sentence, close the sentence to EXPI when it has been completed, and do not add an 'O' line. If no response is received from the Court, the offender will be admitted to Local Control, add the 'L' sentence, then close to EXPI. The State Board's policy is no PPS will be served unless so ordered on the Court order.

*Please Note: The Gaynor decision on 4/3/2000 mandates that the Board of Parole & Post-Prison Supervision comply with any amount of PPS time the Court ordered, whether it be an incorrect amount, or no PPS time at all. This decision has been forwarded to the Attorney General's office for verification as to whether or not this also applies to offenders sentenced under the jurisdiction of the Local Supervisory Authority. Check with your county counsel to see if Gaynor applies to cases under the jurisdiction of the Local Supervisory Authority until it is made formal.*

*PLEASE ALSO NOTE: As previously mentioned, the judge may TERMINATE, CONTINUE, or EXTEND a felony probation at his/her discretion. One of the ways of stating this intent on an order could be something like ...find John Doe in violation...probation continued and ordered to 30 days in jail...probation to be terminated at completion...In this case, you would close the felony probation sentence to RTNS, with no admission to LC.*

### **15.9.5 Data Entry Responsibility for LC Cases With DOC Cases:**

DOC is responsible for data entry of any conviction of 12 months or less (local control) that is sentenced at the same time to a conviction of more than 12 months (DOC), where one or the other is consecutive. In the case where the Local sentence, started prior to transportation to DOC, the county would enter the 'L' sentence, and upon receipt at the Intake Center, a Prison Term Analyst would close the 'L' sentence to INST, and open an 'I' sentence for the remainder of the time. In the case where a local sentence is concurrent to another local sentence that is consecutive to a DOC sentence, DOC would enter the data on all three, unless the local sentences began first as stated above.

The County is responsible for data entry of any local case(s) that run concurrently with a DOC case(s) (the local sentence could begin prior to, or during the DOC sentence).

### **15.9.6 Inmate 'Escapes' Prior to Start of Local Control Sentence:**

The scenario: Offender is sentenced to a Local Control sentence at some future date, but does not show up to serve it.

The solution: Many staff have been confused on how to enter 'delayed' sentences. The answer is you don't. The Local Supervisory Authority or designee (check with your

county) request a warrant, and the offender is not added into CIS until he/she actually begins to serve the sentence. For data entry purposes, the admission to Local Control would not be done until the offender starts serving the sentence. For probation revocations, use the original revocation date to close the 'P' sentence to VIOL.

### **15.9.7 Auto Revoke:**

144.345 Revocation of parole; effect of conviction for crime. (1) Except as provided in subsection (2) of this section, whenever the State Board of Parole and Post-Prison Supervision considers an alleged parole violator and finds such person has violated one or more conditions of parole and evidence offered in mitigation does not excuse or justify the violation, the board may revoke parole.

(2) When a person released on parole or port-prison supervision is convicted of a crime and sentenced to a term of imprisonment at any institution of the Department of Corrections or its counterpart under the laws of the United States or any other state, such conviction and sentence shall automatically terminate the person's parole or post-prison supervision as of the date of the sentence order. Notwithstanding any other provision of law, the person shall not be entitled to a hearing under ORS 144.343 and shall have a re-release date set as provided by rule.

DOC's interpretation of this statute is that a DOC prison sentence auto revokes any type of PPS (including PPS from a Local sentence), but that a Local Control sentence does not auto revoke any type of PPS. This is because statute clearly states the conviction that auto revokes the existing Parole/PPS results in a term of imprisonment at any DOC institution.

The scenario: How is a PPS or parole auto-revoke entered in CIS?

The solution: There is no entry in CIS for an auto-revoked case is entered in CIS.

NOTE: As of 7/17/02, the Oregon Association of Community Corrections Director's (OACCD) voted to adopt the change in policy the State Board made with respect to it's PPS Start/Stop Policy of 10/1/99. On 3/27/01 the Board determined that it will not impose a sanction (sentence) for auto-revokes, and time will not stop running. The change was due to a concern that when an offender is sanctioned for the violation of new criminal activity, and then auto-revoked for later being convicted of the same criminal activity; it may be viewed as "double dipping".

## 15.10 DATA ENTRY ERRORS

### 15.10.1 Admitting the Local Inmate to Post-Prison Supervision:

```

SYS402I                      Corrections Information Systems                      14:46:11
CUMMINSL                      Movement History/Maintenance                      10/07/02
                                **Remarks**
Offender.... 12973021 GARRETT, JIMMY RAY                      Curr cycle. 01-04-01
Status..... POST(LAKE)                      Location.... LAKE                      Primary caseload 2201
Position custody/admission cycle... 1 4                      LC COUNTY..... LAKE
--Cycle-- Location          --Admission----- Release-----
01 Admission From: MARI
01-04          Status: PO
01-04-01      LAKE
Housing                      08/27/2001 12:34
SB1145          STND 08/27/2001 12:34
SANC           JAIL 02/10/2002 00:00 03/11/2002 00:00
SANC           JAIL 04/15/2002 00:00 06/07/2002 00:00

                                Bottom
F3=Exit  F6=Insert housing  F7=Remarks  F10=Print  F15=Caseload history
F18=Change data  F20=W/W Movements  F21=Auto cycle/summary maintenance
    
```

The above screen illustrates what happens when a Local inmate is released to LCMP and admitted to POST with the LC Supv Status Code field filled in with STND in the admission screen. The LC Conviction County and LC Supv Status Code fields should remain blank when admitting to a status other than LC.

### 15.10.2 31+ Day Sanctions as Sentences:

Some counties incorrectly have entered sentences in CIS for offenders who are serving sanctions, most likely for funding purposes. These offenders have not received a new sentence, and will count toward the counties' statistics based on the information entered in the W/W Sanction Movement screen. All offenders who serve 31+ day sanctions (recorded in that screen) are counted as Local Control offenders.

## 15.11 UNCOMMON SCENARIOS

**Scenario:** An offender is sentenced to a less than 12 month sentence that was ordered to run concurrent to another less than 12 month sentence that was ordered to run consecutive to an over 12 month sentence. Who enters the concurrent less than 12 month sentence?

**Data Solution:** DOC enters the sentence, as they are already handling the less than 12 month sentence consecutive to the over 12 month sentence.

**Scenario:** An offender is sentenced to local control and probation, months later the Judge stops the local control time and releases offender from jail due to a medical

condition. At the time of release the offender is advised to return to jail on a given date to resume his/her local control sentence.

**Data Solution:** Close the 'L' line to expire as of the date the offender was released from jail. Release the offender to CCPR/DESC (your county office location code) as of that same date. Admit the offender to PR/DESC (your county office location code) and resume supervision on probation case. Put in F8 notes on offense screen and F7 remarks on movement history/maintenance. On the date the offender is scheduled to return to local control custody, after verifying offender's return to LC custody, admit to local control and open another 'L' line.

**Scenario:** An offender is sentenced to jail or prison consecutively with sentences being served in another state or federal institution. Oregon sentences have been running concurrently with the other jurisdiction's sentence and will expire, including the PPS time, before the offender is released from the other jurisdiction. (The offender also has 3 other Oregon sentences that have been ordered consecutive to the other jurisdiction's sentence and therefore are not scheduled to begin until the offender is released from the other jurisdiction.)

**Data Solution:** The Oregon jail or prison sentence(s) that are running concurrently will be closed to POST, an O line will be opened and then closed to EXPI when the PPS time concludes. Note that if the offender was convicted of murder, sex offenses, or was sentenced as a dangerous offender, the PPS time could potentially exceed the consecutive sentences.

**Scenario:** Offender was sentenced to LC and DOC on the same day, concurrently. Offender entered LC for his/her sentence. Offender never left custody after serving the LC sentence but was not picked up by institution until days after completion of the LC sentence. Technically, the offender completed his/her concurrent LC sentence before being picked up by the institution. Should Offender be released to POST for the time between ending of LC sentence and pick up by the institution?

**Data Solution:** Because the sentencing date was the same for the LC and DOC sentences, offender should not be released to POST. There may have been circumstances which interfered with offender pick up by the institution. The institution will prepare the Release Plan and create the PPS order. If the sentencing dates had been different for LC and DOC sentences, you would have released to POST, done the Release Plan and created the PPS order because the offender would actually have started POST prior to being sentenced to DOC.

## 15.12 FREQUENTLY ASKED QUESTIONS

Q. What causes an Auto-Revoke?

A. When an offender is on PPS (either BRD or LC) and receives a new DOC conviction. As interpreted from ORS 144.345, only a conviction to DOC (crimes of more

than 12 months), either State or Local Control. A new Local Control (12 months or less) conviction does not auto-revoke any PPS case.

Q. What is the Local Control Population?

A. Felony offenders sentenced to jail for 12 months or less since January 1, 1997. This includes all post-prison supervision revocations of 12 months or less, all parole revocations of 12 months or less, and all revoked probationers whose original presumed sentence was probation. It also includes Level III Sanctions (sanctions on Felony cases that exceed 30 days).

Q. Are revocations of Felony Treated as Misdemeanor cases Local Control?

A. No. Offenders sentenced under 151.705 are considered misdemeanors. Misdemeanor cases are not eligible to serve PPS.

Q. Can FMP cases then be closed to CRTR?

A. Yes.

Q. Which sentences get abscond/inop/revo time entered and who enters the time?

A. All PPS and Parole sentences. The LSA enters it for local control sentences and the parole board enters for board sentences. Refer to the OPS Data Entry Manual, Miscellaneous section, W/W INOP instructions on how to enter this information.

Q. Is a local sentence part of a prison term?

A. If the local sentence is either a presumptive incarcerative sentence of 12 months or less (as opposed to a presumptive or optional probation sentence) for a felony offense(s) or is a probation revocation sentence imposed for a felony offense(s). Under the "one in prison, all in prison" rule, if the local felony probation revocation sentence is ordered consecutive to another felony sentence that exceeds 12 months in length, both the local felony probation revocation sentence AND the other felony sentence that exceeds 12 months in length are to be served in a state correctional facility (ORS 137.124).

Q. Is there any scenario in which another state's prison sentence will affect the begin date of PPS in Oregon for a local sentence?

A. Only if the local Oregon sentence is consecutive to the other state's sentence.

Q. If an offender is sentenced to a local sentence and a DOC sentence, offender completes the local sentence and prior to beginning the DOC sentence, the offender is deported, does the local PPS start and who enters the warrant?

A. PPS cannot begin until the DOC sentence is completed, which won't happen if the offender has been deported; DOC will enter the warrant.

### **15.13 Local Post-Prison (SB156)**

#### **15.13.1 Inactive Status (UNSU):**

Per ORS 144.085, only offenders sentenced to prison for more than 12 months are eligible for Inactive status. Local control sentences may not be closed to UNSU.

#### **15.13.2 State Board Authority Reverts to the Local Board:**

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

**Scenario:** The Local Control offender is on PPS under the jurisdiction of the State Board. He is revoked, with no new DOC charges. Who does the new order, and what date is used?

**Solution:** The State Board notifies the county of the re-release date, and that it has no more interest in the case. The County would do the new order, with the re-release date provided, and use the information from the order in place at the time of revocation, plus any new crimes/conditions from the new release plan.

#### **15.13.3 Waiver of Residency**

Waiver of Residency does not apply to Local Control cases. If the offender is under supervision in County A, and gets an SB1145 sentence in County B, upon release County A will continue to supervise. If the offender was not previously under supervision, the county of conviction supervises. Inter-regional transfer requests can be done.

### **15.14 Level III Sanctions**

Level III sanctions are felony structured sanction cases where the offender spends 31+ continuous days of his/her ordered sanction time in custody, or alternatives to custody that expend custody units. Currently, these cases are included in the SB1145 funding received by the counties. For data entry purposes, the servitude of these sanctions must be recorded in the 'Sanction Movements' module in CIS. For details on how to do this, consult your Sanction Movement Manual.

### **15.15 Offender Information Sentence Calculation (OISC) formally known as Central Records**



Remember that copies of all felony convictions, including Local Control convictions, must be sent to OISC - Central Records according to their official file material retention.

### 15.16 Extraditions

The decision to extradite is within the discretion of the state in which the crime was committed. There exists no constitutional or statutory requirement to seek extradition (except in interstate compact cases). In Oregon, the Governor generally relies on the district attorneys to consider the practicality and the costs of their decisions to seek a fugitive's return.

The current State of Oregon Director of Extradition Services is Frances Lushenko. Ms. Lushenko administers the Arrest & Return Budget which funds extradition costs. She reviews, authorizes and approves the cost of the return of fugitives from other states to Oregon and has been entrusted by the Governor with discretion to authorize the method of return, approve one officer, two officers, or to deny funding. Extradition requests and the requested funding are not automatically approved just because an agency seeks the return of a fugitive. The requesting agency must obtain Governor's office approval before any commitment to return an individual from the asylum state is finalized. If state funding is denied, this does not preclude the requesting district attorney and/or the sheriff from proceeding with the extradition by funding it from their respective budgets.

Extradition guidelines have been developed by the Legislature and the Governor's Office. **Detailed factors in determining extradition of fugitives can be found in the Office Procedures Manual.**

Extradition of untried Class A & B felons will be extended to nationwide. Extradition requests for parole and probation violators of Class A or B felons will be determined on a case-by-case basis since there is little likelihood of incarceration. Class C felons are approved for extradition when the shuttle system can be used for transport. However, there are always exceptions. Class C felony extraditions from outside the shuttle area will be considered on a case-by-case basis in the following circumstances: Sex crimes; Criminal Nonsupport offenses; The fugitive has a substantial prior criminal record including Class A or B felonies (a lengthy record of Class C felonies will not in itself be sufficient to justify the extradition, the criminal record should reflect a history of more serious offenses); The fugitive's criminal conduct is such that he/she could have been charged with a Class A or B felony, even though the pending charge is a Class C. This would include cases in which the fugitive pleaded down from a Class A or B, or cases in which the charge will likely be increased to a Class A or B if the fugitive is returned; The fugitive is likely to make substantial restitution for the crime if extradited; The fugitive's offense was extraordinary, and the fugitive will likely be incarcerated for a substantial length of time if he/she is returned.

Even though Interstate Agreement on Detainers (IAD) involves untried charges and speedy right to trial issues, approval is on a case-by-case basis. IAD cases require three separate transports and because of this, tend to be more costly.

The new Interstate Compact for Adult Offender Supervision requires that compacted individuals who violate their supervision **MUST** be returned regardless of where they may have fled. This mandatory retaking combined with minimum sanctions imposed upon the offenders when returned, necessitates the need for more stringent application review by the parole/probation officers before the compact application is forwarded to the Compact Office at the Oregon Department of Corrections.

The Extradition policy sets the transport method: (1) Shuttle Transport; (2) Special Arrangement States; (3) Agency Automobile; (4) US Marshal Service; (5) Commercial Airlines; (6) Private Plans and (7) Private Transport Companies. **For more details on these methods of transport, refer to the Office Procedures manual.** True shuttle States are WA, ID, MT, and OR only. Special arrangement States include NV, CO, UT, SD, ND, MN, WY, WI and CA.

The Governor's office did not deal directly with county parole/probation officers in extradition matters prior to the passage of SB1145. Since the implementation of SB1145, county Local Control Authority Boards need to assume a similar role that county district attorneys currently do regarding extradition matters. This means that Local Control Authority Boards need to comply with the current extradition guidelines.

For more information, contact Ms. Fran Lushenko at (503) 378-3156 x 225, for assistance.

### **15.17 Old PPS Stop/Start Practice**

From 10/1/99 to 02/25/04 it was the policy of the Board and the Department of Corrections to make reasonable efforts to require felony offenders sentenced under the sentencing guidelines to serve their term of post-prison supervision in the community and subject to community supervision. This practice affected offenders who were released directly to a detainer for more than 30 continuous days from a DOC or Local Control sentence on or after 10/1/99. The start of the offender's post-prison supervision would then be calculated to begin the date the offender was released from the detainer.

The data entry practice was for the institution/Local Supervisory Authority to release the inmate to POST. If the community staff knew the offender was to be serving over 30 days on a detainer at the time of release, they then would admit the offender to the status "HOLD". The location would be the county office that would be supervising the offender upon completion of the detainer. If the community staff did not know that the offender would be serving over 30 days on a detainer at the time of release, they would admit the offender to status "POST" and the 'O' sentence would be added. Once the community staff learned the offender has been detained for over 30 days, the admission of "POST" would be changed to "HOLD", and the 'O' sentence deleted. When the offender had completed all detainer time, the offender would be admitted back from "HOLD" to "POST" and the 'O' sentence added. This practice was stopped on 2/25/04, but historical records of "HOLD" cases remain.