

# STATEWIDE OFFICE OPERATIONS NETWORK

## Thursday, February 8<sup>th</sup> 2024

**Hosting Agency:** Microsoft Teams

**In Attendance:** Katie Bateman, Benton County; Summer Smallwood, Benton County; Brooklyn Kuhn, Clackamas County; Erin Drews, Clackamas County; Lori Agalzoff, Clatsop County; Jenny Mahlum, Coos County; Elisa Turk, Deschutes, County; Janice Clement, Grant County; Robbi Murray, Harney County; Bobby Lenhardt, Jackson County; Carol Knapp, Jackson County; Adam Hausen, Josephine County; Pam Mathes, Klamath County; Christine Atkinson, Lane County; Carolyn Knox, Lincoln County; Angie Gustafson, Linn County; Christy Elven, Multnomah County; Rachel Polelle, Multnomah County; Sam Hittle, Polk County; Aubrey Capps, Tillamook County; Sahara Hendricks, Tillamook County; Rachel Willingham, Umatilla County; Tassie, Dana, Umatilla County; Summer Bathke, Wasco/Sherman County; Currie Reese, Washington County; Heather Lucas, Washington County; Devon Mode, Yamhill County; Ruby McClorey, Compact; Judy Bell, DOC; Michelle Mooney, DOC; Malena Garcia, OISC; Susi Hodgkin, Parole Board

**Minutes Review:** No edit recommendations.

- **Decision Log Items:** When probation is converted from Bench Probation to Supervised, use the Judge's name on the conversion order.

**OISC – Malena Garcia**

- Do not include DOC release packets in the closing packet sent to OISC.
- Cannot hold any treatment documents, to include mental health treatment, in their records.
- Question from Judy: Do we not need to send Set Aside orders to OISC anymore?
  - Answer: Will confirm and send out an email.

**Compact – Ruby McClory**

- **Nothing to put out**
- From Judy Bell: When an incoming compact returns to sending state, we had been informed they want the CCH to switch to the compact office rather than the supervising county. OSP never implemented that process, so we do not need to do that any longer.

**Parole Board – Susi Hodgkin 38:00:00**

- Update: Currently in short legislation session. SB11 states that all hearings must be posted to the public. They did not recognize that board hearings include victims and details of crimes, so the board went to a few Senators and found that was not the intent of the rule. This is currently being reviewed.
- Currently down two board members.
- Kara Brooks and Don Reece confirmed for the board.

SOON Minutes February 8<sup>th</sup> 2024

- Staff member that does closures is out and Savannah Kyriss is covering.
  - [Savannah.I.Kyriss@paroleboard.oregon.gov](mailto:Savannah.I.Kyriss@paroleboard.oregon.gov)
- When sending documents to board for closing files, the DOJ opinion is they are state documents and we need to send them. If your county counsel disagrees with DOJ, you should follow your county counsel opinion.
- It is strongly encouraged to talk to your county management and county counsel regarding what your county should send to the board.
- What the board is requesting we send at closure: Polygraphs (full disclosure, failed, and those with disclosures), SO Treatment, Police Reports, and Assessments.
- Question from Judy Bell: Is it possible for the Board to request these documents directly from the treatment and polygraph providers or LE agencies themselves?
  - Answer: There has been change to which the board is attempting that when someone is asking for relief or reclassification, they have the documents needed. Due to physical file retention OAR, most files are destroyed 2 years after closure. This means documents are not available when someone is requesting relief or reclassification, which is usually longer than the 2-year retention period. The documents do not exist anymore, and are not part of the closing packet sent to OISC.
- **From Paula Fata DOC:** At the time of release packet, the release counselor includes the police report and sends that to the board for review for release. The board could get those from the institution and not community correction agencies.
- **Request from the group:** Provide a finalized list of what the board is requiring and clarify if this applies to current closures and not prior closures.
- **From Paula Fata DOC:** If it is a county practice that the SO PO's are pulling documents and not support staff, one thing to keep in mind that there may be SO's that are not supervised specifically by an SO PO.
- **Question from the group:** If an original conviction of SO crime, was dismissed through appeal, resentencing, etc. what we send anything to the board if anything?
  - **Answer from Susi:** Would not affect the board. The document request is for review when people are requesting relief from SO registration requirements.

## DOC – Judy Bell

- **Reminder:** Agreed that we are not changing the sentencing Judge field
- **Reminder:** Be very careful on new admissions, and read the entire document before entering! There has been an increase in purge requests.
- **Reminder:** Cc Judy on all SUN Ticket requests to ensure the tickets are assigned appropriately.
- **Reminder:** When requesting a ticket to insert a movement, remind your PO's at the end that they need to do a new PSC. This changes the cycle/custody number, and that is what the PSC is running off of.

- **Reminder:** Please complete the clean up lists and let her know if you have any questions!
- **Ask:** Sent out two clean up lists on Sex Offenses. Check the Offense Date to enter the correct Sex Abuse I, Sex Abuse I NEW, etc. Main Menu Option 50 in CIS shows the Effective Date, can be used.
- **Reminder:** Please send any EDIS programming questions to Judy!
- **Reminder:** Funded Misdemeanors are eligible for EDIS.
- **Reminder:** When doing your abscond review, check your LC Escapes as well.
- **Reminder:** Print your temporary SID report on a regular basis and present those to the appropriate PO's and encourage them to get individuals printed so a SID will be issued.
  - **Question from the group:** Where is the temporary SID report?
    - **Answer:** From CC Support Menu: Option 23 CC Reports Menu → Option 4 Total Office Reports → Option 4 Temporary SID Number Report
- **The Board's request for documents:** The board is requesting all of these documents at closure. Encouraged to talk with your management team to determine if your workload would be lighter to send them in the duration of supervision (as polygraph's are completed, as treatment is completed, etc.), rather than waiting until the cycle has ended.
- **Question for the Group:** Who in your agency is assigned to interpret appeal orders?
  - **Mix of support staff, PO's, county counsel, and management.**
  - **Judy:** Encourages counties to take to management regarding who should be interpreting the appeal orders.
- **Appeals Website:** New Appellate Case Management System
  - <https://trportal.courts.oregon.gov/portal/home>
  - To request an upgraded account to view documents in the new system, email: [iSupportAdmin@ojd.state.or.us](mailto:iSupportAdmin@ojd.state.or.us)
- **OSP Forensics DNA:** CCH DNA field is not reliable.
  - There is a new website they are going to be launching (appx April 2024) Oregon State Police Forensic Services Division LOIS (Laboratory Online Information System)
    - You will be able to go look and see if DNA has been collected or not.
    - [LOIS Login \(state.or.us\)](https://state.or.us)
- **Returning Compact:** we do the RCOM process. Judy was taught that we do not do that on a compact investigation. Encouraged conversation to determine if practice should remain as is or change.
  - If an individual is supervised in Oregon, then returns to other state to continue supervision. Then, they resubmit request to come back through

Transfer Request. We would open a new cycle for IV and not do the RCOM.

- If we do the RCOM movement for the IV status, the line would still remain closed. Then if approved, we would open a new supervision line under the original.
- **Group Consensus:** Leave practice as is: Admit under new IV and only submit SUN Ticket with the RCOM movement if the TR is approved.
- **Question for the group:** Every month, Judy gets a report of records with no open offenses. Admissions are happening, but the offense is not entered for weeks. Why is this data entry being split? Is it two different people that are responsible for different parts? What is the cause of the delay?
  - Answer from Multnomah: They do have some of these because it is more than one person completing different data entry.
  - PSC will not run properly if the offense is not entered. It is not the admission that matters, it is the entering of the offense that starts the 24-hour clock to complete an accurate PSC.
- **Ask:** Please clean up quotation marks on monikers in CIS. When entering a moniker, quotation marks are not necessary and need to be deleted.
- **Commutation Revokes:** When a commutation has been revoked, if the AOS in on Board PPS, the board will contact the PO to request a warrant. When the warrant is served, they will transport the AOS back to prison.
  - **Ask:** If you have those who have had a warrant issued on the board PPS where commutation has been revoked and a warrant has been issued, please move those to ABSC immediately. Please don't wait the allowed 30 days.
  - **Latest from the board:** No AOS will get any credit for any PPS already served for a commutation revocation.
    - Community Corrections will use the date on the revocation order to close the O lines to VIOL
    - OISC uses the date of the last action.
- SR: Alpha ORS is still being worked on
- There will be a new EDIS service request as a result of the recriminalization of certain drugs. Those will then be funded and eligible for EDIS.
- **Question from the group:** PVPD Code. Those who are past expiration waiting on PV's are showing up on the outdated assessment list. Can we expedite the PVPD code to get these off active caseloads appropriately?
  - **Judy recommends:** Speak to your directors who can reach out to Jeremiah Stromberg, so he can push the implementation of the code. SR 3057 (Submitted August 2021)
  - Outlining the issues may expedite the implementation

## DOC – Michelle Mooney

- Testing on PSC override removal; will be adding super user powers to the FAUG group to be able to delete the overrides entered in error.
- Testing on the new STTL Reports in OMS, should be ready in the next month.
  - **Reminder:** On the STTL data, please be cautious when you're entering the PPS start date. Ensure the date is accurate.
- **Contact Standard and Chrono training:**
  - Measurable Contacts
    - Defined on 09/09/2020 as: **“Contact with adults on supervision that supports public safety and aims to provide opportunities to affect positive behavior change.”**
  - New Statewide Minimum Contacts
    - High: Three measurable contacts every 30 days
    - Medium: Two measurable contacts every 30 days
    - Low: Reviewed for any condition, action or restitution requirement; receive quarterly EDIS communication; reviewed prior to completing 50% of supervision for EDIS, bench probation, or early termination.
  - New OV Code
    - Represents the measurable definition of an office visit.
  - Non-Measurable Codes:
    - O/O: Admin tasks conducted (Travel permits, monthly reports)
    - T/O: Telephone contact that does not meet definition of measurable
    - EM/O: Email contact that does not meet the definition of measurable
  - Chrono Basics
    - Header contains Date, Time, Place, Person, MRF, Key Word
    - Place is where the event transpired
    - Person is who it transpired with
  - Things to note: Entries by all staff – Not just the assigned PO – Count towards measurable contacts.

## OPS Related Issues:

- **LEDS 2020**
  - **Wish List:**
    - Reviewed wish list for any updates.
  - **Question from the group:** Are any other counties not allowed to change the MBX when submitting transfers?
    - Answer: No issues, but you must change the ORI and MBX at the same time. It will not let you change the MBX to an out of county mailbox without changing the ORI to that county.

- **OPS Manual**
  - **Question from the group:** If someone has recommendations or things they would like to see in the manual, who do we contact?
    - **Answer:** Email anyone on the Manual Committee and it will be dispersed appropriately.
- **Local Control**
  - How are counties doing the release planning and getting the documents?
    - **Answer:** Should be done in CIS, but follow up with an email or upload into OMS.
  - Working on the new data entry practice for the Failure to TSI issue.
- **Other OPS Related Issues**
  - **None from the group**
- **Email decisions**
  - **None**

**User Groups:**

- **SUN**
  - If you're interested in joining, contact Judy for requirements
- **FAUG**
  - No updates
  - February 21 & 22 in Roseburg
- **FSN**
  - Met January 25<sup>th</sup> and started working on the new technical manual
- **OACCD**
  - Last Meeting in January
  - Focused on strategic planning
  - Working on legislative session.
  - Next Meeting in Astoria in March

**Round Table:**

**Clackamas** – Introduced new Technician Brooklyn Kuhn

- **When entering PV Judgments and the court orders new tasks (CSW, additional Jail, etc.) are we adding those as conditions?**
  - **Answer from Judy:** If it is ordered as a sanction (probation continued with 16 hours CSW) we would not add that to conditions. If probation is extended or continued and adds one or more conditions, i.e., 16 hours CSW, that is a new condition.

**Meeting Adjourned. Thank you everyone!**

Next Meeting:

April 11<sup>th</sup> 2024 – Tillamook 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.**