



**OSP Executive Management Team**

**November 2, 2017**

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## **Fall Back November 5, 2017**



## **Security**

### **Dining Room Seating/Behavior**

Inmates eating in the Dining Room are expected to sit in the section directed by staff. The current section number is listed on the signs posted in the center of the isle. Staff will determine at what point the section is full and when to open up the next section. Table saving is strictly forbidden.

/s/ Capt. B. Bellman, Security

### **Personal Hygiene**

- Head and facial hair must be maintained daily in a clean and neat manner.
- Haircuts and styles which draw undue attention to an individual or group will not be allowed.

### **Expected conduct while in the Inmate Dining Room**

Cutting in front of other inmates or moving from one line to another is not allowed. You are permitted one trip through the service line at each meal. You will turn in your tray, trash, cup, bowl, and plastic ware at the dishwashing room, place it in designated areas, and exit through the northeast door of the Dining Room. Wasting or removing unapproved food items as well as failing to return promptly to your housing area may result in disciplinary action.

You are to be fully clothed in the Dining Room with your shirt tucked in and caps removed. If you are wearing a jacket, you must wear a shirt under it. Loitering or "table hopping" is strictly prohibited as well as playing radios, reading, or loud boisterous behavior. You may not reserve tables or seats and once seated, you are only allowed to move to the beverage station and back to your table.

The staff are in the Dining Room to keep order and to allow everyone to eat in a safe environment, where they should not fear extortion or assault. Too much movement or loitering in the Dining Room interferes with the ability to maintain that safe environment. If a staff member addresses you regarding your activities in the Dining Room, you are expected to promptly comply with the directives given to you.

### **Expected conduct while in your Housing Unit**

Unauthorized area – You may not enter any housing unit except where assigned. You are not permitted to be on any other tier than your own and only on the side that you are assigned. Do not go past your cell on the tier. The only time you are permitted on the tier is when you are entering or leaving your assigned cell. Loitering on the tiers invites theft, sexual misconduct, opportunity for coercion, etcetera. There will be no loitering on the tiers or tier landings and stairs.

Cell cleanliness- Nothing will be placed on or attached to your cell bars. Cell bars will be kept clean at all times. Blankets and/or towels are not to be used as rugs at any time. Nothing will be hung in a manner to obstruct the officer's view inside the cell. You will not alter or move your bulletin boards. Nothing will be taped, pasted, glued, or added to the cell walls. Nothing will be hung around the boarder of the bulletin board. Use the inside frame area of the bulletin board only. No light shade of any type will be used except an approved institutional metal one. Nothing may be placed on your light shade/bulb.

### **Excessive clothing/linen**

Inmates are not allowed to have excessive or extra clothing or linen in their cells. This will often create a

**Dining Room Seating/Behavior** (cont.)

shortage and result in a delay or inability to exchange items. Inmates are issued three pairs of pants, Two sweatshirts, five T-shirts, five underwear, five pairs of socks, one coat, one belt, one stocking cap, one pair of tennis shoes, one towel, two sheets, and one pillow case. Inmates found in possession of items exceeding the issued amount per inmate will be subject to progressive discipline.

**PREA Hotline Calls**

We have received some reports of Inspector General PREA hotline calls being disconnected inadvertently by the telephone provider. If this has and/or does happen to you please contact the Inspector General's office and/or Institution PREA Compliance Manager and inform us of the approximate date/time of the occurrence. Currently the Inspector General hotlines only accept a maximum of three minutes on recording. Currently, once that three minute limit is reached, you will hear a message that says "your call has been disconnected". This means the message has been sent.

DOC is committed to providing multiple reporting methods. You can also report by:

- Reporting directly to any staff member, contractor, or volunteer
- Writing the Governor's Office (you may ask to remain confidential) at:  
State Capital Room 160  
900 Court St.  
Salem, OR 97301
- Ask a friend or family member to contact DOC
- Drop an inmate communication in any mailbox
- Use the grievance system to file a complaint.

/s/ Cap. D. Long, Security

**Annual Blanket Wash**

The Clothing Room will be conducting its semi-annual mandatory blanket wash during the month of **October 2017**. 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 workers and housing unit orderlies in the collection and distribution of blankets. **ALL CELLS WILL BE SEARCHED FOR EXTRA LINEN.**

The schedule will be as follows:

**\*Friday November 3<sup>rd</sup> A-3, A-Block**  
**Scheduled rotation is subject to change**

/s/ L. Warren, Clothing Room

**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/ S. Mitchell, Acting Asst. Supt. General Services

**Activities****Car Show Calendar and DVD**

The car show is selling DVDs and calendars from this summer's show. The calendar is 8-1/2" x 11" and each month has a photo of one of the trophy winners. If you

**Car Show Calendar and DVD** (cont.)

would like to purchase a calendar, please send a CD-28 for \$6.50 to the Car Show #2488 in Activities.

The DVD will be shown Sunday, November 5, 2017, on channel 55 at 7:00 p.m. If you would like to purchase a DVD, please send a CD-28 for \$10 to the Car Show #2488 in Activities and on the back of the CD-28, or on an inmate communication, write the name and address of where you would like the DVD sent. If you would like a Blu-ray version, the cost is \$12.

Once your CD-28 clears, DVD's will be mailed and you will be put on call pass to pick up your calendar.

/s/ J. Rodriguez, Activities

**HHAAP's AIDS Day Celebration**

HHAAP will be celebrating its **Annual World AIDS Day** celebration on December 2, 2017. This is an invite to all, to come and learn some important facts about **HIV/AIDS** and hear some inspiring stories of hope and life. There will be outside speakers, Medical professionals and entertainment to help us celebrate those fighting the cause and living with this disease. There will be refreshments.

**This event will be on December 2, 2017, from 1:00-3:00 p.m. on the Activities Floor.**

If you are AIC level 2 & 3 and would like to celebrate this event with us, please send an inmate communications to HHAAP on the Activities Floor. Place in the white box at the bottom of the stairs. Inmate Communications must be received by November 21, 2017.

**How to Listen Effectively Class** (Brought to you by Toastmasters)

Have you ever been in a conversation with another person where one of you misunderstood what the other person was saying? This is a common occurrence for most of us. Listening effectively is a vital skill in communication that you can learn. Just because you may not be talking, when someone else is speaking, doesn't mean you are listening. A basic human need is to understand and to be understood. The best way to understand people is to listen to what they are saying. Good listening skills help us understand the other person's point of view, which in turn helps us make better decisions. How would you like to learn some of these skills? You can, and we have them waiting for you. **How to Listen Effectively** delivers nine

techniques designed to help create good listening habits.

If you would like to take part in this class on **Saturday, November 18th, from 12:15-3:00 p.m., in Activities.** Please send the Capital Toastmasters Club an inmate communication no later than November 9, 2017. Since this is a one-day class with certificates, there will not be an optional line to leave early. You must be incentive level 2 or 3 to attend, and not have a work conflict to be put on the turnout.

Space is limited. We hope to see **you** there.

/s/ J. Rodriguez, Activities

**Miscellaneous****Flu Season 2017**

Last chance to receive the Flu Vaccine for 2017. Kyte Health Services or K.Ross and you will be scheduled

to come upstairs for one of the vaccine clinics.

/s/ K.Ross, Health Services

**Preventing Tooth Decay**

Good dental hygiene is the first step in preventing tooth decay. Brush your teeth twice a day with fluoride-containing toothpaste and clean between your teeth once a day with an interdental cleaner. Limit snacking and sipping on drinks high in sugar or acids.

More and more products are becoming available to help treat and prevent tooth decay. Why wait for a cavity to develop? Send an inmate communication to Dental for an annual cleaning and a thorough examination, as well as to stay on top of these new techniques to improve your oral health.

/s/ C. Coffey, Health Services

**OCE Clerk Support CADD Department**

OCE is now accepting applications for a **Clerk** located currently in the CADD Department at Oregon State Penitentiary (OSP). This recruitment will be used to fill two (2) positions. Workers holding this position must have experience using Microsoft Office software and performing standard clerical duties.

The work schedule is Monday – Friday, 6:00 a.m. to 2:00 p.m. This position awards 14 PRAS Points

**OCE Clerk Support CADD Department** (cont.)

starting; with the opportunity to earn a matching Team Goal Award as well.

All applicants must meet the following qualifications:

- **Must have a valid social security number or equivalent.**
- Microsoft Office experience with a preference in Excel
- Have at least 60 months remaining on sentence
- Have six months clear conduct
- Possess a high school diploma or GED certificate, or be in the process of obtaining a GED certificate within a specified period of time (verified by DOC Education)
- Have no program failures in the past six months
- Be able to work efficiently and professionally at all times as a member of a team in an office environment
- Be willing to sign a twelve (12) month retention agreement

All applicants will need to pass a DOC/OCE security screening and OCE interview before being considered for the position.

**Submittal Process:**

If you are interested in applying, please submit a completed DOC Inmate Work Application referencing OSP CADD Clerk Support as the position applied for and submit to:

/s/ T. Wilson, C/O OCE – CADD Dept.

Applications must be **received** by Friday, November 17, 2017.

**Chapel**

**Bahai Faith Announcement.**

A Bahai faith intro and discussion group will be held on Monday's in the Chapel from 2-3pm. If you are interested in attending please send an inmate communication form to the Chapel.

/s/ A. Perstein, Chapel

*Chapel Schedule*

**SATURDAY, November 4**

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

**11:30 a.m.** Jewish Service  
**1:00 p.m.** Native American Ceremony  
 Suni Muslim Study  
 Seventh Day Adventist Service  
 Worship Practice  
**6:00 p.m.** Calvary Chapel

**SUNDAY, November 5**

**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, November 6**

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

**TUESDAY, November 7**

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

**WEDNESDAY, November 8**

**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, November 9**

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

**FRIDAY, November 10**

**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.