

STATEWIDE OFFICE OPERATIONS NETWORK

Thursday April 12th, 2018

Hosting Agency:

Multnomah County Parole & Probation

Meeting Location:

Portland English Language Academy

2007 Lloyd Center

Portland, Or. 97232

In Attendance:

Tricia Shumway, Deschutes County; Bobby Lenhardt, Jackson County; Nora Jones, Clackamas County; Nicole Ricker, Clackamas; Kerri Humbert, Douglas County; Bertha Logsdon, Hood River; Cody Kunigel, Hood River; Laurette Harger-Landon, Jackson County; Terri Chandler, Jefferson County; Jamie Chitwood, Josephine County; Pam Mathes, Klamath County; Lili Frank, Lake County; Victoria Horlacher, Lake County; Sara Truelove, Lane County; Susana Moaliitele, Lane County; Bev Mills, Linn County; Michelle Rhiner, Marion County; Samantha Jackson, Marion County; Molly Derney, Multnomah County; Chris Lindemann, Multnomah County; Camille Preuitt, Multnomah County; Mindie Everett, Multnomah County; Rachel Polelle, Multnomah County; Robin Filbeck, Tillamook County; Kimi Hulke, Tri-County; Jessica Jauken, Wasco County; Gwen Schuppert, Washington County; Sabrina Orozco, Washington County; Christy Elven, Washington County; Candace Reynolds, Washington County; Marcia Russell, Washington County; Vicki Wood, Yamhill County; Brenda Hopper, Yamhill County; Tracey Coffman, DOC; Lee Cummins, DOC; Judy Bell, DOC; Jaime Ferguson, Parole Board; Amy Bailey, OISC; Stacy Hoffman, OISC; Lance Johnson, OISC

Welcome & Introductions:

Stu Walker welcomed the group to Multnomah County.

Grant Smith, Training Instructor with the FBI-CJIS Division, gave a Presentation on Violent Person Files.

Review Minutes:

Under OPS related issues where it states counties **will** either chrono movement or use the Offender Remarks Screen, should read, counties **may** either chrono movement or use the Offender Remarks Screen.

Parole Board – Jamie Ferguson

Dillon Arthur has joined the Parole Board as the new Parole Board executive director. Jamie is working with Sid Thompson on getting the certificates of expiration sent out within 48 hours of expiration.

Continue to reach out to Sid Thompson and Marshall Morales with any PBMIS issues. However, if the issue results in needing an Amended Order, please include the Orders email (Orders.BOPPPS@doc.state.or.us) and cc Jamie.

Update: Rachael Hunter is the contact for the discharge and expiration certificates. If you have any outstanding expiration certificates, please make a list and send it to her @ Rachael.e.hunter@doc.state.or.us and include Jamie in the email.

Question was asked: Why do we wait to open a Parole Board offender from Warr until they arrive in Oregon? The Parole Board warrant does not clear until the offender gets to Oregon. If we are mimicking the Parole Board with Local Control cases, why do we wait to open record from Warr when the warrant has cleared before offender arrives back in Oregon? The court decides when to clear warrants on probation cases but the LSA is the one who decides when a warrant clears on a Local Control offender. To mirror the Board is always suggested in matters of Local Control.

Christy asked if there was any clarification on the email that was sent to the group regarding Special conditions vs PO Directives. Anything that can be ordered as a condition should not be given as a directive. Example would be: If one of the conditions from the court order is 'do not use alcohol' the PO should not give it as a directive. Instead, do a consent to modify order. A PO directive should be something that supports a condition that is already in place. Jamie will talk with Patty Cress about getting more clarification and answer any questions that the group has discussed.

Lee - The Board reviewed their SC10 (Submit to evaluation or assessment to develop a case plan for supervision and/or treatment) and were going to adopt it as a new general condition (GC14). Currently, our Probation General Conditions and the Board's Post-Prison Conditions match through GC13. Because the condition closely matches our GC17, the Board has decided to skip GC14, 15, and 16 and add this condition as GC17 as well to continue to match up with our conditions.

DOC – Judy Bell/Lee Cummins/Tracey Coffman

Christy had noticed when changing a Felony to a Misdemeanor upon successful completion using the C Code after the line had been expired, that it was not changing properly to MFP. C code has now been fixed.

Christy asked if the C code would work after closing the file to EDIS. Denise confirmed with Judy that if a Felony is closed to EDIS as a Felony, the C code can be used to change record to a Misdemeanor. Denise will look into whether or not it could affect funding.

Judy will be passing out a clean-up list where the probation line is closed to CDPR. If an offender has to serve jail as a condition of probation and the jail time is served in the institution, the institution closes the probation line to CDPR (condition of probation) and add a J line to indicate that the offender is serving jail time in the institution. When the jail sentence is completed, the institution closes the J line and reopens the P line. If the P line is not reopened and you notice there is a CDPR line with a J line below it, support

staff can go ahead and reopen it. You do not need to wait for the institution to open the line. Remove the CDPR closure code and let the probation run. The Probation may continue to run or may be past expiration, in which case you would close probation from CDPR to EXPI.

Judy would like Support Staff remember to contact the Profile Admins when an employee leaves their employment. If there is a DOC400 profile the employee leaves, that profile should be discontinued.

Reminder: On Friday, April 13th, DOC400 shuts down at 3pm for upgrading of the operating system, and will come back up on Monday, April 16th.

Lee discussed the different Sanction Reports that are sent out. Melissa sends out Sanctions without movement and the Sanctions Movement reports. These reports are informational only, and are used for clean up by some counties who track their sanction usage. Denise sends out the Sanctions Other Than complete report that includes **ALL** open sanctions during that time frame period. This is a clean-up list to ensure that sanctions are sent on to the appropriate authority (instead of sitting in PEND status for long periods of time), they aren't sitting in the Supervisor or HO's queue, or are completed.

STTL - Tracey

Automation should be completed by December.

Certificate of Good Standing: New Legislation has gone into effect where offenders that have been off of Supervision for 1 year and have been on Supervision within the last 3 years and have been successful, completed all their conditions, and all other criteria, can request a Certificate of Good Standing from the Court. Forms have been created and sent to the Directors. The Certificate can be used to give to employers, and for housing. The Offenders will fill out a form, submit it to the County Parole and Probation offices requesting Parole and Probation fill out another form, then the Offender submits completed paperwork to the Courts petitioning a request for the Certificate of Good Standing. Tracey has created a merge document as well as a PDF document to use online. If you have not received the form from your Director, get in touch with Tracey so she can send out copies. The bottom of the form has a blank space for form to be notarized. That blank space does not have the Notary Language (this has been subscribed and sworn before me or has been acknowledged before me), so be sure to rely on your Notary Manual to handwrite or type the Notary Language if field is blank.

The petition needs to be submitted to the county they are currently residing in.

OPS related issues:

LEDS/WebLEDS:

Mindie discussed the CND (Conditional Discharge) code. On the QPR and MPR menus, the drop down menu is for Felony Conditional Discharge. On the EPR drop down, it is Conditional Discharge. Should the 'Felony' language be dropped and just keep Conditional Discharge since there is no code for Misdemeanor Conditional Discharge or ask for a new Misdemeanor Code to be created? The EPR offense has Conditional Discharge without the Felony attached. Consensus is ask for the 'Felony' language to be

dropped from the drop down. For Misdemeanor CD data entry in LEDS, go ahead and use the FCD from the drop down menu instead of MPR.

Mindie mentioned that the supplemental info screen has changed. Instead of having a block field, there are individual fields.

OPS Manual:

Mindie asked if anything should be added in the Manual regarding OSP deleting a Compact Offender's Oregon SID number when they have completed Supervision. This is for the Offender whose only case is compact, with no Oregon crime (s). It was suggested to add to current Compact Closure Instructions to notify OSP of closure per your County Policy/directives.

Local Control:

Mindie had a scenario where an offender had served 350 days in LC, started PPS, and has left the country. The Board wanted to take over Authority on this case so a warrant could be issued, but there was no Board cases attached to the record. The override option would not work. How would the date entry be entered so the Board could take over Authority? It was agreed to contact OISC.

Tricia has a new LC offender, not on supervision, sentenced to 30 days jail with a future report to jail date. Offender has not reported. Who has the Authority to issue the warrant? The Authority would be up to the LSA and the Court. Judgment cannot be entered into DOC400 until offender has started their sentence. Check with the jail to see if Offender had credit for time served. If there was so much credit for time served that your jail considers the sentence to be served in full and they will not be admitting the offender into custody at all, then it is okay to admit to LC status, enter the offense, release LCMP to the supervising location, start PPS. In that case, there would not be a need for an escape or failure to report for custody type of warrant. If the offender has incarceration time owing, then the decision of who issues the warrant is decided on a county by county basis; it could be the court, it could be the jail, it is likely not the P&P office because they do not yet have authority over the sentence as LSA. But each county structures their LSA differently, so confirm with your Director.

Judy has learned that if an offender is in your jail under your L location, then moved to another jail waiting for a trial, or maybe a court appearance, but not serving a Local Sentence in that jail, you don't move record to the other county's L location. You only move L locations if it is a true Local Control sentence. **Example would be:** A sentence starts in Lane County (LLAN) for a Local Control sentence of 6 months, offender is then transported to Marion County for a court appearance. Record would stay on LLAN with inmate movement to COURT. If a few days later Marion County sentences offender to a new LC sentence, then you would admit record to LMAR. If offender then moves back to Lane County to finish both sentences, you admit to LLAN. If offender remained in Marion County and the Lane County case was time served, you can then close the L line to Post on the day offender finished their sentence. PPS would then start when all LC

cases have been served. **Note:** Each L line is closed on date sentence is complete. All O lines start on the same date.

Other OPS related issues:

Kimi asked if anyone else is having issues with inaccurate merge information going into the financial obligation document. Document is not showing the balance of the offender's financial obligation. Document takes numbers and adds them all together, which didn't make any sense. No one else is having that issue. Judy suggested to put a ticket into development and ask if document could be looked at.

Reminder: When sending files to another county, please remove all LEDS material.

User Groups:

- SUN – How long does it take when a request is made? Normally 2-3 weeks. If you have something that is outstanding, reach out to your SUN rep.
- FAUG – Meets May 16th & 17th in Bend.
- SOSN –
- FSN – Meets April 26th in Marion County. Judy will be doing a training on fee tracking and debt management. POST NOTE: Fee training has been rescheduled for June 19.
- OACCD – Met March 14th & 15th in Salem. Meets in Umatilla May 9th & 10th.

Round Table:

Mindie – Scott Taylor is retiring after 46 years. DV office will be moving to the Meade Building and moving some employees from the Meade Building over to the Gresham Office. Mindie will update group with changes when complete. Check the Directory for any changes of SOON or LEDS reps.

Josephine County is down to 2 Support Staff.

Lake County has a new Office Manager, Victoria Horlacher. Lili has taken a PO position with Drug Court.

Marion County hopes to move to their new building by September.

Next Meeting:

Crook County
June 14th, 2018