

OPS CHAPTER 9 – Transfer’s and Field Investigations

9.1 TRANSFER-INS FROM ANOTHER COUNTY

From the ADMISSION PROCESS on your main menu:

Step 1 – After you receive transfer file in mail, type SID # on ‘offender line’ of ‘Community Corrections Admission’ screen, press enter to bring offender to screen. Tab to admission date/time field and enter date transfer was initiated from other county and the present time. Fill in caseload (PO #) case is being transferred to, press enter you will receive message, ‘transfer admission processed’.

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OPS225I                Corrections Information Systems (TEST)                10:47:16
MCCARTHY                Community Corrections Admission                9/08/05

Offender..... 6624684 NIELSEN, CORY LEE
DOB..... 5/20/1959
Current status..... Probation
Last location..... GRAN
Release date/time.....
Supervision level..... LTD

Admission to location. POLK Polk County Community Corrections
Admission date/time... 3122004 1525
Caseload..... 9161 BOYER, ANGELA

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
Transfer admission processed.
    
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Step 2 – Press enter to move from one screen to the next updating all pertinent information until you come to the ‘Offender Print’ screen, put a 5 on option line, press enter to print kardex.

Step 3 – Run QLW via WebLEDS to check if EPR was transferred to your location, if mailbox information was added, if current PO’s name and number are in miscellaneous field and if supplemental information was entered. If not, refer to ‘Adding Supplemental Information’ document under ‘Enter Probation Record’ section of manual to add supplemental information. Per your county policy, add special conditions if appropriate.

Step 4 – Check supervision fee amount, if different from your county amount, change supervision fee by referring to “Supervision Fee Manual”.

Step 5 – Type new label if needed per your county policy.

Step 6 – Paperclip information to front of file or per your county policy and give file to PO.

9.2 TRANSFERRING TO ANOTHER COUNTY

From the CC RELEASE PROCESS on your main menu:

Step 1 – On the ‘Work with Offenses’ screen, enter SID # on ‘Offender’ line, press enter, this will bring offender to screen. Check ‘Work with Offenses’ screen and make appropriate changes to offenses and conditions if needed (entering balances of restitution (SC7)/compensatory fine/community service work), press enter to process changes. If no changes needed press enter twice to go to ‘Offender Release’ screen.

Step 2 – Fill in release date and time with date other county accepted offender, release type is ‘TRAN’, fill in release location with appropriate 4-digit county location (use F4=prompt to view location list) or refer to Office Procedures Manual, Resource Information, page 4 & 5. Press enter to process, you will get message ‘Released Processed – Select new offender or press enter to continue’.

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OPS270I                Corrections Information Systems (TEST)                9:49:12
MCCARTHY                Offender Release                                9/15/05
                                                                PROCESS

Offender..... 12059050 FISHER, GLENDA L
DOB..... 8/17/1978      Location: JEFF
Status..... PO Post Prison
Current caseload.... 0888 KIM PERKINS
Custody/Supv level.. LTD

Release date..... 9152005      Time.... 930
Release type code... TRAN

Release to location. JACB

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.
    
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Step 3 – Press enter this will take you to the ‘Movement History/Maintenance’ screen. Check to make sure transfer was completed.

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SYS402I                Corrections Information Systems (TEST)                9:51:06
MCCARTHY                Movement History/Maintenance                                9/15/05
RECORD KEY: 0257422
Offender.... 12059050 FISHER, GLENDA L      Curr cycle. 01-09-01
Status..... PostPrison(JEFF Location... JEFF      Primary caseload *None
Position custody/admission cycle... 1 9      LC COUNTY..... JEFF
--Cycle-- Location      --Admission---- -----Release-----
01 Admission From: JEFF 09/22/2000
01-09      Status: PO      07/22/2004
01-09-01   JEFF          07/22/2004 08:01 09/15/2005 09:30 TRAN JACB
Housing      07/22/2004 08:01 07/28/2004 12:00
Housing      ABSC        07/28/2004 12:00 08/28/2004 12:00
Housing      08/28/2004 12:00 09/15/2005 09:30
SANC         JAIL       08/28/2004 00:00 09/26/2004 00:00
                                                                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
    
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Step 4 – Go to WebLEDS (refer to EPR Steps, Modifying An EPR, page 4) to make appropriate changes.

- A. MBX: Enter PO’s LEDES mailbox #; if no mailbox # enter an ‘X’ in first character
- B. ORI: Enter location being transferred to
- C. MIS: Enter PO’s name and number (refer to Office Procedures Manual, Resource Information).

Press ‘Submit’ button to send to LEDES.

Step 5 – Press enter three times to go to the ‘W/W Caseload History by Offender’ screen to check exit date of transfer. Press enter twice to get to the ‘Informational Remarks on Offender’ screen, enter date file sent in remarks screen with you initials.

OPS268I	Corrections Information Systems (TEST)	10:02:32
MCCARTHY	Informational Remarks on Offender	9/15/05
Add Informational Note for 12059050 FISHER, GLENDA L		
Last note:		
Entered: By:		

9/15/05 Transfer file sent to Jackson County - CM/JEFF		

More...		
F3=Exit	F5=Refresh	F11=Menu Bar
F13=Insert	F14=Delete	F15=Wrap off
F10=Print	F12=Cancel	

Step 6 – Check Treatment Module for treatment completion. Press 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. Contact your supervision fee person regarding your county policy if any other fees still owed to your county.

Step 7 - Per your county policy, send file to appropriate county.

9.3 NEW CASE TRANSFER / 90-DAY RULE

The following is the portion of the DOC Transfer Rule #19 (291-019-0160), updated April 5, 2001, that outlines cases not requiring a transfer request and the corresponding responsibilities. The 90-Day Rule is referred to under Item (3).

(1) New Cases: New cases are not subject to the transfer process.

(2) If the offender resides in a county other than the county of conviction, the office serving the county of residence shall assume supervising without requiring any transfer investigation from the sending office.

(3) Ninety-day Rule: If an offender, whose residence is in another county, is sentenced by court order to less than 90 days in jail, the case will be transferred to the office in the county of residence. If an offender is sentenced to 90 days or more, the case will be held by the county of conviction until released from jail at which time the case will be handled as a new intake in the county of residence upon verification of residence.

(4) In situations described in sections (2) and (3) above, it is the responsibility of the office for the county in which the conviction occurred to assure that the court order is sent to the office in the county of residence.

To view the Department of Corrections Transfer Rule, go to DOC Web Page <http://www.oregon.gov/DOC/> Then go down and click on OAR, click on Numerically by OAR, 291. Scroll down to 291-019-0005.

9.4 INTER-COUNTY TRANSFER INVESTIGATIONS (IRT's)

After you have received the investigation do the following:

Step 1 – Go to WebLEDS run a QWHD, RR, FBI, & other State ID if appropriate.

From the main menu, type 'QWHD' in the 'Go To Mask' box, press enter to bring up the 'Criminal Records Inquiry by Name' screen; or if you have added it to your 'favorites list', you can click on 'QWHD' to go to the 'Criminal Records Inquiry by Name' screen. Fill in the name, race, sex and DOB. Press the 'Submit' button to send to LEDS. If your profile has been set to display, click on 'View Responses' and then request print.

Criminal Records Inquiry by Name

MKE: QWHD = CCH, NCIC, LEDS/NCIC Wanted, DMV Message Key

INI: Operator Initials

ORI: OR024075G ORI Number

REQ: Requestor Name

NAM: Inquiry Name (Last,First M)

RAC: - select - Race

SEX: - select - Sex

PUR: C = Criminal Justice Purposes Purpose Code

At least 1 other identifier must be specified:

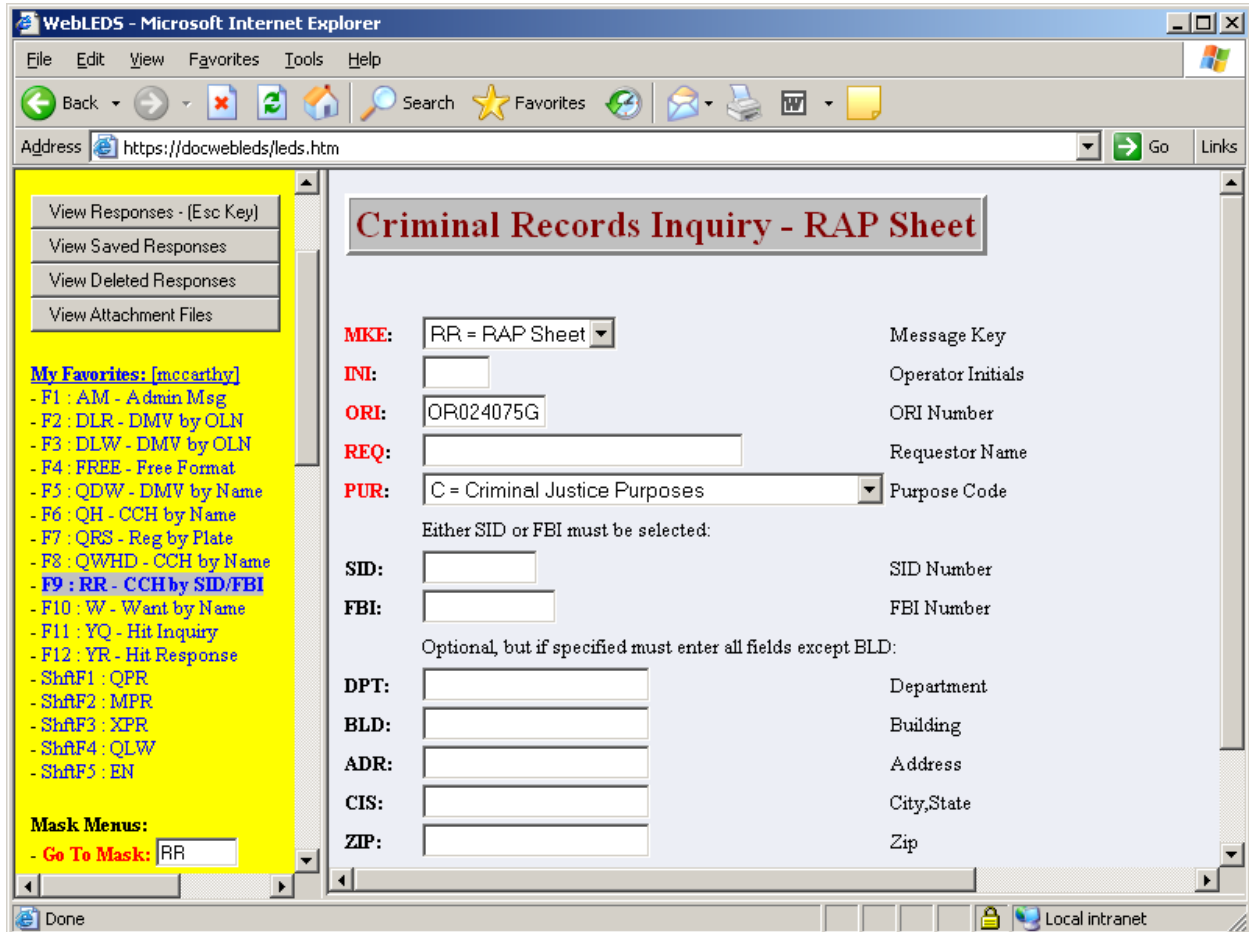
DOB: Date of Birth (YYYYMMDD)

MNU: Miscellaneous ID Numbers

SOC: Social Security Number

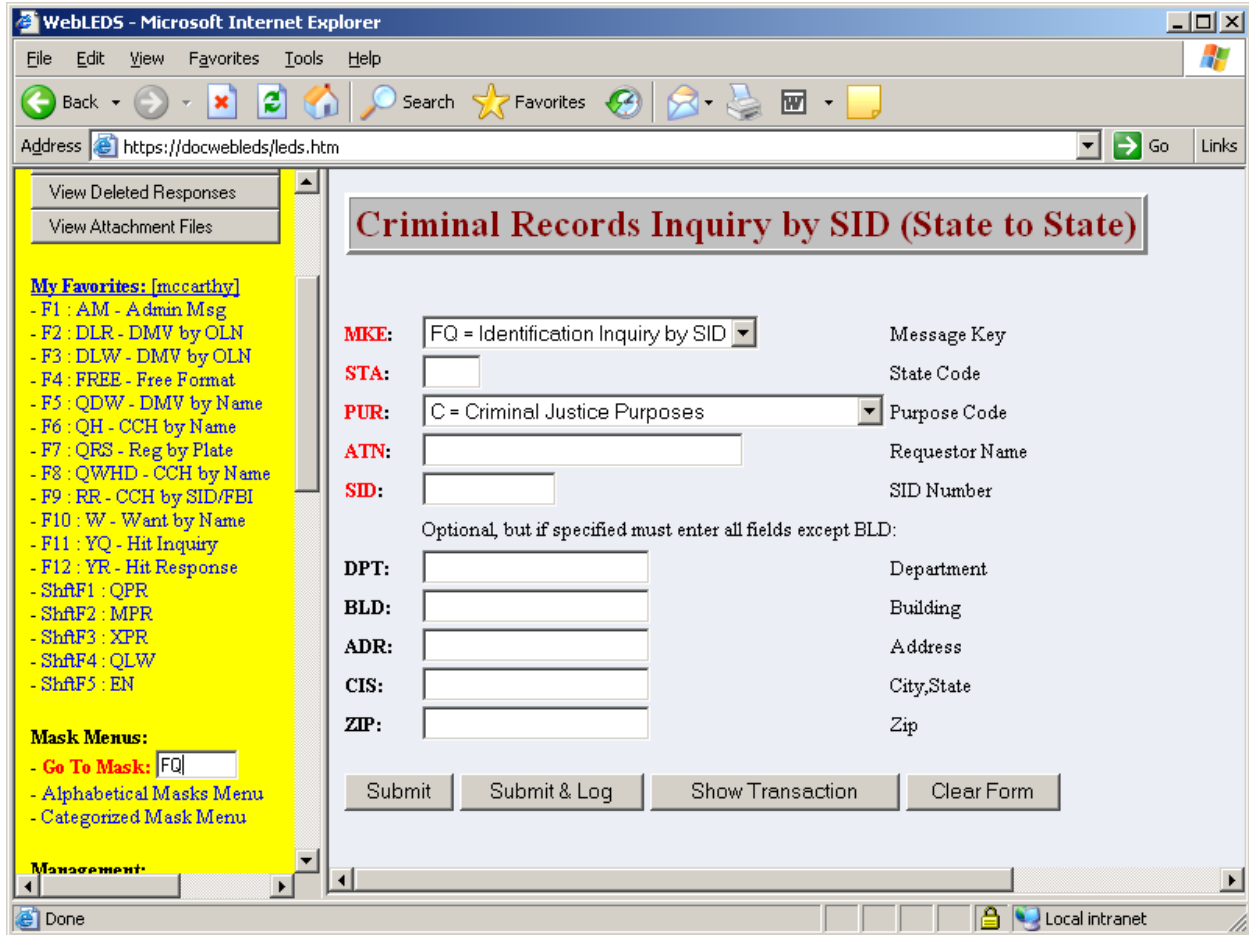
Mask Menus:
- Go To Mask: QWHD

Step 2 - Type 'RR' in the 'Go To Mask' box, press enter to bring up the 'Criminal Records Inquiry – RAP Sheet' screen; or click on 'RR' from your favorites list to go to the 'Criminal Records Inquiry – RAP Sheet' screen. Fill in SID number, then press 'Submit' button to send to LEDS. Click on 'View Responses' and then request print.



Step 3 – For FBI record, fill in FBI number on the 'RR' screen (if offender has one taken from RR CCH), press 'Submit' button to send to LEDS. Click on 'View Responses' button and request print.

Step 4 - If there is States ID # on FBI or RR CCH, type FQ in the 'Go To Mask' box, press enter this will take you to the 'Criminal Records Inquiry By SID (State to State)' screen.



Fill in STA field with 2-letter State code, ATN field with your name, and SID # (using 2-letter State Code in front of number). The DPT, BLD, ADR, CIS (Example: Salem,OR) and ZIP fields are optional, but if specified you must enter all fields except BLD. Press 'Submit' button to send to LEADS. View and print responses.

Step 5 - Put all LEADS information in file folder, per your counties policy.

Step 6 –Per your counties policy, log as required then go to the DOC400, make entry on “Remarks” screen (F7) indicating assigned PO, ect. (EXAMPLE: Date IRT/Field Investigation/Notification was received and assigned to PO’s Name – YOUR INITIALS/OFFICE).

OPS268I	Corrections Information Systems (TEST)	13:15:12
MCCARTHY	Informational Remarks on Offender	8/29/05
Add Informational Note for		
Last note:		
Entered:	By:	

8/28/05 IRT received and assigned to PO (PO Name) - CLM/COMM_____		

More...		
F3=Exit	F5=Refresh	F11=Menu Bar
F10=Print	F12=Cancel	
F13=Insert	F14=Delete	F15=Wrap off
Enter ID number for offender - or press F4=Prompt to select.		

There are many different ways to get to the F7 Remarks screen, here are a few suggestions: While on the Movement/History screen press F7 to bring up remarks screen; At Offender Information screen, press F11-Menu Bar, 4-Info Windows, H–housing or A-admission/release history, then F7-remarks; While on the Housing History screen press F7-remarks; while in any process, press F11, 4, H or V, then F7-remarks; or from main menu, type 14 on selection line enter.

Step 7 - Type white label with name and SID #. Staple “assignment slip” to outside of file in upper right hand corner or follow your counties policy.

Step 8 - Give to assigned PO.

9.5 OUT-OF-STATE INVESTIGATIONS (OOS)

Step 1 - Verify that offender should report to your office. If not, then forward to appropriate office. Email or fax Compact Office of this change.

Step 2 – Refer to Steps to Entering Reporting Instructions and Compact Investigations.

9.6 FIELD INVESTIGATIONS (FI)

Step 1 - Follow steps 1 through 4 above under IRT'S.

Step 2 - Put LEDS in file folder along with Field Investigation information.

Step 3 - If offender has been previously supervised, call last office of supervision for closed file. Type in "Remarks" screen that file was requested. If last supervised in your office/county, attach FI to closed file.

Step 4 – Log as required per your counties policy; go to 'W/W Release Plans' to change 99 – Release Plan caseload to appropriate assigned PO and type in remarks screen indicating assigned PO as shown in example under IRT's.

Step 5 - Give to assigned PO.

9.7 NOTIFICATIONS

Step 1 - Check to see which office last supervised, from Main Menu use option 10 Change Primary Caseload Process, press enter on next screen enter SID # of offender, press enter. E-mail or call last office/county that supervised offender for closed file, or pull file from your own offices file room.

Step 2 - If offender was supervised in your office/county, attach Notification to closed file; give to assigned PO with note advising them to return when offender has been released with post-prison order to open or per your counties policy.

Step 3 - If offender was supervised in another office/county, give Notification to PO indicating that closed file was requested and is being sent. When closed file is received indicate in "Remarks" screen. (Example: Date closed file received and given to PO – INITIALS/OFFICE).

NOTE: If issues/problems arise with institution counselors (i.e. packet info not received), first contact counselor, then contact DOC Community Corrections Office 503-945-9050 if still no results.

9.8 ACCEPTANCE/REJECTION STEPS

After PO does investigation, they will return to Supervisor indicating acceptance or rejection. Supervisor will return to Support Staff or per your counties policy.

Offender Profile System (OPS) Training Manual

For IRT/Field Investigations/OOS's: If case has been accepted, go to "Remarks" screen and record as shown. (Example: Date IRT/Field Investigation/Notification accepted by PO's name – YOUR INITIALS/OFFICE). Give back to assigned PO.

For IRT/Field Investigations/OOS's: If case has been rejected, go to "Remarks" screen and record as shown. (Example: Date IRT/Field Investigation/Notification rejected, closed file returned to last office of supervision – YOUR INITIALS/OFFICE).

Rejection files are taken out of folders, stapled together and filed in rejection drawer, for 6 months, under PO's name who did investigation or per your counties policy