



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

DSU Holiday Commissary

Any holiday Commissary items will need to be consumed by January 10, 2017, or it will be confiscated and sent to your property in general population.

/s/ S. Kleier, Security

Single Cell Housing

All requests for **Single Cell Housing** must come through the Group Living Captain.

BHS and medical staff input, as well as facility needs, will be taken into account when deciding who to place into the single cells that become available.

Single cell housing priority will be:

1. Medical concerns
2. BHS concerns
3. Administrative concerns
4. Inmate convenience move requests

Once an inmate is housed in a single cell, if a higher priority placement concern occurs, the inmate may be removed. Issues with inmate conduct may result in removal from a single cell.

/s/ Capt. B. Stephen, Group Living

Activities

Mental Flexibility Class

Capital Toastmasters Club is offering a Mental Flexibility class on Saturday, January 7, 2017, from 12:15 p.m. to 3:00 p.m. to club members and the general population, level 2s and 3s. Mental flexibility can be defined as a way of thinking - an attitude. It's a way of approaching a situation that allows ones' behavior to achieve the best outcome for them. Participants learn to increase their mental flexibility to become better listeners, observers, thinkers, and problem solvers. These are all valuable skills that can be used on a daily basis no matter where a person is or what they are doing. There is a \$2 charge to cover the

Mental Flexibility Class (cont.)

cost of certificates, manuals, and cinnamon rolls. If you wish to participate in this class and are incentive level two or three, send an inmate communication and a \$2 CD-28 to the Capital Toastmasters Club prior to December 31, 2016. We hope to see you there!

/s/ J. Rodriguez, Activities

Miscellaneous**New Process to purchase Felix photos**

First I want to say thanks to all who have been a part of purchasing Felix Photos. Beginning January 1, 2017, if you want a picture with Felix, you will **no longer fill out a CD 28**. You may purchase a Dog Photo Ticket for \$1.50 from Commissary. You will need to write in on the commissary sheet, that you are wanting to purchase Dog Photo Ticket and how many. The commissary sales receipt number will have to be included on the back of the Dog Photo Ticket. There will be a space included to what photo image number you may want to order. On the Front of the Dog Photo Ticket, you will need to fill in your name and SID number along with your housing unit. This all needs to be legible.

Once the Dog Photo ticket is purchased, you will then have either of the dog handlers take your photo. The dog handlers will turn the tickets into Deb Schlueter, Assignment Office Support Specialist II who has been overseeing the photo program. The photos will still be ordered from the same source as of August of 2016. You will still receive the same quality picture. All proceeds from these tickets go to the care and welfare of Felix.

If you have any questions, you may submit an inmate communication to Deb Schlueter, Office Support Specialist II in the Assignment Office.

/s/ D. Schlueter, Assignment Office

Alternatives to Violence Project Workshop

The Alternatives To Violence Project (AVP) is holding a beginning workshop on January 13 and 20, 2017. It is a two-day, all day, workshop from 7:45 a.m. until 2:45 p.m. and again from 5:30 p.m. to 8:00 p.m. Participants need to be incentive level 2 or 3 and be able to attend all day for both days. In AVP, people learn about and practice living a life of dignity and self-respect in a non-violent manner. If you are incentive level 2 or 3 and would like to take part in this AVP beginning workshop, please send an inmate communication to Activities –

AVP. Space is very limited; so do not delay in signing up.

/s/ J. Rodriguez, Activities

What is Influenza (also called Flu)?

The flu is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu vaccine each year. **To decrease your chances of spreading or catching the flu it is also important to wash your hands frequently and disinfect surfaces.**

Signs and Symptoms of the Flu

People who have the flu often feel some or all of these signs and symptoms:

- Fever or feeling feverish/chills
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (very tired)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.

Self-Care for the Flu

- Take Acetaminophen or Ibuprofen as directed by manufacture to reduce fever and muscle aches.
- Drink clear fluids, such as water, or sports drinks
- Rest and sleep.

Period of Contagiousness & Onset of Symptoms

You may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick. Most healthy adults may be able to infect others beginning one day before symptoms develop and up to five to seven days after becoming sick. Some people, especially young children and people with weakened immune systems, might be able to infect others for an even longer time. The time from when a person is exposed to flu virus to when symptoms begin is about one to four days, with an average of about two days.

If you have questions, concerns, or feel like you have the flu please send an inmate communication to Sick Call.

/s/ C. Coffey, Health Services

Parenting Class Teacher’s Assistant Job opening

Under the direction of the Pathfinders Program, the successful candidate will meet the following minimum qualifications:

1. Is a successful Parenting class graduate who has mastered the Parenting skills and consistently demonstrates the application and transfer of those skills to his daily life.
2. Preference to candidates who are bilingual
3. Is a strong advocate for the Parenting program
4. Has excellent references from prior work assignments within the corrections system
5. Demonstrates excellent organizational skills
6. Is reliable and dependable
7. Is willing to serve as an example to other participants, including a strong commitment to not engaging in activities that will lead to discipline reports or other correction system consequences
8. Recognizes that an assistant is not in an authoritative position over the participants and acts accordingly

If you are interested, please submit an application to Pathfinders by December 23, 2016.

/s/ B. Nibler, Pathfinders

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, December 17

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, December 18

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

1:00 p.m. Catholic Mass
Jewish Study

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

MONDAY, December 19

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

6:00 p.m. Restorative Justice

TUESDAY, December 20

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, December 21

8:00 a.m. OSP Choir Practice

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

6:00 p.m. RJ PLAY

THURSDAY, December 22

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
Celebrate Recovery ☹

FRIDAY, December 23

8:00 a.m. Trauma Transformation Group

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.