



## **Administration**

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### **Proposed Rules**

*From the desk of Administrative Rules:*

Below is the list of status changes made to DOC administrative rules since 09/10/18.

### **PROPOSED RULES:**

#### **291-123 Hygiene, Grooming and Sanitation**

- Updates the rules to clarify language governing the personal appearance, hygiene, clothing, and sanitation of inmates confined in a DOC facility.
- Last day to submit comments: 12/28/18

#### **291-107 Petitions**

- Updates the rules establishing the guidelines that allow inmates to request and circulate a petition in a DOC facility.
- Last day to submit comments: 12/28/2018

#### **291-180 Interstate Compact**

- Updates the rules to adopt current national compact rules effective on March 01, 2018.
- Last day to submit comments: 12/28/18

#### **291-100 Admission, Sentence Computation, and Release**

- Updates the rules to clarify processes and to update language based on statutory changes regarding the application of pre-sentence time served (HB 2310 and SB 1543). In addition, HB 2310 added authority to apply pre-sentence time served when an offender fails a diversion or specialty court program.
- Last day to submit comments: 12/28/18

Proposed rules will be copied free of charge. If you want a personal copy of a permanently adopted rule, there will be a charge for the copy.

Comments on proposed rules may be submitted by inmate communication or letter to: M. Mooney, Rules Coordinator, DOC Rules Office.

Proposed, temporary, and permanently adopted rules are available for review in the inmate Legal Library. Personal copies may be obtained by sending form

CD1762, "Legal Photocopy Request Form," to M. Davidson, Library Coordinator.

Inmates in special housing units may access copies of proposed rules and permanently adopted rules for review by asking the housing unit officer. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form," to M. Davidson, Library Coordinator.

Proposed rules will be copied free of charge. If you want a personal copy of a permanently adopted rule, there will be a charge for the copy.

Comments on proposed rules may be submitted by inmate communication or letter to: M. Mooney, Rules Coordinator, DOC Rules Office.

## **Security**

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### **Notice to DSU Inmates**

Per the DOC Rule on Segregation (Disciplinary), short term status inmates (any inmate confined in segregation status or in Disciplinary Segregation less than 30 consecutive days) are not allowed special commissary privileges. If you are considered long term status (any inmate confined in segregation status or in disciplinary Segregation for 30 or more consecutive days) during the holiday buying period you will be permitted to order from the DSU Holiday product list.

/s/ R. Adamson, DSU Supervisor

## **Activities**

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### **Car Show Calendar Sale**

2019 calendars, with photos of the vehicles and bikes that won trophies at the 2018 Car and Bike Show can now be purchased. Send a CD-28 to the Car Show in Activities, account #2488 for \$6.95. Calendars will be handed out around November 20<sup>th</sup>, as long as your CD-28 has cleared. Limited quantities, so don't delay.

/s/ J. Rodriguez, Activities

## **Miscellaneous**

### **Physical Plant Electronics shop Position**

Physical Plant is now accepting applications for persons with electrical or electronics experience. This recruitment will be used to fill one or two positions. Workers holding this position must have experience in electrical and or electronic installation or service and the understanding of how electrical systems work.

The work schedule is Monday – Friday 6:30 a.m. to 2:30 p.m. PRAS points for this position is dependent upon experience.

All applicants must meet the following qualifications:

- Experience in electrical service or installation High or Low voltage, Data, CCTV, Phone systems, Home Theater, intercom systems, Alarms or electronic service technology.
- Possess a high school diploma or GED certificate or be in the process of obtaining one.
- Have no program failures in the last six months
- Be able to work efficiently and professionally at all times as a member of a team

#### **Desired Skillset:**

- Being able to read installation manuals and install equipment.
- Experience in any of the following skills, Electrical service or installation of High and or low Voltage equipment, Data communication, Phone or Intercom systems, Alarms fire or intrusion, Security Camera systems, Cable or satellite TV.
- High or low voltage electrical license a plus.
- The ability to complete an apprentice program to obtain an LEB electrical license if offered.
- Knowledge of the proper use and accountability of the tools of the trade.
- Be able to stay focused and complete a variety of tasks from day to day.
- Be able to solve challenges in adverse environments.
- Have good communication skills.
- Be reliable, show up for work, ready to learn new skills,

Send work application to : S Palmer, Physical Plant

### **ICH Unit Peer Companion Announcement**

We believe that inmates who have proven to be successful in the prison community can provide a valuable resource to peers within that setting. By listening to and mentoring peers who are struggling

with various disabilities, Peer Companions can assist them in responding more effectively and productively in their environment.

Mental Health Special Housing is now hiring for a Unit Peer Companion position on the Intermediate Care Housing (ICH) unit. The individual selected for this position will report to the ICH for their shift. We are looking for a motivated, responsible individual who has the willingness to work with elderly, mentally ill, and special needs populations.

ICH Unit Peer Companions will have specific shifts and are responsible for assisting unit staff and treatment staff in ensuring that identified inmates housed on the ICH are getting their basic daily needs met.

Duties may also include assisting individuals with navigating the institution and engaging in activities outside of their cells, including dayroom and yard. This involves engaging the assigned inmates in these activities.

Please submit an application to K. O'Brien, ICH QMHP, if you are interested. Application deadline is November 30, 2018. To be eligible, you must meet the health services hiring requirements, including incentive Level 3 and clear conduct for at least one year.

/s/ K. O'Brien, ICH

### **The Physical Plant Lock Shop Position Open** (Not a 24-Hour position)

The ideal candidate will be Level 3 and have at least a year clear conduct. They must be able to take direction from the shop supervisor and be able to work well with others. The applicant must have the ability to disassemble faulty mechanisms using hand tools and power tools, and should also be able to replace defective or worn parts, clean and lubricate parts, reassemble, and test devices without step by step instructions. The Ideal candidate will have fabrications skills, knowledge of safety hazards, and necessary safety precautions sufficient to be able to establish and maintain a safe work environment for self and others. The lucky candidate that receives the position will be required to have dependable and predictable attendance. Work will include, but not limited to, basic maintenance and repair work in a variety of skilled trades as well as other related duties as assigned or requested such as general facility maintenance/repair. Must be able to reach overhead

## The Physical Plant Lock Shop Position Open (cont.)

and lift 50 pounds on a semi regular bases and climb stairs daily. The position pays 13 PRAS points.

/s/ A. Miller, Lock Shop

## Call Center Postitions Available

Do you have a desire to learn new skills that you can take to the community and use in everyday life? Do you want to earn money and increase your savings? Do you want to work in a professional environment?

The OSP Contact Center is currently looking for new agents. NO PRIOR EXPERIENCE IS REQUIRED. Call Center agents start at 14 points with a double meritorious award **and** the ability to earn an up to an additional \$110 each month! Also included are monthly bonus points and a center-wide goal reward program.

The Call Center requirements include;

- NO ID theft convictions or forgery **convictions** on your record.
- At least six months clear conduct.
- At least 12 months remaining on your sentence.
- Must complete A & O before applying

IF you meet all of these qualifications you can send a job application to: B. Potts, OSP Contact Center. You will be placed on call pass to interview after processing. We look forward to hearing from you!

/s/ B. Potts, OCE Call Center

## Chapel

# *Chapel Schedule*

### SATURDAY, November 17

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

### SUNDAY, November 18

- 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 19

- 1:00 p.m.** Restorative Justice
- 6:00 p.m.** Restorative Justice  
Non-Violent Communication

### TUESDAY, November 20

- 1:00 p.m.** Russian Bible  
Lifeline  
Quaker Service
- 6:00 p.m.** Prison Fellowship Discipleship  
Catholic Study  
Non-Violent Comm. Practice Group  
Buddhist Service

### WEDNESDAY, November 21

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

### THURSDAY, November 22

- 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  
Shambala Service

### FRIDAY, November 23

- 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.