

STATEWIDE OFFICE OPERATIONS NETWORK

Thursday, April 13th 2023

Hosting Agency: Hybrid - Marion County & Microsoft Teams

In Attendance: Emily Peterson, Baker County; Summer Smallwood, Benton County; Erin Drews, Clackamas County; Paula McDonald, Clackamas County; Lori Agalzoff, Clatsop County; Jeri Stebbins, Columbia County; Vicki Scott, Curry County; Kerri Humbert, Douglas County; Janice Clement, Grant County; Robbi Murray, Harney County; Tammy Hughes, Hood River County; Bobby Lenhardt, Jackson County; Terri Chandler, Jefferson County; Adam Hausen, Josephine County; Pam Mathes, Klamath County; Christine Atkinson, Lane County; Diane Escobedo, Lane County; Nancy Miranda, Lane County; Cindy Lootens, Malheur County; Katie Morgan, Malheur County; Kim Botello-Tiatenchi, Marion County; Marla Favre, Marion County; Maribel Cardenas, Marion County; Peggy Lowery, Marion County; Susie Schindler, Marion County; Tricia Galenbeck, Marion County; Trish Hand, Marion County; Christy Elven, Multnomah County; Rachel Polelle, Multnomah County; Shannon Coyle, Multnomah County; Sam Hittle, Polk County; Aubrey Capps, Tillamook County; Sahara Hendricks, Tillamook County; Rachel Willingham, Umatilla County; Summer Bathke, Wasco/Sherman County; Amy Malensek, Washington County; Currie Reese, Washington County; Heather Lucas, Washington County; Marcia Russell, Washington County; Brenda Hopper, Yamhill County; Cassy Polen, Yamhill County; Ruby McClorey, Compact; Judy Bell, DOC; Megan Becker, DOC; Michelle Mooney, DOC; Susi Hodgins, Parole Board; Melissa Strom, OISC.

Minutes Review: No edit recommendations.

- **Decision Log Item:** No items identified.

OISC – Melissa Strom

- Records Sealing now has two new employees
 - **Question from the group:** When sending files to OISC, how do we name the attachments?
 - **Answer:** Rename the PDF to SID, Last Name, First Name (Ex. 1234567 Smith, John)
 - For larger files, rename to SID, Last Name, First Name Part 1, Part 2, Part 3, etc. (ex. 1234567 Smith, John Part 1)

Compact – Ruby McClorey

- No compact announcements
- From Judy Bell: Reminder about compacts and appeals. For outgoing compact that ends up with an Oregon appeal, we need to determine if all offenses are reversed and remanded for resentencing. If all offenses are reversed and remanded for new sentencing, we need to notify receiving state. If any offenses are still open, no need to notify.

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- Change outcount from CMPO to USAP, then send CAR to the receiving state notifying that supervision is suspended. We then need to send a case closure notice, indicating supervision is suspended due to appeal.
- If ordered back onto supervision, remove RSNT closure code and complete all data entry. We then must resubmit a new Request for Reporting Instructions and a new Transfer Request. If requests are denied, seek assistance from the compact office. Once approved, place back on CMPO outcount with new notice of arrival date.
- If not ordered back to supervision, close record appropriately.

Parole Board – Susi Hodgins

- Working on ERPR's: Community enters "predatory", which is no longer a recognized status – it is now Level III. They are looking at how to remove the predatory option and replace with Level III.
- Legislative session: Very busy. There are many senate bills, and they are watching one involving a medical release, which the board does not currently take a position. If passed, it will double the size of the board.
- The board is now fully staffed! Since appeals have increased, the board members are very busy trying to navigate their duties. The new juvenile Hearings Officer is helping with the appeal documents and getting them ready for the board.
- **Question from the group:** Have all of the registered sex offenders been reclassified?
 - **Answer:** Not yet, there are still approximately 14,000. All of the predatory have been reclassified to Level III. (Will verify that the predatory on abscond status were included in the reclassification)
- **Question from the group:** With Multnomah County's transition from physical to electronic files, they are working on their Local Control files and moving them to electronic. The question came up about retention, are they considered probationary that we retain for two years? Or should they mirror the board?
 - **Response from Judy:** Our retention schedules are different per OAR. Community should follow the community OAR's. This is different from OISC and different from the board.

DOC – Judy Bell

- Reminder: do not close a custody cycle due to appeal notice. Most orders will state remand back to circuit court for resentencing – This does not close the cycle. Follow the Ops Manual Chapter 30 steps for appeal.
- Reminder: A question was brought to Judy to make a statewide standard. If restitution is overturned on appeal, what do we do with the condition?
 - **Group consensus:** Change the condition to non-trackable, and a note on the line that it is in the process of appeal. If resentencing removes condition altogether, enter on text line that it was removed on the date of appeal, and enter an F8 note.

- Reminder: F8 notes! Make an F8 note for every PV judgment, even if the judgment does not make any changes to supervision. The PV will change the EDIS eligibility date by at least 6 months, making it another reason F8 notes are valuable.
- Reminder: PPS Revo report – This is an FYI to ensure that all PPS revocations are known and entered by support staff.
- Reminder: The board does not work in CIS. They are a separate agency that we work closely with, but they have their own systems. The board is not a go to for CIS data entry questions.
- Reminder: Statewide standard for addresses.
 - Address must match where the client physically resides
 - If address is unknown (different than homeless) enter “Unknown” on the address line, and your office location City/State/Zip/County.
 - If Homeless, enter “Homeless” on the address line, and enter the City/State/Zip/County of the area they are homeless.
 - If they are currently in Jail, DOC, or treatment, you may type the name of the facility on the street address line, but it is not required or suggested. If they are going to keep their regular residence, keep that City/State/Zip/County. If you know for sure that they are going to lose their residence or they did not have one, use your own office City/State/Zip/County.
 - Do not use “Abscond” as an address.
 - Address should be updated timely.
 - Addresses can be corrected if a mistake is made, do not enter a whole new address entry.
 - Only the supervising county should update addresses. If they are in your custody for Local Control only, you do not update the address.
- Michelle requested feedback on the chrono rule document.
 - No feedback from the group.
 - Once this is finalized, Michelle is working with FAUG to create a PO Manual that is similar to our OPS Manual. That will be where a lot of these documents and rules will live.
 - **Question from the group:** Are we limited to those subject headers?
 - **Answer:** No, those are just common suggestions, but you can use your own.
- Reminder: Rules/Statutes can be loose enough that there is room for reality. When dealing with IRT’s and new case transfers, you are not obligated to take homeless clients. However, if the reality is that the client will live in your area, it would be worth the looking into for acceptance of the transfer.
- Discussion item: Creation of data entry timeline expectations. This may be taken to FAUG’s eventually for their input.
 - When an AOS has completed a cycle, what is a reasonable timeframe to get it closed?
 - Group consensus: Two to Four Weeks

- After file closure, what is reasonable to scan the file to OISC?
 - Group consensus: Within four weeks of closure data entry.
- When an AOS is Local Control status and they complete their sentence, how long to release to LCMP?
 - Group consensus: 1 – 3 business days from sentence served date
- Admission return timeline from ABSC/IMMI/REVP/UNSU/INAC?
 - ABSC: From date of warrant service: within 3 business days
 - IMMI: From date of notification of re-entry: within 3 business days
 - REVP: From date of release: within 3 business days
 - INAC: From date of release: within 3 business days
 - UNSU: From date the board returns to active: within 3 business days
- Failure to TSI (Turn Self In) for LC (will be brought to FAUG and OACCD)
 - Double check the date in E-courts to ensure TSI date hasn't changed
 - Ensure the escape warrant has been issued by the jail
 - Complete data entry
 - Admission to LC Status: Date of TSI
 - Enter L line state date: Date of TSI
 - Escape status: Date of TSI
 - Upon arrest, INOP will be calculated from TSI date to arrest
- What if there are other supervised cases running concurrently?
 - Supervising PO would request warrants on the other open cases as appropriate
- Do we wait for the other cases warrants to be active before moving to ESCA status? (ESCA status date would remain the same, date of TSI)
 - Group consensus: Move to ESCA on the date of TSI when the ESCA warrant is active. Will be a CBC/FAUG decision what to do with any other open cases.
 - **Reminder this is all proposed; we are not changing any data entry practices at this time.**
- What if the TSI date is in the future, and in the meantime, they abscond another probation case and are moved to ABSC?
 - Complete all previous steps, and once admitted to LC, move from ABSC to ESCA status.
- What happens if they are arrested in another county/state, clear the warrant, and then release without transport?
 - Jail re-issues the escape warrant immediately.
 - We maintain continuous ESCA time.
 - If arrested out of state and they will extradite, admission date will mirror board and admit on the date they return to Oregon.

- SR: Ethnicity and two or more races – still in progress.
- SR: ORS with Alpha Characters – still in progress. Large project that will take a while.
- Will continue sending out the LEDS 2020 Demo Emails

DOC – Michelle Mooney

- No updates

OPS Related Issues:

- **LEDS 2020**
 - If you know a person's username, you can forward things in LEDS. You don't need to know their MBX. Typically, username is first initial and last name.
 - There are no validations for EPR's.
 - There is a training that LEDS is putting on in August. It is understood that anyone can attend, not only TAC's.
- **OPS Manual**
 - There are openings in the manual committee! Please join!!
- **Local Control**
 - **Question from the group:** Regarding offenders convicted out of county, how do we know what conditions to apply on new LC PPS?
 - **Answer from group:** We go off the board memo listing the Special Conditions.
- **Other OPS Related Issues**
 - Nothing from the group
- **Email decisions**
 - Nothing from the group

User Groups:

- **SUN**
 - There are only three members
 - If you would like to join, please check with Judy for the requirements.
- **FAUG**
 - Reviewing all of their documents and updating manuals.
 - Working on consolidating all documents, rules, manuals, etc. and create a PO Manual.

- **FSN**
 - Met Virtually January 26; Next meeting scheduled for in-person April 27?
- **OACCD**
 - No updates to provide

Round Table:

Clatsop County: If the court does not list the General Conditions, how do we delete them from CIS?

- **Recommendation:** Determine a way to distinguish what the court has ordered. If your court is in the habit of eliminating some generals, then one suggestion is to always enter generals that way if the court only orders some general conditions, then only enter the ones that do apply into CIS. That way the PO knows if it's entered, it's ordered. There are also other ways of handling this without always entering all ordered generals.

Lane County: If restitution is ordered on an original judgment, but not included on PPS orders, should we be adding it?

- **Answer from Judy Bell:** If there is a balance remaining, it should be added as an SC7. If it is not, reach out to the supervising authority to have it added or find out why it was not ordered.

Yamhill County: An AOS supervised out of county went on abscond status, then resolved the violation. The county they were supervised in then transferred the file to Yamhill upon PV resolution because the client lived there. Yamhill requested the supervising county complete an IRT, but got push back from the sending county. Seeking clarification.

- **Answer from Judy Bell:** Yes, an IRT should have occurred. New case transfers are determined upon length of supervision, not supervision status (i.e. CD to Probation, ABSC, etc.)

Tillamook County: When felony cases are closed to EDIS, and then the court later reduces to misdemeanor, do we go back and update the closure code?

- **Answer from group:** Only enter an F8 note in this instance. If it is reduced due to a "upon completion" condition within the original judgment, we need to go update the flag to C.

Question from the group: When do other counties complete fingerprinting for incoming compact clients?

Answer from group: Complete at intake, or at least schedule the appointment.

Question from the group: For copy/paste into DOC, can we copy/paste into OMS?

- **Answer from Michelle:** OMS will accept it, but will look into how that matriculates into DOC. Reminder that chronos should be short and concise.

Question from the group: On the conditions page with the new PPS Condition flag, do we need to enter that on probation cases?

- **Answer from Michelle:** No, we only need to enter the Y and N flag on the PPS cases.

Meeting Adjourned. Thank you everyone!

Next Meeting:

June 8th 2023 – Polk County

SOON Officers:

SOON Chair: Cassy Polen, Yamhill

SOON Co-Chair/Minutes: Erin Drews, Clackamas

OPS Manual Chair: Cassy Polen, Yamhill

General Information Pages: Erin Drews, Clackamas

CC Directory/SOON Rep List: Pam Mathes, Klamath

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.**