



Administration

Below is a list of status changes for the Administrative Rules and Policies since 12/14/16.

PROPOSED RULES:

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

- Clarifies DOC's method of allowing inmates to decontaminate after receiving a direct application of a chemical agent. The inmate will be allowed to shower as soon as time and circumstances allow.

291-139: Access to Law Libraries in DOC Facilities

- Brings inmate access to law libraries current with established practices.

291-210: Transgender and Intersex (Inmate)

- Clarifies DOC policy and procedures for identification, assessment, review and management of inmates who self-identify or present as transgender or intersex at intake and after facility assignment.
- *Also temporarily adopted effective 2/15/17.*

The last day to submit comments is April 20, 2017.

PERMANENT RULES:

None

POLICIES:

30.3.3: Contracts Administration

- Minor change. Update points to written guidelines (manual) and reference material to contract administrator responsibilities.
- Effective 2/15/17

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

Toenail Clippers Use Changes

For those of you who have been sending inmate communications to medical services to use the toenail clippers, because you are unable to cut your toenails with the fingernail clippers sold from Commissary – Starting February 27, 2017, you will need to send your inmate communications requesting use of toenail clippers to: **“Group Living/Toenail clippers”**; and you will be sent a call-pass.

Anyone with a stair restriction, however, will still need to send an inmate communication to medical services to use the toenail clippers there.

/s/ 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.

Food Theft (cont.)

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**2017 5K/10K Races**

This year we are supporting well-established charities for our races.

The March 17, 2017, race will raise donations for *The Wounded Warrior Project*. We ask you to make a generous donation to these U.S. Veterans by filling out your CD-28 to *The Wounded Warriors*, Acct. 2421.

Let's get behind this great cause and support those who have made great sacrifices for our country.

Thank you, OSP Running Program

/s/ B. Marion, Activities

Spring Term Inside-Out U of O Classes

Classes begins April 3rd – June 8th on the Chapel/ Education Floor.

First Class:

Course Title: FHS 410 / Liberating Education -CRN 36907, 3 credits

Instructor: Professor Deanna Belcher

Class Day and Time: Mondays, 6:00 p.m. - 8:50 p.m.
In the course, both inside and outside students will thoughtfully examine our deeply held, even cherished, notions of the role of education in our lives, democracy, and society. What do we believe about public education and what is the source of that belief? Second, we will critically question the actual role of our system of public education in our society today, and how it has evolved over time. Final projects will ask students to envision an ideal public education system, one that is liberated from its historical assumptions and is able to provide liberation, rather than schooling, to all people.

Second Class:

Course Title: SOC 410 / Race, Gender, and Poverty in the US -CRN 36908, 4 credits

Instructor: Professor Ellen Scott

Class Day and Time: Tuesdays, 6:00 p.m. - 8:50 p.m.
In this course, we will we will consider the intersections of race, gender and class and how they are experienced in, and how they shape institutions, such as the labor market, social welfare system, education, family life and parenting, and the criminal justice system, for example. We will read 4-5 ethnographies to examine the politics of race, class and gender in the United States. The class will be entirely discussion-based, with the possible use of an occasional short film to highlight the themes in the texts read for the week. We will conclude by employing the concepts from the course to examine our own lives through the lens of the institutional structures studied (work/economy, education, family, criminal justice system). This will constitute the core of the final essay for the course.

For both of these classes, to qualify you must not have any convictions for sex offences, must not have any inmate to staff relationship disciplinary violations, must be incentive Level 3, and have a GED. If you are interested please send your Inmate communication to Ms. Lans in Activities by March 17, 2017, indicating which class you would like to take.

Mandatory attendance is required.

/s/ P. Lans Activities

Pizza and Pie Fundraiser

Capital Toastmasters fundraiser is April 12, 2017. The menu will consist of half a large Izzy's thick crust pizza and a generous piece of Costco caramel pecan cheesecake.

Pizza options are:

- Deli: Salami, Canadian Bacon, pepperoni, sausage, beef, mushrooms, olives, pineapple, green pepper, onions, and tomatoes
- Manager's Choice: Canadian Bacon, pepperoni, beef, mushrooms, and pineapple
- Izzy's Special: Salami, pepperoni, sausage, beef, mushrooms, and olives
- Hawaiian Supreme: Canadian Bacon and pineapple
- The Vegetarian: Mushrooms, olives, pineapple, green peppers, onions, and tomatoes
- Chicken Option: Chicken, mushrooms, olives, and tomatoes

Pie:

- Caramel Pecan Cheesecake (everyone will get this option unless you indicate at the time of signup)
- Plain Cheesecake available upon request at signup.

The price is \$17.50 and CD-28s will be processed as received unless you ask for it to be held until March 20, 2017, OCE pay at the latest. To sign up, write your pizza and pie choices in the top margin of the CD-28 and put your CD-28 in the Activities box (**Do not take your CD-28 to the Control Center**). This event is open to incentive level 2s and 3s in General Population, Death Row, and Infirmary. As with all fundraisers, menu items are subject to change.

/s/ C. McFadden, Activities

Commissary

Canteen Meeting Minutes with President's, Lifers Canteen Committee, and NWC Manager On Tuesday February 14, 2017

Topics Discussed:

1. The items people have been listing on the inmate suggestion forms is where NWC has been getting ideas for what to put on the holiday lists each year.

2. Ms. Nelson is looking at putting surveys on the kiosks for items to consider for the 2017 holiday list.
3. Information about adding new items:
 - a. Suggestion forms are utilized to see what is being suggested
 - b. Survey's are conducted
 - c. Sales data is looked at
 - d. Vendors compete for pricing and quality
 - i. Keefe supplies roughly 52% of NWC items
 - e. Samples are asked for to see what the product is like
 - f. It takes about three months to get an item added
4. It was asked if greeting cards could be kept in the canteen and picked at the window like ice cream is. Ms. Nelson will look at ways this could be done.
5. The smell and taste of soap permeates through the canteen bags into the food items in the bags. It was asked if soap could be put in a small plastic bag and tied off rather than in small brown bags. Ms. Nelson will look at the cost of the plastic bags vs. the brown paper bags to see if this change is cost effective.
6. It was asked if canteen could have a computer put back in so the canteen staff could correct errors such as not being charged for something that was put in the bag and to do refunds. Ms. Nelson explained that OSP is not part of the inventory system so they can't have a computer here that ties to the inventory system at NWC. Ms. Nelson is looking into ways at NWC to ensure fewer errors take place. She will also ensure that credits take place in a timely manner.
7. The color of shoes available and the quality of shoes was brought up. Ms. Nelson explained that she is given the rules by the institution security managers about what colors of shoes are and aren't allowed. Keefe provides most of the shoes, which are not seconds. Ms. Nelson will talk to Keefe about shoe quality concerns. As for insoles and shoe types, Ms. Nelson is willing to discuss this at a future meeting.
8. The issue of selling more incentive items was raised. The NCI committee approves all incentive items. Ms. Nelson will work with the NCI committee statewide to see what is available.
9. What is the possibility of getting top selling promotional items kept on the canteen list? Ms. Nelson is open to future discussion on specific

Canteen Meeting Minutes (cont.)

- items. Promotional items often have limited quantities so they can't be kept on canteen.
10. Lately clubs are being told that they can't sell fundraiser items that compete with canteen.
 - a. It was explained that this is a directive from the DOME building and they define competing as selling a like item.
 - b. It was asked if a form could be created that the club Presidents would have their staff advisor email to Ms. Nelson explaining what item the club is planning on proposing as a fundraiser and Ms. Nelson could send a reply stating if the item would compete with canteen. From there, if the item is not a conflicting item, the club President could propose the item and attach the email from Ms. Nelson, so staff here know the item does not conflict with canteen. If Ms. Nelson's reply were that the item does conflict with canteen, then the club President would not propose the item. Activities Administrative clerk will make a form.
 - c. It was then asked if clubs could sell items and put a percentage into the inmate welfare fund. Ms. Nelson said she is not sure if this could be done.
 11. Can Christmas cards be sold in November so they can be mailed sooner? Ms. Nelson is already planning on selling them beginning on October 15th.
 12. Ms. Nelson asked that when clubs send surveys requesting items that they send small amounts and sort them by category. Surveys will also be on the kiosks from Ms Nelson in the future.
 13. Ms. Nelson asked that when people look at the catalogs of the vendors that NWC purchase from that they realize that Oregon DOC may not allow all of the items in the catalogs.
 14. Each year, it is asked if Tillamook and Hickory Farms items can be on the holiday list. Those two vendors would have to be willing to bid with DOC as a vendor. NWC can do a one time seasonal purchase outside of their contracts, but if they do, they will sell fewer items from their contracted vendors so they have to be careful not to violate their contracts. In addition, packaging may be an issue.
 15. Can additional art supplies be added to canteen? Ms. Nelson is willing to discuss this at future meetings. In the mean time, she

suggests that the Lifers canteen committee do a survey to find out what items would be most popular and bring that information to a future meeting on the topic.

16. Often times people don't know what power of reading glass they need, so the idea of having sample reading glasses in the canteen, in each prescription, was brought up. This would allow a person to try them on when in canteen, before placing their order. Ms. Nelson thinks this is something that could be done and will look into it.
17. The issue of the quality of reading glasses was brought up. They break at the hinge points. Ms. Nelson will look into this.
18. The status of having canteen ordered on the kiosks was discussed, as that would allow more canteen items to be available. It was worked on for two years but the computer system would not support canteen orders. In the future, it may be an option as computer systems are upgraded, but not at this time.
19. Future meeting dates were discussed. Ms. Nelson is willing to come to meetings once every 60 days or so, as needed.

/s/ A. Nelson, Commissary

Miscellaneous**WANTED**

Caring individuals interested in becoming Activities of Daily Living (ADL) Orderlies in the ICH Unit (E-block).

Role responsibilities may include:

- Assisting residents attend meals, med-lines, and/or treatments
- Assisting residents with eating and/or drinking
- Assisting residents attend medical appointments
- Assisting/coaching residents with general daily hygiene tasks
- Assisting residents with clothing and bedding issues, including exchanges
- Assisting residents with cell clean-ups
- Assisting residents with movement within the ICH unit, as well as throughout OSP
- Relaying resident concerns to appropriate staff members

Security and Health Services have set the following minimum standards for employment.

1. Free of convictions of a sexual nature.

WANTED (cont.)

2. Free of misconduct report for 12 months.
3. For drug convictions must have a minimum of 1 year in custody.
4. Clean U/A's during incarceration or on record for the last year.
5. Out of DSU / IMU for at least 6 months.
6. No inmate/staff relationship misconduct report during entire incarceration.
7. No work restrictions, stair restrictions, or lifting restrictions that may interfere with your ability to perform the duties of the position.
8. Must have at least 1 year left on your sentence.
 - All potential hires will first have to be screened by Health Services staff to ensure that they meet the above criteria before being sent to Security, Counselors, BHS and other stakeholders for final approval.
 - The meeting of basic qualifications does not guarantee an interview.
 - All applicants that have received approval will have to be interviewed by Security and Health Services prior to hiring.
 - Interviews do not guarantee being hired.
 - Once interviews are complete the applicant that best fits our program will be hired.
 - Exceptions to the above standards will be considered on a case by case basis and reviewed with the Medical Service Manager and the Operations Captain.

If interested in this opportunity, please complete a Yellow Application for the position of "ICH-ADL Orderly", and submit it to B. Magee, NM in Medical Services.

BHS Inmate Communication 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. If you are in DSU, please give any BHS kytes to the nurse.

/s/ T. A. Byerly, BHS

Inmate Self-Medication Instructions**Inmate Orders**

(Violation will result in a misconduct report)

1. Do not break apart the blister pack.
2. Do not possess medication that has expired.
3. Do not possess another inmate's medication.
4. Do not give any of your medication to or, accept any medication from another inmate.
5. Do not possess a loose (unpackaged) pill(s) unless specifically approved by the Health Services Section.
6. You are responsible to lock your medication in your housing storage area.

General Instructions

1. Return your medication to the Health Services Section for the following unless specifically instructed otherwise:
 - a. The date on your prescription has expired.
 - b. The blister pack is empty.
 - c. The prescription or medication has been changed or discontinued by a prescribing practitioner.
2. A Health Services' employee may request you to bring your medication to the Health Services' Section periodically to be examined.
3. Medication refills may take five to seven working days to arrive. As such, you need to request a refill from the Health Services Section five to seven days before a refill is needed.
4. You will be given medication in a blister pack for a 30 day period of time or less.
5. If you are found in non-compliance of the self-medication system you will be required to report to the medication line for any further medication.

Some medications may require a modified self-medication process until you can demonstrate compliance with instructions. The Health Services' employee will determine how the self-medication process will be modified and when you can assume the full self-medication system.

/s/ C. Coffey, Health Services

Instrucciones De Propio Medicamentos De Los Presos

Inmate Orders

(Violación puede resultar en Reporte de Mala Conducta)

1. No rompa el paquete de pastillas o cápsulas.
2. No tenga medicamento que se ha vencido en su posesión.
3. No tenga en su posesión medicamento de otro preso.
4. No le de su medicamento a otro preso ni acéptelo de nadie tampoco.
5. No tenga pastillas o cápsulas sueltas en su posesión al menos que sea aprobado específicamente por los Servicios de Salud.
6. Usted es responsable de guardar su medicina en su celda.

Instrucciones Generales

1. Entregue sus medicamentos al Departamento de Salud cuando:
 - a. La fecha de su medicamento se ha vencido.
 - b. El paquete esta vacío.
 - c. El medico cambia la receta de su medicamento o discontinúa su uso.
2. Cualquier empleado de Servicios de Salud podrá pedir que usted traiga sus medicamentos para revisarlos de vez en cuando.
3. El proceso de rellenar sus medicamentos puede tardar cinco a siete días de trabajo para llegar. Solicite sus medicamentos cinco a siete días antes que se vencen o terminan.
4. A los presos se les darán sus medicamentos en paquete por 30 días o menos. El paquete vacío será entregado al departamento de salud.
5. El preso que no comparte con las reglas del sistema de propio medicamento, puede ser que lo manden a la fila de medicamentos por su medicina en el futuro.
6. Algunas medicinas tendrán un proceso modificado hasta que el preso puede mostrar que puede seguir las instrucciones. Un empleado del Departamento de Salud será el que determinara como será el proceso de propio medicamento y cuando el preso puede guardar sus propios medicamentos.

/s/ C. Coffey, Health Services

Janitor Position

Position open for an experienced Janitor in the BHS Physical Plant office. Please reply with work experience to Miss Ramsey and Miss Wetzel.

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 2-3:00 p.m. If you are interested in attending please send an inmate communication to the Chapel.

Restorative Justice

Williamte 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 6-8:00 p.m. beginning January 23, 2017.** If you are interested in attending please send an inmate communication to the Chapel.

/s/ A. Perlstein, Chapel

Chapel Schedule

SATURDAY, March 11

- 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, March 12

- 8:00 a.m.** Spanish Protestant Service
Jehovah's Witness Spanish
Zen Retreat
- 12:00 p.m.** Wicca
- 1:00 p.m.** Catholic Mass
Jewish Study
- 2:00 p.m.** Asatru

- 6:00 p.m.** Latter Day Saints Study
Urantia
University Fellowship

MONDAY, March 13

- 8:00 a.m.** Restorative Justice Writing
- 1:00 p.m.** Buddhist Discussion Group
- 6:00 p.m.** Restorative Justice

TUESDAY, March 14

- 1:00 p.m.** Russian Bible
Hare Krishna
- 6:00 p.m.** Buddhist Service
Prison Fellowship Discipleship
Catholic Study

WEDNESDAY, March 15

- 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, March 16

- 8:00 a.m.** Thresholds
Jehovah's Witness Service
Jehovah's Witness Spanish
- 1:00 p.m.** TUMI ☹
Spanish Catholic
- 6:00 p.m.** Christian Journaling
Celebrate Recovery ☹

FRIDAY, March 17

- 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.