

# **STATEWIDE OFFICE OPERATIONS NETWORK**

## **Thursday August 9<sup>th</sup>, 2018**

### **Hosting Agency:**

Polk County Community Corrections

### **Meeting Location:**

820 SW Church Street Suite 100  
Dallas, Or. 97338

### **In Attendance:**

Tricia Shumway, Deschutes County; Bobby Lenhardt, Jackson County; Summer Smallwood, Benton County; Beverly Barnett, Clackamas County; Chastity Zundel, Clackamas County; Tina Shippey, Coos County; Patty Gaskins, Douglas County; Bertha Logsdon, Hood River; Terri Chandler, Jefferson County; Jamie Chitwood, Josephine County; Jeannie Olson-Shelby, Lane County; Cindy Elliott, Linn County; Susie Schindler, Marion County; Marla Wiese, Multnomah County; Ashley Cress, Multnomah County; Lisa Gilbertson, Multnomah County; Donna Hemman, Polk County; Ana Mendoza, Umatilla County; Jessica Jauken, Wasco County; Christy Elven, Washington County; Vicki Wood, Yamhill County; Brenda Hopper, Yamhill County; Tracey Coffman, DOC; Judy Bell, DOC; Lee Cummins, DOC; Colin Rauenzahn, DOC; Susi Hodgin, Parole Board; Kristi Reames, Compact; Khris Nunnery, Compact; Ruby McClorey, Compact

### **Welcome & Introductions:**

Director Jodi Merritt welcomed the group to Polk County.

### **Review Minutes:**

Under DOC-Lee Cummins, Page 5; Developers are working on retiring 'DOC SUM WP' Option 23, not Support Staff Option 23.

Discussion about the Public Information screen: Support Staff can feel comfortable giving out information from the Public Information Screen, even if you toggle the Offenses (from the Public Information Screen F17 will show current offenses and if you keep toggling it will display past and current offenses). Reminder: Do not give out any information from the F11 screens. Anything beyond that information should be deferred to any PO or Management.

### **OISC – Judy for Amy Bailey**

SOON Minutes August 9th, 2018

Jeannie is having difficulty closing an I Line to DIED. The Group suggests to look into record and confirm that a begin date has been entered. Judy will assist Jeannie in closing record.

The Manual Committee had discussed changing a Block Number to a SID Number and the importance of sending the print screen with that change to OISC/Central Records right away. OISC receives all Judgments directly from E-Court and immediately creates a file, even if it's a Block Number. Sending the new SID number right away will help them update their files appropriately so all paperwork matches when received.

### **Manual Review – Ashley Cress**

Still in need of Manual Committee Members if anyone is interested.

Short Term Trans Leave Chapter has been created and will be added soon.

### **ABSC vs WARR –**

ABSC is used when a warrant is requested because the offender is failing to report for supervision and the PO has exhausted all appropriate avenues to locate the offender. Either the PO could initiate the request of the warrant, or if the offender fails to show up for a court date, (like a PV hearing) the court could initiate the warrant and it would still be abscond – as long as that case number is being supervised

WARR is only used when the court initiates the warrant based on non-compliance of things like payment of fees/fines, or conditions of a special program like drug court. WARR was created for Washington County because their court wanted a way to prevent probation from expiring if the offender owed court fees/fines. Most counties wouldn't use WARR.

***Note: If modifying EPR to WARR, keep in mind that the EPR can be purged.***

### **Compact – Ruby McClorey**

Ruby introduced Khristi Nunnery and new Compact Coordinator Kristi Reames.

Compact Coordinator meeting will be October 25<sup>th</sup>, 2018 at OCE (Oregon Corrections Enterprises).

Just a reminder that when the PO is requesting a warrant on a Violation, the warrant needs to be a Nationwide Warrant.

Jessica asked if an Oregon Misdemeanor drug offense will be able to be transferred in the future to a State where the drug offense is a Felony. The answer is no. The Misdemeanor Offense is not Compact Eligible. If you have an Offender who is only on Probation for the Misdemeanor Offense, but doesn't live in Oregon, the PO can talk to the Courts to

SOON Minutes August 9th, 2018

have the Offense changed to Bench Probation with the intent of being able to move to their home State.

### **Parole Board – Susi Hodgins**

Dylan Arthur is the Executive Director of the Parole Board on job rotation from Multnomah County, and Susi is on job rotation from Santiam Correctional Institution. Susi will help update Chapter 22 (Parole Board) of the OPS Manual.

Kristi asked if the information we receive from the Board can come via email to each county's general email address, instead of email and Teletype. Not all support staff have access to their Teletype Printer. Susi will be looking into this.

### **DOC – Tracey Coffman**

Tracey introduced Colin Rauenzahn. If you have any questions regarding STTL you may contact Colin @ [Colin.R.Rauenzahn@doc.state.or.us](mailto:Colin.R.Rauenzahn@doc.state.or.us)

Automation should be completed by December. Testing to occur December-February. After completion, anything STTL related will go through OMS as well as Release Packets. Depending on your County Practice, Support Staff may need to print out the Prison Release Packets through OMS after receiving email notification of Offender Release. Release Plans will still be added to your '99' caseload. You will still need to assign the Release Plan in CIS to a PO in order for the Offender Record to show up on the PO's caseload in OMS.

***Note: Release Packets will automatically be purged from OMS after 6 months.***

When an Inmate is requesting a Waiver to another county, both Counties get a notification of the Release Plan, the plan then goes on the 99 caseload that Offender wants to Waiver to for the Field Investigation. If Waiver gets denied, the Release Counselor sends notification of denial to County of Record and Investigating County, then releases Plan to County of Record's 99 Caseload.

To avoid creating a duplicate offender in DOC400, users should be searching in OIS for an offender's record prior to doing a first-time admission to CIS. It is suggested that search by social security number and/or FBI number is done to ensure an offender isn't in CIS under a different name. OIS can be accessed from the internet directly, or through CIS by using F11-5-A. OIS is very similar to OMS.

### **DOC – Lee Cummins**

Testing is complete on removal of DOCSUM Option 23 (from the caseload screen), and will go into production the week of August 13<sup>th</sup>, 2018. Email will be sent out prior to production.

If you are working on a Sanction, be sure to fill out the 'Sanction Given' field.

SOON Minutes August 9th, 2018

**DOC – Judy Bell**

During the course of the Local Control Training this past week, county inmate movement of WKRL (work release) and REST came up. Work Release means offender may be going out to work during the day, but is in custody in jail at night. REST means offender is in custody at a restitution/work center and going out during the day to work. Judy wasn't sure of which code to use if an offender goes home at night and is required to do work crew during the day. The SOON group has decided to use the code CSWK if an offender is doing work crew (or any LSA-sanctioned work program) during the day and going home at night. The code OUTC could be used for any other program offender is doing. Judy will work on getting the long descriptions added in CIS and have descriptions added to the Manual.

The group would like to add a service request to FSN's service request, for a soft edit when admitting a new Offender in CIS that reads 'please check your dates' if the date(s) are questionable.

OACCD approved SOON's recommendation that incomplete LEDS records should be completed before transferring to another county but it will not prevent transfer. Descriptive Supplemental (aka's, alternate names, DOB, SSN, SMT's and Tattoos) are a LEDS requirement. The SOON rep can call the other County SOON rep and ask that EPR be completed.

Sentence type FDO (Felony Dangerous Offender) will be added to the Odd Scenarios Chapter in the Manual.

If a Parole Board Offender is on ABSC and gets picked up in another state on an extraditable Nationwide Warrant, that warrant is cleared. The INOP time will be added to CIS but will also continue to accrue until Offender crosses into Oregon; INOP screen will be updated upon return to Oregon.

**Judy will be submitting the following wish list to LEDS:**

- Removal of the MNU code in the QPR mask, and to make POO an optional field instead of a mandatory field.
- Add descriptions to the codes to match CIS descriptions.
- Add NOMJ and NOIX to RTP (record type) field.
- ESCA & PVP non purgeable.
- Change FCD to CND.

Tricia had an offender bring in a Birth Certificate showing their correct DOB. Can the DOB can be changed in CIS. Yes, the DOB can be changed. The DOB that has been in the system can be moved to 'other' DOB.

Marla had a question on Restitution Condition Tracking at closure. At the time of Sentencing offender was ordered a certain amount of restitution. By the time of closure, that amount had increased. How does that increase affect outcome measures, and should the new amount be entered into CIS? The Court adds DOR fees to offenders balance. Those fees do not get entered into CIS, as those are additional. If you are having trouble getting the Court to give a breakdown of what the Offender has paid in Restitution, have your Director talk to the Courts about needing a breakdown due to outcome measures.

#### **OPS related issues -**

- LEDS/WEBLEDS: When an offender gets a tattoo removed, can the tattoo be removed in LEDS and be replaced with RTAP? Answer is yes
- Local Control: Are expiration certificates required at closure? There is nothing in the Manual that states it is a requirement.
- Marla wants to remind everyone when releasing an LC offender to Multnomah County, please release record to last supervised location.
- Other OPS related issues: When scanning new intake material to Multnomah County there will be a group email to send material to. Information pages will be updated with new email address.
- Reminder: Do not send any LEDS material via mail or email.
- When an offender is on PPS, use only PPS conditions on the PPS order (SC7, SC9, SC10, SC11 etc...) that matches the original probation conditions listed on Judgment. Additional conditions can be added to the EPR if needed.

#### **User Groups –**

- SUN: Mindie Everett will no longer be in the SUN group.
- FAUG: Will meet August 15<sup>th</sup> & 16<sup>th</sup> in Florence
- FSN: Met in July in COOS County.
- OACCD: Met July 11<sup>th</sup> & 12<sup>th</sup> in COOS County. Next meeting is Sept 12<sup>th</sup> & 13<sup>th</sup> in Ashland.

#### **Round Table –**

Need counties to host SOON Meetings in 2019.

Dan Malin, LEDS Auditor, will be at next SOON Meeting in Lincoln County.

Marion County is moving to their new location at the end of August and will not be taking any new intakes August 22<sup>nd</sup>-September 7<sup>th</sup>.

Josephine County asks for continued patience as they are short staffed.

Happy Retirement to Donna Hemman! Thank you for all your hard work, knowledge and laughter throughout the years!

Meeting Adjourned. Thank you Polk County!  
Next meeting: October 11th, 2018 in Lincoln County