

SCI AIC NEWSLETTER

NOVEMBER 3 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. Garibay 503-378-2964) OR DOC website for professional calls (follow prompts under SCI section)

What happens next?

The Court contacts Ms. Garibay 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 reminders

Please make sure your name and Sid# is on incoming and outgoing mail. All package authorizations must be approved by Lt. Comstock prior to you ordering the items.

Reminder no Mail

Friday Nov 10th– Veterans Day

Thursday Nov 23rd/ Friday Nov 24th Thanksgiving

Job opportunity

Mr. Burton (Physical plant Supervisor) is looking for skilled workers to perform trades work within the physical plant at Professional Development Unit compass at the Oregon State penitentiary Minimum and ODOC gun range. Must have 6 months clear conduct, outside fence cleared, ability to communicate effectively and take written and verbal instructions as well as being professional and respectful. Hours of work are 6AM-4PM Monday through Thursday. If interested please send a kyte to Mr. Burton with detailed work experience and work history. Immediate need for: small/medium engine mechanic, plumber, electrician, welder, framer, and landscaper.

Road to Success news.....

Open resource hours are on Fridays from 800 am to 1000am in Unit 5B if the yard is open!

Opportunity Oregon: If you need your misconduct history to send to Nancy, please send a kyte to Ms. Klukis to obtain that information. The work verification will still come from Ms. Enomoto so continue to kyte me.

When requesting a DMV reinstatement form you will need to mail that to DMV using your own envelope. When you receive the printout from DMV and if you need assistance, let me know and I will schedule you a call out to discuss. Lots of questions coming up about the Clean Slate program. This program is county specific and not all counties have it. You would need to write to the court that your fines are coming from to see if you qualify.

Due to the upcoming holiday season (Thanksgiving) we will have open resources hours on 11/21/2023 from 8am to 10am.

ODOC guidelines to Decorations/Wall hangings

Bunks –

- Each bunk is allowed 1 area no larger than 2' X 2' to hang pictures/personal items. (Example – corkboard)
- All hanging apparatuses must be approved prior to the use by both security and the DSFM.
- Items hung may not be overlapped. (Example - cannot have 1 picture on top of another)
- Nothing may be hung on, or interfere with the function of the fire systems. (detectors/sprinklers/alarms/panes etc.)
- Nothing may be hung on the ceiling

Dorms / Housing Dayrooms –

- Each wall can only have a maximum of 10% coverage.
- Items hung may not be overlapped. (Example - cannot have 1 piece of paper on top of another)
- Items hung must be covered or incased, so they are not free hanging.
- 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.)

Treatment Classrooms – (when not occupied or not in use)

- Each wall can only have a maximum of 30% coverage.
- Items hung may not be overlapped. (Example - cannot have 1 flip chart over another)
- Nothing may be hung on the ceiling
- Nothing may be hung on, or interfere with the function of the doors, windows, or fire systems.
(detectors/sprinklers/alarms/electrical panes, exit ways etc.)

The maximum coverage amount includes floor standing flip charts.

Corridors –

- Each corridor wall may only have a maximum of 20% coverage
- Items hung may not be overlapped. (Example - cannot have 1 piece of paper on top of another)
- Items hung must be covered or incased, so they are not free hanging.
- 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.)
Large “showcase items” made of combustible/flammable material must be in conformance with all applicable codes. (Examples – large quilts)

Any area that is not listed as an I3 occupancy - (example – Facility Access, Admin offices etc.)

- Each wall, except in corridors, may only have a maximum of 40 % coverage
- Items hung may not be overlapped. (Example - cannot have 1 piece of paper on top of another)
- 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.)

SIDE NOTES -

** Existing bulletin boards may remain in place. Existing bulletin boards in corridors and housing dayrooms must meet the guidelines above.

* Each location has several different occupancy classifications depending on how each area is designed/used/approved.

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

TO: ALL SCI AIC's

Due to Friday November 10 being a holiday, canteen distribution will be Thursday November 9th. **Canteen Slips MUST be turned in by 6am on November 9th.**

The canteen slips turned in on November 9th will be DOUBLE SPENDING and distributed on Friday November 17th.

Canteen slips will be picked up the morning of the 17th, processed and ready for distribution on Friday Dec. 1st.

NO CANTEEN DISTRIBUTION OR SLIP PICK UP THE WEEK OF THANKSGIVING.



Oregon

Tina Kotek, Governor


Oregon Department of Corrections

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Date: November 1, 2023

To: All Adults in Custody (AICs)

From: Rob Persson, Assistant Director of Operations 

Subject: 2023 Holiday Period

The 2023 Holiday Period begins Monday, November 27, 2023, and goes through Friday, December 29, 2023. During this time, for AICs with DOC debt and external obligations, the following parameters will be in place:

DOC Debt and External Obligations

- DOC debt (*examples: disciplinary fines, copy, and postage debt*) will be collected through Wednesday, November 22, 2023, prior to the start of the Holiday Period.
- During the Holiday Period, Central Trust will not collect existing DOC debt.
- External obligations (non-DOC debt) such as court filing fees (County / U.S. Court), garnishment orders, and Court-Ordered Financial Obligations (COFOs) will continue to be collected as DOC does not have the authority to suspend statutory collections.
- DOC debt collection will resume in the event an AIC receives a new disciplinary fine sanction during the 2023 Holiday Period.
- At the conclusion of the 2023 Holiday Period, on Friday, December 29, 2023, any funds remaining in the General Spending Trust Account of AICs with DOC debt will be collected in accordance with OAR 291 Div. 158-0065(d).

Spending Funds During the Holiday Period

- Commissary spending limits will be doubled.
- AICs who have DOC debt may spend funds during the 2023 Holiday period from their General Spending Trust Account for the following: postage, copies, institution club & DOC activities, DOC programs, phone transfers, and commissary items.
- AICs with DOC debt cannot make external purchases or disbursements from their General Spending Trust Account during the 2023 Holiday Period.
- AICs should plan accordingly when submitting financial requests, such as commissary orders and Request for Withdrawal of Funds forms (CD28).

Other Considerations

- All plans are subject to staffing, and AIC commissary worker / supply chain availability.
- Transitional Savings deductions will continue to take place in accordance with ORS 423.105

The Holiday Period occurs at the discretion of the Assistant Director of Operations in accordance with OAR 291 Div. 158-0065(d). AICs with questions may submit an AIC communication to Business Services (*electronic option available on the tablet*).

veterans day word search

G S F F A S Q O Y M P P P X G Q O U N E E W C R
 X F W S S A I L O R B A S I C T R A I N I N G R
 B D R V V O X C O R P O R A L A A X K W L I F E
 D R C T R J B A I R M A N K M Z R E G B T A P F
 P A H Q P O L L E G A L F U O M A C A L H L C S
 V U A D M I R A L M U J Y N G Z B J L P E P E J
 E G S R D H G G T A Q E O J E P S B E D N A F D
 T T E E Z P K R O J A M X T G B D Q N J H H Z X
 E S R C D E N O I T A T S N L K M S O C S C Q Y
 R A G I L J Y U B G F T Z E M R D L L L E Z W Z
 A O E F V Q K N A R A L G M I T Z F O T C B N M
 N C A F Q R V S E A M A N Y P D V N C V R I I P
 P F N O H Q U X H O I W T O G I Z E K J O Y A E
 A X T D R B R A N C H M O L O G T T T L F U T T
 S A R M E D F O R C E S D P A Q Z B C V R V P T
 O T Z U O Y R N K F W U O E G P J S W D I Y A Y
 L I D E T R W A H F Z S S D X C Z P C U A Q C O
 D N R C T A Q V J S B A R R A C K S G U J H V F
 I N H I G T W Y Q W B E K N G I S N E V Y O F F
 E C A V N I A D E T S I L N E M Z A B R N A F I
 R I R R D L H L I E U T E N A N T H I A U R Q C
 Y H M E S I V M A R I N E S N K D C S R N U W E
 U L Y S N M A L D S M Z H W C O M M A N D E R R
 D E T A V I R P J O V Y P M G E N E R A L A J C

admiral
 barracks
 chaplain
 deployment
 major
 petty officer
 sergeant

airforce
 basic training
 coastguard
 enlisted
 marines
 private
 service

airman
 branch
 colonel
 ensign
 military
 rank
 soldier

armed forces
 camouflage
 commander
 general
 navy
 sailor
 stationed

army
 captain
 corporal
 lieutenant
 officer
 seaman
 veteran

Have a fantastic Month

