



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/13/13

Agency: Psychiatric Security Review Board

Facility: 610 SW Alder, Suite 420, Portland, OR 97205

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Paralegal
b. Classification No: C1524
c. Effective Date:
d. Position No: 399017
e. Working Title: Conditional Release Monitor
f. Agency No: 399000
g. Section Title:
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: UA
k. Work Location (City - County): Portland - Multnomah
l. Supervisor Name (Optional): Juliet Follansbee, J.D., Executive Director
m. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [] Exempt [] Non-Exempt
If Exempt: [] Executive [] Professional [] Administrative
o. Eligible for Overtime: [] Yes [] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Psychiatric Security Review Board (PSRB) was created by the Oregon Legislature in 1977 for the purpose of assuming jurisdiction of those persons who successfully assert the insanity defense to a criminal charge. The Board is multi-disciplinary in nature and was originally comprised by statute of five part-time members (psychiatrist, psychologist, attorney, parole and probation officer, and a member of the public). It bridges the criminal justice and mental health systems. Its enabling statutes direct the Board to have as its primary purpose the protection of society while remaining mindful of the rights of individuals under its jurisdiction. Its mission is to protect the public through the on-going review of the progress of guilty except for insanity clients and a determination of their appropriate placement. It does that through a hearings process in which a panel of Board members meets to review individual cases in order to determine which clients are in need of hospital level of care and which can be adequately supervised and treated in the community under conditions set and monitored by the Board. The Board currently has jurisdiction over approximately 570 clients in Oregon, of whom 383 live in communities throughout the state with strict supervision and monitoring. Approximately 75% of the cases supervised by the Board are for serious person-to-person felony charges such as Assault, Arson and Homicide.

In 2005, the Oregon Legislature expanded the role and responsibilities of the PSRB. It created a juvenile panel of the Board to assume jurisdiction over youths who were found by a juvenile court to be “responsible except for insanity” of a crime and who suffer from a “serious mental condition” or any mental disease or defect and pose as substantial danger to others. The statute took effect for youth with mental illness on July 1, 2007 and for youth with developmental disabilities on January 1, 2008. The panel is comprised by law of five part-time members including a child psychiatrist, child psychologist, an attorney experienced in juvenile law, a juvenile court counselor and a member of the general public. The juvenile panel currently has jurisdiction over 19 youths, nine of whom are living in community placements under supervision and monitoring with conditions similar to those placed on adult clients.

In 2009, the Oregon Legislature yet again expanded the role of the PSRB by assigning it the responsibility of conducting gun relief hearings to determine whether persons with mental health determinations who are barred from possessing a firearm should have their firearm privileges restored. The 2013 Legislative session expanded the Board's role in granting relief by designating it as the authority to hold hearings for those persons who have successfully asserted the guilty except for insanity defense and wish relief from reporting as a sex offender or reclassification of their risk designation. Additionally, the Legislature provided Oregon courts the option of placing certain civilly committed individuals under the Board's jurisdiction for placement and supervision purposes.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

- Facilitate the Board’s mission in protecting the public by implementing initiatives and directives of the Executive Director and the Board.
- Review proposed conditional release plans for clients leaving secure inpatient treatment facilities and modifications of plans for clients residing in the community.
- Draft memorandum regarding legal sufficiency of proposed plans for use by Board and other stakeholders in making legally binding decisions.
- Coordinate scheduling of specific hearings with witnesses, and other involved parties to ensure availability.
- Monitor conditional release of all PSRB clients through daily communication with PSRB designated case managers and the Law Enforcement Data System (LEDS).
- Implement the revocation of conditional release process.
- Respond to questions from attorneys, district attorneys, law enforcement officers and other interested parties regarding the Board’s policies and procedures.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
40%	NC	E	Schedule Hospital Request for Conditional Release Hearings <ul style="list-style-type: none"> • Track applications from OSH for review of requests for conditional release. • Review case file to determine if all types of documents required by the Board have been received. • Examine recommendations of risk assessments and evaluation for conditional release and determine whether they

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

- are addressed by the proposed conditional release plan.
- Verify conditions Board routinely places on clients leaving Oregon State Hospital (OSH) are addressed.
- Contact hospital or community staff to discuss necessary additions or request clarification.
- Consult with social workers, community mental health workers, treating psychiatrists and attorneys representing clients to determine availability of appearing at client hearings when applicable.
- Prepare memorandum to Board identifying legal issues/conditions that should be addressed at the hearing.
- Coordinate docketing of hearing with Executive Director.

Schedule Outpatient Full Hearings:

- Determine dates by which hearings are due according to statutory timelines.
- Review case file to determine if all types of documents required by the Board have been received.
- Examine recommendations of risk assessments and evaluation for conditional release and determine whether they are addressed by proposed conditional release plan if requests for modification will be considered.
- Verify conditions Board routinely expects clients on conditional release to follow are sufficiently addressed.
- Contact community staff to discuss necessary additions or request clarification.
- Consult with community mental health workers, treating psychiatrists and attorneys representing clients to determine availability of appearing at client hearings when applicable.
- Prepare memorandum to Board identifying legal issues/conditions that should be addressed at the hearing if requests for modification will be considered.
- Coordinate docketing of hearing with Executive Director.

Process Administrative Hearings:

- Track requests from the community for modification of existing conditional release plans, and clients placed in the community under the jurisdiction of the PSRB by the courts.
- Track requests from the State Hospital Review Panel (SHRP) for review of proposed conditional release plans.
- Track requests from OSH for conditional release evaluation of clients by a community provider which require approval from the Board or have been designated by the Executive Director as needing approval from the Board.
- Review case file to determine if all types of documents required by the Board have been received.
- Examine recommendations of risk assessments and evaluation for conditional release and determine whether they are addressed by proposed conditional release plan.
- Verify conditions Board routinely expects clients on conditional release to follow are sufficiently addressed.
- Contact community staff to discuss necessary additions or request clarification.
- Prepare memorandum to Board identifying legal

			<p>issues/conditions that should be addressed at the hearing.</p> <ul style="list-style-type: none"> • Set list of administrative matters to be reviewed, distribute list to various staff members for notification of statutorily defined interested parties. • When applicable, create exhibit file from documents contained in Board's file for review by the Department of Justice, client's attorney, Board members and case summarizers.
5%	NC	E	<p>LEDS:</p> <ul style="list-style-type: none"> • Manage agency's entries in Oregon's Law Enforcement Data System (LEDS), including creation, modification and cancellation of client records. • Run criminal history and warrants checks for clients newly placed under the Board, pending evaluations or upcoming hearings; update criminal history in client database when applicable. • Investigate those LEDS inquiries indicating critical or possibly critical information about PSRB clients in the community. Call the law enforcement agency that made the inquiry for the reason or teletype the request to the agency. Then call the client's community supervisor and discuss the inquiry and the client's current mental status. Determine if the client is safe to remain in the community. Such tracking gives the Board information on how clients are functioning in the community. • Run client's criminal history for weekly hearings; review for warrants, protection orders, etc; distribute to interested parties.
5%	NC	E	<p>Revocation of Conditional Release:</p> <ul style="list-style-type: none"> • Interpret laws and apply to specific situations. • Investigate possible violations of conditional release and gather facts for revocation process. Compose the sworn affidavit in narrative format and order of revocation when a client's mental status deteriorates such that the client represents a substantial danger to others or when a client violates a condition(s) of the release plan. • Check the legal order of revocation for factual accuracy. • Communicate orally to Board members the legal basis for revocation. • Enter an order for mandatory pick up and return to Oregon State Hospital (OSH) in LEDS. • Work with law enforcement and community agencies to coordinate the client's return to OSH. • Transmit exhibit file and relevant new documents to OSH upon revocation of client. • Cancel the order of revocation immediately upon the return of the client to OSH.
5%	NC	E	<p>Evaluations for Conditional Release:</p> <ul style="list-style-type: none"> • Receive requests for conditional release evaluation. • Review the documents in the client's file for adequacy. • Determine which recently received documents in client's file should be exhibits. • Arrange documents in order, apply stamp, number pages in

			<ul style="list-style-type: none"> each exhibit. Request information that is missing from file. Create exhibit list in Microsoft Word, using custom Access database, print to .pdf. Scan, OCR, bookmark, and burn exhibits to CD for distribution to community provider. Track incoming information for clients with pending evaluations and forward to community as applicable.
2.5%	NC	E	<p>Assign Indigent Attorneys:</p> <ul style="list-style-type: none"> Request financial information from clients. Communicate with treatment providers to resolve the problem if client refuses to submit required information. Review affidavits of indigence and apply statewide income standards to determine whether a client is eligible to be represented by an attorney whose fees would be paid by Indigent Defense Services. Inform clients if it is determined that they possess sufficient funds to pay for an attorney themselves. If a client desires to appear <i>pro se</i> at a hearing before the Board, request a determination from their treating psychiatrist regarding their competence to represent themselves. Maintain indigence information in Access database and communicate appointment of client attorneys to all interested parties.
12.5%	NC	E	<p>Hearings aftermath:</p> <ul style="list-style-type: none"> Work with OSH and community providers to resolve any issues regarding the conditional release plan or requested modifications raised by Board members at the hearing. Communicate recommendations regarding the proposed plan for conditional release of Tier 2 clients to SHRP. Prepare database to produce Board orders regarding outcomes of conditional release or modification of conditional release hearings.
25%	NC	E	<p>Communication:</p> <ul style="list-style-type: none"> Attend daily staff meetings. Work closely with Executive Director on scheduling hearings for all clients in the community or preparing to transition to the community. Communicate the scheduling of administrative hearings to appropriate parties. Work with case managers regarding the process of getting clients into the community on conditional release; requesting passes for clients while in the community; requesting modifications of conditional release; discussing alternatives to revocation if a client is decompensating, being disruptive in the community or violates conditions of release, etc. Work with various parties at OSH to resolve known warrants, holds or other barriers to a client leaving the hospital on conditional release. Receive significant and insignificant information about clients via phone calls from OSH and community agencies; take written notes; circulate significant information to staff.

			<ul style="list-style-type: none"> • Provide other information about the Board and its processes and requirements to the work contacts noted in Section 6.
5%	NC	E	<p>Miscellaneous Duties:</p> <ul style="list-style-type: none"> • Backup for other staff members' duties. • Maintain and routinely update descriptions of the community programs to which PSRB clients are routinely conditionally released. • Establish and maintain procedures of Conditional Release Monitor position and other controls necessary to carry out assigned program activities: Affirmative Action, Americans with Disabilities Act, Department of Administrative Services policies and procedures, Records Retention, State Surplus Disposal, State Recycling Directive, etc. • Other projects as assigned.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- Locked office environment in downtown Portland
- Work hours 8-5, Monday-Friday
- Drive State car to hearings, meetings, etc.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

ORS 161.295 et seq., OAR 859 – PSRB
 ORS 181.710 et seq., OAR 107-50-000 – 107-50-050, Law Enforcement Data Systems Operating Manual
 2009 Oregon Laws, Chapter 827, Senate Bill 66 & ORS 279.635(3) – State Recycling Requirements
 State of Oregon Human Resources Policy Manual
 Americans with Disability Act
 Department of Justice opinions
 Confidentiality Statutes
 PSRB policies and procedures

b. How are these guidelines used?

Statutes and administrative rules form the basis for the Board's authority to act and provide guidance on how to accomplish tasks. The Department of Administrative Services (DAS) policy and procedure manuals provide direction and information in development and management of office procedures. PSRB policies and procedures help the incumbent to prioritize tasks, meet deadlines, and follow consistent and approved methods of performing duties.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Hospital social workers	Phone, in person	Exchange client info, set hearings, evaluations	10+/wk
Clients under Board	Phone, writing, in person	Request hearing or info	15/wk
Community case manager	Phone, writing	Exchange client info, set hearings, screen pass requests, revocations of CR	10+/day
Attorney for client	Phone, writing, in person	Exchange client info, set hearings	4/mth
Board Members	Phone, writing, in person	Schedule panels, confirm hearings	4/mth
Attorney General	In person, phone	Set hearings	5+/mth
Law enforcement personnel	Teletype, phone	LEDS hits, revocations of CR	5+/day
Interested parties, general public	Phone, writing	Explain the Board's function, policies, procedures	10/wk

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

- Schedule hearings and preparing materials in conformance with legal mandates. Meeting critical timelines for hearings keeps Board responsive to legal mandates.
- Analysis and complex decision-making in non-routine situations requiring a comprehensive understanding of policies and procedures and a critical ability to exercise judgment and communication skills in determining, suggesting, and implementing an appropriate course of action.
- Assess indigence level of clients. Necessary for obtaining proper legal representation for clients without financial resources.
- Initiate revocation process when Executive Director is unavailable by contacting critical stakeholders and by securing signature of a Board Member which provides timely protection for the public and the client.
- Screen what information needs to be brought to the attention of the Executive Director for further action.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Z7006 PEM/D	399006	Info sharing; review of written work, hearings schedules, revocation documents	Weekly and as needed	Workload management and supervision
		Annual performance review	Annually	Discuss and evaluate performance; plan for upcoming year

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? _____
How many employees are supervised through a subordinate supervisor? _____
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Personal and professional integrity; excellent written and verbal skills; attention to detail; ability to set priorities independently and meet deadlines with interruptions;
- Assist the Executive Director in explaining and implementing the Board's policies and procedures.
- No criminal record for Law Enforcement Data System (LEDS) certification. LEDS was established by an act of the 1969 Oregon Legislature (ORS 181.710) which authorized the Executive Department to develop and operate a police information network. LEDS provides a criminal justice telecommunications and information system for the State of Oregon and is the control point for access to similar programs operated by other states and the Federal Government. LEDS places particular emphasis on responsiveness, system security, and rules and procedures that maintain the integrity of LEDS information. Required training provides the user with an adequate level of knowledge to enable effective use of LEDS and associated systems;
- Experience with Microsoft Word and Access;
- Valid Oregon driver's license;
- Knowledge of mental health and/or criminal justice systems.

In addition to the duties outlined above, each PSRB employee is expected to:

- Contribute to a positive and productive LEAN work environment;
- Work cooperatively with co-workers;
- Participate in team and agency development and training activities;
- Provide excellent customer service to the public, co-workers, and other state employees;
- Advance the mission of the agency by treating all customers, stakeholders, partners, and co-workers with dignity and respect;
- Contribute to a work environment where individual and cultural differences are valued and respected.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature Date

Supervisor Signature Date

Appointing Authority Signature Date