

STATEWIDE OFFICE OPERATIONS NETWORK
THURSDAY, AUGUST 8TH, 2019

Hosting Agency:
Marion County

Meeting Location:
3610 Aumsville Highway
Salem, Or. 97317

In Attendance:

Tricia Shumway, Deschutes County; Kerri Humbert, Douglas County; Bobby Lenhardt, Jackson County; Terri Chandler, Jefferson County; Jamie Chitwood, Josephine County; Pam Mathes, Klamath County; Victoria Horlacher, Lake County; Irene Lightle, Lincoln County; Samantha Jackson, Marion County; Susie Schindler, Marion County; Rachel Polelle, Multnomah County; Mindi Everett, Multnomah County; Ashley Cress, Multnomah County; Cassy Polen, Polk County; Lexi Rincon, Polk County; Norma Munoz, Umatilla County; Jessica Jauken, Wasco County; Christy Elven, Washington County; Vicki Wood; Yamhill County; Lee Cummins, DOC; Judy Bell, DOC; Amy Wray, OISC; Tracey Coffman, DOC; Melissa Strom, OISC

Lieutenant Kevin Karvandi welcomed the group to Marion County

OISC – Amy Wray (formerly Bailey)

Melissa Strom, Sealing Records Coordinator, will be notifying the SOON group of upcoming offender records that are going to be Sealed on the 1st and 15th of every month.

Compact Follow up:

Someone asked if misdemeanor PSC cases from incoming Compact should be showing on our misdemeanor PSC reports. *Denise said they should show because they're funded the same as the Oregon misdemeanor PSC cases.*

The question about closing individual incoming Compact cases was raised and when to close those cases. *Please close those cases timely according to their expiration date showing in CIS. You do NOT need to confirm the expiration dates with the sending state, because if those dates change, the sending state should have notified you.*

Based off that discussion, some counties mention that the sending states arbitrarily change the expiration dates without supporting documentation. Ruby in the Compact Division has stated this shouldn't be happening and if you find a sending state is changing the sentence expiration dates without documentation, please contact the Compact Office immediately and they will help you resolve that issue.

Parole Board –

They are in the process of moving from the Dome to 1321 Tandem Ave NE, Salem. Phone numbers will remain the same.

DOC – Judy Bell

Judy was contacted by Bethany Smith, Administrator of OISC, about looking to change their practice of never changing the AIC's name when they receive the first judgment with the first court name. For example: Legal name change (which would require an Amended Judgment), DV Offender or a Gender Change could be reasons to change the original court name.

Judy found out that when doing a name search in CIS by 'location', a number of Counties do not get the complete list. If you are in Grant County, Wallowa County, and Wheeler County, you get no list of offenders when sorting by location. Some counties have a very small list when using the location search. Judy will submit a service request asking that the location search field yields all requests in alphabetical order and yield results for L locations.

The LEDS wish list is being put on hold. Judy will check back with LEDS at the end of the year.

Reminder: Before admitting a new offender, read the sentence order in its entirety from start to finish to make sure it's not a Bench Probation. Do not admit if it's Bench. Search OIS for the existence of the offender by FBI number before doing a new admission.

Be sure to share important information from SOON meetings with your offices. If another county contacts you for a request and you don't have the time to complete request, please pass it on to someone else to complete so it doesn't just sit.

Judy had a conversation with Saydyie DeRosia about Vine Notifications. When Vine gets overloaded with notifications, it issues a Q Delta which makes all notifications come to a halt until someone goes in and manually releases them and allows the notifications to continue. The threshold for notifications is 850 in a time period. Notifications are calculated by the number of people who signed up for receiving notifications.

Example: If 1 offender has 27 people signed up to receive vine notifications and you do a transfer on that 1 offender, then that counts as 27 notifications.

If you feel like you are going to do a large amount of transfers or closures that would result in Vine Notifications in one day, let Saydyie know so she knows what to expect. She can be reached at: Saydyie.L.DeRosia@doc.state.or.us or 503-934-1113.

Discussion on old open SC conditions while on Leave:

Should support staff remove SC conditions from open, previously running PPS lines while an offender is on Leave and/or if FAUG wanted to sponsor a service request to prevent POs from choosing SC conditions for an offender out on Leave?

Follow up: FAUG feels this is a training issue and does not recommend removing conditions, nor do they want a service request.

Judy will investigate submitting a service request to add a second line in the offense screen named the Current Sentencing Authority field. This field will draw into Sanctions, DocSum reports, Kardex and warrants. If the supervising authority is left blank, then the sentencing judge line will default. *POST NOTE: due to the enormous nature of such a request and that the request is only to benefit one county, a service request will not be submitted.*

New Fee System has been approved! It will be free to counties and will track restitution directly from E-Court. Attached is the new restitution data entry practice to use until the new fee system is in place.

DOC – Lee Cummins

The policy option package for analysis of the CIS system and CIS tools package has been approved by the Legislative Budget for the tools upgrade package. This package would allow CIS to look more like a web-based program. Lee will keep the group posted with updates as she receives them.

What constitutes a significant contact? This will be taken to OACCD for discussion. For those that are running the significant contact report it is not working correctly.

Lee has noticed that Board sanctions are not being sent and are sitting in pending status for a lengthy amount of time. The Board returns are also sitting in return status for a lengthy amount of time as well. If the Board sanctions are over 120 days they need to be sent by email to Malinda.M.Boyer@doc.state.or.us at the Board. She will then decide if she is going to close them to CLNA or not. The returns need to be reviewed by selecting 18 (Brd Note) in the sanctions field to see why the sanction was returned.

There have been a few counties that have had connectivity issues with CIS. IT is looking into it and would like any other counties that have also been experiencing any issues to please let Lee know. What you were working on when system froze and how often is it happening?

If you are having problems receiving the 'DL' emails, please let Lee know. IT is looking into it.

DOC – Tracey Coffman

The new STTL Automation should go live in September. When it goes live the person who is listed on the 99 caseload as primary, as well as who receives the release packets, will get the initial email notification of a pending release.

Morrissey Hearings will be conducted on all AIP and STTL returns to the Institution. Hearings will be coordinated through the Department of Corrections Hearings Unit for those Counties who don't do their own Morrissey Hearings.

OPS related issues:

- **OPS Manual** – If you are providing an answer to an email, please reference where you can find the answer/scenario in the Manual.

When converting bench probation to formal probation, should we use the bench conditions from the original sentencing order? Continue to use the conditions from the new sentencing order unless stating otherwise.

Follow up on Second Look conditions: FAUG agrees we should use probation conditions for Second Look cases and to use PSSR in the docket so that the case is not sanctionable in the sanction module.

- **Local Control** – If you have any questions or not quite sure what to do, please reach out to Judy.
- **Other OPS related issues** – Immediate Release follow up: *OISC will now include the SOON rep on notifications of immediate releases. This information should help with data entry of the O lines.*

Reporting Instructions: Who issues the trip permit on a new probation when client needs to go out of state before reporting to the receiving county? County of record issues the trip permit.

Follow up on Merged Cases: FAUG has approved the data entry decision for community corrections to STOP entering merged cases. This follows the institution's data entry practice of not entering merged cases. From this date forward – please do not enter merged cases into CIS.

Christy from Washington County asked when is it appropriate to bring someone back in off the PRSB outcount? She was wondering because her PO wanted that outcount removed while the client was still under the jurisdiction of the PSRB, not in the Oregon State Hospital, but instead was in a secure treatment facility in the community, and the definition of the outcount was ambiguous. I spoke with someone at the PRSB and believe this is something that should be discussed in further detail to determine if SOON wants to decide on their own or make a recommendation to FAUG of how/when to use PSRB and/or if this should be a county-by-county decision of when to remove that outcount. If you have a vested interest in this topic, please attend the next SOON meeting October 10 in Coos County.

Reporting Instructions: Who is responsible for the trip permit on a new probation client living in a different county when they go out of state before reporting to receiving County? Sending County is responsible for the trip permit.

User Groups:

- **Faug** – Meet next in Curry Co. in August.
- **SOSN** – Met July 23rd. Next meeting is in October in Josephine Co.
- **FSN** – Met in July in Coos Co. Next meeting is in October in Klamath Co. Post Note: October meeting changed to Salem
- **OACCD** – Met July 10th & 11th in Grant Co. Next meeting is September 11th & 12th in Klamath Co.

Round Table:

This is Ashley's last meeting until April 2020.

Remember to let Counties know when you are sending a file. Check out the General Information pages and follow what they ask for Reporting Instructions.

Meeting Adjourned. Thank you Marion County!

**Next Meeting:
Coos County
October 10th, 2019**

SOON Officers:

SOON Chair: Tricia Shumway, Deschutes

SOON Co-Chair/Minutes: Bobby Lenhardt, Jackson

OPS Manual Chair: Mindie Everett, Multnomah

General Information Pages: Terri Chandler, Jefferson

CC Directory/SOON Rep List: Tina Shippey, Coos

The mission of the Statewide Office Operations Network (SOON) is to:

- **Promote uniformity, standardization and data integrity in community corrections field office operations and automated offender tracking;**
- **Define on-going support training needs;**
- **Recommend community corrections field office policy and procedure changes; and**
- **Address other corrections-related support issues.**

SOON accomplishes this mission by increasing knowledge and awareness of the most up-to-date methods, sharing resource information and expertise, and promoting statewide support staff participation.

SOON was formed following the implementation of the Oregon Department of Corrections (DOC) Offender Profile System in November 1989. This group gives clerical staff a means of communicating their needs to the information systems unit staff responsible for maintaining existing software and implementing new software.

Data entry practice – continue to put each restitution amount ordered onto each count that it was ordered on. Do NOT put the same ordered amount on multiple counts if it was only ordered on one count, as this will create double/triple/quadruple calculations.

When a probation is revoked and sentenced to PPS -

Data entry practice - when you add the O line, go back to the expired probation conditions and make the restitution non-trackable. This will prevent the research reports from pulling the same data twice – once for the P line and once for the O line. When bringing the restitution forward, use the original amount ordered as the amount for the newly entered PPS restitution condition. It will be a county by county decision as to whether you bring all payments previously made forward immediately or at the time of sentence closure.

If the offender comes out on Leave, when you add the restitution condition to the docket on Leave, go back to the expired probation conditions and make the restitution non-trackable. Do this again when adding the O line following Leave – be sure to make all discontinued restitution conditions non-trackable as you bring the restitution condition forward. When bringing the restitution forward, use the original amount ordered as the amount for the newly entered PPS restitution condition. It will be a county by county decision as to whether you bring all payments previously made forward immediately or at the time of sentence closure.

If the restitution is not brought forward by the Board or LSA and is not shown on the PPS Order, then leave the expired probation condition of restitution as is and continue to apply payments to that condition, whether on an on-going basis or at the time of docket closure.

SOON to receive a report from research run once a month that shows P lines closed to VIOL that still have restitution marked as trackable.

When an offender has multiple O lines –

Data entry practice - continue to put all restitution amounts together as one number and place on the longest running O line. Make all other PPS dockets restitution condition non-trackable with a note as to where the amount is being tracked (offense #). The Board's expectation is that the dollar amount of restitution is derived from the original judgment. You can use the release plan to cross-check docket numbers and dollar amounts. Enter the original amount ordered. Previously made payments can be entered at the start of PPS, during supervision, or at closing per your county policy.

When a judgment is received where restitution is to be determined within X amount of time –

Data entry practice – Enter condition with amount left blank, leave trackable so that it prevents sentence closure. *SOON to receive a report from research one time per month that shows all dockets with trackable restitution and no amount ordered.*

If restitution was later ordered, go back into the condition and add the amount ordered.

If you confirm no restitution was ordered, change the condition to not trackable and add a note that reads: No restitution ordered 04-16-2019. Use the date you are making the condition not trackable/adding the comment; be sure that date is after the date the restitution was due to be ordered.

FYI re: Restitution and PPS –

Release counselors are confirming restitution for all dockets that will have PPS running upon release from the institution, this includes PPS running prior to admission, all institution cases and all local control cases. They are looking at the original judgments to determine this. If restitution was TBD, they are checking eCourt to see if it was later ordered. Release counselors are putting the original amount ordered on the release plan in both the financials section and the notables section. If you find a release plan with restitution condition recommended but no dollar amount listed, please contact Shawn Cost-Streeby. Shawn.r.cost-streeby@doc.state.or.us

The Board has statutory authority to impose old restitution balances from cases for which they are not currently under supervision but do so RARELY. If the Board chooses to do so, they will notify the community corrections agency of the case number and dollar amount. To determine eligibility for inactive supervision, the Board suggests the community agency confirm the zero balance by calling the court to inquire.