

# FAUG MEETING MINUTES

## Douglas County

November 14<sup>th</sup>, 2018– 1:00 p.m. to 5:00 p.m.

November 15<sup>th</sup>, 2018 – 9:00 a.m. to 12:00 p.m.

### MEETING LOCATION:

**DCCC Wellness Center**

**419 Winchester ST, Roseburg 97470**

### DAY ONE:

#### **Introductions/Welcome/Housekeeping (10 min)**

#### **Minute Review (10 min) Group**

Minutes from August Meeting approved with no changes.

#### **Attendance (5 min)**

In attendance: Christopher Swayzee (Washington); Marne Pringle (Clackamas) Lee Cummins (DOC); Judy Bell (DOC); Angie Beier (Polk); Shawna Johnson (Benton); Paula Fata (Multnomah); Charles Adler (Multnomah); Dylan Arthur (Board/Multnomah); Andie Cortes (Douglas); Denise Easterling (Jefferson); Brad Allen (Deschutes); Rachel Frederick (Lake); Dona Dotson (Curry); Jessica Jauken (Wasco); Joe Swope (Lane); Allen Bergstrom (Klamath); Keith Cokeley (Jackson); Melinda Serfling (Columbia); McKenzie Davis (Coos); Jodi Merritt (OACCD); Freddy Vidal (Douglas); Reynaldo Ayala (Lincoln).

#### **County Updates (15 min) Group**

Varying counties have openings, PPOs in background and/or new PPOs.

Multnomah County – Now has a Treatment First Program. Contact Paula for questions or if paperwork is needed.

Polk Co – Starting new JRI program.

Jackson Co – Adopting a new PTO program.

Columbia Co. – Starting a new JRI program.

Wasco Co. – Has new on-site treatment program.

Deschutes Co – Will soon be remodeling main office.

## **Parole Board**

**Dylan Arthur**

Date of Death (PBMIS) – Board have asked for a SR to allow the date of death field to be added and that is to be the closing date; rather than the date-notified being used for expiration reports. This is currently causing issues with OISC, as they are responsible for handing out public info requests. Judy said that they will deal with that across the board with support staff.

Question – Orders don't always have all of the conditions or conditions mysteriously added. Dylan says there is a glitch that has affected conditions. This is being looked at for a fix. Debra Zwicker is the one working on this.

Question – on one case, a new order was made without the no-contact order and the Board said that the offender would have to agree to add that back on. Dylan will look into that issue.

Question – sanctions sitting at the Board for approximately a month. Dylan said that is a known issue and is being addressed. Email Susi Hodgins and Dylan if there is a sanction still sitting there for a long time.

Question – The Board seem to be not responding to requests to extend active supervision. Dylan said that we need to reach out to him and Susi to look into those cases. Some success has been reported by sending the request to the Parole Board Warrants email address.

Question – When asking for revocation and a hearing done, Benton Co has contract beds and transports arranged. The Board Hearing Officer has ordered that the revocation ends that day and Benton Co has had to immediately drive to NORCOR to pick up the offender. Dylan said this is an issue that needs to be addressed with the Hearings Officer and NORCOR. Dylan asked for an email and he can bring it up to see what resolution can be had (perhaps an additional day or two on the time ordered to the revocation to allow time to arrange transport).

Dylan reminded FAUG that there is one person each at the Warrants, Orders, Hearings and Sanctions desk and when any one of them is out of the office, the other three have to cover ... so delays happen.

GC18: This new condition will be added based on a recent Court of Appeals decision. Only effective on Board cases ... and only on Orders on/after 12/1/18. This separates 'report as directed' and 'abide by direction of the supervising officer'. This will affect how PPOs allege violations.

Probation will continue to have to use GC13, as Probation conditions are statutorily set where the Board conditions can be changed by rule. Request was made to have the GC18 language made to match the language in other conditions

("...or a county community corrections agency"). Lee will add GC18 into the table on/about 12/1/18.

Parole Board/Judge Override section in the sanction: We thought that PBMIS populated that info from PBMIS to DOC400 and it was recently seen that it was not. It is not certain whether this was a one-time glitch or if the system is not working as thought. Additional instances have been noted. Lee will send the case in question and Dylan will look into that issue.

Question – How PPOs are notified when the Board completes a sanction. There is no notification or auto-chrono.

Question raised about Board Orders only including victims (for NoContact Orders) from the current case and not including victims from prior cases. This is a common issue. The Board ONLY lists victims on the case for which the offender is currently incarcerated. The PPO investigating the release plan needs to ask for the past victims to be added and the Board will usually add those names. Additionally, Judy said that in the automation meetings, this is being looked at as a feature to add names pre-release.

**Compact (15min)**

**Ruby McClorey/  
Mark Patterson**

Ruby and Mark were unable to be at the meeting. Ruby has said that she can be emailed for any issues/questions.

**Transitional Leave**

**Tracey Coffman**

Tracey was unable to be at the meeting. Lee said that Tracey is asking for volunteers to test the automation piece for STTL. The testing will most likely start in Jan/Feb 2019 and will most likely be in Salem. Paula, Angela, Melinda and Freddy have volunteered. Allen and Jessica said they will test if they can do it from their own counties.

**OACCD Update (new liaison)**

**Jodi Merritt**

Jodi said that Jay has said that FAUG have asked for additional API. OACCD have decided to contribute part of the last allocation to hire an analyst to do an interface. An analyst was hired to look into how this would look/work. A request for the Legislature to authorize funding for this is in the works. It is unknown if all of this will come to fruition.

## **Training- “Abbreviated Big Picture Training” (2hr)**

**Judy Bell**

Judy provided a training to FAUG. The materials are attached (see page 7 for the PowerPoint link. See pages 8-12 for additional info)

## **DAY TWO:**

### **DOC Update**

**Lee/ Judy**

SR2667 – Long Descriptions on conditions – Gives a function key to view a long description of the condition. This has been done on all of the GCs and the SCs on Parole cases and STTL conditions. There are about 99 Probation conditions so it is going to take time to get good general descriptions on those. Lee will be working with FAUG on getting good language for descriptions. A handout of Board conditions language was handed out (attached ... see page 12 for a link to the PDF (NOTE: The link is a graphic of the first page of the PDF ... double-click it to open the PDF)). For Probation, the language may be very similar. The space is 240 characters and two descriptions (SC2 and SC6) had to be condensed to make them fit. The new language was reviewed at this meeting and was approved by FAUG. (NOTE: GC8 on the attached Board conditions language includes language that is not on Exhibit J. This document is one that is handed out to victims, but Exhibit J is what is used to assign conditions. Dylan is asked to have this discrepancy reviewed at the Board ... he received notice that it will be removed for the Dec 1 updates).

Lee asked if a workgroup could be created to review the remaining long-description work (Allen, Charles, Jessica and Christopher have volunteered to help). SOON will also be asked to help.

SR2666 – Treatment fixes – The message (A&D HX) is confusing. FAUG have agreed to not have this message show in DOC400. Lee will notify when this is in production. Users can still see all treatment records (even on previous custody cycles) for offenders by going back into the treatment module.

Denise Sitler had questions about treatment records – and asked this be discussed at FAUG. Denise not sure if management were aware that some counties enter an eval as treatment record and then enter another assignment line for the treatment, itself. She said that in CMIS, the treatment statistics are inflated by this practice ... mostly if the eval referral is closed as successful. This was discussed and several options discussed (including: do not enter evals in the treatment module; entering a new closure code to the referral that indicates that the eval was complete). NOTE: There was not a consensus on a resolution. Either the treatment module may have to be added to (which would require a new SR) or send it back to OACCD for them to decide. Jodi will take this to OACCD. Lee will consult with Denise for options, as well. Further discussion to be held at future FAUG meeting.

The institutions have been putting in a large number of service requests that are scoring quite high for priority. This is going to affect the community service requests and how long they will sit waiting for action.

SR List– reviewed to see if they are still needed. FAUG agrees that the list includes fixes/requests that are still needed. No SRs are stricken from the list.

- SR2606 and SR 2720 – Needs to now include the WRNA (Lee will check and add, if necessary)

The ‘R’ code on caseloads. The ‘R’ code will remain for 7 days if the required activity is done. Let Lee know if it does not and she will see if there is a system issue.

Compact PC Hearings in the Sanction Module. – Mark Patterson does not need that to be in the sanction module. A problem arises when an incoming compact offender absconds and the sending state closes out the ICOTS. If the offender is arrested in OR and a Hearing is held, the info cannot be entered into ICOTS because the ICOTS case is closed. This issue will be table until the next meeting to allow Multnomah County to weigh in, as they have utilized this practice.

Sanction Given field – Denise was concerned that there are so many sanctions where this field is blank. OISC uses that info as the “decision date” on those offenders sitting in county jail, awaiting adjudication and may be going to DOC. The sanction can be closed without entering a Sanction Given. This should not happen. FAUG is asked to take this back to their respective counties to reinforce that this practice should not happen.

Document tracker – Staff at OISC use ‘W/W Doc Req Tracking’ menu options – in here is where they note replacement BC, SSN cards are made here. Want that PPOs can have access to that info. We currently have access to a menu via the INCOUNSOTH menu (then use option 61). \*\*\*\*

Tracking Restitution – Judy asked how many counties have their PPOs entering Restitution payments into DOC400. Only two seem to be. All others have support staff entering the info at case-closure. Judy says that Restitution tracking is being considered to be moved from DOC400 to OMS.

## **SOON Update**

**Lee/ Judy**

SR2748 (submitted in April 2016). Judy wants to sign off on the service plan. This SR adds the USERID to Offender Audit Report, which is accessed from W/W Caseload screen. This will involve shrinking of some sections. This SR may be done and rolled out in next few weeks, as the work is already done. FAUG does not object.

IT have asked Judy to bring this to all groups. Please do not put in a fake SSN if the true number is unknown. Either leave it blank or put all zeroes. This is causing problems. If an offender gives a fake number, it has to be entered, however.

OISC ask that no modifications be made to detainers in DOC400 on inmate records.

Please try to make closures to DIED a priority ... sometimes, the family has it set up for notifications (VINE) and notifications to the family about their deceased family member later on can be upsetting to them.

Big Picture Training – the full training goes from 9am-4pm. Ask those in your office if they would like to attend. Judy will send out announcements on upcoming trainings.

### **Upcoming Meeting Locations**

### **Group**

February 2019 – Yamhill County  
May 2019 – Josephine County  
August 2019 – Curry County  
November 2019 – Clackamas County

### **Roundtable**

### **Group**

Andie (Douglas) – still problems with auto-chronos on warrant request being sent to supervisor, but none when the warrant was issued ... but then there was one when the offender was arrested. This may be a glitch between DOC400 and PBMIS. This should be sent to Susi and Dylan to check.

NEXT MEETING:  
**February 20<sup>th</sup> and 21<sup>st</sup>**  
**Yamhill County**

Tentative 2019 Schedule:  
May 15<sup>th</sup> & 16<sup>th</sup> Josephine County  
August 14<sup>th</sup> & 15<sup>th</sup> Curry County  
November 20<sup>th</sup> & 21<sup>st</sup> Clackamas County














and the data entry that goes with it

## VOCABULARY

- Custody Cycle – describes a portion of a record from admission to discharge. [Cycle]
- Sentence – a punishment given to a person convicted of a crime, includes all elements such as jail, probation, fines, conditions, etc. Determines [Status]. (CIS – “Sentence line” = P line, L line, O line, etc.).
- Status – Determined by at least one open sentence. Defines Authority. Examples: PR (probation), CD (conditional discharge), PO (post-prison supervision), LC (local control), IN (inmate)
- Authority – Decides what happens when offender violates/accomplishes (ex: Court, Parole Board)
- Supervising Agency – tracks, reports, and makes recommendations to the Authority regarding violations and accomplishments [Location]
- Community Corrections – Parole and Probation – county (or state) agency that supervises offenders according to statewide DOC standards on the judgments and orders imposed by the courts and the Board or LSA. (Supervising Agency) [Location]
- Offender – Client – Probationer – Parolee - a person who is under the control of Community Corrections and is on parole, probation, or post-prison supervision.
- Supervised Probation – a sentence of obligation to be monitored by a community corrections agency (P&P office) that includes conditions that must be adhered to. The convicting court retains authority.
- Inmate – Adult In Custody (AIC) – a person who is in either the physical or regulatory custody of the Department of Corrections or the LSA.
- CIS/DOC400 – AS400 – “the doc” – ISIS – our totally awesome, wildly intricate, wonderfully complicated database where all records on offenders who are on supervision or incarcerated in Oregon are maintained.
- OISC – Offender Information and Sentence Computation (Central Records) – part of the DOC, who maintain offender records and provide computation analysis and data entry for institution incarceration sentences.
- Judgment – Docket – Offense – UCJ – Court Order – a document signed by a judge, a final decision, sentencing an offender as stated within (CIS – “Offense/Docket line” = case # line)



-  Charging instrument – a document the court uses to arraign/indict an offender: (secret) *Indictment*: charge of a felony through the use of a Grand Jury to determine if there is sufficient evidence to continue to court; *Information*: accusation of criminal charge brought by DA to court at arraignment.
-  Release – used to describe movement of a record, coincides with what’s actually happening with the offender: transfer to another county, released from prison, discharged from supervision.
-  Incarceration – confinement in a jail or penitentiary
-  Post-Prison Supervision – a sentence of obligation to be monitored by a community corrections agency (P&P) that includes conditions that must be adhered to; the Board of Parole and Post-Prison (or LSA) retain authority.
-  Order to Show Cause – document signed by a judge ordering the defendant to appear in court and prove (show cause) why a particular order should not be made, usually show why his probation shouldn’t be revoked (typically issued after a PV report is submitted and a warrant is issued at the same time, or a citation to appear was given with PV report). This Order prevents a probation from expiring.
-  Probation Revocation – probation is cancelled and another sentence is usually imposed in its place; for felonies usually incarceration followed by PPS; for misdemeanors usually incarceration.
-  Transfer – new case – shortly after conviction, an offender reports his residence to be located in a county other than the convicting county, which means the offender’s record will be moved to the county of residence automatically. If an offender is in jail 90 days or more following sentencing, the county of conviction will wait until release to determine county of residence and transfer at that time. (OPS 9.7) (OAR 291-019-0160)
-  Transfer IRT – during the course of supervision an offender moves to a different county and an investigation of the transfer must be approved for the transfer to occur (OAR 291-019-0130)
-  Closure – two types: permanent and temporary (aka parenthetical, outcount). *Permanent* is when a record is completely finished and the offender is discharged from a custody cycle. *Temporary* is when an offender is moved to a parenthetical closure or outcount while his supervision continues or is suspended until his return.
-  Abscond – offender left without permission of supervising officer; whereabouts unknown
-  Institution – one of the 14 prisons in Oregon

- LSA – Local Supervisory Authority – the local corrections agency or official, designated in each county by that county’s board of commissioners to operate correction supervision services, custodial facilities, or both (often the Sheriff’s Office)
- DOC - Department of Corrections – agency of the state; has custody of adults sentenced to prison for more than 12 months, housed in 14 prisons throughout the state. Provides administrative oversight and funding for the community corrections activities of Oregon’s 36 counties. Provides interstate compact administration and jail inspections.
- eCourt/Odyssey – eCourt is the platform, or web-based program, that hosts court documents, narratives, and financial obligations. Odyssey is the software program that produces documents and tracks financial information that is uploaded into eCourt.

SYS402I  
BELLJU

Corrections Information Systems  
Movement History/Maintenance

9:14:34  
5/10/18

Offender.... 70431023 Criminal, Joseph      Curr cycle. 01-01-02  
Status..... Discharge      Loca: LINN      Prim caseload \*None  
Position custody/admission cycle... 1 1

--Cycle--	Location	--Admission----	-----Release-----
01 Admission From: BENT			
01-01	Status: CD		
01-01-01	BENT		TRAN LINN
Housing		02/18/2010 09:00	02/18/2010 09:10
01-01-02	LINN		EXPI
Housing		02/18/2010 09:10	08/17/2011 09:00
02 Admission From: MARI			
02-01	Status: PR		
02-01-01	MARI		TRAN LINN
Housing		09/12/2012 09:00	09/25/2012 09:00
02-01-02	LINN		VIOL CCIC
Housing		09/25/2012 09:00	01/25/2013 09:00
Housing	ABSC	01/25/2013 09:00	03/23/2013 09:00
Housing		03/23/2013 09:00	04/13/2013 08:00
02-02	Status: IN		
02-02-01	CCIC		ADMN SCI
Housing	NOCELL	04/13/2013 08:00	04/13/2013 12:00
Housing	B106B	04/13/2013 12:00	05/02/2013 12:00
02-02-02	SCI		LEAV LINN
Housing		05/02/2013 12:00	12/06/2013 08:05
02-03	Status: LV		
02-03-01	LINN		POST LINN
Housing		12/06/2013 08:05	01/05/2014 09:00
02-04	Status: PO		
02-04-01	LINN		TRAN DOUG
Housing		01/05/2014 09:00	07/21/2014 08:00
02-04-02	DOUG		VIOL LBEN
Housing		07/21/2014 08:00	10/03/2014 09:00
02-05	Status: LC		
02-05-01	LBEN		LCMP DOUG
Housing		10/03/2014 09:00	02/08/2015 08:00
SB1145	JAIL	10/03/2014 09:00	02/08/2015 08:00
02-06	Status: PO		
02-06-01	DOUG		EXPI
Housing		02/08/2015 08:00	02/07/2017 08:00

ADCD	ALC AND/OR DRUG EVAL AND/OR TX	A&D FVAL/TX
	<p><b>"Participate in a substance abuse evaluation as directed by the Court and follow all recommendations."</b></p> <p>immediately undergo and participate in a substance abuse evaluation. Enter and successfully complete all recommended treatment, including inpatient treatment and aftercare. Offender shall be financially responsible for the evaluation fee and all treatment costs.</p>	
ANGR	ANGER CONTROL COUNSELING	ANGFR CONTRO
	<p>Enter and complete or be successfully discharged from an approved anger control counseling program. Offender shall abide by all rules and conditions of the program. Offender shall be financially responsible for the evaluation fee and all treatment costs.</p>	
ANTA	ANTABUSE	ANTABJSE
	<p>Take Antabuse if medically able and if directed by the probation officer.</p>	
A*OL	APOLOGY TO VICTIM	APOLOGY TO V
	<p>Complete a thoughtful and thorough letter of apology, to be forwarded to the victim <del>by the supervising officer if there is a No Contact order in place.</del> <i>per Court Order.</i></p>	
CGED	COMPLETE GED	COMPLTF GFD
CMPT	COMPENSATORY FINE	COMPLNS FINE
	<p>A compensatory fine is ordered to be paid to the county court of conviction, which will be disbursed to a listed person or entity. This fine should be paid in full before probation is allowed to expire.</p>	
COFO	COURT ORDERED FINANCF OBL -GC01 COURT ORDERD	
	<p><b>"To include all Court Ordered Financial Obligations, except for Restitution and Compensatory Fines".</b></p>	
CSWK	COMMUNITY SERVICE WORK	COMMUNITY SE
	<p>Complete a specified amount of hours of Community Service work at the direction of the probation officer.</p>	
CURF	CURFEW	CURFEW
DCCT	DRUG COURT	DRUG COURT
	<p>Attend and complete Drug Court program. Abide by all program rules.</p>	
DIAE	Drug Impact Area Exclusion	Drq Area Exc
	<p><b>"If the offender has a DIAE drug-based conviction and is arrested again in a DIAE zone, the PO is obligated to detain."</b></p>	
DVTX	DOMESTIC VIOI FVAL/IX	DV VIOI/IX
	<p>Enter and complete or be successfully discharged from an approved domestic violence or batterer's intervention treatment program. Offender shall abide by all rules and conditions of the treatment program. Offender shall be financially responsible for the evaluation fee and all treatment costs.</p>	
ELHA	ELEC MON/HOUSE ARREST	FMON/HS ARRS