

# STATEWIDE OFFICE OPERATIONS NETWORK

## Thursday, April 14<sup>th</sup> 2022

**Hosting Agency:**  
TEAMS Meeting

**In Attendance:**

Emily Peterson, Baker County; Lori Agalzoff, Clatsop County; Jenny Mahlum, Coos County; Vicki Scott, Curry County; Tricia Shumway, Deschutes County; Kerri Humbert, Douglas County; Bobby Lenhardt, Jackson County; Carol Knapp, Jackson County; Lois DeVries, Jackson County; Terri Chandler, Jefferson County; Adam Hausen, Josephine County; Jeannie Olson-Shelby, Lane County; Sara Truelove, Lane County; Angie Gustafson, Linn County; Cindy Lootens, Malheur County; Christy Elven, Multnomah County; Rachel Polelle, Multnomah County; Lexi Rincon, Polk County; Aubrey Capps, Tillamook County; Jessica Jauken, Wasco/Sherman County; Brenda Hopper, Yamhill County; Devon Mode, Yamhill County; Vicki Wood, Yamhill County; Judy Bell, DOC; Michelle Mooney, DOC; Corrina Brown, DOC; Mark Patterson, Compact; Ruby McClorey, Compact;

**OISC – Trish**

- It's been busy at OISC due to legislative changes under SB819 which allows for deals with the DA; can re-manipulate charges without appeal. Someone asked how will OISC handle these; response: not sure yet. On these, the offender petitions the court.
- Judy's Comment: When someone who has been re-sentenced under a new ORS, OISC will keep the same original sentence line and put in the new ORS. Community wants to leave the original line closed to RSNT, and put in a new offense line entry. Last SOON, we asked would OISC be willing to modify to keep the historical data? Spoke with Diane Erickson and she explained the reasoning, mostly revolving around sentence calculation, it would not work that way. If they close and open a new docket, it throws off their sentence calculation. When referring to sealings, only one of the ORS's may be listed on the sealing document, and would cause potential sealed cases to still remain open.
  - **Question:** Do we still want to enter the data different from OISC, or do we want to reconsider and mirror OISC's practice of changing the ORS and entering an F8 note. The court is the historical record keepers. They have the records of the original conviction ORS, and the documentation of the ORS change.

**Agreement:** Mirror OISC in resentencing data entry: When a person is re-sentenced under a new ORS, update the docket to reflect the new ORS and enter an F8 note explaining the change.

- **Judy's Comment:** DL Clarifications:
  - All data changes (line closures, release code changes, etc) goes to PTA
    - [dloiscpta@doc.oregon.gov](mailto:dloiscpta@doc.oregon.gov)
  - Oddball scenarios should go to TPS.
    - [DLOISCTPSWORKERS-OISCTPSWORKERS@doc.oregon.gov](mailto:DLOISCTPSWORKERS-OISCTPSWORKERS@doc.oregon.gov)
  - **Question from the group:** Who do we email when we cannot determine the PTA on the offender? **Answer:** Use the PTA DL. Trish will ask the PTA group to see what they prefer. For a catch all, the general email would be best. Please enter SID Number in the subject line of your email.

## **Compact –Ruby McClorey/Mark Patterson**

### **Mark Patterson:**

- As of January 1, 2022, Mark took over Earned Discharge, FSAP and STTL.
- Corrina Brown is now the STTL Coordinator.
- Earned Discharge had a new rule in effect January 1<sup>st</sup>, HB2172. Working on getting the rule through the process; currently delayed. Rule went into effect Jan 1, 2022, and the earliest a case could be eligible under the new rules is July 1, 2022.
  - Training will start potentially in May.
  - More information will be provided at the next SOON Meeting.
  - **Judy Comment:** No one is eligible under the new EDIS until July 1<sup>st</sup>, so do not be concerned if programming is not available until then.
- **Question from group:** Going through the compact chapter in the manual, regarding when a new offender coming in on approved RI's, directions say to use the date from the NOA to admit into CIS. Requested to use the date of approval as the admission date, so data entry can be complete.
  - **Answer:** This would not be appropriate. Someone coming in on RI's is the same as someone coming in on an approved transfer, in the concept that you are supervising them. While you are waiting for the transfer request to be approved if they are here on RI's, we follow the same procedure for consistency.
  - **Follow on question:** If someone has approved RI's, and they do not report, do we not enter them at all?
  - **Answer from Mark:** From the legality side of it, we officially do not take supervision until we have received a NOA. We are not legally responsible for them until they report in person, and the NOA is entered into the system.
  - **Answer from Judy:** The two scenarios we have are approved transfer request has not been submitted and the person does not report, and if the

RFRI's have been approved and the transfer request has been submitted. If a transfer request has been submitted, you do not enter into CIS until one of the following occurs

- If a transfer investigation request is received, we would admit to IV
- If the report on their RI's, we enter the admission with the NOA date.
- If they do not report, and the investigation request was already submitted, we admit to IV on the date of the transfer request, submit an NOFTA notice for failure to appear, close to CREJ when the sentencing state withdraws (or we reject).
  - If the client reports prior to the NOFTA, then we can change to PA or PR status (enter the admission) using the NOA date.
- The manual lists the data entry instructions for both scenarios.

#### **Parole Board – Not present**

- **From Judy:** The board new condition changes.
  - Board wanted to remove SC7 because it is now reflected in GC1. Judy explained the impact of tracking restitution on SC7, the board will retain. Once we transition to Elite, there may not be a need to track restitution under SC7.
  - Board is removing SC8 because it is covered in the General Conditions.
  - Sara will reach out to the board to request that a member attend SOON, in order to speak with them directly.

#### **DOC – Michelle Mooney**

- Focusing on high priority projects, SB1510 is primary focus currently.
- SB1510 new General Conditions of Probation applies to all new probation convictions, conditional discharges, diversion sentences with a sentence date on or after 03/23/2022, and incoming interstate compacts with a compact begin date on or after 03/23/2022
- The board is also adopting these changes, but are having a delayed adoption with an implementation date of 06/01/2022. The new General Conditions of Supervision for Board/LSA sentences will apply as follows:
  - Board/LSA sentences releasing to PPS on or after 06/01/2022
  - Board/LSA sentences releasing onto STTL/AIP on or after 06/01/2022
  - Board/LSA sentences releasing onto STTL/AIP prior to 06/01/2022 **AND** will release to PPS on or after 06/01/2022.
  - Board sentences previously supervised under old general conditions **AND**
    - Return to supervision on or after 06/01/2022 following an abscond.
    - Return to supervision on or after 06/01/2022 following revocation that results in new/amended PPS order being issued

- Return to active supervision from Inactive (UNSU) on or after 06/01/2022
  - Resentencing that results in an amended PPS order on or after 06/01/2022
  - Modification requests by PO; amended PPS order issued on or after 06/01/2022
- Ways to identify sentences with new conditions vs. old conditions:
  - Marking files: A process in your office that can quickly identify that this person has a case that qualified for the new general conditions.
  - Offender Notes: Easy way to enter a note that PO's can see.
  - A Notifier: Entering an agency notifier could be entered.
  - Stickers on hard files.
  - **Question from the group:** Can we put asterisks on the docket line for those cases with new conditions?
    - **Answer:** Generally liked option by the group, Judy will check with research to make sure the asterisk does not impact their reports. Judy will check with Diane Erickson to see if this is an option for the I lines and/or PPS lines, to enter after 06/01/2022.
    - **POST NOTE:** the temporary use of an asterisk on the docket line was approved. It can only appear in the last two positions of the field, so for shorter docket numbers, you may need a blank space or two before the asterisk.
- The old GC2 verbiage has moved into a special condition for probation, and the board will use that language and wrap it into the new SC9.
- Find and maintain gainful employment condition was deleted.
- The “change employment/residence condition” was modified to say “not change residence without prior permission and inform the probation officer of any change in employment”
- The “obey all laws condition” has been modified to add the language that “in circumstances in which state and federal law conflict you must obey state law.”
- The board is adopting the previously special condition of sex offender registration and mental health eval into the general conditions.

#### DOC – Judy Bell

- Unfunded Misdemeanors: Proposed language to update the rule of transferring unfunded misdemeanors: *“The supervision of a non funded misdemeanor is not subject to this rule unless the non funded misdemeanor is accompanied by a felony and or funded misdemeanor if funded misdemeanors or felony cases expire, leaving only a non funded misdemeanor open supervising counties cannot automatically transfer the AOS back to the convicting county outside of the transfer process.”*
- **Reminder:** When an admission is subsequent to a release, always admit using the exact date and time of release!!! There should be no gap in date or time.
- **Reminder:** Please do not chrono in all capital letters.

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- **Reminder:** Do not enter any medical diagnosis in chronos. That is a completely forbidden rule. Chronos can become public record, and then we are giving out medical information.
- **Reminder:** New funded misdemeanors: Sex Abuse III does not require DV Language, but the Assault IV and Menacing require the DV Language. It must list the misdemeanor ORS number on the order to qualify for the Funded Misdemeanor flag. If convicted of a felony reduced to misdemeanor, we use the misdemeanor treatment flag and those do not qualify for funding.
- **Change:** Sex Abuse III Class A Misdemeanor does not need the Funded Misdemeanor Flag. Only use the flag for the Assault IV and Menacing with DV language.
- **Revisit deleting SMT's:** The programming is in place to block you if you are attempting to delete an SMT that was created in OMS. One thing that will not block you, if the SMT was created in CIS, then goes to the institution and they are entering the SMT's, they have the option to create a new entry, or work off existing entries. If they add a photo to an existing entry, and you go to delete that entry, you will be able to since it was created in CIS not OMS. If you want to delete any SMT, look in the OMS SMART module to see if there is a photo attached. If there is a photo, please do not delete from CIS.
- **Local Control Reports:** There is something wrong with the informational report that is being ran. The stop dates are not being reported correctly. Please continue to review these cases, including the ones that are reported with no stop date.
- **PV Warrants:** Some counties have agreements with their court that when a PV report is submitted, the county can issue the warrant. Other counties submit their PV report with a warrant request to the court and wait for them to issue the warrant. In at least one county, they submit the PV report and the DA decides whether or not a warrant will be issued.
  - **Question:** Would we use WARR in the last scenario described, or ABSC?
  - **Discussion:** If the warrant is being requested for absconding behavior, that would be appropriate for the ABSC code. If the violation behavior is not abscond related, would WARR be appropriate? The concept of WARR is that the court is issuing a warrant based on some kind of noncompliance close to the end of supervision, and they want the warrant in there before supervision expires. This scenario may not match either code. If a PV report is being submitted, then the court is technically not initiating the warrant process, community corrections is, therefore ABSC would be more appropriate.
  - **Agreement:** County by county decision to determine on a case by case basis. If there is a non-reporting element to it, make it abscond. If they continue to report regularly, then make it WARR.
- **Abscond Movements:** There is an agency doing a large scale abscond study, and they are working with Oregon as one of the places studying. Denise is finding a lot of errors, so it is asked that we are very careful with putting abscond

movements in correctly. We need to enter all movements to abscond, and all returns from abscond.

- **Question from the group:** For those who exceed their supervision expiration date while on abscond, why is it ok to remain on abscond but it is not ok to return them to abscond after expiration if they FTA their hearing?
- **Answer:** Since the warrant was created during supervision, the warrant stays issued past expiration until the person is arrested, cited, etc. Once they are past their supervision expiration date, we have no authority to supervise them according to DOJ.
- **PVPD:** Trying to get the new code completed this summer.
- **SB 1510:** One of the pieces was regarding ethnicity, race, and gender. All the reporting that CJC is required to do is required to be in line with the US Census Bureau. According to the US Census Bureau, Hispanic is an ethnicity not a race. The US Census Bureau only offers two ethnicities: Hispanic Latino or Non-Hispanic Latino. However, we are going to leave Hispanic as an option for race, so we are able to reflect it, should the client not list it as an ethnicity.
- **Redwood:** Are we ok with a presumptive positive being entered as a negative, and on the comment line entering “Presumptive Positive” to mirror what the institution does? Majority agreed. Ultimate decision will be with FAUG, since the PO’s manage the cases.
- **Can Fentanyl be added to the list for Redwood?** Suggestion from Judy Bell is to replace the No Show column with Fentanyl. Group agreed.
- **SR Merge/Purge:** Process in OMS is almost complete, in the final stages. Send all Merge/Purge requests directly to Judy only.
- **In progress SR’s:** Fee System, ethnicity field, EDIS, and the alpha character in the middle of the ORS.

#### **OPS Related Issues:**

- **LEDS 2020**
  - Updating LEDS with new conditions: Immediate concern is SC9, with the updated verbiage. Pending response from Michael Pargeter.
  - **Issue from the group:** LEDS training still has the manual from 2018, and is pre LEDS 2020. The training does not line up, and is not as useful.
    - **Response from Judy:** Recommended contacting Labecca
- **OPS Manual**
  - No new updates. CCR Ops Work group scheduled for April 19<sup>th</sup>.
- **Local Control**
  - **From Judy Bell:** Working with Denise on updating local control reports.
- **Other OPS Related Issues**
  - **From Judy Bell:** Our data is not just our data. It is shared throughout the state and country, especially on research projects. Please take the time to enter things accurately.

- **Email decisions**
  - Nothing from the group.

#### **User Groups:**

- **SUN**
  - If interested in becoming a SUN member, email Judy and she will send you the requirements.
- **FAUG**
  - EVAL treatment code is in effect. ADES evaluations specific to DUII treatment requirements can be entered in the treatment module now.
- **SOSN**
  - No updates.
- **FSN**
  - Next meeting is April 28<sup>th</sup>. They have started a similar group to the CCR Ops Manual Work Group for when the new fee system is produced.
- **OACCD**
  - No updates.
- **SOON**
  - Next meeting is June 9<sup>th</sup> 2022 via Microsoft Teams.

#### **Round Table:**

- **Carolyn Knox:** Will the CCR Ops Manual work group go back and enter any new information for the chapters previously reviewed, should something new develop? (I.e. Misdemeanor Flag Entry)
  - **Response:** No, the work group will not do that, but it will be brought up in the manual group, and the chapter owner will make all necessary additions.
- **Trish Hand:** Requested that in the User E-Mail Address and Work Phone screen in CIS, names are not necessarily in alphabetical order, they are alphabetized by user name. Can we put in a ticket to have that updated to alphabetize by the person's name not user name?
  - **Response:** That would not be a ticket, it would be a large service request. Since others use this list, we would need to get everyone's approval, including all institution release counselors, and everyone who relies on this system. It is sorted alphabetically by the user profile, not the name of the individual. The easiest way to navigate is to go to the locations caller and enter the correct location for a person search.
- **Judy Bell:** Trying to put together a training course that could be done virtually. She pulled courses from the 2014 support staff academy, and combined other training to put something together. The thoughts are either a four day, five hour training, or a four week course, with class occurring once per week. The goal is

that this could be presented once or twice per year. This is for training community corrections staff who do admissions, releases, and sentence calculation.

**Discussion from group:**

- Question of is this for new hires or all support staff?
  - **Answer:** All support staff are eligible to attend
- Group seemed to like the four week, one day a week training. This will help lessen the impact of staffing conflicts
- Not the intent to record these trainings
- **Emma Bouchet:** Now that there is a gender option of X, is that something we are going to implement in CIS?
  - **Answer:** Yes, there is a current SR pending.
- **Lori Agalzo**ff: Who observes UA's for the X gender?
  - **Answer:** That is a county by county decision, and that conversation should be happening with the client.

**Meeting Adjourned. Thank you everyone!**

Next Meeting:  
June 9<sup>th</sup> 2022 – Virtual  
Microsoft Teams

**SOON Officers:**

**SOON Chair:** Vacant

**SOON Co-Chair/Minutes:** Erin Drews, Clackamas

**OPS Manual Chair:** Jessica Jauken, Sherman/Wasco

**General Information Pages:** Erin Drews, Clackamas

**CC Directory/SOON Rep List:** Pam Mathes, Klamath County

**The mission of the Statewide Office Operations Network (SOON) is to:**

- **Promote uniformity, standardization and data integrity in community corrections field office operations and automated offender tracking;**
- **Define on-going support training needs;**
- **Recommend community corrections field office policy and procedure changes; and**
- **Address other corrections-related support issues.**

**SOON accomplishes this mission by increasing knowledge and awareness of the most up-to-date methods, sharing resource information and expertise, and promoting statewide support staff participation.**

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