



Administration

Questions & Answers from ISU (Inmate Services Unit)

RE: Visitor Applications

Q: Why does it take so long to process a visitor application/s for my family or friends?

A: There are a few reasons as to why processing times vary:

1. **AIC is on INTAKE Status** - visitor applications submitted while on Intake cannot be processed until the AIC reaches his/her home institution. To speed up the process, hold on to your applications until you reach your first housing institution.
2. **The visitor application has missing or incorrect information** - ALL INFORMATION IS REQUIRED on the application; **FULL NAME (first, middle, and last names must be SPELLED CORRECTLY), DATE OF BIRTH AND A VALID ID NUMBER** must be included to complete a background check.
3. **Potential visitor is not from the United States** - These visitors must provide their own background check from the country they are visiting from. They may contact a police agency or the Consulate representing the country they are from.
4. **Potential visitor is a minor** - In order to enter any ODOC facility ALL MINOR VISITORS must have a custodial consent form signed by the **CUSTODIAL parent or LEGAL guardian and NOTARIZED** on file. The ISU Technician will send this form to the parent or legal guardian once it has been determined the minor visitor is eligible for visiting.
5. **Visitor is in "Deferred" status** - If you receive a Deferred notice, review, sign, and return to the ISU office as soon as possible. We CANNOT approve the visitor without your permission.

Holding onto or destroying this form will also slow down the process. If you do not return the deferred notice after the 3rd attempt, ISU will close the application to IN-Incomplete.

If you have further questions in regards to the visitor application process, please send your written communication forms to: Inmate Services Unit, 2575 Center St. NE, Salem, OR 97301.

/s/ K. Ketchum, The Office of Communications

Security

Group Living

The Single Cell list is currently closed due to excessive length. It will be reopened as is appropriate. Watch for periodic updates in the Walled Street Bulletin.

/s/ CPL K. Stepp, Group Living

Activities

Rotisserie Chicken Fundraiser

On September 9, 2016, at 6:00 p.m. the Hole in the Wall Group is offering one half of a rotisserie-cooked deli chicken; macaroni and cheese; cinnamon rolls with real butter; ice cream; and beverage. These are extra-large roaster birds and we are purchasing plenty for the sides and dessert. To attend this event, address your CD-28 for \$16 to the NA Group Fundraiser, Activities section by September 1, 2016. **Do NOT send your CD-28 to the Central Trust, or to the Control Floor.** The Menu is, as always, subject to change without notice and we cannot give refunds. This event will be filled on a first come, first served basis. Once we reach our limit, we're done! So please send in those CD-28s as soon as you can. Level II and III only please. Thanks to everyone who plans to attend!

/s/ S. Finster, Activities

Commissary

Indigent Envelopes

At the beginning of each month, the **Commissary** will accept requests for **indigent** envelopes. To order you must use the following procedure:

Indigent Envelopes (cont.)

Inmates who had an account balance of \$2.90 or less (Not above \$2.90 at any time) throughout the previous month may qualify for "Indigent Envelopes." To Place your request, send an inmate communication or indigent request form to the **Commissary** listing your full name (**Last Name, First Name, Middle Initial**, please do not use "nicknames" or alias), **SID#**, and **Housing Unit**. If qualified, you will be sent a pass to come to the **Commissary** and pick up your envelopes. If you do not qualify, your communication form will be returned to you stamped denied. **Inmates housed in DSU, BHU, MHI, and ICH, must submit a request to your Commissary officer.** Requests are filled once per month per inmate. Please note, indigent requests are filled based on your trust account balance from the previous month (for example, May requests will be filled based on April's account information.)

/s/ M. McPherson, Commissary

Miscellaneous**Painter Position**

The Physical Plant Paint Shop is accepting applications for employment. The available positions involve painting using brushes, rollers, as well as spraying. Prep work including masking, caulking, sanding, and block filling are also key responsibilities. I am looking for individuals who display a focused work ethic, who take direction and instruction positively to enhance their skills of the trade. Please identify any background in construction, maintenance, or painting you may have.

/s/ J. Travino, Physical Plant

Library Usage

This is a reminder of the rules and directives regarding utilizing library services:

1. Only AICs with a valid call pass to the library are allowed to enter the library. If you enter a library without a valid call pass, or at a time other than what is on the call pass, you are in an Unauthorized Area.
2. Library sessions end at 10:00 a.m. and 3:00 p.m. You must exit the library by those times.
3. If the sign on the door says "CLOSED," do not enter the library.
4. Failure to follow these time frames places you in an Unauthorized Area and appropriate disciplinary steps will be utilized.
5. AICs are only permitted to copy "legal documents at the inmate's expense." "An

inmate without sufficient funds in his/her trust account to cover the costs of duplication at the time of request will be provided supplies necessary (i.e., paper and carbon paper) to hand duplicate or type the material. The library coordinator may authorize the photocopying of exhibits or other legal documents for an indigent inmate if the inmate demonstrates the duplication cannot be accomplished by use of carbon paper and is required by the court or procedural rules," per OAR 291-139-0040.

/s/ A. Pinkley-Wernz, Asst. Superintendent, Correctional Rehabilitation

OSP Mail Room

- 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 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 postage, or funds, and the item will be returned to you. This delays your mail or package.
- Mail Room staff would like to remind you of the VIP Kiosk usage rules: All photos taken at the VIP kiosks require that the inmate is clothed (must have a shirt on) and not attempting to conceal their identity (no sunglasses, hats, or other appearance changers). No displays of hand signs. You must be alone in the photos, no group photos are approved. You may photograph awards, certificates, other photos, art, or personal property like a book or musical instrument for display in your GALLERY. The profile photo section is only to be used for the log in photo taken each time you log into the system. The Gallery section is where you may display the above listed various personal photos.
- If you have any questions about mail or the mail rules please send an inmate communication to OSP Mail Room, C. Toombs. I will do my best to answer your questions and resolve any issues that you may have.

/s/ C. Toombs, Mail Room

Preventing Dehydration
(Information from WebMD)

Dehydration happens when the body eliminates more fluids than it absorbs. Drinking inadequate amounts of hydrating fluids during exercise, hot weather, or daily activities can cause the body to use up its stored water.

Preventing Dehydration (cont.)

To prevent dehydration, watch the amount of fluid you drink, listen to your body, and drink more liquids during exercise and hot weather.

- Drink plenty of water before, while, and after you are active. This is very important when it's hot out and when you do intense exercise.
- Drink plenty of water before, during, and after exercise.
- Take a container of water with you when you exercise, and try to drink at least every 15 to 20 minutes.
- Use a sports drink if you will be exercising for longer than one hour.
- Avoid high-protein diets. If you are on a high-protein diet, make sure that you drink at least eight to 12 glasses of water each day.
- Do not take salt tablets. Most people get plenty of salt in their diets. Use a sports drink if you are worried about replacing minerals lost through sweating.

/s/ C. Coffey, Health Services

Chapel**Chapel Memorial**

On **August 23, 2016**, there will be a memorial service for **Michael Graham**. If you are interested in attending the service please send an inmate communication to the Chapel.

Thresholds Class

Thresholds class begins on **Thursday, August 25, 2016**. Thresholds is a nine month program offering spiritual, personal, and educational growth. The class is on **Thursdays 8-9:45 a.m.** If you are interested in attending, please send an inmate communication to the Chapel.

/s/ A. Perlstein, Chapel

Chapel Schedule**SATURDAY, August 13**

- 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.** Seventh Day Adventist Service

Sunni Muslim Study
Worship Practice
Calvary Chapel

6:00 p.m.

SUNDAY, August 14

8:00 a.m. Spanish Protestant Service
Jehovah's Witness Spanish
Shambala Retreat

10:00 a.m. Asatru

1:00 p.m. Catholic Mass
Jewish Study

6:00 p.m. Latter Day Saints Study
Urantia
University Fellowship

MONDAY, August 15

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

6:00 p.m. Non-Violent Communications Advanced

TUESDAY, August 16

8:00 a.m. Universal Unitarian
Russian Bible

1:00 p.m. Torah Men
Life Line

6:00 p.m. Buddhist Service
Prison Fellowship Discipleship
Catholic Study
Non Violent Practice Group ☹

WEDNESDAY, August 17

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 ☹
Acting group

THURSDAY, August 18

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

1:00 p.m. TUMI ☹

6:00 p.m. Spanish Catholic
Celebrate Recovery ☹
Spanish NVC
Non-Violent Communication
Christian Journal

FRIDAY, August 19

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.