



ADMINISTRATION

New Rules:

From the Administrative Rules Program

Below is the list of status changes made to DOC administrative rules since 10/17/2023.

PROPOSED RULES:

291-028 Searches (Community Corrections)

- Amends rule to update definitions and statutory citations, make grammatical changes, and to add language regarding the storage and disposition of found property or property that has no evidentiary value.
- Last day of comment period: 2/21/24 5:00 PM

TEMPORARY RULES

291-209 Earned Discharge

- Amends rule per SB 581 (2023) to make the changes included as part of HB2172 retroactive to the August 1, 2013 date of the original HB3194 legislation.
- Effective 1/1/2024 through 6/28/2024

PERMANENT RULES

291-145 Group Activities (AIC)

- Amends rule to correct the name of the account to which unobligated funds would be deposited when a club is terminated.
- Effective 12/6/23

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

GROUP LIVING

Prison Rape Elimination Act Questions and Answers



Here are the most asked questions when it comes to PREA:

1. How can I report a PREA allegation?

Answer: You can report an allegation to any staff member, the OIC, PREA grievance, PREA hotline, AIC communication and by third party.

2. If I use the PREA hotline or advocacy hotline are my calls confidential?

Answer: Yes, once you enter your pin number and press 9 for the PREA hotline or 711 to talk to a victim advocate, the phone system will not record the conversation or log that the number was called.

3. What is the buzzer sound I hear in all housing blocks, units and infirmary?

Answer: That buzzer sound is to make all AICs aware a staff member of the opposite gender has entered the area.

4. Is there a resource outside of the institution I can talk to about PREA confidentially?

Answer: Yes, the Center for Hope and Safety is an advocacy group that is there for you 24/7.

The role of the advocate is to:

Amplify the victim's voice
 Redirect victim blaming
 Provide emotional support
 Explain options for reporting
 Help victim process decision (not guide, recommend or suggest what is right)
 Provide resources and referrals
 Sit through forensic exam / investigatory interview if desired by the victim.
 Support family and friends of the victim.

You can reach the advocate by dialing 711. The calls are confidential, not logged or recorded.

If you have any other PREA-related questions or concerns, please send an AIC Communication to Lt. Hakola or Capt. Porter.

/s/ C. Porter, Group Living Captain

JOB ANNOUNCEMENTS

MHI Unit ADL/Peer Companion Position

We believe that AICs 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 is now hiring for two, full-time ADL/Peer Companions on the Mental Health Infirmary (MHI) unit. The Individuals selected for this position will report to the MHI unit for their shifts. We are looking for motivated, responsible individuals who have the willingness to work with individuals unable to care for their own ADLs as well as individuals experiencing significant mental health symptoms. 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 the following of all unit and institution rules.

MHI Unit ADL/Peer Companions will have specific shifts and are responsible for assisting unit staff, QMHPs and treatment staff in ensuring that identified AICs housed on MHI are getting their basic and daily needs met, which helps to improve their functioning and improve their overall quality of life while incarcerated.

Duties may also include assisting individuals around ADL coaching and skill building; increasing social interactions; and guiding or accompanying individuals who have difficulty walking or who are resistant to

engaging in activities outside of their cells to activities on the unit, during day room, or out for MHI yard time.

Please submit an application AIC communication to Katie Bell, MHI Program Manager, if you are interested. Applications will be accepted until this position is full. To be eligible, you must be an incentive Level 3 and have clear conduct for at least one year; it is preferred that you have one or more years left on your sentence.

/s/ K. Bell, BHS Program Manager

Physical Plant Electronics Shop Position

The Electronics Shop is accepting applications for AICs interested in a career as a low voltage electrician. This position will give someone an opportunity to go through an apprenticeship program, learn a trade, and earn a LEB Electrical license.

The desired candidate will embody this list of personal traits and meet the following criteria:

- Self-motivated with a desire to learn new skills and perfect their trade.
- Willingness to take and follow directions, constructive criticism, work well with others to accomplish tasks.
- Must be a team player who communicates well with all types of personalities.
- Reliable, maintaining regular attendance with a steady behavior.
- Willing to work off hours when necessary.
- Stay drug and alcohol free during your time here.
- Have at least one year clean conduct. Have a minimum of five years left on sentence. Must be Level 3 NCI.
- Have high school diploma/GED and ability to pass math test.
- Ability to work in confined spaces and lift at least 75 pounds.

Send applications with resume and cover letter to Palmer/Schaeffer Physical Plant Electronics Shop.

/s/ S. Palmer, Physical Plant

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



RELIGIOUS SERVICES

New Class Offering

"Have you ever observed your own mind? What does it do? Isn't it constantly going back and forth? From the past to the future? Either regretting or angry about the past? Or glorifying it? Like back in the good old days? Or, it's worried or anxious about the future, or it's planning for something? Isn't this so? And we are unaware of how much stress this is causing to our mind, this constant back and forth movement from past to future. It means we are never here! Right now! In the present moment! And where is peace and happiness? It's in the present! Isn't it? Our Breath is the link between our body and mind, between our inner world of silence, and our outer world of activity. So by learning how to use our own breath as a tool to calm our bodies and our mind, we also discover that our breath is a vital tool we can use to help facilitate our own healing." (D. Einbender, Art of Living)

We are offering a three-day class, February 5 through February 7, 2024, two and one-half hours each day, where you can learn some secrets of the breath that can help you in your daily life so much. Please register today.

/s/ OSP Religious Services



Learn Biblical Hebrew

Are you interested in learning Biblical Hebrew? The Chapel is offering a new class on Biblical Hebrew here at OSP. This class will occur on Thursday afternoons from 1:00 pm - 3:30pm.

Please send an AIC communication form to the Chapel if you are interested.

/s/ A. Perlstein, Chaplain



Weekly Chapel Schedule

Saturday, January 13

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, January 14

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

Monday, January 15

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

Tuesday, January 16

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 17

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

Thursday, January 18

1:00 pm TUMI
6:00 pm Gospel Service

Friday, January 19

1:00 pm Nation of Islam
Sunni Jumma Prayer



A Point to Ponder

*“One small positive thought
in the morning can change
your whole day.”*

~ Dalai Lama



Financial Services

Informational Briefing

Savings Options for Adults in Custody

What is the Transitional Release Savings Account (TRSA)?

- Funds in the TRSA are protected from debt/obligation collection and garnishment.
- Established per SB844(2017)/ORS 423.105 as a means for AICs to save funds for release from ODOC custody.
- 5% of each eligible deposit is transferred into an AIC's TRSA until the account reaches \$500.
- AIC's may elect to transfer funds into their TRSA by submitting a Trust Account Transfer Request form (CD1832) up to \$500.
- AIC's may continue the 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied.
- Funds in the TRSA are not available to AICs until release from ODOC custody (*no exceptions*).

What is the General Savings Account (GS)?

- Funds in the GS Trust Account are not protected from debt/obligation collection or garnishment.
- Established as an optional means for AICs to save funds for release outside of the TRSA.
- AIC's may elect to transfer funds into the GS Trust Account once per calendar month by submitting a Trust Account Transfer Request Form (CD1832).
- Funds in this account are not available until the AIC releases from ODOC custody; an exception may be granted by the CFO or designee per OAR 291 Div. 158.

What About External Savings Accounts?

AIC's may have accounts with external banking institutions however, ODOC staff are not able to facilitate. AIC's may not have unauthorized money items in their possession (such as checks).

Note: Trust Account Transfer Request Forms (CD1832) are available on AIC housing units or through Business Services. If the amount being transferred is excessive, it will be limited. The minimum transfer amount is \$5.00.

Please address any questions to Business Services by submitting an AIC communication (available electronically on the tablet).

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.

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 1/15/2024	Tuesday 1/16/2024	Wednesday 1/17/2024	Thursday 1/18/2024	Friday 1/19/2024	Saturday 1/20/2024	Sunday 1/21/2024
Week 1	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
	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 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 (Chi,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	Multigrain Hot Cereal - 1.00 CP Canned Fruit - 0.50 CP Fried Egg (Sta,Chl) - 2.00 EA Refined Beans - 0.80 CP Ranchero Sauce (Sod) - 0.25 CP Flour Tortilla - 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 Poultry Sausage (Chi) - 1.00 CP French Toast (Chi) - 2.00 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	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	Canned Fruit - 0.50 CP Scrambled Eggs (Sta,Chl) - 0.33 CP Poultry Sausage (Chi) - 1.00 EA 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	Oatmeal - 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 1	LUNCH-DR. M.L. King Day	LUNCH-DR. M.L. King Day	LUNCH-DR. M.L. King Day	LUNCH-DR. M.L. King Day	LUNCH-DR. M.L. King Day	LUNCH-DR. M.L. King Day	LUNCH-DR. M.L. King Day
	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1 FLOZ Beef Patty (Chi,Sta) - 1 EA Fried Egg (Sta,Chl) - 1 EA Sliced Cheese (Sta,Chl) - 1 SLC Wheat Bun (Sta,Chl) - 1 EA Hot Vegetable - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup (Sod) - 2.00 TBS Red Velvet Cake (Sta,Sod,Chi) - 1.00 Piece Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Fried Egg Sandwich on Wheat (Chi,Sta) - 1.00 EA Mayonnaise - 1.00 TBS Broccoli - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP Tuna Noodle Casserole (Chi,Sta) - 1.25 CP Blended Vegetables - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Lentil Soup - 10.00 FLOZ Chicken-Lettuce Salad (Chi) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sta,Chl) - 2.00 TBS Lettuce Salad - 1.00 CP Salsa (Sod) - 0.25 CP Wheat Tortillas (Sta,Sod) - 2.00 EA Carrots - 0.75 CP Wheat Dinner Roll - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Taco Meat Blend (Sta,Chl) - 0.50 CP Seasoned Beans - 0.75 CP Shredded Cheese (Sta,Chl) - 2.00 TBS Lettuce Salad - 1.00 CP Salsa (Sod) - 0.25 CP Wheat Tortillas (Sta,Sod) - 2.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Peanut Butter & Jelly Sandwich on Wheat (Sod,Sta) - 2.00 EA Blended Vegetables - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Quarter (Chi,Sta) - 1.00 EA Mashed Potatoes - 0.75 CP Poultry Gravy - 2.00 FLOZ Peas - 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 1	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Chicken Alfredo Sauce (Chi,Sta) - 0.75 CP Salisbury Steak (Chi,Sta) - 1.00 EA Mashed Potatoes - 0.75 CP Beer Gravy - 2.00 FLOZ Peas - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Alfredo Sauce (Chi,Sta) - 0.75 CP Spaghetti - 0.75 CP Carrots - 0.75 CP Focaccia Bread (Sod) - 1.00 EA Pudding - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Ranch Style Chili (Chi,Sta) - 10.00 FLOZ Baked Potato - 1.00 EA Shredded Cheese (Sta,Chl) - 2.00 TBS 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 *Pizza (choice) (Sod,Chi,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 Beef Stew (Sod,Chi,Sta) - 10.00 FLOZ Brown Rice - 0.75 CP Cauliflower - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 1.00 TBS Choice Cookie (Sta,Chl) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Shredded Cheese (Sta,Chl) - 2.00 TBS Chicken Pot Pie (Chi) - 0.75 CP Biscuits (Sta,Sod) - 2.00 EA Broccoli - 0.75 CP Tea - 8.00 FLOZ	Texas Slaw - 0.75 CP Burrito Beans - 0.75 CP Shredded Cheese (Sta,Chl) - 2.00 TBS Spanish Rice - 0.75 CP Salsa (Sod) - 0.25 CP Wheat Tortillas (Sta,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

© Powered By: Culinary Suite

08/24/2023, 11:36 AM

