



Administration

PROPOSED RULES:

291-127 DOC Visitation Program

- Amends the rules to update language to provide clearer instructions related to the visiting process to assist inmates, prospective visitors, and staff.
- Last day to submit comments extended to: 03/04/19

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.

Activities

Presidents Meeting Minutes from January 22, 2019

Topics Discussed:

1. Reporting back on prior meeting issues:
 - a. It was asked in a prior meeting if swing shift laundry workers could be let out to the recreation building. Mr. Plattner said that the current release time for swing shift workers is 8:30 p.m. but in the summer there is typically less laundry so hopefully guys will be let off work earlier and be able to get to recreation opportunities. In addition, a

new machine is coming to the laundry, which should help workers complete their jobs sooner and hopefully let off work earlier.

- b. Mr. Kelly looked into allowing visitors to check in for afternoon visiting prior to 12:00 p.m. and reported back that staff are on lunch break until 12:00 p.m., so a change would not be possible.
2. Mr. Kelly said that long johns (thermals) could be worn under shorts when a person is going directly to and from the yard and runner's turnout. If needing to go to pill line first that is ok, but this change does not apply to people going to chow or call outs.
3. It was asked how an administrative appeal could take place for volunteers whose volunteer cards have been taken. Mr. Kelly said that an appeal could be submitted to Mr. Briones or to who issued the volunteer cards.
4. Mr. Briones and Captain Bellman have a meeting on January 23, 2019, with the Commissary Manager to discuss the rule of selling like items as Commissary, so there can be more clarity of what the rule allows.
5. There was some concern expressed of property being rolled up when an AIC is in the infirmary overnight but not gone for 24 hours. It was explained that if staff are told that the AIC will be gone for more than 24 hours that the property will be rolled up right away and if the AIC is not going to be gone for more than 24 hours then the property should not be rolled up.
6. The Lifers suggested that all clubs be allowed to sell one item year around. Mr. Kelly is open to items where the profit is used to benefit the institution as a whole such as video equipment, visiting room, etcetera where items would not otherwise be included in budgeted spending. He would like to see items bought at one place rather than at several locations. It was brought up that Walkenhorst's is a good vendor as their items are specifically for prisons, they give discounts, and they take

Presidents Meeting Minutes from January 22, 2019 (cont.)

- checks. Mr. Kelly is also looking at different ways to have items brought into the institution and to Activities.
7. Mr. Briones will be working on new ways to prepare the Activities yearly calendar. Mr. Kelly said Briones will look at more of the calendar being filled versus leaving dates open.
 8. There is no new information on MP3/4 players. If people have concerns or ideas, they can write to Mr. Klier at the Dome building.
 9. It was asked if Activities could get computer upgrades. Captain Bellman said the problem is the cost of licensing software. Mr. Briones will look into the matter to see what the costs would be and if IT is still planning on using old staff computers to replace AIC computers in Activities and with what software.
 10. There is concern about legal mail and deadlines when a person can't get to the Legal Library. Mr. Briones will look into having a legal mailbox on the Control Floor, or other ways to address this issue.
 11. There have been several broken tablets, thus making it more difficult for people to be able to check a tablet out. The broken ones are being replaced and if they aren't, people can write inmate communications to Mr. Yoder.
 12. There is concern that AIC's that are not getting out of prison, but don't have a sentence of life without parole, are having funds withdrawn for transitional savings. Those AIC's can write to Ms. Honeywell or Ms. Thomas both at Central Trust to see about getting the withdrawal of funds stopped for them.
 13. It was stated that there have been times where people let out of their cells late for runner's turnout are not being allowed on the yard. Captain Bellman said that in those situations the block sergeant can call the Comm. Gate officer to let the AIC onto the yard.
 14. Concerns were expressed about chow hall staff not being so intrusive. Mr. Kelly stated that the administration asked staff to be more involved in chow to make dining more enjoyable and drama free.
 15. Each month three clubs will discuss some of what they are doing to improve lives.
 - a. The Athletic club spoke on some of what they have been doing:
 - i. They began a crossfit program whose motto is "Changing Lives One Rep at a Time" and the program is breaking barriers in the prison.
- ii. Cast Iron weight plates are being replaced with bumper plates
 - iii. Installed a new three man pull up bar on the big weight pile
 - iv. A new rig for the gym will soon be installed
 - v. Fatheads are going up on the gym walls
 - vi. Prep work for the track to be replaced is about to begin
 1. Nike and Binion Sports are two of the main supporters of this project
 - vii. They donated money to the TV room for equipment
 - viii. They donated \$500 to the Salem Fire District #1 for their toy drive
 - ix. They donated \$1000 to the Amputee Foundation
 - x. They raised \$1000 for Rip City Softball to help replace items that were stolen from the kids
 - xi. Will be donating \$1000 to Home Resource Center for the homeless youth
 - xii. Will donate to Camp Agape this summer
- b. The Asian Pacific Family Club shared that 2018 was the biggest year of growth and development for them. Their motto is to create opportunities to learn, educate, and celebrate diverse Asian and Pacific Islander heritages; foster programs that will help adults in custody gain skills and tools to effectively reintegrate into society; rebuild community relations through involvement in various charity efforts and special cultural events; discover ways to grow as a club while continuing to focus on restoration, environmental and social awareness, and cultural connectivity.
 - i. They are focused on breaking down barriers and as a result are including club presidents in planning and setup of their events.

Presidents Meeting Minutes from January 22, 2019 (cont.)

- ii. Their guests are seeing the teamwork within the club and the positive changes in the prison.
- iii. Over the last year, the club has collaborated with four local colleges/universities thus involving the community in the healing garden project when it comes to planning and raising funds.
- iv. The club has worked with nine foundations on grants and thus far has raised \$206,000 in grants for the healing garden bringing the total raised through all efforts to \$376,000.
- v. Anyone that has donated \$1000, or more, for the garden project will have a plaque with their name on it either in the OSP Visiting Room or at the DOME building.
- vi. There will be yearly costs to maintain the healing garden and the club will be paying those rather than the institution.
- vii. The solar system the club is having installed for the healing garden will generate 80% more power than what is required and that surplus will be put back into the power grid.
- viii. The garden will consist of a variety of components including 25 trees, 200 plants, 60 to 80 ton of boulders, and a 3000 lb stone lantern being shipped from Japan.
- c. The 7th Step club is working on programs to help educate people with a desire for change.
 - i. They have good support from the community for the Batterers Prevention classes. Typically, those classes cost \$1000 per person in the community and now the community facilitators are

volunteering their services to the club members for free.

- ii. The Inside-Out Dads program has volunteers and a \$2500 grant to fund the program, which costs \$650 in materials for 24 participants. The goal is to have 300 participants by the end of 2019.

/s/ N. Hodgkin, Activities

Miscellaneous

Group Living

Group Living **NO LONGER** has an open door policy. **If you do not have a pass or are not pre-approved to be in Group Living you are in an unauthorized area and disciplinary actions will be taken.** If you need to speak with someone in the Group Living Complex please send an inmate communication to Group Living, if it is urgent, please speak with your housing sergeant and he/she will take appropriate action to assist you.

Haircuts

Haircuts are available upon request. This is a barbering school and someone in training may cut your hair. They may struggle to do exactly what you request, but they will always do their best. We **ONLY** schedule haircuts around other commitments. If you work from 7:00 a.m. – 3:00 p.m., Monday through Friday you may not be able to be scheduled for a haircut in Group Living. We don't have the capacity to accept appointments. Group Living haircuts are for level 2 and 3 inmates **ONLY**. We do not allow level 1 or High Profile Inmates in Group living to utilize the haircut services. Please do not wait for a particular barber. All of our barbers need to practice and learn to cut hair for all types and styles. We have lead barbers to help out if the barber cutting your hair struggles please be patient and give them a chance. For Oregon Correction Enterprise (OCE) workers, we try to schedule a few later appointments on most afternoons; however, your best bet is to try to get your haircut in your Housing Unit. Please limit your request to once per month to allow everyone an equal opportunity. Please do not send multiple inmate communications, as that will clog up the system, duplicate will returned and you may be removed for a month.

Toenail Clipping

Inmates that are unable to cut their toenails with the fingernail clipper that are sold through the Commissary may request to use toenail clippers in the Group Living Complex. Please send your inmate communication to "Group Living/Toenail Clippers" and you will be issued a call pass on the next available date. Inmates that need additional assistance with trimming their toenails or that have a stair restriction will need to send an inmate communication to Health Services. Prior to your scheduled call pass to use the toenail clippers, please wash your feet and wear clean socks.

Curling Irons and/or Flat Irons

Curling Irons and Flat Irons are available for use in the Group Living. All inmates must send an inmate communication requesting the use of Curling/Flat irons. Inmates will be scheduled and issued a call pass. Inmates will be authorized to use this service twice per week. Only the scheduled inmates are authorized to use the styling equipment. Hairstyles that will bring undue attention to an individual are not allowed. Inmates using this service are authorized to bring their own hair styling products that have been purchased from the Commissary.

Electronics Repair

The Group Living Repair Shop is available to inmates who need to have minor repairs done on their electronics. Items that can be repaired are headphones, ear buds, and TV's. The Group Living Repair Shop **NO LONGER** works on boom boxes, cd-players, or video games. Not all items will be able to be repaired, we do not use new parts and none of our work is covered by warranty.

Please remember that Group Living is a working office. Please keep your conversation volume low and noise level down.

Safety and Wellness

Sanitation throughout the institution and your personal hygiene determines your health and the health of the general population by reducing pest infestation and the transmission of communicable disease. Practicing sanitation on a daily basis will benefit you for the rest of your life.

Cell sanitation is an important part of good hygienic practice. Your sink, toilet, floor and all other areas of your cell need to be kept clean at all times, your trash should be emptied daily. These practices will help

reduces infestation; fire hazards and makes for a more tolerable living conditions.

/s/ C. Borden, Group Living Captain

Diarrhea

Diarrhea is when you pass watery stools, more than a couple times a day. The presence of mildly loose stools when you also have a regular bowel movement is not considered diarrhea and is not a concern.

Home Treatment

- Put your stomach at rest: Clear liquids only. (Water, broth, clear fruit juice) for the first 24 hours.
- No milk products for three days.
- Mild food can be added slowly after the first day.

When to contact Health Services

- If the diarrhea looks tarry, or bloody. If the blood is bright red, and not much, it is most likely only irritation of the rectal area, and not of great concern.
- If the diarrhea does not **improve** after 24 hours of clear liquids only.
- If mild diarrhea continues for over one week without obvious cause.
- If abdominal pain or severe discomfort is not immediately relieved by passing gas or diarrhea.
- If you have a fever.

/s/ C. Coffey, Health Services

OSP Legal Library

Effective March 1, 2019, there will be two changes in the way outgoing legal mail is processed: 1) Outgoing mail will no longer be tracked by the Legal Library and therefore can go directly from the Unit to the Mailroom. 2) Use of CD-28s for the purpose of extra postage on legal mail will only be allowed through the Legal Library for those who qualify as indigent in accordance with OAR 291-139, or can demonstrate the inability to acquire funds or purchase necessary supplies or mailing services to meet an imminent court deadline. For all other circumstances outgoing legal mail must be placed in an appropriately sized pre-paid envelope or box from Commissary. If unsure about the weight of your materials, you can use the mail scales that are available in the housing units, or the Legal Library. Please keep in mind that these scales may vary slightly from the official USPS scales, and if overweight, your mail could be delayed and/or returned.

OSP Legal Library (cont.)

Below is a list of the mailing options currently available for purchase through the Commissary, and their weight limits. If your legal mail will still not fit in these sizes, or you want a tracking number for your mail, you can purchase a USPS Priority envelope or box. Please take note; the 9x12 International / Domestic envelope can accommodate up to 12 oz., if sent domestically.

| Item # | Envelope Description | Weight Up To |
|----------------------|--|--------------------------------------|
| 1035 | #10 Standard Envelope | 1 oz. |
| 1037 | International | 1 oz. International 2oz. Domestic |
| 1069 | Domestic 6.5 X 9.5 | 2 oz. |
| 1072 | Domestic 10 X 13 | 3 oz. |
| 1077 1078 1079 | 9X12 International | 3 oz. International |
| 1076 | 9X12 International Domestic | 12 oz. Domestic |

/s/ J. Lawson. Acting Library Coordinator

Chapel Schedule

SATURDAY, February 9

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 a.m. Seventh Day Adventist Service
Sunni Muslim Study
Worship Practice

6:00 p.m. Calvary Chapel

SUNDAY, February 10

8:00 a.m. Spanish Protestant Service
Jehovah's Witness Spanish
Zen Retreat

1:00 p.m. Catholic Mass
Jewish Study

6:00 p.m. Latter Day Saints Study
University Fellowship
Urantia

MONDAY, February 11

8:00 a.m. Restorative Justice Writing

1:00 p.m. Buddhist Discussion Group

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

TUESDAY, February 12

1:00 p.m. Russian Bible
Hare Krishna

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

WEDNESDAY, February 13

8:00 a.m. OSP Choir Practice

1:00 p.m. Seventh Day Adventist Study
Life Support

6:00 p.m. Celebrate Recovery
Indigenous Circle ☸

THURSDAY, February 14

8:00 a.m. Thresholds
Jehovah's Witness Service
Jehovah's Witness Spanish

1:00 p.m. TUMI ☸
Spanish Catholic

6:00 p.m. Spanish Non-violent Communication
Gospel Worship

FRIDAY, February 15

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.