



Security

Envelopes

Inmates are to immediately place their SID numbers on their envelopes (in ink) within the first hours of purchase. Inmates found with unmarked envelopes may face disciplinary action. All unmarked envelopes found by staff will be confiscated and become property of DOC.

Summer Evening Yard - 2019

Summer evening yard will begin **April 1, 2019**. This will be a Monday night. The following procedures will be in effect for the duration:

1. Inmates whose block have summer evening yard may go to yard at the 4:30 p.m. optional yard line or after their block is released for the evening meal (The block that has summer evening yard is last in the rotation to eat). They may eat and then go directly to the yard.
2. NCI Level 3 inmates will be allowed to attend summer night yard, in their chow rotation. There will not be a special line movement from the housing units. They will enter the yard through the turnstile either directly from the housing unit when released for chow, or after completing their meal.
3. Any inmate who returns to his housing unit from the Dining Room will not be permitted to go to the yard.
4. No turnouts will be run from the Recreation Yard. The only exception will be inmates on education turnouts. These inmates will be called off the yard by the yard sergeant and will exit the yard through Gate 3 and pass through the security gate. Once inmates are released from the yard, they will immediately go to their callout destination and not back to their cells.
5. Inmates leaving the porch area of the Dining Room for the Recreation Yard will go to the yard and are not allowed to loiter by the yard fence.
6. For inmates whose blocks are scheduled to be on the yard and are scheduled to shower in the Clothing Room at 7:00 p.m., those inmates will be allowed to go to the yard after their shower.

Inmates may not go directly to the yard from work. Inmates that return to their housing unit after showering may not be allowed to go to the yard.

7. A pill line is run after yard comes in if yard comes in before 8:00 p.m. During long yard periods (lasting until after 8:00 p.m. an optional cell line will be called at 7:30 p.m. Inmates needing medications would come in with the optional line and will be allowed to return to the yard.
8. Showers on the yard will start at 6:00 p.m. and will stop 45 minutes before yard is recalled.
9. Ice and/or beverages will not be allowed to be taken off the yard. The OIC has latitude to adjust this rule during extreme weather.
10. The Office-in-Charge will determine yard recall.
11. When the yard is recalled, all inmates will leave promptly and in an orderly manner. Equipment is called approximately 15 minutes prior to yard recall. Take this time to say your goodbyes on the telephone, to gather items and prepare to leave.
12. The Recreation Building, except for the Card Room, will not be open during the evening yard regardless of the weather conditions. The Card Room will open at the end of the evening meal.
13. During softball season, players and officials will normally be afforded 20 minutes to shower at the end of a game. If the evening meal is running quickly, players may be called to dinner before being given time to shower. They will then be required to leave the yard unless it is their housing unit's normal night for evening yard.
14. NCI Level 1 inmates will not be authorized to attend the evening weekend yard (Saturday and Sunday).

/s/ C. Borden, Group Living

Telmate Information

Recently there have been numerous requests as to what criteria is used to suspend Telmate privileges, here is the Acceptable Use Policy that you accepted when you initially logged onto Telmate.

TELMATE ACCEPTABLE USE POLICY

You may use the Services only for their intended purposes, in accordance with all applicable legal requirements including all federal, state, and local laws and regulations (including correctional facility policies) and these Terms. You may not facilitate or permit anyone else to, directly or indirectly:

- a. use the Services in connection with criminal or tortious activity, including child pornography, fraud, trafficking in controlled substances or humans, harassment, stalking, spamming, or infringement of intellectual property;
- b. use the Services in connection with pornography;
- c. engage in nudity, profanity, suggestive body gestures, terminology and/or any other activity deemed inappropriate in the sole discretion of Telmate or a correctional facility;
- d. advertise or sell products or services;
- e. perform or attempt to perform any actions that would interfere with the proper working of the Services or prevent access to or use of the Services by other users;
- f. use any automated mechanism in connection with the Services, such as scripts, web crawlers, bots robots or scrapers, or manual equivalents, for any purpose;
- g. impersonate any person or entity or misrepresent yourself
- h. accept payment or anything of value in exchange for performance of any activity on or through the Services;
- i. transmit chain letter or junk emails to other users;
- j. engage in any automated use of the Services, such as using scripts to send comments or messages;
- k. interfere with, disrupt, or create an undue burden on the Services or the networks or services connected to the Services; or
- l. use the Services in a manner inconsistent with any and all applicable laws and regulations.

If Telmate determines that you may have violated these terms, it may report the matter to law enforcement and correctional facility administrators, and/or refuse or restrict your access to all or any portion of the Services.

Pre-Release and Working at OSP

The PRERELEASE program is an automatic, system-generated program that gets added to your program list based on your Projected Release Date (PRD). Once you get to 120 days of your PRD, NOT including

any early out programs such as Short-term Trans Leave, the systems will add PRERELEASE.

Once you are in PRERELEASE, we do allow you to quit your job assignment to concentrate on a successful re-entry to the community.

However, we would ask that you quit your job as you **should** do with an outside employer. The proper way to quit a job is to discuss your change of circumstances with your immediate supervisor and give your employer two week's notice of your intent to leave. The two week's notice allows the employer to hire a replacement and get that person trained and ready before you leave. Many times, OSP departments will not require you to work out the two weeks, but it could happen depending on where you work.

Your supervisor will execute any necessary paperwork to release you from work and will send that paperwork to IWP for entry. Please allow a few days for this to occur.

Please do not send an inmate communication to IWP to request release from your job. This information needs to come from your work supervisor so they can plan for a replacement worker.

/s/ C. Hinzman, Inmate Work Program

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

Food Theft (cont.)

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 Food Services.

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**Pizza and Cheesecake Fundraiser**

Capital Toastmasters fundraiser is April 10, 2019, at 6:00 p.m. The menu will consist of half a large Izzy's thick crust pizza and a generous piece of Costco Mixed Berry Cheesecake.

Pizza options are:

- **Deli:** Salami, Canadian Bacon, Pepperoni, Sausage, Beef, Mushrooms, Olives, Pineapple, Green Pepper, Onions and Tomatoes
- **Manager's Choice:** Canadian Bacon, Pepperoni, Beef, Mushrooms and Pineapple
- **Izzy's Special:** Salami, Pepperoni, Sausage, Beef, Mushrooms and Olives
- **Hawaiian Supreme:** Canadian Bacon and Pineapple
- **Vegetarian:** Mushrooms, Olives, Pineapple, Green Peppers, Onions and Tomatoes
- **Chicken Option:** Chicken, Mushrooms, Olives and Tomatoes

Cheesecake:

- Mixed Berry Cheesecake (everyone will get this option unless you indicate at the time of signup)
- Plain Cheesecake available upon request when you signup.

The price is \$17.95. To sign up, write your pizza and pie choices in the top margin of the CD-28 and put your CD-28 in the Activities box. Open to incentive level 2s

and 3s in General Population, Death Row, and Infirmary.

Car Show Sonic Burger Fundraiser

The Car Show fundraiser is April 24, 2019, at 11:30 a.m. For \$17.95 you get:

- 1 Super Sonic ¾ lb. triple cheeseburger
- 1 Super Sonic ½ lb. double cheeseburger with bacon
 - Non pork eaters can request a Super Sonic ½ lb. double cheeseburger
- 1 donut
- Koolaid

Put your CD-28 made payable to Car Show in the Activities box on the Control Floor. Open to NCI Level 2 or 3.

Call Center workers will eat in the Call Center, so please indicate on your CD-28 if you work in the Call Center.

Cotton Candy Sale

Cotton Candy (2.5 oz bags) is now available for purchase thru the Car Show. Limited supply so don't delay. Bags of cotton candy will be distributed as it arrives from the vendor and as CD-28s clear. To purchase, send a CD-28 to the Car Show account 2488 for \$2 per bag and put in the White Activities box. No limit. Open to all incentive levels.

/s/ J. Rodriguez, Activities

Miscellaneous**Stomach Flu**

The "stomach flu" is usually caused by a viral infection in the stomach. The infection causes diarrhea, nausea and sometimes vomiting. (Diarrhea is over six watery bowel movements, with bad cramps, in 24 hours.) Because a virus causes the stomach flu, it cannot be treated with antibiotics.

Home Treatment

- No food or drink for several hours. Small sips of water are okay.
- Clear liquids only for the next 24 hours.
- If you vomit do not take any food or liquids for two hours. At two hours take a small sip of water. If the water stays down, take another sip of water in 20 minutes. Repeat over the next hour and then increase fluids/food as

Stomach Flu (cont.)

tolerated. If you vomit, start routine over again.

- Bed rest for the first day.
- Soups, mild foods, and liquids only the second day, and until all symptoms are gone for two days.

When to contact Health Services

- If vomiting and diarrhea are violent, or you are elderly, or have a serious health problem.
- If diarrhea is bloody or very black.
- If vomiting continues off and on for over 12 hours without improvement.
- If violent vomiting continues for over two hours.
- If a temperature is high for more than one day.
- If there is severe, increasing or continuing pain in the stomach for over four hours.
- If there is mild but continuous stomach pain for over 12 hours.

If diarrhea lasts over two days, and you are on the liquid only diet

/s/ C. Coffey, Health Services

Pork Sign

Starting today In addition to the asterisk (*) on the cycle menu that denotes when a component of a meal contains pork we in Food Services at OSP also put up a sign that has a picture of a pig and says contains pork on the serving line during service of a meal containing pork. OSP Food Services will no longer use the paper "Contains Pork" sign to indicate that the meal being served contains pork. The electronic menu board in the dining room now includes a similar picture of a pig's head and "Contains Pork" on every meal listed that contains pork. If there is a situation where there isn't time to update a meal on the electronic board or if the board is not up and running for any reason we will hang up the paper sign.

/s/ A. Powers, Food Services

Reading a Nutrition Label for Sodium Content

How can I reduce the salt in my diet? **READ LABELS!** Unfortunately, many items in our Commissary are very high in sodium, as they are highly processed and need to be shelf stable. Top Ramen packs a whopping 1800 mg of sodium in one package. That is nearly an adult's recommended daily allowance of 2300 mg!

Processed meats such as beef jerky, lunch meats, salted nuts, snack foods, desserts and condiments also contain large amounts of sodium. Dried fruits and unsalted nuts are good choices for snacks without high amounts of sodium.

An easy way to tell if the sodium content is acceptable is to look for food items with the same or less sodium as calories per serving. For example, in this label, you can see that the sodium (160 mg) is less than the calories (230 cal). This product would be a good choice. If it is more, than you should look for something else. The 2015-2020 Dietary guidelines for Americans advise limiting sodium to less than 2300mg per day. DOC is working to reduce the salt in the menus as well.

Nutrition Facts	
8 servings per container	
Serving size 2/3 cup (55g)	
Amount per 2/3 cup	
Calories 230	
% DV*	
12%	Total Fat 8g
5%	Saturated Fat 1g
	Trans Fat 0g
0%	Cholesterol 0mg
7%	Sodium 160mg
12%	Total Carbs 37g
14%	Dietary Fiber 4g
	Sugars 1g
	Added Sugars 0g
	Protein 3g
10%	Vitamin D 2mcg
20%	Calcium 260mg
45%	Iron 8mg
5%	Potassium 235mg

* Footnote on Daily Values (DV) and calories reference to be inserted here.

/s/ B. Hansen, RDN

Chapel

OSP Chapel Grief Group

Chaplain Thompson will be offering a 12 week grief group. This group will be a process group that explores topics of loss and grief through discussion, written work and creative projects. The first cycle of the group priority will be given to those who have been hospice volunteers, others will be added on a first come first serve basis. There will be 12 people per group. The group will be offered three times a year on Thursday afternoon 1:30 .pm. – 3:00 p.m. in the Chapel library. A waiting list will be maintained by the Chapel once the first group is full. Thank you for your interest.

Hospice Volunteer Training

The OSP Hospice program is looking for people interested in learning to attend others who are dying in our community. The training will be offered on April 27 and 28, 2019, in the Chapel. Interviews and security review of applicants will be held in the first or second week of April. Please send an inmate communication to the Chapel stating your interest in volunteering for

Hospice Volunteer Training (cont.)

our program and WHY you would like to volunteer. This will be treated as your application so please take time to consider your interest in volunteering. Inmate communications sent with only a request to be interviewed will be considered incomplete applications and returned.

Trauma Transformation Group

Chaplain Thompson will be offering the Trauma Transformation Group on Tuesday afternoons, 1:30 p.m. – 3:00 p.m. in the Chapel library. This group focuses on intrinsic health and the process of integration of traumatic experience through reconnection with sense perceptions. This is a long term process group that often takes as much as a year and a half to complete. If this is something you wish to participate in please send an inmate communication to the Chapel. Participants will be accepted on a first come first serve basis and only 12 people will be hosted per group. A waitlist will be maintained in the Chapel.

Siddha Yoga Meditation

The 4th Saturday of the month at 6:30 - 8:00 p.m. Chapel Library. Programs include practices of Meditation, Chanting, and Contemplation. If you are interested in attending please send an inmate communication to the Chapel.

/s/ K. Thompson, Chaplain

Chapel Schedule**SATURDAY, March 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
Worship Practice
Seventh Day Adventist Service

6:00 p.m. Calvary Chapel

SUNDAY, March 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, March 18

1:00 p.m. Restorative Justice

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

TUESDAY, March 19

8:00 a.m. Universal Unitarian

1:00 p.m. Russian Bible
Lifeline
Torah Men
Friends Quaker

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

WEDNESDAY, March 20

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, March 21

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
Shambala Services
Christian Journaling

FRIDAY, March 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.