

SCI AIC  
NEWSLETTER

JANUARY 5TH 2024 EDITION

Inside this Issue

taxes	2
PREA	3
PREA	4
Proposed Rules/ mailroom	5
NEW ACRS	6
ACRS for SCI	7
Focus Group	8



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.



# Financial Services

## *Informational Briefing*

DOC will not provide Oregon income tax forms. You will need to write the IRs requesting the forms or have family/friends send them into you.

AICs wishing to file their 2023 taxes, or any other type of tax document will need to use their own pre-addressed postage paid envelope.

### **IRS Address for Oregon Filers:**

Department of the Revenue

P.O Box 14999

Salem, OR 97309-0990

*Note: DOC is not authorized to provide Adults in Custody with tax advice.*

**Please note: DOC staff/ Legal assistants are unable to provide tax advice. Or Status Updates On Filing**

Remember Allow enough time for your completed tax forms to reach the US post office by the IRS filing Deadline.

**Both state and federal taxes are due on April 15th 2024**

*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 [dldoctrustin-fo@doc.state.or.us](mailto:dldoctrustin-fo@doc.state.or.us).*



### Prison Rape Elimination Act (PREA Information)

The Oregon Department of Corrections (ODOC) has a zero tolerance policy for sexual abuse, sexual harassment and for retaliation for reporting an incident. You may report in person to any staff, through an AIC communication, through the grievance system, by calling the PREA hotline by making a language selection, then dialing 91 from any AIC phone.

#### **Filing an Anonymous PREA Report**

If you are uneasy about filing a PREA allegation, you may file an anonymous report with an outside agency.

You may write to:

Governor's Constituent Services Office  
900 Court Street NE, Suite 254  
Salem, Oregon 97301

Please indicate in the beginning of your letter you are filing a PREA allegation and you are requesting to remain anonymous. The Governor's Office will refer all anonymous allegations to the DOC PREA Coordinator to assure an investigation is completed based off the information that is provided.

#### **Opposite Gender Viewing/Announcements**

Opposite gender staff announcement themselves when entering a housing unit by ringing a bell. This must be done any time the status quo of the gender supervision on a housing unit changes (if there is already an opposite gender staff on the unit then there is not needed to re-announce). When you hear the doorbell, opposite gender staff will be entering the housing unit so please make sure you are covered up appropriately.

It is also important you undress in the appropriate locations. If you are located in a bunk area, there are cameras throughout the facility so the designated changing/bathroom areas are the only areas you should be without undergarments. Opposite gender viewing may happen incidentally when staff are conducting routine cell checks. You can minimize this by keeping aware of the gender of supervision in your housing unit and ensuring you cover up when possible.

### Community-Based PREA Advocacy (Support) Program

ODOC has partnered with community based, confidential advocates of sexual abuse victims to provide services to AICs.

AICs at ODOC who have experienced sexual abuse may reach a community-based advocate by making a language selection, entering your AIC PIN, then press 0\*711 AIC telephone systems, or may request a private call through the PREA Compliance Manager at the facility. Advocates provide victims of sexual abuse information about their options, resources, information and emotional support. There is no charge for calls to advocates.

The community-based advocacy crisis line is for individuals needing assistance coping with sexual abuse related issues and should not be used for other purposes.

Telephone calls and mail with community-based advocacy centers is considered privileged communication and will be handled similar to legal calls/official mail. All advocacy calls are not monitored or recorded.

Advocates provide confidential support and crisis intervention, inform you about the investigation and medical examination process, educate you about healing from sexual abuse and offer resources and referrals

Advocates will not tell you what to do, communicate with the institution unless you request them to do so and sign a release and will not provide legal advice.

Community-based advocacy centers provide sexual abuse support to people of all genders. Community-based advocates will not report unless you request them to do so and if you sign a release of information.

Just Detention International Headquarters is a national advocacy resource and can be reached at:

3325 Wilshire Blvd., Suite 340

Los Angeles, CA 90010

If you have any other questions regarding PREA, you may ask any staff member, write the PREA Compliance Manager at your institution, or you may write:

E. Sage, PREA Coordinator

CDC warehouse  
3910 State Street  
Salem, Or 97305

*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

## **Mailroom**

Make sure SID #'s are on all mail and package authorizations need to be pre-approved by Lt. Comstock before packages are shipped to the facility. No mail January 15th in observance of MLK day.

## NEW ACRS ADJUSTMENTS

Date: November 7, 2023  
To: All ODOC Adults-in-Custody  
From: Correctional Services Division  
Subject: ACRS Adjustment

Beginning January 2024, Institution Counselors' caseloads will be adjusted. The Automated Criminal Risk Score (ACRS) adjustment will take place over a period of time. The first round of adjustments is listed below. Caseload sizes will be evaluated again in June 2024 or later. The adjusted cut-offs will determine how often you see your Institution Counselor for services.

### January 2024 – High/Medium Caseload ACRS cut-offs

- .20 ACRS and higher for OSP, SRCI, TRCI, EOCI
- .30 ACRS and higher for CRCI, OSCI, SFFC, PRCF, SCI, SRCM, WCCF, DRCM, TRCM
- .15 ACRS and higher for CCCF, CCCM

Please send a kyte to the Counselor Caseload Management (CCM) Office at DOC Headquarters if you have questions.

Fecha: 7 de noviembre de 2023  
Para: Todos los adultos en custodia del ODOC  
De: División de Servicios Correccionales  
Asunto: Ajuste al ACRS

A partir de enero de 2024, se ajustará el número de casos asignados para los Consejeros de la Institución. El ajuste al Puntaje Automatizado de Riesgo Delictivo (ACRS, por sus siglas en inglés) ocurrirá a lo largo de un periodo de tiempo. La siguiente es un alista de la primera ronda de ajustes. El número de casos asignados se evaluará nuevamente en junio de 2024 o posteriormente. Los recortes ajustados determinarán qué tan a menudo usted ve a su Consejero de la Institución para obtener servicios.

### Enero de 2024 – Recortes del número de casos asignados de reincidencia alta/media del ACRS

- ACRS de .20 y superiores para OSP, SRCI, TRCI, EOCI
- ACRS de .30 y superiores para CRCI, OSCI, SFFC, PRCF, SCI, SRCM, WCCF, DRCM, TRCM
- ACRS de .15 y superiores para CCCF, CCCM

Por favor, si tiene preguntas, envíe un mensaje por escrito o "kyte" a la Oficina de Gerencia de Casos Asignados para Consejeros (CCM, por sus siglas en inglés) en la sede del DOC.

### Automated Criminal Risk Score (ACRS) Adjustment

Institution Counselors' caseloads have been adjusted to better serve more adults in custody (AICs) most in need. This allows DOC to provide quality case management services to the AICs most likely to reoffend as determined by their ACRS. Effective this week, SCI caseloads cutoffs were adjusted as follows:

- **High/Medium Supervision (.30 ACRS and higher):** If you are placed on a High/Medium Supervision caseload, you will meet with your Institution Counselor on a regular basis, working on your customized Behavior Change Plan and receive cognitive interventions from your counselor.
- **Low Supervision (.01- .29 ACRS):** If you are placed on a Low Supervision caseload, you will not meet with your Institution Counselor on a regular basis and will only be seen for emergencies or unusual circumstances. Any reporting will be through written communication. If you need an in-person meeting, please provide specific details in your request.

Although you will not have regular contact with your Institution Counselor, your eligibility to attend programming offered by Pathfinders (group cognitive classes and parenting classes) and participate in alcohol and drug treatment programs will not be impacted. Eligibility and placement into these programs remain the same.

### Release Counselor Update

There has been some transition with Release Counselors. Release Counselor Cress is on a special job assignment. Ms. Allen has returned to SCI to assist with Ms. Cress' caseload. Ms. Michaelson has retired. Her position has been filled by Ms. Brown, who will be at SCI two days per week. As a result, we will have a new caseload split. Release caseloads are based on the last two digits of an AIC's SID#):

- Ms. K. Smith: 00-39
- Ms. Brown: 40-59
- Ms. Allen (covering for Ms. Cress Jan-Mar): 60-99

### Unit 5 Callouts Reminder

AICs should not be in Unit 5 without a callout or being paged to the area. AICs without permission will be considered in an unauthorized area.

On November 17<sup>th</sup> 2023, The SCI Focus Group met with an assembly from the Dome Building to request that our Focus Group be recognized as a Special Interest Group (SIG) so that we would be able to enrich the health and well-being of AICs through workout events, tournaments, and leagues.

Lieutenant Kiser, Gary Medina, Aaron Hull, Deshaun Swanger, and Shawn Lachat pleaded their case on why they should be accepted as a SIG and the assembly agreed with them. With the official designation given to our Focus Group, we will now be able to provide this institution with at-cost feeds, more organized events, and potentially introduce at-cost items in the future.

We look forward to making Santiam Correctional Institution the gold standard for ODOC Minimum facilities when it comes to health, welfare, and preparing AICs for their release in a good state of mind. Each month in the Newsletter we will post that months calendar (see below for January. )

The full 2024 calendar for the Focus Group has been printed and copies are on each unit as well, so you can see what 2024 special events , sports leagues, and more are ready to go this upcoming year.

Legend: (L) Lower Yard; (U) Upper Yard; (DH) Dining Hall; (MPB) Multi-Purpose Building

*SCI Focus Group*

<b>January</b>						
Pool League January 2 <sup>nd</sup> – March 3 <sup>rd</sup>						
<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b>	<b>2</b> (MPB):8Ball Pool Lg 5:30 – 8:30	<b>3</b>	<b>4</b> (MPB):9Ball Pool Lg 5:30 – 8:30	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> (MPB):8Ball Pool Lg 5:30 – 8:30	<b>10</b>	<b>11</b> (MPB):9Ball Pool Lg 5:30 – 8:30	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> <b>MLK Day</b> (DH): Chess / GO Tourn.	<b>16</b> (MPB):8Ball Pool Lg 5:30 – 8:30	<b>17</b>	<b>18</b> (MPB):9Ball Pool Lg 5:30 – 8:30	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> (MPB):8Ball Pool Lg 5:30 – 8:30	<b>24</b>	<b>25</b> (MPB):9Ball Pool Lg 5:30 – 8:30	<b>26</b>	<b>27</b> (U): Rep Out 12:30-3:30
<b>28</b>	<b>29</b>	<b>30</b> (MPB):8Ball Pool Lg 5:30 – 8:30	<b>31</b>			
<p>Updated:11/30/2023</p> <p><b>These Events are Incentive based on “Good Behavior” and require clear conduct prior to and during participation.</b></p>						<b>2024</b>



*January  
national  
days  
word  
search*



*Printable  
from  
Always  
the  
Holidays*

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

MARTIN LUTHER KING JR DAY  
 PUZZLE DAY  
 ORGANIZE YOUR HOME DAY  
 DAY OF PEACE  
 KOREAN AMERICAN DAY  
 POPCORN DAY  
 CURRIED CHICKEN DAY  
 SPOUSES DAY  
 HOT BUTTERED RUM DAY  
 PEANUT BUTTER DAY  
 HOT TEA DAY

HOT CHOCOLATE DAY  
 STICKER DAY  
 MILK DAY  
 DAISY DAY  
 SEEING EYE DOG DAY  
 NEW YEARS DAY  
 BIRD DAY  
 HYPNOTISM DAY  
 PIE DAY  
 HAT DAY  
 CARNATION DAY

IRISH COFFEE DAY  
 SNOWMAN DAY  
 VISION BOARD DAY  
 SHORTBREAD DAY  
 BIRD DAY  
 BLOODY MARY DAY  
 SPAGHETTI DAY  
 KETO DAY  
 WORK HARDER DAY  
 BEAN DAY  
 BACKWARDS DAY  
 FIG NEWTON DAY

# Have a fantastic Month

