



Administration

Processing NSF Requests for Withdrawal Forms (CD28s / CD28Ps)

Effective immediately, Business Services will no longer reprocess Requests for Withdrawal forms (CD28 / CD28Ps) that have been previously returned unprocessed due to an AIC having non-sufficient funds (NSF) in their trust account. If an AIC will be allowed to pay for products or services after a request for withdrawal is returned NSF, they will need to resubmit a new request.

Please let me know if you have any questions.
Thank you,

/s/ B. Elisara, Westside Business Services &
Revenue Generating Manager

Rules and Policies

Below is the list of status changes made to DOC administrative rules since 03/01/20.

PROPOSED RULES:

291-035 External Research

- Amends the rules to align with recent legislative changes to statutory language.
- Last day to provide comments: 05/25/20 @ 5:00 PM

PERMANENT RULES:

291-070 Records Management (AIC and Offender)

- Amends the rules to align with recent legislative changes to statutory language.
- Effective: 03/19/20

291-124 Health Services

- Amends the rules to align with recent legislative changes to statutory language.
- Effective: 04/10/20

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.

Security

Social Distancing Guidelines Extended

Changes were implemented in program areas listed below last week and were initially announced to be in effect for the next two weeks. Those changes are now in effect until further notice. Rather than set timelines or arbitrary dates and deadlines, we will continue to assess the many suspensions, restrictions, and modifications we have made to date and lift the modifications when it is safe to do so.

Activities section: All group functions are cancelled.

- Each club is allowed two executive board members on the floor at a time. Only one AIC is allowed in each cubicle at a time.
- The art room will remain open for a limited number of artists to use at a time.
- Video Room will be allowed one AIC at a time.

Social Distancing Guidelines Extended (cont.)

A&O: Classes will be limited to 10 AICs per week. Priority will be given to OCE workers.

Release Counselors, Transitions Coordinator, Grievance and Discrimination: Call outs will continue with appropriate social distancing.

Legal Library: General callouts will be limited to 12 AICs at a time. Legal clerks will be allowed individual appointments with social distancing in effect.

Religious Services: All group functions are limited to no more than 10 AICs. The rotation for services will change from weekly to every other week to accommodate this change.

/s/ Dave Wilson, Assistant Superintendent

The Blanket Wash schedule

(Starting the first week of April 2020)

*Friday April 24th E-Block

*Scheduled rotation is subject to change

/s/ Sgt. Richards, Clothing Room

Activities**New Movies and the TV Room**

The TV Room is excited to announce a new project to get new releases to Channel 56 quickly. Beginning in May the Walled Street will have new movies expected to release to DVD within the next month or so, we will then accept and process CD-28s for any amount towards the purchase of these new releases. Channel 56 is your new movie channel and we want to keep the new releases coming as soon as possible. Once donations are collected the movies will be purchased by staff and advertised. We really hope this process will allow for better communication and donations. Keep watching the Walled Street for announcements of new releases. Here is just a few to start with.

NEW RELEASES COMING SOON:

- Jumanji: The Next Level
- Starwars: Episode ix, The Rise of Skywalker
- Bombshell
- Uncut Gems
- Like a Boss
- Birds of Prey
- Trauma Center
- The Way Back

- Sonic the Hedgehog
- Bad Boys for Life

Netflix and Your Movie Library:

Many of you watch OSP's Channel 2 news and see the Netflix logo on some of our movie line-ups. These selections are usually requests of already released movies. New releases take many months to get on Netflix so we use this account to fill the gaps. The TV Room wants to remind you that this is everyone's account and it costs about \$1000 a year to keep the movies coming in, this bill is paid by your generous donations. The TV Room wants to hear from you, it is always a good idea to send your movie request (no new releases please) and it will be placed in our Netflix "queue." We are not always sure when the movie will actually arrive at OSP but if it is available then it will be advertised on channel 2 when it arrives. Again, because this is fully funded by your donations, we always accept donations in any amount. The TV Room is committed to working with all residents to be able to enjoy our movie channels. And remember if there is a movie you just got to see again, let us know and we'll get it scheduled again. Thank you.

/s/ J. Rodriguez, Activities

Miscellaneous**Physical Plant Office**

There is currently a position open in the Physical Plant Office as an Office Specialist 2. This position requires basic knowledge and experience of Microsoft Word and Excel.

- Must have at least one-year clear conduct
- Must have NO program failures in the past year
- Must have a minimum of five years left at OSP, before transfer to a minimum facility.

You must have an understanding of math equations, formulas, purchasing, and accounting. You must be able to multi-task and work in an office



Physical Plant Office (cont.)

environment with distractions, noise from loud talking, routers, engravers, foot traffic, and conference meetings. You must also be willing to listen, take advice, learn new skills, adapt to change, be personable, and have an outgoing personality. Also, projects may have to be completed with little or no notice. Some janitorial experience would also be a plus but is not required.

Finally, you must work well with staff and other AICs. This position pays 15 points and is from Monday thru Friday, 7:00 a.m. to 2:00 p.m. If you have these qualifications and feel you might be a good fit please fill out an employment application and send it to the Physical Plant Office for a possible interview and skills test.

/s/ M. Speer, Physical Plant Manager

Commissary

Updates

Due to high demand, our vendor is not able to keep up with supply of the new Super Fat Burner. An estimated time frame for a future delivery date is a couple weeks out.

Spring Promotional Items:

Our Spring promotion has begun, please write in your selection until they are added to the Commissary Order Form:

- Spice Supreme Cajun Spice- 6 oz. \$1.43
- Enrichos Hot Pepper Mix- 8 oz. \$2.43
- Wylers Island Punch Green Trop.Dream-10 ct. \$1.22
- Zaachila Salsa Guacamole- 9.35 oz. \$2.96

NCI Level 3 new items:

Template set \$10.76, Brush set \$2.39, water color \$5.80, and water color paper \$8.30

Back in Stock:

Dean Markley Acoustic Pickup \$57.19

- Maple wood housing
- 1/4 connector conveniently attaches to strap button
- Brilliant single coil design
- World's best-selling sound hole pickup
- Nothing sounds better than a magnetic pickup in the sweet spot of the guitar

D'Addario 5ft instrument cable \$18.58

- 5' long
- Straight plug ends
- Features D'Addario's exclusive In=Out technology
- Extremely low capacitance for pure signal transparency
- Nickel-plated plugs
- Ultra-pure, oxygen-free copper conductors
- Dense shielding
- Virtually no handling noise
- Molded strain relief for ultimate durability

Reminders:

Beginning April 13, 2020, all AICs are limited to 30 line selections, per order, per week. Special Housing will continue ordering every other week with current limits. If you order more than 30 line selections, Commissary will stop processing the order after 30 selections are processed from your list. Please note that all spending limits will remain the same.

Envelopes, batteries, soda coupons and soup count as one item regardless of how many you order, everything else counts as one item each.

For example:

- If you purchase 30 envelopes, that counts as one item.
- If you purchase 15 soda coupons, that counts as one item.
- If you purchase eight AAA batteries, that counts as one item.
- If you purchase 25 soups, that counts as one item.
- If you purchase two Tasters Choice coffee, that counts as two items.
- If you purchase three CA Nacho Chips, that counts as three items.
- If you purchase two Close Up toothpastes, that counts as two items.

/s/ S. Jackson, Commissary

Chapel

Closures

Due to the Coronavirus protocol, all Chapel programming is suspended until further notice. In the meantime, we will have limited chapel programming. If anyone would like to speak with a chaplain, send an AIC communication to Dennis Stahlnecker.

/s/ D. Stahlacker, Chapel