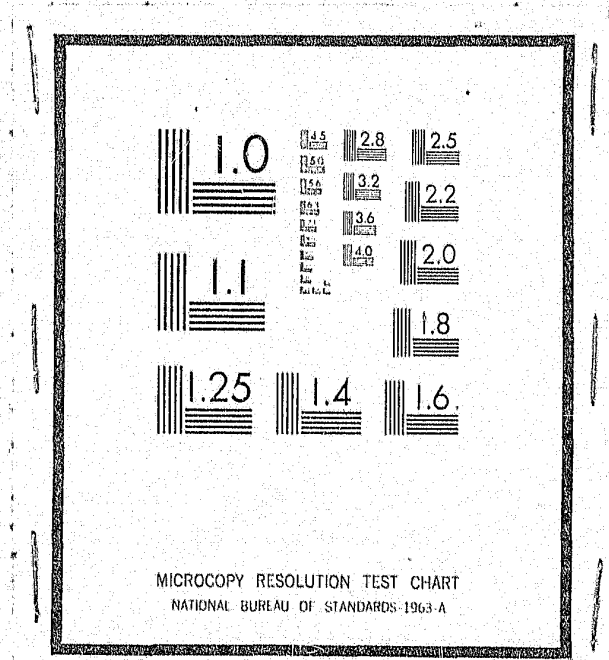


NCJRS

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

6/17/77
Date filmed

DICTIONARY

of

FOCUS DATA ELEMENTS

39894

NCJRS

MAR 8 1977

ACQUISITIONS

THE FOCUS FILES

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.

10
10
10
10

DICTIONARY OF FOCUS DATA ELEMENTS

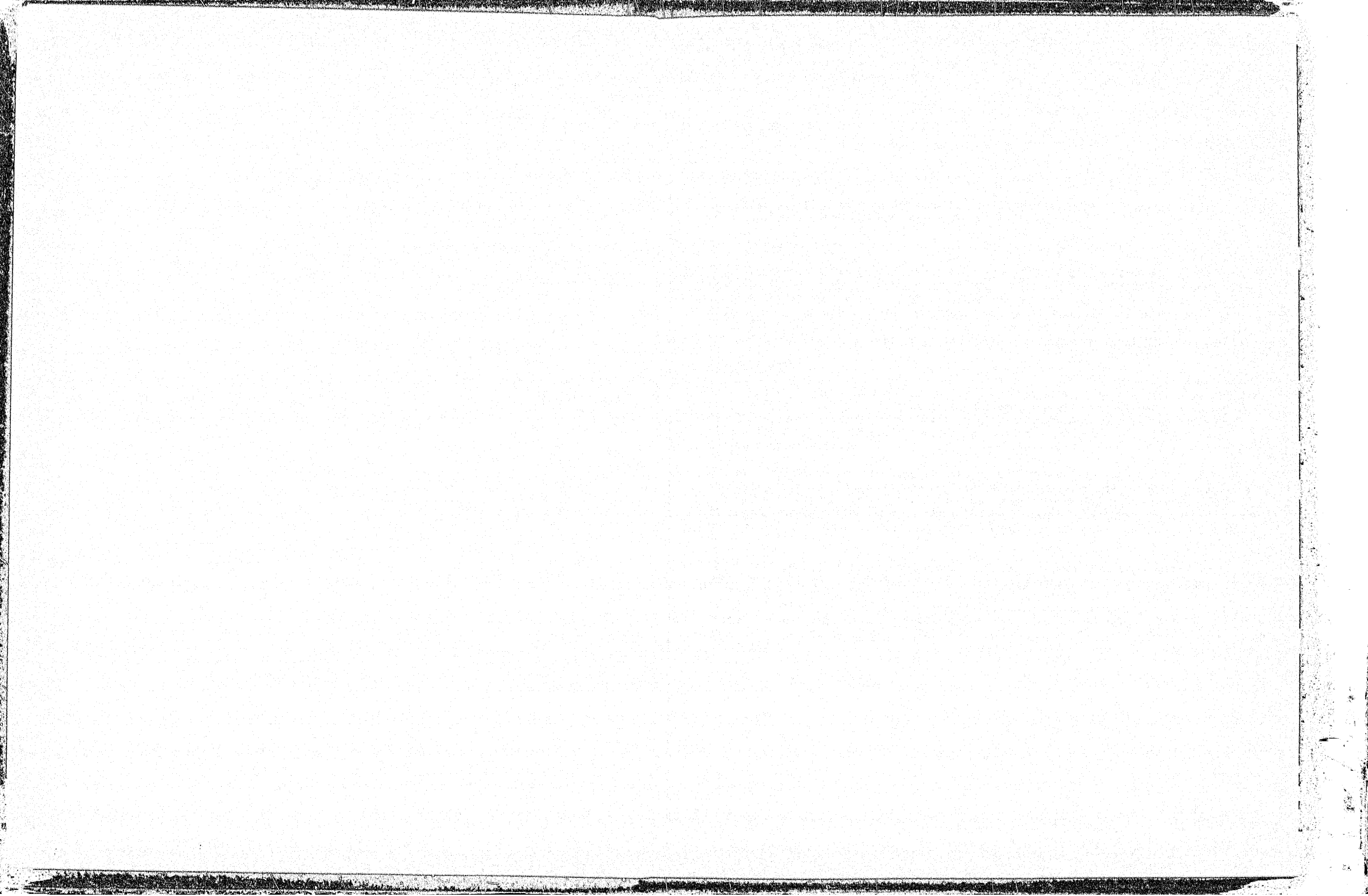
PART A - ITEMS IN OFFENDER MASTER RECORD

TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| Active Case (Flag) | 1.0 |
| Admission Date and Type | 2.0 |
| Alcohol Use | 3.0 |
| Aliases, No. of | 4.0 |
| Birth Date | 5.0 |
| Birthplace | 6.0 |
| Citizenship | 7.0 |
| Commitment Name | 8.0 |
| Criminal Summary | 9.1 - 9.3 |
| Current Status - Actual Location | 10.1 - 10.2 |
| Current Status - Primary Jurisdiction | 11.0 |
| Current Status - State Jurisdiction | 12.0 |
| Drug Use | 13.0 |
| Early Discharge Eligibility Date | 14.0 |
| Ethnicity | 15.0 |
| Ethnic Group Identity | 16.0 |
| Final Discharge Eligibility Date and Code | 17.1 - 17.2 |
| Final (Actual) Termination Date and Code | 18.0 |
| First Year in State | 19.0 |
| Home Address Area (Zip) | 20.0 |
| Identification Number | 21.0 |
| ID - Case Process Number | 22.0 |
| Incarcerated Education - Academic | 23.0 |
| Incarcerated Education - Vocational | 24.1 - 24.2 |
| Intelligence | 25.0 |
| Last Grade Completed | 26.0 |
| Marital Status | 27.0 |
| Medical - Continuing Care | 28.0 |
| Medical - General Health | 29.0 |
| Mental Disorders (Past) | 30.0 |

TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| Parole Board Consideration - Last | 31.1 - 31.2 |
| Parole Board Consideration - Next | 32.1 - 32.3 |
| Parole History | 33.1 - 33.2 |
| Parole - Educational Status | 34.0 |
| Parole - Employment Status | 35.0 |
| Parole - Living Arrangement | 36.0 |
| Parole - Location | 37.0 |
| Parole - Marital Status | 38.0 |
| Parole - Number of Dependents | 39.0 |
| Parole - Occupation | 40.0 |
| Parole - Welfare Assistance | 41.0 |
| Physical Disabilities | 42.0 |
| Police ID Number | 43.0 |
| Probation ID Number | 44.0 |
| Readmission Date and Type | 45.0 |
| Residence Status | 46.0 |
| Sex | 47.0 |
| Significant Offense | 48.1 - 48.2 |
| Special Schools Attended | 49.0 |
| Tentative Parole Date | 50.1 - 50.2 |
| Tested Grade Level | 51.0 |
| Vocational - Average Wage | 52.0 |
| Vocational - Employment Status | 53.0 |
| Vocational - Occupation | 54.0 |





DSSH / CRSB
Corrections Information
System - Adult Felons

FOCUS DATA ELEMENTS

| ITEM NAME | ADMISSION DATE (FIRST) AND TYPE |
|--|--|
| SOURCE | <input checked="" type="checkbox"/> Required |
| Current Status Form - CS08, CS07 | <input type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 7 (6,1) |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | alphanumeric |

DESCRIPTION:

1. ADMISSION DATE (CS08)

Month, day, and year that the offender was originally 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 first 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 type code is an optional item and may be left blank if data is not available to determine whether the offender had been discharged previously.



DSSII / CRSB
Corrections Information
System - Adult Felons

| ALCOHOL USE | |
|--|---|
| SOURCE | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH - bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

Code indicates the past use of alcohol by the offender and the degree to which this is considered a problem. Information is obtained when new inmate is interviewed and examined by medical personnel during diagnostic processing.

CODES:

- 0 No use
- 1 Occasional use
- 2 Use is a problem
- 3 Use associated with offenses



0001 / 0000
 Corrections Information
 System - Adult Felons

ALIASES, No. of

FOCUS DATA ELEMENTS

| | |
|--|--|
| SOURCE | <input type="checkbox"/> Required |
| Identification Data Form - ID05 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | numeric |

DESCRIPTION:

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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| BIRTH DATE | |
|--|--|
| SOURCE | <input checked="" type="checkbox"/> Required |
| Identification Data Form - ID06 | <input type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 6 |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

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

Date is stored as month, day, and year.

EDITING:

Full date of birth must 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 deleted 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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

BIRTHPLACE

FOCUS DATA ELEMENTS

| SOURCE | Requirement |
|--|---|
| Identification Data Form - ID11 | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | .2 |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | alpha |

DESCRIPTION:

State or country (if outside U.S.) of birth, using standard table of State/Country codes.

If born in the State of Hawaii and the location within the state is known, one of the following codes is used instead of state code "HI".

- HO Honolulu, Oahu
- HJ Island of Oahu, outside Honolulu
- HA Island of Hawaii
- HF Island of Maui
- HC Island of Kauai
- HG Island of Molokai
- HE Island of Lanai
- HH Island of Niihau

EDITING:

System currently accepts any combination of alphabetic characters. Edits will be refined in future to include table-lookup for a valid code.



DSSH / CRSB
Corrections Information
System - Adult Felons

| CITIZENSHIP | |
|--|---|
| SOURCE | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| Identification Data Form - ID08 | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 2 |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | DATA TYPE |
| | alpha |

FOCUS DATA ELEMENTS

DESCRIPTION:

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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| COMMITMENT NAME | |
|---|--|
| SOURCE | <input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| Identification Data Form - ID04 | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 32 |
| <input checked="" type="checkbox"/> Offense Records File | DATA TYPE |
| <input checked="" type="checkbox"/> Parole Board Transactions | alpha |

FOCUS DATA ELEMENTS

DESCRIPTION:

Name of offender as recorded on the Commitment Information Sheet at time of admission to a Corrections Division facility. This should be the same as the name which appears also on mittimus document.

Offender cannot be added to the FOCUS Master File unless full first and last name is entered on the Identification Data Form. In case of error, the name may be altered subsequently by a change entry.

Commitment Name is stored in the following format:

Last Name - maximum 18 characters
 First Name - maximum 12 characters
 Middle Initials - up to 2

Last Name field may include "family generation"; e.g., Jones III.

EDITING:

Edit program currently converts the name field from a "freeform" format, as coded on the Identification Data Form, to fixed-length last and first names as described above. This program routine does not facilitate capturing the middle initials for storage on the master file at this time.

FUTURE CHANGE:

Identification Data Form will be changed to enter last name, first name, and middle initials as separate fields, for a total of 32 positions as formatted in the Offender Master Record.



DSEH / CR3B
 Corrections Information
 System - Adult Felons

CRIMINAL SUMMARY - ADULT COMMITMENTS

| | | |
|--|------------------------|--|
| SOURCE | CUM14 thru CUM16 | <input type="checkbox"/> Required |
| Cumulative Offense Summary - | | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | | 6 |
| <input type="checkbox"/> Offense Records File | | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | | numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

This element indicates the number of times the offender has been committed to a correctional institution prior to the current commitment. Incarcerations are broken down into three separate counts of two digits each.

1. NUMBER OF JAIL COMMITMENTS

Number of times the offender has been sentenced to a jail term of between 30 days and one year in duration. Suspended sentences are not counted.

2. NUMBER OF FEDERAL AND OUT-OF-STATE PRISON COMMITMENTS

Number of times offender has been incarcerated in a federal or out-of-state correctional institution with a sentence of over one year.

3. NUMBER OF (PRIOR) PRISON COMMITMENTS IN HAWAII

Number of previous commitments to a correctional institution under jurisdiction of Department of Social Services and Housing in Hawaii. This refers to periods of incarceration of one year or more, excluding juvenile commitments.



DSSH / CRSB
Corrections Information
System - Adult Felons

| ITEM NAME | CRIMINAL SUMMARY - COHORT YEAR |
|---|--|
| SOURCE | <input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| Cumulative Offense Summary - CUMOS9 | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 4 |
| <input checked="" type="checkbox"/> Offense Records File | |
| <input checked="" type="checkbox"/> Parole Board Transactions | DATA TYPE numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

1. CORRECTIONS DIVISION (CD) COHORT YEAR

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

2. PAROLE (BPP) COHORT YEAR

Year of first adult parole in the State of Hawaii. 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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

CRIMINAL SUMMARY - FELONY OFFENSES

| | | | |
|---------------------|--|------------------|--|
| FOCUS DATA ELEMENTS | SOURCE | CUM10 thru CUM13 | <input type="checkbox"/> Required |
| | Cumulative Offense Summary - | | <input checked="" type="checkbox"/> Optional |
| | FILES (Storage Location) | | LENGTH -- bytes |
| | <input checked="" type="checkbox"/> Offender Master File | | 8 |
| | <input type="checkbox"/> Offense Records File | | DATA TYPE |
| | <input type="checkbox"/> Parole Board Transactions | | numeric |

DESCRIPTION:

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).

2. NUMBER OF FELONY CONVICTIONS

Count of felony offenses which have resulted in convictions.

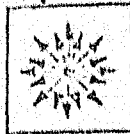
3. NUMBER OF FELONY PROBATIONS

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

4. NUMBER OF FELONY PROBATION REVOCATIONS

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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

ITEM NAME
 CURRENT STATUS - ACTUAL LOCATION

FOCUS DATA ELEMENTS

| SOURCE | Required | Optional |
|--|-------------------------------------|--------------------------|
| Current Status Form CS04, CS05 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| FILES (Storage Location) | | |
| <input checked="" type="checkbox"/> Offender Master File | | 9(3,6) |
| <input type="checkbox"/> Offense Records File | | |
| <input type="checkbox"/> Parole Board Transactions | | alphanumeric |

DESCRIPTION:

Actual physical location of the offender as of latest month-end (report date).
 This is a two-part element:

1. ACTUAL LOCATION CODE (CS04)

Abbreviation code for the corrections/parole agency, jail, community house, or other location where the offender is physically situated.

2. DATE OF LOCATION CHANGE (CS05)

Month, day, and year on which the offender moved to the current location.
 (Date is converted from input format yymmdd to mmddy when stored in master record.)

CODES:

Corrections Facilities:

- HSP Hawaii State Prison
- *ADC Adult Diagnostic Center
- KHC Kulani Honor Camp
- MCF Maui Correctional Facility
- KAM Kamehameha Conditional Release Center
- LAU Laumaka Conditional Release Center

Parole Areas:

- FSO Field Service Oahu
- FSH Field Service Hawaii
- FSM Field Service Maui
- FSK Field Service Kauai

Other Codes:

- *JAL Jail Facility
- POL Police Cell
- XX1 Escaped
- XX2 Suspended (parolee whereabouts unknown)
- *XX3 Absconder Revoked (parolee whereabouts unknown)

Out-of-State: Two-position alpha code from standard State/Country Table

*Effective from November 1, 1975, codes JAL and XX3 have been dropped. Jails will be specifically identified and the classification "Absconder Revoked" is no longer used by the parole board. Also, the practice of identifying the diagnostic center (ADC) as a location under HSP jurisdiction is being discontinued.

New location codes are listed on the following page.

(continued)

North Carolina State Department of Health

State of North Carolina
Department of Health
Division of Health Control
Raleigh, North Carolina

1950

1. [Illegible text]

2. [Illegible text]

3. [Illegible text]

4. [Illegible text]

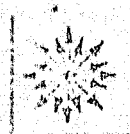
5. [Illegible text]

6. [Illegible text]

7. [Illegible text]

8. [Illegible text]

9. [Illegible text]



DSSH / CRSB
 Corrections Information
 System - Adult Felons

FILE NAME
 CURRENT STATUS - PRIMARY JURISDICTION

FOCUS DATA ELEMENTS

| | |
|--|--|
| SOURCE | <input checked="" type="checkbox"/> Required |
| Current Status Form - CS01 | <input type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 2 |
| <input checked="" type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | alphanumeric |

DESCRIPTION:

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.

EDITING:

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.

CODES:

- 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
- C1 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.



DSSII / CRSB
 Corrections Information
 System - Adult Felons

FOCUS DATA ELEMENTS

| ITEM NAME | CURRENT STATUS - STATE JURISDICTION |
|--|--|
| SOURCE | <input checked="" type="checkbox"/> Required |
| Current Status Form - CS02, CS03 | <input type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH --- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 12 (3,3,6) |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | alphanumeric |

DESCRIPTION:

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:

1. CURRENT JURISDICTION (CS02)

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

2. PREVIOUS JURISDICTION (CS02)

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.

3. DATE OF JURISDICTION ASSIGNMENT (CS03)

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 mmddy 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



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| DRUG USE | |
|--|--|
| SOURCE | <input type="checkbox"/> Required |
| Medical Data Form - MD05, MD06 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH --- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 2 (1,1) |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

Two-part element to indicate past use of illegal drugs by the offender. Information is obtained by medical staff when a new inmate is interviewed and examined during diagnostic processing.

1. DRUG USE - DEGREE

Numeric code indicates severity of drug problem, as follows:

- 0 No use
- 1 Occasional use
- 2 Use is a problem
- 3 Use associated with offenses

2. DRUG TYPE - COUNT

Cumulative total of the number of distinct drug types which have been used by the offender, based on the following list:

- Amphetamines
- Barbituates
- Marijuana, hashish products
- Hallucinogens and major psychedelics
- Inhalants
- Heroin
- Opium or derivative
- Other

FUTURE CHANGE:

Element will be expanded to include Drug Type Code which will specifically identify the most serious or harmful drug used by the offender in the past. The drug type count is actually of little use on its own. A value of "1" could refer to heroin or to marijuana, for example.



DOSH / CRSB
 Corrections Information
 System - Adult Felons

| | | |
|---|--|--|
| ITEM NAME | | EARLY DISCHARGE ELIGIBILITY DATE |
| SOURCE | | <input type="checkbox"/> Required |
| System-generated Date | | <input checked="" type="checkbox"/> Optional |
| TITLES (Storage Location) | | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | | 6 |
| <input checked="" type="checkbox"/> Offense Records File | | DATA TYPE |
| <input checked="" type="checkbox"/> Parole Board Transactions | | numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

This date only applies for a parolee 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 Pardons and Paroles, 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."



1/33/75 / CRSB
 Corrections Information
 System - Adult Felons

ETHNICITY (ETHNIC ORIGINS)

FOCUS DATA ELEMENTS

| SOURCE | | <input type="checkbox"/> Required |
|-------------------------------------|---------------------------|--|
| Identification Data Form - ID13 | | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes |
| <input checked="" type="checkbox"/> | Offender Master File | 3 (1,1,1) |
| <input type="checkbox"/> | Offense Records File | |
| <input type="checkbox"/> | Parole Board Transactions | |
| | | DATA TYPE |
| | | alphabetic |

DESCRIPTION:

Ethnic origin of offender as recorded at time of admission.

Item provides for up to three levels of ethnicity, each level represented by one of the codes listed below. Highest level of ethnicity is the first or leftmost code in the field.

Provision for several ethnic codes is made because of the preponderance of mixed racial origins in Hawaii. For example, Hawaiian-Chinese or Filipino-Caucasian-Japanese, etc.

CODES:

| | | |
|-------------|--------------|----------------|
| C Chinese | J Japanese | R Puerto Rican |
| F Filipino | K Korean | S Samoan |
| G Guamanian | N Negro | T Tahitian |
| H Hawaiian | P Portuguese | W Caucasian |
| | | X Other |

EDITING:

Each code within the item must be valid and codes must be left-justified.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| ITEM NAME | |
|--|---|
| ETHNIC GROUP IDENTITY | |
| SOURCE | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| Identification Data Form - ID14 | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | DATA TYPE alpha |

FOCUS DATA ELEMENTS

DESCRIPTION:

This item is entitled "Cultural Group Identified With" on the input document, but it refers more specifically to the ethnic 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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

FINAL DISCHARGE ELIGIBILITY DATE/CODE

FOCUS DATA ELEMENTS

| SOURCE | FINAL DISCHARGE ELIGIBILITY DATE/CODE |
|--|--|
| System-generated Date | <input checked="" type="checkbox"/> Required |
| FILES (Storage Location) | <input checked="" type="checkbox"/> Optional |
| <input checked="" type="checkbox"/> Offender Master File | LENGTH -- bytes |
| <input type="checkbox"/> Offense Records File | 7 (6,1) |
| <input type="checkbox"/> Parole Board Transactions | DATA TYPE |
| | numeric |

DESCRIPTION:

1. FINAL DISCHARGE ELIGIBILITY DATE

Also referred to as Maximum Jurisdiction Date. This is the month, day, and year that state jurisdiction over the offender will expire and he should be granted final discharge.

This date is taken from the felony offense record with the latest maximum expiration date for the offender. Jurisdiction does not expire until the individual has served all sentences for which he was committed. However, there is a statutory limitation of 10 years for the period of jurisdiction once the offender has been released to parole.

2. FINAL DISCHARGE/MAX. JURISDICTION CODE

Code indicates the method of computing the maximum jurisdiction date. This code is also taken from the felony offense record which describes the last expiring sentence for the offender.

- 0 Expiration of maximum sentence (normal case)
- 1 Maximum expiration with Commutation Credits
- 2 Jurisdiction extended by amount of time lost due to Suspension or Escape
- 3 Jurisdiction limited to ten years from parole release
- 4 Exception Case (max. expiration not computed by normal method)
- 5 Maximum jurisdiction cannot be determined at this time (date is blank)

EXPLANATION:

When a new admission is added to FOCUS files, felony offense data records are built with all necessary data on each sentence (maximum) for which the offender is committed. The expiration date of each maximum sentence is computed (or accepted from input if calculation is unusual) and stored in the offense records, together with the maximum expiration code. These dates are compared and the latest date is then moved to the "Final Discharge" field in the master record, with its accompanying code.

In the event of a correction or change entry which affects one or more maximum expiration dates in offense records, the system will automatically adjust the final discharge date if affected.

(continued)



DSSI / CRSB
 Corrections Information
 System - Adult Felons

| ITEM NAME | |
|---|--|
| FINAL DISCHARGE ELIGIBILITY DATE/CODE (Page 2) | |
| SOURCE | <input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | DATA TYPE |
| <input checked="" type="checkbox"/> Offense Records File | |
| <input checked="" type="checkbox"/> Parole Board Transactions | |

FOCUS DATA ELEMENTS

DESCRIPTION:

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.



DSSII / CRSB
 Corrections Information
 System - Adult Felons

| ITEM NAME | | FINAL (ACTUAL) TERMINATION DATE & CODE |
|--------------------------|---|---|
| SOURCE | See explanation below | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | <input checked="" type="checkbox"/> Offender Master File <input type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | LENGTH -- bytes 7 (6,1) DATA TYPE numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

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

1. FINAL TERMINATION DATE

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

2. TERMINATION CODE

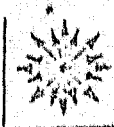
Indicates reason for termination of jurisdiction:

- 1 Final Discharge
- 2 Death
- 3 Court Order

EXPLANATION:

When an offender is discharged, dies or is released on court order, a Current Status form is coded. Item CS02 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 CS03, Date of Juris. Assignment.

This Current Status transaction causes the offender master record and corresponding offense records to be flagged inactive. The "State Jurisdiction" element is not updated with the contents of items CS02 and CS03. 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 CS02 to create Final Termination Code in the record.



DSSH / CRSB
Corrections Information
System - Adult Felons

| FIRST YEAR IN STATE (HAWAII) | |
|--|--|
| SOURCE | <input type="checkbox"/> Required |
| Identification Data Form - ID10 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 2 |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

The year in which the offender first entered the State of Hawaii. If born in the State, year of birth is used instead. Only the last two digits of the year are coded.



Corrections Information
System - Adult Felons

HOME ADDRESS AREA (ZIP Code)

FOCUS DATA ELEMENTS

| SOURCE | REQUIRED |
|---|--|
| Identification Data Form - ID12 | <input type="checkbox"/> Required |
| FILES (Storage Location) | <input checked="" type="checkbox"/> Optional |
| <input checked="" type="checkbox"/> Offender Master File | LENGTH --- bytes |
| <input checked="" type="checkbox"/> Offense Records File | 5 |
| <input checked="" type="checkbox"/> Parole Board Transactions | DATA TYPE |
| | numeric |

DESCRIPTION:

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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| FOCUS DATA ELEMENTS | IDENTIFICATION NUMBER | |
|---------------------|---|----------------------|
| | SOURCE | LENGTH --- bytes |
| FOCUS DATA ELEMENTS | <input checked="" type="checkbox"/> Offender Master File | 9 |
| | <input checked="" type="checkbox"/> Offense Records File | |
| | <input checked="" type="checkbox"/> Parole Board Transactions | |
| | | DATA TYPE numeric |

DESCRIPTION:

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 cannot 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.



FOCUS DATA ELEMENTS

| | |
|--|--|
| SOURCE | <input checked="" type="checkbox"/> Required |
| See Below | <input type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH --- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input checked="" type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | numeric |

DESCRIPTION:

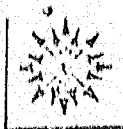
Case process number is a suffix to the identification number in each offender master record and offense records. For the initial data-base, all records are designated case number "1" when built by the update program during Conversion.

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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

INCARCERATED EDUCATION - ACADEMIC

FOCUS DATA ELEMENTS

| SOURCE | Required / Optional |
|--|---|
| Educational Data Form - ED08 | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH --- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | |
| | DATA TYPE |
| | alphabetic |

DESCRIPTION:

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 Hoomanā 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.



DSSH / CRSB
Corrections Information
System - Adult Felons

| ITEM NAME | |
|--|--|
| INCARCERATED EDUCATION-VOCATIONAL | |
| SOURCE | ED09 thru |
| Educational Data Form - ED12 | <input type="checkbox"/> Required |
| FILES (Storage Location) | <input checked="" type="checkbox"/> Optional |
| <input checked="" type="checkbox"/> Offender Master File | LENGTH -- bytes |
| <input type="checkbox"/> Offense Records File | 5 (2,1,1,1) |
| <input type="checkbox"/> Parole Board Transactions | DATA TYPE |
| | alphanumeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

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. TYPE OF TRADE EDUCATION (ED09)

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.

(continued)



DSSH / CRSB
 Corrections Information
 System - Adult Felons

ITEM NAME

INCARCERATED EDUCATION-VOCATIONAL (page 2)

SOURCE

Required

Optional

FILES (Storage Location)

LENGTH -- bytes

FOCUS DATA ELEMENTS

Offender Master File

Offense Records File

Parole Board Transactions

DATA TYPE

DESCRIPTION:

3. SUBLEVEL (ED11)

A sublevel is a finer breakdown which is an "occupational area within a level." For example, under the "Internal Combustion Engine" level of automotive technology, the inmate can elect to take sublevel 1 - Engine Overhaul, and/or sublevel 2 - Motor Tune-Up.

4. TYPE OF CERTIFICATE RECEIVED (ED12)

- C Certificate of Completion
- A Certificate of Achievement

"Completion" refers to certificate given when the inmate has successfully completed the requirements of one level of a particular vocational-technical program.

"Achievement" represents completion of all requirements within a total program. For example, Certificate of Achievement in the school of carpentry means that he has completed all five levels of that program plus related subjects required such as math and science courses.

FUTURE CHANGE:

With the assistance of Hoomana School staff, the Educational Data Form will be re-designed at some future date to incorporate all the course designations used in the "Level and Phase Progression Plan," including phases and sub-phases. The offender master record has sufficient space to allow for expansion of educational data.



DSSH / CRSB
Corrections Information
System - Adult Felons

FILED 12/75

INTELLIGENCE

| SOURCE | | |
|-------------------------------------|---------------------------|--|
| | MD07 thru | <input type="checkbox"/> Required |
| | Medical Data Form - MD11 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes |
| <input checked="" type="checkbox"/> | Offender Master File | 12 (2,1,3,3,3) |
| <input type="checkbox"/> | Offense Records File | DATA TYPE |
| <input type="checkbox"/> | Parole Board Transactions | alphanumeric |

DESCRIPTION:

This is a five-part element which provides information on the intelligence level of the offender, based on IQ tests administered during the assessment/diagnostic process. These tests are given at Hawaii State Prison by members of the Mental Health Team for Courts and Corrections.

1. Year IQ Test Given (MD07)

Refers to the date on which these IQ scores were obtained. The year is entered as two digits only (e.g., 75).

2. Type of IQ Test (MD08)

Alphabetic code to indicate the type of test used:

W Wechsler
A Army
S Stanford Binet
H Harmon
O Other

3. Verbal IQ Score (MD09)

4. Performance/Math IQ Score (MD10)

5. Total IQ (MD11)

EDITING:

Type of IQ test is checked for a valid alphabetic code and the remainder of the items must be numeric. It is possible to have only partial IQ scores; e.g., verbal IQ only, depending on the willingness and ability of the inmate being tested. For some older cases, only total IQ is available, either because this was approximated based on interview only, or because the component scores had not been kept.



DSSN / CRSB
 Corrections Information
 System - Adult Felons

| LAST GRADE COMPLETED | |
|---|--|
| SOURCE | <input type="checkbox"/> Required |
| Educational Data Form - ED01 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH --- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 2 |
| <input checked="" type="checkbox"/> Offense Records File | DATA TYPE |
| <input checked="" type="checkbox"/> Parole Board Transactions | numeric |

FIELD DATA ELEMENTS

DESCRIPTION:

Highest academic school grade completed by the offender prior to admission. This information is presently obtained when the new inmate 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.

CODES:

- 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.)

EDITING:

Valid numeric code unless the item is left blank.



DSSH / CRSB
Corrections Information
System - Adult Felons

FILE NAME

MARITAL STATUS

FOCUS DATA ELEMENTS

| | | |
|--------------------------|---|--|
| SOURCE | Identification Data Form - future modification | <input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | <input checked="" type="checkbox"/> Offender Master File <input checked="" type="checkbox"/> Offense Records File <input checked="" type="checkbox"/> Parole Board Transactions | LENGTH -- bytes 1 DATA TYPE |

DESCRIPTION:

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:

- 0 Single, never married
- 1 Married, living with spouse
- 2 Common law
- 3 Separated
- 4 Divorced
- 5 Widowed
- 6 Divorced and remarried
- 7 Widowed and remarried
- 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 IC05. 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.



FOCUS DATA ELEMENTS

| SOURCE | |
|--|---|
| Medical Data Form - MD03 | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | |
| | DATA TYPE |
| | numeric |

DESCRIPTION:

This is a code to indicate whether any special medical treatment is required for the offender. It generally refers to treatment for physical or psychological disabilities which are also noted on the Medical Data Form, item MD02.

Code is established when offender is examined by medical personnel at time of admission. It will be updated in the event of a change in the need for special treatment during his period of confinement in the institution.

CODES:

- 0 Cleared
- 1 Requires special diet
- 2 Requires medication (regularly)
- 3 Requires continuing care

FUTURE CHANGE:

Code 4 will be added to indicate "requires psychiatric treatment".



FOCUS DATA ELEMENTS

| SOURCE | |
|--|---|
| Medical Data Form - MD01 | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | |
| DATA TYPE | numeric |

DESCRIPTION:

Code indicates the offender's general physical condition based on medical examination at time of admission. In the event that his health changes significantly while incarcerated, this data item will be updated to reflect his current health condition. It is not altered once the offender is out on parole.

CODES:

- 1 Extremely poor (totally unable to work)
- 2 Poor (can handle only limited workload)
- 3 Good (able to handle normal workload)
- 4 Excellent (can handle all physical demands)



DSSII / CRSB
Corrections Information
System - Adult Felons

MENTAL DISORDERS (PAST HISTORY)

FOCUS DATA ELEMENTS

| SOURCE | Required |
|--|--|
| Medical Data Form - MD12 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH --- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | |
| DATA TYPE | alpha |

DESCRIPTION:

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 availability of reliable information, this element could be expanded to include descriptive codes indicating specific types of mental disorders that have been diagnosed for this offender.



DSSII / CRSB
 Corrections Information
 System - Adult Felons

| PAROLE BOARD CONSIDERATION - LAST | | |
|---|----------------------|--|
| SOURCE | BA03 thru BA06 | <input checked="" type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | | 10 (6,1,1,2) |
| <input checked="" type="checkbox"/> Offense Records File | | DATA TYPE |
| <input checked="" type="checkbox"/> Parole Board Transactions | | alphanumeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

Latest action of the Board of Pardons and Paroles 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:

1. PAROLE BOARD HEARING DATE (LAST)

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.

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

3. DISPOSITION

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

(continued)



| FOCUS DATA ELEMENTS | SOURCE | LENGTH -- bytes | DATA TYPE |
|---------------------|---|-----------------|-----------|
| | FILES (Storage Location) | | |
| | <input checked="" type="checkbox"/> Offender Master File | | |
| | <input checked="" type="checkbox"/> Offense Records File | | |
| | <input checked="" type="checkbox"/> Parole Board Transactions | | |

Required
 Optional

DESCRIPTION:

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.

NOTE - Offender master record also has space assigned for codes (category, disposition, action) to describe a second 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:

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



DSSH / CRSB
Corrections Information
System - Adult Felons

| ITEM NAME | | PAROLE BOARD CONSIDERATION - NEXT |
|--|------|--|
| SOURCE | BA07 | <input type="checkbox"/> Required |
| (1) PAROLE BOARD ACTION FORM - thru | BA09 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage location) | | LENGTH - bytes |
| <input checked="" type="checkbox"/> Offender Master File | | 7 (4,1,2) |
| <input type="checkbox"/> Offense Records File | | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | | alphanumeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

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

1. NEXT CONSIDERATION SET BY BOARD

- 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) Category of action to be considered, as noted by the board. This is indicated by one of the following codes:
 - 1 MINIMUM SETTING
 - 2 MINIMUM REFIX
 - 3 PAROLE CONSIDERATION
 - 4 REVOCATION HEARING
 - 5 DELINQUENT/SUSPENSION
 - 6 DISCHARGE
 - 7 EXECUTIVE REFERENCE
 - 8 REPORTS & MISCELLANEOUS ACTIONS
- c) Action Code to describe the next action more specifically, if additional detail is needed. For example, category "8" is too general to 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.

(continued)



DSSH / CRSB
 Corrections Information
 System - Adult Felons

PAROLE BOARD CONSIDERATION - NEXT (page 2)

FOCUS DATA ELEMENTS

| | | |
|--|--|---|
| SOURCE (2) SYSTEM GENERATED | | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | | 5 (4, 1) |
| <input type="checkbox"/> Offense Records File | | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | | numeric |

DESCRIPTION:

2. MANDATORY REVIEW DATE & CATEGORY

This is generated by the system itself and shows the date (month and year) on or before which the offender must be considered by the board. The category code associated with this date is also created within the system and uses the same coding structure as listed on the previous page.

"Mandatory Review" is an important element in FOCUS. It results from program routines designed to incorporate all the significant statutory regulations of the parole board. Following is a brief description of the events which cause this information to be generated and updated automatically.

Admission

System generated mandatory review date which is six months from Admission Date, with category code "1" for Minimum Setting (unless sentence is life-without-parole).

Minimum Term(s) Set

System computes Tentative Parole Date (see separate notes on T.P.D. element) and generates mandatory review date which is 30 days prior to the T.P.D. Category code is "3" for Parole Consideration.

Parole Release

Mandatory review date becomes either Early Discharge Date (if applicable) or Final Discharge (Maximum Expiration) date. Category is "6" for Discharge action.

Parole Denied

System computes one year from date of board action and updates the Mandatory Review Date accordingly, with category code "3" - parole consideration. (Offender is eligible for reconsideration after one year unless the board specifies an earlier date.)

(continued)



DSSH / CRSB
Corrections Information
System - Adult Felons

ITEM NAME PAROLE BOARD CONSIDERATION - NEXT (page 3)

| SOURCE | LENGTH | DATA TYPE |
|---|--|-----------|
| | <input checked="" type="checkbox"/> Required | |
| | <input checked="" type="checkbox"/> Optional | |
| FILES (Storage Location) | LENGTH | bytes |
| <input checked="" type="checkbox"/> Offender Master File | | |
| <input checked="" type="checkbox"/> Offense Records File | | |
| <input checked="" type="checkbox"/> Parole Board Transactions | | |

FOCUS DATA ELEMENTS

DESCRIPTION:

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 some category of action which must be taken by the parole board by specific date, in order for the board to meet its statutory obligation.



DSSII / CRSB
 Corrections Information
 System - Adult Felons

ITEM NAME

PAROLE HISTORY

FOCUS DATA ELEMENTS

| SOURCE | Required | Optional |
|--|--------------------------|-------------------------------------|
| See below | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| FILES (Storage Location) | LENGTH -- bytes | |
| <input checked="" type="checkbox"/> Offender Master File | 18 (6,6,2,2,2) | |
| <input type="checkbox"/> Offense Records File | DATA TYPE | |
| <input type="checkbox"/> Parole Board Transactions | numeric | |

DESCRIPTION:

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. PAROLE REVOCATION DATE - LAST

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. NUMBER OF TIMES PAROLED

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 not 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. Therefore 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.

(continued)



DSSH / CRSB
Corrections Information
System - Adult Felons

ITEM NAME

PAROLE HISTORY (page 2)

SOURCE

Required
 Optional
LENGTH -- bytes

FOCUS DATA ELEMENTS

FILES (Storage Location)

Offender Master File
 Offense Records File
 Parole Board Transactions

DATA TYPE

DESCRIPTION:

5. NUMBER OF TIMES SUSPENDED

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.



FOCUS DATA ELEMENTS

| SOURCE | |
|---|--|
| In-Community Data Form - IC01 | <input checked="" type="checkbox"/> Required |
| FILES (Storage Location) | <input checked="" type="checkbox"/> Optional |
| <input checked="" type="checkbox"/> Offender Master File | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offense Records File | 1 |
| <input checked="" type="checkbox"/> Parole Board Transactions | DATA TYPE |
| | numeric |

DESCRIPTION:

Code indicates academic status of parolee. This element is also applicable for inmates housed in conditional release centers who may be attending schools in the community.

CODES:

- 0 Not in school
- 1 Part-time student
- 2 Full-time student



DSSH / CRSB
 Corrections Information
 System - Adult Felons

PAROLE - EMPLOYMENT STATUS

FOCUS DATA ELEMENTS

| SOURCE | REQUIRED |
|---|--|
| In-Community Data Form - IC02 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input checked="" type="checkbox"/> Offense Records File | DATA TYPE |
| <input checked="" type="checkbox"/> Parole Board Transactions | numeric |

DESCRIPTION:

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:

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

CONTINUED

1 OF 2



DSSH / CRSB
Corrections Information
System - Adult Felons

PAROLE LIVING ARRANGEMENT

FOCUS DATA ELEMENTS

| SOURCE | |
|---|---|
| <input checked="" type="checkbox"/> In-Community Data Form - IC06 | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | |
| <input checked="" type="checkbox"/> Offender Master File | LENGTH --- bytes |
| <input type="checkbox"/> Offense Records File | 1 |
| <input type="checkbox"/> Parole Board Transactions | DATA TYPE alphabetic |

DESCRIPTION:

Code indicates who the offender is living with while on parole. Information is provided by the parole officer when the offender is first released to parole. It should be updated for subsequent changes in the living arrangement if possible.

CODES:

- A Alone
- 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



USSH / CRSB
 Corrections Information
 System - Adult Felons

PAROLE LOCATION

FOCUS DATA ELEMENTS

| | |
|--|--|
| SOURCE | <input type="checkbox"/> Required |
| In-Community Data Form - IC11 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 23 (21,2) |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | alphanumeric |

DESCRIPTION:

This element indicates the town or city and state in which the parolee currently resides. If he has been paroled and subsequently readmitted to corrections jurisdiction, due to parole violation and/or new conviction, this will show his city-state address during the last parole.

City, town, or county is descriptive, up to a maximum of 21 letters. State is indicated by using the appropriate two-position alpha code from the standard State/Country Table. If the parolee resides in the State of Hawaii, one of the following codes should be used to indicate the island location:

- HO Honolulu, Oahu
- HJ Island of Oahu, outside Honolulu
- HA Island of Hawaii
- HF Island of Maui
- HC Island of Kauai
- HG Island of Molokai
- HE Island of Lanai
- HH Island of Niihau

These codes correspond to those used for "Birthplace," item ID11 on the Identification Data Form.

FUTURE CHANGE:

Parole location element may be expanded to include full street address. This can also be used to identify parolees who are in community residence programs such as Habilitat and "Teen Challenge" (drug abuse programs) or the Salvation Army's Alcohol Treatment Program. Participation in such a program is often a condition of parole or of continuance on parole.

Other locations to be noted, apart from home residence, should include Hawaii State Hospital (psychiatric) and correctional institutions. For example, the offender could be considered still on parole for his Hawaii felony offense(s) while serving a misdemeanor term in a local jail or a Federal/out-of-state sentence in a mainland penitentiary.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

PAROLE MARITAL STATUS

FOCUS DATA ELEMENTS

| | |
|--|---|
| SOURCE | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| In-Community Data Form - IC05 | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | DATA TYPE alphabetic |

DESCRIPTION:

Code to indicate the current marital status of the offender after release to parole. Ideally, this information will be updated if his marital situation changes while on parole.

Parole marital status is kept as a separate item in addition to marital status at time of admission which is an element to be added to the Identification Data Form. If the offender was paroled in the past and has subsequently returned to corrections jurisdiction for parole violation, this element will reflect his marital status during the last parole.

CODES:

- I Single
- M Married
- S Separated
- D Divorced
- W Widowed



DSSH / CRSB
Corrections Information
System - Adult Felons

PAROLE - NUMBER OF DEPENDENTS

FOCUS DATA ELEMENTS

| | |
|--|---|
| SOURCE | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| In-Community Data Form - IC07 | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | |
| | DATA TYPE numeric |

DESCRIPTION:

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 as dependents on the latest income tax return of the parolee.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

ITEM NAME

PAROLE OCCUPATION

SOURCE

In-Community Data Form - IC03, IC04

Required
 Optional

FILES (Storage Location)

LENGTH -- bytes
 1, 15

FOCUS DATA ELEMENTS

Offender Master File
 Offense Records File
 Parole Board Transactions

DATA TYPE
 alphanumeric

DESCRIPTION:

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
- O Other

Note that this code is stored as a separate item not to be confused with "Usual Occupation Type" at time of admission, 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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

FILE NAME: PAROLE - WELFARE ASSISTANCE

| | | |
|--|--------------|--|
| SOURCE | IC08 IC10 | <input type="checkbox"/> Required |
| In-Community Data Form - | | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | | . 3 |
| <input checked="" type="checkbox"/> Offense Records File | | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | | alphabetic |

FOCUS DATA ELEMENTS

DESCRIPTION:

Yes/No indicators to show whether the offender and/or his dependents are receiving any type of welfare assistance after the offender is released to parole.

Three categories of welfare programs are included in this element:

- Item IC08 AFDC - Aid to Families with Dependent Children
- IC09 GA - General Assistance
- IC10 Other- Social Security, Workmen's Unemployment Compensation & other government compensation.

CODES:

For each type of welfare:

- Y = Yes
- N or blank = No



PHYSICAL DISABILITIES (COUNT)

FOCUS DATA ELEMENTS

| | |
|--|--|
| SOURCE | <input type="checkbox"/> Required |
| Medical Data Form - MD02 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 1 |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | numeric |

DESCRIPTION:

Item MD02 of the Medical Data Form lists six categories of physical and other disabilities to be noted by the prison's medical staff when a new inmate is examined. The information is stored as a count of these disabilities which are as follows:

- Missing or defective limbs
- Injured or weak back
- Defective senses (vision, hearing)
- Defective internal organs
- Mental deficiencies
- Long-term disease

The information will be updated in the event that an offender becomes disabled while in the institution.

FUTURE CHANGE:

Data element will be expanded to provide specific codes for types of disabilities, using OBSCIS guidelines. It should be noted that the original design of the Medical Data form did provide a code for each of the above categories, but there were problems in choosing one code when the offender had several disabilities. Before implementing a change for type code, it will be necessary to decide how to provide for coding and storing more than one type of disability for one offender.



DSSH / CRSB
Corrections Information
System - Adult Felons

ELEMENT

POLICE ID NUMBER

FOCUS DATA ELEMENTS

SOURCE

Identification Data Form - ID02

FILES (Storage Location)

Offender Master File

Offense Records File

Parole Board Transactions

Required

Optional

LENGTH -- bytes

6

DATA TYPE

alphanumeric

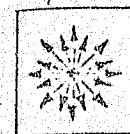
DESCRIPTION:

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:

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



DSSH / CRSB
Corrections Information
System - Adult Felons

ITEM NAME

PROBATION ID NUMBER

SOURCE

Identification Data Form - ID03

Required
 Optional

FILES (Storage Location)

LENGTH -- bytes

Offender Master File
 Offense Records File
 Parole Board Transactions

4

DATA TYPE
numeric

FOCUS DATA ELEMENTS

DESCRIPTION:

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:

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 ID number.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| ITEM NAME | |
|--|--|
| READMISSION DATE (LAST) AND TYPE | |
| SOURCE | <input type="checkbox"/> Required |
| Current Status Form - CS08, CS07 | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | 7 (6,1) |
| <input type="checkbox"/> Offense Records File | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | alphanumeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

1. READMISSION DATE (CS08)

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 (CS07)

Code indicates the reason for readmission on the above date.

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

EDITING:

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.



DSSH / CRSB
Corrections Information
System - Adult Felons

FIELD NAME

RESIDENCE STATUS (STATE)

FOCUS DATA ELEMENTS

| | |
|--|---|
| SOURCE | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| Identification Data Form - ID09 | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | .1 |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | DATA TYPE |
| | numeric |

DESCRIPTION:

Code to indicate whether or not the offender was considered a resident of the State of Hawaii at time of arrest. This information is collected at time of admission, if available.

CODES:

- 0 Resident
- 1 Out-of-State Student
- 2 Tourist Visitor
- 3 Transient
- 4 Military
- 5 Other

EDITING:

Valid numeric code or blank.



DSSH / CRSB
Corrections Information
System - Adult Felons

FILE NAME

SEX

SOURCE

Identification Data Form - ID07

Required

Optional

FILES (Storage Location)

LENGTH -- bytes

-1

Offender Master File

Offense Records File

Parole Board Transactions

DATA TYPE

alpha

FOCUS DATA ELEMENTS

DESCRIPTION:

M = MALE
F = FEMALE



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| ITEM NAME | | |
|--------------------------|---|---|
| SIGNIFICANT OFFENSE | | |
| SOURCE | System - generated | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes 6 (5,1) |
| | <input checked="" type="checkbox"/> Offender Master File <input type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | DATA TYPE alphanumeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

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 old 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 latest 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 not 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 last 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 new 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.



DSSII / CRSB
Corrections Information
System - Adult Felons

| | | | |
|--|--|-----------------------------------|-----------------------------------|
| ITEM NAME | | SIGNIFICANT OFFENSE (Page 2) | |
| SOURCE | | <input type="checkbox"/> Required | <input type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes | |
| <input type="checkbox"/> Offender Master File | | | |
| <input type="checkbox"/> Offense Records File | | | |
| <input type="checkbox"/> Parole Board Transactions | | | |
| FOCUS DATA ELEMENTS | | DATA TYPE | |

DESCRIPTION:

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 serious" offense. This definition 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.



DSSH / CRSB
Corrections Information
System - Adult Felons

SPECIAL SCHOOLS ATTENDED

| | | |
|---------------------|--|---|
| FOCUS DATA ELEMENTS | SOURCE | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| | Educational Data Form - ED02 | |
| | FILES (Storage Location) | LENGTH -- bytes |
| | <input checked="" type="checkbox"/> Offender Master File | 1 |
| | <input type="checkbox"/> Offense Records File | |
| | <input type="checkbox"/> Parole Board Transactions | DATA TYPE numeric |

DESCRIPTION:

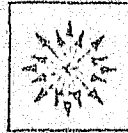
Code to indicate whether or not the offender had received any special type of education prior to the time of admission. This refers to schools other than regular grade/high schools and colleges. The information is obtained when the new inmate is interviewed at Hoomana School in Hawaii State Prison.

CODES:

- 0 None
- 1 School for Handicapped or "Special Education"
- 2 Technical or Trade School
- 3 Business School
- 4 Special Interest School
- 5 Community College
- 9 More than one of these types

EDITING:

Valid numeric code or blank.



DSSH / CRSB
Corrections Information
System - Adult Felons

| | | |
|--|--|---|
| ITEM NAME | | TENTATIVE PAROLE DATE (T.P.D.) |
| SOURCE | | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes |
| <input checked="" type="checkbox"/> Offender Master File | | 6 |
| <input type="checkbox"/> Offense Records File | | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | | numeric |

FOCUS DATA ELEMENTS

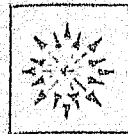
DESCRIPTION:

Month, day, and year when the inmate will be eligible for release to parole, pending approval or confirmation by the Board of Pardons and Paroles.

T.P.D. is generated within the system based on certain types of transactions that are entered against the offender master record and/or offense records. The following events affect the building and updating of this element:

- a) Minimum term(s) fixed:
Within six months following admission, the parole board must fix the minimum term on each offense for which the inmate has been sentenced. Minimum term data is entered into appropriate offense records via Parole Board Action transactions. The update program computes and stores the expiration date of each minimum term. It then searches for the latest expiration date and stores this date in the offender master record as the tentative parole date.
- b) Minimum term(s) reduced:
Subsequently, the inmate may apply for reduction of his minimum term(s) and the parole board may approve the request. In this case, reduced minimum data is entered to update the appropriate offense record(s) and the expiration dates are recomputed. The system will automatically adjust the tentative parole date to reflect this change.
- c) Parole approved:
The parole board must consider the offender for parole at least 30 days prior to his T.P.D. When parole is approved, it is usually a "tentative approval", so that the board is still empowered to reverse its decision prior to actual release. If the tentative parole release date specified by the board is not the same as the previously-set T.P.D., the offender master record will be updated with the new date.
- d) Release to parole:
In the event that the board denies parole to an inmate, the tentative parole 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 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.

(continued)



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| | | |
|--|--|--|
| ITEM NAME | | TENTATIVE PAROLE DATE (T.P.D.) (page 2) |
| SOURCE | | <input type="checkbox"/> Required <input type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH --- bytes |
| <input type="checkbox"/> Offender Master File <input type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | | DATA TYPE |

FOCUS DATA ELEMENTS

DESCRIPTION:

- f) Parolee revoked:
 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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

ITEM NAME TESTED GRADE LEVEL (C.A.T. SCORES)

FOCUS DATA ELEMENTS

| | | |
|--------------------------|---|---|
| SOURCE | ED03 thru Educational Data Form - ED07 | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | <input checked="" type="checkbox"/> Offender Master File <input type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | LENGTH -- bytes 74 DATA TYPE numeric |

DESCRIPTION:

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:

1. Reading Score (ED03)
2. Language Score (ED04)
3. Math Score (ED05)
4. Tested Grade Placement (ED06)

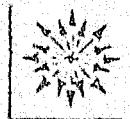
Each score is coded as two whole numbers and one decimal place; e.g., 08.5 or 11.0. Tested Grade Placement is derived from the three scores and is coded the same way.

5. Year Tested (ED07)

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

EDITING:

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.



DSSH / CRSB
Corrections Information
System - Adult Felons

VOCATIONAL DATA - AVERAGE WAGE

FOCUS DATA ELEMENTS

| | |
|--|---|
| SOURCE | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| Vocational Data Form - V002 | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input type="checkbox"/> Offender Master File | 4 |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | DATA TYPE numeric |

DESCRIPTION:

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.



DSSH / CRSB
Corrections Information
System - Adult Felons

VOCATIONAL DATA - EMPLOYMENT STATUS

FOCUS DATA ELEMENTS

| | |
|--|---|
| SOURCE | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| Vocational Data Form - V003, V004 | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input type="checkbox"/> Offender Master File | 2 (1,1) |
| <input type="checkbox"/> Offense Records File | |
| <input type="checkbox"/> Parole Board Transactions | DATA TYPE numeric |

DESCRIPTION:

Two-part element to indicate the offender's past employment status prior to admission, based on information from interviews during diagnostic processing.

1. EMPLOYMENT STATUS AT ARREST

- 0 Not employed
- 1 Part-time employment
- 2 Full-time employment

2. USUAL EMPLOYMENT PATTERN (prior to admission)

- 1 Usually Unemployed
- 2 Seasonal, fluctuating or part-time employment
- 3 Usually Employed
- 4 Retired

Usual employment pattern reflects the job experience of the offender during last two years before this admission but not before age 18. It should be blank if he was a student prior to his arrest.



DSSH / CRSB
Corrections Information
System - Adult Felons

ITEM NAME:
VOCATIONAL DATA - OCCUPATION

| | |
|--|---|
| SOURCE | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes |
| <input type="checkbox"/> Offender Master File <input type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | 10,1 DATA TYPE alphanumeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

Two-part element indicating the type of occupation in which the offender was last engaged prior to admission. Information is obtained from interviews with the new inmate during diagnostic processing. This data is applicable whether or not the offender was actually employed at the time of his arrest.

1. LAST MOST SIGNIFICANT OCCUPATION TITLE

Descriptive title of the last job held by offender prior to admission. If he held more than one job, this should describe the one which is his "most usual" occupation and/or at which he worked the most hours per week. The Vocational Data Form provides only 10 positions for this item, which means that the job title usually has to be abbreviated.

2. USUAL OCCUPATION TYPE

Alphabetic code to indicate general category of work which the offender perceives as having been his most "usual" occupation prior to admission.

CODES:

- A Unskilled labor
- B Semiskilled labor
- C Skilled labor
- D Clerical, technical, sales
- E Managerial, semi-professional, or owner of small business
- F Professional, executive
- G Student
- H Housewife
- I Illegal activity (prostitute, pimp, etc.)
- M Military
- O Other

FUTURE CHANGE:

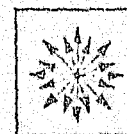
Occupational title is often hard to decipher when printed from the offender master record, due to improper coding or difficulty in abbreviation. If the description is not clearly abbreviated on the input form, it is simply truncated to ten letters when keypunched. The form must be revised either to allow for a longer description or to make use of codes designating job titles.

DICTIONARY OF FOCUS DATA ELEMENTS

PART B - ITEMS IN FELONY OFFENSE DATA RECORD

TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| Active Offense Flag | 1.0 |
| Admission Date | 2.0 |
| Appeal Code | 3.0 |
| Circuit Court Code | 4.0 |
| Criminal Docket Number & Count | 5.0 |
| Date of Conviction & Date Sentenced | 6.0 |
| Date Revoked & Number of Revocations | 7.0 |
| First Parole Date | 8.0 |
| Maximum Sentence Data | 9.1 - 9.2 |
| Minimum Term Data | 10.1 - 10.2 |
| Offense Code & Class | 11.0 |
| Offense Sequence Number & Offense Record Type | 12.0 |
| Parole Board Consideration - Last | 13.0 |
| Parole Board Consideration - Next | 14.0 |



DSSH / CRSB
Corrections Information
System - Adult Felons

ITEM NAME

ACTIVE OFFENSE FLAG

SOURCE

System-generated

Required
 Optional

FILES (Storage Location)

LENGTH -- bytes

FOCUS DATA ELEMENTS

Offender Master File
 Offense Records File
 Parole Board Transactions

DATA TYPE
numeric

DESCRIPTION:

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 "0" 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 Pardons and Paroles.
- 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

Required

Optional

FILES (Storage Location)

LENGTH -- bytes

1--

FOCUS DATA ELEMENTS

Offender Master File

Offense Records File

Parole Board Transactions

DATA TYPE

numeric

DESCRIPTION:

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
- 2 Appeal has been denied or withdrawn
- 3 Appeal has been sustained (the record is inactive)
- 4 Offender has been resentenced for this conviction. The associated record 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.



DSSH / CRSB
Corrections Information
System - Adult Felons

| ITEM NAME | | ADMISSION DATE |
|--------------------------|---|---|
| SOURCE | Felony Offense Data Form - FD11 | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| FILES (Storage Location) | <input type="checkbox"/> Offender Master File <input checked="" type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | LENGTH -- bytes ..6 . ---- DATA TYPE numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

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.



DSSH / CRSB
Corrections Information
System - Adult Felons

ITEM NAME
CIRCUIT COURT CODE

SOURCE
Felony Offense Data Form - FD09

Required
 Optional

FOCUS DATA ELEMENTS

FILES (Storage Location)
 Offender Master File
 Offense Records File
 Parole Board Transactions

LENGTH -- bytes
1--

DATA TYPE
numeric

DESCRIPTION:

Indicates the Circuit Court in which offender was tried and convicted for this offense.

1. First Circuit (Oahu)
2. Second Circuit (Maui)
3. Third Circuit (Hawaii)
5. Fifth Circuit (Kauai)

4. Fourth Circuit (Kona) is no longer valid, but is present on older felony offense records.



FOCUS DATA ELEMENTS

| | | |
|--|--|---|
| SOURCE Felony Offense Data Form - FD03,FD04 | | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes |
| <input type="checkbox"/> Offender Master File | | 5,2 |
| <input checked="" type="checkbox"/> Offense Records File | | |
| <input type="checkbox"/> Parole Board Transactions | | |
| | | DATA TYPE numeric |

DESCRIPTION:

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.



DSSH / CRSB
Corrections Information
System - Adult Felons

| | |
|---|---|
| ITEM NAME DATE OF CONVICTION & DATE SENTENCED | |
| SOURCE Felony Offense Data Form- FD07, FD10 | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| FILES (Storage Location) <input type="checkbox"/> Offender Master File <input checked="" type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | LENGTH -- bytes 6,6 DATA TYPE numeric |

FOCUS DATA ELEMENTS

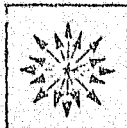
DESCRIPTION:

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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| | |
|---|---|
| ITEM NAME DATE REVOKED, NUMBER OF REVOCATIONS | |
| SOURCE Parole Board Actions Form - BA03 | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) <input type="checkbox"/> Offender Master File <input checked="" type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | LENGTH -- bytes 6,1- DATA TYPE numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

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. NUMBER OF REVOCATIONS

One-digit number required if parole date is present. This field is set to "0" 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.



DSSH / CRSB
Corrections Information
System - Adult Felons

ITEM NAME
FIRST PAROLE DATE

SOURCE
System-generated

Required
 Optional

FOCUS DATA ELEMENTS

FILES (Storage Location)
 Offender Master File
 Offense Records File
 Parole Board Transactions

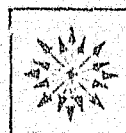
LENGTH -- bytes
6
DATA TYPE
numeric

DESCRIPTION:

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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| ITEM NAME | | MAXIMUM SENTENCE DATA |
|--------------------------|---|---|
| SOURCE | Felony Offense Data Form - FD12 thru FD18 | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| FILES (Storage Location) | <input type="checkbox"/> Offender Master File <input checked="" type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | LENGTH -- bytes See below DATA TYPE |

FOCUS DATA ELEMENTS

DESCRIPTION:

This is an eight - part element.

1. SENTENCE EFFECTIVE CODE (FD12)

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

- 1 From date of sentencing
- 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 "888888" 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 Pardons and Paroles, the same credits must also apply toward serving of the minimum sentence.

4. SENTENCE RELATIONSHIP CODE (FD15)

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

5. RELATED HAWAII SENTENCE SEQUENCE NUMBER

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)



DSSH / CRSB
 Corrections Information
 System - Adult Felons

ITEM NAME

MAXIMUM SENTENCE DATA - Page 2

SOURCE

Required
 Optional

FILES (Storage Location)

LENGTH -- bytes

Offender Master File
 Offense Records File
 Parole Board Transactions

DATA TYPE

FOCUS DATA ELEMENTS

DESCRIPTION:

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 "0" 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 Pardons and Paroles acts to extend the maximum because of parole violations.

8. EXPIRATION CODE

Required numeric code indicating the method of calculating the maximum expiration date. If not "0", 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
- 5 Cannot compute at this time (consecutive to Federal or Out-of-State term and has not begun serving any Hawaii sentence)

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|

REGISTRATION:

1. The name of the vessel, as shown on the official records, if required, shall be indicated in the appropriate field.

2. The date of the vessel's registration, as shown on the official records, shall be indicated in the appropriate field.

3. The date of the vessel's registration, as shown on the official records, shall be indicated in the appropriate field.

4. The date of the vessel's registration, as shown on the official records, shall be indicated in the appropriate field.

MINIMUM ENDORSEMENT TERM (DATE)

Required one-digit code indicating the starting date of period of the minimum endorser.

- 1. From date of sentencing
- 2. From date of conviction
- 3. At expiration of another Hawaii sentence
- 4. Other

ORIGINAL SENTENCE TERM (MONTH)

Term, month, and days (two digits each) of the original minimum sentence imposed by the court of origin on the offender. This field is required for all felony offenses except those involving motor vehicle theft.

SENTENCE REMAINING TERM (MONTH)

Portion of field containing the year, month, and days (two digits each) of the date the sentence will expire. If the offender is parolee or lifer, may be blank.

ORIGINAL SENTENCE YEAR (YEAR)

Original sentence year, month, and days (two digits each) of the original sentence imposed by the court of origin on the offender. This field is required for all felony offenses except those involving motor vehicle theft. If the offender is parolee or lifer, may be blank.

(continued)



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| | | |
|--|-----------------------------------|-----------------------------------|
| ITEM NAME | | MINIMUM TERM DATA - Page 2 |
| SOURCE | <input type="checkbox"/> Required | <input type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes | |
| <input checked="" type="checkbox"/> Offender Master File | | |
| <input type="checkbox"/> Offense Records File | | |
| <input type="checkbox"/> Parole Board Transactions | DATA TYPE | |

FOCUS DATA ELEMENTS

DESCRIPTION:

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 "0". Otherwise, it must be entered in BA15, and the first two digits of the year are generated by the program.

9. EXPIRATION CODE

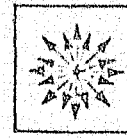
Required numeric code indicating the method of calculating the minimum expiration date. If not "0" must be entered via BA16.

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

| | | |
|--|---|-----------------------------------|
|  DSSH / CRSB Corrections Information System - Adult Felons | ITEM NAME | |
| | OFFENSE CODE & CLASS | |
| | SOURCE | <input type="checkbox"/> Required |
| FOCUS DATA ELEMENTS | Felony Offense Data Form- FD05, FD06 | <input type="checkbox"/> Optional |
| | FILES (Storage Location) | LENGTH -- bytes |
| | <input type="checkbox"/> Offender Master File | 5,1- |
| <input checked="" type="checkbox"/> Offense Records File | DATA TYPE | |
| <input type="checkbox"/> Parole Board Transactions | numeric, alpha | |

DESCRIPTION:

- 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.
- 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



DSSH / CRSB
Corrections Information
System - Adult Felons

| | |
|---|---|
| ITEM NAME OFFENSE SEQUENCE NUMBER, OFFENSE RECORD TYPE | |
| SOURCE Felony Offense Data Form -- FD02, FD03 | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| FILES (Storage Location) <input type="checkbox"/> Offender Master File <input checked="" type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | LENGTH -- bytes 2, 1 DATA TYPE numeric, alpha |

FOCUS DATA ELEMENTS


DESCRIPTION:

1. OFFENSE SEQUENCE NUMBER (FD02)

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 (FD03)

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

| | | |
|--|---|---|
|  DSSH / CRSB Corrections Information System - Adult Felons | ITEM NAME PAROLE BOARD CONSIDERATION - LAST | |
| | SOURCE Parole Board Action Form - BA03, BA04, BA05, BA06 | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| | FILES (Storage Location) | LENGTH -- bytes |
| FOCUS DATA ELEMENTS | <input type="checkbox"/> Offender Master File <input checked="" type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | 6,1,1,2 DATA TYPE See below |

DESCRIPTION:

The latest significant action of the Board of Pardons and Paroles 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> | <u>Disposition</u> | <u>Action</u> |
|-----------------|--------------------|---------------|
| 1 | A | MS or TS |
| 3 | A | PT,PG or PF |
| 3 | N | None |
| 6 | A | DE or DO |
| 6 | N | None |



DSSH / CRSB
Corrections Information
System - Adult Felons

ITEM NAME
PAROLE BOARD CONSIDERATION - NEXT

| | |
|---|---|
| SOURCE Conversion Felony Side 2 Form - FD35, FD36 | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) <input type="checkbox"/> Offender Master File <input checked="" type="checkbox"/> Offense Records File <input type="checkbox"/> Parole Board Transactions | LENGTH -- bytes 4,1,2 DATA TYPE numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

This element was used for file conversion to enable the system to pick up future considerations set by the Board of Pardons and Paroles. 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
- 3 Parole consideration
- 4 Revocation hearing
- 5 Delinquent/Suspension
- 6 Discharge consideration
- 7 Executive reference
- 8 Reports & Miscellaneous actions

3. ACTION CODE

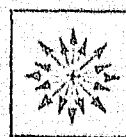
Two-position alpha code to describe the future consideration more specifically.

DICTIONARY OF FOCUS DATA ELEMENTS

PART C -- ITEMS IN PAROLE VIOLATION TERM RECORD

TABLE OF CONTENTS

| | <u>Page</u> |
|--|-------------|
| Date Next Paroled | 1.0 |
| Date Next Revoked | 2.0 |
| Offense Sequence Number & Offense Record Type | 3.0 |
| Original Offense Criminal Docket Number & Count | 4.0 |
| Original Offense Maximum Expiration Date | 5.0 |
| Parole Revocation Date & Type | 6.0 |
| Parole Violation Term Data | 7.1 - 7.2 |
| Parole Board Consideration - Last | 8.0 |
| Retake Date & Parole Violation Term Setting Date | 9.0 |



DSSH / CRSB
Corrections Information
System - Adult Felons

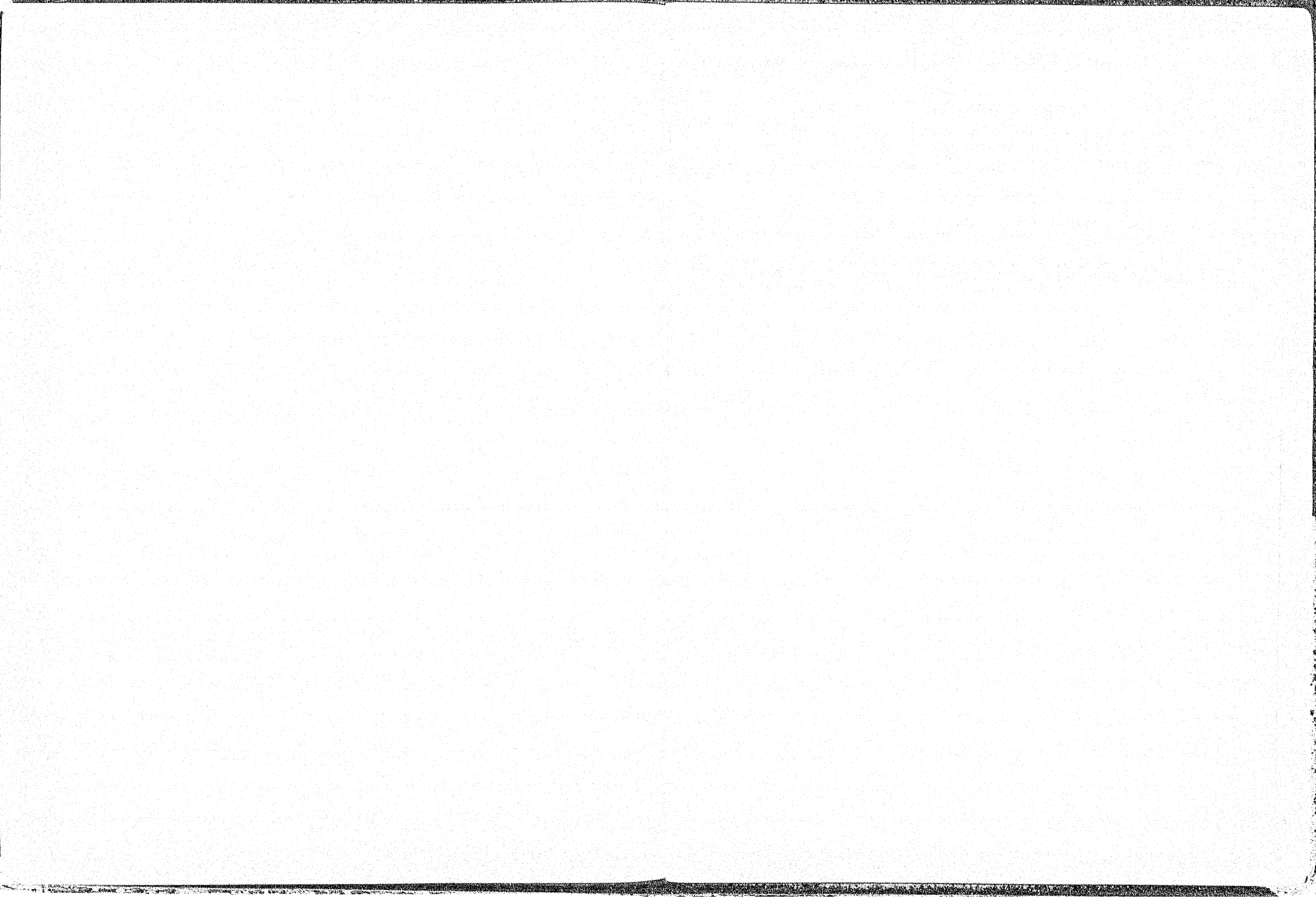
| | | |
|--|--|--|
| ITEM NAME | | DATE NEXT PAROLED |
| SOURCE | | <input type="checkbox"/> Required |
| System-generated | | <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes |
| <input type="checkbox"/> Offender Master File | | .6 |
| <input checked="" type="checkbox"/> Offense Records File - PVT | | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | | numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

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

| | |
|---|---|
| ITEM NAME OFFENSE SEQUENCE NUMBER, OFFENSE RECORD TYPE | |
| SOURCE Parole Violation Term Data Form- PV02, PV03 | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| FILES (Storage Location) | LENGTH -- bytes 2,1- |
| <input type="checkbox"/> Offender Master File <input checked="" type="checkbox"/> Offense Records File - PVT <input type="checkbox"/> Parole Board Transactions | DATA TYPE numeric, alpha |

FOCUS DATA ELEMENTS

DESCRIPTION:

1. OFFENSE SEQUENCE NUMBER (PV02)

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.



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Corrections Information
System - Adult Felons

| ITEM NAME | |
|--|---|
| ORIGINAL OFFENSE CRIMINAL DOCKET NO. & COUNT | |
| SOURCE | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| Parole Violation Term Data Form - PV03, PV04 | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input type="checkbox"/> Offender Master File | 4, 2 |
| <input checked="" type="checkbox"/> Offense Records File - PVT | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

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.

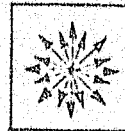
2. COUNT (PV04)

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.



DSSH / CRSB
Corrections Information
System - Adult Felons

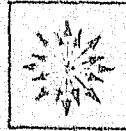
| | |
|--|---|
| ITEM NAME | |
| ORIGINAL OFFENSE MAXIMUM EXPIRATION DATE | |
| SOURCE | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| System-generated | |
| FILES (Storage Location) | LENGTH -- bytes |
| <input type="checkbox"/> Offender Master File | --8-- |
| <input checked="" type="checkbox"/> Offense Records File - PVT | DATA TYPE |
| <input type="checkbox"/> Parole Board Transactions | numeric |

FOCUS DATA ELEMENTS

DESCRIPTION:

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.



DSSH / CRSB
 Corrections Information
 System - Adult Felons

ITEM NAME

PAROLE REVOCATION DATE AND TYPE

SOURCE

Parole Violation Term Data Form -
 PV07, PV05

Required
 Optional

FOCUS DATA ELEMENTS

FILES (Storage Location)

- Offender Master File
- Offense Records File - pvt
- Parole Board Transactions

LENGTH -- bytes

6,2-

DATA TYPE
 numeric, alpha

DESCRIPTION:

1. PAROLE REVOCATION DATE (PV07)

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

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

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

PF - Has one or more felony charges pending against him

PM - Has one or more misdemeanor charges pending against him



DSSH / CRSB
Corrections Information
System - Adult Felons

ITEM NAME

PAROLE VIOLATION TERM DATA

SOURCE

PVT Data Form - PV08-PV14
Parole Board Action Form - BA10-BA16

Required
 Optional

FILES (Storage Location)

Offender Master File
 Offense Records File-PVT
 Parole Board Transactions

LENGTH -- bytes

B E

DATA TYPE
W

FOCUS DATA ELEMENTS

DESCRIPTION:

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 Pardons and Paroles. It is changed to "0" 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 Pardons and Paroles. 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 Pardons and Paroles. This field is optional.

4. PRE-CONFINEMENT CREDITS (PV10 or BA11)

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 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 sentence.

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

(continued)



DSSH / CRSB
 Corrections Information
 System - Adult Felons

ITEM NAME
 PAROLE VIOLATION TERM DATA - Page 2

| | |
|--------|-----------------------------------|
| SOURCE | <input type="checkbox"/> Required |
| | <input type="checkbox"/> Optional |

FOCUS DATA ELEMENTS

| | | |
|--------------------------|--|-----------------|
| FILES (Storage Location) | <input type="checkbox"/> Offender Master File | LENGTH -- bytes |
| | <input type="checkbox"/> Offense Records File | |
| | <input type="checkbox"/> Parole Board Transactions | DATA TYPE |

DESCRIPTION:

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.

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 system-generated if the expiration code is "0". 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.

- 0 No special adjustments (default value)
- 4 Exception case



DSSH / CRSB
 Corrections Information
 System - Adult Felons

| | | |
|--------------------------|---|---|
| ITEM NAME | | PAROLE BOARD CONSIDERATION - LAST |
| SOURCE | Parole Board Action Form - BA03, BA04, BA05, BA06 | <input type="checkbox"/> Required <input checked="" type="checkbox"/> Optional |
| FILES (Storage Location) | <input type="checkbox"/> Offender Master File <input checked="" type="checkbox"/> Offense Records File - PVT <input type="checkbox"/> Parole Board Transactions | LENGTH -- bytes 6,1,1,2 DATA TYPE See below |

FOCUS DATA ELEMENTS

DESCRIPTION:

The latest significant action of the Board of Pardons and Paroles 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

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> | <u>Disposition</u> | <u>Action</u> |
|-----------------|--------------------|---------------|
| 1 | A | TS |
| 3 | A | PT,PG or PF |
| 3 | N | None |



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 Corrections Information
 System - Adult Felons.

FOCUS DATA ELEMENTS

| | | |
|-------------------------------------|----------------------------|---|
| ITEM NAME | | RETAKE DATE, PAROLE VIOLATION TERM SETTING DATE |
| SOURCE | | <input checked="" type="checkbox"/> Required <input type="checkbox"/> Optional |
| FILES (Storage Location) | | LENGTH -- bytes |
| <input type="checkbox"/> | Offender Master File | 6,6- . . . - |
| <input checked="" type="checkbox"/> | Offense Records File - PVT | DATA TYPE |
| <input type="checkbox"/> | Parole Board Transactions | numeric |

DESCRIPTION:

1. RETAKЕ 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 Pardons and Paroles set the parole violation term.

This date may also be entered via BA03 in the Parole Board Action Form if the parole violation term is set after the PVT record had been built.