



Correctional Rehabilitation Services

When you have a scheduled call out with the letters CNLR, this means you are scheduled to see the counselor in Unit 20. You are expected to show up on time for your call out. Failure to do so will result in progressive discipline.

Thank you for your attention to this matter.

From The Mailroom

SUPPLY/CHEMICAL DELIVERY CLERK **Physical Plant Tool Crib**

Delivery of supplies and chemicals.

Learn and operate Benchmate computerized maintenance program for the daily entry of work orders for the institution. Help in any and all projects pertaining to the institution within the scope of practice. All work is to be performed with a professional attitude towards others.

Minimum Skills:

1. Complete TRCI Admission & Orientation Class
2. Must be level 3
3. GED
4. Legible handwriting, basic math and filing abilities
5. Capable of pushing heavy carts of chemicals to Units.
 - a) The ability to lift 25-50 pounds regularly
 - b) The ability to safely climb ladders while carrying up to 40 pounds
 - c) The ability to wear personal protective gear correctly most of the day
6. Must be able to work in a team environment.

Preferred Skills:

1. Computer skills a plus.
2. Have basic knowledge of hand power tools; have the ability to learn to operate man lifts, hydraulic jacks, scissor lifts, etc.
3. Be able to follow operational and safety guidelines.

Hours of work: 7:00 AM to 3:00 PM (five days/week)

PRAS points: 12 points/day; for satisfactory work with potential to increase points

Send Application to: Physical Plant Tool Crib.

Mail Room

1. Per the Umatilla Postmaster as of January 8th 2018 packages with staples holding them closed will be refused – tape edges rather than staple.
2. Updated rejected book lists were sent to the housing units in late December. Please check these prior to ordering any books. If you order a book from the rejected list you will be responsible to pay to return it or it will be hot trashed.
3. Tracking numbers for outgoing packages must be requested by the inmate at the time the package is sent.

Name The Newsletter

We are looking for a name for the monthly newsletter. Do you have what it takes? Do you want bragging rights for naming the newsletter? If so, send a KYTE to the Recreation Department with your suggestion/s. All suggestions need to be in the recreation office no later than February 15th to be considered. The new name will appear on the cover of the March Newsletter.
Don't delay send your KYTE's today!

From: Lieutenant Harris

SUBJECT: Communication between staff and inmate

Here is an excerpt from Division 109, Inmate Communication and Grievance Review System.

291-109-0140 **Grievance Review System**

- (2) An inmate may file a single grievance concerning any of the following matters:
- (a) The misapplication of any administrative directive or operational procedure;
 - (b) The lack of an administrative directive or operational procedure;
 - (c) Any unprofessional behavior or action which may be directed toward an inmate by an employee, contractor, or volunteer of the Department of Corrections or the Oregon Corrections Enterprises;
 - (d) Any oversight or error affecting an inmate;
 - (e) A program failure as defined in the DOC rule on Performance Recognition and Award System (Inmate), OAR 291-077-0020, unless the program failure is a direct result of a misconduct report where the inmate was found in violation;
 - (f) The loss or destruction of property as designated in the DOC rule on Personal Property (Inmate), OAR 291-117-0130(3);
 - (g) Sexual contact, solicitation or coercion between a DOC or OCE employee, contractor, volunteer of the department or OCE and an inmate; or
 - (h) Sexual abuse of an inmate by another inmate if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse.
- (3) An inmate cannot grieve the following:
- (a) Grievances relating to actions or decisions not within the jurisdiction of the department (for example, actions by the Board of Parole and Post-Prison Supervision).
 - (b) Incidents or actions for which there exists a separate internal department appeal or review process as identified by an OAR for which an inmate may take part in; for example, rejection or confiscation of mail, visiting, discrimination complaints, removal from an alternative incarceration program; classification issues, etc. (A use of force review, as described in OAR 291-013-0140, is not a separate appeal or review process for purposes of this rule.)
 - (c) Daily fails as defined in the DOC rule on Performance Recognition and Award System (Inmate), OAR 291-077-0033;
 - (d) Conduct orders, investigations leading to a conduct order, or conduct order sanction(s);
 - (e) Misconduct reports, investigations leading to or arising from misconduct reports, or disciplinary hearings, findings and sanctions;
 - (f) Incident(s) or problem(s) to which an inmate was not a party;
 - (g) Claims or issues for which the inmate has filed a Notice of Tort with the Oregon Department of Administrative Services, Risk Management Division;
 - (h) Claims or issues the inmate has pursued or is pursuing in pending litigation in state or federal courts; or
 - (i) Group grievances representing other inmates, or acts where an inmate is a spokesperson for other inmates.

291-109-0150 **How and When a Grievance is filed**

- (1) Inmate grievances must be submitted to the functional unit grievance coordinator on the department's approved inmate grievance form (CD117). Instructions for filing a grievance are found on form CD117a (Inmate Grievance Instructions).
- (2) To obtain a grievance review, the functional unit grievance coordinator must receive an inmate's grievance within 30 calendar days of the date of the incident-giving rise to the grievance.
 - (a) An inmate may file a grievance past the 30 days of the incident if the inmate can demonstrate why the grievance could not be filed within the timelines established by rule; i.e., physical incapacity, etc.
 - (b) Untimely grievances that fail to make that showing shall be returned to the inmate with a statement of the rule.
- (3) The grievance coordinator shall date stamp and log the grievance form upon receipt.
- (4) If an inmate cannot complete the grievance form due to language, physical, or competency and capacity barriers, another person may complete the form. However, the inmate submitting the grievance must sign the grievance form. Translation services or other assistance for submission a grievance form for non-English speaking inmates or inmates that have difficulty with reading and writing will be made available upon request.
- (5) Functional unit managers or designees shall ensure the approved inmate grievance forms are readily available to inmates in DOC correctional facilities.

Dates of Interest for February

2nd Groundhog Day 9th Inmate Pay Day 14th Valentine's Day 16th Chinese New Year 19th Presidents Day

From Health Services

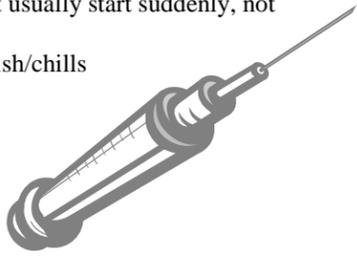
FLU PREVENTION

The flu is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and sometimes the lungs. It can cause mild to severe illness, and at times can lead to death. The best way to prevent the flu is by getting a flu vaccine.

Signs and Symptoms

People who have the flu often feel some or all of these signs and symptoms that usually start suddenly, not gradually:

- Fever or feeling feverish/chills
- Cough
- Sore throat
- Runny or stuff nose
- Muscle or body aches
- Headaches
- Fatigue (very tired)
- Some people may have vomiting and diarrhea, though this is more common in young children than in adults



How it Spreads

Most experts believe that flu viruses spread mainly by tiny droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby. Less often, a person might also get the flu by touching a surface or object that has flu virus on it and then touch their own mouth, nose or possibly their eyes.

Period of Contagiousness

You may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick. Although people with the flu are most contagious in the first 3-4 days after their illness begins, some otherwise healthy adults may be able to infect others beginning 1 day before symptoms develop and up to 5 to 7 days after becoming sick. Some people, especially young children and people with weakened immune systems, might be able to infect others with flu viruses for an even longer time.

Some precautions to help prevent the flu are:

- Washing your hands often helps protect you from germs.

- Use soap and warm water. Wash for 15 to 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer.
- If the hand sanitizer is a gel, rub your hands until the gel is dry. The gel doesn't need water to work; the alcohol kills the germs on your hands.

Take everyday precautions

- Cover your nose and mouth with a tissue or your arm when you cough or sneeze.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- Stay home if you get sick.
- Clean work and household surfaces often.
- Wear a mask if you have a weakened immune system.
- Practice good health habits. Get plenty of sleep and exercise, manage your stress, drink plenty of fluids, and eat healthy food.
- Manage any chronic conditions.

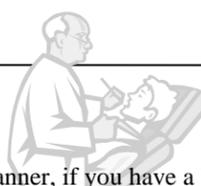
From: Dental

Reminder for ALL Dental callouts:

Show up to your call outs in a timely manner, if you have a 7am callout and you miss breakfast we will order you a sack lunch. Also, if you request to cancel or reschedule your appointment have the unit officer contact the Dental office ASAP. This will assist in using the time slot for others who are on the waiting list. Even though you request to cancel or reschedule you may be asked to still show up to dental to sign a refusal form.

Dental Emergencies:

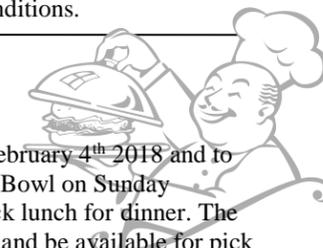
Health Services is available 24 hours a day. If an emergency exists—notify the Unit Officer, who will then notify Health Services. This is the type of emergency that you would seek Hospital Emergency Room Care for: if it is NOT... Sign up for Sick Call and submit an Inmate Communication Form to Dental.



From: Food Services

SUBJECT: Super Bowl Sunday, February 4th 2018

In an effort to support the pizza fundraiser on February 4th 2018 and to ensure smooth operations throughout the Super Bowl on Sunday February 4th Food Services will be serving a sack lunch for dinner. The meal will include the standard sack lunch items and be available for pick up during the lunch meal on February 4th. You must come through the serving lines at lunch in order to obtain your dinner sack lunch if you choose to have one. Food Services will be closed for training and unable to run food out to the corridors after the conclusion of the lunch meal.



From: Recreation Department

To: All Unit Recreational Orderlies

Notice Date: January 17th 2018

All Unit Recreation Orderlies

Unit Recreational Orderlies are no longer required to submit a weekly game/equipment checklist to Mr. Emerick/Cambell/Gibson. Below are duties that are to be performed.

1. Cleaning weight training equipment (daily as previously performed)
2. Organizing game cabinet (daily as previously performed)



3. Send a Kyte to Mr. Emerick/Cambell/Gibson if an item(s) is/are missing: This includes all games (other than decks of cards) and weight training/yard equipment.
4. If any dominoes are missing, damaged or there is a problem with a domino set, please put a note in the domino set. Activities Clerks will pick them up when they come for weekly inspection.
5. All playing cards will be replaced during the following months: March, July, and November.

Activity Clerks will be on your unit once a week in the mornings to check the status of the games and equipment. Your help with any issues regarding the games and equipment will help them tremendously. Thank You!

Do I Need To File Taxes While In Prison?

The same rules for filing a tax return that apply to you outside of prison still apply while you're in prison. You must file a tax return if your gross income* for the tax year is over the filing requirements set by law (see chart below).

For example, a tax return may be necessary if you:

- Worked part of the year and were in prison part of the year.
- Received income while in prison, such as: retirement income, investment income, or alimony payments.

Taxable Income

These are examples only. For complete information see IRS Pub 525.

- Employee compensation, such as wages, salaries, commissions, fees, and tips.
- Miscellaneous compensation such as bonuses, severance pay, and sick pay.
- Business income (partnerships, S corporations, self-employed) (see IRS Pubs 541 and 334).
- Unemployment benefits.
- Alimony received (see IRS Pub 504).
- Retirement income (distributions, pensions, annuities) (see IRS Pub 575).
- Investment income (interest, dividends, capital gains) (see IRS Pub 550).
- Gambling winnings.
- Some Social Security benefits (see IRS Pub 915) (Social Security isn't taxed by Oregon, but may be taxed by the IRS).
- Rental property income (see IRS Pub 527).

* Gross income is all income you receive in the form of money, goods, property, and services, unless that income is nontaxable.

Do I need to file?

You need to file if your gross income is more than the amount shown below for your filing status. Amounts apply to full-year residents only.

Your filing status is:	Number of boxes checked on line 7a of return:	And your gross income is more than:
Can be claimed on another's return	Any	\$1,050*
Single	0	\$5,900
	1	\$7,100
	2	\$8,300
Married filing joint	0	\$11,805
	1	\$12,805
	2	\$13,805
	3	\$14,805
Married filing separate	0	\$5,900
	1	\$6,900
	2	\$7,900
Head of household	0	\$7,375
	1	\$8,375
	2	\$9,375
Qualifying widow(er)	0	\$8,215
	1	\$9,215
	2	\$10,215

In addition, file a return if:

- You are required to file a federal return.
- You had \$1 or more of Oregon income tax withheld from your wages.
- * The larger of \$1,050, or your earned income plus \$350, up to the standard deduction amount for your filing status.

Nontaxable Income

These are examples only. For complete information see IRS Pub 525.

- Veterans' benefits such as disability pay or pension pay for disabilities paid to veterans or their families, veterans' insurance proceeds and dividends, and allowances for education, training, and subsistence.
- Qualified combat pay (see IRS Pub 3).
- Governmental benefit payments from a public welfare fund.
- Child support payments received.
- Medicare benefits.

How to File & Tips for Filing

- Get the appropriate forms and instructions (such as IRS Form 1040 and Form OR-40) from a trusted source. The institution is unable to provide these forms.
- You may appoint a qualified person as your Power of Attorney (POA) and have them file your tax return for you. Make sure to choose a person you trust to be your POA.
- Don't disclose your Social Security number (SSN) to others or let someone use your SSN for fraud. If fraud occurs, it will take a lot of work for you to clean up your account once you're out of prison.
- Request your W-2 from your employer if you didn't receive it.
- The award amount you receive from the Oregon Department of Corrections as an inmate is taxable income. You will receive Form 1099-MISC if your award totals exceed \$600.
- Be aware that the award amount you receive from the Oregon Department of Corrections as an inmate doesn't qualify as earned income when calculating your Earned Income Tax Credit.
- If you have a filing requirement, file or request an extension by April 18, 2017.