

OPS CHAPTER 7 – Modifying Offender Records

7.1 ABSCOND/IMMI/PSRB RETURNS

Step 1 – From the Main Menu, type a '8=CC Abscond Return Process' on the selection line, this will bring up the 'Community Corrections Admission' screen. Type offender's SID # on 'Offender' line, press enter to bring offender to screen. Tab down to 'Admission Date/Time' field, put in arrest date using military time (i.e. 1500); tab down to 'Caseload' field and enter PO caseload #, press enter. You will get the message 'Admission from non supervised status processed'. **NOTE: Verify IMMI Status with INS.**

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OPS225I      Corrections Information Systems (TEST)      10:38:27
MCCARTHY      Community Corrections Admission          9/14/05

Offender..... 4036166 NAYLOR, CHARLES EVANS
DOB..... 12/17/1957
Current status..... Post Parole
Last location..... MARI
Release date/time.....
Supervision level..... LTD

Admission to location. MARI Marion County Community Corrections
Admission date/time... 9142005 1300
Caseload..... 8102 CAIN, JIM

Post admission status.

LC conviction county..
LC supv status code...
Copy PSI data from....      SIDNO 00000000

F3=Exit F4=Prompt F5=Refresh F6=New admission
F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel
Admission from non supervised status processed.
    
```

Step 2 – Press enter this will take you to the 'Work with Offenses' screen. Check offenses, modify if needed (Court order/PPS order needed), press enter.

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OPS230I      Corrections Information Systems (TEST)      10:43:03
MCCARTHY      Work with Offenses                          9/14/05

Offender: 4036166 Naylor, Charles Evans      Record key:
Status: PostParole      MARI Marion County Community Correc
DNA Collection Required      OISC migr date... 2/12/2002
Enter option...      Custody cycle.... 2
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
20 87102201/01 LINN FAIL AP I 162.205 N Y
00 I FPA 05/31/1988 005-000-000 04/13/1993 04/13/1993 EXPI
21 01102329/01 LINN BURG I 164.225 Y Y
00 I F 02/12/2002 000-019-000 05/06/2003 05/06/2003 POST
00 O FPO 05/06/2003 000-036-000 05/09/2006
22 87102201/02 LINN FAIL AP I 162.205 N Y
19 I FPA 05/31/1988 005-000-000 06/21/2008

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...
    
```

Step 3 – Press enter this will take you to the ‘Offender Print’ screen, put a 5 on the option line, press enter to print kardex.

OPS511I	Corrections Information Systems (TEST)	10:46:57
MCCARTHY	Offender Print	9/14/05
Offender: 4036166 NAYLOR, CHARLES EVANS		
Status: PostParole MARI Marion County Community Corrections		
1. Facesheet - with detainers and notifiers		
2. Facesheet - display		
3. Facesheet		
4. Facesheet - with detainers		
5. Kardex - print		
6. Kardex - display		
7. Movement history (ISU only)		
8. Facesheet - log		
9. Facesheet - work with		
10. Print Offenses & Sentences		
Option: 5		
F3=Exit F9=Retrieve F11=Menu Bar F12=Cancel		
Enter desired option = 1 to 10		

Step 4 – Go to WebLEDS to modify EPR RTP field (refer to EPR Steps, Modifying an EPR on page 4).

Step 5 – Attach MPR confirmation to blue EPR worksheet or follow your county policy. Attach paperwork to file and give to appropriate PO.

Step 6 – Per your county policy, following process for supervision fee account.

Step 7- Remember to Check the Fee Screen to make sure the Fees are billing correctly.

7.2 UNSU RETURN

***THIS CAN NOT BE DONE UNLESS YOU HAVE AN ORDER FROM THE PAROLE BOARD.**

From the ADMISSION PROCESS on your main menu:

Step 1 – Type SID # on ‘Offender’ line, on the ‘Community Corrections Admission’ Screen, press enter, this will bring offender to screen. Tab down to ‘Admission Date/Time’ field, put in return date (taken from Parole Board Order) using military time (i.e. 0800). Tab down to ‘Caseload’ field, enter PO caseload #, press enter to process. You will get message ‘Admission from non supervised status processed’.

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OP225I	Corrections Information Systems (TEST)	8:43:51
MCCARTHY	Community Corrections Admission	9/15/05
Offender..... 13663683 SUMMERFIELD, JASON TANNER		
DOB..... 11/08/1980		
Current status..... Post		
Last location..... MTGR		
Release date/time.....		
Supervision level..... MED		
Admission to location. MTGR Community Corrections		
Admission date/time... 09152005 0800		
Caseload..... 3013		
Post admission status. PO Post Prison		
LC conviction county..		
LC supv status code...		
Copy PSI data from.... SIDNO 00000000		
F3=Exit F4=Prompt F5=Refresh F6=New admission		
F7=Current date/time F9=Retrieve F11=Menu bar F12=Cancel		

Step 2 – Use F11-3-C or press enter until you get to the ‘Work With Offenses’ screen. Check offense lines, modify if needed, press enter.

Step 3 – Use F11-3-K or press enter until you get to the “Offender Print” screen, put a ‘5’ on the option line, press enter. This will print kardex.

Step 4 – Per county policy follow supervision fee manual if applicable.

Step 5 – Go to WebLEDS to modify appropriate fields (refer to EPR Steps, Modifying an EPR, page 4).

- A. MBX: Enter LEDES mailbox # of PO that will be supervising case. If your county doesn’t use the mailbox function on EPR’s enter an ‘X’ in the first character space or enter the 3-letter mnemonic for your ORI. Responses will go to your default printer unless users profile has been set to display.
- B. RTP: Enter type using drop down arrow or taken from EPR RTP Code list
- C. MIS: Enter PO’s name and telephone numbers (refer to Office Procedures Manual, Resource Information). Fill in condition information per your county policy.

Press ‘Submit’ button to send to LEDES.

Step 6 – Staple MPR confirmation to blue EPR worksheet or follow your county policy.

Step 7- Remember to Check the Fee Screen to make sure the Fees are billing correctly.

7.3 ADDING AN OFFENSE

From the CC COURT ORDERS PROCESS on your main menu:

Step 1 – On the ‘Work With Offenses’ screen, press ‘F6=add docket’, fill in:

- docket #/case # (a total of 12 numbers only including /count number) taken from Court Order (specify counts by using “/01, etc”, count #'s should match Court Order);
- county;
- sanction status (felonies committed on or after 9/1/93, felonies committed prior to 9/1/93 if judge orders, all parole or post-prison offenders, compact offenders, conditional discharge offenders) (misdemeanors are not subject to structured sanctions, however a county can develop a structured sanction process with their local authority);
- ORS # (taken from ORS table ‘F4=prompt’) (if offense is solicitation or conspiracy, enter appropriate ORS # in the first ORS field this will trigger the requirement to enter a corresponding “C or S” in the ‘inchoate’ field, in the second ORS # field fill in the underlying crime);
- sentencing guidelines ‘Y’ (felonies committed after 11/1/89) or ‘N’ (misdemeanors);
- felony=misdemeanor ‘N’ (normal sentence), ‘Y’ (felony treated as misdemeanor – FMP) or ‘C’ (felony is misdemeanor at completion of supervision-MFP) (**Refer to Felony Convictions with Misdemeanor Treatment document in Misc. section for more detailed information**);
- CSS & CHS (grid score taken from Court Order);
- supervising Judge’s name (last name first);
- defense counsel;
- district attorney;
- DA #;
- crime date (taken from Court Order or OJIN);
- begin date (same as conviction/sentence/proceeding date);
- sentence type (P=probation; D=diversion; C=conditional discharge);
- length of sentence, press enter. You will get the message ‘Docket, offense, and sentence added’.

Press enter again to take you back to the “Work with Offenses” screen. **NOTE: If sentences are merged, go to the sentence line of the offense to be merged, put a ‘2=change’, press enter. Tab down to the ‘merged to’ line and enter the offense number that this offense is being merged with.**

Step 2 – 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”, put a 1 beside each special condition that is listed on Court Order (page down to go to next condition screen), press enter. Press “F17 (Shift F5)=selected conditions” to see list of chosen conditions. **NOTE: No need to enter general**

conditions. Put a “2=change” beside each condition that needs text added, money amounts, hours or days (taken from Court Order). **ALL FINANCIAL OBLIGATIONS EXCEPT RESTITUTION/COMPENSATORY FINES AND SUPERVISION/PROBATION FEES ARE ADDED TOGETHER UNDER COFO.** Check Court Order for Supervision Fee Amount (refer to Supervision Fee Manual) for steps to updating the supervision fee amount or waiver instructions, if applicable. Press enter to take you back to “Work with Offenses” screen.

Step 3 – Press enter to take you to the ‘Offender Print’ screen, put a ‘5’ on the option line, press enter to print kardex.

Step 4 – If new case added has a longer expiration date than original crimes, Go to WebLEDS (refer to EPR Steps, Modifying An EPR, page 4). Modify DOE field, type in new expiration date (YYYYMMDD).

Press ‘Submit’ button to send to LEDES.

Step 5 – Type half label with information as shown below or follow your county policy. Follow same color of labels as described in ‘Steps to Admitting Offenders - Probation Cases’.

Label Example:

FPR	LAST NAME, First
MI	
SID #	
	Exp. 09/25/08

NOTE: If you add a local control sentence to an existing Parole Board offender, don’t forget to notify the Board.

7.4 CLOSING A SINGLE OFFENSE LINE

From the CC COURT ORDERS PROCESS on your main menu:

Check for Restitution (SC7)/Compensatory Fine and Community Service condition first, following Condition Tracking Manual. NOTE: Do not use for Felony cases revoked.

Step 1 - On the ‘Work With Offenses’ screen, put ‘2=Change’ on appropriate open sentence line that needs to be closed, press enter, this will bring you to the ‘Sentence Data’ screen, tab down to ‘termination date’ field, put date of closure (either date expired or date from Court Order for EARL, BNPB, CRTR (Misdemeanors only), RTNS, COMP or DIED), tab to ‘termination code’ field, enter appropriate closure code (F4=Prompt for list or refer to Sentence/Body Closure List). Press enter to process you

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will get message 'record updated'. Conditions will move to Expired Conditions Table. **Repeat these steps for each offense that needs to be closed.** Press enter that will take you back to the 'Work With Offenses' screen.

```

OPS230I      Corrections Information Systems (TEST)      9:32:21
MCCARTHY    Work with Offenses                        9/15/05

Offender: 13663683 Summerfield, Jason Tanner      Record key:
Status: PostPrison/BRD MTGR Multnomah Gresham Office
      DNA Collection Required      OISC migr date...
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
03 001138669/01 MULT  POS SUB CF  475.992 04B  Y  Y
  00 P FPR  11/27/2000 000-027-000 02/26/2003 02/26/2002 VIOL
  00 L F   02/26/2002 000-006-000 08/25/2002 08/25/2002 EXPI
04 001138669/02 MULT  THEFT II  164.045  N  Y
2 00 P MPR  11/27/2000 000-027-000 02/26/2003
05 PPSVSANC MULT  PPSV SANC  144.108  Y  N
  00 L   01/04/2002 000-000-120 05/03/2002 05/03/2002 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...
  
```

```

OPS235I      Corrections Information Systems (TEST)      9:33:31
MCCARTHY    Sentence Data                          9/15/05
      CHANGE
Offender..... 13663683 SUMMERFIELD, JASON TANNER
Status..... PostPrison MTGR
Offense/Sentence.... 04 001      Court Case..... 001138669/02
Sentencing Guid..... N      County..... MULT
ORS..... 164.045 THEFT II AM THEFT II

Sent type..... P
Begin date..... 11/27/2000
Compact begin dt....
Length (ymd)..... 0 - 27 - 0 Life (L).....
Inop days.....
CS to..... MRG to.....

Tent paro disc date.
Termination date.... 02262003      Max sent date..... 2/26/2003
Termination code.... EXPI      Max indet sent date.

F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel
  
```

NOTE: If your county includes the special conditions on the EPR, then you will need to check the EPR and remove any special conditions that do not apply because of the offense being closed. Go to WebLEDS to remove conditions. If conditions are in MIS field, you will need to fully retype MIS field; or if conditions are in the condition field, enter 'XN' in 'Go To Mask' box or click on 'XN' from your favorites list to get to the 'Cancel Persons Supplemental Info' screen, the cursor will be on the Name field. Enter name and SID # or LNU #, tab to CNL field and enter any special conditions that need to be removed.

Press 'Submit' button to send to LEADS.

Step 2 – Press enter this will take you to the 'Offender Print' screen, put a '5' on option line to print kardex. Press F3 to return to first screen. F3 to return to Main Menu.

Step 3 – Per your county policy, give paperwork to PO.

7.5 TRANSFERRING FROM TEMP LEAVE STATUS TO POST PRISON STATUS

From the CC RELEASE PROCESS on your main menu:

Step 1 – On the 'Work with Offenses' screen, enter SID # on 'Offense line', press enter to bring offender to screen. If appropriate offenses are not closed to "POST, AIP or SUMM" already, contact OISC to close the 'I' lines before proceeding. **NOTE: OISC should have the 'I' lines closed no later than the next business day after the completion of the T/L.**

Step 2 – After 'I' lines are closed to "POST, AIP or SUMM", put '7=Add Sentence' on appropriate sentence line to add sentence, press enter, this will bring you to the 'Sentence Data' screen.

```

OPS230I      Corrections Information Systems (TEST)      9:18:19
MCCARTHY    Work with Offenses                        9/22/05

Offender: 14453933 Jewell, Tiana Mae      Record key:
Status: Leave      MARI Marion County Community Correc
DNA Collection Required      OISC migr date...
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
04 04C44611/01 MARI POS SUB CF 475.992 04B Y N
00 L F 08/12/2004 000-000-010 08/12/2004 08/12/2004 EXPI
05 04C44611/02 MARI POS SUB CF 475.992 04B Y N
00 L F 08/12/2004 000-000-010 08/12/2004 08/12/2004 EXPI
06 04C41155/01 MARI POS SUB CF 475.992 04B Y N
00 L F 08/12/2004 000-000-010 08/12/2004 08/12/2004 EXPI
7 07 04C45510/01 MARI FAIL AP I 162.205 Y N
00 I FLV 08/19/2004 000-018-000 12/29/2005 09/22/2005 AIP
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...
    
```

Fill in the following:

- Sentence type will be "O";
- Begin date (taken from Post-Prison Order – same as Physical Release Date);
- tab to 'Length' field and put in months (taken from Post-Prison Order), press enter you will receive a message 'record updated'. Repeat this step for each offense. Enter special conditions taken from the PPS Order, repeating for each offense.

NOTE: Don't forget to also select the Supervision Fee condition. If Compensatory Fine is listed on PPS order under SC10, use the probation condition of compensatory fine.

```

OPS235I      Corrections Information Systems (TEST)      9:21:13
MCCARTHY      Sentence Data      9/22/05
              CREATE
Offender..... 14453933 JEWELL, TIANA MAE
Status..... Leave      MARI
Offense/Sentence.... 00 000      Court Case..... 04C45510/01
Sentencing Guid..... Y      County..... MARI
ORS..... 162.205      FAIL AP I CF FAIL TO APPEAR I

Sent type..... O
Begin date..... 09222005
Compact begin dt....
Length (ymd)..... 0 - 012 - 0      Life (L).....
Inop days.....
CS to.....      MRG to.....

Tent paro disc date.
Termination date....      Max sent date.....
Termination code....      Max indet sent date.

F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel
'002 record updated'
    
```

Press enter again to return to the 'Work With Offenses' screen. You will get message 'Status does not match offenses. Correct offenses or F13=change status'. Use F14=Recalculate at this time to recalculate sentences. Check to make sure "SANC" code has been entered. There should be a 'Y' on the offense line under 'SANC' column. If no "SANC" code has been entered, enter by typing a '2=Change' on 'Offense Line', press enter. This will take you to the 'Sentence Data' screen, type "SANC" in 'Sanction Status' field, press enter you will receive message ' record updated'. Press enter to return to 'Work With Offenses' screen.

```

OPS230I      Corrections Information Systems (TEST)      9:35:58
MCCARTHY      Work with Offenses      9/22/05

Offender: 14453933 Jewell, Tiana Mae      Record key:
Status: Leave      MARI Marion County Community Correc
      DNA Collection Required      OISC migr date...
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
07 04C45510/01 MARI      FAIL AP I      162.205      Y      N
00 I FLV      08/19/2004      000-018-000      12/29/2005      09/22/2005 AIP
00 O FPO      09/22/2005      000-012-000      09/21/2006

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...
Status does not match offenses. Correct offenses or F13=change status. +
    
```

Step 3 – Use F13=Change Status or press enter to use the 'Offender Release' process. On the 'Offender Release' screen, enter in 'Release Date' (taken from Post-Prison

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Order – same as Physical Release Date), tab to 'Time' field put in whatever time of day it is you are doing the entry, tab to release 'Type Code' field and put in 'POST', tab to 'Release To Location' field and put in your county/office 4-digit code (i.e. MTEA, MTGR, BAKR, COOS). Press enter to process.

```
OPS2701      Corrections Information Systems (TEST)      9:46:02
MCCARTHY      Offender Release      9/22/05
              PROCESS
              * DETAINER *
Offender..... 14453933 JEWELL, TIANA MAE      * NOTIFIER *
DOB..... 11/15/1983      Location: MARI
Status..... LV Leave
Current caseload.... 8190 BECKY ANDERSON
Custody/Supv level..

Release date..... 9222005      Time.... 930
Release type code... POST

Release to location. MARI

F3=Exit      F4=Prompt      F5=Refresh      F7=Current date/time
F9=Retrieve      F11=Menu bar      F12=Cancel
Release processed - Select new offender or      Press ENTER to continue.
```

Press enter again to take you to the 'Movement History/Maintenance' screen where you can check to make sure the entry is correct.

```
SYS4021      Corrections Information Systems (TEST)      9:48:58
MCCARTHY      Movement History/Maintenance      9/22/05
RECORD KEY: 1673021      **Remarks**
Offender.... 14453933 JEWELL, TIANA MAE      Curr cycle. 01-05-01
Status..... PostPrison      Location.... MARI      Primary caseload 8190
Position custody/admission cycle... 1 4
--Cycle-- Location      --Admission-----Release-----
01 Admission From: MARI 09/29/2003
01-04 Status: LV 08/20/2005 09/22/2005 POST MARI
01-04-01 MARI 08/20/2005 08:10 09/22/2005 09:30 POST MARI
Housing 08/20/2005 08:10 09/22/2005 09:30
01-05 Status: PO 09/22/2005
01-05-01 MARI 09/22/2005 09:30
Housing 09/22/2005 09:30

Bottom
F3=Exit F6=Insert housing F7=Remarks F10=Print F16=Caseload history
F18=Change data F20=W/W Movements F21=Auto cycle/summary maintenance
```

Step 4 – Go to WebLEDS to make appropriate changes (refer to EPR Steps, Modifying An EPR, page 4).

- A. RTP: Enter PPS
- B. DOE: Enter new expiration date (YYYYMMDD)

Press 'Submit' button to send to LEDS.

Step 5- Remember to Check the Fee Screen to make sure the Fees are billing correctly.

7.6 EXTENDING A PROBATION SENTENCE

This is only done by the supervising office. If offender was convicted in your county and supervised in another county, send order to supervising county to extend length of sentence.

Step 1 – From the Main Menu, type a ‘5=Work With Court Order Process’ on the selection line, press enter. This will bring up the ‘Work With Offenses’ screen. Type offender’s SID # on ‘Offender line’, press enter to bring offender to screen. Tab down to the appropriate sentence line, put ‘2=Change’, press enter this will bring up the ‘Sentence Data’ screen. Tab down to the ‘sentence length’ field and change appropriately (if Court Order extends in years, add to year field or if extension is in months, add to month field) information is taken from extension order. The total will be what is entered in the ‘sentence length’ field. Press enter to process change, you will get message ‘record updated’. **Repeat this for each offense that needs to be extended.**

```

OPS230I      Corrections Information Systems (TEST)      10:22:39
MCCARTHY      Work with Offenses      4/17/06

Offender: 14396330 Smith, Jordan Lee      Record key:
Status: Probation      MTNO Multnomah North Office
      DNA Collection Required

Enter option...      Custody cycle.... 2
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 030231154/01 MULT      ID THEFT      165.800      Y      Y
  00 P FPR      09/19/2003      000-024-000      09/18/2005      09/18/2005      EXPI
02 030431988/01 MULT      ID THEFT      165.800      Y      Y
2 00 P FPR      01/12/2004      000-018-000      07/11/2005
03 030733392/01 MULT      ID THEFT      165.800      Y      Y
  00 P FPR      01/12/2004      000-018-000      07/11/2005
04 040934908/11 MULT      ID THEFT      165.800      Y      Y
  00 P FPR      01/27/2005      000-018-000      07/26/2006

      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...
    
```

```

OPS235I      Corrections Information Systems (TEST)      10:29:53
MCCARTHY      Sentence Data      4/17/06
      CHANGE
Offender..... 14396330 SMITH, JORDAN LEE
Status..... Probation      MTNO
Offense/Sentence.... 02 001      Court Case..... 030431988/01
Sentencing Guid.... Y      County..... MULT
ORS..... 165.800      ID THEFT      CF IDENTITY THEFT

Sent type..... P
Begin date..... 1/12/2004
Compact begin dt....
Length (ymd)..... 0 - 18 - 0      Life (L).....
Inop days.....
CS to.....      MRG to.....

Tent paro disc date.
Termination date....      Max sent date..... 7/11/2005
Termination code....      Max indet sent date.
F3=Exit      F4=Prompt      F5=Refresh      F11=Menu bar      F12=Cancel
    
```

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OPS235I      Corrections Information Systems (TEST)      10:38:33
MCCARTHY          Sentence Data                        4/17/06
                                CHANGE
Offender..... 14396330 SMITH, JORDAN LEE
Status..... Probation      MTNO
Offense/Sentence.... 02 001      Court Case..... 030431988/01
Sentencing Guid.... Y          County..... MULT
ORS..... 165.800      ID THEFT  CF IDENTITY THEFT

Sent type..... P
Begin date..... 1/12/2004
Compact begin dt...
Length (ymd)..... 1 - 18 - 0      Life (L).....
Inop days.....
CS to.....          MRG to.....

Tent paro disc date.
Termination date....          Max sent date..... 7/11/2006
Termination code....          Max indet sent date.
F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel
001 record updated.
    
```

Press enter this will take you back to the 'Work With Offenses' screen.

NOTE: For unusual sentence extensions make an 'F8=Note'. On 'Work With Offenses' screen, press 'F8=Note' this will take you to the 'Offender Note' screen. Press 'F6=Create' to make an F8 note per your county's practice. Press enter to process, you will receive message 'Note entry record added'. Press enter twice to return to 'Work With Offenses' screen. If you need assistance in calculating the dates, use the Date Calculator found under F11-2.

```

OPS230I      Corrections Information Systems (TEST)      9:25:38
MCCARTHY          Work with Offenses                    4/24/06

Offender: 14396330 Smith, Jordan Lee      Record key:
Status: Probation      MTNO Multnomah North Office
      DNA Collection Required
Enter opt          y cycle.... 2
2=Chang  Add Offense Note for          splay
7=Add s  14396330 SMITH, JORDAN LEE      dd LC
OFF#  0 originally sentenced to 18 m on      MBER  SG  SANC  SGDO
CS  1/12/04, in court on 4/1/05 and given 1 te  Term date Code
01  year from 4/1/05 for new expiration  0  Y  Y
00  date of 4/1/06; total supervision time 2005 09/18/2005 EXPI
02  from original sentence is 2 yrs 7 mo.  0  Y  Y
00  _____ 2006
03  More... 0  Y  Y
00  F5=Refresh  F12=Cancel  F13=Insert  2005
04  F14=Delete  F15=Wrap off  0  Y  Y
00  _____ 2006

Bottom
F3=Exit          F10=Print Options
F11=Menu bar  F12=Cancel  F14=Recalculate  F20=Add Local  F24=More keys...
    
```

Step 2 – Press enter this will take you to the 'Offender Print' screen, put a '5' on option line to print kardex.

Step 3 – Go to WebLEDS and make appropriate changes (refer to EPR Steps, Modifying An EPR, page 4)

- A. DOE: Enter new expiration date (YYYYMMDD) if it is longer than original EPR DOE date.

Press 'Submit' button to send to LEADS.

Step 4 – Per your county policy, change expiration date on file label and give to PO.

Step 7- Remember to Check the Fee Screen to make sure the Fees are billing correctly.