



## **Administration**

### **Social Security Number Review** (Last Updated 2/29/16)

It has been brought to our attention that there are still some questions about submitting your Social Security Number (SSN) or Tax Identification Number (TIN). This process started in January 2011. The reason for this is in the statement below.

The Internal Revenue Service (IRS) requires inmates to fill out a W-9 form if they receive \$600 or more per year in PRAS awards. Filling out the form is voluntary. However, If DOC does not have your valid SSN, then the monthly PRAS award you receive will be reduced if it is projected that you will receive \$600 or more for the year.

This means that the most you will receive in PRAS awards per year is \$599. The reduction of your PRAS awards will remain in effect until we have your valid SSN/TIN. This change only affects inmates in work assignments that receive \$50 or more per month in PRAS. If your PRAS award is less than \$50 per month and you are not going to earn \$600 or more per year, your awards will not be reduced and you will not be affected by this change. Please note that if you change work assignments during the year to a higher award program, your monthly awards may then be affected.

Inmates who do not have a valid Social Security Number and cannot get one will be affected by this reduction anytime it is estimated you may receive \$600 or more per year.

This is only for inmates who have not completed one of these forms. This is not a new announcement and you do not have to fill out a W-9 if you already have previously.

If you've been working and are only now filling out your W-9, you will not receive retroactive back pay.

If you have any questions or wish to receive a W-9 Form, send an inmate communication to Mr. Hinzman in Group Living.

## **Security**

### **Reminder** (Per page five in the Inmate Handbook)

**Loitering in any area is prohibited.** When moving through the institution in mass movement on turnouts or on passes, you are not allowed to carry your coat; you must be wearing it. The only time you are allowed to carry clothing is to and from the showers. You are also not allowed to carry liquids or ice or eat while you are moving through the Institution.

No loitering includes stopping and talking on the Control Floor, this includes the waiting room. **DO NOT STOP AND TALK ON THE CONTROL FLOOR.** The Control Floor is for moving from one area of the institution to another. It is not for making plans to work out or talking with your friend. Stopping to talk is an unauthorized area and progressive discipline can and will be used. You are also not allowed to wear any earbuds while crossing the control floor.

/s/ Control Floor Sgt.

### **Unauthorized Areas**

The current inmate handbook lists expected housing unit conduct beginning on page 13. It says:

Rules and procedures governing the housing unit routines are designed to provide a safe, orderly and cost-effective program. The following is a brief outline of what is expected from you while you are in your assigned housing unit:

1. You may not enter any housing unit except where assigned. You are not permitted to be on any tier other than your own and only on the side you are assigned. Do not go past your cell on the tier. The only time you are permitted on the tier is when you are entering or leaving your assigned cell.

## Prison Rape Elimination Act

### Questions and Answers

Here are the most asked questions when it comes to PREA:

1. How can I report a PREA allegation?  
Answer: You can report an allegation to any staff member, the OIC, PREA grievance, PREA hotline, inmate communication and by third party.
2. If I use the PREA hotline or advocacy hotline are my calls confidential.  
Answer: Yes, once you enter your pin number and press 9 for the PREA hotline or 711 to talk to a victim advocate, the phone system will not record the conversation or log that the number was called.
3. What is the buzzer sound I hear in all housing blocks, units and infirmary?  
Answer: That buzzer sound is to make all inmates aware that a staff member of the opposite gender has entered the area.
4. Is there a resource outside of the institution I can talk to about PREA confidentially?  
Answer: Yes, the Center for Hope and Safety is an advocacy group that is there for you 24/7.

The role of the advocate is to –  
 Amplify the victim's voice  
 Redirect victim blaming  
 Provide emotional support  
 Explain options for reporting  
 Help victim process decision (not guide, recommend or suggest what is right)  
 Provide resources and referrals  
 Sit through forensic exam / investigatory interview if desired by the victim.  
 Support family and friends of the victim

You can reach the advocate by dialing 711. The calls are confidential, not logged or recorded.  
 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/ S. Alvis, Security

## Activities

### Power of Ideas Class

Capital Toastmasters Club is offering a Power of Ideas class on Saturday, February 18, 2017, from 12:15 p.m. to 3:00 p.m. to the general population, level 2s and 3s. Participants learn techniques and dynamics of creative thinking, including divergent thinking, suspended judgment, and acceptance.

If you are interested, send an inmate communication to Capital Toastmasters before February 5, 2017. There is only room for 50 participants, so don't delay in signing up. There is a \$2 charge to cover the 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 \$2 CD-28 to the Capital Toastmasters Club prior to December 31, 2017. We hope to see you there!

/s/ J. Rodriguez, Activities

## Commissary

### Postage Rate Increases

The USPS has raised postage rates on selected items effective 1/22/17. Below are the new Commissary prices set to go into effect on Monday 1/23/17.

Standard envelopes increased \$0.02, large envelope flats increased \$0.04 and some flat rate boxes a 1so increased. No increases were made on postcards or international mail.

Standard envelope \$0.58

International envelope (up to 2oz. domestic)- \$1.39

6.5 X 9.5 domestic- \$1.39

10 X 13 domestic - \$1.75

9 X 12 domestic- \$3.74

12.5 X 18.5 domestic- \$3.80

Priority Envelope- \$7.15

For institutions using the flat rate box program, below are the new Commissary prices:

Small flat rate box- \$7.65

Medium flat rate box- \$14.10 large flat rate box- \$19.35

/s/ B. Kittsen, Commissary

## Miscellaneous

### Felix Photo Tickets Reminder

Please remember to write your Felix Photo Ticket order in at the top of the first page of your Commissary order form. Be aware that this is a new process and commissary staff may miss some of these as they get used to looking for them. If they miss your order, please reorder the next week. Thanks for your support.

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

### Bahai Faith Announcement.

A Bahai faith intro and discussion group will be held on Monday's in the Chapel from 2:00 – 3:00 p.m. If you are interested in attending please send an inmate communication form to the Chapel.

### Restorative Justice (RJ)

Willamette University and The Restorative Justice Discussion Group will be offering a 15-week course exploring the impact of incarceration on people's lives. The class will be writing centered with assignments due weekly. This course is available for those who have previously participated in a RJ class or group. Only 15 participants will be selected after an interview process conducted by the Professor and Rabbi Perlstein. The class will meet on **Monday evenings from 6-8pm, beginning FEBRUARY 23, 2017.** If you are interested in attending please send an inmate communication form to the Chapel.



# Chapel Schedule

## SATURDAY, February 4

- 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  
Seventh Day Adventist Service
- 6:00 p.m.** Calvary Chapel

## SUNDAY, February 5

- 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, February 6

- 1:00 p.m.** Buddhist Discussion Group  
Baha'i  
MacLeod 🚫  
Hux 🚫  
Restorative Justice
- 6:00 p.m.** Restorative Justice

## TUESDAY, February 7

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

## WEDNESDAY, February 8

- 8:00 a.m.** OSP Choir Practice
- 1:00 p.m.** Seventh Day Adventist Study  
Orthodox Christianity
- 6:00 p.m.** Indigenous Circle 🚫  
Acting Group

## THURSDAY, February 9

- 8:00 a.m.** Thresholds  
Jehovah's Witness Service  
Jehovah's Witness Spanish
- 1:00 p.m.** TUMI 🚫
- 6:00 p.m.** Christian Journaling  
Spanish NVC  
Non Violent Communication  
Restorative Justice 🚫

## FRIDAY, February 10

- 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.