

# Offender Profile System (OPS) Training Manual



Maintained by the SOON Manual Committee

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## Introduction

A person starting in corrections has a mountain to climb before knowing how to do his or her job. It seems that about the time you have reached the top, the path has changed and you have to go back a step and begin again. Learning how to do the job correctly is an enormous challenge and an accomplishment to be proud of. No one ever knows all the answers, so do not hesitate to ask.

This manual has been designed to assist you in entering, modifying, and transferring of offender data in the Corrections Information System (CIS). Screen prints along with directions will walk you through the processes. This was compiled with hope that this will make it easier for new and existing support staff to do their job and as an aid to others in the office in their absence.

There are many ways to navigate from one screen to another throughout the Offender Profile System (OPS) which is a part of CIS. In designing this manual the process steps that appear on your DOC400 main menu were followed.

A big thank you goes out to all those who did testing of the documents as they were created and another thank you to their directors for letting them have the time to test. We would also like to thank past workgroups for making this job easier.

### OFFENDER PROFILE SYSTEM TRAINING MANUAL WORKGROUP 2008

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The SOON Reps are a great resource and can be found via DOC's website at:  
[http://www.oregon.gov/DOC/TRANS/CC/docs/pdf/community\\_corrections\\_directory.pdf](http://www.oregon.gov/DOC/TRANS/CC/docs/pdf/community_corrections_directory.pdf)

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