



Security

Group Living Housing

Inmates are reminded that the single cell list is currently closed due to excessive length. It will be reopened as appropriate. Periodic updates will be posted.

/s/ K. Stepp, Group Living Corporal

Two-Year Renewals

Inmate Services Unit (ISU) technicians are completing a visitor clean-up project by completing background reviews on all visitors 15 years and older that have been on your visiting list for two years or longer. Additionally, per Oregon Administrative Rule 291-127-0285 on Visiting (Inmate), any visitor that hasn't visited in the previous **two years** will be removed from the inmate's list unless ISU is notified otherwise.

We ask that you consider **waiting until your visitor is ready to visit** before adding them back to your list. Our visiting application process is very streamlined, so we can complete most applications within a week of receipt unless there is some background issue. This will also help keep your visiting list updated and accurate, and ensure new applications continue to be processed as quickly as possible.

What this means:

1. On May 15, 2017, any visitor that has not visited in the past two years will be automatically removed from your visiting list.
2. You will receive notifications of visitors that are removed. Again, we recommend you reapply when your visitor is ready to visit.
3. ISU Technicians will focus on completing background checks on all visitors on your visiting list for two years or longer, who are still visiting.
4. You will be notified if a visitor is found to no longer be eligible to visit.

The Inmate Services Unit knows how important it is for you to connect with your family and friends, mentors, and support. We want to help make this clean-up project as smooth as possible, so please share this information with your visitors.

If you, your family, or friends have any questions or concerns, please forward them to ISU at the address below. Thank you.

Inmate Services Unit
2575 Center Street NE
Salem, Oregon 97301

Update to Semi-annual Blanket Wash Schedule

Please include the following article in the next three issues of the Walled Street Journal.

The Clothing Room will be conducting its semi-annual mandatory blanket wash. All blankets will be collected at the 5:15 a.m. wake-up bell and returned after the 4:00 p.m. count clears on the same day. Clothing Room staff and block staff will supervise Clothing Room workers and housing unit orderlies in the collection and distribution of blankets. **ALL CELLS WILL BE SEARCHED FOR EXTRA LINEN.**

The blanket wash schedule has changed. The schedule will now be as follows:

Friday, May 12 A-Block

/s/ Cpl. Rogers, Security

Activities

Clerk Position Open

The Asian Pacific Family Club is excited to start fundraising for the Memorial Healing Garden Project. If you are detail oriented and dedicated to this project, submit a job application to: Activities, Attn: P. Lans.

Asian Pacific Family Club Clerk Duties

- Work closely with Club President and Project Coordinator.
- Revise existing computer files as project progresses.
- Revise media kit and PowerPoint presentations.
- Monitor project accounting.
- Create monthly project reports.

Clerk Position Open (cont.)

Job requirements: Cleared for and familiarity with work on Activities floor and computers; GED or equivalent, familiarity with computers (Microsoft Office), ability to read, write, and communicate with others. Familiarity with project management and people skills are a plus.

/s/ P. Lans, Activities

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 Schedule

SATURDAY, May 13

8:00 a.m. Native American Ceremony
Jehovah's Witness Study
Latter Day Saints
Jewish Service

11:30 a.m. Native American Ceremony

6:00 p.m. Calvary Chapel

SUNDAY, May 14

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

Urantia
Lutheran

MONDAY, May 15

8:00 a.m. Restorative Justice
Buddhist Discussion Group

6:00 p.m. Restorative Justice

TUESDAY, May 16

8:00 a.m. Universal Unitarian

1:00 p.m. Russian Bible

Lifeline

Torah Men

6:00 p.m. Buddhist Service

Prison Fellowship Discipleship
Catholic Study

WEDNESDAY, May 17

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, May 18

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, May 19

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.