

OPS CHAPTER 3 - Entering Compact Reporting Instructions and Compact Investigation Requests

There are two types of Compact entries into DOC400. One is based on Reporting Instructions, when the offender has been given permission to come to Oregon before an investigation is done; the second is based on the Investigation Request for Transfer Packet, where the offender remains in the sending state while an investigation is completed in Oregon.

Definitions and general information found on last page of this document. If in doubt on how to proceed, call another SOON Rep.

3.1 REQUESTS FOR REPORTING INSTRUCTIONS (RI) DATA ENTRY

These are to be entered into CIS with a status of "PR" or "PA" after an offender reports as directed in Oregon, and makes contact with PO. *Do not change to IV status.*

Run CCH via WebLEDS on offender. If there is a SID#, write it on the Compact form.

Per your county/office policy, put information in file folder and give to assignment officer to assign. When assignment officer returns to you give file folder to assigned PO with note to return when offender reports so offender can be entered into CIS.

NOTE: You won't have offense information yet, enter when you receive full packet (should be within 2 weeks).

3.2 REPORTING INSTRUCTION (RI) ADMISSION PROCESS – OFFENDER WITH PREVIOUS DISCHARGE STATUS

Step 1 – Go to the "Admissions" process (number 3 from CC Support main menu). If the offender has a SID# per CCH, type the SID# on "offender" line of the "Community Corrections Admission" screen (first line), then press enter. If offender is already in the system with a current status of "discharge", determine if the offender was previously supervised on the same offense(s) as the current investigation. If so, follow the Steps to Reopen a Compact (RCOM) Case in CIS in section OPS 14.2 of this manual.

Step 2 – If it is a new offense information, fill in the admission date/time (this is date offender made first contact with PO), the assigned PO's caseload #, admission from (2 letter State code taken from Compact RI form or use F4 – Prompt), post admission status of "PR for probationer" or "PA for parolee", and then press enter.

Step 3 – Press enter to move from one screen to the next updating all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. (This is the minimum we are required to enter).

Step 4 – Go to WebLEDS and enter EPR (refer to EPR Steps in section OPS 11 of this manual) per your county policy.

Step 5 – Give to the assigned PO.

3.3 REPORTING INSTRUCTION (RI) ADMISSION PROCESS - NEW OFFENDERS

Step 1 – Go to the “Admissions” process (number 3 from CC Support main menu). On “offender” line of the “Community Corrections Admission” screen, press “F6=New Admission”. This will take you to the “Community Corrections New Intake New Offender Data” screen. If the offender already has a SID# then type the SID# on “ID number” line. If they do not have a SID #, then leave the “ID number” line blank and the computer will fill automatically assign a temporary block number. Fill in the following lines (taking information from Compact papers):

- Last name
- first/middle/title
- DOB
- date/time (enter the date that the offender reports to PO)
- from county/state (2 letter state code or choose “F-4 Prompt” for the table)
- caseload (the PO’s caseload number)
- If offender is a parolee from the other state, change admission status line from “PR” to “PA”.
- Put a “Y” on “Compact offender” line, press enter.

Step 2 – Press enter to move from one screen to the next updating all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. Enter the offense information as soon as the full investigation packet arrives.

Note: When the offender is here on Reporting Instructions, we enter everything because we are to supervise and the PO needs the ability to sanction.

Step 3 – If the offender has a SID#, go to WebLEDS and enter EPR (refer to EPR Steps in section OPS 11 of this manual). If they only have a temporary Block #, skip this step.

Step 4 - Give to assigned PO, with reminder to have the offender fingerprinted if they do not have a SID#.

3.4 RESCINDING OF REPORTING INSTRUCTIONS

In the event that the Compact Office rescinds the Reporting Instructions before the Compact Investigation is received and the offender has been supervised by Oregon, the following applies:

Step1 – Go to the “CC Release Process” (number 4 from CC Support main menu). On the “Work With Offenses” screen, type the offenders SID# or Block# on the “Offender” line, then press enter to bring offender to the screen. Go to the sentence line (second line) and enter 2 to “Change”. Press enter and this will take you to the “Sentence Data” screen. Tab down to the termination date field and enter the date that the Compact Office rescinded the Reporting Instructions (taken from Compact Office e-mail sent to PO or Compact chrono). Tab down to the termination code field and type “COMP”, press enter. Do this for each offense entered.

Step 2 – After all offense lines are closed, press enter. This will bring you to the “Offender Release” screen; enter the Compact Office rescinded date on “release date” line. Tab down to “release type” and put in the termination code (COMP), press enter.

3.5 COMPACT INVESTIGATION REQUEST FOR TRANSFER (IRT) PACKET DATA ENTRY

If Reporting Instructions were already received and offender is in Oregon and was entered as “PR” or “PA” in CIS, do not change status to “IV”, go directly to “W/W offenses” screen to enter the offense information.

If offender remains in sending state during investigation follow the steps outlined in either section 7.6 or 7.7 below, whichever apply.

Run CCH via WebLEDS on offender. If there is an Oregon SID#, write it on packet.

Per your county/office policy, put the packet in a file folder and give to the assignment officer to assign. When the assignment officer returns the packet to you, enter offender into CIS using the date that the packet was received as the admit date.

3.6 COMPACT IRT ADMISSION PROCESS - OFFENDERS WITH PREVIOUS DISCHARGE STATUS

Step 1 – Go to the “Admissions” process (number 3 from CC Support main menu). If the offender has a SID# per CCH, type the SID# on “offender” line of the “Community Corrections Admission” screen (first line), then press enter. If offender is already in the system with a current status of “discharge”, determine if the offender was previously supervised on the same offense(s) as the current investigation. If so, follow the Steps to Reopen a Compact (RCOM) Case in CIS in section OPS 14.2 of this manual.

Note: If offender's current status is IV/Discharge, open a new cycle. Do not use RCOM.

Step 2 – If it is a new offense information, fill in the admission date/time (this is date offender made first contact with PO), the assigned PO's caseload #, admission from (2 letter State code taken from Compact RI form or use F4 – Prompt), post admission status is "IV", and then press enter.

Step 3 – Press enter to move from one screen to the next updating all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. (This is the minimum we are required to enter).

Step 4 - Give to the assigned PO.

3.7 COMPACT IRT ADMISSION PROCESS - NEW OFFENDERS

Step 1 – Go to the "Admissions" process (number 3 from CC Support main menu). On "offender" line of the "Community Corrections Admission" screen, press "F6=New Admission". This will take you to the "Community Corrections New Intake New Offender Data" screen. If the offender already has a SID# then type the SID# on "ID number" line. If they do not have a SID #, then leave the "ID number" line blank and the computer will fill automatically assign a temporary block number. Fill in the following lines (taking information from Compact papers):

- Last name
- first/middle/title
- DOB
- date/time (enter the date that the offender reports to PO)
- from county/state (2 letter state code or choose "F-4 Prompt" for the table)
- caseload (the PO's caseload number)
- If offender is a parolee from the other state, change admission status line from "PR" to "PA".
- Put a "Y" on "Compact offender" line, press enter.

Step 2 – Press enter to move from one screen to the next updating all pertinent information, i.e. Names, Addresses, Description and Other Numbers screens. (This is the minimum we are required to enter). **DO NOT ENTER OFFENSE INFORMATION.**

Step 3 – Give to the assigned PO with a reminder to have fingerprinted if no SID#.

NOTE: If offender does not show within 120 days from date that Compact processes acceptance, send notice to the Compact Office by e-mail and when the Compact Office acknowledges your e-mail, close to CREJ.

3.8 CIS DATA ENTRY UPON ACCEPTANCE AND ARRIVAL IN OREGON

Step 1 – Go to the “CC Release Process” (number 4 from CC Support main menu). On “Work With Offenses” screen, press ‘F6=Add Docket’. Fill in the following information:

- docket #/case #
- county (2 letter State Code)
- sanction status
- ORS #
- sentencing guidelines ‘N’ on out-of-state offenders
- CSS & CHS if known
- Judge’s Name will be Compact
- crime date if known
- begin date (date of conviction in sending state)
- sentence type (exception: for compact parolees, you will need to use ‘1’)
- length of sentence
- compact begin date (date offender reports as directed), press enter.

Press enter again to return you to the ‘Work With Offenses’ screen. Put ‘Option 8=Conditions’ on first line of offense next to docket #, press enter this will bring you to the ‘Work With Conditions’ screen. Press ‘F17 (shift F5) =Add conditions’.

Step 2 – Go to the “Offender Release” screen. Fill in “release date” field (this is the date offender reports as directed), ‘release type code’ field (using appropriate 4-letter status of PARO for parole and PROB for probation), ‘release to location’ field (using your 4-letter county code), press enter. Press enter again to verify release.

Step 3 – This will take you to the “Movement History/Maintenance” screen to verify release.

Step 4 – Using menu bar go to your Admission Process. Retrieve offender by using F9 or enter offender’s block/sid # in offender field and press enter. Fill in ‘admission date and time’ (matches the release date/time which is date offender reports as directed), ‘PO caseload #’, and ‘Post Admission Status’ fields (PA or PR), press enter.

Step 5 – Update other information as needed and enter EPR via WebLEDS if offender has SID #.

Step 6 – Put in 4-side file, print kardex, make blue label and give back to assigned PO. If no SID #, put note on file to remind PO to have offender fingerprinted.

3.9 CIS DATA ENTRY UPON INVESTIGATION REJECTION

If Compact Investigation is only status on the custody cycle, use Release Process to close record.

If you have entered the offense information, you will need to go to the 'Work With Offenses' screen to remove this information before going to the 'Offender Release' screen.

Step 1 – On "Offender Release" screen, fill in 'release date' field with date of rejection (taken from Compact e-mail or chrono entry), 'release type code' field with CREJ, and leave blank the 'release to location' field, press enter. Press enter again to go to the Movement History/Maintenance screen to verify discharge status.

3.10 ADDITIONAL INFORMATION

- Sending State = The state the offender was sentenced in.
- Receiving State = The state where the offender plans to reside if accepted or where the offender resided at time of sentencing and will be supervised.
- CREJ is used with Compact Investigations (IV Status) - case rejected.
- COMP is used with Reporting Instructions (PR/PA Status) and when a compact offender returns to the sending state or goes to another state.
- "IV" status is only used when entering a Compact Investigation where the offender remains in the sending state during the investigation process.
- "PR and PA" status is used when an offender has been granted Reporting Instructions and is actively reporting to an Oregon PO during the investigation process.
- When a Compact Investigation Packet or Reporting Instructions have been sent to your office by mistake (i.e. address is actually neighboring office or county), forward packet or reporting instructions to the appropriate office or county. Send an e-mail to the Compact office advising that investigation or reporting instructions were forwarded to another office or county. **DO NOT RETURN INVESTIGATION OR REPORTING INSTRUCTIONS TO COMPACT.** If you have entered the above in CIS, transfer the investigation or reporting instructions to the appropriate office.
- Compact's e-mail address is: Oregon.Interstate@doc.state.or.us
- If an offender is already under supervision in Oregon in a county different from the proposed residence, the supervising county must investigate the case and then IRT the offender to the county of proposed residence after acceptance.
- If an Oregon offender is compacted to another state and wants to return to Oregon but lives in a different county than the supervising county, the two counties should work together (example Curry Co had an offender compacted to CA. Offender

received new charges in CA and wanted to return to Oregon but live in Benton Co. Curry Co sent an IRTR to Benton Co who investigates and agreed to supervise. Curry Co sent the Compact Acceptance paperwork, and then transferred the file to Benton Co.

- SOON's procedure is to match the sending state crime as close as possible to an Oregon ORS when entering offenses. Felony in sending state must be felony in Oregon, misdemeanor must be misdemeanor. May require review of Oregon ORS and sending state equivalent. Have PO approve of chosen offense and make an F8 note on offense screen indicating sending state's offense.

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