



## **Administration**

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### **Discrimination Complaint Review System**

The Oregon Department of Corrections (DOC) will be adopting updates to Division 006 (Discrimination Complaint Review System) and Division 109 (Grievance Review System). The adoption date is tentatively set for the week of October 13, 2019. These changes are designed to provide both Staff and Adults in Custody (AIC) with a better and more meaningful process to address issues as they arise.

Below is a brief description of some of the changes:

- Permissible grievance issues have been simplified.
- AICs are able to include multiple staff in a single grievance if those staff are directly involved in a single incident/issue. AICs will no longer be required to submit a grievance for each involved staff.
- Limits have been changed to a maximum of four total initial complaints submitted per month (includes both initial grievances and discrimination complaints).
- A limit of four active complaints at any one time has been added to the rules. An active complaint is defined as: An active grievance, discrimination complaint, or appeal of either, that is awaiting a response or is within the available timelines for appeal or return for correction.
- AICs have 14 days from the date of incident to submit their initial complaint (both grievances and discrimination complaints).
- DOC has 35 days to respond to initial grievances and appeals and 70 days to respond to initial discrimination complaints and appeals.
- Once an AIC's request for resolution is granted, then DOC may, in its sole discretion, discontinue further processing of the grievance and notify the AIC of the conclusion of the administrative review process.
- If an AIC has filed a Notice of Tort Claim with the Oregon Department of Administrative

Services while an AIC has an active complaint, and the primary remedy sought by the grievance is monetary relief, then DOC may, in its sole discretion, discontinue further processing of the grievance and notify the AIC of the conclusion of the administrative review process.

- The process for reporting and responding to PREA allegations through the grievance system has been modified and streamlined.

If you have any questions or comments, please feel free to contact your facility Grievance/Discrimination Complaint Coordinator.

/s/ A. Kidwell, Grievance Coordinator

## **Security**

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### **AIC Visiting Attire**

In the spirit of normalization the everyday dress code for AICs is being relaxed to allow for more personal choices in everyday attire. We have recently introduced a few clothing items from fundraisers for the facility. Below are some clarifications on the new items as well as some changes to existing guidelines.

- Pants are required to be worn in the Visiting Room, on all job assignments except for the yard, or as determined by OCE.
- Blue tank tops may not be worn in Visiting or on work assignments, or as determined by OCE.
- Gray slippers are for in-cell use only.
- Blue/white thermal tops may be worn anywhere except visiting.
- Hats may be worn anywhere except in Visiting.
- Approved religious medallions may be worn outside a shirt.
- Shirts may be worn untucked except in Visiting.

/s/ D. Ufford, Security

## Semi-annual Blanket Wash Schedule

The Clothing Room will be conducting its semi-annual mandatory blanket wash during the month of **October 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.**

The Blanket Wash schedule will be as follows:  
(Starting the first week of October 2019)

\*Friday October 18th      E-Block

\*Friday October 25th      D-Block

\*Scheduled rotation is subject to change

/s/      R. Rogers, Clothing Room

## Commissary

### Order Form Changes

As a reminder, the following changes have been made to the commissary order forms to bring them in line with the changes in ORS 423.105 regarding Protected Funds.

For those that have a Protected Funds Account, these funds became available for commissary purchases on October 1, 2019. The Protected Funds Account is not the same as the Transitional Savings Account.

The commissary forms have been updated to include a signature section added at the top of the paper form and a check box on kiosk forms to authorize use of your Protected Funds for the purchase of that order. These new sections do not apply to you if you do not have a Protected Funds account. Those that have a Protected Funds account have been notified by a letter from Central Trust.

If you do not have a Protected Funds account but sign the section on the commissary form or check the box on the kiosk forms authorizing purchase **your order will be returned to you unprocessed.**

/s/      C. Lucero, Commissary

## Miscellaneous

### Physical Plant Paint Shop Position

Physical Plant is accepting application for the Paint Shop. We are hiring for up to one permanent team member and up to one seasonal team member. Seasonal work goes through the spring for repaint jobs such as cells, offices, conference rooms, and spray booth work. Work schedule is Monday-Friday 6:30 a.m. to 2:30 p.m.

The selected candidates will have the closest matching skills to those listed below.

#### **Desired skills:**

- Self-motivated individual with a desire to learn skills for the outside.
- Willingness to take direction criticism, and work with others to accomplish tasks.
- Experience using hand tools, paint brushes, and rollers.
- Able to lift 50-75 pounds frequently.
- Reliable individuals who maintain regular attendance.

#### **Non-negotiable requirements:**

- Six months at this facility at the time of your application with as much time clear conduct.

Our seasonal positions start immediately through March 2019, and permanent positions go all year. If you fulfill the non-negotiable requirements please send a completed inmate work application to Physical Plant Paint Shop J. Trevino with the position applied for as either Permanent or Seasonal.

/s/      J. Trevino, Physical Plant Paint Shop

### ICH Unit Peer Companions Announcement

We believe that inmates who have proven to be successful in the prison community can provide a valuable resource to peers within that community. By listening to and mentoring peers who are struggling with various disabilities, Peer Companions can help teach them how to more effectively and productively manage their own responses to their environment.

Mental Health Special Housing is now hiring Peer Companion positions on the Intermediate Care Housing (ICH) unit. Individuals selected for these positions will report to the ICH unit for their shift. We are looking for motivated, responsible individuals who have willingness to work with both elderly and our special needs population.

## ICH Unit Peer Companions Announcement (cont.)

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

Duties may also include escort individuals to appointments, assisting individuals in groups, guiding or accompanying individuals who have difficulty walking or who are resistant to engaging in activities outside of their cells to activities in the day room or out to the ICH yard. This may include actually engaging the assigned inmate in these activities.

Please submit an application to Shela Hartley, ICH QMHP if you are interested. Applications will be accepted until all positions are full. To be eligible, you must be an incentive Level 3 and have clear conduct for at least 1 year and meet the require.

## Help Wanted – Library

The OSP Library is currently accepting applications for two positions.

**General Library Clerk** – Must display effective organizational skills. Position involves sorting, inventorying, and pulling general library books for check-out. Ability to maintain patience and tolerance during high volume, high pressure times. Integrity is a must and no favoritism will be tolerated. The applicant must display good customer service and provide equal and consistent treatment to all library patrons in accord with General Library rules.

**Legal Assistant** – This applicant must maintain high integrity and meet the qualifications as outlined in OAR 291-139-0160; “(9) Legal Assistant Eligibility Criteria and Selection:

(a) A GED or high school diploma, non-cash Incentive Level 2 or 3, and a genuine interest in helping inmates with their legal needs are required and determined by interviews conducted by the Library Coordinator or designated staff.

(b) Qualified applicants will be selected based on, but not limited to, their knowledge of the legal system, legal research abilities, legal writing skills, ability to communicate, and typing skills.”

Applications for these positions can be placed in the Legal Library box on the Control Floor, next to door #5. Applications will be accepted through Sunday, October 20, 2019.

/s/ J. Lawson, Library

## Flu FAQ

Oregon SB488 requires Oregon Department of Corrections to offer flu vaccine to all AIC on an opt-out basis; meaning everyone will sign a consent form accepting or declining flu vaccine beginning flu season 2019-2020.

### **Common Myths**

**Myth:** Flu shots make you sick

**Fact:** The body creates what is called an *innate immune response* anytime a vaccine enters it. The immune system ‘feels’ the genetic information given by the vaccine and starts a response that can make a person feel ill! This is *NOT* the flu, rather it is a well-recognized vaccine-related immune response that naturally occurs in a healthy immune system. NOTE: the flu shot is not *whole ‘dead’ flu virus*.

**Myth:** The flu shot doesn’t work – the media told us so last year

**Fact:** The flu vaccine attempts to cover as many strains of flu that are projected to be ‘out’ in a given year. A) the vaccine doesn’t capture them all; B) the virus might be a slightly different ‘strain’ than what the vaccine is for.

What it CAN DO:

1. It might prevent you from getting the actual flu during the 2019-2020 flu season if the vaccine works well;
2. It definitely can help prevent against bad complications if you do get the flu, like you won’t get as sick as someone who doesn’t have a *built-in-immune response* to the flu; and
3. There is this weird thing call ***immune archiving***. The immune system is like a computer in a way, it keeps data on vaccines that we have received and if a strain of flu comes around that we’ve been vaccinated against, the immune system will ‘remember it’ and try to fight it. Remember the big deal about the swine flu in 2009? It was expected to cause a major pandemic, but it didn’t really because so many people had been vaccinated against that strain of flu earlier in their lives! So the ‘old vaccine’ saved from the ‘new flu’

**Myth:** Only old people get the flu

**Fact:** Everyone gets the flu, it is more likely to cause severe illness in or kill older and younger people. But people who live in prison and who have multiple chronic health conditions are likely to get bad complications from flu, so prevention really helps.

**Myth:** Medical doesn’t care if we get the flu or not, they won’t do anything why should we bother?

**Fact:** They **are** taking flu and flu-related complications very seriously. They will try to prevent

**Flu FAQ** (cont.)

and then contain an outbreak as much as possible for your health and the health of your visitors.

**Myth:** Vaccines are bad for you, they cause things like Autism

**Fact:** There are no studies showing the causal nature of vaccines-in-and-of-themselves to **cause** any chronic or debilitating conditions.

**Hypertension (High Blood Pressure)**

Lifestyle changes can help you control and prevent high blood pressure — even if you're taking blood pressure medication. Here's what you can do:

- Eat healthy foods. Try the Dietary Approaches to Stop Hypertension (DASH) diet, which emphasizes fruits, vegetables, grains and low-fat dairy foods. Eat less saturated fat and total fat. Look for heart healthy food on the Food Services menu.
- Decrease the salt in your diet. A lower sodium level — 1,500 milligrams (mg) a day — is appropriate for people 51 years of age or older, and individuals of any age who are African-American or who have hypertension, diabetes or chronic kidney disease. Otherwise healthy people can aim for 2,300 mg a day or less. While you can reduce the amount of salt you eat by putting down the saltshaker, you should also pay attention to the amount of salt that's in the processed foods you eat, pay special attention to commissary foods.
- Maintain a healthy weight. If you're overweight, losing even five pounds (2.3 kilograms) can lower your blood pressure.
- Increase physical activity. Regular physical activity can help lower your blood pressure and keep your weight under control. Strive for at least 30 minutes of physical activity a day.
- Manage stress. Reduce stress as much as possible. Practice healthy coping techniques, such as muscle relaxation and deep breathing. Getting plenty of sleep can help, too.
- Practice relaxation or slow, deep breathing. Practice taking deep, slow breaths to help relax.

/s/ C. Coffey, Health Services

*Chapel Schedule***SATURDAY, October 19**

- 8:00 a.m.** Native American Ceremony  
Jehovah's Witness Study  
Latter Day Saints  
Jewish Service
- 11:30 a.m.** Native American Ceremony  
Worship Practice
- 6:00 p.m.** Calvary Chapel

**SUNDAY, October 20**

- 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, October 21**

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

**TUESDAY, October 22**

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

**WEDNESDAY, October 23**

- 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, October 24**

- 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  
Gospel Worship

**FRIDAY, October 25**

- 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.