

FAUG MEETING MINUTES
February 16, 2022 9:00 am – 3:00 pm

MEETING LOCATION:

Via video conference

DAY ONE:

Introductions/Welcome/Housekeeping

Douglas County

Minute Review

Group

FAUG minutes will be published on the OACCD website. Christopher Swayzee has minutes from the last 10+ years he has been storing. Michelle Mooney will check on the retention rules.

Corrections: Jodi Merritt's name needs to be corrected in the November, 2021 minutes.

Attendance

Charles Adler

Marne Pringle (Clackamas); Erik Anderson (Clatsop); Heather Senquiz (Clatsop); McKenzie Davis (Coos); Dona Dotson (Curry); Brad Allen (Deschutes); Justin Bendele (Deschutes); Andie Cortes (Douglas); Freddy Vidal (Douglas); Roger Stampke (Harney); Kara Erwen (Jackson); Denise Easterling (Jefferson); Tina Potter (Gilliam-Wheeler); Allen Bergstrom (Klamath); Joe Swope (Lane); Zeth Allen (Lincoln); Bonnie Timberlake (Linn); Theresa Plinski (Marion); Paula Fata (Multnomah); Angela Beier (Polk); Ahnie Seaholm (Tillamook); Rosanna Post (Umatilla); Christopher Swayzee (Washington); Nathan Bregel (Washington); Jessica Jauken (Wasco-Sherman); Betti Spencer (Yamhill); Larry Evenson (Yamhill); Judy Bell (DOC); Lee Cummins (DOC); Michelle Mooney (DOC); Ruby McClorey (Interstate Compact); Jodi Merritt (OACCD); Christina Hull (Parole Board); Dylan Arthur (Parole Board)

Andi Cortes sent an email with the FAUG Membership Roster to review and ensure contact information is correct.

County Updates

Group

Klamath: two new hires are currently at the academy; just started going paperless, scanning and shredding all files (goal is to be paperless by March).

Polk: the position for new POs has closed.

Tillamook: new hire-Deputy Weber will be more involved with FAUG; one position open.

Yamhill: one PO position open and a Business Manager position has been posted.

Deschutes: started construction of remodeling their building, the last PO position has been filled and interviews start next week.

Washington: hired two Managers who will be starting soon and four POs have also been hired. PO Nathan Bregel will be working with Cris Swayzee to take over as FAUG rep.

Jefferson: hired two new POs full capacity.

Clatsop: new hire Eric Anderson started PTO this week and observed FAUG.

Wasco/Sherman: Lead PO retired and not replacing the position.

Jackson: one new PO at academy, hired two new POs and hiring for a Deputy Director.

Umatilla: fully staffed, possibly hiring for a clerical position soon.

Multnomah: hiring with several vacancies

Marion: two new hires are currently at the academy and possibly looking to hire two more.

Harney: no updates

Clackamas: no updates

Lincoln: reopening a PO position soon.

Douglas: one new hire is in background and looking to fill a Supervisor position.

Coos: no updates, fully staffed.

Linn: hired one PO.

Gilliam and Wheeler County: Tina Potter is the only PO for the two counties.

Interstate Compact Update

15 min.

Ruby McClorey

Mark Patterson sent an email to Compact Coordinators, FAUG and SOON about New Rules effective 4/01/2022 regarding a revision to Rule 1/101 Definition of 'Resident'. He will be following this up with an email to everyone with a presentation/training on this change.

No travel restrictions at this time.

Mark is now overseeing Short Term Trans Leave, Earned Discharge and the Family Sentencing Alternative Programs for DOC. There will be more information about new eligible EDIS cases in the near future.

There will be more information about a future Compact Coordinator meeting soon.

Parole Board

Dylan Arthur

Cite and Release Tool:

Dylan Arthur sent a statewide email on 02/10/2022 outlining the new Cite to Appear tool for Community Corrections:

The types of cases this tool may to be used for:

This tool was designed to address absconders and other violators of the terms of PPS or parole whose violations due to not present community safety concerns and who are not reporting. The Board recognizes that in some cases, the cost of incarcerating an individual on supervision is imbalanced compared to the risk that individual poses to the community. When developing this option we talked a lot about those who suffer with significant MH and A/D issues, are transient, or suffer other impairment or issues that make it difficult to track time or manage a calendar, but who's violation conduct was not posing a risk to the public. The Board trusts POs and their managers to apply this tool on cases where doing so will be consistent with community safety.

How to request a citation to appear:

POs can request a citation to appear in the Work with Offender Warrants screen in DOC 400. In the warrant type box, choose "cite to appear" and include the violations and substantiation in the request as you currently do for warrant requests.

What happens after a citation to appear is issued on an individual on PPS or Parole:

After a citation to appear is issued by the Board for an individual on PPS or parole, it will be placed into LEDS and a chrono will be entered into DOC400. If a law enforcement officer in the community contacts that individual, then the officer will provide a citation or directive directing the individual to report to their PO within 72 hours. The law enforcement officer will notify the Board the citation to appear was served. The Board will then remove the citation from LEDS and a chrono will be entered into DOC 400 so that POs will know the citation has been served. If that individual reports within 72 hours of the citation being served, then the PO can provide a sanction and/or intervention to address the violations. If the individual does not report within 72

hours of the citation being served, then the PPO can request a warrant through the normal process. In these cases, the PO can copy and paste the violation and substantiation information from the original cite request into the new warrant request. Please also note in the new warrant request that a cite to appear was issued by law enforcement on such and such date and the individual failed to report within 72 hours.

Please note, that citation to appear will only be valid for 30 days and will not stop the running of the individual's PPS or parole time. Board staff will automatically upgrade all citation to appear after 30 days to arrest warrants. A chrono will be entered into LEDS when the arrest warrant is issued so that the PO will know the citation to appear has been upgraded to an arrest warrant.

If an individual you supervise has a citation to appear still active and reports to the office, then please contact the Board's warrants desk that day at ParoleBoardWarrants@paroleboard.oregon.gov and request that the citation to appear be recalled due to the individual reporting.

Requests to upgrade citation to appear to arrest warrants/PPO detainers

If a PPO receives information to suggest that an individual with an active citation to appear is engaging in additional violation conduct or is threat to community safety, the PPO can request that the citation to appear be upgraded to an arrest warrant. To do so, email the Board Warrants Desk at ParoleBoardWarrants@paroleboard.oregon.gov. In the email, the PO should request the upgrade of a citation to appear to an arrest warrant and provide a brief explanation for why they are requesting the upgrade. The Board will then process the upgrade to an arrest warrant.

Conversely, if an individual with an active citation to appear is contacted by law enforcement, the law enforcement officer can still request a detainer from the PO to have the individual arrested. Additionally, the law enforcement officer can obviously still arrest on any new crimes discovered during the contact.

When to not request a citation to appear

The Board will not issue any citations to appear that are received within 30 days of the individual's PPS or parole term expiring. The Board also suggests not requesting citation to appears, and instead requesting arrest warrants under the following scenarios:

- The individual absconds directly after releasing from prison, having never reported to the PO .
- As citation to appear are Oregon only, warrant requests should be submitted if the individual on supervision is believed to have fled the state.

Please also note, while the Board will never change a PO requested warrant to a citation to appear, there may be some rare circumstances where the Board may issue an arrest warrant when a PO has requested a citation to appear.

This tool went live on Monday, February 14th, 2022.

Further discussion from meeting about the Citation to Appear process:

This is an intermediate step for counties who chose to use it; using the tool is at the discretion and local practice of each county. If future questions arise as the tool continues to be utilized, please email the parole board.

Reminder: once the cite in lieu warrant has been upgraded to a regular warrant, make sure to let Support Staff know so they can do the abscond movement in DOC.

Parole Board Update:

The Board is fully staffed, waiting for confirmation process for the remaining member to be announced. The Board has been understaffed since 10/2020. No other updates except legislative session may allow additional staff hires, including other medical personnel. Watching the short legislative session closely.

Warrant Program:

POs have noted new auto-chronos when the Parole Board votes on the warrant requests. Once the warrant is issued, POs should be receiving an email and an auto-chrono. Please let the Parole Board know if this is not happening. Currently there is a duplicated chrono entry when warrants are issued. This was noticed in the test-mode but will be looked at again.

OACCD

Jodi Merritt

OACCD is also watching the legislative session, specifically: HB1510 and how it affects GC2, GC5, GC10 and rules around reporting to meet evidence-based practices, risks/needs/responsivity and the goals for completion of supervision. The rules must include a reporting process that is least disruptive, avoids unnecessary hardships, offers a broad array of reporting options and is focused on the success of the person on supervision.

OACCD is also talking about OAR for assessment and case planning rules. The timeframes for these procedures were written a long time ago. OACCD is looking at data and having discussions about the current expectations.

DOC Update

Michelle Mooney

Service Requests:

The Sanction Report /print feature update is in effect. The Service Request (SR 3050) programming in OMS to add TV/ VV coding to match CIS will go into production in the next few weeks. When it goes into production, please check/test and relay any issues. Service Request (SR 2839) Stable/Acute Module testing is close to being done and hopefully into production soon. The Service Request (SR 3051) allows FAUG reps to modify/delete in the polygraph module; no reports of FAUG reps having issues with this so far.

Housekeeping:

Michelle Mooney recommended that the list of FAUG Officers be posted on the OACCD website. The definitions of the FAUG Officers are included in the Charter, which is posted. Additionally, it was recommended to clean-up FAUG's online presence including ensuring minutes posted and manuals updated to capture actual business decisions. Judy Bell shared that SOON created a Manual Committee and a Workgroup to ensure that there were instructions for every data entry standards. Several members volunteered to meet and start the revisions for the Charter, CIS/ISIS Users Guide and FAUG Rep Manual.

Previously there was a practice in FAUG where the Membership Coordinator would assign new members a FAUG 'sponsor' (experienced member). This may be explored in the future to assist new members.

IT Presentation:

The IT team has asked if we could find a PO who would be willing to attend one of their upcoming staff meetings and provide a short presentation on a Day in the Life of a PO. This is a good opportunity to explain how we use the system to better understand the service requests. It was also suggested that this would be a collaborative effort as every office operates differently and to also have this presentation for future use. Angela Beier volunteered to present to 03/03/2020 and Marne Pringle volunteered to assist with the material. Paula Fata and Zeth Allen offered to be backups.

Warrants Module:

There is a pending Service Request to help with issues/quirks in the Warrants Module. Two examples that have been included in the service request include a modification to the F10 print feature (currently printing

everything, not just a subset when requested) and LC warrants switching to PPS/BRD warrants if any changes are done without first selecting the Edit Screen.

SOON Update

Judy Bell

Abscond Movements:

Please ensure that all clients are moved to abscond when a warrant is active, even if warrant is served the same day as the movement needs to be in the system. OACCD has agreed that 30 days is the maximum number allowed to move a client to ABSC however it is important for VINE/victim notification that this is done as soon as possible.

Legal Name Change:

OACCD have approved a process change that allows Court Name to be changed in CIS with approved legal documentation. Sex designations (including preferred pronouns) can be added into CIS.

Pending PVs After Expiration Date:

There is a Service Request (scored high and in queue) to create a sentence closure code and outcount for clients pending a PV but past their original expiration date.

LEDS:

Judy Bell is working with SOON and OSP on LEDS2020 to regain some of the features lost in WEBLEDS.

Appeals:

The OPS Manual Workgroup created a new chapter about appeals. There is a new practice to get all appeal orders in a timely fashion and relayed to counties. Support staff should be providing POs the Appeal Order to cease supervision pending resentencing. Your agency can gain access to the Appellate Court system to access all appeal records.

Parole Cases in DOC:

OSIC learned through DOJ legal opinion about sentence guideline cases involve certain crimes having lifetime supervision. These cases were sentenced after the Sentencing Guidelines but are parole cases. There is a Service Request to make the changes in DOC.

S/M/T:

Scars/Marks/Tattoos can be modified as long as the entry was created on DOC. If SMT records are created in OMS, you cannot delete them; contact OIG's office if needing to modify OMS SMT records.

PO BRD/LC Data Entry:

Sometimes when clients are entered as a post-prison case DOC does not specify whether it is a BRD or LC case. On the WW Caseload Screen you will notice the status of these cases only reflect PO and not PO BRD or PO LC. This will affect your ability to sanction or create a warrant and the system won't be able to identify the correct status. This can be fixed in the Work with Offenses screen by selecting Shift F2 (F11, 4, C, Shift F2). Please let support staff know if you cannot fix it.

Vital Statistics Information:

ODOC and OHA Vital Statistics are creating an interface for reports (deceased offender reports). Within 2-3 months we should be receiving a comparison report (ABSC lists) first with the hopes of having quarterly reports from the interface in about a year.

VINE:

There will be a new notification system for victim notification in the future. The Victim Assistance Specialist for VA for DOC is excited about this.

Redwood Service Request:

The Redwood Service Request is on hold due to some programming changes.

EDIS:

There are changes to Earned Discharge eligibility including adding PPS/BRD cases and Misdemeanor DV cases. Programming for this should be ready by July 1, 2022. Mark will offer training regarding the new rules/changes once it has been approved.

OMS Merge/Purge:

OMS Merge/Purge Service Request is close to going live. All merge/purge requests go to Judy Bell.

Fee System:

One of the goals of the new fee system is so that the most current restitution amount can be tracked by the new program, eliminating need to enter a dollar amount in the CIS restitution condition. It was determined that this will not affect the current reports POs use for case management purposes. All data warehouse reports will also be drawn from this new program.

EVAL Code Update/Training II

Michelle Mooney

OACCD approved the Treatment Program EVAL code, deferring implantation and training to FAUG. FAUG decided to give all members until 3/15/2022 to present this information their local agencies. After that date, the new code will go live. Michelle Mooney will compile an email with the relevant information (including the previous emails containing flow charts and screenshots) and distribute to FAUG.

Meeting Schedule/Location

Group

Looking to resume in person meetings with hybrid option available. Meeting time/dates to be determined. OACCD is looking at the state-wide network groups and wanting robust agendas to warrant the travel. It was suggested that in-person meetings facilitate more dialog and training opportunities; as well, concerns about issues with full participation in hybrid meetings. The next meeting will resume as 9am-3pm and one day but will continue to assess. Counties will check on their ability to host hybrid meetings (technology).

Roundtable

Group

Michelle: Sanctions Completed Report. She has started looking at this report as the number of SRFs are starting to increase. Michelle will be looking at this each month in an effort to see what is happening. The SRFs on the list that should be addressed include: PEND, HO (if LC), RETU and SUPV. There is a menu option for Supervisors to review SRFs in their queue. Discussion around using R code to alert for these SRFs or to build a 'stop' to prevent creating a new SRF but both will take a service request. SRFs in DEFER: recommend to work with the BRD/ HO about how to process or what they want you to do.

Angela: R codes. Intake caseload has noticed that after assessing new clients, the R code returns the following day. Michelle and Mooney and Lee will look at these cases individually for bugs.

Heather: Merge issues noticed on forms when trying to insert code for phone number. Suggestions included: ensure that a phone code "type" is saved for ph1 and ph2. Entering this information is only possible using F4.

The merged field needs to reflect this type; if merging more than one type (home, cell), you need to make sure that both fields are indicated on the document.

If clients complete an evaluation and are referred to an online program, you need to enter a new code. There are currently programs in the treatment module that are web-based. If a new provider is needed to be added to DOC, remember to refer to the business rules.

NEXT MEETING:

May 18th, 2022 hybrid (Douglas County)

Tentative 2022 Schedule:

August 17th & 18th (Umatilla County)

November 16th & 17th (Clackamas County)