

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

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

GROUP LIVING



Obstruction of View into Cell or Bunk Area

Nothing will be placed on or attached to cell bars. Nothing will be hung or placed in a manner that would obstruct the officer's view into the cell or bunk area.

This applies to celled housing units as well as the Dorm. Clothing, towels, sheets, and bedding are to be used for their intended purposes only, they are not to be hung around the bunk area to create curtains or obstruct view in the bunk or cell. Those in violation are subject to progressive discipline and confiscation of inappropriately used items. In the dorm, there is nothing allowed to be attached to the windows that would obstruct the view into the housing unit.

Property

There are still several AICs that are not in compliance with the amount of authorized property in their cells. There are property bins located on every block that are utilized to measure property. Any property that does not fit in that bin (with the exception of medical equipment, keyboard, guitar, and state-issued clothing/bedding) is considered excessive. Property must comply prior to moving cells. Those with excessive property will be denied convenience moves until property is reduced. Excessive property shall be mailed out at the AIC's expense or discarded. Excess property that is not mailed out or discarded at the direction of staff will be considered contraband and may result in confiscation of the item(s) and/or disciplinary action.

Nothing will be taped, pasted, glued, or added to the cell walls. Nothing may be hung on the ceiling. Nothing may be hung on or interfere with the function of the fire systems (detectors, sprinklers, alarms, panes etc.). Items hung in the approved bulletin/cork board area may not exceed the area of the frame and items may not overlap.

Envelopes and Postcards

You are to immediately write your name and SID number on your envelopes/postcards (in ink) within the first hour after receiving them from Canteen. All blank or altered envelopes/postcards will be confiscated and those in possession are subject to disciplinary action.

C. Porter, Group Living Captain

LEGAL LIBRARY



Legal Library Thumb Drives

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, then 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.

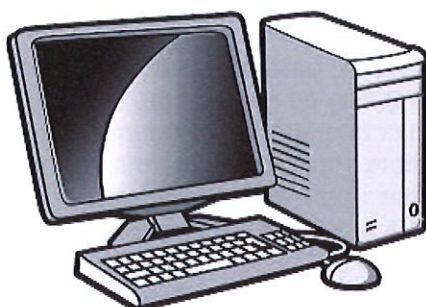
AICs will now be limited to two levels of folders on the legal thumb drive. (See example below.) You will be expected to reorganize your existing folders when transferring to the new thumb drive. This will aid you in organization of your files and assist library coordinators in auditing your thumb drive 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 **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/Circuit Court/Court of Appeals/3rd District Court

Case Number: _____ Case Name: _____
Example: 123456789 Example: State v. Your Last Name

Type of Court Filing: _____
Examples: Sheriff Assent 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 ANNOUNCEMENTS



ODOC Facilities Infrastructure Team Opportunity

The Facilities Electrical construction team is looking to hire motivated AICs for opportunities in their certified electrical apprenticeship program. This license is recognized throughout the state of Oregon, giving selected applicants a career upon release.

Interested applicants must be able to meet the following criteria:

- Minimum one (1) year clear conduct
- Three (3)+ years left on sentence
- Skilled labor and technical aptitude preferred
- Available for 10-hour shifts Monday through Friday

Please submit an AIC application form, resume, and cover letter to Physical Plant/ Attention: S. Castle

/s/ S. Boren, ODOC Facilities

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



RELIGIOUS SERVICES

Weekly Chapel Schedule

Saturday, November 18

- 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, November 19

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

Monday, November 20

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

Tuesday, November 21

- 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, November 22

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

Thursday, November 23

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

Friday, November 24

- 1:00 pm Nation of Islam
Sunni Jumma Prayer

A Point to Ponder

"If you don't stick to your values when they're being tested, they're not values; they're hobbies."

~ Jon Stewart





Mainline

Week at a Glance

Week	Monday 11/20/2023	Tuesday 11/21/2023	Wednesday 11/22/2023	Thursday 11/23/2023	Friday 11/24/2023	Saturday 11/25/2023	Sunday 11/26/2023	
Week 3	BREAKFAST 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) - 0.50 CP 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	HAPPY THANKSGIVING! Oatmeal w/Cinnamon & Brown Sugar - 1 cup Breakfast Pastry - 1 ea Hard Boiled Egg - 1 ea Fresh Fruit - 1 ea Skim Milk - 16 fl oz Sugar - 2 pkts Coffee	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Fried Egg (Sta,Chl) - 1.00 EA Sliced Cheese (Sta,Chl) - 1.00 SLC English Muffin (Sta,Chl) - 1.00 EA Fried Potatoes - 0.75 CP Margarine (Sta) - 1.00 TBS Skim Milk - 16.00 FLOZ 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	Lettuces 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 Ice Cream Cup - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	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 Margarine (Sta) - 1.00 TBS Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
Week 3	LUNCH Asian Cabbage Salad - 0.75 CP Sweet & Sour Chicken (Chl) - 0.75 CP Brown Rice - 0.75 CP Stir-Fry Vegetables - 0.75 CP Japanese Milk Roll - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Wheat (Chl) - 1.00 SV Meat & Cheese Sandwich on Sliced Onions - 2.00 TBS Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Bean Soup - 10.00 FLOZ Hot Turkey Sandwich on Wheat (Chl) - 1.00 SV Mashed Potatoes - 0.75 CP Poultry Gravy - 2.00 FLOZ Carrots - 0.75 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Coleslaw - ¾ cup Seasoned Turkey Breast - 6 oz Turkey Gravy - 2 fl oz Cranberry Sauce - ¼ cup Mashed Potatoes or Yams - ¾ cup Bread Dressing/Stuffing - ¼ cup Hot Vegetable - ¾ cup Whole Wheat Dinner Roll - 1 ea Margarine - 1 Tbs Pumpkin Pie with Whipped Topping - 1 svg Fortified Fruit Drink - 8 fl oz	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Tuna Melt Sandwich on Wheat (Sod,Chl,Sta) - 1.00 EA Potato Salad (Sta,Chl) - 0.75 CP Peas & Carrots - 0.75 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Texas Slaw - 0.75 CP Chicken Fajita Mix (Chl) - 0.50 CP Onions & Bell Peppers - 0.50 CP Lemon Cilantro Rice - 0.75 CP Wheat Tortillas (Sta,Sod) - 2.00 EA Salsa (Sod) - 0.25 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Lettuces 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 Ice Cream Cup - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Lettuces Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Macaroni & Cheese (Sod,Chl,Sta) - 1.25 CP Carrots - 0.75 CP Wheat Burger Bun (Sta,Chl) - 1.00 EA Blended Vegetables - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup (Sod) - 2.00 TBS Tea - 8.00 FLOZ
Week 3	DINNER Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Stroganoff (Chl,Sta) - 0.75 CP Pasta - 0.75 CP Broccoli - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sta) - 1.00 TBS Tea - 8.00 FLOZ	Lettuces Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken & White Bean Chili (Chl) - 1.00 FLOZ Shredded Cheese (Sta,Chl) - 2.00 TBS Brown Rice - 0.75 CP Green Beans - 0.75 CP Cornbread (Sod,Chl) - 1.00 EA Margarine (Sta) - 1.00 TBS Choice Cookie (Sta,Chl) - 1.00 EA Tea - 8.00 FLOZ	Canned Fruit - 0.50 CP *Pork Ham (Sod,Chl) - 2.00 OZC/KD Fried Egg (Sta,Chl) - 2.00 EA O'Brien Potatoes - 0.75 CP Biscuit (Sta,Sod) - 1.00 EA Margarine (Sta) - 1.00 TBS Coffee - 8.00 FLOZ	Soup of the Day - 10 fl oz Meat & Cheese Sandwich on Wheat - 1 ea Shredded Lettuce - ½ cup Mustard & Mayonnaise - 1 Tbs Hot Vegetable - ½ cup Chips - 1 bag Fresh Fruit - 1 ea Tea	Lettuces Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Turkey A La King (Sod,Chl) - 0.75 CP Brown Rice - 0.75 CP Green Beans - 0.75 CP French Bread - 1.00 SLC Margarine (Sta) - 1.00 TBS Bread Pudding (Sod,Chl) - 0.50 CP Tea - 8.00 FLOZ	Lettuces Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Patty (Chl,Sta) - 1.00 EA Sliced Cheese (Sta,Chl) - 1.00 SLC Wheat Burger Bun (Sta,Chl) - 1.00 EA Blended Vegetables - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup (Sod) - 2.00 TBS Tea - 8.00 FLOZ	Lettuces 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 Ice Cream Cup - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Lettuces Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Macaroni & Cheese (Sod,Chl,Sta) - 1.25 CP Carrots - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sta) - 1.00 TBS 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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Financial Services

Informational Briefing

Holiday Period Information

Adult in Custody Debts & Obligations

What is the Holiday Period?

A period starting in November and continuing into December where existing Department of Corrections (DOC) debt collection is suspended, and some commissary spending limits are adjusted.

What types of debt are suspended?

Existing DOC debt which includes:

- Disciplinary fines
- Copy debts
- Postage debts

What types of debt (obligations) are not suspended?

- External obligations (non-DOC debt) will continue to be collected as DOC does not have the authority to suspend statutory collections. These include:
 - Court filing fees (County & U.S. Court)
 - Garnishment orders
 - Court-Ordered Financial Obligations (COFOs)
- While not a debt, transitional savings deductions will continue during the holiday period in accordance with ORS 423.105.

What happens if an AIC receives a new fine during the Holiday Period?

In the event an AIC receives a new disciplinary fine sanction, DOC debt collection will resume during the holiday period for that AIC.

Note: A memo will be provided to the AIC population detailing the exact start and end dates of the holiday period.

The Holiday Period occurs at the discretion of the Assistant Director of Operations in accordance with OAR 291 Div. 158-0065(d).

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.



Oregon

Tina Kotek, Governor

Oregon Department of Corrections
Correctional Services Division
Offender Information and Sentence Computation
24499 SW Grahams Ferry Road
Wilsonville, OR 97070-5670
Voice: 503-570-6919
Fax: 503-570-6904



Date: November 2, 2023
To: All ODOC Adults-in-Custody
From: Offender Information and Sentence Computation (OISC)
Subject: New Ethnicity Field

Pursuant to SB 1510 (2022), the Oregon Criminal Justice Commission (CJC), in conjunction with the Oregon Department of Corrections (ODOC), is required to collect and report data concerning:

- the number of persons on supervision;
- persons revoked from supervision and sentenced to incarceration; and
- persons sanctioned for violating conditions of supervision and serving a sanction in a local correctional facility.

CJC will review and separate this data by race, ethnicity, gender, and county and will make this data available to the public.

For this purpose, ODOC has added an ethnicity field which will show on the ODOC facesheets. The available options will be Hispanic (H), Non-Hispanic (N), or Unknown (U). This information will be collected by the appropriate county community corrections agency for persons beginning a supervision sentence, and upon admission to the ODOC Intake Center for those serving a prison sentence.

This new field will become effective on November 15, 2023. Current adults-in-custody may request to add their ethnicity to their ODOC's record after this date. To request this, please forward an AIC Communication Form (CD 214) to your institution's records office.