

STATEWIDE OFFICE OPERATION NETWORK

Thursday February 8th, 2018

Hosting Agency:

Douglas County Parole & Probation

Meeting Location:

UCC Campus, Danny Lang Building Room 204
1140 Umpqua College Rd.
Roseburg, Or. 97470

In Attendance:

Tricia Shumway, Deschutes County; Bobby Lenhardt, Jackson County; Tina Shippey, Coos County; Jennifer Mahlum, Coos County; Vicki Scott, Curry County; Kerri Humbert, Douglas County; Kimberly Stout, Douglas County; Patty Gaskins, Douglas County; Cindy Kemp, Douglas County; Theresa Roche, Douglas County; Adele Justice, Josephine County; Jamie Chitwood, Josephine County; Angie Gustafson, Linn County; Marla Wiese, Multnomah County; Lisa Gilbertson, Multnomah County; Mindie Everett, Multnomah County; Vicki Wood, Yamhill County; Judy Bell, DOC; Lee Cummins, DOC; Tracey Coffman, DOC.

Welcome & Introductions:

Tricia welcomed the group and thanked Douglas County for hosting.

Review Minutes:

When receiving a file from another County is it ok to add/modify conditions to individual County standards or leave conditions as is? If a condition is on Court Order, but not added in the condition field, then yes:

Reminder: Keep the trackable conditions marked as trackable (Compensatory Fine, Restitution, and Community Service)

OISC – Judy for Dianne Erickson

New ORS numbers that have a letter in midstream: Is everyone looking for the closest existing crime to match the new ORS numbers and keeping a list of those that will need to eventually be changed?

Judy will find out if OISC would like Support Staff to email a copy of the Judgments with the new ORS numbers to OISC to add to their master list or have each County keep track of their own Judgments.

POST NOTE: Each county should keep their own list; please do not send to OISC.

Compact:

SOON Minutes February 12th, 2018

Page | 1

Manette Erma is out of Compact on a rotation. Compact has recently posted a new rotation position as well as a permanent position.

Parole Board:

Sid Thompson will be acting as Chair. Patty will be acting as Vice-Chair. These changes are in place until further notice from the Governor's Office.

All PBMIS related items or concerns should be emailed to Sid Thompson (sid.r.thompson@doc.state.or.us) and Marshall Morales (marshall.f.morales@doc.state.or.us).

Christy asked what would be considered a PBMIS issue. Indicators would be if the 'O' line INOP time doesn't match what is listed in the INOP screen or if the Parole Board order dates are 1 day off after the rollout of PBMIS (Sept 2015). If you're not sure whether you have a PBMIS or not, feel free to contact Judy so she can take a look at the record.

DOC – Judy Bell/Lee Cummins

Please be sure to close files as soon as possible, especially where a victim is concerned. Judy told a sad but true occurrence: A mother, who was the victim of her son knew that the offender (her son) passed away. Victim worked toward healing and moving on with her life. Months go by, file gets closed, and all of a sudden victim receives a phone call that offender has passed away. All wounds are re-opened and after the shock and anger, the healing process starts all over.

CNLV is now available for use. This status code is used when an offender is returned to leave status after serving an LC sentence. Offender was not returned to prison and leave has not been completed. Allows community agency to return offender to leave status under original leave parameters. Contact OISC prior to using code. LC PPS does NOT begin until leave is complete.

Judy reached out to Grant Smith, NCIC training instructor with the CJIS division of the FBI, requesting a presentation to teach the group about the Violent Person Files (VPF) in LEDS. Grant will be joining the group at the April 12th, 2018 SOON meeting at the Portland English Language Academy. His presentation will begin promptly at 9 a.m. and run approximately 2 hours.

Judy has reached out to Mary Oulette regarding the E-Court log-ins. Judy will give an update when she hears back from Mary.

Lee wanted to let the group know that there has been discussion on updating the Operating System in the I-Series (DOC400 and various components). IBM will discontinue supporting the current operating system by the end of April 2018. Back-up begins on April 13th, 2018 @ 3:00 pm and runs through 5:00 am April 16th, 2018. There will need to be a Community Corrections tester during this time frame (Sat. or Sun).

The group agreed to be included in the Sanctions and Sanctions without Movement emails.

Mindie wanted to know if the address update field could be added to the 'CT' (Corrections Technician) menu. The staff that use this menu are unable to view and update the address field. Lee will look into this.

Parole Board - Tracey Coffman

The 120 STTL expansion has occurred. Anyone sentenced after Jan. 1st, 2018 are now eligible for 120 days STTL as opposed to 90 days. The automation for 120 should be working. If you see any problems with the automation once offender is out on 120 days, please let Jaime know.

The modifications for the Release Counselors module is almost complete.

There will be a leave chapter created for the Manual, which will include, processes, procedures, and contacts.

Mindie asked who can be called with questions/concerns about Conditions on a Parole Board Order if the release counselor is unavailable. Tracey suggests when emailing the Release Counselor go ahead and include her in the email.

Service Request updates - Judy

In Dec. 2017, the service request 2746, the change for the offenses print screen, was moved into production and now allows a user to print a chosen or all custody cycles when using option # 10 to print offenses and sentences.

SR 2814 was written and completed to allow the new eight misdemeanor drug offense to be closed to EDIS in the system. Programming will be implemented February 20th, 2018. Remember, the crime commit date must be entered in order to be closed to EDIS.

PSC service request from 2015 requiring a valid PSC score before moving an Offender to an Outcount is now in production. There will be a message at the bottom of your screen saying: **Valid PSC/Proxy required for Release Code entered. Last PSC/proxy created: Date listed.** Please note: the PSC score must be a low before moving an offender to Compact.

Lee did a write up in the PSC Manual, starting on page 21 of the PSC OTTO Manual on the 2 different types of notifiers and how often it notifies. There is also a write up on the report that allows staff to track response to the OTTO Actions type notifications. If the notifications have not been acted on, the report will show how many days within the parameters set the messages have been ignored.

Tina asked that if an offender comes out on Leave Status and the PO generates a PSC score while on Leave, do they still have to generate another PSC score when they are moved to PPS. Is it the same from LC to Post? Answer is yes. Any time you go from IN,

SOON Minutes February 12th, 2018

LC to Post or any time a new custody cycle is opened. And in order to get the programming to work, any status change will trigger the need for a new PSC in order to move to outcount. So even status change that otherwise wouldn't require a new PSC to be valid, like changing from conditional discharge to probation, will trigger the block.

Mindie asked if the score needs to be changed while on LC, then gets moved to INTX and then escapes. Answer is no. Although ESCA is an out count, it is not ABSC because Offender is in the 'Local Institution'.

Service request 2739, the email and phone number fields, went into production a while ago. The issues with these fields are being worked on. F4 will still need to be used to open up an email, then F6 to create. System will auto-fill E1 and use current date. Any time you create an E1, system will automatically close previous E1 to the same date, same with E2. Phone number field will work the same way.

Chrono entry will now default to the time field.

PO's are now able to view and update mailing address.

Manual Review – Mindie for Ashley

Reminder that the Manual will be posted online only twice a year now; July and January 1st.

The next Manual meeting is April 11th, in Multnomah County.

Mindie is looking to revise Chapter 18, Condition tracking, with a better understanding of how and when to use conditions. Any ideas would be helpful. Please contact Mindie with any suggestions.

Discussion on if each county mirrors the Parole Board conditions for LC will be discussed again at a later date.

OPS related issues:

- LEDS/WebLEDS – Ashley is working on encrypting the Crystal Reports (EPR's that are expiring).
- Email decisions – Christie: How long are Sex Offender files kept? SOSN has a list of important items to keep if a county wants to keep a file indefinitely. If you decide to keep a file indefinitely at your location, notify Central Records.
- Other OPS related issues - Tricia: Does the divider page on closing documents going to OISC have to be colored? Amy Bailey confirmed that the divider can be white.

Tricia: Do counties chrono when they send a file to another county? As a courtesy, counties will either chrono movement or use the Offender Remarks Screen (F7 from the movement history screen). F8 notes would not be a good location for a chrono when transferring to another county, as the F8 note should only be used for offenses and sentences.

Mindie: When closing a file to ABEX, do you return file from ABSC, then close file to ABEX, or just close file to ABEX? If the warrant was never served and offender did not appear in court, then close to ABEX. If warrant was served, then yes, return from ABSC and close to ABEX.

User Groups:

- SUN – Mindie Everett has come out of the weekly rotation, and is now doing movement inserts for Multnomah County. Ashley Cress is now in the rotation as a super user.
Tina asks that when putting in a Sun Ticket make sure that the SID number and name are correct and that the SID number works with that name. Name and SID number need to be in the subject line and in the body of the email.
- FAUG – Meets February 14th & 15th in Benton County. They will be going over service requests.
- FSN – Met last month in Multnomah County.
- OACCD - Met March 14th & 15th in Marion County.

Round Table:

Multnomah County units will be moving. Will keep group posted.

Judy wanted to remind everyone that if staff leaves be sure to send an email to the profile admins that the staff's DOC400 profile will need to be discontinued.

Angie noticed on the caseload history screen that when adding a Local Control, the LC did not show up on the far right of the screen. Judy states that sometimes if you do all the movement on the same day, the status will not show properly. May also be an issue with the time. This can also happen if your county is not using the caseload number tied to your L location.

Washington County is hiring.

Josephine County has added 4 new PO's, an additional treatment counselor and treatment case specialist along with one new Support Staff.

Meeting Adjourned. Thank you Douglas County!

Next meeting: April 12th, 2018