



## **Administration**

### **For Your Safety**

**For your safety, DOC's Agency Operations Center (AOC) has directed all incoming and outgoing mail be quarantined for a minimum of 24 hours before processing.**

Mailroom employees wear appropriate PPE when caring for mailroom operations.

Additionally, local library books – those used on housing unit book shelves – will not be returned to the bookshelf by adults in custody (AICs). Rather, **library books will be returned to a mail tub located at the Officers' Station.**

These books will be quarantined for 24 hours before being placed back into circulation by the AIC librarian.

### **Financial Services Update**

#### **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, the AIC will need to resubmit a **new** request.

Per OAR 291 Div. 158, the Department will return any Withdrawal Request form (CD28/CD28P) if the AIC lacks sufficient funds for the requested withdrawal amount, unless the AIC is specifically authorized to incur a debt in connection with the requested withdrawal.

AICs with questions regarding this matter may contact Business Services.

### **DOC Agency Operations Center**

Effective immediately, all individuals entering and occupying any DOC Health Services areas are required to wear a utility mask. These utility masks are the cloth masks provided to you by DOC. If you do not have a utility mask, please check with your unit officer. Remember to wash your hands before putting the mask on your face.

- DOC staff are required to wear masks in all Health Services, including Behavioral Health Services (BHS) appointments.
- AICs arriving at Medical Health Services without a mask will be denied access.
- AICs going to BHS are strongly encouraged to wear masks but will not be denied access without one.

This new directive is for your safety. Research shows that the coronavirus/COVID-19 can spread between people interacting in close proximity—for example, speaking, coughing, or sneezing—even if those people don't have symptoms.

Thank you for your cooperation.

/s/ B. Bernt, Communications Manager

## **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-28's 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 Movies and the TV Room** (cont.)**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 \$1000.00 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****Group Living**

**If you do not have a pass or are not pre-approved to be in Group Living you are in an unauthorized area and disciplinary actions will be taken.** If you need to speak with someone in the Group Living Complex please send an inmate communication to Group Living, if it is urgent, please speak with your housing sergeant and he/she will take appropriate action to assist you.

Si no tiene un pase o no está preaprobado para estar en Group Living, se encuentra en un área no

autorizada y se tomarán medidas disciplinarias. Si necesita hablar con alguien en las oficinas de Group Living porfavor envíe una comunicado a las oficinas de Group Living si es de bital urgencia hable con su sargento de vivienda, él/ ella tomará las medidas apropiadas para ayudarlo.

/s/ D. Weber, Group Living

**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 communicastion to Dennis Stahlnecker.

/s/ D. Stahlacker, Chapel

