



Administration

You've Got Mail

Many of you already know how important it is to have your birth certificate and social security card, but it's worth repeating and even "kyting" about. Aside from the benefits of having your birth certificate while you're still inside, both pieces of identification are essential to your success after release because they are needed to get a job, open a bank account, or cash a check, and apply for state or military benefits.

As you approach release, if the DOC does not have a birth certificate or social security card on file for you and if you may be eligible to receive one provided by the DOC, you will receive an inmate communication from the institution records office. Those approaching age 65 will also be sent an inmate communication if the DOC does not have a birth certificate on record. The inmate communication will tell you which piece of identification is missing and give you the means to start the application process. Just fill in the information, and forward the inmate communication to your institution records office. It's as simple as that.

NOTE: To eliminate duplications that could delay your application process, please complete and return only one each of the birth certificate and social security card inmate communication forms.

/s/ K. Hodney, Operations and Policy Analyst

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:

(Starting the first week of Oct 2017)

*Friday Oct 20 th	C-Block
*Friday Oct 27 th	E-Block
*Friday November 3 rd	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

Food Theft (cont.)

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

Athletic Club Running Program

2017 Runners of the year by age

Points are accumulated for finishing races in first, second and third places. Anyone who finished the half marathon gets additional points.

- Over all runner of the year is Ismael Lopez-Soriano.
- Most Improved runner of the year is Marc Rodakowski

<u>20-29</u>	
Charles Lake	(10)
<u>30-39</u>	
Garney Hamilton	(20)
<u>40-49</u>	
Scott Bitter	(20)
<u>50-59</u>	
Ismael Lopez-Soriano	(27)
<u>60-69</u>	
Charles Teter	(12)
<u>70-79</u>	
Larry Moore	(20)

You have shown great dedication and determination. Your effort is a credit to yourself and the Athletic Club, Thank you.

/s/ B. Marion, Activities

Presidents Meeting Minutes from September 26, 2017, at 2:00 p.m.

Topics Discussed:

1. Update on prior meeting Action Item Log.
 - a. Mr. Laney talked to the housing units about ensuring that the 7:15 a.m. workline is being ran. He will talk to them about making sure that if

breakfast is ran shortly before 7:15 a.m. that the 7:15 workline also be ran since not everyone goes to breakfast.

- b. The Executive Team will talk about what time the TV in the Dorm is to be turned off.
 - c. Mr. Yoder explained that the faucet on the wall on the yard was being turned off when staff left at 2:00 p.m. this summer since the water pump was faulty and would not turn off. A new pump is on the way to resolve this issue.
2. Mr. Laney talked to Captain Alvis about the institution count times. The evening 9:30 p.m. count is not to be called until 9:25 p.m. The morning 10:30 a.m. count is also not to be called until 10:25 a.m. This will allow the institution to run as scheduled.
 3. There was a concern over the amount of time it takes to have CD-28s processed when sending money out of the institution. The administration stated they would need to know who is having these issues so they could be looked into on a case-by-case basis to determine the cause. CD-28s are processed as received and there is not a specific date they get processed on.
 4. There have been many complaints about the linen smelling dirty. The administration will talk to the laundry manager about the matter.
 5. There have been many unsuccessful efforts to get toilet paper holders in the Activities restroom. Mr. Kelly will talk to Cpl. Panther about getting this taken care of.
 6. The handball fencing was repaired and now some of the handballs are getting caught in the fence. Rather than staff pushing them out of the fence and back onto the handball court when the owners of the balls are not present, staff will grab the handballs and have them passed back to the owners, as has been the previous practice.
 7. Apparently, some mail has not been being passed out during count. Mr. Laney said mail should be passed out during the 4:00 p.m. count and only be held until later if a person is not in their cell during that count period.
 8. Some people have been complaining about not being allowed enough time to go to dinner and to med-line and being told they only had 25 minutes. Mr. Laney spoke to the swing shift OIC about this matter. If a person has med-line during dinner, they are to be afforded a reasonable amount of extra time.

Presidents Meeting Minutes (cont.)

9. There has been an ongoing problem with it taking a long time to locate people for visits when they are at their job site. Mr. Laney will let all staff know that they need to look in cells and do a visual to see if a person is there. If not, staff are to notify the control center that the person is not in so control center staff can look elsewhere for the person.
10. There was some confusion about runner's having to leave the yard at 9:00 a.m. on Tuesdays and Fridays. Mr. Laney said that is what the runner's contract says, so it is being enforced.

/s/ J. Rodriguez, Activities

Miscellaneous

Dandruff—Self Care Information

Are you afraid to wash your hair frequently, fearing dandruff will land on your shoulders? Once you know what dandruff is and how to treat it, your hair will be cleaner and you can worry less about dandruff flakes.

What Is Dandruff?

Skin is in a constant state of renewal, producing more cells as old dead cells fall off as "scale." Although a little bit of scale is normal and doesn't bother anything, some people have too much. There is a common misconception that dandruff is caused by scalp skin being too dry, so some people with dandruff avoid washing their hair. They think this will help their problem, but that's incorrect. They are actually not washing their scalp *enough*; the scale is building up into larger, more noticeable flakes before it falls off the skin. Dandruff problems tend to occur more frequently in people with *oily* skin and hair. Also, if you have long hair, it will usually make dandruff worse because you have to actually *cleanse the scalp*, not the hair in order to effectively treat the condition.

When dandruff is severe, red, greasy scaling areas around the nose, the folds of the cheeks, the eyebrows, and ear areas can accompany it. This condition is called seborrheic dermatitis. Essentially, this is widespread dandruff involving the skin as well as the scalp.

Factors Affecting Dandruff

Diet can effect flaking. It is a good idea to experiment with your diet to see if you can discover what triggers the extra flakes. Surprising things such as cheeses, highly seasoned foods and milk chocolate can cause it. Seasonal changes, stress, and certain diseases seem to affect dandruff as well.

There is no way to cure dandruff. However, you can treat it if you wish.

Treatment

Remember that this is not a serious condition in most cases, and can be treated through diet, hygiene, shorter hairstyles and stress reduction.

If you wish to treat the condition, try a medicated shampoo. The canteen has several products. Any dandruff product must be left on the scalp for a period of time for best effect, so shampoo your scalp first during you shower. (Remember, you are treating your scalp, not your hair.) A water-based conditioner can help prevent your hair from drying out when using medicated shampoos.

/s/ C. Coffey, Health Services



Chapel Schedule

SATURDAY, October 21

- 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, October 22

- 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
Lutheran
Urantia

MONDAY, October 23

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

TUESDAY, October 24

- 8:00 a.m.** Universal Unitarian
- 1:00 p.m.** Lifeline
Russian Bible
Torah Men
Quaker Service
- 6:00 p.m.** Buddhist Service
Prison Fellowship Discipleship
Catholic Study
Non-Violent Communication Practice
Group

WEDNESDAY, October 25

- 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, October 26

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

FRIDAY, October 27

- 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.