OPS CHAPTER 4 – DOC and Institution Release Data

4.1 RETRIEVING A BOARD PPS ORDER

NOTE: The Parole Board will issue an order one or two days before an offender's release date, at that time an order can be retrieved. No notification will be received.

Step 1 – From the Main Menu, type a '48=Print Parole Board Orders' on the selection line, press enter this will bring up the 'Work With Offender Parole Board Documents' screen.

CCSUPPORT	Corrections Informa	tion Systems	10:55:03	
MCCARTHY	CC Support	Menu	12/28/06	
Select one of the foll	owing:			
48. Print Parole Bo	oard Orders			
49. CC Training Mer	nu			
50. W/W ORS Descrip	otions			
60. Execute PCM Pro	ograms			
80. Return to regio	onal menu			
90. End pass throug	jh ¦			
	Bottom			
Selection: 48		Job:		
F3=Exit F4=Prompt	F10=Move to top	F11=Menu bar	F12=Previous menu	

Step 2 – Type offender's SID # on 'Offender' field, press enter to bring offender to screen; or press F4=prompt on 'Offender' field to bring up the 'Offender Name Search' screen.

PBM250I	Correc	tions Information S	ystems	11:12:43	
MCCARTHY	Work with	Offender Parole Boa	rd Documents	12/28/06	
Offender Location Enter option 10=Send Docu	5601159 MERR OSCI OREG ment via E-mai	ITT, MARK ON STATE CORRECTION 1	Status: AL INSTITUTION	AdmitPend	
Opt Folder 10 PBMISII	Document 5601159.ACD	Description 5601159.ACD	Revise Date 8/17/2006	Type PCFILE	
F3=Exit F4=P F12=Cancel	rompt F5=Ref F13=Re	resh F9=Retrieve peat	F11=Menu bar	Bottom	

Step 3 – Put 'Option 10=Send Document via E-mail' on option line of document you want to send to your e-mail, press enter. You will receive message 'Document has been sent via e-mail'.

Step 4 - Open your e-mail inbox to retrieve and print Board PPS Order.

Step 5 – Per your county, admit offender in DOC (refer to Steps to Admitting Offenders – Parole/Post-prison/Leave/Second Look Cases from an Institution – page 13) and enter an EPR via WebLEDS.

NOTE: The sending of the Parole Board order to your e-mail inbox could take a few minutes. If nothing happens after 5 to 10 minutes, contact the help desk for assistance.

4.2 BOARD/LC SUPERVISORY OVERRIDE

Division 75 of the Parole Board Rules states: "If the Board issued the order of postprison supervision for an offender whose only sentence was 12 months or less, jurisdiction will remain with the Board until petition by the supervisory authority to assume jurisdiction OR upon re-release following revocation of the post-prison supervision for that sentence; whichever comes first".

If your case meets the criteria of Division 75 of the Parole Board Rules, please follow the steps under scenarios 4.2.1 and 4.2.2 below:

4.2.1 <u>Petition the Board</u>: When there has been a Parole Board involvement within the same custody cycle as a local sentence and all Board cases have discharged, jurisdiction remains with the Board and the status remains PostPrison/BRD until the local supervisory authority petitions to assume jurisdiction. The decision to petition the Board for jurisdiction is at the discretion of the local supervisory authority.

Step 1 – Send a petition e-mail to Tami Jarnport at <u>Tami.Jarnport@doc.state.or.us</u> with the request to have the Parole Board relinquish their authority over the specified offender.

Step 2 – If the Board approves the petition you will receive a Certificate of Sentence Expiration with the following "**The Board is closing its interest in this parolee; however, Local Supervisory Authority Jurisdiction continues until** _____", go to the W/W Offenses screen, type offender's SID # on 'Offender' line, and press enter to bring offender record to screen.

OPS230I Corrections Information System Work with Offenses	ms (TEST) 18:18:21 11/08/06
Offender: 14024600 Christen Joshua Isaac	Record key: 1673084
Status: PostPrison/BRD DESC Deschutes Com	unty Adult Parole
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 03FE0645MA/1 DESC UN USE VEH	164.135 У У
00 P FPR 09/02/2003 000-018-000	03/01/2005 10/29/2003 VIOL
00 L F 10/29/2003 000-006-000	04/28/2004 04/28/2004 POST
00 O FPO 10/28/2004 000-024-000	12/11/2006
02 03FE0969MA/1 DESC UN USE VEH	164.135 Y Y
00 P FPR 09/02/2003 000-018-000	03/01/2005 03/01/2005 VIOL
00 IF 03/08/2005 000-013-000	03/19/2006 12/30/2005 POST
00 O FPO 12/30/2005 000-012-000	12/30/2006 11/01/2006 EXPI
	Marra
	More
F3=Exit F6=Add docket F7=Facesheet F8	=Notes Flu=Print Options
F11=Menu bar F12=Cancel F14=Recalculate F2	0=Add Local F24=More keys

Step 3- Press F15=Post Supv Ovrr (Shift F3). This will bring up the 'Supervisory Authority Override for Post Offenders' screen.

SNT231I Corrections Information Systems (TEST) 18:24:59 Supervisory Authority Override for Post Offenders 11/08/06 CREATE Offender: 14024600 Christen, Joshua Isaac Status: PostPrison/BRD DESC Deschutes County Adult Parole Override location... LC Only LC currently valid for location Override reason..... Override date..... F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F9=Retrieve CHRISTEN JOSHUAI is the court name for ADAMS ROBERTC.

Step 4 – Tab down to the 'Override reason' field, type in reason (PETN Petition) or F4=Prompt for list of override reasons. Tab to 'Override date' field and type in date of override, which is the date the Board approved the petition. Press enter to process, you will receive message 'LC PETN record added'. Press enter to return to 'W/W Offenses' screen. The status will now show PostPrison/LC.

OPS230I C	Corrections Information Syst Work with Offenses	ems (TEST) 18	3:18:21 /08/06	
Offender: 14024600 Christen, Joshua Isaac Record key: 1673084 Status: PostPrison/LC DESC Deschutes County Adult Parole				
Enter option		Custody cycle 1		
2=Change 3=0	Copy offense 4=Delete	5=Display		
7=Add sentence 8=0	Conditions 9=Custody units	17=Add LC		
OFF# DOCKET	CNTY ORS ABBREV	ORS NUMBER SG SANG	C SGDO	
CS Type	Begin date Length	Max date Term date	e Code	
01 03FE0645MA/1	. DESC UN USE VEH	164.135 У У		
00 P FPR	09/02/2003 000-018-000	03/01/2005 10/29/200	03 VIOL	
00 L F	10/29/2003 000-006-000	04/28/2004 04/28/200	04 POST	
00 O FPO	10/28/2004 000-024-000	12/11/2006		
02 03FE0969MA/1	. DESC UN USE VEH	164.135 Y Y		
00 P FPR	09/02/2003 000-018-000	03/01/2005 03/01/200)5 VIOL	
00 I F	03/08/2005 000-013-000	03/19/2006 12/30/200	D5 POST	
00 O FPO	12/30/2005 000-012-000	12/30/2006 11/01/200	D6 EXPI	
		I	More	
F3=Exit F6=Add	docket F7=Facesheet F8	=Notes F10=Print Opt	zions	
F11=Menu bar F12=Car	ncel F14=Recalculate F2	0=Add Local F24=More ke	eys	

Step 5 – The Local Supervisory Authority should cut a new PPS amended order indicating authority change from Board to Local Control.

NOTE: If there has been a Parole Board involvement within the same cycle as a local sentence, but the Board was not notified of the local sentence, and all Board cases have expired, jurisdiction will become the local supervisory authority. You will not need to petition the Board for jurisdiction, but you will need to use the PETN code as above.

4.2.2 <u>**Re-Released Following Revocation**</u>: When there has been a Parole Board involvement within the same custody cycle as a local sentence, all Board cases have expired AND the remaining Local Post Prison is revoked with no new DOC charges, jurisdiction returns to the local supervisory authority when the offender is re-released to Local Post Prison status.

The scenario: The Local Control offender is on PPS under the jurisdiction of the State Board. He is revoked, with no new DOC charges. Who does the new order and what date is used?

The solution: The State Board notifies the county of the re-release date and that it has no more interest in the case. The County prepares the new order with the re-release date provided.

Step 1 – Admit offender to POST. The status will still show as PostPrison/BRD.

Step 2 – Go to the W/W Offenses screen, type offender's SID # on 'Offender' line, and press enter to bring offender record to screen.

OPS230I Corrections Information Syste Work with Offenses	ems (TEST) 18:18:21 11/08/06		
Offender: 14024600 Christen, Joshua Isaac Record key: 1673084			
Status: PostPrison/BRD DESC Deschutes Co	ounty Adult Parole		
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 03FE0645MA/1 DESC UN USE VEH	164.135 Y Y		
00 P FPR 09/02/2003 000-018-000	03/01/2005 10/29/2003 VIOL		
00 L F 10/29/2003 000-006-000	04/28/2004 04/28/2004 POST		
00 O FPO 10/28/2004 000-024-000	12/11/2006		
02 03FE0969MA/1 DESC UN USE VEH	164.135 Y Y		
00 P FPR 09/02/2003 000-018-000	03/01/2005 03/01/2005 VIOL		
00 I F 03/08/2005 000-013-000	03/19/2006 12/30/2005 POST		
00 O FPO 12/30/2005 000-012-000	12/30/2006 11/01/2006 EXPI		
	More		
F3=Exit F6=Add docket F7=Facesheet F8	=Notes F10=Print Options		
F11=Menu bar F12=Cancel F14=Recalculate F2	0=Add Local F24=More keys		

Step 3- Press F15=Post Supv Ovrr (Shift F3). This will bring up the 'Supervisory Authority Override for Post Offenders' screen.

SNT231I Corrections Information Systems (TEST)	18:24:59
Supervisory Authority Override for Post Offenders	11/08/06
CREATE	
Offender: 14024600 Christen, Joshua Isaac	
Status: PostPrison/BRD DESC Deschutes County Adult Parole	
Override location LC Only LC currently valid for location	
Override reason	
Override date	
F3=Exit F4=Prompt F5=Refresh	
F9=Retrieve F11=Menu bar F12=Cancel	
CHRISTEN JOSHUAI is the court name for ADAMS ROBERTC.	

Step 4 – Tab down to the 'Override reason' field, type in reason (REVO Revocation) or F4=Prompt for list of override reasons. Tab to 'Override date' field and type in date of override which is the date offender is re-released. Press enter to process, you will receive message 'LC REVO record added'. Press enter to return to 'W/W Offenses' screen. The status will now show PostPrison/LC.

OPS230I Corrections Information Systems (TEST) Work with Offenses			ms (TEST)	18:18:21 11/08/06	
Offender: 14024600 Christen, Joshua Isaac Record key: 1673084 Status: PostPrison/LC DESC Deschutes County Adult Parole					
Enter option 2=Change 7=Add sent OFF# DOC CS T 01 03F 00 P 00 L 00 0 02 03F 00 P 00 I 00 I 00 I	3=Copy offe ence 8=Condition KET CNTY ype Begin C E0645MA/1 DESC FPR 09/02/2 FPO 10/28/2 FPO 10/28/2 FPO 10/28/2 FPR 09/02/2 FPR 09/02/2 FPO 12/30/2	ense 4=Delete ns 9=Custody units ORS ABBREV date Length UN USE VEH 2003 000-018-000 2004 000-024-000 UN USE VEH 2003 000-018-000 2005 000-013-000 2005 000-012-000	Custody cycle 5=Display 17=Add LC ORS NUMBER Max date 164.135 03/01/2005 04/28/2004 12/11/2006 164.135 03/01/2005 03/19/2006 12/30/2006	1 SG SANC SGE Term date Cod Y Y 10/29/2003 VIC 04/28/2004 POS Y Y 03/01/2005 VIC 12/30/2005 POS 11/01/2006 EXF	O le DL T DL T JL
F3=Exit F11=Menu bar	F6=Add docket F12=Cancel	F7=Facesheet F8 F14=Recalculate F2	=Notes F10 0=Add Local F	More =Print Options 24=More keys	

4.2.3 <u>Local Control Back to Board</u>: When there has been a Parole Board involvement within the same custody cycle as a local sentence, all Board cases expired and it became the jurisdiction of the Supervisory Authority and then a new Parole Board charge occurs, jurisdiction would return to the Parole Board.

Step 1 – Go to the W/W Offenses screen, type offender's SID # on 'Offender' line, and press enter to bring offender record to screen.

OPS230I MCCARTHY	Corrections Information Work with Offenses	Systems (TEST)	2/2	12:25:15 22/07
Offender: 12758504 Clancy, Shea Colin Record key: Status: PostPrison/LC DESC Deschutes County Adult Parole				
Enter option 2=Change 3=C	Copy offense 4=Delete	Custody cycle 5=Display	1	
7=Add sentence 8=C OFF# DOCKET CS Type	CNTY ORS ABBREV Begin date Length	ORS NUMBER S Max date 7	SG SANC Term date	SGDO Code
01 99CR0062AB/1 00 I F 00 0 FP0	DESC ROBB I 03/23/1999 000-090-000 07/21/2005 000-014-000	164.415 S 07/21/2006 0 09/20/2006 0	Y Y 07/21/2006 09/20/2006	POST
02 109602928/01 00 L F	LANE BURG II 06/23/2006 000-006-000	164.215 12/22/2006	Y N 12/22/2006	POST
00 O FPO	12/22/2006 000-006-000	06/21/2007		
F3=Exit F6=Add F11=Menu bar F12=Can	docket F7=Facesheet *F8 cel F14=Recalculate F2	=Notes F10=F 0=Add Local F24	Bo Print Optio 4=More keys	ottom ons S

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Step 2 – Add new Board 'O' sentence line using option 7=add sentence (taken from new Board PPS Order).

Step 3 – Press F15=Post Supv Over (Shift F3). This will bring up the Supervisory Authority Override for Post Offenders' screen.

SNT231I Correc	ctions Information Systems (TEST)	12:26:32
MCCARTHY Supervisory A	Authority Override for Post Offenders CHANGE	2/22/07
Offender: 12758504 Clancy	y, Shea Colin	
Status: PostPrison/LC	DESC Deschutes County Adult Parole	
Override location LC	Only LC currently valid for location	
Override reason PETN		
Override date 9/20,	/2006	
F3=Exit F4=Prompt F5=F	Refresh	
F9=Retrieve F11=	=Menu bar F12=Cancel	

Step 4 – Clear all three data fields by tabbing down to each field and space over typed information, press enter to save.

SNT231I Corrections Information Systems (TEST)	12:29:37
MCCARTHY Supervisory Authority Override for Post Offenders	2/22/07
CHANGE	
Offender: 12758504 Clancy, Shea Colin	
Status: PostPrison/BRD DESC Deschutes County Adult Parole	
Override location LC Only LC currently valid for location Override reason Override date	
F3=Exit F4=Prompt F5=Refresh F9=Retrieve F11=Menu bar F12=Cancel 12758504/ record updated.	

Press enter to return to 'W/W Offenses' screen. The status will now show PostPrison/BRD. The history will remain.

OPS230I Correct	ctions Information System	s (TEST)	12:31:49
MCCARTHY	Work with Offenses		2/22/07
		Deneral less	
Offender: 12/58504 Clancy	cy, Snea Colin	Record Key	
Status: PostPrison/BRD	DESC Deschutes Cou	nty Adult Parole	
DNA Collectio	ion Required		
Enter option		Custody cycle	. 1
2=Change 3=Copy of	offense 4=Delete	5=Display	
7=Add sentence 8=Condit	itions 9=Custody units	17=Add LC	
OFF# DOCKET CNTY	TY ORS ABBREV	ORS NUMBER SG	SANC SGDO
CS Type Beg:	gin date Length 1	Max date Te	rm date Code
01 99CR0062AB/1 DESC	SC ROBB I	164.415 Y	Y
00 IF 03/2	/23/1999 000-090-000	07/21/2006 07	/21/2006 POST
00 O FPO 07/2	/21/2005 000-014-000	09/20/2006 09	/20/2006 EXPI
02 109602928/01 LANH	NE BURG II	164.215 Y	N
00 LF 06/2	/23/2006 000-006-000	12/22/2006 12	/22/2006 POST
00 O FPO 12/2	/22/2006 000-006-000	06/21/2007	
03 07CR0073AB/1 DES	SC MURDER	163115 Y	N
00 IF 12/	2/30/2006 002-000-000	12/29/2008 02	/22/2007 POST
00 O FPO 02/	2/22/2007 002-000-000	02/21/2009	
			Bottom
F3=Exit F6=Add docke	ket F7=Facesheet *F8=1	Notes F10=Pr:	int Options
F11=Menu bar F12=Cancel	F14=Recalculate F20	=Add Local F24=I	More keys

Note: If user returns to the F15 override screen, the data from the previous LC override should be there.

<u>SPECIAL NOTE</u>: If you have a record that is not showing the correct BRD or LC status, and does not meet the criteria of Division 75 of the Parole Board Rules, please contact the Help Desk and ask for a ticket to CCSUN. The Super User can help you fix any data errors that are causing the incorrect status.

Remember when you use the override that it will carry over from one custody cycle to another.

4.3 DESCRIPTION OF PAROLE AND POST-PRISON CLOSURES

There are three categories of offenders under the Board's jurisdiction: 1)Pre-Ballot Measure 10 parolees- who committed crimes before December 4, 1986; 2)Ballot Measure 10 parolees-who committed crimes December 4, 1986 through October 31, 1989; and 3)Post-Prison Supervision-who committed crimes November 1, 1989 and after.

4.3.1 Pre-Ballot Measure 10 parolees: (Crime was committed before 12/4/86) The Board normally orders 6 or 12 months parole supervision on these offenders. The tentative parole discharge date (TPD date) is the earliest date the Board will consider discharge from supervision. Discharge prior to the maximum sentence expiration date requires a closing summary to the Board from the parole officer; or if additional supervision is deemed necessary, a report requesting extension is sent to the Board. If the Board orders discharge prior to the maximum expiration date, the Board forwards a Discharge Order to the field office as notification. When the Board extends supervision to the maximum expiration date, the sentence, with notification to the supervising field office and Central Records (Notification of File Closure form). A closing summary is not sent to the Board on sentence expired cases.

4.3.2 Ballot Measure 10 Parolees: (Crime was committed 12/4/86 through 10/31/89) This group of offenders remains on active (supervised) parole for a minimum of 6 months and a maximum of 18 months except certain sex offenders, who remain on active supervision to the expiration of their sentence. Murder, Aggravated Murder, and Dangerous Offenders are required to serve 36 months supervised supervision. The Board will consider moving the offender to unsupervised status when the parole officer sends the Board a positive recommendation. No closing summary is sent to the Board. The Board forwards to the field office a status change form indicating movement from supervised to unsupervised status as notification of this decision. The case is then moved to Inactive (UNSU) status on CIS. The EPR is modified: "Offender on Inactive PPS supervision, if any contact call PO _______, (phone number)." When the offender's maximum expiration date is reached, the Board will notify the field office and Central Records (Notification of File Closure Form). The Board will monitor length of time offender is on parole and will automatically close interest in case at end of sentence.

4.3.3 Post-Prison Supervision: (Crime committed 11/1/89 and after) These offenders are sentenced under Sentencing Guidelines. They receive a sentence to prison with a period of Post-prison supervision (12, 24, or 36 months) in the community beginning upon release from the institution. The minimum supervision period for PPS offenders is generally ½ of the total amount of PPS ordered by the Court (i.e. 36 months ordered by the Court receives 18 months minimum supervision, etc.). Murder, aggravated Murder, and Dangerous Offenders serve a minimum of 36 months supervised supervision. Certain sex offenders serve up to a 20 year sentence, which includes both the period of incarceration and the supervised supervision period. The Board tracks the post-prison expiration date (PPS EXP DT) and does not need a report from the parole officer when

this period has ended. The Board will notify the supervising office and Central Records when supervision period has expired using the Notification of File Closure form.

4.3.4 Unsupervised Status: With the implementation of SB 139, Ballot Measure 10 Parole cases and Post-Prison Supervision cases are not eligible for unsupervised status. The Board will provide field offices with a list of offenders who will reach their minimum period of supervision the month before that date. The offender automatically goes to unsupervised status unless the parole officer recommends supervision to continue. If recommending the offender go to unsupervised status, the parole officer sends an Option 20 report (Parole/PPS Inactive Supervision) to the Board, the offender, and Central Records. If recommending the offender continue on supervision, the parole officer must send the Board a request that supervision be continued via t-type, fax, letter. Pre-Ballot Measure 10 cases do not qualify for unsupervised status. A recommendation for Board consideration on Pre-Ballot Measure 10 cases will in fact result in discharge of the sentence (closing the case out with no re-activation possible). Upon moving the offender to unsupervised status in CIS, the EPR is modified to read "Offender on inactive PPS supervision, if any contact, call PO ______ (phone number)."

If there is still an active probation running at the time the Parole or PPS is placed on unsupervised status, the PPS sentence line is closed to UNSU and do not close to UNSU in the Offender Release Process. If the supervising officer receives a hit on an offender on unsupervised status indicating he/she has been arrested, the officer may request that the Board re-active the Parole/PPS supervision.