

STATEWIDE OFFICE OPERATIONS NETWORK
Thursday, February 11th 2016

Hosting Agency:

Lane County

Meeting Location:

Lane County Youth Services
2727 Martin Luther King Jr. Blvd
Eugene OR 97401

In attendance:

Judy Bell, Benton County; Mindie Everett, Multnomah County; Ashley Harmon, Multnomah County; Angie Gustafson, Linn County; Karen Spieler, Columbia County; Shawna Harnden, Parole Board; Sara Truelove, Lane County; Bertha Logsdon, Hood River County; Christy Elven, Washington County; Sara Zwak, Josephine County; Nicole Lee, Josephine County; Mark Patterson, DOC; Cathy Snider, OISC; Tricia Shumway, Deschutes County; Rachel Polelle, Multnomah County; Cindy Kemp, Douglas County; Kerri Humbert, Douglas County; Tina Shippey, Coos County; Bobby Lenhardt, Jackson County; Diane Ballard, Jackson County; Mary Hunt, DOC; Lee Cummins, DOC; Ruby McClorey, DOC; Jen Landers, Lincoln County; Carolyn Knox, Lincoln County; Erin Reyes, Lincoln County; Marla Cooper, Multnomah County; Jeannie Olson-Shelby, Lane County; Nicole Pauly, Multnomah County; Lisa Gilbertson, Multnomah County; Rosa Cerda, Polk County; Donna Hemman, Polk County; Elvira Parra, Lane County; Gilbert Parra, Lane County; Brenda Hopper, Yamhill County.

Welcome & Introductions:

Jeannie Olson-Shelby welcomed the group to Lane County.

Review October minutes:

No changes mentioned.

OISC:

Cathy passed around a reminder email from Amy (see page 31). This information is also located in chapter 21.9. of the OPS manual.

Reminder: when processing sealed records, it's okay to destroy the file at your office or send them to OISC, but only send what you would normally send at file closure. Do not send the entire file.

Compact: Mark Patterson

Mark brought a PowerPoint printed presentation/training regarding new compact rules effective March 1st. (See Page 9 for full presentation.)

Highlights:

- **Amended Rule 3.101-2 - Discretionary transfer of supervision:** Emphasize and detail the reasons in your discretionary transfer requests on why this is a good plan for the offender. Demonstrate how an acceptance in the receiving state will likely result in a successful completion of supervision, promote public safety, help in the rehabilitation of the offender and protect the rights of the victim. Provide any supporting documents such as employment or letters from the sponsors. If you are rejecting a discretionary transfer be detailed in your reasons for rejection. Don't just say "need time to investigate", provide a reason why you want more time to investigate.
- **Amended Rule 3.101-3 - Transfer of supervision of sex offenders:** Expands the 5 days for response to all RI reasons for S/O in order to review proposed residence. Old rule applied only to RI's that were for S/O's living in the receiving state at the time of sentencing.
- **Amended Rule 3.102 - Submission of transfer request to a receiving state:** Similar concept to border situation when offender is employed in the receiving state at the time of request. This rule only allows for current treatment or medical appointments that were in place at the time of transfer request, it does not allow for new treatment or appointments to be made during the transfer. These appointments for travel during the investigation must be detailed out in the transfer request.
- **Amendment to Rule 3.103 Reporting instructions; offender living in the receiving state at the time of sentencing or after disposition of a violation or revocation proceeding:** When offenders given Reporting Instructions under Rule 3.103 (Living in the Receiving State at the Time of Sentencing) are retaken by the sending state to face revocation and are then returned to supervision after serving 6 months or less on the revocation, they currently do not qualify again as Living in the RS at Sentencing because "sentencing" has been interpreted to mean the initial sentencing only and not the revocation sentencing. This often creates a hardship for an offender who still has no ties to the sending state and may have to wait up to 45 calendar days before being allowed to return to their home and job if discretionary Reporting Instructions are not approved. The new, mandatory Request for Reporting Instructions would be submitted under a new case number since the old one would have been closed out when the offender was retaken. A transfer request investigation of the plan would still be conducted. New Notices of Departure and Arrival would still be submitted. Extradition fees would still need to be paid prior to the submission of RI's
- **Rule 5.101-2 Disposition of violation in the sending state for a new crime conviction:** Provides the sending state with an optional process to address a new conviction violation while the offender is incarcerated in another state for a new crime, in which the Sending state INTENDS to REVOKE.

- **Amendment to Rules 3.101-1, 3.103, 3.106, 4.111, 5.103 Require reporting instructions for Offenders returning to Sending State:** The use of reporting instructions ensures the offender is returned timely while tracking the movement of the offender in ICOTS. The changes also allow the receiving state to clearly indicate whether the rejection was due to incompleteness allowing the offender to remain or is a rejection in which the offender will be required to return to the sending state. Requiring a warrant for any instance where an offender fails to appear back in the sending state as ordered enhances public safety. This proposal references Rule 4.111 as a standard procedure for requesting reporting instructions for offenders returning to a sending state. Each scenario and Rule covers three different circumstances for why an offender supervised in a receiving state would return to a sending state.
 - Offenders returning based on a rejected Transfer Request after approval of reporting instructions
 - Returning based on an offender's request to return
 - Returning an offender under Rule 5.103 in lieu of retaking

The group discussed **Rule 5.101-2 Disposition of violation in the sending state for a new crime conviction.** Prior to this rule, POs would request warrants and place detainers on offenders with Board cases who were convicted and incarcerated in other states. The Board would issue warrants with the intention that, upon release, offenders would return to Oregon and address violations. In CIS, the offender would be closed to abscond due to the active warrant. Abscond (warrant) status trumps INAC (offender convicted/incarcerated in another state) status in CIS. With this new rule, the Board can now address violations while offenders are incarcerated in other states.

Shawna: Even if it's not a Compact offender, but you know they have been sentenced in another state, please let the Board know. Shawna will update her chapter to reflect where to send information and the why behind it.

Mark: Workload breakdown

A-H – Woody

I-M – Ruby (reviewing RIs as well)

N-Z – Manette

Mark: YouTube trainings coming soon!

Parole Board: Shawna Harnden

Supervising Executive Assistant Jamie Ferguson begins next week. Shawna will train her in some aspects of her previous position. SOON's new contact for posting to the web is Robin Corrigan.

The Board is done hiring, with the exception of one Board member. That position is scheduled to be filled in May. Shawna is unsure who will take her place at SOON. She remains the SOON rep for now.

Reminder: Please continue to send emails to the generic Board emails. Please make sure POs know to use the generic emails and are not emailing individual Board staff. Inactive, reactive and extends all go to the warrants email (ParoleBoardWarrants@doc.state.or.us).

Staff assigned to the new Sex Offender Notification Level program is housed downtown Salem in what has been deemed as the Parole Board Annex. The home location/address will remain at the same as before: 2575 Center Street NE, Suite 100, Salem, OR 97301.

Ashley spoke with Debra Zwicker regarding missing sentence lengths on PPS orders. This is a PBMIS issue. Continue contacting the Board when you see these, but know they are being put on a list and will be corrected when the PBMIS issue is resolved.

Judy noticed sentence expiration dates being significantly off at times. Shawna: The expiration date should no longer be off a day or two like referenced in OPS chapter 2.5 step 3. The new system uses the same time calculation as OISC. Please email Shawna if you see these, it may be a PBMIS issue.

Kerri noticed missing INOP time on Local Control O lines that are on Board-controlled offenders upon returning from abscond. Shawna: Please email her when this happens, include screenshots of missing INOP and note that you are adding it to the case(s). Go ahead and add missing INOP time and let the Board know you are doing so.

DOC: Mary Hunt

Mary is still receiving questions regarding departure data. If you have questions regarding the programming itself, please send them to her. If you have questions regarding the correctness of departure information on orders/grid scores, please contact your court or DA. Judy: You can also ask your director to clarify what information they want in CIS, departure information written on court orders or departure information from grid scores. Tina: When do they come off of the report? Should we leave the departure data when they get revoked and go to prison/jail? Mary: We want to keep departure data on revoked cases so stats can reflect how many were successful or not. Tina: Can we tweak the report so those (revokes) no longer show? Would it be possible for the report to look more like the expiration report, where it lists the offender once and all the dockets tied to them? Mary: They are working on several changes to the report. Please send your suggestions to her.

Reports Committee IT staff is being trained on a new system/IT language SQL. They will meet soon to see how many reports can be changed to the new language.

Mary had a meeting on the 9th regarding the Department of Revenue system upgrade. There will be some changes behind the scenes, though the end user shouldn't be affected by them. She will keep SOON informed of changes and updates. So far they have asked for only one more data element that already exists in CIS, the effective date of addresses. They'd like to compare other address dates with ours. They may need other data elements like this, but no significant changes.

It was discovered that when an offender on leave status escapes and is moved to escape status in CIS they continue to get auto billed. OISC transfers them from your location to CBRO, then moves them to the ESCA out count status. CBRO is a community level location which is why they continue to be auto billed. The problem has been resolved, though, you may need to look back and do adjustments on some.

The Parole Board sex offender team now has a location and caseload in CIS. They need this caseload to do the Static 99R assessment. POs will be notified when the Board adds them as a secondary to their caseload.

DOC: Lee Cummins

OACCD approved the conditions workgroup updates with the exception of removing marijuana language from the no intoxicant condition. Lee will begin working on these soon, probably around the first of March.

Lee has heard no problems regarding the PSC changes. This change included restricting who is allowed to do overrides and locking assessments after 60 days.

IT met to discuss email distribution list (DL) problems. There are new protocols for emails that some counties have adopted to help reduce spam/viruses. These protocols lock things down quite a bit. When an email comes from DOC on the DL, the new stricter protocols are seeing the local emails inside of the DL and blocking them, thinking they're spam. They're working on a fix.

Lee is also working on an R Code for OMS caseloads. This code will help POs know when they need to do a new PSC or proxy.

LEDS/Webleds

Jeannie: They're not able to update or cancel EPRs. Judy suggested submitting a LEDS helpdesk ticket and possibly trying to do a QPR for new EPRs.

Manual Committee:

Judy: There were six new chapter updates. Carolyn will update table of contents soon.

Nicole: Lots of updates to OPS chapter 7. What document/date do we use to bring offenders back from IMMI status? Answer: PO EPR hits. The group discussed whether or not the offender needed to be in Oregon before we return them. Group decided the offender can be returned from IMMI per PO notification/EPR hits when they return to the US. They do not have to be in Oregon to process the return. Use the date the PO gives you for the return.

Mindie – The process for adding a payment to a trackable condition is not listed in the manual. Mary will send these instructions to Mindie.

Tina – Please check the manual prior to sending a SUN or SOON email. Mindie: Because processes change so often, the manual committee is directing folks to individual sections of the manual where processes can be found and not writing them out via email.

Judy: If there are things like links and bookmarks not working in the PDF version of the manual, please let her know. The manual committee is trying to make the manual as user friendly as possible.

Other OPS related issues:

Christy: They have an offender on active formal probation for a sex offense. She received an approved expungement order for this case. There is no order to vacate or dismiss. What closure code should she use? The group discussed and decided the best code to use would be dismiss, effective the date the judge approved the expungement. OISC will do their thing once the offender is closed.

Christy: Is everyone doing EDIS? Washington County has received strange responses from some courts. She's wondering if there is confusion because not all courts are doing this yet. The group discussed the statute and how Judges are interpreting it. Mary explained that the bill specifically states that it is up to community corrections to EDIS, not the Judge or DA. Judy suggested creating a letter that can be sent to the Judge or DA explaining the statute. If there is confusion regarding specific cases, bring them to your manager/director and let them make the decision. Mary receives many emails from POs regarding EDIS qualifications. She asks that these questions go to both her and Denise Sitrer. Denise is the expert on the bill. Denise also updates the FAQs for EDIS.

Ashley: Has anyone else noticed STTL orders reverting back to the old version? It was suggested to send an email to the STTL DL and request new orders.

Judy: Who updates the open trackable conditions when closing to VIOL, the supervising county or the LC location? The group discussed and decided that the LC location (convicting county) should update the trackable condition.

Email decisions:

Tabled for next meeting

User Groups:

Tabled for next meeting

OPS Chapter 15 Training: Judy Bell

Judy presented an OPS Chapter 15 local control (LC) power point training to the group. (See page 19 for presentation.)

Group discussion during training:

- Mary: When admitting to LC, make sure you change your location to the correct L location. CIS defaults to your county location. They can cause SUN tickets if missed. L locations are open to everyone. You can admit to any L location.
- Shawna: Release plans for PPS revocations must be completed by supervising county.
- Mary: Char is no longer doing LC clean up lists, so please run your lists and clean them up.
- Judy: CCTRAIN menu has a Local Control training module.
- Shawna: Community Corrections should start working on release plans for PPS revocations approximately 45 days prior to release. Please don't start them earlier, especially if the offender is pending new charges and could possibly go back to prison.
- Shawna: If your jail is releasing a PPS Board revoke early, let her know. They should not be. Let her know if you are having issues with POs processing release plans as well.

Round Table:

Angie: When closing a sex offender file, are you going in to LEDS and doing an NPR to remove registration like it states in OPS chapter 5.4.6? Answer: Only if the registration is attached to their EPR. If you come across this, notify Oregon State Police.

Christy: There has been an uptick of receiving mail for other counties. Reminder: Please make sure you are sending mail to the correct county. Judy: Please send EDIS letters to the court, not community corrections.

Cathy: When sending sealed records electronically, don't send the certified copy of the expungement order. OISC needs the hard copy, so please mail.

OPS Questions:

Are PSIs still entered in CIS? Answer: Yes, but only for the number, no data is entered.

Which case(s) should restitution go on? Answer: For PPS cases, restitution goes on the longest running PPS case. For probation, restitution goes on the case it was sentenced on.

Tina: They now have a deputy DA assigned to their office. The DA is 100% dedicated to community corrections. It's been a great partnership.

Donna: Welcome Rosa Cerda to the group. Rosa is their newest support staff and will begin alternating SOON meetings with Donna.

Carolyn: Send sealed records for compact cases to OISC. And be sure to notify Compact, so they can coordinate with the other state for sealing as well.

Ashley: What conditions do we use in CIS for Second Look offenders? What should the RTP field on the EPR be? Answer: You should receive two papers from the release counselor with conditions. RTP is TPL.

Meeting adjourned. ~ Next meeting: April 14th in Multnomah County.

ICAOS Rule Amendments Effective March 1, 2016

Amended Rule 3.101-2 Discretionary transfer of supervision

- (a) A sending state may request transfer of supervision of an offender who does not meet the eligibility requirements in Rule 3.101, where acceptance in the receiving state would support successful completion of supervision, rehabilitation of the offender, promote public safety, and protect the rights of victims.
- (b) The sending state shall provide sufficient documentation to justify the requested transfer.
- (c) The receiving state shall have the discretion to accept or reject the transfer of supervision in a manner consistent with the purpose of the compact specifying the discretionary reasons for rejection.

What this means for you

- Emphasize and detail the reasons in your discretionary transfer requests on why this is a good plan for the offender. Demonstrate how an acceptance in the receiving state will likely result in a successful completion of supervision, promote public safety, help in the rehabilitation of the offender and protect the rights of the victim. Provide any supporting documents such as employment or letters from the sponsors.
- If you are rejecting a discretionary transfer be detailed in your reasons for rejection. Don't just say "need time to investigate", provide a reason why you want more time to investigate.

Amended Rule 3.101-3 Transfer of supervision of sex offenders

(C) Reporting instructions for sex offenders **Rules 3.101-1, 3.103 and 3.106** apply to the transfer of sex offenders, **as defined by the compact**, except for the following:

(1) The receiving state shall have **5 business days** to review the proposed residence to ensure compliance with local policies or laws prior to issuing reporting instruction. If the proposed residence is invalid due to existing state law or policy, the receiving state may deny reporting instructions.

(2) No travel permit shall be granted by the sending state until reporting instructions are issued by the receiving state; **except for 3.102 (c)**.

WHAT THIS MEANS TO YOU:

- Expands the 5 days for response to all RI reasons for S/O in order to review proposed residence. Old rule applied only to RI's that were for S/O's living in the receiving state at the time of sentencing.

Amended Rule 3.102

Submission of transfer request to a receiving state

(c) An offender who is employed or attending treatment or medical appointments, in the receiving state at the time the transfer request is submitted and has been permitted to travel to the receiving state for employment, treatment or medical appointments purposes may be permitted to continue to travel to the receiving state for these purposes while the transfer request is being investigated, provided that the following conditions are met:

- (1) Travel is limited to what is necessary to report to work, and perform the duties of the job or to attend treatment or medical appointments and return to the sending state.
- (2) The offender shall return to the sending state daily, immediately upon completion of the appointment or employment, and
- (3) The Transfer Request shall include notice that the offender has permission to travel to and from the receiving state, pursuant to this rule, while the transfer request is investigated.

What this means for you

- Similar concept to border situation when offender is employed in the receiving state at the time of request.
- This rule only allows for current treatment or medical appointments that were in place at the time of transfer request, it does not allow for new treatment or appointments to be made during the transfer.
- These appointments for travel during the investigation must be detailed out in the transfer request.

Amendment to Rule 3.103

Reporting instructions; offender living in the receiving state at the time of sentencing or after disposition of a violation or revocation proceeding

(a) (1) A request for reporting instructions for an offender who was living in the receiving state at the time of initial sentencing or after disposition of a violation or revocation proceeding shall be submitted by the sending state within 7 business days of the initial sentencing date, disposition of violation, revocation proceeding or release from incarceration to probation supervision. The sending state may grant a 7 day travel permit to an offender who was living in the receiving state at the time of initial sentencing or disposition of violation or revocation proceeding. Prior to granting a travel permit to an offender, the sending state shall verify that the offender is living in the receiving state.

What this means for you

When offenders given Reporting Instructions under Rule 3.103 (Living in the Receiving State at the Time of Sentencing) are retaken by the sending state to face revocation and are then returned to supervision after serving 6 months or less on the revocation, they currently do not qualify again as Living in the RS at Sentencing because “sentencing” has been interpreted to mean the initial sentencing only and not the revocation sentencing. This often creates a hardship for an offender who still has no ties to the sending state and may have to wait up to 45 calendar days before being allowed to return to their home and job if discretionary Reporting Instructions are not approved. The new, mandatory Request for Reporting Instructions would be submitted under a new case number since the old one would have been closed out when the offender was retaken. A transfer request investigation of the plan would still be conducted. New Notices of Departure and Arrival would still be submitted. Extradition fees would still need to be paid prior to the submission of RI's.

Rule 5.101-2 Disposition of violation in the sending state for a new crime conviction

Notwithstanding any other rule, a sentence imposing a period of incarceration on an offender convicted of a new crime which occurred outside the sending state during the compact period may satisfy or partially satisfy the sentence imposed by the sending state for the violation committed. This requires the approval of the sentencing authority in the sending state and consent of the offender.

- a) Unless waived by the offender the sending state shall conduct, at its own expense, an electronic or in-person violation hearing.
- b) The sending state shall send the violation hearing results to the receiving state within 10 business days.
- c) If the offender's sentence to incarceration for the new crime fully satisfies the sentence for the violation imposed by the sending state for the new crime, the sending state is no longer required to retake if Rules 5.102 and 5.103 apply.
- d) If the offender's sentence to incarceration for the new crime only partially satisfies the sentence for the violation imposed by the sending state for the new crime, the sending state is required to retake if Rules 5.102 and 5.103 apply.
- e) The receiving state may close the case under Rule 4.112 (a)(3)

What this means to you

- Provides the sending state with an optional process to address a new conviction violation while the offender is incarcerated in another state for a new crime, in which the Sending state INTENDS to REVOKE.

Responsibilities

Sending State

- Decide to hold a violation hearing with offender incarcerated in another state
 - Coordinate with other state & other stakeholders
- Receive appropriate authority approval
- Consent of the offender
- Conduct Hearing/Waiver
- Send Hearing Results within 10 business days

Receiving State/Outside State

- Provide conviction & sentence information to the sending state
- Close Case if appropriate under Rule 4.112 (a)(3)

Sending State Training Tips

New Conviction Violations Only!

Field Staff & Local Legal Department

- Requires consent:
 - Offender
 - Release/sentencing authority
- No special ICOTS process
 - May use CAR or addendum depending on case status
- Coordinate with Compact Office

Amendment to Rules
3.101-1, 3.103, 3.106, 4.111, 5.103
Require reporting instructions for Offenders
returning to Sending State

Reporting Instructions for all Offenders
returning to the Sending State.

What this means to you

The use of reporting instructions ensures the offender is returned timely while tracking the movement of the offender in ICOTS. The changes also allow the receiving state to clearly indicate whether the rejection was due to incompleteness allowing the offender to remain or is a rejection in which the offender will be required to return to the sending state. Requiring a warrant for any instance where an offender fails to appear back in the sending state as ordered enhances public safety.

This proposal references Rule 4.111 as a standard procedure for requesting reporting instructions for offenders returning to a sending state. Each scenario and Rule covers three different circumstances for why an offender supervised in a receiving state would return to a sending state.

#1 offenders returning based on a rejected Transfer Request after approval of reporting instructions

#2 returning based on an offender's request to return

#3 returning an offender under Rule 5.103 in lieu of retaking

Enhanced Tracking

- Tracks return for ALL offenders on active supervision to the sending state
- Uses existing ICOTS functionality
- Emphasizes communication
 - Both states know where the offender is leaving from and going to
 - *RFRI tip: If unsuccessful in obtaining offender address, RS may enter the SS local field office.*
 - *The SS's response should provide specific reporting/return instructions.*

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Request to Return Training Tips

Receiving State

- No substantial change in rule application for offenders requesting to return
- Ensure no pending charges exist in receiving state

Sending State

- Report date must be within 15 days of RFRI
- Notify victims if needed
- Must provide Reporting Instructions
- Warrant required if offender fails to return

Return for Rejected Offenders Training Tips

Receiving State

- Initiate if offender is truly rejected
- Not for incomplete transfers
 - *Do not request when it is appropriate for the offender to remain in the receiving state pending resubmission of a new transfer request*
- Supervise until departure

Sending State

- Report date must be within 15 days of RFRI
- Notify victims if needed
- Must provide Reporting Instructions
- Warrant required if offender fails to return

Return of Offenders in Lieu of Retaking Training Tips

Receiving State

- RFRI sent within 7 business days of Violation Response

Sending State

- Report date must be within 15 days of RFRI
- Notify victims if needed
- Must provide Reporting Instructions
- Warrant required if offender fails to return

Workflow for ALL Returns

Receiving State

- Request RI's
- NOD & CCN upon departure
 - *Supervisory Authority Ends*

Sending State

- Respond to RFRI (2 days)
- NOA confirm arrival
 - *Failed to arrive? Issue Warrant*
- CCN Response

CASE CLOSED

Local Control

aka
Awesome Fun Stuff

2/11/2016 1

What is Local Control?

- ▶ **Any incarceration sentence of 12 months or less**
- ▶ Can be served in Jail, Work Center, Inpatient Treatment, the Community, etc.
- ▶ Under the control of the Local Supervisory Authority (LSA)
 - LSA is the local corrections agency or official, designated in each county by that county's board of commissioners to operate correction supervision services, custodial facilities, or both. (often the Sheriff's Office)

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Don't be fooled . . .

- ▶ Not every incarceration under the control of the Local Supervisory Authority gets entered into CIS (DOC400) as a local control sentence.
 - Misdemeanors don't!
 - "Straight Jail" felonies don't! (OAR 213-005-0007)

2/11/2016

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Three types DO get entered

- ▶ **Brand new sentence**, sentenced directly to incarceration (12 months or less) with a period of post-prison supervision*
- ▶ **Probation revoked** (any supervision already in CIS including conditional discharge/diversion) and sentenced to incarceration (12 months or less) with a period of post-prison supervision*
- ▶ **Post-Prison Supervision revoked** and sentenced to incarceration (usually 90 to 180 days)

*Less common scenarios:

- can have local control with no PPS - different than "straight jail"
- can have no period of incarceration, but receive post-prison supervision

2/11/2016

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Brand New Sentence

HEARING

Proceeding Date: 01/15/2016



Incarceration

Defendant is sentenced to the custody of County Jail, for a period of 10 day(s). Defendant is remanded to the custody of the Benton County Sheriff for transportation to the Supervisory Authority for service of this sentence. Defendant is eligible for earned good time credit. Defendant may receive credit for time served.

The Defendant may be considered by the supervisory authority for any form of alternative sanction authorized by ORS 423.478, and the Defendant shall pay any required per diem fees.

For the reasons stated on the record, this sentence shall be consecutive to all previously imposed sentences.



Post-Prison Supervision

The term of Post-Prison Supervision is 1 year(s). If the Defendant violates any of the conditions of post-prison supervision, the defendant shall be subject to sanctions including the possibility of additional imprisonment in accordance with the rules of the State Sentencing Guidelines Board.

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Data Entry - Admission

- ▶ Check to see if the offender is in custody or has a deferred sentence. **ONLY BEGIN ADMISSION IF OFFENDER IS IN CUSTODY***
- ▶ Admit to your L location
- ▶ Admit using the date of the judgment (enter a time!)
- ▶ Use your 1145 caseload #
- ▶ Post admission status is LC
- ▶ LC conviction county is county of conviction
- ▶ LC supv status code (this should match offender's location – usually JAIL to start)

*Most local control sentences will begin with the offender in jail. Rarely, a local control sentence begins with the offender elsewhere. If offender is to start his local control sentence elsewhere, be sure his sentence has begun in order to admit.

```
Admission to location.. LBEN Benton County
Admission date/time... 01152016 0935
Caseload..... 8245
Post admission status.. LC
LC conviction county.. BENT
LC supv status code... JAIL
```

Brand New Sentence

12 months or less

2/11/2016

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Data Entry

- ▶ On the w/w offenses screen, do an **F20=Add local**
- ▶ Add docket number with count
- ▶ County of conviction
- ▶ Count number (yes, put it again here)
- ▶ Offense (use F4 to find ORS)
- ▶ Time served credit (only time served goes here – NOT good/work time)
- ▶ Begin date (date offender actually begins sentence, which may be different than conviction date)
- ▶ Length (enter exactly as stated on the court order)
- ▶ After entered, go back in with a 2=change on the L line and add the rest of the missing data

Brand New Sentence

12 months or less

2/11/2016

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Data Entry Pit Falls to Avoid

- ▶ Time served credit
 - Only use credits for time served here; you can get this calculation from your jail if you are unsure of the exact number. **DO NOT put good time or work credits here.**
- ▶ Begin Date
 - Be sure this date is the same as the admission date or LATER. **The begin date of the L line is NEVER prior to the judgment date, regardless of when the offender went to jail. Any time prior to the judgment date will be used in the time served credits field.**
- ▶ Length of Sentence
 - **Enter exactly as stated on the judgment.** If the judgment says 6 months, enter as 6 months; if the judgment says 180 days, enter as 180 days; if the judgment says 30 days, enter as 30 days. There are fields for years, months, and days...use them!

2/11/2016

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Data Entry

*Most local control sentences will begin with the offender in jail. Rarely, a local control sentence begins with the offender elsewhere. If offender is to start his local control sentence elsewhere, use the date his sentence begins.

- ▶ On w/w offenses screen, find the sentence where probation was revoked and put a 2=change on that P line
- ▶ Enter the date of the judgment and the code VIOL
- ▶ Put a 17 on the sentence line for "add local"
- ▶ Enter begin date (date starts sentence in jail*)
- ▶ Enter length (exactly as shown on judgment)
- ▶ Enter time served credits (DO NOT enter good time or work credits here)

```
02 15CRO5906/01 BENT POS HEROIN 475 854
2 00 P FPR 05/14/2015 000-018-000 11/13/2016
```

```
Tent paro disc date.
Termination date... 1/15/2016
Termination code... VIOL
```

```
17 02 15CRO5906/01 BENT POS HEROIN 475 854
00 P FPR 05/14/2015 000-018-000 11/13/2016
```

```
Sent type..... L
Begin date..... 01152016
Length (ymd)..... 0 - 6 - 0
Consecutive to.....
Time served credits. 35
Maximum date.....
```

Probation Revoked

12 months or less

2/11/2016

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Data Entry Pit Falls to Avoid

- ▶ Time served credit
 - Only use credits for time served here; you can get this calculation from your jail if you are unsure of the exact number. **DO NOT put good time or work credits here.**
- ▶ Begin Date
 - Be sure this date is the same as the judgment date or LATER. **The begin date of the L line is NEVER prior to the judgment date, regardless of when the offender went to jail. Any time prior to the judgment date will be used in the time served credits field.**
- ▶ Length of Sentence
 - **Enter exactly as stated on the judgment.** If the judgment says 6 months, enter as 6 months; if the judgment says 180 days, enter as 180 days; if the judgment says 30 days, enter as 30 days. There are fields for years, months, and days...use them!

2/11/2016

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Post-Prison Revoked

- ▶ The Parole Board or the LSA can revoke an offender's post-prison supervision.
- ▶ This is called a "Revocation Sentence"
- ▶ In data entry language it's known as "PPSVSanc"
- ▶ Duration is typically 90 to 180 days
- ▶ Served at the local level (local control)
- ▶ Adds INOP time to offender's PPS
- ▶ Data entry is all done based on the teletype received by the Parole Board, or information provided by LSA
- ▶ Data entry is ALWAYS done by the supervising county regardless of where the offender serves the time

2/11/2016

13

Data Entry

- ▶ Always use the **exact** information provided in the teletype to complete admission and sentence data entry.
- ▶ Items circled in red are all you need to know to do the data entry correctly

```
TO : DENTON CO JAIL
RE :
SID:

PAROLE
X POST-PRISON SUPERVISION
(CHECK THE SUPERVISION TYPE THAT APPLIES)

BY BOARD ACTION OF 06162015 OFFENDERS SUPERVISION HAS BEEN
REVOKED AND 180 DAYS OF CUSTODY HAS BEEN ORDERED.

THIS IS YOUR AUTHORIZATION TO LOGGE THE OFFENDER IN YOUR FACILITY UNTIL THE
RE-RELEASE DATE OF 09112015. THE BOARD DOES NOT HAVE A HOLD ON THE
OFFENDER AFTER THE RE-RELEASE DATE. PLEASE INSTRUCT THE OFFENDER TO REPORT
TO THE LOCAL CORRECTIONS BRANCH OFFICE UPON RELEASE TO RESUME SUPERVISION.

*****
PLEASE ADVISE THE BOARD IMMEDIATELY IF OFFENDER IS RELEASED PRIOR
TO THE DESIGNATED RE-RELEASE DATE NOTED.
*****

PAROLE OFFICER: PLEASE SUBMIT A SUPERVISION PLANNING FORM TO THE BOARD

S&D: 03122015 ARREST DATE: 03162015 INOP: 4
CREDIT FOR TIME SERVED DATE: 01
SANCTION: REVOKED 180 RE-RELEASE DATE: 09112015
```

Revocation Sentence

aka PPSVSanc

2/11/2016

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Data Entry - Admission

- Admit to the L location of **where the offender is actually in jail**. If the offender is awaiting trial or serving other sentences in a different county, admit to that L location
- Admission date is taken directly from the teletype and is the Board Action Date and put in a time `BY BOARD ACTION OF 06052015`
- Use your 1145 caseload number (regardless of whether or not offender is in your L location)
- Post admission status is LC
- LC conviction county is the **supervising county**
- LC supv status code is always JAIL. The only way an offender can serve a Revocation Sentence is if it is in a LOCKED DOWN FACILITY. Most work centers do not qualify. Most counties only have JAIL as an option for this type of sentence.

```

Admission to location.. LBEN Benton County
Admission date/time... 06052015 1000
Caseload..... B245
Post admission status.. LC
LC conviction county.. BENT
LC supv status code... JAIL
    
```

Revocation Sentence aka PPSVSanc

2/11/2016

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Data Entry

- On w/w offenses screen do an F20=Add Local
- You will leave a lot of fields blank
- ORS number 144108
- Time served credits – take from the teletype `CREDIT FOR TIME SERVED DAYS: 81`
- Begin date – take from the teletype, same as admission date `BY BOARD ACTION OF 06052015`
- Length – take from the teletype `SANCTION: REVOC 180`
- When you press enter it will give you the max date – this should match exactly to the teletype `RE-RELEASE DATE: 09112015`

F20=Add Local

```

District ..... County .....
Court count..... Offense number.....
Off number..... 144108
Sent guide /Y/N...
Time served credit.. 81 Insp time.....
Sentence type..... A
Inchaste/ORS.....
Begin date..... 06052015 Length (yrd)..... 0 - 0 - 180
Consecutive to..... Merge to.....
Maximum date.....
    
```

Maximum date..... 9/11/2015

Revocation Sentence aka PPSVSanc

2/11/2016

16

Data Entry Pit Falls to Avoid

- ▶ **ALWAYS, ALWAYS, ALWAYS** use the data taken from the Board teletype and your data entry will be correct
- ▶ If it's an LSA Revocation Sentence, look for the specific data, from the Hearings Officer's Decision or whatever document they provide, that is the same as what you take from the Board's teletype:
 - LSA Action Date (may be called decision date) – this is your admission date and your begin date
 - Revocation Sentence Length
 - Credit for Time Served
 - Look to see max date matches up!

2/11/2016

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LSA Revocation Sentence

- ▶ When an offender is under the control of the LSA, the community agency will enter INOP time for the Revocation Sentence.
- ▶ This is ONLY FOR Post-Prison/LC offenders!!!
`Status: PostPrison/LC`
- ▶ The Board will do all INOP time for Post-Prison/BRD offenders. `Status: PostPrison/BRD`
- ▶ See OPS manual Chapter 16 for instructions on how to enter INOP.
 - Step 6 explains to use code REVD for revocation sentence

2/11/2016

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When a local control sentence is complete

- ▶ Close the L line to POST using the date the offender is “sentence served” on his local control sentence
- ▶ Release the body using the same date used to close the last-closed sentence (L) line and the code LCMP to the location that the offender will be supervised
- ▶ If a local control sentence is imposed with no PPS, close L line to EXPI on the date the offender is “sentence served”
- ▶ Close a Revocation Sentence (PPSVSanc) to EXPI and release the body using the same date as the sentence closure and the code LCMP to the location that the offender will be supervised

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Data Entry Pit Falls to Avoid

- ▶ Be sure to use the date the offender is “sentence served” to close an L line. Sometimes an offender will remain in custody on other pending charges or other jail sentences beyond the date they have actually completed their local control sentence. **An offender does not have to be out of jail in order to close an L line.**
- ▶ The POST date of an L line does not have to match the max date shown in CIS, and often it won't. Good time and work credits are not used to calculate max date; therefore **an offender will often release sooner than the max date.** (not true for PPSVSanc – max date should always match release date)
- ▶ The POST date of an L line should NEVER be later than the max date. (example: max date is 02/01/2016 and offender POST date is 02/15/2016) This would mean the offender is serving more time than he was ordered, which is not appropriate. Check your calculations and dates to see where the error occurred. Remember “sentence served” may not be the same as the date the offender leaves jail.
- ▶ Different L lines can have different POST dates depending on things like different start dates (because they're different judgments) and different sentence lengths. Be sure to close each line to POST based on the “sentence served” date for that sentence line.
- ▶ Your jail can provide you with the “sentence served” date if you do not have access to their data base to retrieve the information yourself.
- ▶ If you don't know or can't access the sentence served date and other sentences (local control or prison) run longer, then it's okay to close the sentence using the max date. This usually happens when an offender is in prison, serving multiple sentences that run longer than the local sentence. **Remember – NEVER close a local control sentence using a date later than the max date.**

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Admitting after Local Control Sentence is complete

- ▶ Use the exact same date and time as the release date and time
- ▶ Admit the offender to your community location
- ▶ Admit to the caseload of the PO who will supervise
- ▶ Post admission status is PO
- ▶ On w/w offenses screen add O line – get sentence length from PPS order; begin date is same as admission date (see above)
- ▶ Remember while there may be different dates that different L lines closed to POST, **all O lines (PPS) start on the same date.** This is when more than one local control sentence was served at the same time. That doesn't mean they all had to start at the same time, or end at the same time, but **if any incarceration period for a local control sentence overlaps (is concurrent to) another local control (or prison) sentence – then ALL PPS begins on the same date.**
- ▶ Get more detailed instructions from OPS Manual Chapter 15
- ▶ For revocation sentences, there is no further data entry aside from admitting the body with the exact same release date and time. Nothing further is done on the w/w offenses screen.

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Other important stuff

- ▶ An offender may or may not serve all his local control sentence in jail
- ▶ If an offender does NOT serve all his local control time in jail, you will need to add in housing movement to reflect where the offender is and when those movements occur. The data entry for these movements should be entered into CIS as timely as possible to keep the record accurate
- ▶ The status will remain LC while an offender moves from one housing location code to another, until the local control sentence is completed ("sentence served")
- ▶ The admission location may remain at your L location, if your jail retains control over the offender, or may change to your community location, if the community corrections agency will assume control over the offender
- ▶ If an offender on LC status walks away from a jail, work center, treatment center, or otherwise is not reporting appropriately, he is considered to have "escaped" rather than our usual "absconded"
- ▶ Escape outcount movement is added into CIS based on the date the warrant was issued, and INOP time will be added to his L sentence accordingly

2/11/2016

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The OPS Manual is your friend

Keep it close and use it often!

2/11/2016

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Snider Cathy

From: Bailey Amy J
Sent: Tuesday, February 02, 2016 3:29 PM
To: DL SOON - SOON Reps ONLY-use CCB-ALLC f
Subject: OISC reminder
Attachments: OISC Cheat Sheet.docx

SOON Reps,

OISC would like to send a reminder regarding closing files sent to us. When sending closings, please put the closing summary on the top of packet. In addition, we have asked for the closings to include a document which indicates "Purge after 3 years from this point on" as a divider between the different retention schedule sections. Please refer to the SOON Manual for a list of documents maintained by OISC and which retention schedule section it should be in. The list in 21.9 does include a note to "send any document which you believe would be important to retain as official file material". Please be aware that OISC does not have an infinite amount of storage capacity. When deciding to send any documents which are not listed on 21.9, please send documents which truly are important to be maintained as official file material for 3 years. A wonderful cheat sheet of documents is available at 21.9.1. For your ease, I have attached the cheat sheet to this email. If you have any questions, please let me know.

Thank you!

Amy Bailey
Information Manager
Offender Information and Sentence Computation
Oregon Department of Corrections
Phone (503) 570-6931
Fax (503) 570-6902