

Table of Contents

Introduction

Table of Contents

OPS 1 – Public Information

1.1	Public Information Screen	1
-----	---------------------------------	---

OPS 2 – Admitting Offenders in CIS

2.1	Things that are Not Admitted to CIS	1
2.2	Probation Admission.....	1
2.3	Compact Admission.....	13
2.4	Local Control Admission.....	13
2.5	Admitting Parole, PPS, Leave, & Second Look Cases from an Institution.....	14
2.6	Admitting Post-Prison Cases from County Jails (Local Control).....	19
2.7	Admitting Offenders with Probation and Prison Sentences	20

OPS 3 – Entering Request for RI’s & Compact Investigations

3.1	Request for Reporting Instructions (RI) Data Entry	1
3.2	RI Admission Process – Offender with Previous Discharged Status	1
3.3	RI Admission Process – New Offender	2
3.4	Rescinding of Reporting Instructions	3
3.5	Compact Investigation Request for Transfer (IRT) Packet Data Entry	3
3.6	Compact IRT Admission Process – Offender with Previous Discharged Status ..	3
3.7	Compact IRT Admission Process – New Offender	4
3.8	CIS Data Entry Upon Acceptance and Arrival in Oregon	5
3.9	CIS Date Entry Upon Investigation Rejection	5
3.10	Additional Information	6

OPS 4 – DOC/Institution Release Data Entry

4.1	Steps to Retrieving a Board PPS Order	1
4.2	Board/LC Supervisory Override.....	3
	4.2.1 Petition the Board	3
	4.2.2 Re-Release Following Revocation.....	4
	4.2.3 Local Control Back to Board	6
4.3	Description of Parole and Post-Prison Closures.....	9
	4.3.1 Pre Ballot Measure 10	9
	4.3.2 Ballot Measure 10.....	9
	4.3.3 Post-Prison Supervision	9
	4.3.4 Unsupervised Status	10

OPS 5 – Enter Probation Record (EPR) / LEDS / WebLEDS / OJIN

5.1	Law Enforcement Data System (LEDS) Reps by County	1
5.2	Law Enforcement Data System (LEDS), General Information	1
5.3	WebLEDS, General Information	1

5.4	WebLEDS Masks	4
5.4.1	Creating an EPR.....	4
5.4.2	Adding Supplemental Information to EPR.....	6
5.4.3	Deleting Supplemental Information in EPR.....	7
5.4.4	Modifying an EPR	7
5.4.5	Cancelling an EPR.....	9
5.4.6	Cancelling a Sex Offender EPR with Registration in EPR	9
5.4.7	RTP Codes	10
5.5	LEDS Entry, Sex Offender Specifics	10
5.6	Sex Offender Registration Information	10
5.6.1	Sex Offender Registration Most Common Questions	10
5.7	OJIN (Oregon Judicial Information Network) Access Instructions	12
5.7.1	Name Search.....	12
5.7.2	Search by Case Number.....	13
5.7.3	View Financial Records	13
5.7.4	Miscellaneous Helpful Hints.....	14
5.7.5	Financial History Transaction Codes	15
5.7.6	Court Locations.....	15

OPS 6 – ORS Listing with NCIC Codes

6.1	Listed by Crime, Alphabetically.....	1
-----	--------------------------------------	---

OPS 7 – Modifying Offender Records in CIS

7.1	Abscond/IMMI/PSRB Returns	1
7.2	UNSU Returns.....	2
7.3	Adding an Offense.....	4
7.4	Closing a Single Offense Line	5
7.5	Transferring from Temp Leave Status to PPS Status.....	7
7.6	Extending a Probation Sentence	10

OPS 8 – Closing Offender Records in CIS

8.1	Absconds/Warrants	1
8.2	Permanent File Closure for Probation and PPS	2
8.3	Probation Revocations to Prison (More than 12 months)	5
8.4	Parole/PPS Revocations to Prison (More than 12 months)	6
8.5	Felony Probation Revocations to Jail (Less than 12 months).....	7
8.6	Parole/PPS Revocations to Jail (Less than 12 months)7	7
8.7	Unsupervised (Body Closure Only)	7
8.8	Inactive (Body Closure only for Offenders in another State Prison).....	8
8.9	REVP (Revoked to Federal Prison)	8
8.10	Conditional Discharge Revoked	8
8.11	Domestic Violence Revoked & Given Formal Probation.....	9
8.12	Compact Cases	9
8.13	Psychiatric Security Review Board (PSRB).....	9
8.14	Immigration Cases.....	10
8.15	Case Accepted by Another State – CMPO	10

8.16	Process for Closing Non-Oregon Compact Cases	11
8.17	Sentence Closure Codes.....	12
8.18	Body Closure Codes.....	13

OPS 9 – Transfers and Field Investigations

9.1	Transfer-Ins from another County.....	1
9.2	Transferring to Another County	2
9.3	New Case Transfer / 90-day rule.....	4
9.4	Inter-County Transfer Investigations (IRT's).....	5
9.5	Out of State Investigations	8
9.6	Field Investigations (FI)	9
9.7	Notifications	9
9.8	Acceptance/Rejection Steps.....	9

OPS 10 – CIS Movement History/Maintenance

10.1	Changing “Admission From” Location	1
10.2	Changing Status.....	2
10.3	Changing Admission Date	3
10.4	Deleting Admission Portion of Housing/Location Records.....	4
10.5	Deleting Release Portion of Housing/Location Records.....	5
10.6	Deleting the Only or Last Housing Record	6
10.7	Auto Cycle/Summary Maintenance	7
10.8	Tips and Reminders	8

OPS 11 – Caseload History Maintenance

11.1	Changing Incorrect Caseload Number	1
11.2	Inserting a Caseload Number	2
11.3	Removing an Incorrect Record.....	4
11.4	Backing Out an Incorrect Discharge	6
11.5	Removing an Admission Release Cycle.....	8
11.6	Secondary Caseload Indicator.....	12

OPS 12 – Miscellaneous

12.1	Block Number, Change to a SID Number.....	1
12.2	Offenses, Steps to Copying.....	3
12.3	Conditions, Steps to Copying	5
12.4	Offenses, Re-Sequencing	7
12.5	Conditions, Re-Sequencing.....	10
12.6	Multiple Caseload Changes.....	13
12.7	Duplicate Docket Number with Same Count #, How to Change.....	15
12.8	Status, to Change or Correct Offender's	17
	12.8.1 Legal Status Change – Higher to Lower Status.....	17
	12.8.2 Legal Status Change – Lower to Higher Status.....	17
	12.8.3 Not a Legal Status Change.....	18
	12.8.4 If Status is Still Incorrect	18
12.9	Abscond Warrants, How to Check.....	19

12.10	Felony Convictions with Misdemeanor Treatment.....	23
12.10.1	FMP	23
12.10.2	MFP	23
12.10.3	MFP	23
12.11	Indicating Misdemeanors as Sanctionable	24
12.12	Designators	25
12.13	Notifier, How to Enter	29
12.13.1	Notifier Type Codes and Guidelines	30
12.14	Offender Notes in ISIS.....	32
12.14.1	How to Read an Offender Note	33
12.14.2	Notification of Note Delivery	35
12.15	Expungement/Sealing of Files/Records, Setting Aside Convictions/Arrests	36
12.16	How to Access the ORS Table	37
12.17	Treatment Module Entry/Clean Up	41
12.18	Death Certificates, Steps to Searching SSN Web	42
12.19	Tips & Tricks.....	45
12.20	Vine	48
12.21	Vinewatch.....	50

OPS 13 – Data Entry Requiring a SUN User

13.1	Duplicate Offender Records, Merging in CIS.....	1
13.2	Compact Case, Re-Open (RCOM) in CIS	3
13.3	Bench (BNPB) Closure Reopen	7

OPS 14 – Odd Scenarios

OPS 15 – SB1145 Data Entry

15.1	Felony Probation Revocation.....	1
15.1.1	Step 1: Admit to ‘L’ Location (Jail).....	1
15.1.2	Step 2: Open ‘L’ Sentences	3
15.1.3	Step 3: Admit to Community Corrections Location.....	6
15.1.4	Step 4: County Inmate Movements	8
15.1.5	Step 5: At Completion of the Local Control Obligation	9
15.1.6	Step 6: Releasing the Body to ‘LCMP’	10
15.1.7	Step 7: Admitting Offender to Post-Prison Supervision.....	11
15.1.8	Step 8: Add ‘O’Line	12
15.2	Post Prison Supervision Revocation – Parole Board Case	13
15.2.1	Step 1: Admit to ‘L’ Location (Jail).....	13
15.2.2	Step 2: Open PPSVSANC Docket	15
15.2.3	Step 3: County Inmate Movements.....	17
15.2.4	Step 4: At Completion of the Local Control Obligation	18
15.2.5	Step 5: Releasing the Body to ‘LCMP’	20
15.2.6	Step 6: Returning Offender to Post-Prison Supervision	21
15.3	Post-Prison Supervision Revocation – LC Offender.....	22
15.4	Parole Revocation (PAROVIOL).....	22
15.5	Parole & Post-Prison Revocation	22

15.6	New Local Control Sentences	22
15.7	Contract Back	24
15.8	County Rental	25
15.9	Less Common Scenarios	25
15.9.1	Sentences Run Consecutive and Concurrently	25
15.9.2	Sentenced to PPS with No Jail Time Imposed	26
15.9.3	Felony Conditional Discharge Revoked to Local Control	26
15.9.4	Revoked Probations with no PPS Ordered	26
15.9.5	Data Entry Responsibility for LC Cases with DOC Cases	27
15.9.6	Inmate Escapes Prior to Start of Local Control Sentence	27
15.9.7	Auto Revoke	28
15.10	Data Entry Errors	29
15.10.1	Admitting the Local Inmate to Post Prison	29
15.10.2	31+ Day Sanctions as Sentences	29
15.11	Uncommon Scenarios	29
15.12	Frequently Asked Scenarios	30
15.13	Local Post-Prison (SB156)	32
15.13.1	Inactive Status (UNSU)	32
15.13.2	State Board Authority Reverts to the Local Board	32
15.13.3	Waiver of Residency	32
15.14	Level III Sanctions	32
15.15	Offender Information Sentence Calculation (OISC)	32
15.16	Extraditions	33
15.17	Old PPS Start/Stop Practice	34

OPS 16 – Work With INOP Instructions

16.1	W/W INOP Instruction Manual	1
16.2	How to Find Total INOP Days	12

OPS 17 – DNA Data Entry

17.1	DNA Flag	1
17.2	DNA Collection Entry	5
17.2.1	CCPPO Data Entry	5
17.2.2	CCSUPPORT Data Entry	7
17.3	Report	8
17.4	Checking DNA in LEDS	9

OPS 18 – Condition Tracking

18.1	Introduction	1
18.2	Frequently Asked Questions	2
18.3	How to Access the Condition Tracking Module	4
18.3.1	Support Staff	4
18.3.2	Parole/Probation Officers	4
18.4	Steps for Data Entry	4
18.4.1	From W/W Offenses Screen	5
18.4.2	From W/W Offenders Summary Screen	10

OPS 19 – Substance Abuse Tracking

19.1 Creating a New Record 1
 19.2 Reason, Type and Status Codes..... 2

OPS 20 – Report Printing

20.1 Institution Misconduct Reports..... 1
 20.2 Total Office Caseload Reports..... 4
 20.2.1 Parole Officer Caseload Report 5
 20.2.2 Expiration Report 6
 20.2.3 Temporary SID# Report 6
 20.2.4 Expected Arrival / Admitted but not Released Report 7
 20.2.5 Office Supv/Distribution Report 7
 20.2.6 Transitional Leave Report 8
 20.2.7 Second Look Offender Report..... 8
 20.3 SIS Report..... 9
 20.4 Print DNA Report..... 11
 20.5 Supervision Fee Reports 13
 20.5.1 PO Account Report..... 13
 20.5.2 County Print Statement Report..... 14

OPS 21 – OISC Central Records

21.1 Contact Information 1
 21.2 Steps to Locating the Prison Term Analyst (PTA) by Offender..... 2
 21.3 Website Address for Locating Rule 70 Records Management 2
 21.4 Requests for Temporary SID to Permanent SID..... 2
 21.5 Sealed Records 2
 21.6 Sending Records to OISC to be Scanned/Maintained..... 2
 21.7 MPR Sex Offenders..... 3
 21.8 Documents Maintained by OISC 3

OPS 22 – Parole Board

OPS 23 – Employee Maintenance

23.1 Steps to Employee Maintenance Changes..... 1
 23.2 PSI BPST (DPSST) Maintenance..... 8

OPS 24 – Checklists and Forms

24.1 Opening a New Probation File 2
 24.2 Closing a Probation File 3
 24.3 Outgoing Transfer..... 4
 24.4 Incoming Transfer 4
 24.5 File Organization Guidelines 5
 24.6 File Organization Checklist..... 6
 24.7 File Closure Form 7
 24.8 Central Records..... 8

24.9 IRT..... 9
24.10 IRT Response..... 10

OPS 25 – Reference Manuals and Resource Information

25.1 List of Other Reference Manuals..... 1
25.2 Website Directions..... 2

OPS 26 – Glossary and Terminology

26.1 Glossary 1
26.2 Oregon DOC-Related Acronyms, Abbreviations, Jargon & Terms 69
26.3 Medical Terminology 78
26.4 Drug / Pharmacology 79
26.5 Common Narcotic Addict Terms..... 80
26.6 Drug Terminology 82
 26.6.1 Alcohol and Other Depressants 82
 26.6.2 Cannabis..... 83
 26.6.3 Designer Drugs..... 84
 26.6.4 Hallucinogens 84
 26.6.5 Narcotics..... 85
 26.6.6 Stimulant: Cocaine..... 86
 26.6.7 Stimulants: Miscellaneous 86
 26.6.8 Quick Reference 88
26.7 Occult Terminology..... 89
26.8 Bilingual Dictionary of Criminal Justice Terms..... 97

Appendix A – Manual Section Responsibilities

NOTE: Anytime the Movement History Screen is adjusted, the Supervision Fees need to be checked or at least notify your supervision fee person.

This page intentionally left blank.