

**PRISON RAPE ELIMINATION ACT  
(PREA INFORMATION)**

The Oregon Department of Corrections (ODOC) has a zero-tolerance policy for sexual abuse, sexual harassment and for retaliation for reporting an incident. You may report in person to any staff, through an inmate communication, through the grievance system, by calling the PREA hotline by dialing 9 from any inmate phone.

**Filing an Anonymous PREA Report**

If you are uneasy about filing a PREA allegation, you may file an anonymous report with an outside agency.

You may write to:

**Governor's Office of Constituent Services  
900 Court Street NE, Suite 160  
Salem, Oregon 97301**

Please indicate in the beginning of your letter you are filing a PREA allegation and you are requesting to remain anonymous. The Governor's Office will refer all anonymous allegations to the DOC PREA Coordinator to assure an investigation is completed based off the information that is provided.

**Community-Based PREA Advocacy (Support) Program**

ODOC has partnered with community based, confidential advocates of sexual abuse victims to provide services to inmates.

Inmates at ODOC who have experienced sexual abuse may reach a community-based advocate by dialing 711 inmate telephone systems, or may request a private call through the PREA Compliance Manager at the facility. Advocates provide victims of sexual abuse information about their options, resources, information and emotional support. There is no charge for calls to advocates.

**Role of an Advocate:**

- Provide confidential support and crisis intervention
- Inform you about the investigation and medical examination process
- Educate you about healing from sexual abuse
- Offer resources and referrals

**Advocates will:**

- Not tell you what to do
- Not communicate with the institution unless you request them to do so and sign a release
- Not provide legal advice

Community-based advocacy centers provide sexual abuse support to people of all genders. Community-based advocates will not report unless you request them to do so and if you sign a release of information.

DOC is committed to providing inmates with avenues to seek assistance. Below are additional resources:

**Just Detention International Headquarters  
3325 Wilshire Blvd., Suite 340  
Los Angeles, CA 90010**

The community-based advocacy crisis line is for individuals needing assistance coping with sexual abuse related issues and should not be used for other purposes.

Telephone calls and mail with community-based advocacy centers is considered privileged communication and will be handled similar to legal calls/official mail.

If you have any other questions regarding PREA, you may ask any staff member, write the PREA Compliance

Manager at your institution, or you may write:

**E. Sage, PREA Coordinator  
Oregon Department of Corrections  
2575 Center St. NE  
Salem, Oregon 97301**

# Sent on behalf of Shellí Honeywell, Administrator of AIC Financial Services

## AIC Communication

Historically, receipts were provided for each deposit made into an AIC's Trust Account(s) statewide. After careful consideration of environmental factors (*such as responsible use of available resources*), workload and rule compliance, it has been decided to cease printing receipts. However, AICs will continue to receive their monthly Trust Accounts Statement. The Trust Rule states that Central Trust may provide an AIC with a receipt for authorized money items received and credited to the AIC's trust account upon request. Effective October 1, 2019, receipts will not be automatically generated for each deposit. Should an AIC wish to receive a copy of a receipt or information regarding a deposit, they may send an electronic AIC communication to AIC Financial Services (preferred) or a paper AIC communication (CD214). Keep in mind that if an AIC receives a Telmate deposit, they must go through the vendor for specific deposit information. Please address any questions or concerns regarding this matter to Central Trust.

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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.

## From TRCI Business Office

Indigent envelopes and toothpaste are no longer issued through the Business Office; R&D is now issuing them. You do not need to send a kyte to sign up for them. A report is generated every month and if you are indigent, you will receive them automatically



## TRCI *Diversity* and Inclusion

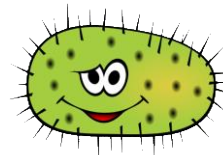
**Committee TRCI** has a new Diversity & Inclusion Committee dedicated to increasing retention of a diverse workforce, promoting unity, and making intentional efforts to weave diversity, equity, and inclusion into everything we do. Stay tuned for more information and how this will benefit both the staff and AIC population.

### **BEAT THE FLU 2019-2020!!!**

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. Why get YOUR flu shot?

It decreases the chance of you getting flu and flu-related complications!

It decreases the chance you will give the flu to someone!



Look for YOUR chance to manage YOUR health soon! Flu vaccine programs will begin in most institutions 10/1/19 and YOUR part will be needed to succeed to **Beat the flu in 2019-2020!!**

### **Common Myth**

**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 'flavor' than what the vaccine is for.

What it CAN DO IS:

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

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'

### **DOC Commissary**

#### **News:**

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.**



# TRCI will be offering a Flaggers Certification Program

The class will be taught by a ODOT Supervisor who has been teaching Offenders and helping with job placement for 22 years.

## Cost: \$90.00

- You receive a Certification valid for 3 years
- 3 reference Manuals
- Employer contact information Names, Numbers, Addresses, and Emails



## To Take the Class you must

- Incentive Level 3 or 2 with Counselor Approval
- Have 2 years or less on your sentence
- Have class paid in full

When : November 23rd

TIME: 4 Hour one time class

NEED: to have at least 10-15 Maximum of 30

CD28 Cutoff Date is November 4th

SEND CD28 to Counselor Abbott will not be processed until after  
November payday!

\*\*you need to have CD28's as soon as possible to get class time set.\*\*

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## **From the Administrative Rules Program:**

Below is the list of status changes made to DOC administrative rules since 09/15/19.

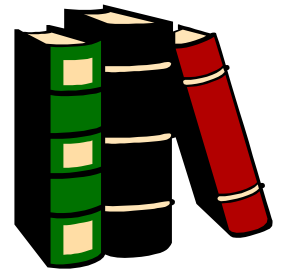
### PERMANENT RULES:

#### **Division 006 Discrimination Complaint Review System (291-006)**

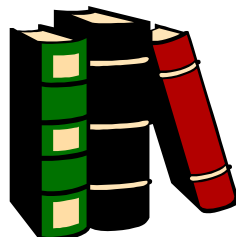
- Amends the program rules to clarify processes, timelines, and expectations.
- Effective: 10/18/19

#### **Division 109 Grievance Review System (AIC) (291-109)**

- Amends the program rules to clarify processes, timelines, and expectations.
- Effective: 10/18/19



Rulemaking comments must be provided to the DOC Rules Coordinator in writing. Communications submitted should be limited to providing comments on only one division/topic per communication. Do not include multiple divisions/topics in one communication. DOC rules are available for review and copies in the inmate law library.



OCE Work Opportunity  
By Ms. Thomas - OCE Inmate Workforce

The OCE Call Center at OSP is recruiting to fill open positions. The current schedule is Monday – Friday, 6:15 – 2:15. This position awards PRAS points, with the opportunity to earn a Team Goal Award and a production-based Individual Meritorious Award as well. Agents in this out-bound contact center perform lead generation calls. The agents must be motivated and able to maintain a professional attitude at all times.

All applicants must meet the following qualifications:

- **Must have a valid social security number or equivalent**
- Have NO convictions for ID Theft or Computer related crimes
- Must be incentive level 2 or 3
- Have at least **6 months**’ time incarcerated
- Have 6 months without a major misconduct
- Have NO program failures in the past 6 months
- Must have release date after December, 2023 on current sentence
- Lifers welcome to apply
- Be able to read proficiently and speak English language clearly
- Be able to work efficiently and professionally at all times
- Cannot be in any programs/activities which would conflict with a Monday – Friday 6:15 a.m. to 2:15 p.m. work week
- Be willing to sign a **one year retention agreement** – anyone leaving the assignment either by termination or resignation before serving the full retention period will be returned to the sending institution and receive a program fail.
- Those eligible for OSP honor housing will be placed on the honor housing waiting list upon arrival at OSP.

Requirements for OSP honor housing are as follows:

1. 5 years incarcerated
2. 5 years clear conduct
3. 3 years successful work assignment history
4. 2 years no STM designator



**All applicants will need to pass a DOC/OCE security screening and OCE interview before being considered for the position.**

**Submittal Process:**

If you are interested in applying, please complete a DOC Inmate Work Application referencing OSP Call Center as the position applied for and submit to:

S. Thomas OCE Offender Services  
C/O OCE Administration  
3691 State Street  
Salem, Or 97309

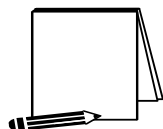
## NEW PROTECTED CD28 FORMS

**New CD28s with the PROTECTED FUNDS OPTION,  
have been placed on ALL UNITS.  
The new CD28s include (Photos , Xbox , Activity Nights ,  
etc..)**

- Do **Not** turn in old CD28s that do not include the protected funds box , they will **NOT** be accepted or processed.

- If you sign or mark the protected funds box , without having a protected funds account, you will be returned as **NSF**

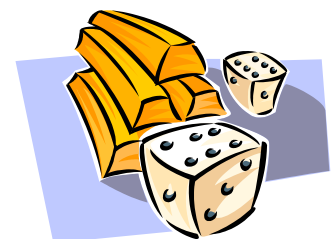
- Please remember to fill out your CD28 properly. Uncompleted CD28's will be returned to you and your order will **NOT** be processed.



Thank you  
Rec Department

## From Rec Department:

**In each control point ,  
there are 2 packs of  
cards that can be used  
specifically in the place  
of dice for the  
institution's board  
games**



## OCE Work Opportunity

By Ms. Thomas - OCE Inmate Workforce

The OCE Laundry at OSP is recruiting to fill open positions. The current schedule is Monday – Sunday, day-shift and swing-shift. The current schedule will require you to work 5 days per week which may include Saturday, Sunday or both. Days off may not be consecutive. This position awards PRAS points, with the opportunity to earn a Team Goal Award.

All applicants must meet the following qualifications:

- **Must have a valid social security number or equivalent**
- Must be incentive level 2 or 3
- Have at least **6 months'** time incarcerated
- Have 6 months without a major misconduct
- Have NO program failures in the past 6 months
- Must have release date after December 2023 on current sentence
- Lifers welcome to apply
- Be able to work efficiently and professionally at all times
- Be willing to sign a **one year retention agreement** – anyone leaving the assignment either by termination or resignation before serving the full retention period will be returned to the sending institution and receive a program fail
- Those eligible for OSP honor housing will be placed on the honor housing waiting list upon arrival at OSP. Requirements for OSP honor housing are as follows:
  - 5 years incarcerated - 5 years clear conduct - 3 years successful work assignment history - 2 years no STM designator

**All applicants will need to pass a DOC/OCE security screening and OCE interview before being considered for the position.**

### **Submittal Process:**

If you are interested in applying, please complete a DOC Inmate Work Application referencing OSP Laundry as the position applied for and submit to:

S. Thomas -OCE Offender Service Coordinator  
C/O OCE Administration  
3691 State Street  
Salem, Or 97309

**Applications must be received by 11/20/19. Applications received after 11/20/19 will not be accepted.**

## OCE Work Skills Opportunity

OCE is recruiting to fill **FUTURE** positions with the DMV Program at OSCI. The work schedule is Monday – Friday, 8:00am to 5:00pm. This position awards 12 to 17 PRAS points, with the opportunity to earn a production based Team Goal Award as well. Agents in this in-bound call center explain government regulations, sometimes to less-than-satisfied customers. The agents must be able to maintain a professional attitude at all times. This recruitment will fill open positions as they arise. Successful candidates will be told their start date after all interviews have been completed.

All applicants must meet the following qualifications:

- **Must have a valid social security number or equivalent**
- Have **NO** convictions for **ID Theft, Fraud and/or Computer-related crimes**
- Must have a **GED or High School Diploma**
- Have served at least **1 year on sentence**
- Have at least **1 year clear conduct**
- Have **NO program failures** in the **past 6 months**
- **Must have release date after December 2023 on current sentence**
- Lifers welcome to apply
- Be able to read proficiently and speak English language clearly
- Bi-lingual Spanish-English – Preference will be given to those individuals who speak and write both English and Spanish well
- Be able to work efficiently and professionally at all times
- Be willing to sign an **Eighteen (18) month retention agreement** – anyone leaving the assignment either by termination or resignation before serving the full retention period will be returned to the sending institution and receive a program failure

**All applicants will need to pass a DOC/OCE security screening and DMV interview before being considered for the position.**

### **Submittal Process:**

If you are interested in applying, please submit a completed DOC Inmate Work Application to:

S. Thomas- OCE Offender Service Coordinator  
C/O OCE Administration  
3691 State Street  
Salem, Or 97309



**Applications must be received by 11/20/19. Applications received after the closing date will not be accepted.**