

# Oregon Association of Community Corrections Directors

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## Meeting Minutes

Wednesday, March 14<sup>th</sup> and Thursday March 15<sup>th</sup>, 2018

Department of Public Safety Standards and Training (DPSST), Salem

### Attendees:

Commander Jeff Wood, Marion; Lieutenant Jay Bergmann, Marion; Director Steve Berger, Washington; Assistant Director Joe Simich, Washington; Administrative Manager Tim Ellsworth, Washington; Director Suzi Gonzales, Lincoln; Director Dale Primmer, Umatilla; Director Nate Gaoiran, Josephine; Sergeant Annie Seaholm, Tillamook; Commander Debbie Hust, Malheur; Research and Planning Data Analyst Kevin Everett, Multnomah; Director Aaron Hartman, Klamath; Release Services Manager Hank Harris, DOC; Compact Coordinator Mark Patterson, DOC; Director Tina Potter, Tri-County P&P; Community Corrections Administrator Larry Bennett, DOC; Community Corrections Coordinator Judy Bell, DOC; Commander Jamie Hepner, Hood River; Manager Brian Imdieke, Clackamas; Director Jenna Morrison, Clackamas; Program Supervisor Nora Jones, Clackamas; Chief Deputy Chris Hoy, Clackamas; Director Dave Denney, Curry; Deputy Director Malcom McDonald, Clackamas; Director Todd McKinley, Grant; Director Lodi Presley, Harney; Director Will Benson, Baker; Director Eric Guyer, Jackson; Deputy Director John Watson, Jackson; Director Jodi Merritt, Polk; Budget/Policy Advisor Denise Sitler, DOC; Director Joe Garcia, Douglas; Director Maureen Robb, Linn; Director Jake Greer, Lake; Deputy Director Tanner Wark, Deschutes; Director Justin Carley, Benton; Board Member Patty Cress, BOPPS; STTL Coordinator Tracey Coffman, DOC; Community Corrections Coordinator Lee Cummins, DOC; Reentry and Release Administrator Cindy Booth, DOC; District Manager Michelle Aguilar, Multnomah; Senior Manager Wende Jackson, Multnomah; Senior Manager Jay Scroggins, Multnomah; District Manager Lisa Lewis, Multnomah; Lieutenant Kristen Hanthorn, Clatsop; Director Jessica Beach, Yamhill; Manager Larry Evenson, Yamhill; Manager Brian Rucker, Yamhill; Manager Karleigh Mollahan, Washington; Director Donovan Dumire, Lane; Program Specialist Tabitha Rose, Lane; JRI Liaison Ross Caldwell, CJC; Supervisor Justin Hecht, Columbia; Business Manager Kelly Church, Coos; Director Mike Crim, Coos; Betsy Jones; Lara Smith; and Office Manager Allycia Weathers, Marion as recorder.

Jeff Wood called the meeting to order Wednesday, March 14, 2018; and requested introductions.

### Legislative Update

- Short session ended:
  - Started February 5<sup>th</sup>; and
  - Closed Saturday March 3<sup>rd</sup>.
- Most controversial issues were taken off the table about half way through session:
  - Focus on budget.
- Amendments related to Community Corrections:
  - Jeff Wood will send bill tracking list to membership.

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- Bill which required law enforcement officers to meet with mental health professional every two years:
  - Concept needed more conversation;
  - Executive committee needs to determine OACCD's involvement.
- Omnibus bill related to crime with many component parts:
  - Component related to batterer's intervention advisory committee:
    - Rules around programming for battering:
      - Currently only apply to males.
    - Need to update rules non-gender specific;
    - Base programming on evidence based practices; and
    - Proposes language for membership base with experience with evidence based programming.
  - Concern the standards initiated over a decade ago are very limited;
  - Language in the bill about membership and risk-need-responsivity;
  - Good opportunity to influence future batterer intervention programs through the advisory committee;
  - Adds language to update the general conditions of supervision:
    - Adds *'and follow reasonable recommendations resulting from the assessment'* to existing language *'Submit to a risk and needs assessment as directed by the supervising officer'*.
- Strangulation bill:
  - Takes strangulation from class A misdemeanor to class C felony;
  - Discussion regarding crime category 5 or 6 in the legislature;
  - OACCD supported the general concept:
    - Moves offenders to funded population;
    - Appropriate classification for crime;
    - Eligible to go to DOC;
    - Potential to reclassify additional domestic violence crimes:
      - Domestic Violence related Assault IV as misdemeanor funded;
      - Similar to possession of controlled substance (PCS) change; and
      - Population tends to be high risk.
  - Legislative fiscal office did put out a statement:
    - About 18% prison, 35% local control, 47% probation sentence with average length of 24 months;
    - CJC assisted with financial impact statement
      - Provided multiple scenarios:
        - Bringing Assault IV charges in becomes more expensive; and
        - Domestic violence (DV) designator assisted in data collection efforts.
    - Uniform entry into Odyssey File and Serve is an issue;
      - Difficult to determine what is domestic violence related.

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- Important for all counties to use the DV designator in ISIS;
  - Will assist with data collection moving forward.
- Counties currently supervising misdemeanor DV cases provided feedback:
  - Population is very labor intensive;
  - Need for services and treatment; and
  - Would be appropriate for this population to be funded.
- Need to evaluation programming component for DV population:
  - Potential for language in bill to ensure programs are evidence based; and
  - Tasks for the work group which will be formed.
- Next steps:
  - Meet with Senator Jackie Winters regarding next steps;
  - Get the Sheriffs involved;
  - Taking volunteers to assist with a work group:
    - Email Jeff Wood if you would like to assist.
  - Internal meeting first, then meet with Senator Winters; and
  - Need to be prepared to provide something to the public safety council in September:
    - Legislature begins in January in 2019.
- State revenue forecast is generally flat;
  - Health care costs increasing as federal funding decreasing:
    - Coordinated Care Organization has work to do to integrate behavioral health including mental health and substance abuse;
    - Opioid bill passed which funds:
      - Study regarding cost of care for opioid treatment; and
      - Peer mentors in hospitals.
- Certificate of good standing:
  - Presentation upcoming; and
  - May need a legislative fix.
- Plea agreement:
  - Cannot waive right to discovery;
  - Cannot waive the right to appear at your own trial;
  - Negotiating earned discharge during pretrial was taken out;
  - Did not move forward; and
  - Moving to a work group.
- 3078 ruling:
  - Clackamas county judges ruled the bill unconstitutional:
    - Became binding in Clackamas;
    - Joined the civil lawsuits; and
    - Defense asking for presentence investigations on these cases.
  - One Lincoln and one Washington county judge ruled the bill unconstitutional; and
  - Bill would give supreme court jurisdiction to hear the appeal directly:



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- Asked judicial department for information;
- Do not have Department of Justice official appeal yet;
- Hope to have a decision relatively soon; and
- Need information to know what sentencing rules to go by.
- Concern about supplemental grant funding:
  - Grant funds are protected;
  - CJC still has the authority to award funds; and
  - Move forward with grant spending.
- Multiple changes could take place depending on the outcome.

## Announcement

- Scott Taylor announced (via email) his retirement in April 2018.

## DOC Updates

- [Time Study](#), Actual Cost Study:
  - Done with collection and correction of data;
  - CJC put together a dashboard:
    - Data collection in some categories are different compared to prior study;
    - Ability to drill down into multiple categories of data including supervision level, risk level;
    - Can review county specific data compared to statewide; and
    - Denise will send the link out.
  - Financial forms due by March 30:
    - Building 19-21 Community Corrections Budget;
    - DOC needs time to compile the data from counties; and
    - Once information is compiled, a narrative has to be written to accompany the time study.
  - Snapshots:
    - Working to include PCS misdemeanors
    - Community corrections population trending down;
    - Significant reduction in local control population since last summer:
      - Data entry may be a driver;
      - Some counties seeing reduced sentence length; and
      - Impacts the capitated rate.
    - Corrections forecast committee draft report:
      - October 2017 forecast lower than current April forecast.
    - Looking at entire population for actual cost study; and
    - Snapshots were taken in October, November, and December.

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- Overview of “Denise Reports”
  - Hand out Community Corrections Regular Reports attached;
  - Let Denise know if any of these reports are no longer helpful; and
  - County-specific reports:
    - May be expanded if there is interest in the reports; and
    - Can make requests for special reports to Denise.
  - Denise sent a report regarding PCS Misdemeanor cases on 3/13:
    - Verify people are not missing:
      - Ensure no open felony.
    - Verify crime commit date is entered.
- Biennial Reports:
  - ORS 423.525:
    - Statutory requirement for DOC to provide a biennial report evaluating the community corrections act;
    - Report typically covers demographic information, sanctions and revocations, performance measures, impacts, and programs.
  - DOC proposing new format:
    - Working with Oregon Corrections Enterprises on new design;
    - Would like county specific sections similar to the Oregon State Sheriff’s Association publication;
    - Next report due January of 2019; and
    - Will put together work group.
- Community Corrections Act (CCA) Reviews:
  - ORS 423.540:
    - Statutory requirement for biennial evaluation of programs;
    - Not meeting statutory requirement currently;
    - Pilot counties meeting in April; and
    - Goal to roll out evaluations in January 2019.
- Community Corrections Coordinator update:
  - Recent service request:
    - PSC required to be completed before an outcount;
    - Funding issue;
    - Hearing feedback from support staff trying to move offenders to outcount status that the edit is working; and
    - May not be a good idea to have support staff complete the PCS to move offender to outcount.
  - Arranging training in upcoming Fee Supervision Network meeting April 26<sup>th</sup> in Marion county;
  - Next SOON meeting April 12<sup>th</sup> in Multnomah County, tentatively at the Lloyd Center:
    - Invited CJIS division of the FBI;
    - Providing update on Violent Person File in LEDS;

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- Extended invitation to FAUG; and
- Anyone who would like to attend this presentation is welcome to the first hour of the SOON meeting.
- Hope to be more proactive in providing training opportunities for support staff.

## Data Dashboards

- Provided demonstrations at prior OACCD meetings;
- Have had operational dashboards for Multnomah County;
- Partnership with Washington County to provide dashboards;
- Thirteen counties expressed interest in similar partnerships:
  - Security and information technology concerns to work through.
- Multnomah County proposal to provide data dashboards to other counties:
  - Internal work done; and
  - Work with DOC to get county level data.
- Counties still interested in data dashboards:
  - Linn, Douglass, Marion, Deschutes, Lake, Polk, Benton, Klamath, Jackson, Josephine counties; and
  - Let Kim Bernards know if you are interested.

## Approval of Minutes

- Minutes from the January OACCD meeting were reviewed;
- No changes were requested; and
- Will Benson made a motion to approve the minutes:
  - The motion was seconded by Eric Guyer; and
  - A voice vote was unanimous.

## Secretary Vacancy on Executive Committee

- Eric Guyer elected in as Vice President after January meeting;
- Created a vacancy for Secretary; and
- Nate Gaoiran nominated Jenna Morrison:
  - The nomination was seconded by Maureen Robb.
- Suzi Gonzales nominated Jessica Beach:
  - The nomination was seconded by Donavan Dumire.
- No further nominations;
- With two nominees, a ballot will go out.



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## Certificate of Good Standing

- Certificate of Good Standing [Presentation](#):
  - SB 690 has been enacted; and
  - Changes during legislative process.
- SB 690, Request for Verification of Good Standing form, Certificate of Good Standing Verification form, Petition for Certificate of Good Standing, and Certificate of Service attached;
- Certificate entered into LEDS database; and
- Counties responsible for providing Certificate of Good Standing Verification From:
  - Oregon Judicial Department requests counties use a consistent process and form:
    - May be good practice to have form notarized;
    - Only applies to last cycle of supervision; and
    - Recommend having request form available on county website.
- Will recommend changes in the 2019 session.

Jeff Wood adjourned day one of the meeting Wednesday, March 14<sup>th</sup> at 5:00 p.m.

Jeff Wood called day two of the meeting to order Thursday, March 15<sup>th</sup> at 8:30 a.m.

## Certificate of Good Standing Continued

- Legislative work group meeting:
  - Oregon State Police is coming in; and
  - Chair is asking for updates.
- Recommend we adopt a template as a guide for each county to return to client after request;
- Jenna Morrison made a motion to accept the Certificate of Good Standing Verification Form template;
  - The motion was seconded Maureen Rob; and
  - A voice vote was unanimous.
- Feel free to put on letterhead or to add verbiage as needed.

## SOSN Guideline for Treatment Dosage Recommendation

- Handout Sexual Offender Supervision Network Guideline for Treatment Dosage attached;
- Multiple CPC results found:
  - Most treatment providers are providing all clients the same dosage regardless of risk level;
  - Not operating within a risk-need-responsivity framework; and
  - Placing low risk offenders in the same treatment groups as medium and high risk offenders.
- Recommending:
  - Low risk offenders receive no more than 100 hours of treatment:
    - Unless staffed with the PO.

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- Recommending low risk offenders are placed in separate groups;
- Obtaining an risk assessment from the PO, or reassessing at one year:
  - Stable assessment intended to be done annually:
    - Providers complete upon intake, but not completing reassessment.
- Difficult to reach consensus on number of hours for medium and high risk offenders;
  - Anything over 100 hours considered intensive treatment;
  - Not beneficial to low risk, and potentially harmful;
  - Limit for low risk clients is a starting point; and
  - Need to communicate need to treat low risk clients differently with treatment providers.
- SOSN supported the recommendation unanimously; and
- Potential issue with low risk absconders and dosage:
  - Treatment provider responsible for staffing number of hours of treatment with PO.
- Oregon Association for the Treatment of Sexual Abusers (OATSA) partners are aware of recommendation:
  - Provided information six months ago;
  - Recent research specific to sex offenders supports recommendation; and
  - Providers agree with the 100 hour recommendation for low risk.
- Eric Guyer made a motion to support the SOSN guideline for treatment dosage proposal:
  - The motion was seconded by Steve Berger; and
  - A voice vote was unanimous.

## DPSST Update

- Class 76 piloted new curriculum:
  - Just graduated;
  - Program ran well and pilot was a success;
  - New method of academic assessment went well; and
  - Will make a couple of adjustments and request approval from the board prior to the May class;
  - Student hour overages:
    - During orientation, make attendees aware that DPSST is not their employer;
    - Also make students aware that DPSST tracks hours and class time:
      - Some students track minute by minute;
      - Have official hours which are likely to show more underage than overage in hours; and
      - Need to report time honestly and ethically.
    - Agency may make request of official hours to DPSST;
    - More emphasis on projects in new curriculum; and



- Students comparing notes about what agencies are paying for:
  - Project time outside of class;
  - Revision was built to cap the hours at 40; and
  - Each week has project or essay time built in.
- Develop guideline for hours after new curriculum has run a second time:
  - Put together work group to review schedule and curriculum;
  - Chris will put together and send out information to OACCD.
- Weekly updates:
  - Used to come from coordinator;
  - Has been a shift in coordinator duties:
    - Coordinator doing more direct training.
  - Law enforcement class has switched to a student weekly update model;
  - Will trial a weekly update from students in May class; and
  - Coordinator will communicate with directors when there are students experiencing difficulty.
- May academy:
  - Firearms week likely to move back one week;
    - DPSST shut down the week of the 4<sup>th</sup> of July; and
    - Conflict with scheduling the week after.
  - Meeting March 26<sup>th</sup> for revision work group.
- Handout Maintenance Requirements attached:
  - Standards and certifications still in a grace period;
  - Training toward maintenance hours can be applied toward advance certification unless:
    - The topic does not apply to intermediate or advanced technical skill, such as:
      - Staff meeting or in-service training; or
      - Firearms qualification.
    - Needs to meet Oregon Administrative Rule (OAR) maintenance requirements; and
    - Likely to request update to OAR.
  - Chris is available to help with any difficulty with standards and certifications.
- Leadership training:
  - OACCD would benefit from turning in an F6; and
  - Work groups and OACCD appropriate for leadership credit.

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## Mental Health Supervision Network Charter

- Handout Mental Health Supervision Network Charter attached;
- Requesting OACCD look at charter and give approval for the creation of the Mental Health Supervision Network:
  - POs and supervisors to come together to share information about working with clients with mental health issues;
  - Provide training opportunities; and
  - Increase collaboration across the state to improve advocacy.
- Modeled off SOSN and Case Management Network charters:
  - Establishing standards of supervision;
  - Look at and share best practices; and
  - Provide resources, support, and consultation.
- Same governance structure as SOSN with a chair, co-chair, and third chair;
- Breaking by region similar to OACCD regions to address specific regional issues;
- Beneficial to staff cases with others who manage this population; and
- Including DOC behavior health services:
  - Work on transition planning; and
  - Include release counselor working with MH3 designation.
- Parole and Probation member on Oregon Psychiatric Security Review Board (PSRB):
  - May be a resource to the network.
- Charter language is inclusive:
  - Robust group of people;
  - Agreement with AOC and DOC mental health programs:
    - Include membership;
    - Jeff will send John the mental health agreement;
    - Continues mental health programming; and
    - Important to include behavior health county resources.
- Representative from OACCD:
  - Steve Berger made a motion that John McVay continue to act as OACCD liaison:
    - The motion was seconded by Jenna Morrison; and
    - A voice vote was unanimous.
- Jake Greer Made a motion to adopt the mental health supervision network charter and create MHSN committee:
  - The motion was seconded by Kristen Hanthorn; and
  - A voice vote is unanimous.
- List serve has been started:
  - Contact Kristen Casey to be added to the list serve; and
  - Will send minutes from two prior meetings.
- Next meeting in Washington County Thursday of April 19th:
  - Information will be sent out.

## Criminal Justice Commission

- Changing dashboards:
  - Working to streamline pages with multiple tabs across the top; and
  - Hoping to preview at OACCD before roll out.
- Administering grant funding for illegal marijuana distribution:
  - \$1.5 million per year;
  - Funds law enforcement and prosecutors;
  - Copied from program in Colorado;
  - Aimed at rural counties with a lot of production;
  - Trying to keep marijuana from going across state lines; and
  - Information will be sent out.
- Summit being planned February 2019:
  - Send any suggestions for a speaker to Ross Caldwell;
  - Fairly flexible regarding the agenda:
    - Anything related to Justice Reinvestment.
  - Will have smaller breakout sessions:
    - Send any suggestions for topics to Ross Caldwell.
- Planning next round of RIC meetings:
  - Relevant to current grant participants:
    - Many Deputy DA's hired with funding:
      - Working on downward departure and prison diversion; and
      - Similar to 416 models.
  - Training on risk assessments and use;
  - Sharing best practices; and
  - Planned for late April or early May.
- Will need a new representative for the public safety task force:
  - Let Jeff Wood know if you are interested;
  - Task force being established:
    - Representatives from the senate still pending;
    - Hoping to begin scheduling within the next month; and
    - Try to meet quarterly.
  - Will continue to oversee JRI implementation and pretrial; and
  - Recommendations for legislative changes coming.



## Parole Board Updates

- Currently Dr. Sid Thompson serving as chair and Patty Cress serving as Vice Chair;
- New Executive Director Dylan Arthur:
  - From Multnomah County Community Justice; and
  - Starting with the board next week.
- Prior discussion regarding short term work group to talk about media responses:
  - Waiting for executive director to begin; and
  - Will be the board's contact for media inquiries.
- Rivera-Waddle case:
  - Court of appeals determined the PO had exceeded authority by directing client not to consume alcohol when it was not a condition of supervision ordered by the court;
  - Discussion about how court case impacts community corrections;
  - Legal advice from Department of Justice:
    - POs order without a condition as a directive does exceed authority;
    - Conditions need to be added via consent to modify (or a hearing), not as a directive; and
    - Three problematic areas:
      - No alcohol:
        - Able to substantiate why offender should not be allowed to consume alcohol; and
        - PO may give directive which is in support of a condition:
          - Such as a condition for no alcohol and directive to stay away from bars.
- Contact restrictions:
  - Board has already started adding contact restriction conditions based on sanction language; and
  - May seek a condition to restrict contact if they are able to justify a reason for no contact.
- Mental health treatment:
  - Evaluation and recommended treatment; or
  - Monitoring of psychiatric medication.
  - Previously did not list this condition and left it under case planning; but
  - Since the opinion from DOJ, the board has been assigning these conditions to those who are flagged moderately or severely mentally ill, or those on psychiatric medications.

- Submit to assessment and evaluation to develop a case plan for supervision and/or treatment condition:
  - Needs to be a general condition:
    - Special condition not to be assigned to every person on supervision.
  - Added to every offender released from institution;
  - Will be changing to general condition:
    - Must give notice and open to public hearing; and
    - May take about three months to get added.
- Directives still available under case planning;
- PO may give a directive, and the directive is enforceable as long as the condition is requested from the Board:
  - Either signs consent to modify; or
  - Right to request hearing.
- Can add conditions in the field investigation process prior to release; and
- Parole Board will send a communication out.
- GPS:
  - Used very differently across the state:
    - Sometimes a sanction;
    - Condition of supervision; and
    - Counties need to be thoughtful of substantiation for imposing GPS.
  - Department of Justice recommendation:
    - Wait until there is case law to follow.
  - Board not currently taking any action.

## Work Groups Report Out:

- Case Management:
  - Inter-rater reliability open in April:
    - Will deliver via survey monkey;
    - Encouraging staff to participate;
    - Results available the first week of May;
    - Webinar was scheduled to review May 9:
      - Moving due to conflict with OACCD.
    - Can request a login for those without an OMS account; and
    - Looking at fall for WRNA inter-rater reliability:
      - Next WRNA training in Polk County May 8 and 9.

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- Handout Community Corrections – Domain Elements Checklist attached:
  - Used by release counselors for LSCMI domain narratives;
  - Recommend expanding use:
    - Use for case planning purposes; and
    - Provide to treatment providers.
  - Modified from DOC intake checklist;
  - Carry over into CPC for treatment providers;
  - Push to include narratives in assessment for treatment providers;
  - Will be crafting a guide to be used in community corrections; and
  - Kristen Hanthorn made a motion to adopt the domain elements standards;
    - The motion was seconded by Debbie Hustto; and
    - A voice vote was unanimous.
- DOC sending representatives to the Case management meeting:
  - Creating a counselor academy:
    - Emphasizing case planning.
  - Dedicating a person from DOC to update service requests from case management; and
  - Changes and enhancements coming for OMS; and
  - Will send list of enhancements.
- FAUG:
  - Working to clean up treatment module:
    - Issues with being unable to close cases with treatment still open;
    - Transferring cases cause a problem:
      - Potential for a community corrections rule for the IRT process:
        - Rule that treatment module needs to be updated when sending from one jurisdiction to another;
        - Some counties already modifying the form; and
        - Not currently a rule.
- FVSN:
  - Next meeting May 1 and 2 in Multnomah County;
  - Emphasis on consistency with DV designator; and
  - Likely to play into next legislative cycle and request for funding.
- SOSN:
  - No updates.
- Pretrial Services:
  - Membership approved Pretrial Network in last OACCD meeting;
  - Next meeting set for April 9 from 1 to 4 p.m. in Clackamas County at the Public Safety Training Center;
  - Started membership with alumni from the National Institute of Corrections (NIC) pretrial network training at DPSST;
  - Want to include all jurisdictions with an interest in pretrial;



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- Connect with Wende Jackson or Jessica Beach if you would like to be included; and
- Working on an agenda for the first meeting:
  - Send agenda items to Wende Jackson or Jessica Beach;
  - Suggested agenda items:
    - Monitoring standards;
    - Outcomes.
- Will have an update at the May meeting.

The next meeting May 9-10 at the Pendleton Convention Center located at 1601 Westgate, Pendleton, OR 97801.

## Action Items

- Jeff Wood will send community corrections bill tracking list to membership;
- Denise will send the link for the time study dashboard out;
- Send suggestions for a CJC summit speaker and break out information topics to Ross Caldwell; and
- Contact Wende Jackson or Jessica Beach if interested in being included in Pretrial Services Network.

Jeff Wood adjourned the meeting Thursday, March 15, 2018.

## Attachments:

Community Corrections Regular Reports "Denise Reports"  
SB 690  
Request for Verification of Good Standing form  
Certificate of Good Standing Verification form  
Petition for Certificate of Good Standing  
Certificate of Service  
Sexual Offender Supervision Network Guideline for Treatment Dosage  
DPSST March 2018 Update  
DPSST Maintenance Requirements  
Mental Health Supervision Network Charter  
Community Corrections – Domain Elements Checklist

## Enrolled Senate Bill 690

Sponsored by Senators DEMBROW, FREDERICK, Representative PARRISH; Senator MANNING JR, Representatives KENNEMER, LININGER, OLSON

CHAPTER .....

### AN ACT

Relating to Certificates of Good Standing.

Be It Enacted by the People of the State of Oregon:

**SECTION 1.** (1) As used in this section, unless the context requires otherwise:

(a) "Petition" means a petition for a Certificate of Good Standing.

(b) "Petitioner" means a person who files a petition.

(c) "Supervisory authority" means the state or local corrections agency supervising persons on probation, post-prison supervision or parole.

(2)(a) A person who has been convicted of a nonperson felony or a Class A misdemeanor other than a person Class A misdemeanor, as those terms are defined in the rules of the Oregon Criminal Justice Commission, may petition the court for a Certificate of Good Standing as provided in this section.

(b) If the person was under the supervision of a supervisory authority within the three years prior to filing the petition, prior to filing the petition the person shall request from the supervisory authority a written statement verifying that the person has successfully completed probation, post-prison supervision or parole and is eligible for a Certificate of Good Standing under this section. The request for verification shall be in writing on a form provided by the Department of Corrections.

(3)(a) A person shall file a petition using a form provided by the State Court Administrator, in the circuit court of the county in which the petitioner resides. In the application, the person shall affirm that the person satisfies the requirements described in subsection (6) of this section and is eligible for the Certificate of Good Standing.

(b) If the person was under the supervision of a supervisory authority within the three years prior to filing the petition, the person shall attach to the petition the verification from the supervisory authority described in subsection (2)(b) of this section.

(c) In addition to the petition, the person may file with the court any other documents or written material supporting the issuance of a Certificate of Good Standing.

(d) No filing fees or court fees may be required when filing a petition under this section.

(4)(a) At the time of filing, the petitioner shall serve a copy of the petition on the district attorney of the county in which the person resides.

(b) Within 30 days of receiving a copy of the petition, the district attorney may:

(A) File a written statement in the circuit court in support of the petition; or

(B) File a written objection to the issuance of a Certificate of Good Standing only on the grounds that the petitioner does not satisfy the requirements described in subsection (6) of

this section, and may support the objection by submitting documents and other written materials or request a hearing on the petition.

(5)(a) When determining whether to issue a Certificate of Good Standing to the petitioner, the court shall review only the documents or other material submitted by the petitioner in support of the petition and any documents or other material submitted by the district attorney.

(b) Notwithstanding paragraph (a) of this subsection, if the district attorney files a written objection and requests a hearing, the court may consider any testimony or oral argument offered at the hearing when determining whether to issue the certificate.

(6)(a) The court may issue a Certificate of Good Standing to the petitioner if the court determines, by a preponderance of the evidence, that:

(A) The petitioner meets the criminal history eligibility requirements described in subsection (2) of this section;

(B) At least one year has elapsed since the petitioner has completed all requirements of the petitioner's sentence, including the completion of any term of supervision;

(C) The petitioner has complied with all requirements of the petitioner's sentence, including conditions of supervision and any required drug or alcohol treatment, batterers' intervention, sex offender treatment, anger management or educational programs;

(D) The petitioner has satisfied all court-ordered financial obligations or is current on a payment plan ordered by the court or a third party as authorized by the Judicial Department;

(E) The petitioner is not in violation of the conditions of any criminal sentence;

(F) There are no criminal charges pending against the petitioner; and

(G) The petitioner is engaged in, or seeking to engage in, a lawful occupation or activity, including but not limited to employment, training, education or rehabilitative programs, or the person has a lawful source of support.

(b) The court may make the determination described in paragraph (a) of this subsection without holding a hearing if the district attorney does not file an objection to the issuance of the Certificate of Good Standing and request a hearing.

(7)(a) If the court issues the Certificate of Good Standing as described in this section, the clerk of the court shall immediately provide notice of the issuance of the certificate to the Department of State Police and other agencies as directed by the court.

(b) Upon receiving notice of the issuance of the Certificate of Good Standing, the Department of State Police shall:

(A) Enter the existence of the certificate into the Law Enforcement Data System maintained by the Department of State Police and the databases of the National Crime Information Center of the United States Department of Justice; and

(B) Ensure that the results of any criminal records check performed by the Department of State Police concerning the person who is the subject of a Certificate of Good Standing include the existence of a valid certificate.

(8)(a) If the court denies issuance of a Certificate of Good Standing, the court shall state the reasons for the denial on the record and shall include the reasons in a written order denying the petition.

(b) A petitioner may file a new application and petition no less than six months after the denial of a previous petition and shall, in the new petition, demonstrate that the petitioner has remedied or addressed the reasons for the denial of the previous petition and has met any conditions set by the court.

(9)(a) A court that issued a Certificate of Good Standing shall revoke the certificate if the person who is the subject of the certificate is subsequently convicted of a felony or a Class A or Class B misdemeanor or is found to have made any material misrepresentation in the petition.



(b) A district attorney in a proceeding in which a person with a Certificate of Good Standing is convicted of a felony or a Class A or Class B misdemeanor shall notify the court where the certificate was issued of the conviction.

(c) The court may hold a hearing on the revocation, and the district attorney who received a copy of the original petition under subsection (4) of this section may appear and be heard at the revocation hearing.

(d) The clerk of the court shall immediately provide notice of the revocation of the certificate, in the form of a court order, to the Department of State Police and other agencies as directed by the court.

(e) Upon receiving notice of the revocation of the Certificate of Good Standing, the Department of State Police shall:

(A) Enter the revocation of the certificate into the Law Enforcement Data System maintained by the Department of State Police and the databases of the National Crime Information Center of the United States Department of Justice; and

(B) Ensure that the results of any criminal records check performed by the Department of State Police concerning the person who is the subject of the revoked Certificate of Good Standing accurately reflect the status of the certificate.

(f) Any person who knowingly presents, or attempts to present, a revoked or otherwise invalid Certificate of Good Standing as a valid certificate commits a violation.

(10) The clerk of the circuit court of each county shall make available the petition forms described in subsection (3)(a) of this section without charge.

(11) A district attorney may not condition a plea offer on future eligibility or ineligibility for a Certificate of Good Standing.

**SECTION 2.** In a claim for negligent hiring of an employee, there is a rebuttable presumption that the employer was not negligent if the employer had notice at the time of the hiring that the employee was the subject of a valid Certificate of Good Standing as described in section 1 of this 2017 Act.

**SECTION 3.** Sections 1 and 2 of this 2017 Act are repealed on January 2, 2022.

Passed by Senate May 2, 2017

Received by Governor:

Repassed by Senate June 19, 2017

.....M.,....., 2017

Approved:

.....  
Lori L. Brocker, Secretary of Senate

.....M.,....., 2017

.....  
Peter Courtney, President of Senate

.....  
Kate Brown, Governor

Passed by House June 14, 2017

Filed in Office of Secretary of State:

.....M.,....., 2017

.....  
Tina Kotek, Speaker of House

.....  
Dennis Richardson, Secretary of State

# Request for Verification of Good Standing

(DRAFT)

## Requirements to Obtain a Certificate of Good Standing

(Check each box to ensure you meet all of the requirements)

- ☐ I have been under the supervision of \_\_\_\_\_ County within three (3) years of petitioning the Court.
- ☐ I have been off of supervision for at least one year prior to petitioning the Court.
- ☐ I was not on supervision for a person felony or person Class A misdemeanor.
- ☐ I complied with all requirements of my sentence including conditions of supervision and any required drug and alcohol treatment, batterers' intervention, sex offender treatment, anger management, or educational programs.
- ☐ I have satisfied all court-ordered financial obligations or I am current on a payment plan ordered by the court or a third party as authorized by the Judicial Department.
- ☐ I am not in violation of the conditions of any criminal sentence.
- ☐ There are no criminal charges pending against me.
- ☐ I am engaged in, or am seeking to engage in, a lawful occupation or activity, including but not limited to employment, training, education or rehabilitative programs, or I have a lawful source of support.

## Petitioner Information

Last Name		First Name		Middle	D.O.B.
Street Address		City		State	Zip
Phone Number		E-mail Address or Message Phone			
Last County of Supervision		SID Number		Last Probation/Parole Officer (if known)	

## Request for Verification

I, \_\_\_\_\_, the undersigned petitioner, hereby request verification from \_\_\_\_\_ County Community Corrections, that I meet the requirements to obtain a Certificate of Good Standing. I understand that I must submit a separate form provided by the State Court Administrator, along with the verification provided by \_\_\_\_\_ County Community Corrections and any other necessary documentation to the Circuit Court in the County in which I reside.

Signature of Petitioner

Printed Name

Date

## For Office Use Only

Received by (print name)

Oregon Department of Corrections

Date of Receipt  
CD XXXX (10/17)

## **Sexual Offender Supervision Network Guideline for Treatment Dosage**

The Risk Principle states intensity of services should be proportional to the offender's risk for recidivism. The Needs Principle states treatment should focus on criminogenic needs to reduce recidivism. The Responsivity Principle examines factors that affect, enhance or impede an offender's response to treatment. Interventions are most effective for general offenders when delivered in adherence to the principles of risk need and responsivity (Bonta and Andrews, 2007).

Research supporting risk, need, responsivity principles should be a primary consideration in the implementation of intervention programs for sexual offenders. (Hanson, Bourgon, Helmus and Hodgson 2009). Generally, low risk sexual offenders need no more than 100 hours of offense specific treatment (Wakeling, Mann and Carter 2012). Reducing treatment contact with low risk offenders does not increase their reoffending rates (Barnes 2010) and over-treatment for low risk offenders has been seen to increase risk of recidivism (Hanson, Yates 2013, Bonta, Wallace-Capretta and Rooney 2000).

Still, many sexual offender specific treatment providers are not providing individualized treatment in adherence with risk, need and responsivity principles. Often, offenders assessed as being at a low risk to re-offend sexually are receiving treatment at the same (or greater) intensity and duration as offenders assessed as being at a higher risk to re-offend.

The Oregon Sexual Offender Supervision Network (SOSN) recommends treatment providers not exceed 100 hours of offense-focused treatment for Low Risk sexual offenders and adhere to established ATSA Guidelines. Providers should be required to reassess each offender's risk at least once per year and update their treatment plan accordingly. Additionally, treatment providers should be mandated to keep low risk offenders separate from high risk offenders in treatment.

Furthermore, SOSN recommends treatment providers be required to staff their rationale with the referring agency for a low risk sexual offender that exceeds 100 hours of offense-focused treatment.

James Stevens

Sexual Offender Supervision Network

Best Practices

Paula Fata

Sexual Offender Supervision Network

1<sup>st</sup> Chair

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR THE COUNTY OF \_\_\_\_\_

Case No: \_\_\_\_\_

\_\_\_\_\_  
Petitioner

SID#: \_\_\_\_\_

vs.

\_\_\_\_\_  
State of Oregon  
Defendant

**PETITION FOR  
CERTIFICATE OF GOOD  
STANDING**

I am the Petitioner named above. I ask the court to issue a *Certificate of Good Standing*.

Date of Birth: \_\_\_\_\_

**Criminal Cases:** I was convicted of qualifying charges<sup>1</sup> in the following cases:

Case #: \_\_\_\_\_ County: \_\_\_\_\_

Case #: \_\_\_\_\_ County: \_\_\_\_\_

Case #: \_\_\_\_\_ County: \_\_\_\_\_

Case #: \_\_\_\_\_ County: \_\_\_\_\_

Case #: \_\_\_\_\_ County: \_\_\_\_\_

☐ additional cases attached

If I was under supervision within the past 3 years, verification of my eligibility from my supervisory authority is attached, along with any other materials I want the court to review

**I meet all of the following eligibility requirements:**

- a. I was convicted of a nonperson felony or Class A misdemeanor (other than a person Class A misdemeanor)<sup>2</sup>
- b. At least one year has passed since I completed all requirements of my sentence, including any term of supervision
- c. I have complied with all requirements of my sentence, including conditions of supervision and any required drug and alcohol treatment, batterers' intervention, sex offender treatment, anger management or educational programs
- d. I have satisfied all court-ordered financial obligations, or I am current on a payment plan ordered by the court or a third party as authorized by the Judicial Department

<sup>1</sup> Non-person felonies, or Class A misdemeanors other than a person Class A misdemeanor

<sup>2</sup> As those terms are defined in the rules of the Oregon Criminal Justice Commission See OAR 213-003-0001, subsections 14-15



- e. I am not in violation of the conditions of any criminal sentence
- f. There are no criminal charges pending against me
- g. I have a lawful source of support or I am engaged in (or seeking to engage in) a lawful occupation or activity such as employment, training, education or rehabilitative programs

☐ I was denied a *Certificate* no less than 6 months ago. I have addressed the reasons for denial as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that the court will not make a decision until the District Attorney for this county has been served with a copy of this *Petition* and I have filed a *Certificate of Service* with the court. I understand that the *Certificate of Good Standing*, if granted, will be revoked if I am convicted of a felony or a Class A or Class B misdemeanor in the future, or found to have made any material misrepresentation in this *Petition*.

**Certificate of Document Preparation.** Check all that apply:

- ☐ I chose this form for myself and completed it without paid help
- ☐ A legal help organization helped me choose or complete this form, but I did not pay money to anyone
- ☐ I paid (or will pay) \_\_\_\_\_ for help choosing, completing, or reviewing this form
- ☐ Guide & File selected and completed this form and I did not pay anyone to review the completed form

**I hereby declare that the above statements are true to the best of my knowledge and belief. I understand they are made for use in court and I am subject to penalty for perjury.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
OSB# (*attorneys only*)

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Phone



# *2018 Basic Parole and Probation Revision Pilot Review*

## Summary of Changes:

- Instructional hours changed in several subjects
  - Increase to high liability topics (Use of Force, DT, Search & Seizure)
  - Decreases to topics due to administrative changes
  - Decreases to some topics due to updated content
- Piloted new academic assessment model
  - Weekly quizzes replaced by student projects and essays.
  - Final exam replaced by problem-based student paper and presentation.

## What Worked:

- Revision to instructional hours was generally effective.
  - Increase length of individual DT training sessions gave students more time to master skills.
  - Increased length of Con Sim sessions allowed all students to have multiple iterations of training.
  - Additional block of Use of Force training allowed for instruction related to the use of less lethal tools and the intersection between use of force and mental health considerations.
  - Revised academic assessment model was effective.

## Student Workload Assessment:

- The DPSST Corrections Policy Committee requested that we assess if the new method of assessment is increasing student requests for overtime compensation.
  - We attempted to measure this through student feedback and communication with agencies which had been impacted by student overtime requests in recent past academy classes.
  - At this time, it appears that student overtime requests were equal to, or lower, than during the past two academy classes (BPP74 & BPP75).
  - Please communicate with me if you wish to contribute additional information on this topic.



## *2018 Basic Parole and Probation Revision Pilot Review*

### Revisions for BPP77 (May 2018):

- Revision to instructional content in several classes.
  - No change to course length.
- Collaboration in progress with DOC and OCMN to further revise training on case management.
  - Effort is aimed to ensure that new institutional counselors and new PPOs received similar baseline training.
  - Continue to ensure that training at DPSST is setting an effective foundation for ongoing advanced training programs.
- Revision to academic assessment model.
  - Minor changes to ensure academic standards are being upheld.

### Program Revision Process

- Work Session with DOC and OCMN on Case Management Courses – 03/22/18
  - Workshop updates to training related to case planning.
- Curriculum Revision Workgroup Review Meeting – 03/26/18
  - Review past class and workshop possible improvements.
- Update to the Board on Public Safety Standards and Training (BPST) – 04/26/18
  - Similar update to what is contained on this document.
- Final Revision Proposal to Corrections Policy Committee – 05/08/18
  - Review of proposal and approval for updated pilot with BPP77.
- Final Revision Proposal to BPST – 07/26/18
  - Approval of revision package as formal BPP curriculum



# Maintenance Reporting, Tracking, and Compliance

3/6/2018

## Overview

This document is intended to help agencies understand the processes related to maintenance tracking and compliance. The process begins after a person has been certified. The standard process listed below captures most certified employees. The compliance process occurs when circumstances arise where additional time is needed or action must be taken for non-response or maintenance deficiency.

Standard process:

1. [Report Training](#)
2. [Report First Aid/CPR on F6 Training Roster](#)
3. [Notify change in employment status \(separation/leave of absence/return from absence\)](#)
4. [Maintenance Requirement Tracking Reports](#)
5. [Monitoring Maintenance Requirements](#)

Compliance Process

6. [Extension Requests](#)
7. [Deficiency Notices/Notice of Intent to Suspend](#)
8. [Reactivating Suspended Certification](#)

## Report Training

[Back](#)

Maintenance Training can be reported to DPSST via an F6, F6e Roster or F15 Individual Training Log. Previous maintenance reporting forms (F15M, F16, F17) are no longer available. Though written and scanned rosters are accepted, DPSST encourages agencies to enroll in the eRoster program. Follow the F6e link below to learn more.

- F6: (One Course Multiple Attendees) <http://www.oregon.gov/dpsst/SC/docs/CJForms/F6TrainingRoster.pdf>
- F6e: (Electronic Roster Program) <http://www.oregon.gov/dpsst/SC/docs/CJForms/F6eAeRosterApplication.pdf>
- F15: (One Person Multiple Courses) <http://www.oregon.gov/dpsst/SC/docs/CJForms/F15TrainingLog.pdf>

(F6/F6e Rosters are preferred over F15 Training logs due to speed of entry.)

## Report First Aid/CPR Certification

[Back](#)

First Aid/CPR Certification must be reported to DPSST. Submitting an F6 or F6e Roster, indicating the expiration date for the certification. Current certifications and their expiration dates can be viewed in IRIS under the "Requirements Tracking" tab.

## Leave of Absence/Separations

[Back](#)

Agencies must report, on a Personnel Action-Separations form (F4s), when an employee separates from their certified position. Equally, agencies must report, on a Personnel Action form (F4), when an employee goes out and returns from any kind of leave of absence. DPSST calculates the number of days on leave and adjust maintenance as follows:

- More than 90 Days:
  - Law Enforcement must have current First Aid/CPR certification and complete 8 hours Use of Force/Firearms training within 30 days of return from LOA. Failure to do so may result in a Contested Case Notice of Intent to Suspend.
- More than 180 days, DPSST determines new maintenance expiration dates. (Applies to Law Enforcement and Telecommunicator disciplines.)
- 90 days or less: Leave under 90 days does not impact maintenance timelines or requirements and is cleared from the officer's record upon return from LOA.





# Maintenance Reporting, Tracking, and Compliance

3/6/2018

## Maintenance Requirement Tracking Reports

[Back](#)

Quarterly tracking reports are sent to agency heads and/or designees via email and postal mail (if no email indicated). **To subscribe to the maintenance tracking reports**, send an email to [schedulecert@state.or.us](mailto:schedulecert@state.or.us). Please include in the subject line "Maintenance Notification" and in the body of the message: Agency name, recipient(s) name, email address and if they should receive Law Enforcement or Telecom/EMD maintenance (or both).

Tracking Report	Timelines and Description
<a href="#">First Aid/CPR Certification</a> (Law Enforcement Only)	<b>Sent quarterly, end of each quarter:</b> This report lists all active officers and what DPSST has on file for current First Aid/CPR certifications.
<a href="#">Annual Maintenance</a> (Law Enforcement and Telecommunicator Disciplines)	<b>Sent quarterly, end of each quarter:</b> This report lists certified employees who have not completed their annual maintenance in the Law Enforcement or Telecommunications Disciplines.
<a href="#">3 Year Maintenance</a> (Law Enforcement Only)	<b>Sent the First of the year then quarterly, end of each quarter:</b> This report lists certified employees who have not completed maintenance requirements that are due for the current year. Note: Employees with future maintenance expiration dates are not listed.

## Monitoring Officer Maintenance

[Back](#)

Officers can track their maintenance through CJ IRIS (Criminal Justice Information Resource Inquiry System). Current requirements are saved in the "Requirements Tracking" tab and confirmation of past maintenance is saved in the Training Tab.

**Two ways to view CJ IRIS.** There is an individual officer lookup as well as a by agency lookup. Use the links below to access the data:

- Individual Officer Lookup: [http://dpsstnet.state.or.us/PublicInquiry\\_CJ/smsgoperson.aspx](http://dpsstnet.state.or.us/PublicInquiry_CJ/smsgoperson.aspx)
- By Agency Lookup: [http://dpsstnet.state.or.us/PublicInquiry\\_CJ/smsStart.aspx?SRV=PASS](http://dpsstnet.state.or.us/PublicInquiry_CJ/smsStart.aspx?SRV=PASS)

## Extension Requests

[Back](#)

*Applies to maintenance training only, not valid CPR/First Aid.*

Within 2 months of expiration, a request to extend the timeframe to complete training can be submitted to DPSST using the following criteria:

- Requests are initiated by the employee or employing agency.
- Extensions are not be granted beyond December 31st of the year following the expiration date.
- Make up training is applied to the deficient maintenance cycle and cannot be used towards the current maintenance cycle.
- Time extensions do not change the time period for the next maintenance cycle.
- The agency department head and employee must be copied on the request.
- The request must include:
  - Deficiency needing to be resolved
  - Reason for the request
  - An action plan detailing dates and hours of training the employee has been scheduled to attend.
  - Requested extension date (cannot go beyond December 31 of the affected maintenance year)
- Requests can be emailed or mailed to DPSST:
  - Mailed requests must be on agency letterhead and addressed to:



## Maintenance Reporting, Tracking, and Compliance

3/6/2018

Attention: Criminal Justice Maintenance Coordinator  
4190 Aumsville Highway  
Salem OR 97317

- o Emailed requests can be sent to ([schedulecert@state.or.us](mailto:schedulecert@state.or.us)) with "CJ Maintenance" indicated in the subject line.

DPSST will work with the employee and agency to grant the extension request. If granted, it is the responsibility of the agency or employee to ensure maintenance is completed by the extension expiration date. DPSST will issue a Contested Case Notice of Intent to Suspend if maintenance has not been met by the extension expiration date. Agencies can utilize the IRIS officer records system to track their progress on the maintenance requirements.

### Deficiency and Contested Case Notice of Intent to Suspend [Back](#)

A letter notifying a deficiency of the maintenance standards will be sent to the certified individual and agency head at the time of non-compliance. Letters will detail actions that can be taken to maintain compliance.

If after 30 days, there is no response to the deficiency notice, DPSST will issue a Contested Case Notice of Intent to Suspend the affected certification.

If after 30 days, there is no response to the Contested Case Notice of Intent to Suspend, that notice will default to a Final Order and the affected certification(s) will be suspended. Employees cannot perform the duties of their discipline with a suspended certification.

#### Actions that can be taken during deficiency and NOI period:

- Submit Extension Request with the information listed above
- Send in training not previously reported
- Submit F4 Personnel Action for LOA
- Submit F4S Personnel Action-Separation if employee is no longer employed

### Reactivating Maintenance Suspended Certifications [Back](#)

Maintenance suspended certifications can only be reactivated once the certified employee completes the deficient requirements that caused the maintenance suspension. Once the deficiency has been resolved, the employee must follow the hire/certification process to reactivate.

If you have any questions please contact DPSST via email at [schedulecert@state.or.us](mailto:schedulecert@state.or.us) or call 503-378-2100

## Community Corrections- Domain Elements Checklist



### Scope of Crime

- Name
- Instant Offense
- Police Report Number

### Scope of Crime- Details of Instant Offense...

- Who?
- What?
- When?
- Where?

### Scope of Crime- Victim(s) of Person to Person

- Name
- Gender

### Scope of Crime- Victim(s) of Sex Offense

- Relationship with victim(s)...
- Age of victimization...
- Length of victimization...

### Scope of Crime- Co-defendant(s)/Associates(s)...

- Name
- Gender
- DOB



### Criminal History

- Indicate single/multi-source offender
- Age of earliest arrest...
- Summary of convictions...
- Indicated juvenile history...
- Institution/county misconducts...

### Education/Employment

- Highest grade completed
- Suspensions and/or expulsions
- Summary of employment history...
- Length since last employment and/or school...
- Strengths, skills, and or protective factors...

### Family/Marital

- Current marital status...
- Characterization of current marital status...
- Longest relationship...
- Description of relationships...
- Positive influences or support...
- Characterize familial relationships...



### Family/Marital- Children

- Name(s)
- Age(s)
- Current caregiving status...
- Status of communication and relationship

### Leisure/Recreation

- Activities and/or lack thereof...

### Companions/Associates

- Identify friends and associates...
- Identify pro-social support...
- Describe frequency of contact...
- Describe expectations of ongoing contact...
- Indicate how time is spent together...

### Alcohol/Drugs

- History of alcohol/drug use...
- Description of last 12 months of use...
- Ever attempt/complete treatment?
- Indicate if use resulted in law violation?
- Indicate if use impacted marital/family?
- Indicate if use impacted medical?

### Pro-Criminal Attitude/Orientation

- Supportive of crime?
- Unfavorable toward convention?
- Poor attitude sentence/offense?
- Poor attitude supervision/treatment?

### Anti-Social Pattern

- Specialized assessment?
- Antisocial behavior?
- Criminal attitude?
- Pattern of generalized trouble?

### Miscellaneous

- Responsivity issues, other non-criminogenic issue related to the case

## Community Corrections- Domain Elements Checklist



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- Age of victimization...
- Length of victimization...

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- Gender
- DOB



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### Miscellaneous

- Responsivity issues, other non-criminogenic issue related to the case





# Mental Health Supervision Network (MHSN) Charter

## **Purpose/Overview:**

The Mental Health Supervision Network (MHSN) shares resources, expertise and enhances the skill development of community corrections and Department of Corrections (DOC) staff who work with justice-involved individuals with severe and persistent mental illness (SPMI) throughout the state of Oregon. This group establishes statewide leadership on the implementation of evidence based practices in supervising justice-involved individuals with SPMI.

MHSN is a resource for informed recommendations and input to community corrections agencies, DOC, community mental health partners and the Legislature on policy and practice issues related to community supervision of individuals with SPMI.

MHSN is comprised of community corrections and DOC staff throughout the state of Oregon who recognize the value in increased communication, shared information, and networking with others who work with individuals experiencing SPMI.

## **Scope of Authority:**

By meeting quarterly, MHSN identifies systemic barriers to effective supervision and transition from DOC custody of individuals with SPMI and prepares recommendations for policies and best practices. Recommendations will be provided to an appointed Oregon Association of Community Corrections Directors (OACCD) Liaison who will present the MHSN recommendation to OACCD for approval.

All MHSN members are the point of contact for their respective county staff.

## **Roles and Responsibilities:**

- Establish standards for the supervision of justice involved individuals with SPMI.
- Identify emerging/evidence based practices and provide them as a resource throughout the state.
- Provide support and consultation to address local community issues and program development related to mental health.
- Serve as a national example in the area of community supervision of individuals with SPMI.
- Identify and promote trainings to enhance effective supervision of individuals experiencing SPMI.

### **Membership/Officers:**

- MHSN Leadership positions consist of a 1<sup>st</sup> Chair, 2<sup>nd</sup> Chair and 3<sup>rd</sup> Chair. Each Fall the leadership positions will rotate. The 1<sup>st</sup> Chair's term expires, the 2<sup>nd</sup> Chair assumes the role of the 1<sup>st</sup> Chair and the 3<sup>rd</sup> Chair assumes the role of the 2<sup>nd</sup> Chair. Elections occur each Fall to appoint a new 3<sup>rd</sup> Chair. These are volunteer positions that are nominated by a group member, seconded for approval by another group member, and then a group vote is taken for majority rule.
- In the event that a Chair member steps down from their position prior to the end of their term, a group vote is taken to identify a replacement.
- 1<sup>st</sup> Chair- This position is responsible for planning and distributing quarterly meeting agendas, directing the meetings through the agenda, reviewing prior meeting minutes for approval and present issues/questions. If issues arise needing OACCD approval, the 1<sup>st</sup> Chair will forward these issues to OACCD via the appointed director liaison.
- 2<sup>nd</sup> Chair- This position is responsible for the same duties as the 1<sup>st</sup> Chair and will facilitate meetings in the 1<sup>st</sup> Chair's absence. Additionally, the 2<sup>nd</sup> Chair will record meeting minutes in the event the 3<sup>rd</sup> Chair is absent.
- 3<sup>rd</sup> Chair- This position is responsible for recording minutes of meetings, recording attendance and for coordinating the public posting of minutes to the Oregon.gov DOC Website. This position is also responsible for updating/distributing the membership contact list to members of MHSN.
- Members not able to attend a meeting may submit their issues, concerns or questions to either the 1<sup>st</sup> Chair, 2<sup>nd</sup> Chair or 3<sup>rd</sup> Chair via email or telephone. The responses to these issues, concerns or questions will be contained in the minutes.
- MHSN will develop regional representation to attend MHSN meetings. Regional representation will identify and develop recommendations for addressing local issues. Regional representation may report to OACCD regional groups. (Northwest Region: Clatsop, Columbia, Tillamook, Washington, Multnomah, Clackamas, Yamhill, Polk, Linn and Marion. Southern Region: Lincoln, Benton, Lane, Douglas, Coos, Curry, Josephine, Jackson, Klamath and Lake. Central and Eastern Region: Hood River, Wasco, Jefferson, Deschutes, Crook, Wheeler, Sherman, Gilliam, Morrow, Grant, Harney, Malheur, Baker, Union, Umatilla and Wallowa.)

### **Meetings:**

- Meetings will be held quarterly (4 times per year). Meetings are tentatively scheduled for the 3<sup>rd</sup> Wednesday of the month. When needed, meetings may be scheduled in conjunction with an accompanying training to be held on the following day.

- These meetings provide a forum for analysis of problems and formulation of recommendations to issues that have a significant impact on justice-involved individuals with SPMI.
- Meetings provide the opportunity for interagency collaboration.
- Attendance at quarterly meetings is for membership, prospective members, invited guests as well as members of OACCD.
- Minutes are recorded at each meeting by the 3<sup>rd</sup> Chair.

## Community Corrections Regular Reports (ie., "Denise Reports")

### Monthly

- **County Revocations**
  - Purpose: Provides detailed information on all revocations in your county during the specified month. May assist you with your JRI reports.
  - Action Needed: Review and correct bad data entry
- **OISC Detainers**
  - Purpose: Provide early identification in a DOC inmates' incarceration of any detainers placed by your county. Detainers prevent certain programs, any outside work crew or placement opportunities, no STTL or AIP, and in some cases, a direct transfer to jail upon completion of the DOC sentence. Many times, these detainers are minor and can be addressed during incarceration, either through Court action to change it to an appearance date, or DOC transporting an inmate to local custody to resolve the issue. *This report is also sent to the DAs and Sheriffs.*
  - Action Needed: Have county review to determine if any of the holds could be addressed during incarceration.
- **EDIS Closures**
  - Purpose: Provides the names of those offenders who have had a sentence closed to EDIS since we implemented the program in May 2014. In addition, it provides the basic demographic data of the person at the time of EDIS and reflects their current status as of the report date; whether they're discharged or on active supervision. This report can also be used to help gauge how much EDIS is being used in your county or by certain officers.
  - Action Needed: None
- **Other Reports Sent to SOON/FAUG:**
  - Supervision Review Reports:
    - Board and LC PPS Inactive Review Reports
    - Probation Inactive Review Reports
    - EDIS Review Reports
  - OCMS No PSC: Lists all offenders who were recently returned from an Outcount status and their last risk assessment was the OCMS. The supervision officer is asked to complete the PSC/Proxy so they're risked appropriately for funding snapshots.
  - Missing Supervision Level: Lists all offenders whose Supervision Level was stripped out when they were returned from Outcount status; this is due to old programming from the OCMS days. Request that the offices complete a new PSC/Proxy so the supervision level reappears.
  - Sanctions Movement Reports: This report package is comprised of two reports regarding sanctioned offenders in a specified time and list those who have a sanction with no corresponding movement in the sanction movement tracking module and then another report of all sanction movements by county.
  - STTL Expirations: Lists all offenders on STTL in your county with the current TL end date.

### Quarterly

- **Community Unclassed Risk**
  - Purpose: To provide a list of offenders who are more than 60 days from admission to supervision and lack a current PSC/Proxy. This results in the offenders falling out of the Community Caseload pool for funding, forecast, and research data.
  - Action Needed: Immediately have staff complete PSC/Proxy's on the identified offenders
- **Reach-In Report**
  - Purpose: Lists all inmates/offenders who had a Reach-In completed during the specified timeframe. This information is pulled where "RI" is used in the Person Field in a chrono header.
  - Action Needed: None



## Community Corrections Regular Reports (ie., "Denise Reports")

- **LSCMI w/in 60 Report**
  - Purpose: Provides detailed information on any offender admitted to supervision within the specified timeframe with a PSC/Proxy score of medium and high and whether or not a LS/CMI has been completed and, if completed, the timeframe for completion. It also gives information on whether the offender was on ABSC status at any time in that first 60 that may have impacted the ability for the supervising officer to complete the LS/CMI in that first 60 days. It currently doesn't exclude females or include the WRNA; will be updated in the future for that.
  - Action Needed: Have the supervising officer complete LS/CMIs on those who indicate one hasn't been completed yet.
- **Other Reports Sent to SOON/FAUG:**
  - Offender File Purge: List of all offenders who were discharged in a specified time frame and their files meet the record retention schedule for purging.
  - Local Control Reports: A group of reports tied to your local control population that are either informational in nature or are used for data clean-up

### Semi-Annual (ie., 1<sup>st</sup> Half/2<sup>nd</sup> Half data management reports)

- **High Risk Abscond**
  - Purpose: This group of reports shows how many offenders absconded in the designated timeframe highlighted by High Risk versus all other risk groups and then during the same time frame how many offenders were returned from Abscond status and how long they were on Abscond prior to return. These reports are rooted out of Absconds once being an outcome measure.
  - Action Needed: Review and used for local policy/decision making
- **Sanctions Prior to Revocations**
  - Purpose: This report reflects how many prior Sanctions, Interventions, or a combination of Sanctions and Interventions are imposed on those who had a Technical Revocation in the report timeframe. For purposes of this report, "Admissions" in the column headings really means Revocations (Admission to LC or IN status). As the report indicates, it only counts sanctions and interventions in the year prior to revocation.
  - Action Needed: Review and used for local policy/decision making
- **Local Control**
  - Purpose: Provides a one day snapshot breakdown by location of the Local Control population on a specified date
  - Action Needed: Review, correct any entries that are miscoded (as referenced on the report) and also used for local policy/decision making
- **Revocations and Sanctions**
  - Purpose: This report captures data on offenders either sanctioned or revoked in the specified time frames and breaks down in number and percentages the reason for revocation and how many sanctions/interventions were imposed and for how long. This is an old report and would benefit from updating and clarification of how numbers are being calculated.
  - Action Needed: Review and used for local policy/decision making
- **Recidivism (part of the suite of Statewide Outcome Measures)**
  - Purpose: This report reflects all those admitted to supervision in the specified timeframe, looking out 3 years and giving the percentage that were convicted of a new felony crime. (old recidivism measure)
  - Action Needed: Review and used for local policy/decision making
- **Positive Case Closures (part of the suite of Statewide Outcome Measures)**
  - Purpose: This report looks at all positive and negative body closures in the specified timeframe and breaks those down into the specific reason for closure and further broken down by risk level. This is another report that needs to be updated to reflect our current risk assessment practice.

## Community Corrections Regular Reports (ie., "Denise Reports")

- Action Needed: Review and used for local policy/decision making
- **Outcome Measures** (part of the suite of Statewide Outcome Measures)
  - Purpose: This one page report summarizes the Employment, Treatment Participation, Restitution, and Community Service Work Completion stats over the specified timeframe.
  - Action Needed: Review and used for local policy/decision making

### Special Reports

- **Deschutes Co Report** (Weekly)
  - Purpose: Lists all Deschutes Co offenders on active supervision each Monday and provides demographic data, risk/supv level, admission date, date admitted to current caseload, LSCMI and BCP score/creator/level, and scores/dates for all other specialty assessments.
  - How Used: Provides data on LS/CMI completion rates, demographic reports by releasing authority, admissions each month, and those on Local Control status. Very useful for "what if" scenarios.
- **Lane Sanctions** (Monthly)
  - Purpose: Looks at all Lane Co offenders admitted to supervision in the reporting month a year prior; provides all demographic and assessment data on those offenders and then details how many sanctions were imposed in the 12 months since admission.
- **County Assessments** (Monthly, Currently Sent to both Clackamas and Lane Co)
  - Purpose: Looks at all Clackamas and Lane offenders and provide demographic data and assessment data, including override reasons, address information, and sanctions in the previous month.
  - How Used: Lane Co uses this report for evaluating risk (risk lvl vs. supv lvl) and overrides. Its also used for organizing and restructuring caseloads (i.e., justice involved women and outlying caseloads). Additionally, used it for mapping and identifying possible persons of interest in cases where they've maybe had a string of certain crimes.
- **Open/Transferred Cases** (Monthly, Currently sent to Clackamas Co)
  - Purpose: Summary and Detailed lists of Clackamas Co offenders who were closed in the previous month, broken down by reason for closure to include positive and negative body closures (VIOL) and transfers to another office
- **Washington Restitution** (Quarterly)
  - Purpose: Looks at all Washington Co offenders with a REST/SC7 condition, gives caseload/demographic information, outcount status and shows how much restitution is owed, how much has been paid, and last activity date on that condition.
  - How Used: Sent to supervisors to assist in keeping track offenders with restitution and time remaining to their max date.