



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

COMMISSARY



Limits Lifted

Commissary is proud to announce that the limits are lifted for all remaining holiday items. The Holiday items are also exempt from your spending limit. Effective December 18, 2023.

/s/ S. Jackson, ODOC Commissary

JOB ANNOUNCEMENTS



Paint Shop Crew Opening

Physical Plant is accepting applications in the Paint Shop for one position: Paint Crew (10 points)

The selected candidates will have the closest matching skills to those listed below.

Desired skills:

Self-motivated individual with a desire to learn skills for the outside

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

Experience using hand tools, paint brushes, and rollers

Able to lift 50-75 pounds frequently

Reliable individuals who maintain regular attendance

Ability to use spray equipment proficiently

Send a completed AIC job application to Physical Plant J. Trevino.

/s/ J. Trevino, Physical Plant



Paint Shop Apprentice Opening

Physical Plant is accepting applications in the Paint Shop for one position: Paint Apprenticeship Program (14 points)

The selected candidates will have the closest matching skills to those listed below. Application cutoff date is January 31, 2024.

Desired skills:

Self-motivated individual with a desire to learn skills for the outside

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

Experience using hand tools, paint brushes, and rollers

Able to lift 50-75 pounds frequently

Reliable individuals who maintain regular attendance (limited call outs)

Ability to use spray equipment proficiently

Requirements to enter the program:

Clear Conduct 1 year minimum

4.5 to 7.5 years remaining before release date

High School Diploma or Equivalent

Regular assigned book work/testing (including math)

3-6 month trial period prior to indenturing into the program

Send a completed AIC job application with attached resume to Physical Plant J. Trevino. Incomplete applications will not be evaluated for an interview.

/s/ J. Trevino, Physical Plant

Physical Plant General Maintenance Opening

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

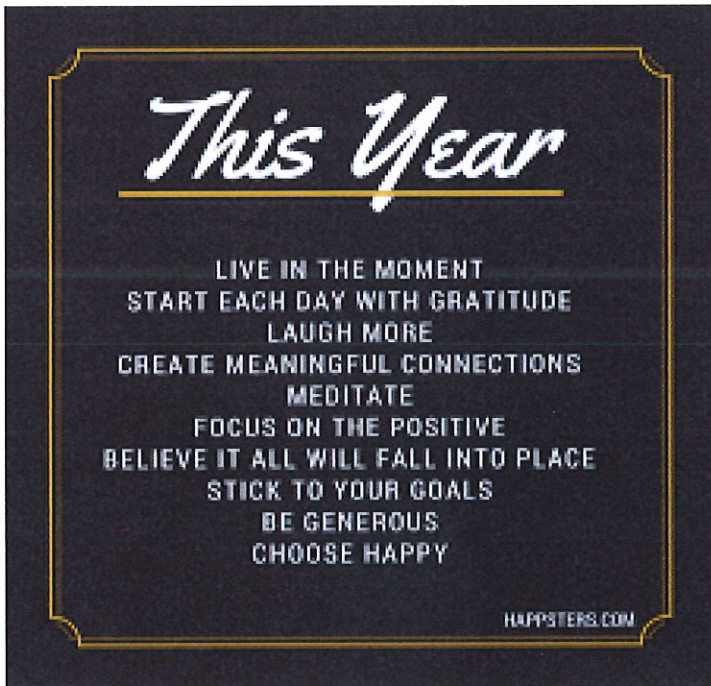
Interested applicants must be able to meet the following criteria:

- 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



RELIGIOUS SERVICES

Weekly Chapel Schedule

Saturday, December 30

- 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, December 31

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

Monday, January 1

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

Tuesday, January 2

- 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, January 3

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

Thursday, January 4

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

Friday, January 5

- 1:00 pm Nation of Islam
Sunni Jumma Prayer



WE WISH YOU A HAPPY

new year

2024



Visiting Room Protocols

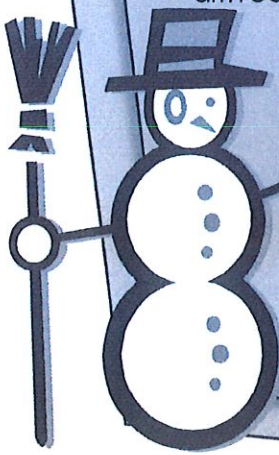
Physical Contact, Snacks & Beverages

Visitors approved for privileged visiting may share a **brief** embrace/kiss with the AIC at the beginning and end of the visit.

- Excessive physical contact will be grounds for terminating the visit.
- Visitors may purchase food or drink items for him or herself or the AIC, but the adult in custody and the visitor **may not share** the same food or drink.
- AICs are **prohibited** from handling money or tokens **and from approaching or operating** the vending machines.

Basic Visiting: An AIC assigned to general population in a DOC facility whose visits are restricted to basic visiting shall be permitted the following:

- No more than eight visiting sessions per month
- Only two visitors per visit shall be allowed. A third person may be permitted if they are under three years of age and is held. Exceptions may be specifically authorized by the superintendent or designee.
- Duration of shall be a minimum of one hour, depending on space availability. If space allows the visit may occur throughout the duration of the visiting session. If there is not enough room for basic visits those with a minimum of hour or more will be the first to leave based on who arrived first.



For more information please refer to the **Handbook for Friends & Family of Adults in Custody**, the **ODOC website** [Department of Corrections: Visiting : State of Oregon](#) or facility staff.

APPROVED

DEC 04 2023

GROUP LIVING
CAPTAIN

OCE Open Position Announcement – Statewide

OSCI Printshop Worker/Programming Specialist-OCE Program Location-OSCI Printshop



OCE is recruiting to fill positions with the Printshop at OSCI. Applicants must adhere to a high-quality standard in a fast-paced environment while meeting deadlines. Applicants must be motivated and able to maintain a professional attitude at all times. Position awards 10 to 17 PRAS points, with the opportunity to earn a Team Goal Award. This position has opportunities for reviews, promotions and advancement. The work schedule is Monday-Friday, 7:00-3:30.

Duties include (Printshop Worker):

- Working in a full-service print shop. Fast paced production environment requires attention to detail of all products we produce. Assisting with setting up, operating and adjusting machines.
- Performing folding, collating and fastening printed products by machine and by hand.
- Carrying out routine maintenance and quality control.

Duties include (Programming Specialist):

- Preference will be given to experienced applicants with experience in implementation and support of web based interfaces.
- Practical experience in MS Office Suite, HTML, Javascript, SQL, XML, Adobe Suite and Xpath. Development experience using Python is a plus.

Skills that enhance the experience of successful applicants (not required):

- Digital and/or offset printing presses and/or bindery equipment including folders, stitchers', booklet makers, drills, paper cutters, etc.
- Print and Bindery experience is preferred but not necessary. Must have previous machinery operation experience in a production setting. Mechanical aptitude and the ability to diagnose and troubleshoot is necessary.

Applicants must meet the following qualifications:

- Have a valid social security number or equivalent
- Have at least one 1-year clear conduct and (1) years' time incarcerated
- Have no program failures in the past 6 months
- Must have a GED or High School Diploma
- Not involved in conflicting programs or activities during the assigned shift
- Be willing to sign an eighteen (18) month retention agreement – anyone leaving the assignment either by termination or resignation before serving the full retention period will be returned to the sending institution and receive a program failure
- A minimum of 2 years left on your sentence

Essential functions include ability to:

- Being able to stand on your feet for extended periods of time throughout the work day
- Ability to lift 50 lbs
- Communicate respectfully with staff, AICs and clients
- Read proficiently and speak English language clearly
- Work in a production setting subject to potential interruptions and background noises
- Receive training and quality-control advice and corrections from other AICs and staff

If you are interested in becoming highly marketable upon release, utilizing modern software, and making a difference within OCE, DOC, and the community, this position may be what you've been looking for. All applicants will need to pass a DOC/OCE security screening and interview before being considered for the position.

Application submission process:

Application submission process:

If interested in applying, please complete a DOC AIC Work Application referencing OSCI Print Shop Program Specialist position.

Submit application no later than January 12th, 2024 to:

Jerry James – Production Manager @ OSCI Print Shop
3405 Deer Park Dr. SE
Salem, OR 97301

NOTE: Any transfer is subject to safety protocols and may delay the process. Applications will be reviewed and screened as they are received. Any applications received after the January 12th deadline will not be considered for this position.



Mainline

Week at a Glance

	Monday 11/1/2024	Tuesday 11/2/2024	Wednesday 11/3/2024	Thursday 11/4/2024	Friday 11/5/2024	Saturday 11/6/2024	Sunday 11/7/2024	
Week 4	BREAKFAST Holiday Oatmeal - 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	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 Coffee - 8.00 FLOZ Sugar PC - 2.00 EA Skim Milk - 16.00 FLOZ	Farina - 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) - 0.33 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	Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.33 CP *Pork Bacon (Sfa,Sod,Chl) - 3.00 SLC Fried Potatoes - 0.75 CP 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	Multigrain Hot Cereal - 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	
Week 4	LUNCH Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1 FLOZ Holiday Steak (Chl,Sfa) - 1.00 EA Steak Sauce (Sod) - 1.00 FLOZ Baked Potato - 1.00 EA Sour Cream (Sfa,Chl) - 2.00 TBS Hot Vegetable - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Cheese Cake (Sfa,Sod,Chl,Sug) - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP 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	*Soup of the Day (Sod,Chl) - 10.00 FLOZ *Meat & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA 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 Wheat Dinner Roll - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Minestrone Soup - 10.00 FLOZ Chef Salad with Turkey (Chl) - 1.00 SV Hard Boiled Egg (Sfa,Chl) - 1.00 EA Shredded Cheese (Sfa,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Salad Dressing (Sfa,Sod) - 2.00 FLOZ Peas - 0.75 CP Wheat Dinner Roll - 1.00 EA 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	*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 - 1.00 FLOZ *Roast Pork Loin (Chl,Sfa) - 3.00 OZCKD Mashed Potatoes - 0.75 CP Poultry Gravy - 2.00 FLOZ Peas - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Ice Cream Cup - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	
Week 4	DINNER *Soup of the Day (Sod,Chl) - 10.00 FLOZ *Meat & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Hot Vegetable - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Tortilla Stew (Chl) - 10.00 FLOZ Lemon Cilantro Rice - 0.75 CP Tortilla Chips - 1.00 OZ Sour Cream (Sfa,Chl) - 2.00 TBS Carrots - 0.75 CP Gelatin & Whip Topping (Sfa) - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Meat Sauce (Chl,Sfa) - 0.75 CP Spaghetti - 0.75 CP Broccoli - 0.75 CP Focaccia Bread (Sod) - 1.00 EA 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 Fruit Bar (Sfa,Sod,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 Seasoned Potatoes - 0.75 CP 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 - 0.25 CP Wheat Tortillas (Sfa,Sod) - 2.00 EA 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 Sfa = High Saturated Fat Chl = High Cholesterol Sug = High Sugar

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