



Administration

Administrative Rules

NOTICE REGARDING PETITION REQUESTING AMENDMENT OF ADMINISTRATIVE RULE

On February 21, 2019, the Oregon Department of Corrections received a petition requesting an amendment to OAR 291-063-0120(2)(g). A copy of the petition may be obtained from the agency by submitting a request to the Rules Coordinator.

Pursuant to ORS 183.390(2), the Oregon Department of Corrections invites comment on OAR 291-063-0120(2)(g), including any comments on whether options exist for achieving that rule's substantive goals in a way that reduces any negative economic impact on businesses. Any public comment must be received no later than May 10, 2019, at 5:00 PM. Comments must be submitted in writing to the address below:

*Rules Coordinator
Department of Corrections
2575 Center Street NE
Salem, OR 97301-4667*

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, or Joshua Lawson, 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, or Joshua Lawson, 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.

/s/ M. Mooney, DOC Rules Coordinator

PRAS Revisions

As many of you may remember, the Department has been analyzing the current PRAS system in response to a petition to amend the rule. Thank you for your patience as we looked into this very complex system. We are pleased to announce the first PRAS revision; the elimination of the 120-day evaluation period. By eliminating this waiting period, people arriving into our custody will be eligible to earn daily PRAS points on their first day of a qualifying program assignment and no longer need to wait 120 days to do so. This change will go into effect April 1, 2019, and from that time forward the 120-day evaluation period will not be applied. Please note there will be no back dating of points for those impacted prior to April 1, 2019.

Additional positive changes are in store for PRAS, and efforts to automate those changes are underway. We are eager to provide you system improvements and will communicate those changes as they become ready.

/s/ K. Raths, Admin.Policy and Business Services

Security

PreRelease 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 weeks' notice of your intent to leave. The two weeks' notice allows the employer to hire a replacement and get that person trained and ready

PreRelease and Working at OSP (cont.)

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 kyte IWP to request release from your job. This information needs to come from you work supervisor so they can plan for a replacement worker.

/s/ C. Hinzman, Inmate Work Program

Semi-annual Blanket Wash Schedule

The Clothing Room will be conducting its semi-annual mandatory blanket wash during the month of **April 2019**. 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 will supervise clothing room workers and housing unit orderlies in the collection and distribution of blankets. **ALL CELLS WILL BE SEARCHED FOR EXTRA LINEN.**

Schedule will be as follows:

- (Starting the first week of April 2019)
- *Friday April 5th A-3, A-Block
- *Friday April 12th D-Block
- *Friday April 19th C-Block
- *Friday April 26th E-Block

*Scheduled rotation is subject to change

/s/ L. Warrens, Clothing Room

Activities

Improving Your Management Skills Class

Capital Toastmasters Club is offering the 'Improving Your Management Skills' Class on Saturday, April 20, 2019, 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 11, 2019. Open to Incentive levels two, three, and the first five level one AIC's we receive an inmate

communication from. If you have a work/schedule conflict, you'll need to have your supervisor sign your inmate communication to attend.

/s/ J. Rodriguez, Activities

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 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

Miscellaneous

Tutor Position

The OSP Education Department is recruiting to fill an open tutor position in the GED Program. The work schedule is Monday – Friday, 7:15 a.m. to 10:15 a.m. and 12:30 p.m. to 3:15 p.m.

Tutors must be able to maintain a professional attitude at all times. All applicants must meet the following qualifications:

- must have a High School Diploma or GED.
- have a positive attitude.
- must truly care about others learning and success.
- have at least one year clear conduct.
- have NO program failures in the past year.
- must have a release date after March 2021 on current sentence.
- have High school level reading, math, and writing skills, knowledge in social studies, and science.
- be able to read proficiently and speak English language clearly.
- be able to work closely with students one to one and in groups.
- be able to work efficiently and professionally at all times.

All applicants will need to interview and if possible volunteer a few days before being considered for the position. Send an Inmate Communication to Mrs. Aguinaga/Education

Dementia

Taken from “How to Manage the Alzheimer’s Patients in Our Prisons” by Jaime Todd, MBA, LNHA.

As our population ages we need to recognize how to help those that suffer with Dementia and Alzheimer. Those that suffer could be our friend, cellie or family member.

The start of Alzheimer’s or dementia is slow. Signs and symptoms start with confusion and forgetfulness. But as the disease gets worse they become unable to perform routine daily activities like bathing, and dressing. They can experience behavior changes like agitation and anger. Good clear communication by others is the key to helping these individuals with Alzheimer’s or dementia avoid frustration and achieve comfort. Speaking to them with R-E-S-P-E-C-T not only helps them but you.

R=Reassure

With constant reassurance, they will feel safer and can pay better attention. Address by name and introduce self as often as needed in a soft tone.

E=Environment

Create and maintain a relaxing setting to reduce the disruption. One way to do this is to turn off any radios and/or televisions. This will help to keep the patient relaxed throughout the day.

S=Specify

Using small simple words and sentences will decrease confusion. Asking yes/no questions will help them to better understand. If they do not understand then repeat the question.

P=Prepare

Often they will resist activities of daily living (changing cloths, brushing teeth, eating). Give one step instructions to complete before beginning the next job.

E-Encourage

Listen closely and give your undivided attention to what is being said or asked. Make sure to smile often. Confusion can add to their problems with communicating.

C=Check yourself

Ask, offer, suggest and encourage their participation in decision making regardless of how confused they may be.

T=Thank

If you treat them with respect you will have a better bond. This will help them to become more comfortable with you and help them gain confidence and trust in you

When others help to make effective communication a priority, they create an environment that lets the individual be more independent, less agitated and more comfortable. this allows improved effort, ability, and desire to communicate.

/s/ C. Coffey, Health Services

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 30

- 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
Siddha

SUNDAY, March 31

- 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
Gospel Worship
Urantia

MONDAY, April 1

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

TUESDAY, April 2

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

WEDNESDAY, April 3

- 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, April 4

- 8:00 a.m.** Thresholds
Jehovah's Witness Service
Jehovah's Witness Spanish
- 1:00 p.m.** TUMI ☹
- 6:00 p.m.** Spanish Non-violent Communication
Shambala Services
Christian Journaling

FRIDAY, April 5

- 8:00 a.m.** Trauma Transformation Group ☹
- 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.

