



## ADMINISTRATION



### Trust Account Information

Financial Services is seeking to ensure AICs are provided with information to better understand the administration of debt and obligation collections. AICs with questions regarding their trust account(s) are encouraged to send an AIC communication to Business Services (electronic communications, available on the tablet, preferred).

For detailed information, please read the 'AIC Debt and Obligation Information' addition on page 4.

/s/ S. Lane, OSP Supervising Executive Assistant

## GENERAL SERVICES



### Dish TV Changes

Recently, Dish TV had some changes to their programming. In that process, we have lost around 40 music stations. Currently, there is a very limited selection of music genre and variety.

I contacted our provider and just received the following response as of April 14, 2023: The Ultimate goal of these recent changes is to move content off of the 129-orbital slot. I confirmed that the music swap to 129 is temporary and should be moved back potentially next week. We have begun migrating core channels as of last week, and this will continue through June.

Thank you for your patience and understanding in these trying times.

/s/ S. Palmer, Electronics Shop

### 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.

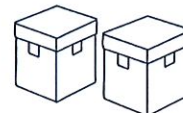
For work location (i.e., OCE, Food Services, Yard):

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

## GROUP LIVING



### 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.

AICs are limited to two totes of legal property in their cell. Each AIC is authorized to possess in his/her living quarters, and in the facility law library, legal material in or directly pertaining to his/her own pending and active case(s)/lawsuit(s) before the courts or paroling authorities. The authorized legal material shall not exceed the capacity of storage container(s) designated by the functional unit manager/designee for storage of AIC personal property. Excess legal property shall be stored in compliance with OAR 291-117-0100. If you have legal property for more than two totes, you will be required to purchase a tote via Canteen. Once you have the tote, you will need to follow the following steps:

- Complete an Excess Authorized Legal Materials Inventory List (CD1242a)

- Submit a Law Library Request form, seeking to store excess legal material
- The Law Library will schedule time for you to bring your tote and inventory list
- 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 you are indigent and need a legal tote, please contact the Law Library.

On April 27, 2023, Security and Library Staff will work with AICs housed on unit A3 and progressively through each housing unit, to ensure that legal totes are sold to AICs who have excess legal property, who have not yet procured one from Canteen. A reconciliation of excess legal totes will occur that day and be placed in secure storage. A schedule for the cleanup date of subsequent housing units will be issued later.

/s/ C. Porter, Group Living Captain

**Tenting** **REMINDER**

Per the OSP AIC Handbook: AICs are not allowed to hang or place anything that would block the view inside the cell.

**Expected Conduct**

“You are responsible for everything in your cell and/or housing units at all times, even if you are assigned with another person. The following housing unit guidelines must be met by all AICs:”

“Nothing will be placed on or attached to your cell bars. Cell bars will be kept clean at all times. Nothing will be hung or placed in a manner that would obstruct the officer's view inside the cell.”

Please do not hang anything in your cell that would block view into the cell.

/s/ B. Gaither, Group Living Captain

**LEGAL LIBRARY** **LOOK HERE**

**Legal Library Closure Week of May 2 to 5, 2023**

Legal libraries will be closed across the state for all-staff training during the first week of May. Annual training allows us to keep Library Coordinators up-to-

date and increase the quality of services provided within institutions and to AICs. We appreciate your understanding and look forward to resuming regular services after this event.

Please plan to make Law Library requests around these closures. If you have a deadline during this time, please plan to have all work completed prior as we will be unable to provide services during our planned closure.

OSP Library will be closed all day on May 3 and will only be open 7 am - 9:45 am on May 4. During these days, no attorney calls will be scheduled.

/s/ A. Wray, DOC Legal/Library Services Mgr.

**Changes for Legal Library Call Outs**

In an effort to fully schedule law library resources, such as computers, Law Library is changing how we enter call outs. For call outs entered on or after May 1, 2023, all call outs for legal appointments (with the exception of attorney calls) will now have a Section Code of "LAW".

The Location Code will indicate what your Law Library appointment is for. Below is a list of location abbreviations and their meanings:

Abbreviation in Location Field	Meaning of Abbreviation
DR	Desk Research
TC	Research/Word Processing
LA	Legal Assistant
MO	Mail Out
N	Notary
F	Forms
A/V	Review CDs of discovery
C	Copies
Box	Legal Boxes
MISC	Miscellaneous
MU	Make Up (will have service scheduled following. For example: MU, MO, C)

Note: At this time, no changes to how call outs are entered for staff scheduled calls between AIC and attorney will be made.

/s/ A. Wray, DOC Legal/Library Services Mgr.



# JOB ANNOUNCEMENTS

## Physical Plant General Maintenance Shop Position



The Physical Plant General Maintenance Shop is hiring. Interested applicants should have a strong desire to work in the Physical Plant performing a wide variety of general maintenance work throughout the institution.

Candidates must be able to lift/carry 80 pounds, be willing to work at heights, and have the ability to work in confined spaces. The successful applicant will exhibit a positive attitude, the ability to work well with others, and a willingness to work under the direction of other Physical Plant Shop Supervisors as needed. Those chosen to interview will have a minimum of one year good conduct, and have at least one year remaining on their sentence. Preference will be given to applicants with construction experience.

Send completed AIC job application and resume (handwritten is acceptable) to Harris/Physical Plant General Maintenance Shop.

/s/ E. Harris, Physical Plant Gen. Maint. Shop

## Physical Plant Electronics Shop Position

The Electronics Shop is accepting applications for AICs interested in a career as a low voltage electrician. This position will give someone an opportunity to go through an apprenticeship program, learn a trade, and earn a LEB electrical license.

The desired candidate will embody this list of personal traits:

- Self-motivated with a desire to learn new skills and perfect their trade.
- Willingness to take direction, constructive criticism, work well with others to accomplish tasks.
- Must be a team player who communicates well with all types of personalities.
- Reliable, maintaining regular attendance with a steady behavior.
- Willing to work off hours when necessary.
- Stay drug and alcohol free during your time here.



All applicants are required to have close to five years left on their sentence or more, must have a year of clear conduct with a level 3 NCI. Must have desire to be able to be a productive member of society when released. High school diploma or GED.

If you would like to leave Department of Corrections with a trade license, making \$80,000-plus a year, and be able to support your family, send applications with Resume to Palmer/ Schaeffer Physical Plant Electronics Shop. Good Luck!

/s/ S. Palmer, Physical Plant Electronics Shop

# RELIGIOUS SERVICES

## Weekly Chapel Schedule

### Saturday, April 22

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

### Sunday, April 23

8:00 am Spanish Protestant  
Spanish Jehovah's Witness  
1:00 pm Catholic  
Urantia Study

### Tuesday, April 25

1:00 pm Agape  
Orthodox Christianity  
6:00 pm Buddhist

### Wednesday, April 26

1:00 pm Restorative Justice  
6:00 pm The Most Excellent Way

### Thursday, April 27

1:00 pm TUMI  
6:00 pm Gospel Worship

### Friday, April 28

1:00 pm Nation of Islam Prayer  
Sunni Jumma Prayer



# A Point to Ponder

*"In your free time, you will choose who to hang out with. If you were to show me your friends, I could tell you your future."*

*~ Mark Ambrose*



### AIC Debt and Obligation Information

Debt / Obligation Type	Collection Schedule	Additional Information
<p>Court Ordered Financial Obligation (COFO)</p>	<ul style="list-style-type: none"> <li>Collected from eligible deposits per ORS 423.105</li> <li>10% collected for COFO(s) from eligible deposits until the transitional savings trust account reaches \$500</li> <li>Then, 15% collected for COFO(s) from eligible deposits until obligation(s) are satisfied</li> </ul>	<ul style="list-style-type: none"> <li>The department does not have case-specific information regarding COFOs; AICs are encouraged to contact the court of record regarding their COFO details</li> <li>COFOs are not the same as County and US Court filing fees. Examples of COFOs are restitution, fines, fees, &amp; child support</li> <li>COFOs will continue to collect during the Holiday Buying Period</li> </ul>
<p><i>Note: Although the transitional savings trust account is considered an obligation, funds collected are owned by the AIC. Per ORS 423.105, 5% will be collected from eligible deposits and placed into the transitional savings trust account. Funds in the transitional savings trust account are <u>not available until the AIC releases from ODOC custody.</u></i></p>		
<p>DOC Debt</p>	<ul style="list-style-type: none"> <li>Collected from eligible deposits</li> <li>Additionally, collections shall occur the last business day of the month per OAR 291 Div. 158 if funds are available</li> </ul>	<ul style="list-style-type: none"> <li>DOC debt includes but is not limited to debt incurred from various disciplinary fines, copy, and postage advances</li> <li>DOC debt is due upon receipt; if/when funds are not available; funds are advanced and set-up as debt</li> <li>Monthly, AICs may spend up to \$40 of the first \$80 deposited into general spending</li> <li>DOC Debt may be suspended during the Holiday Buying Period unless a new disciplinary fee is applied</li> </ul>
<p>County Court Deferred Filing Fee Obligation</p>	<ul style="list-style-type: none"> <li>Collected as funds become available</li> <li>Multiple collections may occur throughout the month</li> <li>Additionally, collections shall occur the last business day of the month</li> </ul>	<ul style="list-style-type: none"> <li>County obligations refer to deferred county filing fees</li> <li>These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee</li> <li>County Court fees will continue to collect during the Holiday Buying Period</li> </ul>
<p>Initial Federal / US Court Filing Fee Obligation</p>	<ul style="list-style-type: none"> <li>Collected as funds become available</li> <li>Multiple collections may occur throughout the month</li> <li>Additionally, collections shall occur the last business day of the month</li> </ul>	<ul style="list-style-type: none"> <li>Initial Filing fees can be collected in total and are due upon receipt</li> <li>These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee</li> <li>Initial Federal/US Court filing fees will continue to collect during the Holiday Buying Period</li> </ul>
<p>Federal / US Court Deferred Filing Fee Obligation</p>	<ul style="list-style-type: none"> <li>Collected around the beginning of the month</li> </ul>	<ul style="list-style-type: none"> <li>General filing fee collection amount determined by the previous month's deposit(s)</li> <li>20% of previous months deposits multiplied by the number of cases is deemed collectable</li> <li>Federal/US Court Deferred filing fees will continue to collect during the Holiday Buying Period</li> </ul>

*Note: Debt / Obligation types appear in order of collection priority. ODOC will comply with garnishment orders upon receipt.*

# HEALTH SERVICES



## HAZARDOUS MEDICINE

Health Services would like to inform you of changes we are making to the way we provide certain medicine.

Some medicines need special handling because they can harm the person giving them. These are called "hazardous medicines."

Studies have found that healthcare staff who are exposed to these medicines can have side effects from them.

Healthcare staff can protect themselves by wearing protective garments when handling these medicines.

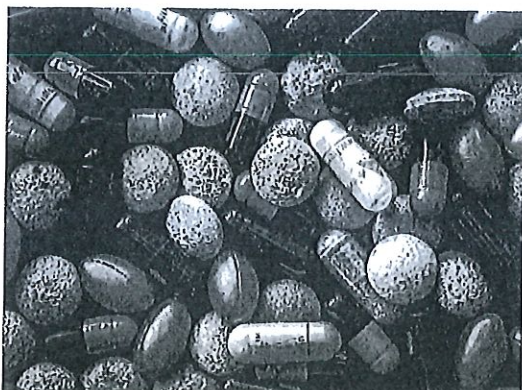


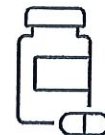
Photo by Raimond Klavins, Unsplash

## WHAT TO EXPECT

You may see healthcare staff wearing gloves, gowns, or face masks. This is to help limit their contact with hazardous medicines.

Some staff may wear more protective garments than others. This could be due to the type of medicine they are handling or how they are giving it. Not all hazardous medications carry the same risk. It could also just be their personal preference!

If you are taking a hazardous medicine, you will no longer be able to keep it in your cell. This is to help limit exposure to others, not because you have done anything wrong.



## Q: IS IT SAFE FOR ME TO TAKE A HAZARDOUS MEDICINE?

**A:** People take a hazardous medicine when there are more benefits from the medicine than there are risks. One example of a hazardous medication is chemotherapy. Chemotherapy is a medicine that is strong enough to kill cancer cells. It can save the life of a person who has cancer. But, because it is so strong, it can also hurt healthcare staff who handle it. By wearing protective garments, staff can make sure they are healthy enough to keep caring for their patients!

Please talk to your doctor or send a kyte to the pharmacy if you have more questions about hazardous medicine.

# SERVICIOS DE SALUD



## MEDICINA PELIGROSA

Servicios de Salud desea informarle de los cambios que estamos haciendo a la forma en que proporcionamos ciertos medicamentos.

Algunos medicamentos necesitan manejo porque pueden dañar a la persona que los da.

Estos se llaman "peligrosos medicinas".

Los estudios han encontrado que el personal de atención médica que está expuesto a estos medicamentos puede tener efectos secundarios.

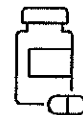
El personal de atención médica puede protegerse usando prendas protectoras cuando manipula estos medicamentos.

## QUE ESPERAR

Es posible que vea al personal de atención médica usando guantes, batas o máscaras faciales. Esto es para ayudar a limitar su Contacto con medicamentos peligrosos.

Algunos miembros del personal pueden usar más prendas protectoras que otros. Esto podría deberse al tipo de medicamentos que están manejando o cómo lo están dispensando. No todos los medicamentos peligrosos llevan lo mismo riesgo. ¡También podría ser su preferencia personal!

Si está tomando un medicamento peligroso, ya no podrá guardarlo en su celda. Esto es para ayudar a limitar la exposición a los demás, no porque haya hecho algo malo.



## P: ¿ES SEGURO PARA MÍ TOMAR UN MEDICAMENTO PELIGROSO?

**R:** Las personas toman un medicamento peligroso cuando el medicamento ofrece más beneficios que riesgos. Un ejemplo de un medicamento peligroso es la quimioterapia. La quimioterapia es un medicamento lo suficientemente fuerte como para matar las células cancerosas. Puede salvar la vida de una persona que tiene cáncer. Pero, debido a que es tan fuerte, también puede lastimar al personal de atención médica que lo manipula. ¡Al usar prendas protectoras, el personal puede asegurarse de que estén lo suficientemente saludables como para seguir cuidando a sus pacientes!

Hable con su médico o envíe un kyte a la farmacia si tiene más preguntas sobre medicamentos peligrosos.



Foto por Raimond Klavins, Unsplash



Oregon DOC Men : Oregon DOC Men

Mainline

Week at a Glance

Week	Monday 4/24/2023	Tuesday 4/25/2023	Wednesday 4/26/2023	Thursday 4/27/2023	Friday 4/28/2023	Saturday 4/29/2023	Sunday 4/30/2023
<b>Week 3</b>	<b>BREAKFAST</b> Oatmeal - 1.00 CP Canned Fruit - 0.50 CP 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	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Veggie & Cheese Scramble (Chl,Sfa) - 0.66 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	Farina - 1.00 CP Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.33 CP Ground Beef (Sfa,Chl) - 1.00 OZCKD Shredded Cheese (Sfa,Chl) - 2.00 TBS Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	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	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Fried Egg (Sfa,Chl) - 1.00 EA Sliced Cheese (Sfa) - 1.00 SLC English Muffin (Sfa,Chl) - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Commeal Hot Cereal (Sfa,Sod) - 1.00 CP Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.33 CP Poultry Sausage (Chl) - 1.00 EA 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	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 3</b>	<b>LUNCH</b> Asian Cabbage Salad - 0.75 CP Beef & Broccoli (Sod,Chl,Sfa) - 0.75 CP Brown Rice - 0.75 CP Stir-Fry Vegetables - 0.75 CP Japanese Milk Roll - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ *Meat & Cheese Sandwich on Wheat (Sod,Chl) - 1.00 EA Sliced Onions - 2.00 TBS Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP Turkey Club Sandwich on Wheat (Sod,Chl) - 1.00 SV Shredded Lettuce - 0.25 CP Mayonnaise - 1.00 TBS Carrots - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Vegetable Soup (Sod) - 10.00 FLOZ Chicken-Lettuce Salad (Chl) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sfa,Chl) - 2.00 TBS Salad Dressing (Sfa,Sod) - 2.00 FLOZ Broccoli - 0.75 CP Breadstick - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Corn Chowder (Sod) - 10.00 FLOZ Tuna Melt Sandwich on Wheat (Chl,Sfa) - 1.00 EA Peas & Carrots - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Peanut Butter & Jelly Sandwich on Wheat (Sod,Sfa) - 2.00 EA Green Beans - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Quarter (Chl,Sfa) - 1.00 EA Poultry Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Peas - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Ice Cream Cup - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ
<b>Week 3</b>	<b>DINNER</b> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Shepherd's Pie (Chl,Sfa) - 1.00 SV Green Beans - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Stroganoff (Chl,Sfa) - 0.75 CP Pasta - 0.75 CP Broccoli - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Pudding - 0.50 CP Tea - 8.00 FLOZ	Canned Fruit - 0.50 CP *Pork Ham (Sod,Chl) - 2.00 OZCKD Fried Egg (Sfa,Chl) - 2.00 EA O'Brien Potatoes - 0.75 CP Biscuit (Sfa,Sod) - 1.00 EA Margarine (Sfa) - 1.00 TBS Coffee - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Pizza (choice) (Sod,Chl,Sfa) - 1.00 EA Blended Vegetables - 0.75 CP Choice Dessert (Sfa,Chl) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Hot Dog (Sod,Chl) - 2.00 EA Chili with Beans - 6.00 FLOZ Shredded Cheese (Sfa,Chl) - 2.00 TBS Wheat Hoagie Roll - 1.00 EA Cauliflower - 0.75 CP Gelatin & Whip Topping (Sfa) - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Patty (Chl,Sfa) - 1.00 EA Sliced Cheese (Sfa) - 1.00 SLC Wheat Burger Bun (Sfa,Chl) - 1.00 EA Blended Vegetables - 0.75 CP Waffle Fries (Sfa) - 5.00 OZCKD Ketchup (Sod) - 2.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Spicy Rice Casserole (Chl,Sfa) - 1.25 CP Carrots - 0.75 CP Cornbread (Sod,Chl) - 1.00 EA Margarine (Sfa) - 1.00 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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