



Administration

PRAS Posting Schedule

Here is the PRAS posting schedule for 2018.

January 4, 2018
February 8, 2018
March 8, 2018
April 5, 2018
May 10, 2018
June 7, 2018
July 5, 2018
August 9th
September 6th
October 4th
November 8th
December 6th

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

Activities

Mental Flexibility Class

Capital Toastmasters club is offering a Mental Flexibility Class on Saturday, January 6, 2018, from 12:15 p.m. to 3:00 p.m. Mental flexibility can be defined as a way of thinking - an attitude. It's a way of approaching a situation that allows one to adapt their behavior to achieve the best outcome. Participants learn to increase their mental flexibility to become better listeners, observers, thinkers, and problem solvers. These are all valuable skills that can be used on a daily basis no matter where a person is or what they are doing. If you wish to participate in this class and are incentive level two or three, send an inmate communication to the Capital Toastmasters Club prior to December 31, 2018. If you have a work conflict, you will need to have your supervisor sign your inmate communication so you can be added to the turnout. We hope to see you there!

/s/ C. McFadden, Activities

AVP Workshop

The Alternatives To Violence Project (AVP) is holding a beginning workshop on Friday, January 12, 2017, and Friday, January 19, 2017. It is a two-day, all day, workshop from 7:15 a.m. until 2:25 p.m. and again from 5:30 to 8:00 p.m. Participants need to be incentive level 2 or 3 and be able to attend all day for both days. In AVP, people learn about and practice living a life of dignity and self-respect in a non-violent manner. If you are incentive level 2 or 3 and would like to take part in this AVP beginning workshop, please send an inmate communication to AVP in Activities. We only have room for 20 people; so do not delay in signing up. You will need to have your work supervisor, and any other program supervisor, sign your inmate communication stating it is ok for you to miss work, or any other programs you are involved in, both days so you can be added to the turnout.

/s/ J. Rodriguez, Activities

Miscellaneous

Hand Washing

Did you know that hand washing can keep you healthier throughout the year?

Facts ...

- Hand washing reduces the spread of many diseases
- Water alone won't kill germs - you need soap too!
- Disposable paper towels help stop the spread of germs; use them to dry hands and turn off the faucet.

When to wash ...

- Before handling food
- After coming in from outdoors
- After using the toilet
- During illness, especially after sneezing or touching eyes, nose, or mouth

Lab and X-ray Results

Have my lab results or x-rays come in? Are they okay? Do I have anything to worry about? What do I need to do? These are valid questions you may ask yourself and others after a test has been completed. These questions will be answered with a simple form. Your provider will send you the Test Results Communication after they have received and reviewed your test results. These forms will come as a medical kyte. The provider will let you know if your test is normal or abnormal, and may also give your comments and/or instructions for you to follow. This form will also inform you if an

appointment is necessary; if it is, it will already be scheduled, so please watch the call out(s). Please allow up to three weeks after your test to receive this kyte. If after three weeks you have still heard no response, send an inmate communication to sick call. If you have any questions or concerns with your test results, please send an inmate communication.

OSP Mail Room

- Remember that self-addressed envelopes being mailed out or received in the OSP Mail Room is a violation of the mail rule and will be violated/confiscated per the mail rule.
- Electronic messages through Access Corrections and Telmate still fall under the mail rule for content (No sexually explicit content, No STG content, etcetera).
- Mail Room staff would like to remind you of the VIP Kiosk usage rules: All photos taken at the VIP kiosks require that the inmate is clothed and not attempting to conceal their identity (no sunglasses, hats, or other appearance changers). No displays of hand signs. You must be alone in the photos, no group photos are approved. You may photograph awards, certificates, other photos, art, or personal property like a book or musical instrument for display in your **Gallery**. The profile photo section is only to be used for the log in photo taken each time you log into the system. The Gallery section is where you may display the above listed various personal photos.
- If you have any questions about mail or the mail rules please send an inmate communication form to OSP Mail Room, C. Toombs. I will do my best to answer your questions and resolve any issues that you may have.

/s/ C. Toombs, Mail Room

OCE Contact Center Work Opportunity

The OCE Contact Center at OSP is recruiting to fill Call Agent positions with our customer System 55. The work schedule is Monday – Friday, 6:15 a.m. to 2:15 p.m. This position starts at **14 PRAS** and allows an increase to **16 PRAS** after a full 6 months. This position also provides you with the opportunity to earn a **Team Goal Award** and a **production-based bonus** as well. Inmates in this out-bound Contact Center perform scripted calls to generate leads so you must be motivated and able to maintain a professional attitude at all times.

All applicants must meet ALL the following qualifications:

- Valid social security number

OCE Contact Center Work Opportunity (cont.)

- NO convictions for ID Theft, Fraud and Computer related crimes
- NO program failures or DR's in the past 6 months
- Must have at least 12 months left on your sentence
- Be able to read proficiently and speak English clearly.
- Be able to work efficiently and professionally at all times.
- Must not have frequent scheduled call outs, programs or activities that would conflict with a 6:15 a.m. to 2:15 p.m. work day.

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 complete DOC Inmate Work Application referencing OCE Contact Center as the position applied for and submit to:

/s/ B. Potts – OCE Program Manager

Chapel

Quaker Worship

The Religious Society of Friends (Quakers) approach worship a bit different from some groups. This is based on the belief that there is "that of God" in everyone. We believe that it is not necessary to have a minister or priest or preacher to help us worship, but that each one of us has the responsibility of seeking the divine, the creative spirit, God-whatever you call it - and respond to that divine part of our nature. We meet in silent worship in a circle, seeking spiritual inspiration in ourselves and each other. If anyone feels they have something special insight or inspiration to share, they are welcome to speak.

We believe that it is not by preaching, teaching, or proselytizing that we practice our religion, but how we live our lives. "Let your life speak," or as William Penn (1644-1718) put it: "true godliness does not turn people out of the world, but enables them to live better in it, and excites their endeavors to mend it"

Our friends Worship Group at OSP meets the **Third Tuesday** of each month, **1-3 p.m.** Everyone is welcome.

/s/ A. Perlstein, Chaplain

Chapel Schedule

SATURDAY, December 16

- 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, December 17

- 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, December 18

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

TUESDAY, December 19

- 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, December 20

- 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, December 21

- 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, December 22

- 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.