

STATEWIDE OFFICE OPERATIONS NETWORK
THURSDAY, OCTOBER 10TH, 2019

Hosting Agency:
Coos County

Meeting Location:
155 N. Adams, Suite A
Coquille, Or. 97423

In Attendance:

Tina Shippey, Coos County; Vicki Scott, Curry County; Janet Leep, Coos County; Curry County; Tricia Shumway, Deschutes County; Kerri Humbert, Douglas County; Bobby Lenhardt, Jackson County; Jamie Chitwood, Josephine County; Jeannie Olson-Shelby, Lane County; Carolyn Knox, Lincoln County; Samantha Jackson, Marion County; Mindie Everett, Multnomah County; Jessica Jauken, Wasco County; Christy Elven, Washington County; Vicki Wood, Yamhill County; Ruby McClorey, Compact; Lee Cummins, DOC; Judy Bell, DOC; Amy Wray, OISC; Tracey Coffman, DOC; Susi Hodgins, Parole Board; Denise Sitler, DOC

Director Mike Crim welcomed the group to Coos County

Review Minutes –

Page 1 - Compact Follow up: First paragraph **PSC** should be **PCS**.

Page 2 - DOC – Judy Bell: **AIC** means Adult in Custody.

OISC – Amy Wray

DOC is working on an implementation plan on changing an AIC's name while in custody when there is a legal name change.

Christy asked where to find the new ORS numbers for PCS Misdemeanors that are EDIS eligible. Attached is a copy of a previous email from Denise Sitler on HB2355:

As you may be aware, [HB2355](#) was signed into law on August 16, 2017 with an effective date of August 15, 2017. This bill reduces some B and C felony PCS charges to Class A misdemeanors. A list of these newly labeled “designated drug related misdemeanors” can be found below. For a more detailed explanation of the changes, see Sections 9 through 17 of the bill.

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- (b) “Designated drug-related misdemeanor” means:
- (A) Unlawful possession of a Schedule I controlled substance under ORS 475.752 (3)(a);
 - (B) Unlawful possession of a Schedule II controlled substance under ORS 475.752 (3)(b);
 - (C) Unlawful possession of methadone under ORS 475.824 (2)(a);
 - (D) Unlawful possession of oxycodone under ORS 475.834 (2)(a);
 - (E) Unlawful possession of heroin under ORS 475.854 (2)(a);
 - (F) Unlawful possession of 3,4-methylenedioxymethamphetamine under ORS 475.874 (2)(a);
 - (G) Unlawful possession of cocaine under ORS 475.884 (2)(a); or
 - (H) Unlawful possession of methamphetamine under ORS 475.894 (2)(a).

Another important component of this bill is that offenders convicted of these “designated drug related misdemeanors” will be funded cases similar to their felony counterparts.

SECTION 17. ORS 423.478 is amended to read:

423.478. (1) The Department of Corrections shall:

- (a) Operate prisons for offenders sentenced to terms of incarceration for more than 12 months;
- (b) Provide central information and data services sufficient to:
 - (A) Allow tracking of offenders; and
 - (B) Permit analysis of correlations between sanctions, supervision, services and programs, and future criminal conduct; and
- (c) Provide interstate compact administration and jail inspections.

(2) Subject to ORS 423.483, the county, in partnership with the department, shall assume responsibility for community-based supervision, sanctions and services for offenders convicted of felonies or designated drug-related misdemeanors

423.483 Baseline funding; basis on which county can discontinue participation. (1)(a) The baseline funding for biennia beginning after June 30, 1999, is the current service level for the expenses of providing management, support services, supervision and sanctions for offenders described in ORS 423.478 (2). At a minimum, each biennium’s appropriation must be established at this baseline.

Section 30 of the bill indicates that misdemeanor status of the convictions is for those offenses “committed” on/after August 15, 2017.

SECTION 30. (1) The amendments to ORS 475.005, 475.752, 475.824, 475.834, 475.854, 475.874, 475.884 and 475.894 by sections 9 to 16 of this 2017 Act apply to unlawful possession of a controlled substance **offenses committed on or after the effective date of this 2017 Act.**

That means ***Community Corrections staff MUST enter the Crime Commit date in CIS on each offense that qualifies.*** As highlighted above, the Crime Commit date MUST be on or after August 15, 2017 to qualify for funding. Funding will not be based on the Sentencing date and Research cannot rely solely on the ORS number. If the Crime Commit date is not on your county's court orders, please work with your Courts and DA to develop a process for obtaining that information. Also, Brian Norris from OISC sent an e-mail to DL CCB ALLC on Wednesday, August 30th, with the list of ORS numbers/crimes that have been added to the ORS table in CIS/DOC400, effective 08/16/2017. Please refer to this list when entering PCS convictions, but ONLY use the new ORS numbers IF the crime was committed on or after 08/15/2017.

Please be sure to reference the list in the email above that represents the misdemeanor crimes that are eligible for EDIS, not the crimes listed in the email attachment. Thanks!

Compact – Ruby McClorey

Tina asked if only Oregon or all the States require extradition fees to be paid in full before returning to another state? Ruby isn't sure what other State's policies are on extradition fees, but will look into it if you have a certain state in mind.

Jessica suggested in order to avoid duplicate Compact Offenders on new admissions, do a search in OIS for the existence of the offender. If you're not quite sure of the result in OIS, please reach out to Judy for assistance before admission.

****Searching OIS for the existence of an offender in the system is absolutely required for all new admissions, both incoming Compact and Oregon convictions as well.****

Parole Board – Susi Hodgkin

The Board is starting on their electronic filing. There are approximately 26,000 files that need to be scanned. This will take up to 18 months to complete.

Parole Board has moved to 1321 Tandem Ave. NE, Salem. All units are now in one location.

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Judy asked: Where is the Board at with the Service Request regarding the Amended Orders being uploaded into CIS?

Restitution not on Parole Board Order: If a case is being supervised that had restitution ordered, and there is still a balance, does the Board want that restitution added to the Order? Answer is yes. Send an email to the Board (orders.boppps@doc.state.ur.us) advising restitution had been missed and to please add it to the Order. This is only for cases that are on PPS.

The Board does not have authority to add probation case restitution to a Board order. Occasionally the Board will add restitution to the current PPS order that is owed from previous cases, but typically only does so if the amount owed is very large and/or it is a high-profile case.

DOC – Judy Bell

Discussion on Local Control/Institution sentences being sentenced at the same time with new crimes pending trial: What happens with the data entry when the LC sentence has been completed while waiting for trial on pending crime (s) and transfer to institution has not yet occurred?

There is language that allows the county to keep the person in custody at the local level rather than transfer to the institution while new crimes are pending. It has to do with ORS 137.370(4) and HB 2310, where (in summary) the credit for time served while serving another sentence can only be accrued at the county level. So keeping them held in county on pending cases while serving another already imposed sentence means he gets all that CTS, whereas if he was at the institution awaiting trial, he would only get CTS for the time he was in county prior to the institution and the time he goes back to county for court appearances. We may see more of this if DAs choose to use this statute regarding time served credits.

There's not much we can do about the fact that the offender remains on LC status after the LC sentence is served. It is asked that you make an F8 note on the offense screen to explain why the LC status was prolonged. You can also add an offender remark (F11-3-G in the admission process will get you to the informational remarks screen). Please mention how the institution sentence and the LC sentence were convicted on the same date; therefore, PPS needs to all start together and that's why he wasn't released LCMP back to the county. Whatever succinct language you can come up with to get the point across will be good to document in both the F8 notes and the Informational Remarks screen.

Restitution tracking reports will be coming out once a month. This is where the P lines closed to Viol still have restitution marked as trackable.

Reminder: SOON Reps are the point of contact. If you receive a request from another county and do not have time to complete it, pass it along to staff.

If you are still having problems with the DL emails (you don't receive original emails, but only the responses), get ahold of Judy or the helpdesk.

The primary caseload history screen was not displaying custody cycle endings properly. When the custody cycle ends there should be an asterisk on the caseload history screen. It has now been resolved as of August 26th. If you do notice that the asterisk is missing, indicating custody cycle endings, please let Judy know.

Reminder: To avoid creating a duplicate records, search OIS prior to any and all new admissions into CIS. This is mandatory.

Service requests –

- Fee system is moving forward. Hopefully the system will be implemented in approximately one year. If anyone would like to be involved with the new fees system workgroups, please reach out to Judy.
- The Institution put in request #2925 to have UA results automatically entered into CIS directly from Redwood Toxicology's data system via interfacing. Community Corrections has also been added to this request. POST NOTE: The service request has been split; there is a new SR for community to have this feature.
- The F4 search function has not been yielding all results. A request has been submitted to fix this. To help with the search function, do not use symbols in the name field unless it is actually part of the client's moniker. When entering a moniker you are required to use only 1 name field. The moniker name is entered on the last name field. If you have a moniker name with a first and last name, it then becomes an alias, not moniker. SOON agreed to allow Judy to work on cleaning up the moniker names.

There is an old feature people may not know about regarding name search. If you put your cursor on an offender's name in the name search window, select F16, you will get the descriptors of the person you are searching.

An interesting service request was completed recently that allows everyone to see all the caseloads an offender is on, either as primary or secondary. From the Public Information screen you can hit F6 and the system will display all the caseloads an offender has been added to.

DOC – Lee Cummins

Hidden characters that appeared in any of the pre-form data, like chronos, sanctions and such, that were copied and pasted from word, would sometimes carry over hidden characters which were high-lighting certain things in pink or yellow in part of the sentence. IT has written a script that would clean the record by the next day in case there are any hidden characters that appear. If by chance you do come across any highlighted areas, please contact Lee.

DOC – Tracey Coffman

Jon Hansen is now the STTL Coordinator. Tracey will be moving on to LSCMI case planning, training. Tracey is still the point of contact for the STTL automation. The release plan notification issues have been resolved. The primary contact(s) for your ‘99’ caseload should now be receiving the notifications only from DOC400.

OPS related issues –

- **LEDS/WebLEDS:**
DOC is ending their contract with WebLEDS in March 2021. Multnomah, Marion and Tillamook are on their own servers and have their own contracts regarding the front-end application used to access LEDS for their counties.
With LEDS 2020 coming, the wish list is off the table for now. We will be losing some of the features that we currently use One lost feature is the administrative table that is maintained by your LEDS rep that ties the names and phone numbers to those MBXs. Therefore, you will not be able to put in a mailbox number and have it auto-fill with the PO name and phone number (s). This will need to be done manually on every EPR, including EPR transfers. OSP wants to go paperless so teletypes will not go to printers. The teletypes will go to a mailbox instead. Judy asked for everyone to please review the handout that outlines the lost features and come to the next SOON meeting prepared to discuss these issues further.

OPS Manual:

- Next meeting is in December 11th, 2019. Mindi is standing in as chair while Ashley is out. Ashley returns April 2020. If you would like to join the Manual Committee reach out to Mindi.

Local Control:

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- Trish asked if Local Control release plans are supposed to be uploaded into OMS? It's not mandatory, but you may upload the release plan if you'd like. File needs to be in PDF form.

Other OPS related issues:

- PSRB- Discussion on whether to leave a client record on PSRB only when they are at OSH or in a lock down facility in the Community while under PSRB control. PSRB is obligated to contact the PO and advise where the client is when they move. Discussion will be tabled and revisited after discussion with FAUG on how they want to proceed.

User Groups:

- SUN – If you are putting in a ticket requesting to remove a client you must provide the information. Do not go into record and delete anything. The SUN user needs to review the record in its entirety. If you entered someone, but didn't enter the judgment, send the judgment with your request and a case number. Judy is handling all the merge/purge and record deletion requests, but please continue to send those to the helpdesk for ticketing.
- FAUG – Met August 14th & 15th in Curry County. Next meeting is November 20th & 21st in Clackamas County.
- FSN – Getting a new Fee System. Next meeting is October 24th in Salem.
- OACCD – Met September 11th & 12th in Klamath Falls. Next meeting is in conjunction with AOC November 21st & 22nd in Eugene.

Round Table:

Let Tricia know if you want to host a meeting in 2020. Meetings are: February 13th, April 9th, June 11th, August 13th, October 8th and December 10th. Hosting counties are also asked to provide space for the manual meeting held the day before SOON from 1 to 4 in April, August, and December.

Josephine County has a new front office staff member starting on Monday, October 14th. Her name is Katelyn.

Douglas County has a new staff member that started on October 1st. Her name is Sabrina Roderick.

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Lane County is changing all of their email addresses beginning on October 25th. They have 3 new staff members currently in training.

Meeting Adjourned. Thank you Coos County!

**Next Meeting:
Douglas County
December 12th, 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.