

| COUNTY     | REPORTING INSTRUCTIONS   |
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| BAKER      | Call Emily Peterson 541-523-8217. (closed daily 12-1; closed Thursdays at noon)  |
| BENTON     | Please call support staff to obtain reporting instructions 541-766-6888  |
| CLACKAMAS  | Email <a href="mailto:cccc-intake@clackamas.us">cccc-intake@clackamas.us</a> : Client Name, SID, Address, Phone Number, Judgment/PPS Orders, Police Report (or chrono if not yet received), & language preference. Set appointments two weeks out on Mondays or Thursdays at 10:00 am, 11:00 am, or 1:00 pm.   |
| CLATSOP    | Please call Lori Agalzoff 503-861-8824 or Kaelee Dearnore 503-338-3790   |
| COLUMBIA   | Call 503-366-4658 (closed daily 12 to 1); Client to report next business day.  |
| COOS       | Always call 541-396-7701 on new intakes so WE can issue reporting instructions. Do not issue reporting instructions for us. (closed daily 12 to 1)   |
| CROOK      | Call Elize Smith (541) 416-3920 (closed daily 12 to 1)   |
| CURRY      | Call 541-247-3306 (open Mon-Thur 8 to 4, Fri 8-12) If no answer, direct client to report by ph w/in 24 hrs during business hours   |
| DESCHUTES  | Call the front office 541-385-3246 x0 (closed daily 12 to 1)   |
| DOUGLAS    | Please call 541-957-8148 - closed daily 12 to 1  |
| GILLIAM    | Call 541-351-9515 intake for appointment date. This is a one person office so if not available, direct AOS to report by phone within 24 hours of arrival. Fax contact information to 541-351-9532 or email to <a href="mailto:tina.i.potter@cc.doc.state.or.us">tina.i.potter@cc.doc.state.or.us</a>           |
| GRANT      | Call 541-575-1743  |
| HARNEY     | Report immediately upon return to Burns, 113 W. Washington, Burns, OR, 541-573-2933 (closed daily 12 to 1)   |
| HOOD RIVER | Call 541-387-6862  |
| JACKSON    | Call front desk 541-774-4900   |
| JEFFERSON  | Call 541-475-6145; if no answer during business hours, schedule for the following Monday at 11:00 a.m. (closed daily 12 to 1)  |
| JOSEPHINE  | Have client report by 4 p.m. next business day Closed 12-1 and Close @ 12pm on Fridays/ By 11 am if the next day is Friday   |
| KLAMATH    | Call corrections assistants Jessica Mata 541-880-5500 x 8200 or Tabitha Adams 541-880-5500 x8280 or Pam Mathes 541-880-5500 X8202 (closed Mon-Thurs 11:30 to 1; closed Fridays at 11:30)   |
| LAKE       | Call Jessica 541-947-6056 for instructions. (Closed Mon.-Fri. 12pm-1pm)  |
| LANE       | Please call 541-682-3040 for reporting instructions. All AOSs need to report to our office at 75 W 5th within 48 hours. It's important for AOSs to know: no children, no food, and no drink is allowed, no public restrooms (closed daily 12-1)  |
| LINCOLN    | please call for instructions (closed daily 12 to 1)  |
| LINN       | Call support staff 541-967-2005 (press 5 for support staff) for instructions (closed 12 to 1 daily)  |
| MALHEUR    | Call staff 541-881-2401 or 2400  |
| MARION     | Schedule appts 2 weeks out at 8:00 am. Send email to <a href="mailto:intake-records@co.marion.or.us">intake-records@co.marion.or.us</a> with Name, SID, Address, Phone, crime, SO or DV conditions, no contacts, and date of appointment. Please indicate if any interpreter will be needed.                   |
| MORROW     | Contact Gina Wilson 541-314-1178 x5512 (closed daily 12 to 1)  |
| MULTNOMAH  | Schedule on Tues, Weds, or Thurs two weeks from the date of intake. Direct Jll to report in person at 9am, 10:30am, or 1pm.  |
| POLK       | Call 503-623-5226 main number. Open 8 - 5  |
| SHERMAN    | Call Summer Bathke 541-506-2572 for an appointment; if no answer, call the front office at 541-506-2570. Front office closed 12 - 1 daily  |
| TILLAMOOK  | call the front desk 503-815-3331 (closed daily 12 to 1)  |
| UMATILLA   | Please call the front office for reporting instructions: Pendleton area 541-276-7824 x0 (closed daily 12 to 1); Hermiston are 541-567-6300 x0 (closed daily 12 to 1)   |
| UNION      | please call 541-963-1005 (closed daily 12 to 12:30)  |
| WALLOWA    | please call Lt. Kyle Hacker 541-426-3131 x 2412  |
| WASCO      | Call Summer Bathke 541-506-2572 for an appointment; if no answer, call the front office at 541-506-2570. Front office closed 12 - 1 daily  |
| WASHINGTON | Please schedule appointments 2 weeks out. Report in person before 4pm. For monolingual Spanish clients please email PO Christopher Swayzee at <a href="mailto:Christopher_swayzee@washingtoncountyor.gov">Christopher_swayzee@washingtoncountyor.gov</a> Questions please contact Lauren Doughty 503-846-3430. |
| WHEELER    | call intake for appointment date; if not available, direct AOS to report by phone within 24 hours of arrival. Fax contact information to 541-565-0525  |
| YAMHILL    | Schedule 2 - 3 weeks out on Wednesday at 2:00 pm. Email <a href="mailto:corrsupport@co.yamhill.or.us">corrsupport@co.yamhill.or.us</a> and include client Name, SID, Phone Number, Email, DOB, Address, reporting instructions, charges, and any victim information.   |