

STATEWIDE OFFICE OPERATIONS NETWORK

DATE: 02/13/2025

Hosting Agency: Virtual Meeting

In Attendance: **Baker County**, Emily Peterson **Clackamas County**, Paula McDonald **Clatsop County**, Lori Agalzoff, Jamie Eckert **Coos County**, Jenny Mahlum **Curry County**, Vicki Scott **Deschutes County**, Mary Barnes **Douglas County**, Kerri Humbert **Hood River**, Tabby Flores **Jackson County**, Bobby Lenhardt **Jefferson County**, Terry Chandler **Josaphine County**, Adam Hausen **Klamath County**, Pam Mathes **Linn County**, Angie Gustafson **Marion County**, Marabel Cardenas **Malheur County**, Katie Mitchell, Cindy Lootens **Morrow County**, Iryna Wrecsics **Multnomah County**, Trish Hand, Rachel Polelle, Christy Elven, Peter Schmidt, Danna Spargo, Laura Cavitanich, Emma Bouchet, Debby Patten, John O’Sullivan **Polk County**, Sam Hittle **Gilliam-Wheeler**, Tina Potter **Tillamook County**, Sahara Hendricks, AuBrey Capps **Umatilla County**, Dana Tassis, Hailey House **Yamhill County**, Devon Mode **Washington County**, Heather Lucas **Compact**, Mark Patterson **DOC**, Michelle Mooney **DOC**, Susi Hodgins **OISC**, Melisas Stom

Minutes Review:

- No changes

OISC- Malena Garcia

- Question: In OISC’s eyes what counts as a misdemeanor Sex offense?
 - If the county is supervising as a sex offense they will take it. Will follow up and bring back a final answer.
- Question: In the past we have been instructed to print off a face sheet that includes all offenses on the closing cycle and include it in the 75-year side of the documents sent to OISC. But this is not listed in the 75/3-year instructions. Should this be modified to include the face sheet on the 75-year side?

- Yes.

Compact- Mark Patterson

- No updates
- Looking at doing a compact coordinator meeting in October in Bend.

STTL - Mark Patterson

- No updates

EDIS - Mark Patterson

- Question: A county is having issues getting progress reports from California to close their client to EDIS. Should they go ahead and close to EDIS since they haven't been notified of anything keeping them from being eligible?
 - Hold off on closing. Send the information to Mark and he will reach out to California.
- Should have a new EDIS restriction list out in the upcoming weeks. The only changes will be new drug charges.

Parole Board- Susi Hodgins

- No updates
- Question: What documents will the Parole Board accept for name changes?
 - An AOS may request an alternative name to be their DOC name of record if it is materially different from the court name and is supported by legal documentation of their legal name.

DOC- Michelle Mooney

Community Corrections Updates

- In previous practice when we had a felony that was converted to a misdemeanor, we would have to notify OSP to have them remove the offenders' fingerprints from their system. In February 2024 it was

decided that you longer had to notify them. You can if your agency wants you to still, but it is not required.

- Reminder: Slow down and do a thorough search in OIS before entering a new record. You can get to OIS through DOC400 (F11, 5, A). At a minimum, it is required that you search by FBI number. You may Search using all data you have available; minimum suggested is SSN, FBI Number and SID Number to avoid creating duplicate records. Search by each designation separately, meaning ONLY enter SID Number then press search; ONLY enter FBI Number then press search, etc. Some search fields are case sensitive. DOC has had an increase in the number of records that need to be merged/purged because they were entered in error and a file already exists.
- Reminder to send all merge purge requests directly to Michelle Mooney. Do not send them in as a helpdesk ticket.
 - Reminder to enter all data in the offense screen. Crime seriousness score and conviction dates have been missing from data entry. This impacts the EDIS programming and will block cases from being considered as eligible. EDIS eligibility. Please ensure when you are entering a new offence that you include all the necessary information.
- Reminder: Please ensure that you are entering your data timely and in accordance to the timeframes established in the OPS Manual. There has been an increase in split cycle tickets.
- There are currently a lot of clients with temporary SID numbers in the system. Reminder to be running the report in DOC400 (CCSupport menu option 23,4,4) once a month to ensure all your clients have an official SID. Clients without a SID number cannot have an EPR entered.
 - Vicki- having an issue with this with Compact clients. Has reached out to other counties and have noticed COMP fingerprint submissions are taking a bit longer than they previously did. Reminder to follow up if you haven't heard back in a timely manner.

- Contact standards: DOC is sending out weekly quizzes to help train on different scenarios. Support staff are highly encouraged to do the quizzes as well. Prizes are awarded for participation!
- PVPD codes: One code is used to close the body as an outcount. This is to be used if the client only had PVPD offenses. If they have one offense that is PVPD and others that are not you will only close the offense. You should never have a body and an offense closed to PVPD on the same client.
- PVPD if they are past their max date and PVPD. When courts give a resolution that is dismissing the case you will close to EXPI based off the date of the PVPD decision with an F8 note. Do not close it on the original expiration date.
 - Question: If the court dismisses the expired case, do we remove from PVPD and then close? Or leave on PVPD and close the case?
 - Return from PVPD then close to EXPI.
 - Question: What are other counties doing with the expiration date on the EPR for the PVPD cases?
 - It seems like most counties are extending 6 months to 1 year out.
- Restitution tracking: There was a request to modify the condition text field to be able to enter text if the restitution amount has not been determined.
 - It was determined this is not feasible and to maintain the current practice of monitoring the cases with restitution ordered with no amount, using the report that Denise Sitler sends out
- Question: They have a client that owes restitution, but the board did not add SC7 to their conditions. Should they add this restitution as an SC10?
 - No. Reach out to the Parole Board to see if they intentionally left the condition off or not.
- CDPR: OPS Manual 14.15 discusses what CDPR is. It is the line closure code when an AOS picks up a probation sentence and a DOC incarceration sentence at the same time, and on that probation sentence

the AOS receives “jail as a condition of probation,” and does that jail time in the institution, the institution will close the P line with the temporary code CDPR (condition of probation) and add a J line. After that jail sentence has been served, the institution will remove the CDPR code from the P line and close their J line to EXPI. If the institution forgot to remove the CDPR code and you find it there when your AOS gets out of prison, you need to remove the code yourself, thus opening the P line back up to show as an active supervision sentence. If the expiration date for the probation sentence has passed, you should then close the P line to EXPI as of the probation’s max date.

- Resent /USAP updated reports being sent out. Please review and fix accordingly. If you have questions reach out to Michelle. Some of this data may be old so there might be somethings that cannot be resolved, if you are unsure reach out for assistance.
- Reminder to please read the SOON minutes and share with other staff.
- TSI: These will be considered an escape so reminder to be moving to escape.
 - Are these going to be entered into DOC400 in the warrant’s module?
 - No since these people are not technically on supervision it is not appropriate to add into DOC400.

Service Request Updates

- Service request reminder: There is an old request Judy submitted in 2020. The original issue was when a case closed in error was reopened, all the old conditions moved forward, not just those on that case.
- These are the notes from the 2020 minutes:
- Feb 13 2020 –
- Since then there has been no mention of this issue in minutes or notes so wanting to find out how much of an impact is this for the counties and is this a service request that is still needed.
 - Yes, this is still an issue.

- Rachelle: Currently all you can do is note on the kardex that those conditions no longer apply as there's no way to remove them. She can do a demo of what happens to assist IT is analyzing issue.

OPS related Issues:

LEDS 2020-

- Trish Hand sent a link out to the SOON DL for the LEDS demo on MARCH 4th.

OPS Manual-

- Rachelle Polelle has a ORS that's not in DOC400 and is wondering if other counties are having this issue with ORS 033.065?
 - Yes, some are. It seems like the work around is to use restraining order violation instead ORS 133.310.

Local Control-

- Question: How are counties tracking revocation units?
 - No concise decision. Will reach out to FAUG.

Other OPS Related Issues-

- Nothing

Email decisions-

- Nothing

User Groups:

SUN-

- Reminder when submitting a ticket cc Michelle Mooney and include all the necessary information.

FAUG-

- Nothing. Meets next week.

FSN-

- Nothing. Scheduled to meet April.

OACCD-

- At the last meeting it was asked about DEMS and other funded misdemeanors being transferable.
 - The answer is that they will be considered transferable like any other funded case.

Round Table:

- Trish Hand- Manual Meeting: Started to put together a list of reports that come through. Wanting clarification on what information is wanted in this section.
 - The group decision was inconclusive. Trish will send out some examples of the options and we will discuss at our next meeting.

Meeting Adjourned. Thank you everyone!

Next Meeting:

April 10th, 2025 - Clatsop County

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.**