



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 post-prison 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 Petition the Board:** 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 [Tami.Jarnport@doc.state.or.us](mailto:Tami.Jarnport@doc.state.or.us) 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 Systems (TEST)	18:18:21
	Work with Offenses	11/08/06
Offender: 14024600 Christen, Joshua Isaac		Record key: 1673084
Status: <b>PostPrison/BRD</b>	DESC Deschutes County 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
CS	Type	Begin date
Length	Max date	Term date
Code	SG	SANC
SGDO		
01	03FE0645MA/1	DESC
UN USE VEH	164.135	Y
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	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	<b>11/01/2006 EXPI</b>
More...		
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...	

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

## Offender Profile System (OPS) Training Manual

```

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 (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                Corrections Information Systems (TEST)                18:18:21
                        Work with Offenses                                  11/08/06

Offender: 14024600  Christen, Joshua Isaac          Record key: 1673084
Status:   PostPrison/LC          DESC Deschutes County Adult Parole

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
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  F20=Add Local  F24=More keys...
    
```

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 Re-Released Following Revocation:** 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.

## Offender Profile System (OPS) Training Manual

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 Systems (TEST)                18:18:21
                        Work with Offenses                                11/08/06

Offender: 14024600 Christen, Joshua Isaac                Record key: 1673084
Status:  PostPrison/BRD                DESC Deschutes County Adult Parole

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
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 F20=Add Local   F24=More keys...
    
```

Step 3- Press F15=Post Supv Ovr (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.
    
```

## Offender Profile System (OPS) Training Manual

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)                18:18:21
                                Work with Offenses                                11/08/06

Offender: 14024600 Christen, Joshua Isaac                Record key: 1673084
Status:   PostPrison/LC                DESC Deschutes County Adult Parole

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
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 F20=Add Local   F24=More keys...
    
```

**4.2.3 Local Control Back to Board :** 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                Corrections Information Systems (TEST)                12:25:15
MCCARTHY                Work with Offenses                                2/22/07

Offender: 12758504 Clancy, Shea Colin                Record key:
Status:   PostPrison/LC                DESC Deschutes County Adult Parole
                                DNA Collection Required

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
01   99CR0062AB/1  DESC      ROBB I      164.415    Y   Y
    00  I F        03/23/1999 000-090-000 07/21/2006 07/21/2006 POST
    00  O FPO      07/21/2005 000-014-000 09/20/2006 09/20/2006 EXPI
02   109602928/01  LANE      BURG II     164.215    Y   N
    00  L F        06/23/2006 000-006-000 12/22/2006 12/22/2006 POST
    00  O FPO      12/22/2006 000-006-000 06/21/2007

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...
    
```

## Offender Profile System (OPS) Training Manual

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          Corrections Information Systems (TEST)          12:26:32
MCCARTHY        Supervisory Authority Override for Post Offenders      2/22/07
                                                    CHANGE
Offender: 12758504  Clancy, 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=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.

## Offender Profile System (OPS) Training Manual

```

OPS230I                Corrections Information Systems (TEST)                12:31:49
MCCARTHY                Work with Offenses                                2/22/07

Offender: 12758504 Clancy, Shea Colin                Record key:
Status:  PostPrison/BRD                DESC Deschutes County Adult Parole
        DNA Collection Required

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   99CR0062AB/1  DESC            ROBB I            164.415            Y  Y
   00   I F            03/23/1999        000-090-000        07/21/2006        07/21/2006  POST
   00   O FPO          07/21/2005        000-014-000        09/20/2006        09/20/2006  EXPI
02   109602928/01  LANE            BURG II            164.215            Y  N
   00   L F            06/23/2006        000-006-000        12/22/2006        12/22/2006  POST
   00   O FPO          12/22/2006        000-006-000        06/21/2007
03   07CR0073AB/1  DESC            MURDER            163115            Y  N
   00   I F            12/30/2006        002-000-000        12/29/2008        02/22/2007  POST
   00   O FPO          02/22/2007        002-000-000        02/21/2009

                                                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...
    
```

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

**SPECIAL NOTE:** 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 Board will automatically discharge 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.