

DEER RIDGE PRINTS

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June 2, 2023

WHO'S WHO AT DRCI

Superintendent – Ms. Sundquist	Grievance Diversity Coordinator – Mr. Ybarra	Physical Plant Manager – Mr. Schlegel
Asst. Supt. General Services – Ms. Peel	Health Services Manager – Ms. Carter	Religious Services – Mr. Ball
Asst. Supt. Security – Ms. Plummer	Hearings Officer – Ms. Cortazar & Ms. Bruce	OCE Call Center – Mr. Bierman
Business Services Office – Ms. Bryan	Institution Work Program – Mr. Chapman	& Ms. Zamora
Correctional Services Manager – Mr. Duncan	Library Coordinator – Ms. Carrion	OCE Laundry – Mr. Wright
Education Director – Mr. Sklenar	Mailroom Manager – Ms. Hofman	Transitions Coordinators-
Food Services Manager – Mr. Peterson	Mental Health Services Manager – Ms. Pierce	Ms. Wilson
Warehouse & Commissary Manager-Ms. Simmelink-Rask		

DOC/DRCI/Superintendent

Hello,

As most of you are aware Mr. Randall's last day was the end of May. I'm excited for this opportunity to lead DRCI. I have over 23 years of experience in corrections, this is my 4th facility, I've worked in both medium and minimum locations. Oregon has evolved through the years, and I believe the work we do can impact lives for the better. I'm passionate about helping people with their success back into their communities and most importantly reconnection with Family. I believe we promote public safety by providing meaningful and effective opportunities for successful re-entry. Programs, education, certifications, and work opportunities assist in your success, but the ultimate change is completely up to **YOU!** I look forward to meeting you when I'm touring the facility.

Respectfully,
Ms. Sundquist

DOC/DRCI/Health Services

6 benefits of regular physical activity information provided by Mayo Clinic Website

Want to feel better, have more energy and perhaps even live longer? Look no further than old-fashioned exercise.

1. Exercise improves your mood.

Physical activity stimulates various brain chemicals that may leave you feeling happier and more relaxed than you were before you worked out. You'll also look better and feel better when you exercise regularly, which can boost your confidence and improve your self-esteem. Regular physical activity can even help prevent depression.

2. Exercise combats chronic diseases.

Regular physical activity can help you prevent — or manage — high blood pressure. Your cholesterol will benefit, too. Regular physical activity boosts high-density lipoprotein (HDL), or "good," cholesterol while decreasing triglycerides. This one-two punch keeps your blood flowing smoothly by lowering the buildup of plaques in your arteries.

3. Exercise helps you manage your weight.

This one's a no-brainer. When you engage in physical activity, you burn calories. The more intense the activity, the more

calories you burn — and the easier it is to keep your weight under control. You don't even need to set aside major chunks of time for working out. Take the stairs instead of the elevator. Walk during your lunch break. Do jumping jacks during commercials. Better yet, turn off the TV and take a brisk walk. Dedicated workouts are great, but physical activity you accumulate throughout the day helps you burn calories, too.

4. Exercise boosts your energy level.

Physical activity delivers oxygen and nutrients to your tissues. In fact, regular physical activity helps your entire cardiovascular system — the circulation of blood through your heart and blood vessels — work more efficiently. Big deal? You bet! When your heart and lungs work more efficiently, you'll have more energy to do the things you enjoy.

5. Exercise promotes better sleep.

A good night's sleep can improve your concentration, productivity and mood. And you guessed it — physical activity is sometimes the key to better sleep. Regular physical activity can help you fall asleep faster and deepen your sleep. There's a caveat, however. If you exercise too close to bedtime, you may be too energized to fall asleep. If you're having trouble sleeping, you might want to exercise earlier in the day.

6 Exercise can be — gasp — fun!

Physical activity doesn't have to be drudgery. Find a physical activity you enjoy and go for it. If you get bored, try something new. If you're moving, it counts! Are you convinced? Good. Start reaping the benefits of regular physical activity today!

DOC/Law Library

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. 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.

DOC/Administrative Rule

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

DOC/Mailroom/Postage

In 2006, Central Trust advised the Mailrooms to discontinue the process of accepting CD28's for "extra postage". This practice has crept back into some facilities, and we have again been asked to discontinue allowing it. Canteen provides a variety of sizes of envelopes and weight limits.

CD28's can be used for:

- Priority Legal Mail through the Legal Library
- At institutions where Canteen does not offer shipping boxes, to mail items that are too large/heavy for envelopes (for example, to mail out a dozen books to clear out some of your property, MUST COME THROUGH R&D).

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.



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).

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 dlodctrustinfo@doc.state.or.us.