



Administration

To all Adults in Custody

As a part of [ORS 423.105](#), Court Ordered Financial Obligations (COFOs) are set to begin collecting on **March 16, 2020**. Before these collections begin, we want to let you know how they will affect deposits made to your trust account.

Per statute, **15%** will be deducted from each eligible deposit* and distributed as shown below.

1. **5%** is deposited into **Transitional Savings** until the account reaches \$500.
2. **10%** is collected for **Court Ordered Financial Obligations (COFOs)**.
 - a. Once the Transitional Savings account has reached \$500, the entire 15% will be collected for COFOs, until satisfied.
 - b. Once COFOs have been satisfied, AICs may choose to continue to deposit 5% from each eligible deposit into Transitional Savings.
3. Once both the Transitional Savings and the COFOs have been satisfied, no further court ordered obligations will be deducted from eligible deposits.

*Eligible deposits are moneys deposited in an AIC trust account including, but not limited to, AIC performance monetary awards (PRAS) and moneys received from an AIC's family members or friends. Eligible deposits do not include protected moneys.

We want to make sure you understand where to direct questions about COFO debt details. The Department of Corrections (DOC) does not have detailed information about these debts, as they are statutory collections made on behalf of the Oregon Judicial Department (OJD). OJD has provided the below address where you can submit questions regarding COFO debt details directly.

Oregon Judicial Department
Business and Fiscal Services Division
Attn: Collections

1163 State Street
Salem, OR 97301

We will provide another message closer to our planned start date of March 16, 2020. Until then, please direct all questions to [Nick Ogle](#) in Financial Services.

From the Administrative Rules Program

Below is the list of status changes made to DOC Administrative Rules since 12/23/19.

PROPOSED RULES:

291-123 Hygiene, Grooming and Sanitation

- Amends the rules to establish consistent standards and clarify the departments policy and operational standards that all adults in custody must be properly attired at all times.
- Last day to provide comments: 04/06/20 @ 5:00 PM

TEMPORARY RULES:

291-123 Hygiene, Grooming and Sanitation

- Amends the rules to establish consistent standards and to clarify the departments policy and operational standards that all adults in custody must be properly attired at all times.
- Effective: 01/07/20 through 07/04/20

PERMANENT RULES:

291-041 Searches

- Amends the rules to implement statutory language changes and amends rule language to align with OAR 291-210.
- Effective: 01/31/20

291-013 Use of Force (Institutions)

- Amends the rules to implement statutory language changes and to align with current practices and equipment.
- Effective: 01/31/20

From the Administrative Rules Program (cont.)

291-038 Presentence Reports

- Amends the rules to update administrative rule references and reflect current business practices.
- Effective: 02/19/20

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, they will be returned. DOC rules are available for review and copies in the inmate law library.

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

Uhuru Sasa Legal Workshop

Attention: Want an opportunity to learn more about the law and ways to communicate effectively with your attorney? **Uhuru Sasa Cultural club** in partnership with multiple attorneys and law students will be putting on an eight-week **Legal Workshop**. The workshop will cover: **Direct Appeal, Post-conviction, Federal Habeas, Research and Writing**, among other interesting legal topics. The workshop will run from **March 17, 2020, through May 12, 2020, on Tuesday mornings from 7:15 a.m. to 10:00 a.m.** If you are NCI 2 or 3, send an AIC communication to Activities/Uhuru Sasa Culture Club requesting the Legal Workshop, **by February 28, 2020.**

/s/ S. Finster, Activities

Miscellaneous

OCE Clerk Support CADD Department

OCE is now accepting applications for a **Clerk** located currently in the CADD Department at Oregon State Penitentiary (OSP). This recruitment will be used to fill one (1) positions. Workers holding this position must have experience using Microsoft Office software and performing standard clerical duties.

The work schedule is Monday – Friday, 6:00 a.m. to 2:00 p.m. This position awards 12 PRAS Points starting with the opportunity to earn a matching Team Goal Award as well.

All applicants must meet the following qualifications:

- **Must have a valid social security number or equivalent.**
- Microsoft Office experience with a preference in Excel and database knowledge.
- Have at least 60 months remaining on sentence
- Have six months clear conduct
- Ability to learn new processes including purchasing, sales, estimating, and product specifications.
- Be able to type 30 GWAM including 10 key.
- Possess a high school diploma or GED certificate, or be in the process of obtaining a GED certificate within a specified period of time (verified by DOC Education)
- Have no program failures in the past six months
- Be able to work efficiently and professionally at all times as a member of a team in an office environment
- Be willing to sign a twelve (12) month retention agreement

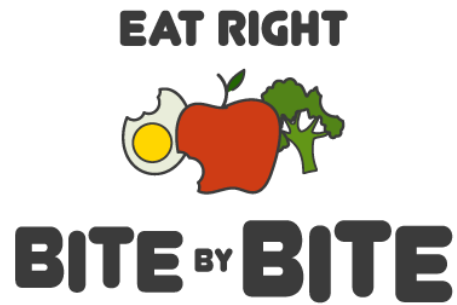
All applicants will need to pass a DOC/OCE security screening and OCE interview before being considered for the position.

Submittal Process:

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

Zach Parker or Josh Turner
C/O OCE – CADD Dept.

Applications must be **received** by: March 6, 2020.



Key Message #1 for National Nutrition Month® 2020:

Eat a variety of nutritious foods every day.

How can Adults in Custody apply this to ODOC meals?

- Vary your protein choices. Choose the Meat Alternative entrée from time to time, especially if certain mainline entrées don't appeal to you. Plant-based proteins are high in fiber, low in fat, and contain no cholesterol, which makes them a heart-healthy choice for anyone.
- This applies to breakfast as well. Take the Meat Alternative breakfast substitution from time to time. You can reduce your intake of unhealthy saturated fats and increase your intake of healthier unsaturated fats by choosing peanut butter over meat at breakfast.
- Try something new, or, try something old again. If you have been avoiding a certain food because you haven't liked it in the past, try it again! Your taste buds change as you age, so maybe foods you once disliked will be enjoyable now. We also have made significant recipe changes in the past few years. Maybe an entrée you didn't like before is better now.

Key Message #2 for National Nutrition Month® 2020:

Plan your meals each week.

How can Adults in Custody apply this to ODOC meals?

- All Adults in Custody are encouraged to review the institution menus before attending meals. Exactly how the menu is available for viewing will vary at each institution.

- Use the menu symbols to guide you towards a more nutritious meal. If you want to restrict sodium, fat, or sugar, the menu symbols are there to help you! Use the symbols to note which foods are high in sodium, fat, or sugar before you go to the dining hall, so you can make effective choices at meal time.
- If you have diabetes, ask Health Services for a copy of the Carb Report. This report will list the carbohydrate content of each food so you can plan appropriate meals for yourself. Limiting your carbohydrate intake will help your diabetes medications work more effectively and help you avoid the negative consequences of diabetes. If you don't know how to carb count, or what your carb goal is for each meal, ask your medical provider.

/s/

C. Coffey, Health Services



Chapel Schedule

SATURDAY, February 29

- 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.** Seventh Day Adventist Service
Sunni Muslim Study
Worship Practice
- 6:00 p.m.** Calvary Chapel

SUNDAY, March 1

- 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, March 2

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

TUESDAY, March 3

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

WEDNESDAY, March 4

- 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 5

- 8:00 a.m.** Thresholds
Jehovah's Witness Service
Jehovah's Witness Spanish
- 1:00 p.m.** TUMI 🚫
Trauma Transformation Group 🚫
- 6:00 p.m.** Christian Journaling
Spanish Non-Violent Communication

FRIDAY, March 6

- 1:00 p.m.** Sunni Jum'ah Prayer
United Pentecostal Study
Nation of Islam

🚫 = 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.

