

OPS CHAPTER 2 - Steps to Admitting Offenders into CIS

2.1 THINGS THAT ARE NOT ADMITTED TO CIS

- Bench Probation (Except Incoming Compact)
- City Ordinances
- Bench Parole

NOTE: Drug Court cases may be entered in CIS as Conditional Discharge ORS 475.245 or Diversion ORS 137.533 or 135.881 per your county as long as the order/petition states that the offender is “on formal supervision”.

READ COURT ORDERS THOROUGHLY BEFORE ENTERING IN CIS TO MAKE SURE THE OFFENDER WAS SENTENCED TO FORMAL PROBATION.

2.2 PROBATION ADMISSION

Step 1 – Run OJIN/WEBLEDS to check for offender SID# and to retrieve further information on offender.

Step 2 – From the Main Menu, type a ‘3 = Admission Process’ on the selection line, press enter this will bring up the ‘Community Corrections Admission’ screen.

CCSUPPORT	Corrections Information Systems (TEST)	8:49:14
MCCARTHY	CC Support Menu	9/01/05
Select one of the following:		
1. Offender Information		
2. LEADS		
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:	Job:	
F3=Exit F4=Prompt F10=Move to top F11=Menu bar F12=Previous menu		

Step 3 – Check to make sure offender isn’t already in CIS system by either Name Search Method or SID # Method.

Name Search Method: press F4=Prompt on the ‘offender’ field, this will bring up the ‘Offender Name Search’ screen. On the ‘position to’ field, type the offender’s name as shown on Court Order (last first then middle – **don’t use a comma between the last**

and first name), press enter. This will take you to the section of the name search where your offender could possibly be listed, although you may need to page up or down. Check the identifying data, i.e. Name; DOB; and SID# to see if it matches with your offender. If there is **not** a match, press F12=Cancel and then go to step 3a. If there is a match, go to step 3b on page 3.

```

OPS225I      Corrections Information Systems (TEST)      10:12:10
MCCARTHY    Community Corrections Admission              9/02/05

Offender.....

.....
:
:      Offender Name Search
: Position to . . CABRAL GUY MANUEL      Loc: *ALL
: Name           Birthdate  SID# Case Loc Status/Cell
: CABEZON        M 03/26/1984 13861307 00410 EOCL Inmate(A316A) :
: CABRAL, SASHA CHANIEL  C 07/30/1981 13904807 0850 JEFF Discharge :
: CABRAL, THOMAS EUGENE  C 03/20/1981 14838795 3810 TILL Discharge :
: CABRAL, XSASHA CHANIEL  A 07/30/1981 13904807 0850 JEFF Discharge :
: CABRALES-JACQUEZ, JUAN M  A 09/25/1983 12966261 01409 CCCF Inmate(B226B) :
: CABRALES-JACQUEZ, JUAN MAUR A 09/25/1983 12966261 01409 CCCF Inmate(B226B) :
:
:      More... :
: F4=Prompt  F12=Cancel  F16-View description
:
:
:.....
Copy PSI data from....      SIDNO

F3=Exit  F4=Prompt  F5=Refresh  F6=New admission
F7=Current date/time  F9=Retrieve  F11=Menu bar  F12=Cancel
    
```

SID Method: enter SID# of offender on 'offender' field, press enter. You should get a message at bottom of screen "Offender Not Found. Check ID Number. Use 'F6=New admission' for Offenders new to OPS." go to step 3a. If a match is found, go to step 3b on page 3.

```

OPS225I      Corrections Information Systems (TEST)      9:28:41
MCCARTHY    Community Corrections Admission              9/01/05

Offender..... 6437893
DOB.....
Current status.....
Last location.....
Release date/time....
Supervision level....

Admission to location.
Admission date/time...
Caseload.....

Post admission status.

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

F3=Exit  F4=Prompt  F5=Refresh  F6=New admission
F7=Current date/time  F9=Retrieve  F11=Menu bar  F12=Cancel
Offender not found. Check ID number. Use F6 for offenders new to OPS.
    
```

Step 3a – At the 'Community Corrections Admission' screen, press F6=New Admission, this will bring up the 'Community Corrections New Intake – New Offender Data' screen. Go to step 4 on page 4.

Offender Profile System (OPS) Training Manual

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OPS226I      Corrections Information Systems (TEST)      10:19:02
MCCARTHY      COMMUNITY CORRECTIONS NEW INTAKE      9/02/05
      **NEW OFFENDER DATA**
      ** Note: Use only for offenders not currently enrolled in OP System. **

ID number..... 6437893

Last name..... CABRAL
First/middle/title.. GUY      MANUEL
DOB..... 6221956
Admit to location... COMM
Date/Time..... 9022005 1019
From county/state... LINC
Caseload..... 6010
Admission status.... PR Note: Diversion Offenders enter as DV = Diversion
Compact offender.... N      Compact Offenders ONLY enter as PA = Parole
LC conviction county
LC supv status code.
Search PSI data..... Y
Copy PSI data from..      SIDNO

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

Step 3b – If offender match is found, put cursor on offender and press enter.

```

OPS225I      Corrections Information Systems (TEST)      14:24:03
MCCARTHY      Community Corrections Admission      9/07/05

Offender.....
.....
:      Offender Name Search      :
: Position to ... CABRAL THOMAS      Loc: *ALL      :
: Name      Birthdate      SID# Case Loc Status/Cell      :
: CABRAL, THOMAS EUGENE      C 03/20/1981 14838795 3810 TILL Discharge      :
: CABRAL, XSASHA CHANIEL      A 07/30/1981 13904807 0850 JEFF Discharge      :
: CABRALES-JACQUEZ, JUAN M      A 09/25/1983 12966261 01409 CCCF Inmate(B226B ) :
: CABRALES-JACUEZ, JUAN MAUR      A 09/25/1983 12966261 01409 CCCF Inmate(B226B ) :
: CABRARA-SALINA, ENOC      A 05/30/1980 12300483 6521 LANE PostPrison(IMMI :
: CABRERA, EDIL ANTONIO      C 06/04/1974 14266050 4014 MTDC Probation(ABSC) :
:      More...      :
: F4=Prompt  F12=Cancel  F16-View description      :
:      :
:      :
Copy PSI data from....      SIDNO

F3=Exit  F4=Prompt  F5=Refresh  F6=New admission
F7=Current date/time  F9=Retrieve  F11=Menu bar  F12=Cancel
Enter ID number for offender - or press F4=Prompt to select.
    
```

This will take you to the 'Community Corrections Admission' screen. Fill in 'Admission to Location, Admission date/time, Caseload, Adm from State/County, and Post Admission Status' fields. Press enter to process, you will get message 'Field admission processed.' Press enter to get to next screen 'Offender Names' follow steps 5 through 15 below.

Offender Profile System (OPS) Training Manual

```

OPS225I      Corrections Information Systems (TEST)      14:38:31
MCCARTHY    Community Corrections Admission            9/07/05

Offender..... 14838795 CABRAL, THOMAS EUGENE
DOB..... 3/20/1981
Current status..... Probation
Last location..... TILL
Release date/time.....
Supervision level..... MED

Admission to location. TILL Tillamook County Community Corrections
Admission date/time... 9072005 1437
Caseload..... 3810 DIANE WALLING

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
Field admission processed.
    
```

Step 4 – Fill in all pertinent information, i.e. enter SID # (same as ID number) (if no SID # tab to name field – computer will generate block # when you press enter), Last Name, First/middle/title, DOB, Date/Time, From county/state; and caseload, on “Community Corrections Admission” screen, press enter. This will take you to the ‘PSI Offender Name Search’ screen, check for available PSI information. If there is PSI information, put cursor on offender’s name and press enter.

```

OPS226I      Corrections Information Systems (TEST)      10:19:02
MCCARTHY    COMMUNITY CORRECTIONS NEW INTAKE          9/02/05
            **NEW OFFENDER DATA**

    ** Note: Use only for offenders not currently enrolled in OP System. **

ID number..... 6437893

.....
:              PSI Offender Name Search              :
: Position to . . .      Loc: *ALL      :
: Name      Birthdate  PSI#   SID#  Loc  PSI Date  :
: CABRAL, GARY PAUL      06/22/1956 51050200 6437893 LINC 09/09/1988 :
: CABRERA,      07/11/1952 51552900 7920199 MALH 07/28/1989 :
: CABRERA, CLARA ANN      00/00/0000 51825200 7735615 MARI 02/09/1989 :
: CABRERA, DONOVAN GALVEZ  00/00/0000 23024500 7153113 LANE 09/09/1986 :
: CABRERA, DONOVAN GALVEZ  12/03/1966 23024501 7153113 LANE 02/29/1988 :
: Cabrera, Reynoldo Diaz  00/00/0000 50212300 0 MTDC 05/01/1987 :
:              More... :
: F12=Cancel F16-View description Position and press enter to select. :
:              :
:              :
.....
F3=Exit F4=Prompt F5=Refresh F7=Current date/time
F9=Retrieve F11=Menu bar F12=Cancel
    
```

You will get the message “PSI data will be copied. Enter to copy and admit.” Press enter to admit.

```

OPS226I      Corrections Information Systems (TEST)      10:23:44
MCCARTHY    COMMUNITY CORRECTIONS NEW INTAKE          9/02/05
            **NEW OFFENDER DATA**

    ** Note: Use only for offenders not currently enrolled in OP System. **

ID number..... 6437893

Last name..... CABRAL
First/middle/title.. GUY      MANUEL
DOB..... 6221956
Admit to location... COMM
Date/Time..... 9022005 1019
From county/state... LINC
Caseload..... 6010
Admission status.... PR Note: Diversion Offenders enter as DV = Diversion
Compact offender.... N      Compact Offenders ONLY enter as PA = Parole
LC conviction county
LC supv status code.
Search PSI data..... N
Copy PSI data from.. 510502   SIDNO 06437893 CABRAL, GARY PAUL

F3=Exit  F4=Prompt  F5=Refresh  F7=Current date/time
F9=Retrieve  F11=Menu bar      F12=Cancel
PSI data will be copied. Enter to copy and admit.
    
```

This will take you to the ‘CIS Offender Name Search’ screen, since you have already checked to make sure offender is not in CIS system, press enter to return to the ‘Community Corrections Admission’ screen and you will get the message ‘Field Admission Processed’.

```

OPS225I      Corrections Information Systems (TEST)      10:42:55
MCCARTHY    Community Corrections Admission              9/02/05

Offender..... 6437893 CABRAL, GUY MANUEL
DOB..... 6/22/1956
Current status.....
Last location.....
Release date/time....
Supervision level....

Admission to location.
Admission date/time...
Caseload.....

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
Field admission processed.
    
```

Step 5 - Press enter again to go to the 'Offender Names' screen.

```

OPS212I      Corrections Information Systems (TEST)      11:24:42
MCCARTHY      Offender Names                          9/02/05
              CREATE
Offender: 6437893 CABRAL, GUY MANUEL
Status: Probation LINC Lincoln County Community Corrections

00 CABRAL      GUY      MANUEL      JR      T

Seq Last Name      First      Middle      Title Type
01 CABRAL          GUY      MANUEL
02 CABRAL          GARY      PAUL
03 CABRAL          GUY      M           X
04 CABRIEL         GUY      MANUEL      A

              Bottom
F3=Exit F4=Prompt F5=Refresh F6=Add F7=Change F9=Retrieve
F10=Print F11=Menu bar F12=Cancel F14=Delete
CABRIEL GUYM record added.
    
```

Fill in all names the offender uses one at a time by entering the information in the required fields, i.e. Last Name, First, Middle, Title, Type, press enter to process each name. You will receive the message "record added". **Use F4=Prompt for examples of allowable titles and types.**

NOTE: When offender comes back under supervision on a new cycle and the convicted name is not the same as the previous cycle, change the name to the new convicted name on the 'Offender Names' screen per below.

- **Enter new Court Order name using 'X' as the 'type'.**
- **Press enter, you will get message 'record added.'**
- **Press F7=change, enter the sequence number of the new Court name and tab to the 'X' and change to 'C'.**
- **Press enter, this will change the current Court name to the new Court name. The old Court name will be listed with an 'X' so you know the offender had a previous Court name.**

Step 6 - Press enter to go to the next screen 'Offender Residential Addresses'. Fill in address information in required fields, press enter to process, you will receive the message "Address record added". If mailing address is different from physical address, use 'F15=mailing address'.

```

OPS213I      Corrections Information Systems (TEST)      11:33:22
MCCARTHY      Offender Residential Addresses      9/02/05
              CREATE
Offender: 6437893 CABRAL, GUY MANUEL
Status: Probation      LINC Lincoln County Community Corrections

00 3521 OCEAN BEACH LOOP
City: LINCOLN      State/Zip: OR 97454 - 0000
County: LINC Update mailing? Y Effective: 9/02/2005 HmPh: 000)000-0000
Seq Address1      Address2
  City      St Zip      County      Effective Date
01 3521 OCEAN BEACH LOOP
  LINCOLN      OR 97454 0000 LINC      9/02/2005
Bottom
F3=Exit F4=Prompt F6=Add F7=Change F9=Retrieve F10=Print
F11=Menu bar F12=Cancel F14=Delete F15=Mailing address
ADDRESS record added.      +
    
```

Step 7 – Press enter to go to the next screen, ‘Offender Description’. Fill in required fields, i.e. Sex/Race; Hair/Eyes; Height; Weight; Social Security Number; FBI Number; Drivers License No., St, Yr. Other fields fill in per your county’s policy. Press enter to process, you will receive the message “Description record added”.

```

OPS211I      Corrections Information Systems (TEST)      11:45:30
MCCARTHY      Offender Description      9/02/05
              CHANGE
Offender: 6437893 CABRAL, GUY MANUEL

Birthdate..... 6/22/1956

Sex/Race..... M W
Hair/Eyes..... BLK BRO
Height..... 5 ft 7 in
Weight..... 145 lbs
Social security No.. 029-46-1097
SIS Permission/Date.      PRISM Permission/Date.
FBI Number..... 319936N2      California ID.....
Drivers license No.. 1783852      St OR Yr 2006
Handicap..... NONE
Birthplace..... XX UNKNOWN
Citizenship..... XX UNKNOWN
Primary language....
SSN verified..... by      on

F3=Exit F4=Prompt F5=Refresh
F9=Retrieve F11=Menu bar F12=Cancel
Description record added.      +
    
```

NOTE: Do not use dashes in social security number, computer will generate the SSN dashes and if the offender’s driver’s license is suspended then enter ‘1900’ in year field. If offender has DMV identification, enter in ‘Drivers License No’ fields.

Step 8 – Press enter to go to next screen, ‘Offenders Scars/Marks/Tattoos’. Enter all scars/marks/tattoos one at a time on required fields, press enter to process, you will get a message “record added”. Use F4=Prompt to view allowable Scars/Marks/Tattoos. These are compatible with LEDS entry for EPR’s. Press enter to go to next screen.

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```
OPS214I      Corrections Information Systems (TEST)      11:54:45
MCCARTHY      Offender Scars/Marks/Tattoos      9/02/05
              CREATE
Offender: 6437893 CABRAL, GUY MANUEL
Status: Probation LINC Lincoln County Community Corrections

00 TAT UL ARM

Seq Code      Table Description      Additional Description
01 TAT RF ARM FOREARM, RIGHT
02 SC RF ARM FOREARM, RIGHT
03 TAT R ARM ARM, RIGHT, NONSPECIFIC

Bottom
F3=Exit F4=Prompt F6=Add F7=Change F9=Retrieve F10=Print
F11=Menu bar F12=Cancel F14=Delete
TAT R ARM record added.
```

Step 9 – Press enter to go to next screen, ‘Offender Other Numbers’. Enter any other numbers the offender uses, i.e. DOB; SSN; institution; driver’s license, other State’s SID #, etc. Press enter to process each number separately, you will get a message “record added”. Use F4=Prompt to view ‘Type’ abbreviations.

```
OPS215I      Corrections Information Systems (TEST)      12:00:50
MCCARTHY      Offender Other Numbers      9/02/05
              CREATE
Offender: 6437893 CABRAL, GUY MANUEL
Status: Probation LINC Lincoln County Community Corrections

46620      IN# current institution #

Seq Other Numbers      Type      Additional Description
01 029649701      SSN
02 13622      IN# old institution number

Bottom
F3=Exit F4=Prompt F6=Add F7=Change F9=Retrieve F10=Print
F11=Menu bar F12=Cancel F14=Delete
13622 record added.
```

Step 10 – Press enter to go to the next screen, ‘Work With Offenses’.

OPS230I	Corrections Information Systems (TEST)	12:51:24
MCCARTHY	Work with Offenses	9/07/05
Offender: 6437893 Cabral, Guy Manuel Record key:		
Status: Probation LINC Lincoln County Community Corre		
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
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. +		

On the ‘Work With Offenses’ screen, press ‘F6=Add Docket’, fill in:

- docket #/case # (a total of 12 numbers only including /count number) 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 # (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);
- defense counsel;
- district attorney;
- DA #;
- crime date (taken from Court Order or OJIN);
- Measure 57 (taken from Court Order)

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- 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'.

```

OPS263I      Corrections Information Systems (TEST)      13:02:15
MCCARTHY      New Docket, Offense and Sentence      9/07/05
              CHANGE
Offender.... 6437893 CABRAL, GUY MANUEL
Status..... Probation    LINC

Docket#..... 881132/01      County..... LINC
Offense number..... 1      Sanction status.....
ORS number..... 162205      FAIL AP I CF
Sent guide (Y/N)... Y
Felony=Misdemeanor.. N
Inchoate/ORS.....
Crime seriousness... 2      Criminal history.... I
Sentencing judge.... LITTLEHALES
Defense counsel..... GRECO
District attorney... WRIGHT      DA case number..... 123456
Crime date..... 9201988      Arrest date.....
Convicted date.....
Sentence type..... P Life (L)..... Begin date..... 10261988
Length (ymd)..... 5 - 0 - 0      Compact begin date..

F3=Exit F4=Prompt F5=Refresh F6=Sentence detail F11=Menu bar
F12=Cancel
Docket, offense, and sentence added.
    
```

```

OPS263I      Corrections Information Systems (TEST)      13:08:41
MCCARTHY      New Docket, Offense and Sentence      9/07/05
              CHANGE
Offender.... 6437893 CABRAL, GUY MANUEL
Status..... Probation    LINC

Docket#..... 900982/02      County..... LINC
Offense number..... 2      Sanction status..... SANC
ORS number..... 161450 03      CONSP CF CF CRIMINAL CONSPIRACY C FELONY
Sent guide (Y/N)... Y
Felony=Misdemeanor.. N
Inchoate/ORS..... C 811.182 03      DRIV S/R F DRIVE SUSPENDED/REVOKED FELO
Crime seriousness... 1      Criminal history.... H
Sentencing judge.... LITTLEHALES
Defense counsel..... GRECO
District attorney... WRIGHT      DA case number..... 567891
Crime date..... 6011990      Arrest date.....
Convicted date.....
Sentence type..... P Life (L)..... Begin date..... 6181990
Length (ymd)..... 5 - 0 - 0      Compact begin date..

F3=Exit F4=Prompt F5=Refresh F6=Sentence detail F11=Menu bar
F12=Cancel
Docket, offense, and sentence added.
    
```

Press enter again to take you back to "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.

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OPS230I      Corrections Information Systems (TEST)      13:32:01
MCCARTHY      Work with Offenses                        9/07/05

Offender: 6437893 Cabral, Guy Manuel      Record key:
Status: Probation      LINC Lincoln County Community Corre
      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
__ 01 881132/01 LINC      FAIL AP I      162.205      N      N
__ 00 P FPR      10/26/1988      005-000-000      10/25/1993
8 02 900982/02 LINC      CONSP CF      161.450 03      Y      Y
      DRIV S/R F      811.182 03
__ 00 P FPR      06/18/1990      005-000-000      06/17/1995
      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 11 – Put “Option 8=Conditions” on first line of offense next to docket #, press enter.

```

OPS208I      Corrections Information Systems (TEST)      13:48:21
MCCARTHY      Work With Conditions                        9/07/05

Offender..... 6437893      CABRAL, GUY MANUEL
Status..... Probation      LINC Lincoln County Community Corrections
Court case number. 900982/02      LINC Judge..... LITTLEHALES

Enter option...
2=Change      4=Delete      5=Display      8=Payment Entry
Opt Code      Type      Description      Trk Txt Compl

      No records found

F3=Exit      F4=Prompt      F5=Refresh      F11=Menu bar      F12=Cancel      F13=Repeat
      F17=Add conditions      F18=Expired conditions
    
```

This will bring you to the “Work with Conditions” screen.

```

OPS208I      Corrections Information Systems (TEST)      13:54:44
MCCARTHY      Work With Conditions                        9/07/05

Offender..... 6437893      CABRAL, GUY MANUEL
Status..... Probation      LINC Lincoln County Community Corrections
Court case number. 900982/02      LINC Judge..... LITTLEHALES

Enter option...      Position to Seq#....
1=Select
Opt Code      Seq      Type      Description      Trk
1 NOEA      200      PROBATION      NO ENTRY ALCOHOL SOLD      N
  ANTA      205      PROBATION      ANTABUSE      N
  NAAA      205      PROBATION      NARCOTICS ANONYMOUS OR AA      N
1 NDRG      205      PROBATION      NO DRUGS/DRUG PARAPHERNAL-GC02      N
  NOAD      205      PROBATION      NO ASSN W/DRUG USERS      N
  NOED      205      PROBATION      NO ENTRY DRUGS KEPT/SOLD      N
1 URIN      205      PROBATION      URINALYSIS (GC03)      N
  ADCO      210      PROBATION      ALCOHOL/DRUG EVAL/TREAT-GC04      N
  ALTX      210      PROBATION      ALCOHOL EVAL/COUNSELING-GC04      N
  ANGR      210      PROBATION      ANGER CONTROL COUNSELING      N
      More...
F3=Exit      F4=Prompt      F5=Refresh      F11=Menu bar      F12=Cancel      F13=Repeat
      F17=Selected conditions      F18=Expired conditions
    
```

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 instructions and Waiver, if applicable. Press enter to take you back to "Work with Offenses" screen. Press enter to go to the 'Offender Print' screen.

```

OPS208I      Corrections Information Systems (TEST)      13:59:38
MCCARTHY      Work With Conditions                      9/07/05

Offender..... 6437893   CABRAL, GUY MANUEL
Status..... Probation   LINC Lincoln County Community Corrections
Court case number. 900982/02   LINC Judge..... LITTLEHALES

Enter option...
 2=Change  4=Delete  5=Display  8=Payment Entry
Opt Code   Type      Description          Trk Txt Compl
2  COFO     PROBATION COURT ORDERD FINANCE OBL -GC01  Y
  DLSP     PROBATION DRIVERS LICENSE SUSP/REVK      N
  NALC     PROBATION NO ALCOHOL                      N
  NDRG     PROBATION NO DRUGS/DRUG PARAPHERNAL-GC02  N
  NOEA     PROBATION NO ENTRY ALCOHOL SOLD          N
  NOWP     PROBATION NO WEAPONS POSSESSION          N
  SRCH     PROBATION SEARCH CLAUSE                   N
  SUPV     PROBATION SUPERVISION FEES (GC01)        N
  URIN     PROBATION URINALYSIS (GC03)              N

                                Bottom
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F13=Repeat
F16=Review/copy all conditions F17=Add conditions F18=Expired conditions
    
```

Step 12 –On 'Offender Print' screen put a 5 on option line, press enter. This will print karex.

```

OPS511I      Corrections Information Systems (TEST)      14:07:26
MCCARTHY      Offender Print                      9/07/05

Offender: 6437893   CABRAL, GUY MANUEL
Status: Probation   LINC Lincoln County Community Corrections

    1. Facesheet - with detainees and notifiers
    2. Facesheet - display
    3. Facesheet
    4. Facesheet - with detainees

    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 13 – Go to WebLEDS (refer to EPR Steps) to enter EPR.

EPR CAN ONLY BE ENTERED IF OFFENDER HAS SID #. IF NO SID #, PUT NOTE ON FILE FOR PO TO FINGERPRINT OFFENDER TO OBTAIN SID #, OR PER YOUR COUNTY POLICY.

Step 14 – Type label with case type (i.e. FPR, MPR, DV, CD) offender's name, SID # and expiration date as shown below or per your county policy. **FPR & CD – PINK; MPR & FMP – YELLOW.**

Label Example:

FPR	LAST NAME, First MI
SID #	
	Exp: 02/03/27

Step 15 – Per your county policy prepare file accordingly and put in appropriate PO's mailbox.

2.3 COMPACT ADMISSION - REFER TO OPS 3

Cases with previous discharge status:

Refer to 'Steps to Entering Request for Reporting Instructions and Compact Investigations' section of this manual. Labels – BLUE.

New compact cases:

Refer to 'Steps to Entering Request for Reporting Instructions and Compact Investigations' section of this manual. Labels – BLUE.

2.4 LOCAL CONTROL ADMISSION - REFER TO OPS15

Refer to 'SB1145 Data Entry for Community Corrections Staff' manual.

2.5 ADMITTING PAROLE/POST-PRISON/LEAVE/SECOND LOOK/SEXUAL VIOLENT DANGEROUS OFFENDERS (ORS 144.635B) CASES FROM AN INSTITUTION

Step 1 – Type SID # on “Offender line”, press enter. The “Current Status” line will show Admission pending.

```

OPS225I      Corrections Information Systems (TEST)      9:03:00
MCCARTHY      Community Corrections Admission      9/08/05

Offender..... 4474373 NICHOLS, EARNEST RUSSELL
DOB..... 3/20/1958
Current status..... Admission Pending
Last location..... CRCI
Release date/time..... 8/26/2004 7:19
Supervision level..... HI

Admission to location. COMM Community Corrections
Admission date/time...
Caseload.....

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 - Tab to 'Admission Date/Time' field, fill in date and time of admission (take from release date and time. Release and admit time/date should match exactly). Caseload (PO #), press enter, you will get the message 'admission from institution processed.'

```

OPS225I      Corrections Information Systems (TEST)      9:05:24
MCCARTHY      Community Corrections Admission      9/08/05

Offender..... 4474373 NICHOLS, EARNEST RUSSELL
DOB..... 3/20/1958
Current status..... Post Prison
Last location..... CRCI
Release date/time.....
Supervision level..... HI

Admission to location. MTNO Multnomah North Office
Admission date/time... 8262004 906
Caseload..... 3484 GOSS, RICHIE

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 institution processed.
    
```

Step 3 – Press enter to move from one screen to the next updating all pertinent information until you come to the ‘Work with Offenses’ screen. Check offenses with parole/post-prison/leave order/second look (parole/leave/second look (FPA/FLV/FSL) crimes and sentences will already be entered, so do not add ‘O’ line at this time). Post-prison (FPO) sentences will need to be entered after the institution has closed the I line.

```

OPS230I      Corrections Information Systems (TEST)      9:08:18
MCCARTHY    Work with Offenses      9/08/05

Offender: 4474373 Nichols, Earnest Russell      Record key:
Status: PostPrison      MTNO Multnomah North Office
      DNA Collection Required      OISC migr date...
Enter option...      Custody cycle.... 4
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
7 01 021237686/01 MULT      BURG I      164.225      Y      Y
00 I F      03/26/2003      000-020-000      08/26/2004      08/26/2004      POST

      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.      +
    
```

Put a ‘7=add sentence’ on appropriate offense line (matching docket #'s from PPS Order), press enter, this will take you to the ‘Sentence Data’ screen.

```

OPS235I      Corrections Information Systems (TEST)      9:14:59
MCCARTHY    Sentence Data      9/08/05
      CREATE
Offender..... 4474373 NICHOLS, EARNEST RUSSELL
Status..... PostPrison      MTNO
Offense/Sentence.... 00 000      Court Case..... 021237686/01
Sentencing Guid.... Y      County..... MULT
ORS..... 164.225      BURG I      AF BURGLARY I

Sent type.....
Begin date.....
Compact begin dt...
Length (ymd)..... 0 - 0 - 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
    
```

Step 4 - Put an "O"(not zero) on the "Sentence Type" line, fill in begin date (this is the same as release date taken from PPS order), fill in sentence length taken from PPS order, press enter, you will get the message 'record updated'.

```

OPS235I      Corrections Information Systems (TEST)      9:19:39
MCCARTHY      Sentence Data      9/08/05
              CHANGE
Offender..... 4474373 NICHOLS, EARNEST RUSSELL
Status..... PostPrison  MTNO
Offense/Sentence.... 01 002      Court Case..... 021237686/01
Sentencing Guid.... Y      County..... MULT
ORS..... 164.225  BURG I  AF BURGLARY I

Sent type..... O
Begin date..... 8/26/2004
Compact begin dt...
Length (ymd)..... 0 - 36 - 0  Life (L).....
Inop days.....      Inop days (F4=W/W)..
CS to.....      MRG to.....
Time served.....
Tent paro disc date.
Termination date....      Max sent date..... 8/25/2007
Termination code....      Max indet sent date. 3/26/2023

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

002 record updated.
    
```

Step 5 - Press enter again to return to "Work with Offenses" screen.

```

OPS230I      Corrections Information Systems (TEST)      9:21:31
MCCARTHY      Work with Offenses      9/08/05

Offender: 4474373 Nichols, Earnest Russell      Record key:
Status: PostPrison  MTNO Multnomah North Office
      DNA Collection Required      OISC migr date...
Enter option...      Custody cycle.... 4
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
8 01 021237686/01 MULT  BURG I  164.225  Y  Y
00  I F  03/26/2003  000-020-000  08/26/2004  08/26/2004  POST
00  O FPO  08/26/2004  000-036-000  08/25/2007
      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...
    
```

Put an '8=conditions' on first line of offense, press enter this will take you to the "Work with Conditions" screen.

```

OPS208I      Corrections Information Systems (TEST)      9:26:22
MCCARTHY      Work With Conditions      9/08/05

Offender..... 4474373    NICHOLS, EARNEST RUSSELL
Status..... PostPrison    MTNO Multnomah North Office
Court case number. 021237686/01    MULT Judge..... ROSENBLUM

Enter option...
 2=Change  4=Delete  5=Display  8=Payment Entry
Opt Code   Type      Description      Trk Txt Compl

No records found

F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel  F13=Repeat
          F17=Add conditions  F18=Expired conditions
    
```

Press "F17=add conditions"(Shift F5), put a '1=select' on the option line beside each condition that is listed on order' press enter.

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.

```

OPS208I      Corrections Information Systems (TEST)      9:28:22
MCCARTHY      Work With Conditions      9/08/05
Offender..... 4474373    NICHOLS, EARNEST RUSSELL
Status..... PostPrison    MTNO Multnomah North Office
Court case number. 021237686/01    MULT Judge..... ROSENBLUM
Enter option...      Position to Seq#.....
 1=Select
Opt Code  Seq  Type  Description      Trk
1 SC1    50  PARO/POST  SUBMIT TO Mental Health Eval  N
  SC2    50  PARO/POST  Psych Medication Monitoring  N
  SC3    50  PARO/POST  No Contact with Minor Females  N
  SC4    50  PARO/POST  No Contact with Minor Males  N
  SC5    50  PARO/POST  S/O Polygraph Test  N
  SC6    50  PARO/POST  Sex Offender Treatment Program  N
1 SC7    50  PARO/POST  Court Ordered Restitution  Y
  SC8    50  PARO/POST  Sex Offender Notification  N
1 SC9    55  PARO/POST  No Intoxicating Beverages  N
1 SC10   60  PARO/POST  Other Conditions as Listed  N
F3=Exit  F4=Prompt  F5=Refresh  F11=Menu bar  F12=Cancel  F13=Repeat
          F17=Selected conditions  F18=Expired conditions
    
```

Press 'F17=add conditions' (shift F5) again to see list of chosen conditions.

```

OPS208I      Corrections Information Systems (TEST)      9:32:26
MCCARTHY      Work With Conditions      9/08/05

Offender..... 4474373  NICHOLS, EARNEST RUSSELL
Status..... PostPrison  MTNO Multnomah North Office
Court case number. 021237686/01  MULT Judge..... ROSENBLUM

Enter option...
 2=Change 4=Delete 5=Display 8=Payment Entry
Opt Code  Type      Description      Trk Txt Compl
  SUPV    PROBATION SUPERVISION FEES (GC01)      N
  SC1     PARO/POST SUBMIT TO Mental Health Eval  N
  SC10    PARO/POST Other Conditions as Listed  N
  SC11    PARO/POST No Contact with Listed People  N
 2 SC7    PARO/POST Court Ordered Restitution  Y
  SC9     PARO/POST No Intoxicating Beverages  N

Bottom
F3=Exit F4=Prompt F5=Refresh F11=Menu bar F12=Cancel F13=Repeat
F16=Review/copy all conditions F17=Add conditions F18=Expired conditions
    
```

Put a '2=change' beside each condition that needs text added, press enter to add text (taken from Order). After entering text, press enter you will get message 'record updated'.

```

OPS209I      Corrections Information Systems (TEST)      9:36:56
MCCARTHY      Offender Condition      9/08/05
              CHANGE
Offender..... 4474373  NICHOLS, EARNEST RUSSELL
Status..... PostPrison  MTNO Multnomah North Office

Court Case number. 021237686/01  County.. MULT  Cycle..... 04 02
Condition..... SC7 Court Ordered Restitution  Baf Number..... 0
Condition type.... PAROLE
Condition text....

Trackable..... Y

Expiration date... 8/25/2007      Start date..... 8/26/2004

Amount/unit..... 3,452.50      Completed date.... 0/00/0000

Monthly amount.... $ Dollars

Last payment activity.. 0/00/0000  Balance..... 3,452.50

F3=Exit F4=Prompt F5=Refresh F7=Browse backward
F8=Browse forward F11=Menu bar F12=Cancel
SC7 record updated.
    
```

Press enter twice to return to 'Work with Offenses' screen.

```

OPS230I      Corrections Information Systems (TEST)      9:40:57
MCCARTHY      Work with Offenses      9/08/05

Offender: 4474373 Nichols, Earnest Russell      Record key:
Status: PostPrison      MTNO Multnomah North Office
      DNA Collection Required      OISC migr date...
Enter option...      Custody cycle.... 4
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
2 01 021237686/01 MULT      BURG I      164.225      Y Y
  00 IF      03/26/2003      000-020-000      08/26/2004      08/26/2004      POST
  00 O FPO      08/26/2004      000-036-000      08/25/2007

      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...
    
```

Put a '2=change' on appropriate offense line, check to make sure sanction status and grid score have been entered. If known, enter sanction status and grid score (criminal seriousness and criminal history fields), press enter. Press enter to return to 'Work With Offenses' screen.

```

OPS236I      Corrections Information Systems (TEST)      9:42:18
MCCARTHY      Docket and Offense Description      9/08/05
      CHANGE
Offender..... 4474373      NICHOLS, EARNEST RUSSELL
Status..... PostPrison      MTNO Multnomah North Office

Docket#/County..... 021237686/01 MULT

Sanction status.... SANC
Offense number..... 01
ORS number..... 164.225      BURG I      BURGLARY I
Sent guide (Y/N)... Y      Crime Class/Severity AF 245
Felony=Misdemeanor.. N
Inchoate/ORS.....
Crime seriousness... 7      Criminal history.... B
Sentencing judge.... ROSENBLUM
Defense counsel..... JEFFERSON
District attorney... SNOWDEN      DA case number.....
Crime date..... 12/24/2002      Arrest date.....
Convicted date..... 3/25/2003

F3=Exit      F4=Prompt      F5=Refresh      F6=Add Sentence      F8=Add counts
F11=Menu Bar      F12=Cancel
    
```

Step 6 – Use F11-3-K or press enter 4 times to get to the 'Offender Print' screen, put a 5 on option line, press enter to print kardex.

Step 7 – Go to WebLEDS (refer to EPR STEPS ops 5) to enter EPR.

Step 8 - Type label as shown above. **LABEL IS GREEN.**

Step 9 – Paperclip all information together and give to PO.

2.6 ADMITTING POST-PRISON CASES FROM COUNTY JAILS (LOCAL CONTROL)

Step 1 – Type SID # on ‘Offender line’, press enter. The ‘Current Status’ line will show Local Control and the ‘Last Location’ line will show the ‘L’ location.

```

OPS225I      Corrections Information Systems (TEST)      10:29:31
MCCARTHY      Community Corrections Admission          9/08/05

Offender..... 12590238 MORGAN, WILLIAM ALLAN
DOB..... 10/31/1962
Current status..... Local Control
Last location..... LLAK
Release date/time..... 4/12/2005 13:00
Supervision level.... MED

Admission to location. COMM Community Corrections
Admission date/time...
Caseload.....

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
    
```

Step 2 – Use F11-3-V or press enter 8 times to check the Movement/History Screen to see if the ‘L’ location has released the offender to LCMP. If not released to LCMP, then you must wait for ‘L’ location to do release.

```

SYS402I      Corrections Information Systems (TEST)      10:33:21
MCCARTHY      Movement History/Maintenance          9/08/05
RECORD KEY: 0224501
Offender.... 12590238 MORGAN, WILLIAM ALLAN      Curr cycle. 02-02-01
Status..... LocalControl Location.... LLAK      Primary caseload *None
Position custody/admission cycle... 2 2
--Cycle-- Location --Admission-----Release-----
02 Admission From: LAKE 05/10/2001
02-02 Status: LC 01/13/2005 04/12/2005 LCMP MTCE
02-02-01 LLAK 01/13/2005 08:00 04/12/2005 13:00 LCMP MTCE
Housing      01/13/2005 08:00 04/12/2005 13:00
SB1145      JAIL 01/13/2005 08:00

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
    
```

Step 3 – If LCMP has been completed, press F3 to return to ‘Community Corrections Admission’ screen. Admit offender following steps above under ‘Parole/Post-Prison Cases From an Institution’, don’t forget to fill in the ‘post admission status’ field, updating appropriate screens as needed.

Step 4 – If offender is from another county give copy of PPS order to your Local Control Supervisory Authority for their records.

Step 5 - **LABEL WILL BE BRIGHT ORANGE OR PER YOUR COUNTY POLICY.**

Step 6 – Paperclip paperwork together and give to PO.

2.7 ADMITTING OFFENDERS WITH BOTH PROBATION AND PRISON SENTENCES

(The institution uses a start date of the date the offender is admitted to the institution and community correction offices use the conviction date as the start date).

If offender was admitted to prison on the same date as Court ordered probation.

Step 1 - Follow instructions under “Steps to Modifying – Adding an Offense, steps 1-3” (pages 4 & 5).

Step 2 – Enter Agency Notifier following instructions under “Miscellaneous – How to Enter a Notifier”.

Step 3 – Per your county’s policy, type label and file material and/or file.

If offender admitted to prison before probation conviction date.

Step 1 – Follow instructions under “Steps to Modifying – Adding an Offense” (page 4 & 5).

Step 2 – Enter Agency Notifier following instructions under “Miscellaneous – How to Enter a Notifier”.

Step 3 – E-mail Help Desk to enter a ticket to SUN to insert the probation movement.

Step 4 – Per your county’s policy, type label and file material and/or file.