



Administration

Rules and Policies

Below is a list of status changes for the administrative rules and policies since 4/7/17.

PROPOSED RULES:

291-046: Contracts and Government Agreements

- Brings the rules current with state procurement rules, policies, and statutes. Minor housekeeping amendments to reflect organizational changes within DOC.

The last day to submit comments is **July 19, 2017**.

PERMANENT RULES:

291-058: Structured, Intermediate Sanctions

- Differentiates how counties may sanction inmates on short-term transitional leave vs. inmates on non-prison leave for AIP. Aligns rules with proposed changes to the rules on Short-Term Transitional Leave (Div 063).
- Effective 5/17/17

291-062: Alternative Incarceration Programs

- Differentiates the definitions and policies of non-prison leave with AIP and short-term transitional leave.
- Effective 5/17/17

POLICIES:

30.1.3: Receipting, Securing, and Depositing Funds

- Updates processes to current state processes, including updates for Oregon Accounting Manual.
- Effective 5/1/17

30.3.2: SPOTS Card Program

- Aligns DOC policy with DAS policy.
- Effective 5/1/17

50.1.5: Critical Incident – Community Corrections

- A new policy that establishes responsibilities related to parole officer/employee critical

incidents involving serious injury or death and shootings of another person.

- Effective 5/1/17

ODOC rules and policies can be accessed through the ODOC website

http://www.oregon.gov/doc/OC/pages/rules_policies/index.aspx

/s/ B. Worley, ODOC Rules Coordinator

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.

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
- 2.

Food Theft (cont.)

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.

3. 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.
4. 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

Miscellaneous**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 Mondays in the Chapel from 2:00 – 3:00 p.m. If you are interested in attending please send an inmate communication to the Chapel.

/s/ A. Perlstein, Chaplain



Chapel Schedule

SATURDAY, June 3

- 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, June 4

- 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
Urantia
Lutheran

MONDAY, June 5

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

TUESDAY, June 6

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

WEDNESDAY, June 7

- 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 ☹
Acting Group

THURSDAY, June 8

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

FRIDAY, June 9

- 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.