DATE: January 18, 2019

TO: All CCD Staff, All Records Staff, All Hearings Officers

FROM: Stephen Sinclair, Secretary

SUBJECT: **OMNI Process**

THIS MESSAGE IS EFFECTIVE IMMEDIATELY

The OMNI system is used to track information on all active incarcerated and community supervised individuals as well as closed cases. We have identified process issues in some, but not all cases involving tolling data.

Because of the issues, there are multiple teams dedicated to investigating the matter. As a precautionary step to safeguard public safety, all SED's are being manually calculated to ensure accuracy.

Staff that enter tolling information need to take the following steps immediately:

OMNI Supervision Activity Screen
- Do not edit or delete **any** existing Supervision Activities or dates - even if this is the most recent activity.
- You can add a new supervision activity (a new entry) as the most current activity.
  - Do not add activities before existing activities.
- If you need edits, additions, or deletions, contact the Records Tolling Unit at doctollinghelp@doc.wa.gov.
  - Enter a chronological entry including the reason for your request.
    - If the reason is related to a tolling activity, use the "TL" chrono type.
  - The Tolling Unit will take action on your request and notify you of the action needed.

OMNI Violator Management Screen
- For a Warrant Request, ensure that the date entered for the FTR date must be the same date, if entered, from the OMNI Supervision Activities for this event.
- For a Warrant Cancellation Request, **do not** enter a date in the FTR date field.

OMNI Prison Movement Screen
- No editing/deleting of prison admissions, releases, or local confinement entries.
- If edits or deletions are required, contact the DOC calculation box at doccalculations@doc.wa.gov.
  - Note the current ERD in your email subject line so that the request can be prioritized for a response.

Field Discipline
- Do not reopen the sanction section to edit a CCP Terminate/CCI Terminate/WEC Terminate. If you open the sanction section, do not click "Save" or "Save and Return." to exit, navigate away from the screen.
  - You can edit the Offender Violations and the Hearing Information sections.

If you have any questions regarding these directives, please contact your supervisor.