

# STATEWIDE OFFICE OPERATIONS NETWORK

**June 13, 2024**

**Hosting Agency: Clackamas County & Microsoft Teams**

## **In Attendance:**

Shannan Coyle, Multnomah County; Hailey House, Umatilla County; Brooklyn Kuhn, Clackamas County; Tabby Flores, Hood River County; Bev Mills, Linn County; Peggy Lowery, Marion County; Kimberly Botello, Marion County; Michelle Mooney, DOC; Sahara Hendricks, Tillamook; AuBrey Capps, Tillamook; Paula McDonald, Clackamas County; Christy Elven, Multnomah County; Cassy Pollen, Yamhill; Suzie McCully, Lake County; Danna Hawkes, Deschutes; Christine Atkinson, Lane; Trish Hand, Marion; Robbi Murray, Harney; Dana Tassie, Umatilla; Carol Knapp, Jackson County; Vicki Scott, Curry County; Linda Neasham, Cook County; Heather Lucas, Washington county; Melissa Strom, OISC; Jenny Mahlum, Coos County; Pam Mathes, Klamath County; Cindy Lootens, Malheur County; Iryna Wrecsics, Morrow County; Rachel Polelle, Multnomah County; Emma Bouchet, Multnomah County; Don Bellamy, Wasco County; Sarat Fergurgur, Washington County; Kerri Humbert, Douglas County; Currie Reese, Washington County; Lisa Stone, Deschutes County; Sam Hittle, Polk County; Jessica Mata, Klamath County; Regan Duarte, Columbia County; Mark Patterson, DOC; Ruby McClorey, DOC; Katie Batemah, Benton County; Summer Smallwood, Benton County; Lori A., Clatsop County; Jami Eckert, Clatsop County

## **Minutes Review:**

- Minutes from last meeting did not properly capture the local control scenario. *Question from the group: An AOS is serving a new LC sentence, and while serving got a PPS Revo. Will the AOS begin his PPS on the new sentence while still serving the Revo?*  
Correct answer: No. The LC PPS will begin when the PPS revo is complete and supervision resumes.
- Similar scenarios and how to process each:

- AOS in custody on PPS violation and new charges. Receives a new LC conviction and it is finished serving prior to the decision date on the PPS revocation. When does it begin? The PPS on the new LC would not begin until after the AOS finished the PPS revocation sentence.
- AOS in custody on PPS violation and new charges. Receives a new LC conviction and it is finished serving prior to the decision date on the PPS revocation. PPS revocation is then overridden to a sanction only. PPS on the new LC would start on the POST date.

### **Decision Log Items:**

- Nothing

### **OISC- Melissa Strom**

- **Question from Sahara Hendricks:** Can we send encrypted emails to OISC? – Do a test packet and see if that works. Melissa will look into this and get back to the group.

### **Compact- Ruby McClorey/ Mark Patterson**

- **Question from Chrisy Elven:** Has Compact thought about HB 4002 impacts and do we know if they will be compact eligible? Mark says yes, they have, and since these cases are misdemeanors, they will not be. Diversions will not be either.
- **Question from Katie Bateman:** Crime occurred in Benton County, AOS was compacted to Washington State and now has a job in Alaska. Will still be going back to WA on weekends. How do they handle this case? Ruby said it's called a 3<sup>rd</sup> party transfer and to email her, and she will help guide them on what to do.
- **Question from Jenny Mahlum:** Sent a case closure notice to receiving state, receiving state back a C.A.R. stating the EXPI date is still 4 months

out. Can receiving state extend a probation? Mark says no, send email to Ruby detailing the issue. Jenny correction, they are the receiving state, and the sending state is the one that extended it. Rachel noticed that sometimes they would extend it but won't send a C.A.R. Mark says it is not required but if anyone notices a pattern with one state to let him or Ruby know.

- **Question from Sahara Hendricks:** A case was compacted to California, we received a progress report recently and, in the report, it states that the client had been deported some time ago. Should we close out the compact and move him to IMMI status? Mark says close the compact case, reach out to Ruby to look into. The group agrees that after this is done they should be closed to IMMI from date of Deportation.
- STTL: No changes or updates from Mark.
- EDIS: People have noticed some misdemeanors closures aren't being allowed to be closed to EDIS in DOC400. Mark says they must be a funded misdemeanor and wonders if that was the issue.
  - Trish says they have experienced this with a sex abuse 3.
  - Michelle says they recommended a work around to close offenses to EARL and body to EDIS and track it so when the programing is fixed we can go back in and correct the data.
- **Question from Heather Lucas:** If an account has been moved to DOR do they have to go back and make sure that they have been making payments prior to allowing the client to be close to EDIS? Mark says yes, you have to verify they are actively making payments.
  - Heather says DOR is weary to releasing this information to their office. Mark suggests seeing if the client can show proof of the payments.
  - Christy states she believes that information should also be available in ecourts.
- Mark: An updated crime restriction list is coming out. Sex abuse 2 is now eligible for EDIS if on Probation. If on Post Prison it is not eligible.
- FSAP: No updates from Mark.
- AIP: Mark is now handling monitoring of client once they release onto AIP leave. Corrina Brown will monitor day to day including warrants and

sanctions. Took effect June 1<sup>st</sup>, 2024. Any sanctions should now go to the appropriate email from the list they sent out.

## **Parole Board**

- Susi could not attend but advised to email her with any questions from the group.
- No questions from the group.
- The Board has agreed to update their process to vote on auto revocations so that the decision is captured in the PB Ordered Field of a sanction. It will show as Revo and blank units, and the decision date should be blank. This will help when reviewing sanction revocation reports to know that this one was an auto revocation.

## **DOC- Michelle Mooney**

We are beginning to see commutations that have been previously revoked rescinded. Most of the time the data entry would go to OISC to backout/undo the data. When a county receives notice of an action they should go look at the data entry to confirm that there is nothing that they need to do. Michelle gave an example of an individual that was still on ABSC status. This will be brought to the manual committee to be added to the manual.

- Statewide Contact Standards: Reminder, new statewide contact standards have gone into effect. DOC will be assisting the counties with ongoing training during the pilot period. This includes a review of chronos entered weekly. Reminder to make sure we are using the right codes. Michelle says review the cheat sheets she sent out if we are unsure of what code to use.
  - SOON had requested a new generic code for attorney, it is now in the system as (ATT).
  - Girlfriend/ boyfriend and husband/ wife chrono person codes have been removed. We should now be using (SPOU) for legal spouse or (SIGN) for significant other/partner.

- Reminder that all issues pertaining to sanctions, warrants, or chronos should be sent to Michelle not the CCSUN email.
- **OSP LOIS (OSP online laboratory system):** Michelle has asked for each county to send a list of the people who need access to check for DNA samples. When the profiles are created, we will receive an email from them stating it has been made. Michelle will also be sending out a 'how to' on this.
  - Michelle has been asked who should be added? She says that is for each county to decide. They just must be CJIS cleared. If someone who has a login to the LOIS system leaves, we need to let Michelle know so their profile can be discontinued. Same goes for new people that should be added.
- **Remarks screen:** They put a fix in that made it to where you couldn't edit others remarks and it will now show the most recent remark. There has been an issue when you have a new AOS with no remarks entered yet, when entering the first remark it is beginning on the last page of the remarks screen. They are working on a fix but they have found about 800 cases where this has happened so far. They are working on determining how to clean this up after the fix has been implemented. For now, it is recommended to page up prior to entering a remark to make sure you aren't at the bottom of the page.
- **TSI Project:** Went to OACCD in May, they approved the proposed change to the data processes from SOON. Judy was working on asking each county who is to be responsible for issuing the warrant.
  - There will be a meeting with the jail commanders in September to continue the discussion with them on this.
- **Service Requests:**
  - Alpha ORS sprint is still in progress and under testing. They are also working on changing all the 999 codes to the proper ORS.
  - Fee service request, Judy proposed about the SSN numbers being entered in the descriptors screen. The service request would change the fee system from automatically taking it from the descriptors screen.

- **Question from Sahara Hendricks:** Is it required that the client sign the document stating we can use the information they give for collections purposes or is it just recommended. Michelle said it is up to the county council if they need to sign this document or not, since it is not in ORS that we know of. Heather shared the verbiage her county has on these documents as follows  
 “Information provided may be used for debt collection purposes and/or may be collected from other official sources.”
- When submitting CCSUN tickets please copy Michelle on the email for the time being.
- General questions or issues it is encouraged users use the SOON group for questions or email Michelle.
- Michelle is working on merge purge requests. These requests might take a little bit longer to process.
- Reminder on data entry, they have been doing a lot of public records requests for data and are seeing a lot of errors in data entry, be aware of what you are doing and if you have questions email SOON or Michelle. If you notice you made an error email the SUN group if you need assistance correcting the error.
  - **Question from Currie Reese:** Is this conversation being had with the county courts? They are saying a lot of the issues they see are coming from the courts. Michelle said no, this is up to the county if they choose to have a conversation with their local courts.
- PVPD code is moving forward! The business plan has been approved and hopefully we will see it in action sometime later this year.
  - Service requests for EDIS changes should be in the system.
  - The HB4002 programing should be done by the time it goes into effect.

- **Question:** Sex offender cases, where do we send the documents that were requested to by the board? (Tx reports, Polys, exc) Christy says her county is sending them straight to the board. Michelle states there was an email that went out from the board listing all their contact emails and to check there.
- **Question:** Received an email in April from Dylan Arthur regarding commutation/revokes. Regarding sanctions and amending the start/stop time. Wondering if there is something they should be doing? Michelle States this is the Boards fix in cleaning up the data and detailing what has transpired. There is nothing we would do.
- **OPS related Issues:**
- Manual meeting was 6/12/24
- **LEDS 2020-**
  - **Question from Sahara Hendricks:** 2 or more race field in DOC400 is causing an error in LEDS when entering an EPR using the QPR mask. The group suggested to try admitting with one race in DOC400, enter the EPR then go back into DOC400 and re-enter the 2 or more races. Could also try using the EPR mask instead.
  - Michelle will follow up with LEDs as well to see if they know of and plan on updating this.
- **OPS Manual**
  - We have the 2 previous discussions that we plan on adding as mentioned above.
  - Brenda will be the new chair
  - Lots of open chapters so if you want to help out, we would love to have you!
- **Local Control**
  - **Question Sahara Hendricks:** Our Client was arrested 10/15/2023 for a PV and a new crime. His probation was revoked

and sentenced to Local Control on 05/03/2024 for a period of 6 months with allowed credit for time served on or after 10/15/2023. He was also in on new charges and was released from custody on 06/10/2024. There is 202 days credit for time served and after the jail did their calculations the release date they have for the LC case is 03/18/2024. When AuBrey tried to enter the credit for time served 202 days, she got an error code because the termination date is prior to the sentence start date. How do I go about making this work in DOC400? Edit and give 1 day credit for time served and F8 note? The termination date should reflect the date they were release on local control? Group conclusion is to release to the date of proceeding but one minute later and use an F8 note to document what transpired.

- Local control LSA manual is finished and released. It is on the OACCD website and was sent to the directors last week.
- **Question:** Will there be a training anytime soon on the LAS? Michelle says that is currently unknown.
- **Question from Sahara Hendricks:** Are other counties uploading Local Control release packets into OMS? No, Local Control release plans are created in DOC400 and are not uploaded into OMS. Option 45 report in DOC400 should let you know when you are receiving a release packet from another county.
- **Question from Paula McDonald:** Client was in local custody but was released to the hospital, then came back to the jail. Had a revocation for 120 days but was overrode to 32 days. The data entry was done for 32 days. She was directed to create a PPS order for revocation. They are unsure what the ASR date should be as they cannot find a previous PPS order to go off of. Conclusion you would have to add a date per previous soon meeting decision so it should be a 33-day revocation to make everything match. The ASR date would be used from the 7/6/23 date. Michelle believes it likely needs to be modified to be a 33-day revocation and re-input the information in DOC400 and the information should match up. When all the information is



corrected closes the PPSVSANC date to EXPI and leave his body out to LC until he is done serving his other sanction.

- **Question:** What is the time served credit stand for? It is the credits for the days the client serves in jail prior to sentencing. It is the custody date to the decision date.
- **Question from Lisa Stone:** Can a revocation be less the 60 days? Michelle said a revocation can be for any length of time.
- **Question:** If their LC ends and they are on Post but the PV isn't heard until after their LC sentence is finished, does their PPS still start following the post or do they wait. The PPS will start when they are officially released from custody.
- If they are done with their LC sentence should they move them from their LC caseload and give them to the PO or leave them on the LC caseload. Group Consensus: Would be advised to leave on the LC caseload and F8 note. Rachel Polelle agrees, they see these a lot and this is how they do it.
- **Follow up Question:** If they get a new LC conviction and a PO recommends a revoke but are just given a sanction and the sanction goes past their LC end date. Should the O line start even though they are still serving their sanction. Group conclusion is yes; since it is not a prison sentence the O line should start.

### **Other OPS Related Issues-**

- Nothing to report

### **Email decisions-**

- **Sahara Hendricks:** We had a Compact that was here on RFRI, supervised in Washington county then lost their housing in Washington county submitted a housing option in Tillamook County instead. It was asked if Washington County should close out and transfer or just transfer. It was decided to just transfer biased off the manual and email responses.

### **User Groups:**

## SUN

- Nothing to report
- If possible, remember to CC Michelle Mooney on SUN tickets
- If you do not see a response in a week or so of submitting a request reach out to Michelle or the CCSUN DL to check on the status of your request.

## FAUG

- Next meeting in Florence
- New PO Manual is approximately 75% done

## FSN

- Still working on updating the old manual.
- Next meeting is in Klamath on July 25<sup>th</sup>

## OACCD

- Discussing HB 4002, how to implement it and track it.
- TSI approved as well as attorney code as mentioned above.

## Round Table:

- We will be adding Bev Mills to the SOON email list so she can see what's going on in the support staff world.
- **Question from Sahara Hendricks:** If a client gets sent on a Misdemeanor probation to jail for 364 or less on one case but has additional open cases and cannot be moved to inactive or unsupervised status due to being a Low what should we do so we don't get docked on our contact standards? Michelle said there are no contact standards for a low, the only contact standard for a low is EDIS. So, all we need to do is make sure their EDIS initial and review/eligibility has been done and a chrono entered to document it using the statewide approved keywords.

- **Question:** When a PV says extend the supervision 1 year from today's date how do you calculate the date? Group conclusion is if decision was made on 6/1/2024 and extend until 5/31/2025 and F8 note it.
- Lori introducing Jami Eckert as new support staff.
- The directory is going out next week so get any changes to Pam Mathes asap.
- **Question:** SSN for collection purposes, no drivers license was given on intake sheet but the client marked 'yes' that they do have one. Can they take it from another source? Conclusion, yes but note where you get it.
- **Question:** There was an active warrant out, the client was past their max date. The client turned themselves in and paid off all his fees prior to seeing the judge so the courts decided to close out the case. Should they be closed out to ABEX or EXPI with the date of the court order? Group conclusion is too close to EXPI with the date of the court order and F8 note since it will show him being closed after his original EXPI date.
- **Question from Currie Reese:** Are other counties F8 noting PVs? Yes.
- Clackamas is recruiting for 2 techs, office specialists and is currently working off 3 individuals doing data entry so expect questions.
- **Question from Brooklyn Kuhn:** What do other counties do with the set to seal report? Do you wait for the court order or go off the list? Group conclusion is that you should wait until you have the official court order to process these. Malheur stated they have not been receiving orders to set aside from their courts.
- **Question from Emma Bouchet:** Resentenced to straight time on a PR case. Board closed their I like to RSNT, they questioned the RSNT closure and they stated it was correct. Unable to find anything that talks about this in the manual as to what to do with the PR case. We will look into this add it to the manual.
- **Question:** PPS/REVO report, what should we be doing with it? Group conclusion is that we should be reviewing it and verifying that the data entry was done properly. Keep in mind names will not fall off this report so don't be alarmed if you fix something and see their name on the report the next time it gets sent out. You should be noting the last record reviewed each time that way you don't waste time reviewing the same

records repeatedly. Sahara will send out the email she has on what we should be doing with this report.

- Linn county just interviewed for a new PO and just opened a case assistant 2 position.
- Marion county is working on moving to a paperless system.
- Tillamook, not many updates, our newest PO just finished Academy. This will be my first meeting as co-chair so please let me know if you have any tips or tricks.
- Cassy Pollen is leaving Yamhill County, this will be her last meeting with us.
- Shannan Coyle will be taking over as SOON chair!

**Meeting Adjourned. Thank you everyone!**

**Next Meeting:**

**August 8<sup>th</sup>, 2024, Location: Coos County**

**SOON Chair:** Shannan Coyle, Multnomah

**SOON Co-Chair/Minutes:** Sahara Hendricks, Tillamook

**OPS Manual Chair:** Brenda Hopper, Yamhill

**General Information Pages:** Sahara Hendricks, Tillamook

**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.**