

STATEWIDE OFFICE OPERATIONS NETWORK

Date: 10/03/2024

Hosting Agency: Lane 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**, Carolyn Knox; **Marion County**, Kim Botello Tlatenchi & Susie Schindler; **Malheur County**, Katie Mitchell & 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; **OISC**, Trish Renda

Minutes Review:

- No minute's review or decision log items

OISC- Trish Renda

- Going over how new DEM (Drug Enforcement Misdemeanor) sealings will look.
 - Some counties have started to see the DEM cases. OISC is wondering if counties have set up a process for the set aside of these records. Not as of this meeting.
- Question: According to the manual we treat set asides and expungements the same (destroy/redact any information pertaining to the set aside case), Tillamook is wondering why we do it this way and when this process went into effect? According to their records technician on their criminal side, set aside files should be stored and retained.

- Sealings can be sent to OISC or purged. OISC has a record of these documents so there is no need for us to keep them in a set aside case. If it is a case that we don't typically send to OISC then it can be sent at receipt of the set aside and we can purge the file.
- If you have concerns about this process it is advised to contact your county council.
- Michelle cautions keeping files too long, if it is past retention and we receive a records request we must provide those documents, and we can be liable for keeping them past the purge date.
 - The OAR for file retention is OAR 166-150-0025(2)
- OISC receives all the set aside records from the court so if all you have on a file is the set aside record then there is no need to send the court order setting aside to OISC.

Compact- Ruby McClorey

- Question: Do we need to do the DV designator for Compact cases?
 - If someone has a violent history there is guidance on it in DOC400. Option 25 in DOC400 is used to add a designator.
 - Question: Can we only have one person doing assignments in ICOTS? Correct, there can currently only be one person assigning investigations in ICOTS.
- Question: PO expressed concern that an offense was entered wrong in DOC400 based off the originating states offense. Is there any other guidance from OISC on accurately matching a sending states offense?
 - No, it is advised to bring any questions to SOON and discuss with the PO. Review judgments and elements of crime to be able to match the closest ORS in system.
 - Some counties have the PO fill out a sheet stating what the crime is and what the conditions are. A copy of this document will be sent to the SOON group by Heather Lucas.
- Question: Are sending states required to upload judgments?

- No, not until they are accepted. But they are required to send the conditions which are likely in the judgment, so we typically receive them in the transfer request.

Parole Board- Susi Hodgins

- The Board is working on intranet that will be available to community corrections. The site will go through their web site and will have all of their forms as well as other helpful resources. Anyone who works with community corrections will have access to this site.
- The Board has been working on the Visor project for victim notification. In the past victim notification has caused them to have to sign up in multiple locations. This will allow them to sign up in one spot to receive all updates.
 - The electronic records project is nearly complete. They will be transitioning one of their positions to a legal information officer which will look after these files as well as records requests.
- Question: Received a file closure notice to EDIS 12 days prior to natural expiration date. Is there a period when someone is close to their end date that we should just not send in EDIS forms?
 - Susie will investigate and get back to the group.
 - Question also sent to Mark Patterson. He advised that if the person qualifies and the closure notice for EDIS is prior to expiration date it should be closed out to EDIS regardless of expiration date.

DOC- Michelle Mooney

- It is requested to have cameras on and participate so we can continue to have these meetings with a hybrid option.
- Chronos: Contact standards project involves DOC reviewing chronos. They are noticing support staff are entering chronos more than was originally known. It is important that support staff follow the guidelines

sent out and use the appropriate person/place codes. They are wondering why support staff chrono simple things such as “admitted” “file created” or “file given to PO”.

- Some counties chrono this so it shows that support staff did their job, had the documents in file ect.
- Some support staff have been advised that they must chrono this information.
- Multnomah County uses the F7 Remarks screen to document support staff functions completed so that they have a record of it. DOC recommends that others counties use this method instead of entering chronos.
- Question: When should we chrono vs F8 note?
 - Rachel Polelle sent a document to the SOON group stating when you should F8 note something, this information can also be found in the OPS manual. Primarily, F8 notes are regarding offense/sentence data. Chronos should be information related to the supervision of the AOS.
- Chrno Coding: DOC is seeing many chronos entered by support staff using Note as the place code. Note is intended for a physical note or kite. Please follow the recommended guides sent out on entering chronos.
 - DOC wanted to confirm that chrono coding cheat sheets have been shared with Support staff? Yes.
 - It is asked to document based on how it happened, phone, in office, email, etc.
- Reminder: DOC is continuing to see a lot of copying and pasting of LEDs information. We are not allowed to do this is a CJIS violation. No warrants, no copies of Parole Board t-types, , LEDS hits etc., should be copied into DOC400. Summarize the information needed.
- Reminder CCSUN tickets: When you submit a help desk ticket please copy Michelle Mooney on them. Include the AOS name, SID number case number and a detailed explanation of what you need done.

- Reminder: Take your time to ensure your data entry is accurate, if you make an error take your time to ensure you fix it properly. If you do not know how to fix something, then ask SOON or check the OPS Manual.
- Reminder: Merge/purge pending requests have all been processed. DOC is seeing an increase in purge requests for records entered that should not have been. Please ensure you are reading the entire judgement prior to entering someone in DOC400. Also ensure the person is not already in DOC400 prior to creating a new admission. If a merge/purge request is needed, email it directly to Michelle Mooney, do not submit a ticket to the DOC helpdesk or OISC directly.
- SB1510 Report: Everything should be completed at this point, is anyone still using this report?
 - Yes, several counties are still using it for ongoing clean up.
- TSI update: the updated TSI process has been approved and agreed to by both OACCD and the Oregon Jail Command Council. We now need each county to identify which agency will be responsible for issuing the order to arrest/warrant on a failed TSI. Once your county identifies which agency will issue an order to arrest/warrant on a failed TSI.
 - Current practice: When an AOS's probation is revoked and their LC sentence has not yet begun, the CIS record has no open offenses (P line is closed to VIOL with date of revocation). Brand new LC sentences do not get entered into CIS until the AIC has begun serving the sentence.
 - Proposed practice: Continue to close P line(s) to VIOL with date of revocation. If the pending AIC does not TSI as directed, the following steps are taken by the community corrections agency:
 - Check eCourt to confirm TSI date has not changed
 - Admit the person in CIS to LC status and add the L line, using the TSI date for admission date and sentence begin date
 - Move the record to ESCA outcount with TSI date

- Update (or create) EPR with ESC record type
- After 48 hours, look for entry of warrant (order to arrest) in LEDS
- If no warrant has been issued, contact the agency/person who issues these types of warrants in the sentencing county.
- Upon arrest, admit back from ESCA outcount, add INOP to L line
 - Counties need to work with their jail to agree to who issues this.
- HB4002: The new crimes have been entered into DOC400, make sure you are selecting the correct unclassified misdemeanor when entering new offenses. DOC has created two forms, both have been sent to directors and SLN.
 - One is a successful completion to be sent to the courts when they complete supervision.
 - The other is a revocation release agreement to be used when releasing from jail to treatment.
 - In the process of creating the ability to enter the L line for the DEM (drug enforcement misdemeanor) cases. This will hopefully be completed within the next month.
- Service Requests:
 - Fee system: the request to resolve the issue of expiration dates being removed from recurring billing is underway. Currently when you have a person with a reoccurring billing fee, when you bring the person back from an outcount like ABSC it will auto back bill. The ideal fix is to prevent the removal of the EXPI date in the fee system which would mean we would manually have to make the changes necessary.
 - PVPD Code: Has been moved into production and now available for use. Review of the process.
 - Question: How soon can we get LEDS to match? This is currently unknown. Trish will provide updates when available.

- Can we now go in and change this information to reflect the new code? Yes.
 - The temporary PVPD sentence closure is for people who have more than one open case but only one is PVPD.
 - The body closure is for people only with PVPD cases. When moving a person to this status, the system will provide a warning to confirm that all cases have reached their max date, but it will not prevent the movement.
 - If the AOS does not show up to court for a PV hearing and a warrant is issued by the courts, do not close the body out to ABSC, leave on PVPD.
 - It is up to county by county if you want to keep a shell EPR when the AOS is past max expiration and has a pending PV.
 - PVPD code will block some things. You won't be able to use on PPS cases as the PV is only applicable to probation cases.
 - You will need to double check dates prior to moving.
- Question: Will there be any reports available for people put out to PVPD? Hopefully in the future but it is advised to continue to track these cases.
- Reminder: DOC has noticed an increase in COMPACT cases that have a warrant issued but the body is not being moved to ABSC. Please make sure that if a Compact warrant is issued that the movements are entered into the system to properly show the status of the AOS.
 - Programming for EDIS updates and HB4002 changes has been started. This will also include programming of sex abuse 2 NEW, for probation cases as EDIS eligible. Currently we should be closing to EARL and then tracking. When the programming is done, we will need to switch to EDIS.
 - Funded misdemeanors, ASSA IV Fel. ORS 163.160 treated as an FMP. Programming in effect to add this to funded misdemeanor lists.

- ASSA IV Fel. Attempt ORS 163.160 (3X) treated as an A misdemeanor will be funded as well.
- Michelle will be asking for volunteers to test this in the near future.
- Wasco County: Sent an email regarding set aside/sealing question. The offense that was closed last was set aside. Question is if the only case left not set aside expired in 2014 should they purge the file or wait till the set aside case's purge would come up.
 - Trish (OISC) – Advised their body didn't close out till 2024 so the retention should go based off that. There will be hints that the case was there but that is what is advised by OISC.
 - Advised to contact your county council about purging the rest of the file.
- Question: EDIS closure in DOC400, getting an error that EDIS is not allowed. Status says (PPS compact) the issue is that the status didn't include the extension that states BRD or LC. This was recalculated and should be good now.
- Question: A County has an LC with no LC admission. Unsure how to fix this? Advised to submit a CCSUN ticket.
- Question: Received an order to set aside but the client is on ABSC. Yes, this occasionally happens. Asked how the court set aside an open record that wasn't under their jurisdiction as a LC client? The judge made the final decision to set aside the record.
- Question: County has a diversion case, says it's not convicted and that if he complied w/conditions of a diversion in 24 months it will be dismissed. How they can legally supervise, it says bench then 24 months formal probation?
 - Ask the DA for clarification on what they intended, if they intended the person be supervised ask that they change the wording.

OPS related Issues:

- **LEDS 2020-**

- Working through a glitch, if a LEDS user has a name change. Takes all the smart keys and templates and makes that person the owner of all the smart keys and then has no way to go in and change it from user only.
- We will have someone at our next meeting from LEDS to talk about validating EPRS.

- **OPS Manual-**

- No updates
- Request: At the last meeting it was suggested that a description of the reports DOC sends out be included in the manual with a summary of what the support staff need to do with it. Yes, we will discuss this at our next OPS manual meeting.

- **Local Control-**

- Manual is complete and on the OACCD web site.
[LSA-manual-4-15-2024.pdf \(oaccd.net\)](#)

Other OPS Related Issues:

- MISD sanctions, office has concerns about transferring and other counties not sanctioning. No concerns with this from the group. It should be marked in DOC400.
- Judgement just states ORS 161.405 Attempt, just ensure that the offense is accurate based off what they were convicted of and what they were charged with. Use documents in eCourt to determine what their crime was and find the corresponding offense in DOC400.
- Timeline of receiving documents from courts? Group consensus is if it is taking an extended period of time, then your management team should talk to your courts.
- EPRS on HB4002: Are counties putting anything in the misc. field to indicate they are a HB4002 case? One county is looking at putting a conditional discharge 4002 in misc. field.

- Reminder: Need to make sure we are preparing agendas in a timely manner as many counties rely on an agenda for approval to travel.

Email decisions-

- Nothing

User Groups:

FAUG-

- Nothing

OACCD-

- Nothing

FSN-

- Nothing

SUN-

- Nothing

Round Table:

- **SSN Death index:** Were we supposed to continue to get these? We received one but have not received any since. Michelle will investigate and get back to the group.
- **HB4002:** If a conditional discharge and TX is completed prior to 12 months what does it get closed to? The court should dismiss the case.
- **Restitution:** On cases that are IRTs that are marked Y but there is no amount ordered. Reminder to make sure you are checking the no rest. Ordered report that gets sent out.
- **COMP Fines:** PR revoked and made PPS. Use COMP condition for PPS cases w/compensatory fines. It is the only PR condition that can be used on PPS.

- DOC400 training modules: Group consensus is it is not very helpful and makes things more confusing. Videos or shorter updated descriptions would be more helpful.

For Next Meeting:

- What are the top tasks we would like to see a how to video on?
- Could we do videos and link them in the OPS Manual?

Meeting Adjourned. Thank you everyone!

Next Meeting: Virtual only December 12th

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.**