

# STATEWIDE OFFICE OPERATIONS NETWORK

**DATE: 12/12/2024**

**Hosting Agency: Virtual Meeting**

## **In Attendance:**

**Baker county**, Emily Peterson; **Clackamas County**, Paula McDonald, Brooklyn Kuhn; **Clatsop County**, Lori Agalzoff, Jamie Eckert; **Coos County**, Jenny Mahlum; **Crook County**, Lina Neasham; **Curry County**, Vicki Scott; **Deschutes County**, Mary Barnes; **Douglas County**, Kerri Humbert; **Harney County**, Robbi Murray; **Hood River**, Tabby Flores; **Jackson County**, Carol Knapp, Bobby Lenhardt, Marcy Bliss, Marritt Moser; **Jefferson County**, Terri Chandler; **Josaphine County**, Adam Hausen; **Klamath County**, Pam Mathes; **Lincoln County**, Carolyn Knox; **Linn County**, Angie Guestefson; **Marion County**, Suzie Schindler; **Malheur County**, Katie Mitchell, Cindy Lootens; **Morrow County**, Iryna Wrecsics; **Multnomah County**, Trish Hand, Rachel Polelle, Christy Elven; **Polk County**, Sam Hittle; **Gilliam-Wheeler**, Tina Potter; **Tillamook County**, Sahara Hendricks, AuBrey Capps; **Umatilla County**, Dana Tassie, Hailey House; **Yamhill County**, Laurie Lago, Devon Mode; **Washington County**, Heather Lucas; **Wasco/Sherman**, Summer Bathke; **Compact**, Mark Patterson; **DOC**, Michelle Mooney; **OISC**, Melissa Stom; **LEDS**, Leahanna Rosales

## **Minutes Review:**

- Pg 10- CMPF should be compensatory fines not COMP. Update- This has been completed and sent out.

## **OISC- Melisas Strom**

- OISC Records will only accept misdemeanors sex offenses and felonies. Please don't send any other misdemeanor cases. This includes MCD or MPR cases.

- Question: Would it be appropriate to send a misdemeanor that is not considered a sex offense but was supervised as one due to having sex offender conditions? Unknown, will ask and bring back to the group.
- Question from DOC: What are the counties doing for the retention of funded misdemeanors? Do you retain longer/different than other non-funded misdemeanors? Group consensus is no, they are being kept per the typical misdemeanor retention guidelines.
- DEM set aside, OISC is working on a plan to send a separate list from regular cases. Will update the group at a later date.
- When only the last remaining case is on the closing summary, and it is sealed they can not keep the summary in the file. When all cases are listed they can redact the sealed case from the document. It is requested to add all cases on the closing cycle to the closing summary.
  - Some agencies expressed concern for how this would work in community corrections. Asked for further clarification.
- Name changes STTL/AIP: Please forward any name change requests to DOC to process. Email to OISC PTA email. [dloiscpta@doc.oregon.gov](mailto:dloiscpta@doc.oregon.gov)
- Trish Hand: Does the divider page require the SID? Unknown, will ask and bring back to the group.
- Rachel Polelle: Has a partial set aside. There is a sanction at the top that is for a sealed case, but it has other cases listed. It is asked if she should redact and send the sanction or shred. Asked to send SID to Michelle for further review.
- Christy Elven: 75-year section. Violation reports, structured sanction, revocation requests etc. How are other counties interpreting this? Do other counties send anything that went to the courts? Group consensus is anything that goes to the courts gets sent to OISC.
- STTL documents: STTL conditions/release paperwork is not listed but people have been sending it. Do other counties send these? Yes, most counties seem to. Does OISC want this material?
  - Rachel Polelle asked Trish Renda about STTL documents in the past and she said they do not need to be added to the packet.

- Question: If counties are sending stuff that OISC doesn't want, will they tell us? No.

### **Compact - Mark Patterson**

- Nothing new to report.
- Next year is a rule change year and they will be looking at lumping in DV and SO conditions. So in the future it is a possibility that SO conditions might be added to DV cases.

### **Short term trans leave - Mark Patterson**

- Make sure the NOR gets done in 5 days and sent out to [shorttermtransleave@doc.oregon.gov](mailto:shorttermtransleave@doc.oregon.gov)

### **FSAPP (family sentencing alternative pilot program) - Mark Patterson**

- 5 counties currently involved in the pilot program. If the bill to make the program permanent passes through legislation they will look at adding additional counties to the program.

### **EDIS – Mark Patterson**

- Working on service requests and clean ups on Sex abuse 2 cases.
- Delivery and Manufacturing drug crimes are not being reviewed for the enhancement ORS 475.925. In the last few weeks, the PB has received EDIS closure forms that were granting EDIS and upon review fell under these enhancements and the EDIS closure has been denied and returned. Please make sure Delivery and Manufacturing drug crimes are reviewed before issuing an EDIS discharge. **If the crime category level is at 9 or 10 for a felony Delivery or Manufacturing drug crime it will be restricted by ORS 475.925 (1) or (2). A service request was just completed for the DOC 400 to catch these crime categories for Delivery and Manufacturing and should no longer show up on your EDIS eligible review reports, however we still advise to double check before granting EDIS.**

- It is asked that we double check delivery and manufacture of drug cases, including charging documents, for this enhancement. If we aren't sure or have questions, contact Mark Patterson.
- Paula McDonald: When they send an EDIS notification email to another counties courts and there is a delay to them uploading it into ecourt what are we supposed to do? Their current practice is to close to EARL then waiting till the other county uploads the documents in ecourt to close to EDIS.
  - Michelle Mooney: It is asked to reach out to the county, DO NOT close to EARL.
  - It seems a lot of other counties are not waiting for the courts to acknowledge or upload the documents. They close to EDIS when they get the signed paperwork. With the exception of PPS cases, they wait for the closing notice from the BRD.
- A suggestion brought up to Michelle Mooney and Mark Patterson on if it is possible to make a change in DOC400 to show if a case is EDIS eligible. Similar to the Y or N for sanctionable on a sentence line. It is asked if this would be beneficial? Do we want this to be looked further into? Group consensus is to revisit this topic in March.
  - They are working on a program that will check if each client is EDIS eligible for us it checks sanctions and ORS to determine if someone is eligible, although it does not look at enhancements. It will be case specific. If they become ineligible you can erase them from the system. If everything goes as planned this program should be rolling out in March 2025.

Assault IV Felonies: Assault IV felony and Assault IV Felony Attempt (AM), convicted on or after Jan 1, 2022, are now eligible if the judgment has the required dv language.

**ORS 163.160 (3) Assault IV Felony:** Often the court convicts under the felony 163.160(3) and reduces to a misdemeanor (FMPs). Programming will now allow these to qualify for funding and EDIS if:

- (a) the judgment document reflects the “constitutes domestic violence” language in the crime description, and

- (b) you enter the offense as ORS 163.160(3) CF, mark the Felony=Misdemeanor Y and mark the Funded Misd flag Y.

NOTE: You will no longer enter these as the misdemeanor 163.160 and you are not required to go back and change any offenses previously entered as 163.160.

**ORS 163.160(03)(X) Assault IV Felony Attempt (AM):** Programming will now allow these to qualify for funding and EDIS if:

- (a) the judgment document reflects “constitutes domestic violence” language in the crime description, and
- (b) you mark the Funded Misd flag Y.
  - Question: Are offenses previously entered with the work around needing to be changed? No, you do not have to go back and update those unless you choose to. If counties choose to that is fine. The work around in place makes them EDIS eligible so they will not be missed as previously entered.
- Mark will send out a new EDIS crime eligibility list hopefully next week.
- Jenny Mahlum: Under the conviction date section what does “O line original conviction date” mean? This is in the packet of EDIS rules and crimes that do not apply on pg 3.
  - It looks like these are original instructions and are out of date. Currently we are using the conviction date to determine EDIS eligibility. OPS manual states felony PR or PPS sentence conviction date must be on or after August 1, 2013.

**AIP – Mark Patterson**

- Community Corrections took over the supervision portion of AIP from the institutions. This means any violations or questions on AOS on AIP will not go to Corrina Brown.

- All questions should be sent to [docaiptransitionalleave@doc.oregon.gov](mailto:docaiptransitionalleave@doc.oregon.gov)

## **Parole Board- Susi Hodgin**

- Heather Lucas: closing to EDIS when we send documents to the Parole Board should we wait for confirmation from the Parole Board prior to closing?
  - Yes. It seems several counties are having issues getting the closing documents from the Parole Board in a timely manner. Susi says you should be sending these to the webmaster email or the parole board records email.
  - [paroleboardrecords@paroleboard.oregon.gov](mailto:paroleboardrecords@paroleboard.oregon.gov)
  - [\*\*BPPPS.Webmaster@paroleboard.oregon.gov\*\*](mailto:BPPPS.Webmaster@paroleboard.oregon.gov)

Turn around should be 72 hrs. If counties have outstanding requests please send them to Susi to follow up. This includes EXPI closure notices.

- PO got amended order for a client who was about to expire. Got a new PPS order changing his sentence length from 36 months to add 100 months. Was a commutation case. Susie will investigate if she can get the case information.

## **DOC - Michelle Mooney**

### **Service Request Updates**

- Service Request 3153 & 3158 EDIS Programing: Programming is now complete. All new DEM offenses have been entered into DOC400 and are available for use. Eligibility to close Sex Abuse 2 for probations has been fixed. Any Sex Abuse 2 offenses previously closed out to EARL should be updated and closed to EDIS. Assault IV Felony treated as an FMP and Attempted Assault IV Felony (AM) will now be funded and are EDIS eligible. Inchoate crimes that were previously allowing

restricted crimes to be closed to EDIS have been fixed. It will now block from closing to EDIS. Inop time calculation has been fixed for people with commutated sentences. Ability to enter an L line and add misdemeanor LC sentences for new DEM cases.

- Question: Can counties refuse to accept a transfer of a DEM?  
Unknown at this time. Tina Potter will ask OACCD at the next meeting and get back to the group.

## Reminders

- Reminder to cc Michelle Mooney on all SUN tickets.
- Do not send purge/merge requests to the help desk. Send those directly to Michelle Mooney.
- CCRs are being wrapped up and should be sent out to the directors soon.
- Continuing contact standard audits/chrono audits. Please do not use OV as an office visit if they are just dropping of a monthly report to support staff. Use O/O. Any questions on the chrono coding please review the guides that have been sent out to CCB ALL previously. If you need a copy please ask your manager, your FAUG Rep or email Tracey Coffman.
  - Question: Can support staff that make short Chronos, use note as person code. Is this appropriate? Yes, it is just asked that you just don't use Note as a place code unless it meets the use definition.
- Still seeing LEDS2020 information copied into chronos, DO NOT copy LEDS information into chronos.
- TSI update, email sent out to confirm the new process that is in place. DOC is compiling a list and asked that each county respond with who will be responsible for issuing the warrants in their county. Once that list is compiled, Michelle will share it with SOON.
- If having to work while attending SOON virtually, or you miss a meeting, please read the SOON minutes so you are caught up on what's happening in the meetings and on any changes.

- PVPD Code: Starting to pull some clean up lists. PVPD code should be used as a sentence closure or a body closure, not both. If the AOS only has cases that are past max date and pending a PV, only close the body to PVPD (not the sentences). If the AOS has mixed cases (some PVPD, some still active) you will only close those specific cases to PVPD.
  - Question: We have a client whose body is on PVPD but the court issued a warrant. Emailed SOON and was directed to leave on PVPD and that we should not be moving to ABSC if PVPD. I brought this to my supervisor and there were concerns expressed regarding leaving on PVPD if there is a warrant issued. We are asking if this is a recommendation or if it is a requirement to leave on PVPD?
  - Michelle: This is a requirement; you cannot move from PVPD to ABSC. In general, when a case expires while pending a PV, and the courts issue a warrant after that expire date, do not move to ABSC. We will leave at PVPD until the person is arrested and a decision made.
  - It is asked if “An If” type chart would be helpful for the PVPD code? Manual Committee can look into creating this at the February meeting.
- Currently SOON receives a USAP Report. Would it be OK to modify this report to include all outcounts? There would be a filter added so that users could narrow down what they look at.
  - Yes. SOON agreed to modify this report.
- Currently SOON receives a resentencing report. Would it be OK to modify that report to add offenses closed to PVPD?
  - Yes. SOON agreed to modify this report.
- Question on AIC death report: What are counties using this report for?
  - Should be using it to check and make sure you do not have a file on the person. If you do, send the documents to OISC. Also ensure all sentence lines are closed out appropriately.

- Mentoring Idea: Recently DOC has worked to connect some counties together to provide counties with training, and a direct resource for help. This helps pair counties with new staff with counties who have experienced staff. Would SOON be interested in creating some type of mentor program where we can connect people with someone to go to with any questions they might have.
  - The group consensus is that this would be beneficial for everyone. Michelle will bring this to the directors.
- The PSC module has been updated. Once a PSC is entered it can only be corrected by the FAUG Rep. Users will no longer be able to change a PSC or a PSC Override once entered.

## **OPS related Issues:**

### **LEDS 2020- Leahanna Rosales**

- OPS- LEDS resource Center
  - <https://apps.oregon.gov/application/pdfdownload/osp>
    - Requires password, if you don't know the password or don't have one email the LEDS help desk at [hleds@osp.oregon.gov](mailto:hleds@osp.oregon.gov)
- CJIS Learning & Development
  - <https://www.oregon.gov/osp/programs/cjis/Pages/CJIS-Training-Unit.aspx>
- Annual LEDS training is at the end of August 2025 in seaside. If you want to attend, go to the LEDS website.
- When in LEDS you can go to top right-hand corner to switch to a validations inbox. (Most of us will not currently have a validations inbox.)
- EPRs do have a validation option when looking at the very bottom of the record.
  - Oregon doesn't have a set policy for EPRS yet. Auditors are looking for an implementation of this process.
- When in a validation inbox
  - Click on validation- will show a due date and a date received

- The mis. field will have confirmation information in it
- Supplemental will have warnings/caution indicators
- You will need to go through each field and ensure everything is correct, ORI, name, DOB, descriptors, misc., supplemental information. Will need to check through all resources CCH, DMV, police report, extra.
- Recommended to run query to ensure file is still active.
- Query will stack onto validation message in inbox so you will need to click on the same validation required message to see your query.
- If not valid clear/cancel file and put a date and explanation.
- If still valid validate record, information will be auto filled. Submit record. (if you have information that needs updated can be done here prior to submitting record)
- Look at confirmation message to ensure the record did modify and modified correctly, can also query. Look for validator date and name. Can ctrl-f to find and search VLN to find this portion.
- Can validate your own entries.
- Are there counties currently validating entries? It does not seem like it, some have processes in place for a 2<sup>nd</sup> look verification, but no one seems to do the LEDS validations.
- In Mult. co. any data entered or modified gets second person verification, does this count as a validation? No. According to the FBI this does not count as a validation.
- When adding a supplemental like descriptors do you need to validate? Yes. Will need to do an EN, to modify. Once done go back to validation and to query to ensure information is in record.
- Currently you can go from inbox and a query to validate, run query, do an open with, and a modification. Scroll down to validator name. enter name and submit. If you do not have a validation inbox which you wont if you are just entering EPRs.
  - It is believed that ABSC ins and outs would need to be validated if this does become a requirement as it is a change to the record.

- If you create a template or smart key and it disappears create a LEADS ticket with the help desk.

## **OPS Manual**

- Carolyn Knox chapter 8.10, states all counts must be eligible to close to EDIS. This is not accurate. Rachel Polelle will make a note to update in the Manual.
- If you see anything in the OPS manual that needs updated send here. [dlsoonmanualcommittee@doc.oregon.gov](mailto:dlsoonmanualcommittee@doc.oregon.gov)

## **Local Control**

- Suzie Schindler: Client received a strait jail sentence consecutive to a LC sentence. In the process of the straight jail running, he got a new charge that sent him to prison. Question is does she enter the L line prior to his PPS starting?
  - Is the jail considered time served? If it is, you will start the L line the day the consecutive jail sentence is complete. If questions, see LC chapter in OPS manual.

## **Other OPS Related Issues-**

- None

## **Email decisions**

- None

## **User Groups:**

**SUN:** No updates on modifying SUN requirements, will revisit the next meeting.

**FAUG:** No updates

**FSN:** No updates

- **OACCD:** Appointed Tina Potter as OACCD liaison for SOON. So, any future things for OACCD should go to her to be brought to OACCD. OACCD has created a workgroup to review network meetings protocols including virtual attendance protocols to be followed for virtual meetings.

## **Round Table**

- FSN proposed moving FSN meeting dates to coincide with SOON. FSN would meet every other meeting like the OPS Manual Committee does. Any concerns? Ideally the meetings would be the day prior to SOON opposite from the OPS Manual Committee.
  - Group consensus is this would be beneficial for counties to be able to attend in person.
- Heather Lucas volunteered for chair of SOON and to be added back to the OPS Manual Committee.
- Heather Lucas is receiving IRTs with no conditions listed in the EPRs is this normal?
  - It's a county-by-county decision to include conditions.
- Christy Elven: Wondering if Senate Bill 1510 can be updated to only show old and blank conditions?
  - Group consensus is to leave as is for now and revisit next meeting.
- Lori Agalzoff: Have an email from a PO asking to remove DNA flag in DOC400. PO stated they are on for a MISD and requested the DNA flag to be removed.
  - The group mentioned some misdemeanors do require DNA to be taken, including Sex offenses. Which this person was convicted of.

## **2025 SOON Schedule:**

**February:** Virtual 2/13 (OPS Manual meeting will be held the day prior)

**April:** Clatsop 4/10

**June:** Umatilla 6/12 (OPS Manual meeting will be held the day prior)

**August:** Lincoln 8/14

**October:** Wasco 10/09 (OPS Manual meeting will be held the day prior)

**December:** Virtual 12/11

**Meeting Adjourned. Thank you everyone!**

**Next Meeting:**

**February 13<sup>th</sup>, 2025 – Virtual Only**

**SOON Chair:** Heather Lucas, Washington

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

**OPS Manual Chair:** Trish Hand, Multnomah

**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.**