

STATEWIDE OFFICE OPERATIONS NETWORK
THURSDAY, JUNE 13TH 2019

Hosting Agency:
Crook County

Meeting Location:
City of Prineville Administration Building
387 NE 3rd Street
Prineville, Or. 97754

In Attendance:

Tricia Shumway, Deschutes County; Bobby Lenhardt, Jackson County; Tina Shippey, Coos County; Elize Denarend, Crook County; Kerri Humbert, Douglas County; Robbi Murray, Harney County; Bertha Logsdon, Hood River; Jamie Chitwood, Josephine County; Angie Gustafson, Linn County; Samantha Jackson, Marion County; Ashley Cress, Multnomah County; Ana Mendoza, Umatilla County; Jessica Jauken, Wasco County; Judy Bell, DOC; Lee Cummins, DOC; Tracey Coffman, DOC

OISC – Judy for Amy Bailey

Sentencing Judge Field is to be used only for the **sentencing** Judge. If the Judge changes due to a PV, changes to Parole Board or Local Authority, do not change Judge's name.

Parole Board –

Tina asked if an offender coming out on AIP/STTL with an address of 'Subsidy Housing' or 'To Be Determined', can be denied leave. There needs to be an approved address for offender to be on leave. Offender may not be homeless. If there is Subsidy Housing with no address attached, but the PO knows they will have a place to reside then Leave does not need to be denied.

If you have an offender that is arrested in another state on an extraditable warrant, that warrant will be located and cleared. Once warrant is cleared, INOP time will be added up to the date that the warrant was cleared and put into system. If extradition is pending, INOP time continues to accrue. When offender returns to Oregon the INOP time will be updated. If you have any questions with the time that has been added call the Board or Extraditions office to verify the INOP time. Leave record on ABSC until offender returns to Oregon.

Update: INOP will be adjusted as soon as the sanction is received and reviewed. The time can vary depending on how quickly the PO submits the sanction and how quickly it is reviewed. This topic will be tabled for further discussion.

Reminder: Check your warrants and absconders at least once a year to make sure your absconders still have warrants.

DOC – Tracey Coffman

Tracey gave a power point presentation on the OMS/STTL new Release Planning Module, which included how Support Staff will go into the module to retrieve Release Packets. All Release Planning will now be done in this new OMS Module. Release Packets will not be sent by email. You will get the initial notification of release by email advising there is a Packet available to retrieve in the OMS module. There are a few Pilot Counties that are testing the module before it goes live. To access OMS (Offender Management System) go to F11, 5, M.

Tracey will be touring most of the Counties in the next few weeks to give the Power Point presentation and answer any questions anyone may have. There will also be a user guide available in the OMS module.

DOC – Judy Bell

As a learning tool, when someone asks a question by email on the DL, please do a 'reply all' so that everyone can see and review the answers that are given.

Judy had emailed out a list of PPS cases that had PSSR (court rejects sanctioning) listed in the sanction field. An O line cannot have a PSSR. All PPS is sanctionable. Please go to cases with O lines and change PSSR to SANC.

Currently there are no ORS numbers for the numbers with the alpha character midstream (475B.163). Use substitute ORS's that closely matches the crime, along with the crime category (Felony or Misdemeanor). If you struggle to find a match call Judy for assistance or email one of the TPS workers. A service request has been sent to get these new ORS's added. Any time you need to find a substitute ORS, keep a list or spreadsheet of ORS's you are substituting. When service request is complete, those substitutions will need to be changed with the new ORS numbers. If transferring a file to another County let them know that you have substituted the ORS #.

Judy received confirmation from OSP that they will be changing their practice of deleting incoming Compact SID numbers. At this time, do not notify OSP when an offender has returned to originating State or has expired. Once the process is confirmed, more instructions will follow.

If an AIP/STTL warrant has been issued and you notice that OISC has not picked up the record and moved it to IBRO escape status within 2 business days, feel free to email the TPS workers. For STTL cc: Tracey Coffman.

Important: Read court orders thoroughly before ANY data entry in order to avoid entering an offender into CIS that was sentenced to Bench Probation. Be sure to verify if offender is currently in DOC400 to avoid a duplicate record being created. To ensure an offender is not in CIS, take the final step after verifying offender information from your QWHD and CIS and do a search in OIS. When searching for offender in OIS, search one field at a time for a broader range of results.

Judy is still working on the duplicate records project. She has currently identified approximately 100 pairs of duplicate records that need to be removed from the system. When the instructions for Merge/Purge records is complete she will start work on duplicate sets with one open offender and one discharged offender. She will then move on to the discharged offenders. Judy will reach out to counties that had created a duplicate file and ask for their assistance.

DOC – Lee Cummins

The email issues with some counties not being able to receive original DL emails has been forwarded to the helpdesk.

One of the programmers discontinued an old red tag program in CIS. This program was created in 1995 and has had no activity since 2006.

The institutions have put in a service request for a Release of Information designator.

The significant contact report, which pulls the contact standards in CIS, is currently not working. A ticket has been requested. This issue has nothing to do with the significant contact Yes/No in the Chrono header.

OPS related issues:

LEDS/WebLEDS - Judy submitted the wish list in April and is currently under review.

OPS Manual - August will be Ashley's last meeting until April or August 2020. Mindy Everett has agreed to fill in until Ashley returns.

Still looking for members to join the Manual Committee. The Manual meets 3 times a year. If you would like to join and are unable to make it to all the meetings, it can be done remotely. Being on the Committee is a beneficial learning tool, especially for new members. Working on a chapter can be done when you have time. It does not take priority. If you have any questions, feel free to reach out to anyone on the Committee.

Local Control – There was a discussion on if an EPR can be created for a new Local Control sentence (offender is not on probation). It was decided not to create an EPR until the LC sentence begins or is deferred by the LSA per County Policy.

After implementation of the new OMS programming, LSA can use the new module for Local Control release planning.

Other OPS related issues – SOON would like to recommend to FAUG that a photo of the offender be required in the file.

Reminder: Be sure to call counties for reporting instructions. If in the event that the county you are sending offender to has closed, make a reasonable decision time to report. Call or email the receiving county immediately to let them know offender showed up after hours and what instructions were given.

User Groups:

- **SUN** – The process for submitting tickets will be changing. When that process changes there will only be 2 people in your office that will be allowed to submit SUN tickets. Those 2 will be the SOON rep and 1 backup. If the SOON rep and backup are not available then email the pertinent information to Judy and she will submit the ticket for you.
- **SOSN** – Next meeting in Marion Co. in August.
- **FAUG** – Met May 15th -16th in Jose Co. Meet again in August. FAUG approved the PVP temporary closure code. Service request will be submitted.
- **FSN** – Met April 25th in Astoria. Meet again July 25th in Coos Co. Judy continues working on the request for the fee system replacement.
- **OACCD** – Met May 8th-9th in Bend. Meet again in July 10th-11th in Grant Co.

Round Table:

Remember to keep existing supervision files in tact when transferring to another county, unless it's a brand new case transfer.

Please send the Police Report on a **new case** transfer when received. Give some sort of notification with file that the police report was ordered and will be sent when received.

Meeting Adjourned. Thank you Crook County!

**Next Meeting:
Marion Co.
August 8th, 2019**