



## GROUP LIVING

### Prison Rape Elimination Act Questions and Answers



Here are the most asked questions when it comes to PREA:

1. How can I report a PREA allegation?

Answer: You can report an allegation to any staff member, the OIC, PREA grievance, PREA hotline, AIC communication and by third party.

2. If I use the PREA hotline or advocacy hotline are my calls confidential?

Answer: Yes, once you enter your pin number and press 9 for the PREA hotline or 711 to talk to a victim advocate, the phone system will not record the conversation or log that the number was called.

3. What is the buzzer sound I hear in all housing blocks, units and infirmary?

Answer: That buzzer sound is to make all AICs aware a staff member of the opposite gender has entered the area.

4. Is there a resource outside of the institution I can talk to about PREA confidentially?

Answer: Yes, the Center for Hope and Safety is an advocacy group that is there for you 24/7.

The role of the advocate is to:

- Amplify the victim's voice
- Redirect victim blaming
- Provide emotional support
- Explain options for reporting
- Help victim process decision (not guide, recommend or suggest what is right)
- Provide resources and referrals
- Sit through forensic exam / investigatory interview if desired by the victim.
- Support family and friends of the victim.

You can reach the advocate by dialing 711. The calls are confidential, not logged or recorded.

If you have any other PREA-related questions or concerns, please send an AIC Communication to Lt. Hakola or Capt. Porter.

/s/ C. Porter, Group Living Captain

## GENERAL SERVICES



### TV Studio

Thank you all for your patience as we revamp and reorganize the TV studio. We should be fully staffed and finished with some of our studio upgrades and station adjustments by the end of October. As some of you already know, we have most of the regular music stations back and have added a few more in rotation for the enjoyment of everyone.

Please continue to be patient with our technicians as they work very hard at keeping this institution running. Thank you.

/s/ S. Palmer, Physical Plant Electronics Shop

### Closed Captioning Changes

Beginning Friday, September 15, 2023, there will be a change to all movie channels and how they are displayed. In order to comply with federal and state laws, closed captioning will be displayed full time on channels 53, 54, 54.1, 55.1, 56.1, 57.1, 58.1, 75.1, 88.1, and 99.1. If DVDs being played have closed captioning available, it will be on the screen. The ability to turn this feature on/off at individual TVs is not available like Dish TV channels and over-the-air stations. Physical Plant Electronics Shop Staff and AICs working in the TV Studio do not have the ability to change this feature.

/s/ S. Schaeffer, Physical Plant Electronics Shop





# LEGAL LIBRARY



## Legal Library Thumb Drives

Over the next few months, every AIC with an assigned legal thumb drive will be placed on a mandatory 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.

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.

### Example of 2 folder levels - Authorized:

- Name
- ▼ Folder 1
  - ▼ Subfolder 1A
  - ▼ Subfolder 1B
- ▼ Folder 2
  - ▶ Subfolder 2A
  - ▶ Subfolder 2B
  - ▶ Subfolder 2C
- ▼ Folder 3

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

- Name
- ▼ Folder 1
  - ▼ Subfolder 1A
    - ▼ Subfolder 1B
      - ▶ Subfolder 1B-1

## Library Request Form Reminder



All Legal Library Request Forms (CD1714) need to be filled out completely before schedule processing takes place.

**Section A – Case Information (Required)**

Deadline Date: \_\_\_\_\_ Jurisdiction/Court: \_\_\_\_\_  
Examples: Municipal Court/County Court/Court of Appeals/3rd District Court

Case Number: \_\_\_\_\_ Case Name: \_\_\_\_\_  
Example: 1-23-00000 Example: State v. You Can Name

Type of Court Filing: \_\_\_\_\_  
Examples: Direct Appeal/Motion/Contra Pet/Concedit/Mandamus

Are you represented by an attorney?  Yes  No If yes, attorney's name: \_\_\_\_\_

Subject of your appointment: \_\_\_\_\_

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**Section B – Program Schedule (Required)**

Work Assignment:  None Hours: \_\_\_\_\_ Days: \_\_\_\_\_

Program:  None Hours: \_\_\_\_\_ Days: \_\_\_\_\_

Hours: \_\_\_\_\_ Days: \_\_\_\_\_

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**Section C – Select Equipment type**

Thin Client:  Computer Research  Word Processor

Miscellaneous:  Copies  Forms

Desk Research  Legal Assistant  Mail Out Other: \_\_\_\_\_

Comments: \_\_\_\_\_

This is a reminder that before submitting a Library Request Form, you must completely fill out Section A (Case Information), Section B (Program Schedule), and Section C (Select Equipment Type). If a section or question does not apply to your situation, write in the letters "NA".

Incomplete forms will be returned for completion.

Note: When you select 'desk research', you will be sitting at a desk, not at a computer. If you would like to use a computer, please select 'computer research' or 'word processor'.

/s/ R. Polk, Legal Library Coordinator

# JOB ANNOUNCEMENT



## OCE Computer Aided Design (CAD)

Are you interested in learning a new set of skills or sharpening the ones you already have? Are you the type of person who values mastery and is not satisfied with just 'good enough'? Are you creative and enjoy working in a collaborative environment? If so, consider applying for a job in the OCE CAD department. We have positions available for drafters, clerks, and special projects, though out here people rarely do just one thing.

### Minimum Requirements:

- Good interpersonal communication skills
- A passion for learning
- Willing to study on your own in your cell
- Experience with Microsoft Office
- Able to work within changing conditions and requirements
- Five (5) or more years remaining on sentence
- At least one year clear conduct

### Plusses:

- Good written communication skills
- Advanced computer skills (Access, Excel formulas, Inventor or other drafting software, HTML, CSS, Javascript, VB, C#)

/s/ N. Hankland, OCE Cad Specialist



# RELIGIOUS SERVICES



## Weekly Chapel Schedule

### Saturday, September 16

- 8:00 am LDS  
Sweat Lodge  
Jehovah's Witness
- 1:00 pm Jewish Service  
Seventh Day Adventist
- 6:00 pm Calvary Chapel  
Siddha Yoga (2<sup>nd</sup> and 4<sup>th</sup> Saturdays)

### Sunday, September 17

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

### Monday, September 18

- 6:00 pm Pentecostal Service

### Tuesday, September 19

- 1:00 pm Agape  
Orthodox Christianity (1<sup>st</sup> and 3<sup>rd</sup>  
Tuesdays)  
Art of Living (Meditate) (2<sup>nd</sup> and 4<sup>th</sup>  
Tuesdays)
- 6:00 pm Buddhist (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)

### Wednesday, September 20

- 1:00 pm Justice Issues
- 6:00 pm Most Excellent Way Chapel

### Thursday, September 21

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

### Friday, September 22

- 1:00 pm Nation of Islam  
Sunni Jumma Prayer

## A Point to Ponder

*“Change can be scary,  
but you know what’s  
scarier? Allowing fear  
to stop you from  
growing, evolving, and  
progressing.”*

*~ Mandy Hale*



# Financial Services

## Informational Briefing

### Adult in Custody (AIC) Trust Accounts

<p><b>General Spending Account</b></p>	<ul style="list-style-type: none"> <li>• Primary spending account for AICs</li> <li>• Eligible deposits are received into this account               <ul style="list-style-type: none"> <li>◦ <i>Examples: Deposits received from friends/family, and PRAS</i></li> </ul> </li> <li>• AICs use the Request for Withdrawal of Funds form (CD28) to facilitate financial transactions from the General Spending Trust Account</li> <li>• Funds in this account are not protected from debt/obligation collection or garnishment</li> </ul>
<p><b>Protected Spending Reserve Account</b></p>	<ul style="list-style-type: none"> <li>• This is a spending account established for AICs who receive protected money               <ul style="list-style-type: none"> <li>◦ <i>Examples: disability benefits for veterans, moneys received from Native American or tribal government, railroad retirement benefits, OCE Prison Industry Enhancement (PIE) Awards</i></li> </ul> </li> <li>• AICs use the green Request for Withdrawal of Funds from Protected Reserve form (CD28P) to facilitate financial transactions from the Protected Reserve Trust Account</li> <li>• Funds in the Protected Reserve Trust Account are protected from debt/obligation collection or garnishment</li> </ul>
<p><b>Transitional Savings Account</b></p>	<ul style="list-style-type: none"> <li>• Established per SB844/ORS 423.105 as a means for AICs to save funds for release from ODOC custody</li> <li>• 5% of each eligible deposit is received into the AICs Transitional Savings Trust Account until the account reaches \$500</li> <li>• AICs may elect to transfer funds into this account by submitting a transfer request form (CD1832, <i>available electronically and in paper</i>) up to \$500</li> <li>• AICs may continue a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied</li> <li>• Funds in the Transitional Savings Trust Account are protected from debt/obligation collection or garnishment, but this is not the same thing as the Protected Spending Reserve Account</li> </ul>
<p><b>General Savings Account</b></p>	<ul style="list-style-type: none"> <li>• Established as a means for AICs to save funds outside of the Transitional Savings Trust Account</li> <li>• AICs may elect to transfer funds into the General Savings Trust Account by submitting a transfer request form (CF1832, <i>available electronically and in paper</i>)</li> <li>• 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</li> <li>• Funds in the General Savings Trust Account are not protected from debt/obligation collection or garnishment</li> </ul>
<p><b>Obligated Reserve Accounts</b></p>	<ul style="list-style-type: none"> <li>• Medical, Optical, Dental, Trip, Education, Religious, and Programming are accounts AICs use when there is a need to reserve funds for a good or service that meets specific criteria</li> <li>• AICs may receive deposits directly to one of these accounts from an external source</li> <li>• AICs must be approved to place funds into an Obligated Reserve Account</li> <li>• Funds in Obligated Reserve Accounts are deemed spent and therefore are not subject to debt/obligation collection or garnishment</li> </ul>

### 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).





Mainline

Week at a Glance

	Monday 9/18/2023	Tuesday 9/19/2023	Wednesday 9/20/2023	Thursday 9/21/2023	Friday 9/22/2023	Saturday 9/23/2023	Sunday 9/24/2023
<b>Week 4</b>	<b>BREAKFAST</b> Oatmeal - 1.00 CP Canned Fruit - 0.50 CP *Pork Ham (Sod,Chl) - 2.00 OZCKD 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	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Scrambled Eggs (Sfa,Chl) - 0.33 CP Refried Beans - 0.50 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Flour Tortilla - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Multigrain Hot Cereal - 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 Scrambled Eggs (Sfa,Chl) - 0.50 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Wheat Toast - 2.00 SLC 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 Waffles (Sod) - 2.00 EA Peanut Butter (Sfa) - 3.00 TBS Maple Syrup - 2.00 FLOZ 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 Scrambled Eggs (Sfa,Chl) - 0.33 CP *Pork 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	Farina - 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>Week 4</b>	<b>LUNCH</b> Potato Soup - 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 Hot Dog (Sod,Chl) - 2.00 EA Wheat Hoagie Roll - 1.00 EA Ketchup - 1.00 TBS Mustard - 1.00 TBS Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Minesotone Soup - 10.00 FLOZ *Meat & Cheese Sandwich on Sliced Onions - 2.00 TBS Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Blended Vegetables - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Taco Salad with Meat (Chl,Sfa) - 1.00 SV Seasoned Beans - 0.75 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Salad Dressing (Sfa,Sod) - 2.00 FLOZ Spanish Rice - 0.75 CP Tortilla Chips - 2.00 OZ Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Tomato Soup (Sod) - 10.00 FLOZ Grilled Cheese Sandwich on Wheat (Sod,Sfa) - 2.00 EA Peas - 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 Fish Sticks (Chl) - 4.00 EA Tartar Sauce (Sod) - 2.00 FLOZ Macaroni Salad (Sod) - 0.75 CP Carrots - 0.75 CP Breadstick - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Roast Turkey (Chl) - 3.00 OZCKD Poultry Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Blended Vegetables - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Chocolate Cupcake (Chl) - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ
<b>Week 4</b>	<b>DINNER</b> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Cajun Meat Loaf (Chl,Sfa) - 1.00 EA Brown Rice - 0.75 CP Cauliflower - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Chicken-Bacon-Ranch Salad (Chl) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sfa,Chl) - 2.00 TBS Salad Dressing (Sfa,Sod) - 2.00 FLOZ Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Fruit Bar (Sfa,Sod,Chl) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Meat Sauce (Chl,Sfa) - 0.75 CP Rotini - 0.75 CP Broccoli - 0.75 CP French Bread - 1.00 SLC Garlic Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Cheese Pizza (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 Chicken Teriyaki (Chl) - 0.50 CP Brown Rice - 0.75 CP Stir-Fry Vegetables - 0.75 CP Japanese Milk Roll - 1.00 EA Choice Cookie (Sfa,Chl) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Patty (Chl,Sfa) - 1.00 EA Onions & Pickles (Sod) - 0.25 CP Wheat Burger Bun (Sfa,Chl) - 1.00 EA Green Beans - 0.75 CP Waffle Fries (Sfa) - 5.00 OZCKD Ketchup (Sod) - 2.00 TBS Tea - 8.00 FLOZ	Burrito Meat (Chl,Sfa) - 0.50 CP Refried Beans - 0.50 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Lettuce Salad - 1.00 CP Spanish Rice - 0.75 CP Salsa (Sod) - 0.25 CP Wheat Tortillas (Sfa,Sod) - 2.00 EA 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

