

SCI AIC  
NEWSLETTER

JUNE 2ND 2023 EDITION

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Hearing Notice from the Court

What do I do as an AIC that receives a Hearing Notice?

Unable to contact the court with the phones here  
Contact staff here.

The **best way** to be able to proceed:

Contact family/friends and give them the information on the Hearing Notice:

- Contact number on the Hearings Notice – SCI is conducting phone calls (at this time)
- Give the case number, your full name and SID# to your contact, THEN your contact can call the court. They can give out the SCI staff information in the next step
- Give your contact (Family/Friend) the staff contact (Ms. Moya 503-378-2964) OR DOC website for professional calls (follow prompts under SCI section)

What happens next?

- Court contacts Ms. Moya to schedule
- Call-out is entered & a reminder kyte sent
- Complete your call in assigned location (Unit 2 call room)

Do I need to follow-up and send a kyte to staff?

If you receive another Hearings Notice from the courts, the process will need to be repeated.

Sometimes you may need to call/ write your attorney, not staff.

## Mailroom

You may not use another AIC envelopes, if you do it will be confiscated. Also reminder to have Sid number and full name on all incoming and outgoing mail, books, magazines etc . Packages may only be ordered once approved by Lt. Comstock!!

## ICS photo issue?

If the sender sees pending for more than a week for photos they need to contact the vendor for a refund....

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. Many Canteens also provide a variety of shipping boxes; those facilities that do not currently have that option should soon.

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).

DOC has been alerted by the US Postal Service that "tracking" is no longer offered with priority mail boxes. AICs who purchase priority mail boxes from Commissary should be aware of this change.

**NO MAIL ON JUNE 19th!! In observance of JUNETEENTH**

**Homeward  
Bound Club**



**\$12.50**

**Safeway Chicken  
Meal includes**

8 Pieces of fried chicken- (2 breasts, 2 legs, 2 thighs, 2 wings)  
Potato Salad, Coleslaw, & Ice Cream. BBQ Sauce &  
Ranch

Water will be served or you can bring your own drink

LIMIT- One meal  
per AIC

You must order a meal to at-  
tend

Will be served after the even-  
ing meal

**Feed will be Tues July 11th For Units 2&4 and Wed July 12th  
for Units 1&3**

You will go with the unit you were on when you placed your order.

**Meals must be consumed in the Dining Hall.**



LOSS OF PRIVILEGE OR CELL-IN'S ARE NOT ALLOWED TO ATTEND

NO REFUNDS WILL BE OFFERED FOR ANY REASON

(If you are unable to attend for any reason, consider your order a donation)

**USE SPECIAL CD-28 AND MAKE SURE THE OFFICER STAMPS YOUR CD-28**

**DEADLINE FOR ORDER FORMS: June 9th**

**Return the completed order form to the BLACK Activities Box outside the Dining Hall**

**Order forms will be passed out at sheet exchange**

**On May 31st**

News:

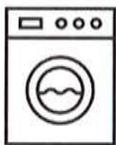
Due to year-end inventory, sales of the following pre-sale items will be suspended from May 22<sup>nd</sup> close of business - July 10,2023.

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 _____ 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.

Physical Plant News



**New Washers and Dryers**



We are very happy to share we are getting brand new, commercial grade washers and dryers in all the housing units.

It is not often we get a chance to replace this type of equipment all at once so please be sure you take good care of them and don't overfill them.

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Thank you for doing your part to ensure SCI has nice things.

# FANS

**The wall fans in the housing units are positioned at an angle toward the floor to create maximum airflow throughout the entire unit.**

**When the wall fans are repositioned to point directly at one person's space, this disrupts the desired air flow that keep the units cool.**

**By everyone doing their part, and not moving the unit wall fans we can help keep the units cooler.**

# FANS

**We are getting more fans for the housing units!** When the fans are placed in the units it very important that they are left alone. When placing new fans in the units we must consider two things.

1. Will the fans block any pathways?

If a fan blocks a pathway to an exit, then it will put the facility in violation of the fire marshal's code and it is an OSHA safety violation.

2. Do we have the electrical load capacity to have so many fans plugged in.

Our electricians do a wonderful job helping to keep our facility up to date, and the lights on. However, our very old building has limits that when pushed could leave us without power. New fans are placed where they wont trip the breakers and need to remain there.

## CINCO DE MAYO EVENT

First, I want to thank our “Executive Team” for supporting “Assembly for the Purpose of Expression”. These events have been “Extraordinary”. The depth of knowledge, intellectual speeches, “Rich in Presentation” by the Adults in Custody, clearly solidifies the purpose for sharing diversity. This “Cinco De Mayo Celebration” at Santiam Correctional Institution is an “Exceptional Example” of how Mutuality Inclusive, Culturally Diverse events are done.



### CrossFit Training:

Please don't forget to sign up for CrossFit Training on the dates and times listed in the flyer. Signup sheets are currently posted in each housing unit.



## Up Coming CrossFit Training

with Andy Bolinger

- **1st Session June 1, 2023**  
from 1:30pm-2:30pm
- **2nd Session June 15,**  
**2023 from 1:30pm-**  
**2:30pm**
- **Location: CrossFit Rig**  
**Upper Yard at SCI**

## CrossFit “Wall Ball Targets”

Have arrived and will be installed soon for use.



## Suicide Prevention Walk

On June 9, Santiam Correctional Institution (SCI) will be hosting another Out of the Darkness Walk. Working in concert with the [American Foundation for Suicide Prevention](#) (AFSP) we have a great afternoon and evening planned out for you to consider attending. We have opened this up so that you may invite 1 support person from your visiting list to walk with you, If you have not already turned in your application for that, you may still attend the walk without a visitor.

We would love for you to consider participating in this year's event!

Friday afternoon from 1 to 3, we will host a Talk Saves Lives presentation in the upper MPB. This will be presented by a mixture of staff and adults in custody (AICs) presenting the ways we can listen and assist anyone in crisis. This talk will include the latest statistics available to us and a touching video in addition to some very talented speakers.

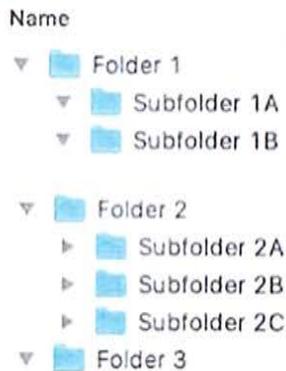
### Law Library News

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.

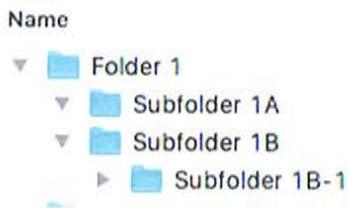
Over the next few months, every AIC with an assigned legal thumb drive will be placed on call out to review their saved files and a Library Coordinator will transfer the files to a brand-new, unused thumb drive. If you do not approve the transfer of your files to a new legal thumb drive, you will not 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).

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 kyte the Law Library.

## Chess Tournament sign ups!!



### Current Chess Champions 2023

AIC Shawn Lachat "Gold Medal" 1st Place

AIC David Mills "Silver Medal" 2nd Place

AIC Jose Lona "Bronze Medal" 3rd Place

July 4, 2023, Santiam Correctional Institution "Independence Day" Chess Tournament 12pm-3pm

Sign-up Sheets Posted in All Housing Units

For Information Contact: Lieutenant L.A. Kiser

*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



***Oregon Dept of Corrections***

***Juneteenth Menu***

***June 19, 2023***

***Lunch***

***Lettuce Salad – 1 cup***

***Salad Dressing – 1 fl oz***

***BBQ Chicken Quarter – 1 ea***

***Baked Beans – 3/4 cup***

***Vegetable – 3/4 cup***

***Dinner Roll – 1 ea***

***Margarine – 1 Tbs***

***Red Velvet Cake – 1 ea***

***Fruit Punch***





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

# Have a fantastic Month



