Integrated Probation Registrant System (IPRS)

For assistance, contact DCJS via Feedback or by calling the Customer Contact Center at 800.262.3257

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OVERVIEW OF THE PROBATION SERVICES SUITE

The Probation Services Suite provides information and functionality specific to Probation practitioners across New York State. The Integrated Probation Registrant System (IPRS) replaces the Client Data System (CDS) used by many Probation Departments to capture State-mandated data on new registrations, case closings, etc. IPRS will capture much of the same information as CDS, and will provide Probation users with much more information in return. Among the notable improvements are the real-time response messages returned directly to the user's screen that will allow the user to correct any errors right away, and receive confirmation when the probation case is updated to the DCJS database. This will insure that hit notices will be generated upon an offender's subsequent arrest.

<u>Search</u> allows inquiry on Probation data stored on the DCJS database. The user may search by name and descriptive data, or by using an identifying number such as NYSID, Criminal Justice Tracking Number, Probation Client ID Number, or Registration Number.

<u>IPRS</u> provides access to the Integrated Probation Registrant System's main screen, where the user can access the menu of maintenance functions including Pre-Entry (Add), Address (used to modify an existing probationer address or add new one), Modify, Transfer, Violation, Closing, and Delete.

This manual provides explanation of the entry fields included on each of the Search and IPRS maintenance screens as well as common error/response messages.

Most of the IPRS screens include the following buttons to facilitate processing:

Clear Input	Click this button to clear all the entry fields on the screen.
Cancel	Click this button to return to the Probation Maintenance screen without updating the current record.
Send Request	Click this button to process the transaction and update the current record.

If you have any questions related to how to use this system or the implications of a particular response, or if you would like to request training, please contact DCJS via Feedback or by calling the Customer Contact Center at (800)262-3257.

INTERSTATE AND FEDERAL PROBATION CASES

Interstate Transfer and Federal Probation cases cannot be entered via IPRS. Both must be initiated by submission of a DCJS-12 (coop) fingerprint card transaction to DCJS.

In the case of an interstate transfer, the Interstate Transfer Office at DPCA will assign the Client ID Number for the offender. The Client ID created by the Interstate Office will be included in the paperwork that is sent to the county that will supervise the probationer. The probation office should write this Client ID number at the top of the fingerprint card. At the time the fingerprint card is processed by DCJS, the probation case will be updated to the system and a Registration Number assigned.

In the case of a Federal Probation case, both the Client ID and Registration number will be assigned by DCJS as part of the fingerprint processing.

In both cases, once the fingerprint transaction is completed, a fingerprint response rap will be returned to the contributing agency. The assigned Registration Number and Client ID will be displayed on the eJustice fingerprint response rap. The Registration Number is also available via the Criminal Transaction Suite Inquiry response screen or the Search screen in the Probation Services suite. You may use the Registration Number assigned to access the case via IPRS and to perform any required maintenance on the probation record.

UPDATING A CASE FROM INTERIM TO STANDARD SUPERVISION

Previously with CDS, users would close an interim probation case and open a new case if the offender was subsequently sentenced to probation. In IPRS, the correct procedure is to MODIFY the existing case data. This practice will maintain all data associated to the case under a single registration number. On the IPRS main menu, enter the registration # for the interim supervision as the Inquiry Key, click the **MODIFY** button and then click **Modify Case Data**. On the Modify Case Data window, complete the "Sentence Date," "Maximum Expiration Date" and "Sentence" field entries. Then click **Done**. That will return you to the main MODIFY page. Next, click the **Modify Supervision Data** button. On the Modify Supervision Data window, change the "Supervision Type" from Interim to Standard, enter the appropriate "Program Type" and "Supervision Level" information, and enter the date that the offender was placed on regular probation in the "Supervision Assigned Date" field. Then, click **Done**. That will return you to the main Probation Modify screen. Click **Done** at the very bottom of the page, then **Send Request**.

UPDATING FAMILY COURT CASES

At this time, DPCA recommends that Family Court cases not be entered into IPRS.

ADJOURNED FOR DIVERSION

With Release 4.9, IPRS has made accommodation for the entering of Diversion Cases through one of two possible paths.

- If there is NO existing probation for the event, users will perform an ADD of an interim probation case. (See IPRS Probation Entry - Add)
- If an individual is already on probation for this event, a Violation will be added, or an existing violation could be modified to reflect the subsequent Judge's decision to adjourn disposition while the probationer is enrolled in some sort of diversion program. (See IPRS Violation section)

PROBATION SEARCH

The Probation Search function is designed to assist users in searching for probation information regarding a particular probationer. The probation search result shows only probation related data reported to DCJS for the individual. Although the information being returned may be similar to that found on a rapsheet, it is not a complete history report and should not be used as a rapsheet.

INQUIRY KEY:
If you will search via a number, select the corresponding inquiry key from the choices in the drop down list. If you will search by Name and descriptive data, leave Inquiry key blank. Valid Inquiry keys include:

- NYSID Number
- Probation Client ID Number
- Registration Number
- Criminal Justice Tracking Number (CJTN).

INQUIRY NUMBER:
Enter the Inquiry Number that corresponds with the Inquiry Key you have chosen to use to perform the search. When entering NYSID or CJTN, please include the appropriate checkdigit.

As an alternative to using one of the numeric inquiry keys, you may leave the Inquiry Key and Inquiry No. fields blank to enable the entry fields required to search for the subject by name.

NAME:
Name (Last, First, Middle). An entry in the Last and First name fields is required. The name which is entered is the key search element. An initial for the first name is acceptable, but may return more candidates than the one you are searching for. The list of candidates will be refined based on the remaining data entered. For example, if the search name you input was Richard Wagner, both Richard Wagner and Richard Wegner might be produced as candidates. After entering additional data that pertains more to Richard Wegner than Richard Wagner, the possibility of producing Richard Wegner as a candidate becomes greater.

SEX is a required field and only candidates with the same reported sex or that had sex reported as Unknown are returned. Entry of Male will return both Male and Unknown candidates, entry of Female will return both Female and Unknown candidates, and entry of Unknown will return Male, Female and Unknown candidates. An error in the entry of Sex can result in a failed search. If you are unsure of the sex of the individual, enter the Sex as "Unknown" to heighten the chance for a successful search.

RACE is an optional field. The possibility of returning the correct candidate is higher where race matches. Note that candidates can be returned with non-matching races when other data you entered closely matches that on file at DCJS.

ETHNICITY is an optional field. The possibility of returning the correct candidate is higher where ethnicity matches. Note that candidates can be returned with non-matching ethnicity when other data you entered matches that on file at DCJS.

DATE OF BIRTH is a required field. The possibility of returning the correct candidate is much higher where DOB matches or partially matches. Note that the system was designed to allow a 20 year tolerance on birth year and candidates can be returned with non-matching DOBs when other data entered is correct; however, a mismatch on DOB, most notably in the month and day fields, will significantly reduce the likelihood of your candidate being returned.

HEIGHT is an optional field. The possibility of returning the correct candidate is higher where height matches.

Enter the required data, and click **Send Request**.

SEARCH RESULT

The data included in the Search Result screen is dependent upon the Inquiry Key used:

- When a Search is conducted by NYSID or Client ID, the Search result screen will display all the probation events on file at DCJS for the offender assigned that identifying number.

- When a Search is conducted by Registration Number, the Search result screen will display only the probation data related to the case that was assigned that Registration Number. Other probation data that may be on file for that offender will not be included in the Search result.

- When a Search is conducted by Criminal Justice Tracking Number (CJTN), the Search result screen will display only the probation data associated with the criminal cycle that includes that CJTN. Other probation data on file for that offender will not be included in the Search result.

- When a Search is done by Name and descriptive data, all the probation data related to a candidate with a matching name may be returned, or a list of matching candidates may be returned. When a Search by Name and descriptive data returns multiple candidates, you may click the link provided for each to access the Search result screen for that candidate. Please review the data carefully to determine whether the result displayed pertains to your probationer.

If no candidate is returned from a Search, and you are certain that probation data has been reported for this individual, please try your search using a different Inquiry Key. If your original Search was by Name and descriptive data, it is possible that an error in Date of Birth has caused the Search to fail. If the candidate is still not found, please perform a Search or Inquiry on the probationer using the Criminal Justice Repository. Note that the CJ Repository Search allows entry of approximate Age rather than Date of Birth, if necessary. If both those methods fail to return your candidate, it is possible that probation data on file in the CDS system was not updated to the DCJS database. If you are doing a Pre-Sentence Investigation and there is no information on IPRS or the CJ Repository for the instant offense, it is possible that the arrest and arraignment data was not reported to DCJS. In either case, please contact DCJS via Feedback or call the DCJS Customer Contact Center at (800) 262-3257 so DCJS staff can investigate.

IPRS (Probation Maintenance)

Select the IPRS link to access the Integrated Probation Registrant System. This screen provides access to the menu of maintenance functions that can be performed by the system:

PRE-ENTRY must be performed before a Probation record can be added. This function can be accessed by Name or by any numeric Inquiry Key except Registration Number. Note that the Pre-Entry result screen is not a full rap sheet. It displays criminal cycle information for which a probation record might be entered, and is a subset of the Computerized Criminal History (CCH) data on file at DCJS. Once the criminal cycle that relates to your probation case is selected from the Pre-entry result screen, your case data can be added to that cycle by clicking the ADD Probation button provided. A probation case related to a non-fingerprintable arrest that is not represented by a specific criminal cycle can be added by selecting the ADD probation button provided at the end of the Pre-entry result screen.

ADDRESS allows you to correct the probationer's address information entered when the case was initially added or enter a new address.

MODIFY allows you to correct errors in previously entered Probation data, or add certain new information. For example, if you become aware that the probationer has an Alien Number, you could use the Modify function to add that piece of data. Person data, Case data and Supervision data can be edited via this function. The Modify function can only be accessed when the Inquiry Key selected is Registration Number.

TRANSFER allows entry of interstate and intrastate transfer information and modification/deletion of previously entered transfer data. The Transfer function can only be accessed when the Inquiry Key selected is Registration Number.

VIOLATION allows entry of data related to a probation violation, modification/deletion of previously entered violation data, and adjournments for diversion. The Violation function can only be accessed when the Inquiry Key selected is Registration Number.

CLOSING allows entry of data related to closing a probation case, modification of previously entered data, or re-opening of a closed case. The Closing function can only be accessed when the Inquiry Key selected is Registration number.

DELETE allows you to delete a probation case that was added or updated in error. The Delete function can only be accessed by Registration Number.

INQUIRY KEYS:

NYSID is the unique number assigned to each individual to identify him on the CCH database at DCJS. A person should have only one active NYSID.* If the probationer's NYSID is entered as the Inquiry Key for the Pre-Entry function, the resulting Probation Pre-Entry result screen will include each criminal cycle in the probationer's criminal history that may have probation updated to it.

    *If all cycles on a history are sealed, the NYSID is essentially 'retired'; if the person is arrested again, a new (i.e., "active") NYSID is assigned.

PROBATION CLIENT ID NUMBER is the unique number assigned to each individual to identify them on the Division of Probation and Correctional Alternatives (DPCA) Client Database, or CDS. A person should have only one Client ID. If the probationer's Client ID is entered as the Inquiry Key for the Pre-Entry function, the resulting Probation Pre-Entry result screen will include each criminal cycle in the probationer's criminal history that may have probation updated to it, just as it would if NYSID had been entered.

REGISTRATION NUMBER is the unique, event specific number assigned to identify each probation supervision case by the IPRS or CDS system. A probationer will have a different Registration Number for each probation case. When you use Registration Number as the Inquiry Key, only the probation case assigned that Reg number will be displayed. Registration Number is not a valid Inquiry Key for Pre-Entry, but is the required Inquiry Key for all other IPRS functions.

CRIMINAL JUSTICE TRACKING NUMBER (CJTN) is the number assigned to an arrest transaction for the purpose of tracking all actions connected with that arrest, from fingerprinting through court disposition and incarceration or supervision. (It has been referred to in the past as Court Control number, 501 number, or OBTS number.)

    <u>**NOTE**</u>: If the CJTN related to the probationer's arrest is entered as the Inquiry Key for the Pre-Entry function, the resulting Probation Pre-Entry result screen will include only the NYS cycle that includes that CJTN. The remaining criminal history for that probationer will not be included.

NAME, SEX and DATE of BIRTH can be used to perform Pre-Entry when a numeric Inquiry Key is not available. The response may include a list of matching candidates, a single pre-entry response screen, or a 'No Probation Data Found' message.

If multiple candidates are returned, review the response information for each to determine which is the correct record. If additional information is needed to make that determination, click the link in the NYSID/Client ID column to display the Pre-Entry result screen for that candidate. As you review the data returned for each candidate and find that candidate is not the subject of the probation case you wish to add, you may use the BACK button on the browser to return to the candidate list.

If no candidate is returned, or if none of the candidates returned is the subject of the probation case you are trying to enter, you need to determine whether the probation charge is fingerprintable or not. There should be a matching record (NYSID number) at DCJS for any case resulting from a fingerprintable arrest. If the probationer was convicted on a fingerprintable charge but his/her record cannot be found, please perform a Search or Inquiry using the Criminal Justice Repository. If both these methods fail to return your candidate, it is possible that the arrest and/or court data were not reported to DCJS. Please contact DCJS via eJustice Feedback or call the DCJS Customer Contact Center at (800) 262-3257 so DCJS staff can assist you.

If no matching candidate was found and the probationer was sentenced on a non-fingerprintable charge, and it is likely that he has no criminal history at DCJS or no prior probation data on file, you may click the ADD Probation button on the response screen to access the entry function. Only probation cases for individuals that have never been arrested for a fingerprintable offense and subsequently have no record (i.e., no NYSID) at DCJS should be added using that button, and the charge entered must be a non-fingerprintable charge.

NOTE: DCJS cannot send hitnotices on probation cases that are not associated to a NYSID.

ERROR ON PROBATION PRE-ENTRY:
If you get a "No probation data found" message you will be redirected to perform a pre-entry inquiry by Name/Sex/DOB. This will ensure that you exhaust all efforts to correctly identify an existing individual. Do not use the BACK button on your browser. Note that you must return to the IPRS menu page each time you perform a new function or perform a function on a different case. Please use the links and buttons provided in the IPRS application to navigate to different functions.

PRE-ENTRY RESULT

The Pre-Entry result screen displays all the criminal cycles in the offender's history at DCJS to which Probation data may be updated. The information presented at the top of the result screen which identifies the individual (i.e., name, sex, race, date of birth, address, etc) is the information most frequently reported to DCJS.

Criminal cycle data follows, and is ordered with the most recent information first. Each criminal cycle includes information that should help you determine whether this is the cycle in which your probation case data should be updated. A criminal cycle consists of a single arrest and all the associated court and supervision data that may have been reported to DCJS.

Review the arrest and court information presented with each cycle to find data that matches your probation case. Once you have identified the correct cycle, click the ADD PROBATION button included within that cycle. The Probation Entry screen will be displayed.

Selecting the correct criminal cycle is critical. If you cannot locate the cycle that relates to the case you are trying to update, review the probationer's top arrest charge if known. If it is a non-fingerprintable offense, DCJS will not have the associated criminal cycle on file, because we do not update non-fingerprintable arrests. In that case, select the ADD PROBATION button found at the bottom of the Pre-Entry Result screen. However, if the adjudication charge related to the probation sentence is a fingerprintable offense, do not attempt to use the ADD PROBATION at the bottom of the screen.   Instead, contact DCJS via Feedback or call our Customer Contact Center at (800) 262-3257. DCJS staff will obtain the missing arrest or court information and update the criminal history, allowing you to add the probation data.

PROBATION ENTRY (ADD)

When ADD PROBATION is selected from a specific cycle, the Probation Entry screen will be displayed with some fields pre-filled. You may change that data if it does not match what is on your records. Note that when ADD PROBATION is selected from the bottom of the Pre-entry Result screen, and not from a specific cycle, the ADD PROBATION screen will be displayed with no fields pre-filled. Some fields at the top of the entry screen are display only, and cannot be modified. Those fields include Client ID, NYSID, CJTN, and your LogOn ORI. Required entry fields are preceded by an asterisk (*).

In rare cases, you may need to add two probation events to a single cycle. This would occur when the court completes more than one sentencing order; OR references different indictments with different terms and/or conditions of sentence, on a sentencing order. In order to make this entry, you would need to perform two separate and complete ADD transactions by clicking ADD PROBATION from the same cycle displayed on the Pre-Entry Result screen.

Interstate Transfer cases cannot be Added via IPRS. The receiving county of a probationer being transferred from another state must submit a fingerprint card to DCJS (DCJS 12 card). The Interstate Transfer Office at DPCA will create a Client ID Number for the offender. The Client ID created by the Interstate Office will be included in the paperwork that is sent to the county that will supervise him. It is important that this Client ID number be written at the top of the fingerprint card. At the time the fingerprint card is processed by DCJS, the probation case will be updated to the system and a Registration Number assigned.

A description of the fields presented on this screen is discussed below. Additional definitions for some of the choices presented for selection in the entry screen can be found in the glossary at the back of this manual.

*NAME (Last, First, Middle, Suffix)
The Name fields will be pre-filled with the most frequently reported name. If that name does not match the correct name/spelling of the probationer, or if he is known to Probation by a different name, click the History button displayed after the Suffix field to view other names used by the probationer. If one of the names presented in Name History matches the probationer's name, double click to select it and then click **Done** to overwrite the name data originally presented. If the names presented in Name History do not match the probationer's name on your records, enter the correct name in the

Name fields in the Name History window and click **Done**. Upon successful completion of the probation screen, this name will be added to CCH.

*DATE OF BIRTH is a required field.   Enter the probationer's date of birth in MMDDYYYY format.

*SEX is a required field. Select the appropriate value from the list provided.

*RACE is a required field. Select the appropriate value from the list provided.

*ETHNICITY is a required field.   Select the appropriate value from the list provided.

SSN will be pre-filled with the most frequently reported SSN. You can modify the SSN, if your records show a different one than the prefilled value. Enter SSN without dashes.

*US CITIZENSHIP is a required field and indicates whether the probationer is a citizen of the United States. Yes/No/Unknown are the options given. Select the appropriate value from the list provided.

CITIZENSHIP STATUS indicates the citizenship status of the probationer. US Born/Naturalized/Legal Alien/Illegal Alien/Immigrant Worker/Pending are the options given. Select the appropriate value from the list provided.

COUNTRY OF BIRTH indicates the country of birth of the probationer. Select the appropriate value from the list provided.

ALIEN # should only be entered when the probationer's Citizenship status is other than US Born or Naturalized Citizen. A valid Alien number begins with 'A' and is followed by 8 or 9 numerals.

SORA LEVEL is displayed when the probationer has a record on the NYS Sex Offender Registry. This value cannot be modified.

*EDUCATION is a required field. Select the value from the list that best describes the highest level of education attained by the probationer at the time that they were placed on probation.
*EMPLOYMENT is a required field. Select the value from the list provided that best describes the probationer's employment status at the time they were placed on probation.

*ADDRESS (Street, City, State, Zip) is a required field. Address will be pre-filled with the address that was reported with the arrest data. If that address is correct, but the zip code is missing, you may enter it. If that address does not match the current address of the probationer, or if they are known by Probation to reside at a different address, click the **History** button displayed after the Zip Code field to view other addresses reported for the probationer. If one of the addresses presented in Address History matches the probationer's, double click to select it, and click **Done** to overwrite the data originally presented. If none of the addresses presented in Address History match the probationer's, type in the correct address, including zip code, in the Address History window and click **Done**. Upon successful completion of the probation screen, this address will be updated.

   Note: Zip code must be entered or you will get an error message.

VERIFICATION DATE is the date the probationer's address was verified by the Probation Department. This date is required if the method of address verification is entered; otherwise, it must be left blank.

METHOD OF ADDRESS VERIFICATION becomes a required field when Verification Date has been entered.   Select the value from the list provided that best describes the method used to verify the probationer's address. Only the most recent address verification data will be retained for each address.

*CASE # is a required field. Enter the case number assigned to the probation case you are adding. The case number can include up to 10 alpha/numeric characters. A hyphen is allowed.

DOCKET # is the unique identifier assigned to a case by the court. This number may be known as the *Court Case Number* or *Indictment number*. Up to 12 alphanumeric characters are allowed. Limited special characters are allowed, such as a hyphen and forward slash. If you need to reference multiple docket numbers, you may NOT use an ampersand. Instead, please use a dash or the word 'and'.

*CONVICTION/ADJUDICATION DATE is a required field. This is the date the probationer was convicted/adjudicated.

*CONVICTION/ADJUDICATION TOP CHARGE is a required field and is entered by selecting the **FIND LAW** button after entry of the ***Title** and ***Section,** or ***Title, *Section and Subsection** of the top conviction charge.   When completing the Section, you must enter the period or other special characters as well as leading zeros that are on the DCJS file. For example, to enter the section for Assault 3rd, you must enter the section of the PL charge as 120.00. To find the laws for AUO under the VTL, you must

enter the section as 0511. To find the seat belt laws, you must enter the section of the VTL charge as 1229-C.

Note entry of '00' in the Subsection field will always result in No Laws Found message. Leave the Subsection field blank, rather than enter zeros, when there is no subsection. We recommend users do NOT complete the subsection field because minor variations will cause your search to fail.

For Local laws, users would enter LOC in the title field and leave the section and subsection blank and click Find Law. This will return a listing of violations of Local Law and to select the appropriate value, match on Class and Category. For example, if the subject was convicted of a NYC "administrative charge" that is a Class U misdemeanor; select the Loc Law that shows U M as class and category.

If the charge you need to enter is not displayed in the list, it is possible that it has been repealed. This would be most likely to occur on older cases. To display the repealed charges, re-enter the Section and Title at the top of the DCJS Law Lookup window, click the box titled **Show Repealed**, and click the **FIND LAW** button. Select the correct charge by clicking on the hyperlink. If the charge you need to enter is still not included in the list, contact DCJS via Feedback.

Once the correct charge has been selected, you will be returned to the ADD screen. The remaining charge fields will be pre-filled, with the exception of Attempt.*
*Note: Attempt is a required part of the charge entry which you must enter by selecting the appropriate value to indicate whether the conviction charge was an attempt to commit a crime or a completed crime.

The list of charges returned on the Find Law query will differ depending on whether you are adding probation to a cycle that includes a CJTN number, or adding a probation that does not correspond to an existing cycle. If the cycle includes CJTN, the result of the FIND LAW query will include all charges matching the Section and Title entered, regardless of whether they are fingerprintable charges. If the probation does not correspond to a cycle with a CJTN, only non-fingerprintable charges matching the input Title and Section will be displayed.

*SENTENCE DATE is a required field, and should reflect the date the court sentenced the offender to Probation. Enter the sentence date in MMDDYYYY format. Note that Sentence Date is not allowed when the Supervision Type entered is Pre-Sentence/Interim Supervision.

*MAXIMUM EXPIRATION DATE or indication of LIFE is a required field. Enter the date of the maximum expiration of the Probation sentence in this field in MMDDYYYY

format. If the expiration is Life, check the field titled "Life" and do not enter a date.   Note that Maximum Expiration Date is not allowed when the Supervision Type entered is Pre-Sentence/Interim Supervision.

*SENTENCES is a required field. Click the **Choose Sentences** button to display a list of valid entries. Click the checkboxes next to all sentences that are appropriate to the case and then click Done. Note that entry of Sentences is not allowed when the Supervision Type entered is Pre-Sentence/Interim Supervision.

SPECIAL CONDITIONS are those conditions assigned by the court. Click the **Choose Special Conditions** button to display the list of conditions and select all that apply to the case you are entering by checking the box next to each. Select as many of the special conditions that apply to your offender, and then click **Done**.

   Please note: Electronic Monitoring (EM) is a <u>condition</u> of probation. Because EM equates to supervision, EM must occur as a condition of an order of probation, pursuant to Penal Law Section 65.10(4), which governs EM. Additionally, the law does <u>not</u> provide for EM as a condition of Conditional Discharge.

PROBATIONER CATEGORY is the status of the offender placed on probation. Select the value from the list provided that best describes the category assigned to the probationer.

LICENSES POSSESSED refers to the type of license possessed by the probationer. Click the appropriate checkbox to indicate the license type(s). Refer to the glossary for license type definitions.

ASSESSMENT INSTRUMENT USED refers to the tools used to assess the probationer. Click the checkbox next to the instrument name to indicate it was used.

*OFFICER ID is a required field. Enter the ID of the probation officer assigned to the case. The ID number can include up to 10 alpha/numeric characters, no special characters such as hyphens are allowed.

*SUPERVISION ORI This field is pre-filled with your agency's ORI. If supervision responsibility for this case resides with your agency, no additional entry is required. If supervision responsibility resides with a different probation office, and you are performing data entry for them, clear the initial entry and select the ORI assigned to that probation agency from the drop down values provided. Note: The value selected in this field populates both the Supervision and Jurisdiction ORIs for the **initial** add of this probation case.

*PROGRAM TYPE is a required field.   Select the value from the list provided that best describes the program type assigned to the probationer.

*SUPERVISION TYPE is a required field. Select the value from the list provided that best describes the supervision type assigned to the probationer.

*SUPERVISION LEVEL is a required field. Select the value from the list provided that best describes the supervision level assigned to the probationer. Note that supervision levels are very specifically defined by Part 351 of Title 9 NYCRR (Subtitle H) - Supervision of Persons Sentenced to or Placed on Probation. You can find this data on DPCA's website at www.dpca.state.ny.us by clicking the Rules & Regs link, then Part 351.

Note that Program Type, Supervision Type, and Supervision Level are cross edited - only certain combinations of entries are allowed in those three fields. Refer to the chart for details.

SUPERVISION LEVEL CODE	SUPERVISION LEVEL DESCRIPTION
1	Level I
2	Level II
3	Level III
4	Level IV
5	ISP Alternatively Sentenced
6	ISP Transition
7	Other

*SUPERVISION ASSIGNED DATE is a required field. Enter the date the supervision level was assigned. Note that this date cannot be earlier than the Sentence Date (if the Sentence Date is present) or the Conviction Date, and cannot be a future date.

PRE-SENTENCE INVESTIGATION (PSI) ON FILE: At the time a probation event is being added, click inside this checkbox to indicate the existence of a Pre-Sentence Investigation report. The default value for this field is No. If the checkbox is checked for Pre-Sentence Investigation on File, there must also be a corresponding date in the Date PSI Completed field.

DATE PSI COMPLETED: Indicate the date the Pre-Sentence Investigation was completed in MMDDYYYY format. If Date PSI Completed is entered, the checkbox for Pre-Sentence Investigation on File must be checked.

NOTE: IF YOU WOULD LIKE TO PRINT THE ENTRY SCREEN YOU MUST PRINT IT *BEFORE* SUBMITTING THE TRANSACTION. Once your case entry is accepted, you must perform a Search using the Registration Number assigned to view the information that was updated.

Click SEND REQUEST to transmit the completed screen. Upon successful completion of the ADD function, the Registration # assigned to the transaction will be displayed on the response screen along with the Client ID.
Click BACK TO IPRS MENU to return to the menu of maintenance functions without updating the current entry.

Click CLEAR INPUT to clear the entry fields and begin the case entry for this particular offender within the previously selected criminal cycle over again.

ADDRESS

When ADDRESS is selected from the Probation Maintenance screen, the Probation ADDRESS screen will be displayed. The screen will display identifying information related to the probationer and this specific probation case.

Use this function to change address information that was erroneously entered, or to update a new address for the probationer.

ADD – Click **ADD** if you wish to add a new address for the listed probationer.

MODIFY – Click the circular radio button in front of the address you wish to modify. Click **MODIFY** to cause the Probation Address Maintenance screen to be displayed. Revise the existing entry as necessary.

- When **ADDING** or **MODIFYING**, enter the address information in the fields provided. If the address has been verified, complete the Address Verification Date and Address Verification Method fields. Please be sure to include the date of the verification, done in the **ADDRESS DATE** field.

- Click **DONE**. If no errors exist, the Probation Address screen will be displayed with the data you have entered. Review your entry, and if errors exist, you may click **MODIFY ADDRESS** to return to the Probation Maintenance Address screen. Otherwise, click **DONE** once more.

DELETE – Click the circular button in front of the address you wish to delete. Click **DELETE** to begin the transaction. You will then need to click DONE twice until your transaction is successful.

After entering your address transaction and clicking DONE the appropriate number of times, you will have one more opportunity to verify your entry. If it is correct, click **SEND REQUEST** to process the transaction.

MODIFY

When MODIFY is selected from the Probation Maintenance screen, the Probation Modify screen will be displayed. Use this function to change probation case information that was erroneously entered, to add certain new information, or to change an Interim case to Standard probation. Certain fields at the top of the screen, such as Client ID, NYSID, CJTN, Registration Number, your LogOn ORI, and Supervising and Jurisdiction Agency are display only, and cannot be modified. Review the data presented, and click the appropriate button for the category of data to be modified:

MODIFY PERSON DATA - Click this button to modify personal data related to the probationer. The Probation Modify: Person Details screen will be displayed.

MODIFY CASE DATA - Click this button to modify case data. The Probation Modify: Case Details screen will be displayed.

MODIFY SUPERVISION DATA - Click this button to modify supervision data. The Probation Modify Supervision Details screen will be displayed.
- If you are modifying the Supervision Data to reflect a change in the probationer's Supervision Type, Program Type or Supervision Level, you should also enter the corresponding date of this change in the Supervision Assigned Date field. (If you need a record of Supervision Data changes, you should make notations in your case files when you modify this data, including dates these changes were entered, as DCJS will only store the latest supervision data information.)
- If you are modifying the Supervision Data to correct information previously entered, you do not need to enter a new Supervision Assigned Date.

The required entry fields for each detail screen are preceded by an asterisk (*). Refer to the Probation Entry instructions for details on completing the entry fields.

Click **CANCEL** to return to the Probation Modify screen.
Click **CLEAR INPUT** to clear out any changes you made on that screen, and restore the values that were originally entered on the ADD screen.
Click **DONE** to update the changes you made on the detail screen.

After your changes have been made to any of the three data segments and you have clicked **DONE**, the Probation Modify screen will be displayed with the changes you have entered. Before those changes will be permanently saved, you must click **DONE** from the main Modify Screen. A confirmation message will be displayed:
"PLEASE CONFIRM YOUR CHANGES"

You must click **SEND REQUEST** to make the changes permanent, or **CANCEL** to retain the original entries.

MODIFYING AN INTERSTATE CASE THAT NYS IS SUPERVISING:

When an interstate case is accepted for supervision by a NYS County Probation Department, all of the required fields on the Modify screen for a NYS probation case, with the exception of Top Charge, are required.

MODIFYING A US FEDERAL PROBATION CASE:

When a Federal Probation Department desires to modify one of their cases using the Modify screen, some high level information will be prefilled and some data entry may be required before progressing further. Required fields for US Federal Probation cases include: Last Name, First Name, Date of Birth, Sex, Race, Case Number, Conviction Date OR Sentence Date (based on pre-trial or regular supervision), MED or LIFE, and Probation Officer ID.

CLOSING

When CLOSING is selected from the Probation Maintenance screen, the Probation Closing screen will be displayed. Use this function to enter discharge (closing) information, or to reopen a previously closed probation case. Only the Supervision or Jurisdiction ORI agencies, according to the LogOn ORI, will be allowed to close an open probation case.

You should not Close an Interim probation case when the probationer is sentenced to Standard probation; please use the Modify function to change the Supervision Type in that case.

Certain fields at the top of the entry screen are display only, and cannot be modified. Those fields include Client ID, NYSID, CJTN, Registration Number and your login ORI as well as Supervising and Jurisdiction Agency. The probationer's name and other data related to the case is also displayed.   Required entry fields are preceded by an asterisk (*).

The fields on the closing screen are described below. Additional definitions for some of the choices presented for selection in the drop down lists can be found in the glossary.

OFFICER ID will be prefilled with the data that was previously entered. That ID can be overwritten, if necessary.

*DISCHARGE DATE is a required field. Enter the date the probation case was closed in MMDDYYYY format.

*DISCHARGE (CLOSING) REASON is a required field.   Select the value from the list provided that best describes the reason the probation case has been closed.
        <u>**To Reopen a Case that was Closed in Error**</u>:
In the DISCHARGE (CLOSING) REASON field, select REOPEN as the value. Click SEND REQUEST and the case will be reopened. Verify the update by reviewing the Search Results.

EMPLOYMENT STATUS AT CLOSING is a required field. Select the value from the list provided that best describes the probationer's employment status at the time the probation case is closed.

EDUCATION STATUS AT CLOSING is a required field. Select the value from the list that best describes the highest level of education attained by the probationer.

VIOLATION

When VIOLATION is selected from the Probation Maintenance screen, the Probation Violation screen will be displayed. Certain fields at the top of the entry screen are informational, and cannot be modified. Those fields include Client ID, NYSID, Docket #, Registration Number and your LogOn ORI as well as Supervising and Jurisdiction Agency. The probationer's name and other data related to the case is also displayed.

If Violation data has been previously entered, it will be displayed in the Section labeled Violation History. If no Violation data was previously entered for the probationer, that section of the screen will not be displayed.

Click **NEW VIOLATION** to add a new violation. The PROBATION VIOLATION screen will be displayed. Note that violation information can not be entered when the case is a Pre-Sentence/Interim Supervision, US Federal Probation case or an Interstate transfer case.

If you wish to modify or delete existing violation information, click the radio button next to the violation information to select it. The Modify, Delete, Clear Input and Cancel buttons will become available for your use. If you selected a violation in error, simply choose another or Clear Input to clear all selections. Click **MODIFY** to modify the selected Violation or **DELETE** to delete it.

The MODIFY screen mimics the Add screen, and the same edits are enforced. Refer to instructions for the Add Violation function for details.

Users may Add or Modify a violation when a probation event already exists and a Judge subsequently decides that the individual should be involved in some sort of diversion program. Under these circumstances, users would Add or Modify their violation and minimally complete the following fields: Date Violation Filed, Violation Reasons, Adjourned for Diversion, Adjourned For Diversion Date and Delinquency Declared. Questions related to screen completion of these fields may be directed to the DCJS CCC. Please contact DPCA for specific guidance regarding diversion programs (policies, procedures, regulations, etc).

The DELETE function will delete the previously entered violation information. A confirmation message will be displayed before the Delete transaction is completed:

"ARE YOU SURE YOU WANT TO DELETE THIS VIOLATION ?"
You must click **OK** if you wish to proceed, or **CANCEL** if you do not.

ADD VIOLATION

When ADD is selected from the VIOLATION screen, the Add Violation screen will be displayed. Use this function to enter violation information related to the probationer. Required entry fields are preceded by an asterisk (*). Note that violation data cannot be added for Pre-Sentence/Interim supervision, US Federal Probation or Interstate supervision cases. Violation data can be added to either open or closed NYS Probation cases.

The fields on the ADD VIOLATION screen are discussed below. Additional definitions for some of the choices presented for selection/entry can be found in the glossary.

*DATE VIOLATION FILED is a required field. Enter the date the violation was filed in MMDDYYYY format.

*VIOLATION REASON is a required entry. Select the value(s) from the list provided that best describes the reason for the violation. If a probationer absconded, that reason should always be selected. Should a violation initially be entered with another reason and the probationer subsequently absconds, users should return to update that information on the violation screen. When absconded is selected via the Violation screen, that value is used to populate the Absconded column on the Owes DNA Report.

ADJOURNED FOR DIVERSION Enter a checkbox in this field when a judge has ordered an adjournment of an existing violation, pending some type of diversion program.

ADJOURNED FOR DIVERSION DATE Enter a corresponding date when you have entered a check in the Adjourned for Diversion checkbox.

FINAL DISPOSITION DATE is a required entry when Dispositions from Court have been selected. Enter the disposition date in MMDDYYYY format.

FINAL DISPOSITIONS FROM COURT is a required entry when Disposition Date has been updated. Select the value from the list provided that best describes the disposition of the case.

NOTE:
Regarding ELECTRONIC MONITORING

If the judge orders the offender to Electronic Monitoring, this equates to probation supervision. Per PL 65.10(4), Electronic Monitoring may only be imposed as a **condition** of probation, (NOT Conditional Discharge). Check to see if the probationer had Electronic Monitoring as a condition on the initial sentence to probation. If not, then for "Final Disposition from Court" select MODIFY, and under "Resentence", select PROBATION; then do a MODIFY transaction to add Electronic Monitoring as a condition of probation. If it was a condition on the initial sentence, then for "Final Disposition from Court", select CONTINUE and no further entry is required.

DISPOSITIONS RECOMMENDED BY PROBATION: Select the value from the list provided that best describes the disposition that was recommended by Probation for this case.

RESENTENCED is a required entry when the Disposition from Court is Revoke or Revoke and Jail/Probation. Select the value from the list provided that best describes the new sentence that was imposed by the court. No value can be selected when Disposition from Court is Continue. If a Judge orders a revocation of probation, this does NOT automatically close the case in IPRS. Users will need to close the case, using the Closing function, to capture all pertinent information in such a situation. (see Closing section)

DECLARATION OF DELINQUENCY

DELINQUENCY DECLARED is a required entry when Date Approved by Court has been completed. Select the value from the list provided (Yes, No or Pending). If Delinquency Declared = Yes, both Date Filed by Probation and Date approved by Court must be completed. If Delinquency Declared = Pending, Date Delinquency Filed by Probation must be completed.

DATE DELINQUENCY FILED BY PROBATION is a required entry when Delinquency Declared value is Pending or Yes. That date will always be on or before the Date Delinquency Approved by Court date.

DATE DELINQUENCY APPROVED BY COURT is a required entry when Delinquency Declared value is Yes. The date must be the same or later than the date entered in the Date Violation Filed field.

NEW ME DATE is entered when the Maximum Expiration date has been changed by the court. Note that this entry will overwrite the original data entered with the case, and that original date will no longer be available to you. If the Maximum Expiration Date is changed, the value in the Delinquency Declared field must be Yes and the Disposition from Court must include one of the following values: 'Continue', 'Modify', 'ISP', or 'Revoke and Jail/Probation'

DATE WARRANT ISSUED is a required field when Date Warrant Disposed of has been entered. Enter the date the warrant was issued in MMDDYYYY format.

DATE WARRANT DISPOSED OF is entered in MMDDYYYY format when the warrant has been disposed of. This date cannot be earlier than the date entered in the Date Warrant Issued field.

MODIFY A VIOLATION

You may modify an existing violation by clicking on the associated radio button within the Violation History section, then clicking the **MODIFY** button. Enter your revisions and click **SEND REQUEST**. When successful, you will receive the transaction confirmation and can review your revisions on the Search page.

DELETE A VIOLATION

You may delete an existing violation by clicking on the associated radio button within the Violation History section, then clicking the **DELETE** button. You will receive a prompt - "Are you sure you want to delete this Violation?" If you click **OK**, the violation will be deleted.   When successful, you will receive the transaction confirmation.

TRANSFER

PROTOCOL FOR UPDATING INTRASTATE TRANSFERS:
When TRANSFER is selected from the Probation Maintenance screen, the Transfer a Probation screen will be displayed. Either the sending* or receiving agency can use this function to enter information related to the transfer of supervision responsibility for a probation case. (*If the sending county wishes to enter the transfer data, they should wait until the 60-day "response" period has elapsed.)

CAUTION - As this function changes Supervision and Jurisdiction ORI information, subsequent Hit Notifications are directly impacted. Users should:
- Enter transfer transactions in chronological date order.
- Enter one transfer transaction all the way through to completion, receiving the successful confirmation page before continuing further.
- Thoroughly review all changes made via this function for accuracy - both before and after completing the transaction. Do not proceed with clicking SEND REQUEST if the Jurisdiction ORI is not displaying your desired value.
- Deleting an existing transfer may NOT reset the Jurisdiction ORI to its prior value. Be careful when selecting whether or not the current Jurisdiction ORI is retaining jurisdiction or transferring jurisdiction and supervision. If data entry errors occur involving the jurisdiction value, contact DCJS for corrective action to rebuild the appropriate transfer history.
- Chapter 191 of the Laws of 2007 requires that a complete transfer of jurisdiction as well as supervision occur when an Intrastate Transfer is approved by the sentencing court. This applies to cases for which transfer is approved on or after September 1, 2007, the effective date of the legislation. (See DPCA Director's Memo 2007-5 for further details.)

Certain fields at the top of the entry screen are display only, and cannot be modified. Those fields display the current case data and include Client ID, NYSID, CJTN, Registration Number and your LogOn ORI as well as certain data used to identify the probationer and specific case related to the Reg number entered. A graphics line separates that information from the history of any transfers related to the registration number entered.

Original Supervision Information is displayed on the lower portion of the Transfer screen. Instead of displaying Transfer Acceptance Date in this section, you will note that Supervision Assigned Date is provided. Users will be unable to change any of the Original Supervision Information via the Transfer Screen. A graphics line separates the Original Supervision Information and any Transfer History, if it exists.

The Transfer History is displayed in the middle section of the transfer screen.   Multiple transfers are displayed in date order, the most current is displayed first. Receiving Agency Name/ORI, Interstate Status, Receiving Case #, Transfer Acceptance Date, and Receiving

Officer ID are displayed for each transfer related to the Registration number entered. If no transfers have been entered for the
Registration number, you will observe the statement, "There is no Transfer History for this probation" in that section.

Since there is no statutory authority to transfer Interim probation cases, **you cannot transfer an Interim case with IPRS**. Probation Departments unfamiliar with DPCA's practice for "temporary" or "courtesy" transfers for sentenced cases, should contact DPCA directly. Note: You can find further information on DPCA's website at www.dpca.state.ny.us by clicking the Rules & Regs link, then Part 349.4(a).

The transfer screen will allow appropriate transfer functionality based upon the jurisdiction and supervision ORI information for the registration number of the case being entered. These business rules are enforced by the application:
- Probation cases originating in NYS may have supervision and jurisdiction transferred to another NYS county, or supervision can be transferred out of state. Cases transferred out of state can also be transferred back to NYS for the remainder of the probation term.
- Interstate cases with probation originating outside NYS, and for whom NYS is now supervising, are only allowed to transfer supervision to another NYS county; otherwise, NYS closes interest by closing the case.
- US Probation cases can only be transferred to another US Probation Office in NYS; otherwise, they close interest in the case by closing the case.

NOTE: When adding new transfers or modifying transfers, the Transfer/Acceptance Date does not overwrite the Supervision Assigned Date. Users should update Supervision Information and any other pertinent information by using the MODIFY function from the IPRS maintenance screen after entering a transfer.

ENTERING NEW TRANSFER INFORMATION
To enter a new transfer, first, determine where the case originated, and whether the transfer is to another NYS probation office or outside of NYS and click the appropriate button:

Click **NEW TRANSFER** to enter a transfer within NYS. Complete the entry fields as described below:

RECEIVING NAME/ORI Select the probation office that the case will be transferred to from the list provided.

RETAIN JURISDICTION: Select the appropriate ORI to indicate which county has jurisdiction. <mark>Cases for which transfers are approved on or after September 1, 2007 require that a complete transfer of jurisdiction as well as supervision occur when an Intrastate Transfer is approved by the sentencing court, per Chapter 191 of the Laws of 2007. (See DPCA Director's Memo 2007-5 for further details.)</mark>

RECEIVING CASE # Enter the case number that will be assigned by the receiving county, when known; otherwise, leave blank.

TRANSFER ACCEPTANCE DATE is a required field. Enter the date the probation case was transferred or accepted in MMDDYYYY format. Future dates are not allowed.

RECEIVING OFFICER ID Enter the identifier for the Probation Officer that will be assigned to the transferred case, if known; otherwise, leave blank.

Click **TRANSFER IN/OUT OF STATE** to update a transfer of supervision <u>out of NYS</u>. Complete the entry fields described below:

STATE/TERRITORY Select the state the probation case is being transferred to.

RECEIVING CASE # Enter the case number that will be assigned by the receiving agency, when known; otherwise, leave blank.

TRANSFER ACCEPTANCE DATE Enter the date the probation case was transferred in MMDDYYYY format. Future dates are not allowed. This does not overwrite the Supervision Assigned Date. The Modify function, accessed from the maintenance page should be used to update supervision information and other case data.

RECEIVING OFFICER ID Enter the identifier for the Probation Officer that will be assigned to the transferred case, if known; otherwise, leave blank.

When the screen entry is complete, click **SUBMIT**. You will be returned to the Transfer a Probation screen to verify your entry. If it is complete and correct, click **DONE**. Then, click **SEND REQUEST** to process the update.

MODIFY EXISTING TRANSFER INFORMATION

To modify existing transfer information, you must first select the case by clicking the associated radio button. Then, click **MODIFY TRANSFER**. Note that in the case where there are multiple transfer records, any transfer record can be modified.

The **MODIFY TRANSFER** screens include most of the same data fields as the Add a New Transfer screens, and the same business rules are enforced:

RECEIVING NAME/ORI If the case was transferred within NYS, select the probation office that the case will be transferred to from the list provided. If the case was transferred out of state, leave this field blank.

RECEIVING CASE # Enter the case number that will be assigned by the receiving county, when known; otherwise, leave blank.

TRANSFER ACCEPTANCE DATE is a required field. Enter the date the probation case was transferred or accepted in MMDDYYYY format. Future dates are not allowed.

RECEIVING OFFICER ID Enter the identifier for the Probation Officer that will be assigned to the transferred case if known, otherwise, leave blank.

Note: If a user incorrectly entered values for Receiving Officer ID or Receiving Case # on a particular transfer, they should click the radio button for that transfer and click MODIFY TRANSFER to enter the corrective information, which overwrites what had been previously entered.

However, if the Receiving Name/ORI has not changed and the user is simply entering in a subsequent Receiving Case # or a Receiving Officer ID, users must use the MODIFY function from the IPRS maintenance page.

When the screen entry is complete, click **DONE**. You will be returned to the Transfer a Probation screen to verify your entry. If it is complete and correct, click **DONE**. Then, **SEND REQUEST** to process the update.

DELETE EXISTING TRANSFER INFORMATION

To delete existing transfer information, you must first select the case by clicking the associated radio button. Then, click **DELETE TRANSFER**. Note that in the case where there are multiple transfer records, only the most current transfer record can be deleted.   Deleting a transfer may NOT return the Jurisdiction ORI to its prior value. If data entry errors occur involving the jurisdiction value, users may need to contact DCJS for corrective action to rebuild the appropriate transfer history.

When the screen entry is complete, click **DONE**. You will be returned to the Transfer a Probation screen to verify your entry. If it is complete and correct, click **DONE**. Then, **SEND REQUEST** to process the update.

DELETE

When DELETE is selected from the Probation Maintenance screen, the Delete a Probation screen will be displayed. All fields presented are display only, and cannot be modified. They should be reviewed to insure that the probation case to be deleted is the correct case. Click **DONE** if you have determined this is the probation case you wish to delete. You will then receive a confirming page asking you "Are you sure you want to delete this probation?" By clicking **SEND REQUEST** your probation event will be deleted. When successful, you will receive the transaction confirmation page.

A description of the fields presented can be found in the section of this manual related to adding a probation case. Additional definitions for some data fields can be found in the glossary.

A Delete can only be performed by the jurisdictional agency. Once a record is deleted you will no longer be able to access it. If you realize the delete was made in error the probation record will require re-entry, and will be assigned a new Registration Number. Re-entry of a probation event could possibly generate a new Client ID Number if the deleted Registration Number was the only record in existence for the Client ID associated with it. When deleting a probation event where there is only one Registration connected to the Client ID, the Client ID will be deleted.

DELETING INTERSTATE AND US FEDERAL PROBATION CASES
Interstate probations and Federal Probation cases cannot be deleted via IPRS. If you believe that an Interstate probation record is being displayed incorrectly, please contact DCJS via Feedback or by calling the Customer Contact Center at (800) 262-3257.

REPORTS

GENERAL INFORMATION:
- Click the Reports link to access the Probation Report Menu.
- Note that the data used to generate these reports is compiled once a week.
- Each report indicates that the data is "as of" a certain date. The date is the latest date that a "refresh" was done on the data. Any updates made to your probation cases subsequent to that date will be updated to the probationer's criminal history, and displayed on all the IPRS screens, but not reflected in these reports until the following week, when the data is refreshed again.
- Click the radio button next to the report you would like to generate and click Submit. The appropriate report window will be displayed.
- Select the agency for which you would like to run the report from the list provided.
- Some reports allow you to sort by Probationer Name or Officer ID. Set the preferred sort option, if provided. Click Search. The report will be displayed.

AVAILABLE REPORTS
- All Active Probationers - a report listing active probationers within an ORI, sorted by Probationer Name or Probationer Officer ID.

- Beyond Max Expiration Date - a report listing probationers past Maximum Expiration Date (MED) by ORI. Those NYS county probation cases that display a "Y" in the DOD column, may have a valid reason for being past the MED.

- Owes DNA Report - a report listing probationers that currently owe DNA within an ORI sorted by Probationer Name or Probation Officer ID. The report shows the court case and the offense(s) that made the person DNA eligible. Individuals that are DNA eligible due to a prior conviction will be listed on the report to facilitate the collection of the individual's DNA sample. Users must have selected Absconded on the IPRS Violation Reason screen, or that value was converted from a prior CDS entry, for there to be a YES displayed in the Absconded column on this report.

- No Probationer Officer Assigned - a report listing probationers within an ORI that are lacking an assigned Probation Officer.

- Sex Offender Registry Act (SORA) Report - is a report listing active probationers within an ORI who are subject to SOR obligations even though they may not be on probation supervision as a result of a registerable offense.

Users are able to filter their search by entering a specific Probation Officer ID. Also, users are able to sort their data by Probation Officer ID or SORA Level. (This report replaced the hardcopy lists sent to probation departments on a quarterly basis and from which the Address Verification efforts were conducted.) For any listed probationer, the first row of identifying information is extracted from IPRS. The box under this row of personal identifiers contains data from the Sex Offender Registry database.

PRINTING THE REPORTS
** Please set your IPRS reports to print in Landscape**

<u>Internet Explorer users:</u> To print the report without also printing the left frame, click Printable Version. Then, from the browser menu click File, Print Preview. On the menu bar at the top of the screen, select 'Only the selected frame' from the drop down list next to the Help button. Use the Page Orientation icon to set the Orientation to Landscape. Then, click Print.

<u>Netscape users:</u> To print the report without also printing the left frame, click Printable Version. Position your mouse on the report and right-click. Select This Frame, and then Show Only This Frame. Then, from the browser menu, select Print Preview. Click Landscape, and then click Print.

COMMON ERROR MESSAGES/RESOLUTION

The error/response messages presented by the IPRS system were designed to be self-explanatory. Some common error messages are listed below with additional clarification and suggestions for resolution.   This list is not all inclusive. If you encounter a message not included in this list and need additional information to proceed, please contact DCJS via Feedback or by calling the Customer Contact Center at (800)262-3257.

CJTN Is Required For A FingerPrintable Charge for Nysid:1234567Z
Fingerprintable charges must be entered by selecting the ADD Probation button within the matching criminal cycle, and that cycle must include a CJTN. If you selected a cycle, and it did not include CJTN, please contact DCJS.

Invalid Level Of Supervision for Client ID: xxxxxxx Nysid:xxxxxxxx CJTN:xxxxxxxxx The supervision level entered is not valid for the Program Type and Supervision Type selected.

CACHE SETTINGS FOR NETSCAPE USERS:
1. In the top menu, click on "Edit" and then, at the bottom of the list click on "Preferences". (A new window will pop up)
2. Once in the "Preferences" window, expand the "Advanced" menu. Click on "Cache"
3. Around the middle of the window look for a section that says "Compare the page in cache to the page on the network" Click the option that reads "Every time I view the page"

 *If you are in a situation where you need to clear cache (possibly receiving some unusual response in IPRS), follow the instructions until you get to the "Cache" screen. At the top of the window click the "Clear Cache" button.

CACHE SETTINGS FOR INTERNET EXPLORER USERS:
1. In the top menu, click on "Tools" and then, at the bottom of the list click on "Internet Options". (A new window will pop up)
2. In the section that says "Temporary Internet files" Click on the "Settings" button.(Another window will pop up).
3. In the "Settings" window click the option that reads "Every visit to the page"

 *If you are in a situation where you need to clear cache (possible receiving some unusual response in IPRS), follow the instructions to get to the Internet Options window. Next to the "Settings" button is a
 "Delete Files" buttons. Click that button then click "OK". Click "OK" in the "Internet Options" window.

GLOSSARY

This glossary includes definitions related to choices presented in the dropdown lists on the entry screens.

RACE CODES DEFINED:

White - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black - A person having origins in any of the black racial groups of Africa.

American Indian or Alaskan Native - A person having origins in any of the original peoples of the Americas, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippines Islands, and Samoa.

Other - Any other races not covered by the above categories.*

Unknown - Any person whose race is unknown should be included here.*

NOTE: * Hispanic is an ethnic category, not a Race. If you are unable to select a Race code for people of Hispanic ethnicity from the four categories above, please select Unknown .

ETHNICITY CODES DEFINED:

Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

Not Hispanic - A person not covered by the above category.

Unknown - A person whose ethic origin is unknown.

EMPLOYMENT STATUS DEFINED:

Employed - During past work week, did any work at all as paid employee, in own business profession or farm, unpaid worker more than 15 hours in family business, or with a job but temporarily absent or on active duty in Armed Services (excludes work as resident of an institution).

Employed Full-Time - Employed 20 hours or more.

Employed Part-Time - Employed less than 20 hours.

Unemployed - Looking for and available for job or waiting to return to job from which laid off.

Not in Labor Force - Persons not classified in labor force, including persons under 16.

Homemaker - Household manager.

Student - Enrolled in school.

Retired - Retired from work.

Disabled - Unable to work for medical reasons.

Inmate - Incarcerated.

Seasonal Worker Not Working - Person currently not working, regularly working, and regularly working for a part of the year.

Discouraged Worker - Not working and not looking for work.

Youth - A person under the legal age to secure working papers.

Other - For instance, volunteer worker, unpaid worker less than 15 hours in family business.

SUPERVISION TYPE DEFINED:

Pre-Sentence/Interim Supervision - An agreement by all the parties, authorized by CPL 390.30, that the subject will abide by certain conditions of behavior and that the probation department will monitor that behavior. Upon agreement, the court can adjourn sentencing for up to one year from the date of conviction by virtue of a defendant's plea or finding of guilt and place a defendant under interim probation supervision. Because this is not an actual sentence, there is no Violation proceeding available on an interim case. Rather, the probation department notifies the court and the court recalendars the matter to decide whether to continue Interim Supervision or sentence the individual.

Post-Sentence/Standard Probation Supervision - The defendant has been sentenced to Probation Supervision by the court.

DISCHARGE (CLOSING) REASON DEFINED:

Maximum Expiration - Case closing occurs when the date upon which the probationer has served the entire term of the probation sentence has been reached, and he is discharged from probation supervision.

Early Discharge - Case closing occurs when the court of jurisdiction has discharged the probationer from probation supervision prior to the expiration date of the probation sentence.

Death - Case closing occurs when the person subject to Orders and Conditions of Probation died while such Orders are in effect, and the death has been verified.

Revoked - Technical Violation - Case closing occurs when the sentence of probation has been revoked due to a finding by the court of jurisdiction that a Violation of Probation has occurred and such Violation was based on the probationer's violation of the technical conditions of probation (conditions other than avoiding criminal activity).

Revoked - New Conviction - Case closing occurs when a sentence of probation has been revoked due to a finding by the court of jurisdiction that a Violation of Probation has occurred, and such Violation was based on the probationer having been convicted of a new crime.

Early Discharge - New Sentence - The court has granted an early discharge on the first sentence of probation because the probationer has been subsequently sentenced on a new arrest and conviction.

Other - The probation case has been closed for a reason other than those listed above.

ReOpen - The probation case was closed in error and must be reopened.

LICENSES POSSESSED (LICENSE TYPES DEFINED):

Firearms License - An authorization by a regulating agency or governmental entity to carry, possess, sell, manufacture, collect, and/or import any firearm that is controlled by state or federal regulation or law. Hunting licenses that control the taking of game are excluded from this definition. Pistol permit (state/local procedure), Peace Officer (state statutory), Dealer (federal), Collector (federal), Pawnbroker (federal), Manufacturer (federal), Importer (federal) are included in this definition.

Professional License - An authorization to engage in and practice any one of the various professional occupations requiring licensing, pursuant to Title Eight of the NYS Education Law, by the NYS Department of Health or the NYS Department of Education.

Allowable Combinations of Entries in Supervision Level, Program Type and Supervision/Contact Level fields:

Supervision Type	Program Type	Supervision/Contact Level
Pre-Sentence / Interim* Supervision *see note 3	Standard Probation Supervision	Level I Level II Level III Level IV Other
	Probation Eligible Diversion (PED)*	ISP Alternatively Sentenced ISP Transition Level I Level II Level III Level IV Other
	Intensive Supervision Program (ISP)	ISP Alternatively Sentenced ISP Transition Level IV
Post-Sentence / Standard Probation Supervision	Standard Probation Supervision	Level I Level II Level III Level IV Other
	Probation Eligible Diversion (PED)	ISP Alternatively Sentenced ISP Transition Level I Level II Level III Level IV Other
	Intensive Supervision Program (ISP)	ISP Alternatively Sentenced ISP Transition Level IV
	Local Conditional Release **(obsolete as of 9/1/2005)**	ISP Alternatively Sentenced ISP Transition Level I Level II Level III Level IV Other

<u>Additional Rules</u>:

1) Standard Probation as a Supervision Type cannot be changed to Interim Supervision as a Supervision Type.

2) Any Program Type other than LCR cannot be changed to LCR. LCR became obsolete on 9/1/05. These cases should be closed using 'Other' as Discharge (Closing) Reason.

3) The key to which Program Type to use for Interim is that Probation Eligible Diversion (PED) is a specialized funding stream for a limited number of departments that responded to an RFP and had proposals accepted. If the department isn't receiving PED funding, they should not be entering PED as a Program Type.

4) ISP (Intensive Supervision Program) is similar to PED in that there is a dedicated funding stream for approved ISP applications. However, many departments have created ISP-like programs using DPCA's model without seeking the funding. Therefore, if a county is running an ISP program, whether DPCA-funded or not, they should have the option of indicating ISP as a program type.