

OPS CHAPTER 24 – Checklists and Forms

This chapter of the manual contains a few sample checklists to help walk through the steps of the different processes and for file maintenance. Keep in mind that processes may vary slightly from county to county, but this will give you a general guideline.

There are also some samples of forms that are frequently used by all counties and again, these may vary slightly from county to count.

24.1 OPENING A NEW PROBATION FILE

When a new case is received, it is preferred to have a court order before entering anything into the AS400. However, if you know for certain that an offender was placed on supervised probation (PO in court, information from the DA, etc.) then you can go ahead and enter what information that you have on the offender. (This may vary by county.) Follow these steps for opening a new probation file:

- 1. Check CIS/WebLEDS for offender's current status. They may already be on probation in another county.
- 2. Print off case information from OJIN. (This may vary by county)
- 3. Run CCH in WebLEDS (Use the QWHD mask, then RR by SID and/or FBI)
- 4. Request the DA's file; copy of indictment, police reports, etc. (If no PSI)
- 5. Using the Admission process (Option 3 from CCSupport Main Menu) enter offender information on each screen as thoroughly as possible. If not all information is not available, it can be collected and entered later. Information will come from the Court Order, LEDES, OJIN, and the offender's intake packet. (For more information, refer to chapter OPS 2 of this manual.)
- 6. If Special Conditions include restitution, SC7, compensatory fine, or community service work, make them trackable and enter amount(s) owed. (For more information, refer to section OPS 18-Condition Tracking in this manual.)
- 7. Print Kardex after all offenses and conditions have been entered.
- 8. Enter EPR into LEDES Using the QPR Mask in WebLEDS. Using the EN mask, enter all supplemental information and conditions.

If offender will be supervised by your county, complete the following (if it will be a direct transfer to another county, then skip and go to step 12):

- 9. Place all information in a file, organize and index the file per your county's policy. (See File Organization Checklist)
- 10. Make a file label according to your county's policy.
- 11. Give file to PO

If offender will be supervised by another county (direct transfer), complete the following:

- 12. Complete the transfer process in the AS400 to the other county. Go to Option 9 from your main menu. For a direct transfer, release the offender the same date as admission.
- 13. Using the "MPR" mask in WebLEDS, release the EPR in LEDES to the other county's by modifying the ORI#; modify the miscellaneous field with the other county's information; and enter other PO's mailbox if known. If not known enter a period (.) in the MBX field. If mailboxes are not used, enter a space in the MBX field.
- 14. Mail the file material to the receiving county as soon as possible.

If offender is already on supervision to another county and this is an additional offense, complete steps 1- 7 and 13. (On step 5, use option 5 or 6 from main menu. You will only need to enter offense information.)

24.2 CLOSING A PROBATION FILE

Permanent Closures

An offender is only discharged when all sentences are closed in the current custody cycle. Follow these steps for closing the file (this may vary by county):

1. Make sure that the trackable conditions of COFO, REST, COMP and CSW have all been updated in the condition tracking module. All of these conditions should be marked as completed. If they have not been completed and there are still court fines owed, make sure the balance due is correct. Also make sure that the treatment module does not have any open treatment referrals. You will not be able to close the offender if there are. If there are open treatment lines, give the file back to the PO to enter the treatment information.
2. Go to the fee module (Option 16 from you main menu) and see if there are any fees left owing. If there are, send any amount due over \$50 to DOR for collection. Open a DOR line with the total amount due from the offender. Close the DOR line. Make adjustments to zero out all of the other fee lines. Make sure that all open fee lines are closed. The only fee line that closes automatically upon file closure is the supervision fee line. Complete a DOR collection report. Place a copy on side 4 of the offender's file and mail or fax a copy to DOR.
3. Complete the release process in CIS (Option 4 from your main menu). You will first need to close each open sentence line to the appropriate code in the "Work with Offenses" screen. The next screen will be the "Offender Release" screen where you will enter the body closure. Go through each screen after, checking to make sure everything has been entered.
4. Go to WebLEDS and cancel the EPR (XPR mask). Sex offender EPR's which are still attached to sex offender registration are modified to the Oregon State Police (RTP/DSX)
5. Send official file material to OISC according to policy. This is required on all felony's, sex offenses and compacts. When sending a misdemeanor sex offender material, write in bold on top of closing summary "MISD SEX OFFENDER". If misdemeanor is last offense to close and there was a felony closed earlier, type or write felony information on Closing Summary and send to OISC.

Temporary File Closures

When an offender is to be closed to a temporary out-count (ABSC, CMPO, IMMI, INAC, REVP, UNSU or PSRB). Follow these steps for closing the file:

1. Complete the release process in CIS (Option 4 from your main menu). You will not close the sentence lines in the "Work with Offenses" screen, unless they have expired previously. The next screen will be the "Offender Release" screen where you will enter the appropriate temporary body closure code. Go through each screen after, checking to make sure everything has been entered.
2. Go to WebLEDS and modify the EPR (MPR mask) if necessary. You may need to modify the record type and the miscellaneous field. For ABSC closure, change RTP/ABS and modify miscellaneous field to say that the offender has absconded supervision. For IMMI closures you will modify the miscellaneous field to say that the offender has been deported by INS. For UNSU closures, modify the miscellaneous field to say that the offender is unsupervised. For CMPO, modify the miscellaneous field to show what state offender is being supervised by.
3. Place the file in appropriate storage

24.3 OUTGOING TRANSFER CASES

Follow these steps for transferring a case to another county:

- 1. Make sure that the trackable conditions of COFO, REST, COMP, JAIL and CSW have all been updated in the condition tracking module. Check OJIN to make sure that all of the money amounts due are correct. *(The PO should have done all of this as well as update the treatment module before they gave you the file, but you need to double check and make sure. I don't want any file leaving our office that is not complete and current.)*
- 2. Check the fee module and make sure that it is cleaned up. All fees transfer with the offender, except DOR. If we have paid for any treatment for the offender that they have not repaid, then we will turn that amount due over to DOR for collection before sending the file. You will need to open a DOR line with the amount that the offender owes for treatment; then close that DOR line. Zero out the treatment lines with the amount that was transferred to the DOR line and close them as well. Complete a DOR Collection form and send in. Make a note in the DOC400 of your actions.
- 3. Remove all LEADS from side 3 and shred. This information does not leave our office.
- 4. Complete the transfer process in the AS400 to the other county. Go to Option 9 from your main menu. For a direct transfer, release the offender the same date as admission. The "Release Reason" will be "TRAN". The release location will be the 4-letter code of the receiving county. You can use the "F4" option to choose the appropriate county. When you get to the "Informational Remarks" screen, enter a notation that you transferred the file.
- 5. Go to WebLEADS and transfer the EPR to the accepting county by using the "MPR" mask. You will need to (a) enter the other county's ORI (this should be on the acceptance sheet from the other county. If not, you will find it in the directory), (b) modify the miscellaneous field with the other county's information (Name of PO if known and phone number, if you do not know the name of the PO, put the agency name), and (c) enter other PO's mailbox if known. If not known enter a period (.) in the MBX field, or a space in the MBX field if mailboxes are not used.
- 6. Attach the "Transfer Memo" to the top of the file, checking off all appropriate actions, and mail the file to the receiving county.
- 7. Make an offender note (F11, 2, T) that the file was transferred to the receiving county and that the file has been mailed.

24.4 INCOMING TRANSFER CASES

- 1. Using the Admission process (Option 3 from Main Menu) enter offender as of the date and time that the other county released the offender. This will show on the screen. Go through each screen making sure address, etc. is correct.
- 2. There will be no CCH in the file. Run a QWHD in WebLEADS and place on side 3 of the file. Check to make sure that the right PO information is on the EPR that shows up. If it is not correct, make any necessary changes (MPR/MBX and MIS) and run a QLW to double check.
- 3. Organize the file as per our policy (indexing conditions, etc.), make sure it has the appropriate label. Place this sheet on the bottom of side 3 and give the completed file to the accepting PO.

24.5 FILE ORGANIZATION GUIDELINES

Side 1

- Kardex
- * All court orders
- * Orders of Parole/Post-Prison Supervision
Parole/Post Prison Supervision Facesheet
- * Conditions of Probation
Orders to Show Cause
Board Action Forms
- * Sex Offender Registration
Discharge of Parole/Post-Prison Supervision
Weapons Notice
Photographs

Side 2

- Initial Intake Form
- PSI/Post-Sentence Reports
- Personal History Form (If on PSI)
- Notification of Inmate Release
- Parole/PPS Supervision Planning Form
- Medical/Dental/Psychological Reports
- * All Formal and Short Form Reports (*Revocation Recommendations only to CR)
- Letter in Lieu of Reports
- Detainers/Affidavits/Warrants
- Investigation Requests (Field/In-State/Out-of-State)
- Investigation Acceptances/Rejections
- Compact Packets (except orders and conditions)
- Initial Risk Assessments/Reassessments
- Treatment Completion Certificates/Notices/Reports
- Release of Information Authorizations (behind treatment tab)
- Polygraph Reports
- CSW completion reports/forms
- Hearings Documents
- * Structured Sanction Forms (*if changes conditions or expiration date)
- EPR Entry Form (place on bottom of section)

Side 3

- Chronos
- EPR Hits/Criminal History/FBI Record/Driving Records (all LEDS)

Side 4

- Police Reports
- Military/School Records
- Grievance Form
- Payment Schedules, Client Money reports, Payment Receipts
- Action Plans
- Employment Contact Forms
- AA Attendance Forms
- Correspondence
- All other miscellaneous material

*Send to Central Records

24.7 NOTIFICATION OF FILE CLOSURE

OREGON DEPARTMENT OF CORRECTIONS

DATE: January 30, 2009 DOB: «Birthdate» SID#: «ID_Number»

NAME: «Last_Name», «First_Name» «Middle_Name»

ADDRESS: «Home_Address_Line_1_»
 «Home_City», «Home_State» «Home_Zip_Code»

PHONE: «Phone»

CRIMES: «Crimes_Offenses»

CO. CONV.: «Counties_of_Convictn»

DOCKET#: «Case_Docket_No»

SENTENCE: «Sent_Length»

JUDGE: «Sentencing_Judges»

EXP DATE: «Sent_Expi_Dates»

CASE TYPE: «Sentence_Type»

TYPE OF CLOSURE:

- ABEX - ABSC EXPI/DISMISSED BY COURT
- APPE - APPEAL/APPEAL WON
- BNPB - CONVERT TO BENCH PROBATION
- COMP - COMPACT CLOSURE
- CRTR - REVOKED/TERMINATED/DISCHARGED TO JAIL
- DIED - DEATH
- DISC - DISCHARGE FROM PAROLE
- EARL - EARLY TERMINATION BY COURT ORDER
- EXPI - SENTENCE EXPIRATION
- PSRB - PSYCHIATRIC REVIEW BOARD
- RTNS - REVOKED/TERMINATED/NO SANCTION

COMMENTS:

«PO_name»

Parole and Probation Officer

OFFICE: «Responsible_Location»

TRI-COUNTY COMMUNITY CORRECTIONS

302 Scott St. – Po Box 404 – Moro, OR 97039

PH: 541-565-0520 FAX: 541-565-0525

24.8 OISC Checklist

OFFENDER NAME: _____ SID# _____

CLOSINGS

Please send the clearest copy of each document. If possible, keep the copy and send the original to Central Records.

File material to be sent to the OISC. Please make sure the closing summary is on top.

- Closing summary and Notification of File Closure (CD-910) **(Placed on top)**
- All Orders generated by the Releasing Authority, Judges, and/or Parole Board
- Temporary Judgment Order (behind original Judgment)
- Amended Judgment
- Modification of Judgment
- Structured Sanction Reports (behind appropriate Judgments)
- Conditions of probation
- Conditions of Post Parole or Parole
- Weapons Notice
- Shared Information System Release Form
- Sex Offender Registration Form
- MPR Sex Offense (but only if on DOC400)
- Pre-Sentence Investigations
- Revocation Recommendation and Violations
- All reports submitted by the Releasing Authority, Judges and/or Parole Board
- Any other reports/information deemed by the unit supervisor/branch as important and to be permanently retained. (Please note in the comments sections of the closing summary, but DO NOT make a permanent change to the Closing Summary)
- Psychiatric/Psychological Reports
- Conditional Discharge
- SB 1145 Authorization
- Second Look
- Commutation Order (when applicable)
- Discharge of Parole
- Notification of Sentence Expiration
- Compact Closing
- Death certificate or copy of obituary (when applicable) See verification form enclosed in File Maintenance Section.

SEND FILE MATERIAL TO:

Offender Information and Sentence Computation (OISC)
PO Box 5670 - Wilsonville, OR 97070-567

24.9

TRI-COUNTY COMMUNITY CORRECTIONS

302 Scott Street – PO Box 404 – Moro, OR 97039
Phone (541) 565-0520 Fax (541) 565-0525

INVESTIGATION REQUEST FOR TRANSFER

DATE: January 30, 2009

TO: County Community Corrections **PHONE:** **FAX:**

RE: «Last Name», «First Name» «Middle Name»

SID: «ID_Number» **FBI:** «FBI_Number» **DOB:** «Birthdate» **SSN:** «Social_Security_No»
OLN: «Drivers_License_No»
SEX: «Sex» **RACE:** «Race_Description» **HGT/WGT:** «Height»/ «Weight» **HAIR:**
«Hair_Color» **EYES:** «Eye_Color»

SUP. LEVEL: «Comm_Supervision_Lvl»

JUDGE(S): «Sentencing_Judges»
COUNTY(S): «Counties_of_Convictn»
CRIME(S): «Crimes_Offenses»
CASE NO(S): «Case_Docket_No»
SENTENCE: «Sent_Length»
BEGIN DATE: «Sent_Begin_Dates»
EXP. DATE(S): «Sent_Expi_Dates»
CASE TYPE(S): «Sentence_Type»



CONDITIONS: Community Service Work- Financial Obligations- \$ Jail Days-
Alcohol/Drug Package Sex Offender Package DV Package
Mental Health Treatment- Other:

RESIDENCE: «Home_Address_Line_1_», - «Home_City», «Home_State» «Home_Zip_Code»
Home Phone: «Phone»
Lives with:

EMPLOYMENT:

CONFORMANCE:

Thank you for your prompt assistance.

«PO_name»
Parole/Probation Officer

PLEASE INVESTIGATE FOR TRANSFER TO YOUR BRANCH
RESPOND BY FAX OR BY E-MAIL TO: Tina.I.Potter@cc.doc.state.or.us

