



Oregon

Kate Brown, Governor

Oregon Department of Corrections
Correctional Services Division
Offender Information and Sentence Computation
24499 SW Grahams Ferry Road
Wilsonville, OR 97070-5670
Voice: 503-570-6919
Fax: 503-570-6904

August 31, 2021



Ms. Monique DeSpain, Associate Counsel
Common Sense for Oregon Foundation
2007 State Street
Salem, OR 97301

Dear Ms. DeSpain:

This letter is in further response to your August 2, 2021, request for Department of Corrections records.

During our August 13 telephone conversation and your subsequent email, you withdrew your request for clemency orders as you have received them from the Governor's Office. You further requested records regarding all previous custody cycles. You also requested for each of the 41 individuals on your list a copy of the files the department gathered at the Governor's request for COVID commutation consideration.

Below is the Department of Corrections' fee estimate for processing your request and making copies of nonexempt records available to you. For ease of readability we have listed each request with the corresponding estimate.

Process Request – Management 3 ½ hours x \$40 = \$140

RECORDS REQUESTED FOR EACH FELON NAMED IN THE ATTACHED LIST.

1. Complete Criminal Record: Please provide the complete criminal record held by the Oregon Department of Corrections regarding each felon named in the list attached to this request.

Rehabilitation and Work Programs: Please provide all information regarding any drug and alcohol (or other addiction) rehabilitation program, work program, education program and any other such programs for all felons listed in the attached list while each felon was in the custody of the Department of Corrections. Please include any information regarding each felon's progress in such programs to include specifically completion or non-completion, certification and graduation.

Clemency Applications: Please provide any clemency application received by the Department of Corrections pertaining to any felon named on the attached list.

Post-Incarceration Plans: Please provide all information held by the Department of Corrections regarding all post-incarceration plans for the attached listed felons to include the specific:

1. *Housing plan*
2. *Work/job plan.*
3. *Transportation plan.*
4. *Healthcare plan.*

The below fee estimate for department records that may be responsive to your request is separated by current and previous custody cycle. Department records may not contain all information relative to an individual's criminal record. To obtain a complete criminal record for each individual you may submit your request directly to the Oregon State Police.

Specific alcohol and drug and education records requires a signed release of information. An updated fee estimate will be provided upon receipt of a signed release for each individual.

We further interpret your request for post-incarceration plan to be the individual's transition plan. Before you decide whether to pay our estimated fees below to proceed with the processing of your request, we wanted to let you know the department has determined that portions of transition plans are generally withheld from disclosure under ORS 192.355(5). There is a strong likelihood that on review the department will determine that to the extent it is a custodian of such records the records are exempt from disclosure. In such event the department will deny your request for these records without refunding any fees you pay for the processing of your request, except to the extent that the fees are determined by the department to exceed its actual costs.

Current Custody Cycle

Search/Gather	Clerical 17 hours x \$25 = \$425 (25 minutes per file x 41 files = 17 hours)
Review/Redact	Management 4 hours x \$40 per hour = \$160

Sub-total - \$585

Archive Files (Previous Custody Cycles)

Search/Gather	Clerical 10 ¼ hours x \$25 = \$256.25 (15 minutes per file x 41 files = 10.25 hours)
Review/Redact	Management 6 hours x \$40 = \$240

Sub-total - \$496.25

2. *Notifications: Please provide any information and documentation held by the Department of Corrections regarding notifications sent to the victims of the felons in the attached list, any district attorneys, or any other individuals or organizations who received notice.*

The Board of Parole provides notification to crime victims who register to be notified of an adult in custody's release. You may submit your request to the Board of Parole for

records of victim notifications. Additionally, the public may choose to sign up with VINE, an anonymous phone service, to be notified of the location and status changes of adults in custody. Below is the fee estimate for searching and making copies of nonexempt department records available to you for Request No. 2:

Search/Gather	Clerical 1 ½ hours x \$25 per hour = \$37.50
Review/Redact	Management ¼ hour x \$40 = \$10

Sub-Total - \$47.50

3. *Files gathered at Governor's request for COVID commutation consideration*

The original packet gathered at the Governor's request for COVID communications was provided to the Governor for her consideration. Upon review, the department did not maintain a copy of the completed packets. You may direct your request for the packets to the Governor's Office.

Minus first half hour - \$20

Total - \$1,248.75

If you want the department to proceed with the processing of your request, you must prepay to the department its estimated fees. Please mail a money order, cashier's check, or business check to the Oregon Department of Corrections for the above amount to: **Department of Corrections Offender Sentence and Computation, Attention: Michelle Dodson, 24499 SW Grahams Ferry Road, Wilsonville, OR 97070**. Once payment has been received we will process your request.

If the amount you prepay to the department exceeds our actual costs any difference will be refunded to you. If our actual costs are higher than our estimate you will be required to pay an amount reflecting those additional costs before we complete the processing of your request.

Upon review, the department may determine that the documents are exempt from disclosure in whole or in part under one or more of the statutory disclosure exemptions in the Public Records Law. In such event, we will notify you of the same and the exemption relied on in withholding the information from disclosure.

If the department does not receive payment or a response from you within 60 days of the date of this letter, the Public Records Law requires that the department close your request.

Sincerely,



Michelle Dodson
Records Officer

cc: File