



# 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

# HEALTH SERVICES



## Sexually Transmitted Disease Testing

Oregon Department of Corrections will now be requiring every Adult in Custody (AIC) to opt-in or opt-out of sexually transmitted disease testing once during their incarceration.

Just like with the flu immunizations, everyone will have to sign a consent form stating yes, they would like testing or no, they are not interested in tested. This will just be for one time during your current sentence. If you paroled and return, you will be required to repeat it at that time.

You will be receiving a form via the AIC communication system that you will be required to fill out. If you live in General Population (GP), Day Treatment Unit (DTU), or Dorm, please return it by putting it in the medical communication form box on the Control Floor. If you

are in a Special Housing Unit: Mental Health Infirmary (MHI), Behavior Health Unit (BHU), Disciplinary Segregation Unit (DSU), or Intermediate Care Housing Unit (ICH), please hand it to a nurse as they are making their rounds.

Once the forms have been received back, if you have chosen to be tested, you will be scheduled in the upcoming weeks. If you chose not to be tested, the form will be placed in your chart and your name will be removed from the list. You may always change your mind at any time by sending a new AIC communication to Medical.

If you have recently been tested and chose not to be retested, please opt-out of testing,

/s/ K. Ross, OSP Health Services Nurse Manager

# COUNSELING SERVICES

## Visiting – 2 Year Renewals



Per the rule on Visiting, 291-127-0425(1)(2), Adult in Custody (AIC) Visitor's List Maintenance states, "If a visitor has not visited the inmate with the previous two years, the visitor will be automatically removed from the inmate's visiting list and the inmate notified." "In such an event, the visitor must submit a new application to be added to the list."

Visiting Services has been actively removing visitors who have not visited in the last two years. If you have someone on your list that needs to be renewed, please do that now. If the visitor is removed for not visiting, it will be the responsibility of the visitor to reapply. AICs are not able to resubmit on behalf of the visitor and the application will be denied. Processing of visiting applications is taking a minimum of four weeks.

/s/ C. Lenex, Correctional Rehabilitation Manager

## Program Opportunities



Parenting Inside Out (PIO): An evidence-based parenting skills intervention, grounded in adult learning theory, and is designed for the adult learner. Throughout the program, the parenting coach and learner collaborate in setting goals and developing

strategies for reaching their parenting goals. PIO is an Outcomes-Based Instructional Design (OBID). OBID's focus is on problem-centered, real-life adult roles because adult students are interested in solving problems that relate to day-to-day life.

- PIO consists of 36 sessions for a total of 108 total hours
- Classes are held three days a week for two hours a day (Tuesday, Thursday, and Friday. Times to be determined.
- Projected start date June 2024 on the Education Floor
- Eligibility: Parents with minor children. DHS-involved parents are prioritized for placement.

Did you know potential participants for Family First must successfully graduate from this class?

Free Your Mind Core (FYM-CORE): The curriculum incorporates the latest research on the neuroscience of criminal behavior. Participants learn about the basic brain structures involved in interpreting and responding to environmental stimuli and explore how to use this knowledge to establish new neural pathways and behavioral patterns. The curriculum introduces an innovative (and streamlined) approach to structured skillbuilding. Rather than learning different steps for each social skill, the same four general steps are used to facilitate meaningful repetition of self-control strategies and social skills.

- FYM consists of 55 sessions for a total of 110 total hours
- Classes are held four days a week for two hours a day (Tuesday – Friday from 1:30 pm. to 3:00 pm)
- Start date March 14, 2024 on the Education Floor
- Eligibility: An ACRS of .15- 70 and a projected release date after September 2024

If you are interested, please send a communication to your Correctional Counselor or Ms. Lenex on the CSF.

/s/ C. Lenex, Correctional Rehabilitation Manager

## **JOB ANNOUNCEMENTS**

### **Physical Plant Outdoor Maintenance Opening**

Physical Plant is accepting applications for an outdoor maintenance position.

This position provides general maintenance of Avenue areas and covers trash/recycling duties for the Physical Plant area. (10 points trial; 14 points permanent)

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

Desired skills:

Self-motivated individual with demonstrated strong work ethic

Willingness to work outdoors in all types of weather

Ability to work under direct supervision and independently as needed; willingness to take direction and constructive criticism

Willingness to assist with other outdoor maintenance needs as requested

Some basic tool and general maintenance experience

Ability to lift up to 35 pounds

Reliable individual who maintains regular attendance

One year clear conduct and incentive level 3

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

/s/ J. Ellertson, Physical Plant



### **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

**Multiple Peer Companion Positions**

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.

Behavioral Health Services has one Peer Companion position for General Population/DTU for a bilingual peer companion, and several positions open on the Intermediate Care Housing (ICH) unit, where being bilingual is not needed. 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 following of all unit and institution rules.

Please submit an AIC application communication form to Tim Assad, ICH Program Manager, if you are interested. Applications will be accepted until the positions are full. To be eligible, you must be an incentive Level 2 or higher and have clear conduct for at least one year. It is preferred that you have one or more years left on your sentence.

/s/ T. Assad, Behavioral Health Services



**RELIGIOUS SERVICES**

**Memorial Service**

There will be a memorial service for Michael Tucker in the Chapel on March 13, 2024 beginning at 1:00 pm. If you would like to attend, please send an AIC communication to the Chapel.

/s/ I. Witcraft, Chaplain

**Weekly Chapel Schedule**

**Saturday, February 24**

8:00 am LDS  
Sweat Lodge  
Jehovah's Witness  
1:00 pm Jewish Service  
Seventh Day Adventist  
6:00 pm Calvary Chapel  
Siddha Yoga (2<sup>nd</sup> and 4<sup>th</sup> Saturdays)

**Sunday, February 25**

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

**Monday, February 26**

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

**Tuesday, February 27**

1:00 pm Agape  
Orthodox Christianity (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)  
Art of Living (Meditate) (2<sup>nd</sup> and 4<sup>th</sup> Tuesdays)  
6:00 pm Buddhist (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)

**Wednesday, February 28**

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

**Thursday, February 29**

1:00 pm TUMI  
6:00 pm Gospel Service

**Friday, March 1**

1:00 pm Nation of Islam  
Sunni Jumma Prayer

**A Point to Ponder**

*"Become addicted to constant and never-ending self-improvement."*

*~ Anthony J. D'Angelo*



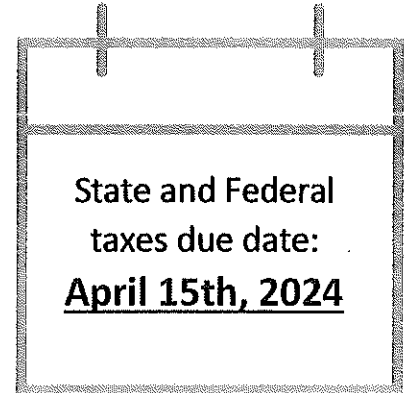
# Financial Services

## *Informational Briefing*

### *Adult in Custody (AIC) 2024 Tax Information*

The Department of Corrections (DOC) will not provide federal or state tax forms to AICs.

- AICs may write or call the Internal Revenue Service (IRS) or Oregon Department of Revenue to request tax forms.
- AICs may elect to reach out to their friends and family to request they send tax forms in through the mail. All incoming mail is subject to the Departments rule on mail, 291-131-0025.
- DOC staff / legal assistants are not authorized to provide tax advice or status updates on filings to AICs.
- AICs may appoint a qualified and trusted person as their power of attorney (POA) to assist with the tax filing process. POA forms can be obtained by submitting a Library Request form (CD1714).



AICs will need to use their own pre-addressed postage paid envelope for tax correspondence and filings.

Oregon Department of Treasury Tax Forms Requests	Internal Revenue Service Tax Forms Requests
Department of Revenue P.O. Box 14999 Salem, OR	Department of Treasury Internal Revenue Service Ogden, UT 84201-0002
800-356-4222	800-829-3676

### **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.oregon.gov](mailto:dldoctrustinfo@doc.oregon.gov).



Oregon DOC

Mainline

Week at a Glance

Week	Monday 2/26/2024	Tuesday 2/27/2024	Wednesday 2/28/2024	Thursday 2/29/2024	Friday 3/1/2024	Saturday 3/2/2024	Sunday 3/3/2024	
<b>Week 2</b>	<b>BREAKFAST</b> 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 Scrambled Eggs (Sta,Chl) - 0.33 CP Refried Beans - 0.50 CP Shredded Cheese (Sta,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Flour Tortilla - 1.00 EA 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 Waffles (Sod) - 2.00 EA Peanut Butter (Sta) - 3.00 TBS Maple Syrup - 2.00 FLOZ Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA 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	Farina - 1.00 CP Canned Fruit - 0.50 CP Sausage Gravy (Chl) - 0.75 CP Biscuit (Sta,Sod) - 1.00 EA 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 *Pork Bacon (Sta,Sod,Chl) - 3.00 SLC 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	
<b>Week 2</b>	<b>LUNCH</b> Coleslaw (Sod) - 0.75 CP *Barbeque Pork (Chl,Sfa) - 0.50 CP Wheat Hoagie Roll - 1.00 EA Macaroni & Cheese (Sta,Sod,Chl) - 0.75 CP Cauliflower - 0.75 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Chicken-Lettuce Salad (Chl) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sta,Chl) - 2.00 TBS Salad Dressing (Sta,Sod) - 2.00 FLOZ Blended Vegetables - 0.75 CP Wheat Dinner Roll - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Minestrone Soup - 10.00 FLOZ Tuna Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Broccoli - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Potato Soup - 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 Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Texas Slaw - 0.75 CP Mexican Picadillo (Chl,Sfa) - 1.25 CP Brown Rice - 0.75 CP Broccoli - 0.75 CP Wheat Tortilla (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 Chicken Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 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 (Sod) - 1.00 FLOZ Roast Turkey (Chl) - 3.00 OZCKD Poultry Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Green Beans - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sta) - 1.00 TBS Chocolate Cupcake (Chl) - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	
<b>Week 2</b>	<b>DINNER</b> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Creole Chicken (Chl) - 1.00 CP Brown Rice Pilaf - 0.75 CP Green Beans - 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 Hot Roast Beef Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA Beef Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Carrots - 0.75 CP Fruit Bar (Sta,Sod,Chl) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chili Mac (Chl,Sfa) - 1.25 CP Sweet Potatoes (Sfa) - 0.75 CP 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 Cheese Pizza (Sod,Chl,Sfa) - 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 Chicken & Rice Casserole (Chl) - 1.25 CP Carrots - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sta) - 1.00 TBS Gelatin & Whip Topping (Sta) - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Shepherd's Pie (Chl,Sfa) - 1.00 SV 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 Meat Sauce (Chl,Sfa) - 0.75 CP Spaghetti - 0.75 CP Cauliflower - 0.75 CP French Bread - 1.00 SLC Garlic 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 Sfa = High Saturated Fat Chl = High Cholesterol Sug = High Sugar

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