



Administration

Below is a list of status changes for the administrative rules and policies since 3/1/17.

PROPOSED RULES:

291-028: Searches Conducted by Parole and Probation Officers

- Removes a process no longer required for Parole and Probation Officers to conduct searches.

291-061: Medical Clearance for Inmate Food Handlers

- Clarifies the medical clearance certification requirement for inmate food handlers concerns communicable diseases that are transmitted through the food supply or handling of food, rather than all communicable diseases.
- *Also temporarily adopted effective 3/30/17.*

The last day to submit comments is **June 5, 2017**.

Note: The last day to submit comments on the proposed rules on **Transgender and Intersex (Inmate)** has been extended to **May 20, 2017**.

PERMANENT RULES:

291-001: Procedural Rules

- Adopts by reference the Confidentiality and Inadmissibility of Mediation Communications rule from DOJ.
- Effective 3/13/17

291-065: Parole and Probation Officer Duties

- Updates definitions with current terminology.
- Effective 3/17/17

TEMPORARY RULES

291-063: Approval for Short-Term Transitional have

- Allows inmates eligible for STTL housed in a county facility to be released directly from the county facility.
- Effective: 3/15/17

POLICIES:

10.1.5: Honor Guard

- Clarifies expectations and time management for Honor Guard members.
- Effective 2/15/17

30.5.2: E-Board and Interim Joint Committee on Ways and Means Requests

- Updates process and responsibilities for preparation of E-Board requests.
- Effective 3/15/17

ODOC rules and policies can be accessed through the ODOC website

http://www.oregon.gov/doc/OC/pages/rules_policies/index.aspx

*Birdie Worley
ODOC Rules Coordinator
503-945-0933*

Proposed, temporary, and permanently adopted rules are available for review in the inmate Legal Library. Personal copies may be obtained by sending an inmate communication to M. Davidson, Library Coordinator.

Inmates in special housing units may access copies of proposed rules and permanently adopted rules for review by asking the housing unit officer. Personal copies may be obtained by sending an inmate communication to M. Davidson, Library Coordinator.

Proposed rules will be copied free of charge. If you want a personal copy of a permanently adopted rule, there will be a charge for the copy.

Comments on proposed rules may be submitted by inmate communication or letter to: B. Worley, Rules Coordinator, DOC Rules Office.

Security

Update to Semi-annual Blanket Wash Schedule

Please include the following article in the next three issues of the Walled Street Journal.

The Clothing Room will be conducting its semi-annual mandatory blanket wash. All blankets will be collected at the 5:15 a.m. wake-up bell and returned after the 4:00 p.m. count clears on the same day. Clothing Room staff and block staff will supervise Clothing Room workers and housing unit orderlies in the collection and distribution of blankets. **ALL CELLS WILL BE SEARCHED FOR EXTRA LINEN.**

The blanket wash schedule has changed. The schedule will now be as follows:

Friday, April 21 C-Block
 Friday, April 28 E-Block
 Friday, May 5 D-Block
 Friday, May 12 A-Block

/s/ Cpl. Rogers, Security

Activities

Developing Your Leadership Skills Class

Capital Toastmasters Club is offering a "Developing Your Leadership Skills Class" on Friday, May 5, 2017, from 6:00 to 8:00 p.m. to General Population, level 2s and 3s. Participants study qualities designed to help participants develop leadership abilities and become more effective managers. Topics discussed and required for quality leaders include contracting for excellence, team building, motivation, and coaching. This is valuable knowledge that will help a person improve their leadership skills.

There is a \$2 fee to cover the cost of refreshments, course materials, and the certificates of completion. Since this is a one-day class with certificates, there will not be an optional line to leave early. If you would like to expand your leadership skills, send an inmate communication and a CD-28 to Capital Toastmasters before April 24, 2017. CD-28s will be processed as they are received. If you are indigent and would like to attend, let us know.

/s/ C. McFadden, Activities

General Services

Food Theft

Food theft from the Culinary is a major problem for the Institution. It impacts our ability to ensure adequate portions of the published menu are available. It also jeopardizes the health of individuals taking food that is perishable and not being properly stored or cooked. It also has a significant effect on our ability to work within our food service budget.

This notice constitutes a direct order that you are not to take any food items from the Kitchen other than uncut fruit in the quantity served. (Per your Inmate Handbook). The following plan was designed to address this issue in a reasonable, consistent way.

1. If an inmate is caught stealing or attempting to steal food, the food will be confiscated and disposed of accordingly. If the value of the food is less than \$20, the inmate will be issued a minor misconduct report. The minor misconduct report will be for Disobedience of an Order III and will include the cost of all food items that have to be disposed of due to the theft/attempted theft or misuse. If the value of the food is \$20 or more, the inmate will receive a major misconduct order for Contraband II and will also be charged for the cost of food that has to be disposed of.
2. If the inmate stealing the food is assigned to the Kitchen or Dining Room, they will receive a program failure along with the Misconduct Report.
3. This process will be used for foodstuffs found outside the Culinary Section (for example cell searches, etcetera) if the items can reasonably be determined to have been taken from the Foodservices.

Note: This does not prevent a staff member from issuing a misconduct report for a higher level charge (Contraband II) in the event the inmate has received a recent previous minor misconduct for the same conduct.

/s/ M. Yoder, Asst. Supt. General Services

Miscellaneous

Physical Plant HVAC Job Opening

The Physical Plant HVAC Shop is looking to fill one worker position. HVAC, electrical, and mechanical experience preferred. You must be a hard worker who is self-motivated, and able to work well with others as well as being able to give and receive constructive criticism. You must be able to lift 75 pounds, work in confined spaces, on a ladder or scaffolding, and in extreme temperatures. You must have a minimum of one year clear conduct. Please send your inmate work application to the Physical Plant HVAC Shop.

/s/ P. Willette, Physical Plant

Physical Plant Paint Shop Apprenticeship Openings

The Physical Plant Paint Shop is accepting applications for candidates who desire to complete the Apprenticeship Painting Program. Due to the timeframe for program completion, candidates must have at minimum three years of time to be able to finish the program. Applicants must have a history of good conduct with no Major Violations in the last 12 months. Desirable candidate traits are dedicated workers who follow direction and study well. Please list any experience you have had related to construction (painting in particular). After completing this program an individual will receive their journeyman credentials, and with it open additional opportunities to succeed upon release. **Note:** Apprentice Painters are required to pay for the program. High School Diploma or GED is required to participate in the program.

/s/ J. Trevino, Physical Plant

Access to Medical Care

Sick call appointments are available by appointment. If you are not feeling well or have a problem that requires medical attention, you are required to send a request for medical/dental communication form to Medical Services. You need to sign your full name, SID number, cell number, and date. Include a brief description of your need, explaining your signs and symptoms. Please fill out the form completely to help us better meet your health care needs. Place the your completed communication in the secure Health Services mailbox on the Control Floor to ensure your communication is confidential. Medical Communications are picked up daily and will be responded to promptly.

If a medical appointment is necessary, an appointment will be scheduled and a call pass will be issued. It is important that you keep your appointment and report promptly to the Medical Services area at the time shown on the call pass.

Should you become ill or otherwise need medical attention during other times of the day, consult your supervisor or housing unit officer. Your housing unit officer will call Nursing Services and triage your medical concerns awaiting further direction by Nursing staff. All emergency medical situations will be handled when they arise.

Dandruff—Self Care Information

Are you afraid to wash your hair frequently, fearing dandruff will land on your shoulders? Once you know what dandruff is and how to treat it, your hair will be cleaner and you can worry less about dandruff flakes.

What Is Dandruff?

Skin is in a constant state of renewal, producing more cells as old dead cells fall off as "scale." Although a little bit of scale is normal and doesn't bother anything, some people have too much. There is a common misconception that dandruff is caused by scalp skin being too dry, so some people with dandruff avoid washing their hair. They think this will help their problem, but that's incorrect. They are actually not washing their scalp **enough**; the scale is building up into larger, more noticeable flakes before it falls off the skin. Dandruff problems tend to occur more frequently in people with **oily** skin and hair. Also, if you have long hair, it will usually make dandruff worse because you have to actually **cleanse the scalp**, not the hair in order to effectively treat the condition.

When dandruff is severe, red, greasy scaling areas around the nose, the folds of the cheeks, the eyebrows, and ear areas can accompany it. This condition is called seborrheic dermatitis. Essentially, this is widespread dandruff involving the skin as well as the scalp.

Factors affecting Dandruff

Diet can effect flaking. It is a good idea to experiment with your diet to see if you can discover what triggers the extra flakes. Surprising things such as cheeses, highly seasoned foods and milk chocolate can cause it. Seasonal changes, stress, and certain diseases seem to affect dandruff as well.

Dandruff—Self Care Information (cont.)

There is no way to cure dandruff. However, you can treat it if you wish.

Treatment

Remember that this is not a serious condition in most cases, and can be treated through diet, hygiene, shorter hairstyles and stress reduction.

If you wish to treat the condition, try a medicated shampoo. The canteen has several products. Any dandruff product must be left on the scalp for a period of time for best effect, so shampoo your scalp first during you shower. (Remember, you are treating your scalp, not your hair.) A water-based conditioner can help prevent your hair from drying out when using medicated shampoos.

/s/ C. Coffey, 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 22

- 8:00 a.m.** Native American Ceremony
Jehovah's Witness Study
Latter Day Saints
Jewish Service
- 11:30 a.m.** Native American Ceremony
- 1:00 p.m.** Sunni Muslim Study
Worship Practice
- 6:00 p.m.** Calvary Chapel
Asatru

SUNDAY, April 23

- 8:00 a.m.** Spanish Protestant Service
Jehovah's Witness Spanish
- 1:00 p.m.** Catholic Mass
- 6:00 p.m.** Latter Day Saints Study
Lutheran
Urantia

MONDAY, April 24

- 1:00 p.m.** Buddhist Discussion Group
Restorative Justice
- 6:00 p.m.** Restorative Justice

TUESDAY, April 25

- 1:00 p.m.** Russian Bible
Hare Krishna
- 6:00 p.m.** Buddhist Service
Prison Fellowship Discipleship
Catholic Study

WEDNESDAY, April 26

- 8:00 a.m.** OSP Choir Practice
- 1:00 p.m.** Seventh Day Adventist Study
Hospice
Life Support
- 6:00 p.m.** Indigenous Circle ☹
Acting Group

THURSDAY, April 27

- 8:00 a.m.** Thresholds
Jehovah's Witness Service
Jehovah's Witness Spanish
- 1:00 p.m.** TUMI ☹
- 6:00 p.m.** Celebrate Recovery ☹
Gospel Worship

FRIDAY, April 28

- 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.