OPS CHAPTER 8 – Closing Offender Records in CIS

8.1 ABSCONDS/WARRANTS

From the CC RELEASE PROCESS on your main menu:

Step1 – Type a '4' on the selection line and press enter. This will take you to the 'Work with Offenses' screen.

```
CCSUPPORT             Corrections Information Systems (TEST)          8:55:26
 MCCARTHY                       CC Support Menu                       9/09/05
Select one of the following:

   1. Offender Information        |
   2. LEDS                        |
                                  |
   3. Admissions                  |
   4. CC Release Process          |
   5. CC Court Orders Process     |
   6. CC Support Data Entry/Update |
   7. CC EPR Process              |
   8. CC Abscond Return Process   |
   9. CC Transfer Process         |
  10. CC Change Primary Caseload  |
                                  |
  11. W/W Risk Assessments        |
  12. W/W Sex Offender Assessments |
                    More...

 Selection: 4                             Job:


 F3=Exit    F4=Prompt    F10=Move to top    F11=Menu bar    F12=Previous menu
```

Type SID # on 'Offender' line, press enter to bring offender information to screen. Press enter to get to the 'Offender Release' screen, type date of warrant (either from Board or Local Control T-type or Court Order) on release date line including time, tab down to release type and type in "ABSC". If your county uses the FTR designator tab to Abscond release to FTR and enter Y. Press enter you will receive message 'release processed select new offender or press enter to continue'.

```
OPS270I              Corrections Information Systems (TEST)          9:02:08
 MCCARTHY                       Offender Release                     9/09/05
                                                   PROCESS


 Offender............  8187434 BROWN, BEAU EDWARD
 DOB.................  8/27/1968     Location: UMAP
 Status.............. PR Probation
 Current caseload.... 1017  INTAKE-EAST
 Custody/Supv level.. LOW

 Release date........ 10162003    Time.... 0800
 Release type code... ABSC

 Release to location.

 F3=Exit         F4=Prompt        F5=Refresh       F7=Current date/time
 F9=Retrieve     F11=Menu bar     F12=Cancel
```

```
  OPS270I              Corrections Information Systems (TEST)           9:04:17
 MCCARTHY                         Offender Release                      9/09/05
                                                         PROCESS


 Offender............  8187434 BROWN, BEAU EDWARD
 DOB.................  8/27/1968     Location: UMAP
 Status.............  PR Probation
 Current caseload....  1017   INTAKE-EAST
 Custody/Supv level.. LOW

 Release date.......  10162003    Time....  800
 Release type code... ABSC

 Release to location.


 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.
```

Step 2 – Press enter to check 'Movement History/Maintenance' screen.

Step 3 – Go to WebLEDS to modify EPR RTP field to ABS (refer to EPR Steps, Modifying an EPR on page 4). Staple EPR confirmation to <u>blue </u>EPR worksheet or follow your county policy.

Step 4 – Per your county policy, relocate file. Press 'F3=Exit' to return to first screen of process.

8.2   PERMANENT FILE CLOSURES FOR PROBATION & PPS

From the CC RELEASE PROCESS on your main menu:

Check for Restitution (SC7)/Compensatory Fine/Community Service condition before processing. Refer to 'Steps to Condition Tracking' manual.

```
 OPS230I              Corrections Information Systems           9:27:15
 MCCARTHY                   Work with Offenses                  9/09/05

 Offender: 13846136  Brown, Gabriel Allen            Record key:
 Status:   Probation          CROO Crook County Community Correct
           DNA Collection not Required        OISC migr date...
 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   MI030440/01  CROO        MENACING    163.190      N    Y
 2    00   P MPR      08/05/2003  000-018-000  02/04/2005

                                                          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 1 – On 'Work with Offenses' screen, type SID # on 'Offender' line, press enter to bring offender to the screen, put '2=Change' on sentence line (last line) of offense (matching docket #'s from Court Order), press enter this will take you to the 'Sentence Data' screen.

```
OPS235I                  Corrections Information Systems              9:29:34
 MCCARTHY                         Sentence Data                       9/09/05
                                                          CHANGE
 Offender............ 13846136  BROWN, GABRIEL ALLEN
 Status.............. Probation      CROO
 Offense/Sentence.... 01 001               Court Case......... MI030440/01
 Sentencing Guid..... N                    County............. CROO
 ORS................. 163.190     MENACING   AM MENACING

 Sent type.......... P
 Begin date......... 8/05/2003
 Compact begin dt....
 Length (ymd)........  0 - 18 -  0     Life (L)...........
 Inop days..........
 CS to..............                   MRG to.............

 Tent paro disc date.
 Termination date.... 11212003         Max sent date.......  2/04/2005
 Termination code.... CRTR             Max indet sent date.


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

Tab down to term date, put date of closure (either date offense expired or date from Court Order/Compact Papers for EARL, BNPB, CRTR (Misdemeanors only), RTNS, COMP or DIED) taken from official documentation and closing summary, press enter, you will get message 'record updated'.

```
OPS235I                  Corrections Information Systems              9:38:13
 MCCARTHY                         Sentence Data                       9/09/05
                                                          CHANGE
 Offender............ 13846136  BROWN, GABRIEL ALLEN
 Status.............. Probation      CROO
 Offense/Sentence.... 01 001               Court Case......... MI030440/01
 Sentencing Guid..... N                    County............. CROO
 ORS................. 163.190     MENACING   AM MENACING

 Sent type.......... P
 Begin date......... 8/05/2003
 Compact begin dt....
 Length (ymd)........  0 - 18 -  0     Life (L)...........
 Inop days..........
 CS to..............                   MRG to.............

 Tent paro disc date.
 Termination date.... 11/21/2003       Max sent date.......  2/04/2005
 Termination code.... CRTR             Max indet sent date.


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

 001 record updated.
```

Conditions will automatically be moved to the Expired Conditions Table. **Repeat this step for each offense.** Refer to Sentence/Body Closure Codes document for definitions of closures or F4=Prompt to view closure table. **Supervision Fee's**

automatically close upon closure. Refer to Supervision Fee Manual for DOR procedures or contact supervision fee person per your county policy.

Step 2 – After all lines are processed, press enter to return to 'Work with Offenses' screen, review line closure(s). Press enter again to go to the 'Offender Release' screen, put in date to be released (same as termination date above) on 'release date' line, enter current time on 'time' line, enter release type code (same as above) on 'release type code' line, press enter you will get message 'release processed – select new offender of press enter to continue'. **If more than one offense closure date, use most current date on 'Offender Release' screen.**

```
OPS270I                 Corrections Information Systems           9:48:32
 MCCARTHY                      Offender Release                    9/09/05
                                                   PROCESS

 Offender........... 13846136 BROWN, GABRIEL ALLEN
 DOB................ 11/02/1983    Location: CROO
 Status............. PR Probation
 Current caseload.... 1116  DENNIS D. COOK
 Custody/Supv level.. LTD

 Release date....... 11212003    Time.... 946
 Release type code... CRTR

 Release to location.


 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.
```

Step 3 – Press enter to review the 'Movement/History Maintenance' screen for errors.

```
SYS402I                 Corrections Information Systems            9:50:55
 MCCARTHY                  Movement History/Maintenance            9/09/05
 RECORD KEY:  1665790
 Offender.... 13846136 BROWN, GABRIEL ALLEN           Curr cycle. 02-01-01
 Status...... Discharge        Location.... CROO       Primary caseload *None
 Position custody/admission cycle...  2  1
  --Cycle-- Location      --Admission----- ------Release-----------
  02 Admission From: CROO  08/05/2003      11/21/2003    CRTR
  02-01       Status: PR   08/05/2003      11/21/2003     CRTR
  02-01-01    CROO         08/05/2003 08:00 11/21/2003 09:46 CRTR
  Housing                  08/05/2003 08:00 11/21/2003 09:46
                                                              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 cancel EPR (refer to EPR Steps, Canceling an EPR on page 6). (EXCEPTION: SEX OFFENDER'S. This will only be on those sex offenders who have been under supervision for a long period of time and their sex offender registration is part of the EPR. Refer to 'LEDS ENTRY – SEX OFFENDERS' document). Staple confirmation to <u>blue</u> EPR Worksheet or follow your county policy.

Step 5 – Check Treatment Module for treatment completion by pressing F11-3-T, this will take you to the "Treatment Programs" window. Refer to 'Treatment Module' manual for data entry. Follow your county policy for data entry.

```
3  Active_Jobs   WS_Options    Process_Step   Info_Windows
_____ ................................. _____
                        : 13846136 BROWN, GABRIEL ALLEN    :
  Offender:  13846136   : T CC Release Process             :
                        : C W/W Offenses/Court Orders      :
  ORI No:  OR026035G   N : R Releases                      :
                        : V Movement History/Maintenance   :
  Case No: 13846136    D : M Modify Probation Record        :
                        ...................................................
  Process X :                    Treatment Programs                    :
          :                                                            :
          : Offender: 13846136 BROWN, GABRIEL ALLEN                    :
          :            *ALL *ALL                            *ALL       :
          :   Treatment   Cnty Type   Referred    Entered  Exit date Code I :
          :  No treatment records found                                :
          :                                                            :
 F2=Message : F4=Prompt   F6=Add   F10=Print   F12=Cancel   F16=View history   :
 F9=Retriev :                                                         :
```

Step 6 – If Felony or Misdemeanor Sex Offender case, copy official file material for OISC-Central Records, marking right bottom corner with CC:CR (Central Records). Note: On the Misdemeanor Sex Offender cases, write on Closing Summary 'Misdemeanor Sex Offender'. Per your office policy archive file material, shred **LEDS**.

NOTE: Conditional Discharge cases – if you receive an order dismissing, check with the Courts for clarification on whether this is an expungement or just a dismissal order. If dismissal order, close the offense to DISM using order date. If sentence already closed to expire, then change sentence line EXPI to DISM. Make an F8=Note explaining change. If this is an expungement order, follow expungement document steps.
Probation cases if appeal won – Do the same as conditional discharge; but also change Movement/History date and EXPI to new order date and DISM.

8.3   PROBATION REVOCATIONS TO PRISON (More than 12 months)

NOTE: It is recommended that the trackable conditions are updated with amounts before closing any offender to revoke, i.e., jail/prison. Refer to the Conditions Tracking Manual.

From the CC RELEASE PROCESS on your main menu:

1 – On "Work With Offenses" screen, check each **probation** offense to see if line is closed to VIOL, if not put '2=change' on second line (matching docket #'s with Court Orders), press

```
OPS230I            Corrections Information Systems (TEST)        10:35:37
 MCCARTHY                     Work with Offenses                   9/12/05

 Offender:  8228870  Wilson, Camille Sue              Record key:
 Status:   Inmate(E2-21B)      CCCF COFFEE CREEK CORRECTIONAL FACI
                                           OISC migr date... 5/01/2003
 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   CF010467/01  UMAT       FELON WEAP     166.270 01   Y    Y
       00   P FPR      01/17/2002  001-036-000    01/16/2006   03/31/2003 VIOL
       00   I F        05/01/2003  000-018-000    08/25/2004   05/07/2004 POST
    02   CF020948/01  UMAT       DEL/MAN BF     475.992 01B  Y    N
       01   I F        05/01/2003  000-029-000    10/07/2006
    03   CF020644/01  UMAT       POS SUB CF     475.992 04B  Y    N
       02   I F        05/01/2003  000-003-000    01/07/2007
                                                              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...
```

enter this will take you to the "Sentence Data" screen, tab down to term date put date of revocation from Court Order, put term code as VIOL, press enter twice. **The Conditions will automatically move to the Expired Conditions Table and Supervision fees will automatically close to VIOL.**

```
OPS235I            Corrections Information Systems (TEST)        10:36:55
 MCCARTHY                      Sentence Data                      9/12/05
                                               CHANGE
 Offender........... 8228870  WILSON, CAMILLE SUE
 Status.............. Inmate          CCCF
 Offense/Sentence.... 01 001            Court Case......... CF010467/01
 Sentencing Guid..... Y                County............. UMAT
 ORS................. 166.270 01   FELON WEAP CF FIREARM - FELON POSSESS

 Sent type.......... P
 Begin date......... 1/17/2002
 Compact begin dt....
 Length (ymd)........  1 -  36 -  0      Life (L)...........
 Inop days..........
 CS to..............              MRG to.............

 Tent paro disc date.
 Termination date.... 3/31/2003      Max sent date....... 1/16/2006
 Termination code.... VIOL           Max indet sent date.
 F3=Exit   F4=Prompt  F5=Refresh   F11=Menu bar    F12=Cancel
```

Step 2 – Go to WebLEDS to cancel the EPR (refer to EPR Steps, Canceling an EPR). Staple confirmation on underline blue EPR Worksheet or follow your county policy.

Step 3 – Per your county policy, relocate file.

8.4   PAROLE/POST-PRISON REVOCATIONS TO PRISON (More than 12 months)

Refer to step #2 and #3 above under 'Probation Revocations to Prison (More than 12 months)'.

8.5   FELONY PROBATION REVOCATIONS TO JAIL (12 months or less)

From the CC RELEASE PROCESS on your main menu:

Step 1 – Refer to #1 above under 'Probation Revocations to Prison'.

Step 2 – Go to WebLEDS to modify EPR RTP and MIS fields (refer to EPR Steps, Modifying an EPR on page 4). Change RTP to FLC and MIS to Revoked to (insert County that offender is residing in) Jail". "MULTNOMAH AND CLACKAMAS COUNTIES ARE THE ONLY TWO COUNTIES THAT WANT THE EPR MODIFIED TO THEIR ORI. Staple EPR confirmation to blue EPR Worksheet or follow your county policy.

Step 3 – Fax Revoking Court Order to Local Control Supervisory Authority or following your county policy.

Step 4 – Refer to #3 above under Revocations to prison.

8.6   PAROLE/POST-PRISON REVOCATIONS TO JAIL (12 months or less)

Follow steps #2, #3 and #4 above.

8.7   UNSUPERVISED (Body closure only)

NOTE: Local Control PPS offenders and offenders being supervised in another State are not eligible for UNSU status.

From the CC RELEASE PROCESS on your main menu:

Step1 – Type SID # on "Offender" line, press enter. Press enter to go to the "Offender Release" screen, put in actual ASR date to be released (taken from body of letter to offender from PO – do not use date letter was generated), release type is UNSU, press enter. Press enter again to check 'Movement History/Maintenance' screen. **Note: If offender's closure is processed after ASR date, notify Supervision Fee person so adjustments can be made to offender's account.**

Step 2 – Go to WebLEDS to modify EPR MIS field (refer to EPR Steps, Modifying an EPR on page 4). Change EPR MIS to "Inactive Offender (or Unsupervised Offender) must send detailed arrest info to this ORI, County or PO name and phone number" or per your county policy. **FOR REGISTERED SEX OFFENDERS CHANGE THE RTP to USO.** Staple confirmation to blue EPR Worksheet or follow your county policy.

Step 3 – Per your county policy, relocate file.

8.8   INACTIVE (Body Closure Only for Offenders in another State Prison)

THE PO NEEDS TO DO AN OPTION 24 NOTIFIER LETTER TO THE INSTITUTION THAT THE OFFENDER IS BEING HOUSED IN, ADVISING INSTITUTION THAT OFFENDER HAS AN OBLIGATION TO THIS COUNTY AND TO NOTIFY US OF RELEASE DATE BEFORE THIS CLOSURE CAN BE DONE.

CC RELEASE PROCESS:

Step1 – Type SID# on 'Offender' line, press enter. Press enter to go to the 'Offender Release' screen, put in date to be released (taken from Court Order or Information from other institution), release type is INAC, press enter. **Change supervision fee print to 'N'.**

Step 2 – Press enter to review 'Movement History/Maintenance' screen.

Step 3 – Go to WebLEDS to modify EPR MIS field (refer to EPR Steps, Modifying an EPR on page 4). Change MIS field to "Offender in state which prison". Staple confirmation to <u>blue</u> EPR Worksheet or follow your county policy.

Step 4 – Go to notifier screen and enter an agency notifier following instructions on 'How to Enter Notifier'.

Step 5 – Per your county policy, relocate file.

8.9   REVP (Offender revoked to a Federal Prison)

Step1 – Follow steps for INACTIVE, release type is REVP.

8.10   CONDITIONAL DISCHARGE REVOKED

CC COURT ORDERS PROCESS:

Step 1 – On 'Work With Offenses' screen, put '2=Change' on second line of offense, press enter this will take you to the 'Sentence Data' screen, tab down to term date, put date of closure found on Court Order, put in term code as CONV, press enter.

Step 2 – Press enter, put '7=Add Sentence' on first line of offense, press enter this will take you to the 'Sentence Data' screen, fill in information from Court Order, press enter twice. Use 'F13=Auto Change' to change status to Probation, using date of Court Order, press enter.

Step 3 – Press enter to take you back to the 'Work with Offenses' screen, put '8=Conditions' on first line of offense, press enter, add conditions (refer to Steps To

Opening Cases), press enter to return to 'Work with Offenses' screen. Press 'F10=Print Options' to print kardex or press enter this will take you to the 'Offender Print' screen, put a 5 on option line, press enter. This will print kardex.

Step 4 – Go to WebLEDS to modify DOE and RTP fields (refer to EPR Steps, Modifying an EPR on page 4). Staple confirmation on <u>blue</u> EPR Worksheet or follow your county policy.

Step 5 – Type new file label (refer to Steps to Opening Cases for color of label), then give file to PO.

8.11   DOMESTIC VIOLENCE REVOKED & GIVEN FORMAL PROBATION

Step 1 – Follow steps for Conditional Discharge Revoked.

8.12   COMPACT CASES

Refer to Process for Closing Non-Oregon Compact Cases and follow steps above.

8.13   PSYCHIATRIC SECURITY REVIEW BOARD (Body closure only)

From the CC RELEASE PROCESS on your main menu:

Step 1 – Type SID # on "Offender" line, press enter, this will bring offender to screen. Press enter to go to the "Offender Release" screen, put in date to be released (taken from Court Order), release type is PSRB, press enter. Press enter to check Movement History/Maintenance Screen.

Step 2 – Go to WebLEDS to Modify EPR (refer to EPR Steps, Modifying an EPR). If EPR is on to PSRB, call Mary Clair at PSRB 503-229-5596 to see about getting the PO information added to their EPR.

Step 3 – Check Treatment Module for treatment completion by pressing F11-3-T, this will take you to the "Treatment Programs" window. Refer to 'Treatment Module' manual for data entry. Follow your county policy for data entry.

Step 4 – Send official file material to OISC – Central Records and relocate file according to your county's policy.

8.14   IMMIGRATION CASES

From the CC RELEASE PROCESS on your main menu:

Step 1 – Verify deportation through LEDS, refer to OPS 5 LEDS/WEBLEDS/OJIN section of the manual for IAQ instructions.

Step 2 – Type SID # on "Offender" line, press enter, this will bring offender to screen. Press enter to go to the 'Offender Release' screen, enter release date/time (taken from deportation query from LEDS). Release type will be IMMI, press enter. Press enter to check 'Movement History/Maintenance' screen.

Step 3 – Go to WebLEDS to modify EPR per your county's policy (refer to EPR Steps, Modifying an EPR on page 4).

Step 4 – Send official file material to OISC – Central Records if applicable.

Step 5 – Per your county policy, relocate file.

8.15   CASE ACCEPTED BY ANOTHER STATE - CMPO

From the CC RELEASE PROCESS on your main menu:

Step 1 – Receive the acceptance form from Compact.

Step 2 – Type SID# on "Offender" line, press enter, this will bring offender to screen. Press enter to go to the 'Offender Release' screen, enter release date/time (taken from arrival or departure notice or date other State accepted, per your county). Release type will be CMPO and release to location will be the 2-digit State abbreviation where offender is accepted, press enter. Press enter to check 'Movement History/Maintenance' screen.

Step 3 – Go to WebLEDS to modify EPR per your county's policy (refer to EPR Steps, Modifying an EPR).

Step 4 – Per your county's policy, change primary caseload number to designated Compact PO.

Step 5 – Supervision fees will automatically be waived while offender is on CMPO status.

If Offender returns to Oregon before the end of supervision or when the supervision expiration date is reached, change status from CMPO outcount using the Admission Process. Always notify the Compact office when an offender has returned to Oregon before the end of their supervision.

8.16   PROCESS FOR CLOSING NON-OREGON COMPACT CASES

There are five (4) instances where Oregon can close another States Compact case without prior approval. Those instances are (1) when the offender absconds supervision, (2) when the offender is sentenced to a term of incarceration of more than 180 days, (3) when the offender dies, or (4) when the offender returns to the sending state.

   1 – For abscond cases, either at the same time or after the supervising Oregon county has notified the Compact office by violation report that the offender has absconded supervision, the county office sends by email/fax/mail or thru ICOTS if on CMPO status as of 10/24/08 or later a Compact Closure Notice to the Compact office; Compact makes a chrono notation and forwards on the form to the sending State. Compact then via e-mail notifies the county office at which time the file can be closed to COMP. (NOTE: Never close a non-Oregon Compact case to ABSC).

   2 – For cases where the offender is sentenced to a term of incarceration of more than 180 days; either at the same time or after the supervising Oregon county has notified the Compact office by violation report that the offender has been convicted and sentenced to a prison/jail term of more than 180 days, the county office sends by email/fax/mail or thru ICOTS if on CMPO status as of 10/24/08 or later a Compact Closure Notice to the Compact office; Compact makes a chrono notation and forwards on the form to the sending state. Compact then via e-mail notifies the county office at which time the file can be closed to COMP. (NOTE: Either the violation report of the closure notice shall include a copy of the sentencing/judgment order for the sending state).

   3 – For cases where the offender has died, counties send by email/fax/mail or thru ICOTS if on CMPO status as of 10/24/08 or later the Compact Closure Notice along with verification of the offender's death; Compact makes a chrono notation and forwards on the form to the sending state. Compact then via e-mail notifies the county office at which time the file can be closed to DIED.

   4 - For cases where the offender returns to the sending state on approved reporting instructions and the PO has confirmation that the offender arrived back in the sending state, the county office sends by email/fax/mail or thru ICOTS if on CMPO status as of 10/24/08 or later a Compact Closure Notice to the Compact office; Compact makes a chrono notation and forwards on the form to the sending state. Compact then via e-mail notifies the county office at which time the file can be closed to COMP. (NOTE: An offender should not return/relocate back to the sending state without first obtaining reporting instructions from that state).

For all other cases, prior approval must be obtained from the sending state.

If you are holding cases open waiting for a response from the sending state to close, please send an e-mail to the Compact office (Oregon.interstate@doc.state.or.us) and

let them know. The Compact office will try to contact the other state and see what they can do.

8.17   SENTENCE CLOSURE CODES

BOLD = Community Only   * = Institution only   ***BOLD** = Community and Institution

ABEX – Abscond Expired/Dismissed by Court – Document Required
*AIP – Termination of SG Sentence due to completion of AIP Program
*APPE – Appeal – Appeal won- Court Order Required
BNPB – Conversion to bench probation – Court Order Required
*CDPR – Condition of Probation – Jail Sentence served in Institution
COMP – Compact Closure – Only out of state cases – Compact Form Required
CONV – Conditional Discharge/Diversion Converted to Probation – Court Order Required
CREJ – Compact Investigation Only – Case Rejected
CRTR – Revoked or Terminated to Jail – Court Order Required
*DIED – Offender Died before sentence Termination Date – Verification Required
DISC – Discharge – Parole Discharge Paper Required
*DISM – Conviction/Sentence Dismissed – Court Order Required
EARL – Early Termination – Court Order Required
*EXEC – Executed
*EXPI – Sentence Expiration – Max Date or Statutory Good Time Date reached
*HEAR – 137.700 (BM-11) Resentenced under 137.712 (SB1049)
*INST – LC Sentence Converted to Institution
*LOCL – Institution sentence (I) converted to a local sentence (L)
*ORDE – Court Ordered Release – Court Order Required
*POST – Sentencing Guidelines Incarceration Sentence Expired
*REPA – Refused Parole – Expiration/Discharge of a Bollinger Sentence
*RETU – Return to Sentencing State
*RSNT – Resentence of Conviction and/or Sentence
RTNS – Probation Revoked/Terminated no sanctions – Court Order Required
*SAPP – Supervised Appeal – Court Order Required
*SCOM – Sentence Commuted – Document Required
*TERM – Oregon Incarceration Term Terminated – International Transfer
UNSU – Unsupervised Parole/PPS – PO Letter Required
*USAP – Unsupervised Appeal – Court Order Required
*VACA – Conviction/Sentence Vacated – Court Order Required
VIOL – Probation violated to Prison/LC – Document Required
*XERR – Offender admitted to prison in error with his offense

8.18   BODY CLOSURE CODES

BOLD = Community Only   * = Institution only   ***BOLD** = Community and Institution

ABEX – Same as above
ABSC – Absconded Supervision – Court Order Required
*APPE – Appeal – Appeal Won – Court Order Required
BNPB – Same as above
*CCPR – Concurrent Probation
CMPO – Compact Out – Oregon Offenders Only
*CNPA – Parole Supervision Continued
*CNPO – Post Prison Supervision Continued
*CNPS – Post Prison and Parole Supervision Continued
COMP – Same as above
CREJ – Same as above
CRTR – Same as above
*DIED – Same as above
*DISC – Parole Discharged – Document Required
*DISM – Conviction/Sentence Dismissed
DIVR – Diversion – Status Change only
*DOC – Return to DOC Custody
EARL – Same as above
ERRO – PA/PPS/LV returned to DOC or LC
*ESCA – Escape
*EXEC – Same as above
*EXPI – Same as above
*FCAM – Forest Camp, Permanent Bed Facility
IMMI – Immigration deportation – Document Required
INAC – Inactive Supervision – Document Required
*INTR – Released to International Transfer
*LCMP – Completion of 1145 Sentence Obligation
*LEAV – Temporary or Transitional Leave
*LOCL – Same as above
*MATR – Matrix Release from Jail – LC Offenders only
*MEDI – Medical Leave
*ORDE – Same as above
*PARO – Parole – Document Required
*POPA – Postprison and Parole – Document Required
*POST – same as above
PRCD – Conditional Discharge – Status Change Only
PROB – Probation – Status Change Only
PSRB – Psychiatric Review Board – Document Required
*RETU – Same as above
*REVP – Offender Housed in Federal Prison – Document Required
RTNS – Same as above
*SCOM – Same as above

*SLJU – Second Look Juvenile
TRAN – Transferred to another location
UNSU – Same as above
USAP – Same as above
VACA – Same as above
VIOL – Same as above
WARR – Warrant for Non-Compliance
*XERD – Admitted in Error & Discharged
*XERR – Same as above