

# STATEWIDE OFFICE OPERATIONS NETWORK

## Thursday, October 11<sup>th</sup>, 2018

**Hosting Agency:** Lincoln County Parole & Probation

**Meeting Location:** Elizabeth Inn Oceanfront Suites (meeting room)  
232 Southwest Elizabeth Street  
Newport, OR 97365

**In Attendance:** Tricia Shumway, Deschutes County; Bobby Lenhardt, Jackson County; Kimberly Losada, Clatsop County; Karen L Spieler, Columbia County; Jenny Mahlum, Coos County; Vicki Scott, Curry County; Kerri Humbert, Douglas County; Roni Hickerson, Grant County; Laurette Harger-Landon, Jackson County; Terri Chandler, Jefferson County; Jamie Chitwood, Josephine County; Kathy Bafford-Foltyn, Klamath County; Pam Mathes, Klamath County; Victoria Horlacher, Lake County; Jeannie Olson-Shelby, Lane County; Irene Lightle, Lincoln County; Carolyn Knox, Lincoln County; Cindy Elliott, Linn County; Cindy Lootens, Malheur County; Ashley Cress, Multnomah County; Ansley Flores, Multnomah County; Marla Wiese, Multnomah County; Kaycee Josi, Tillamook County; Kimi Hulke, Tri-County; Jessica Jauken, Wasco County; Christy Elven, Washington County; Vicki Wood, Yamhill County; Tracey Coffman, DOC; Judy Bell, DOC; Lee Cummins, DOC; Trish McClellan, OISC; Valentina Kelly, OISC; Susi Hodgins, Parole Board

### **Welcome & Introductions:**

Director Tony Campa welcomed the group to Lincoln County

### **OISC: Trish McClellan**

Judy talked to Dianne Erickson about the SOON group possibly receiving the Adjustment Inception Date Notices. Dianne agreed and will make sending out the notices part of their process. The group agreed to have the Notices sent to each County's SOON Rep.

### **Compact:**

The Compact Coordinators meeting is Oct. 25, 2018 in Salem

### **Parole Board: Susi Hodgins**

Susi oversees the SONL unit (Sex Offender Notification Level Unit).

Carolyn had come across an SONL designation on an Offender who was previously designated as an SVDO. Once an SVDO, always an SVDO? Would the EPR remain as Predatory? Susi will research on how to proceed with the EPR's when an Offender is designated as a Level III.

Ashley mentioned that victims are being identified in the release plan, but not being added to the PPS Orders. If the victim is not added to the PPS Order, how would a PO enforce a no contact with victim and how would the victim get any notifications?  
Susi will look into this.

Judy asked how the Board determines what the restitution owing is, and is that restitution being verified? Is the restitution from an expired case, current case, probation case or a different cycle?

Can the dollar amount be added to the PPS Order? Susi will research the restitution and let the group know what she finds out.

Why do all the expiration certificates have the paragraph that reads: "**The Board notes that the subject's Matrix offenses have expired; however PPS continues until (date)**" when all offenses are not Matrix offenses? Susi found that Marshall (IT) is working on removing this paragraph.

If anyone is having any problems with receiving their TYPES, please let Judy know and she will have IT work on resolving the issue.

**DOC: Tracey Coffman**

STTL Automation is almost complete. When completed, release packets will be available in OMS. When assigning a PO in the release plan, one field will have the PO caseload number and the other field will have your office location '99' number. It is important to have the Assigned PO's caseload number added so that the PO will receive all notifications on that Offender. The Sanction Module will be updated to include Sanctioning of STTL and AIP cases. Morrissey Hearings will now be done on returns to Prison.

GC17 (submit to assessments) has now been added to the STTL Conditions.

If an Offender commits a new crime while incarcerated they will no longer be eligible for STTL.

*Note: Please remember to add the crime commit date to offenses.*

**DOC: Lee Cummins**

Currently working on SR2667, which is adding the long descriptions to the conditions table. You will now be able to view the descriptions of conditions by putting an 'I' in front of the condition selected.

**DOC: Judy Bell**

Please understand the importance of entering conditions and entering the appropriate and proper conditions into the sentence when offender is on Leave (STTL, AIP). It's important for the PO when having to do a Sanction report. Trans Leave Chapter will be coming out and will be outlining which conditions are used for STTL and AIP. There will also be a group of conditions that are shared by both STTL and AIP. Leave Conditions belong on Leave Status. Parole Board conditions do not go on Leave status. Judy will look into getting a no contact with victim and restitution codes added to the AIP conditions.

When initially entering a condition, the condition has an expiration date. It has been discovered that if a sentence line is being extended, the condition expiration does not extend and will not show up on the EDIS report. The condition doesn't drop from the table, it just won't show up on the report.

Discussion on restitution that has been ordered with no dollar amount: Should the REST be added if there is no dollar amount, or add it and leave it non-trackable or trackable? The group

talked about possibly adding a new code of RTBD (restitution to be determined) being added to the report to run. Several scenarios were discussed and topic will be re-visited.

There are 3 different Teletypes you should be receiving: When a Board Offender gets a warrant issued, then when offender gets picked up and when the PO submits a Sanction where INOP is going to be added. When you receive the warrant teletype, you will use Date of Warrant from LEDS, which should match the teletype to move offender to ABSC. When you receive the Arrest teletype, you use the date of arrest from that teletype to admit offender back from ABSC. The third teletype has the new expiration date added. Be sure to check that the date(s) in CIS match what is on the teletype.

Doesn't sound like everyone is receiving the Warrant teletype. Susi will look into this to make sure everyone is getting the T-TYPES from their designated printer.

**LEDS Auditor Dan Malin gave a presentation on LEDS, Agency Administration, CJIS Security, LEDS Certification and Training, CJIS Audit Program, and Officer Safety Records.**

If a User's LEDS certification expires after the LEDS system moves in 2020, access to the system will automatically be removed. Be sure to keep on top of your training records to avoid this from happening.

When changes occur in your agency LEDS requests that the agency fills out an ORS request change form, which can be found on the LEDS website under Customer Support Forms. You can change the LEDS Representative, Administrator, Local Agency Security Officer in Tech Support, and your LEDS User Agreement.

You can access the LEDS Manual on the LEDS website, as well as the LEDS Representatives Manual.

There are 4 levels of CJIS Security Awareness Training:

1. Anyone who has unescorted access to your office area.
2. Anyone who does not have direct terminal access to LEDS but uses Criminal Justice Information from LEDS.
3. Terminal Operators
4. Anyone with access to the Server rooms.

If you are LEDS certified your LEDS Certification and Re-Certification takes care of the CJIS awareness training requirement.

CJIS online is the online application used for CJIS Security Training of employees, vendors and contractors who do not have access to LEDS, including IT.

All Personal Descriptors are required to enter into the EPR.

Agencies may request a CJIS Security List from the LEDS helpdesk which shows everyone who is CJIS Security cleared for that Agencies ORI.

**OPS related issues:**

- LEDS/WEBLEDS: Judy will prepare the wish lists to send to LEDS, along with the request for the Enhanced EPR Entry.
- OPS Manual: Looking for members to join the Manual Committee.
- Local Control: Trish asked what the protocol would be for an offender receiving a straight sentence from court, lives in another county, but has never been on probation. Since there would be no time to prepare a PPS Order or release plan, would the case be treated as a new probation transfer?
- As of last year, Local Control cases now have waivers. Although it is not outlined in the LSA Manual yet, it is encouraged to go ahead and reach out to the County where the offender resides and work together on transfer.

**User Groups:**

- SUN: Ashley will be leaving the group in October. If anyone is interested in becoming a SUN member, please let Judy know and she will send out the paperwork.
- FAUG: Meets Nov. 14<sup>th</sup> & 15<sup>th</sup>
- FSN: Meets October 25<sup>th</sup> in Yamhill. Nikki Bennett will be there to discuss Senate Bill 1067.
- OACCD: Meets November 15<sup>th</sup> and 16<sup>th</sup> in Eugene

**Round Table:**

Trish will be sending out the calendar for next year's meeting locations. If you are interested in your county hosting a SOON meeting, please let Trish know.

Trish will not be at December's SOON meeting. Ashley has volunteered to Chair the meeting in Trish's absence.

Josephine County is in the process of interviewing for 2 Support Staff positions.

Linn County has moved to their new building.

Klamath County has open positions for Counselors and PO's.

Wasco County has a new front office person.

Multnomah County is hiring for Ashley's training position. MTDX has moved to the East Office.

Washington County is hiring PO's and case monitors.

Yamhill County is hiring to fill 3-4 vacant positions.

**Meeting Adjourned. Thank you Lincoln County!**  
**Next meeting: December 13<sup>th</sup>, 2018 in Yamhill County**