



ACTIVITIES

Memorial Healing Garden Visiting/Photos

The Asian Pacific Family Club proudly informs the OSP community of the process available to schedule visits and photos in the Memorial Healing Garden. Please send an AIC communication form to the APFC to schedule visits in the Memorial Healing Garden. When submitting a request, please be sure that your work hours and schedule does not conflict. All visiting/photo requests will be submitted to staff for processing every Tuesday; therefore, call passes will be issued for the following week.

Due to programs being held in the Memorial Healing Garden, visiting slots are limited to the following schedule listed below. The cost of a 4X6 photo is \$1.50 each; all proceeds raised from the Memorial Healing Garden Photo Program goes toward the care, sustainability and maintenance of the koi pond. Please anticipate that photo prints take approximately a month for processing.

Sunday 7:45-9:45am and 1:30-3:30pm

Monday 12:00-2:45pm

Tuesday 12:00-2:45pm

Wednesdays closed for maintenance

Thursday 7:45-9:45am-12:00-2:45pm

Friday 1:30-2:45pm

Saturday 12:00-2:45PM

Please see information channel 1.1 for continuous updates. Thank you.

/s/ A. Powers, Activities Manager

LEGAL LIBRARY



2022 Taxes & Forms

- DOC will not be providing Adults in Custody (AICs) with tax forms.
- It is recommended that AICs obtain appropriate tax forms (*IRS Form 1040 / Oregon Form OR-*

40, etc.) and instructions from a trusted source outside of the institution.

- AICs will need to use their own pre-addressed, postage paid envelope(s).
- AICs may appoint a qualified and trusted person as their power of attorney (POA) to assist with the tax filing process. POA forms can be obtained by submitting a Library Request form (CD1714).
- Department staff may not provide tax advice to AICs.

/s/ T. Hickey, DOC Library Services

Library Request Form Reminder



All Legal Library Request Forms (CD1714) need to be filled out completely before schedule processing takes place.

Section A - Case Information (Required)
 Deadline Date: _____ Jurisdiction/Court: _____
Examples: Municipal Court/County Court/Circuit Court of Appeals/8th District Court
 Case Number: _____ Case Name: _____
Example: 15-10-00000 Example: State v. Joe Doe Name
 Type of Court Filing: _____
Examples: Direct Appeal, Habeas Corpus, Post Conviction, Mandamus
 Are you represented by an attorney? Yes No If yes, attorney's name: _____
 Subject of your appointment: _____

Section B - Program Schedule (Required)

Work Assignment: <input type="checkbox"/> None _____	Hours: _____	Days: _____	S	M	T	W	T	F	S
Program: <input type="checkbox"/> None _____	Hours: _____	Days: _____							
	Hours: _____	Days: _____							

Section C - Select Equipment type

Thin Client: Computer Research Word Processor **Miscellaneous:**
 Desk Research Copies Forms
 Legal Assistant Mail Out Other: _____
 Comments: _____

This is a reminder that before submitting a Library Request Form, you must completely fill out Section A (Case Information), Section B (Program Schedule), and Section C (Select Equipment Type). If a section or question does not apply to your situation, write in the letters "NA". Incomplete forms will be returned for completion.

Note: When you select Desk Research, that is a request for a desk without a computer. If you would like to use a computer, please select Computer Research or Word Processor.

/s/ R. Polk, Legal Library Coordinator

HEALTH SERVICES



What is High Blood Pressure?

High blood pressure (also referred to as HBP, or hypertension) is when your blood pressure, the force of blood flowing through your blood vessels, is consistently too high.

To survive, your tissues and organs need the oxygenated blood. When the heart beats, it creates pressure that pushes blood through blood vessels, arteries, veins and capillaries. This pressure — blood pressure — is the result of two forces:

The first force (systolic pressure) occurs as blood pumps out of the heart and into the arteries that are part of the circulatory system.

The second force (diastolic pressure) is created as the heart rests between heart beats.

Blood Pressure Categories:

BLOOD PRESSURE CATEGORY	SYSTOLIC mm Hg (upper number)	and/or	DIASTOLIC mm Hg (lower number)
NORMAL	LESS THAN 120	and	LESS THAN 80
ELEVATED	120 – 129	and	LESS THAN 80
HIGH BLOOD PRESSURE (HYPERTENSION) STAGE 1	130 – 139	or	80 – 89
HIGH BLOOD PRESSURE (HYPERTENSION) STAGE 2	140 OR HIGHER	or	90 OR HIGHER
HYPERTENSIVE CRISIS (consult your doctor immediately)	HIGHER THAN 180	and/or	HIGHER THAN 120

Why it is Important to Monitor and Treat High Blood Pressure:

Untreated or uncontrolled high blood pressure can cause additional health complications. These complications can include stroke, heart failure, vision loss, heart attack, and kidney disease. Please attend Triage if you would like more information on high blood pressure or have concerns about high blood pressure.

/s/ C. Coffey, Medical Services Manager

EDUCATION



Federal Student Aid (FAFSA) Information

Free Application for Federal Student Aid (FAFSA) is available to take effect on July 1, 2023.

- You can apply for FAFSA in July 2023.
- FAFSA will consist of 36 questions.
- All incarcerated individuals who meet the general eligibility requirements are eligible

- regardless of conviction or sentence length.
- FAFSA funds will cover tuition, textbooks, and fees.

More information on FAFSA will appear in AIC newsletters as July 1 gets closer.

/s/ K. Arrington, DOC Education

JOB ANNOUNCEMENTS



Physical Plant Electrical Shop Opening

The Electrical Shop is currently accepting applications for the Plant Journeyman Electrical Apprenticeship.

This position will give someone the opportunity to learn a skilled trade and at the end give them the chance to earn a desirable state license that, when released, would benefit them greatly.

The desired candidate will embody the following list of personal traits:

- * Self-motivated with a desire to learn new skills and perfect their trade.
- * Willingness to take direction, constructive criticism, and work well with others to accomplish tasks.
- * Must be a team player that communicates well with all types of personalities.
- * Reliable, maintaining regular attendance with a steady behavior.
- * Willing to work off hours when necessary.
- * Ability to lift up to 50 pounds on a regular basis.

All applicants are required to have at least five years left and must have a year of clear conduct with a level 3 NCI.

Please send applications with resume to Smith/Perkins, Physical Plant Electric Shop.

Note: Applications will not be accepted without a resume.

Applications will be accepted through February 28, 2023.

/s/ A. Smith, Physical Plant Electrical Shop

Physical Plant HVAC Shop Position



OSP HVAC Shop is looking to fill a worker position.

This position will give someone the opportunity to learn installation, maintenance, and repair of HVAC and steam systems.

The desired candidate will embody this list of personal traits:

- Self-motivated with a desire to learn new skills.
- Willingness to take direction, give and receive constructive criticism, and work well with others to accomplish tasks.
- Must be a team player who communicates well with all types of personalities.
- Maintain regular attendance with a steady behavior.
- Willing to work off hours when necessary.
- Must be able to lift 50 pounds, work in confined spaces, on ladders or scaffolding, and in extreme temperatures.

All applicants must have a year of clear conduct with a level 3 NCI.

Please send completed applications to Noland/Willette Physical Plant HVAC Shop.

/s/ P. Willette, Physical Plant HVAC Shop

Physical Plant Paint Shop Position

Physical Plant is accepting applications in the Paint Shop for the following position:

Paint Crew – 10 points – 6:30 am – 4:00 pm Monday-Thursday

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 requirement:

- 12 months at this facility with clear conduct.

Send a completed AIC job application with attached resume to Physical Plant J. Trevino.

/s/ J. Trevino, Physical Plant Paint Shop

Physical Plant Paint Shop Airbrush Artist

The Paint Shop is accepting applications for an experienced airbrush artist.

Job Requirements:



- Experience cleaning, maintaining, and using all equipment related to airbrushing.
- Able to train and mentor others in developing airbrushing techniques.
- Be able to work collaboratively in a team environment.
- One-year clear conduct.

- Take constructive criticism and feedback.
- Have a strong desire to help the OSP community through art projects.

If you feel these requirements match your traits and abilities, send an application to J. Trevino, Physical Plant Paint Shop.

Your completed application must include:

- One completed drawing of a nature scene.
- One cover letter that describes why you want this position.

Neither the drawing nor the letter will be returned to you, and all interviewees will be expected to showcase their skills on the airbrush during the interview process.

/s/ J. Trevino, Physical Plant Paint Shop

RELIGIOUS SERVICES
Weekly Chapel Schedule

Saturday, February 18

- 8:00 am LDS
Sweat Lodge/Smudge
Jehovah's Witness
- 1:00 pm Jewish Service
Seventh Day Adventist
- 6:00 pm Calvary Chapel

Sunday, February 19

- 8:00 am Spanish Protestant
Spanish Jehovah's Witness
- 1:00 pm Catholic
Urantia Study
- 6:00 pm Lutheran (1st/3rd/5th Sundays)

Tuesday, February 21

- 1:00 pm Agape
Orthodox Christianity
(2nd/4th Tuesdays)
- 6:00 pm Buddhist

Wednesday, February 22

- 1:00 pm Restorative Justice

Thursday, February 23

- 1:00 pm TUMI
- 6:00 pm Gospel Worship

Friday, February 24

- 1:00 pm Nation of Islam Prayer
Sunni Jumma Prayer

A Point to Ponder

"When you stop chasing the wrong things, you give the right things a chance to catch you."

~ Lolly Daskal

MAILROOM NEWSLETTER

WE HAVE SEEN THE SAME QUESTIONS/ISSUES REPEAT LATELY, SO WE WANTED TO PROVIDE INFORMATION.

AS ALWAYS, PLEASE SEND AN AIC COMMUNICATION TO THE MAILROOM IF YOU HAVE A QUESTION.

FOR FRIENDS AND FAMILY, THERE IS GREAT INFORMATION FOR CONTACTING AICs ON THE ODOC WEBSITE.

FRUSTRATED BY OVERWEIGHT OUTGOING MAIL?

THE WHITE 10X13 ENVELOPES HAVE A LIMIT OF 12oz. YOU READ THAT RIGHT. 12oz.

PRIORITY MAIL ENVELOPES DO NOT HAVE A WEIGHT LIMIT. THEY JUST NEED TO CLOSE PROPERLY.



OUTGOING USPS MAIL IS MAIL GOING TO THE POST OFFICE.

DO NOT PLACE AIC COMMUNICATION FORMS HERE.

- If you are unsure where to send your AIC Communication, place it in Other.
- Visiting applications go to Dome.
- BHS has their own mailbox. Do not place BHS in Counselors.
- Mailboxes for BHS, Grievance Coordinator, and Law Library are located by Gate 5 on the Control Floor.



AIC TO AIC MAIL

REMINDER THAT THE ONLY ITEMS PERMITTED ARE:

LETTER, 1 PHOTO, 1 DRAWING

Clippings, web pages, blank paper, AIC Communication forms, etc. are not permitted.

RELIGIOUS SERVICES

AIC NEWS

Latest News and Updates

February 2023

Property Facts

The latest updates

Most all of you are aware that there are certain steps you must take to purchase approved religious property. But did you know that there are also certain steps you must take when there is an issue with your order?

If you have placed an order with one of our approved vendors but have not received your order, here are the steps to take to try and resolve the issue.

1. Give at least 4 to 6 weeks for your item(s) to come in. It takes time for your order(s) to be processed. It first goes to Central Trust to check your account balance, cut a check, and mail it out to the vendor. And then the vendor need time to fill your request and mail out the item(s) ordered.
2. If you have waited the 6 to 8 weeks and have not received your order, you would need to check with the mailroom at your institution to see if they returned your order to the vendor due to a mail violation or issue with the order.
3. If you find that there was a mail violation, find out what the violation was and how to resolve the issue.
4. If there was no mailroom violation, then you will need to contact Central Trust. Send an AIC Communication and ask if they received your request and if a check was cut from your account. You will need to tell them when you sent in your request, who the check would have been for, and the amount of the request and where it should have been sent to.
5. If they found no issues with cutting the check for the vendor, ask Central Trust if the check has been cashed. You will need to purchase a copy of the cashed check front and back to show proof that you indeed paid for this order and that the vendor cashed the check.
6. If the check was not cashed, you have a couple options.

Check with the vendor to see if they are holding the check for some reason.

Request Central Trust put a Stop Payment on the check. *This, however, will cost you the current charge that Central Trust is charged by the bank to put a stop payment on a check.*

Wait until the check is stale dated and the funds placed back into your account. This takes at least 2 years for this to happen.

If you have questions on the cost of a Stop Payment, contact Central Trust for information. They can also give you the information on the Stale Date process that they currently follow.

7. If your check was cashed, send a letter and a copy of the cancelled check to the vendor with all your information, name, Sid, cell number, institution name, along with any other details that will help them resolve your missing order.

8. The vendor should contact you within a week or two with either the item you ordered, a credit to your account with them or a refund of your purchase price.
9. Keep in mind that if you received a portion of your order but not all the items ordered you may receive a credit to your account with that vendor but may have to pay a new shipping cost for your items that were not shipped. That is something you will want to discuss with the vendor.

Religious Services tries to post any information we have regarding a vendor's policy as to whether they give a refund or not. Most often the vendors have a no refund policy but will work with you if it is an error on their part. Some vendors offer credits when the item is out of stock or may send your check back to Central Trust.

Religious Services does not guarantee any product or service of any of the vendors you are purchasing from. You need to read the information in the power point prior to making a religious property purchase.

If you have followed all the steps above and are not hearing back from the vendor, you may contact the Religious Service Administration office by sending an AIC Communication along with copies of all your documentation with Central Trust and the Vendor to DOC Headquarters Religious Service and someone will attempt to resolve the issue if possible. This however is not a guarantee and will be done in a timely manner as workload permits. And it done as a courtesy to you the AIC and is not an official duty of either the Chaplains or Religious Services Management or Administrative Staff.

Property News

Most types of Head covering come in white and black now. Check for which ones.

Salt is available in 1 oz sizes now for General Housing

Donated Rosary's are back in stock

New Buddhist Prayer Beads are available.

Coming soon!

Prayer Cards for followers of these faiths:

Satanic, Rastafarian, Christian,
Buddhist, Hindu.

We will be adding these to our current list of cards that are already available for Santa Muerte, Catholic, Asatru, and Santeria.

Welcome the New Chaplains

As many of you may have noticed there have been some changes in the Chaplain positions in some of the Institutions due to some Chaplains who have recently retired. Because of these openings there will be some movement of Chaplains to other institutions and new Chaplains coming on board with Religious Services. Help me welcome them!

Chaplain Melendez at TRCI soon to be moving to CCCF,

Chaplain Bates at EOIC soon to be moving to TRCI,

Chaplain Zuleta at EOIC, along with a new Chaplain TBA later.

Chaplain Pillay at PRCF.

Welcome Chaplains to each institution and Religious Services.



Mainline		Week at a Glance						
Monday 2/20/2023		Tuesday 2/21/2023	Wednesday 2/22/2023	Thursday 2/23/2023	Friday 2/24/2023	Saturday 2/25/2023	Sunday 2/26/2023	
Week 4	BREAKFAST	Ham & Cheese Muffin Oatmeal - 1.00 CP Canned Fruit - 0.50 CP *Pork Ham (Sod, Chl) - 2.00 OZCKD Sliced Cheese (Sfa) - 1.00 SLC English Muffin (Sfa, Chl) - 1.00 EA Hashbrowns (Sfa) - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Breakfast Burrito Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Scrambled Eggs (Sfa, Chl) - 0.33 CP Refried Beans - 0.50 CP Shredded Cheese (Sfa, Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Flour Tortilla - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ	Beef Hash Multigrain Hot Cereal - 1.00 CP Canned Fruit - 0.50 CP Beef Hash (Sod, Chl) - 1.00 CP Wheat Toast - 2.00 SLC Margarine (Sfa) - 1.00 TBS Ketchup - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Scrambled Eggs w/Cheese Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Scrambled Eggs (Sfa, Chl) - 0.50 CP Shredded Cheese (Sfa, Chl) - 2.00 TBS Wheat Toast - 2.00 SLC Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Waffles Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Waffles (Sod) - 2.00 EA Peanut Butter (Sfa) - 3.00 TBS Maple Syrup - 2.00 FLOZ Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Bacon & Eggs Canned Fruit - 0.50 CP Scrambled Eggs (Sfa, Chl) - 0.33 CP *Pork Bacon (Sfa, Sod, Chl) - 3.00 Fried Potatoes (Sfa) - 0.75 CP Wheat Toast - 2.00 SLC Jelly - 2.00 TBS Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Hot Cereal, Egg & Breakfast Pastry Farina - 1.00 CP Fresh Fruit - 1.00 EA Hard Boiled Egg (Sfa, Chl) - 1.00 EA Breakfast Pastry (Sfa, Chl) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA SLC
	LUNCH	Hot Dogs & Potato Salad Potato Salad (Sfa, Chl) - 0.75 CP Hot Dog (Sod, Chl) - 2.00 EA Wheat Hoagie Roll - 1.00 EA Green Beans - 0.75 CP Ketchup - 1.00 TBS Mustard - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Fried Egg Sandwich *Soup of the Day (Sod, Chl) - 10.00 FLOZ Fried Egg Sandwich on Wheat (Chl, Sfa) - 1.00 EA Mayonnaise - 1.00 TBS Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Deli Sandwich & Soup of the Day Split Pea Soup - 10.00 FLOZ *Meat & Cheese Sandwich on Sliced Onions - 2.00 TBS Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Blended Vegetables - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA	Taco Salad Taco Salad with Meat - 1.00 SV Seasoned Beans - 0.75 CP Shredded Cheese (Sfa, Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Spanish Rice - 0.75 CP Tortilla Chips - 2.00 OZ Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Grilled Cheese Sandwich & Tomato Soup Tomato Soup (Sod) - 10.00 FLOZ Grilled Cheese Sandwich on Wheat (Sod, Sfa) - 2.00 EA Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Fish Sticks w/ Tartar Sauce *Soup of the Day (Sod, Chl) - 10.00 FLOZ Fish Sticks (Chl) - 4.00 EA Tartar Sauce (Sod) - 2.00 FLOZ Macaroni Salad (Sod) - 0.75 CP Carrots - 0.75 CP Breadstick - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Roast Pork Loir Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ *Roast Pork Loir (Chl, Sfa) - 3.00 OZCKD Scalloped Potatoes (Sod) - 0.75 CP Broccoli - 0.75 CP Carrots - 0.75 CP Breadstick - 1.00 EA Ice Cream Cup - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ
Week 4	DINNER	Cajun Meatloaf Beet Salad (Sod) - 0.75 CP Cajun Meat Loaf (Chl, Sfa) - 1.00 EA Shredded Cheese (Sfa, Chl) - 2.00 TBS Brown Rice - 0.75 CP Cauliflower - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Chicken Bacon Ranch Salad Chicken-Bacon-Ranch Salad (Chl) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sfa, Chl) - 2.00 TBS Salaad Dressing (Sfa, Sod) - 2.00 FLOZ Carrots - 0.75 CP Breadstick - 1.00 EA Fruit Bar (Sfa, Sod, Chl) - 1.00 EA Tea - 8.00 FLOZ	Spaghetti w/Meat Sauce Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Meat Sauce (Chl, Sfa) - 0.75 CP Spaghetti - 0.75 CP Broccoli - 0.75 CP French Bread - 1.00 SLC Garlic Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Pizza Night Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Vegetable Soup (Sod) - 10.00 FLOZ Pizza (Choice) (Sod, Chl, Sfa) - 1.00 EA Brownie (Sfa, Chl) - 1.00 EA Tea - 8.00 FLOZ	Chicken Teriyaki Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Teriyaki (Chl) - 0.50 CP White Rice - 0.75 CP Stir-Fry Vegetables - 0.75 CP Japanese Milk Roll - 1.00 EA Gelatin & Whip Topping - 0.50 CP CP Tea - 8.00 FLOZ	Hamburger & Tater Tots Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Beef Patty (Chl, Sfa) - 1.00 EA Onions & Pickles (Sod) - 0.25 CP Wheat Burger Bun (Sfa, Chl) - 1.00 EA Green Beans - 0.75 CP Tater Tots (Sod) - 4.00 OZCKD Ketchup (Sod) - 2.00 TBS Tea - 8.00 FLOZ	Burritos Burrito Meat - 1.00 SV Refried Beans - 0.50 CP Shredded Cheese (Sfa, Chl) - 2.00 TBS Lettuce Salad - 1.00 CP Spanish Rice - 0.75 CP Salsa (Sod) - 0.25 CP Wheat Tortillas (Sfa, Sod) - 2.00 EA Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ

Menu is subject to change without notice. Appropriate food substitutions are approved by a Dietitian.
*Items contain or may contain pork. Meat-Alternative Trays are available at lunch and dinner only.

Sod = High Sodium Sfa = High Saturated Fat Chl = High Cholesterol Sug = High Sugar

© Powered By: Culinary Suite

