

**STATEWIDE OFFICE OPERATIONS NETWORK**  
**Thursday, December 12<sup>th</sup>, 2019**

**Hosting Agency:**

Douglas County

**Meeting Location:**

DCCC Wellness Center  
419 NE Winchester Street  
Roseburg, Or. 97470

**In Attendance:**

Emily Peterson (by phone), Baker County; Summer Smallwood (by phone), Benton County; Genghis Quan, Clatsop County (by phone); Tina Shippey, Coos County; Tricia Shumway, Deschutes County; Kerri Humbert, Douglas County; Bobby Lenhardt, Jackson County; Terri Chandler (by phone), Jefferson County; Jamie Chitwood, Josephine County; Victoria Horlacher, Lake County; Angie Gustafson (by phone), Linn County; Samantha Jackson, Marion County; Mindie Everett, Multnomah County; Cassy Polen (by phone), Polk County; Kallee Glover, Tri-County (by phone); Jessica Jauken, Wasco County; Vicki Wood, Yamhill County; Brenda Hopper, Yamhill County; Ruby McClorey, Compact; Lee Cummins, DOC; Judy Bell, DOC; Susi Hodgkin (by phone), Parole Board

Director Joe Garcia welcomed the group to Douglas County

**Parole Board – Susi Hodgkin**

Will be hosting February 2020 SOON Meeting.

Judy asked Susi how the service request is going for Amended Orders getting uploaded into CIS. Susi will look into it.

Oregon Board of Parole has a new website: <https://www.oregon.gov/BOPPPS/>

**OISC –**

OISC is continuing to work on the legal name change orders for Adult's in Custody (AIC). OISC will notify the SOON Rep of the last supervised county of name change since the records could be under a different name. If the AIC will not be releasing to the last supervised county, the SOON rep will send changed information to the new supervising county.

Further discussion on name changes:

SOON Minutes December 12<sup>th</sup>, 2019

SOON recommends that on probation cases where there is a name change on the current cycle, we mandate that the offender petition the court to change the name on the docket we supervise. Community will require an amended order for the court on probations in order to change the 'C' name in CIS.

With PPS cases, we can follow OISC's practice of any legal document supporting a name change.

Note: If updating LEDS, you may want to make note in the miscellaneous field that 'John Doe' also identifies as....

POST NOTE: The recommendation for Community Corrections to adopt this practice has gone to OACCD for approval.

### **Compact – Ruby McClorey**

At the last meeting there was a question if other states charge for extradition before being allowed to be compacted? Mark said that most states do not get involved with extradition. If you have any questions on someone being compacted, reach out to Compact so they can get in touch with the other state.

Question was asked about what name to enter on an incoming impact: Do you use the name on the judgment or the name that compact has provided if the name doesn't match on an incoming compact transfer request? You would enter the name that compact has provided on the transfer request.

If you come across another state allowing their offender to move here without being compacted, please reach out to Compact so they can investigate whether it is an eligible compact case or not.

Reminder: The closure code 'COMP' is only used when an incoming compact is going back to the sending state before the expiration date, or if the offender has Absconded and the warrant has been issued. If an offender has picked up new charges, then gets sentenced to Prison with an open compact case, we would be closing interest in that case, submit a report to compact and close to 'COMP'.

OSP will not be deleting compact SID numbers anymore. Notify OSP when compact ends and ask them to move the record from your agency to the compact agency via AM message. Some examples for the ORI being moved would be:

1. If we own the record and compact is done, we need it to have the record switched over to Compact's ORI.

2. If an offender returns for supervision on the exact same case, notify Compact to get ORI switched to your office. Compact will then notify OSP. Only the owner of the record can make a request to have it changed.

3. If a case transfers to a different county send an AM message to OSP that the receiving county is now the owner of the compact record.

### **DOC – Lee Cummins**

PSC/Proxy: ALL OTTO notifications are now Action type notifications, which means the R code will populate on the caseload 2 days after Admission or the other actions occur that trigger it, and it will automatically delete the R code after the assessment is done. If the assessment is not done, OTTO will populate the R code on the caseload daily until it is done.

The significant contact report is not working correctly. The significant contact Y/N field in the Chrono header is not pulling anything. This has gone to OACCD. There will be a work group on how the Director's want to determine the term 'significant contact'.

There will also be an OACCD work group on how to describe the closure codes for the treatment provider program.

STTL and AIP sanctions are close to being done in the system.

### **DOC – Judy Bell**

At the last meeting there was a conversation on what scenario makes it appropriate to enter a Judgment into CIS and close it to BNPB vs when is it appropriate to not enter the Judgment at all or remove it when it has already been entered. Judy discussed this with Jeremiah Stromberg and he decided: If there are any supervision-related activities/actions that occur that are indicative of any kind of Supervision, (given a directive, fail to report, issuing a warrant) then we do want to enter the case and then turn around and close it to BNPB. If none of these actions occur then we do not need to enter the Judgment into CIS. If Judgment was entered by mistake we can have it removed from CIS.

The following is from an email that Judy sent out on why fingerprints get rejected and how to fill out a fingerprint card:

*The reason the prints get rejected is that the information your agency provides is not all-inclusive and accurate to the original arrest. OSP must have the information exactly as it would have been had the original arresting agency printed the offender. Sending the offender back to the original arresting agency often isn't an option for many reasons. I've worked with OSP to come to a solution so that your agency can print the offender and the prints will not be rejected.*

*The key is providing the information that OSP needs on your print card/scantron machines.*

- *Your agency is the “submitting” agency of the prints – this is where your ORI is used.*
- *The original arresting agency is the “contributing” agency – this is where their ORI is used.*
  - *The title of these two fields might differ depending on your equipment. You need to discern based on your equipment, which agency is which.*
- *The “date of printing” must be the original arrest date, NOT the date you are actually printing the person.*
- *You must list ALL the charges the original arresting agency charged the offender with.*
  - *This is often very different than what the offender was convicted of. It is critical that ALL original charges, regardless of disposition of those charges, are listed on your submission.*

*Yes, it will take a little extra work to contact the original arresting agency, obtain their ORI, obtain the accurate arrest date and list of all charges, but this is the way we can submit print cards and obtain an Oregon SID for our offenders who refuse or are otherwise unable to return to the original arresting agency.*

If you have any questions on this procedure, please reach out to Judy.

Duplicate Records: Judy’s service request for automation of merging/purging OMS records is being worked on; therefore merge/purge requests are temporarily on hold. Please continue to send those requests directly to Judy. To date there were 112 pairs of duplicate records. 92 of those have not been processed yet. 32 duplicate records have OMS data and 60 have no OMS data. Out of the 20 pairs that have been processed, 13 had OMS data and 7 pairs that were processed had no OMS data.

To fairly complete data integrity reviews as part of the CCR process, Judy will be forming a work group to go through our current manual data entry instructions. The CCR manual reviews will take place in February, June, and October the afternoon before the SOON meeting from 1 pm to 5 pm.

This work group will be walking through every page of the manual and highlighting every data entry instruction. Counties will have an opportunity to discuss and offer input regarding data entry practices. By outlining exactly what data will be reviewed and ensuring that the data entry instructions are available to counties, the CCR data integrity review will not come as a surprise to anyone and everyone will know what is expected.

This a great training opportunity! This is as thorough as it gets regarding training on data entry.

The service request for Redwood Toxicology UA's results to be automatically transferred to DOC400 is still on the table.

### **OPS related issues -**

- **LEDS/WebLEDS:**

Judy was able to attend an unrelated training where she met and talked to Mike Pargeter from OSP, project manager of the new LEDS 2020. After a discussion about there being no table for MBX to autofill PON, POD, POE, POO, Mike understood community's need for this and may work on a solution to this.

Teletypes will not automatically to TTY printers: OSP will create a 'group' mailbox for agencies. Agencies can assign as many people to this group mailbox as they'd like. Anyone assigned to that group can see the hits received and who has opened a hit. Your Agency may assign the same people who are currently 'assigned' to retrieve paper hits off the TTY printer. When one of those assigned people 'takes' the hit off the group mailbox, they can print it and act accordingly. Everyone will then be able see who retrieved the documents. With a group mailbox, there is a permanent log of TTY's received.

Mike will be analyzing the wish list that Judy submitted last year to see what he can do.

At this time, OSP has not agreed to create personalized masks for police report requests. OSP is considering possible creating individualized AM message masks for agencies who have this feature currently.

RSA tokens will not be used for log-in. OSP will ensure all authorized users can access LEDS without delay or difficulty.

### **OPS Manual:**

- If you would like to join the manual committee, but feel you can't make it to the meetings, it can be done remotely. Reach out to Mindie if interested.

### **Local Control –**

- Updates to the manual are being worked on.
- Judy will consider putting on a Local Control data entry training.  
The Big Picture training for Klamath is being rescheduled.

### **User Groups –**

- SUN – Marla Weise has retired from the SUN group. Be sure to read the SUN section before doing anything to a record. If you need help with a record, please reach out to SUN before deleting anything. All Merge/Purge records will be completed by Judy. Remember to submit your SUN ticket requests to the helpdesk. Do not send the ticket requests directly to SUN.
- FAUG – Met November 20<sup>th</sup> & 21<sup>st</sup> in Clackamas County. Meet again February 19<sup>th</sup> & 20<sup>th</sup> in Marion County.
- FSN – Met October 24<sup>th</sup> in Salem. The FSN meetings will be a work group for the new fees systems for a while. Next meeting is January 23<sup>rd</sup>, 2020 in Marion County. This meeting will consist of instructions and trainings on how to clean up your fee system. If you want to be involved in the programming and work group phases for getting the new fee system set up please feel free and reach out to Judy. You do not have to be the FSN rep to be involved.
- OACCD – Met November 21<sup>st</sup> & 22<sup>nd</sup> in Eugene. Meet again January 8<sup>th</sup> & 9<sup>th</sup>, 2020 in Marion County at DPSST.

**Round Table:**

Multnomah County is disbanding their MTCB (reduced supervision location). In January the unit will be split into caseloads with MTEA and MTSW. They also have building moves in April, May and June back to the East Campus. Their new Courthouse will be coming online in May, June and July.

Meeting Schedule for 2020 is:

February – Parole Board

April – Polk County

June – Clatsop County

August – Washington County

October – Klamath County

December – Yamhill County

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

**Next Meeting:  
Parole Board to host  
February 13<sup>th</sup>, 2020**

**SOON Officers:**

**SOON Chair:** Tricia Shumway, Deschutes

SOON Minutes December 12<sup>th</sup>, 2019

**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.**