



## **Administration**

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### **News from Inmate Services**

#### Two Year Renewals

Inmate Services Unit (ISU) technicians are completing a visitor clean-up project by completing two-year background reviews on all visitors 15 years and older that have been on your visiting list for two-years or longer. Additionally, per Oregon Administrative Rule (OAR) 291-127-0285, any visitor that hasn't visited in the previous **two years** will be removed from the inmate's list unless ISU is notified otherwise.

We are asking that you consider **waiting until your visitor is ready to visit** before adding them back to your list. Our visiting application process is so streamlined we can complete most applications within a week of receipt unless there is some background issue. This will also help in keeping your visiting list updated and accurate, and ensure new applications continue to be processed as quickly as possible.

What this means is:

1. On May 1, 2017, any visitor that has not visited in the past two-years will be automatically removed from your visiting list.
2. You will be receiving notifications of all visitors that are removed because of the two-year no visiting. **Recommendation: Consider re-applying to add your visitor to your list when they are ready to visit.**
3. ISU Technicians will focus on completing background checks on all visitors that have been on your visiting list for two years or longer that are visiting.
4. You will be notified if a visitor is found to no longer be eligible to visit.

We here at Inmate Services know how important it is for you to connect with your family and friends, mentors and support. We want to help make this clean-up project as smooth as possible so please share this with your family and friends.

If you, your family or friends have any questions or concerns, please forward them to us here at ISU at the address below. Thank you.

**Inmate Services Unit**  
2575 Center Street NE  
Salem, Oregon 97301

## **Miscellaneous**

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### **Self-cancellation or No-Showing Medical / Dental Appointments**

If you decide to cancel your appointment or no-show an appointment, you will need to write an inmate communication to Medical Services requesting your appointment to be rescheduled. This is necessary because a self-cancellation or no-show may not be automatically rescheduled. Appointments cancelled by OSP Medical/Dental Services will automatically be rescheduled.

### **How to Manage the Alzheimer's Patients in Our Prisons** Taken from an article by Jaime Todd, MBA, LNHA.

As our population ages we need to recognize how to help those that suffer with Dementia and Alzheimer's. Those that suffer could be our friend, cellie, or family member.

The start of Alzheimer's or dementia is slow. Signs and symptoms start with confusion and forgetfulness. But as the disease gets worse they become unable to perform routine daily activities like bathing, and dressing. They can experience behavior changes like agitation and anger. Good clear communication by others is the key to helping these individuals with Alzheimer's or dementia avoid frustration and achieve comfort. Speaking to them with R-E-S-P-E-C-T not only helps them but you.

#### **R=Reassure**

With constant reassurance, they will feel safer and can pay better attention. Address by name and introduce self as often as needed in a soft tone.

#### **E=Environment**

Create and maintain a relaxing setting to reduce the disruption. One way to do this is to turn off any radios

**Self-cancellation** (cont.)

and/or televisions. This will help to keep the patient relaxed throughout the day.

**S=Specify**

Using small simple words and sentences will decrease confusion. Asking yes/no questions will help them to better understand. If they do not understand then repeat the question.

**P=Prepare**

Often they will resist activities of daily living (changing cloths, brushing teeth, and eating). Give one step instructions to complete before beginning the next job.

**E-Encourage**

Listen closely and give your undivided attention to what is being said or asked. Make sure to smile often. Confusion can add to their problems with communicating.

**C=Check yourself**

Ask, offer, suggest and encourage their participation in decision making regardless of how confused they may be.

**T=Thank**

If you treat them with respect you will have a better bond. This will help them to become more comfortable with you and help them gain confidence and trust in you.

When others help to make effective communication a priority, they create an environment that lets the individual be more independent, less agitated and more comfortable. this allows improved effort, ability, and desire to communicate.

/s/ C. Coffey, Health Services

**Telemedicine is Coming to OSP**

Telemedicine represents the next generation of health care. An on-site nurse will be able to facilitate a thorough clinic appointment between a patient and an off-site provider. Some medical concerns are best managed through face-to-face interactions with patients and their providers, but many medical concerns can be well managed utilizing telemedicine clinics. We look forward to improving our patient services by taking advantage of this technology in the near future.

/s/ B. Magee, Health Services

**OSP Mail Room**

- CD-28s: Be sure that you sign your CD-28. A staff will need to stamp this with an authorization stamp and initial this. If those three items (your

signature, authorization stamp and staffs' initials), are missing from the CD-28, staff will not process your request for legal mail postage, or Central Trust check requests and the item will be returned to you. This delays your legal mail or check request. **CD-28's are still only for legal mail through the Legal Library.**

When mailing an item out of the institution please be sure to select the appropriate size envelope, priority envelope or flat rate box: Standard envelope up to one ounce, international gold envelope up to one ounce, 6.5x9.5 envelope up to two ounces, 10x13 envelope up to three ounces, 12.5x18.5 envelope up to three ounces, Priority envelope if it fits it ships no limit on weight, Small flat rate box no limit, two medium flat rate boxes 50 pound weight limit, two large flat rate boxes 50 pound weight limit, Triangle tube for artwork up to 15 ounces. Note that all Priority envelopes, Triangle Tube and Flat rate boxes.

- Utilize tracking and are insured up to \$50 if lost or damaged through the US Postal Service.
- Oversized items such as Guitars and Keyboards need to be mailed out through the Property Cpl. Make sure you speak with the Property Cpl. and follow the instructions given.
- Please remember that the scales in the blocks are an approximation. The final weight of an item is determined by the metered postage scale in the Mailroom.

If you have any questions about mail or the mail rules please send an inmate communication to OSP Mailroom, C. Toombs. I will do my best to answer your questions and resolve any issues

- that you may have.

/s/ C. Toombs, Mail Room



# Chapel Schedule

## SATURDAY, April 15

**8:00 a.m.** Native American Ceremony  
Jehovah's Witness Study  
Latter Day Saints  
Jewish Service

**11:30 a.m.** Native American Ceremony

**6:00 p.m.** Calvary Chapel

## SUNDAY, April 16

**8:00 a.m.** Spanish Protestant Service  
Jehovah's Witness Spanish  
Russian Baptist

**1:00 p.m.** Catholic Mass  
Jewish Study  
Wicca Outside

**2:00 p.m.** Asatru Outside

**6:00 p.m.** Latter Day Saints Study  
Lutheran  
Urantia

## MONDAY, April 17

**1:00 p.m.** Buddhist Discussion Group  
Restorative Justice

**6:00 p.m.** Restorative Justice

## TUESDAY, April 18

**8:00 a.m.** Universal Unitarian

**1:00 p.m.** Russian Bible  
Lifeline  
Torah Men

**6:00 p.m.** Buddhist Service  
Prison Fellowship Discipleship  
Catholic Study

## WEDNESDAY, April 19

**8:00 a.m.** OSP Choir Practice

**1:00 p.m.** Seventh Day Adventist Study  
Orthodox Christianity  
Life Support

**6:00 p.m.** Indigenous Circle  
Restorative Justice Theater

## THURSDAY, April 20

**8:00 a.m.** Thresholds  
Jehovah's Witness Service  
Jehovah's Witness Spanish

**1:00 p.m.** TUMI ☹  
Spanish Catholic

**6:00 p.m.** Christian Journaling  
Restorative Justice ☹

## FRIDAY, April 21

**8:00 a.m.** Trauma Transformation

**1:00 p.m.** Nation of Islam  
Sunni Jum'ah Prayer  
United Pentecostal Study

☹ = Service is full or restricted. Add requests are not being accepted at this time.

☹ = Service has a waiting list. Submit a request to be placed on waiting list.