



SNAKE RIVER CORRECTIONAL INSTITUTION
SNAKE RIVER CURRENTS

JUNE 01, 2023—JUNE 07, 2023

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FOOD SERVICE CLERK POSITION

SRCI Food Service has an opening for an AIC Clerk position. Interested applicants must meet the following criteria (no exceptions):

- * Clear conduct for 1 years (No Major DR or Program Failures)
- * Classification 3 or less
- * 10 years or less remaining on sentence



This position will supply clerical support to Food Service Dry Storage and the Food Service Administration office. Applicant must have a good work ethic and attitude, ability to work in a team environment, follow detailed instructions, and follow operational guidelines. Basic required skills include a comprehensive knowledge of Microsoft Excel, Microsoft Word, and the ability to file accurately Please complete an AIC job application and send to: Atten: Ms. Brown, Food Service, B 383.

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

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 3 months).

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 kyte the Law Library.

Thu. 06/01	Fri. 06/02	Sat. 06/03	Sun. 06/04	Mon. 06/05	Tues. 06/06	Wed. 06/07
78/53	80/54	82/60	81/61	83/61	87/63	86/63



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.

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 dldoctrustinfo@doc.state.or.us

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).