



# ADMINISTRATION



## From the Administrative Rules Program

Below is the list of status changes made to DOC administrative rules since 3/31/2023.

### PERMANENT RULES:

#### **291-009 Tours**

- Amends rule to update the term used to refer to adults in custody, remove gendered language, remove designee for tour approvals, and update those interested groups and individuals that may be allowed tours.
- Effective 5/4/23

#### **291-052 Transfers and Responsibilities Between Oregon Youth Authority and Department of Corrections**

- Amends rule to confirm that transfers to youth correction facilities must be authorized under and consistent with applicable state statutes and include changes in terminology and other technical corrections.
- Effective 5/24/23

#### **291-069 Security Threat Management**

- Amends rule to increase the number of days allowed for temporary segregation; change the term "inmate" to "adult in custody" to incorporate the new statutory term for individuals incarcerated in DOC institutions; and modify the identification of AICs assigned to the STM caseload.
- Repeals Attachment A "High Alert Adult in Custody" and renames former Attachment B "STM Restriction Scale" to Attachment A.
- Effective 4/28/23

#### **291-077 Performance Recognition and Award System**

- Amends rule to adjust the PRAS matrix creating a more even point spread in the first three levels; add two more levels to reduce the chance of "maxing out"; and include an overall 25 percent increase in the dollar value of each

level of the PRAS matrix to counteract the effects of the consumer price index and the impact this had on canteen increases.

- Effective 5/16/23

#### **291-105 Prohibited Conduct and Processing Disciplinary Actions**

- Amends rule to permanently adopt changes to the rule that were temporarily adopted on 1/1/2023 reducing the maximum consecutive sanction to DSU from 180 days to 90 days, including amendment to major and minor violation grids; for minor grammatical changes; and for consistency.
- Effective 5/23/23

#### **291-113 Education and Training Programs**

- Amends rule to align with current practice; change "inmate" to "AIC"; and for other minor grammatical revisions, clarifications, and consistency.
- Effective 5/24/23

Rulemaking comments must be provided to the DOC Rules Coordinator in writing at the address in the rulemaking notice. Communications submitted should be limited to providing comments on only one division and topic per communication. Do not include multiple divisions and topics in one communication, they will be returned. DOC notices and rules are available for review and copies in the AIC Law Library.

Proposed, temporary, and permanently adopted rules are available for review in the AIC Legal Library. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form", to R. Polk, Library Coordinator.

AICs in special housing units may access copies of proposed rules and permanently adopted rules for review by asking the housing unit officer. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form", to R. Polk, Library Coordinator.

Proposed rules will be copied free of charge. If you want a personal copy of a permanently adopted rule, there will be a charge for the copy.

Comments on proposed rules may be submitted by AIC communication or letter to: J. Vaughn, Rules Coordinator, DOC Rules Office.

/s/ J. Vaughn, DOC Rules Coordinator

**USPS Priority Tracking Labels**



USPS will be phasing out the Priority Tracking manual label, which will result in DOC being unable to provide tracking numbers for outgoing mail. AICs who purchase priority mail boxes from Commissary should be aware of this change.

/s/ S. Lane for DOC Operations Division

**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



**JOB ANNOUNCEMENTS**

**ICH Unit Peer Companion Position**

We believe that AICs who have proven to be successful in the prison community can provide a

valuable resource to peers within that community. By listening to and mentoring peers who are struggling with various disabilities, Peer Companions can help teach them how to more effectively and productively manage their own responses to their environment.

Mental Health Special Housing has one Peer Companion position open on the Intermediate Care Housing (ICH) unit. The individual selected for this position will report to the ICH unit, yard, and/or treatment lounge for their shifts. We are looking for motivated, responsible individuals who have the willingness to work with both our elderly and special needs population. It is important for Unit Peer Companion candidates to behave in a manner that is respectful, safe, confidential, and honest; modeling patience, respectful communication, and the following of all unit and institution rules.

ICH Unit Peer Companions will have specific shifts and are responsible for assisting unit staff, QMHPs and treatment staff in ensuring that identified AICs housed on the ICH are getting their basic and daily needs met, which helps to improve their functioning and improve their overall quality of life while incarcerated.

Duties may also include escorting individuals to appointments, assisting individuals in groups, guiding or accompanying individuals who have difficulty walking or who are resistant to engaging in activities outside of their cells to activities in the day room, treatment lounge, or out for ICH yard time.

Please submit an AIC communication form application to ICH Program Manager if you are interested. Applications will be accepted until this position is full. To be eligible, you must be an incentive Level 2 or higher and have clear conduct for at least one year; it is preferred that you have one or more years left on your sentence.

/s/ T. Etzel, BHS Manager

**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

*“If you want to change the direction of your life, change the declaration of your lips.”*

*~ Steven Furtick*

## Canteen

### Canteen Service Dates

Canteen services will no longer be provided on Fridays. OSP Commissary store hours will continue Monday through Thursday for standard Business.

/s/ C. Wagner, Assistant Sup of General Services

## RELIGIOUS SERVICES

### Weekly Chapel Schedule

#### Saturday, June 10

- 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, June 11

- 8:00 am Spanish Protestant
- Spanish Jehovah's Witness
- 1:00 pm Catholic
- 6:00 pm Lutheran

#### Tuesday, June 13

- 1:00 pm Agape
- Art of Living
- 6:00 pm United Pentecostal Church

#### Wednesday, June 14

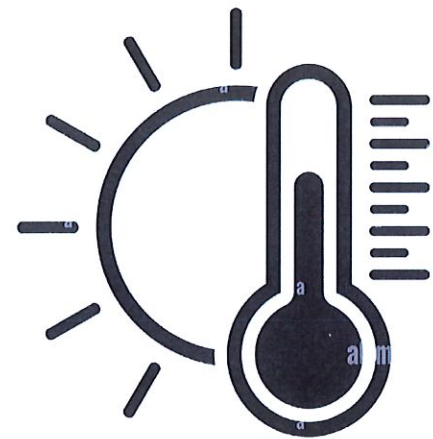
- 6:00 pm The Most Excellent Way Chapel

#### Thursday, June 15

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

#### Friday, June 16

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





# Financial Services

## *Informational Briefing*

### *Savings Options for Adults in Custody*

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

- Funds in the TRSA are protected from debt/obligation collection and garnishment.
- Established per SB844(2017)/ORS 423.105 as a means for AICs to save funds for release from ODOC custody.
- 5% of each eligible deposit is transferred 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 the 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied.
- Funds in the TRSA are not available to AICs until release from ODOC custody (*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 AICs to save funds for release 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).

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#### 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).

# JUNE 2023

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
								1		2		3	
								AM		AM		AM	
								PM		PM		PM	
								EVE		EVE		EVE	
4		5		6		7		8		9		10	
AM		AM		AM		AM		AM		AM		AM	
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EVE		EVE		EVE		EVE		EVE		EVE		EVE	
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FATHER'S DAY		FATHER'S DAY		FATHER'S DAY		FATHER'S DAY		FATHER'S DAY		FATHER'S DAY		FATHER'S DAY	
25		26		27		28		29		30		31	
AM		AM		AM		AM		AM		AM		AM	
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EVE		EVE		EVE		EVE		EVE		EVE		EVE	

PRAS

June 19th

AM - Morning Yard (7:45 - 9:45 AM)  
 PM - Afternoon Yard (1:00 - 3:30 PM)  
 EVE - Evening Yard (4:30 - SUNSET)  
 NO NCI LVL 1 AIC'S ON SATURDAY & SUNDAY

## NOTES



Mainline

Week at a Glance

Week	Monday 6/12/2023	Tuesday 6/13/2023	Wednesday 6/14/2023	Thursday 6/15/2023	Friday 6/16/2023	Saturday 6/17/2023	Sunday 6/18/2023
<b>5</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 Sausage Gravy (Chl) - 0.75 CP Biscuit (Sfa,Sod) - 1.00 EA 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 Canned Eggs (Sfa,Chl) - 0.33 CP Turkey Bacon (Sfa,Sod,Chl) - 3.00 SLC 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>5</b>	<b>LUNCH</b> Coleslaw (Sod) - 0.75 CP *Barbeque Pork (Chl,Sfa) - 0.50 CP Wheat Hoagie Roll - 1.00 EA Brown Rice - 0.75 CP Peas - 0.75 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*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	Potato Soup - 10.00 FLOZ Chef Salad with Turkey (Chl) - 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 Fortified Fruit Drink - 8.00 FLOZ	Vegetable Soup (Sod) - 10.00 FLOZ Chicken Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Green Beans - 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 *Meat & Cheese Sandwich on FLOZ Wheat (Sod,Chl) - 1.00 EA Sliced Onions - 2.00 TBS Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Cauliflower - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Nacho Meat (Chl,Sfa) - 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	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Roast Pork Loin (Chl,Sfa) - 3.00 OZCKD Brown Rice Pilaf - 0.75 CP Broccoli - 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>5</b>	<b>DINNER</b> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Turkey Noodle Casserole (Sod,Chl) - 1.25 CP Green Beans - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Enchilada Casserole (Sod,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	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Enchilada Casserole (Sod,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	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 Loco Moco Patty (Chl,Sfa) - 1.25 CP Fried Egg (Sfa,Chl) - 1.00 EA Beef Gravy - 2.00 FLOZ White Rice - 0.75 CP Peas & Carrots - 0.75 CP Fruit Crisp (Sfa,Sod) - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Macaroni & Cheese (Chl,Sfa) - 1.25 CP Blended Vegetables - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP Chicken Burger (Chl,Sfa) - 1.00 EA Barbeque Sauce - 1.00 FLOZ Wheat Burger Bun (Sfa,Chl) - 1.00 EA Carrots - 0.75 CP Waffle Fries (Sfa) - 5.00 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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