

OPS CHAPTER 5 – LEDS / WEBLEDS / OJIN / EPR ENTRY

5.1 LEDS REPS BY COUNTY – See General Information Pages

5.2 LAW ENFORCEMENT DATA SYSTEM (LEDS), GENERAL INFORMATION

The Department of Corrections most often uses LEDS when an intake is done on a new offender, to obtain the State ID # (SID #) and full criminal history, to enter and maintain an EPR, or to perform a warrant check. The LEDS Manual gives detailed information on LEDS. It may be found as a hard copy in your office or on-line at:

www.oregon.gov/OSP/CJIS (on the menu, left side, click on ‘CJIS Documents.’ See your LEDS rep for user name and password.)


In the LEDS Manual see Chapter 3 ‘**Agency Address Codes**’ for the ORI’s of Law Enforcement Agencies, Courts, and Institutions throughout the state of Oregon. (You can also locate the ORI’s of P&P Offices on the General Information page and the County Directory page of the Community Corrections Directory.) At the website on the left-hand side menu, the NCIC Code manual is available. Within this code manual are the Uniform Offense Codes, where the NCIC codes, listed by category, can be found for use in EPR’s. (see later in this section for a list of NCIC codes to match each ORS as listed in DOC400.)

5.3 WebLEDS, GENERAL INFORMATION

All P&P offices access LEDS through WebLEDS at <https://ccwebleds/>. The WebLEDS Manual is accessed on the WebLEDS website and will assist you in performing the LEDS tasks using WebLEDS.

Your LEDS representative will grant you access to WebLEDS by providing your user name and initial password. You may change your password whenever desired following the directions in the Management category, “My Account Info.”

The WebLEDS logon screen is shown below.



Web LEDS

**Criminal Justice
Law
Enforcement
System**

● ● ● ● ●

Username: Password:

Enter your user name and password, and press enter or click on 'Log On'

This is the main WebLEDS working screen.

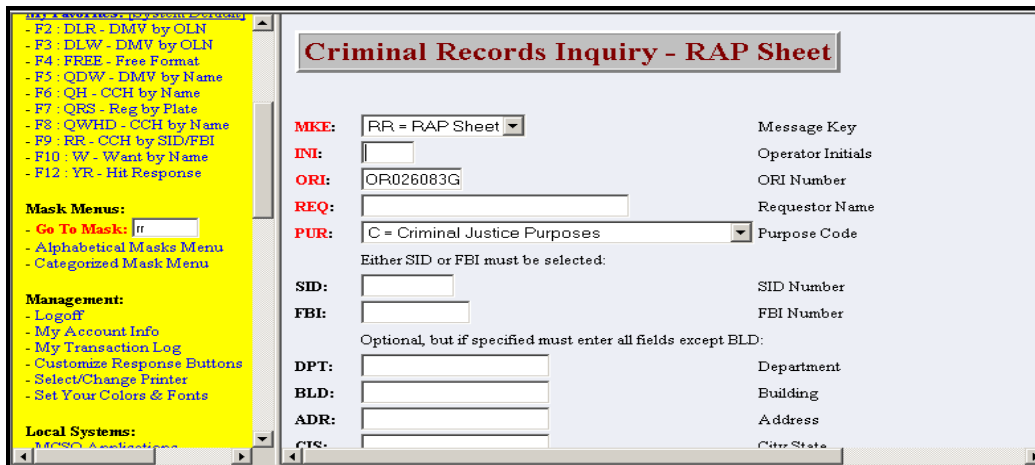


The left side of the screen, the yellow area, is the Navigation window. This window includes the response keys, My Favorites (list of favorite masks), Mask Menus, Management tasks, access to State Systems & Directories, Manuals, and formatting.

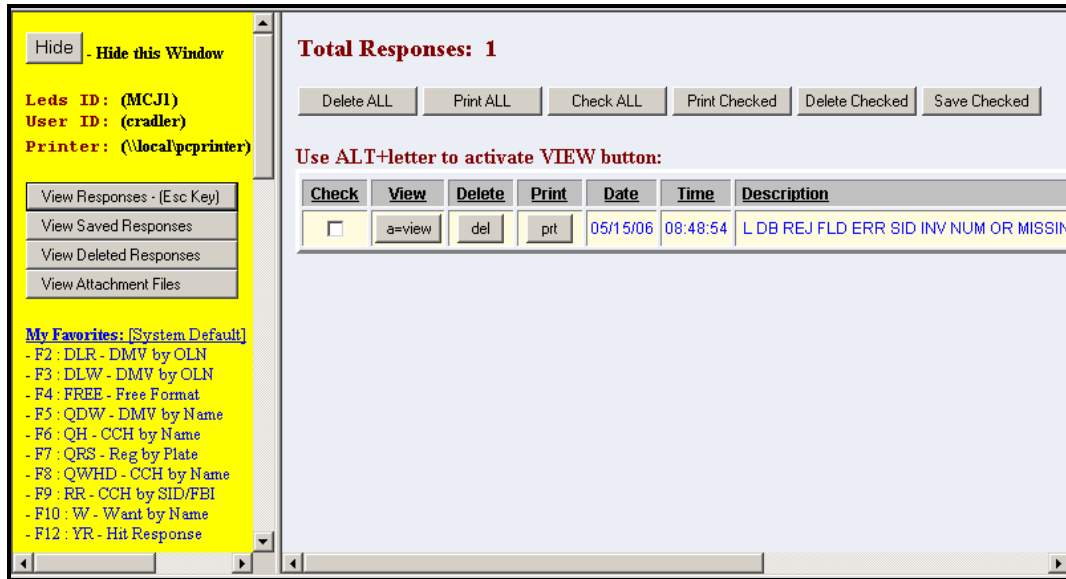
To access the mask desired, click on the mask in My Favorites, or enter the alphabetical symbol of the mask, if known, into the 'Go to Mask' box, or click on the link to the alphabetical or categorized menu.

The MKE, INI and ORI files can be set up to auto-fill on all masks. Refer to the WebLEDS manual or your LEADS rep for step up.

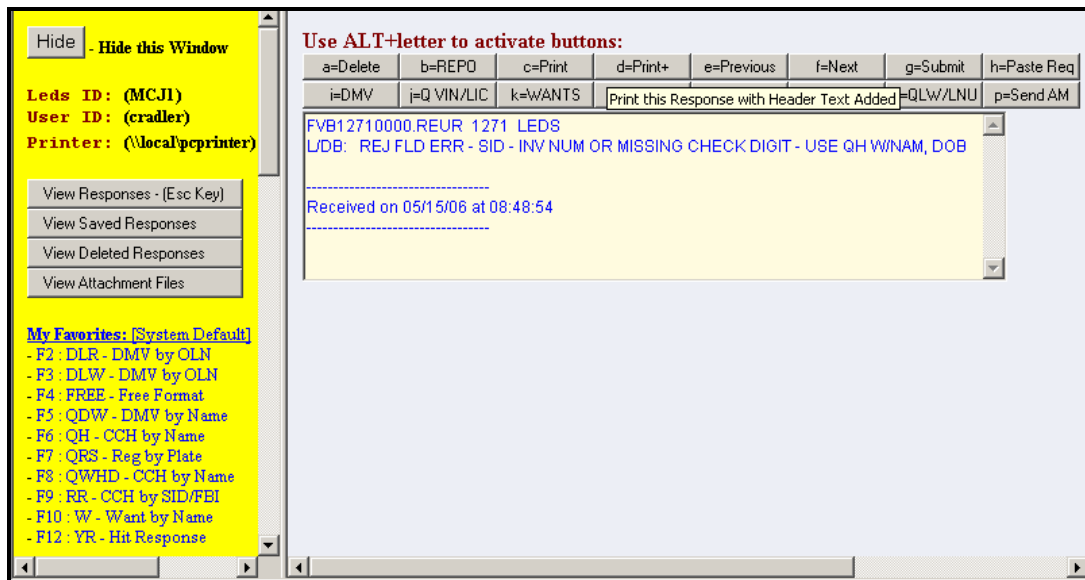
Example: The screen below is used to request a CCH by SID number, using the RR mask. The MKE, INI, ORI (in red) are required. The boxes are defined by the words on the right side of the screen. Fill out the information and click the submit button at the bottom of the page.



To view responses, click the 'View Responses' button. WebLEDS will navigate to this screen. From this screen all responses can be deleted or printed by clicking one button. Checked or selected responses can be deleted, saved, or printed. To view, delete or print one response click the appropriate button on the line of the particular response.



The screen below is a view of a response once it is opened. It can be deleted or printed from this view using the buttons above the printout.



5.4 WEBLEDS MASKS

For full criminal history: QWHD, RR, FQ, IQ are the standard masks.
Warrant checks can be accessed via QW and QLW.
Deportation status (known as ICE or INS) is checked with the IAQ mask.
EPRs masks include QPR, EPR, MPR, EN, XN, XPR.

5.4.1 CREATING AN EPR

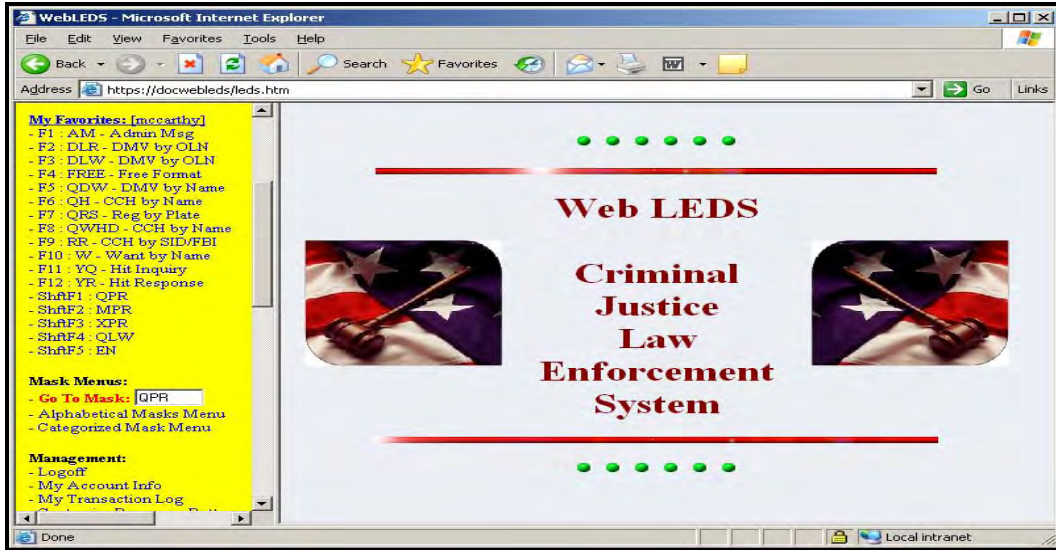
To enter an EPR use the QPR or EPR mask. An offender must have a SID (State Identification) number before an EPR can be entered in LEDS. DO NOT USE PERIODS (.) IN ANY FIELD OR THE RECORD WILL BE REJECTED.

A quick way to enter an EPR is using the QPR mask. This mask is set up strictly for Department of Corrections and is designed to pull general description information from DOC400 into the EPR. All information on the mask is required, except the MIS field. LEDS pulls the PO information from DOC400 into the MIS field based on the MBX # entered. Anything entered in the MIS field will be shown after the PO info in the final EPR. Be sure to check the MIS field if you have added info, at this time the length of the field is short. If it does not take it all, modify using the MPR mask.

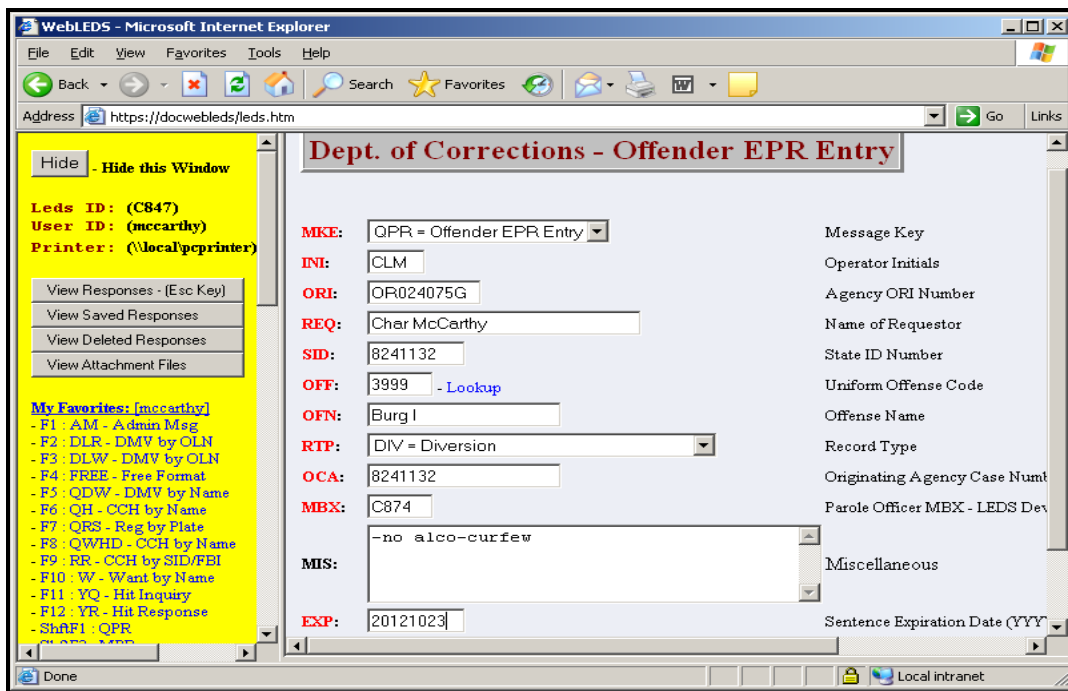
Other than PO information, anything else in the MIS field is optional, a county-by-county decision.

The following example uses the QPR mask.

Step 1 – Go to WebLEDS, from your main menu, type 'QPR' in the 'Go To Mask' box, press enter to bring up the 'Dept. of Corrections – Offender EPR Entry' screen; or if you have added it to your 'favorites list', you can click on 'QPR' to go to the 'Dept. of Corrections – Offender EPR Entry' screen.



Step 2 – The following screen is the ‘Dept. of Corrections – Offender EPR Entry’ screen



- MKE: Auto fills with QPR= Offender EPR Entry
- INI: Auto fills with your initials; if it doesn't auto fill, enter your initials
- ORI: Auto fills with your county ORI; if it doesn't auto fill, then enter agency ORI Number
- REQ: Auto fills with name of requester; if it doesn't, enter name of requestor
- SID: Enter Offender's SID #
- OFF: Enter in Offense NCIC # (see NCIC code listing later in this section for the NCIC code to use with the ORS # of crime. Be sure to use the most serious crime if multiple convictions.)

- OFN: Enter Offense Name, using a short description of crime
RTP: Click on drop down arrow, select appropriate RTP Code
OCA: Enter Offender's SID (important to enter SID # again – do not use any other number in this field)
MBX: Enter the PO's LEDS mailbox if used; or enter a space so the system will automatically enter the 3-letter mnemonic for your ORI. Responses will go to default printer unless users profile has been set to display.
MIS: If the LEDS mailbox was used in the MBX field, the PO's name and phone numbers will auto fill in this field, but will not show on mask. Fill in information per your county policy by typing a dash (–) then list names/conditions using a hyphen between each. This information will fall in directly after the PO information. If a space was used in the MBX field, the PO's name and phone numbers will need to be manually entered, followed by any condition information. Double-check that all info is in this field as in the QPR mask, the field is short. If necessary, modify using MPR mask to insert all info needed in MIS field.

EXP: Enter supervision expiration date yyyyymmdd (taken from Kardex)

Press 'Submit' button to send to LEDS. All other descriptive information is pulled from the DOC400.

QPR Mask doesn't work? Use the EPR mask, filling in required information (all fields down to the License Data Set **excluding** CHG, DES, ADR, CIS, ZIP, POB and FPC).

Once an EPR is entered, the exact name as shown on the EPR **and** the OCA # **or** the LNU # is required to modify, enter/delete supplemental information, or cancel an EPR.

If the EPR is for a Sex Offender, the LNU # must be used to make any changes as there will be Sex Offender Registration also in the LEDS system. The LNU # identifies the LEDS record.

5.4.2 ADDING SUPPLEMENTAL INFORMATION (Use the EN Mask)

This mask is used to enter AKA's, other DOB, SOC, SMT, and CND. Descriptive Supplemental Information is required by LEDS to be entered into an EPR. Conditions are optional and are a county-by-county decision to enter in an EPR.

A maximum of nine identifiers within a particular field can be entered. Be sure to use a period between each identifier. **NOTE, only nine total supplemental entries are allowed per EN transaction.**

ex: **AKA**/Public,John X.Public,Jon Q. (Last,First middle.Last,first middle.)
SMT/SC L ARM.SC R ARM.TAT LF ARM **DOB**/yyyyymmdd.yyyymmdd.
SOC/9998889999. **CND**/noea.noad.noed

Step 1: Enter 'EN' in 'Go to Mask' box or click on 'EN' from your favorites list to get to the 'Enter Supplemental Info' screen, Press 'Submit' to send to LEADS. When you arrive at the EN screen, the cursor will be on the 'Name' field

Step 2: Fill in the below appropriate fields (refer to WebLEADS manual for detailed information).

NAME: Offender's Name as in EPR

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

LNU: Offender's LNU # (taken from EPR)

AKA: Enter up to 9 different names

DOB: Enter up to 9 different dates of birth

SMT: Enter up to 9 tattoo's, scars or marks

SOC: Enter up to 9 different social security numbers

MON: Enter up to 9 different monikers

CON: Enter as many conditions as desired, using the 4-letter DOC400 condition code.

The ODL info must be filled in as a set (Use this only if no ODL info in EPR already)

OLN: Drivers license number or ID number

OLS: License state

OLY: License year

Per your county policy, other fields can be added as supplemental information.

5.4.3 DELETE SUPPLEMENTAL INFORMATION (Use the XN mask)

Fill in Offender Name [as shown on EPR] **and** OCA (SID #) **or** LNU #. On the appropriate field, fill in the information to be deleted.

Note: *CND at this time can only be deleted one at a time.*

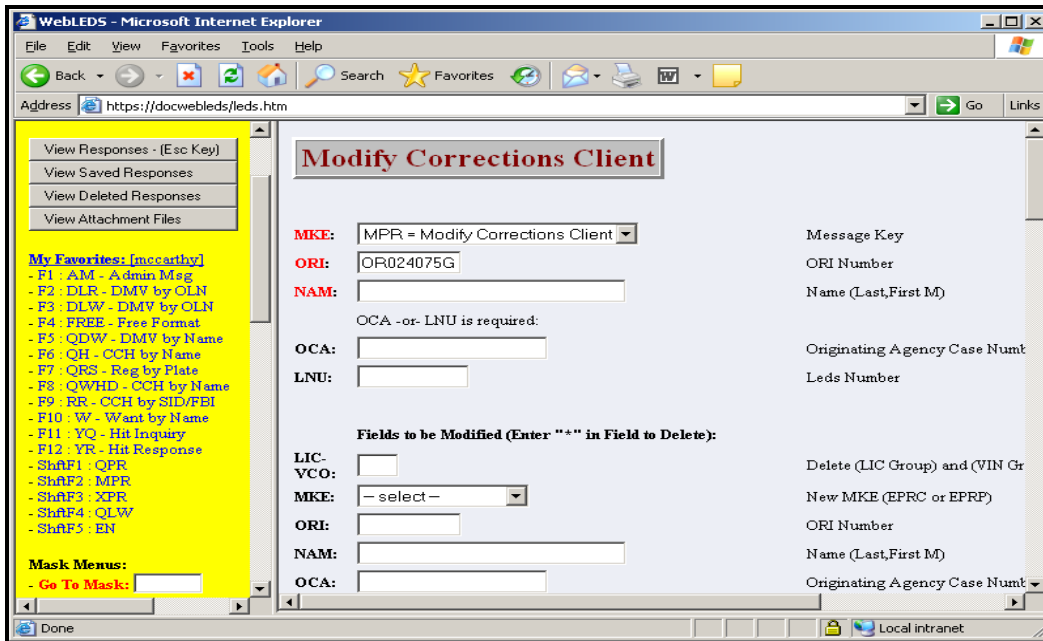
5.4.4 MODIFY AN EPR (Use the MPR mask)

Use this screen for updating/changing any general EPR information (*except* Supplemental Info) for transferring the offender to another county, or if offender is Local Control.

NOTE: Be very careful when scrolling in the MPR mask. If your cursor is inside a scroll box, use the tab key or click outside the box after making your entry and before pressing enter.

Step 1 – Enter 'MPR' in the 'Go To Mask' box or click 'MPR' from your favorites list to get to the 'Modify Corrections Client' screen, the cursor will be on the 'Name' field.

Offender Profile System (OPS) Training Manual



Fill in:

NAME: Offender's Name as shown on the EPR

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

LNU: Offender's LNU # (from the EPR) (use LNU # if modifying a Sex Offender)

Step 2 – Tab to appropriate field(s) to be modified, type in changes. Examples below:

A- To change date of expiration: DOE: enter new date

B- To change offense number: OFF: enter new offense # from NCIC list

C- To change type: RTP: enter type from the RTP Code list

For offenders who have been revoked for less than 12 months fill in the following fields also:

RTP: per your county policy change to FLC

MIS: type Offender revoked to (enter which jail) jail (per your county policy)

If O is in Multnomah County jail, fill in the following fields:

MBX: Enter an asterisk "**

ORI: OR026033G;

MIS: Local Control Offender if any contact call 988-3801 ask for duty officer after hours 988-3230.

If offender is in Clackamas County jail, Modify the ORI field to OR003013G.

If transferring an EPR to another county, tab to the appropriate fields to be modified.

ORI: enter receiving county's/office ORI #

MBX: enter an asterisk (*),the receiving county's 3-letter mnemonic automatically entered

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The WebLEDS logon screen is shown below.



The screenshot shows the WebLEDS logon interface. At the top, there is a red horizontal line. Below it, the text "Web LEDS" is centered in a bold, red font. Underneath, "Criminal Justice Law Enforcement System" is centered in a bold, black font. On either side of this text are images of a wooden gavel resting on an American flag. Below the main text, there are five small yellow dots arranged horizontally. At the bottom, there are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Below these fields is a "Log On" button.

Enter your user name and password, and press enter or click on 'Log On'

This is the main WebLEDS working screen.

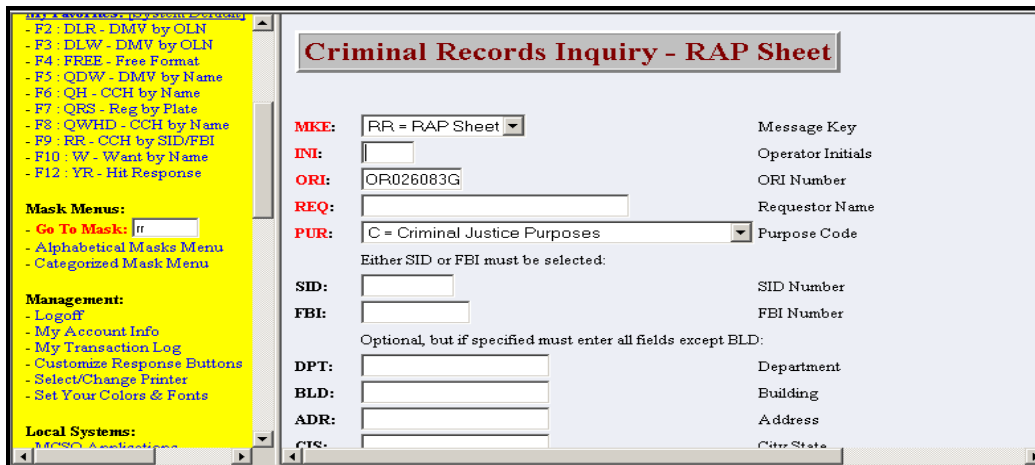


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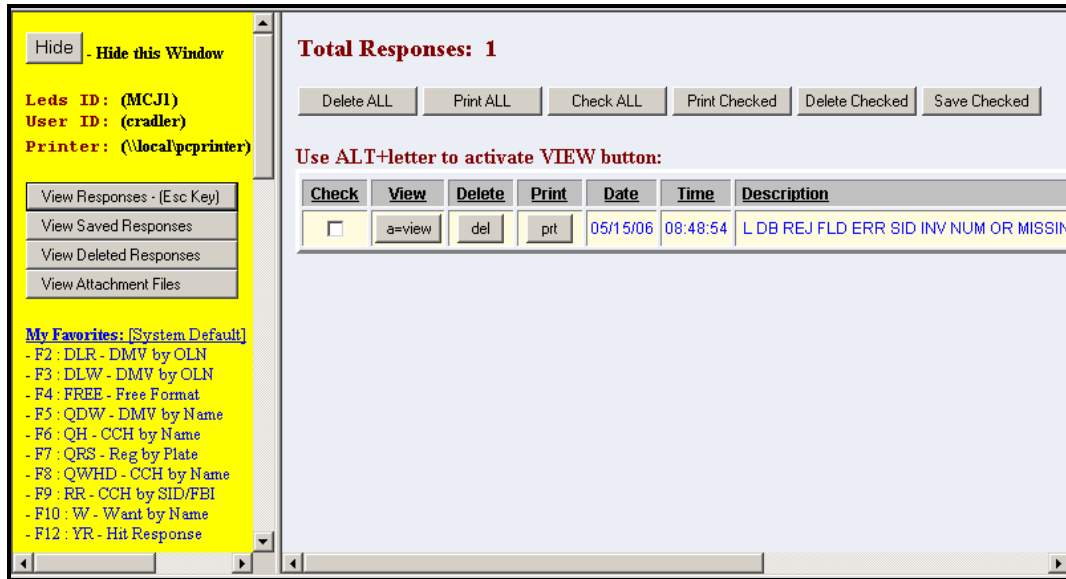
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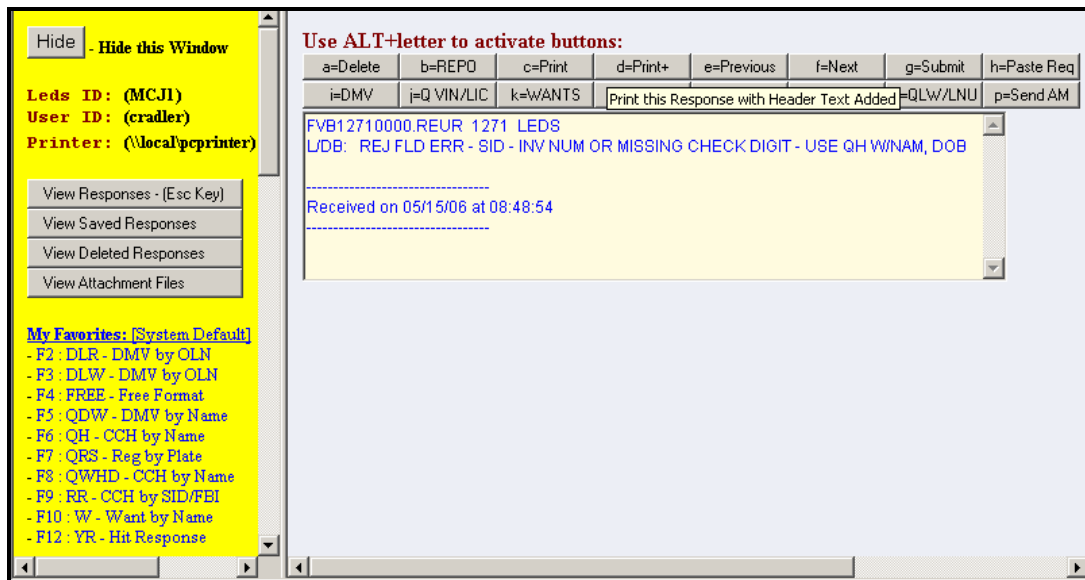
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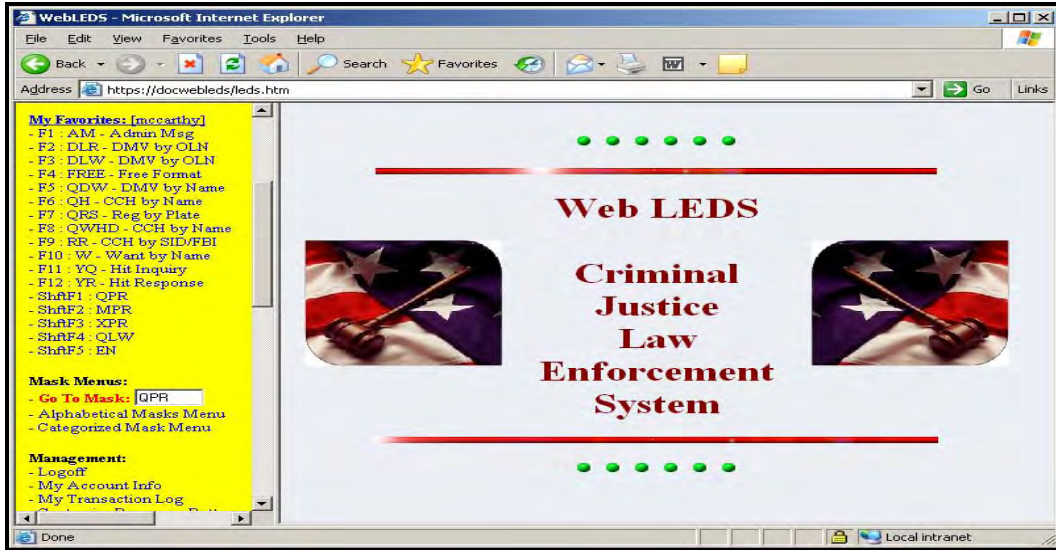
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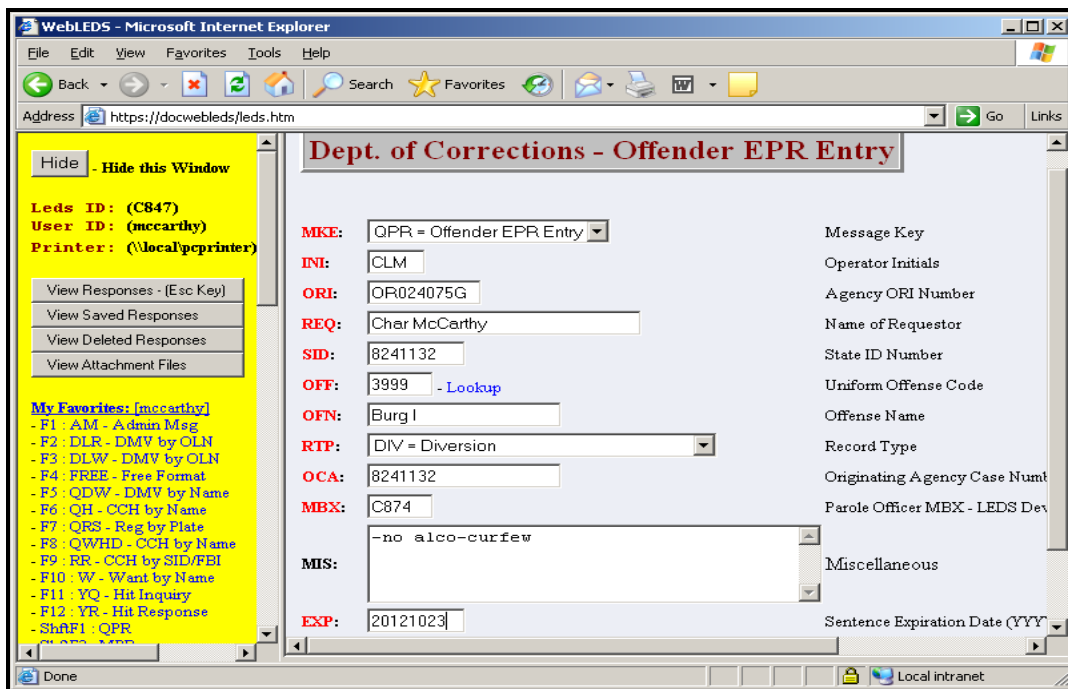
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- INI: Auto fills with your initials; if it doesn't auto fill, enter your initials
- ORI: Auto fills with your county ORI; if it doesn't auto fill, then enter agency ORI Number
- REQ: Auto fills with name of requester; if it doesn't, enter name of requestor
- SID: Enter Offender's SID #
- OFF: Enter in Offense NCIC # (see NCIC code listing later in this section for the NCIC code to use with the ORS # of crime. Be sure to use the most serious crime if multiple convictions.)

OFN: Enter Offense Name, using a short description of crime
RTP: Click on drop down arrow, select appropriate RTP Code
OCA: Enter Offender's SID (important to enter SID # again – do not use any other number in this field)
MBX: Enter the PO's LEDS mailbox if used; or enter a space so the system will automatically enter the 3-letter mnemonic for your ORI. Responses will go to default printer unless users profile has been set to display.
MIS: If the LEDS mailbox was used in the MBX field, the PO's name and phone numbers will auto fill in this field, but will not show on mask. Fill in information per your county policy by typing a dash (–) then list names/conditions using a hyphen between each. This information will fall in directly after the PO information. If a space was used in the MBX field, the PO's name and phone numbers will need to be manually entered, followed by any condition information. Double-check that all info is in this field as in the QPR mask, the field is short. If necessary, modify using MPR mask to insert all info needed in MIS field.

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Press 'Submit' button to send to LEDS. All other descriptive information is pulled from the DOC400.

QPR Mask doesn't work? Use the EPR mask, filling in required information (all fields down to the License Data Set **excluding** CHG, DES, ADR, CIS, ZIP, POB and FPC).

Once an EPR is entered, the exact name as shown on the EPR **and** the OCA # **or** the LNU # is required to modify, enter/delete supplemental information, or cancel an EPR.

If the EPR is for a Sex Offender, the LNU # must be used to make any changes as there will be Sex Offender Registration also in the LEDS system. The LNU # identifies the LEDS record.

5.4.2 ADDING SUPPLEMENTAL INFORMATION (Use the EN Mask)

This mask is used to enter AKA's, other DOB, SOC, SMT, and CND. Descriptive Supplemental Information is required by LEDS to be entered into an EPR. Conditions are optional and are a county-by-county decision to enter in an EPR.

A maximum of nine identifiers within a particular field can be entered. Be sure to use a period between each identifier. **NOTE, only nine total supplemental entries are allowed per EN transaction.**

ex: **AKA**/Public,John X.Public,Jon Q. (Last,First middle.Last,first middle.)
SMT/SC L ARM.SC R ARM.TAT LF ARM **DOB**/yyyyymmdd.yyyymmdd.
SOC/999889999. **CND**/noea.noad.noed

Step 1: Enter 'EN' in 'Go to Mask' box or click on 'EN' from your favorites list to get to the 'Enter Supplemental Info' screen, Press 'Submit' to send to LEADS. When you arrive at the EN screen, the cursor will be on the 'Name' field

Step 2: Fill in the below appropriate fields (refer to WebLEADS manual for detailed information).

NAME: Offender's Name as in EPR

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

LNU: Offender's LNU # (taken from EPR)

AKA: Enter up to 9 different names

DOB: Enter up to 9 different dates of birth

SMT: Enter up to 9 tattoo's, scars or marks

SOC: Enter up to 9 different social security numbers

MON: Enter up to 9 different monikers

CON: Enter as many conditions as desired, using the 4-letter DOC400 condition code.

The ODL info must be filled in as a set (Use this only if no ODL info in EPR already)

OLN: Drivers license number or ID number

OLS: License state

OLY: License year

Per your county policy, other fields can be added as supplemental information.

5.4.3 DELETE SUPPLEMENTAL INFORMATION (Use the XN mask)

Fill in Offender Name [as shown on EPR] **and** OCA (SID #) **or** LNU #. On the appropriate field, fill in the information to be deleted.

Note: *CND at this time can only be deleted one at a time.*

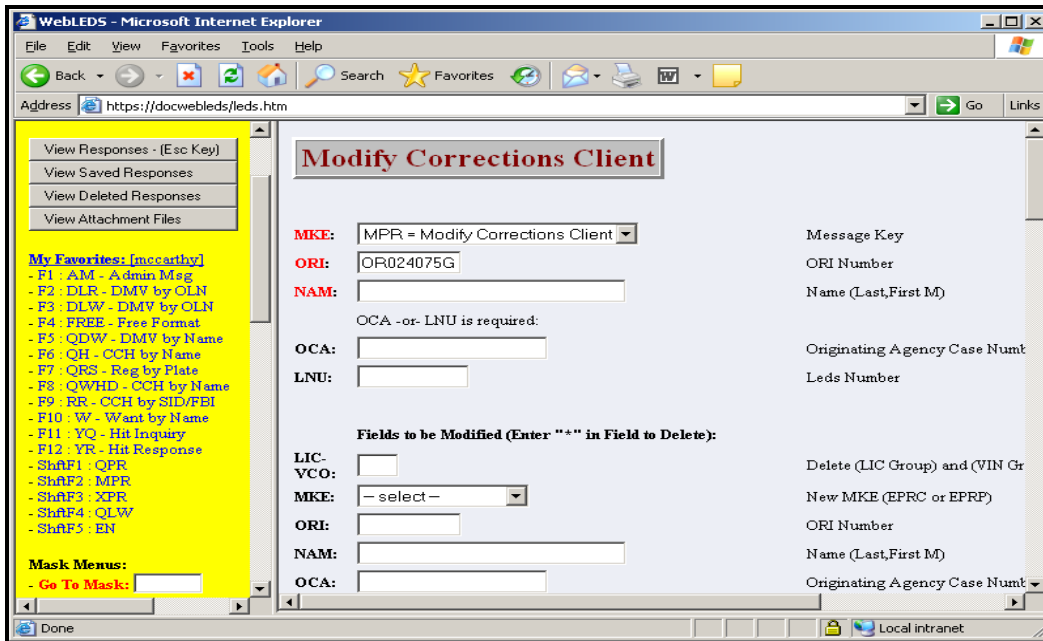
5.4.4 MODIFY AN EPR (Use the MPR mask)

Use this screen for updating/changing any general EPR information (*except* Supplemental Info) for transferring the offender to another county, or if offender is Local Control.

NOTE: Be very careful when scrolling in the MPR mask. If your cursor is inside a scroll box, use the tab key or click outside the box after making your entry and before pressing enter.

Step 1 – Enter 'MPR' in the 'Go To Mask' box or click 'MPR' from your favorites list to get to the 'Modify Corrections Client' screen, the cursor will be on the 'Name' field.

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Fill in:

NAME: Offender's Name as shown on the EPR

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

LNU: Offender's LNU # (from the EPR) (use LNU # if modifying a Sex Offender)

Step 2 – Tab to appropriate field(s) to be modified, type in changes. Examples below:

A- To change date of expiration: DOE: enter new date

B- To change offense number: OFF: enter new offense # from NCIC list

C- To change type: RTP: enter type from the RTP Code list

For offenders who have been revoked for less than 12 months fill in the following fields also:

RTP: per your county policy change to FLC

MIS: type Offender revoked to (enter which jail) jail (per your county policy)

If O is in Multnomah County jail, fill in the following fields:

MBX: Enter an asterisk "**

ORI: OR026033G;

MIS: Local Control Offender if any contact call 988-3801 ask for duty officer after hours 988-3230.

If offender is in Clackamas County jail, Modify the ORI field to OR003013G.

If transferring an EPR to another county, tab to the appropriate fields to be modified.

ORI: enter receiving county's/office ORI #

MBX: enter an asterisk (*),the receiving county's 3-letter mnemonic automatically entered

MIS: enter new PO name and telephone # (taken from Transfer Response Sheet)

If modifying a Sex Offender EPR to designate a Predatory Sex Offender:

MKE: change to EPRP

5.4.5 TO CANCEL AN EPR (Use the XPR mask)

Use this mask to cancel an EPR on an offender who has gone to prison for more than 12 months or whose supervision has expired/terminated when there is **no** sex offender information in EPR.

Step 1 – Enter 'XPR' in 'Go To Mask' box or click on 'XPR' from your favorites list to get to the 'Cancel Corrections Client' screen. The cursor will be on the 'Name' field. Fill in below appropriate boxes.

NAME: Offender's Name as shown on EPR

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

LNU: Enter Offender's LNU # (taken from EPR) – use for Sex Offenders

DOC: Fill in date of cancellation using YYYYMMDD

5.4.6 TO CANCEL A SEX OFFENDER EPR, WHEN SO REGISTRATION IS IN EPR

In all cases, use the MPR mask and fill in Offender Name [exactly as shown on EPR] **and** LNU #.

1. Supervision has expired/terminated:
 - a. DOE - change to date active supervision stops.
 - b. RTP - change to DSX to send registration info to State Police
 - c. MIS - 'Sex Offender Registration Only'. If offender died, used died. In all cases, remove PO's name and number

2. Supervision is revoked and offender is sentenced to an institution:
 - a. DOE – enter date offender sentenced to prison
 - b. RTP - change to DSX to send registration info to State Police
 - c. MIS - "Offender revoked, sentenced to institution" Remove PO's name and number.

3. Supervision goes to Unsupervised Parole/PPS
 - a. DOE – enter date offender goes unsupervised
 - b. RTP - change to USO to send registration info to State Police
 - c. MIS - "Offender unsupervised. If any contact call PO at (###)###-####.

4. Sex offense is discharged but offender still has other crimes
 - a. DSX EPR as noted above in #1 and enter non-sex offense EPR.

MIS: enter new PO name and telephone # (taken from Transfer Response Sheet)

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

LNU: Enter Offender's LNU # (taken from EPR) – use for Sex Offenders

DOC: Fill in date of cancellation using YYYYMMDD

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2. Supervision is revoked and offender is sentenced to an institution:
 - a. DOE – enter date offender sentenced to prison
 - b. RTP - change to DSX to send registration info to State Police
 - c. MIS - "Offender revoked, sentenced to institution" Remove PO's name and number.

3. Supervision goes to Unsupervised Parole/PPS
 - a. DOE – enter date offender goes unsupervised
 - b. RTP - change to USO to send registration info to State Police
 - c. MIS - "Offender unsupervised. If any contact call PO at (###)###-####.

4. Sex offense is discharged but offender still has other crimes
 - a. DSX EPR as noted above in #1 and enter non-sex offense EPR.

5.4.7 RTP CODES

ABS – Abscond	FPA – Felony Parole
CND - Conditional Discharge	FPR – Felony Probation
CPA - Compact Parole	MPA - Misdemeanor Parole
CPR - Compact Probation	MPR - Misdemeanor Probation
DIV - Diversion	PPS - Felony Post-prison
DSX - Discharged SO w/Registration in EPR	PSB - Psych Security Review Board
FLC – Felony Local Control	TPL - Temporary/Transitional Leave
FMP – Felony = Misdemeanor	USO – Unsupervised Sex Offender

5.5 LEDS ENTRY - SEX OFFENDER SPECIFICS

As Oregon State Police has the responsibility of registering and maintaining Sex Offender registration, it is no longer required that Community Corrections enter the registration info into the EPR. It is possible with WebLEDS to enter Sex Offender Registration info into the EPR, but not recommended.

If your present EPR still shows Sex Offender Registration and there is an address change, discuss with the PO canceling the EPR and entering a new EPR without registration information. Sex Offenders tend to move frequently and it can be confusing to law enforcement when there are two addresses LEDS (one in S.O. Registration and another in EPR). If your PO wants the address info kept up-to-date in the EPR, use the MPR mask to update.

Once an EPR has been entered on a Sex Offender, all modifications, additions and/or deletions of supplemental info, and cancellation of EPR **must using the LNU #** as the identifier. Follow the directions for entering, modifying, adding supplemental information and canceling EPR's found on Pages 5 through 9 of this section.

5.6 SEX OFFENDER REGISTRATION INFORMATION

Sex Offender Registration is maintained only by Oregon State Police. An Offender must update his registration within 10 days of changing his residence and within 10 days of his birthdate. If an Offender goes to school (university, trade school, etc) his registration must be updated within 10 days of arriving at school and leaving school.

5.6.1 SEX OFFENDER REGISTRATION MOST COMMON QUESTIONS

- **WHAT IS THE “TRIGGER DATE” FOR REGISTRATION?** The date the offender was convicted of the registerable offense **or** was last released from incarceration (jail or prison) **or** was accepted for supervision by Oregon for a registerable offense.

- **WHO MAINTAINS REGISTRATION ON “INACTIVE” OR “UNSUPERVISED” PAROLEES/PPS?** Oregon State Police.
- **WHAT IF SUPERVISION FOR THE SEX OFFENSE ENDS BUT THE OFFENDER IS STILL ON SUPERVISION FOR ANOTHER OFFENSE?** Oregon State Police continue registration responsibility. If registration was entered on the EPR, DSX the EPR and enter a new EPR.
- **WHO HAS REGISTRATION RESPONSIBILITY IF ALL SUPERVISION TERMINATES AND THE OFFENDER LATER RETURNS FOR SUPERVISION ON A NEW OFFENSE?** Oregon State Police.
- **WHAT IF AN ALREADY-REGISTERED OFFENDER, WHOSE ORIGINAL SUPERVISION HAS TERMINATED AND REGISTRATION HAS BEEN TRANSFERRED TO THE OREGON STATE POLICE, IS CONVICTED OF A NEW REGISTERABLE OFFENSE?** No need to re-register as the registration requirement is for life.
- **HOW DO WE HANDLE EPR’S ON OFFENDERS WHO ARE REVOKED AND SENT TO PRISON TO AVOID THE AUTOMATIC “DSX” TO THE OREGON STATE POLICE?** As Oregon State Police maintains all registration information, go ahead and DSX the offender. When offender is released from prison, enter a new EPR.
- **WHAT IS THE REGISTRATION RESPONSIBILITY OF OREGON OFFENDERS LIVING IN OTHER STATES?** The offender is to contact the Oregon State Police for instructions on how to comply with the law.
- **WHAT ARE THE REQUIREMENTS ON AN OUT-OF-STATE OFFENDER WHO IS ACCEPTED HERE, IS REGISTERED HERE, AND THEN RETURNS TO THE SENDING STATE?** We close the EPR as usual. The offender is to contact the Oregon State Police for instructions on how to comply with the law.
- **WHAT IS THE ADDRESS OF THE STATE POLICE SEX OFFENDER REGISTRATION UNIT?**
Oregon State Police/Sex Offender Registration Unit
400 Public Service Building
Salem OR 97310
(503) 378-3720 x4414
ORI #OROSP0004

FOR MORE INFORMATION, REFER TO THE SEX OFFENDER RULE #14, TAB #92
For a list of offenses that are registerable see ORS 181.594.

5.7 OREGON JUDICIAL INFORMATION NETWORK (OJIN)

- Access OJIN by launching Internet Explorer and use website address: www.ojd.state.or.us/ojin. Or from WebLEDS by clicking on OJIN under State Systems and Directory in WebLEDS.
- At 'Login to OJIN Online' box click on the appropriate launch site for your OJIN User name.
- Once the link has been loaded and the Logon window appears, sign on using your assigned Username and Passphrase. Note: these are identical.
- Choose **#1** OJIN at the Oregon Judicial Department menu, then <Enter>.
- At the OJIN logo, hit <Enter>.

5.7.1 SEARCH BY NAME

- Tab to command line at the top of OJIN screen and type **DNAMIDX**, then hit **F4** for name index

OR choose Index Menu, Option 1, <Enter>; then choose Main Name Index, Option 1, <Enter>.

- Type Name (Last name [space] First name or initial) - (EXAMPLE: SMITH VICTORIA)
- Tab to Court Location field and type the 3-letter court code [Refer to the Table of Court Locations at end of section.] <Enter>
- Put an X by the case you want <Enter>.
- The case history will appear. To scan the case, use page up or page down.
- To view financial record of this case, tab to entry field at top of screen and type **DCASFIN** <Enter>.
- To PRINT the case record: Tab to the entry field at top of screen, type **PCAS**, and <Enter>. The record will appear in a Word Document, and you may use the print function from either the menu bar or button bar. Once document has printed, close this window.
- The OJIN screen will have returned to the "Name Index" screen. You can then choose another record for that location or F3 back to the menu to choose another location.
- If you don't know the county of record and/or want to see if the offender has court cases in any other county go to the Command line, type DSTWIDE'[name]', press <Enter>.

5.7.2 SEARCH BY CASE NUMBER

- Tab to command line at top of screen and type **DCAS** and then hit **F4**
- Enter Case # and press <Enter>
- OR**
- Choose Display Case Register Menu, Option 2, press <Enter>.
- Tab to Option field and put in '1' for Case Register <Enter>.
- At Court Type field and enter C, D, or *All.
- At Court Location field and enter the 3-letter court code [Refer to the Table of Court Locations at end of section.]
- At Case # field and put in case number, then press <Enter>.
- Your case will appear and you may page up or page down to scan the case.
- To view financial record of this case, tab to entry field at top of screen and type **DCASFIN** <Enter>.
- To print the case record: Tab to the entry field at top of screen, type **PCAS**, and <Enter>. The record will appear in a Word Document and you may use the print function from either the menu bar or button bar. Once document has printed, close this window. You can then choose another record for that location or F3 back to the menu to choose another location.

5.7.3 VIEW FINANCIAL RECORDS for an individual

- Choose record following 'Search by Name ' above
- Tab to the command line at the top of the screen
- Type DCASFIN <Enter>.
- Your case will appear and you may page up or page down to scan the case.
- To PRINT the entire Financial section: Tab to the entry field at top of screen, type **PCASFIN**, and <Enter>. To print individual screens: Page up or down to the information you wish to print, Right click for menu options and click on **Host Print**. A message will appear at the bottom of screen: "Print operation complete to default printer device file." After the Word document opens, you may use the print function from either the menu bar or button bar. Once document has printed, close this window by using File/Exit or clicking on the "X" in the upper right hand corner.

- You will be returned to the current financial record. You can then choose another record for that location or F3 back to the menu to choose another location.

TO EXIT OJIN: hit **F3 twice**. This takes you to the Oregon Judicial Department screen (the first screen you saw coming in).

TO SIGN-OFF: type 90 and <enter>

5.7.4 MISCELLANEOUS HELPFUL HINTS

- OJIN remains in the county and court type you began with until you change it. To change county/court type, type in the 3-letter code.
- The system will display a \$ next to all cases that still have money owed on them. If there is no \$ then the money was paid off, or never owed.
- OJIN is similar to OPS, in that it does not have a soundex, so the name has to be spelled exactly and not all names are spelled in OJIN exactly as they are on the court order. If you are unable to pull up a name, try using just the first 3 or 4 characters of the last name, then use the page up, page down keys.
- Case type ***All** looks up felony and misdemeanor cases.
- Once in the DNAMIDX offense record, to see the financial record of that offender, tab to the command line and type DCASFIN and enter. To return to the offense record, tab to the command line and type DCAS and <enter>. To return from the offense record to the name screen, hit F2.
- Statewide Index: Under normal inquiries, OJIN assumes you know the county of record and requires you to include it in your search. However, OJIN also allows us to search their entire database by name by using the Statewide Index: At the command line, type DSTWIDX '[NAME]' <enter> This will bring up a list of court cases under that name in any county in Oregon. Again, remember that OJIN is looking at the name exactly as it is entered. DOE JOHN WILLIAM may have entries as DOE JOHN, DOE JOHN W, DOE JOHN WILLIAM.
- To go to the last entry in an OJIN record, without having to scroll through the entire record:
 - At the first OJIN "Options Menu", Tab to the command line
 - Type (example): DCAS CR96610A C YAM EVT *LAST; hit Enter
 - This will take you to the first page of the record. Hit Page Down to go to the last page of the record. To return to the first page, you can hit Page Up, Enter, or F2 (depending on your keyboard setup.)
 - Modify the command to match the docket number you are searching for; C=Circuit Court, D=District Court, and the three-letter code for the county of conviction.
 - The only disadvantage of this command is that you cannot see any of the

entries/events between the first and last pages. To view the rest of the record simply re-type the command at the top of the screen, minus "EVT *LAST". The record will then come up normally. Remember that you can type the full or partial command from any screen.

For additional commands or help, go to the OJIN Home Page and click on "Using OJIN commands."

5.7.5 FINANCIAL HISTORY TRANSACTION CODES

- H VBL - HISTORICAL RECEIVABLES: Receivables added to system using manual ledger balances as of 12/88.
- VBL – RECEIVABLE: Receivables created on system.
- RCP – RECEIPT: Receipts issued by system
- DSB – DISBURSEMENT: Funds disbursed by system (for example restitution disbursed to a victim).
- FTR – FUND TRANSFER: Funds transferred from trust and applied to revenue (for example, from security release to pay fine).
- CTR – CASE TRANSFER: Funds transferred from one case to another case.
- ADJ – ADJUSTMENT: Adjustments made for corrections and/or per order of court.
- PTH – PASS THROUGH: Non-case funds received by court made payable direct to payee.

5.7.6 COURT LOCATIONS

Baker	BAK	Lane	LAN
Benton	BEN	Lincoln	LNN
Clackamas	CLA	Linn	LIN
Clatsop	CLT	Malheur	MAL
Columbia	COL	Marion	MAR
Coos	COO	Morrow	MOR
Crook	CRO	Multnomah Civil	MCV
Curry	CUR	Multnomah Criminal	MCR
Deschutes	DES	Polk	POL
Douglas	DOU	Sherman	SHE
Gilliam	GIL	Tillamook	TIL
Grant	GRA	Umatilla/Hermiston	HER
Harney	HAR	Umatilla/Milt-Freewtr	MLT
Hood River	HOO	Umatilla	UMA
Jackson	JAC	Union	UNI
Jefferson	JEF	Wallowa	WAL
Josephine	JOS	Washington	WSH
Klamath	KLA	Wheeler	WHE
Lake	LAK	Yamhill	YAM

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