

## ADMINISTRATION



### From the Administrative Rules Program

Below is the list of status changes made to DOC administrative rules since 8/8/2023.

#### PROPOSED RULES:

##### 291-145 Group Activities (AIC)

- Amends rule to correct an error in the rule fixing the account to which unobligated funds are transferred when a club is terminated, thus aligning the rule to current practice.
- Last day of comment period: 12/4/23 5:00 PM

#### PERMANENT RULES

##### 291-145 Group Activities (AIC)

- Amends rule to provide direction for AICs and employees regarding how clubs and other activities should operate; aligns rule with audit recommendations and policy decisions on fundraising; and changes the term "inmate" to "adult in custody".
- Effective 10/3/23

##### 291-156 Welfare Fund (AIC)

- Amends rule to update business strategies, reflect changes in department philosophy like changing "inmate" to "adult in custody" and clarify the rules.
- Effective 9/29/23

Rulemaking comments must be provided to the DOC Rules Coordinator in writing at the address in the rulemaking notice. Communications submitted should be limited to providing comments on only one division and topic per communication. Do not include multiple divisions and topics in one communication, they will be returned. DOC notices and rules are available for review and copies in the AIC Law Library.

Proposed, temporary, and permanently adopted rules are available for review in the AIC Legal Library. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form", to R. Polk, Library Coordinator.

AICs in special housing units may access copies of proposed rules and permanently adopted rules for review by asking the housing unit officer. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form", to R. Polk, Library Coordinator.

Proposed rules will be copied free of charge. If you want a personal copy of a permanently adopted rule, there will be a charge for the copy.

Comments on proposed rules may be submitted by AIC communication or letter to: J. Vaughn, Rules Coordinator, DOC Rules Office.

/s/ J. Vaughn, DOC Rules Coordinator

## SECURITY



### Hygiene Rule Review

Ensuring the safety of everyone living and working at OSP is our top priority. Staff will address anyone who is dressed in a manner that draws undue attention or compromises safety and security as outlined in the 'Hygiene, Grooming and Sanitation (AIC)' rules 291-123-0015:

#### (5) Clothing:

(a) Adults in custody will be issued DOC clothing that is properly fitted, durable, presentable, and suitable for the activity in which the adult in custody may be involved.

(b) Adults in custody must be properly attired in a manner that does not draw undue attention or compromise internal order and discipline, institutional security, or the health and safety of the adult in custody, other adults in custody, and staff.

/s/ E. Martinez, Correctional Officer

## HEALTH SERVICES



### Preventing Tooth Decay

Good dental hygiene is the first step in preventing tooth decay. Brush your teeth twice a day with fluoride-

containing toothpaste and clean between your teeth once a day with an interdental cleaner. Limit snacking and sipping on drinks high in sugar or acids.

More and more products are becoming available to help treat and prevent tooth decay. Why wait for a cavity to develop? Send an AIC communication to Dental for an annual cleaning and a thorough examination, as well as to stay on top of these new techniques to improve your oral health.

/s/ C. Coffey, Medical Services Manager

**Self-Cancellation or No Showing Medical/Dental Appointments**

If you decide to cancel your appointment or no show an appointment, you will need to write an AIC communication to Medical Services requesting your appointment to be rescheduled.

This is necessary because a self-cancellation or no show may not be automatically rescheduled.

Appointments cancelled by OSP Medical/Dental Services will automatically be rescheduled.

/s/ C. Coffey, Medical Services Manager

**Get Your Flu Shot**



The Centers for Disease Control and Prevention (CDC) recommend everyone six (6) months and older get vaccinated every flu season. It takes about two (2) weeks for protection to develop after vaccination.

There are many flu viruses, and they are always changing. Each year a new flu vaccine is made to protect against the influenza viruses believed to likely cause disease in the upcoming flu season. Even when the vaccine does not exactly match these viruses, it may still provide some protection.

The influenza vaccine does not cause flu. An influenza vaccine may be given at the same time as other vaccines. People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting an influenza vaccine. Soreness, redness, and swelling where the shot is given; and fever, muscle aches, and headaches can happen after influenza vaccination.

If you have any questions regarding flu vaccination, please send an AIC communication to Health Services for additional information.

**¡Vacúnese contra la influenza!**

Los Centros para el Control y la Prevención de Enfermedades (CDC, por sus siglas en inglés) recomiendan que todas las personas de 6 años de edad y mayores se vacunen cada temporada de

influenza. La protección tarda en desarrollarse alrededor de 2 semanas después de la vacunación.

Hay muchos virus de influenza y siempre están cambiando. Cada año se produce una nueva vacuna en contra de los virus de la influenza que se cree son los probables de causar la enfermedad en la siguiente temporada de influenza. Incluso si la vacuna no coincide exactamente con estos virus, esta sí puede ofrecer cierta protección. Las vacunas en contra de la influenza no causan la gripe.

Una vacuna contra la influenza puede administrarse al mismo tiempo que otras vacunas. Las personas con enfermedades menores, como un resfriado, pueden vacunarse. Las personas que están moderada o severamente enfermas normalmente deben esperar hasta su recuperación antes de vacunarse contra la influenza. Dolor, enrojecimiento e inflamación en el sitio en el que se puso la vacuna; y fiebre, dolores musculares y de cabeza pueden presentarse después de la vacuna contra la influenza.

Si tiene alguna pregunta sobre su vacuna contra la influenza, por favor contacte por escrito (kyte) a los Servicios de Salud, para obtener información adicional.

/s/ C. Coffey, Medical Services Manager

**JOB ANNOUNCEMENTS**

**Food Services AIC Clerk Opening**



The Food Services AIC Clerk assists the section's management team and staff with tasks and responsibilities related to production and planning, filing, and sorting, data entry, inventory, ordering, cleaning, and other duties as assigned.

Applicants for this job will be reviewed based on their history of clear conduct, aptitude in warehouse/kitchen operations, math skills, and ability to use software related to functions in this job, mainly Microsoft Excel and Microsoft Word.

If you are interested in this position, submit an ODOC work application (CD1523) and a brief explanation of how your conduct, skills, and background relate to your ability to perform this job.

Candidates with at least six months clear conduct and the requisite skills and aptitude shown in their application will be invited to interview for this position.

The Food Service Clerk receives 17 points/day and works a schedule from Sunday through Thursday 7:00 am to 1:00 pm. This job requires the clerk to

occasionally work on their normal days off, including when the end-of-month inventory falls on a scheduled day off. On those work weeks that the scheduled days change, the clerk's schedule will be adjusted to give a different day off instead.

/s/ A. Powers, Food Service Manager 


**Physical Plant General Maintenance/Campus Maintenance Shop Opening**

The Physical Plant General Maintenance Shop has an immediate opening for an AIC General/Campus Maintenance worker.

Interested applicants must be able to meet the following criteria:

- Be a self-starter.
- Have at least two (2) years clean conduct.
- Have at least one (1) year left here at OSP.
- Demonstrated ability to use hand tools (drills, roto hammer, Sawzall, tape measure, etc.)
- Ability to work using a lift.
- Ability to work in confined spaces.
- Ability to consistently lift at least 75 pounds.
- Ability to be redirected at a moment's notice to assist other shops or coworkers.

Please submit an AIC application form, resume, and cover letter to C. Hegeman, Physical Plant.

/s/ C. Hegeman, Physical Plant 

## A Point to Ponder

*“As I have said, the first thing is to be honest with yourself. You can never have an impact on society if you have not changed yourself . . . Great peacemakers are all people of integrity, of honesty, but humility.”*

*~ Nelson Mandela*


# RELIGIOUS SERVICES

## Weekly Chapel Schedule

### Saturday, October 28

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, October 29

8:00 am	Spanish Protestant	
	Spanish Jehovah's Witness	
	Catholic Service	
	Urantia (1 <sup>st</sup> and 3 <sup>rd</sup> Sundays)	
6:00 pm	Lutheran Service	

### Monday, October 30

1:00 pm	Hispanic Catholic Service
6:00 pm	Pentecostal Service

### Tuesday, October 31

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, November 1

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

### Thursday, November 2

1:00 pm	TUMI	
6:00 pm	Gospel Service	

### Friday, November 3

1:00 pm	Nation of Islam
	Sunni Jumma Prayer





# Financial Services

## Informational Briefing

### AIC Debt and Obligation Information

Debt / Obligation Type	Collection Schedule	Additional Information
<p><b>Court Ordered Financial Obligation (COFO)</b></p>	<ul style="list-style-type: none"> <li>Collected from eligible deposits per ORS 423.105</li> <li>10% collected for COFO(s) from eligible deposits until the transitional savings trust account reaches \$500</li> <li>Then, 15% collected for COFO(s) from eligible deposits until obligation(s) are satisfied</li> </ul>	<ul style="list-style-type: none"> <li>The department does not have case-specific information regarding COFOs; AICs are encouraged to contact the court of record regarding their COFO details</li> <li>COFOs are not the same as County and US Court filing fees. Examples of COFOs are restitution, fines, fees, &amp; child support</li> <li>COFOs will continue to collect during the Holiday Buying Period</li> </ul>
<p><i>Note: Although the transitional savings trust account is considered an obligation, funds collected are owned by the AIC. Per ORS 423.105, 5% will be collected from eligible deposits and placed into the transitional savings trust account. Funds in the transitional savings trust account are not available until the AIC releases from ODOC custody.</i></p>		
<p><b>DOC Debt</b></p>	<ul style="list-style-type: none"> <li>Collected from eligible deposits</li> <li>Additionally, collections shall occur the last business day of the month per OAR 291 Div. 158 if funds are available</li> </ul>	<ul style="list-style-type: none"> <li>DOC debt includes but is not limited to debt incurred from various disciplinary fines, copy, and postage advances</li> <li>DOC debt is due upon receipt; if/when funds are not available; funds are advanced and set-up as debt</li> <li>Monthly, AICs may spend up to \$40 of the first \$80 deposited into general spending</li> <li>DOC Debt may be suspended during the Holiday Buying Period unless a new disciplinary fee is applied</li> </ul>
<p><b>County Court Deferred Filing Fee Obligation</b></p>	<ul style="list-style-type: none"> <li>Collected as funds become available</li> <li>Multiple collections may occur throughout the month</li> <li>Additionally, collections shall occur the last business day of the month</li> </ul>	<ul style="list-style-type: none"> <li>County obligations refer to deferred county filing fees</li> <li>These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee</li> <li>County Court fees will continue to collect during the Holiday Buying Period</li> </ul>
<p><b>Initial Federal / US Court Filing Fee Obligation</b></p>	<ul style="list-style-type: none"> <li>Collected as funds become available</li> <li>Multiple collections may occur throughout the month</li> <li>Additionally, collections shall occur the last business day of the month</li> </ul>	<ul style="list-style-type: none"> <li>Initial Filing fees can be collected in total and are due upon receipt</li> <li>These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee</li> <li>Initial Federal/US Court filing fees will continue to collect during the Holiday Buying Period</li> </ul>
<p><b>Federal / US Court Deferred Filing Fee Obligation</b></p>	<ul style="list-style-type: none"> <li>Collected around the beginning of the month</li> </ul>	<ul style="list-style-type: none"> <li>General filing fee collection amount determined by the previous month's deposit(s)</li> <li>20% of previous months deposits multiplied by the number of cases is deemed collectable</li> <li>Federal/US Court Deferred filing fees will continue to collect during the Holiday Buying Period</li> </ul>

*Note: Debt / Obligation types appear in order of collection priority. ODOC will comply with garnishment orders upon receipt.*

OREGON STATE PENITENTIARY

# MAILROOM NEWSLETTER

October 2023 Issue 10



## PACKAGE AUTHORIZATIONS

### **MUST BE DONE PRIOR TO ORDERING.**

Package authorizations are for things such as religious items, repairs, or specific items that the Operations Captain has authorized. Once the mailroom receives a copy of the form signed by the Operations Captain, it is placed on file. When the item arrives, the package will be inspected and the form attached to the package. The item will then be sent to the Property Corporal, except for religious items which will be sent to the Chaplin, for final processing and distribution to the AIC.

Repairs: Prior to sending an item out for repair, a repair authorization form available from the Property Corporal must be approved and signed by the Operations Captain.

Religious Items: Prior to ordering from the Chapel catalogs, a package authorization must be approved and signed by the Operations Captain.

Package authorizations are valid for 60 days.

Please don't hesitate to contact the mailroom with questions prior to ordering.



## LEGAL MAIL RECEIPTS

### **THE USE OF LEGAL MAIL RECEIPTS HAS BEEN DISCONTINUED**

Due to records retention rules and laws, the OSP mailroom will no longer process the legal mail receipts that have been attached to the outgoing legal mail by AIC's. Should you have any questions on this issue, please send a communication form to C. Toombs, Lead Worker, OSP Mailroom with your questions and or concerns.

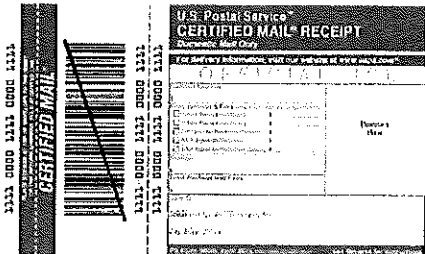
# ENVELOPE WEIGHT LIMITS



	SIZE	COLOR	DOMESTIC WEIGHT	AUS/CAN/MEX/UK	INT'L ALL OTHER
	#10 (REG SIZE)	WHITE	1 OZ	NO INT'L USE	NO INT'L USE
	#10 (REG SIZE)	MANILA	2 OZ	1 OZ	1 OZ
	6 X 9	MANILA	2 OZ	NO INT'L USE	NO INT'L USE
	10 X 13	MANILA	5 OZ	NO INT'L USE	NO INT'L USE
	10 X 13	WHITE	12 OZ	3 OZ	3 OZ
		PRIORITY ENVELOPE	NO LIMIT!!	NO INT'L USE	NO INT'L USE

WITH THE EXCEPTION OF PRIORITY ENVELOPES, USPS HAS A LIMIT OF 1/4" THICKNESS.

USPS HAS RAISED THE PRICE FOR CERTIFIED LETTERS.  
**CERTIFIED: \$4.35 RETURN RECEIPT: \$3.55**  
**TOTAL: \$7.90**



GENERAL COMPLETE THIS SECTION

1. Complete Parts 1, 2, and 3.  
 2. Print your name and address on the envelope so that we can return the card to you.  
 3. Attach this card to the back of the envelope, or on the front if space permits.

4.  Air Mail Admitted to:  Yes  No

5.  15% (Other Services Admitted Below)  No

6.  Registered Mail  Return Receipt  Signature  Return Receipt  Return Receipt  Return Receipt

7.  Registered Mail  Return Receipt  Signature  Return Receipt  Return Receipt

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20.  Registered Mail  Return Receipt  Signature  Return Receipt  Return Receipt

PS Form 3811, July 2011 PSN 7510-02-000-9043





Mainline

Week at a Glance

	Monday 10/30/2023	Tuesday 10/31/2023	Wednesday 11/1/2023	Thursday 11/2/2023	Friday 11/3/2023	Saturday 11/4/2023	Sunday 11/5/2023
<b>Week 5</b>	<b>BREAKFAST</b> Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Hard Boiled Egg (Sta,Chl) - 1.00 EA 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) - 0.75 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 Scrambled Eggs (Sta,Chl) - 0.33 CP OZOKD Shredded Cheese (Sta,Chl) - 2.00 TBS 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 Waffles (Sod) - 2.00 EA Peanut Butter (Sta) - 3.00 TBS Maple Syrup - 2.00 FLOZ 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 English Muffin (Sta,Chl) - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Sliced Cheese (Sta,Chl) - 1.00 SLC Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Canned Fruit - 0.50 CP Scrambled Eggs (Sta,Chl) - 0.33 CP Poultry Sausage (Chl) - 1.00 EA Fried Potatoes - 0.75 CP 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
<b>Week 5</b>	<b>LUNCH</b> *Coleslaw (Sod) - 0.75 CP *Barbeque Pork (Chl,Sta) - 0.50 CP Wheat Hoagie Roll - 1.00 EA Sweet Potatoes (Sta) - 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 Chicken-Lettuce Salad (Chl) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sta,Chl) - 2.00 TBS Salad Dressing (Sta,Sod) - 2.00 FLOZ Carrots - 0.75 CP Wheat Dinner Roll - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Potato Soup - 10.00 FLOZ Tuna Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Blended Vegetables - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Tomato Soup (Sod) - 10.00 FLOZ Grilled Cheese Sandwich on Wheat (Sod,Chl,Sta) - 2.00 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 Meat & Cheese Sandwich on Wheat (Sod,Chl,Sta) - 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 Refined Beans - 0.50 CP Cheese Sauce (Sta) - 2.00 FLOZ Lettuce Salad - 1.00 CP Salsa - 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 Loaf (Chl,Sta) - 3.00 OZOKD 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
<b>Week 5</b>	<b>DINNER</b> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Spicy Rice Casserole (Chl,Sta) - 1.25 CP Green Beans - 0.75 CP Cornbread (Sod,Chl) - 1.00 EA 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 Seasoned Potatoes - 0.75 CP 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 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 Loco Moco Patty (Chl,Sta) - 1.00 EA 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 Turkey Noodle Casserole (Sod,Chl) - 1.25 CP Blended Vegetables - 0.75 CP Focaccia Bread (Sod) - 1.00 EA Tea - 8.00 FLOZ	Texas Slaw - 0.75 CP Chicken Quesadilla (Sod,Chl,Sta) - 2.00 EA Salsa (Sod) - 0.25 CP Sour Cream (Sta,Chl) - 2.00 TBS Spanish Rice - 0.75 CP Carrots - 0.75 CP Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ

Menu subject to change without notice. Meat-Alternative-Trays available at lunch & dinner only.

\*Contains or may contain pork.

Sod = High Sodium Sta = High Saturated Fat Chl = High Cholesterol Sug = High Sugar

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