



SECURITY



Change of Regular Operations

Monday, October 2, 2023, between 1:00 pm and 4:00 pm.

OSP leadership is hosting an event on Monday, October 2, 2023. The event will start at 1:00 pm and be over at 4:00 pm. This event will impact Alpha Block, the Yard, and showers. AICs from Alpha Block will not have out-of-cell time on the block, which includes showers, phones, tables, and the dayroom. I am closing the Yard and showers to facilitate the event.

The OIC will resume normal operations in both areas after the 4:00 pm count clears.

This event will not have a significant impact on other areas of the facility, and we will have regularly scheduled activities such as visits, callouts, and work.

/s/ C. Borden, EP Captain



Laundry Bags

For AICs that are issued a laundry bag to be washed in the Clothing Room: There are to be only approved items placed in the laundry bags to be washed. The bags are washed once a week, and are subject to being searched. Any unauthorized articles will be confiscated and disposed of in the appropriate manner (i.e., Personal unauthorized articles being turned in to the Property Corporal to be reclaimed, and unauthorized state clothing going back to the clothing rotation.).

/s/ T. Joli, Clothing Room Corporal

GENERAL SERVICES

Plumbing Work/Repair Requests

For timely processing of work/repair requests for plumbing in your housing cell or at your work location, please follow the procedure outlined below:

For housing cell:

Notify your tier officer or block sergeant as soon as an issue arises. Provide a brief but detailed explanation.

An electronic work order request will be submitted to the Physical Plant Office for processing.

For work location (i.e., OCE, Food Services, Yard):

Notify your staff supervisor as soon as an issue arises. Provide a brief but detailed explanation. An electronic work order request will be submitted to the Physical Plant Office for processing.

All work order requests are prioritized based on the nature of the request and the current workload of the Plumbing Shop. Lower priority items such as a dripping cell faucet will be addressed as the workload allows.

/s/ J. Ellertson, Physical Plant Manager

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

COMMISSARY



Canteen News

Shredded beef in broth / Idahoan potatoes:

New pallets just arrived; there is no limit on them, and they will not go against your spending limit.

shredded beef in broth \$2.86
Idahoan potatoes .89 cents
(Write them in.)

National Shortage of Keeffe mini marshmallow cocoa and CA Nachos: NWC has ordered heavy on the Whipper and the Swiss Miss.

Honey Nut Scooters: Discontinued and selling fast.

Lots of vibration watches in stock.

/s/ J. Rude, Canteen Supply Specialist

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 **START HERE**

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: Multnomah County/Courty Circuit Court/Court of Appeals/3rd District Court

Case Number: _____ Case Name: _____ V _____
Examples: 123-456-7890 Example State Your Last Name

Type of Court Filing: _____
Examples: Circuit Appeal, Habeas Corpus, Post-Conviction, Mandamus

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

Subject of your appointment: _____

Section B – Program Schedule (Required)

Work Assignment: None _____ Hours: _____ Days: _____

Program: None _____ Hours: _____ Days: _____

S	M	T	W	T	F	S

Section C – Select Equipment type

This Client: Computer Research Word Processor **Miscellaneous:**

Desk Research Copies Forms

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

Physical Plant Electrical Shop Opening

Electrical Shop is accepting applications for the Plant Journeyman apprenticeship. The selected candidates will have the closest matching skills to those listed below.

Desired skills:

Self-motivated individual with a desire to learn skills and an opportunity to earn your Oregon Plant Journeyman License to take with you when released.

Willingness to take direction, criticism, and work with others to accomplish tasks.

Reliable individuals who maintain regular attendance.

Work off hours.

Experience with basic hand/power tools is preferred.

Non-Negotiable requirements:

Minimum of six (6) years left.

Level 3 NCI.

Must have clear conduct for 1 year.



Please send a completed AIC work application and resume to Physical Plant Electrical Shop by September 28, 2023.

/s/ T. Perkins, Electric Shop Supervisor

ICH Unit Peer Companion Position Announcement

We believe that Adults in Custody (AIC) 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 following of all unit and institution rules.

ICH Unit Peer Companions 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 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 application AIC communication form to Tim Assad, 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. Assad, ICH Program Manager



RELIGIOUS SERVICES

Memorial Service



We will be having a memorial service for Mickey Rollin on September 27, 2023 at 1:00 pm. If you would like to attend the memorial, send an AIC communication form to the Chapel requesting to be placed on a callout for the service.

/s/ I. Witcraft, Chaplain

Weekly Chapel Schedule

Saturday, September 23

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



Sunday, September 24

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



Monday, September 25

6:00 pm Pentecostal Service

Tuesday, September 26

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

Wednesday, September 27

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

Thursday, September 28

1:00 pm TUMI
6:00 pm Gospel Service



Friday, September 29

1:00 pm Nation of Islam
Sunni Jumma Prayer

A Point to Ponder

"Letting go means to come to the realization that some people are a part of your history, but not a part of your destiny."

~ Steve Maraboli



Mainline

Week at a Glance

	Monday 9/25/2023	Tuesday 9/26/2023	Wednesday 9/27/2023	Thursday 9/28/2023	Friday 9/29/2023	Saturday 9/30/2023	Sunday 10/1/2023
Week 5	BREAKFAST Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Pancakes (Sod,Chl) - 3.00 EA Maple Syrup - 2.00 FLOZ Margarine (Sta) - 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,Sta) - 0.86 CP Wheat Toast - 2.00 SLC Margarine (Sta) - 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 (Sta,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,Sta) - 4.00 SLC Maple Syrup - 2.00 FLOZ Margarine (Sta) - 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 (Sta,Chl) - 1.00 EA Sliced Cheese (Sta) - 1.00 SLC English Muffin (Sta,Chl) - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Cornmeal Hot Cereal (Sta,Sod) - 1.00 CP Canned Fruit - 0.50 CP Canned Fruit - 0.50 CP Scrambled Eggs (Sta,Chl) - 0.33 CP Turkey Bacon (Sta,Sod,Chl) - 3.00 SLC Wheat Toast - 2.00 SLC Jelly - 2.00 TBS Margarine (Sta) - 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 (Sta,Chl) - 1.00 EA Breakfast Pastry (Sta,Chl) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
Week 5	LUNCH Coleslaw (Sod) - 0.75 CP *Barbeque Pork (Chl,Sta) - 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 (Sta,Chl) - 1.00 EA Shredded Cheese (Sta,Chl) - 2.00 TBS Salad Dressing (Sta,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 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	*Soup of the Day (Sod,Chl) - 10.00 FLOZ *Meat & Cheese Sandwich on 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,Sta) - 0.50 CP Refried Beans - 0.50 CP Cheese Sauce (Sta,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,Sta) - 3.00 OZCKD Brown Rice Pilaf - 0.75 CP Broccoli - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 1.00 TBS Ice Cream Cup - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ
Week 5	DINNER Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Turkey Noodle Casserole (Sod,Chl) - 1.25 CP Wheat Beans - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sta) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Sloppy Joe (Sod,Chl,Sta) - 0.75 CP Wheat Burger Bun (Sta,Chl) - 1.00 EA Broccoli - 0.75 CP Waffle Fries (Sta) - 5.00 OZCKD Ketchup - 1.00 TBS Pudding - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Enchilada Casserole (Sod,Chl,Sta) - 1.00 SV Seasoned Beans - 0.75 CP Tortilla Chips - 1.00 OZ Sour Cream (Sta,Chl) - 2.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Pizza (choice) (Sod,Chl,Sta) - 1.00 EA Blended Vegetables - 0.75 CP Choice Dessert (Sta,Chl) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Loco Moco Patty (Chl,Sta) - 1.25 CP Fried Egg (Sta,Chl) - 1.00 EA Beef Gravy - 2.00 FLOZ White Rice - 0.75 CP Peas & Carrots - 0.75 CP Fruit Crisp (Sta,Sod) - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Macaroni & Cheese (Chl,Sta) - 1.25 CP Blended Vegetables - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 1.00 TBS Tea - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP Chicken Burger (Chl,Sta) - 1.00 EA Barbeque Sauce - 1.00 FLOZ Wheat Burger Bun (Sta,Chl) - 1.00 EA Carrots - 0.75 CP Waffle Fries (Sta) - 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 Sta = High Saturated Fat Chl = High Cholesterol Sug = High Sugar

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02/24/2023, 02:45 PM