

STATEWIDE OFFICE OPERATIONS NETWORK

Thursday, December 8th 2022

Hosting Agency: Microsoft TEAMS Meeting

In Attendance: Emily Peterson, Baker County; Katie Bateman, Benton County; Summer Smallwood, Benton County; Erin Drews, Clackamas County; Kaelee Dearmore, Clatsop County; Lori Agalzoff, Clatsop County; Jenny Mahlum, Coos County; Linda Neaham, Crook County; Elisa Turk, Deschutes, County; Tricia Shumway, Deschutes County; Janice Clement, Grant County; Robbi Murray, Harney County; Bobby Lenhardt, Jackson County; Carol Knapp, Jackson County; Terri Chandler, Jefferson County; Adam Hausen, Josephine County; Pam Mathes, Klamath County; Susana Moaliitele, Lane County; Trish Hand, Marion County; Christy Elven, Multnomah County; Emma Bouchet, Multnomah County; Rachel Polelle, Multnomah County; Aubrey Capps, Tillamook County; Sahara Hendricks, Tillamook County; Summer Bathke, Wasco/Sherman County; Heather Lucas, Washington County; Cassy Polen, Yamhill County; Brenda Hopper, Yamhill County; Devon Mode, Yamhill County; Judy Bell, DOC; Mark Patterson, DOC; Michelle Mooney, DOC; Ruby McClorey, Compact; Susi Hodgkin, Parole Board;

Minutes Review: No updates needed.

- **Decision Log Item:** Group consensus to add Felony=Misdemeanor New Code Place Holder to decision log.

OISC – Trish McClellan

- OISC lost two TPS workers, and PTA's are at lowest staffing level
 - New staff members being trained this week
- Please give two business days for "I" lines to be closed due to short staffing
- Sealings has had to go back to sending out stakeholder email once a month, as sealings have increased from approximately 200 a month to 400 a month
- When sending in documents that need to be added to archives, send those to just the OISC email, not the information request email.
 - OISC@doc.oregon.gov
- **From Judy Bell:** Heard recently that some courts have requested that the court be notified by the community corrections agency when the CIS record has been sealed; that doesn't sound quite right. Trish confirmed with OJD that counties are not responsible for notifying the court when records are sealed.
- **From Judy Bell regarding Marijuana Pardons:** Even if the person pardoned is not in CIS, reminder that we need to remove from all of your agency's systems (ex., community service, work crew, paper systems, check in systems etc.)
- **Question from the group:** What information needs to be included in the Subject/Body of the email regarding sending documents to OISC at closing?
 - The attachment name is what is put into publishing, so please rename the document with the SID and name. If there are multiple attachments for

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one AOS, label each attachment as SID, Name, and Part 1, Part 2, Part 3, etc. Please do not rename more than one attachment with the same name.

Compact – Ruby McClorey / Mark Patterson

- **EDIS/STTL:** Nothing new
 - **Question from the Group:** There is an incoming compact that is currently abscond from Malheur, but address is Yamhill County, where the compact request went to. There is confusion regarding which county resolves warrant and completes data entry.
 - **Answer:** The compact needs to go to the original supervising county, and they need to IRT to proposed address county. The compact office is currently reviewing a new process for cases like these, and will look into this.
 - **Ops Manual 3.1.3** *“If an offender is already under supervision in Oregon in a county different from the proposed residence, the supervising county must investigate the case and then IRT the offender to the county of proposed residence after acceptance. You can ask for courtesy assistance from the county of the proposed residence to investigate the address.”*

Parole Board – Susi Hodgins

- Currently in legislative session
- Back on Track program resulted in a small number of AOS’s turning themselves in. When asked, Judy provided the number 17 statewide.
- Should be caught up on expirations and death closures, if there are any outstanding, please email Debra Zwicker:
 - Debra.L.ZWICKER@paroleboard.oregon.gov
- The board is preparing for juvenile commutation hearings. They will be posting an opening for a juvenile hearings officer and a juvenile hearings specialist position
- Approved for electronic records project
 - 26,000 paper files will be sent to a company to transition to electronic files
- Board members are still conducting the Road Show – strongly encourage attendance to learn more about the board. Upcoming locations and dates:
 - Yamhill - January 5, 2023
 - Linn - January 19, 2023
 - Clatsop - January 26, 2023
- **Question from Judy Bell:** Many years ago, the board changed the SO leveling system. “Predatory” was changed to Level III, but only predatory status is allowed to use an EPRP. The board was going to create a solution for the Level III equivalent to an EPRP. Is that still in the works? There currently is no identifier within the EPR to indicate Level III.
 - **Response:** Will check with Dylan to see what the status and direction is on this.

DOC – Judy Bell

- **Absconder Death Match List:** Please complete these as soon as possible, deadline is end of December.
 - If you have verified the information provided is not a match to the AOS, move the SSN from the Offender Description screen to the Other Numbers screen, and annotate that it is not this client.
- When moving an AOS from LEAVE to POST status, do not simply change the LEAVE status to POST. You have to have the succession from institution to leave, then from leave to POST.
 - Judy will send out a cleanup list – Judy will do some clean up, counties some
 - PSC scores will need to be redone on all of these after clean up is complete
 - Unsure if LSCMI will be impacted
- **Reminder:** When you do either a housing transfer within your agency or a status change in CIS, if they are on an outcount, you need to bring them back from outcount, complete the status change, then put them back to outcount.
- **CCRs have been completed – The main focus was looking for compliance with OAR**
 - Entering conditions was noted as a common issue statewide. Every special condition listed on the judgment needs to be in CIS. If the Judge has not ordered the condition, it should not be in CIS.
 - If there is a General Condition listed in the Special Conditions, it is a CBC decision whether it is entered into CIS or not.
 - **Common Errors Discovered:**
 - The biggest one used incorrectly is NDRG: This condition is “*Do not use, possess, or attempt to use or possess, any drug paraphernalia.*” Some counties are using this as a No Drug Possession condition, which is incorrect.
 - If an “other” condition is entered, there needs to be text entered.
 - General Conditions being entered in as “other” conditions (This is not annotated as a critical error, but an FYI). Before entering any condition as an “other” condition, check to see if there is already an established general or special condition in CIS.
 - Missing conditions altogether
 - Restitution being entered as an OTHR condition
 - New SC9 was ordered, but not entering both SC9A and SC9B. Reminder that when the new SC9 is ordered, we must enter both. It is up to the PO which they want to sanction on.
 - Correct conditions (ST vs LV vs SC) not being chosen when the client is on STTL, AIP, PPS Status.
 - STTL: ST Conditions
 - AIP: LV Conditions
 - PPS: SC Conditions

- Advice: SLOW DOWN. Take the time to fully review the document to ensure accurate data entry.
- In light of legal marijuana dispensaries, NOED does not apply because NOED is “do not frequent places where narcotics are **unlawfully** used, sold, or kept.”
 - **Question for the group:** Should we create a new condition to reflect no entry into Marijuana Dispensaries, or edit the current condition?
 - **Group Consensus:** Recommend to FAUG to create a new condition for no entry into marijuana dispensary.
Suggested code: NOMD.
In the meantime, enter as an “other” Condition
 - **Question for the group:** If a condition is removed from a PPS order for whatever reason, what do we do with this condition? Do we “complete” the condition, or do we just delete it?
 - **Group Consensus:** Take to FAUG without a SOON recommendation
- **Upcoming Training Series:**
 - January 10, 2023 and January 11, 2023: Big Picture Training. Same training each day.
 - Six week long series.
 - **Question for the group:** Do we restart on the CCR/OPS Manual Workgroup in January?
 - **Group consensus:** Flexible with start date, willing to postpone until March to accommodate Judy’s schedule.
- **Ethnicity SR:** In progress, not in testing yet
- **Alpha Character ORS SR:** In progress.
 - Regarding the updated 999 ORS list: There was a glitch with OSP, but it has been resolved. Resulted in a delay of adding the new 999s to CIS, but is back on track. Once all new 999s are added and clean up done, Judy will send out new list.
 - If you get a judgment with the “C” alpha character (475C.229) before the equivalent list is sent out, send it to Judy and she will assist.
- **No update on the PVPD outcount;** Delayed, will not be worked on anytime before 2024 at the earliest.

DOC – Michelle Mooney

- **SB1510;** Asterisks on Phase I cases (Probation, CD, Diversion, and Incoming Compact) there are a few counties that still need to remove those from the dockets in CIS. Please complete the clean-up by end of December so that this report may be discontinued.
- **Seeking clarification from the board:** When an AOS goes to abscond on old conditions, is arrested and then released before a sanction can be imposed, there was concern that the Board was issuing new conditions and if so, how the PO

should handle that in the next sanction. The Board has been asked to review their process and provide instructions.

- **Parole Board SR 3010:** This SR requested to have all the Board orders and amended orders show up in CIS. Due to programming limitations, only the original order and current amended order will show. The Parole Board would like to know if having access to all of the Board's orders in OMS would be an acceptable solution to this group. The group said that it would be a potential solution dependent on the retention of documents.

OPS Related Issues:

- **LEDS 2020**
- Judy asked if there were any new LEDS wishlist items; group had none. Please remember if you do have wishlist items to send those to Judy.
 - You can make your own personal Smart Key and Templates!
- **OPS Manual**
 - Everyone is encouraged to join! Very helpful for new people
 - Next meeting February 8, 2023
- **Local Control**
 - LC Training is the last class of the support staff training series on February 14, 2023
- **Other OPS Related Issues**
 - Nothing from the group
- **Email decisions**
 - Nothing from the group

User Groups:

- **SUN**
 - **Reminder:** Please respond to the SUN user when asked to review their data entry
 - **Reminder:** Cc Judy Bell on all SUN help desk tickets
 - **Reminder:** Put "Ticket to CC SUN" as well as last name and SID in the subject line
- **FAUG**
 - No updates

- **FSN**
 - Met October 27, 2022
 - Meet again January 26, 2023
 - Workgroup for the FSN manual will most likely resume in February

- **OACCD**
 - **No updates**

Round Table:

Judy Bell: Asked group if they'd like to increase in-person meetings; someone proposed to have four in-person meetings, and two virtual (winter months). Group agreed.

- **February:** Virtual
- **April:** Tillamook
- **June:** Marion
- **August:** Deschutes
- **October:** Clatsop
- **December:** Virtual

Yamhill:

- Issue with LEDS: A CCH was purged, but the AOS was still on supervision. The crime was committed when the AOS was 17, but he was sentenced at 18. Now, his CCH is gone. Contacted OSP and they stated that since he was a juvenile, the CCH will purge after a certain length of time.
 - **Group Consensus:** Contact OSP, as it does not seem like that should have happened.

Deschutes: On the new flag for EDIS, who are we entering as confirming it?

- **Answer:** CBC decision, but should be the approval authority, whoever that may be within each county.

Lane County:

- Received a phone call asking that they refrain from putting the DNA packets in a manila envelope, and requested that they be banded together and shuttled over. What is everyone else doing?
 - **Answer:** Most counties are also putting them in an envelope and mailing/shuttling. No one else has received different instructions.
- They were sent a subpoena from Multnomah County to serve a 180-day sanction and Mult wanted Lane to do the data entry.
 - **Answer:** If it is a PPS revocation sentence, then the supervising county needs to complete the data entry and create the PPS orders. (Board will

create if it is a board sentence and supervising county will create release plan.)

Multnomah: Mindie Everett will be working out of class for two years. Please do not send her any AOS related issues. Please send any AOS items directly to Christy Elven or the SOON rep for the appropriate location.

Wasco/Sherman: When a CCH is printed for the first time, Wasco was leaving it loose in the file and most throw it away once reviewed.

- **Response from Judy:** The CCH is only valid for a very short period, so there is no reason to maintain in the file.

Clarification: SOON had agreed that working files must be sent when transferring to another county. The only acceptable time a packet can be sent is a new intake transfer. If the sending county is electronic, they need to send a working file and all documents filed/tabbed correctly, unless the receiving county agrees to receive it electronically or without a file.

Clarification: You can send a kardex and LEDS printouts in the file. The US Mail and State Shuttle are secure; therefore, it is ok to send them.

Meeting Adjourned. Thank you everyone!

Next Meeting:

February 9th 2023 – Microsoft TEAMS

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.**

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