

FAUG MEETING MINUTES

Lane County

August 15th, 2018– 1:00 p.m. to 5:00 p.m.

August 16th, 2018 – 9:00 a.m. to 12:00 p.m.

MEETING LOCATION:

SIUSLAW VALLEY FIRE AND RESCUE

2625 Highway 101 Florence, OR 97439

DAY ONE:

Introductions/Welcome/Housekeeping - Joe

Minute Review - Group

Minutes from the May 2018 meeting are approved.

Attendance - Justin

Tracey Coffman (DOC-STTL), Tanya Barrineau (Clatsop), Marne Pringle (Clackamas), Bonnie Timberlake (Linn), Danielle Dickerson (Josephine), Justin Bendele (Deschutes), Larry Evenson (Yamhill), Allen Bergstrom (Klamath), Mark Patterson (DOC-Compact), Shawna Johnson (Benton), Paula Fata (Multnomah), Jay Scroggin (Multnomah/OACCD), Lee Cummins (DOC-CC), Melinda Serfling (Columbia), Dona Dotson (Curry), Rachel Frederick (Lake), Andie Cortes (Douglas), Freddy Vidal (Douglas), Gina Courson (Marion), Joe Swope (Lane), Jared McLennan (Jackson), Chris Garner (Malheur), Judy Bell (DOC-CC), Shawna Harnden (Polk), Christopher Swayzee (Washington), Cody Kunigel (Hood River)

County Updates - Group

Yamhill – Two positions for POs coming soon.

Klamath – Five positions for POs open.

Multnomah – Jay Scroggin is now Adult Director.

Columbia – There is one PO vacancy. They have just started a pre-trial program.

Douglas – Just hired four new POs. Will be hiring PO Techs and they have one more PO position open.

Marion – Should be moving into new building within next two weeks. Interviewing for one PO position.

Lane – Three PO positions open.

Polk – One-to-two new PO positions just closed. JRI program started.

Washington – Hiring for three PPO positions and one Case Monitor position.

Linn – Have one new hire and another one in background. The move-in date to the new building has been pushed back.

Josephine – a couple of retirements in next 6 mos, Trying to get more positions.

Hood River, Benton, Curry, Lake, Jackson, Malheur, Clackamas, Deschutes – Nothing new to report at this time.

Parole Board - Marshall Morales

Marshall was unable to be at the meeting. A new staff member has been added: Susi Hodgins. She is an Operations Manager.

Compact - Ruby McClorey

Fully staffed at this time. Christy from OISC took position that Manette was in.

County Compact Coordinator Mtg (10/25/18) at OCE in Salem. Lodging info to be sent out soon. Also, the National meeting will be in Orlando, Florida next month.

Warrants: Warrants will be looked at from a national standpoint. There will be more requests for upgrades or updates. This due to victim issues. Once the violation is received (abscond, new/felony convictions, retaking process), please get the requests for warrant to the Court ASAP. A consistent form is being looked at. Linda from Multnomah County is trying to get a form from Odyssey.

When requesting warrants from the Court on an outgoing Compact case: Be sure that you emphasize that the case is a Compact case ... that the warrant needs to be nationwide, that it has to be on NCIC and it has to be no-bail. Ask Mark if you need wording to give the Courts in the warrant requests for this.

There have been issues where extradition has started and the DA's office has cancelled the extradition. This issue has been resolved. Ask for assistance if there are future issues.

It is possible that in a couple of years, warrants will be required to be requested within 15 days.

Re: PCS Misdemeanor convictions: They don't fall under compact (not Compact required ... they are up to counties' policies/procedures), but they can still be done via Compact under 'discretionary'. However, we have to plead our case to the receiving state ... Is it high risk or are there victim issues, etc? NOTE: We can allow them to be in the other state without going through Compact if you want them on Casebank (according to your county's policies).

Transitional Leave - Tracey Coffman

STTL automation is moving ahead. Release plans will be coming from OMS soon. Assignments will be through OMS, as well. They are still working on how that will happen. This will happen with AIP and regular releases, as well. Timeframes should be December to February for testing, followed by full roll-out. Judy is working with SOON on assignments and file prep on OMS. The sanction module is still not be on OMS, but the ability to sanction AIP and STTL cases will be able to be done in CIS.

If a pool of testers are needed, Tracey will be seeking volunteers from the FAUG group for testing.

The new STTL Rule went into effect (moving from 90 to 120 days). It has new restrictions, including that PPOs have to respond to Field Investigations within 45 days.

NOTE: Lee advised that DOC is looking at a front-end, web-based interface for CIS. OACCD are trying to make this permanent funding from state. They are asking for help from the 36 counties in initial funding.

FAUG Duties Training (continuation from last meeting) - Lee

Sanctions: Authorities of the FAUG Rep.

Record status: Authorities of the FAUG Rep are based on the status of that offender's record at the moment (not at the time the sanction was created). FAUG Reps can complete sanctions and can move sanctions from COMP back to PEND on Probation and PostPrison/LC cases. Records in PostPrison/BRD status and Parole status cannot be changed by FAUG Reps. If the record shows a status of 'PostPrison', the support staff will need to correct that.

NOTE: Movement History view is found in the W/W Court Orders screen (use F-11, 4, V). This can help determine the status at the time that the sanction was created.

Sanction status: Sanctions in RETU status will have to be sent to Lee. She can set it back to PEND status. This applies to cases even though the case was not a Board case. There has been a request for a status that indicates a non-Board case that was sent to the Board and returned by the Board that is in RETU status. This has not yet been created, but when it is, Lee will advise and it will allow FAUG Reps to complete the sanctions, even though the case is in PostPrison/BRD status.

Sanction age: A regular PO/user (non-FAUG-Rep) cannot complete a sanction over one year old. The FAUG Rep can.

Sanction movement: Option 42 from main menu will show a sanction's movement history, in case time needs to be tracked that way.

Sanctions in 'Other than Complete Status': This is a type of cleanup list that Denise sends out. It is a list of sanctions that are aged, but still not complete.

Sanctions in 'Sanction Movements and Sanction Without Movements' reports: Melissa sends this list out with sanctions that has a 'Sanction Recommended', but not a 'Sanction Given'.

The 'Decision Date' field of the sanction was defined at a FAUG Meeting several years ago. Judy passed out a handout that has the definition created (PDF link on page 10).

At this time, AIP and STTL sanctions are NOT to be in CIS. Any that are there must be deleted.

Public Safety Checklist:

REMINDER: Funding pools are reliant upon the PSC being completed within 60 days of admission. Any older than 60 days drop out of the funding pool. PSCs should be completed on all cases as soon as possible.

Offenders returned from an outcount whose last assessment were from OCMS will show on a report that Denise runs. When bringing an offender back and notice that the last assessment is from the OCMS, complete a new PSC/Proxy.

There are issues where the classification will be gone, but the tool will show 'PSC'. This is a glitch. If you see this, the only remedy is to do a new PSC.

There is now an edit that prevents a case from being moved to an outcount unless there is a current PSC (on the current admission cycle).

There is a PSC Manual on the DOC website that has the criteria for the PSC. Find it on Community Corrections/Community Corrections Links/Networking Groups. There is a section on how to do the PSC, how to override and other actions. There is a section that explains under what conditions an OTTO 'R' code is triggered. Another section in the manual is the Variables Explanation. It shows what variables are calculated in the score.

OTTO:

At this time, OTTO (a reminder system) only applies to the PSC. If there is an action to be taken regarding the PSC, an 'R' will show on the W/W Offenders screen. You can subset a caseload to see only cases where an 'R' is indicated.

Additionally, there is a report that can be run (option 16, 1, 16) (in the reports menu) to see how many OTTO notifications existing over a determined amount of time.

Release Plans:

If the Release Plan is not completed/closed, the Release Counselor cannot create a new plan. If they just use the open plan, it overrides the old plan and history is lost. Please complete Release Plans. Any open plans will show on the 'W/W Release Plan Assignments' (and the view by caseload) screens.

Each county has a 'XX99' caseload where Release Plans are initially assigned and can be assigned to an individual PO's caseload. There is a field in the plan where the assigned PO's ADP will be reflected (and that PO receives notification that it is assigned). The assigned PO will be able to pull it up by their own caseload ADP.

The 'delete' option was removed due to confusion by the POs where they were deleting Release Plans, thinking it was only removing them from their caseload ... but in reality, it was completely deleting them.

Special Election

Larry Evenson has to step down from position as Chair. Shawna Johnson will move to Chair; leaving the Co-Chair position available. There are two nominations for Co-Chair made: Cody Kunigel and Andie Cortes. Voting was conducted. Andie Cortes was voted as Co-Chair.

Cody Kunigel has agreed to take the position of Membership Officer. The group agreed. Cody has replaced Justin Bendele as Membership Officer.

Christopher Swayzee remains as the Recorder.

DAY TWO:

DOC Update - Lee/ Judy

DOC have hired contractors to look at the PSC. There may be an update to the program that hopefully will address some of the bugs in the current system. No ETA on that yet.

The Treatment Provider Info has to be up on the website and that info is pulled from the info in CIS. There was a program written to take that out of CIS, but it has been broken for a while. It was recently discovered that the changes were not being uploaded to the website. This has been addressed with IT and it has been temporarily fixed, and they recommend a Service Request to have it fully repaired. Lee asked FAUG if they would approve authoring a SR to fix the program. FAUG approves.

Question raised regarding Treatment tracking and when a county chooses to use a provider in another county and that other county doesn't use them. This was taken to OACCD for discussion. Decision at OACCD made that if another county still uses the program, the county in which the provider does business is obligated to enter the program into the Treatment Module

For those Treatment programs that are web-based, the info would be entered in the county where the offender lives and accesses the online program (using 'WEB-xxxx' name) ... unless they have to go to a different county for an on-site consultation/session. In such case, it would be added by/in the county where the site is located.

The FAUG Rep Manual recommends that the FAUG Rep reviews the Tx Provider list every 6-12 months. This is also required in an old Senate Bill. DOC gets phone calls from providers with questions/complaints regarding the accuracy of the list. Reminder to FAUG Reps to review the list.

Question raised on the "summons" question in the PSC/Proxy and whether multiple Court appearances on the same case number would count as separate summonses. FAUG feel that multiple Court appearances on the same case number would not count as separate summonses.

There are issues with the Board's IT staff ... issues surround a record where a warrant was issued (and in Issued status) and the record shows it was changed (per audit stamp) by the PPO. This is

kicking the case back to Community status and the warrant then cannot be resolved. It is also removed from the Board's view. The PPOs are claiming that they have not made any changes. It is believed that the PPOs do not even have the authority to change anything when the Board issues the warrant ... it is locked. It is suspected that it is a coding issue. Different FAUG Reps did some tests; attempted to modify completed warrants in CIS and were unable to do so ... proving that PPOs do not have any authority to modify a completed warrant record.

Issue raised: An old sanction that needed to be completed appeared to be a Probable Cause Hearing on a Compact case. This prompted the question of whether those hearings should be or are entered into the Sanctions Module.

It is felt that because incoming Compact cases are subject to Oregon's structured sanctioning process ... and because the process should mirror Oregon's (Morrissey) process, they are and should be entered into the Sanctions Module.

However, there should be consistency in how they're done and they should be completed, just as all other SRFs should be completed.

One issue noted ... when an incoming Compact offender absconds and the sending state issues a warrant, the case is closed in CIS. This prevents the SRF being used for a Probable Cause Hearing.

FAUG recognizes that sending states do not often request PC Hearings, and the ICOTS program has a field in one of the forms for a Hearing, so perhaps, PPOs are using that form.

Decision to ask Mark/Ruby to weigh in on this issue. Also, FAUG Reps should ask their Hearings Officers how they handle them.

Charles has been updating the FAUG Rep Manual. It is not yet ready for distribution. He wants FAUG to decide on whether to put the Decision Date info/process in the FAUG Rep Manual. He has added it in the manual. FAUG have agreed. Charles will also add it into the ISIS/CIS Users Guide.

Reminder: A county reported that an IRT was submitted, but the PO said they would not investigate until an updated PSC was done. Reminded that this is not part of the transfer process. Only if a PSC was never done would this be an issue.

FAUG Rep Authorities for the Polygraph Module: IT say the Profile Coordinators should do that. Lee will continue to look into it further.

Question: Do PPOs still receive an auto-chrono when another PPO adds a chrono in CIS? We do ... but not if the offender was added as a secondary ... or if the chrono were entered in OMS.

Service Request 2681 (authored by SOON) – Adds ability to search for conditions by 4-digit code. This is now in production.

SR to submit – Sponsored by FSN and approved by SOON. If support staff accidentally puts the DOB as the admission date and the fees are calculated all the way back to that date. They want to add a soft edit that will ask the staff to confirm that a date that is over one year ago. FAUG does not object.

SR to submit – approved by SOON. If a Court removes or deletes a condition, we don't want to delete it from the record, but the PPO does not want it on the Kardex and don't want that able to be sanctioned. Solution, in the condition field, there will be an option to 'delete' it and it will move it to an expired status and perhaps a line for comments (such as the date the Court deleted the condition). FAUG does not object to such a SR being submitted. It will be authored by SOON.

Networking page is in transition. A new website is being created. Please save any manuals to your own computer, as the new site is not yet up.

E-Courts: Financial breakdowns will likely not be available for another two years.

SOON Update - Lee/ Judy

Any teletype that comes from the Board to the teletype printer MUST go to support staff. They have to make sure that any data entry (which is required) is done off the teletypes coming in.

FYI: The SOON group in OPS Manual is adding a Leave chapter. Tracey will give info on STTL and AIP. It will have contact info and forms.

Local Control: It was discovered that not every county is entering PPS revocation sentences correctly. It was learned that there was a lot of confusion with the start date and this affected the time/funding. A list was sent out, but the ask of support staff was that only the offenders in custody have their info corrected. There will be a Local Control Training for support staff and PPOs are welcome to join.

OACCD Update - Jay Scroggin

SR question raised by Multnomah County (and also on behalf of Washington County): As counties are looking to do more mobile work-force duties. There may be occasion where a mobile site may be the location where an "Office" visit is conducted. A location code for a community site can be considered. Another suggestion is to use a Key Word to further define the visit, but code it as an "Office" visit.

The closing of an absconder within 30 days has been raised again. There are VINE issues, but also there are time/funding considerations. OACCD Exec is looking at this issue further.

The Time Study and Cost Study are done every six years. The Time Study is done and now the Cost Study is done. That info goes into the recommended budget for DOC and also establishes the "Opt-Out Line". The Cost Study has moved the felony supervision from approximately \$11/day to \$14/day. That will be applied through three snapshots (Oct, Nov and Dec), and it appears that a new budget to \$332M will be proposed. The Opt-Out number is determined after the budget is approved. This budget is separate from the Justice Reinvestment monies. That projected budget appears to start at \$47M.

This is the last FAUG Meeting that Jay will be able to attend due to meetings with his new position. He has communicated with Jeff Wood about appointing a replacement.

Upcoming Meeting Locations - Group

November 2018 – Douglas County

February 2019 – Yamhill County

May 2019 – Josephine County

August 2019 – Curry County

November 2019 – Clackamas County

Roundtable - Group

(Linn) – When working on an offender's record ... in chronos ... but has to get out of chronos to get into Release Plan. This may matter with how the PO is navigating to the Release Plan. Need to find out more info

(Washington) – Clerical staff are wanting to use the WARR closure code, as well as the ABSC code; depending on the reason for closure. Question asked as to what other counties do. The WARR code is for cases where an offender's whereabouts are still known. VINE is not triggered by the WARR closure, as opposed to an ABSC closure.

Douglas: If a PO cites someone into Court and they fail to appear, then the WARR code is used.

Multnomah: Have used WARR.

FAUG recommends that this code be discontinued. FAUG to take it back to our Directors to see if they have anything they want to weigh in on the subject.

(Polk) – An offender arrested in another county and the SRF is done, but the offender is released prior to the serving of the SRF ... what do others do? The offender should be given credit for the time served and the PO can decide if that time is sufficient or if they want to give the offender more time when they come into the office.

(Curry) – Issues with the lab/UAs. There is an issue with Defense Attorneys getting UAs thrown out in contested Hearings because the Lab Tech is not able or not willing to appear in-person to testify. Asked about the labs that other counties use.

NEXT MEETING:

November 14th and 15th

Douglas County