

**EXHIBIT I**

**TIME TO BE SERVED ON PAROLE CRIMES  
OCCURRING ON OR BEFORE 12/3/86  
(ORS 144.310, OAR 255-90-002-015)**

OFFENSE SEVERITY RATING	CRIMINAL	HISTORY/RISK	ASSESSMENT	SCORE
	11-9 EXCELLENT	8-6 Good	5-3 Fair	2-0 Poor
1	6 mos.	6 mos.	6 mos.	6 mos
2	6 mos.	6 mos.	6 mos.	6 mos
3	6 mos.	6 mos.	6 mos.	6 mos
4	6 mos.	6 mos.	6 mos.	1 year
5	6 mos.	6 mos.	1 year	1 year
6	1 year	1 year	1 year	1 year
7	1 year	1 year	1 year	1 year
8	1 year	1 year	1 year	1 year

The Board may vary the time served on parole on crimes occurring on or before 12/3/86 in cases in which death has occurred or the nature of the offense is of such seriousness that a longer period of supervision is needed than that established by the above guideline.

**EXTENSIONS OF PAROLE SUPERVISION PERIOD  
IN CASES OF MISCONDUCT OR PAROLE VIOLATION**

- (a) In crime categories 1,2,3 and 4 extension may be imposed for up to an additional six (6) months supervised parole.
- (b) In crime category 5,6,7 and 8 extension may be imposed for up to an additional one (1) year supervised parole.
- (c) After a hearing, extension may be imposed for up to an additional thirty-six (36) months supervised parole. This is an exception to (a) and (b) above.
- (d) The period of supervision may exceed 6 months due to the nature of the crime.]

7/26/93  
Supervision Periods

Parole

10-18-88

EXHIBIT I

TIME TO BE SERVED ON PAROLE ON CRIMES

OCCURRING ON OR BEFORE 12-3-86

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1	6 mos.	6 mos.	6 mos.	6 mos.
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IN CASES OF MISCONDUCT OR PAROLE VIOLATION

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- (b) In crime category 5, 6, 7, and 8 extension may be imposed for up to an additional one (1) year supervised parole.
- (c) After a hearing, extensions may be imposed for up to an additional thirty-six (36) months supervised parole. This is an exception to (a) and (b) above.
- (d) The period of supervision may exceed 6 months due to the nature of the crime.

Permanent effective 10/18/88

10/11/88

EXHIBIT I

TIME TO BE SERVED ON PAROLE ON CRIMES

OCCURRING ON OR BEFORE 12-3-86

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2	6 mos.	6 mos.	6 mos.	6 mos.
3	6 mos.	6 mos.	6 mos.	6 mos.
4.	6 mos.	6 mos.	6 mos.	1 year
5	6 mos.	6 mos.	1 year	1 year
6	1 year	1 year	1 year	1 year
7	1 year	1 year	1 year	1 year
8	1 year	1 year	1 year	1 year

- (a) In crime categories 1, 2, 3, and 4 extension may be imposed for up to an additional six (6) months supervised parole.
- (b) In crime category 5, 6, 7, and 8 extension may be imposed for up to an additional one (1) year supervised parole.
- (c) Extensions may be imposed for up to an additional thirty-six (36) months supervised parole.
- (d) The period of supervision may exceed 6 months due to the nature of the crime.

EXHIBIT I

TIME TO BE SERVED ON PAROLE  
PRIOR TO CONDITIONAL DISCHARGE

OFFENSE SEVERITY RATING	CRIMINAL 11-9 Excellent	HISTORY/RISK 8-6 Good	ASSESSMENT 5-3 Fair	SCORE 2-0 Poor
1	6 mos.	6 mos.	6 mos.	6 mos.
2	6 mos.	6 mos.	6 mos.	6 mos.
3	6 mos.	6 mos.	6 mos.	6 mos.
4	6 mos.	6 mos.	6 mos.	6 year
5	6 mos.	6 mos.	1 year	1 year
6	1 year	1 year	1 year	1 year
7	1 year	1 year	1 year	1 year

- (a) For minor technical violations in crime categories 1, 2, 3, and 4 extension may be imposed for up to an additional six (6) months supervised parole.
- (b) For minor technical violations in crime category 5, 6, and 7, extension may be imposed for up to an additional one (1) year supervised parole.
- (c) For major technical violations, extensions may be imposed for up to an additional thirty-six (36) months supervised parole.

EXHIBIT I

OUTLINE FOR PRESENTENCE REPORT AND EXHIBITS UNDER RULE 255-95-005

I. Basic Data: (Minimum information required)

A. Present Crime Synopsis:

1. Summary of offense(s)
2. Official version
3. Defendant's version
4. Victim's damages
5. Co-defendant's status

B. Evaluation:

1. Assets
2. Liabilities
3. Summary

C. Recommendation

D. Attachment I -- Criminal History/risk Assessment

E. Attachment II - Aggravation and Mitigation

II. Exhibits: (To be attached as ordered)

A. Exhibit 1 - Family Background

B. Exhibit 2 - Marital History

C. Exhibit 3 - Substance Abuse Problems

D. Exhibit 4 - Mental Health

E. Exhibit 5 - Education

F. Exhibit 6 - Economic Status

1. Employment

2. Transportation

3. Financial

G. Exhibit 7 - Other

1. Physical health

2. Free-time activities

3. Military]

Oregon Corrections Division  
PRESENTENCE INVESTIGATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COUNTY: \_\_\_\_\_

JUDGE: \_\_\_\_\_

COURT #: \_\_\_\_\_

DISTRICT ATTORNEY: \_\_\_\_\_

DA'S CASE #: \_\_\_\_\_ CRIME SEVERITY: \_\_\_\_\_

DEFENSE COUNSEL: \_\_\_\_\_ HISTORY/RISK SCORE: \_\_\_\_\_

CUSTODY STATUS: \_\_\_\_\_ RANGE: \_\_\_\_\_

OFFENSE: \_\_\_\_\_ ORS#: \_\_\_\_\_

NO. OF COUNTS: \_\_\_\_\_ SID#: \_\_\_\_\_

C S: \_\_\_\_\_ FBI#: \_\_\_\_\_

PLEA: \_\_\_\_\_ CII#: \_\_\_\_\_

VERDICT: \_\_\_\_\_ SS#: \_\_\_\_\_

MAXIMUM PENALTY: \_\_\_\_\_ DL#: \_\_\_\_\_

STATUS: \_\_\_\_\_

DETAINERS OR PENDING CHARGES: \_\_\_\_\_

DOB/AGE: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ RACE: \_\_\_\_\_

WEIGHT: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

HAIR: \_\_\_\_\_ EDUCATION: \_\_\_\_\_

EYES: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

MARKS: \_\_\_\_\_ NO. OF DEPENDANTS: \_\_\_\_\_

REPORT SUBMITTED BY: \_\_\_\_\_ EMPLOYMENT STATUS: \_\_\_\_\_

OFFICE: \_\_\_\_\_

CONCERNED AGENCIES: \_\_\_\_\_

PRESENTENCE INVESTIGATION TRAINING PROPOSAL

by Parole Evaluation Unit

FACE SHEET

As per sample attached.

Detainers or Pending Charges should include a note to 'see Conviction Summary' where the pending matter is more fully detailed. If the matter relates to a probation obligation, include name of Judge and docket number.

The format for the report is listed below with the headings underlined and includes an outline of what information is necessary under each section. (brief sample attached, outline more detailed below)

Report begins with a salutation to the Judge who ordered the PSI and the date the PSI was ordered

OFFENSE SUMMARY

Date of arrest and arresting agency.  
Summary of indictment or information noting actual charges brought.  
Dates and results of court appearances.  
Custody status.  
Time served in custody as of PSI writing.

PLEA BARGAIN/NEGOTIATIONS & STIPULATIONS

Any agreements between the defendant, the Court and/or DA, to include charges recommended for dismissal, charges not filed, sentencing recommendation, if any.

OFFICIAL VERSION (Taken from Police Reports & DA's Information)

Date crime was reported to a police agency.  
Date crime was committed.  
Extent of physical damages.  
Extent of property loss or damage.  
Use of weapon or threatened use of weapon.  
Physical violence or threat of violence.  
Factors leading to arrest (describe how crime was committed and how investigation led to arrest).

DEFENDANT'S VERSION

Defendant's summary and account of the offense.  
Defendant's statement regarding property loss and damages.  
Extent to which defendant admits guilt and attitude toward the offense (remorsefulness, hostility, etc.).  
Other statements the defendant may offer for the benefit of the Court (requests for leniency, probation, etc.).

ACCOMPLICES/CODEFENDANTS

Complete names, status of charges brought or reason charges were not brought.

VICTIM'S STATEMENT/DAMAGES

Make contact with the victim or victim's representative and obtain information regarding losses and damages in the exact amount for restitution purposes. (Note: Indicate the actual, total loss to victim, dollar amount, and indicate what amount was recovered. This information is essential for computing the Matrix Range for property crimes.) It is most important that the victim be personally contacted so they are aware the matter in its entirety is presented to the Court. If this has not been done prior to sentencing, the victim's express their displeasure "at the system" to the Analyst.

PRIOR RECORD

Conviction Summary (List all convictions, noting an asterisk by convictions not counted in Matrix computation)

Juvenile:

Date and place of arrest, offense and disposition with a brief description of each offense. This would involve only those proceedings in Juvenile Court in which a petition was filed and adjudicated.

Adult:

Date and place of arrest, offense and disposition with a brief description of each offense. If no disposition is shown on available criminal history printouts, call the appropriate jurisdiction and 'get it'. All individual entries should be complete - noting original sentence, with date of disposition, and probation violations and resulting court action and current status. Don't list the crime on one line, and then half way down the page the PV - all together. If a probation is imposed CC with another entry, so state in disposition column. If any court action is pending (such as a PV), list Judge and docket number for easy reference. This section is one of the most important and liberal use of telephone and teletype is essential. If conviction cannot be documented and it is by inmate admission, so note...



Arrests Not Resulting in Conviction:

**Juvenile:**

Date and place of arrest, charge and disposition with a brief description of the offense.

**Adult:**

Date and place of arrest, charge and disposition with a brief description of the offense. If the matter was dismissed for reasons other than innocence, so state. If the matter is pending trial or court proceedings, be sure the details of the offense are noted (as the PSI is often passed around and utilized for additional crimes), the docket number is included as well as the Judge's name if known.

If matters are pending out-of-state, be sure the interested agency is contacted and so noted in your PSI. If a detainer is being filed, be sure to advise that the detainer will not follow the inmate to a state institution and the agency should be recontacted for follow up as to sentencing. Or, they should check back after the sentencing date to ascertain the disposition. Often, we contact out-of-state jurisdictions who are supervising the inmate on a probation, and they don't even know there is a new crime in Oregon - were never contacted - and often dispositions from other states are not noted due to 'no contact'.

Driving Record - ODL #

All traffic misdemeanors and felonies should be listed above. This section should be utilized for infractions not noted previously - in summary form.

Parole, Probation and Institutional Performance

For offenders who are on parole or probation, contact must be made with the supervising officer. For offenders who have been incarcerated and discharged, a review of the institution file is necessary. This includes any out-of-state supervision and supervision as a juvenile.

FAMILY HISTORY

Brief statements regarding age, and present status of family members.

**Father:**

**Mother:**

**Stepmother and/or Stepfather (if significant)**

**Brother:**

**Sister:**

**The Defendant:**

Name at birth - date and place of birth (any conflict or discrepancies in names or birth dates should be explained or resolved in this section). Early developmental influences that may have a significant bearing on the personality and behavior of the defendant (if defendant is 26 or older

do not emphasize this factor). Present relationship with parents and siblings.

MARITAL HISTORY

Present marriage - name and age of spouse. Date and place of marriage. Add common-law marriage if it was entered into in a state where common-law marriages are recognized. List prior marriages and all children born to those unions. List also any support obligations and if delinquent.

EDUCATION

Highest grade completed and name of school. Summarize all educational experience after high school.

HEALTH (Under all headings, include any reported or verified professional diagnosis)

Physical:

List the general physical condition and health problems as stated by the defendant and review of medical information available. (Do not duplicate identifying information listed on face sheet.)

Mental:

List the defendant's statements and verified information regarding any mental and emotional disorders. Verify the dates and places where the defendant received any psychological or psychiatric treatment.

Alcohol:

List the age the defendant began drinking and the present drinking habit or pattern. List any problems related to drinking and summary of any treatment client may have received. Include length of treatment and date of completion of any treatment program, including Antabuse Program. Be sure to state whether or not information in this section was verified. Was alcohol a factor in this crime? Previous crimes?

Drugs:

List the type of drug(s) used, the frequency and the period of time used. Summarize any treatment the client may have had for a drug problem. Include length of treatment and date of completion of any treatment program, including Methadone Program. Was drug use a factor in this crime? Previous crimes?

EMPLOYMENT:

Employment history for past three years. Employer, dates, type of work, earnings and reason for leaving. For defendant who held numerous jobs of three to six months duration, summarize them in a statement such as - From 6-77 to 8-79, the defendant held several short-term jobs as a bus boy. List any and all job skills the defendant may have and state the longest period of continuous employment. Also list the names of any trade unions he/she may belong to. This section is utilized in pre-release.

MILITARY SERVICE

Date of entry and discharge, branch of service and service number. Make an effort to obtain from the individual a DD214 (discharge summary). List type of discharge and court-martials, commitments to special drug/alcohol programs and other unusual data pertinent to Corrections/rehabilitation. List all military awards.

FINANCIAL CONDITION

Statement of financial obligations and attempts to honor them, income and savings. Make, model and license number of any vehicles (car, truck, motorcycle, boat, etc.)

COLLATERAL CONTACTS

(when appropriate)

PSYCHOLOGICAL EVALUATION

(when appropriate)

AGGRAVATING FACTORS

Apply appropriate factors from attached list - do not aggravate elements of the crime.

MITIGATING FACTORS

Apply appropriate factors from attached list, applying only those factors for which you have documentation - not necessarily defendant's statements.

RECOMMENDATION

See sample format - Analyst will not cover this area as it does not necessarily impact Parole Board. Each office usually defers to preference of specific Courts.

UPDATE PSI

Means just that - update to previous PSI. If no prior PSI for instant offense, then a new Official Version will be completed bringing the Court up-to-date. This should also include updates for each section of PSI, including arrest section.

Analysts wish to emphasize the importance of documenting all information contained in the PSI and, if unable to procure documentation, noting from where they obtained the information if verbal.

Information also to be covered:

Coding Instructions for Matrix  
Subcategories for specific offenses  
Matrix ranges for CS sentences

Time needed for training session: 3 hours with 2 break periods

Recommend small groups of 10 - 20 people.

5/19/82

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  - B. Evaluation:
    - 1. Assets
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  - C. Recommendation
  - D. Attachment I -- Criminal History/Risk Assessment
  - E. Attachment II -- Aggravation and Mitigation
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  - A. EXHIBIT 1 -- FAMILY BACKGROUND
  - B. EXHIBIT 2 -- MARITAL HISTORY
  - C. EXHIBIT 3 -- SUBSTANCE ABUSE PROBLEMS
  - D. EXHIBIT 4 -- MENTAL HEALTH
  - E. EXHIBIT 5 -- EDUCATION
  - F. EXHIBIT 6 -- ECONOMIC STATUS
    - 1. Employment
    - 2. Transportation
    - 3. Financial

EXHIBIT I (Continued)

- G. EXHIBIT 7 -- OTHER
1. Physical health
  2. Free-time activities
  3. Military

Permanent effective 2/1/79