

**STATEWIDE OFFICE OPERATIONS NETWORK**  
**Thursday, April 11<sup>th</sup>, 2019**

**Hosting Agency:**

Clatsop County

**Meeting Location:**

1190 SE 19<sup>th</sup> Street  
Warrenton, Or. 97146

**In Attendance:**

Tricia Shumway, Deschutes County; Bobby Lenhardt, Jackson County; Kimberly Losada, Clatsop County; Karen Spieler, Columbia County; Kerri Humbert, Douglas County; Terri Chandler, Jefferson County; Laurette Harger-Landon, Jackson County; Jamie Chitwood, Josephine County; Pam Mathes, Klamath County; Victoria Horlacher, Lake County; Jeannie Olson-Shelby, Lane County; Samantha Jackson, Marion County; Rachel Pollele, Multnomah County; Ashley Cress, Multnomah County; Marla Wiese, Multnomah County; Kaycee Josi, Tillamook County; Kimi Hulke, Tri-County; Ana Mendoza, Umatilla County; Christy Elven, Washington County; Jessica Jauken, Wasco County; Vicki Wood, Yamhill County; Susi Hodgin, Parole Board; Amy Bailey, DOC/OISC; John Bennett, DOC/OISC; Tracey Coffman, DOC; Lee Cummins, DOC; Judy Bell, DOC

**Welcome & Introductions:**

Sheriff Tom Bergen and Support Staff Supervisor Lisa Griggs welcomed the Group to Clatsop County.

**OISC – Amy Bailey**

Christy had mentioned that her office had received an amended judgment merging counts with existing PPS counts, but found out that the institution does not merge cases any longer. If the institution is no longer merging, would support staff do the same? Christy has also received Judgments on existing Local PPS cases amending the PPS cases to Misdemeanor treatment (reducing Felony to Misdemeanor). How would you proceed with this? Christy has entered F8 notes documenting receiving the Amended Orders, but has not changed the offense line itself. This will go to FAUG for consideration as well as Denise/Research to see if there is any objection to SOON following suit and making a decision to stop entering merge cases as well. Amy will look into these scenarios and g

**Compact –**

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Reminders on closure codes: When a Compact Offender is here from another State and they abscond, we do not close to ABSC. The originating state would be issuing the warrant so we would close the record to COMP (when offender is returning to originating state). When an incoming compact offender reaches their expiration date, record would be closed to EXPI, not COMP.

When an Oregon offender is compacting out, do not close to COMP for any reason. If offender has absconded and the warrant has been issued, we would then close the record to ABSC. If offender has reached their expiration date, close to EXPI.

### **Parole Board – Susi Hodgkin**

There was a glitch in the system with seeing victim's names on old conditions that has now been fixed.

The Parole Board will eventually have the date of death on the Certificate of Expiration when closing a record to DIED, when programming is complete.

Back log of Sanctions and TTY's are now caught up.

Reminder: Only add the conditions into DOC 400 that are listed on the PPS Order. *For example, if you have a Sex Offender with the SC10 Condition, but feel you should have SO conditions listed individually, you may add those individual conditions to the comment text under SC10 and add individual conditions in LEDS.* The PO can only sanction on Conditions that the Board has imposed.

The glitch for the Board override on Sanctions that are not being funneled into CIS is still being worked on. When reviewing Sanctions, if the Board has overridden a hearing's officers decision and imposes a different sanction, be sure the "PB/Judge override" section of the sanction is filled in, if not, then ask the Board to complete that section of the sanction module manually.

### **DOC - Judy Bell**

Every docket should be entered into CIS with a two-digit count number in the following format (case number)/01. Two-digit count numbers (01,02,03 etc.....) are needed for programming and legal liability purposes.

Judy and Amy met with OSP to discuss the deleting of SID numbers on incoming compact cases when supervision ends. OSP is now looking into a solution to allow the original Oregon SID to remain. To avoid offender's SID from being deleted, do not notify OSP of when Offender's compact supervision has ended. This will in part, help to avoid the issue of duplicate records into DOC400.

Reminders:

To avoid any glitches in the system do not use info windows (F11 4) for data entry. F11 3 is appropriate and encouraged for easy navigating for support staff to use.

Do not change offenders mid process. By doing this you risk information being added to the wrong offender, disappear and possibly not get added. Several glitch possibilities can

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happen. When data process is complete, use F3 to go to the beginning before changing offenders.

Discussion on LC PPS offenders that have absconded: If the LSA chooses to recall the warrant way past their expiration date, and lets the case close without adding INOP time, would the ABEX code be best to close file? Should the ABEX definition be expanded to allow closure by the LSA/ PPS only, not Board/PPS? SOON consensus is yes, will take to FAUG for approval.

POST NOTE: FAUG approved, description updated.

**Update on the ABEX definition code now reads:**

**Movement Code..... ABEX**

**Description..... ABSC EXPI/DISM BY COURT or LSA -DOC REQ-**

**Comment..... ABSC Prob term/dism by Court Order or LC PPS term/dism by LSA. Prob wx recalled by court order or LC PPS wx recalled by LSA. O closed to ABSC, sentences past max date, Judge or LSA has lifted the wx, and allowed the sentence to terminate. Not for use on Board Parole/PPS; or probations w/out ABSC.**

Judy is working on the definitions for County Inmate Movement Codes and the removal of the codes that do not get used: These codes are used when an offender is serving a Local Control sentence then moves from the jail to somewhere else.

The group discussed adding a temporary closure code when there is a PV pending on a probation only case that has gone past expiration.

Plan A: Create a temporary sentence closure code (PVP) that will indicate the case is pending a PV hearing. The sentence will remain on the Kardex and if the code remains on the sentence, it prevents body closure. The hope is this will also be a trigger for the fee system to continue to bill past the expiration date (likely a separate SR to accomplish this portion of the request). Will take to FAUG for approval.

**Judy had talked to Jamie Breyman, Administrator for Population Management, about a designator for Transgender offenders. POP Management currently has a designator, TAIC (Transgender & Intersex Committee) available for viewing by Community Corrections, but must be entered by the POP Management. If you have an offender that you would like added to the TAIC, you may reach out to Jamie Breyman to have that information added.**

Here are a few guidelines to follow for adding the TAIC designator:

*Identifies as: Self-Reported*

*Make sure, verbally at least, that the offender understands terminology-transgender vs. gay vs. identifies as, etc. Also non-binary. Confirm they have a true understanding. Have definitions ready to explain to the offender.*

*Make sure the client understands this will NOT get them any privileges and will be re-assessed if entering an institution.*

*SEARCH: This section describes DOC custody only!!*

*DETAILS: will note ‘per \_\_\_\_\_ County’ Can add additional note (brief) (county approval or disapproval of matching gender search) – If pronoun preference is opposite of identify as, then can add in details.*

*OAR 291-210-0010 – rules and definitions*

*Jamie Breyman – [Jamie.e.breyman@doc.state.or.us](mailto:Jamie.e.breyman@doc.state.or.us)*

Judy had been working with IT on the disappearing Social Security Numbers and found that IT had wiped out Social Security Numbers if there were two of the same Social Security numbers located in the descriptor screen, with one being verified and one not verified. IT would then keep the verified one and delete the other one that was not verified. Those Social Security numbers have been put back into our system.

Judy had asked Diane for a list of possible duplicate offenders to review. If an offender has self-reported a Social Security number we need to indicate that somewhere in our system. If we need to remove the Social Security number from the descriptor screen because it’s been validated for a different offender, the group had an idea to not delete the number but move it to the ‘other numbers’ screen with some kind of comment line to indicate that the number was self-reported but verified to someone else. At some point there will be a clean-up list going out to the SOON reps.

Here is a follow-up email from Judy on duplicate records:

*Hello SOON reps:*

*At the last SOON meeting we talked about records with duplicate SSNs and the possibility of cleaning those up. Instead of looking at SSNs that are used by more than one offender, we’ve decided at this time our focus is better spent on duplicate records. Amy Bailey and I will first be working to determine duplicate records in CIS where at least one of the two records is an active/open offender. Once all those are cleaned up, we’ll start the task of duplicate offenders who are in discharge status.*

*After I determine two records are for the same offender, I will be in touch with both you, as SOON rep, and the PO, who supervises the active record, so that we can work together to complete the merge/purge process. Tina Shippey and I have been working on the merge/purge directions in the OPS manual and will provide the updated version to you. Please do your best to responsive to these merge/purge request emails. There is a bit of back and forth required to perform merge/purge requests for both the field user and the super user. I will be performing these merge/purge requests, so please do NOT put in a ticket to the helpdesk. You'll deal directly with me on these.*

*This email is a follow up to the SOON discussion regarding addressing duplicate SSNs, as well as a notice that you may start seeing emails from me regarding duplicate records. If you don't hear from me within the next month, it is likely your county doesn't have any ACTIVE offenders with duplicate records. It is also likely you'll hear from me in the next few months regarding discharged offenders. We're going to do our best to get these ALL cleaned up. I hope that folks are thoroughly investigating the system before entering a new admission to avoid duplicate records in the future.*

*Please let me know if you have questions.*

*Thank you.*

*Judy Bell*

*Community Corrections Coordinator  
Oregon Department of Corrections  
503-378-3140  
[judy.a.bell@doc.state.or.us](mailto:judy.a.bell@doc.state.or.us)*

To avoid duplicate offenders in the future:

#1 – Read the sentencing order in its entirety from start to finish prior to beginning admission data entry into CIS.

#2 – Search OIS for the existence of a record for the offender prior to beginning admission data entry into CIS, instructions attached.

**Discussion:** What code do we use when adding an out of state SID in the other numbers screen? The group agreed that we want to use this field consistently and would mirror what the institution does

**Follow-Up:** Use MSC for out of state SID's entered on the other numbers screen.

**Sanction Field Codes:** Judy handed out a cheat sheet on which codes to use and their definitions. Sanction Field should only be blank if it's a Misdemeanor and your county has a practice/rule that you will not sanction Misdemeanors. There is a service request for a new sanction code to represent when the court allows sanctioning on a misdemeanor but the county practice does not allow sanctioning of misdemeanors.

**Discussion on Conditional Discharge return:** When a Conditional Discharge expires or is dismissed and case is closed, how would you proceed if later down the road the Court decides that they now want the Conditional Discharge supervised? What return code should be used?

The group decided on the CONV code for returning offenders. You will use the same process as a Compact and Bench return.

**DISCUSSION:** Discussion regarding how the "Sentencing judge" field is used on the new docket, offense, and sentence screen (OPS263I). OISC raised concerns that for historical accurate record keeping this field should only be the judge who sentenced the case originally and not changed. Counties expressed why they change the sentencing judge field and a brainstorming session followed in hopes of coming up with a compromise that satisfies record-keeping needs and county report-routing needs.

**FOLLOW-UP:** It is OISC's initial opinion that this field should be only the sentencing judge's name and nothing else. They are looking more deeply into the legal ramifications of this and will provide a further opinion when available. This topic will be tabled for further discussion.

**Restitution:** When entering a docket with multiple counts and each individual count has a different amount owed for restitution, research is only drawing from the largest dollar amount owed for that docket. Denise has asked programming to have the amounts drawn from each individual count and not just the largest dollar amount. Continue to enter dollar amounts for each separate count number. Do not add the amounts together and then enter that total on each count as research will pull those totals and amounts end up being more than originally ordered.

When adding an 'O' line from a Probation revocation that has restitution ordered, change the probation restitution condition to Non-Trackable and bring the full amount forward to the 'O' line. Research is pulling amounts from Probation marked trackable and PPS, which is then being counted twice.

Options for restitution to be determined:

#1 – Enter the condition with the amount left blank, leave it trackable so it prevents sentence closure, and get a report from research that shows all dockets with trackable restitution with no amount ordered. If after 60 days you check e-court and there is still

not restitution ordered, then add note to the line stating no restitution ordered as of date you checked.

#2 – Do not enter restitution at all until it's determined and keep a spreadsheet of these cases to check back in e-court to see if restitution was later ordered. This will allow sentence closure without confirming if restitution was ever ordered.

#3 – Do not enter restitution at all until it's determined but do not keep a spreadsheet. If an amended or supplemental order is received, then enter the amount.

After discussing these options, consensus is to go with option #1, and receiving a report monthly.

These changes to restitution tracking will go to FAUG for approval.

Release plans from the institution have the original restitution amounts owing in the financial and notable sections. If you do not see any amounts email Shawn Cost-Streeety @ [shawn.r.cost-streeety@doc.state.or.us](mailto:shawn.r.cost-streeety@doc.state.or.us).

#### **DOC – Lee Cummins**

Lee handed out the final document of conditions for probation long-descriptions to the group.

Lee will be working on closing out the old Trans Leave and AIP Generals & Specials Conditions.

#### **DOC – Tracey Coffman**

User acceptance testing for the STTL Automation was this week and went very well, and should roll out in May.

#### **OPS related issues:**

**LEDS/WebLEDS** - 2020 updates have had some changes that may be causing some problems. Refer to the email alert that was sent out for any problems that may occur. If a problem does not coincide with the email then reach out to LEDS helpdesk.

Judy sent LEDS the wish list on April 1<sup>st</sup>, 2019 and is waiting to hear back. She will keep us updated.

When Grant Smith from the FBI was here last April, 2018 presenting on the VPF files, there were approximately 50 VPF files coming out of Oregon at that time. As of February 2019 there are 195 VPF files out of Oregon.

**Local Control** – Judy encourages that the County of Conviction on a Local Control case to close the LC sentences as timely as possible even when offender is in the institution. To help get the correct Local Control served date on an offender who is in the institution, go to detainers (F11, 4, Z), then Shift F17 for all detainers. If there are any detainers, select 5 to display and if there is a provided date displayed, then that date came directly from the jail and you can close LC sentence to the displayed date. If the date in the detainers is estimated vs. provided, please confirm the sentence served date with your jail.

**Email decisions** – Judy had an email exchange with Cindy from Malheur County about marking Measure 57 eligible or convicted on the offense screen. The language on the judgment that would allow you to mark Measure 57 may read SB1087, repeat property offender (RPO), ORS 137.717 as well as Measure 57. Any of this language would allow you to mark the Measure 57 field as convicted if you choose to do so. Please remember this is different than “M57 Treatment Funding dollars” which would get marked in the treatment module.

**User Groups:**

- SUN – Still trying to replace the PCM program.
- FAUG – Met February 20<sup>th</sup> & 21<sup>st</sup> in Yamhill Co. Meet again May 15<sup>th</sup> & 16<sup>th</sup> in Jose Co.
- FSN – Met January in Wasco Co. Meet again April 25<sup>th</sup> in Clatsop Co.
- OACCD – Met March 13<sup>th</sup> & 14<sup>th</sup> at DPSST. Meet again May 8<sup>th</sup> & 9<sup>th</sup> in Deschutes Co.

**Meeting Adjourned. Thank you Clatsop County!**

**Next Meeting:**

Crook Co.  
June 13<sup>th</sup>, 2019

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