

STATEWIDE OFFICE OPERATIONS NETWORK

Date: August 8th 2024

Hosting Agency: Coos County & Microsoft Teams

In Attendance:

Clatsop County, Lori Agalzoff & Jamie Eckert Coos County, Jenny Mahlum Curry County, Vicki Scott Hood River, Tabby Flores Jackson County, Bobby Lenhardt & Carol Knapp Josephine County, Adam Hausen Klamath County, Pam Mathes Lane county, Ramona Romine Linn county, Angie Gustefson Lincoln county, Angela Hoak Marion County, Kim Botello Tlatenchi & Susie Schindler Malheur county, Katie Mitchelle & Cindy Lootens Multnomah County, Shannon Coyle, Christy Elven Polk County, Sam Hittle Tillamook County, Sahara Hendricks Umatilla County Hailey, House, Dana Tassie Washington County, Heather Lucas Yamhill county, Brenda Hopper Compact, Ruby McClorey DOC, Michelle Mooney

Minutes Review:

No request for changes or decision log items

OISC- Not in attendance

- Christy: When we discharge and send the material to OISC do we know how long between when we sent it and when they check if the information is okay/legible? Currently unknown, will reach out to OISC and follow up on this.
 - Follow up answer: The process is typically completed within 5 days of receiving the documents, but it is requested that we keep the documents for 2 weeks in case something happens with the digital copies we send.

Compact- Ruby McClorey

- No updates from Ruby.
- Question from Heather Lucas: PO sent a case closure then received a response from sending state stating that it was invalid because they were pending action. Asked to send Ruby the ICOTS # so she can investigate the case.
- Question from Christy: Got an email about a compact case sent to them that got credit for time which changed his EXPI date. Should the sending state be updating the EXPI date in ICOTS, or is the CAR they sent enough? Should the case be closed to EXPI or EARL?
 - Ruby: The sending state sets the EXPI date. The CAR the sending state sent stating the EXPI date was shorter than it was originally entered as is enough.
 - The group decided the EARL closure seems to fit the best.
- Question from Vicki: EDIS closure forms. Is anyone modifying the order for local control closures or keeping it listed as board? Group consensus is to use a separate one.

Parole Board- Not in attendance

- Question from Trish: EPRP we should be changing these to EPRs but unsure if we can still mark as predatory. Asking what legislation led to removing the EPRPs and when this was changed. Will send out a follow up email but we believe it was just a decision by the board due to the state moving away from classifying people as predatory.

DOC- Michelle Mooney

- Has noticed a lot of support staff chronoing stuff like “admission done” and “admission processed”. Wondering if this is a county practice/why this is happening.
 - Jamie/Lori: Clatsop has been instructed to do this. Michelle will have someone circle back on this.

- Copying and pasting: DOC has allowed this again since IT has found a work around. If you do this and get locked out of the system let Michelle know so we can try to work through it prior to sending to IT.
 - Please do not copy CJIS or LEDS info into DOC400, this is a CJIS violation.
- Proposal by FAUG: A generic specialty court condition. We would use this then put in the descriptor line what the condition is for.
 - Group consensus is that a generic specialty court code would be useful.
 - Group decided SPCT sounds like a good code for this, Michelle proposed if this is not able to be used CORT would be a good alternative.
 - Will this code be used when a specialty court is offered? Decided no, this would only be used if they are actively in a specialty court. Michelle will follow up and let us know when this condition is active
- Reminder PSC: Please don't do the PROXY in the first 24hrs from admit. You need to wait 24 hours after the offense information has been added for the system to catch up. This is an issue because it causes an issue with the background data, and some aren't going back and doing the PSC.
 - Question: Is this just an overnight thing or do you have to wait a full 24hrs? Michelle: for precaution it is advised to wait a full 24hrs.
 - Can there be a warning put on the PSC screen to wait 24hrs before doing this? Michelle: Unsure but this can be brought to FAUG.
- ABSC Movements: Noticing ABSC movements are not being done in a timely manner. This should be done within 30 days from the date the warrant was issued.
 - Multnomah county: They wait till warrants are issued on every case- Michelle says you should not be waiting for this. The ABSC movement should be done 30 days from the issue date of the first warrant.

- Another county says they do it for the highest charge. Example- If they get a warrant for a misdemeanor case but they are also on for a PPS they will wait for the BRD warrant.
- **Reminder:** Have noticed a lot of LC movements are not being entered and are missing entirely. This causes counties to miss out on funding and requires a sCCSUN user to fix it.
- **Reminder:** New additions are being admitted to the wrong status. And instead of correcting the incorrect entry users are entering another status. If you use the wrong status, go back and correct it or request a sun ticket. Do not just go back and add a new status.
- PVPD code is being programmed. Testing by county users will begin soon and hopefully will be in production by September.
- Starting programming for EDIS updates, including calculating the EDIS eligibility date with inop, and the new HB4002 crimes

OPS related Issues:

- **LEDS 2020-**
 - Nothing
- **OPS Manual**
 - How do we get something added to the OPS manual? Make sure if we decide something needs added to the manual, send it to Brenda Hopper so it can be tracked to ensure it gets added.
 - DOC reports: How do people feel about adding a section to the manual on the reports we receive and what we are supposed to do with these reports? Group consensus is that this would be useful.
- **Local Control**
 - Nothing

Other OPS Related Issues

- Nothing

Email decisions

- Nothing that needs further discussion.

User Groups:

FAUG

- Meeting in 2 weeks virtually.

OACCD

- Meeting next week

FSN

- Working on updating the fee manual, created a subcommittee to work on the manual.
- If you want a training topic to be discussed, send an email to Kayla Pugh at kpugh@clatsopcounty.gov

SUN

- What are the requirements for SUN?
 - Minimum of 4 years in data entry
 - Must be able show a level of expertise in data entry
 - Must attend meetings
 - Must be or have been a member of the OPS committee
 - Be willing to coordinate with other agencies
 - Length of service is a minimum of 4 years.(Could this length of time be changed? Michelle will investigate this and get back to the group)

Round Table

- Will be following up with Lane County to verify that they will be able to host in October.
- CCR- Is there any points of interest we should be paying attention to?
 - EPRs, admissions, transfers, data entry done timely and accurately.
- Michelle sent out a survey asking if you are familiar with the CCTrain system in DOC400, she is wondering how many people know of them/use them?
 - Group consensus is not many people knew of this option and those that did know of it haven't been using it often. When training they mainly refer to the OPS Manual.
 - Is this worth re-creating in the new system? We will discuss in the next meeting what topics would be useful to have a how-to video on.

Meeting Adjourned. Thank you everyone!

Next Meeting:

- October 3rd, 2024, Location: Lane 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.**