

COUNTY	REPORTING INSTRUCTIONS
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 Jami Eckert 503-861-2875
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 2699 Roosevelt Blvd. Eugene 97402 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 JII 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	English clients schedule appointment two weeks out on Tuesday at 2 p.m. or Thursday @ 10 am. Spanish clients schedule appointment two weeks out on Thursday at 11 a.m. For any questions please contact Lauren Doughty at 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.

