

**STATEWIDE OFFICE OPERATIONS NETWORK**  
**Thursday, April 9 2015**

**Hosting Agency:** Douglas County Community Corrections

**Meeting Location:** Douglas County Library, 1409 NE Diamond Lake Blvd, Roseburg OR 97470

**In attendance:** Judy Bell, Benton County; Jessica Jauken, Wasco County; Cathy Snider, OISC; Lee Cummins, DOC; Shawna Harnden, Parole Board; Mindie Everett, Multnomah County; Terri Chandler, Jefferson County; Angie Brown, Josephine County; Liliete Frank, Lake County; Pam Mathes, Klamath County; Kerri Humbert, Douglas County; Nicole Pauly, Multnomah County; Amanda Miller, Multnomah County; Lisa Gilbertson, Multnomah County; Ashley Harmon, Multnomah County; Marla Wiese, Multnomah County; Kari Garcia, Multnomah County; Jeannie Olson-Shelby, Lane County; Angie Gustafson, Linn County; Christy Elven, Washington County; Carol Knapp, Jackson County; Bobby Lenhardt, Jackson County; Robin Landers, Jackson County; Diane Ballard, Jackson County; Tina Shippey, Coos County; Brenda Hopper, Yamhill County.

**Welcome & Introductions:** Supervisor Joe Garcia welcomed the group to Douglas County.

**Review Minutes:** No changes or additions.

**OISC:** Cathy said that when she seals a record, INOP days have to be deleted. She is able to delete them and wanted to make sure that we are okay with that. We agreed that it is okay for her to delete them.

Regarding the paperwork we scan & send to OISC when we close files, Cathy was asked if we should be sending the notice of rights along with sanction paperwork. Cathy wasn't positive, but said it sounds like a good idea, just to be safe. Most counties have already been doing this.

Christy asked about a previous client who had compacted to Oregon from Nevada 15 years ago. He had his record sealed in Nevada, but it didn't get sealed in Oregon. Christy wanted to know what documents Cathy would need to get it sealed. Cathy said that she would need a certified copy of the Sealing Order.

**Compact:** Mark Patterson was unable to attend. The next Compact Coordinators' meeting will be in June. There were no questions for or regarding Compact.

**Parole Board:** Shawna said that Debbie (victim's specialist) is retiring this month, but that is the only staff change on the horizon.

They are working on their new programming, and are trying to decide what types of actions should trigger an auto chrono or an auto email. They are currently thinking that extends, reactivations, and inactives will trigger a chrono; urgent actions like a Cite to Appear will trigger a chrono and an email. The Board has a list with a contact email for each county (many counties have a generic email set up, and the Board will use those whenever available, otherwise there is a designated contact person). Shawna wanted to know if we would like the SOON reps listed as backups in case an email is returned as non-deliverable, and we said that would be fine. Shawna will send out their master list for our review to make sure that the email addresses they have are correct.

Jeannie brought up a situation where a Parole Board warrant was requested in January, and then the PO saw the offender out in the community in March and told the offender that they would lift the warrant if he reported the next day. The offender reported and the warrant was lifted, and now there is no INOP time. Jeannie thought that did not sound right. Shawna said that is correct; there is no INOP time when a warrant is lifted. If the PO wanted INOP time but didn't want the offender to serve jail time, he should have arrested the offender and done a book & release.

**DOC:** Mary was unable to attend, but we discussed an email that she sent out about the new edits for outcome measure conditions.

- It was asked what our procedure should be when we are closing a file and the restitution amount was never entered. Someone asked if we should just change it to non-trackable. The best course is to follow up with the court and get the amount entered. If no restitution was ever ordered, then it's okay to change it to non-trackable, or just delete the condition.
- We discussed if we want to make a concrete recommendation for the way to enter a restitution condition when an amount has not been ordered yet. Some counties don't enter the condition at all until an amount is ordered; others enter the condition, change the trackable field to "N", and enter "TBD" on the comment line. We decided that this will continue to be a county-by-county decision, and that we should check with our directors to see how they want us to handle this scenario.

Lee:

Char McCarthy's contract has expired, so now if we have any issues that require a data fix we will need to submit a request through the help desk to get a ticket to SUN.

FAUG is putting together a Conditions Workgroup, and they would like some SOON reps in the group. Mindie Everett, Ashley Harmon, Bobby Lenhardt, and Angie Brown volunteered. The workgroup will be reviewing the special conditions for probation, but they have to wait until an issue is resolved regarding the general conditions. Legislative changes added two new conditions, but they were inserted in a way that changes the order of the general conditions and makes it so that their numbers don't correspond with the Board's general conditions. They are working on getting the ORS reworded so that the new conditions are listed at the end.

New programming has been developed which provides a history of which PO is attached to each caseload number and during what time period. Lee asked if any counties keep a physical list of the POs assigned to each caseload, and if we would like the back histories entered, or if we just want it to record the information going forward from the time of implementation. No one said that they keep a list, and no one expressed an interest in having the back history entered. Lee said that if anyone would like this information entered, they can contact her.

NOTE: Implementation of the new Caseload Definition edits and new History file were moved to production on March 3, 2015. Refer to e-mail from Mary Hunt to DL SOON, dated 3/3/2015, for more information on the changes.

Lee asked if there are any programs we are aware of which will attach the name of the current PO on the caseload, instead of the PO who created the item at the time it was done. Tina said that the Sanctions program does that. Lee asked us to please email her if we come across any others.

Lee brought up the discussion we had at our last meeting regarding file retention for sex offender files. She said that Jeremiah was made aware of our discussion, and he will be looking into the retention rules and then bringing the subject up at OACCD. The goal is to try to get some consistency across the state.

**Manual:** We did an overview of the PDF version of the manual, which is available from the DOC website. To get to the manual, go to <http://www.oregon.gov/doc/Pages/index.aspx> and hover over the “Community Corrections” link on the far right. When the next options appear, hover over “County Community Corrections Links,” and then click on “Networking Groups.” Click on the SOON link, or scroll down to the bottom of the page, and click on the very last link, “OPS Manual.”

When you are in the table of contents, if you scroll the mouse over one of the chapter titles, your cursor turns into a little hand to indicate there is a link. Click it and it takes you directly to the beginning of that chapter. Also on the first page of every chapter in the upper left corner there is a blue box with the words “Table of Contents” in it. Click that and it will take you back to the table of contents.

You can make a “find” box appear at the top of the page by pressing the “Ctrl” & “F” keys at the same time. Type an item in the box to search for and hit enter, then it will highlight each time that word or phrase appears in the manual. Use the arrow buttons on the find box to skip to the next highlighted item. If you save the manual to your desktop, you can use bookmarks in addition to the find box; they make it easier to navigate through the manual. You just need to click on the little bookmark icon  on the left side of the window, and the list of chapter bookmarks will appear. When using the find box, try searching multiple ways (for instance, try “FCD” and also “Felony Conditional Discharge”), as the same thing may be referred to in different ways. We talked about trying to bring more consistency to our phrasing and terminology as we update chapters in the future.

If you want to save the manual to your desktop, go back to the “Networking Groups” page and right click on the link for “OPS Manual.” Then click “save target as” and save it to a drive on your computer. Then you can create a shortcut for your desktop by going into that drive and right clicking on the name of the file (OPS Manual.pdf) and then hovering over “Send to” and then clicking on “Desktop (Create Shortcut)”. You should now see an icon on your desktop that will link to the manual. Judy says it is better to save it this way (to a drive) than if you just save it to your desktop, because saving large files directly to your desktop will slow your computer down.

Going forward, updated PDF files of the manual will not be sent out via email. The manual will just get updated on the DOC website, and an email notification will go out advising that it has been posted. If anyone has any suggestions for changes or additions to the manual, email Mindie and they will discuss those ideas at the manual meetings.

**LEDS/WEBLEDS:** The password for the LEDS manual has changed again. We will need to use the new password to open the reports from Karen Rhein. Contact your LEDS rep if you don’t know what it is.

We briefly discussed the t-type that was sent out regarding FBI numbers changing to UCNs. The change will happen on June 30<sup>th</sup>. We have some questions for Mary about this; Judy will email her.

Typically when we create an EPR, if we don’t enter any info in an optional field, that item will not show up on the EPR. The exception is the DNA field, which defaults to “N”. It was asked if anyone ever

modifies the EPR later to change it to “Y”, and no one indicated that they have. The manual committee will follow up and see if it’s necessary to keep this field on EPRs.

It was asked if we still need to enter EPRs, now that the “Predatory” designator is going away. We will still need to maintain EPRs for any offender whose registration says Predatory, but we shouldn’t need to do any new ones in the future.

**OPS Manual:** We asked if everyone was in favor of continuing to review a chapter at each meeting, and we agreed to do this.

**Local Control:** Kerri brought up a situation where the judgment ordered 30 days jail to be done as work crew, with 1 year PPS. She wasn’t sure how to enter it. The consensus was that she should enter an L line with the 30 day sentence, but put his status as WKRL (Work Release) instead of jail. Leave the line open until his work crew is completed. Refer to 15.1.3 in the manual.

We discussed a case where an offender was given a 90 day suspended sentence on the condition that he completes treatment. Judy asked, if he does successfully complete treatment, should the L line show 90 days or 1 day? Some felt that the L line should be entered as 90 days for now, and then if he does successfully complete she should change the sentence to 1 day but release it to POST on the date of treatment completion. The group was undecided on a “right way” to do this, but all agreed she should do a detailed F8 note to support the data entry decision.

We previously discussed an issue of LC PPS sentences not showing up on Board PPS orders when the lines are closed to POST during the offender’s incarceration. Judy asked for specific examples of this so she can forward the issue to Hank Harris.

We talked about what the process should be when an offender gets a new LC sentence in one county, but is already on LC and being supervised in another county. The manual states that the sentencing county always does the PPS orders, but it was asked if we could make a standardized procedure on how to deal with it when a PPS order already exists. Some supervising counties don’t mind adding the new sentence to the existing order, some supervising counties will send an electronic copy of the order to the sentencing county so they can modify it, and some counties require that the sentencing county create a second order. The consensus is that this will have to be dealt with on a case by case basis, and that the sentencing county should just communicate with the supervising county to work it out.

**OPS Related Issues:** Marla brought up a case where an offender on Board PPS was originally sentenced to 10 years PPS, but was then resentenced to 5 years PPS. The resentencing happened after the offender had already been supervised for the full 10 years. She received an expiration certificate that is dated 5 years ago, but she can’t close the case as of that date because of all the housing info in CIS for the last 5 years. The consensus was that she should close the 10 year O line to RSNT, and make a new 5 year O line which should be closed as of the date on the expiration certificate. Then the body should be closed as of the date that the Board issued the expiration certificate.

Mindie said that she came across an offender who has both a lifetime PPS and a 36 month probation. Generally when you look someone up on the public information screen who has lifetime PPS, it will show the expiration date field as blank. However, it was filling the field in with the expiration date from the offender’s probation case. Mindie found that this is a programming error and has requested a fix.

## User Groups:

**SUN-** will be meeting in June.

**FAUG-** meets May 20-21 in Bend.

**SOSN-** no updates.

**FSN-** meets in two weeks in Roseburg and will be reviewing part of their manual.

Jeannie had a fee question: She has an offender going to UNSU status who won't expire until 2030. He has a balance of \$1800, and she wanted to know if she can send that to collections or DOR. She has to wait until his case expires to collect on supervision fees, but if he owes any other fees (treatment fees, UA fees, etc.) she can submit those for collection now.

**OACCD-** will meet May 13-14 in Benton County.

Jessica will not be able to attend the SOON meeting in June, so Mindie volunteered to take the minutes for that one.

**Round Table:** Angie asked for clarification on which documents should be sent to OISC upon case closure. At a previous meeting, we discussed whether treatment records should be sent or not, and most counties said that they do not send evaluations. Angie wanted to make sure that we should not be sending them, because they are on the list of documents to send to OISC that is in the manual. It was brought up that the documents that we send to OISC are public information, but treatment records are not public information so they should not be sent. Also, county and state emails are public info, and anyone can request to view any email or attachment that we send. Dianne is going to send out an updated list of documents to send to OISC.

Next meeting is June 11, 2015 in Clatsop County.

*Meeting adjourned.*