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U.S. DEPARTMENT OF JUSTICE LAW ENFORCEMENT ASSISTANCE ADMINISTRATION NATIONAL CRIMINAL JUSTICE REFERENCE SERVICE WASHINGTON, D.C. 20531

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FOCUS DATA ELEMENTS

DICTIONARY

of

NCJRS

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ACCUISITIONS

THE FOCUS FILES

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The two major files in FOCUS are the Offender Master and the Offense/ PVT. The records in the master file contain information on identification. medical handicaps, education, vocation, in-community status, and movements of the offender through Corrections and Parole. For each offender record in the master file, there are records in the offense/pvt file which contain conviction and sentencing information for each offense and violation the offender has been incarcerated for since his first admission to the Corrections Division from a previously discharged or "free" status.

Data elements found in the master record are documented in Part A of the "Dictionary of FOCUS Data Elements." Data elements related to sentences for felony convictions (offense records in the offense/pvt file) are found in Part B, Data elements related to parole violation term records in the offense/pvt file are found in Part C.

DICTIONARY OF FOCUS DATA ELEMENTS

PART A - ITEMS IN OFFENDER MASTER RECORD

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Drug Use	3.0	
Early Discharge Eligibility Date	4.0 5.0 6.0	
Final Discharge Eligibility Date and Code	8.0	7.2
Home Address Area (Zip) 2	0,0	
Identification Number	2.0 3.0 4.1 - 24	4.2
Last Grade Completed	6.0	
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1. ADMISSION DATE (CS08)

Honth, day, and year that the offender was <u>originally</u> placed under the jurisdiction of the Department of Social Services & Housing for the current commitment. This is normally the date of actual receipt into a state corrections facility from "free" status. If the offender is sent directly to a mainland institution, the "admission date" refers to the date on which he begins serving his Hawaii sentence. Offenders may be housed in a federal or other out-of-state penitentiary for their own protection (from other inmates) or because they are serving another jurisdiction sentence concurrent with the Hawaii sentence. These cases are included in the adult felon population on the FOCUS master file.

2. ADMISSION TYPE (CS07)

Code indicates whether this offender was ever placed under state corrections jurisdiction in the past, before the admission for this commitment.

N No prior admission

D Discharged previously

EDITING:

Admission Date is a required data element on the <u>first</u> Current Status form which is part of the initial input to build a new offender master record, in addition to the Identification Data Form. The admission <u>type</u> code is an optional item and may be left blank if data is not available to determine whether the offender had been discharged previously.

COCD 19/75

USSION DATE (FIRST) AND TYPE

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		FILES	
OCUS DI	NTA ELEMENTS		Offend Offens Parole

Alias is defined for our purposes as any name, other than the commitment name, which is known to have been used by the offender. This data item is a count of the number of aliases recorded for the inmate at time of admission, or at a later date, up to a maximum of 9.

CFSB 12/75

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Birth date of offender as recorded and verified at time of admission.

Date is stored as month, day, and year.

1.4

EDITING:

Full date of birth <u>must</u> be entered in order to add a new offender record to the master file. Date is edited for valid content and format is changed from year-month-day to month-day-year, before passing to update.

Birth Date is also a required entry when a record is to be <u>deleted</u> from the offender Master File. Date entered in Delete Transaction (Identification Data Form, TRX "D") must exactly match the date in the master record for that offender.

Once a master record is established, the birthdate may be altered by a change entry, but it cannot be erased from the record.

FUTURE CHANGE:

Identification Data Form will be changed to enter the date in month, day, and year format.

TH DATE

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ion Data Form - 1006	17 Optional
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or Master File	6
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HH Island of Nijhau	
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FOCUS D	ATA ELEMENTS		Offen Offen Parol
DESCRIP	TION:		

Citizenship of the offender at time of admission.

CODES:

"US" or the appropriate foreign country code.

See Table of State/Country Codes used by NCIC.

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2.	NUMBER OF F	EDERAL AND	OUT-OF-STATE PRIS
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3.	NUMBER OF (PRIOR) PRIS	ON COMMITMENTS IN
of	Department of	Social Ser	nts to a correcti vices and Housing r or more, exclud

CRSB 12/75

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SISON COMMITMENTS

rated in a federal or out-of-state of over one year.

IN HAWAII

tional institution under jurisdiction ing in Hawaii. This refers to periods uding juvenile commitments.

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FOCUS D/	NTA ELEMENTS	/X7 Offe // Offe
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CORRECTIONS DIVISION (CD) CONORT YEAR 1.

Year in which this offender was first admitted to any adult correctional facility (excluding jails) in the State of Hawaii. If he had been pre-viously discharged before the current commitment, the CD cohort year refers to admission for the <u>earliest</u> commitment.

PAROLE (BPP) COHORT YEAR 2.

Year of first adult parole in the State of Hawari. Since this data is coded at time of admission for the current commitment, the parole cohort year will be blank if the offender had no previous adult commitments in the State. Logically this item should be updated when the "first-time" inmate is paroled during the current commitment.

Under current coding procedures this data is not reliable. Further validation and updating of information will be required before this can be used for reporting and research purposes.

CRIMINAL SUMMARY - COHORT	(YFAR
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have been a second s	FOCUS DA	TA ELEMENTS	XX7 Off ZZ7 Off ZZ7 Pare

Four counts, each two positions in length, which provide a general indication of the offender's known history of felony offenses. These counts include offenses associated with prior commitments' and probations as well as the present commitment. (*See note below.)

These figures are coded by CRSB staff from information available in the Pre-Sentence Report prepared by the probation office of the Judiciary. This data cannot always be verified and its usefulness is doubtful under current procedures. It is not included in reports for users at this time.

1. NUMBER OF FELONY ARRESTS

Number of times that the offender has been arrested for a felony offense (since age 18).

NUMBER OF FELONY CONVICTIONS 2.

Count of felony offunses which have resulted in convictions.

3. NUMBER OF FELONY PROBATIONS

Each probation sentence for a felony offense is counted, whether the sentences were concurrent or consecutive. This refers to probations prior to current. commitment.

NUMBER OF FELONY PROBATION REVOCATIONS 4.

Count of felony probation sentences which have been revoked, prior to the current commitment.

*NOTE - The coding of felony arrest and conviction counts has been rather inconsistent in the past. In some cases felonies associated with the current commitment are included, while they may be omitted in other cases. Cumulative Offense Summary Forms have not been coded for admissions since approximately mid - 1974, due in part to problems with the data. Coding instructions will be revised if and when this coding is re-started. Approach to be taken will be a historical perspective, omitting felonies associated with the present commitment.

OFFEIISES
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	ACTUAL LOCATION CODE	(CS04)
	Abbreviation code for other location where t	the corrections/parole he offender is physica
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	Month, day, and year c (Date is converted fro record.)	n which the offender m m input format yymmdd
CODES :		
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Par	FS FS	0 Field Service Oahu 8H Field Service Hawai 8M Field Service Maui 8K Field Service Kauai
Oth	۲C X> X>	L Jail Facility L Police Cell (1 Escaped (2 Suspended (parolee (3 Absconder Revoked (
Out	-of-State: T	wo-position alpha code
be : usec	fective from November 1, specifically identified d by the parole board. C) as a location under H	and the classification Also, the practice of
New	location codes are list	ed on the following pag
CRSB 12/7		

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e agency, jail, community house, or _ ally situated.

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enter Facility onal Release Center 1 Release Center

whereabouts unknown) (parolee whereabouts unknown)

from standard State/Country Table

XX3 have been dropped. Jails will n "Absconder Revoked" is no longer identifying the diagnostic center ing discontinued.

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Code to indicate the overall legal jurisdiction on this offender. Basically it differentiates state cases from federal and out-of-state prisoners housed in state facilities.

EITING:

Primary jurisdiction is determined at time of admission. This information must be entered on the first Current Status form which is part of the input required to build a new offender master record. It may be updated in the event of a change subsequently, e.g., if offender receives a concurrent federal sentence while already serving another sentence from the State of Hawaii.

CIDES:

HI State of Hawaii - Corrections or Parole US Federal Jurisdiction only.

- H2 Joint Hawaii i.e., also serving federal or out-of-state sentence in addition
- to Hawaii sentence
- Cl Circuit Court Direct Commitment
- C2 Circuit Court Diagnostic only
- X1 Other

Out-of-State jurisdiction is indicated by the appropriate two-position alpha code from the standard State/Country Table; e.g., "CA" for California, "GM" for Guam, etc.

FUTURE CHANGE:

Codes "C1" and "C2" will probably be dropped when the Current Status Form is modified. They were originally included because one of the circuit courts (island of Hawaii) was handing down some unusual commitments on adult felons at the time the input form was being designed. Direct commitments were made to Kulani Honor Camp for 60 days only, prior to probation. Occasionally the Courts were also making use of the Adult Diagnostic Center to refer some cases prior to final sentencing. Since these practices have been discontinued, there is no need to have special codes for Circuit Court jurisdiction.

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This refers to the agency which has immediate jurisdiction over the offender within the State of Hawaii.

State Jurisdiction element consists of three items in the Offender Master Record:

CURRENT JURISDICTION (CSO2) 1.

Abbreviation code for the agency which has jurisdiction over the inmate or parolee as of the latest month-end report date.

PREVIOUS JURISDICTION (CSO2) 2.

> Agency which had jurisdiction over this offender before the last change in assignment, if any. This item may be blank in some records which were built in system conversion, since movements were not picked up for all cases originating before 1974.

DATE OF JURISDICTION ASSIGNMENT (CSO3) 3.

Month, day, and year on which offender was last transferred; i.e., date of change from previous to current jurisdiction. (Note that date is entered as yymmdd on input form but reformatted to mmddyy when stored in the master record.)

CODES:

Abbreviations for agency are as follows:

Corrections Division

HSP Hawaii State Prison

- KHC Kulani Honor Camp MCF Maui Correctional Facility KAM Kamehameha Conditional Release Center
- LAU Laumaka Conditional Release Center
- ADC Adult Diagnostic Center (until July 1, 1975 only)

Parole Field Services

FSO Oahu FSH Hawaii FSM Maui FSK Kauai

CRSR 12/75

PEUL STATUS - STATE JURISDICTIO

atus Form - CSO2, CSO3	ZXZ Required ZZ Optional
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DSSH / CRSB	DRUG USE
System - Adult Follows	SOURCE
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FOCUS DATA ELEMENTS	XX7 Offender Mas ZX7 Offense Roce Z7 Parole Board
DESCRIPTION:	nin forst new manifests i Biologia de Maria and a sing da Angelen e ser receive a sing data and
Two-part element to indicate tion is obtained by medical s during diagnostic processing.	staff when a new inma
1. <u>DRUG USE - DEGREE</u>	
Numeric code indicates s	severity of drug prob
O No use 1 Occasional use 2 Use is a problem 3 Use associated w	n vith offenses
2. DRUG TYPE - COUNT	
Cumulative total of the used by the offender, ba	
Amphetamines Barbituates	
Marijuana, hashish Hallucinogens and m Inhalants Heroin	najor psychedelics
Opium or derivative Other	

FUTURE CHANGE:

Element will be expanded to include Drug Type <u>Code</u> which will specifically identify the most serious or harmful drug used by the offender in the past. The drug type <u>count</u> is actually of little use on its own. A value of "l" could refer to heroin or to marijuana, for example.

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gal drugs by the offender. Informa-inmate is interviewed and examined

problem, as follows:

ct drug types which have been wing list:

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FOCUS DATA ELEMENTS	次7 Offe 乙7 Offe
and an analysis and an any second	L./ Paro

This date only applies for a parelee who has more than five years of his cumulative maximum sentence remaining to be served when he is released to parole. At time of parole release, the system computes parole date plus five years and stores the result in this field as month, day, and year.

If parole is revoked or suspended by the board, the system automatically blanks out the offender's early discharge date since he is no longer eligible.

When the fifth year is reached, the system will alert the parole board to consider the offender for final discharge. If discharge is denied at that time, the system will add one year to the early discharge date provided there is still at least one year of the maximum sentence remaining.

Early discharge eligibility concept is based on Section 6.4 of the Rules and Regulations of the Board of Paroles and Pardons, which reads as follows:

"Should a person be on parole status for 5 consecutive years, but has not as yet received a final discharge from sentence, the Board shall consider him for discharge at the 5th year and every year thereafter until he is discharged or serves his full maximum term."

ARLY DISCHARGE FLIGIBILITY DATE

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for a state of the state \mathbb{R}^n , the \mathbb{m}^n	ovision for several (xed racial origins i) ucasian-Japanese, etc	ethnic codes is made becau 1 Hawaii. For example, Ha 2.
CODES:		
	·C Chinese . F Filipino G Guamanian H Hawaijan	J Japanese K Korean N Negro P Portuguese
EDITING		
	Each code within i	the item must be valid and
B 12/75		

INICITY (ETHNIC ORIGINS)

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ZXZ Optional
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3 (1,1,1)
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of admission.

icity, each level represented by I of ethnicity is the first or

ecause of the preponderance of , Hawaiian-Chinese or Filipino-

> R Puerto Rican S Samoan T Tahitian W Caucasian X Other

and codes must be left-justified.

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	Corrections Information System - Adult Felons	SOURCE	
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OCUS D/	ATA ELEMENTS		Offen Offen Parol

This item is entitled "Cultural Group Identified With" on the input document, but it refers more specifically to the <u>ethnic</u> group with which this offender identifies most strongly. It is particularly relevant for persons of mixed ethnicity who may not necessarily identify most strongly with the ethnic group which is predominant in their parentage.

CODES:

Codes are identical to those used for "Ethnicity".

The same editing is performed, also.

FUTURE CHANGE:

This data item may be dropped at some future date, due to the problem of obtaining valid and usable information.

THNIC GROUP IDENTITY		
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INAL DISCHARGE ELIGIBILITY DATE/CODE

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ion Date. This is the month, day, the offender will expire and he

fense record with the <u>latest</u> der. Jurisdiction does not expire entences for which he was committed. ion of 10 years for the period of en released to parole.

the maximum jurisdiction date. y offense record which describes ender.

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ears from parole release on not computed by normal method) e determined at this time (date is

es, felony offense data records sentence (maximum) for which the e of each maximum sentence is ation is unusual) and stored in the expiration code. These dates are to the "Final Discharge" field in de.

ry which affects one or more maxine system will automatically adjust

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FOCUS D	ATA ELEMENTS		Offer Offer
		II.	Parol

CRSB 12/75

When an inmate is released to parole, the release date is stored in each offense record as the date of "first parole" for that offense. This date must be kept, regardless of subsequent revocations and re-paroles on the same offense. According to regulations of the Parole Board, jurisdiction over the offender cannot extend beyond ten years for a particular sentence, once he has been paroled on that offense. This applies to parole releases since January 1973. The system compares the parole date with the maximum expiration date in each offense record. If the maximum sentence expires more than 10 years from parole, the system replaces the original expiration date with date of parole plus ten years. After all offense records have been processed, the final discharge date and code will be updated in the offender master record if necessary.

Final discharge date may remain unchanged after parole release, unless the offender is returned for a new crime. If the new sentence extends beyond the previous maximum jurisdiction date, the date is altered to reflect the longer maximum to be served.

If a parolee "absconds" and the Board orders suspension of parole status, the final discharge date may become past due, but the offender is no longer eligible for discharge. While suspended he is not considered to be serving time toward fulfillment of the maximum sentence. When he is returned, the Board may revoke or reinstate his parole, depending on the nature of the case. In either event, the period of time during which he was suspended may be declared "lost time" and maximum jurisdiction is extended accordingly. Extension time is entered on Parole Board Action form and added to the maximum expiration of each active offense. The system then extends the final discharge date accordingly. It should be noted that such extension time overrides the ten year limitation rule.

ISCHARGE_ELIGIBILITY.DAT	E/CODE (Page 2)
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FOCUS DATA ELEMENTS	/x7 Offend

Offense Parolo

DESCRIPTION:

This element only applies for inactive cases (see "Active Case Flag").

FINAL TERMINATION DATE 1.

> Month, day, and year that state corrections/parole jurisdiction was terminated on this offender.

TERMINATION CODE 2.

Indicates reason for termination of jurisdiction:

- 1 Final Discharge
- 2 Death
- 3 Court Order

EXPLANATION:

CRSB 12/75

When an offender is discharged, dies or is released on court order, a Current Status form is coded. Item CSO2 includes three "exit" codes - XX1, XX2, and XX3 - to indicate change from previous State Jurisdiction. The appropriate code is entered in the change transaction and the date of termination is entered in item CSO3, Date of Juris. Assignment.

This Current Status transaction causes the offender master record and corresponding offense records to be flagged inactive. The "State Jurisdic-tion" element is not updated with the contents of items CSO2 and CSO3. Instead the input date is moved to Final Termination Date Field of the master record, and the last position of the exit code is moved from CSO2 to create Final Termination Code in the record.

FINAL (ACTUAL) TERMINATION	DATE & CODE
planation below	乙7 Required 乙次 Optional
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d the State of Hawaii. If born in Only the last two digits of the year

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NAME OF THE OWNER	Corrections information System - Adult Felons	SOURCE
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Zip code of the offender's current home address at time of admission.

Most adult felons committed in Hawaii are residing within the state when arrested. This data element provides a means of deriving the state, country, and local community area of home address.

EDITING:

If the zip code is entered at all, it must be coded in full.

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	DSSH / CRSB Corrections Information System - Adult Felons	THE WARE
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Social Security Number, if available, or alternate ID number which uniquely identifies the adult felon offender in the FOCUS information system. For some older cases, the number is a five-digit serial number (with leading zeros) from the outdated numbering scheme which was once used by Corrections Division; e.g., "000020631. For cases which have neither social security number nor CD number, the four-digit fingerprint number is used, also with leading zeros.

This is the key sequence field for all files in FOCUS. All inputs on one offender must carry the same unique identification number in order to access the appropriate record. The Offender Master and Offense Records files are both sequenced according to ID numbers. Parole Board History file will be in date sequence but may be sorted on ID number for certain types of reports.

EDITING:

Identification Number must be present in every type of input transaction to FOCUS, and all nine positions must be numeric. When a new offender is added to the master file, the attempt to build his record will fail if the same identification number already exists on the file.

See notes on "ID - Case Process Number" for explanation of the use of a suffix to differentiate records of several commitments for the same offender.

Once the master record is built, the identification number <u>cannot</u> be changed except by deleting and re-building the entire record.

*

FUTURE CHANGE:

Social security number is not acceptable as the primary identification number of the system from a long-range viewpoint. Apart from the implications of state and federal privacy legislation, there is the added problem of obtaining a social security number for offenders who do not have one at time of admission.

Alternatives are being studied and it is hoped that a new numbering scheme for Corrections and Parole can be implemented in the near future. A state identification number is also being developed for use throughout the criminal justice system, in conjunction with the OBTS/CCH project in the Statistical Analysis Center.

IDENTIFICATION NUMBER

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FOCUS DA	NTA ELEMENTS	LXI LXI	Offenda Offenso Parolo

Case process number is a suffix to the identification number in each offender master record and offense records. For the initial data-base, all records are designated case number "1" when built by the update program during Conversion.

Later the Identification Data Form will be modified to include case process number as an input item to be coded.

The purpose of this number is to avoid duplication on the files if an offender is completely discharged from corrections/parole jurisdiction and returns with a new commitment before his previous commitment record is purged. The new record will be given a unique key by specifying case process number "2" as a suffix to his identification number. But the system will only allow this if the first commitment record is already flagged "inactive" (see notes on Active Case Flag).

Once the second commitment record is built, it is not necessary for case process number to be specified on subsequent transactions. The file maintenance program searches for a match on identification number and will bypass inactive records. Updating is automatically performed against the active commitment record which is also the one with the highest case process number. It is assumed that all transactions apply to the current commitment.

This is a system safeguard feature. In practice it will be used very little, since the incidence of adult felons returning after final discharge is low. Also, inactive records will not remain on the master file very long before being removed to history file and ultimately purged.

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Indicates type of academic certificate obtained by the offender from educational training received during his incarceration for the current commitment. This information is provided by staff at Hoomana School, Hawaii State Prison.

CODES:

B Basic Education - equivalent to 8th grade G General Education - equivalent to 12th grade (GED)

FUTURE CHANGE:

Educational programs at the prison school have changed considerably since the CRSB Educational Data Form was designed. The introduction of televised courses from local community colleges is one example of the increase in educational opportunities for inmates. Once the FOCUS information system is operational, educational data elements will be expanded to provide more detailed information on the various academic courses completed by each inmate. Codes will be developed for this purpose.

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Four-part element to show the type and level of trade education which has been completed by the offender within the correctional environment. This information is to be provided by staff of the Hoomana School at Hawaii State Prison. Ideally it should be updated whenever the offender completes a new level of technical training, so that his master record will show the highest level achieved to-date.

In practice, this information has not been supplied to CRSB on a regular basis and there are very few master records on file containing any current vocational education data. Coding of this portion of the Educational Data form will be accelerated after the end of 1975. Most of this data will be supplied when the School has graduation for inmates at the end of the school year. For offenders who are released during the year, the information will be prepared at that time. to show the level of achievement prior to release.

1. <u>TYPE OF TRADE EDUCATION</u> (EDO9)

Two-digit alpha code for the general vocational-technical program in which the offender has participated. If he has taken courses in more than one program, this is the program in which he has achieved the highest level

AB Auto body AT Auto technology CC Cabinet carpentry CM Cabinet making WL Welding OT Other

2. LEVEL (ED10)

A level is defined as "an occupational area within a vocational-technical program," according to the Level and Phase Progression Plan used by Hoomana School at the prison. Levels are numbered in ascending sequence, usually from lowest to highest degree of complexity. Our record provides for up to 10 levels, numbered from 0 through 9.

For example, within the Automotive Technology program there are five levels as follows: 1 = Service Station Attendant, 2 = Mechanic's Helper, 3 = Brake Systems and alignment, 4 = Power Train Systems, 5 = Internal Combustion Engine.

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	A sublevel is a fincr breakdow For example, under the "Intern the inmate can elect to take s Motor Tune-Up.	n which is an "occupational area wit al Combustion Engine" level of auto: ublevel 1 - Engine Overhaul, and/or	hin a <u>level</u> ." otive technology, sublevel 2 -
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	C Certificate of Complet A Certificate of Achieve	ion ment	
	"Completion" refers to certifi the requirements of one <u>level</u>	cate given when the inmate has succe of a particular vocational-technica	essfully completed program.
	"Achievement" represents compl For example, Certificate of Ac he has completed all five leve such as math and science cours	etion of <u>all</u> requirements within a thievement in the school of carpentry is of that program plus related subjes.	total program. Y means that jects required
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System - Adult Felons	SOURCE
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This is a five-part element where the set of the offender, based of the offender, based of diagnostic process. These test of the Mental Health Team for	on IQ tests admi sts are given at
1. Year IQ Test Given (MD07	
Refers to the date on wh entered as two digits on	ich these IQ sco ly (e.g., 75).
2. Type of IQ Test (MD08)	
Alphabetic code to indic	ate the type of
W Wechsler A Army S Stanford Binet H Harmon O Other	
3. <u>Verbal IQ Score</u> (MDO9)	
4. <u>Performance/Math IQ Score</u>	(MD10)
5, <u>Total IQ</u> (MD11)	
EDITING:	
Type of IQ test is checked fo the items must be numeric. I e.g., verbal IQ only, dependi being tested. For some older this was approximated based o scores had not been kept.	t is possible to ng on the willin cases, only to

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information on the intelligence ministered during the assessment/ 'at Hawaii State Prison by members prrections.

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of test used:

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Highest academic school grade completed by the offender prior to admission. This information is presently obtained when the new immate is interviewed at Hoomana School, Hawaii State Prison, as part of the diagnostic process. Grade level is not usually verified by any follow-up such as requests for transcripts.

COES:

01 - 12 equivalent to school grade completed 13 attainment of associate degree (A.D.) 14 - 17 equivalent to college years completed, if no degree attained (1,2,3,4) 18 attainment of Bachelors degree (B.A. or B.S.) 19 attainment of Masters degree (M.A. or M.S.) 20 attainment of Doctoral degree (Ph.D., M.D.)

ELITING:

Valid numeric code unless the item is left blank.

LAST GRADE COMPLETED

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		FILES	(Slor
FOCUS DATA ELEMENTS			Offer Offer Parol

Code to show marital status of offender at time of admission. Space has been reserved in the "Block 1" of the offender master record for this element, but it is not currently entered on any FOCUS input documents. It was originally included on CRSB "Family Data Form" which was never implemented due to problems in collecting other types of family data.

FUTURE CHANGE:

Marital status will be added to the Identification Data Form, to be coded from Commitment Information Sheet prepared by the receiving facility at time of admission.

The following codes will be used, based on the recommended coding structure for marital status element in the OBSCIS model:

411

- 0 Single, never married
 1 Married, living with spouse 1
- 2 Common law
- · 3 Separated
- Divorced 4
- 5 Widowed
- 6 Divorced and remarried
- Widowed and remarried 7
- 8 Other
- 9 Unknown
- NOTE Parole Marital Status is a separate element which is already being entered into the offender master record via the In-Community Data Form, item ICO5. This indicates marital status while on parole, using an alphabetic coding structure which will probably be converted at a later date to conform to numeric codes listed above.

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		Code is established when offe admission. It will be update treatment during his period c	ender is examine ed in the event of confinement i
	CODES		
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		Code 4 will be added to indic	cate "requires p
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	Code indicates the offender's general physical examination at time of admission. In the ever significantly while incarcerated, this data it his current health condition. It is not alter parole.
	CODES:
	1 Extremely poor (totally unable to work) 2 Poor (can handle only limited work) 3 Good (able to handle normal work) 4 Excellent (can handle all physical de can handle all physical
	4 Excellent (can handle all physical de
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Indicates whether or not the offender has any known history of mental disorders. This is a simple "yes" (y) or "no" (n) code.

Information is supposed to be supplied by the examining psychiatrist during assessment, at the same time that IQ tests are administered. In practice this is not a reliable item of data because the information is based on a casual questioning of the offender and not on any documented record. In many cases this item is left blank, which should not be taken as an indication that the offender has no history of mental disorders.

FUTURE CHANGE:

Depending on future ilability of reliable information, this element could be expanded to include criptive codes indicating specific types of mental disorders that have been diagnosed for this offender.

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Latest action of the Board of Paroles and Pardons relative to this case. This element is updated in the master record whenever a new Parole Board Action transaction is entered for the offender. Previous actions on this offender will be maintained in the Parole Board History file which is an accumulation of past transactions, effective from January 1975.

This is a four-part element, as follows:

PAROLE BOARD HEARING DATE (LAST) 1.

Month, day and year on which this offender last appeared before the parole board.

2. CONSIDERATION CATEGORY

Numeric code to indicate the type of action which was considered on the above date.

- Minimum Setting
- · 2 Minimum Refix
 - 3 Parole Consideration
 - Revocation Hearing 4
 - 5 Delinquent Report/Suspension (parolee).
 - 6 Discharge
 - 7 Executive Reference (pardon, commutation)
 - 8 Reports, Other
- 3. DISPOSITION

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Alpha code indicates the nature of the parole board's decision under the above consideration category.

- A Affirmative/Approved
- N Negative/Denied
- D Deferred Action

PAROLE BOARD CONSIDERATIO	11 - LAST
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4. ACTION CODE

The action code describes the exact nature of the parole board's action when further detail is needed in addition to Category and Disposition codes.

Refer to FOCUS "Table of Board Action Codes" attached.

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NOTE - Offender master record also has space assigned for codes (category, disposition, action) to describe a <u>second</u> parole board action. In the event that two categories of action are considered on the same date, pertaining to one offender, both actions will be stored with the hearing date.

EDITING:

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Category, Disposition, and Action Code are edited for a valid combination based on specifications in the Table of Board Action Codes, which is attached.

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There are two elements which describe the next action to be considered for this offender by the Board Of Paroles & Pardons:

- NEXT CONSIDERATION SET BY BOARD 1.
 - a) Date month and year of next meeting at which this offender is to appear before the parole board, as directed by the board. (Day is not included since board meetings are held monthly and the actual date is not specified).
 - b) <u>Category</u> of action to be considered, as noted by the board. This is indicated by one of the following codes:
 - 1 MINIMUM SETTING
 - MINIMUM REFIX 2
 - PAROLE CONSIDERATION 3
 - REVOCATION HEARING 4
 - DELINQUENT/SUSPENSION 5
 - DISCHARGE 6
 - 7 EXECUTIVE REFERENCE
 - REPORTS & MISCELLANEOUS ACTIONS 8
 - c) Action Code to describe the next action more specifically, if addito be informative on a parole board schedule report, unless the action code is also present - e.g. "GM" for setting of Gate Money allowance.

These data items come from the Parole Board Action form (BA07 through BA09) and the master record is updated whenever new information is entered. The source for this information is the Summary Report (narrative) which is prepared by parole administration staff after each board meeting. These items are optional and will only be filled in if the board specifically schedules the offender for another hearing on a set date.

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tional detail is needed. For example, category "8" is too general

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DESCRIP	TION:		
2.	MANDATORY REVIEW DATE &	CATEGORY	
	This is generated by the on or before which the o category code associated and uses the same coding	ffender with th	<u>must</u> be considents date is also
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	<u>Admission</u>		
	System generated mandate Date, with category code without-parole).		
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and shows the date (month and year) a considered by the board. The a is also created within the system listed on the previous page.

ment in FOCUS. It results from te all the significant statutory owing is a brief description of n to be generated and updated

which is six months from Admission um Setting (unless sentence is life-

(see separate notes on T.P.D. w date which is 30 days prior to arole Consideration.

arly Discharge Date (if applicable)) date. Category is "6" for

hoard action and updates the h category code "3" - parole conreconsideration after one year date.)

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	// Offons /// Parole

CRSB 12/75

Revocation

If parole is revoked on a technical violation, the expiration date of the cumulative PV terms becomes new T.P.D., and mandatory review shows date 30 days prior, with category code "3".

If parolee has one or more new felony offenses committed on parole, the next action is to set minimum terms. System computes six months from readmission date for mandatory review, with category code "1" for minimum setting.

The above list is not exhaustive but covers most of the events which trigger system-generation of a mandatory review date. In effect, every offender record has <u>some</u> category of action which must be taken by the parole board by specific date, in order for the board to meet its statutory obligation.

ROLE BOARD CONSIDERATIO	N - NEXT (page 3)
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This element consists of a group of five items in the Offender Master Record which provide a summary of the offender's parole activity, since his original admission date.

1. PAROLE RELEASE DATE - LAST

Month, day, and year on which the offender was actually released to parole. If he has been paroled several times, having returned to corrections jurisdiction for parole violations, this is the date of his most recent parole. It should correspond to the date of parole stored in the latest offense and/or parole violation records of the offender.

2. <u>PAROLE REVOCATION DATE - LAST</u>

If the offender has had his parole revoked at any time during this commitment, this item shows the month, day, and year on which the revocation action was taken by the parole board. If he was paroled and revoked several times, this is the latest revocation date.

3. <u>NUMBER OF TIMES PAROLED</u>

Number of times the offender has been paroled, including the current parole.

Note that a release to "continue on parole" after a temporary period of confinement is <u>not</u> counted as a parole. If a parolee is retaken pending a revocation hearing, jurisdiction does not revert to Corrections Division until he is actually revoked and/or sentenced for a new offense. There-fore his release without revocation constitutes a continuation of the first parole and is not counted as a second parole release.

4. NUMBER OF TIMES REVOKED

Number of occasions on which the parole board has revoked parole on this offender, due to technical parole violations and/or new offenses committed while on parole. Revocation constitutes a transfer of jurisdiction from parole agency to corrections facility.

PAROLE HISTORY

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5. NUMBER OF TIMES SUSPENDED

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Number of occasions when the board has ordered suspension of the offender's parole status because of failure to report. The suspended parolee remains under parole jurisdiction but is not considered to be serving time toward fulfillment of his maximum sentence. This includes the previous practice of classifying a parolee as an "absconder," which has been discontinued.

The count of suspensions is not necessarily accurate for older cases if there had been one or more suspensions before conversion of movement data.

NOTE - Parole history items are derived by the system from various sources of input and from data in the subfile of offense and parole violation term records.

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Code indicates current employment status when the offender has been released to parole or transferred to a conditional release center in work-release program. The information is established at time of parole or transfer to CRC. It should be updated for any subsequent change in employment status.

CODES:

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0 Unemployed

- 1 Employed part-time
 2 Employed full-time
 3 Other (volunteer work, housewife, etc.)

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0 Other
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S Spouse, with or without children R Parents and/or other relatives C Friend of opposite sex F Friend(s) of same sex O Other
A Alone
CODES:
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Code indicates who the offender is living is provided by the parole officer when the parole. It should be updated for subseque if possible.
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with while on parole. Information e offender is first released to ent changes in the living arrangement

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City, town, or county is desc indicated by using the approp State/Country Table. If the following codes should be use	riate two-positio parolee resides i
HO Honolulu, Oahu HJ Island of Oahu, outs HA Island of Hawaii HF Island of Maui HC Island of Kauai HG Island of Molokai HE Island of Lanai HH Island of Niihau	ide Honolulu
These codes correspond to tho Identification Data Form.	se used for "Birt
FUTURE CHANGE:	
Parole location element may b can also be used to identify such as Habilitat and "Teen C Army's Alcohol Treatment Prog condition of parole or of con	parolees who are hallenge" (drug a ram. Participati
Other locations to be noted, State Hospital (psychiatric) offender could be considered while serving a misdemeanor t sentence in a mainland penite	and correctional still on parole f erm in a local ja
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ERSB 12/75	

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iclude full street address. This in community residence programs abuse programs) or the Salvation ion in such a program is often a e.

residence, should include Hawaii institutions. For example, the for his Hawaii /felony offense(s) jail or a Federal/out-of-state

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Code to indicate the current parole. Ideally, this inform changes while on parole.	marital status of t ation will be updat
Parole marital status is kept at time of admission which is Form. If the offender was pa to corrections jurisdiction f his marital status during the	as a separate item an element to be a roled in the past a or parole violation last parole.
CODES:	
I Single M Married S Separated D Divorced W Widowed	
GRSB 12/75	

]
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DATA TYPE alphabetic

s of the offender after release to updated if his marital situation

e item in addition to marital status b be added to the Identification Data bast and has subsequently returned lation, this element will reflect

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This element is recorded as a two-digit figure indicating the number of dependents claimed by the offender after his release to parole. If possible, this should be based on the number of persons claimed às dependents on the latest income tax return of the parolee.

PAROLE - NUMBER OF DEPEN	IDEI{TS
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Two-part element which describes the principal occupation of the offender when he returns to work in the community after a period of incarceration. This refers both to parolees and to members of the corrections population who are housed in Conditional Release Centers and are working in the community. Information is obtained when offender is first transferred to a CRC and is updated if his occupation changes. In the case of parolees, the data comes from the parole officer when a man is released to parole or as soon as he finds employment.

1. PRINCIPAL OCCUPATION TYPE

Code to indicate the general category of work in which the offender is (or was) engaged while on parole or in CRC.

- A Unskilled labor
- B Semi-skilled labor
- C Skilled labor
- D Clerical, sales, technical
- E Administrative, semi-professional
- F Professional
- M Military
- 0 Other

Note that this code is stored as a separate item not to be confused with "Usual Occupation Type" at time of <u>admission</u>, which is entered on the Vocational Data form (item V005). The code values in each item are compatible except that item V005 has additional codes for "student", "housewife", and "illegal activity."

2. PRINCIPAL OCCUPATION TITLE

Descriptive title of most current job held by offender while on parole or in CRC, up to a maximum of 15 letters.

CRSB 12/75

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included in this element:

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		PHYSICAL DISABILITIES (0	COUNT)
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	Missing or defective lim Injured or weak back Defective senses (vision Defective internal organs Mental deficiencies Long-term disease	, hearing)	
	The information will be update while in the institution.	ed in the event that an offender be	comes disabled
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	Medical Data form did provide there were problems in choosin abilities. Before implementi	to provide specific codes for type should be noted that the original d a code for each of the above categ ng one code when the offender had s ng a change for type code, it will coding and storing more than one ty	esign of the ories, but everal dis- be pecessary
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Identification number assigned by police department at time of arrest. This number consists of one alphabetic character representing the county of arrest, followed by five numeric digits for the offender ID. (e.g., A31628)

This data element was originally intended to provide for future interface with the information system of the Honolulu Police Department. In practice the Police ID Number is not being entered into FOCUS master records for new admissions at this time. It is not recorded by the admitting facility on the Commitment Information Sheet and therefore cannot be readily picked up for coding the CRSB Identification Data Form.

FUTURE CHANGE:

CRSB 12/75

This element will probably be dropped when the FBI and OBTS numbers are incorporated into FOCUS information system records.

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This item was included in the design of the CRSB Identification Data form for possible interface with a future information system in the Adult Probation Division of the Judiciary Department. The original intent was to pick up some pre-sentence information on offenders who were subsequently sentenced to a prison term.

In practice, this data element has not been used because the adult probation number is not available under current procedures.

FUTURE CHANGE:

CRSB 12/75

Probation ID number will be dropped from FOCUS. Interface with other criminal justice agencies will be accommodated through use of FBI number and OBTS State ٠. ID number.

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READMISSION DATE (CS08) 1.

This date applies only if the offender has been paroled at least once since the original admission date. If his parole was revoked and he was returned to corrections jurisdiction, this is the month, day, and year that he was retaken into custody. In some cases offenders may have been paroled and returned several times. Readmission date is the date of the latest retake.

Note that "readmission" does not include a temporary period of confinement pending revocation hearing, if the offender is subsequently released to continue on parole. Readmission is always associated with a transfer of jurisdiction from Parole to Corrections agency.

2. READMISSION TYPE (CSO7)

Code indicates the reason for readmission on the above date.

V Technical parole violation (only) C New Crime (convicted and sentenced)

EDITING:

DRSR 12/75

When an offender master record is first built, the original admission date and type code are derived from the first Current Status transaction, items CS08 and CS07 respectively. (See data element "Admission Date.")

The readmission date and type fields are established if a Current Status change transaction is entered later as an update to the record with items CS08 and CS07 present. The date must be later than the original admission date and the type code can only be value "V" or "C". The original admission date and code remain unchanged. The new date and code are moved to the "readmission" fields in the master record.

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Element consists of two parts:

1. OFFENSE CODE

Five-digit numeric code from the CRSB Table of Felony Offense Codes*, based on similar codes used by the judiciary. This is a composite table covering offense descriptions under both the old and new penal code for Hawaii.

2. OFFENSE CLASS

Alpha code indicating the offense classification under the new penal code. Offense class is roughly equivalent to a severity ranking and each class is associated with a usual maximum sentence. A value of "X" in this field refers to a sentence imposed under the <u>old</u> penal code.

Class A - 20+ years Class B - 10+ years Class C - 5+ years

EXPLANATION:

"Significant Offense" generally refers to the offense with the longest maximum sentence. The system obtains this information from the Offense Records File by comparing the maximum expiration date of each sentence currently being served. Having located the offense with the <u>latest</u> expiration date, the system copies the offense code and offense class from this record into the Offender Master Record.

However, in some cases the "most significant offense" is <u>not</u> the one with the longest maximum sentence. For example, if the individual is serving several equal sentences consecutive to one another, the offense which is served <u>last</u> is selected as "significant." Also, concurrent sentences may be equal in length but could expire at different times depending on the start date of each sentence. If the offender has served 2 years on one five-year term and is then sentenced (while serving) to a <u>new</u> five-year term, the second sentence will expire 3 years later and is therefore selected as "significant."

*See coding Instructions for Felony Offense Data Form for table of offense codes. Also refer to notes on "Offense Code" under list of data elements in the Offense Data file.

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At a later date, the selection of a single offense code to store in the offender master record may be redefined to pick up "most <u>serious</u>" offense. This defini-tion is more difficult to apply. In effect the present definition equates "significance" with the sentence which will keep the offender under corrections/ parole jurisdiction longer than any other sentence.

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Month, day, and year when the inmate will pending approval or confirmation by the Bo

T.P.D. is generated within the system base that are entered against the offender mast following events affect the building and u

- a) Minimum term(s) fixed: .Within six months following admission minimum term on each offense for whic Minimum term data is entered into app Parole Board Action transactions. Th the expiration date of each minimum t expiration date and stores this date tentative parole date.
- **b**) Minimum term(s) reduced: Subsequently, the inmate may apply fo and the parole board may approve the minimum data is entered to update the the expiration dates are recomputed. the tentative parole date to reflect
- c) Parole approved: The parole board must consider the of prior to his T.P.D. When parole is a approval", so that the board is still prior to actual release. If the tents by the board is not the same as the pr master record will be updated with the
- d) Release to parole: In the event that the board denies parole to an inmate, the tentative parole
 - parole board may deny parole without setting any future T.P.D. In this case, the inmate is entitled to another parole hearing one year later but he is no longer considered to have a "tentative parole date." Therefore, , the T.P.D. in the master record is blanked out.

TENTATIVE PAROLE DATE	C Required
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be eligible for release oard of Paroles and Pardo ed on certain types of tr ter record and/or offense	ons. Cansactions
updating of this element: n, the parole board must ch the inmate has been se propriate offense records he update program ccmpute term. It then searches f in the offender master r	fix the ntenced. via s and stores or the latest
or reduction of his minim request. In this case, e appropriate offense rec The system will automat this change.	reduced ord(s) and
ffender for parole at lea approved, it is usually a l empowered to reverse it tative parole release dat previously-set T.P.D., th ne new date.	"tentative s decision e specified

date is affected in one of two ways. If the parole board specifies a later T.P.D. for this offender, the new date is entered via Parole Board Action transaction (item BA17) and the date is altered in the master record. The

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CRSB 12/75

f) Parolee revoked:

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If the offender is readmitted to corrections jurisdiction having been revoked, he will have to serve one or more parole violation terms. He may also have new sentences for crime(s) committed while on parole. The parole board will set the PV term(s) and new offense minimum(s) and the system will then generate a new tentative parole date to store in the offender master record. The same cycle of events will occur, as described above.

<u>E PAROLE DATE (T.P.D.)</u>	(page 2)
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		FILES	(Sto
FOCUS D/	NTA ELEMENTS	图目	Offe Offe Paro
DECODID	*1 /551		ant feig heir de Winnteinennen in

This refers to results from the California Achievement Tests which are administered by Hoomana School during the diagnostic process at Hawaii State Prison. Scores indicate the tested grade level of the offender shortly after he is admitted.

Tested Grade Level is a five-part element broken down as follows:

- Reading Score (ED03)
 Language Score (ED04)
- 3. Math Score (EDOS)
- 4. Tested Grade Placement (EDO6)

Each score is coded as two whole numbers and one decimal place; e.g., 08.5 or 11.0. Tested Grade Placement is derived from the three scores and is coded the same way.

5. Year Tested (ED07)

Last two digits (e.g., 74) of the year in which the above scores were obtained on this offender.

EDITING:

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Any item within this group element may be entered without the other items, depending on the amount of information available. This is because the prison teaching staff do not administer the full battery of tests to all offenders. The amount of testing depends on time available and the inmates ability and/or willingness to complete each test.

ESTED GRADE LEVEL (C.A.T.	SCORES)
EDO3 thru al Data Form - EDO7	CT Required
prage Location)	LENGTH bytes
ander Master File	714
ense Records File ble Board Transactions	DATA TYPE
ense Records File ble Board Transactions	DATA TYPE numeric

	DSSH / CRSB Corrections Information System - Adult Felons	SOURCE	
. J immen and and a		Vocat FILES	
FOCUS D	ATA ELEMENTS .		Offe Offe Paro
DESCRIP	FION:		

Average gross monthly wages earned by the offender during the last six months prior to arrest. This information is obtained soon after admission, when the new inmate is interviewed during the diagnostic/assessment process. The dollar amount should not include any government assistance monies received.

<u> OCATIONAL DATA - AVERAGE</u>	WAGE
Datą Form - VOO2	CT Required
orage Location)	LENGTH bytes
ender Master File ense Records File ole Board Transactions	A DATA TYPE numeric

A ANA	DSSH / CRSB Corrections Information System - Adult Felons	SOURCE Vocational D
		FILES (Stor
FOCUS DA	TA ELEMENTS	CI Offens CI Offens CI Parole
DESCRIPT	ION:	
Two- admi	part element to indicate ssion, based on informatio	e the offender on from intervi
1.	EMPLOYMENT STATUS AT ARRI	<u>EST</u>
	0 Not employed 1 Part-time employment 2 Full-time employment	
2.	USUAL EMPLOYMENT PATTERN	(prior to admi
	 Usually Unemployed Seasonal, fluctuating Usually Employed Retired 	or part-time e

VOCATIONAL DATA - EMPLO	DYMENT STATUS
Data Form - V003, V004	CT Required
rage Location)	LENGIH bytes
nder Master File nse Records File le Board Transactions	2 (1,1) DATA TYPE numeric

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employment

xperience of the offender during last ore age 18. It should be blank if he

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	LEM NAME VOCATIONAL
Corrections Information SC System - Adult Felons	OURCE
	Vocational Data Fo ILES (Storage Loc
FOCUS DATA ELEMENTS	☐ Offender Mas ☐ Offense Rocc ☐ Parole Board
DESCRIPTION:	
Two-part element indicating the t last engaged prior to admission. the new inmate during diagnostic or not the offender was actually	Information is o processing. This
1. LAST MOST SIGNIFICANT OCCUPA	ATION TITLE
Descriptive title of the last job held more than one job, this shou occupation and/or at which he wor Data Form provides only 10 positi title usually has to be abbreviat	uld describe the o rked the most hour ions for this item
2. <u>USUAL OCCUPATION TYPE</u>	
Alphabetic code to indicate gener as having been his most "usual" o	ral category of wo occupation prior t
CODES:	
A Unskilled labor B Semiskilled labor C Skilled labor D Clerical, technical, sales E Managerial, semi-professional, F Professional, executive G Student H Housewife I Illegal activity (prostitute, M Military O Other	
FUTURE CHANGE:	
Occupational title is often hard record, due to improper coding or is not clearly abbreviated on the letters when keypunched. The for description <u>or</u> to make use of cod	r difficulty in ab e input form, it i rm must be revised
는 가슴을 물고 가슴을 잘 못했다. 이 가슴은 것은 것을 가슴을 것을 것 같아요. 그는 것은 것을 것 않았네? 이 것에서 말했다. 것은 것은 것이 가지 않는 것을 가슴을 가셨다. 말했다.	

TIONAL DATA - OCCUPATION					
ZZ Required					
LENGTH bytos ,					
10,1 DATA TYPE alphanumeric					

pation in which the offender was n is obtained from interviews with This data is applicable whether the time of his arrest,

fender prior to admission. If he the one which is his "most usual" t hours per week. The Vocational s item, which means that the job

of work which the offender perceives rior to admission.

f small business

when printed from the offender master in abbreviation. If the description , it is simply truncated to ten evised either to allow for a longer ing job titles.

DICTIONARY OF FOCUS DATA ELEMENTS

PART B - ITEMS IN FELONY OFFENSE DATA RECORD

TABLE OF CONTENTS

Active Offense Flag
Admission Date
Appeal Code
Circuit Court Code
Criminal Docket Number & Count
Date of Conviction & Date Sentenced
Date Revoked & Number of Revocations
First Parole Date
Maximum Sentence Data
Minimum Term Data
Offense Code & Class
Offense Sequence Number & Offense Record Type
Parole Board Consideration - Last
Parole Board Consideration - Next

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DSSH / CRSB Corrections Information System - Adult Felons		ITEM NAME ACTIVE OFFENSE FLAG		
		SOURCE System-generated	∠I Required ∠I Optional	
FOCUS DATA ELEMENTS		FILES (Storage Location)	LENGTH bytes	
		☐ Offender Master File	- <u>1</u> · · · · ·	
		 (X) Offense Records File () Parole Board Transactions 	DATA TYPE numeric	

Code indicates whether the offender is still serving the court-imposed sentence (maximum) for this offense.

0 No longer serving for this offense (Inactive) 1 Currently serving for this offense (Active)

Normally, this code is initialized to "1" when the offense record is established. It is changed to "O" when the offense is inactivated under one of the following conditions:

- a. If the offender has successfully appealed his sentence (appeal code "3" is entered on the Felony Offense Data Form).
- b. If the maximum expiration date passes while the offender was incarcerated. The Update program will inactivate the record at time of parole release.
- c. If the offense is administratively discharged by an action of the Board of Paroles and Pardons.
- d. If a felony offense transaction is entered with "N" in FD19. This transaction needs to be entered only if none of the above conditions have occurred, but the offense record should be inactivated.
| DSSH / CRSB
Corrections Information
System - Adult Felons | ITEM NAME
APPEAL CODE | | |
|-----------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------|----------------------|
| | SOURCE
Felony Offense Data Form - FD08 | ZZ7 Required
ZZ7 Optional | |
| FOCUS DATA ELEMENTS | | FILES (Storage Location) | LENGTH bytes |
| | | ∠ Offense Records File
∠ Parole Board Transactions | DATA TYPE
numeric |

'This code only applies if the offender is appealing, or has appealed his sentence or conviction. It indicates the status of the appeal.

1 Appeal is pending

RSR 12/75

- 2 Appeal has been denied or withdrawn
- 3 Appeal has been sustained (the record is inactive)
- reflects new sentence data.
- 5 Offender has been resentenced under Act 188. This code is generated by the program when special change transaction is entered.

4 Offender has been resentenced for this conviction. The associated record

DSSH / CRSB	ITEM NAME ADMISSION DATE	
DSSH / CRSB Corrections information System - Adult Felons	SOURCE Felony Offense Data Form -	
~ 이야 : 2013년 이야지를 알았다. 그는 것이야 한다. 가족 2017년 - 1일 - 1일 전에 한 것은 것이야 한다. 2013년 1월 18일 전에 한 것이야 한다.	FILES (Storage Location)	
FOCUS DATA ELEMENTS	CT Offender Master File CT Offense Records File CT Parole Board Transac	

BB 12/75

Month, day, and year that the offender was received into a corrections institution from a "free" or "paroled" status, or from another jurisdiction, to serve this sentence.

If the offender is serving several Hawaii sentences, this date reflects the date of retake if admitted for parole violation, or the date received by a state corrections facility with his mittimuses, whether or not he starts serving this sentence.

If sentenced while incarcerated for other sentences, this date reflects the admission date for those sentences.

If serving a Hawaii sentence consecutively to a federal or out-of-state sentence, this date reflects the date of receipt of his person to begin serving his Hawaii term after being released from the other institution.

If serving a Hawaii sentence concurrently with a federal or out-of-state sentence in another institution, this date is the date he started serving the concurrent sentence in the other institution.

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	/XX Required
e Data Form - FD11	∠⊅ Optional
ge Location)	LENGTH bytes
er Master File	
e Records File	DATA TYPE
Board Transactions	numeric

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	DSSH / CRSB	ITEM NAME CIRCUIT COURT
	DSSH / CRSB Corrections Information System - Adult Felons	SOURCE Felony Offense
		FILES (Storage
	FOCUS DATA ELEMENTS	│ │ │ Offende │ │ │ Offense │ │ Parole
	DESCRIPTION:	
	Indicates the Circuit Court in white offense.	.ch offender was
	 First Circuit (Oahu) Second Circuit (Maui) Third Circuit (Hawaii) Fifth Circuit (Kauai) 	
	4. Fourth Circuit (Kona) is r offense records.	o longer valid,
	R\$B 12/75	

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URT CODE			
nse Data Form - FD09	ZX Required		
rage Location)	LENGTH bytes		
nder Master File	1		
nse Records File le Board Transactions	DATA TYPE numeric		

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d, but is present on older felony

CRIMINAL DOCKET NO. & COUNT				
System - Adult Felons	SOURCE Felony Offense Data Form - FD03,FD04	∠7/ Required ∠7 Optional		
	FILES (Storage Location)	LENGTH bytes		
FOCUS DATA ELEMENTS	☐ Offender Master File	5,2		
	[X7] Offense Records File [7] Parole Board Transactions	DATA TYPE numeric		

This element uniquely identifies each offense for each offender. Parole violation terms will have the same criminal docket number and count as the offenses they are tied to.

There are two parts to this element:

1. CRIMINAL DOCKET NUMBER (FD03)

Five-digit numeric code assigned to the case by the court.

2. COUNT (FD04)

Two-digit number of the count if convicted of more than one crime under the same criminal docket number. Count is "00" if convicted and sentenced for one offense under a criminal docket number.

More than one offender may have been defendants in the same case. Therefore, this element is not a unique identifier in itself, but is unique (identifies one offense) within offender ID number.

EDITING:

An offense may not be added for an offender if the criminal docket number - count field is a duplicate of the field in another offense unless the offense presently on the file has an "appeal sustained" code and the new record has a "resentenced" code with new sentence information.

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DSSH / CRSB	ITEM NAME DATE OF CONVICTION & DATE SENTENCI	SD
DSSH / CRSB Corrections Information System - Adult Folons	SOURCE Felony Offense Data Form- FD07,FD10	レンズ Required 人工7 Optional
FOCUS DATA ELEMENTS	FILES (Storage Location)	LENGIH bytas
	∠x7 Offense Records File └────────────────────────────────────	DATA TYPE numeric

1. DATE OF CONVICTION (FD07)

Month, day, and year that the offender was convicted by the court for this offense.

2. DATE SENTENCED (FD10)

Month, day, and year that sentence was imposed by the court for this offense, as indicated on the mittimus. If the offender was originally sentenced to probation and his probation was revoked, this is the date of probation revocation; i.e., actual commitment to the Department of Social Services and Housing.

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FOCUS DA	TA ELEMENTS	FILES	
			Offen Parol

RSB 12 75

Element contains two parts. The Update program determines whether a revocation Board Action transaction applies to the offense and will update one or both parts if applicable.

÷. .

1. DATE REVOKED

Month, day, and year (two digits each) of the first revocation after being paroled from this sentence. This date is left blank if the maximum had expired by the revocation date.

2. <u>NUMBER OF REVOCATIONS</u>

One-digit number required if parole date is present. This field is set to "O" when the offender is paroled after serving the minimum sentence. It is incremented every time the offender is revoked before the expiration of the maximum sentence for this offense.

l Actions Form - BAO3	☐ Required	
	ZY Optional	
age Location)	LENGTH bytes	
nder Master File	6,1	
ise Records File e Board Transactions	DATA TYPE numeric	

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T NA	DSSH / CRSB	ITEM NAME	
TANTA	Corrections Information System - Adult Felons	SOURCE	Syste
		FILES	(Sto
FOCUS D/	TA ELEMENTS		Offe Offe Paro

[「] RSB 12/75

2 .

Month, day, and year of date of first parole release after serving the minimum, and while serving the maximum sentence for this offense.

If the maximum had expired by the date of first parole release after being admitted for this offense, this field is left blank. Otherwise, if the maximum had not expired by the first parole date, the parole date is moved to this field and the number of parole revocations is initialized to 0.

Date re-paroled is not reflected in the offense record.

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	∠⊐ Required	
em-generated	🛛 Optional	
prage Location)	LENGTH bytes	
ender Master File	6	
ense Records File	DATA TYPE	
ole Board Transactions	numeric	

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DSSH / CRSB Corrections Information System - Adult Felons		ITEM NAME MAXIMUM SENTENCE DATA		
		SOURCE Felony	• Offense Data Form -• FD12 thru FD18	ZZ Required ∠Z Optional
		FILES	(Storage Location)	LENGTH bytes
FOCUS DATA ELEMENTS			Offender Master File Offense Records File Parole Board Transactions	See below DATA TYPE

|--|

1. SENTENCE EFFECTIVE CODE (FD12)

Required one-digit code indicating the starting date of this sentence.

- From date of sentencing 1
- 2 From date of admission

3 At expiration of another Hawaii sentence

- 4 Other
- 2. MAXIMUM SENTENCE (FD13)

Years, months, and days (two digits each) of the court imposed maximum sentence. This field is required for all felony offense records. Value of "999999" in this field indicates sentence of life-without-parole. Value "8888888" is life-with-parole sentence.

3. PRE-CONFINEMENT CREDITS (FD14)

Years, months, and days (one digit for number of years, two digits each for months and days) to be credited as time served. This field is operational.

All time spent in detention relative to this offense prior to commitment should be coded as pre-confinement credits. By rules and regulations of the Board of Paroles and Pardons, the same credits must also apply toward serving of the minimum sentence.

SENTENCE RELATIONSHIP CODE (FD15) 4.

> Required alpha code indicating the type of serving relationship between this. maximum sentence and any previous sentence in the offense records file for this offender.

N No relationship

RSB 12/75

- C Concurrent with a previous sentence
- Consecutive to a previous sentence S
- Other relationship (primarily used when Hawaii sentence is related to Х a Federal or Out-of-State sentence).

RELATED HAWAII SENTENCE SEQUENCE NUMBER 5.

Required only if this sentence is consecutive to another Hawaii sentence. A two-digit number indicating the offense sequence number of the related sentence. The related sentence may not be a parole violation term.

(continued)

A A A A A A A A A A A A A A A A A A A	DSSH / CRSB Corrections Information	ITEM NAME MAXIMUM SENTENCE DATA - P	3.2 ago 2
200 A	System - Adult Felons	SOURCE	C Required
FOCUS DATA ELEMENTS		FILES (Storage Location) Offender Master File Offense Records File Parole Board Transactions	LENGTH bytes DATA TYPE

6. EXTENSION TIME

Years, months, and days (one digit for number of years, two digits each for months and days) of time not to be credited toward serving of the maximum sentence. ¥. . .

This field is derived by the system from Parole Board Actions data input.

7. EXPIRATION DATE

Month, day, and year (two digits each for month and day, four digits for year) of the expiration date of the maximum sentence. This date is system-generated, except in cases in which the expiration code is not "O" or "3", when it must be entered via FD17. This date is changed to ten years from parole if more than ten years remain before the maximum expires at time of release to parole. This date is extended if the Board of Paroles and Pardons acts to extend the maximum because of parole violations.

8. EXPIRATION CODE

NB 12/75

Required numeric code indicating the method of calculating the maximum expiration date. If not "O", must be entered via FD18.

- 0 No special adjustments (default value)
 - 1 With commutation credits (for older offense records)
 - 2 With extension time (full amount not in record)
 - 3 Ten years from parole release date
 - 4 Exception case
 - Cannot compute at this time (consecutive to Federal or Out-of-State 5 term and has not begun serving any Hawaii sentence)

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DSSH / CRSB		ITEM NAME MINIMUM TERM DATA - Page 2		
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		FILES (Storage Location)	LENGTH bytes	
FOCUS DATA ELEMENTS		 Offender Master File Offense Records File Parole Board Transactions 	DATA TYPE	

6. RELATION CODE (BA13)

Required alpha code indicating the type of serving relationship between this sentence and any previous Hawaii sentence.

- N No relationship
- C Concurrently with a previous Hawaii sentence
- S Consecutive to a previous Hawaii sentence
- X Other relationship

7. RELATED HAWAII SENTENCE SEQUENCE NUMBER (BA14)

Required only if this sentence is consecutive to another Hawaii sentence. A two-digit number indicating the offense sequence number of the related sentence. The minimum sentence may be consecutive to a parole violation term or another minimum sentence.

8. EXPIRATION DATE

Month, day, and year (two digits each for month and day, four digits for year) of the expiration date of this minimum sentence. This date is system-generated if the expiration code is "O". Otherwise, it must be entered in BA15, and the first two digits of the year are generated by the program.

9. EXPIRATION CODE

Required numeric code indicating the method of calculating the minimum expiration date. If not "O" must be entered via BA16.

0 No special adjustments (default value) With commutation credits (for older offense records) 1

Exception case 4

DSSH / CRSB		ITEM NAME OFFENSE CODE & CLASS		
11/14 27 + 54 27 + 54	Corrections Information System - Adult Felons	SOURCE Telony Offense Data Form- FD05,FD06	CT Required	
FOCUS DATA ELEMENTS		FILES (Storage Location)	LENGTH bytes	
		CT Offonder Master File	5,1	
		AT Offense Records File	DATA TYPE numeric, alpha	

1. OFFENSE CODE (FD05)

Required five digit numeric code from the CRSB Table of Felony Offense Codes. This is a composite table covering offense descriptions under both the old and new penal code for Hawaii. L. .

2. OFFENSE CLASS (FD06)

Optional alpha code indicating the offense classification. Offense class is roughly equivalent to a severity ranking, and each class is associated with a usual maximum sentence. If the maximum sentence is greater than the usual maximum, the offense is considered aggravated. If the maximum is 4 years, the offender is being treated under the youthful offender act.

- X Sentence imposed under the old penal code. There is no usual sentence for this class.
- A 20 years
- B 10 years C 5 years

RSB 12/75

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System -	Adult Felons Felony Offense Data Form - FD02,FD03
FOCUS DATA ELEMEN	ITS FILES (Storage Location) LENGTH bytes \[\[\[\] Offender Master File 2, \frac{1}{2}
Each offens ID. Number occurrence, they are to 2. <u>OFFENSE REC</u> Code "F" id	UENCE NUMBER (FD02) se or pyt record is assigned a unique sequence number within offender s are assigned consecutively starting from "01", by order of sothat sentences will have higher sequence numbers than sentences b be served consecutively to.

		ITEM NAME
No.	DSSH / CRSB Corrections information System - Adult Felons	SOURCE Parole Board BA
FOCUS DA	TA ELEMENTS	FILES (Stora 7 Offend 7 Offens 7 Parole

The latest significant action of the Board of Paroles and Pardons relative to the offense is saved to facilitate the generation of the mandatory review. Minimum or parole violation term setting and parole granted or denied actions are saved in offense and PVT records if applicable. Discharge granted or denied and discharge of offense are actions applicable only to offense records and are not saved in PVT records.

This is a four-part element, as follows:

1. PAROLE BOARD HEARING DATE

Month, day, and year (two digits each) in which the following action was taken.

2. CONSIDERATION CATEGORY

Numeric code to indicate the type of parole board hearing.

- 1 Minimum or parole violation term setting
- 3 Parole consideration
- 6 Discharge
- 3. DISPOSITION .

Alpha code indicating the decision of the parole board.

- A Affirmative/Approved
- N Negative/Denied
- 4. ACTION CODE

Alpha code describing the action taken by the parole board. The following combinations of category, disposition, and action codes are allowed.

<u>Category</u> .	Disposi
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ROLE BOARD CONSIDERATI	DN - LAST
l Action Form - .03, BA04, BA05, BA06	∠_7 Required ∠_7 Optional
nge Location) Jer Master File	LENGTH bytes
se Rocords File Board Transactions	6,1,1,2 DATA TYPE See below

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Action

MS or TS PT, PG or PF None DE or DO None

1144	DSSH / CRSB Corrections Information System - Adult Felons -	ITEM N. SOURCE Convers	PAR
		FILES	(Stora
FOCUS DA	TA ELEMENTS		Offen Offen Parol

This element was used for file conversion to enable the system to pick up future considerations set by the Board of Paroles and Pardons. It is no longer being updated by the system, but may be of use in the future. The future consideration set by the board is found in the offender master file.

There are three parts to this element.

1. CONSIDERATION DATE

Month and year (two digits each) of meeting at which this offender is to appear before the parole board, as directed by the board.

2. CONSIDERATION CATEGORY

Numeric code indicating the nature of the consideration.

- 1 Minimum setting, or PVT setting
- 2 Minimum refix, or PVT refix
- Parole consideration 3
- 4 Revocation hearing
- Delinquent/Suspension 5
- 6 Discharge consideration
- Executive reference 7
- 8 Reports & Miscellaneous actions
- 3. ACTION CODE

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Two-position alpha code to describe the future consideration more specifically.

OLE BOARD CONSIDERATION	– NEXT
elony Şide 2 Form -	C Required
FD35, FD36	AT Optional
age Location)	LENGTH bytes
nder Master File	4,1,2
nse Records File	DATA TYPE
e Board Transactions	numeric

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DICTIONARY OF FOCUS DATA ELEMENTS

PART C - ITEMS IN PAROLE VIOLATION TERM RECORD TABLE OF CONTENTS

Date Next Paroled
Date Next Revoked
Offense Sequence Number & Offense Record Type
Original Offense Criminal Docket Number & Cou
Original Offense Maximum Expiration Date
Parole Revocation Date & Type
Parole Violation Term Data
Parole Board Consideration - Last
Retake Date & Parole Violation Term Setting D

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mt	4.0	
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ate	9.0	

-	DSSH / CRSB	ITEM N	DATE NEXT PAROLED	
A BAA	Corrections information System - Adult Felons	SOURCE	System-generated	LT Required
FOCUS DA	TA ELEMENTS	فترجيبه والمتحدث والمراز ومتكلوه والالتجار والم	(Storage Location) Offender Master File	LENGTH bytes
		· [3]	Offense Records File - pvr Parole Board Transactions	DATA TYPE numeric

CRSB 12/75

Month, day, and year of date of first parole release after serving this PV term.

If the maximum of the crime on which the PV term was set had expired by the date of parole release, this field is left blank. Otherwise, if the maximum sentence had not expired, the parole date is moved to this field. In either case, the record is flagged "inactive."



DSSH / CRSB Corrections Information System - Adult Felons	SOURCE	OFFENSE :
Automotive generalization of an anti-anti-anti-anti-anti-anti-anti-anti-	FILES	(Storag
FOCUS DATA ELEMENTS		Offende Offense Parole

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1. OFFENSE SEQUENCE NUMBER (PVO2)

Each offense or pvt record is assigned a unique sequence number within offender ID. Numbers are assigned consecutively starting from "01", by order of occurrence, so that sentences will have higher sequence numbers than sentences they are to be served consecutively to.

2. OFFENSE RECORD TYPE (PV03)

Code "P" identifies this as a parole violation term record as opposed to a felony offense record which is also present in the file.

***************************************	SE RECORD TYPE
ation Term Data Form-	I Required I Optional
<u>PV02, PV03</u> e Location)	LENGTH bytes
r Master File	2,1
Records File - PVT Board Transactions	DATA TYPE numeric, alpha

DSSH / CRSB Corrections Information System - Adult Felons`	ITEM NAME ORIGINAL SOURCE . Parole Violati
FOCUS DATA ELEMENTS	FILES (Storag

This element in a parole violation term record must match the criminal docket number and count in the original offense record. There are two parts to this element:

1. CRIMINAL DOCKET NUMBER (PV03)

The five-digit number assigned to the original offense.

2. <u>COUNT</u> (PV04)

The two-digit number assigned to the original offense.

EDITING:

A parole violation term record may not be added to the file unless the criminal docket number and count match the criminal docket number and count in an active offense record.

Also, the criminal docket number and count must not match corresponding fields in another active parole violation term record. There may be any number of parole violation term records for the same offense, but only one (the latest) may be active.

CRSB 12/75

:ion Term Data Form -	AZT Required
	CJ Optional
<u>PV03, PV04</u> age Location)	LENGTH bytes
ler Master File	4, 2
se Records File - PVT	DATA TYPE
Board Transactions	numeric

-	DSSH / CRSB	ITEM N	AME ORIGI
A Py A	Corrections Information System - Adult Felons	SOURCE	System
		FILES	(Stora
FOCUS DA	TA ELEMENTS		Offend Offens Parole

RSB 12/75

Month, day, and year of the maximum sentence expiration of the offense for which this parole violation term record was built.

This field is used for checking whether a movement to parole or a parole revocation applies to this parole violation term record. These actions do not apply to the record if they occur after the maximum expiration date of the original offense.

INAL OFFENSE MAXIMUM EX	PIRATION DATE
m-generated	∠⊠ Required ∠7 Optional
age Location)	LENGTH bytes
der Master File	8
se Records File - PVT 9 Board Transactions	DATA TYPE numeric

	DSSH / CRSB Corrections Information System - Adult Felons	ITEM NAME PAROLE RE SOURCE Parole Vio
		FILES (Stor
OLUS D	ATA ELEMENTS	∠ Offen ∠X/ Offen ∠ Parol

CRSB 2/75

1. PAROLE REVOCATION DATE (PV07)

Month, day, and year of the meeting in which the Board of Paroles and Pardons acted to revoke parole. This date may be on, before, or after the date of retake. 1. . .

2. PAROLE REVOCATION TYPE (PV05)

Code indicates whether the offender was revoked on technical violation only, or whether he had criminal charges or action against him.

- TV Technical Violation
- CF Was convicted of one or more felonies by State, Federal , or out-of-state court
- state court
- PF Has one or more felony charges pending against him
- PM Has one or more misdemeanor charges pending against him

EVOCATION DATE AND TYPE olation Term Data Form -	/XX Required	
PV07, PV05	CT Optional	
rage Location)	LENGTH bytes	
nder Master File	6,2	
nse Records File - pyr le Board Transactions	DATA TYPE numeric, alpha	

U.L

CM - Was convicted of one or more misdemeanors by State, Federal, or out-of-

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	DSSH / CRSB	ITEM N	AME PA
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APyra.	System - Adult Felons -		ata For
		Parol	e Board
		FILES	(Stora
OCUS D	ATA ELEMENTS		Offen
		X7	Offen
			Parol

Eight-part element. If any parole violation term data field is present, all required fields must be present, also.

1. ACTIVE PVT FLAG ( pos. 16 and pos. 80)

System-generated one-digit code indicating whether the offender is still incarcerated for this parole violation term. Col. 16 and col. 80 reflect the same value always.

- 0 No longer serving for this parole violation term (Inactive)
- 1 Currently serving for this parole violation term in an institution. Has not been paroled yet. (Active)

This code is initialized to "1" when the parole violation term is set by the Board of Paroles and Pardons. It is changed to "O" when the offender is released to parole after serving this PV term.

## 2. ORIGINAL PAROLE VIOLATION TERM (PV09 or BA10)

Years, months, and days (two digits each) of the original parole violation term imposed by the Board of Paroles and Pardons. This field is required.

3. REVISED PAROLE VIOLATION TERM (BA10)

Years, months, and days (two digits each) of the latest refix of the parole violation term by the Board of Paroles and Pardons. This field is optional.

4. PRE-CONFINEMENT CREDITS (PV10 or BA11)

Years, months, and days (one digit for number of years, two digits each formonths and days) to be credited as time served. This field is optional.

5. RELATION CODE (PV11 or BA13)

Required alpha code indicating the type of serving relationship between this sentence and any previous parole violation term or minimum sentnece.

- N No relationship
- Concurrently with a previous sentence C
- Consecutive to a previous Hawaii sentence S
- X Other relationship

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(continued)

XN'da	DSSH / CRSB	and the second	IÔN TERM DATA - Page 2
······································	Corrections Information System - Adult Felons -	SOURCE .	∠_/ Required ∠_/ Optional
FOCUS DATA ELEMENTS		FILES (Storage Locati	이는 그는 가지 않는 것 같은 것을 가지 않는 것이 없다.
		C Offense Records C Parole Board Tr	File DATA TYPE

### 6. RELATED HAWAII SENTENCE SEQUENCE NUMBER (PV12 or BA14)

Required only if this sentence is consecutive to another parole violation term or minimum sentence. The two-digit number indicates the offense sequence number of the related sentence. the

### 7. EXPIRATION DATE

Month, day, and year (two digits each for month and day, four digits for year) of the expiration date of this parole violation term, This date is systemgenerated if the expiration code is "O". Otherwise, it must be entered in BA15 or PV13 with the rest of the parole violation term data.

### 8. EXPIRATION CODE

Required numeric code indicating the method of calculating the parole violation term expiration date. If not "0" must be entered via PV14 or BA16.

No special adjustments (default value) 0 Exception case 4

CRSB 12/75

	DSSH / CRSB	ITEM NAME PAR	
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		FILES (Storag	
FOCUS D	TA ELEMENTS	∠_7 Offende /X/ Offense ∠_7 Parole	

The latest significant action of the Board of Paroles and Pardons relative to the offense is saved to facilitate the generation of the mandatory review. Minimum or parole violation term setting and parole granted or denied actions are saved in offense and PVT records if applicable. Discharge granted or denied and discharge of offense are actions applicable only to offense records and are not saved in PVT records.

This is a four-part element, as follows:

1. PAROLE BOARD HEARING DATE

Month, day, and year (two digits each) in which the following action was taken.

CONSIDERATION CATEGORY 2.

Numeric code to indicate the type of parole board hearing.

- 1 Minimum or parole violation term setting 3 Parole consideration
- 3. DISPOSITION

Alpha code indicating the decision of the parole board.

- A Affirmative/Approved N Negative/Denied
- 4. ACTION CODE

CPTB 12/75

Alpha code describing the action taken by the parole board. The following combinations of category, disposition, and action codes are allowed.

Category	Disposi
1	A
33.	· A N

1 Action Form -	CT Required	
AO3, BAO4, BAO5, BAO6	Detional	
age Location)	LENGTH bytos	
der Master File	6.1.1.2	
se Records File - PVT e Board Transactions	6,1,1,2	

ition

### Action

TS PT, PG or PF None

A A A A A A A A A A A A A A A A A A A	DSSH / CRSB Corrections information System - Adult Felons.	ITEM N/ RETAKE SOURCE Parole	DATE
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FOCUS D/	ATA ELEMENTS		Offer Offer Parol

### 1. RETAKE DATE (PV06)

Month, day, and year that the offender was received into a state corrections facility from parole status for this violation. If this term is being served in another facility, if serving this term concurrently with a federal or out-of-state term, the retake date should be the date the offender was received into the other facility to begin serving.

For normal calculations of the parole violation term expiration date, the retake date is taken as the starting date of service of the parole violation term.

### 2. PAROLE VIOLATION TERM SETTING DATE (PV08)

Month, day, and year that the Board of Paroles and Pardons set the parole violation term.

This date may also be entered via BAO3 in the Parole Board Action Form if the parole violation term is set after the PVT record had been built.

, PAROLE VIOLATION TERM SETTING DATE		
ation Term Data Form -	X Required	
PV06, PV08 rage Location)	LENGTH bytos	
nder Master File nse Records File - PVT	6,6- · ··· -	
le Board Transactions	DATA TYPE numeric	