

STATEWIDE OFFICE OPERATIONS NETWORK
Thursday, August 10, 2023

Hosting Agency: Virtual - Microsoft Teams

In Attendance: Emily Peterson, Baker County; Katie Bateman, Benton County; Summer Smallwood, Benton County; Haley Doty, Clackamas County; Paula McDonald, Clackamas County; Lori Agalzoff, Clatsop County; Linda Neasham, Crook County; Kerri Humbert, Douglas County; Elise Turk, Deschutes County; Robbi Murray, Harney County; Bobby Lenhardt, Jackson County; Terri Chandler, Jefferson County; Adam Hausen, Josephine County; Pam Mathes, Klamath County; Susana Moaliitele, Lane County; Carolyn Knox, Lincoln County; Angie Gustafson, Linn County; Trish Hand, Marion County; Christy Elven, Multnomah County; Marla Wiese, Multnomah County; Rachel Polelle, Multnomah County; Sam Hittle, Polk County; Sahara Hendricks, Tillamook County; Dana Tassie, Umatilla County; Rachel Willingham, Umatilla County; Summer Bathke, Wasco/Sherman County; Amy Malensek, Washington County; Heather Lucas, Washington County; Brenda Hopper, Yamhill County; Cassy Polen, Yamhill County; Ruby McClorey, Compact; Judy Bell, DOC; Michelle Mooney, DOC; Susi Hodgins, Parole Board; Malena Garcia, OISC; Melissa Strom, OISC; Trish Renda, OISC

Minutes Review: Erin went out on leave; we will get them when she returns.

- **Decision Log Items:** None for now.

OISC – Trish Renda

- Douglas County set-asides for the last eight months were not being sent to OISC by the courts, so there will be some catch up.
- Closing documents are coming across with DOC case plans. Do not need to send OISC DOC case plans etc. Can cause over retention of documents.
- It is important for institution function that community does not make a change to the court/legal name while the AIC is either still in an institution or is out on any type of Leave. More important instructions are listed below under Judy's section.

Compact – Ruby McClorey

- Annual business meeting is coming up in September, but there have been no new rules proposed.
- Is there an ICOTS training? Yes, there is a training. Cassy will send to the whole SOON DL. Ruby is open to help anytime. If you run into trouble accessing the training let Ruby know.

EDIS - Mark Patterson

- Q: Drug court participants that qualify for earned discharge prior to completing drug court?
A: They do not qualify for earned discharge until they have completed drug court. The new rule coming out on January 1, 2024, will specifically document that specialty courts will need to be completed prior to earned discharge eligibility.

- There is a new Earned Discharge rule going into effect January 1 which is basically going to put everything retro, that's PPS, probation, and local control.

Parole Board – Susi Hodgins

- Dylan wanted everyone to be aware that extends, reacts, discharge, and EDIS forms are in the process of being updated. Once they are completed, they will be sent out to SOON and FAUG and will be available on their website They will request people use the Parole Board forms to maintain consistency.
- Legislative session is now over. The Parole Board was funded for defense attorneys. The Legislature did not pass the medical release piece which would have required doubling the size of the Board. Also received funding for Juvenile hearings. Emergency session in February will probably bring back the medical release piece.
- Getting another warrants person to help with LEDS warrant validations. Currently only have one so it will make a big difference.
- Christy (Multnomah) - On the AM messages that are sent for PPS revocations there is a CC: on the bottom but it doesn't send the document to the CC: person. Can we remove the CC: or change the title of it? Savannah says that she doesn't have the LEDS mailboxes for the POs, so she's not able to CC: the PO. Susi will follow up with Savannah and Jared about it.

DOC – Judy Bell

- Name change issues. When you process a legal name or sex change – if the file has an “I” line send notification of the changes to DLaiclegalnamechanges@doc.oregon.gov . Do not change a court/legal name of a person who is on leave because they are still DOC custody. When they are released to PPS then you can change it. The DL includes OISC, The Board, the institutions, and the DOC victim's advocate. Please also notify the OSP CCH division via AM message and ask the new name to be added to their CCH as an alias. We are checking with OSP Sex Offender Registry to see if they need notification as well.
- Cassy (Yamhill) - Staff have noticed that the institution is changing names to the name on the order that sent them to prison, not the first order of the cycle. Judy – I don't think that is the protocol. Judy will make a note and talk to Tosha about it. Christy (Multnomah) says she thinks she's seen this in the past.
- **POST NOTE:** The institution will change the court/legal name to the name shown on the judgment that puts them into institution custody and will make prior court/legal name an X. Judy has worked an agreement with OISC that they will notify the last supervising county, if one of the names change for file management purposes.
- Commutation Revokes – We are likely going to start seeing more Commutation revocations. The new Governor's threshold for revocation is different than that of the previous Governor. Please see Chapter 8.5 for commutation returns to prison. The institution will pick up the body and change the “O” lines that were closed to SCOM to VIOL on the commuted. A PTA will notify the last supervising county and that county will close any concurrent O lines that were closed to POST to VIOL. Please use the date of the commutation revocation as indicated in that document, which may be different than the date the document is signed. Ask for the revocation order if you do not receive it. When they come back out, DO NOT remove VIOL line. Add a second O line. See the

manual for data entry once they are re-released. Can we get a list of who was commuted? Can't get a report out of DOC. Will need to get the report from Research. Denise will work on it. Can we get a list of who was commuted? Can't get a report out of DOC. Will need to get the report from Research. Denise will work on it.

- Reminder: Merge/Purge requests need to come directly to Judy. Seeing an uptick in mistaken entry. Please ask your staff to read the judgement fully and highlight where it says the client is on supervised probation. This will eliminate the bench probation entries that then need to be removed. Also remind them to search OIS, not OMS, but OIS, by the FBI number to make sure the person isn't already in DOC.
- Appeals – Most appeals remand back to the circuit court for resentencing. Which means you do not close the custody cycle. Please have someone review the appeal carefully and have determine if supervision should be suspended until resentencing. If so, close the line to resentence. It is important to deal with appeal orders right away. If the appeal order overturns all convictions and remands back to circuit court for resentencing, it is likely there is no authority to supervise during that time until resentencing. If you're not sure about your ability to supervise, please contact your county counsel and follow their advice. Have someone in your office track for resentencing. If they're resented back to formal supervision that needs to be handled timely.
- Question regarding FBI numbers on compact. Mark says that they absolutely should have an FBI number on their compact paperwork. If not, contact the compact office. Regarding not getting an Oregon SID, then you may be using the wrong form. Check with your office.
- PPS Revo lists that come out on a regular basis are not a cleanup list. This is just so you can double check your entry. This list is everyone who's had a revo requested, not necessarily imposed.
- Every active caseload in your agency must have a primary attached to it. It can cause a lot of problems behind the scenes if there isn't someone attached. If you're not using a caseload, please discontinue it. You can always reactivate it when you need it. Support Staff menu 18 will show you the list to audit. Please, everyone, do a quick look and check on a regular basis.
- QPR is likely going away in March 2024. Judy will continue to advocate to keep this mask. More information to come at the next meeting. Judy reminds everyone that if their county chooses to, they can contract with a front-end company (like webLEDS) that has a QPR feature, but that LEDS2020 through OSP is free.
- Question re: EDIS. If a client is convicted prior to August 1st, 2013, they are not eligible for EDIS.
- Sahara (Tillamook) – are attempted assault IVs funded? No, they are not. But as a reminder when this first went into effect only the cases that were convicted directly to the A misdemeanors qualified, but it has been decided that assault IV felonies that are then reduced to a misdemeanor also qualify. But they must be entered as a straight misdemeanor for the system to track.
- Sahara (Tillamook)– recently had a case where the ORS isn't in CIS. How do we proceed? Judy will put in a ticket to OISC for the new code. They don't always add the subs, and that's okay if it matches.
- Sahara (Tillamook) – Two LEDS questions. Adding hyphens to last names? Thought we couldn't. One of our staff is recertifying and it's saying she should use a hyphen. Judy

suggests asking the LEADS auditor about this. Second, LV and ST 09 do not reflect new SC9 wording. Should they? Michelle to investigate LV and ST language.

- **Later in the meeting:** **Michelle has verified that STTL and AIP are using the new special condition language on 09. Judy will submit a request to OSP to change the description of LV and ST 09 in LEADS2020.

DOC – Michelle Mooney

- SB 1510 O line report –Do we still need the report? Yes. Clean up the * cases. Most are already done, and that's appreciated.
- Measurable contacts are being updated to a statewide standard. In anticipation of this DOC had two recommendations. The first is that a new code be created to track measurable office visits, that would be OV to align with the TV and VV coding. O will still be used for non-measurable contacts and admin entry. The second recommendation is the discontinuation of the ability to remove a PSC/Proxy override. When the overrides are deleted, they are completely removed from the system so there is no history of that override. Instead of deleting the override, it would be required that a new PSC is done. These recommendations will be taken to OACCD for approval. Once decisions have been made there will be trainings held.

OPS Related Issues

- LEADS2020 –
 - CJIS training event. Trish (Marion) asks that if there are new features, etc. announced at the conference that it's brought back to the group.

OPS Manual Committee – Meeting October 11, 2023

- Manual chapters need to make their way to Brenda, she will start working on all the links and table of content.
- It was noticed in the LC chapter that there was not gender-neutral language. Is that something that will be updated? It has been as we've updated chapters. We've been changing things to they/them. Next time there are changes to that chapter it can be looked at.
- Chapter 8 table update the DISC code removing description for HB.

Local Control

- Judy wondering if people are looking at the local control reports sent every month. If you're not, please do. There are instructions in the email on what each report is for.
- Who is responsible for creating a local control order? Convicting county LSA prepares the first PPS order. Now if that person absconds and INOP time needs to be added, or any other amended order, that is done by the current supervising county's LSA. If someone is serving multiple LC orders concurrently, then the last county of conviction's LC would be the county to prepare the release plan and create the PPS order. But this is being discussed in the LSA manual work group, so it's still not clear, but regardless, the initial PPS orders should be being created by a county of conviction, not the county of supervision.
- LSA manual is coming out soon!

OTHER OPS Related Issues –

- Christy (Multnomah) - PVP Code in DOC? – That service request is at the top of the queue for community corrections. There is concern over the longer we go without the code the harder it is going to be to track these cases and obviously we don't want someone to be detained that shouldn't be. From a community corrections service request standpoint, the PVP code is second only to legislative requirements like EDIS. Discussion of work arounds. If all cases are PVP, you can easily put them on a caseload that only has PVP cases on it. The issue is when there is a mix of cases. Maybe use the asterisk again? Maybe two? Use a closure code that isn't used anymore? An old closure code wouldn't be wise as this could cause issues when other people look at our data... it would be inaccurate. Would be nice if we could resurrect the HEAR closure code. Decided that wouldn't work. Judy and Michelle wonder if they can create a closure code that just gives the visual that the line is closed? Judy and Michelle will get together and try to figure out if that will work with IT and Denise for research.
- **POST NOTE:** We cannot create a temporary code without proper programming.

Email Decisions –

None

User Groups –

- SUN – Great appreciation for the users help. Only 3 members currently, so Judy has put herself in the rotation.
- FAUG – Next meeting is next week in Pendleton. Will be working on their manual. Has been a massive undertaking and will be a huge boon to the entire state. Will help improve consistency.
- FSN – Met virtually July 27th. Next meeting in October. Working on the new fee system. Judy has been entrenched in the manual for the new fee system. No ETA on it yet. When we do get to testing, we will need one person per county to test, train, etc. Judy will try to put on trainings going forward, but there should be at least one person who knows how things are done and have elevated authority. A lot of connectivity to CIS. If you add a new client to CIS, they will appear in the new fee system. Even if your county doesn't charge any fees there needs to be training. Because someday you may have fees again, and this system includes restitution which will be helpful for all counties. Critical that everyone's involved.
- OACCD – Took the new proposal for TSI failures to FAUG – they approved and then took to OACCD. They were in support. They understand that it will be difficult to get all the jails on board and Jeremiah has already agreed to help with this.

ROUNDTABLE

- Sahara (Tillamook) - LEDS responses/hits that have specific messages from Law Enforcement are only going to the general mailbox. Judy suggests looking at it more closely and get some details. It could be how an agency is routing to you, but if it's everything, there may be an issue with how LEDS itself is routing. Discussion finds that when LE adds a message to their EPR hit it gets routed to the general mailbox because that adds an AM message. Judy to contact LEDS.

- Information from Clackamas via Cassy. Reminder to enter judgement and chrono when transferring client to another county as reporting instructions are secured. Judy reminds group that it is not a requirement to chrono. Support staff are not allowed to chrono in some counties. It would be nice to follow the receiving counties reporting instructions by calling or emailing, or something like that. When you send the new case transfer it's nice to have an indication that it's a new case transfer, even if it's just a sticky note that says, "new case transfer." There should always be a written action plan. Doesn't matter who does it. There should be a copy of that in the packet you send in the mail. Trish (Marion): Are people remembering to tell their staff about remarks? They can use that instead of chronoing. Judy: Do not use this in place of chronoing. It is not its purpose. It can be used for IRTs and final file closures, but little if anything else.
- Sam (Polk): What are other counties doing to meet the EDIS check in requirements? Judy: Kind of depends on if there is info that they would need to gather from the client. You're asking how the POs are going about this? Cassy (Yamhill): I couldn't say 100% but I believe ours is done snail mail. Haley (Clackamas): we use email and phone. Quarterly we email and if there are things needed to follow up on done via phone or snail mail.
- Trish (Marion): Request if you are running USPS, please enter the address into CIS the way it appears on USPS. Discussion had regarding this. Yes, if something is spelled wrong or is entered incorrectly, it needs to be corrected before transferring out of county. But group has reservations about the accuracy of USPS and a reminder was given that a client is required to self-report their address appropriately, and if they do not, that a PO would need to follow up.
- Christy (Multnomah): Multnomah is transferring to LEDS2020 starting Monday. Judy: reminder that there are meetings one Tuesday a month with LEDS2020 demos.
- Dana (Umatilla): Office is moving the week of August 21st. Looking for a new Bill in Pendleton and another PO in Hermiston.
- Cassy (Yamhill): Position opening in Yamhill Juvenile Department.

Next meeting is October 12th in Clatsop with Manual Committee Meeting October 11th. We will be sticking with virtual for the winter months.

Judy provided training on Quarterly Local Control Reports. Please contact Judy with any questions.