



Lift Restrictions

Loss of privileges (LOP) will be lifted from 8:00 a.m. on Wednesday, November 22, 2017, through Thursday, November 23, 2017, at 9:00 p.m. in observance of the Thanksgiving Holiday.

Inmates on LOP during this time period will be allowed Non-Cash Incentive (NCI) Level 1 access to the recreational yard. This means they cannot go to evening yard.

The yellow Loss of Privilege identification card will be accepted for access to NCI Level 1 yard.

The lifting of restrictions does not apply to inmates on a Security Threat Management (STM) plans or inmates on MDT management plans, or inmates that are on cell in orders. Their restrictions will remain in place.

/s/ J. Hyde, Capt.

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

Presidents Meeting Minutes

For the Meeting On: October 24, 2017, at 2:00 p.m.

Topics Discussed:

1. Update on prior meeting Action Item Log.
 - a. There were issues with the 7:15 am workline not being ran when breakfast had been called shortly before 7:15. Some people may not go to breakfast and therefore the line still needs ran. That seems to have been rectified.
 - b. The kiosks being locked at various times of the day is creating an issue with people not being able to plug their MP3/MP4 players in. Mr. Yoder is working with staff on this matter.
 - c. The executive team verified that the TV in the Dorm is being left on until the time stated in the staff post orders.
 - d. Ms. Pinkley-Wernz spoke with the OCE Manager, Mr. Thompson, about the concern raised of clothing and linens not being properly washed and smelling

Presidents Meeting Minutes (cont.)

dirty. Mr. Thompson was unaware of any concerns and was going to talk to laundry staff about it. If this comes up again, Mr. Thompson would like to be notified so he can investigate it. There should be no issue.

- e. Toilet paper dispensers in Activities should be installed anytime.
2. It was asked if the MP3/MP4 players could be changed so they don't time out in 30 days, but rather in 60 days, since there is still an issue of the kiosks being down for extended periods of time. Mr. Ledbetter, with DOC Operations Contract Support, sent an email stating that the 30-day time period would not be extended as it is a security measure and that if kiosks are down that his office should be notified. When a kiosk is down, AIC's can notify their block sergeant or send a kyte to Captain Long who will notify the Contract Support office.
3. Telmate Issues that were sent to Mr. Kliewer in the Operations Division for DOC include:
 - a. It was asked if more tablets could be added. The response from Mr. Kliewer was that typically the ratio is one tablet for every ten AIC's. Mr. Kelly stated that since OSP is set up differently than other institutions, staff will be looking at how often tablets are not available. If availability is a consistent issue, staff will look at new procedures for returning tablets, adding more tablets or other options.
 - b. It was asked if law library matters could be handled on the tablets in the future. Mr. Kliewer replied that the program office is looking into this to see if possible in a manner that would prevent security issues regarding searching for text and what website would be accessed.
 - c. Mr. Kliewer indicated that education is working on education tablets with AZTEC GED software on them. Mr. Kelly will ask about seeing if education software can be made available on the tablets in the housing units.
 - d. It was asked if tablets could be added to the visiting room so people can use them to pay for items in place of CD-28's and so AIC's could access

educational items with their children. The administration will look into this.

- e. It was asked if tablets could be added to Activities so they can be used at meetings in place of CD-28's. The administration will look into this.
- f. It was asked why the search function on the tablets was removed. Ms. Pinkley-Wernz will look into this.
4. There is a proposal to return the institution to a two-block rotation for yard rather than a three-block rotation, thus allowing for more yard time. Mr. Kelly has the proposal and will discuss it with the executive team and labor.
5. There is an issue with how the runner's contacts were written. This resulted in a misunderstanding of the intent of when AIC's need to depart from the yard on days where yard is closed but runners are still on the yard. The contracts have been rewritten and are being presented to Captain Hyde to resolve the matter so runners can stay on the yard until 9:45 am.
6. It was asked what the definition of special needs is since some people are leaving their housing units when count clears but then are being celled in and told that what they left for was not a special need. It was suggested that someone contact Captain Long. The Activities Administrative clerk will do this.
7. Recently clubs have been told that rather than collecting hygiene items for homeless shelters, they need to only collect CD-28's. The reason is that those shelters have indicated that sometimes they receive items they don't really need and if they receive money, they can purchase what they need most. Mr. Kelly said if an organization/shelter wants certain items that the club could collect those items in addition to CD-28 donations.

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

Commissary

Holiday Debt Collection Suspension

- The 2017 holiday buying period runs Monday, November 27, 2016 through Friday, December 29, 2017.
- Spending limits will be doubled during the holiday buying period.

Holiday Debt Collection Suspension (cont.)

- **If you are INDEBTED to the Department of Corrections read this:** Debt will be collected through November 22, prior to the beginning of the holiday buying period. DOC is exercising the discretion of the Assistant Director of Operations, according to Trust rule 291-158-0065 to designate November 22 as the last business day of the month, prior to the holiday buying period.
- During the holiday buying period, Central Trust will not collect existing DOC debt. However, non-DOC debt, such as court fees and garnishment orders, will be collected during the buying period, as well as fines associated with new disciplinary sanctions that are applied to your trust account.
- During the holiday buying period, inmates who are indebted to the DOC may only spend funds posted to their account for postage, copies, institution club activities, and commissary items.
- If you are indebted, Central Trust will not process CD-28s to send funds out.
- At the conclusion of the holiday buying period, any funds remaining in accounts of indebted inmates will be collected and applied to their debt.

NOTE: Inmate Re-Entry Savings Accounts (IRSA) deductions will also be suspended during this time (applies to inmates housed at PRCF only).

/s/ M. F. Gower, Asst. Dir. for Operations Div.

Miscellaneous**OCE Certification Program Opportunity**

OCE Inmate Workforce

The **OSP CADD Unit** is now accepting applications for **Computer Aided Design (CADD) Certification Program**. Four Certification positions are available.

Experience using the following software is preferred: AutoCAD, Autodesk Inventor, Solidworks, Catia and Pro-E. Also knowledge of the following programs will be considered: AlphaCAM, Rhino, and Enroute. The current schedule is **Monday – Friday, 6:00 a.m. to 2:00 p.m.** This position awards eight PRAS points, with the opportunity to earn Team Goal Awards at eight points. Trainees must be motivated and able to maintain a professional attitude at all times. A CADD position is not guaranteed at the end of the certification program.

Applicants must meet the following qualifications:

- **Must have a valid social security number or equivalent.**
- Have at least **six months'** time incarcerated **with clear conduct.**
- Have NO program failures in the past six months.
- No positive drug tests within the past six months.
- Release date is within six years of application, but no less than 18 months.
- High School diploma or GED required or enrolled in GED classes.
- Experience with Microsoft products; Word and Excel.
- Cannot be in any programs/activities which would conflict with the assigned shift.
- Be willing to sign a **twelve (12) month retention agreement** – anyone leaving the assignment either by termination or resignation before serving the full retention period will be returned to the sending institution.
- **All applicants will need to pass a DOC/OCE security screening and OCE interview before being considered for the position.**
- Note on the application any software experience with above referenced programs.

Submittal process:

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

/s/ T. Wilson, OSP OCE Furniture Factory

Application must be received by 11/27/2017. Applications received after 11/27/2017 will not be reviewed.

HVAC Shop Position Open

OSP HVAC shop is looking to fill one worker position. HVAC, electrical and mechanical experience preferred. Must be a hard worker who is self-motivated, and able to work well with others and give and receive constructive criticism.

Must be able to lift 75 pounds, work in confined spaces, on ladder or scaffolding, and in extreme temperatures. You must have a minimum of one year clear conduct. Send your inmate work application to OSP HVAC Shop.

/s/ P. Willette, Physical Plant

Felix Christmas Photos

Starting November 1, 2017,. Felix Christmas photos started be taken in the Recreation Building. It's that time of year again and Felix is going to have the best Christmas ever! He'd like to share it with you by inviting you to get your picture taken with him. At the time of the photo you can fill out a CD-28 with the photo number written on the back.

The glossy 4x6 photos are only \$1 each. (Maximum of four inmates in each photo).

Your family and friends will surely enjoy these unique Christmas photos. So, come on down and get yours today! Thank you for supporting the Felix Program.

Felix Christmas photo schedule:

Monday – morning & afternoon yard

Tuesday – afternoon & night yard

Wednesday – morning & afternoon yard

Thursday – morning, afternoon & night yard

Friday – afternoon yard

Saturday – morning, afternoon & night yard

Sunday – morning, afternoon & night yard

Wednesday - night yard - no Felix photos

The schedule is subject to change so we thank you in advance for being understanding of any changes.

Please remember to respect the Christmas Photo area and to not harass Felix while he's enjoying his toy, thank you.

/s/ C. Kyle, Physical Plant Office

Chapel

Chapel Schedule

SATURDAY, November 18

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, November 19

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, November 20

1:00 p.m. Buddhist Discussion Group
Restorative Justice

6:00 p.m. Restorative Justice

TUESDAY, November 21

8:00 a.m. Universal Unitarian

1:00 p.m. Russian Bible
Lifeline
Torah Men
Quaker Service

6:00 p.m. Buddhist Service
Prison Fellowship Discipleship
Catholic Study
Non-Violent Communication Practice
Group

WEDNESDAY, November 22

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, November 23

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. Christian Journaling
Celebrate Recovery ☹

FRIDAY, November 24

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.