



## **Security**

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### **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**

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### **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

**Power of Ideas Class** (cont.)

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!

**Book Donation**

The Lifers Club thanks everyone who stepped up and donated magazines and books for the special housing units, we were a little overwhelmed by the quantity but we are slowly getting the books and magazines to the proper destinations. Thanks again for your generosity and we hope to something again during the summer.

/s/ C. McFadden, Activities

**Pool League**

The Pool League will be conducting a "Blind Draw" to fill four of the ten team slots for the start of the 2017 Spring / Summer Team 8 -Ball League. If you are interested in starting a team, you will need to find three to five players for your roster. These players must be an incentive Level 2 or 3 and not have a work or program conflict between the hours of 1:30 p.m. - 3:00 p.m. on Wednesdays to qualify. Put your request in the Activities mailbox on the control floor addressed to the Pool League. Include the name of your team, players, and who will be the team captain. (Team captains must be Incentive Level - 3). The deadline to submit for the Draw is: February 8, 2017.

/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 Iso

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**

**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

**Food Theft** (cont.)

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

**BHS Kyte Box**

A BHS specific inmate communication form (kyte) drop box has been installed on the OSP control floor. This is a confidential box, for inmates living in General Population, that will only be accessed by BHS clinicians. Please use this drop box, as inmate communications put in other drop boxes may be routed through the mail room, or another department, and result a delayed response.

/s/ Todd A. Byerly, Behavioral Health Services

**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

**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 Mail Room** (cont.)

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, January 28**

**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  
Siddha Yoga

**SUNDAY, January 29**

**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  
Gospel Worship

**MONDAY, January 30**

**1:00 p.m.** Buddhist Discussion Group

**6:00 p.m.** Restorative Justice

**TUESDAY, January 31**

**1:00 p.m.** Russian Bible  
Torah Men

**6:00 p.m.** Buddhist Service  
Prison Fellowship Discipleship  
Catholic Study

**WEDNESDAY, February 1**

**8:00 a.m.** OSP Choir Practice

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

**6:00 p.m.** Indigenous Circle 🚫  
Acting Group

**THURSDAY, February 2**

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

**1:00 p.m.** TUMI 🚫

**6:00 p.m.** Christian Journaling  
Celebrate Recovery 🚫  
Restorative Justice 🚫

**FRIDAY, February 3**

**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.