



## Administration

### A note from the Inmate Services Unit (ISU)

If a loved one has not visited in the past two years, they will automatically be removed from your approved visiting list. ISU is requesting you wait until they are ready to visit again before you submit another application. Application process time is typically within a week from date of receipt. To add a visitor back to your list, please submit a new visiting application with current information. If you have any questions or concerns, send an inmate communications to ISU, 2575 Center St NE, Salem, OR 97301.

/s/ K. Ketchum, Comm. Coord. Social Media

## Security

### Semi-annual Blanket Wash Schedule

The Clothing Room will be conducting its semi-annual mandatory blanket wash during the month of **April 2018**. 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 Clothing Room workers and housing unit orderlies in the collection and distribution of blankets. **ALL CELLS WILL BE SEARCHED FOR EXTRA LINEN.**

**The Blanket Wash schedule will be as follows:**  
(Starting the first week of April 2018)

*Friday April 6	A-3, A-Block
*Friday April 13	D-Block
*Friday April 20	C-Block
*Friday April 27	E-Block

\*Scheduled rotation is subject to change

/s/ L. Warren, Clothing Room

## Activities

### Wendy's Car Show Fundraiser

The Car Show fundraiser is April 25<sup>th</sup> at 11:30 am. The menu will consist of 1 Dave's triple cheeseburger, 1 smoky mushroom bacon cheeseburger, 1 donut, and koolaid. Non-pork eaters can request a Dave's Single burger in place of the smoky mushroom bacon cheeseburger. Price is \$17.75. Open to NCI Level 2 or 3. Put your CD-28 made payable to Car Show 2488 in the Activities box. CD-28's can be held for March OCE or April PRAS.

/s/ J. Rodriguez, Activities

### Improving Your Management Skills Class

Capital Toastmasters Club is offering the *Improving Your Management Skills* Class on Saturday, April 21, 2018, from 12:30 p.m. until 3:00 p.m. This class is designed to help participants develop their creative thinking abilities, to recognize and develop their management skills, and become more effective managers.

If you wish to participate send an inmate communication to the Capital Toastmasters Club prior to April 12, 2018. Open to Incentive levels two, three, and the first three level one AIC's from whom we receive an inmate communication. If you have a work/schedule conflict, you'll need to have your boss sign your communication to attend.

/s/ C. McFadden

### Presidents Meeting Minutes From March 13, 2018, at 2:00 p.m.

Topics Discussed:

1. Update on prior meeting Action Item Log:
  - a. Wagner talked to visiting room staff about the photo rule being followed properly.
  - b. The handball court gate is now being left open during runner's turnout.

**Presidents Meeting Minutes From March 13, 2018, at 2:00 p.m. (cont.)**

- c. The control floor is now calling the Dorm with a 5-minute warning before line movements.
  - d. The issue of how people's property not being rolled up if they are out of the institution for less than 24 hours has been resolved.
  - e. The request for DNA kits being sent into the prison is denied.
  - f. The concern over people being on prescribed medications but then getting a dirty UA from those medications was dealt with. Ms. Coffee talked to the nurses and if the UA tests positive, the UA officer is calling medical to see if a person has been prescribed medication that would interfere with the test.
  - g. The yard showers are now being left open until 30 minutes before yard in is called.
2. Mr. Wilson stated that programs held in Activities and the Chapel that are about development and personal change will be able to have some level 1 participants. The quantity is being worked out and the change will be phased in.
  3. It was asked if there could be a non-pork pizza when pork pizza is being served. Mr. Powers stated that the department does not offer such a substitute and therefore OSP will not be able to offer that. The alternative is a meat alternative tray.
  4. The size of cookies and pastries at club events had been reduced and Mr. Powers stated that the size will return to the previous size. The cost has been increased by 20% in accordance with Department policy and clubs will receive a new Excel order form reflecting the increased prices.
  5. A concern was expressed about the veggie tray quality and quantity. Mr. Powers has been working on, and will continue to work on, ensuring the quality and quantity are appropriate.
  6. It was asked if people who go to 7:00 pm showers from education and chapel could return after showers. Mr. Kelly will talk to Captain Bellman to review the policy on this.
  7. Mr. Wagner spoke to the visiting room staff about getting outside visiting open on warm days.
  8. Mr. Kelly stated that the DOC policy is staff should use appropriate and respectful language when talking to AIC's. If staff don't, AIC's can grieve the staff if needed, or talk to the block sergeant, or OIC. Often times a conversation at a later date can resolve issues as well.
  9. There are concerns about the plastic curtain hanging in the doorway in the security gate that AIC's walk through. It had been removed and was then put back. Mr. Kelly said carts with dirty clothing in them go through the staff door so as to not contaminate the plastic curtains. He also stated options to keep the wind from blowing onto the metal detector are being looked for.
  10. It was asked if the number of people on the weight pile could be expanded by 10. That request was denied.
  11. Since restrooms are not available in winter to the PM Runners, there were some instances where runners who needed to use the restroom were not allowed to leave the yard through the comm gate. Mr. Wagner took care of this so runners can exit the yard at the comm gate to use the restroom.
  12. Water in the cells was not very hot, so Mr. Kelly had the boiler house turn the water up 5 degrees.
  13. There have been several complaints about staff noise in the housing units with radios being turned up loud, especially in the middle of the night, and of flashlights being shined in people's eyes while they sleep. Mr. Wagner will look into the matter and address this.
  14. It was asked if we could get back to AIC's being able to use the visiting room vending machines when they have elderly visitors that have difficulty or who are unable to operate the machines. Mr. Kelly stated that the visiting room Sergeant will allow assistance for the elderly visitor and that it may be the visiting room orderly instead of the inmate being visited.
  15. It was asked if the Astru area will be relocated since it was removed due to the remodel taking place. Mr. Kelly said it would be relocated but until the remodel is completed, he isn't sure of the exact location.
  16. At this point, there is not any further information on MP3/MP4 players.
  17. It was asked if clear conduct could be considered when staff moves someone into a cell with someone else without a cell move request. Mr. Kelly stated that when possible based on how many open bunks there are. The
  - 18.

### Presidents Meeting Minutes From March 13, 2018, at 2:00 p.m. (cont.)

day of this meeting, there were only 18 open bunks in general population.

19. It was asked if there is a process to lift restrictions on currently prohibited publications. The person to contact is Kelly Rath at Central Administration.
20. Night yard was discussed and the possibility of having a level 3 line ran once the 4:30 pm count clears for the housing units that don't have night yard, like it use to be done. Mr. Wagner will look at this request and the executive team will make a decision before night yard begins.
21. As overtime for various OCE shops nears, the concern is about shower times so showers are not overcrowded. Mr. Kelly said it would be worked out when the time comes.
22. The issue of having the Call Center staff pick up food from afternoon Activities fundraisers was raised. It was pointed out that at the May 23, 2017, Presidents meeting this was discussed and it was determined that the PRC committee would evaluate the requests on a case-by-case basis depending upon staffing and the menu. The concern is that this has not been happening. Mr. Kelly said this would be evaluated.
23. Since the security gate has restricted items that are allowed to come through there, the concern is that guys working overtime in the laundry who have a different primary job are not able to bring their shower items back and forth. Ice was also asked about. Mr. Kelly stated that ice is allowed to be brought back from industries, as are things like books people use to study. He said the items not allowed to be taken back and forth are consumable items, except for condiments. He will also look at the policy for taking cups and shaker bottles back and forth.
24. There is still an issue with people being in their assigned area but it taking 45-minutes or longer to be notified of a visit. Mr. Kelly is aware of the issue and is working on it.

/s/ C. Sandoval, Activities

## Commissary

### Commissary Slips

Canteen slips must be in the black boxes in the blocks before 7 AM Tuesday morning.

Do not order any products on the tablets for canteen. It is not linked

/s/ W. Cutting, Commissary

## Miscellaneous

### Help Us Help You

If you are receiving prescribed medication you could be eligible for parole medications. Please send an inmate communication medical one month prior to your release advising us of your release date and that you are in need for review of release medications. By doing this will ensure your medications are ordered in a timely manner.

In your inmate communication please also clarify any questions you may have regarding your health status and medications. This will help us provide you with the education you need regarding the medications you are to be taking and why you need to take them. At the same time, we need to make sure that you understand about any disease processes you may have, the reason why your medication is necessary, and the risks of not taking them.

Please take a proactive approach to getting the most you can from Health Services. We do not want you heading back to the community with many unanswered questions about your health or a missing prescription. With reasonable notice, all of your needs can be addressed, and we hope that this will be a very positive experience for you. Remember on the date of release as you are being processed out of R&D request your release medications and turn in your blister packs. Thank you in advance for your understanding and cooperation.

/s/ C. Coffey, Health Services

### Are You Interested In Becoming a Better Writer?

Chemeketa Community College is now accepting applications for a *Bridge to College Writing* Course for those interested in improving their writing skills.

This class is for GED and high school graduates or for those presently in the GED program at OSP. The class is from April 9 through June 14, 2018. It will be held Monday through Thursday from 7:30 to 8:45 a.m. on the Education Floor. Students will have computer access to type drafts and final essays. Those completing the class and of all the coursework will be referred and placed on a list for the College Inside program at OSP. If you are interested, send an inmate communication to

**Are You Interested In Becoming a Better Writer?**

Ms. Adicho in Education to request a call-out to submit an application. A maximum of 15 students will be accepted.

/s/ S. Aguinaga, Education

# Chapel Schedule

**SATURDAY, March 31**

- 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.** Sunni Muslim Study  
Worship Practice  
Seventh Day Adventist Service
- 6:00 p.m.** Calvary Chapel

**SUNDAY, April 1**

- 8:00 a.m.** Spanish Protestant Service  
Jehovah's Witness Spanish
- 1:00 p.m.** Catholic Mass
- 6:00 p.m.** Latter Day Saints Study  
Lutheran  
Urantia

**MONDAY, April 2**

- 1:00 p.m.** Baha'i  
Hux 🚫
- 6:00 p.m.** Restorative Justice  
Non-Violent Communication

**TUESDAY, April 3**

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

**WEDNESDAY, April 4**

- 8:00 a.m.** OSP Choir Practice
- 1:00 p.m.** Seventh Day Adventist Study  
Life Support
- 6:00 p.m.** Indigenous Circle 🚫  
Celebrate recovery

**THURSDAY, April 5**

- 8:00 a.m.** Thresholds  
Jehovah's Witness Service  
Jehovah's Witness Spanish
- 1:00 p.m.** TUMI 🚫
- 6:00 p.m.** Shambala Services  
Spanish Non-Violent Communication

**FRIDAY, April 6**

- 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.