



# MULTNOMAH COUNTY

## Multnomah County Justice Reinvestment Program (MCJRP)

# Guidelines/Policy Manual

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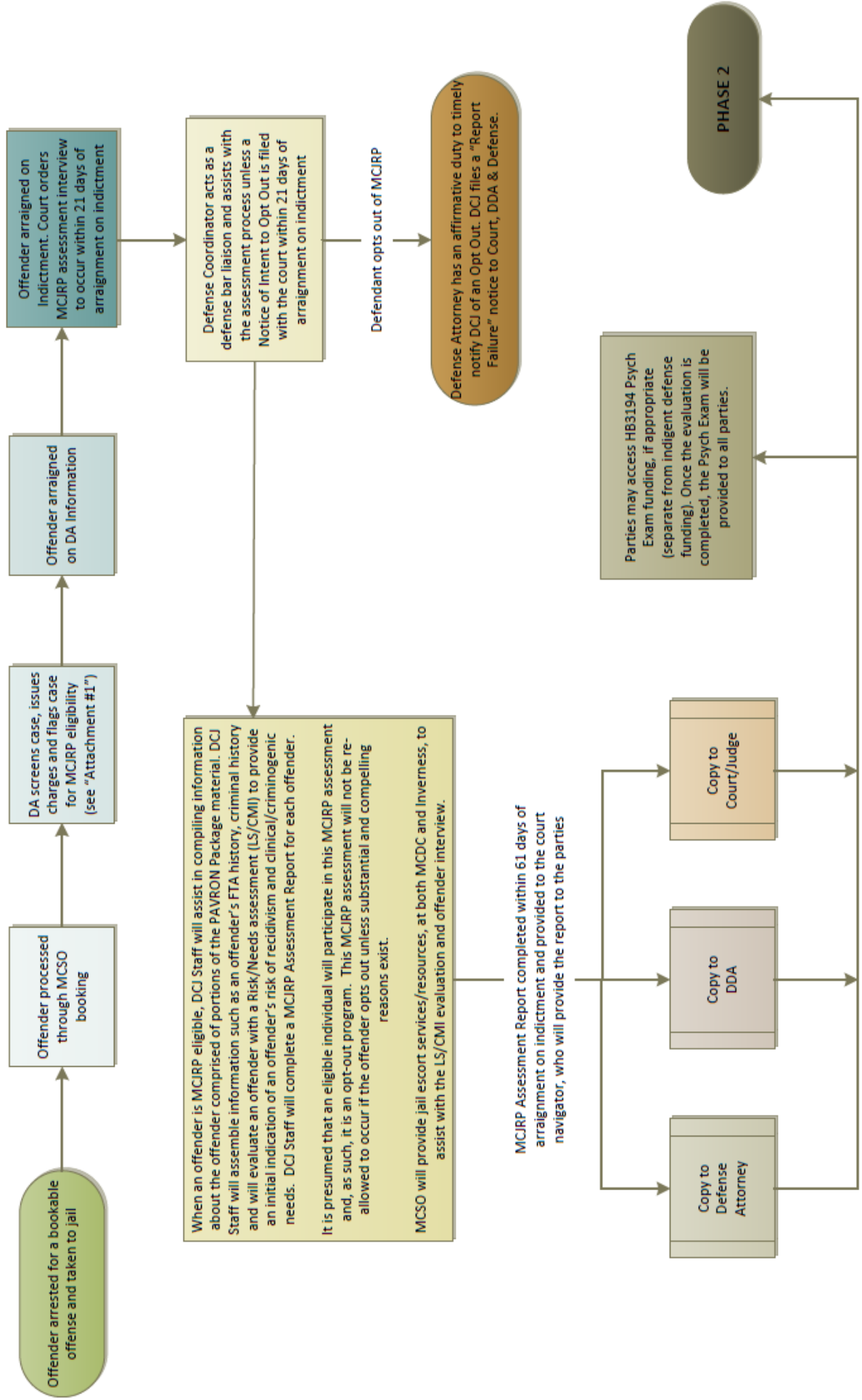


# General

The MCJRP recognizes Multnomah County's historical responsible use of Oregon Department of Corrections, and other public safety resources, both before and after the passage of HB3194. Multnomah County also recognizes a continued desire and goal to improve its processes in order to have the best information available at important decision points throughout the public safety continuum. In order to meet that desire and goal, the LPSCC Justice Reinvestment Subcommittee recommends the implementation of the new case procedures outlined in this document.

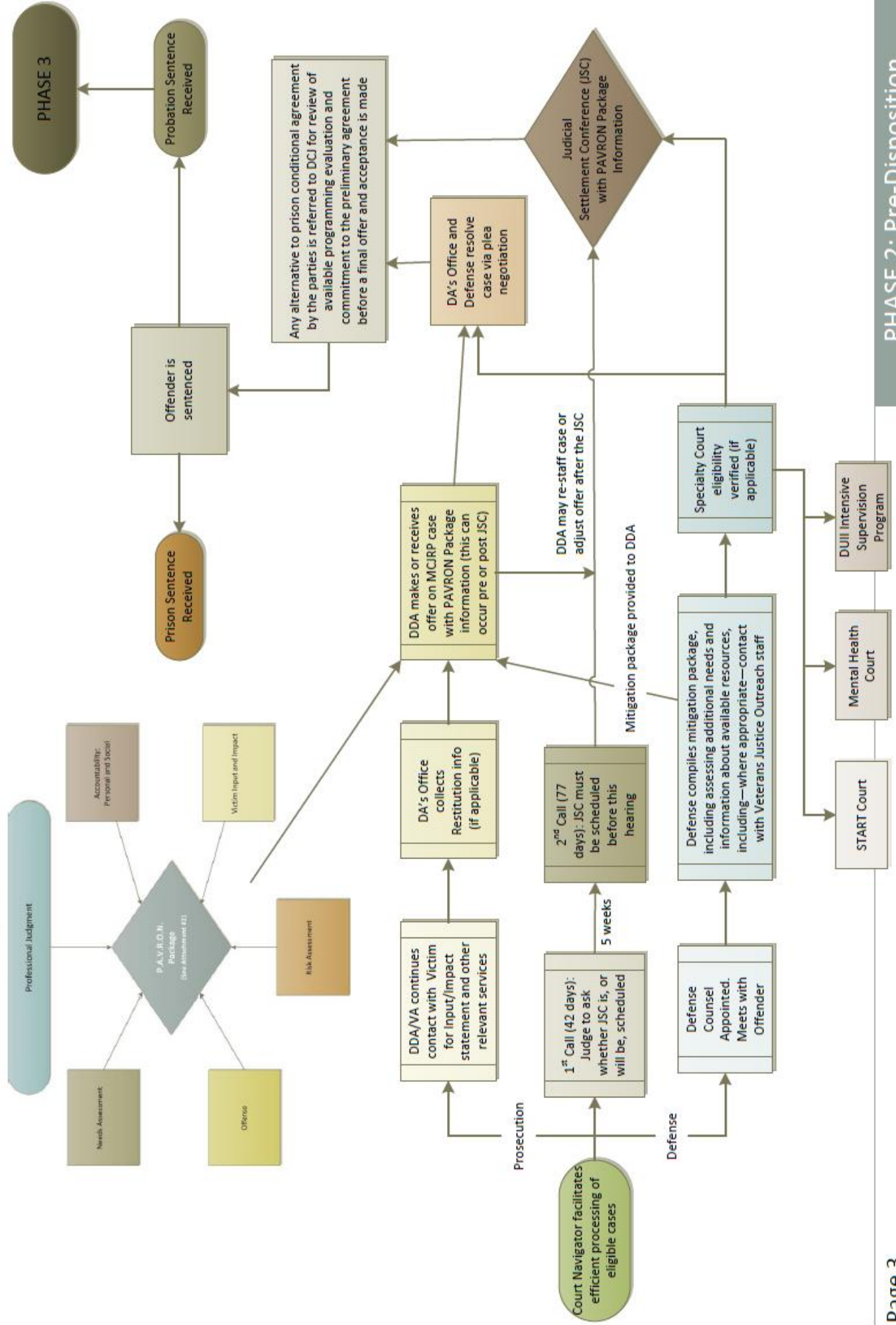
The MCJRP establishes a process to assess offenders and provide a continuum of community-based sanctions, services and programs that are designed to reduce recidivism, decrease the county's utilization of imprisonment in DOC institutions while protecting public safety and holding offenders accountable.

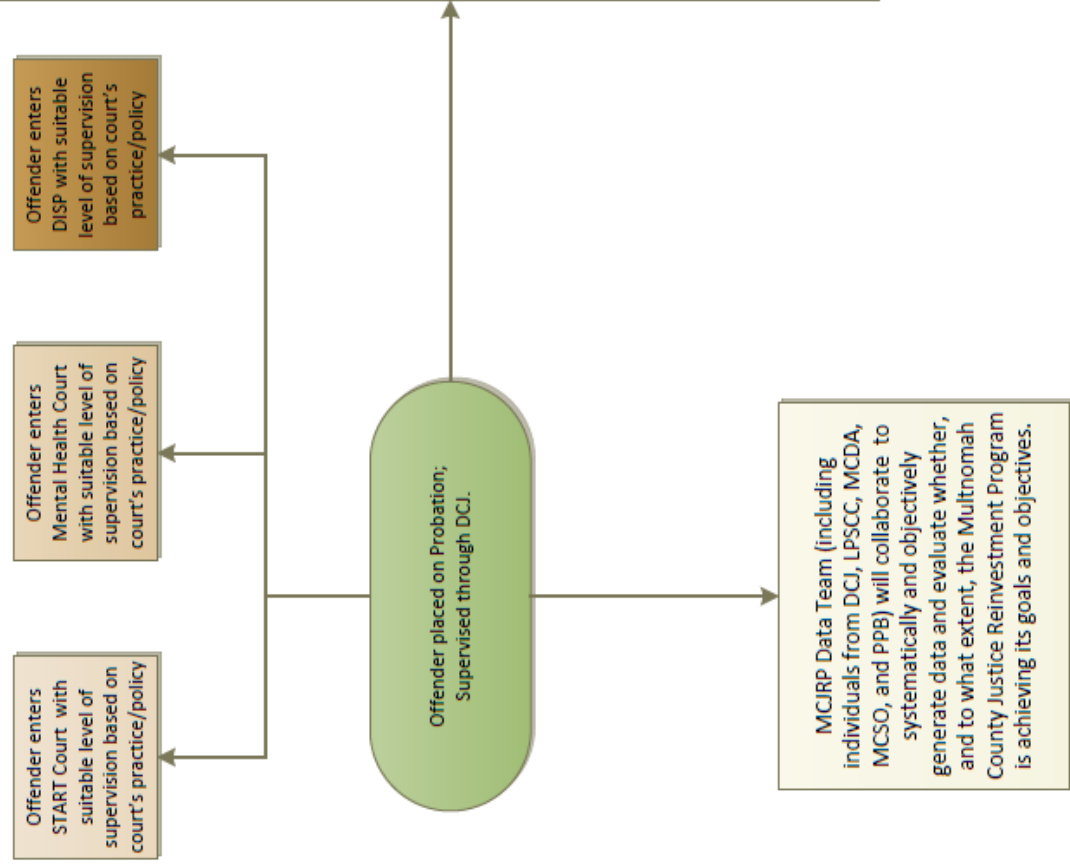
The MCJRP is a pilot program with funding beginning July 1, 2014. The program will be rigorously evaluated by the coordinated data team for effectiveness by measuring various outcomes.





(See Attachment #2)





MCJRP-120-Day Intensive Supervision:

If an offender enters into a specialty court (DISP, MHC, or START), the defendant must abide by the terms and conditions of that court, including supervision contact plans. Otherwise, unless the parties negotiate an alternative, the following supervision plan will apply: A defendant who is placed on probation as a result of the MCJRP will have, at a minimum, 120 days of intensive (high) level supervision with regularly scheduled case staffing events (DCJ, DA's Office & possibly the Court Navigator and/or the Defense Coordinator). During this time, and possibly beyond, strict compliance with the agreed upon plan of supervision and a "swift and certain" sanction philosophy will be employed.

MCJRP Intensive Supervision Level Defined: Initial supervision of MCJRP cases will be similar to the Level 2 supervision level at DCJ (previously known as high risk supervision). Cases placed on MCJRP intensive supervision will have a minimum of four PO contacts per month and one home visit within the first 30 days of supervision. The rate of PO contacts can be adjusted to more than four contacts per month based on the behavior of the offender. Additional home and community contacts will occur as needed after the first 30 days. Offenders will be reviewed regularly for compliance with treatment, programming, and conditions. Case plans and risk assessments will be updated as needed. The officer will monitor and investigate all police contacts, will file jail detainers for serious violations, and will impose administrative sanctions when appropriate. The period of MCJRP supervision includes regular case staffing events with the PO, the DDA, and possibly the court. Offenders who engage in treatment, comply with conditions of supervision, and are making positive changes are eligible for decreased contacts with their PO after the 120 day MCJRP intensive level supervision period is completed.

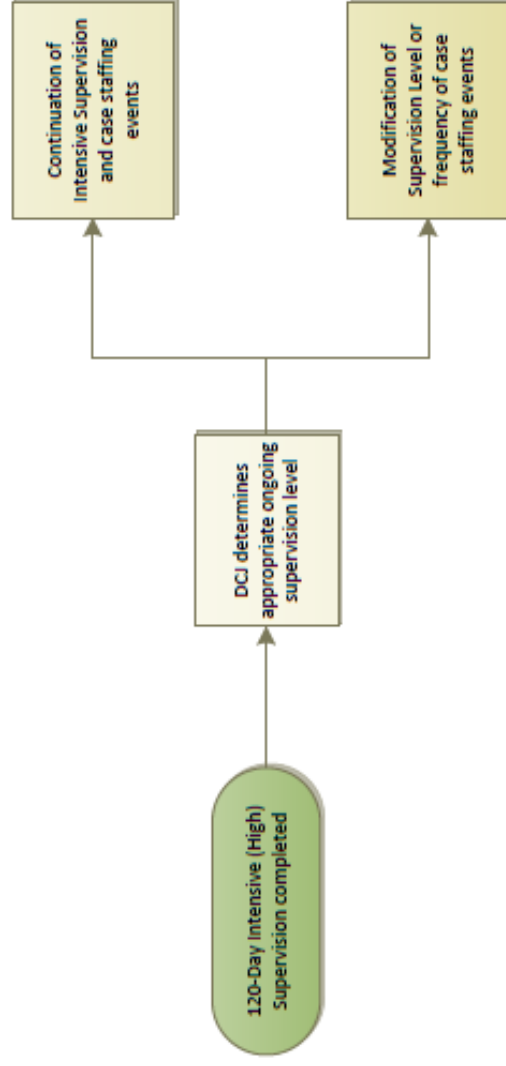
If DCJ would have placed the MCJRP offender on Level 1 Supervision, the Level 1 Supervision procedures and policies will apply *in addition* to regularly scheduled case staffing events.

Law enforcement will assist in prevention and interdiction with increased law enforcement visibility and supervision support via reduced response time, home visits, and enforcement of court orders (including warrants). They will assist in providing swift and certain offender sanctions in collaboration with Probation Officers.

Offender will be assessed by DCJ for MCJRP wrap-around services, which may include behavioral health care (e.g. alcohol/drug treatment, mental health services, etc.), housing, employment development, and/or peer-mentor support.

**PHASE 4**





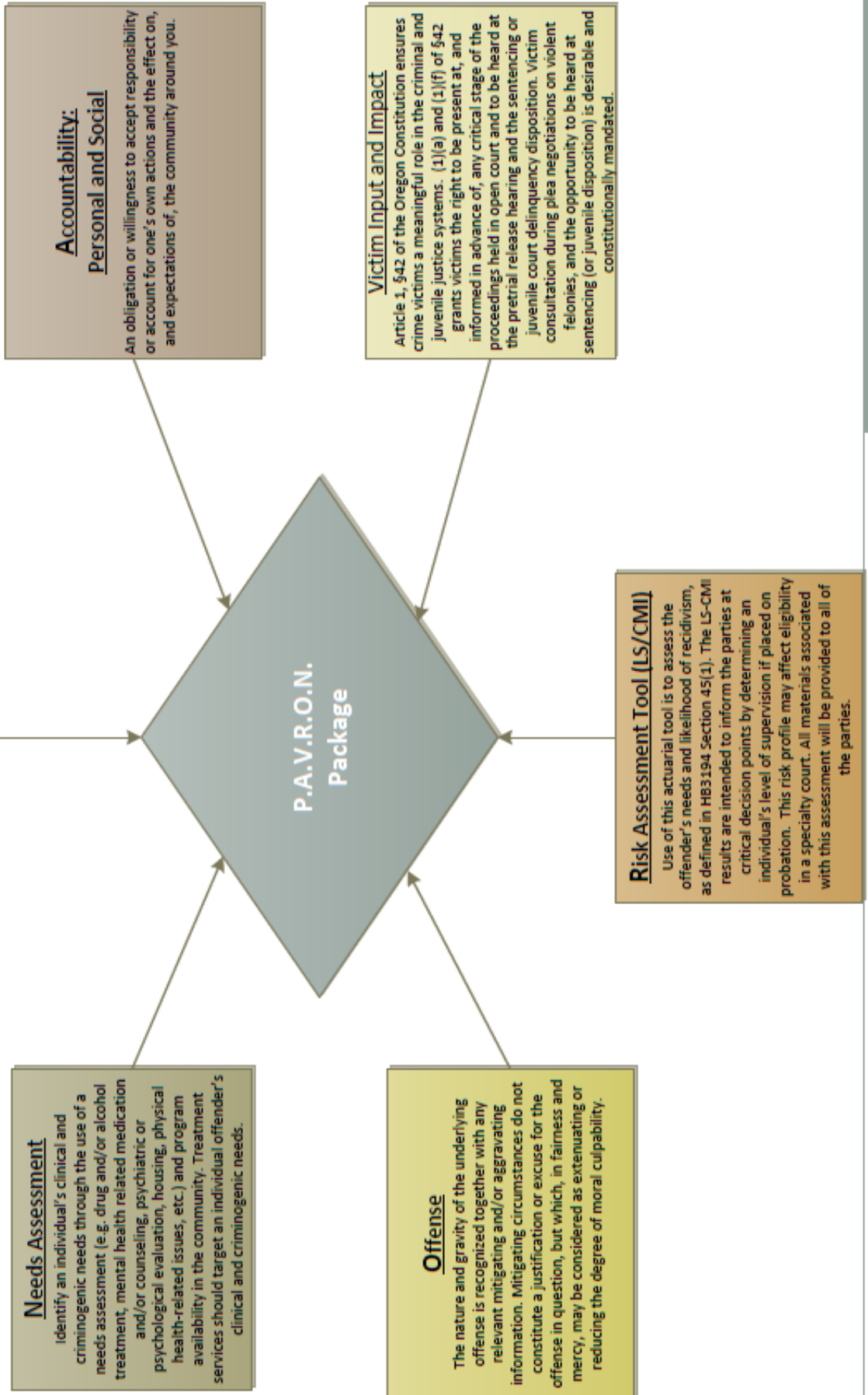
The MCJRP assessment report, which includes PAVRON package information, is intended for those arrested and/or charged with a felony offense that is presumptive prison on or after July 1, 2014.

Below is a list of felony charges that are excluded from participation in the MCJRP assessment:

Aggravated Murder and Murder	Arson in the First Degree
Attempted Aggravated Murder and Attempted Murder	Assault in the First Degree
Manslaughter in the First Degree and Second Degree	Kidnapping in the First Degree
Criminally Negligent Homicide	Robbery in the First Degree
Aggravated Vehicular Homicide	Domestic Violence involved Offenses
Failure to Perform the Duties of a Driver (Death involved)	Child Victim under age 14
Any other Death involved offense (including Len Bias cases)	Sex Crimes/Offenses (including FRSO charges)

**Professional Judgment**

The information collected in the PAVRON Package should be used to inform professional judgment.



## MCJRP Case Processing Timeframes

DAY 1	ARRAIGNMENT ON INDICTMENT
DAYS 10 – 21	ASSESSMENT PERIOD
DAY 21	OPT OUT DEADLINE
DAY 42	FIRST CALL
DAYS 42 – 61	EXPEDITED ASSESSMENT PERIOD/CUSTODY CASES
DAY 49	DEFENSE JSC PROMPT
DAY 50	SENTENCING ENHANCEMENT DEADLINE
DAYS 51 – 61	REGULAR ASSESSMENT DEADLINE
DAY 70	COURT JSC PROMPT
DAY 77	SECOND CALL
BY DAY 110	FIRST JSC HELD
BY DAY 120	TRIAL

**LPSCC Public Safety Reinvestment Policy Group**

June 9, 2014

Draft Operational Court Timeline for MCJRP\*: Effective July 1, 2014

<b>TIMELINE</b>	<b>EVENT</b>	<b>Procedure</b>
<b>BY JULY 1, 2014</b>	<b>Presiding Judge Order Limiting Use of MCJRP Assessment</b>	<b>Excluded for pretrial release and trial</b>
Initiating Case Event	<b>DA Information Filed</b>	DA Flag in Crimes  Court enters 3194 Flag into Odyssey
July 1, 2014 Ongoing /Weekly	<b>3194 Case Staffing</b>  Proposed: Every Thursday 10am at Courthouse	Court Navigator, Defense Coordinator, DA, PO's review FTA/Noncompliant cases weekly  Court Navigator maintains Master 3194 Case List
Day 1 Case processing time line begins	<b>Indictment on Arraignment</b>	Court enters second Flag into Odyssey if no longer 3194 eligible (or simply removes Flag TBD)  Court advises defendant of interview or opt out requirements verbally  Defendant receives 3194 program requirement handout (pending)  Odyssey electronically generates and distributes daily 3194 eligible list to parties (distribution list TBD)
Day 10 - 21	<b>Assessment Interviews Conducted</b>	DCJ/Defense Coordinators schedule with jail via fax (TBD how much notice for jail?)  DCJ will email daily list of completed interviews, refusals



		<p>or FTA's to Court Navigator by COB</p> <p>Defense Coordinator attends interview</p> <p>Parties review at weekly staffing</p>
Day 21	<b>Opt Out Notice Submitted to Court Navigator</b>	<p>Opt out notice submitted to Court Navigator with date stamp</p> <p>Court Navigator documents on Master 3194 List</p> <p>Court Navigator will notify DCJ upon receipt via email</p> <p>Court Navigator will fax a copy of the NOITOO to DCJ within 24 business hours</p> <p>Parties will review status at weekly review</p> <p><b>OPT OUT NOTICE IS NOT FILED</b></p>
By Day 21	<b>Assessment Interview is completed</b>	<p>DCJ will email daily list of completed interviews, refusals or FTA's to Court Navigator by COB</p> <p>Court Navigator documents interview status as reported by DCJ on Master 3194 List</p> <p>Parties review at weekly staffing</p>
By Day 42	<b>First Call</b>	<p>Judge prompts Defense Attorney to set JSC by Day 77</p> <p>Defense Coordinator attends Call to monitor/track cases</p> <p><b>CPC JUDGES NEED TRAINING/NOTIFICATION</b></p>
Day 49	<b>Defense JSC Prompt</b>	Defense Coordinator

		<p>electronically prompts case Attorney</p> <p>Defense Coordinator notifies Court Navigator and DCJ if JSC has been scheduled and/or changed</p> <p>Reviews at weekly staffing</p>
Day 50	<b>Sentencing Enhancement Deadline</b>	<p>MCDA policy requires Enhancements post 50 day deadline secure higher internal approval</p>
Days 51-61	<b>Assessment Report Completion Period</b>	<p>Completed reports may be released during this period if all deadlines are confirmed passed and documented by Court Navigator</p> <p>DCJ submits report to Court Navigator electronically</p> <p>DCJ documents date and time report submitted to Court Navigator</p> <p>Court Navigator electronically distributes report to case parties and documents time and date released on 3194 Master List</p> <p>Anticipated reports reviewed at weekly staffing</p> <p>Need for further clinical assessment may be identified</p>
Day 61	<b>Final Assessment Report Deadline</b>	<p>Final report electronically submitted to Court Navigator for distribution</p> <p>Day 51-61 procedures apply</p>
Day 70	<b>Court Navigator JSC Prompt</b>	<p>Court Navigator electronically prompts Attorney with cc: to</p>

		<p>Defense Coordinator</p> <p>Court Navigator documents time, date, party on 3194 Master List</p> <p>Court Navigator confirms JSC date/time with DCJ and Defense Coordinator</p> <p>Review at weekly staffing</p>
By Day 77	<b>Second Call</b>	<p>Defense Coordinator and Court Navigator prepare 3194 JSC status report for Call cases</p> <p>Court Navigator submits JSC status report to Bench if requested</p>
	<b>Possible Plea/Sentencing</b>	DCJ must advise MCSO on release event
By 110	<b>Judicial Settlement Conference</b>	<p>DCJ will attend to make report and advise on capacity</p> <p>Enhanced clinical assessment maybe ordered</p> <p>*Caveat, additional assessment must have date certain</p>
By Day 120	<b>Trial</b>	MCJRP Assessments are excluded
Supervision	<b>Supervision</b>	<p>Defense Coordinator monitors 120 intensive supervision performance via weekly staffing</p> <p>Court Navigator maintains 3194 Master Supervision List for 120 Days</p> <p>Court Navigator attends weekly staffing</p>

- All day counts refer to *calendar* days and are NOT judicial days or business days



FOURTH JUDICIAL DISTRICT  
OFFICE OF THE TRIAL COURT ADMINISTRATOR

Joel Bruhn  
Multnomah County Justice Reinvestment,  
Court Program Coordinator

Sent by E-Mail

Telephone: 503.988.5224

February 9, 2015

MEMORANDUM

TO: Defense Bar and General Public

FROM: Joel Bruhn

RE: **Recent changes in MCJRP case management**

1. Effective December 12, 2014, the Opt-Out period is extended (one week) until Day 28.
2. Effective immediately, Judge Dailey replaces Judge Walker.
3. Effective January 1, 2015, the District Attorney's Office will provide an electronic copy of the defendant's criminal history report (CCH) by Day 15.

Due to collaboration among the members of Multnomah County's public safety community, the first six months of the Multnomah County Justice Reinvestment Program have been successful. The MCJRP Steering Committee and its program coordinators welcome feedback from practitioners about how case processing can be improved.

Attached to this memo, please find the current case management protocol.

02/09/15 JIB

1. Summary of MCJRP case processing timeline:

Day 1	Arrestment on Indictment
Day 14	Defense Coordinator prompts defense attorney to set LS/CMI* interview
Day 15	District Attorney's Office sends electronic Criminal History Report (CCH) to the Defense Coordinator for distribution
Day 21	Dept. Community Justice (DCJ) will conduct LS/CMI interview by this day
Day 28	Last day to opt out of MCJRP
Day 50	Deadline for DA's Office to file sentencing enhancement factors
Day 61	Deadline for MCJRP report to be made available to parties. Note: DCJ may make the assessment report available at day 51, but the report must be available by day 61
Day 77	Judicial Settlement Conference (JSC) must be scheduled
Day 100	Deadline for JSC to be held

\*Level of Service/Case Management Inventory

- a. Soon after arrestment on indictment, the MCJRP Defense Coordinator will arrange an interview with the Department of Community Justice (DCJ). If no interview appointment is scheduled by Day 14, the Defense Coordinator will apprise defense counsel to arrange an interview or, alternatively, to opt out of the program. The interview should occur before Day 21.
- b. An electronic copy of the defendant's Criminal History Report (CCH) will be sent to the Defense Coordinator for distribution by Day 15.
- c. The MCJRP Assessment Report, including the LS/CMI assessment, will be available between Day 51 and Day 61 from date of arrestment on indictment.
- d. Judicial settlement conferences may be scheduled on Thursdays with one of the MCJRP judges. The JSC may be scheduled at any time after arrestment on indictment, but the date selected should be after the due date of the MCJRP report.
- e. If the case is clearly one in which the state knows unequivocally it will never agree to a probation resolution, the defense attorney should be so notified. The defense attorney can still schedule a JSC: if the defense wants a judge involved in negotiations – holding out probation hope regardless of DA's position; or if defense wants to present mitigating information to the judge to obtain a shorter length in prison than the state recommends.
- f. If the defendant is in custody and both parties believe probation will be the likely outcome, an expedited MCJRP assessment report may be requested to accelerate the process. The parties must make the request to the MCJRP DDA, who will coordinate efforts with DCJ.
- g. JSCs are not required in every case.

2. Opt out: If the defendant does not want to participate in MCJRP, a Notice of Intent to Opt Out must be filed by Day 28 from date of arrestment on indictment.

- a. The Notice of Intent to Opt Out shall be filed with the court.
- b. Notices filed beyond the opt-out period will not be effective.



- c. A motion must be filed with the court to extend the opt-out period.
    - i. The motion must be filed within 21 days from the date of arraignment on indictment.
    - ii. The motion must be accompanied by a declaration specifying one of the following reasons:
      - 1. Defense attorney was in trial 3 of the 4 weeks;
      - 2. Defense attorney was on vacation/conferences 3 of 4 weeks;
      - 3. Defense attorney was ill or on leave 3 of 4 weeks;
      - 4. Defense attorney unable to locate client despite attorney's due diligence (e.g., homeless/no address or no phone/msg phone).
    - iii. The motion shall be granted or denied based on written submission.
    - iv. If granted, the extension shall be for one week (until Day 35).
3. If defendant files Notice of Intent to Opt Out timely, the case will be processed with Pre-MCJRP protocol.
- a. If DCJ conducted the Level of Service/Case Management Inventory (LS/CMI) interview or a LS/CMI report was generated prior to Day 28 and the defendant opts out, the information shall be electronically "sealed" until the case for which it was generated is resolved or closed.
  - b. Cases with timely opt outs may set JSCs with any non-MCJRP judge.
4. If the defendant does not opt out, but fails to participate in the LS/CMI assessment:
- a. The defendant may appear only before designated MCJRP judges, including JSCs and Plea/Sentencing hearings.
  - b. DCJ will prepare a criminal history/past supervision report for JSCs and plea/sentencing hearings without the LS/CMI results or other pertinent information that usually accompanies the MCJRP Assessment Report. The report is called a MCJRP Historical Report.
  - c. If a plea agreement is negotiated, or the defendant chooses open sentencing, the plea and sentencing shall be before a MCJRP judge. After input from the defense attorney, DDA and probation officer, in its discretion the court may either proceed with sentencing or may require more information to be gathered regarding the sufficiency of wraparound services available to meet the risks/needs for that defendant (e.g. inpatient or intensive outpatient treatment, housing, etc.).
    - i. If the state has agreed to a probation offer, then regardless of the additional information gathered, the state will honor its agreement (contract plea).
    - ii. After reviewing the additional information, the judge may accept or reject the probation agreement. If rejected, the defendant may withdraw the plea.
    - iii. If the defendant is sentenced at the same time the plea is taken, then the judge will order LS/CMI assessment as a condition of probation.

## **POLICYMAKERS SHOULD KNOW**

# **MULTNOMAH COUNTY JUSTICE REINVESTMENT PROGRAM (MCJRP) AND HB3194**

### **MULTNOMAH COUNTY IS COMMITTED TO GOALS OF HB3194**

HOLD OFFENDERS ACCOUNTABLE

PROTECT PUBLIC SAFETY

REDUCE COSTLY PRISON USAGE

REDUCE OFFENDER RECIDIVISM

***THE MULTNOMAH COUNTY JUSTICE REINVESTMENT PROGRAM ESTABLISHES  
A HIGHLY COLLABORATIVE AND DATA DRIVEN DECISION MAKING FRAME-  
WORK TO INFORM SENTENCING AND OFFENDER SUPERVISION***

### **SUSTAINED INVESTMENT IS CRITICAL TO PUBLIC SAFETY**

Sentencing changes will not realize cost savings and the goals of HB3194 without meaningful and long term investment in a continuum of sanctions, services and programs

HB3194 is making Oregon communities safer by funding effective, evidence -based strategies:

- data-driven decision making in sentencing of presumptive prison felons through the use of offender risk and needs assessment tools
- interdisciplinary data teams to measure outcomes
- enhanced community supervision with individualized wrap-around recidivism reduction plans

#### **MCJRP PARTNERS**

*CITIZENS CRIME COMMISSION*

*OREGON JUDICIAL DEPARTMENT*

*MULTNOMAH COUNTY DISTRICT ATTORNEY'S OFFICE*

*MULTNOMAH COUNTY SHERIFF'S OFFICE*

*METROPOLITAN PUBLIC DEFENDERS*

*PORTLAND POLICE BUREAU*

*MULTNOMAH COUNTY DEPT OF COMMUNITY JUSTICE*

*TROUTDALE POLICE DEPARTMENT*

*FAIRVIEW POLICE DEPARTMENT*

*MULTNOMAH COUNTY LOCAL PUBLIC SAFETY COORDINATING COUNCIL*

*GRESHAM POLICE DEPARTMENT*

For further information, visit the  
Multnomah County Local Public  
Safety Coordinating Council online:

<https://multco.us/lpscc>

**Multnomah County Justice Reinvestment Program  
Memorandum of Understanding  
Project Year 1**

This Memorandum of Understanding (MOU) sets forth the responsibilities for the collaborative public safety partners establishing the Multnomah County Justice Reinvestment Program (MCJRP).

MOU partners include the: Multnomah County District Attorney (MCDA), Multnomah County Department of Community Justice (DCJ), Oregon Judicial Department (OJD), Multnomah County Sheriff (MCSO), Metropolitan Public Defender (MPD), Police agencies serving Multnomah County, and Multnomah County Citizens.

These partners to the MOU commit to the goals of HB3194 and the MCJRP to establish a process to assess offenders and provide a continuum of community-based sanctions, services and programs that are designed to reduce recidivism, decrease the county's utilization of imprisonment in Department of Corrections (DOC) institutions while protecting public safety and holding offenders accountable.

**Agency Roles and Responsibilities**

**All Parties Will**

- Adopt formal MCJRP internal policies and procedures
- Develop and deliver on-going internal MCJRP training
- Collect and share MCJRP data and performance measures
- Continue participation in monthly and ad hoc Justice Reinvestment Subcommittee (JRSC) meetings

**Multnomah County District Attorney will**

- Screen and flag first and second-sentence cases for MCJRP eligibility.
- Process cases in accordance with the MCJRP using information collected to inform professional judgment; offender accountability, victim input, risk assessment, the offense, and needs assessment (PAVRON).
- Provide a MCJRP Deputy District Attorney to serve as a resource and liaison on MCJRP matters to prosecutors, defense attorneys and judges as cases progress through the system.
- Participate in weekly scheduling and organizational meetings with the Court Coordinator and Defense Coordinator.
- Participate in regular case staffing events, as needed, to effectively manage MCJRP population during the 120 day intensive supervision period.
- Process cases in accordance with MCJRP probation violation procedure.

### **Multnomah County Sheriff will**

- Provide timely jail access to the Department of Community Justice staff conducting MCJRP assessments.
- Provide timely jail access to the Defense Coordinator and defense attorneys seeking to attend MCJRP assessment interview.
- Provide timely escort of inmates to assessment interviews.
- Provide the personnel from MCSO Corrections Records Unit to communicate daily with the Department of Community Justice to confirm interviews, cancellation plans and release schedules.

### **Metropolitan Public Defender will**

- Develop MCJRP forms and training materials to be maintained electronically in the defense library.
- Maintain a Defense Coordinator position responsible for navigating and coordinating MCJRP cases from arraignment to conclusion of the 3194 process in conjunction with law enforcement, jails, prosecutors, defense attorneys, courts and community justice personnel.
- Enable the Defense Coordinator to provide this service for all attorneys representing MCJRP clients unless expressly declined.
- Ensure the Defense Coordinator is precluded from participating in confidential case evaluation.
- Process cases in accordance with MCJRP probation violation procedure.

### **Oregon Judicial Department will**

- Advise MCJRP offenders of program participation expectations at arraignment.
- Designate judges to participate in MCJRP judicial settlement conferences.
- Maintain a Court Coordinator position responsible for maintaining a master case list; the Court Coordinator's responsibilities shall include:
  - Tracking status of all MCJRP cases from arraignment to disposition;
  - Monitoring and prompting defense attorneys timely compliance with MCJRP requirements;
  - Prompting defense attorney and district attorney timely scheduling of a judicial settlement conference and report of case disposition;
  - Distributing completed DCJ assessment reports to defense attorney, district attorney and designated settlement judge once all requirements are satisfied.
- Provide the Court Coordinator to work in conjunction with law enforcement, jails, prosecutors, defense attorneys, judges and community justice personnel to ensure that all MCJRP deadlines are met.
- Review and hear cases in accordance with MCJRP probation violation procedure.

### **The Multnomah County Department of Community Justice will**

- Flag and track cases throughout the MCJRP supervision period.
- Provide an agreed upon report in a timely way to the court, district attorney and defense attorney for consideration in a judicial settlement conference (JSC).
- Attend the conference as a neutral party and resource, providing information if requested.
- Provide 120 days of intensive supervision for those cases sentenced to probation, requiring accountability and engagement by the offender.
- Limit the MCJRP probation officer's caseload to allow time for staffing with the DA and providers.
- Assign MCJRP offenders to an appropriate level of supervision per DCJ policies and guidelines following the 120 days intensive supervision.
- Contract for and provide community resources for MCJRP offenders to include housing, treatment, parenting, employment services, and mentoring.
- Use teams made up of adult and juvenile probation divisions for MCJRP juvenile offenders sentenced as adults.
- Review specialty court requirements to determine when participation will satisfy special sentence or probation conditions.
- Manage MCJRP offenders using DCJ tools and structured sanctioning when appropriate. EPICS, correctional programs, and swift and certain intervention will be the primary supervision models used for this population.
- Process probation violations in accordance with the MCJRP probation violation procedure.

### **Portland Police Bureau, Troutdale Police Department, Gresham Police Department, Fairview Police Department and Multnomah County Sheriff will**

- Support successful community supervision of MCJRP offenders in cooperation with parole and probation officers by serving warrants, detainers, assisting with home visits and proactively patrolling areas in which offenders reside or commit crimes.
- Document and notify parole and probation of noncompliant activities when encountered.
- Provide MCJRP support teams of two officers available five hours each week day scheduled through a single point of contact housed with the Portland Police Bureau.

### **Citizen and Community Representatives**

- Convene system level discussions and Chair the Justice Reinvestment Steering Committee (JRSC) of the Local Public Safety Coordinating Council.
- Participate in presentations and outreach to MCJRP stakeholder members, community and government leaders and legislators.




## Information Sharing

Partners to this MOU recognize that data and information sharing is critical to justice reinvestment. Members agree to provide necessary information to inform, monitor, and evaluate elements of the MCJRP.

Members of the Justice Reinvestment Subcommittee (JRSC) will not disseminate information or data provided by another member without express permission of said member.

Information or data analysis requested or purchased by the JRSC must first be reviewed by the JRSC prior to dissemination, and is presumed the property of the JRSC.


Effective July 1, 2014 through June 30, 2015, subject to amendment as needed.

X 

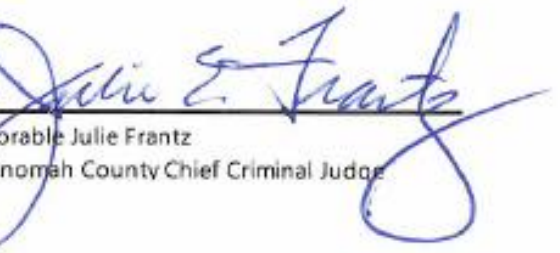
Rod Underhill  
Multnomah County District Attorney

X 


Jeff Howes  
Chief Deputy District Attorney

X 

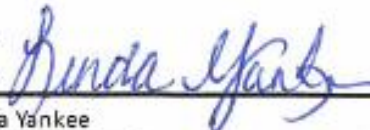
Honorable Nan Waller  
Multnomah County Presiding Judge

X 

Honorable Julie Frantz  
Multnomah County Chief Criminal Judge

X 

Tim Moore  
Undersheriff, Multnomah County Sheriff's ...

X 

Linda Yankee  
Chief Deputy, Multnomah County Sheriff's ...

X 

Lane Borg  
Executive Director, Metropolitan Public Defe...

X 

Kati Dunn  
Senior Attorney, Metropolitan Public Defen...

X Mike Reese

Mike Reese  
Chief, Portland Police Bureau

X Scott Anderson

Scott Anderson  
Chief, Troutdale Police Department

X Scott Taylor

Scott Taylor, Director  
Multnomah County Dept of Community Justice

X Ginger Martin

Ginger Martin, Deputy Director  
Multnomah County Dept of Community Justice

X Suzanne Hayden

Suzanne Hayden  
Executive Director, Citizens Crime Commission

X David VanSpeybroeck

David VanSpeybroeck  
Partner, Sussman Shank LLP.

# YOUR CHARGE CAN RESULT IN PRISON

## MULTNOMAH COUNTY JUSTICE REINVESTMENT PROGRAM INTERVIEW OPPORTUNITIES

**YOU HAVE BEEN CHARGED WITH A CRIME THAT CAN SEND YOU TO PRISON**

**YOU MAY COMPLETE AN INTERVIEW TO ENTER A PROGRAM CALLED THE  
MULTNOMAH COUNTY JUSTICE REINVESTMENT PROGRAM (MCJRP)**

**THIS PROGRAM IS MEANT TO HELP YOU, YOUR LAWYER, THE DISTRICT  
ATTORNEY AND THE COURT DECIDE HOW YOUR CASE SHOULD BE HANDLED  
AND THE SENTENCE YOU RECEIVE, WHETHER PROBATION OR PRISON**

**IF YOU WANT TO BE IN THE PROGRAM, YOU MUST COMPLETE AN INTERVIEW  
THROUGH THE MULTNOMAH COUNTY DEPT OF COMMUNITY JUSTICE AS  
SOON AS YOU CAN**

**YOUR LAWYER OR THE DEFENSE COORDINATOR CAN BE IN THE INTERVIEW  
WITH YOU**

**YOU WILL NOT TALK ABOUT THE FACTS OF YOUR CASE. YOU WILL TALK  
ABOUT YOUR PAST AND CURRENT CIRCUMSTANCES AS WELL AS ANY  
TREATMENT YOU COULD NEED**

**TALK TO YOUR LAWYER AND THE MCJRP DEFENSE COORDINATOR AS SOON  
AS YOU CAN TO SCHEDULE YOUR INTERVIEW**

### **IF I AM IN CUSTODY**

**MY INTERVIEW WILL BE IN THE DETENTION CENTER OR THE JAIL DEPENDING ON  
WHERE I AM HOUSED**

### **IF I AM RELEASED BEFORE MY INTERVIEW**

**I WILL CONTACT THE DEFENSE COORDINATOR AND MY LAWYER TO RE-SCHEDULE**

MULTNOMAH COUNTY JUSTICE REINVESTMENT  
DEFENSE COORDINATOR  
MAEGAN KINGSTON  
METROPOLITAN PUBLIC DEFENDER  
(503) 225-9100

# SU CARGO PUEDE LLEVARLE A PRISIÓN

## OPORTUNIDADES DE ENTREVISTAS DEL PROGRAMA DE REINVERSION JUDICIAL DEL CONDADO DE MULTNOMAH

USTED HA SIDO ACUSADO DE UN DELITO QUE PUEDE ENVIARLE A PRISIÓN

USTED PUEDE HACER UNA ENTREVISTA PARA INGRESAR EN UN PROGRAMA QUE SE LLAMA PROGRAMA DE REINVERSIÓN JUDICIAL DEL CONDADO DE MULTNOMAH (MULTNOMAH COUNTY JUSTICE REINVESTMENT PROGRAM O MCJRP)

ESTE PROGRAMA TIENE LA INTENCIÓN DE AYUDARLE A USTED, A SU ABOGADO, AL FISCAL DEL DISTRITO Y AL JUZGADO A DECIDIR CÓMO DEBERÍA TRATARSE SU CASO Y LA SENTENCIA QUE USTED RECIBA, YA SEA LIBERTAD CONDICIONAL O PRISIÓN

SI QUIERE ESTAR EN EL PROGRAMA, DEBE HACER UNA ENTREVISTA A TRAVÉS DEL DEPARTAMENTO DE JUSTICIA COMUNITARIA DEL CONDADO DE MULTNOMAH LO ANTES QUE PUEDA

SU ABOGADO O EL COORDINADOR DE DEFENSA PUEDEN ACOMPAÑARLE EN LA ENTREVISTA

USTED NO HABLARÁ SOBRE LOS HECHOS DE SU CASO. USTED NO HABLARÁ DE SUS CIRCUNSTANCIAS PERSONALES PASADAS NI PRESENTES, NI DE NINGÚN TRATAMIENTO QUE PUDIERA NECESITAR

HABLE CON SU ABOGADO Y EL COORDINADOR DE DEFENSA DEL MCJRP LO ANTES QUE PUEDA PARA PROGRAMAR UNA ENTREVISTA

### **SI ESTOY DETENIDO**

MI ENTREVISTA SE HARÁ EN EL CENTRO DE DETENCIÓN O EN LA CÁRCEL, DEPENDIENDO DE DÓNDE SE ME UBIQUE

### **SI SOY PUESTO EN LIBERTAD ANTES DE MI ENTREVISTA**

— ME COMUNICARÉ CON EL COORDINADOR DE DEFENSA Y MI ABOGADO PARA REPROGRAMAR Y ASISTIR A MI ENTREVISTA —

REINVERSIÓN JUDICIAL DEL CONDADO DE MULTNOMAH  
COORDINADOR DE DEFENSA  
MAEGAN KINGSTON  
DEFENSOR PÚBLICO METROPOLITANO  
(503) 225-9100

## JUSTICE REINVESTMENT PROGRAM

- You are charged with crimes that carry a presumptive prison sentence.
- You are eligible for a new county program called the Justice Reinvestment Program.
- The program is designed to provide more information to the lawyers and the court about the appropriate sentence for you. It may provide alternatives to prison and other resources to help you.
- Your lawyer will be discussing it with you in detail.
- It is very important that you stay in touch with your lawyer because you have a deadline in 21 days to decide if you want to participate.
- If you lose contact with your lawyer or miss a court date, you could lose the opportunity to participate.
  
- Do you understand?
  
- The clerk will give you a sheet with more information and a number to call.
- Give the clerk your phone number.

**Multnomah County Justice Reinvestment Program (MCJRP) Contacts**  
(Updated 10/22/14)

Name	Phone Number	Email	Work Schedule
<b>Defense Coordinator</b>			
Maegan Kingston	503.273.1316 (wk)	<a href="mailto:mkingston@mpdlaw.com">mkingston@mpdlaw.com</a>	M-F, 8-5
<b>Department of Community Justice</b>			
Wende Kirby, Manager	503.988.4425 (wk) 503.830.2609 (cel)	<a href="mailto:wende.kirby@multco.us">wende.kirby@multco.us</a>	M-F, 8-5
Laurel Howard, Coordinator	503.988.8577 (wk)	<a href="mailto:laurel.j.howard@multco.us">laurel.j.howard@multco.us</a>	M-F, 8-5:30 (Alternate Fri off)
Brenda Bunce, PPO East Office	503.988.8917 (wk) 503.793.2919 (cel)	<a href="mailto:brenda.c.bunce@multco.us">brenda.c.bunce@multco.us</a>	M-F, 8-4:30
Barbara Fletcher, PPO Family Service Unit (BM11 Youth specialty)	503.988.8591 (wk) 503.572.1161 (cel)	<a href="mailto:barbara.fletcher@multco.us">barbara.fletcher@multco.us</a>	M-F, 8-4:30
Patty Gebhart, PPO East Office	503.988.8927 (wk) 503.793.3520 (cel)	<a href="mailto:patty.m.gebhardt@multco.us">patty.m.gebhardt@multco.us</a>	M-F, 8-4:30
Ron Kates, PPO SW Office	503.988.8624 (wk) 503.969.7584 (cel)	<a href="mailto:ronald.e.kates@multco.us">ronald.e.kates@multco.us</a>	M-F, 8-5:30
Meghan Lee, PPO SW Office	503.988.8636 (wk) 503.348.4468 (cel)	<a href="mailto:meghan-jeanne.lee@multco.us">meghan-jeanne.lee@multco.us</a>	M-F, 9-6
Pam Lewis, PPO North Office	503.988.3393X27527 (wk) 971.276.1302 (cel)	<a href="mailto:pamela.c.lewis@multco.us">pamela.c.lewis@multco.us</a>	M/Tu/Th/F 7-5:30
David Main, PPO Gresham Office	503.988.1011 (wk) 971.282.2529 (cel)	<a href="mailto:david.main@multco.us">david.main@multco.us</a>	M-F, 8-5
Carmen Montano, PPO North Office	503.988.3393 x27529 (wk) 503.969.8196 (cel)	<a href="mailto:carmen.o.montano@multco.us">carmen.o.montano@multco.us</a>	M-Th 7 5:30
Jamie Tynan, PPO SW Office	503.988.8633 (wk) 503.793.0083 (cel)	<a href="mailto:jamie.b.miles@multco.us">jamie.b.miles@multco.us</a>	M-F, 8-5
<b>District Attorney's Office</b>			
Caroline Wong, DDA	503.988.4662 (wk)	<a href="mailto:caroline.wong@mcda.us">caroline.wong@mcda.us</a>	M-F, 8-5
<b>Court Coordinator</b>			
Joel Bruhn	503.988.5224 (wk)	<a href="mailto:Joel.I.BRUHN@ojd.state.or.us">Joel.I.BRUHN@ojd.state.or.us</a>	M-F, 8-5
<b>Settlement Conference Judges (JSCs)</b>			
Hon. Cheryl Albrecht	503.988.3835 (wk)	JA: Vanessa	M-F, 8-5
Hon. Eric Bloch	503.988.3954 (wk)	JA: Joanne	M-F, 8-5
Hon. Stephen Bushong	503.988.3546 (wk)	JA: Shevaun	M-F, 8-5
Hon. Michael Greenlick	503.988.3214 (wk)	JA: Bruce	M-F, 8-5
Hon. Christopher Marshall	503.988.3274 (wk)	JA: Jimie	M-F, 8-5



Hon. Jean Kerr Maurer	503.988.3668 (wk)	JA: Gloria	M-F, 8-5
Hon. Kelly Skye	503.988.3204 (wk)	JA: Jill	M-F, 8-5
Hon. Kenneth Walker	503.988.3041 (wk)	JA: Nayeli	M-F, 8-5

<b>Law Enforcement Coordinators</b>			
Sgt. Mike Frome, PPB	503.823.0408 (wk) 503.793.5641 (cel)	<a href="mailto:Michael.Frome@portlandoregon.gov">Michael.Frome@portlandoregon.gov</a> <a href="mailto:burglary@portlandoregon.gov">burglary@portlandoregon.gov</a>	M-Th 7am-5pm
Sgt. Troy Pahlke	503.823.0410 (wk) 503.545.3519 (cel)	<a href="mailto:Troy.Pahlke@portlandoregon.gov">Troy.Pahlke@portlandoregon.gov</a> <a href="mailto:burglary@portlandoregon.gov">burglary@portlandoregon.gov</a>	Tu-F 6:30am to 4:30pm
Lt. Chris Wheeler, GPD	503.618.3196 (wk) 503.793.1214 (cel)	<a href="mailto:Chris.Wheeler@greshamoregon.gov">Chris.Wheeler@greshamoregon.gov</a>	M-Th, 6:30am-4pm
Lt. Ned Walls, MCSO	503-251-2510 (wk) 503-849-9217 (cel)	<a href="mailto:ned.walls@mcsso.us">ned.walls@mcsso.us</a>	M-F: 6am to 2pm Starting 12/1/14: Tu-F, 6am to 4pm
Sgt. Steve Bevens, TPD	503.491.4008 (wk) 503.793.5304 (cel)	<a href="mailto:Steve.bevens@troutdaleoregon.gov">Steve.bevens@troutdaleoregon.gov</a>	M-F 7am-3pm
Sgt. Bernie Meyer, FPD	503.674.6245 (wk) 503.849.5745 (cel)	<a href="mailto:meyerb@ci.fairview.or.us">meyerb@ci.fairview.or.us</a>	Sun –Wed, 1630-0230 Starting 1/1/15: Wed -Sat 1630-0230
<b>MCJRP Law Enforcement Detail Cellphone</b>			
Rotating MCJRP Cellphone	503.310.0503 (cel)		M-F, 9am-2pm No Holidays



# Forms

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IN THE CIRCUIT COURT OF THE STATE OF OREGON

FOR THE COUNTY OF MULTNOMAH

STATE OF OREGON,	)	No. [field]
	)	
Plaintiff,	)	NOTICE OF INTENT TO OPT OUT
	)	OF MULTNOMAH COUNTY
vs.	)	JUSTICE REINVESTMENT
	)	PROGRAM
[defendant],	)	
	)	
Defendant.	)	

Defendant hereby gives notice, by and through [his/her] attorney, [attorney name], of [his/her] intent to opt out of the Multnomah County Justice Reinvestment (MCJR) Program.

By signing below, the attorney for defendant certifies:

- 1- I have explained fully to the defendant all of the possible dangers and advantages of participating in the risk assessment interview.
- 2- I have explained fully to the defendant, to the best of my current ability to predict, the maximum possible sentence; the presumptive sentence; and the reasonably anticipated sentence after a lost trial or conviction by other means.
- 3- I have explained fully to the defendant how the MCJR Program works and what services can be made available through the Program.
- 4- I have explained to the defendant that opting out is an irrevocable decision, and that after opting out, [he/she] will not be permitted to participate in this program or to take advantage of any of the services offered through the MCJR Program.
- 5- After our consultation and with full knowledge of all of the above, the defendant has chosen not to participate.

DATED this [] day of [], [] .

---

[field], OSB #[field]  
Attorney for Defendant

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IN THE CIRCUIT COURT OF THE STATE OF OREGON

FOR THE COUNTY OF MULTNOMAH

STATE OF OREGON,	)	No. [field]
	)	
Plaintiff,	)	NOTICE OF INCAPACITY TO OPT
	)	OUT OF MULTNOMAH COUNTY
vs.	)	JUSTICE REINVESTMENT
	)	PROGRAM
[defendant],	)	
	)	
Defendant.	)	

Defendant hereby gives notice, by and through [his/her] attorney, [attorney name], of [his/her] incapacity to opt out of the Multnomah County Justice Reinvestment (MCJR) Program.

By signing below, the attorney for defendant certifies:

- 1- Due to defendant’s mental infirmity, I am unable to explain to the defendant in a way that he or she can understand all of the possible dangers and advantages of participating in the risk assessment interview.
- 2- Defendant is currently unable to understand his or her choices, and is currently unable to make decisions about his or her case.
- 3- Because I am unable to render the constitutionally necessary legal advice and counsel at this time, I cannot commit defendant to either route: to Opt Out or to remain in MCJRP.
- 4- Because of defendant’s mental incapacity, I request that no risk-assessment interview be conducted until such time as defendant’s capacity is restored.**

DATED this [] day of [],[] .

---

[field], OSB #[field]  
Attorney for Defendant

1 IN THE CIRCUIT COURT OF THE STATE OF OREGON  
2 FOR THE COUNTY OF MULTNOMAH

3  
4 STATE OF OREGON,

5 Plaintiff,

6 vs.

7 [field],

8 Defendant.

)  
) No. [field]

) AFFIDAVIT IN SUPPORT OF LATE  
) NOTICE OF INTENT TO OPT OUT  
) OF MCJR PROGRAM

9 STATE OF OREGON )

10 County of Multnomah )

) ss.

11 I, [field], being first duly sworn and under oath, hereby state as follows:

12 I represent [field] on a charge for which the defendant eligible for the Multnomah County  
13 Justice Reinvestment Program (MCJR Program).

14 I have consulted with defendant, and s/he does not wish to participate in the program. S/he  
15 does not wish for the results of the risk assessment interview to be known or further disclosed.

16 For reasons other than strategy or tactical considerations, I failed to register a Notice of Intent  
17 to Opt Out of the MCJR Program within twenty-one (21) days of the arraignment on the indictment  
18 as required, and therefore, the interview already took place. My failure to file timely Notice was a  
19 good faith error due to [insert reason].

20  
21 \_\_\_\_\_  
[field], OSB #[ field]  
Attorney for Defendant

22 SUBSCRIBED AND SWORN to before me this [field] day of [field], [field].

23  
24 \_\_\_\_\_  
Notary Public for Oregon  
25 My Commission Expires: \_\_\_\_\_

26 Dist: \_\_ DA \_\_ Court \_\_ DCJ

PAGE 1 of 1 - AFFIDAVIT

# Multnomah County Justice Reinvestment Program (MCJRP)

Notice to Court, District Attorney, and Defense Attorney: DCJ Assessment report unavailable

DATE OF NOTICE TO PARTIES:	
DEFENDANT NAME:	
CIRCUIT COURT #:	
DATE OF ARRAIGNMENT ON INDICTMENT:	
CUSTODY STATUS/LOCATION:	
ASSIGNED PROBATION OFFICER:	

Defendant refused to participate in interview

Defendant is out of custody and interview has yet to be scheduled or completed despite best efforts (no Assessment Report currently available).

Defendant in Aid and Assist process.

Defense Attorney must contact Maegan Kingston at 503-273-1316 to start evaluation once client is found fit to proceed.

Other \_\_\_\_\_

IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR MULTNOMAH COUNTY

In the Matter of the Use of Assessments	)	<b>Presiding Judge Order</b>
Completed by Criminal Defendants	)	
Pursuant to Participation in the	)	Limiting the Use of MCJRP
Multnomah County Justice Reinvestment Program	)	Assessments
(MCJRP)	)	

The Court finds that the Multnomah County Justice Reinvestment Program (MCJRP) will be implemented effective July 1, 2014. Participants in the MCJRP are required to participate in a risk and needs assessment (MCJRP Assessment) administered by an employee of the Multnomah County Department of Community Justice. The completed MCJRP Assessment is to be used solely for the purposes of conducting a judicial settlement conference and for sentencing. Although the MCJRP Assessment may be completed prior to a release proceeding, the MCJRP Assessment will not be considered by the Court in any release decision.

Neither the District Attorney nor the attorney for a MCJRP eligible defendant shall set a Judicial Settlement Conference unless the defendant has participated in the MCJRP Assessment and has not opted out of participation in the MCJRP.

IT IS HEREBY ORDERED, that completed MCJRP Assessments shall be used only for the purposes of conducting a judicial settlement conference and for sentencing purposes for eligible defendants who have not opted out of participation in the MCJRP

THE COURT FURTHER ORDERS that District Attorneys and Defense Attorneys shall not seek to schedule a judicial settlement conference for cases involving a MCJRP eligible defendant who has opted out of participation in the program.

Signed this 10<sup>th</sup> day of July, 2014.

  
\_\_\_\_\_  
Nan G. Waller, Presiding Judge

ORDER Limiting Use of MCJRP Assessments

**Multnomah County Justice Reinvestment Program  
(MCJRP)**

# **Defendant Assessment Report**

**Not a sentencing recommendation.**

**CONFIDENTIAL DOCUMENT:**

**This assessment form shall only be used for settlement and sentencing purposes. Do not release as a public record pursuant to ORS 192.502(2), ORS 192.502(4) and ORS 137.077**





**LS/CMI RISK ASSESSMENT**

(5) LS/CMI ASSESSMENT SUMMARY	
LS/CMI CONDUCTED BY:	
LS/CMI ASSESSMENT DATE:	Click here to enter a date.
DEFENDANT PROVIDED ANSWERS TO ALL PORTIONS OF THE LS/CMI? Mark No only if more than question 4 not answered.	Choose an item.
PLEASE EXPLAIN REASONS (IF ANY) WHY DEFENDANT DID NOT PROVIDE ANSWERS TO PORTIONS OF THE LS/CMI:	

(6) LS/CMI SCORE SUMMARY					
DOMAIN	SCORE	RISK LEVEL	DOMAIN	SCORE	RISK LEVEL
CRIMINAL HISTORY		Choose an item.	COMPANIONS		Choose an item.
EDUCATION/EMPLOYMENT		Choose an item.	ALCOHOL/DRUG PROBLEM		Choose an item.
FAMILY/MARITAL		Choose an item.	PROCRIMINAL ATTITUDE/ORIENTATION		Choose an item.
LEISURE/RECREATION		Choose an item.	ANTISOCIAL PATTERN		Choose an item.
			LS/CMI TOTAL SCORE		Choose an item.

(7) LS/CMI Key									
Risk/Need	Criminal History	Education/Employment	Family/Marital	Leisure/Recreation	Companions	Alcohol/Drug Problem	Pro-Criminal Attitude Orientation	Antisocial Pattern	Total Score
Very High	8	8-9	4	--	4	7-8	4	4	30+
High	6-7	6-7	3	2	3	5-6	3	3	20-29
Medium	4-5	4-5	2	1	2	3-4	2	2	11-19
Low	2-3	2-3	1	--	1	1-2	1	1	5-10
Very Low	0-1	0-1	0	0	0	0	0	0	0-4

(8) RESPONSIVITY TARGETS (SELECT ANY THAT ARE RELEVANT TO SERVICE NEEDS)	
TARGET	DESCRIPTION OF TARGET AREA
<input type="checkbox"/> FUNCTIONAL ABILITY: ATTENTION SPAN	
<input type="checkbox"/> FUNCTIONAL ABILITY: COGNITIVE DEFICITS	
<input type="checkbox"/> FUNCTIONAL ABILITY: EMOTIONAL AGE	
<input type="checkbox"/> LANGUAGE	
<input type="checkbox"/> LEARNING STYLE	
<input type="checkbox"/> LEVEL OF MOTIVATION	
<input type="checkbox"/> MENTAL HEALTH	
<input type="checkbox"/> CULTURAL BACKGROUND	
<input type="checkbox"/> MINIMIZATION	
<input type="checkbox"/> PHYSICAL HEALTH	
<input type="checkbox"/> TRANSPORTATION	
<input type="checkbox"/> OTHER (SPECIFY) _____	

**This is NOT a recommendation for prison or probation. This assessment provides a case plan should the defendant be sentenced on probation. This plan is subject to change based on resource capacity and input from all parties.**

(9) RISK REDUCTION TARGETS	
RISK/NEED FACTORS	POTENTIAL PROGRAM/CONDITION TO ADDRESS RISK FACTORS
1) Choose an item.	GOAL:
2) Choose an item.	GOAL:

**CONTROLS/ADDITIONAL INFORMATION**

<b>(10) EXTERNAL CONTROLS (MANGEMENT CONCERNS)</b>	
<b>CONTROL</b>	<b>SUBSTANTIATION</b>

<b>(11) INFORMATION ABOUT DEFENDANT'S CHILDREN (IF APPLICABLE)</b>						
<b>NAME OF CHILD</b>	<b>AGE OF CHILD</b>	<b>SEX OF CHILD</b>	<b>DEFENDANT HAS LEGAL CUSTODY</b>	<b>CHILD'S LIVING SITUATION</b>	<b>CPS INVOLVMENT?</b>	<b>DHS INVOLVMENT?</b>
1)		Choose an item.	Choose an item.		Choose an item.	Choose an item.
2)		Choose an item.	Choose an item.		Choose an item.	Choose an item.
3)		Choose an item.	Choose an item.		Choose an item.	Choose an item.
4)		Choose an item.	Choose an item.		Choose an item.	Choose an item.
5)		Choose an item.	Choose an item.		Choose an item.	Choose an item.
Comments:						
Available Parenting Services (If Any):						

<b>(12) HOUSING</b>	
DEFENDANT IS CURRENTLY HOMELESS:	Choose an item.
DEFENDANT REPORTS AVAILABLE HOUSING:	Choose an item.
LAST KNOWN ADDRESS:	
PROPOSED ADDRESS:	
HOUSING IS SUBSIDY HOUSING:	Choose an item.
HOUSING IS LEASED/OWNED BY DEFENDANT:	Choose an item.
RESIDENCE PREVIOUSLY APPROVED BY DCJ/DOC:	Choose an item.
TOTAL NUMBER OF OCCUPANTS IN HOME:	Choose an item.
LIST OCCUPANTS:	

<b>(13) KNOWN BARRIERS TO HOUSING (SELECT ANY THAT APPLY)</b>	
<input type="checkbox"/> NOT APPLICABLE/NO BARRIERS PRESENT	<input type="checkbox"/> REPEATED OR CHRONIC HOMELESSNESS
<input type="checkbox"/> NO RENTAL HISTORY	<input type="checkbox"/> PHYSICAL HEALTH ISSUES
<input type="checkbox"/> EVICTION(S)	<input type="checkbox"/> MENTAL HEALTH ISSUES
<input type="checkbox"/> LARGE FAMILY (3+ CHILDREN)	<input type="checkbox"/> BEHAVIORAL PROBLEMS
<input type="checkbox"/> SINGLE PARENT HOUSEHOLD	<input type="checkbox"/> HISTORY OF ABUSE/VICTIMIZATION
<input type="checkbox"/> SPORADIC EMPLOYMENT HISTORY	<input type="checkbox"/> RECENT/ACTIVE HISTORY OF SUBSTANCE ABUSE
<input type="checkbox"/> NO HIGH SCHOOL DIPLOMA/GED	<input type="checkbox"/> CONVICTIONS IN THE LAST YEAR
<input type="checkbox"/> INSUFFICIENT/NO INCOME	<input type="checkbox"/> HISTORY OF VIOLENCE
<input type="checkbox"/> INSUFFICIENT SAVINGS	<input type="checkbox"/> HISTORY OF ARSON
<input type="checkbox"/> NO OR POOR CREDIT HISTORY	<input type="checkbox"/> SEX OFFENDER
<input type="checkbox"/> DEBTS	<input type="checkbox"/> OTHER (SPECIFY) _____

<b>(14) MILITARY SERVICE</b>	
U.S. ARMED FORCES VETERAN (Y/N):	Choose an item.
MILITARY BRANCH OF SERVICE:	Choose an item.
QUALIFIES FOR VETERAN'S JUSTICE OUTREACH (VJO) PROGRAM/SERVICES:	Choose an item.
QUALIFIES FOR OTHER VETERAN'S SERVICES (IF ANY):	Choose an item.

<b>(15) FELONY FTA SUMMARY (FROM eSWIS) (PAST THREE NON-CUSTODIAL YEARS)</b>		
<b>DATE (MM/DD/YYYY)</b>	<b>JURISDICTION</b>	<b>OFFENSE</b>

<b>(16) MISDEMEANOR FTA SUMMARY (FROM eSWIS) (PAST THREE NON-CUSTODIAL YEARS)</b>
---



(21) TOP STRENGTHS
1)
2)
3)

**PREPARED BY**

**Parole and Probation Officer (Printed Name):**

**Date:** [Click here to enter a date.](#)

**Signature:**

**APPROVED BY**

**Supervisor (Printed Name):** Wende Kirby

**Date:** [Click here to enter a date.](#)

**Signature:**

# **Law Enforcement**

# Justice Reinvestment Detail

## Orientation Training

### Background

The Multnomah County Justice Reinvestment Program (MCJRP) is the result of a decision made by the Oregon Legislature to fund local intensive supervision programs instead of building new prisons. The State of Oregon hopes that by supervising certain offenders, otherwise eligible for prison, the local jurisdictions can reduce recidivism and accomplish better long term outcomes for offenders than simply locking them up in prison.

The bulk of the funding has gone to Multnomah County for use in the court system and Community Corrections. Eight new probation officers have been hired and will be supervising the MCRJP offenders. These offenders are initially identified as eligible by the Multnomah County District Attorney's Office, and then the offender must apply for the program and found suitable by an assessment team. Once in the program, they are subject to a much higher degree of supervision than a standard probation or post-prison client.

Some funding was earmarked for law enforcement agencies within Multnomah County. The Multnomah County Sheriff's Office, Fairview Police Department, Troutdale Police Department, Gresham Police Department and the Portland Police Bureau have all received funding in exchange for a promise to provide officers to assist MCJRP with its mission. Funding was divided among the law enforcement agencies based upon estimated offender population percentages.

### Expectations

The original agreement between the law enforcement agencies and the MCJRP committee laid out some very simple expectations for the officers assisting the program:

1. There would be at least two officers working per week day, for at least five hours
2. Agencies will support MCJRP by serving warrants, detainers, assisting with home visits, and proactively patrolling in areas where MCJRP offenders reside or commit crimes.
3. Agencies will document and notify parole and probation of non-compliant activities when encountered.

Officers working this detail are also expected to be available to the court system and parole and probation via phone. A cell phone line will be obtained by the Justice Reinvestment Detail Sergeants for this purpose. Officers can either pick up the phone from the JRD Sergeants, or have the line forwarded to their department issued phones.



Officers working this detail are expected to complete a "Multnomah County Justice Reinvestment Detail Daily Activity Log" each day. One activity log is due for each team. **This log shall be sent inter-office mail or faxed at the end of each day.**

Officers working this detail are not parole and probation officers. Home visits will be done with a parole and probation officer present.

There will be media interest in this program. If an officer or deputy participating in this program is contacted directly by the media, please refer them to the JRD Sergeants.

Any use of force which requires an administrative investigation under the appropriate Directives or rules of conduct for participating agencies will be immediately reported to a JRD Sergeant.

### **Days and Hours of Operation**

The detail will run Monday through Friday, but not on official court holidays. The first day for officers and deputies to be logged on and ready for work is November 1, 2014. The last day for this initial program period is June 30, 2015. This program will most likely continue past the 2015 end date and become an ongoing program.

There is some flexibility in the start and stop time for the program, but 0800 to 1600 is the ideal working block.

### **Shift assignments and scheduling**

All scheduling is done by the JRD Sergeants at the Portland Police Bureau. Each law enforcement agency will conduct sign-ups or assign the shifts as they feel best fits their agency.

The PPB will conduct monthly sign-ups by seniority, with officers selected for the Justice Reinvestment Detail eligible to sign up.

A detailed calendar showing when each agency is expected to provide officers or deputies will be provided to each agency.

### **PPB JRD Sergeants**

The two JRD Sergeants are:

Sgt. Mike Frome #22827  
PPB Burglary Detail  
4735 E Burnside Street  
Portland, OR 97215  
(503) 793-5641

[michael.frome@portlandoregon.gov](mailto:michael.frome@portlandoregon.gov)

Sgt. Troy Pahlke #34490  
PPB Burglary Detail  
4735 E Burnside Street  
Portland, OR 97215  
(503) 545-3519

[troy.pahlke@portlandoregon.gov](mailto:troy.pahlke@portlandoregon.gov)

FAX for both: 503-823-9538

**PORTLAND POLICE BUREAU  
DETECTIVE DIVISION  
STANDARD OPERATING PROCEDURES**

S.O.P. # \_\_\_\_\_  
September 1, 2014  
Revised:  
Review: April 1, 2015

**I. SUBJECT**

Justice Reinvestment Detail (JRD)

**II. PURPOSE**

To define the standard procedures for the Justice Reinvestment Detail (JRD), which is a multijurisdictional detail comprised of the Portland Police Bureau, Gresham Police Department, Multnomah County Sheriff's Office, Troutdale Police Department, and Fairview Police Department. This detail will support the successful community supervision of the Multnomah County Justice Reinvestment Program (MCJRP) offenders in cooperation with parole and probation officers by serving arrest warrants, detainers, assisting with home visits, and proactively patrolling areas in which offenders reside or commit crimes. Personnel assigned to this detail will also document and notify parole and probation of noncompliant activities on the part of MCJRP offenders when encountered. Scheduling for this detail will be the responsibility of the Portland Police Bureau's Burglary Detail.

**III. PROCEDURE**

The Burglary Detail has the primary responsibility for scheduling and supervising personnel assigned to the JRD. Personnel working a JRD shift will comply with this Standard Operating Procedure (S.O.P.), the rules of conduct and procedure for his or her agency, as well as the laws and regulations of the State of Oregon and United States of America.

**A. Staffing, Work Days and Hours of Operation:**

The JRD will be staffed Monday through Friday, for a period of no less than five hours per day, by two law enforcement officers. The JRD will not work on holidays.

The standard shift for the JRD will be 0900-1400. If both members working on an assigned detail wish to change the working hours, they may only do so with the permission of a Burglary Detail Sergeant. The JRD will not work hours outside of the normal workday for the Multnomah County Court system or Multnomah County

Community Corrections.

B. Funding and Obligations of Partnering Agencies:

The JRD is funded annually through grants from the State of Oregon. Each Partnering agency has received notification of how much funding they will receive from the State, and are obligated to provide staffing for the Detail commensurate with the amount of funding they receive.

The Partnering agencies are: Portland Police Bureau, Gresham Police Department, Multnomah County Sheriff's Office, Troutdale Police Department and Fairview Police Department.

Partnering agencies will provide the name, DPSST number, and phone number for each member selected by that partnering agency to work on an identified day. Partnering agencies are asked to provide this information a week prior to the day that the member will be working a shift with the Detail.

In the event that the initial State funding is inadequate to provide the promised level of service (2 LEO per day, five hours a day, five days a week), the Portland Police Bureau will assume responsibility for staffing the unfunded days.

C. Supervision:

The JRD will be scheduled and supervised by the Burglary Detail Sergeants as part of their regular duties. The Burglary Detail Sergeants will provide each partnering agency with a copy of this S.O.P. and a schedule detailing when personnel from each Partnering agency will be needed.

The Burglary Detail Sergeants are responsible for providing training to the Officers or Deputies working the JRD. Training will cover reporting for work requirements, expectations and record keeping requirements, as well as an overview of the program.

The Burglary Detail Sergeants will ensure that the JRD is properly staffed each day. The Burglary Detail Sergeants will be responsible for monthly shift sign-ups for the PPB members. Burglary Detail Sergeants will provide JRD members with notice of days they will be working a shift, as well as the name and contact information of their on-duty supervisor and for their partner that day.

The Burglary Detail Sergeants will familiarize themselves with the applicable rules of conduct and procedure for the partnering agencies. Should members of the JRD engage in conduct which requires an administrative after-action investigation, the Burglary Detail Sergeants will be responsible for such investigation. Partnering agencies will be allowed to make their own findings relating to their members conduct based upon this investigation.

The Burglary Detail Sergeants will be responsible for ensuring that JRD members complete activity log forms in a timely fashion. These activity logs will be submitted to the Burglary Detail Sergeants by the end of each shift. In the event they cannot be turned in at that time, they will be submitted no later than Friday of that particular work week. The Burglary Detail Sergeants will ensure that these activity log forms are provided to the appropriate analyst for entry into a computerized database. This information will be made available to any agency involved in the MCJRP that wishes to review it.

By the end of each fiscal year, the Burglary Detail Sergeants, in consultation with the MCJRP analysts, will be responsible for preparing an annual report on the Detail, and assist with any MCJRP report prepared by the County or other Partnering agency.

D. Expectations of Justice Reinvestment Detail Members:

Officers or Deputies assigned to work a shift with the JRD will be expected to do any of the following:

1. Arrest offenders based upon lists of MCJRP offenders with warrants;
2. Arrest offenders on parole or probation detainers;
3. Assist parole or probation officers with home visits;
4. Proactively patrolling areas identified as having higher numbers of MCJRP participants living in the area, or higher crime rates of a type associated with MCJRP participants;
5. Document and notify parole and probation of any noncompliant MCJRP offenders encountered during the shift;
6. Direct any Arrest / Booking reports to the precinct closest to the custody location for approval;
7. Keep the Burglary Detail Sergeants apprised of their activities;
8. At the end of each shift complete a "Multnomah County Justice Reinvestment Detail Daily Activity Log" and ensure it is delivered to a Burglary Detail Sergeant; and
9. Complete overtime slips in a prompt manner. PPB members will deliver overtime slips to the Burglary Detail Sergeants for approval. Participating Agency members will route overtime documents according to agency policy

Prior to the beginning of each shift, JRD members are expected to communicate with their assigned partner and arrange for a meeting location that is convenient for each member.

\*\*\*JRD units will not work as transport officers for uniform patrol or detectives who take a person into custody for probation violation detainers or warrants unless they are active participants in the program and /or it is beneficial to the MCJRP and parole & probation for a JRD officer to contact that person. \*\*\*

E. Equipment:

PPB Members are expected to obtain a patrol car from their home RU for use during their assigned JRD shift. If a PPB member works for an RU without patrol vehicles, that member should arrange to borrow a vehicle from a Precinct or RU that has vehicles capable of transporting prisoners and equipped with an MDC.

The Detective Division will obtain and maintain a cell phone for use by the JRD members. JRD members may either pick up this cell phone from the Burglary Detail Sergeant, or they may elect to have calls forwarded from this phone to the member's Bureau-issued cell phone for the duration of their particular shift. The JRD phone will not be forwarded to a personally owned phone. Evidence bags and personal protection equipment are available at the precincts. The Burglary Detail Sergeants will provide a supply of the Multnomah County Justice Reinvestment Detail Daily Activity Log forms to members working the detail. This form will also be made available for members on the PPB Intranet.

F. Record keeping:

The Burglary Detail Sergeant will assign a PASS or Assistant Crime Analyst to enter the Daily Activity Logs into an Excel database.

The PASS or Assistant Crime Analyst will be the point of contact for parole and probation for lists of MCJRP offenders who have valid arrest warrants. The PASS or Assistant Crime Analyst will provide this updated list to the Burglary Detail Sergeants on a weekly basis.

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George A. Burke  
Commander  
Detective Division



# **MCJRP LAW ENFORCEMENT DETAIL CONTACT INFORMATION**

**The MCJRP Detail will be staffed Monday – Friday, 9am to 2pm. Officers will not work on Court recognized holidays.**

**Monday – Friday, 9am to 2pm, you can reach the detail officers directly at 503-310-0503.**

**After detail hours, you may request service through either of the PPB Sergeants assigned to supervise the detail. Either can help arrange for officer assistance during the next scheduled shift.**

**Monday-Thursday      Sgt. Mike Frome      503-823-0408**

**Tuesday-Friday      Sgt. Troy Pahlke      503-823-0410**

**Both Sergeants receive e-mail at this address:**

**[burglary@portlandoregon.gov](mailto:burglary@portlandoregon.gov)**

## Multnomah County Justice Reinvestment Program (MCJRP) 2014-2015 Law Enforcement Component

### Frequently Asked Questions

Q: What is this detail supposed to do?

A: Right now, the detail has three purposes set out in the MCJRP plan:

1. Locate and arrest MCJRP offenders with warrants and/or PV Detainers
2. Assist Multnomah County Community Justice Probation Officers when needed
3. Proactive patrol in areas where MCJRP offenders live, work, or commit crimes

Of course, once we are a few months into the program we may discover there are additional things the Courts, the DA, or Community Corrections want to have us do. The Chiefs who attend the regular MCJRP meetings will decide what they will or will not have us do.

Q: Why are Troutdale, Fairview, and MCSO partnering with PPB on the days they work?

A: It was a request from some Chiefs during one of the early planning meetings. The thought is that these agencies will not work the detail as often as PPB or Gresham, so it would be beneficial to have somebody from PPB to help explain the process. Also, PPB Officers tend to get lost if they travel east of the city border very far.

Q: The detail car covers the entire county—so it is possible for the people working to end up doing a lot of driving and not much “work” in a day?

A: Yes, that is entirely possible. And it is something we will keep track of for next year when we make changes to the program.

Q: Does this detail have an assigned unit number for BOEC?

A: Yes. This detail will log on as 1540 each day. It is identified as a unit free from dispatch responsibilities.

Q: How will the Officers/Deputies know what to do each day?

A: One of the PPB Sergeants assigned to oversee the detail will provide direction each day, usually by e-mail. Once the program is really running, there will likely be a list of people with warrants updated daily, as well as requests by Probation Officers for cover on home visits, and possibly a list of high crime areas in Multnomah County that could use some enhanced patrol.



- Q: What are the regular hours the detail will work?
- A: Monday through Friday, 0900-1400 hours. The detail will not work on holidays when the Courts are closed. If Officers/Deputies scheduled to work on a particular day both agree to work different hours, they can clear it through one of the PPB Sergeants. (Example: both may decide they would rather work 1100-1600) During the initial phase of this program, we are only staffing a detail car during "Court hours."
- Q: What if the officers have to work more than the five hours in the shift due to a late custody or some other issue?
- A: Each agency will need to keep tabs on how they are doing with their overtime money. If an agency starts to run low, let either Sgt. Frome or Sgt. Pahlke know at PPB and they will adjust the number of shifts the agency will work. PPB has enough reserve funds to cover any shifts that need to be covered should another agency run out of money.
- Q: What kind of paperwork is expected of the Officers/Deputies?
- A: Each detail car needs to fill out an activity log sheet at the end of the day, as well as reports for any custody or field contact. For Fairview, Troutdale and MCSO... have the PPB Officer fill out the activity log and submit it! The PPB Officers know that they won't get their overtime slip approved unless it has a daily activity log with it, so they should be eager to help.
- Q: What if a Fairview Officer and a PPB Officer end up wrestling and using a Taser on a subject while inside the City of Gresham?
- A: The PPB Officer will need to notify one of the PPB Sergeants about the incident, as the PPB is required to conduct an Administrative Investigation of the use of force. The PPB Sergeant will then get in touch with a supervisor for any other agency involved and determine what, if any, response is needed from that other agency. Each agency has its own rules about reporting use of force, so they will need to adhere to those rules.
- Q: How do the Probation Officers or Courts contact the detail car during the shift?
- A: During the normal operating hours they can call 503-310-0503. This is a cell phone which will be forwarded to an Officer or Deputy working the detail that day.
- Q: Will MCJRP continue after June, 2015?
- A: Most likely, yes. By next spring we will have a better idea about what kind of funding the State will provide and what our obligations are at that point.

# **Probation Violations**

## **MCJRP Probation Violation Procedure**

Absent exceptional circumstances, if a case initially qualifies for the Multnomah County Justice Reinvestment Program, the parties are to negotiate and stipulate that, as a condition of probation, administrative sanctions are presumptively allowed by the Department of Community Justice (DCJ) **except** for the following circumstances:

- Contact with the Victim
- Failure to Obey All Laws
- Absconding from supervision
- Failure to complete the restitution Intake/package interview and/or willful failure to comply with restitution obligations
- OTHER (used sparingly, generally surrounding Victim issues)

For the exceptional circumstances mentioned above, there is a presumption for a probation violation hearing in front of the probation judge, unless the parties are otherwise notified by the Court that an administrative sanction is appropriate. This practice will continue throughout the offender's entire term of probation, as ordered by the Court. DCJ will "stamp" or flag each of its in-house MCJRP cases to facilitate internal PO notification of case status and MCJRP procedure.

Whenever administrative sanctions are imposed on probation cases, the sentencing court and the deputy district attorney shall be notified utilizing the Department of Corrections Violation Report/Sanction Reporting Form. When a probation intervention/sanction involves modifying conditions of probation, the court must sign and return the request before the amended condition(s) is in effect, unless specific authority has been granted to the community corrections agency by the sentencing court or as allowed by statute.

Notification shall be sent by email to the probation judge and the District Attorney's MCJRP email inbox. Once notice is received, and prior to the imposition of any administrative sanction, the court, upon motion of the district attorney or on its own motion, may cause the offender to be brought before the court for a hearing, and may revoke probation or impose such other or additional sanction(s). If either party does not respond to the notice within four judicial days, administrative sanctions will be allowed to occur.

There may be certain new crime arrests or convictions that may be eligible for administrative sanctions (see list below). In situations involving a new law violation for any offense mentioned below, the probation judge and the DA's Office shall be notified via email by the probation officer that an administrative sanction is being sought by the Department of Community Justice to address the new law violation. Within four judicial days after receiving notice that a structured, intermediate sanction is being sought, the court or the deputy district attorney may respond opposing the administrative sanction and cause the offender to be brought

before the court for a hearing. If either party does not respond to the notice, administrative sanctions will be allowed to occur.

**List of new crime arrests or convictions that may be eligible for Administrative Sanctions**

1. Drinking alcohol in public
2. Open container of alcohol on public property
3. Alcohol in the park
4. Camping prohibited on public property and public right of ways
5. Erecting permanent or temporary structures in parks
6. Misuse of a public restroom
7. Park closure
8. Unlawful urination or defecation in a park
9. Misrepresentation of Age by a Minor
10. Offensive Littering
11. Failure to present a license
12. Criminal Trespass in the Second Degree
13. Theft in the Third Degree

**Addendum to Plea Petition**

State v. \_\_\_\_\_

Court #: \_\_\_\_\_

This case qualifies for the Multnomah County Justice Reinvestment Program. The parties negotiated and stipulate that, as a condition of probation, administrative sanctions are presumptively allowed by the Department of Community Justice **except** for the following circumstances:

- Contact with the Victim
  - Failure to Obey All Laws
  - Absconding from supervision for a period longer than 10 calendar days
  - Failure to complete the restitution Intake/package interview and/or willful failure to comply with restitution obligations
  - OTHER (use sparingly, generally surrounding Victim issues): \_\_\_\_\_
- 

Any violation of probation condition listed above shall result in a detainer and a probation violation hearing before the assigned probation judge (No JC2). DCJ will email notice to the Court and DA’s Office of any administrative sanction imposed for violations outside of those listed above.

Defendant: \_\_\_\_\_

Date: \_\_\_\_\_

Defense Attorney: \_\_\_\_\_

Date: \_\_\_\_\_

Deputy District Attorney: \_\_\_\_\_

Date: \_\_\_\_\_

