



# WALLED STREET BULLETIN

## OREGON STATE PENITENTIARY SALEM OREGON

OSP Executive Management Team

February 23, 2023

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### ADMINISTRATION

#### AIC Property Compliance Mandate – Excess Legal Property



The Deputy State Fire Marshal mandates that the Department of Corrections (DOC) is compliant with the rules for adults in custody (AIC) property in all housing units. Which means DOC must limit the amount of AIC personal property in accordance with Oregon Fire Code.

We are now ready to begin the task of coming into compliance on AIC legal property. AIC excess legal property, currently stored in the OSP Law Library, needs to be reconciled and brought into compliance with OAR 291-117-0100.

You will be scheduled for a call out to the OSP Law Library. You will be asked to do the following:

- Complete an Excess Authorized Legal Materials Inventory List (CD1242a)
- Law Library Staff will conduct a cursory review of your items to insure those items in the tote match items listed on the CD1242a
- Your tote of excess legal materials will then be securely stored. You may access it by submitting a Library Request form.

NOTE: Legal totes prohibit storage of the following:

- Non-legal material
- Case Law
- Legal textbooks or books
- Multiple copies of legal material

If any prohibited items listed above are currently stored in the Law Library, you will be required to either dispose of the items or take the items back to your cell.

/s/ R. Persson, DOC Operations

### GENERAL SERVICES

#### Plumbing Work/Repair Requests



For timely processing of work/repair requests for plumbing in your housing cell or at your work location, please follow the procedure outlined below:

For housing cell:

Notify your tier officer or block sergeant as soon as an issue arises. Provide a brief but detailed explanation. An electronic work order request will be submitted to the Physical Plant Office for processing.

For work location (i.e., OCE, Food Services, Yard):

Notify your staff supervisor as soon as an issue arises. Provide a brief but detailed explanation. An electronic work order request will be submitted to the Physical Plant Office for processing.

All work order requests are prioritized based on the nature of the request and the current workload of the Plumbing Shop. Lower priority items such as a dripping cell faucet will be addressed as the workload allows.

/s/ J. Ellertson, Physical Plant Manager

### COMMISSARY



#### Commissary News, Updates and Reminders

News:

Price Increases Effective 2/17/2023: Our vendors are working hard to keep prices as low as possible but unfortunately inflation is hitting everyone as cost of goods and transporting goods continues to skyrocket. Price increases are inevitable, as in this case, we were notified the cost of the following items have been increased.

Commissary has absorbed multiple increases on soups and a large increase with the last shipment and it is necessary for Commissary to increase the current Ramen soup price.

Ramen - \$0.45

Ice Cream Pints

Value - \$4.45

Premium - \$5.25

Ice Cream Novelty

Value - \$1.70

Premium - \$2.20

Envelope #10 Embossed - \$0.85





Discontinued items:

Ice Cream Deluxe – \$7.75 is being discontinued statewide.

Suggestion Forms:

Each form must be submitted by only one AIC. Forms must be legible and completed to be processed. Non-completed or inappropriate form will not be accepted. All requests must adhere to Rule 117 - Personal Property (AIC and Policy: 40.2.3 Commissary Operations.

Please do not add more than three suggestions to each form.

Commissary appreciates all suggestions and requests. Unfortunately, due to the extreme volume of suggestions Commissary receives we cannot respond to each request individually.

New products must be approved through the ISM review process. Please watch your newsletters for periodic updates regarding items being added or discontinued. We strive to keep updated quality products and to remove unpopular items from Commissary.

/s/ S. Jurgensmeier, Dist. Services NWC 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: Multnomah County/County Court/Court of Appeals / District Court

Case Number: \_\_\_\_\_ Case Name: \_\_\_\_\_  
Example: 123-456789 Example: State v. Your Last Name

Type of Court Filing: \_\_\_\_\_  
Examples: Clerk Appeal / Motion / Court Post Consider / Mandamus

Are you represented by an attorney?  Yes  No If yes, attorney's name: \_\_\_\_\_

Subject of your appointment: \_\_\_\_\_

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**Section B – Program Schedule (Required)**

Work Assignment:  None \_\_\_\_\_ Hours: \_\_\_\_\_ Days: \_\_\_\_\_

Program:  None \_\_\_\_\_ Hours: \_\_\_\_\_ Days: \_\_\_\_\_

	S	M	T	W	T	F	S

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**Section C – Select Equipment type**

**Thin Client:**  Computer Research  Word Processor

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



## Shaking the Salt Habit to Lower High Blood Pressure

From the American Heart Association:

Many Americans have acquired a taste for a high salt diet. One way to cut back is to skip the table salt. However, most of the sodium in our diets comes from packaged, processed foods.

Eating these foods less often can help reduce your sodium intake, lower your blood pressure and/or prevent high blood pressure (HBP or hypertension) from developing in the first place.

The American Heart Association recommends no more than 2,300 milligrams (mgs) a day and an ideal limit of no more than 1,500 mg per day for most adults, especially for those with high blood pressure. Even cutting back by 1,000 mg a day can improve blood pressure and heart health.

/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 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

The Chapel would like to get an idea of whether there is interest in establishing some chapel groups coming from an Eastern spiritual perspective. These include, but are not limited to, the following: Shambhala Buddhist, Vedanta, Transcendental meditation, Hare Krishna, Bahai, etc. We currently have a Zen Buddhist group that meets the first and third Tuesday evening of each month. In April, we hope to begin a Siddha Yoga group on Saturday nights.

We ask that at least ten people sign up for an event in order to get it going. It will be difficult for the volunteers if only one or two people show up. Once we get an idea of interest, it will be helpful in understanding the spiritual concerns.

Also, we would be interested in knowing if there is any interest in the Druid or Wicca religious traditions. It would be helpful if you knew someone from these communities who would qualify to be a volunteer.

Send individual AIC communications to Chaplain Dennis.

/s/ D. Stahlnecker, Chaplain



## Weekly Chapel Schedule

### Saturday, February 25

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 26

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

### Tuesday, February 28

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

### Wednesday, March 1

1:00 pm Restorative Justice

### Thursday, March 2

1:00 pm TUMI  
6:00 pm Gospel Worship

### Friday, March 3

1:00 pm Nation of Islam Prayer  
Sunni Jumma Prayer

## A Point to Ponder

*“One of the differences between some successful and unsuccessful people is that one group is full of doers, while the other is full of wishers.”*

*~ Edmond Mbiaka*







# Financial Services

## Informational Briefing

### Adult in Custody (AIC) Trust Accounts

<p><b>General Spending Account</b></p>	<ul style="list-style-type: none"> <li>• Primary spending account for AICs</li> <li>• Eligible deposits are received into this account               <ul style="list-style-type: none"> <li>◦ <i>Examples: Deposits received from friends/family, and PRAS</i></li> </ul> </li> <li>• AICs use the Request for Withdrawal of Funds form (CD28) to facilitate financial transactions from the General Spending Trust Account</li> <li>• Funds in this account are not protected from debt/obligation collection or garnishment</li> </ul>
<p><b>Protected Spending Reserve Account</b></p>	<ul style="list-style-type: none"> <li>• This is a spending account established for AICs who receive protected money               <ul style="list-style-type: none"> <li>◦ <i>Examples: disability benefits for veterans, moneys received from Native American or tribal government, railroad retirement benefits, OCE Prison Industry Enhancement (PIE) Awards</i></li> </ul> </li> <li>• AICs use the green Request for Withdrawal of Funds from Protected Reserve form (CD28P) to facilitate financial transactions from the Protected Reserve Trust Account</li> <li>• Funds in the Protected Reserve Trust Account are protected from debt/obligation collection or garnishment</li> </ul>
<p><b>Transitional Savings Account</b></p>	<ul style="list-style-type: none"> <li>• Established per SB844/ORS 423.105 as a means for AICs to save funds for release from ODOC custody</li> <li>• 5% of each eligible deposit is received into the AICs Transitional Savings Trust Account until the account reaches \$500</li> <li>• AICs may elect to transfer funds into this account by submitting a transfer request form (CD1832, <i>available electronically and in paper</i>) up to \$500</li> <li>• AICs may continue a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied</li> <li>• Funds in the Transitional Savings Trust Account are protected from debt/obligation collection or garnishment, but this is not the same thing as the Protected Spending Reserve Account</li> </ul>
<p><b>General Savings Account</b></p>	<ul style="list-style-type: none"> <li>• Established as a means for AICs to save funds outside of the Transitional Savings Trust Account</li> <li>• AICs may elect to transfer funds into the General Savings Trust Account by submitting a transfer request form (CF1832, <i>available electronically and in paper</i>)</li> <li>• Funds in this account are not available until the AIC releases from ODOC custody; an exception may be granted by the CFO or designee per OAR 291 Div. 158</li> <li>• Funds in the General Savings Trust Account are not protected from debt/obligation collection or garnishment</li> </ul>
<p><b>Obligated Reserve Accounts</b></p>	<ul style="list-style-type: none"> <li>• Medical, Optical, Dental, Trip, Education, Religious, and Programming are accounts AICs use when there is a need to reserve funds for a good or service that meets specific criteria</li> <li>• AICs may receive deposits directly to one of these accounts from an external source</li> <li>• AICs must be approved to place funds into an Obligated Reserve Account</li> <li>• Funds in Obligated Reserve Accounts are deemed spent and therefore are not subject to debt/obligation collection or garnishment</li> </ul>

### Questions?

AICs may submit an AIC Communication form to Business Services (electronic communication option preferred & available on the tablet). Friends and Family may submit questions to [dldoctrustinfo@doc.state.or.us](mailto:dldoctrustinfo@doc.state.or.us).



Mainline		Week at a Glance					
Monday 2/27/2023		Tuesday 2/28/2023	Wednesday 3/1/2023	Thursday 3/2/2023	Friday 3/3/2023	Saturday 3/4/2023	Sunday 3/5/2023
<b>Week 5</b>	<b>BREAKFAST</b> <u>Pancakes</u> Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Hard Boiled Egg (Sfa, Chl) - 1.00 EA Pancakes (Sod, Chl) - 3.00 EA Maple Syrup - 2.00 FLOZ Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	<u>Egg &amp; Cheese Muffin</u> Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Fried Egg (Sfa, Chl) - 1.00 EA Sliced Cheese (Sfa) - 1.00 SLC English Muffin (Sfa, Chl) - 1.00 EA Fried Potatoes (Sfa) - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	<u>Biscuit w/Sausage Gravy</u> Faina - 1.00 CP Canned Fruit - 0.50 CP Sausage Gravy - 0.75 CP Biscuit (Sfa, Sod) - 1.00 EA Hashbrowns (Sfa) - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	<u>French Toast</u> Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA French Toast (Sod, Chl, Sfa) - 4.00 SLC Maple Syrup - 2.00 FLOZ Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	<u>Vegetable Scramble</u> Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Vegetable Scramble (Chl) - 0.50 CP Hashbrowns (Sfa) - 0.75 CP Wheat Toast - 2.00 SLC Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	<u>Scrambled Eggs &amp; Bacon</u> Canned Fruit - 0.50 CP 0.33 CP Turkey Bacon (Sfa, Sod, Chl) - 3.00 SLC 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	<u>Hot Cereal, Egg &amp; Breakfast Pastry</u> Multigrain Hot Cereal - 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
<b>Week 5</b>	<b>LUNCH</b> <u>Chicken Fajitas</u> Texas Slaw - 0.75 CP Chicken Fajita Mix (Chl) - 0.50 CP Onions & Bell Peppers - 0.50 CP Wheat Tortillas (Sfa, Sod) - 2.00 EA Brown Rice - 0.75 CP Salsa (Sod) - 0.25 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	<u>Tuna Salad Sandwich</u> *Soup of the Day (Sod, Chl) - 10.00 FLOZ Tuna Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Carrots - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	<u>Chef Salad w/Turkey</u> Potato Soup - 10.00 FLOZ Chef Salad with Turkey (Chl) - 1.00 SV 1.00 SV Hard Boiled Egg (Sfa, Chl) - 1.00 EA Shredded Cheese (Sfa, Chl) - 2.00 TBS Salad Dressing (Sfa, Sod) - 2.00 FLOZ Blended Vegetables - 0.75 CP Breadstick - 1.00 EA Fresh Fruit - 1.00 EA	<u>Chicken Salad</u> Split Pea Soup - 10.00 FLOZ Chicken Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Broccoli - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	<u>Philly Cheese Steak Sandwich</u> *Soup of the Day (Sod, Chl) - 10.00 FLOZ Philly Beef (Sod, Chl) - 3.00 OZCKD Cheese Sauce (Sfa, Chl) - 2.00 FLOZ Onions & Bell Peppers - 0.50 CP Wheat Hoagie Roll - 1.00 EA Green Beans - 0.75 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	<u>Nachos</u> Nachos Meat - 0.50 CP Refried Beans - 0.50 CP Cheese Sauce (Sfa, Chl) - 2.00 FLOZ Lettuce Salad - 1.00 CP Salsa (Sod) - 0.25 CP Tortilla Chips - 2.00 OZ Corn - 0.75 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	<u>Roast Turkey &amp; Gravy</u> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Roast Turkey (Chl) - 3.00 OZCKD Poultry Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Blended Vegetables - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Frosted Cake (Chl) - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ
<b>Week 5</b>	<b>DINNER</b> <u>Macaroni &amp; Cheese</u> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Macaroni & Cheese (Chl, Sfa) - 1.25 CP Green Beans - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	<u>Sloppy Joe</u> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Sloppy Joe (Sod, Chl, Sfa) - 0.75 CP Wheat Burger Bun (Sfa, Chl) - 1.00 EA Mashed Potatoes - 0.75 CP Beef Gravy - 2.00 FLOZ Zucchini - 0.75 CP Pudding - 0.50 CP Tea - 8.00 FLOZ	<u>Chicken Enchilada Casserole</u> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Enchilada Casserole (Chl, Sfa) - 1.00 SV Seasoned Beans - 0.75 CP Tortilla Chips - 1.00 OZ Sour Cream (Sfa, Chl) - 2.00 TBS Tea - 8.00 FLOZ	<u>Pizza Night</u> Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Vegetable Soup (Sod) - 10.00 FLOZ *Pizza (choice) (Sod, Chl, Sfa) - 1.00 EA Cookie (Sfa, Chl) - 1.00 EA Tea - 8.00 FLOZ	<u>Loco Moco</u> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Loco Moco Patty (Chl, Sfa) - 1.00 SV Fried Egg (Sfa, Chl) - 1.00 EA Beef Gravy - 2.00 FLOZ White Rice - 0.75 CP Peas and Carrots - 0.75 CP Pear-Crisp (Sfa, Sod) - 0.50 CP Tea - 8.00 FLOZ	<u>Turkey Noodle Casserole</u> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Turkey Noodle Casserole (Sod, Chl) - 1.25 CP Blended Vegetables - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	<u>Black Bean Burger</u> Coleslaw (Sod) - 0.75 CP Black Bean Burger - 1.00 EA Salsa (Sod) - 0.25 CP Wheat Burger Bun (Sfa, Chl) - 1.00 EA Carrots - 0.75 CP Tater Tots (Sod) - 4.00 OZCKD Ketchup (Sod) - 2.00 TBS 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

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