



## **Security**

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### **Envelopes**

Inmates are to immediately place their SID# on their envelopes (in ink) within the first hour of purchase. Inmates found with unmarked envelopes may face disciplinary action. All unmarked envelopes found by staff will be confiscated and become property of the DOC.

/s/ D. Long, Group Living Captain

## **General Services**

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### **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

## **Activities**

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### **T-Shirt Sale**

The 40<sup>th</sup> annual car & bike show t-shirts commemorating the June 24, 2017, car show are now available for purchase. Cost per shirt is \$15, which includes postage. If you would like to purchase any, please request an order form by sending an inmate communication to the car show. Please do not send CD-28s without an order form. Once all purchase requests are in, the shirts will be ordered. It will take about 2-3 weeks for us to receive them, at which point all shirts will be mailed at the end of September. CD-28s will be processed as received, unless specified otherwise. T-shirts colors available are: white, black, gray, pink, orange, and light blue. Last day to order is August 31<sup>st</sup>. CD-28s will be processed as received unless specified otherwise.

/s/ J. Rodriguez, Activities

### **High Wall Half Marathon**

There are only 10 weeks left to the High Wall Half Marathon, Sept 8, 2017. If you are interested in participating in the race, send an inmate communication to the Athletic Club Running Program. There are 10 week or 6 week training schedules available for the Half Marathon for you serious racers.

**High Wall Half Marathon**

A fruit box will be offered for a \$5 donation. To receive a fruit box drop an inmate communication into the Activities WHITE BOX, make sure it is initialed by Staff.

See you there!!!

/s/ B. Marion, Activities

**Presidents Meeting Minutes for June 27, 2017****Topics Discussed:**

1. Update on prior meeting Action Item Log.
  - a. OCE does not want any kiosks in Industries.
  - b. Mr. Yoder spoke with ICH staff about issues with noise to and from ICH to GP residents.
  - c. Mr. Yoder had a conversation with Commissary staff about the shoe policy. If a person purchases shoes and they are the wrong size, the person may refuse that pair and have them sent back for a different size of the same style of shoe, but that must be done before leaving Commissary. Any additional shoe concerns need to be directed to Ms. Anita Nelson at NWC.
  - d. Ice cream vouchers cannot be purchased and redeemed at any time according to Mr. Yoder. If there is interest in having ice cream vouchers sold so a person can pick up ice cream when they pick up their order, that request would need to be sent to Ms. Anita Nelson, at NWC.
  - e. Mr. Kelly will look into the chow rotation not being followed, specifically with A-Block.
2. Not all of the blocks have been letting the 4:30 softball players out of their cells with the early yard line, if that block does not have yard. This prevents those players from attending their game. Mr. Kelly will take care of the issue.
3. It was asked if the Activities floor capacity could be increased above the 150 limit, as there was some confusion about where that limit came from. The 150 number is not related to the fire marshal limit, but rather is due to staffing agreements with labor.
4. It was asked if guys, who are authorized 7:00 p.m. showers, that come in from softball games at optional line could still go to showers either for a shower or for clothing, depending upon what time they come in. Mr. Kelly said he would look into the matter.
5. There seems to be an issue with staff taking the mesh bags that are sold in Commissary. It was stated that Captain Hyde would send out a photo

to staff and let them know what they look like and that they are an authorized item.

6. Each club will only be allowed five people on call pass per day, unless there is a special circumstance. If there is a special circumstance, no other people will be allowed on call pass for that club that day.

/s/ C. Sandoval, Activities

**Miscellaneous****Peer Companions and ICH Unit 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.

Behavioral Health Services is now hiring Unit Companion positions on the Intermediate Care Housing (ICH) unit and Individual Peer Companions. We are looking for motivated, responsible individuals who have willingness to work with both elderly and special needs populations.

**Peer Companions**

These individuals are assigned to inmates living in general population or special housing. Those selected will report to the QMHP assigned to specific inmates. They will meet one-on-one with individuals to work on specific skills identified in their plan.

**ICH Unit Companion**

Individuals selected for these positions will report to the ICH for their shift. ICH Unit Peer Companions will have specific shifts and are responsible for assisting unit staff, QMHP's and treatment staff in ensuring that identified inmates housed on the ICH are getting their basic and daily needs met.

Please submit an application to Liz-Delgros-Ryan, Lead QMHP for the ICH if you are interested. The application deadline is July 10, 2017. To be eligible, you must be an incentive Level 3 and have clear conduct for at least 1 year. Interview will occur the week of July 17, 2017.

**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-28s 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, 6.5 x 9.5 envelope up to two ounces, 10 x 13 envelope up to three ounces, 12.5 x 18.5 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, July 15**

- 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.** Suni Muslim Study  
 Seventh Day Adventist Service  
 Worship Practice
- 6:00 p.m.** Calvary Chapel

**SUNDAY, July 16**

- 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  
 Lutheran  
 Urantia

**MONDAY, July 17**

- 10:00 a.m.** Restorative Justice  
 Buddhist Discussion Group
- 6:00 p.m.** Restorative Justice

**TUESDAY, July 18**

- 8:00 a.m.** Universal Unitarian
- 1:00 p.m.** Lifeline  
 Russian Bible  
 Torah Men  
 Quaker Service
- 6:00 p.m.** Buddhist Service  
 Prison Fellowship Discipleship  
 Catholic Study

**WEDNESDAY, July 19**

- 8:00 a.m.** OSP Choir Practice
- 1:00 p.m.** Seventh Day Adventist Study  
 Life Support  
 Orthodox Christianity
- 6:00 p.m.** Indigenous Circle  
 RJ Theater

**THURSDAY, July 20**

- 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 ☹  
 Gospel Worship

**FRIDAY, July 21**

- 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.