OPS CHAPTER 17 - DNA Data Entry in CIS & Report

This document is intended to walk you through entering DNA information in CIS on offenders requiring buccal swabs as a result of HB2664. As of the date of this manual, not all the policy pieces around which offenders should or should not have the swab done has been decided. Because of that, programming currently includes all offenders in custody or under supervision with felony convictions on January 1, 2002, as well as those offenders convicted after January 1, 2002. This also includes any conspiracy or attempt to commit a felony, and selected misdemeanors as follows:

- Sex Abuse III
- Public Indecency
- Conspiracy/Attempted Rape III
- Conspiracy/Attempted Sodomy III
- Conspiracy/Attempted Sex Abuse II
- Conspiracy/Attempted Burglary II
- Conspiracy/Attempted Promoting Prostitution

Felony diversions and conditional discharges are excluded.

17.1 DNA FLAG

A 'flag' has been added in CIS denoting those offenders who meet the above listed criteria for the DNA sample on the Offender Public Information screen, the Work With Offenses screen, and the Edit Offender Data screens.

Please note the flag is activated by the offense and/or status of the offender. This does not necessarily mean the sample has not been taken, but could mean the collection data has not been entered in CIS yet. Please check all available resources, i.e. jail, CCH to determine if the sample has been taken and submitted to Oregon State Police.

On the Offender Public Information screen, the flag is located on the upper right hand side of the screen, above the 'Field admission date'.

When programming determines an offender requires a DNA sample, but has not been entered, the flag will show 'DNA Collection Required'.

```
OPS501I              Corrections Information Systems (TEST)         14:23:56
 CUMMINSL                   Offender Public Information                1/02/02

 Offender.... 0000000  CASE, TEST                        Status. PROBATION
 Location.... LANE  Lane County Community Corrections    Cell...
 Record key.. 0224587                                    DOC cycles. 01/01/01
 Age    45        DOB   8/31/1956    DNA Collection Required
 Sex    Male      Race WHITE         Field admission date.. 05/13/1998
 Height 5'10"     Hair BROWN         Maximum custody date.. 06/21/2008
 Weight 170lbs    Eyes BROWN


 Caseload 6509  HAMILTON, LINDA
 Supervision    MED

 Court Case    Cnty ORS Abbrev Cls Type Begin Date Yrs-Mos-Days Term Date & Code
 109709666/01 LANE SODO I AT  BF  PROB  5/13/1998 010-000-000
 109709666/02 LANE SODO I AT  BF  PROB  5/13/1998 010-000-000
 109709666/03 LANE SX/P I AT  BF  PROB  5/13/1998 010-000-000
 98CR0536AB/1 DESC SODO I AT  BF  PROB  6/22/1998 000-120-000


                                                            Bottom
 F3=Exit        F4=Prompt    F5=Refresh    F9=Retrieve
 F11=Menu bar   F12=Cancel   F17=All offenses
```

When collection data has been entered in CIS, the flag will show 'DNA Collected'.

```
OPS501I              Corrections Information Systems (TEST)          14:42:32
 CUMMINSL                  Offender Public Information                 1/02/02

 Offender.... 00000000  CASE, TEST                    Status. POST PRISON
 Location.... LANE  Lane County Community Corrections    Cell...
 Record key.. 0159150                                  DOC cycles. 01/06/01
 Age    27        DOB   7/14/1974   DNA Collected
 Sex    Male      Race BLACK        Field admission date.. 04/20/2000
 Height 5'07"     Hair BLACK        Maximum custody date.. 12/21/2002
 Weight 205lbs    Eyes BROWN

 Caseload 6509   HAMILTON, LINDA
 Supervision    MED

 Court Case   Cnty ORS Abbrev Cls Type Begin Date Yrs-Mos-Days Term Date & Code
 921237181    MULT ASSA I     AF  POST  9/30/1999 000-036-000
 94C21100     MARI SUPP CONT  CF  POST  9/30/1999 000-024-000




                                                               Bottom
 F3=Exit       F4=Prompt    F5=Refresh   F9=Retrieve
 F11=Menu bar  F12=Cancel   F17=All offenses
```

When the offender's offense and status do not meet the requirements for DNA testing, the flag will show 'DNA Collection Not Required'. When the override feature is used, indicating an offender is not required to submit to buccal testing per Court order, the flag will also show 'DNA Collection Not Required'.

```
OPS501I              Corrections Information Systems (TEST)          14:49:55
 CUMMINSL                  Offender Public Information                 1/02/02

 Offender.... 00000000  CASE, TEST                    Status. PROBATION
 Location.... LANE  Lane County Community Corrections    Cell...
 Record key.. 0224128                                  DOC cycles. 01/01/01
 Age    35        DOB   7/31/1966   DNA Collection not Required
 Sex    Male      Race WHITE        Field admission date.. 05/04/1998
 Height 6'04"     Hair BROWN        Maximum custody date.. 05/03/2008
 Weight 350lbs    Eyes HAZEL

 Caseload 6509   HAMILTON, LINDA
 Supervision    HI

 Court Case   Cnty ORS Abbrev Cls Type Begin Date Yrs-Mos-Days Term Date & Code
 209802657/01 LANE SEXAB1 N   BF  PROB  5/04/1998 000-120-000




                                                               Bottom
 F3=Exit       F4=Prompt    F5=Refresh   F9=Retrieve
 F11=Menu bar  F12=Cancel   F17=All offenses
```

On the W/W Offenses screen, the flag is located in the upper left corner of the screen, directly below the 'Status' field. The flag works as noted above.

```
OPS230I            Corrections Information Systems (TEST)          15:55:49
 CUMMINSL                    Work with Offenses                     1/02/02

 Offender: 00000000  CASE, TEST                 Record key:  263345
 Status:   PROBATION       WASH Washington County Community Corrections
 DNA Collection Required                        OISC migr date...
 Enter option...                                Custody cycle.... 1
   2=Change       3=Copy offense    4=Delete   5=Display   6=Add offense
   7=Add sentence 8=Conditions      9=Custody units     17=Add local sent.
   OFF#   DOCKET      CNTY      ORS ABBREV    ORS NUMBER   SG   SANC
     CS    Type     Begin date  Length        Max date    Term date  Code
     01   CR00623A/03 YAMH      SEXAB1 NAT    163.427 NEWX  Y     Y
         00   P FPR   02/09/2001  000-060-000   02/08/2006


                                                             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
```

On the Edit Offender Data screen, the flag will be located directly above the Date/Time/Place fields. The flag also works as noted above.

```
CMS204I            Corrections Information Systems (TEST)          15:52:57
 CUMMINSL                    Edit Offender Data                     1/02/02
                          6566   BAGLEY, DEAN               CREATE
 SID#: 00000000  LOW  PUB INDEC                              SAN
 CASE, TEST                   DOB:  6/12/1960  SSN:  47-62-0288
 10604 SW CAPITOL HIGHWAY             Last attempted HV... 10/22/1996
 PORTLAND, OR 97219-6815              Last completed HV...  4/16/1996
 Phones: 541 517-1434 & 503 756-9284  Last office visit...  9/18/2001
 COFO SXTR                            Last monthly report. 10/21/1996
                                      Employed? (Y/N)..    0/00/0000  00 %
                               NOTES  Next office visit... 11/25/1996  9:00
 DNA Collection Required                      (Secondary-MTSW)
     Date  Time Place        Person        SC MR Key word
   1/02/2002      O          X             Y  N
 _____
 _____
 _____
 _____
 _____
 _____
 _____
                                                            More...
 F3=Exit        F4=Prompt    F5=Refresh      F7=Browse backward
 F8=Browse frwd F10=Print    F11=Menu bar    F19=Edit text  F24=More keys
```

17.2   DNA COLLECTION ENTRY

A new screen has been created for the entry of DNA collection data. It can be accessed through either the CCPPO or CCSUPPORT menus.

17.2.1   CCPPO Data Entry:

At your Work With Offender Summary screen, you will notice a new column, located at the far right of the screen, entitled 'DNA'. It will either show REQ for required, or it will be blank. The blank can denote if it's not required, if it's required and the data has already been entered, or if the override feature was used.

```
CMS203I             Corrections Information Systems (TEST)          16:16:50
 CUMMINSL                 Work with Offenders Summary                 1/02/02

 Caseload number . . . 0000  SMITH, JOHN
                                        Position to . . .
 Enter option...
    2=Change   4=Remove from caseload   5=Display   6=Print chrono   7=DNA req.
    8=History  9=UA log   12=Condition tracking   13=Treatment programs
Opt Offender Name           SID#    Expir Date Cls  Reass Due Status P/S DNA
    BALDWIN, JEREMIAH TREVOR 12590637  5/02/2018 MED 12/01/2001 PO     P
    BRAY, DAVID WINTERLIGHT  14144351  9/30/2006                PR     P   Req
    CATER, RAVEN D           13741936  2/20/2011 MED  4/16/2002 PR     P   Req
    CLARK, KENNETH LEE       11024001  7/20/2003 LTD 12/14/2001 PO     P
    DAVIS, NORMAN TERRILL    14011511  2/01/2004 MED  4/16/2002 PR     P   Req
    FORTIER, ROGER HENRY     11038023  5/21/2004 LOW  1/10/2002 PR     S
    GLOVER, TOMMY JOE        10800282  9/27/2002 HI   2/28/2002 PO     P   Req
    KALNY, JOHN MARK         12682599  6/04/2003 LOW  4/16/2002 PR     P   Req
    KINGSLEY, MICHAEL DWAYNE  7766975 10/11/2004      10/12/2001 PO     P
    MOORE, TIMOTHY JAMES     11963364  6/23/2003 LTD  4/16/2002 PO     P
    ONG, CHARLES ERIC         8500387  6/05/2003 MED  2/16/2002 PO     P
                                                               More...
 F3=Exit   F4=Prompt   F5=Refresh   F6=Add offender   F10=Print   F11=Menu bar
 F12=Cancel           F13=Repeat   F17=Subset   F19=Summary   F23=More options
```

You now have a new option, #7=DNA req. Using this option will take you to the following screen:

```
SNT206I             Corrections Information Systems (TEST)          16:28:00
 CUMMINSL             DNA Collection-Offender Information             1/02/02
                                                    CHANGE
 Offender.............. 14144351 BRAY, DAVID WINTERLIGHT
 Current status........ PROBATION                 LANE

 Collection status. . . R  DNA Collection Required
 Collection required. . Y  Y/N-Determined by status and offenses

 Collection date. . . .
 Collection location. .

 Override reason. . . .
 Override user. . . . .

 Comments . . . . . . .




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

Note the above example shows an offender who is required to submit a sample, but the actual collection data has not been entered yet. If the sample has been taken, position your cursor on the 'Collection date' field and enter the date taken. Tab to 'Collection location' field and use the F4 prompt for the appropriate location code. Currently, valid codes are as follows:

- CCH - LEDS Criminal Case History
- COMM – Community Corrections
- EXT - External Source
- INST – Institution
- JAIL – County Jail

Make your selection and press enter to update the screen.

```
SNT206I            Corrections Information Systems (TEST)         16:39:58
 CUMMINSL              DNA Collection-Offender Information           1/02/02
                                                     CHANGE
 Offender.............. 14144351 BRAY, DAVID WINTERLIGHT
 Current status........ PROBATION                     LANE

 Collection status. . . C  DNA Collected
 Collection required. . Y  Y/N-Determined by status and offenses

 Collection date. . . .  1/01/2002
 Collection location. . COMM  Community Corrections

 Override reason. . . .
 Override user. . . . .

 Comments . . . . . . .




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

 Record Changed.
```

Note that the Collection status has changed to 'C' for DNA Collected. Press enter again to return to your Offender Summary screen. The DNA column will now be blank for this offender.

If you have a Court order stating the offender is not to have a sample taken, leave the Collection date and location fields blank, and enter the 'Override' reason, or press F4 for valid codes. Currently we only have one override reason, COUR for Court Ordered. Pending further clarification, there may be other override reasons added. You may use the Comments field for explanations.

```
SNT206I              Corrections Information Systems (TEST)            16:48:59
 CUMMINSL               DNA Collection-Offender Information              1/02/02
                                                       CHANGE
 Offender.............. 14144351 BRAY, DAVID WINTERLIGHT
 Current status........ PROBATION                    LANE

 Collection status. . . N  DNA Collection not Required
 Collection required. . Y  Y/N-Determined by status and offenses

 Collection date. . . .
 Collection location. .

 Override reason. . . . COUR  Court documentation required
 Override user. . . . . CUMMINSL

 Comments . . . . . . . Judge Smith withheld this offender from the DNA pool.




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

Notice that using the override feature changes the Collection status to 'N', for DNA
Collection not Required, and automatically enters your UserID in the Override user field.

You may also access the DNA Collection Offender Information screen from within your
Edit Offender Data screen on any offender, by using your menu bar (F11) and (4) for
InfoWindows. Choose the DNA Collection Data option (Q), and follow the instructions
above.

17.2.2 CCSUPPORT Data Entry

The DNA Collection Offender Information screen can be accessed from the following
processes (if using the menu bar within the process, it is F11, 3, Q):

- Admission Process, immediately following the W/W Offenses screen.
- CC Court Orders Process, immediately following the W/W Offenses screen.
- CC Support Data Entry/Update, immediately following the W/W Offenses screen.
- MTDC Intake Process, immediately following the W/W Offenses screen.

Refer to the above examples in CCPPO Data Entry section for instructions on how to
enter the data.

17.3   REPORT

A report has been created, entitled DNA Sample Collection Report. This is accessible as option #23 DNA Report from the Total Office Report menu (CCRPTSTO), the More CC Reports menu (CCRPTS), and the Management Statistics menu (CCREPORTSM).

```
SNT501BP          Corrections Information Systems (TEST)         17:11:44
 CUMMINSL                 DNA Sample Collection Report             1/02/02

 Type choices, press Enter.


   DNA collection status. . .    R            R=Required,*ALL,F4=list

   Location . . . . . . . . .    POLK         *ALL, location

   Primary caseload . . . . .    *ALL         *ALL, caseload

   Secondary/PTA caseload . .    *ALL         *ALL, caseload

   Comm.Corr. Outcount. . . .    NONE         *ALL, NONE, ONLY, F4 to prompt




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

The default is 'R' in the DNA collection status field for those who still require a sample to be taken, or the collection data has not yet been entered.   Use the F4 prompt for additional valid codes. Currently, these are:

- C – DNA Collected
- N - DNA Collection not Required
- R – DNA Collection Required

Choosing *ALL provides a list of all the above, with the collection status, and collection date if status is 'Collected'.
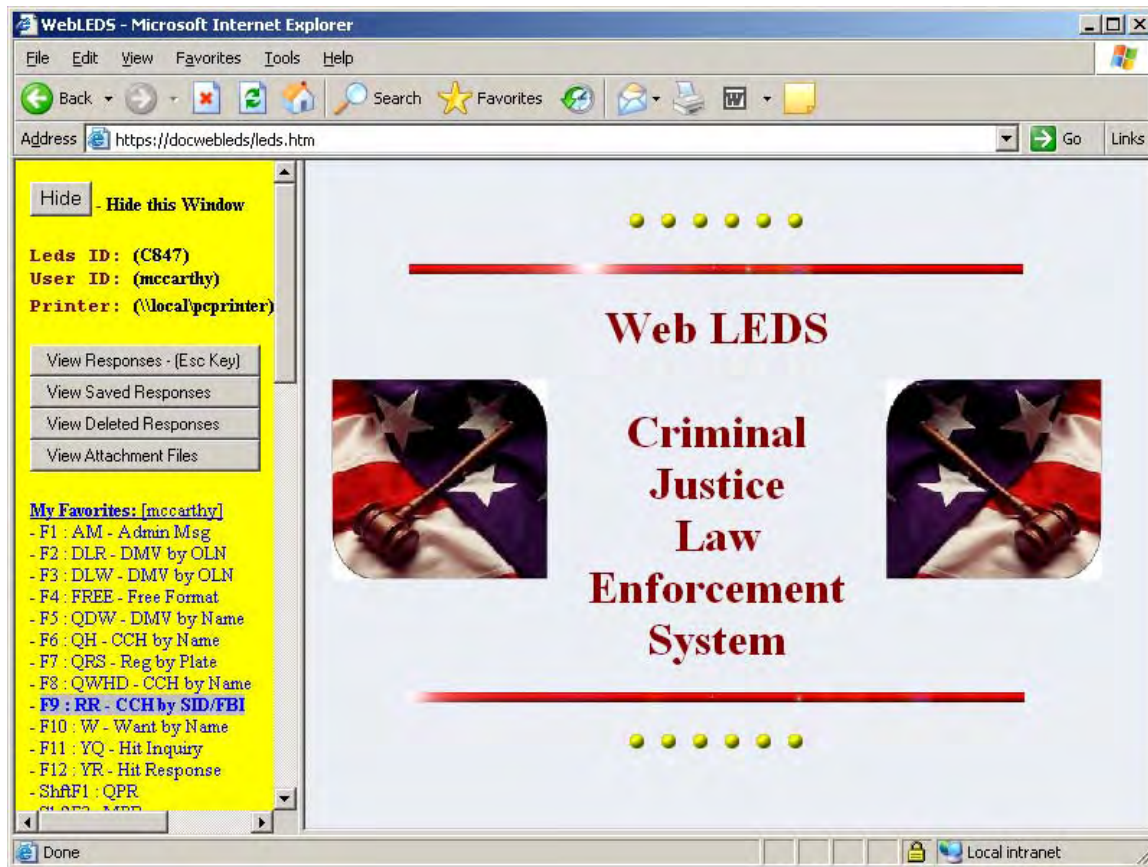
Location automatically defaults to your location, however, please note that choosing *ALL here will run a report for the entire State. Please use this option only if absolutely necessary as it will create quite a drain on system resources.

Outcount Reason field has been included so you can determine which offenders not on the active caseload require collection, have been collected, or are not required to be collected. This may come in handy when policy is clarified for Compact Offenders, as well as other offenders not readily available for DNA collection. The default is NONE, however you may subset for *ALL = all outcounts, ONLY = only outcounts (no active cases will display), or use F4 prompt for specific outcount valid codes.

17.4 CHECKING DNA IN LEDS/ENTRY INTO CIS

Step 1 – Go to WebLEDS, from your main menu, type 'RR' in the 'Go To Mask' box, press enter to bring up the 'Criminal Records Inquiry – RAP Sheet' screen; or if you have it on your favorite list, you can click on 'RR'. This will take you to the 'Criminal Records Inquiry – RAP Sheet' screen.

Step 2 - On the 'Criminal Records Inquiry – RAP Sheet' screen, fill in the below fields.

MKE: Auto fills with RR=RAP sheet

INI: Enter your initials

ORI: Enter agency ORI number if it didn't auto fill

REQ: Enter name of requester

PUR: Auto fills with C=Criminal Justice Purposes

SID: Enter Offender's SID # **or**

FBI: Enter Offender's FBI #

The below fields are optional, but if filled in, all fields must be entered except BLD:

DPT: Enter agency name

BLD: Enter building number if applicable

ADR: Enter agency address

CIS: Enter agency city, state

ZIP: Enter agency zip code

Press 'Submit' button to send to LEDS.

Step 3 – If your profile is set to display, click on 'Review Responses' to view your response. The response will indicate if a blood draw was taken.

Step 4 – If LEDS indicates DNA collected then go to the Admission Process by typing a 3 on the selection line and pressing enter. This will take you to the 'Community Corrections Admission' screen, enter offender's SID # in the 'Offender' field, press enter. You can either press F11-3-Q to get to the 'DNA Collection – Offender Information' screen or you can press enter until you reach that screen.

```
SNT206I                 Corrections Information Systems             8:59:32
 MCCARTHY                DNA Collection-Offender Information         8/25/05
                                                     CHANGE
 Offender.............  8489708 NORTH, ROBERT WAYNE
 Current status........ Inmate                    SRCI(1B325B)

 Collection status. . . C  DNA Collected
 Collection required. . Y  Y/N-Determined by status and offenses

 Collection date. . . . 1/20/1994
 Collection location. . INST  Institution

 Override reason. . . .
 Override user. . . . .

 Comments . . . . . . .




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

Step 5 – Tab down to 'Collection Date' field, enter today's date. Tab down to 'Collection Location' and type in CCH or F4=Prompt to display locations, press enter.

Repeat above steps for each offender.

This page intentionally left blank.

Blank Page