



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 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

Commissary

Commissary News, Updates and Reminders

Upcoming Changes to the Commissary Forms

Due to some operational changes and suggestions we received from the adults in custody, we have made some changes to the commissary form. These forms will be out soon.

Holiday Section

- We have removed the holiday section from the backside of the commissary form. We will use a separate form for holidays.

Greeting Cards Section

- We have removed the list of cards and provided space for you to write in the event, age, and gender of the card you want. **For example:** Birthday, youth, male...

Alternative Commissary Form

- We will no longer use a separate form for alternative items. These items have been added to the backside of the commissary form.

Promotional and Holiday Items

We have heard you loud and clear regarding the lack of opportunity to purchase promotional/holiday items. Beginning with this summer promotional period (July-

Commissary News, Updates and Reminders
(cont.)

September), Commissary will limit purchase quantities until everyone has had equal opportunity to purchase these items. The limits will be clearly marked on the commissary form. Please note, these limits may change periodically depending on supply and demand.

/s/ S. Stearns, Distribution Services

Miscellaneous

From the Physical Plant Paint Shop

Thank you to all the applicants who showed interest in the Painting Apprenticeship Program. We had many qualified applicants who expressed great interest in the program. We appreciate the time invested by each applicant and encourage all to apply to the program when recruiting is opened again. The selected individual will be notified by the week's end. Thank you again!

/s/ J. Trevino, Physical Plant

Outdoor Visiting Rules

Outside Visiting is contingent on fair weather conditions and the outdoor temperature being 55 degrees or above. Then only upon OIC approval can the outside visiting area be opened. Once the OIC has authorized outside visiting, inmates are to check in with the back Visiting Room officer before proceeding to the outside visiting area.

The outside benches are painted gray and red, the same as the Visiting Room chairs. Visitors sit on the red side and Inmates sit on the gray side of the outdoor tables and benches.

To utilize the walking track the visiting party must have a child that is approved on the Inmate's visiting list and be of ages newborn to 17 years old. Inmates must accompany the visiting party on the walking track and play structure area. No chairs are allowed past the gated entry way of the play structure and walking track area. No running, sitting, lying down on the foam pad or grass area is allowed. Only children between the ages of five to 12 years old may use the play structure. No child younger than five or anyone older than 12 (Visitor or Inmate) is allowed on the play structure. Inmate or child's guardian(s) will remain at all times with the child if the child is on the rubber pad, play structure, or walking track. No food or drink is allowed past the

gated entry way of the play structure or walking track area.

The total number of people allowed past the gated entry to utilize the play structure or walking track will be limited to 30. Usage will be on a first come basis and limited to 30 minutes at the time on a rotation basis, if other children are waiting.

Inmate must check in with the back visiting officer prior to entering the play area and upon leaving the play area. Each Inmate accessing the play area and/or walking track will be given a numbered tag which is to be worn at all times. Inmates are not allowed to exchange numbered tags and tags are to be worn on or near the collar, front part of their shirt.

Rule on Legal Affairs

The Rule on Legal Affairs defines Legal documents as: "Pleadings (for example; complaint, petition, or answer), legal motions and memoranda, affidavits, court orders and judgments, or other necessary papers submitted to a court in connection with a legal action. For purposes of these rules "legal documents" include necessary papers submitted to the Oregon Board of Parole and Post-Prison Supervision and equivalent releasing authorities in other state and federal jurisdictions in connection with official actions and proceedings of such authorities." These are the only documents that will be printed and copied in the legal library. You may handwrite and mail on your own, other documents.

The Legal Affairs rule also states, "5) Indigent Inmates: (a) An inmate without sufficient funds in his/her trust account to pay for the costs of necessary supplies and mailing services will be provided such supplies and mailing services, notwithstanding the inmate's indigent status, to make required filings with the courts and parole board authorities required by law, and court and procedural rules. This does not include general correspondence with attorneys;" The library will be following these requirements.

/s/ A. Pinkley-Wernz, Asst. Supt. Correctional Rehabilitation

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 20**

- 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\
Worship Practice

- 6:00 p.m.** Calvary Chapel
Asatru

SUNDAY, May 22

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

MONDAY, May 23

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

TUESDAY, May 24

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

WEDNESDAY, May 25

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

THURSDAY, May 26

- 8:00 a.m.** Thresholds
Jehovah's Witness Service
Jehovah's Witness Spanish
- 1:00 p.m.** TUMI 🗳
Spanish Catholic
- 6:00 p.m.** Gospel Worship
Celebrate Recovery 🗳

FRIDAY, May 27

- 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.