

**COLUMBIA COUNTY SHERIFF  
MEMORANDUM**

**APPROVED  
AS CORRECTED**  
**01.13.2015**  
*Corrections noted in red.*

**Date:** October 14, 2014  
**To:** Sheriff Jeff Dickerson  
**From:** Millie Wagner, Administrative Assistant  
**SUBJECT:** **JOCAC MEETING – MINUTES FOR 10/14/2014 MEETING**

**Attendees:**

Committee Members:  
Dick Lager, Chair  
Garrett Lines, Vice-Chair (Joined after the Jail tour)  
David Crawford  
Greg Hinkleman  
~~Jamie Maygra~~  
Lester Kahr (Joined after the Jail tour)  
Dennis Kenna  
Rita Bernhard  
Jeff Auxier  
Harvey Bilton

Columbia County:  
Sarah Hanson, County Counsel

Columbia County Sheriff's Office:  
Undersheriff Andy Moyer  
Captain Tony Weaver – Jail Commander  
Lt. Brooke McDowall - Corrections  
Millie Wagner – Administrative Assistant

Meeting location: Columbia County Justice Center, 901 Port Avenue, Saint Helens, Oregon.

Meeting called to order at 6:40 PM by Committee Chair, Dick Lager.

**PUBLIC COMMENT**

No public comment to record.

**OLD BUSINESS**

None

**NEW BUSINESS**

Focus of this meeting was a tour of the Jail for the committee.

Prior to the tour, an overview of the Jail Management System (JMS) was given by Lt. Brooke McDowall.

- This system helps us keep track of the inmates: account for where the inmates are and who's currently in jail. There are several reporting functions in this system also.
- The courts also rely on reporting from this system.
- The Jail Management System currently in use was purchased when the Jail was first built in 2000. It is outdated and is no longer supported by the company we purchased it from. A big disadvantage of the system is that there are frequent system crashes.

- Undersheriff Moyer stated that if the system goes down then it's difficult for us to do what we are required by law to do and it can be a liability for the County if it goes down.
  - ◆ Clarification was given by Undersheriff Moyer of what "required by law" meant: State law requirements; State Jail Standards and also Federal law because we also house US Marshals inmates.
  - ◆ Committee member Jeff Auxier pointed out that due to the scrutiny the Jail is under and the potential of lawsuit, a good Jail Management System was crucial.
  - ◆ Committee member Greg Hinkleman asked what we would like to see if replacing the current JMS? Undersheriff Moyer responded that it would have to go out for RFP (Request for Proposal), however a web-based system would be optimum in order to minimize issues. Among the benefits, a web-based system would allow patrol deputies and officers from other agencies the ability to look up inmates for their cases.

During the tour of the Jail, Undersheriff Moyer described the barcode system currently used. This system allows us to work more efficiently and allows us to run the Jail with so few deputies.

The Jail tour took the committee from the exterior sally port where a deputy or a police officer would bring someone in custody to Pre-booking, then to Booking and then through the actual Jail itself. Committee members were able to see the inmate pods, Control, Medical, the Jail library, the programs rooms and were also allowed to go into a pod not currently in use.

Discussion during the tour:

- The Jail is the busiest Monday through Friday, during the day. This is due to people going to court and other daily functions.
- There is an average of 10 people per day booked into the Jail.
- Committee member Rita Bernhard asked what the percentage of local inmates that had been here before and were returning was. Undersheriff Moyer stated that he was not sure, but it possibly could be around 75%.
- Undersheriff Moyer stated that inmate files were retained forever, even after the death of the inmate. Currently we hold 19,000 inmate files.
- The importance of Control (the Jail Control Center) was discussed and the committee members were able to see what the Control Technician does.
- Undersheriff Moyer stated that 65% - 68% of the Jail inmate population receives medical services.
- Inmate accounts (housing fees, commissary, etc.) were discussed and it was stated that the current Jail Management System is weak in allowing us to recapture all of the money owed by inmates previously housed here.

After the tour of the Jail, items for the next agenda were discussed:

- How the money will be used for Jail operations
- How many more Corrections Deputies, Control Technicians, etc will be needed
- What the capitol needs are
- Committee Chair Dick Lager stated that this information can be in the form of a presentation.

Discussion regarding the date of the next meeting since it is currently scheduled for November 11, which is a holiday. County Counsel Sarah Hanson stated that the County Finance Director would not be available to attend until late November. Committee member Lester Kahr made the motion for the next meeting to occur on 11/18, have no meeting in December, and then return to a normal meeting schedule in January. The motion was seconded by committee member Harvey Bilton and carried. The next meeting will be held on November 18 at 7:00 PM at the same location.

Committee Vice-Chair Garrett Lines asked when the last DOC Peer Review Audit was completed. Captain Weaver stated that it was last year; however he did not recall the exact date. Captain Weaver will supply the exact date at the next meeting. Committee member Dennis Kenna asked if there were any deficiencies during the audit and

Captain Weaver stated that there were none. Committee Vice-Chair Garrett Lines requested that the committee receive copies of this audit. Undersheriff Moyer stated that the Jail was due to go through a Jail Standards Review in January and it would be very good for the committee to have this also.

Committee Vice-Chair Garrett Lines requested a roster of all of the committee members.

Committee member Dennis Kenna moved to adjourn the meeting at 8:47 PM; the motion was seconded by committee member David Crawford; the motion carried. The meeting adjourned at 8:48 PM.

Respectfully submitted by Millie Wagner, Admin, Columbia County Sheriff's Office