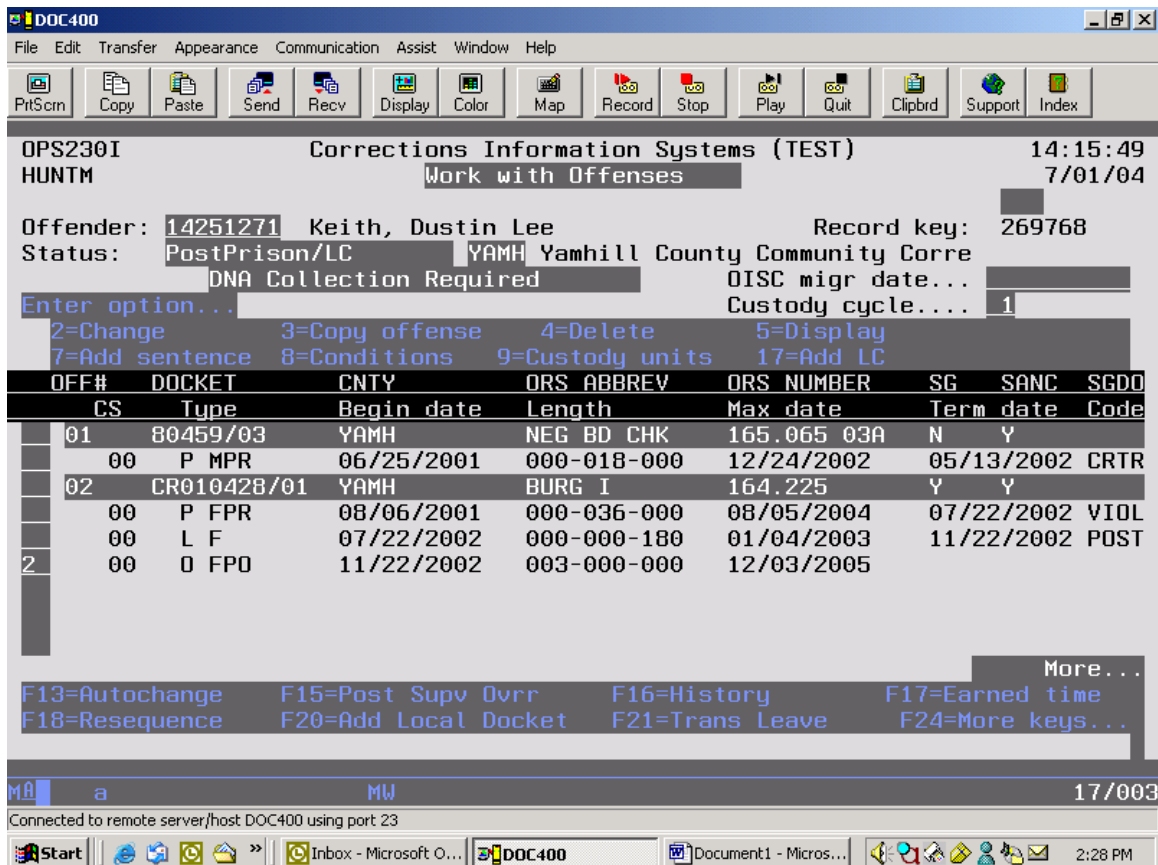


OPS CHAPTER 16 – Work With INOP Instructions

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.



Step 1. Use Option 2=Change on the “O” offense line and press <enter>. This will take you to the Sentence Data screen.

Offender Profile System (OPS) Training Manual

OPS235I Corrections Information Systems (TEST) 14:26:00
HUNTM Sentence Data 7/01/04

CHANGE

Offender..... 14251271 KEITH, DUSTIN LEE
Status..... PostPrison YAMH
Offense/Sentence... 02 003 Court Case..... CR010428/01
Sentencing Guid.... Y County..... YAMH
ORS..... 164.225 BURG I AF BURGLARY I

Sent type..... 0
Begin date..... 11/22/2002
Compact begin dt....
Length (ymd)..... 3 - 0 - 0 Life (L).....
Inop days..... 12 Inop days (F4=W/W).. 00000
CS to.....
MRG to.....
Tent paro disc date.
Termination date.... Max sent date..... 12/03/2005
Termination code.... Max indet sent date. 8/03/2022

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

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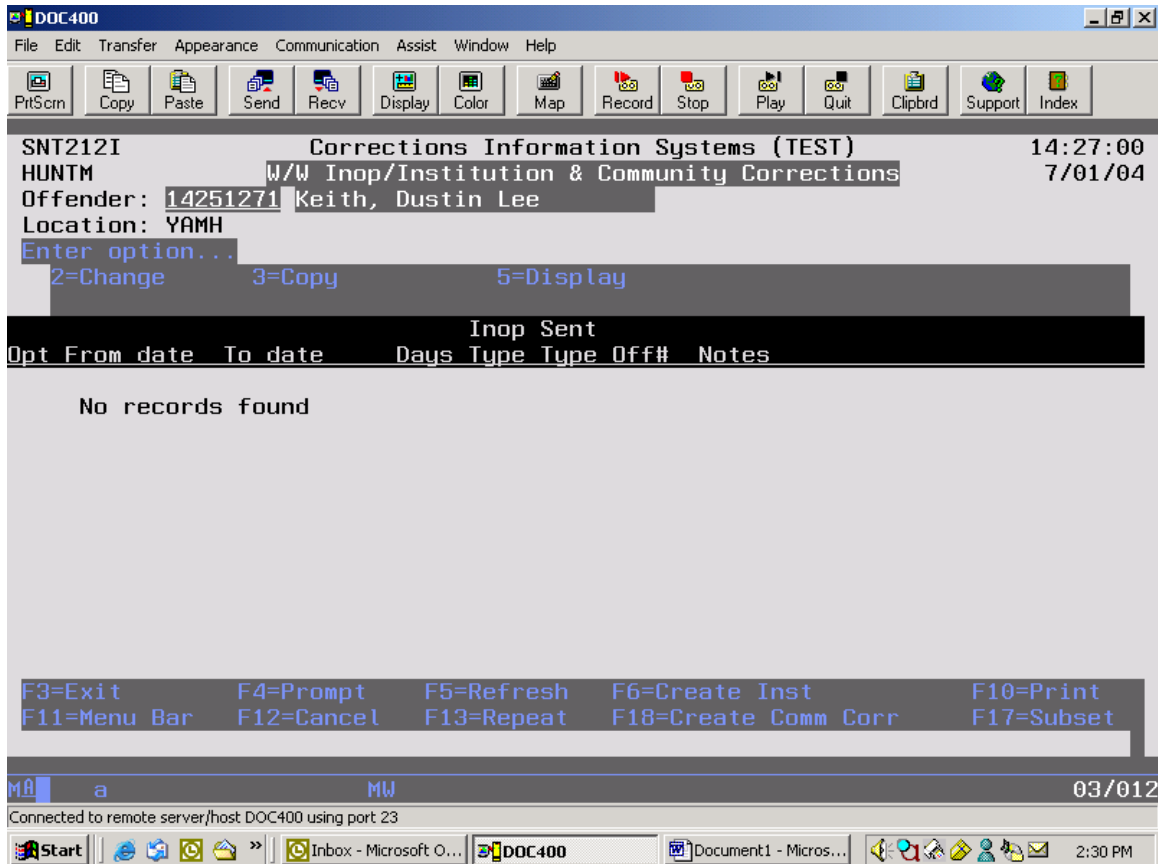
Start | Inbox - Microsoft O... | DOC400 | Document1 - Micros... | 2:29 PM

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.

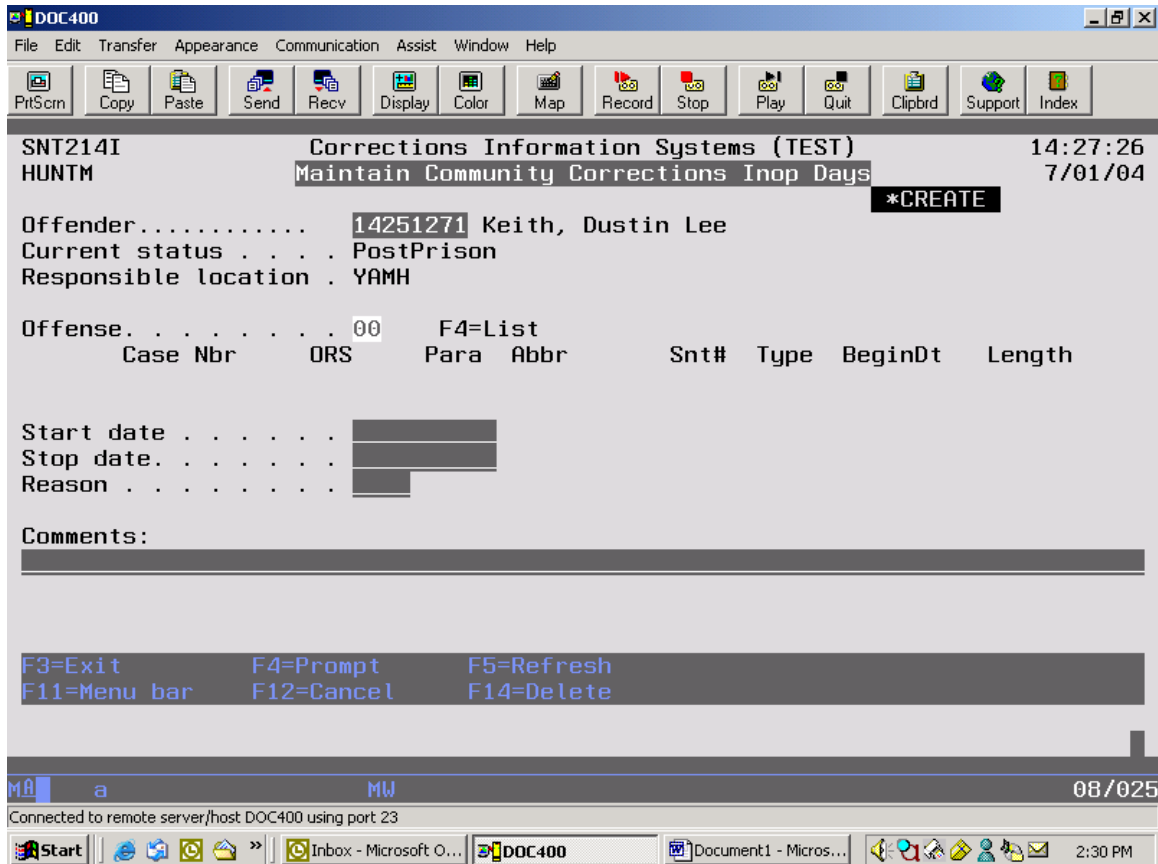
The Parole Board's calculated Inop days will show in the 'original Inop days' field. DO NOT enter or change data in the 'original Inop days' field. If there is a problem with those numbers or calculations, contact the Parole Board.

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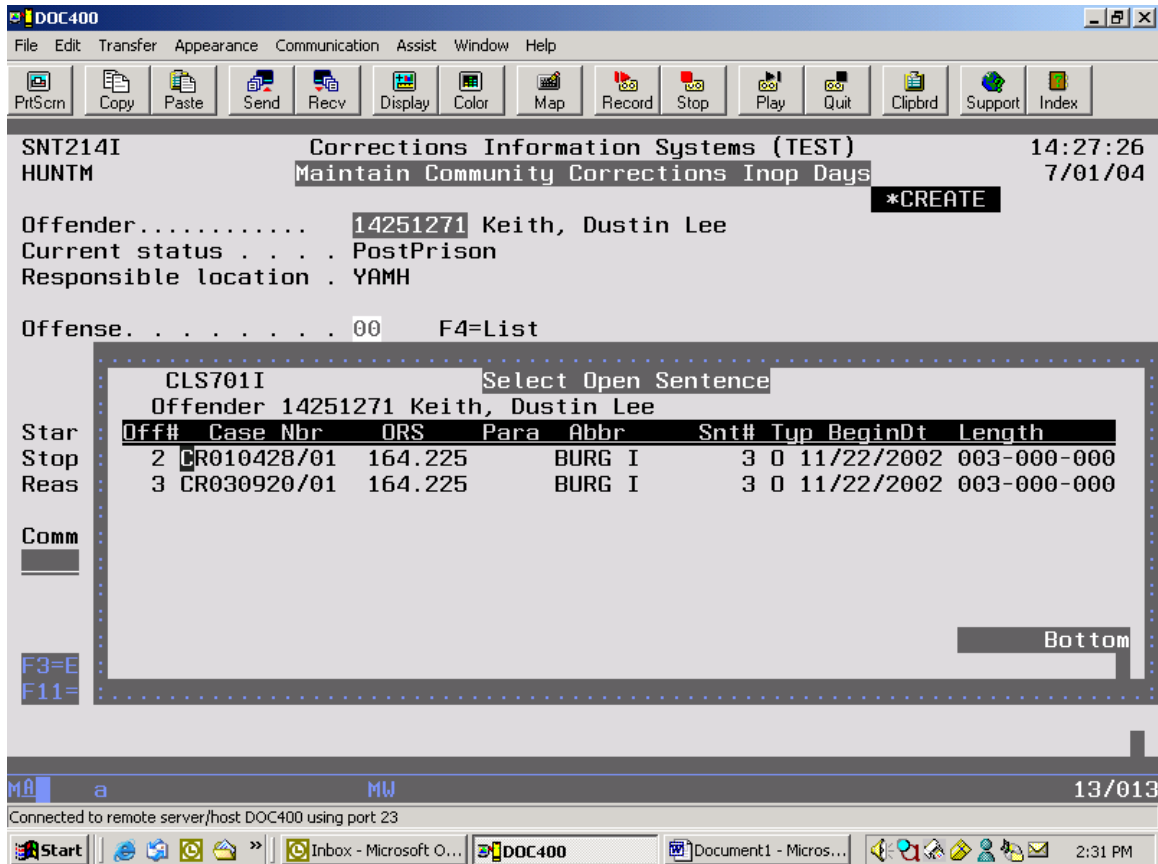
Step 3. From the W/W Inop screen, use the F18=Create Com Corr (shift F6) function which brings up the Maintain Community Corrections Inop days screen.

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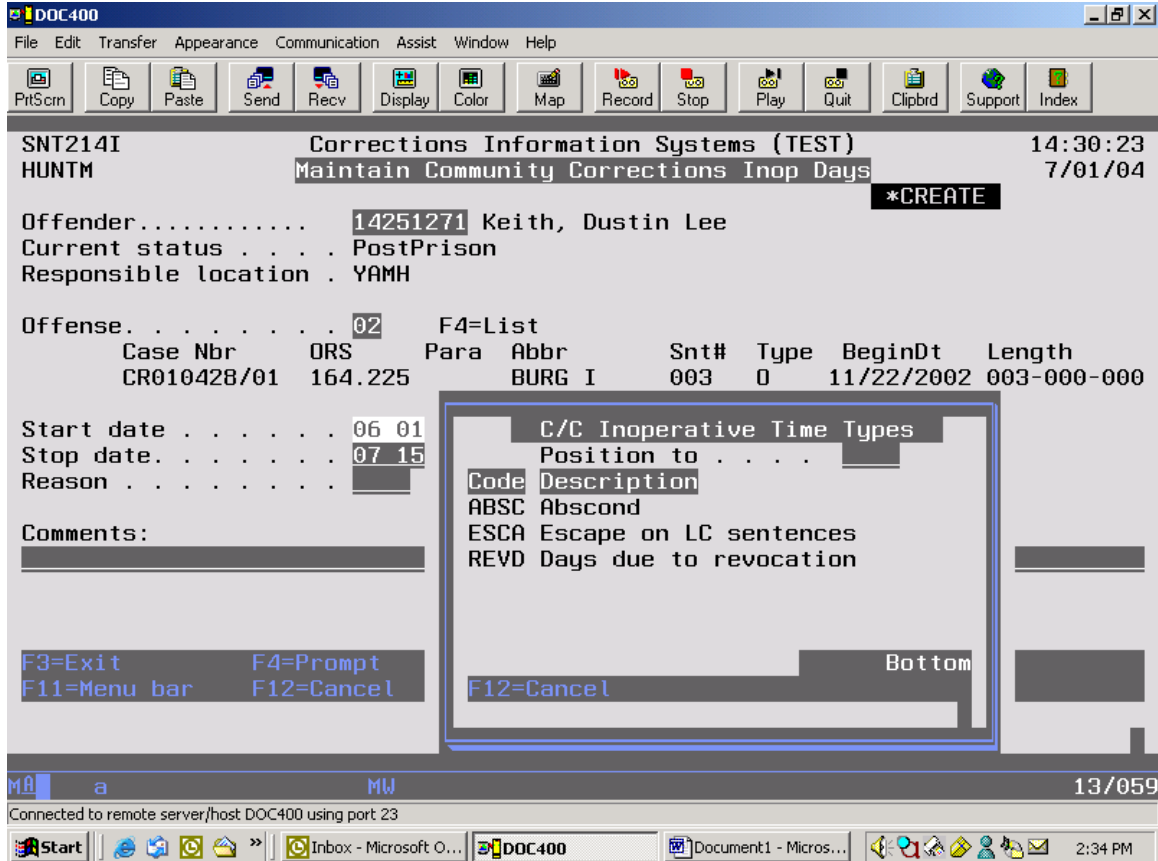
Step 4. Place the cursor on the Offense field (which shows as 00) and F4=List. This opens a window that shows the list of offenses available for selection.

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Step 5. Place the cursor on the desired offense and press <enter>.

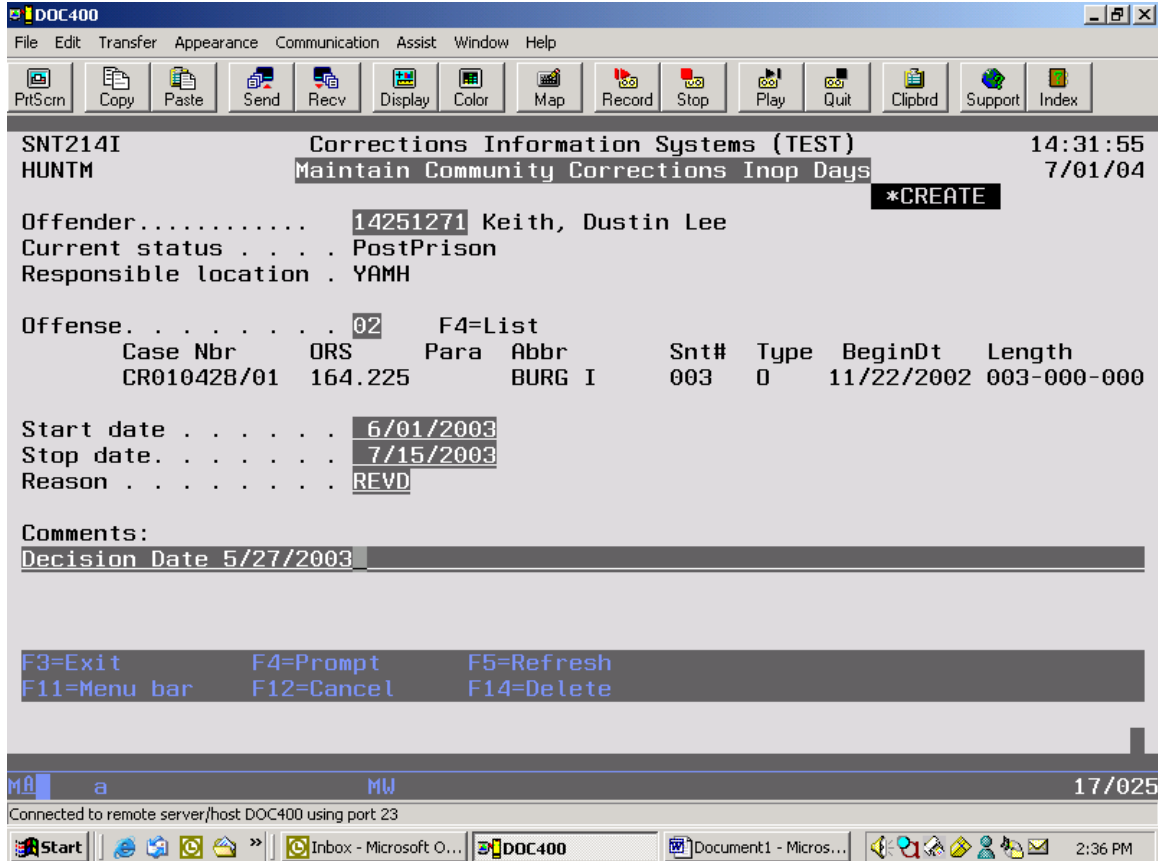
Offender Profile System (OPS) Training Manual



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)

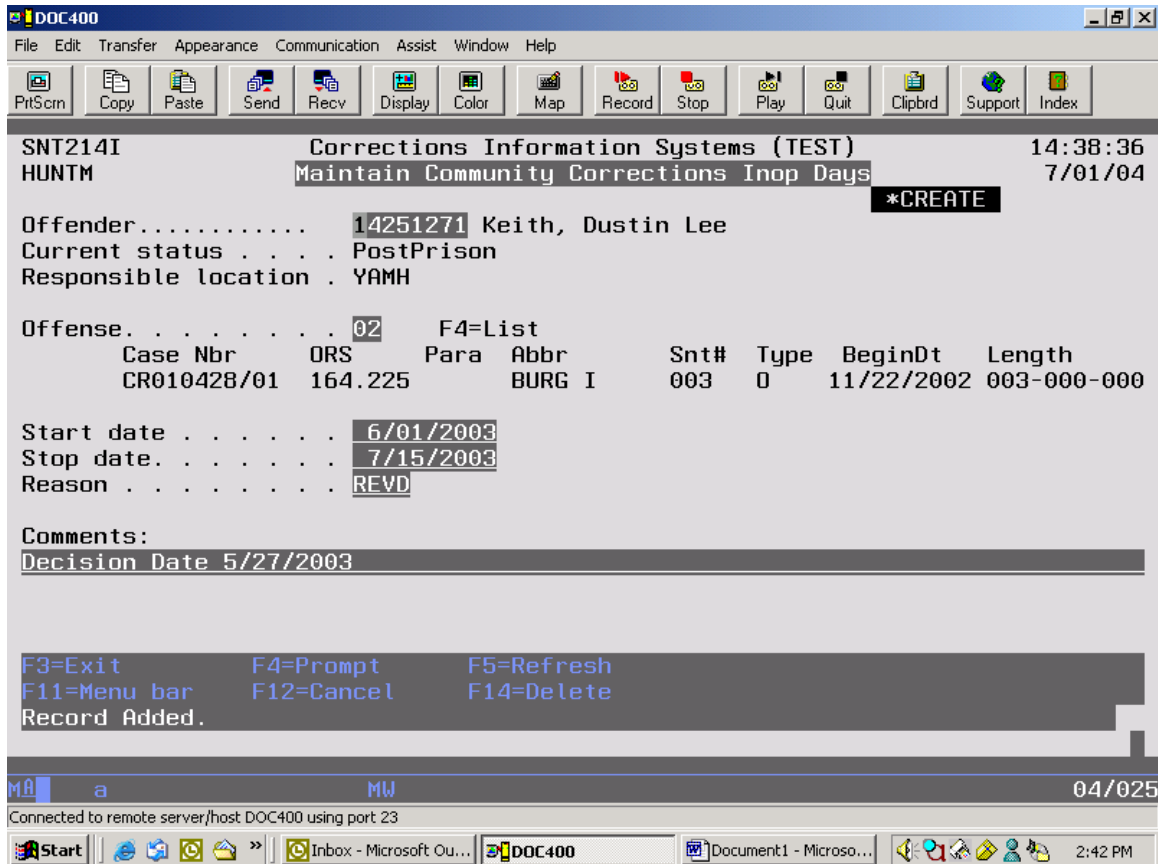
Offender Profile System (OPS) Training Manual



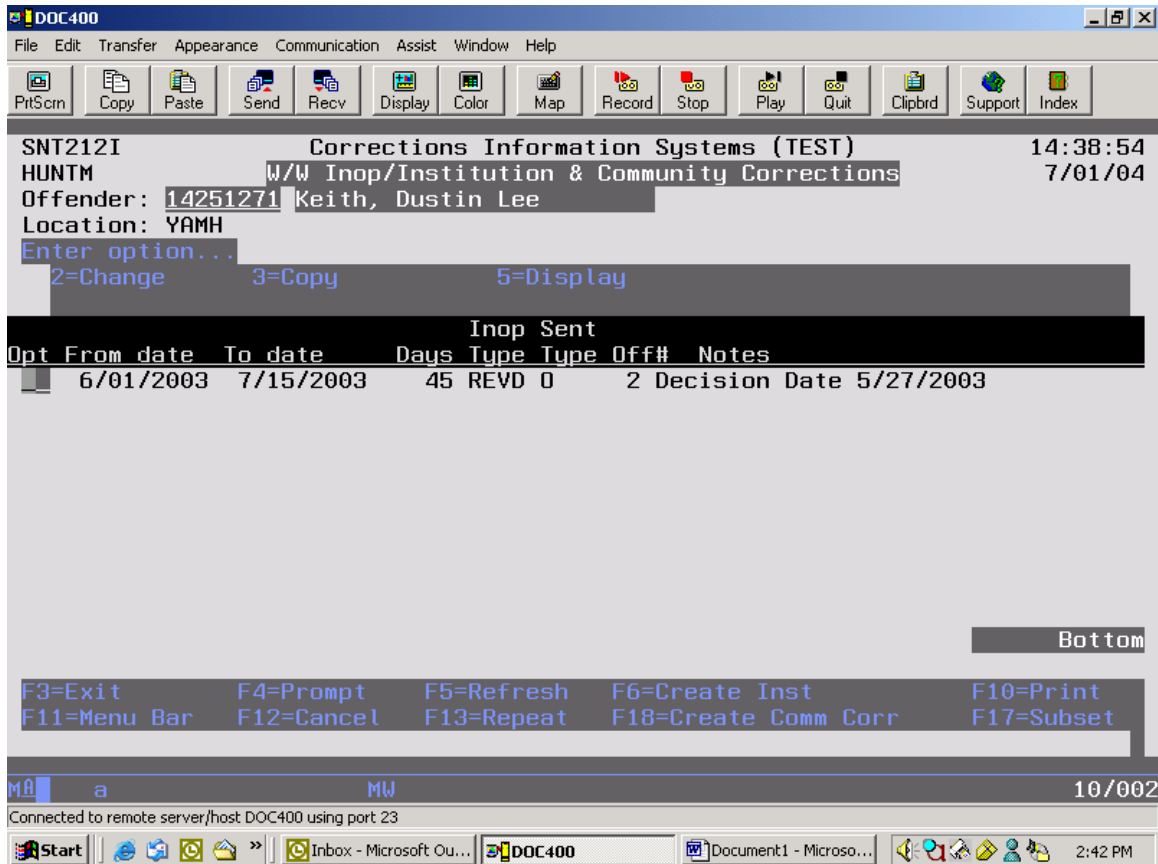
Step 7. Add a comment if applicable. ***Always*** enter the following comment when creating an REVD entry: “Decision Date (enter date)”. The decision date is the date the authority (PO, HO, LSA, etc.) makes the decision to impose the revocation sanction.

Press <enter> to save data.

Offender Profile System (OPS) Training Manual



Step 8. When you see the message, “Record Added”, press <enter> again to return to the W/W Inop/Institution and Community Corrections.

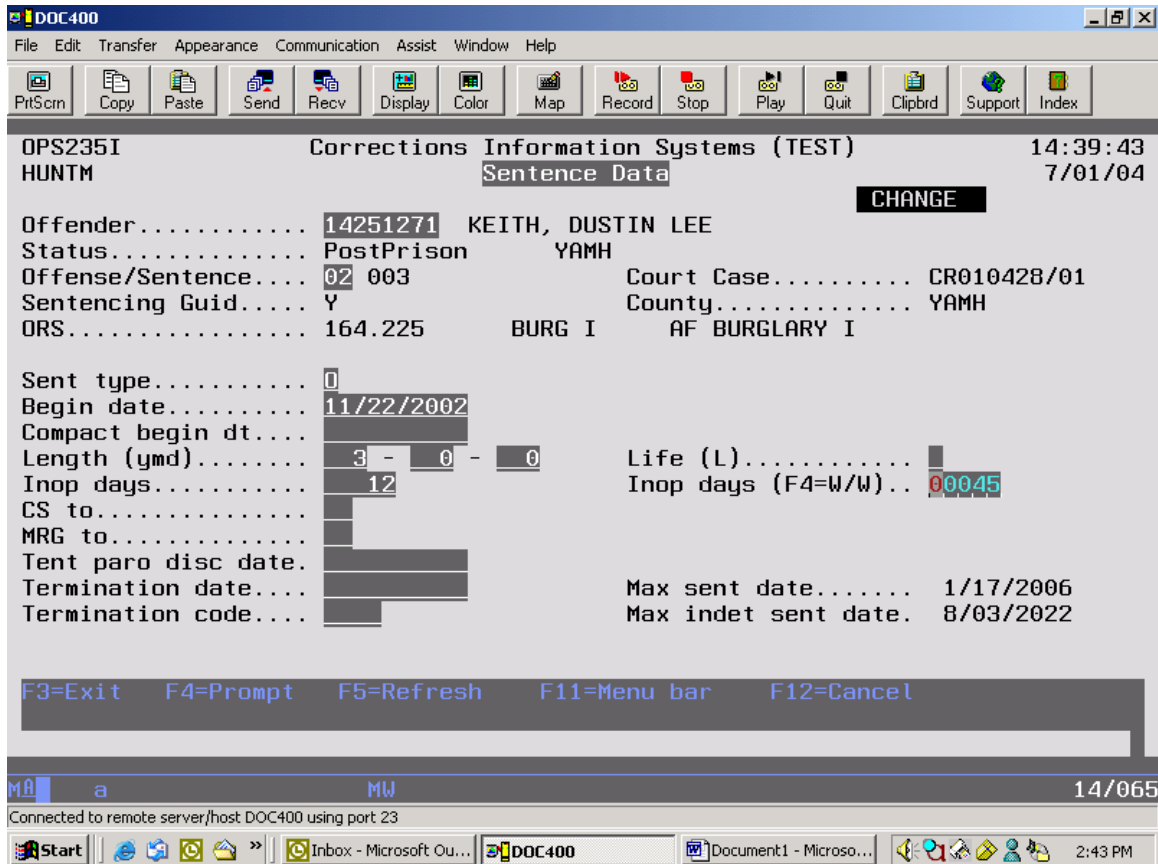


Step 9. The W/W Inop screen now lists your entry under the “Inop Sent” columns. Repeat the process for each additional offense that applies by using the F18=Create Comm Corr function to return to the Maintain Community Corrections Inop Days screen (see Step 3 through 9). Use F12 to return to the Sentence 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.

Offender Profile System (OPS) Training Manual



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.

Offender Profile System (OPS) Training Manual

OPS230I Corrections Information Systems (TEST) 17:17:16
HUNTM Work with Offenses 7/01/04

Offender: 14251271 Keith, Dustin Lee Record key: 269768
 Status: PostPrison/LC YAMH Yamhill County Community Corre
 DNA Collection Required OISC migr date...
 Enter option... Custody cycle... 1

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

OFF#	DOCKET	CNTY	ORS ABBREV	ORS NUMBER	SG	SANC	SGDO
CS	Type	Begin date	Length	Max date	Term date	Code	
01	80459/03	YAMH	NEG BD CHK	165.065 03A	N	Y	
00	P MPR	06/25/2001	000-018-000	12/24/2002	05/13/2002	CRT	
02	CR010428/01	YAMH	BURG I	164.225	Y	Y	
00	P FPR	08/06/2001	000-036-000	08/05/2004	07/22/2002	VIOL	
00	L F	07/22/2002	000-000-180	01/04/2003	11/22/2002	POST	
00	O FPO	11/22/2002	003-000-000	01/17/2006			

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...

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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		CORRECTIONS INFORMATION 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=DISPLAY			
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 Systems (TEST)				10:05:44	
MCCARTHY		Work with Offenses				10/17/05	
Offender: 10553878 Nelson, Charles Lewis							
Status: PostPrison(ABSC) MTNO Multnomah North Office							
Record key:							
OISC migr date...							
Custody cycle.... 1							
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
	04	980634914/01	MULT	POS SUB CF	475.992 04B	Y	Y
	00	P FPR	08/17/1998	000-027-010	11/26/2000	10/01/1999	VIOL
	00	L F	10/01/1999	000-006-000	11/27/1999	11/27/1999	POST
	2	00	O FPO	11/27/1999	000-012-000	11/26/2000	
	05	990735068/01	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...

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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	Corrections Information Systems (TEST)	10:11:11
MCCARTHY	Sentence Data	10/17/05
	CHANGE	
Offender.....	10553878 NELSON, CHARLES LEWIS	
Status.....	PostPrison(ABSC MTNO	
Offense/Sentence....	04 003	Court Case..... 980634914/01
Sentencing Guid....	Y	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 (ymd).....	0 - 12 - 0	Life (L).....
Inop days.....		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
F3=Exit	F4=Prompt	F5=Refresh
F11=Menu 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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