OPS CHAPTER 16 – Work With INOP Instructions

16.1 W/W INOP Instruction Manual

Community Corrections screen is where we will be entering the amounts of INOP (inoperative) time for abscond, escape and PPS revocation sanctions. This screen can be accessed directly by using the CIS Menu Navigation Bar (F11-3-U from most processes - for example it is the screen just after W/W Offenses in the Admissions Process), or through the Work With Offenses screen, as shown below.

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OPS23 HUNTM	30 I 1		Corrections In Work ա	<mark>formation Syst</mark> ith Offenses	ems (TEST)	14:15:49 7/01/04
Offer Statu	nder: us:	14251271 PostPris DNA C	Keith, Dustin con/LC YAM Collection Requir	Lee H <mark>Yamhill Coun</mark> ed	Record ty Community C OISC migr dat Custodu cucle	key: 269768 Corre e 1
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01		80459/03	YAMH 05/25/2001	NEG BD CHK	165.065 03A	N Y
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Step 1. Use Option 2=Change on the "O" offense line and press <enter>. This will take you to the Sentence Data screen.

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OPS235I Corrections Informat: HUNTM Sentence	ion Systems (TEST) 14:26:00 Data 7/01/04
Offender	GHINGE STIN LEE Court Case CR010428/01 County YAMH
Sent type 104.223 Bokg I Sent type 1 Begin date 11/22/2002 Compact begin dt 3 - 0 - 0 Length (ymd) 3 - 0 - 0	Life (L)
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Step 2. From the Sentence Data screen, use the F4=Prompt while the cursor is positioned on the Inop Days (F4=W/W) field. This will take you to the W/W Inop/Institution and Community Corrections screen.

NOTE: The F18=W/W revoke Inop function is no longer available, and the original Inop days field (directly below the Length field) will become a display field only for Community Corrections Users.

The Parole Board's calculated Inop days will show in the 'original Inop days' field. DO NOT enter or change data in the 'original Inop days' field. If there is a problem with those numbers or calculations, contact the Parole Board.

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		Inop Sent			
<u>Opt From date</u>	<u> To date D</u>	<u>ays Type Type</u>	<u>Off# Notes</u>		
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Step 3. From the W/W Inop screen, use the F18=Create Com Corr (shift F6) function which brings up the Maintain Community Corrections Inop days screen.

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SNT214ICorrections Information Systems (TEST)14:HUNTMMaintain Community Corrections Inop Days7/	27:26 01/04
Offender 14251271 Keith, Dustin Lee Current status PostPrison Responsible location . YAMH	
Offense00 F4=List Case Nbr ORS Para Abbr Snt# Type BeginDt Length	
Start date	
Comments:	_
F3=Exit F4=Prompt F5=Refresh	-
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Step 4. Place the cursor on the Offense field (which shows as 00) and F4=List. This opens a window that shows the list of offenses available for selection.

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Offender Current status Responsible location .	<mark>4251271</mark> Keith, Dustin PostPrison PAMH	Lee	REHIE
Offense	0 F4=List		
CLS701I Offender 142512 Dff# Case Nbr 2 CR010428/01 3 CR030920/01 Comm	Select Open S 271 Keith, Dustin Lee ORS Para Abbr 164.225 BURG I 164.225 BURG I	Sentence Snt# Typ BeginD 3 0 11/22/20 3 0 11/22/20	t Length 02 003-000-000 02 003-000-000 Bottom
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Step 5. Place the cursor on the desired offense and press <enter>.

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SNT214ICorrections Information Systems (TEST)14:30:23HUNTMMaintain Community Corrections Inop Days7/01/04
*CREATE Offender 14251271 Keith, Dustin Lee Current status PostPrison Responsible location . YAMH
Offense
Start date
Comments: ESCA Escape on LC sentences REVD Days due to revocation
F3=Exit F4=Prompt F11=Menu bar F12=Cancel F12=Cancel
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Step 6. The offense number you've chosen now shows in the Offense field and the offense information is listed directly below. Type in the Start and Stop dates. You can either type in the reason code or use the F4=Prompt to access the C/C Inoperative Time Types table:

ABSC= Abscond (for use on Local Control "O" lines) ESCA=Escape on LC Sentences (for use on Local Control "L" lines) REVD=Days due to PPS revocation sanction (for use on "O" lines)

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SNT214ICorrections Information Systems (TEST)14:31HUNTMMaintain Community Corrections Inop Days7/01	L:55 L/04
Offender	
Offense02 F4=List Case Nbr ORS Para Abbr Snt# Type BeginDt Length CR010428/01 164.225 BURG I 003 O 11/22/2002 003-000-	-000
Start date	
Comments: Decision Date 5/27/2003	
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Step 7. Add a comment if applicable. <u>*Always*</u> enter the following comment when creating an REVD entry: "Decision Date (enter date)". The decision date is the date the authority (PO, HO, LSA, etc.) makes the decision to impose the revocation sanction.

Press <enter> to save data.

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SNT214ICorrections Information Systems (TEST)14:3HUNTMMaintain Community Corrections Inop Days7/6	38:36 91/04
Offender 14251271 Keith, Dustin Lee Current status PostPrison Responsible location . YAMH	
Offense02 F4=List Case Nbr ORS Para Abbr Snt# Type BeginDt Length CR010428/01 164.225 BURG I 003 O 11/22/2002 003-000	9-000
Start date	
Comments: Decision Date 5/27/2003	
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F14=Delete Record Added.	F,
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Step 8. When you see the message, "Record Added", press <enter> again to return to the W/W Inop/Institution and Community Corrections.

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SNT2121	Correct	tions Informat	ion Sustems (TEST)) 14:38:54
HUNTM	W/W Inop/1	Institution &	Community Correct:	ions 7/01/04
Offender: 1425)ustin Lee		
Location: YAMH				
Enter option				
2=Change	З=Сору	5=Displ		
_		Inon Sent		
Ont From date	I atch oT)aus Tune Tune	Aff# Notes	
6/01/2003	7/15/2003	45 REVD 0	2 Decision Date	5/27/2003
				Bottom
F3=Exit	F4=Prompt	F5=Refresh		F10=Print
F11=Menu Bar	F1Z=Cancel	F13=Repeat	F18=Create Comm (Corr F17=Subset
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Step 9. The W/W Inop screen now lists your entry under the "Inop Sent" columns. Repeat the process for each additional offense that applies by using the F18=Create Comm Corr function to return to the Maintain Community Corrections Inop Days screen (see Step 3 through 9). Use F12 to return to the Sentence Data screen.

SPECIAL NOTE:

- > Option 2=Change can be used to make changes or corrections.
- Option 3=Copy can be used instead of F18=Create if you are adding the same Inop time to another offense number. Entering Option 3 on the offense you want to copy also takes you to the Maintain Community Corrections Inop Days screen. However you will not need to re-enter the Start Date, Stop Date, Reason and Comments. You only have to select another offense number by using the F4=List function from the Offense field.

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OPS235I Corrections Informati HUNTM Sentence	on Systems (TEST) 14:39:43 Data 7/01/04
Offender14251271KEITH, DUSStatusPostPrisonYAMHOffense/Sentence02003Sentencing GuidYORS164.225BURG I	COURCE TIN LEE Court Case CR010428/01 County YAMH AF BURGLARY I
Sent type 0 Begin date 11/22/2002 Compact begin dt 1 Length (ymd) 3 - 0 - 0 Inop days 12 CS to MRG to	Life (L)
Termination date	Max sent date 1/17/2006 Max indet sent date. 8/03/2022
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Step 10. The Inop days you've enter now appear in the new Inop days (F4=W/W) field. The "Max sent date" field will show the new calculated date. Use F12 again to return to the W/W Offenses screen.

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OPS2301 HUNTM		Corrections In Work w	<mark>formation Syst</mark> ith Offenses	ems (TEST)	17:17:16 7/01/04
Offende	r: <u>14251271</u>	Keith, Dustin	Lee		key: 269768
Status:	PostPriso DNA Co	n/LC YAM llection Requir	H <mark> Yamhill Coun</mark> ed	ty Community C OISC migr dat	Corre
Enter o 2=Cha	ption nge 3	=Copy offense	4=Delete	Custody cycle 5=Display	e <u>1</u>
7=Add	sentence 8	Conditions 9	Custody units	17=Add LC	
<u>UFF#</u>		<u>UNIY</u> Bogin date	<u>UKS HBBKEV</u>	<u>UKS NUMBER</u> May date	<u>Ju JHNL JUDU</u> Term date Code
01	80/59/03	YAMH	NEC BD CHK	165 065 030	
6	0 P MPR	06/25/2001	000-018-000	12/24/2002	05/13/2002 CRTR
02	CR010428/0	1 YAMH	BURG I	164.225	Y Y
6	0 P FPR	08/06/2001	000-036-000	08/05/2004	07/22/2002 VIOL
6	0 LF	07/22/2002	000-000-180	01/04/2003	11/22/2002 POST
	0 0 FP0	11/22/2002	003-000-000	01/17/2006	
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POST NOTE: Clarification about which date is used to admit an offender to a PPVS Sanction, and what the sentence begin date would be: The admit and begin date are both the "decision date". Credit for time served would be given for the amount of time between the arrest date and the admit/begin date. See the SB1145 Data Entry for Community Corrections Staff manual for complete instructions.

16.2 HOW TO FIND TOTAL INOP DAYS (As of July 1, 2004)

What are INOP Days:	ABSC = abscond days ESCA = escape days REVD = PPS revocation sanction days
Who Adds INOP days:	PPS (FPO) Parole Board case – Parole Board adds. Local Control case – Supervisory Authority adds. FPA case – OISC adds.

Step 1 – Go to the 'W/W INOP/Institution & Community Corrections' screen. You can get there by going to the 'CC Court Orders Process' and pressing F11-4-U.

SNT212I	CORRECT	FIONS INFORMATI	ON SYSTEMS (TEST)	9:59:35			
MCCARTHY	W/W INOP/	/INSTITUTION &	COMMUNITY CORRECTIONS	10/17/05			
OFFENDER: 10553878 NELSON, CHARLES LEWIS							
LOCATION: MTNO							
ENTER OPTION							
2=CHANGE	3=COPY	5=DISPL	AY				
		INOP SENT					
OPT FROM DATE	TO DATE	DAYS TYPE TYPE	OFF# NOTES				
3/30/1999	5/07/1999	38 ABSC I	100499 LIFTED 90 D	SANC REL 112199			
9/25/1998	11/28/1998	64 ABSC I	LIFTED 12-14-98				
1/27/1998	3/28/1998	60 ABSC I	LIFTED 4-29-98				
8/07/1997	10/11/1997	65 ABSC I	LIFTED 10-29-97				
3/10/1997	5/15/1997	66 ABSC I	LIFTED 5-29-97				
10/24/1996	1/10/1997	78 ABSC I	LIFTED 2-6-97				
				BOTTOM			
F3=EXIT	F4=PROMPT	F5=REFRESH	F6=CREATE INST	F10=PRINT			
F11=MENU BAR	F12=CANCEL	F13=REPEAT	F18=CREATE COMM CORR	F17=SUBSET			

Step 2 – Print this screen by pressing F10=Print. Once you have printed the above you will need to compare the total INOP days with what has been entered on the 'Work with Offenses' screen. Press enter twice to return to the 'Work with Offenses' screen. Put a 2 on the option line beside the appropriate sentence, press enter.

OPS230I	Corrections Information System	ms (TEST)	10:05:44			
MCCARTHY	Work with Offenses		10/17/05			
Offender: 1055387	8 Nelson, Charles Lewis	Record key:				
Status: PostPrison(ABSC) MTNO Multnomah North Office						
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 Terr	n date Code			
04 980634914	4/01 MULT POS SUB CF	475.992 04B Y	Y			
00 P FPR	08/17/1998 000-027-010	11/26/2000 10/0)1/1999 VIOL			
00 L F	10/01/1999 000-006-000	11/27/1999 11/2	27/1999 POST			
2 00 O FPO	11/27/1999 000-012-000	11/26/2000				
05 99073506	8/01 MULT POS SUB BF	475.992 04A Y	Y			
00 P FPR	09/22/1999 000-018-000	03/21/2001				
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						

This will take you to the 'Sentence Data' screen where you will find the INOP days fields. Make sure the total amount of INOP days enter on these two fields matches the total days on the 'W/W INOP/Institution & Community Corrections' print out. You will need to compare dates from those two screens when checking the total INOP days.

OPS235I C	Corrections Information	n Systems (TEST)	10:11:11
MCCARTHY	Sentence 1	Data	10/17/05
		CHANGE	
Offender	. 10553878 NELSON, CH	ARLES LEWIS	
Status	. PostPrison(ABSC MTNO		
Offense/Sentence	. 04 003	Court Case 98063	4914/01
Sentencing Guid	. Ү	County MULT	
ORS	. 475.992 04B POS SUB	CF CF POSSESS CONTROL SUB	- SCH II
Sent type	0		
Begin date	11/27/1999		
Compact begin dt			
Length (vmd)	0 - 12 - 0	Life (L)	
Inop davs		Inop days (F4=W/W) 00000	
CS to		MRG to	
Time served			
Tent paro disc date			
Termination date		Max sent date 11/26	/2000
Termination code		Max indet sent date 10/01	/2004
		Max indee bene date. 10/01	/2001
F3=Exit F4=Prompt	F5=Refresh F11=M	enu bar F12=Cancel	

Example: If there is an entry on the 'W/W INOP/Institution & Community Corrections' screen dated 3/30/99 but the offense you are checking didn't start until 11/27/99, then those INOP days would not be added to this offense.

NOTE: On how to add INOP days, refer to the W/W INOP Instructional Manual.

Before July 1, 2004 the Community Corrections Offices could only enter the INOP days as a note on the offense screen so you have to check this location also.

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