



Administration

From the desk of Administrative Rules:

Below is a list of status changes for the DOC administrative rules since 5/26/17:

291-143: Religious Services for Inmates in DOC Facilities

- The proposed amendments update policy and procedures regarding religious exercise, activities, and programming in department facilities. The rules provide further clarification for religious accommodation requests from inmates; establish a specific process for religious dietary accommodations that cannot be satisfied within the context of the regular cyclical menu; and eliminate the religious exercise dispute resolution and replace it with the inmate grievance rules established in OAR 291-109.

The last day to submit comments is **September 15, 2017.**

HOW TO COMMENT: Written comments can be submitted to the Rules Coordinator, DOC, 2575 Center Street NE, Salem, OR 97301-4667.

PERMANENT RULES:

291-001: Procedural Rules

291-013: Use of Force (Use of Chemical Agents in Use of Force Incidents)

291-061: Food Services Programs (Medical Clearance for Inmate Food Handlers)

291-063: Short-Term Transitional Leaves

291-210: Transgender and Intersex (Inmate)

DOC rules are available for review in the inmate legal library.

Proposed, temporary, and permanently adopted rules are available for review in the inmate Legal Library. Personal copies may be obtained by sending an inmate communication to M. Davidson, Library Coordinator.

Inmates in special housing units may access copies of proposed rules and permanently adopted rules for review by asking the housing unit officer. Personal copies may be obtained by sending an inmate communication to M. Davidson, Library Coordinator.

Proposed rules will be copied free of charge. If you want a personal copy of a permanently adopted rule, there will be a charge for the copy.

Comments on proposed rules may be submitted by inmate communication or letter to: B. Worley, Rules Coordinator, DOC Rules Office.

Security

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

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.

Food Theft (cont.)

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

Brita Filtered Water Bottle Sale

We still have plenty of filtered water bottles and filters for sale, so you can still get yours now while supplies last. They are available to all NCI Levels, ICH, Death Row and the Infirmary. They are only approved for OSP.

You will be placed on call pass around the 8th of each month, if your CD-28 cleared in the prior month.

Prices are:

- \$15 for one bottle or \$40 for three bottles
- \$12.75 for one pack of filters or \$35 for three packs of filters (each pack contains two filters)

Send CD-28s to Capital Toastmasters club by putting in the white Activities box after staff have signed them.

/s/ J. Rodriguez, Activities

Commissary

Commissary News, Updates and Reminders

New and Replacement Items:

The following new products are coming soon; look for them on canteen order forms.

New Items	Size	Price
Nair with Baby Oil	9 Oz	\$10.72
Oberto Trail Mix	**Hot 2 Oz	\$1.72
Buy**		

The Gillette Good News Twin Blade Razors have been discontinued by the vendor. The below replacement will be available by the middle of August.

Replacement Item	Size	Price
Mach 3 razors	4 pack	\$8.52

Items Exempt from the Weekly Spending Limit:

We have recently reviewed our exemption list and will be updating our commissary order forms to reflect the changes. The items exempted from the inmate weekly spending limits are determined by the sole discretion of the DOC Commissary Management Team, they are not dictated by Rule or Policy.

Although there are changes coming out soon, the following items/categories will remain exempt at this time:

1. Envelopes
2. Batteries
3. Incentive Items (products requiring a certain incentive level to purchase)
4. Shoes
5. Photos
6. Most musical instruments

Please note, effective Monday, August 21, 2017, soda coupons will no longer be exempt.

/s/ A. Nelson, Commissary

Miscellaneous

General Library

To return or donate library books to the OSP General Library (if you do not already receive General Library passes), please submit an inmate communication form with your request. **Please do not put your books in the block drop boxes – The drop boxes are for Chapel, Activities, and Education books only.**

/s/ J. Lawson, Library Coordinator

Changes in Correctional Rehabilitation Section

There have been several changes in the Correctional Rehabilitation Section. For those inmates that were assigned to Mr. Petersen, your new counselor will be Mr. Summer. For those inmates that were assigned to Ms. Abrams your new counselor will be Mr. Rumney. For those inmates that were assigned to Ms. Cook, your new counselor will be Ms. Robert. For those inmates that were assigned to Ms. Hudgins, your new counselor will be Mr. Martian. Mr. Huntley will now be your new counselor if you had previously been assigned to Mr. Martian. If you are still unsure who you have been assigned to, you may still send an inmate communication to the IMF addressed to "counselor" and it will be forwarded to the appropriate person.

/s/ C. Lenex, Correctional Rehabilitation Mgr.

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



August is almost here...

Chapel

Chapel Schedule

SATURDAY, July 29

- 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 30

- 8:00 a.m.** Spanish Protestant Service
Jehovah's Witness Spanish
- 1:00 p.m.** Catholic Mass
Jewish Study
- 6:00 p.m.** Latter Day Saints Study
Lutheran
Urantia

MONDAY, July 31

- 1:00 p.m.** Baha'i
MacLeod ☹
Hux ☹
Buddhist Discussion Group
Restorative Justice
- 6:00 p.m.** Restorative Justice
Non-Violent Communication

TUESDAY, August 1

- 1:00 p.m.** Lifeline
Russian Bible
- 6:00 p.m.** Buddhist Service
Prison Fellowship Discipleship
Catholic Study
Non-Violent Communication

WEDNESDAY, August 2

- 8:00 a.m.** OSP Choir Practice
- 1:00 p.m.** Seventh Day Adventist Study
Life Support
- 6:00 p.m.** Indigenous Circle ☹
Acting Group

THURSDAY, August 3

- 8:00 a.m.** Thresholds
Jehovah's Witness Service
Jehovah's Witness Spanish
- 1:00 p.m.** TUMI ☹
- 6:00 p.m.** Celebrate Recovery
Spanish Non-Violent Communication
Non-Violent Communication

FRIDAY, August 4

- 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.

