



# ADMINISTRATION



## Savings Options for AICs

Financial Services is seeking to ensure AICs are provided with information to better understand the types of savings options that are available. AICs with questions regarding their trust account(s) are encouraged to send a communication to Business Services (electronic communications, available on the tablet, preferred).

/s/ K. Alvarez, DOC Financial Services



## Financial Services Informational Briefing

*Savings Options for Adults in Custody*

### What is the Transitional Savings Account (TRSA)?

- Funds in the TRSA are protected from debt/obligation collection and garnishment.
- Established per SB844/ORS 423.105 as a means for AIC's to save funds for release from ODOC custody.
- 5% of each eligible deposit is applied into an AIC's TRSA until the account reaches \$500.
- AIC's may elect to transfer funds into their TRSA by submitting a Trust Account Transfer Request form (CD1832) up to \$500.
- AIC's may continue a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied.
- Funds in the TRSA are not available to AIC's until reentry into the community (no exceptions).

### What is the General Savings Account (GS)?

- Funds in the GS Trust Account are not protected from debt/obligation collection or garnishment.
- Established as an optional means for AIC's to save funds outside of the TRSA.
- AIC's may elect to transfer funds into the GS Trust Account once per calendar month by submitting a Trust Account Transfer Request Form (CD1832).
- 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.

### What About External Savings Accounts?

*AIC's may have accounts with external banking institutions however, ODOC staff are not able to facilitate. AIC's may not have unauthorized money items in their possession (such as checks).*

*Note: Trust Account Transfer Request Forms (CD1832) are available on AIC housing units or through Business Services. If the amount being transferred is excessive, it will be limited. The minimum transfer amount is \$5.00.*

*Please address any questions to Business Services by submitting an AIC communication (available electronically on the tablet).*

### 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 [didocstrustinfo@doc.state.or.us](mailto:didocstrustinfo@doc.state.or.us).

## Announcing Coordinator Change



Attention: Please submit all Grievance, Discrimination, and ADA concerns to Josh Lawson. Former coordinators B. Eriksen and A. Kidwell are no longer serving in these roles.

/s/ S. Lane, OSP Superintendent's Office

# 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



## May is National Physical Fitness Month

According to the CDC Physical Activity Guidelines for Americans, each week adults need:

- Moderate-intensity aerobic activity for 150 minutes every week (for example, 30 minutes a day, 5 days a week)
- Muscle-strengthening activities on two or more days a week that work all major muscle groups (legs, hips, back, abdomen, chest, shoulders, and arms)

Aerobic activity or “cardio” gets you breathing harder and your heart beating faster. From pushing a lawn mower, to taking a dance class – these types of activities and more count as aerobic. As long as you are doing physical activities at a moderate- or vigorous-intensity, they count toward meeting the aerobic guideline.

Intensity is how hard your body is working during a physical activity.

Moderate-intensity aerobic physical activity means you are working hard enough to raise your heart rate and break a sweat. One way to tell if it is a moderate-intensity aerobic activity is that you will be able to talk, but not sing the words to your favorite song. Here are some examples of activities that require moderate effort:

- Walking fast or hiking
- Riding a bike
- Pushing a lawn mower



Vigorous-intensity aerobic activity means you are breathing hard and fast, and your heart rate has gone up quite a bit. Use the talk test for the intensity of your aerobic physical activity. If you are being active at a vigorous level, you will not be able to say more than a few words without pausing for a breath. Here are some examples of activities that require vigorous effort:

- Running
- Swimming laps
- Playing basketball



**Build Up Over Time**

If you want to do more vigorous-level activities, slowly replace those that take moderate effort like fast walking with more vigorous activities like running. You can do moderate- or vigorous-intensity aerobic activity, or a mix of the two, each week.

If you have not been very active lately, however, increase your physical activity slowly. If you have a history of a chronic disease, consider telling your doctor you are planning to increase your physical activity, including moving to more vigorous activity. You need to feel comfortable doing moderate-intensity activities before you move on to more vigorous ones.

**Muscle-strengthening Activities**

Physical activities to strengthen your muscles are recommended at least two days a week. Activities should work all the major muscle groups of your body—legs, hips, back, chest, abdomen, shoulders, and arms. Muscle-strengthening activities should be done in addition to your aerobic activity.

To gain health benefits, you need to do muscle-strengthening activities to the point where it is hard for you to do another repetition without help.

A repetition is one complete movement of an activity, like lifting a weight or doing a sit-up. Try to do 8-12

repetitions per activity, which counts as 1 set. Try to do at least one set of muscle-strengthening activities. To gain even more benefits, do two or three sets.

You can do activities that strengthen your muscles on the same or different days that you do aerobic activity—whatever works best for you. There are many ways you can strengthen your muscles, whether it is at home or the gym. You may want to try the following:

- Lifting weights
- Working with resistance bands
- Doing exercises that use your body weight for resistance (e.g., push-ups, sit-ups)
- Heavy gardening or landscaping (e.g., digging, shoveling)
- Some forms of yoga

/s/ E. Guevara, DOC Dietitian

# 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



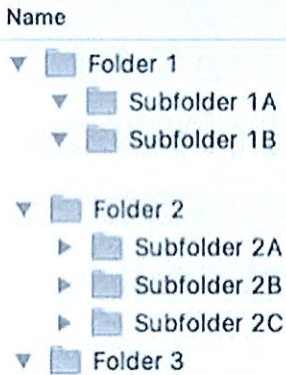
## Law Library News

In an effort to minimize the likelihood of device and file corruption, thumb drives assigned to AICs by the Law Library will now be replaced every two years. Each AIC will be required to sign a new Removable Media Usage Acknowledgement Statement (CD 1761) every time your legal thumb drive is replaced.

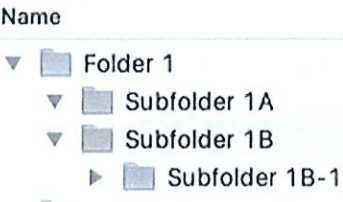
Over the next few months, every AIC with an assigned legal thumb drive will be placed on call out to review their saved files and a Library Coordinator will transfer the files to a brand-new, unused thumb drive. If you do not approve the transfer of your files to a new legal thumb drive, you will not be allowed access to a legal thumb drive until you accept a new one or release from DOC custody, whichever comes first.

The new legal thumb drives have larger storage capacity. AICs will now be limited to two levels of folders on the legal thumb drive. (See example below.) You will be expected to reorganize your existing folders when transferring to the new thumb drive. This will aid you in organization of your files and assist Library Coordinators in auditing your thumb drive each quarter (every three (3) months).

### Example of 2 folder levels - Authorized:



### Example of 3 folder levels – NOT authorized:



We know this may be an inconvenient change for some AICs, but we are confident that the new replacement process will limit device and file corruption in the future. If you have questions or concerns, please send an AIC communication form the Law Library.

/s/ J. Coy, DOC Programs & Services

# JOB ANNOUNCEMENT



## Furniture Factory Hiring

The Furniture Factory is now accepting applications for multiple positions. The requirements are:

- No program failures or DRs in the past six months
- Minimum of 18 months to release date
- Possess a high school diploma, GED certificate or be in the process of obtaining a GED certificate
- Required social security number
- Work professionally and efficiently
- Must not have frequent scheduled call outs, programs, or activities that would conflict with a 7:00 am - 1:30 pm workday.

All applications will need to pass a DOC/OCE security screening and OCE interview before being considered for the position.

If you are interested in applying, please complete an AIC communication form that includes your experience and how you meet all of the requirements to work at the Furniture Factory. Please submit to: OSP OCE Furniture Factory-Drew

/s/ D. Henderson, OCE Manufacturing & Install Production Coordinator

## A Point to Ponder

*“Giving up on your goal because of one setback is like slashing your other three tires because you got one flat.”*

*~ Toby McKeehan*



# RELIGIOUS SERVICES

## *Weekly Chapel Schedule*

### Saturday, May 27

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

### Sunday, May 28

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

### Tuesday, May 30

- 1:00 pm Agape
- 6:00 pm United Pentecostal Church

### Wednesday, May 31

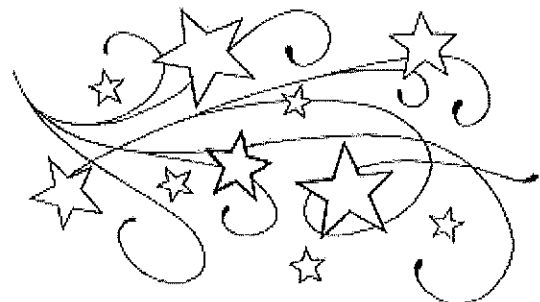
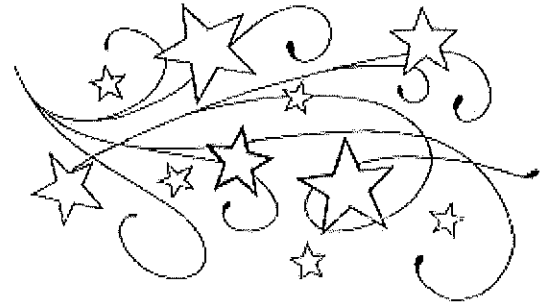
- 1:00 pm Restorative Justice
- 6:00 pm The Most Excellent Way

### Thursday, June 1

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

### Friday, June 2

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



# 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.

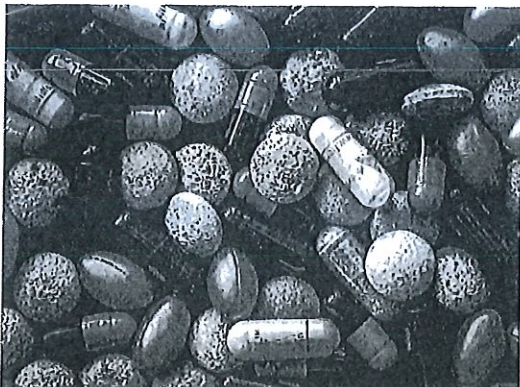


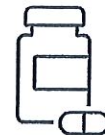
Photo by Raimond Klavins, Unsplash

## 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



**State of Oregon  
Department of Corrections Commissary**

**DATE:** WEDNESDAY, MAY 17, 2023  
**TO:** Adults in Custody  
**FROM:** Anita Nelson, Distribution Services Statewide Operations Manager  
**SUBJECT:** Commissary News, Updates and Reminders

**News:**

Due to year-end inventory, sales of the following pre-sale items will be suspended from  
May 22<sup>nd</sup> close of business - July 10, 2023.

Incentive form

<b>Incentive Order Form</b>	
Please use my Protected Funds for this order	Please allow upto 6 weeks for delivery as we do not carry an Inventory of Items.
Signature Required	Your order was processed
SID: _____ Date: _____	Shoe Order #
Name _____	Incentive Order #
Institution _____ Block-Unit _____ Last First Cell-Bunk	TV Order #

Any orders submitted for suspended items during this period will be cancelled. Normal sales of these items will resume beginning July 10, 2023.



Mainline

Week at a Glance

	Monday 5/29/2023	Tuesday 5/30/2023	Wednesday 5/31/2023	Thursday 6/1/2023	Friday 6/2/2023	Saturday 6/3/2023	Sunday 6/4/2023
<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 (Sta) - 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,Sta) - 0.66 CP Wheat Toast - 2.00 SLC Margarine (Sta) - 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 (Sta,Chl) - 0.33 CP Ground Beef (Sta,Chl) - 1.00 OZCKD Shredded Cheese (Sta,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,Sta) - 4.00 SLC Maple Syrup - 2.00 FLOZ Margarine (Sta) - 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 (Sta,Chl) - 1.00 EA Sliced Cheese (Sta) - 1.00 SLC English Muffin (Sta,Chl) - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Cornmeal Hot Cereal (Sta,Sod) - 1.00 CP 1.00 CP Canned Fruit - 0.50 CP Scrambled Eggs (Sta,Chl) - 0.33 CP Poultry Sausage (Chl) - 1.00 EA Wheat Toast - 2.00 SLC Jelly - 2.00 TBS Margarine (Sta) - 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 (Sta,Chl) - 1.00 EA Breakfast Pastry (Sta,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> <b>MEMORIAL DAY</b> Lettuce Salad - 1.00 CP Salad Dressing (Sod)-1.00 FLOZ Beef Patty (Chl,Sta) - 2.00 EA Sliced Cheese (Sta) - 1.00 SLC Hamburger Bun (Sta,Chl)-1 EA Onions, Pickles, Ketchup-2 TBS EA Mayonnaise & Mustard - 1 TBS EA Hot Vegetable - 0.75 CP Potato Salad - 0.75 CP Berry Shortcake - 1 Serving 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 TBS 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 Cheese (Sta,Chl) - 2.00 TBS Salad Dressing (Sta,Sod) - 2.00 FLOZ Broccoli - 0.75 CP Chips - 1.00 BAG Breadstick - 1.00 EA 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 (Sta,Chl) - 2.00 TBS Salad Dressing (Sta,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,Sta) - 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,Sta) - 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,Sta) - 1.00 EA Poultry Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Peas - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 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,Sta) - 1.00 SV Green Beans - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Stroganoff (Chl,Sta) - 0.75 CP Pasta - 0.75 CP Broccoli - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sta) - 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 (Sta,Chl) - 2.00 EA O'Brien Potatoes - 0.75 CP Biscuit (Sta,Sod) - 1.00 EA Margarine (Sta) - 1.00 TBS Coffee - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Pizza (choice) (Sod,Chl,Sta) - 1.00 EA Blended Vegetables - 0.75 CP Choice Dessert (Sta,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 (Sta,Chl) - 2.00 TBS Wheat Hoagie Roll - 1.00 EA Cauliflower - 0.75 CP Gelatin & Whip Topping (Sta) - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Patty (Chl,Sta) - 1.00 EA Sliced Cheese (Sta) - 1.00 SLC Wheat Burger Bun (Sta,Chl) - 1.00 EA Blended Vegetables - 0.75 CP Waffle Fries (Sta) - 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,Sta) - 1.25 CP Carrots - 0.75 CP Cornbread (Sod,Chl) - 1.00 EA Margarine (Sta) - 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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