

STATEWIDE OFFICE OPERATIONS NETWORK (SOON) MINUTES

Thursday, October 13, 2011

Hosting Agency: Umatilla County

Meeting Location: Umatilla Hall

2411 NW Carden Ave.

Pendleton, OR

Present: Diane Ballard, Jackson County; Christy Elven, Washington County; Mary Hunt, DOC; Lee Cummins, DOC; Frances Murrey, Malheur County; Patty Arrington, Umatilla County; Geri Burrow, Umatilla County; Michael Jackson, Marion County; Karen Spieler, Columbia County; Mary Michael, Grant County; Judy Bell, Benton County; Vicki Wood, Yamhill County; Katie Raffety, Jefferson County; Christina Towers, DOC/OISC; Teresa Yurkovich, Josephine County; Lisa Gilbertson, Multnomah County; Patty Gaskins, Douglas County

Introductions/Welcome

Director, Mark Royal welcomed the group to Umatilla County, and gave us a run down on the sites and restaurants in Pendleton. He shared with us a little bit about how the budget has affected his office. He also briefed us on OACCD and things that are happening right now, i.e. LS/CMI revamp and lastly the new triage tool. Mark thanked the group for all the work we do.

Review/Additions/Corrections to Minutes

Page 10 under FSN - The next meeting should be October 27, 2011 not the 22nd.

Email Decisions

Karen Spieler received a Compact Investigation on September 20th and then they received approved Reporting Instructions on the 22nd with a report date of the 21st. He reported to their office on the 23rd and on that date the PO rejected the investigation. So her question is should she open him in DOC on the 21st and then use the closure code of COMP as of the 23rd because it really was not an investigation. The response she received was to

admit him as of the 21st and closed on the 23rd with the CREJ code. When checking with the manual it was her understanding that we use the code CREJ for Investigations. Karen was told that COMP is only used when the offender returns to the original state of his own reasons or the sending state retrieves him, but that's not what the manual says. Karen went over it with Sharon and Sharon doesn't agree. Since we received the RI's we need to open him and close him to COMP. Mary looked up the long descriptions. CREJ is for Investigations only. COMP for everything else.

On September 13, 2011 Angie Gustafson from Linn County sent out an email regarding changing a case to MFP status from FPR. They received an order modifying the sentence to misdemeanor probation. However, when they went in and put the N on sentencing guidelines and the C on the felony=misdemeanor it changed to MPR not MFP. Per Mary there are two reasons for this. Per IT when you change the C code on the felony sentence - the C is used for two things. It's used for successful completion and for earned misdemeanor treatment. It was never intended to change it for MFP status until probation was completed. We had talked about in the past about getting a different code for the earned and leave the C for the successful completion and get another code for the earned misdemeanor treatment so they can be distinguished between those and they could act differently. After much discussion it was decided that we will have two codes. C= Completion and E= Earned. You must have a court order to do this. Michael Jackson stated he would take this back to the Manual Committee so the manual could be updated to reflect these changes.

NOTE: You will not be able to use the E=Earned code until the program has been changed. Mary will enter a service request for the new code. In the meantime, you can continue using the C=Completion code on the earned misdemeanor treatment cases. You may want to flag or make a list of those cases so they can be updated to E=Earned when programming has been completed and implemented.

OISC/INSTITUTION RECORDS - Christina Towers

They have completed the enlarged docket testing and will go into production maybe next month. Mary has been trying to test and it has not been working for her. Christina said there were a lot of problems originally but that most of those were worked out. Michael Jackson asked what the enlarged docket is. Christina stated it is 12 characters and adds two more spaces to the field so you can add a three number count instead of the alpha character. It's something that was asked for a long time ago. Per Mary there is very little

space on our kardex so to increase two characters we have to reduce two characters elsewhere. Mary's suggestion would be the Judge's name. Mary will take this to FAUG to see if they have any input on this matter.

POST NOTE: FAUG agreed that it would be best to shorten the Judge's name on the Kardex to provide space for the enlarged docket number. FAUG also suggested that support staff enter the Judge's name on the docket screen as Last, First so that most (if not all) of the last name appears on the Kardex.

Sharon Johnson asked through Karen Spieler if there is law that states we have to send documents to OISC if they are only going to keep them for three years. Columbia County keeps them two years. They were trying to find something in Rule 70 about this and found where it states that the Department of Corrections requires certain documents be sent to Central Records as they are created for maintenance as statewide record copy . That is not what Cathy Snider wants. She wants all documents at closure. Christina will take that back and get an answer for us. Sharon also stated that the list in Rule 70, page 39, does not include some of the items that we send to Central Records. She didn't know if these pertained to institutions or DOC.

PAROLE BOARD - Michelle Mooney

No one was present from the Board

COMPACT/ICOTS UPDATE

Annie Williamson has left the Compact Unit she took a job with the Department of Justice. No one has been assigned to represent them at SOON as of yet.

Judy Bell wanted to know if Compact Investigations are put in the DOC 400. Yes, they should be put in the DOC400. Chrono's cannot be entered if the case is not input in the DOC.

Katie Raffety stated she hadn't received a Closure Notice for a case that expired on October 1st and she wanted to know how long to wait. It was suggested that she can ask the PO to contact the other state regarding the closure notice. Also, if you do not receive one within a reasonable amount of time, you can always contact the Compact Office and ask them to check on it for you.

When an offender is compacting out to another state and you close the case to CMPO and type the two letter state what date do you use? The consensus was the accepted date.

DOC - Mary Hunt/Lee Cummins

Per Mary there are no clean up lists this month. Denise Sitler was not able to attend the meeting today and wanted me to do a reminder regarding inactive probation. Legislation on the inactive probation actually sunset on 7/1/11. However, that doesn't mean that we are finished with that. We will still have to look at those offenders that were sentenced prior to July 1, 2011. We will still receive reports for us to review. This will also be taken to FAUG.

Service Request Updates - No changes since the last meeting. Refer to August minutes if you want to know the latest updates. Mini-service requests that are up next are both for FSN. One is to automate the DOR transfer form. It will automatically go from our system to DOR's system. The second request is for the DOR adjust memo to work in the same manner. The third one is to create a summary report from our detailed reports. Next round of mini service requests will be our request for the hard edit for the override status for parole/local; OACCDs request for sex/race always be entered and FSN's request to allow a zero fee amount.

Oregon Offender Search (OOS) which is an internet site where the public can go in and see CIS data on offender records. Currently the only data they can see is inmate information. OACCD had talked about adding the community piece. Ginger Martin has asked Mary for a mock up of what the community will see and she will take it to one of the OACCD meetings to get the final approval (possibly the January meeting). The information should be available after the first of the year.

Lee Cummins wanted to remind everyone that Char McCarthy is still under contract and if you need her for any training issues let Lee know. She's working on a few other projects. One of the projects has to do with the OPS Manual. We found that a lot of offender information is on the web site that shouldn't be so Mark Cadotte has made her available to help the Manual Committee fix these areas. Tina Shippey sent an e-mail out just yesterday asking the Manual Committee if you want to fix these areas yourself or would you like to have Char fix for you. She will also be working with FAUG to fix their manual.

IT is getting very close to getting the sanction fixes done. This week is Dave Wells' last week and we're hoping to get most of the fixes complete. That includes the deletion piece. Hopefully, next week it will go into production. PO's will not be able to delete sanctions after seven days. After that your FAUG rep will have to do it. There will be some restrictions. You should never delete any Board status. The second piece will be tested this week as well. This will not allow the body to be closed if there are open sanctions. Along with that will be a cleanup of some of those records. All open sanctions on discharged offenders and all open sanctions in a previous cycle will be closed to AUTO. You will be bogged down probably in the beginning while the PO's get in the habit of checking sanctions prior to giving it to the clerical for closure.

The big projects/service requests that we are working on right now are the Public Safety Checklist (PSC). That's the number one service request being worked on currently. That is the replacement for the risk assessment screen (OCMS). The programmer working on this service request is Diane Routt. The group is working really hard on getting this ready for production. Next meeting is October 20th to finalize everything. OACCD is hoping that it will go into production the first of the year before the new time study begins.

The URICA tool that helps to determine the offenders stages of change. It will be optional for the community. It will be a county by county decision. Institutions will be using it. It is ready to go but they are still working on some of the user authorizations. Lee will send out the tool itself and what information she has on it. There will training available at the next FAUG meeting. If your office does decide to use it and are having problems with it, you can contact Jeff Hansen and he will be glad to help with any questions your office may have. It's like the TCU program. You just have to answer a few questions and hit enter and it will be generated.

The last project they are working on is the Static 99R. The service request plan has been formalized and the community has signed off for the changes that they recommended for it after they found out that we can't have CIS calculate the age date. Just waiting for the institution to sign off and Helen Kennedy will start working on the programming.

OPEN AGENDA/OPS RELATED ISSUES

LEDS/WebLEDS

Michael Jackson wanted to know if anyone was keeping a list of the QPR issues. Mary had stated that we should keep a list of any problems. Christy stated that if you have any

problems or issues send/e-mail them to her and she will keep the list. Mary stated that Nicoli Taylor from Deschutes County sent her an issue that she had noticed. She had an offender that was being transferred to their office and already had an EPR. The problem was the previous PO had three phone numbers and her PO had two numbers. Instead of taking out the third number the system was keeping the previous number from the mailbox. Per Michael Jackson if you put an * in the third phone field it will remove it. This information is in the manual. Nicoli was also wondering if she replaced the numbers with ten zeros if that would work. Christy said that her LEDS rep put the same number in the table for both the evening number and other number. Columbia County stated that they are still having a lot of problems with LEDS. When she enters EPRs they are always missing something, i.e., phone numbers are wrong, names are misspelled. Karen stated that she will send Christy and Mary a list what the issues are and Mary will check with DOC's IT and see if they can figure it out. But she feels that there is something wrong with the connection. Lisa Gilbertson from Multnomah County wanted to know if any other county was having issues with the new placement of PO's on the qpr. Some say that the information is not there. It's probably just a training issue with law enforcement about the new placement. Michael Jackson stated his supervisor approached him and said that LEDS states before anything is entered in LEDS it should be verified by another person before it is entered. In some counties they have a stamp that states verified and another person puts their initials on it. Some counties it is the PO's responsibility to check the information. Vicki states there is a question in the audit that asks this.

OPS Manual

A question was asked how the Manual Committee gets updates. Diane Ballard stated that the Manual Committee goes through the minutes and makes changes accordingly. Christy Elven sent out an e-mail asking if Felony Conditional Discharges and Felony Diversions can go to INPR. The answer is "No" because they have not been convicted of a crime. This should go in the Manual if it is not there. Another e-mail from Judy Bell states that the Manual was not clear in "15.9.7 Auto Revoke". It states there is no entry in CIS for an auto-revoked case is entered in CIS. When it is auto revoked you do not close the line they always stay open and they expire when they expire. So the language needs to be cleaned up.

Local Control

No problems at this time

Other OPS Related Issues

Lee stated that at their last meeting FAUG voted to add a new condition code to the table. It is going to be DIA for drug impact area. She has not added it yet and will be doing so shortly. She'll send out an email when it goes into production. This new code is going to be used in Multnomah, Washington and Clackamas County mostly. The description for what this is and how it would be used is that the drug impact area is like a drug free zone but the big difference is that if the offender has a DIA based conviction and gets arrested again in one of these areas; the PO is obligated to detain the offender. Judy Bell asked if a three letter code would work in DOC as well as LEDS. Lee stated that she assumed it would. Lee will send it back to FAUG and ask for a new four letter code. Per Dan Malin, from LEDS, we would need to contact John Garlick to have a new code added.

Dan Malin from LEDS joined our group to talk about Correction Client Contact Reports. He would like to get a sense on how happy or unhappy we are with these reports. The specific question he had was in the manual. It states that an officer or agency will send a corrections client contact report to the officer in the mailbox when an offender is contacted and action is taken. He stated that some of the unhappiness would be that the law enforcement action might need to be better defined. We have an assumption that law enforcement action means an action taken that is going to require a person to appear in court. There are some PO's who feel that every time an offender is run you should let them know why they are being run. It was not set up that way. PO gets an automatic notification when their client is run but would not follow it up with a CCC message unless he was arrested, cited or something like that. That way if the PO wants to know what happened they could go back and contact the officer. Its working okay right now but he feels that others have different expectations than others and if they wanted a report or AM message every time a client is run then that would be better flushed out in the manual. If they only want contact message when some arrest or citation or executive action is made then I think maybe the definition is okay. He just wanted to visit and see if we are happy with the way things are run. Dan would like us to take this information back to the office and get the PO's input. It has been this way for a long time. They are not advocating any changes at the present time.

Dan will be finishing up with Marion and Jackson County audits before the end of the year. Counties are audited every three years. We asked Dan if a 2nd person has to sign off on all EPRs. His answer was yes. You can have a second person initial the original EPR and keep that in the file. That would be your proof.

Vicki Fisher emailed the group and asked if your county is not accepting low limited cases, would you still like to receive the notification that the offender is living in your area? Vicki's response was that everyone would still like to receive the notification and that it was policy to do these letters per OAR, Division 19. Douglas County has created an Option 24 document recently that will be available to us.

Tabled Discussions/Decisions

None at the present.

USER GROUPS

SUN has not met since the last meeting. Mary did say that there are two new Super Users - Michael Jackson from Marion County and Marlo Weise from Multnomah County.

FAUG will meet November 16th and 17th in Salem.

SOSN Lee contacted Bill Sawyer to see if there were any updates. He stated that Katie Gotch is doing a training/overview next week at their meeting on the new Static 99R at DPSST. There is work to develop a bill in the legislature relating to a tier/level system for SO notifications that may do away with the current "predatory" designation and move towards 3 levels of SO offenders and types of notification that will be required. Work groups are researching what other states are doing and will be trying to put together a bill as soon as possible. A few SOSN members are involved in the process along with VI and it is moving quickly as far as these things go.

FSN will be meeting October 27th in Linn County. They haven't met since our last meeting.

MANUAL will be meeting December 7th in Linn County.

OACCD will be meeting November 17th and 18th in Lane County.

ROUND TABLE

Christy sent out an email a couple of weeks ago inquiring about meetings for 2012. She only had one response. Christy will send out another email asking for hosting counties and will get a schedule out to us.

Lisa Gilbertson asked about HB 2710 where everyone will be charged for Court Orders.
We believe that the HB will be rescinded.

NEXT MEETING LINN COUNTY - DECEMBER 8TH