

OPS CHAPTER 9 – Transfer’s and Field Investigations

9.1 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 LEADS. If your profile has been set to display, click on ‘View Responses’ and then request print.

The screenshot shows a web browser window titled 'WebLEDS - Microsoft Internet Explorer' with the address bar displaying 'https://docwebleds/leds.htm'. The main content area is titled 'Criminal Records Inquiry by Name' and contains a form with the following fields and labels:

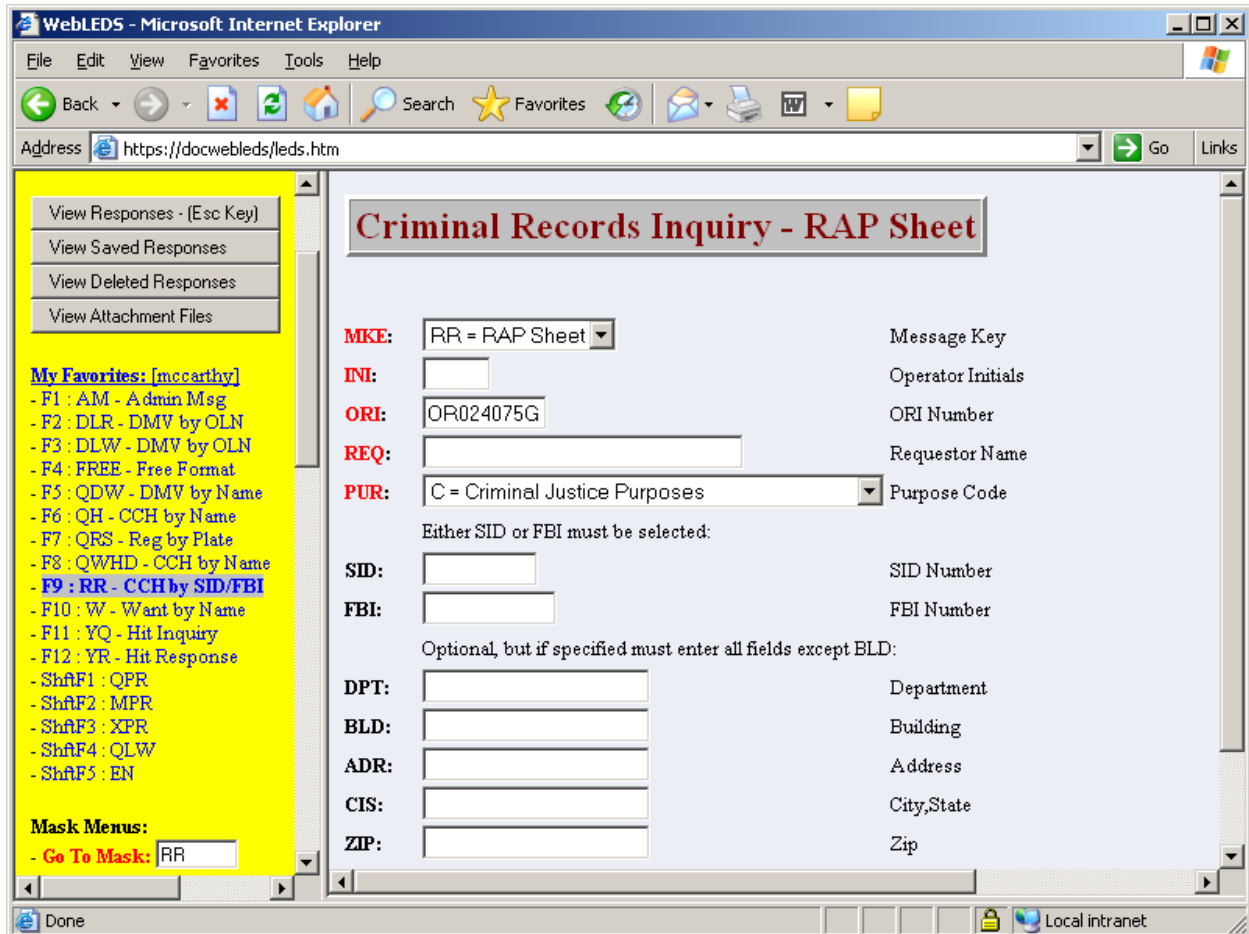
- MKE:** QWHD = CCH, NCIC, LEADS/NCIC Wanted, DMV (dropdown menu) - Message Key
- INI:** [text input] - Operator Initials
- ORI:** OR024075G - ORI Number
- REQ:** [text input] - Requestor Name
- NAM:** [text input] - Inquiry Name (Last,First M)
- RAC:** - select - (dropdown menu) - Race
- SEX:** - select - (dropdown menu) - Sex
- PUR:** C = Criminal Justice Purposes (dropdown menu) - Purpose Code
- DOB:** [text input] - (Required for QHD, QWHD, QPO, QMEN) - Date of Birth (YYYYMMDD)
- MNU:** [text input] - Miscellaneous ID Numbers
- SOC:** [text input] - Social Security Number

Below the form, a red text prompt states: **At least 1 other identifier must be specified:**

On the left side of the browser window, there is a sidebar with a yellow background containing the following sections:

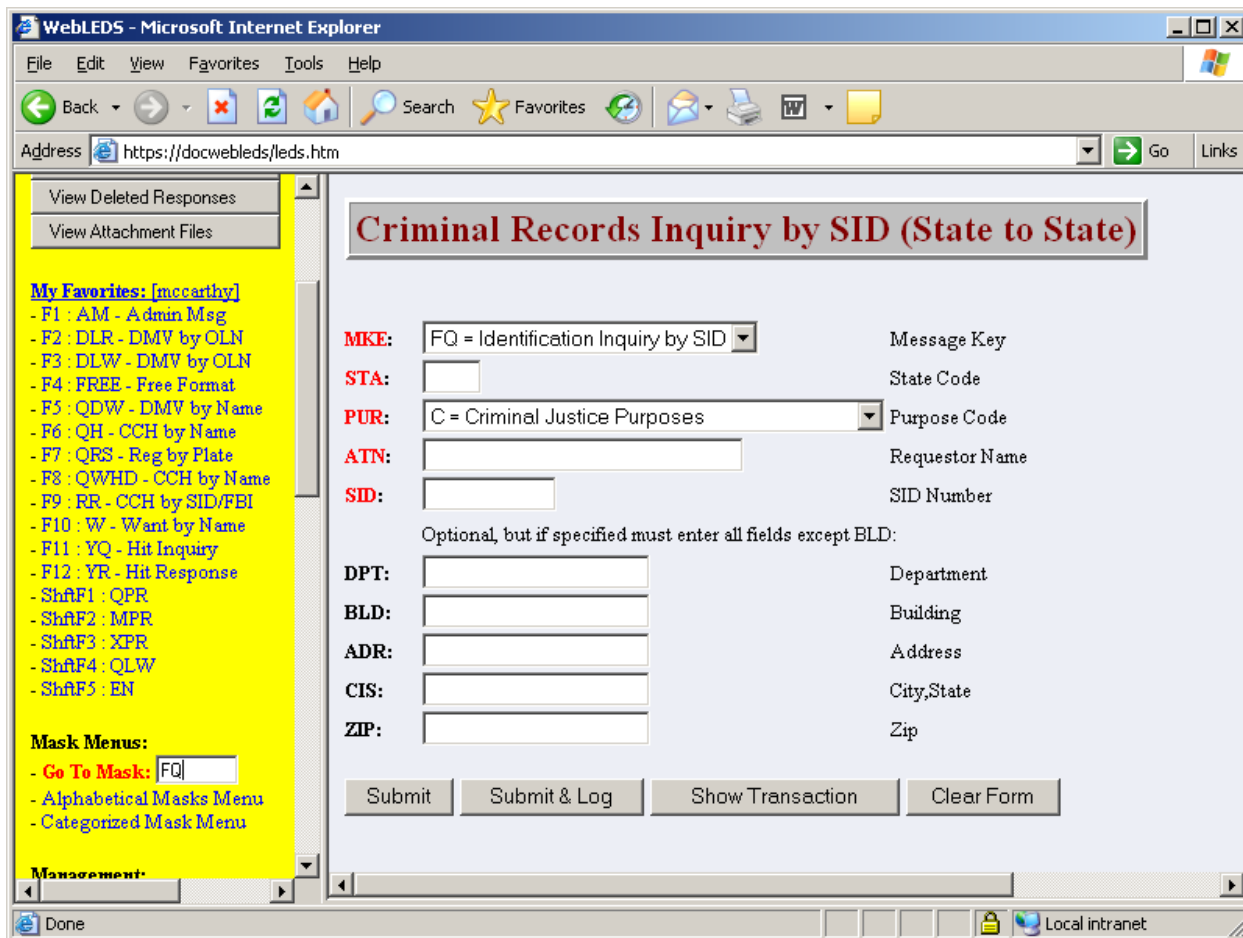
- View Responses - (Esc Key)**
- View Saved Responses**
- View Deleted Responses**
- View Attachment Files**
- My Favorites: [mccarthy]**
- F1 : AM - Admin Msg
- F2 : DLR - DMV by OLN
- F3 : DLW - DMV by OLN
- F4 : FREE - Free Format
- F5 : QDW - DMV by Name
- F6 : QH - CCH by Name
- F7 : QRS - Reg by Plate
- F8 : QWHD - CCH by Name
- F9 : RR - CCH by SID/FBI
- F10 : W - Want by Name
- F11 : YQ - Hit Inquiry
- F12 : YR - Hit Response
- ShAF1 : QPR
- ShAF2 : MPR
- ShAF3 : XPR
- ShAF4 : QLW
- ShAF5 : EN
- 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 LEADS. 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 LEADS. 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 LEDS. View and print responses.

Step 5 - Put all LEDS 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.

9.2 OUT-OF-STATE INVESTIGATIONS (COMPACT)

Step 1 - Verify that offender should report to your office. If not, then forward to appropriate office or county through ICOTS. Send an email to Interstate Compact advising the investigation or reporting instructions were forwarded to another county or office. Do not return to Interstate Compact.

Step 2 – Refer to Steps to Entering Reporting Instructions and Compact Investigations.
OPS 3

9.3 FIELD INVESTIGATIONS (RELEASE PLANS FROM INSTITUTION OR LOCAL CONTROL)

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.

9.4 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.

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

9.5 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 exact date and time transfer was released from other county. 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..... 1234567 Test, Offender
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.

```

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.

Note- New intake from another county: If an O is a no show or had provided an incorrect address, **TRANSFER** back to the county of conviction. (This shows what actually happened, that supervision was attempted in the receiving county and O either did not show up for supervision or provided a bad address. This process will not mess up supervision fee account. This is a new practice for SOON.)

9.6 TRANSFERRING TO ANOTHER COUNTY

:Step 1 – From the CC RELEASE PROCESS on your main menu: 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). Press enter to process, you will get message ‘Release 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..... 1234567 TEST, OFFENDER
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.
  
```

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.... 1234567 TEST, OFFENDER                        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
  
```

Step 4 – Go to WebLEDS (refer to EPR Steps, Modifying An EPR, page 4) to make appropriate changes.

- A. MBX: Enter PO's LEDS mailbox #; if no mailbox # enter an "*" 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 LEDS.

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 1234567 TEST, OFFENDER		
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.

Step 7 - Contact your supervision fee person regarding your county policy if any other fees still owed to your county.

Step 8 - Per your county practice, attach modified EPR print out, transfer acceptance and transfer memo and check list (you can find in OPS 24) send file to appropriate county.

Step 9 – Remove CCH/LEDS and chronos before sending.

9.7 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 supervision 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 291-0