

FAUG AGENDA

Multnomah County

November 18th, 2015 – 1:00 p.m. to 5:00 p.m.

August 19th, 2015 – 8:30 a.m. to 12:00 p.m.

Lunch on your own

SPECIAL MEETING 1PM-4:30 PM

MEETING LOCATION:

Residence Inn Portland Airport at Cascade Station
9301 NE Cascades Parkway Portland Oregon 97220 USA

DAY ONE:

Introductions/Welcome/Housekeeping

Charles/Group

In attendance: Shawna Johnson (Benton); Marne Pringle (Clackamas); Barry Hazel (Clatsop); Justin Bendele (Deschutes); Andie Cortes (Douglas); Michael Elkinton (Jackson); Bobby Lenhardt (Jackson); Denise Easterling (Jefferson); Lily Morgan (Josephine); Larry Evenson (Lane); Gina Courson (Marion); Charles Adler (Multnomah); Paula Fata (Multnomah); Angel Harp (Multnomah); Angela Beier (Polk); Tina Potter (TriCounty); Christopher Swayzee (Washington); Betti Spencer (Yamhill); Lee Cummins (DOC); Mary Hunt (DOC); Denise Sitler (DOC); Shawna Harnden (Parole Board); Rachel Hunter (Parole Board).

Day two: Bonnie Timberlake (Linn); Ashley Harmon (Multnomah); Mindie Everett (Multnomah)

Minute Review

Group

Minutes are approved.

Parole Board

Shawna Harnden

PBMS is mostly done. We are in the final stages and ironing out the last issues. Decision date in the sanction screen should now be reflecting any override in the PB/Judge field. There should be auto generated emails and sometimes chronos on specific actions like extends, reactivations, inactives, warrants being issued, and offenders being arrested on Board issued warrants with the date of arrest and location included. If anyone is seeing any issues, please let the Board know. So far, only some are reporting that they're seeing the emails.

It was reported by the FAUG group that printing of the Parole Board Orders has been an issue for some. Shawna advised she would send the how to open Board documents instruction sheet to be included with the minutes. *** See ATTACHMENT A ***

There is a change with the new program. In the past, when the inmate was due to release, if the release plan wasn't in BRD status, the Board would manually pull the electronic plan over and issue the Order. With the new system, that is no longer an option. If the plan is not in BRD status, the plan does not appear in our system as ready to be issued; therefore, no Order is created. It is important that the plans need to be returned to the Counselors, either approved or denied, as timely as possible. The Orders Specialist has been emailing the

Counselors, when we are aware of a plan not in the correct status. In many cases, we do not know until it is the last minute which creates a caseload issue for everyone involved. If a workaround can be created to assist in this process, Shawna will let us know.

Board update: In 2015 legislative session, HB2320 was approved. Included in this bill were fixes to the Sex Offender Notification Level (SONL) system that was passed in the 2013-2015 session under HB2549. The SONL program removed the predatory designation as of January 1, 2014, to be replaced with a notification level (Level 1 = LOW, Level 2 = MED, Level 3 = HIGH) based on a sexual offense-specific risk assessment. Any offender designated predatory prior to January 1, 2014 will remain designated as such until they are assessed and placed into a notification level. This also resulted in the Board being funded to hire 12 new people, including 2 additional Board members bringing it to 5 members. The additional staff are as follows: 1 – Operation & Policy Analyst, 2 – Hearings Officers, 5 (2 permanent and 3 limited duration) – Assessment Specialists, 1 – Administrative Assistant, and 1 – Hearings Specialist. We have been in the recruitment process for most of these positions and are hoping to have everyone hired and settled in by January 2016. Since our current location at the Dome Building is a shared space with the Department of Corrections, we are very limited in space. It was decided the new SONL team will be housed in a new building in downtown Salem. Our home office will still remain at the Dome, but our annex will be at the other location. The lease agreement is still in the works, so while we believe we have found a new location; it is not final until the lease is signed. More complete information regarding the SONL program, including flow charts, forms and temporary rules, was previously distributed to OACCD, SOSN, and SOON in September for those of you interested in this new program.

If an offender has both PPS and Probation cases, and the PO wants to request warrant on both, but intends to take action on the Probation case when the offender is apprehended, you can either ask the Board for a lift on the warrant after the offender is apprehended advising action will be taken on the probation case or you can submit a sanction with explanation in the text advising no action being taken on the PPS. If you decide to sanction on the Probation case and not the Board case, put NOAC in the Board case with '0' in the sanction given section and the body of the sanction should indicate that the action is being taken on the Probation case.

Reminder from Lee Cummins regarding sanction authorities of FAUG Reps on Board cases: They depend on the current status of the offender.

- If a sanction was clearly created during a time the offender was a LC offender, Lee can complete the sanction without involving the Board.
- If the offender is a LC offender and the PO accidentally sent the sanction to the Board, it will be returned and go into RETU status. The sanction can be either approved (opt 15) or sent to supervisor...then can be completed.

There had been a problem with the field completing sanctions on Board cases and not sending them to the Board for a vote...therefore, the decision was made in the past to not allow ANY sanctions to offenders in Board status to be completed in the field.

Deleting Sanctions

Charles Adler

The issue of when sanctions can/can't/should/should not be deleted is raised for review:

FAUG agrees that the rule should begin by reading "Once a sanction has been created, it should never be deleted, except: "(and then contain a list of exceptions). Some of the exceptions agreed upon include:

- The sanction was created on the wrong offender
- The sanction was a duplicate sanction

An example was raised when a PO creates a sanction, but then decides to not to take action for some reason. This brought up the topic of the NOAC closure code; particularly, whether the NOAC code should be used or the sanction deleted. A violation in which no action was taken is still counted as prior violation behavior and could cause confusion over how many prior sanctions have been served.

This issue seems to be created by the inconsistencies amongst the Directors in how they want the sanctions to count. Angie will send this issue to OACCD (Steve Berger) and request that this be addressed at an upcoming OACCD meeting.

Compact

Mark Patterson

Mark was unable to be present at this meeting...he will be present at the next meeting. Email any questions.

EDIS

Denise Sitler

New legislation has passed to make Earned Discharge simpler (HB3070). This new legislation clarifies the discharge of the case. The process is mirrored after the Inactive Supervision process. Sixty days prior to the discharge date, review the case to determine compliance (no sanction in past six month, actively participating in case plan). If not eligible at the time, the County MAY review periodically up until the max date. This process has been sent to OACCD (with no objections) and has been approved by the Policy Group. It will be amended January 1, 2016. A new form will be sent out.

*** See ATTACHMENT B at the end of this document for the new rule ***

Mary Hunt said that DOC400 will not allow the discharge ON the day of discharge. It will have to wait until the next business day.

Generated Reports

Denise Sitler

EDIS Report (for upcoming EDIS dates): This report has had several accuracy problems reported by several counties. The report excluded offenders on outcount status, excluded offenders who had sanctions in the past 6 months and offenders with PPS/LC cases with Probation cases that are eligible for review. To address the issue of outcounts being excluded, the report now includes an outcount status column. The labeling has been changed to distinguish between EDIS and INAC Review Reports.

Probation Inactive Review Report (the law which sunset in 2011): The cases affected are based on crime-commit date. The report has been changed to only include cases with crime-commit dates of 6/30/11 and prior ... OR ... those cases which have the crime-commit date blank. Check new lists to see if the crime-commit date is blank.

Denise reminded FAUG that if an offender is eligible for LC Inactive, should also consider if eligible for EDIS. EDIS closures continue to receive funding whereas the INAC PPS/LC cases do not.

If there are reports that are desired, and are relatively straight-forward, can be requested.

Roundtable

Group

Paula (Multnomah) – SOSN wants to know how to close SO Treatment referrals in the Treatment Module (successful/admin/unsuccessful), if the treatment is not fully completed prior to expiration of the supervision. FAUG group discussed situations that may create this issue (i.e. an offender who has long-term treatment needs that exceed the amount of supervision left). No consensus on what the criteria is for successful/admin/unsuccessful. Denise said that outcome measures are dependent upon the closure codes in the Treatment Module. A suggestion was to create a new code of EXPI (to reflect when an offender's supervision expires before treatment is complete...but they are actively participating in the program). This would be a neutral closure code, however, at the moment there are already negative/positive/neutral codes, so no new codes are recommended. Suggestion made to create a list of closure codes/definitions/status (negative/positive/neutral outcomes) and send it to OACCD. The definition should then traverse all user networks (SOSN, FVSN, etc). Denise may need to convene a workgroup to address this further.

Lily (Josephine) – FYI on an issue from SOON group: some expired EPRs have not been purged automatically from LEDS. LEDS is working on a solution to this issue.

Lily (Josephine) – DOJ need modifications to some Mail-Merge documents to make them into electronically signed documents (for eCourts purposes). She asked if anybody else has to address this issue. Other counties have, but appears there are differences in how addressed. DOJ have regulations for electronic signatures for eCourts purposes. Lily will forward email to FAUG for further information regarding this issue. *** See ATTACHMENT C ***

Lily (Josephine) – Question: What code is used for a Court-ordered condition that a case cannot be reduced to a lower level of supervision. No code is used for this.

Lee (DOC) – There are some designator codes coming soon. Betty Ruiz from Population Management is willing to come in to talk to FAUG about them. FAUG agrees to invite her to an upcoming meeting.

Lee (DOC) – Lt Mike Hill would like to come talk to FAUG about Security Threat Management Module issues. FAUG agrees to invite him to an upcoming meeting.

Lee (DOC) – On FAUG website, a Training Materials heading has been added to allow training materials (manuals, etc) to be added.

Lee (DOC) – DOC computers have been provided for PO use when doing reach-ins – somebody did send in a user authorization form, but did not follow the IT forms process. Reminder that the proper process must be followed.

DAY TWO:

STTL

Chris Christy

STTL is considered to be a successful part of HB3194. The STTL Office acknowledges this success is due in large part to the hard work and patience of ODOC and Community Corrections employees who are working together to process offenders through a very clunky system.

STTL are still working on automating their processes/reports. In July, a Service Request was submitted and it got a perfect score (moving it to the top of the list). The SR is waiting for a business analyst before it is worked on...which should start in Dec or Jan. The STTL Office will be coming back out to stakeholders to talk about the nuts and bolts of automation (as well as efficiencies) when known what's possible out of what's requested.

An email was sent out to OACCD and POs this week about STTL. STTL staff are staying out of the communications between the Release Counselor and the PO. Therefore, no conditional approvals or denials will come from the STTL office unless there was a previously signed 1480. This change was made in Feb. When the offender is cleared to go on STTL, the Release Counselor will then involve STTL staff. When acknowledging when accepting the leave, acknowledge that you are accepting the STTL and not just the housing. When denying a case, please provide the reason, as the Release Counselor needs that info to have a conversation with the offender. If not sure who the Release Counselor is, use the Release Counselor DL on the email for that institution. All Release Counselors are included.

Reminder: Waivers are OK for STTL if to a private address. All addresses for STTL must go on the **initial** plan...not a subsequent plan (exceptions can be made in rare cases out of the offender's control – e.g., the offender's mother moves out of state). If POs are finding that this is not happening, let STTL staff know. Please consider subsidy housing if no housing is available for an offender. Some offenders meet the criteria, but are not good candidates – particularly if there are serious safety concerns, compliance concerns or the offender will be homeless. Please staff the case before notifying the RC that you are recommending to deny leave. IRTs are not OK when an offender is on STTL. This will be in the updated rule. STTL have to know where the offender is, so no transfers. It also affects funding for the counties. Compact is not OK on STTL. Travel permits are not permitted for any reason, as they are still inmates.

Violation/Warrant Reports: Still continuing with the Word Docs at the moment. When sending them in, email (don't fax) them in. When emailing them, please put offender's name/SID and the nature of the request on the subject line to assist in sorting the emails.

Distinguishing between AIP or STTL. There is information on W/W Court Order screen to see which cases are AIP or STTL. F21=Trans Leave (Shift F9) can be used to access the W/W Transitional Leave screen. If the TL Type is 'A', it is AIP and 'S' is for STTL.

Mary will take the following issue to SOON. The issue surrounds inmate movement that should be entered into CIS when an offender is released from institution on Leave status and later moves to PPS status. Chris gave Mary list of offenders who should show on Leave status, but no leave movement was ever entered in CIS/DOC400. A couple of different issues were noted. One is the person was never picked up by the County, and then the offender violated and was sent back to DOC. There was never movement to show the offender moved from institution to field and back to the institution. If working with offenders as a secondary on caseload, see clerical staff to have the offender admitted as a primary. Some were released to leave and the leave movement was not done, they were just admitted to post without any leave movement. This impacts stats and impacts VINE, as well. The victims are not notified that the offender is out of the institution (even though still considered an inmate). A list is being taken to SOON to address. This list is ONLY for the STTL cases and not AIP.

DOC Update

Lee/Mary

Old Business:

At a prior meeting, FAUG had discussed the DOCSUM Service Request. Angela communicated w/ SOSN about codes they needed. SOSN responded they didn't need any and are looking more at OTTO. Are we ready for the SR? Angela believes that we are, and will send it to Lee to review it first before it is submitted.

At a prior meeting, FAUG had discussed the chrono place code "EM" (for Email) and converting the description to "Electronic Message", instead. Lee checked and discovered it is just a community code, not a common code between the field and the institutions...so we can change it. The purpose of this change was to include text messages, rather than adding a new "Text" code. FAUG will have to advise their offices that the description has been changed to Electronic Messages. FAUG approves the change.

New Business:

SR2638 – New DV Designator requested by FVSN. A programmer has worked that in. It is currently in test, and will be sent out to some community testers (and some institution, as well) for UAT. It will show (on the main screen) the ODARA score at the time, the current ODARA score, and the risk assessments. A message screen on how which sentences could be considered DV sentences will pop up when a docket is selected. The user can select up to 6 dockets to designate and an additional field that is for a docket, like a misdemeanor not entered in DOC400. A new selection screen for selecting the docket has been programmed and includes the docket/ORS and short abbreviation of the offense. If users like the arrangement/info of the new screen, it might be able to be used in the sanctions module, as well. Programmers are also working on a joint-report to see designated offenders, whether they are in a field or institution location.

SR2705 – A new FSAP (Family Supervision Alternative Program) Designator is being worked on. This designator is required w/ HB3503 and is being piloted in Deschutes, Jackson, Marion, Multnomah and Washington counties. This will be similar to the DV Designator. The designator is only for Felony cases and only for field use, not institution.

SOON Update

Lee/Mary

VINE issues/concerns: (VINE is run by APRISS in Kentucky). Movement in/out of the institution and jails are in "real-time" and notifications to victims are made based upon those movements in "real-time". Data entry by community corrections in CIS is not "real-time" (there's always a delay), but a request is made for efforts to decrease delay (for victims' concerns). APRISS cannot see the date of the warrant...it uses the audit stamp date of when the ABSC movement is actually entered into CIS.

An example of a concern: An offender had an abscond warrant, but not moved to ABSC. The offender is later apprehended (causing a VINE notification to go out that the offender is in jail). Then, the movement to ABSC is done in DOC400 (causing a VINE notification that the offender has absconded supervision). This may lead victims to believe that the offender was arrested and then escaped from jail.

APRISS is trying to tighten up how the notifications go. There is a potential liability issue if an offender is on ABSC but no movement (ergo, no notification) is made and if the victim is re-victimized.

It has been noticed that offenders or their friends/families are registering with VINE for the sole purpose of receiving notifications if/when the offender's PO has gotten a warrant issued. Mary will look into this. We're not sure there's much that can be done about this.

VINE will be represented (via teleconference) at the December SOON meeting (in Clackamas Co). Karen Roddy (the DOC Liaison to APRISS) will be present at the meeting, as well. Anybody interested is welcome to attend.

Search Windows: Mary sent out email yesterday regarding opening offender search windows. It was discovered that if: 1) a user has no default caseload, and 2) the user is opening W/W Caseloads and 3) starts typing in a partial offender's name and 4) hits "enter" ... it is causing issues. The user should use "F4" when using a partial name search to get more accurate search results. A notification was added on the screen.

SR2697 was entered at FAUG's request. This SR was designed to make sure offender records cannot be closed to outcount or discharged w/o a PSC risk score. The SR is in the queue, but it is unknown when it will be worked on.

Question asked as to which counties were having their support staff enter the PSC...perhaps 2 or 3. One county in SOON had requested that a change in workflow-order be made due to their office practices. This is a SOON issue and they are going to sort that out.

Departure tracking hopefully will start next month with bugs fixed.

SR2683 (to enter email addresses and to change phone fields): The SR was submitted for analysis and the analysis has been completed. The analysis showed when support staff are building the record and adding addresses, they can "F4" to open the telephone history file. This file/screen will change and will allow as many phone number types to be entered as desired. The numbers can be modified and deleted, if needed. The user can select from the list which will be phone #1 and phone #2 (rather than "home" and "work"). A function key to get to the phone history screen will be added.

For the email address, a new program will be added (similar to phone history file). This can have multiple email addresses in the list. The support staff will have ability to create (on create screen) the field that will allow 75-80 characters. A comment line will be added to indicate the nature of the address (work/personal/etc.).

FAUG discussed how/if the email address will display in the offender's screen. It is possible that the email will not display, due to lack of real estate on the screen, but can be accessed via F11, 4, E (with a notification to indicate that an email address exists in the new screen). Question asked about removing conditions from the screen to allow for room to display the email address. This info is still used by some, so it will stay. FAUG reviewed the screen to evaluate where the email address can go (or a notification). The area that FAUG focused on is the line with the DNA status, TCU score and the Secondary flag. Mary will check to see if there is space between the DNA status and the TCU score to put "Email" (as a notification). FAUG will ask if any POs are even using the TCU score from this screen. Tentatively, FAUG has agreed to remove the DNA status. Angie will poll FAUG group (for those not present) to see if they are OK with removing the "Secondary" flag, deleting the DNA status and moving the TCU score to the far right. Other options are to put the TCU score in its own window or on the Treatment window. If no objections, Mary will add that to the update. This SR will take 3-4 months to complete.

FAUG Rep Manual

Group

DOCSUM templates and processes: Justin (Deschutes) recommended that each county add their instructions to the manual. Angie asks that any instructions that anyone has on creating templates be sent to her. Instead of trying to include every instruction for each version of Word in the FAUG Rep Manual, FAUG Reps should query the other FAUG Reps for info, when needed. Angie can distribute them as requested.

Charles (Multnomah) added testing instructions.

The DOCSUM codes have been updated.

Gina will create screenshots on how/when to delete case plans and LS/CMIs.

Charles will create screenshots on adding to the Treatment Manual.

The sanction authorities have been added to the Sanction section.

Lee reminded FAUG that ALL offender info should be redacted from the screenshots.

Conditions Workgroup

Group

The FAUG Conditions Workgroup has reviewed the current conditions table to see what conditions could be discontinued, merged, changed or added. Decisions made in this section of the meeting will be forwarded by Angie to Steve Berger (OACCD) as an FYI. Nevertheless, the decisions made shall be implemented, unless strong objections are raised by OACCD.

Recommended for Discontinue

- All Fee Conditions; except REST/CMPF/COFO (these are the only codes tracked for outcome measures...all others are non-essential for supervision/sanctioning)
 - AEVF – Alcohol Evaluation Fee
 - ATFE – Attorney Fees
 - CSFE – Community Service Fees
 - DMVF – DMV/INTOX Driver Fees
 - DVFE – Domestic Viol Assessment Fees
 - FINE - Fine
 - JLFE – Jail Fees
 - LEMF – Law Enforcement Fee
 - SUPV – Supervision Fees
 - UNAS – Unitary Fee
 - VICT – Victim Penalty Assessment Fee
- ALTX – Alcohol Eval/Counseling (use ADCO)
- BODY – Body Substance/DNA Test (covered by ORS)
- BREA – Breathalyzer Test (covered by GC3)
- CONC – Other Counseling (covered by GC13 or GC17)
- CVTX – Criminal Violence Eval/TX (covered by GC13 or GC17)
- DFRE – Drug Free Zone exclusion (deemed unconstitutional)
- DLSP – Driver's License Susp/Revk (covered by GC10)
- DRCO – Drug Eval/Treatment (use ADCO)
- EMPL – Employment and/or school (covered by GC6)
- FORE – Forest Project (program no longer exists)
- NAAA – Narcotics Anonymous or AA (no longer legal)
- NOWP – No Weapons Possession (covered by GC12)
- OLDT – Not allowed in Old Town Portland (not used)
- RGSX – Register as Sex Offender (covered by GC10 or GC16)

- SRCH – Search Clause (covered by GC9)
- URIN - Urinalysis (covered by GC3)
- VLSP – Vehicles License Susp/Revk (not used)

Recommended for Change

- ADCO – Alcohol/Drug Eval/Treat (change definition to read “Alcohol and/or Drug Eval and/or TX”)
- NABS – Not Freq Adult Book Store (change definition to read “Not Freq Adult Business”) -
- NDRG – No Drugs/Drug Paraphernalia (change definition to read “No Drug Paraphernalia”)
- NASN – No Association (change definition to read “No association/contact”)
- OTHR – Other (change definition to read “OTHER CONDITION”)

Condition Long-Description Additions

- ADCO – Alcohol/Drug Eval/Treat (change definition to read “Alcohol and/or Drug Eval and/or TX”) “Participate in a substance abuse evaluation as directed by the Court and follow all recommendations.”
- COFO – Court Orderd Finance OBL “To include all Court Ordered Financial Obligations, except for Restitution and Compensatory Fines.”
- DIAE – Drug Impact Area Exclusion “If the offender has a DIAE drug-based conviction and is arrested again in a DIAE zone, the PO is obligated to detain.”
- EROI – Execute Release of Information “Court orders the offender to sign a Release of Information.”
- NABS – Not Freq Adult Book Store (change definition to read “Not Freq Adult Business”) “Offender may not frequent adult sex-oriented business (strip club, adult book, video or lingerie store).”
- NALE – No Alcohol to Excess “No description – subjective and can vary by county.”
- NAME – State True Name “Offender is ordered to use true name at all times.”
- WKRE – Work Crew “Inmates reside in a work-release (“restitution” or “community corrections”) center; from which they may leave to work.”
- ZERO – Zero Tolerance – No Sanction “No sanction for any violations committed by this offender.”

Recommended for Addition

- NOIX – “No intoxicants” (includes mind-altering substances that can induce intoxication such as “Spice”, bath salts, inhalants, marijuana)
- NOMJ – “No Marijuana”
- RXDR – “Notify prescriber of substance abuse history before accepting Rx”
- ZERC – “Zero Tolerance – No sanction for violations of specific condition”
- Packages:
 - PKDV – Package (Domestic Violence) – Per Court Order
 - PKFC – Package (Financial Crimes) – Per Court Order
 - PKGA – Package (Gang) – Per Court Order
 - PKID – Package (Identity Theft) – Per Court Order
 - PKMH – Package (Mental Health) – Per Court Order
 - PKRE – Package (Restitution) – Per Court Order
 - PKSO – Package (Sex Offender) – Per Court Order

NEXT MEETING:
February 17th and 18th
Linn County

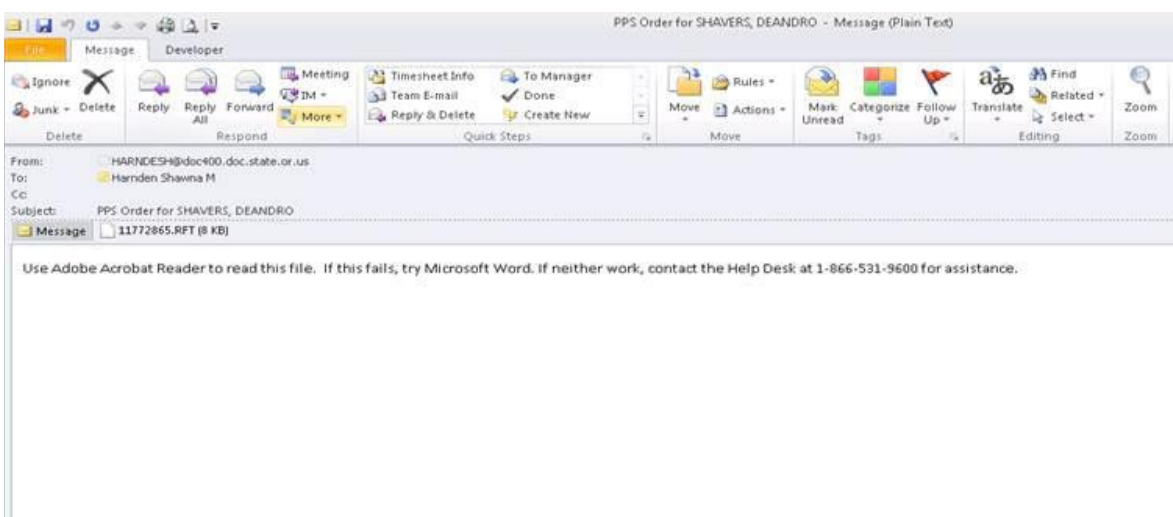
ATTACHMENT A

We received the reports that people were having trouble opening Board documents from the CIS menu. The old system had formatted all of our documents as a Word document. Our new system formats them as PDF's. When CIS pulls the data, it is sent to your email in an .RFT type document, which prevents you from opening. In order to have the data pull correctly and create the document that is needed, you have to change the format in which the attachment uses. To (hopefully) make things easier for everyone, I have provided a step-by-step guide on how to open the document as a pdf.

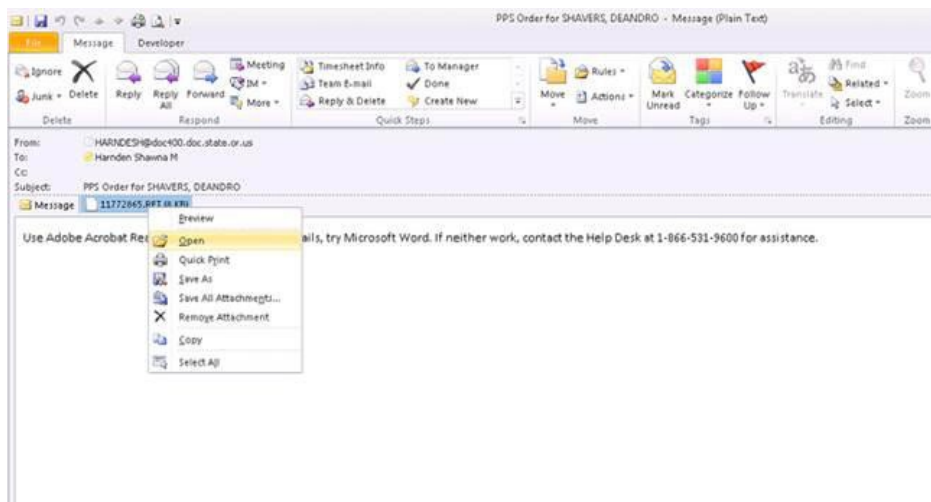
PLEASE NOTE: IT has informed me that any document issued prior to 9/21/2015 must be opened as a Word document to open. Any documents created after 9/21/2015 must be opened as a pdf.

How to open Board documents from CIS: (example is starting from outlook once the document has been emailed to you as an attachment from CIS)

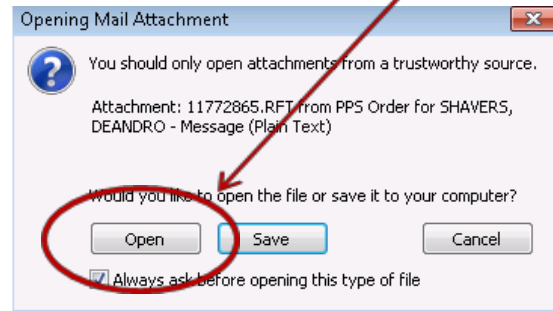
- **Step 1:** Open you email with the RFT attachment



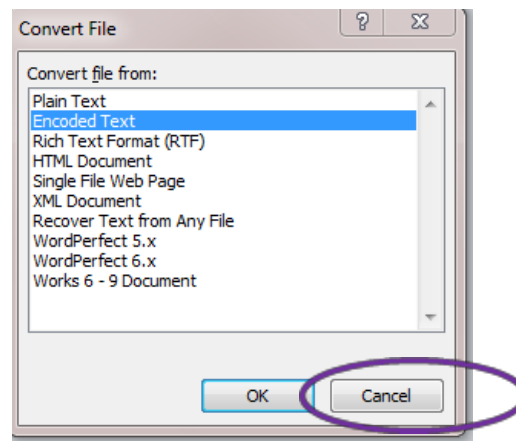
- **Step 2:** Right click on the attachment and select **OPEN**



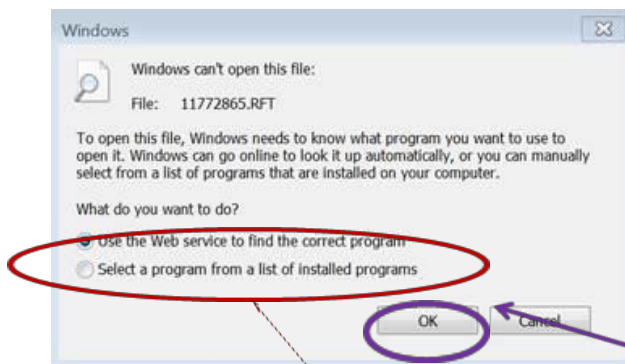
- **Step 3:** Opening Mail Attachment – message box – select **OPEN**



- **Step 4:** Depending on the message you get after **STEP 3** will determine what you will have to do for your next steps.
 - If you receive this message – you will have to **CANCEL** then go to **Step 6**

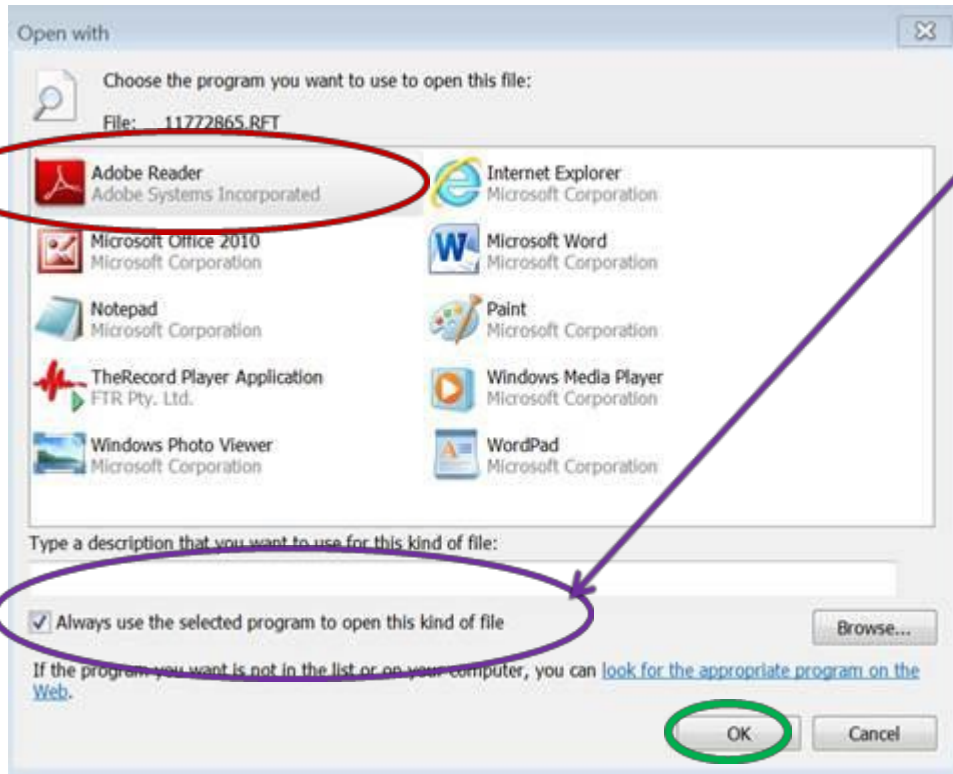


- If you receive this message:

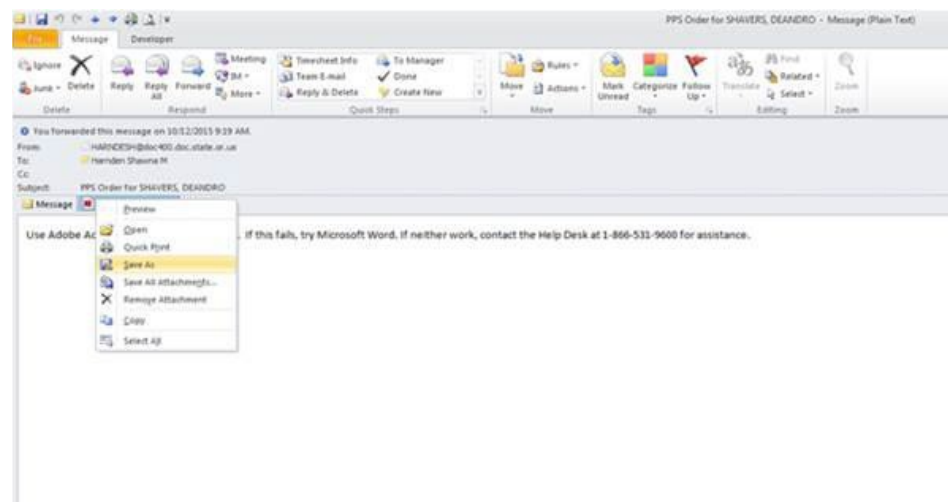


Click on **SELECT A PROGRAM FROM A LIST OF INSTALLED PROGRAMS**, then click **OK**

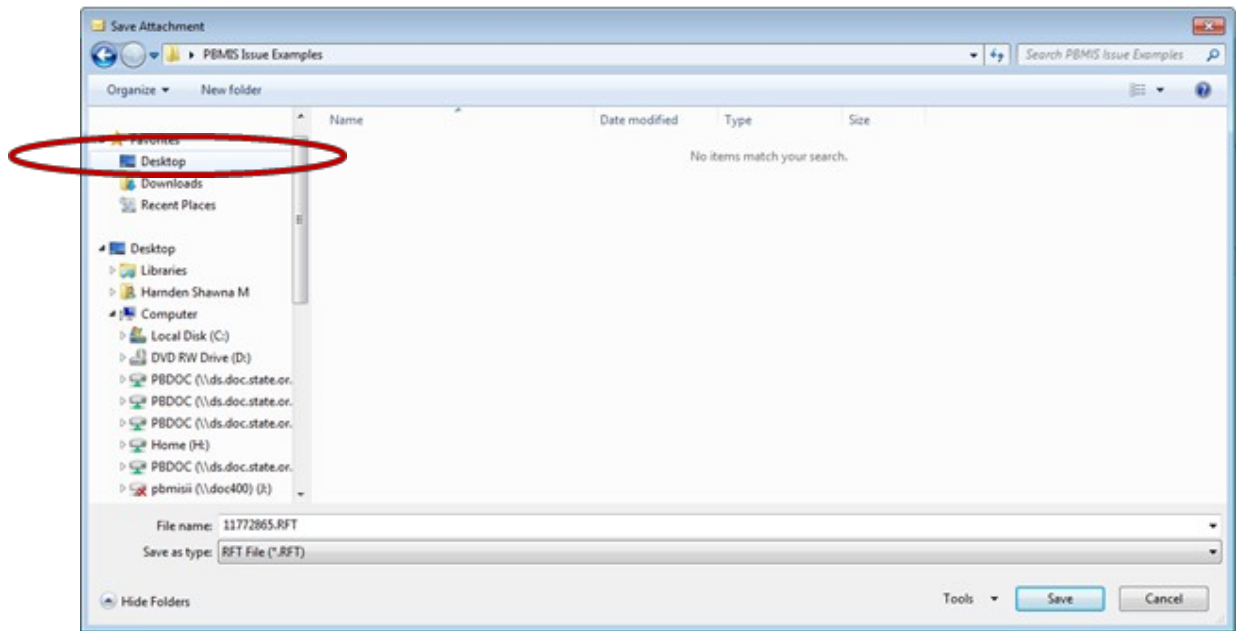
- **Step 5:** Choose the **ADOBE READER** program to open the document with, then click **OK**. Your document should now open. Please note – if the box that states **ALWAYS USE THE SELECTED PROGRAM TO OPEN THIS KIND OF FILE** is checked, the computer will always open the documents with adobe reader and any documents created prior to 9/21/2015 will not open. You will have to repeat the above steps and open the document with Word.



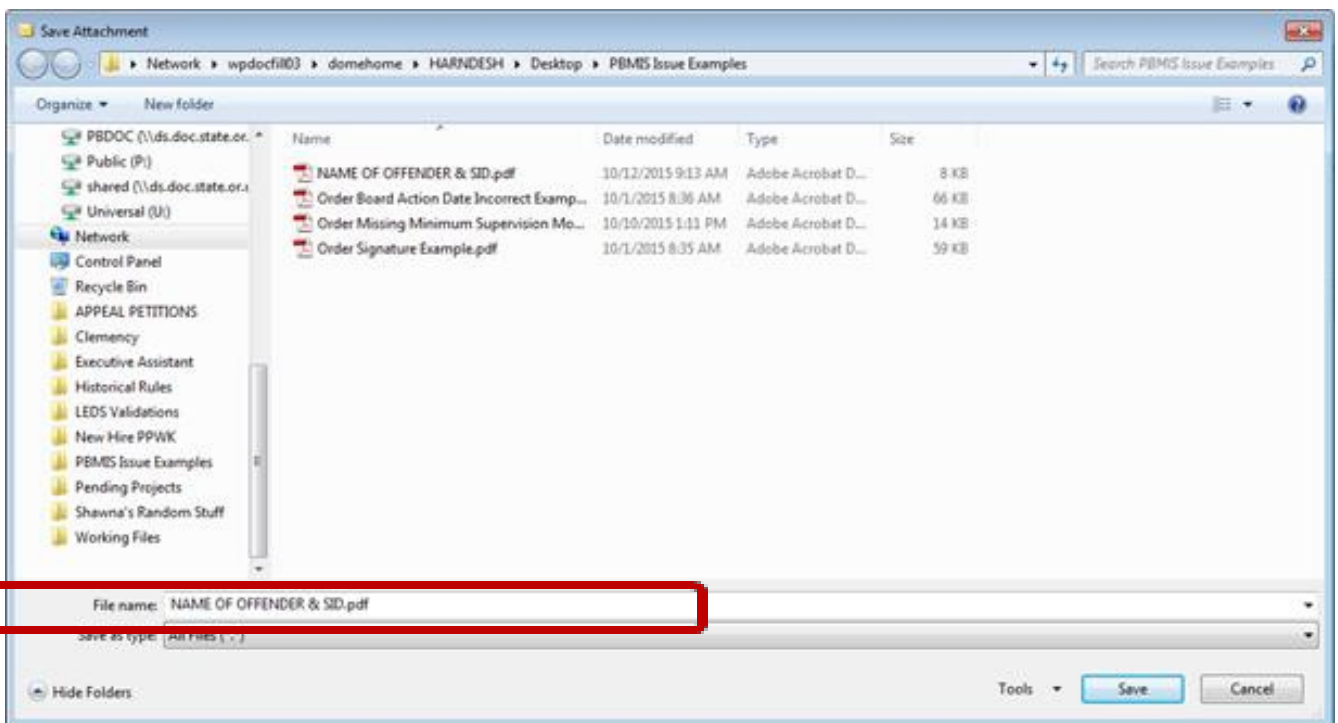
- **Step 6:** Once you click **CANCEL** from **STEP 4**, right click on the attachment again but this time click **SAVE AS**



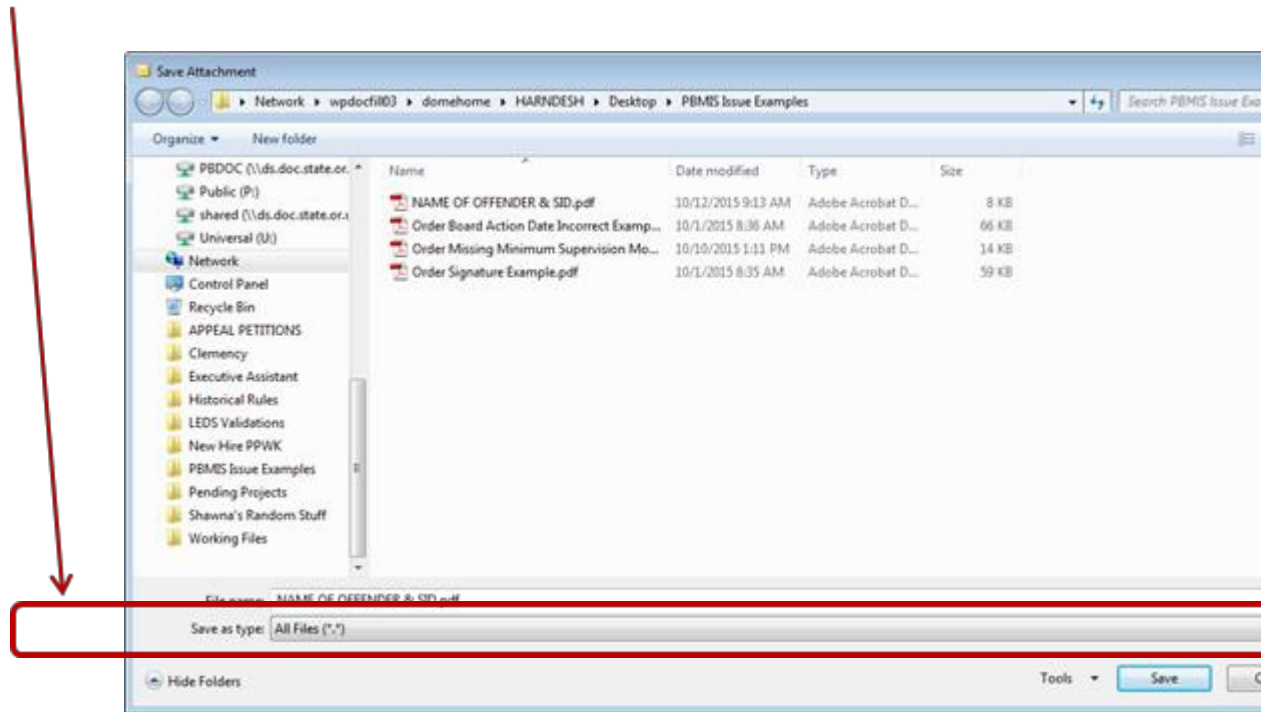
- **Step 7:** Pick your location on where you are going to save your document, for example, your DESKTOP.



- **Step 8:** Change the **FILE NAME** - make sure at the end of the file name you give it that you enter **.pdf**
(Example: SMITH, JOHN_98123456.pdf) NOTE: the file name must have the extension of .pdf in lower case)



- **Step 9:** Change the **SAVE AS TYPE** as **ALL FILES**, then select **SAVE**.



You should now be able to go to where you saved your document and open it. ☺

EARNED DISCHARGE

Division 209

291-209-0010

Authority, Purpose, and Policy

(1) Authority: The authority for this rule is granted to the Director of the Department of Corrections in accordance with ORS 137.633, 179.040, 423.020, 423.030, and 423.075.

(2) Purpose: The purpose of these rules is to describe the manner in which an offender sentenced to felony probation or to the legal and physical custody of the supervisory authority under ORS 137.124(2) may receive a reduction in the period of probation or local control post-prison supervision in accordance with the provisions of ORS 137.633.

(3) Policy:

(a) It is the policy of the Department of Corrections that eligible offenders be considered by the supervisory authority for a reduction in the period of probation or local control post-prison supervision for complying with their terms of supervision, including the payment of restitution and participation in recidivism reduction programs, as provided in these rules.

(b) Offenders whose supervision has been transferred to Oregon under the Interstate Compact for Adult Offender Supervision are ineligible for earned discharge under these rules.

(c) These rules apply to offenders convicted of a felony and sentenced on or after August 1, 2013, to probation or to the legal and physical custody of the supervisory authority under ORS 137.124(2).

(d) These rules do not apply to persons who:

(A) Were originally sentenced before August 1, 2013, and who are subsequently resentenced on or after August 1, 2013, as the result of an appellate decision or a post-conviction relief proceeding or for any other reason; or

(B) Were sentenced on or after August 1, 2013, to probation or to the legal and physical custody of the supervisory authority but the supervision is under the jurisdiction of the Board of Parole and Post-Prison Supervision.

Stat Auth: ORS 137.633, 179.040, 423.020, 423.030, and 423.075

Stat Impl: ORS 137.633, 179.040, 423.020, 423.030, and 423.075

291-209-0020

Definitions for OAR 291-209-0020 to 291-209-0070

(1) Administrative Sanctions: Local structured, intermediate sanctions, as those terms are used in ORS 137.592, 137.593, 137.595.144.106, and 144.346 and in Criminal Justice Commission and Board of Parole and Post-Prison Supervision administrative rules, imposed by the Department of Corrections or a county community corrections agency for violation(s) of conditions of supervision. Administrative sanctions are less than a revocation action and include, but are not limited to local confinement in jails, restitution centers, work release centers, treatment facilities, or similar facilities or community services work, work crew and house arrest.

(2) **Compensatory Fines:** A court-imposed penalty for the commission of a crime resulting in injury for which the person injured by the act constituting a crime has a remedy by civil action (unless the issue of punitive damages has been previously decided on a civil case arising out of the same act and transaction).

(3) **Compliance with the Conditions of Supervision and the Supervision Case Plan:** For purposes of these rules, the supervisory authority shall deem an eligible offender to be in compliance with the conditions of supervision and any applicable supervision case plan if the offender:

(a) Has fully paid any restitution or compensatory fines ordered by the court;

(b) Has not been administratively sanctioned, excluding interventions, or found in violation by the court in the immediate six months prior to consideration for discharge on the eligible case(s) under review; and

(c) Is actively participating in his/her supervision case plan.

(4) **Earned Discharge:** A discharge from probation or local control post-prison supervision prior to the scheduled supervision expiration date.

(5) **Interventions:** Interventions imposed by the Department of Corrections or a county community corrections agency for violations of one or more conditions of supervision. Interventions include, but are not limited to, verbal reprimand, written reprimand, job search programming, increased reporting requirements, curfew, day reporting, modification of conditions, and outpatient treatment. Intervention responses are not counted as custody units and may be imposed along with sanctions.

(6) **Offender:** Any person under the supervision of local community corrections who is on probation, parole, or post-prison supervision status

(7) **Restitution:** Full, partial or nominal payment of economic damages to a victim.

(8) **Supervising Officer:** The parole and probation officer assigned to supervise the offender.

(9) **Supervision:** Supervision requiring the supervising officer's regular contact with and monitoring of the offender to assure continued compliance with the general and special conditions of supervision.

(10) **Supervisory Authority:** The state or local corrections agency or official designated in each county by that county's Board of County Commissioners or county court to operate correction supervision services, custodial facilities, or both per ORS 144.087(1).

Stat Auth: ORS 137.633, 179.040, 423.020, 423.030, and 423.075

Stat Impl: ORS 137.633, 179.040, 423.020, 423.030, and 423.075

291-209-0030

Period of Supervision

(1) All persons convicted of a felony and sentenced on or after August 1, 2013, to probation or to the legal and physical custody of the supervisory authority under ORS 137.124(2) shall serve a minimum period of supervision before consideration for earned discharge under these rules.

(2) The maximum reduction earned under this rule may not exceed 50 percent of the period of supervision imposed.

(3) A reduction may not be used to shorten the period of supervision to less than six months.

Stat Auth: ORS 137.633, 179.040, 423.020, 423.030, and 423.075

Stat Impl: ORS 137.633, 179.040, 423.020, 423.030, and 423.075

291-209-0040

Earned Discharge

(1) At 60 days prior to completion of the minimum period of supervision as authorized in OAR 291-209-0030, the supervising officer or designee shall review the offender's file and determine if the offender is in compliance with the offender's conditions and any applicable supervision case plan as defined in these rules.

(a) If the supervising officer or designee determines that the offender is in compliance, the supervising officer shall recommend to the supervisory authority that it grant earned discharge to the offender.

(b) Upon receiving a request from the supervising officer, the supervisory authority shall grant the offender earned discharge if the supervisory authority determines that the offender is in compliance with his or her conditions of supervision and any applicable supervision case plan as defined in these rules.

(c) If the supervising officer or designee determines that the offender is not in compliance, earned discharge shall not be granted; however, the supervising officer may conduct a subsequent earned discharge review at any point thereafter until the offender is approved for earned discharge or the case under consideration reaches its sentence expiration date.

(d) If the offender has been convicted of a new felony or misdemeanor crime that occurred while on supervision for the case under consideration, the offender is not eligible for earned discharge.

Stat Auth: ORS 137.633, 179.040, 423.020, 423.030, and 423.075

Stat Impl: ORS 137.633, 179.040, 423.020, 423.030, and 423.075

291-209-0070

Appeals

(1) Appeals will be processed through the supervisory authority's grievance policy.

Stat Auth: ORS 137.633, 179.040, 423.020, 423.030, and 423.075

Stat Impl: ORS 137.633, 179.040, 423.020, 423.030, and 423.075



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Oregon Judicial Department: Upcoming Changes to Electronically Signed Documents

Beginning Monday, November 16, 2015, all Oregon Circuit Courts using the Oregon eCourt system will affix the name and title of the individual electronically signing a document below the signature line. This will ensure compliance with UTCR 2.010(12)(a).

All documents (e.g. proposed orders, judgments, writs, etc.) submitted to the court for signature on or after November 13, 2015 must comply with UTCR 21.040(3). This includes having a blank space of not less than 1.5 inches and a blank signature line following the last line of text, to allow space for judicial signature. There should be no title or name listed underneath the line, such as "Circuit Court Judge". You can find the 2015 version of the Uniform Trial Court Rules here:

<http://courts.oregon.gov/OJD/programs/utcr/Pages/utcrrules.aspx>.

What do I need to do?

If you currently have a template that you use to create documents that will be signed by the court, such as proposed orders or proposed judgments, change your template to ensure the appropriate amount of space before the signature line and remove any title/name information from below the signature line. Be sure that there is blank space of not less than 1.5 inches and a blank line following the last line of text.

On or after November 13, 2015, ensure there is no name or title below the signature line when submitting a document that needs a signature from the court.

Is there an example available?

Yes, an example can be found under UTCR 21.040(3) which has been provided below:

Example:

Petitioner's motion for a stay is granted. The proceedings in this action are held in abeyance pending further notification from petitioner of completion of the conditions set out in this order.

(at least 1.5 inches of blank space following last line of text)

Questions can be directed to Daniel Parr, OJD Communication and Outreach Manager at daniel.parr@ojd.state.or.us.



Oregon Judicial Department: Expansion of Electronic Notifications

Beginning Monday, November 16, 2015 all Oregon Circuit Courts using the Oregon eCourt system will notify attorneys by email when orders are entered on their cases.

How does it work?

When the court enters an order in the register of actions, the case management system will generate and email a notice to all attorneys on the case. The email will be sent to the email address where the attorney already receives notices of hearings and trials.

What do I need to do?

No action is required. If you are receiving notifications when hearings and trials are set then beginning November 16, 2015 you will start receiving notices regarding entry of orders. The system will send the email from Court_Notification@ojd.state.or.us. Make sure this email address is whitelisted in your email settings. If you need notifications to be directed to others within your office look into the option of auto-forwarding through your email provider.

Does the email include the signed order?

No, the email will only include a basic court notice form telling you the case number and what order was signed, based on how the order is entered in the register of actions (such as Order – Show Cause). To access the signed order, you will need to either access the case through the Oregon eCourt Case Information (OECI) system over the internet through an online subscription or otherwise go to the courthouse and access the case through a court terminal. More information about subscription services to OECI can be found here: <http://courts.oregon.gov/OJD/OnlineServices/OJIN/Pages/index.aspx>

Will I be notified when other documents are entered into the system?

Not at this time. On November 16 attorneys will only be notified when orders are entered. OJD is evaluating expanding the capacity for similar notifications in the future.

Questions can be directed to Daniel Parr, OJD Communication and Outreach Manager, at daniel.parr@ojd.state.or.us.