

## **STATEWIDE OFFICE OPERATIONS NETWORK**

### **Thursday, December 10<sup>th</sup> 2015**

**Hosting Agency:** Clackamas County

**Meeting Location:** Clackamas County Public Safety Building - 12700 SE 82nd Ave Clackamas, OR 97015

**In attendance:** Jeannie Olson-Shelby, Lane County; Diane Ballard, Jackson County; Bobby Lenhardt, Jackson County; Judy Bell, Benton County; Ashley Harmon, Multnomah County; Lee Cummins, DOC; Mary Hunt, DOC; Marla Wiese, Multnomah County; Kimberly Losada, Clatsop County; Marla Cooper, Multnomah County; Angie Gustafson, Linn County; Jamie Chitwood, Josephine County; Rachel Polelle, Multnomah County; Nicole Pauly, Multnomah County; Lisa Gilbertson, Multnomah County; Dianne Erickson, OISC; Kristi Reames, OISC; Toni Puckett, Clackamas County; Mark Patterson, DOC; Brenda Hopper, Yamhill County; Vicki Wood, Yamhill County; Jessica Jauken, Wasco County; Peter deVos, OISC; Koreen Ray, OISC; Amy Bailey, OISC; Cathy Snider, OISC; Leticia Carrillo, OISC; Barbara Brewer, OISC; Tricia Shummway, Deschutes County; Christy Elven, Washington County; Mindie Everett, Multnomah County; Karen Roddy, DOC; Erin Combes (via telephone), Appriss (VINE); Michelle Whitley (via telephone), Appriss (VINE).

#### **Welcome & Introductions:**

Director Jenna Morrison welcomed the group to Clackamas County. The group introduced themselves.

#### **VINE Presentation**

Guest Speakers:

- Karen Roddy - Oregon DOC Rep.
- Erin Combs - Appriss (VINE) Client Relations Rep.
- Michelle Whitley - Appriss (VINE) Technical Team Lead for Oregon

Appriss is a part of the VINE service that is located in Kentucky.

Karen Roddy presented a slideshow containing detailed VINE information. See Page 11 of these minutes for full slideshow.

#### **Slideshow highlights and group discussion:**

- DOC sends status information to VINE four times per day – 7am, 11am, 3:30pm, & 7pm.
- File movement and status changes initiate a VINE notification to individuals registered with VINE.
- Notification Types:
  - Initial entry into CIS (Not always in real time.)
  - Out count movement (Not always in real time.)

- County to county movement (Notification will not be sent until the receiving county admits.)
  - Jail release to community supervision
  - Status update – Probation, Parole/PPS
  - Abscond notification
  - Arrest notification
  - Revoke
  - Terminated (Closed)
  - Jail to jail transfer
  - Unsupervised
- Group Discussion about notifications: Judy: Once a warrant is issued, OACCD has agreed to have the file closed to abscond within 30 days. VINE doesn't receive the information until the entry is made. Closure to abscond and return from abscond can happen at the same time because of the 30 day delay. This can cause issues with notifications sent to the victims. VINE and victims get conflicting information from our agencies and arresting agencies. The group discussed how POs aren't always comfortable closing files to abscond when they know their clients are registered to themselves in VINE. Judy stated she feels the victim's right to timely notification and their safety is more important than whether or not the offender finds out they have a warrant issued.
  - Mary brought up the notification issue pertaining to data entry errors. If data is entered in error, and the entry affects the offender's status, a notification will be sent by VINE and could further confuse victims. Judy asked if the error is fixed in between the four time frames when information is sent from DOC to VINE, will a notification be sent. Answer: No, if errors are corrected between time frames, notifications are not sent.
  - Judy asked Karen if the IMMI out count closure code will trigger a notification. Answer: Yes. Judy asked for a list of out count closures that trigger notifications. Karen will review the outcount codes we provide and determine which trigger, and send a list to the group of those that do.
  - Erin: Vine mobile is a smart phone mobile version of VINE link. Users can do everything they need to do with the VINE app. This app is available on Android and IOS devices. You can download from Google Play store or iTunes store.
  - Christy asked about the possibility of having a report to see if clients have anyone registered to them. Karen does not believe so; the system is supposed to be completely anonymous.
  - Jeannie asked if notifications are sent on compact investigations when the offender is still in another state. Karen: No, they do not notify on investigations.
  - The group discussed first time offenders. The offender has to be booked in order for someone to register with VINE. If they register on the initial jail record, they will need to re-register on the DOC record to receive ongoing information. Jail records are removed from VINE after fourteen days.

- Judy asked if someone could register on bench cases. Karen: No, there isn't a database to track them. VINE is not connected to eCourts or OJIN.
- Christy asked if offenders are discharged, do victims have to register for a new cycle. Karen: Yes. Mary brought up the issue of data entry errors. If a discharge was done in error and then opened back up, the victim will have to register again to receive notifications. We should let our POs know when this occurs.
- A question was asked regarding the number of people registered with VINE in Oregon. Karen thought approximately 100,000 were registered. Erin can get an exact number if needed.

### **Review October minutes:**

The instructions for how to open documents from the Board may or may not work. We will work with Shawna on a fix to this issue.

### **STTL - Chris Christy**

STTL numbers are great, but they know the system is still not perfect. They are still moving forward with automation. The service request for automation has been scored and now they wait. They don't plan on preparing folks for automation until they know what types of automation are possible. Judy asked what automation meant - Sanctions? Orders? Chris: Yes, those are part of what we are asking for. We're also asking for firmer eligibility and release dates, warrant requests, and a new tracking database to help streamline workflow processes. We're also looking to create a one stop shopping screen to find out what is going on with STTL clients. The plan is to make these changed in stages, not all at once.

Release counselors are now the hub for community corrections to discuss STTL clients, her team is out of the mix. They're being sticklers about the 45 day investigation period, because of the time it takes for the entire process. Chris is encouraging community corrections staff to speak up if they have community safety concerns. If you are unsure who the release counselor is, there is a DL for all counselors. The distribution list is attached to a recent email Chris sent out (see page 21 of these minutes).

Chris requested a cleanup list for STTL errors. She plans on asking for this report on an ongoing basis. Mary will try to send the cleanup list out to the group before the holidays. There were three errors identified in the clean up list.

1. DOC released to leave status that was either earlier or later than the authorized release date. OISC will need to fix.
2. Offenders that were released to leave, never admitted to community corrections, and then picked back up by DOC for whatever reason. Super users will need to insert this data.
3. Offender released on leave status but admitted to Post instead of leave by community corrections. Community corrections will need to fix.

STTL Reminders:

- IRTs are not allowed when offenders are on STTL.
- No travel permits. Offenders cannot leave the state of Oregon the entire time they are on leave status.
- Please email violations and revocations. Faxes can get lost.

For more STTL information including AIP, addresses, waivers, IRTs and compact see **STTL tips and friendly reminders** email sent by Chris Christy to the SOON DL on 11/24/2015.

**OISC:**

Welcome Amy! Amy Bailey has assumed Dianne Erickson's former position as information manager, but Dianne will be available to assist until Amy is fully trained. She brought OISC staff from a variety of classifications to experience SOON today.

Cathy: When you send in sealing records, please send them in individual envelopes for each offender. If you know the record was sealed, please send documents to the sealed records email address.

Cathy is retiring December 31<sup>st</sup>. She will continue working for six months after retirement, so feel free to ask questions.

Jeannie asked when we should send documents that community corrections wants to keep for three years. Cathy: Send everything you want to keep for 3 years at closing.

If you need the SOON e-mail distribution list updated, please email Mary. Cathy is not an owner on the DL and cannot modify the list.

Dianne: Reminder: When merging custody cycles, please notify OISC. – This is a CCSUN issue.

Dianne: Theft by deception statute in the ORS table is not correct. They will be making some changes soon. – Fingerprint card issue.

Amy Bailey: Amy is the new information manager for OISC.

Judy asked who will replace Cathy. Amy: We're not sure yet. Cathy will be working six months after retirement.

The group discussed an email sent by Jessica regarding PPS minus time served. One line was closed to POST that should have been closed to EXPI. Dianne explained that OISC can change it once identified. The group discussed if we needed to create a process between the Board, Community Corrections and OISC. Dianne explained that that the Board doesn't communicate with OISC prior to release. The group decided without the Board present, it would be difficult to make a process. The group asked if SOON could have a contact person for these specific issues. Dianne said the TPS email address in the OISC section is the best way to communicate with OISC group. Confirm with the Board that a line really has no PPS and please attach the PPS order with your email requesting data entry changes such as closing to EXPI instead of POST.

**Compact: Mark Patterson**

Compact received funding for a permanent compact coordinator. Manette was hired into that position.

New compact rules: See Mark's email sent to SOON on 12/10/15 for a summary of new Compact Rule Amendments effective March 1, 2016. Mark will be traveling to many counties to discuss these new rules.

Toni mentioned the challenges of determining which Oregon crime to use on some compact cases. She asked Mary if there is any way to get generic A, B and C felonies on the ORS table where we could fill in the type of crime. Mary: It would be very difficult programming to add a generic crime with no ORS. Judy: Looking through the compact documents to find the nature of the crime may help with matching. Another option may be to contact your DA and see what they believe the best ORS fit is. Ultimately it's the POs responsibility to determine the crime

**Parole Board:**

Jeannie asked the group how counties are being notified that a warrant has been issued by the Board. Group: The PO will receive an email and an auto chrono.

Jessica has noticed when a release counselor recommends DV conditions for a client, the only condition listed on the order is a no intimate partner condition. There is no condition for treatment. She asked the group if we can request the Board to be more specific. Judy: In the past the Board would add very specific conditions, but has since paired them down giving POs more discretion for case planning purposes. Mary recommended contacting Jeff Hanson to assist POs with case planning options for treatment.

The group discussed whether or not to delete or complete PPS conditions when you receive a new PPS order with new/different PPS conditions. The group decided the old conditions should be deleted.

Judy read Shawna's Parole Board updates email to the group.

**Shawna's Email:**

*PBMIS - we still have some things that we are working through. Thank you to everyone for your patience & understanding. If you have issues/questions let me know. I know I've had some ongoing convos with few of you & still need to resolve some issues for some. Don't give up on me yet ... I'm getting there. :).*

*Board location- the existing Board staff will remain at the Dome as this is the main office. The new hires for the sex offender notification level system will be housed at 198 Commercial Street. This will be referred to as the Oregon Board of Parole Annex.*

*New staff: (this is long)*

*1 - admin specialist - Rachael Hunter hired November 9th comes from SCI where she was a Corporal. She had been with DOC for 9 years. She will be taking over several of my existing admin duties, assist with current & upcoming projects & be resource for other tasks as necessary.*

*1 - Operations & policy analyst: Perry Waddell. He started Monday this week. He will be taking over the rules from me (Yay), admin reviews, assist with legislative concepts, and many other tasks as needed.*

*3 - Limited duration assessment specialist: Melanie Ewell, May Saechao (say-cow), & Melissa McNabb. All three start Monday the 14th.*

*2 - Permanent assessment specialist: Marron Easley-Holmes & Adam Alexander. Both are current employees which leaves more vacancies. Adam was job share in the records office with Kathleen Wilson. That will revert back to full time position for Kathleen. Marron has been our warrants specialist since 2013.*

*Warrants desk - we are in the final stages of the recruitment process.*

*2 hearings officers for the sex offender program: Kerri Fiscus, used to be a sex offender PO in Mult Co for about 9 years, she starts in the middle of January. And me, I am leaving my current position effective Jan 4th, 2016. This means I will no longer be the SOON/FAUG rep. This was supposed to be my last meeting. So I'm bummed I didn't make it :( I will continue to be a resource for you should you need it & I will remain as the person for PBMIS. I do not know who they will have replace me in the position & / or as the rep. There's a lot to know / learn in order to be able to sit at this table with all you experts but I'm sure who ever they decide will do fine. They will prob do better & not be as obnoxious! I adore all you ladies!!*

*If there are any questions or issues please let me know! Merry Christmas!*

**DOC: Mary Hunt**

Service Requests: SR 2633- Departures. This service request was put into production in October and pulled back after issues were found. Most issues have been resolved and should be put back in production soon. You will receive an email from Mary when it's back up and running. Please let Mary know if you are having any problems when it's back in production. One issue that was identified was the system allowing folks to mark "Y" in the sentence guide field on misdemeanor cases. Sentencing Guidelines are only used on felony cases. Mary will submit a service request to fix the issue. For now, please train staff to mark "N" for misdemeanor cases. Mary received a question regarding if you can add departure data to an L sentence types. Yes, you can, but you have to go back and add it to the Docket line after you create the L sentence type. Judy: We should NEVER figure out grid scores ourselves. If you don't know or are unsure, get clarification from the DA's office as they are the determining agency.

Mindie: INAC and REVP closures. Definitions for both still need to be updated to mirror each other per a previous SOON meeting decision. The group discussed the date of closure for both. The group decided the conviction date should be used when closing these cases. Mindie will send Mary the verbiage for each definition.

Mary sent a survey to the group regarding who enters/uses DA and Defense Attorney names in CIS. Mary received 25 responses, 17 of which say they never use that data. Amy: PTAs are no longer entering either on institution cases.

### **DOC: Lee Cummins**

There are two new designators being tested right now. One is a DV designator. The designator will be added by the PO based on specific criteria. If the sentence has a component of violence against a spouse or significant other, there will be a pop up for the POs to select. There will also be a field for non CIS cases. The designator will close when the case is permanently closed. The second designator is basically a clone of the DV designator. The Family Sentencing Alternative Program designator is a ten year project that affects 5 counties. Both designators will be in production around the first of the year. Jeannie asked where we will see these designators in CIS. Lee: It's the red blinking "Designator" in CIS. You can put your cursor on it and hit F4 to get to the designator.

Lieutenant Mike Hill is the strategic threat management lieutenant. Lt. Hill came before the service request governance meeting to speak about updates to their STIRS Reports (Security Threat Information Reports). You have the ability to enter information that would be placed on this report through the STM module. Each county has designated staff that can enter this data. This is a module in which we, community corrections and the institution, can share security threat information on clients. This is probably more of a PO interest. Lt. Hill will be talking with FAUG.

The conditions workgroup met in November. Their recommendations will go through OACCD for final approval. The group's primary focus was to remove conditions that were already general conditions. The group also recommended changing and adding conditions, including condition packages. One change was to modify the "ZERO" condition to read "Zero tolerance on all conditions" and to add a "ZERC" condition that will read "Zero tolerance on specific condition".

### **Chapter 15 Manual Review:**

Tabled for February Meeting

### **LEDS/Webleds**

Expiring records are still not being removed at DOE. Judy is in communication with LEDS. There is no fix yet.

Folks received teletypes regarding LEDS recognition of the new FBI format. Hopefully this will fix the issue of not being able to add certain FBI number to EPRs. Judy asked the group to please email LEDS helpdesk with examples if you are still unable to enter the new FBI numbers.

Judy: We should be receiving crystal report for expiring records. Jeannie is having issues getting the reports and is unable to send them out. Mindie and Jeannie are working on the report encryption issue.

Judy: Please do not send LEDS records through the mail. Mary recommends letting the sending county's SOON rep know when they receive a file with LEDS records.

Judy: Karen Spieler asked if we should cancel the EPR when an STTL client moves to escape status. The group discussed various options; it was decided to delete the EPR when on escape status since their CIS record has been retaken by the institution.

Mindie: Karen Rhein received a survey about updating Crime View (the platform for LEDS). If you received the survey, please fill it out.

**Manual Committee:**

Mindie: The Manual Committee met yesterday. A lot of changes are coming soon. The group is trying to keep new staff in mind when making changes and explaining general concepts. The group is also trying to refer people to specific chapter for processes that are the same in multiple chapters, instead of duplicating them.

Lisa asked the group if we should use the Notice of Arrival date when moving compact cases from "IV" investigation status to a regular admitted/supervised status. If so, can this be added to the manual? Yes, Chapter 3 is updated and should be out soon.

Mindie asked that all manual committee members have access to test data so they can do screenshots. Mary: Okay.

**Local Control:**

No updates or questions from group.

**Other OPS related issues:**

Mary received an email regarding setting default caseload numbers when POs are first set up in CIS. Mary thought there might be an issue with the master table when POs move caseloads.

Lee: The master table should be auto updated when they move caseloads in CIS.

FYI to POs: A&D HX on the chrono screen. This code is located below the conditions, but is not a condition. It means there is data in the Substance Abuse (UA) module.

Jeannie: When filling out fingerprint cards, please use NCIC codes for crime not the ORS. Jeannie will send information to Mindie so that portion of the Manual can be updated.

**Email decisions:**

No email decisions discussed.

**SUN:**

No updates.

**FAUG:**

FAUG was held on 11/18 & 11/19. Discussions around user authorization form for POs to have access to computers in the institution. They also discussed CIS conditions.

**FSN:**

No updates. The group meets again in January.

**OACCD:**

No updates. The group met on 11/12 & 11/13 in Lane County. Mary and Lee did not attend. They meet again 1/13 & 1/14.

**Round Table:**

Judy: If someone in your office wants to be on the SOON DL they can. You do not have to be a SOON rep.

Kimberly from Clatsop County asked the group how their offices deal with getting affidavits signed when the PO is not available. Judy suggested having the POs have the affidavit signed right when they have finished the report. Mindie: By notary law, the affidavit needs to be signed in front of the notary. The group discussed whether or not the notary cannot create the affidavit that they will be notarizing. The group consensus was that the notary can create the affidavit document, but will still have to witness the POs signatures. But we are not attorneys and should consult our county counsel as to whether or not this is appropriate practice. You cannot have electronic signatures on affidavits without following electronic notary rules outlined by the Oregon Secretary of State. The notary can be fined if they do not witness the POs signature.

Mindie: Multnomah County is restructuring support staff which could affect SOON reps.

Jeannie: Next SOON meeting is in Lane County at youth services.

Cathy Snider's delicious jalapeno dip recipe:

2 pkg of softened cream cheese

1 C mayonnaise

½ C Monterey Jack Cheese shredded

½ can of chopped green chilies

½ can of diced jalapeno peppers

Mix all ingredients until smooth. I use my electric mixer but not necessary

Sprinkle parmesan cheese on top

Sprinkle panko bread crumbs

Bake in over 400 for 25 minutes.

***Meeting adjourned. ~ Next meeting: February 11th in Lane County.***

# OREGON STATEWIDE VINE

## Victim Information and Notification

1-877-OR-4-VINE (1-877-674-8463)

### General Information

VINE is a free and anonymous telephone service that provides victims of crime two important features: information and notification. The VINE service is provided by the Oregon Department of Corrections, the Oregon Department of Justice, in cooperation with the Oregon Sheriffs' Association and the Oregon Youth Authority.

VINE will monitor the custody status of offenders in county jails, the Department of Corrections, Oregon Youth Authority facilities and individuals currently on probation, parole or post-prison supervision. Information is available to callers 24 hours a day, 365 days a year.

The Oregon VINE service is available in **English and Spanish**. A **Live Operator** is available to anyone calling the toll-free number for any reason.

### Data Transfer Schedule

County Jail: Every 15 minutes, 24 hours a day, 7 days a week.  
DOC/Community Corrections: 4 times a day, 7 days a week.

### Information

To search for information, callers will need to provide one or more of the following items:

- > Offender Name
  - > Offender Number – State Identification Number - SID
  - > JJIS Number for Oregon Youth Authority
- Secondary search options if there's more than one offender with the same name:
- Race
  - Date of Birth

Information provided when calling the VINE service:

- Name of Offender
- Offender Number – SID Number
- Current Offender and Probationer Custody Status
- Location of Offender: Institution name or Community Corrections location
- Scheduled Release Date (if known)

### Registration

Crime victims and concerned citizens may register for telephone, email and/or SMS notification by calling the VINE toll-free number or at [www.vinelink.com](http://www.vinelink.com). Registrants will need to provide VINE with the following information:

- A telephone number, including area code (for phone or SMS notification)
- A 4-digit Personal Identification Number (PIN) \*Mandatory with telephone notification registration.
- An e-mail address.

**If registered persons change their phone number or email address, it is important to call VINE at 877-674-8463 to update this information. Registered persons can also update their phone number, e-mail address and PIN code on [www.vinelink.com](http://www.vinelink.com).**

### Notification Calls

Notification calls to registered persons will be made when one or more of the following occur:

#### Notification Event

General Release  
Scheduled Release  
Escape  
Return to custody from Escape  
Death  
Transfer  
Transfer Received  
Transitional Leave Release

#### Calling Pattern

Normal  
Advanced  
Normal  
Non-Emergency Final  
Non-Emergency Delay Death  
Non-Emergency Delay Transfer  
Non-Emergency Final  
Normal

Notification Event

Scheduled Transitional Leave  
Scheduled Parole Hearing  
Interstate Compact Transfer  
Interstate Compact Closure  
Community Supervision  
Community Supervision – Absconded  
Community Supervision – Arrest  
Community Supervision – Case Terminated / Discharged  
Community Supervision – Case Revoked  
Community Supervision – Early Discharge  
Community Supervision – Transfer to another office  
Agency Outage  
Agency Restored

Calling Pattern

Advanced  
Advanced  
Non-Emergency Delay Transfer  
Non-Emergency Final  
Normal  
Non-Emergency Final  
Non-Emergency Final  
Non-Emergency Final  
Non-Emergency Final  
Non-Emergency Final  
Normal  
Normal

Calling Patterns

**Normal:** Calls will be made every 30 minutes for 24 hours or until the call is confirmed. Calls are confirmed and stopped by entering your PIN. Notification messages will be left on an answering machine, but calls will continue every 2 hours for 24 hours.

**Non-Emergency Final:** Calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed. Calls are confirmed and stopped by entering your PIN. Notification messages will be left on an answering machine, but calls will continue every 2 hours for 48 hours between 7:00 am – 9:00 pm.

**Non-Emergency Delay Death:** Calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed. Calls are confirmed and stopped by entering your PIN. Notification messages will be left on an answering machine, but calls will continue every 2 hours for 48 hours between 7:00 am – 9:00 pm.

**Non-Emergency Delay Transfer:** Calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed. Calls are confirmed and stopped by entering your PIN. Notification messages will be left on an answering machine, but calls will continue every 2 hours for 48 hours between 7:00 am – 9:00 pm. **Notification calls are delayed for 48 hours after the transfer record is received by VINE.**

**Advanced:** Calls will start 30 days prior to the expected date of event. Calls will be made every 30 minutes between 7:00 am – 9:00 pm for 48 hours or until the call is confirmed. Calls are confirmed and stopped by entering your PIN. Notification messages will be left on an answering machine, but calls will continue every 2 hours for 48 hours between 7:00 am – 9:00 pm.

**E-mail:** Notification emails will go out in conjunction with the normal calling pattern if the person is registered to receive both telephone notifications and e-mail notifications. If the person only registers to receive emails, the general release e-mail will go out once. If the offender has escaped, the registered person will receive an e-mail in regards to the offender's escape, and the registered person will receive an e-mail notification when the offender is returned to custody from an escape.

**SMS:** Notification text messages will go out in conjunction with the normal calling pattern if the person is registered to receive both telephone notifications and text notifications. If the person only registers to receive text notification, the general release text message will go out once. If the offender has escaped, the registered person will receive a text message in regards to the offender's escape, and the registered person will receive a text message notification when the offender is returned to custody from an escape.

Additional Assistance

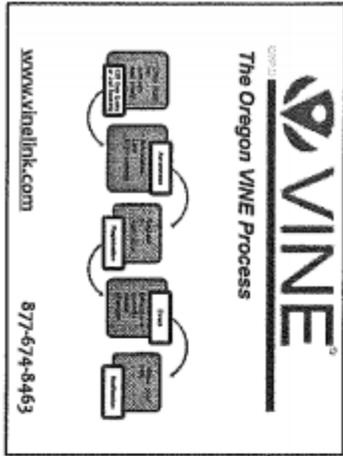
For system technical support or Appriss web application issues, please contact our CustomerFirst Center 24/7 at 866-277-7477, Option 2 or [cfcd@appriss.com](mailto:cfcd@appriss.com).

Oregon Program Manager

Karen Roddy  
Two Rivers Correctional Institution  
Victim Services  
82911 Beach Access Road  
Umatilla, OR 97882  
541.922.6091(office)  
[Karen.g.rodny@doc.state.or.us](mailto:Karen.g.rodny@doc.state.or.us)








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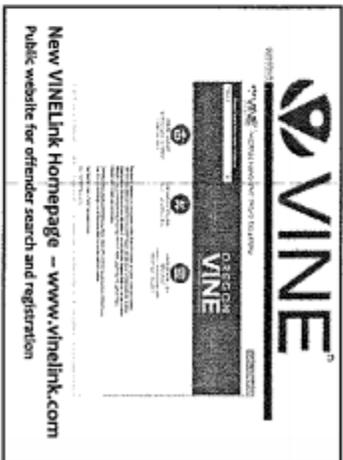
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**Community Notifications**

**PROBATION / PAROLE / PPS**

I'm calling to tell you that there has been a change in this offender's custody status. This offender has been released and is currently being supervised by the community corrections department. This change took place on <date>.

What triggers? DOC updates status to PA, PO or PR

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**Community Notifications**

**PROBATION / PAROLE / PPS ABSCOND**

I'm calling to tell you that there has been a change in this offender's custody status. This offender's current whereabouts are unknown. A warrant for this offender's arrest is now active.

What triggers? Community Corrections updates to ABSC

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**Community Notifications**

**PROBATION / PAROLE / PPS ARREST**

I'm calling to tell you that there has been a change in this offender's custody status. This offender has been arrested and placed in custody. Additional notification will be sent upon the offender's release from custody.

What triggers? VINE "tool" detects offender in jail custody

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**Community Notifications**

**PROBATION / PAROLE / PPS REVOKED**

I'm calling to let you that there has been a change in this offender's custody status. This offender's community supervision has been revoked. As a result, this offender is no longer being supervised by the community corrections department. The offender is now in the custody of <Custody Location Name>.

What triggers? Community Corrections updates status to LC or DOC updates status to JM

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**Community Notifications**

**PROBATION / PAROLE / PPS TERMINATED**

I'm calling to let you that there has been a change in this offender's custody status. This offender's term has expired. Therefore, this case has been terminated and is no longer being supervised by the community corrections department.

What triggers? Community Corrections updates to DCP or any other Discharge status

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Community Notifications**

**PROBATION / PAROLE / PPS TRANSFERRED**

I'm calling to let you that there has been a change in this offender's custody status. This offender has been transferred to another facility.

What triggers? Jail-to-Jail transfer while offender is also on community supervision

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VINE**  
**Community Notifications**

**COMMUNITY SUPERVISION UNSUPERVISED**

I'm calling to let you that there has been a change in this offender's custody status. For the remainder of the community supervision sentence, this offender will no longer be required to report to a parole officer. This change took place on ....

**What triggers? Community Corrections updates status to UNSU or any other unsupervised outcome status**

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**VINE**  
**VINE mobile**

**FREE**  

**Free Apple and Android apps**




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**VINE**

**Questions?**

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Seven horizontal lines for writing.