



Administration

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

Security

TV Security

If you are moved to the industries dorm from one of the housing units, and you have a television. We will provide you a location to securely store your television in the dorm. Contact the dorm officer when you arrive for your housing assignment. Just a reminder Oregon Administrative Rules state in part: Inmates are solely responsible for the care and safekeeping of their personal property while it is in their possession. Please avail yourself of all means to secure your property.

/s/ Captain Simmons, Security

Group Living

The Single Cell List has been depleted by recent events and is being re-opened for applicants on August 23, 2016. Applicants will be placed on the Single Cell List in the order in which they are received. Note that the opening date is a **HARD DATE. ANY APPLICATIONS RECEIVED PRIOR TO AUGUST 23, 2016, WILL BE DISCARDED WITHOUT RESPONSE.**

The following are the eligibility requirements for a Single Cell at OSP.

1. One year in the ODOC on your current incarceration (Marked from your arrival date at Coffee Creek).
2. One year clear of Major Misconduct (Marked as of the Date of your last Hearing Conviction for a Major).
3. Current Employment or Full-Time Education Program (Both at time of request and when it is your turn).

Please note that NCI Level Three (3) AICs are given preference in Single Cell assignments. In other words, getting your request in will get you on the list. However, when your name comes to the top of the list, if you are an NCI Level 2, you will be passed over for an NCI Level 3 AIC.

/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

Commissary News, Updates and Reminders

Price Change

We have recently been advised of a vendor size change for the **Sweet Obsession Dark Chocolate bar**. The size will change from a 5.3 oz. bar to a 3.5 oz. bar. The price will remain the same.

New Items

Art Accessories:
Mesh Zipper Bag 12X16 Price: \$5.58
Student Art Folio 14X20X2 Blue Only Price: \$7.99

Discontinued Items

MP3 Armband Holder with protective cover

/s/ A. Nelson, 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:

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

ICH Peer Companions Announcement

We believe that inmates, who have proven to be successful in the prison community, can provide a valuable resource to peers within that community. By listening to and mentoring peers who are struggling with various disabilities, Peer Companions can help teach them how to more effectively and productively manage their own responses to their environment.

Mental Health Special Housing is now hiring Peer Companion positions on the Intermediate Care Housing (ICH) unit. Individuals selected for these positions will report to the ICH for their shift. We are looking for motivated, responsible individuals who have willingness to work with both elder and special needs populations.

ICH Peer Companions will have specific shifts and are responsible for assisting unit staff, and treatment staff in ensuring that identified inmates' housed on the ICH are getting their basic and daily needs met.

Duties may also include guiding or accompanying individuals who have difficulty walking or who are resistant to engaging in activities outside of their cells to activities in the day room or out to the ICH yard. This may include actually engaging the assigned inmate in these activities.

Please submit an application to Christine Estrada ICH Program Manager for the ICH, if you are interested. Applications deadlines will be August 26, 2016. To be eligible, you must be an incentive Level 3 and have clear conduct for at least one year.

/s/ C. Estrada, ICH Program Manager

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

Pharmacy Refill Reminders

Here's a guide to understanding the various dates printed on the labels of your KOP (in-cell) medications. The start date of the prescription is in the upper right-hand corner. The expiration date of your prescription, also called the DC Date, is highlighted in the blue box. The date in the lower-left corner, directly above the name of the medication, is the day the pharmacy filled this particular package.



The pharmacy won't refill prescriptions early, so please don't submit the refill stickers until you are down to a one-week supply of medication. Refill requests submitted too soon may be returned to you, and you will need to resubmit them on the appropriate date.

Keep an eye on the expiration date of your prescriptions, so that you can request an appointment with your provider to have them renewed. You should request renewals four to six weeks before the prescription expires.

/s/ B. Carlson and G. Hollenbeck, Health Services

In-Cell Medication Dosing Around Work and Programing Schedule

There has been concern due to the amount of people going back to their cell throughout the day to take their in-cell medications. It is Medical Services understanding that this is causing safety and security issues due to traffic, and interrupting work and programing. Please remember that it is important to plan your self-medication administration around your work schedule.

For example if you, if you have a medication scheduled once or twice a day: take it prior to work, or before bedtime. By working your medications around your schedule it will allow you to take your medication at a consistent time and allow you to develop a pattern. Remember to follow your doctor's orders to achieve the full benefit and lessen the possible side effects of your medications. Don't panic if you miss a dose of your medication. Take it as soon as you remember. If it is almost time for your next dose, skip the missed dose and return to your regular medication schedule. Do not take two doses to make up for the dose you missed.

Please remember all prescribed medication (pills) must remain in the blister pack until immediately prior to ingestion. Any loose (unpackaged pill(s) found is/are considered contraband. If you have question about how to dose your medications around your work schedule/programing, please send an inmate communication to Medical Services Attn: Sick Call.

Protecting your Self Against Skin Infections

Here are some simple steps you can take:

How can I protect myself?

- Wash your hands thoroughly with soap and water:
- Lather and rub all surfaces of the hand, for at least 10 seconds.
- Keep cuts and abrasions clean and covered with a clean bandage until healed.
- Avoid skin-to-skin contact with persons who have skin infections.
- Do not share personal items (i.e. clothing, washcloth, razors) with other persons.

Protecting your Self Against Skin Infections
(cont.)

- Clean objects and surfaces that are shared with other persons, such as athletic equipment, before you use them.

What should I do if I think I have a skin infection?

- If you suspect you might have a skin infection, kyte medical. Once triaged by nursing staff, you will be seen and evaluated.

If I have a skin infection how can I keep from spreading it to others?

- Advise those around you to wash their hands frequently.
- Do not share personal items, or other items that may have had contact with the infected wound or wound drainage.
- Disinfect all non-clothing items that might come in contact with the wound (for example, exercise equipment).
- Avoid participating in contact sports or other skin-to-skin contact until your infection has healed.
- Be sure to follow all instructions from your healthcare provider and if prescribed antibiotics, take all your pills, even when you start to notice improvement in symptoms.

/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 20

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
6:00 p.m. Calvary Chapel
Asatru

SUNDAY, August 21

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
Urantia
Lutheran Worship

MONDAY, August 22

1:00 p.m. Buddhist Discussion Group
6:00 p.m. Non-Violent Communications Advanced

TUESDAY, August 23

1:00 p.m. Russian Bible
Torah Men
6:00 p.m. Buddhist Service
Prison Fellowship Discipleship
Catholic Study
Non Violent Practice Group ☺

WEDNESDAY, August 24

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, August 25

8:00 a.m. Thresholds
Jehovah's Witness Service
Jehovah's Witness Spanish
1:00 p.m. TUMI ☺
Spanish Catholic
6:00 p.m. Celebrate Recovery ☺
Spanish NVC
Non-Violent Communication
Gospel Worship
Restoative Justice ☺

FRIDAY, August 26

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.