



ADMINISTRATION



From the Administrative Rules Program

Below is the list of status changes made to DOC administrative rules since 12/29/2023.

PROPOSED RULES:

291-011 Segregation (Disciplinary)

- Amends rule to repeal a rule that limits staff from being assigned to a disciplinary segregation post for a period exceeding 24 consecutive months; to change "inmate" to "AIC" per statutory requirement; to remove gendered language and add person-first language; for minor grammatical or punctuation fixes; to update rule headings and committee titles; and to add clarifying language and language for consistency with other department rules.
- Last day of comment period: 3/14/24 at 5:00 PM

291-078 Community Case Management (Community Corrections)

- Amends rule to update definitions to align with current business terminology and with revisions to substantive provisions of these rules; to reorganize the rules to a more logical format for ease of reference and use; to add gender-specific case management practices through the use of the Women's Risk Needs Assessment; per SB 1510 (2022) to adopt new rule concerning minimum contact standards; to clarify process for counties around the use of OMS case planning tools; and to change "inmate" to "AIC" per statutory requirement.
- Last day of comment period: 3/15/24 at 5:00 PM

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

GENERAL SERVICES



Food Theft

Food theft from Culinary is a major problem for the Institution. It impacts our ability to ensure adequate portions of the published menu are available, jeopardizes the health of individuals taking perishable food that is not being properly stored or cooked. It also has a significant effect on our ability to work within our food service budget.

This notice constitutes a direct order that you are not to take any food items from the Kitchen other than uncut fruit in the quantity served (per your AIC Handbook). The following plan was designed to address this issue in a reasonable, consistent way.

1. If an AIC is caught stealing, or attempting to steal food, the food will be confiscated and disposed of accordingly. If the value of the food is less than \$20, the AIC will be issued a minor misconduct report. The minor misconduct report

will be for disobedience of an Order III and will include the cost of all food items that must be disposed of due to the theft/attempted theft or misuse. If the value of the food is \$20 or more, the AIC will receive a major misconduct for Contraband II, and will also be charged for the cost of food that must be disposed of.

2. If the AIC stealing the food is assigned to the Kitchen or Dining Room, they will receive a program failure along with the Misconduct Report.
3. This process will be used for foodstuff found outside the Culinary Section (for example cell searches, etc.) if the items can reasonably be determined to have been taken from the Food Services.

Note: This does not prevent a staff member from issuing a misconduct report for a higher level charge (Contraband II) in the event the AIC has received a recent minor misconduct previously for the same conduct.

/s/ C. Wagner, Asst. Supt. General Services

JOB ANNOUNCEMENTS

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

Weekly Chapel Schedule

Saturday, February 10

- 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, February 11

- 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, February 12

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

Tuesday, February 13

- 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, February 14

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

Thursday, February 15

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

Friday, February 16

- 1:00 pm Nation of Islam
Sunni Jumma Prayer



A Point to Ponder

“Tis better to have loved and lost than never to have loved at all.”

~ Alfred, Lord Tennyson

Date: February 1, 2024
To: All Adults in Custody
From: Health Services Division
Subject: Electronic Health Records

We have some news to share with you! The people who help take care of you and your health at the Oregon Department of Corrections (DOC) are going to start using a new computer system to keep track of your health information. This new system is called an electronic health record (EHR) system. It's like a big computer file that stores all your health information in one place.

This change is important because it will help your doctors, nurses, behavioral health, and dentists work together more easily. For example, they will be able to see your health information at the same time, rather than having to take turns with the paper chart. The EHR will also make it easier for DOC to share information with outside providers and upon your release.

Even though the new system won't be ready for more than a year, we want to let you know about it now since you may start to see some changes like people onsite installing equipment and scanning records. You don't need to do anything different to get medical care right now.

We know change can be scary, but we want to make sure you have all the information you need. We will keep you updated about the new system through AIC newsletters, articles, and flyers.

Fecha: 4 de enero de 2024
Para: Todos los adultos bajo custodia
De: La División de Servicios de Salud
Asunto: Expedientes electrónicos de salud

¡Tenemos algunas noticias que compartir con usted! Las personas que ayudan a cuidar de usted y de su salud en el Departamento Correccional de Oregon (DOC, por sus siglas en inglés) empezarán a usar un nuevo sistema de computadoras para dar seguimiento a su información de salud. Este nuevo sistema se llama sistema de expedientes electrónicos de salud (EHR, por sus siglas en inglés). Es como un gran archivo de computadora que almacena toda su información de salud en un solo lugar.

Este cambio es importante porque le ayudará a sus doctores, enfermeros, salud conductual y dentistas a trabajar en conjunto. Podrán ver su información de salud inmediatamente, lo que les ayudará a tomar decisiones importantes sobre su salud.

A pesar de que el nuevo sistema no estará listo hasta dentro de más de un año, queremos que usted tenga conocimiento de esto ya que podría empezar a ver algunos cambios, como personas en el centro instalando equipo y escaneando expedientes. Por ahora no necesita hacer nada diferente para obtener atención médica.

Sabemos que puede ser inquietante, pero queremos asegurarnos de que usted tenga toda la información que necesita. Le mantendremos actualizado sobre el nuevo sistema a través de los boletines de noticias, artículos y volantes de AIC.



Financial Services

Informational Briefing

Adult in Custody (AIC) Trust Accounts

<p>General Spending Account</p>	<ul style="list-style-type: none"> • Primary spending account for AICs • Eligible deposits are received into this account <ul style="list-style-type: none"> ◦ <i>Examples: Deposits received from friends/family, and PRAS</i> • AICs use the Request for Withdrawal of Funds form (CD28) to facilitate financial transactions from the General Spending Trust Account • Funds in this account are not protected from debt/obligation collection or garnishment
<p>Protected Spending Reserve Account</p>	<ul style="list-style-type: none"> • This is a spending account established for AICs who receive protected money <ul style="list-style-type: none"> ◦ <i>Examples: disability benefits for veterans, moneys received from Native American or tribal government, railroad retirement benefits, OCE Prison Industry Enhancement (PIE) Awards</i> • AICs use the green Request for Withdrawal of Funds from Protected Reserve form (CD28P) to facilitate financial transactions from the Protected Reserve Trust Account • Funds in the Protected Reserve Trust Account are protected from debt/obligation collection or garnishment
<p>Transitional Savings Account</p>	<ul style="list-style-type: none"> • Established per SB844/ORS 423.105 as a means for AICs to save funds for release from ODOC custody • 5% of each eligible deposit is received into the AICs Transitional Savings Trust Account until the account reaches \$500 • AICs may elect to transfer funds into this account by submitting a transfer request form (CD1832, <i>available electronically and in paper</i>) up to \$500 • AICs may continue a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied • Funds in the Transitional Savings Trust Account are protected from debt/obligation collection or garnishment, but this is not the same thing as the Protected Spending Reserve Account
<p>General Savings Account</p>	<ul style="list-style-type: none"> • Established as a means for AICs to save funds outside of the Transitional Savings Trust Account • AICs may elect to transfer funds into the General Savings Trust Account by submitting a transfer request form (CF1832, <i>available electronically and in paper</i>) • 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 • Funds in the General Savings Trust Account are not protected from debt/obligation collection or garnishment
<p>Obligated Reserve Accounts</p>	<ul style="list-style-type: none"> • Medical, Optical, Dental, Trip, Education, Religious, and Programming are accounts AICs use when there is a need to reserve funds for a good or service that meets specific criteria • AICs may receive deposits directly to one of these accounts from an external source • AICs must be approved to place funds into an Obligated Reserve Account • Funds in Obligated Reserve Accounts are deemed spent and therefore are not subject to debt/obligation collection or garnishment

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.



Mainline

Week at a Glance

	Monday 2/12/2024	Tuesday 2/13/2024	Wednesday 2/14/2024	Thursday 2/15/2024	Friday 2/16/2024	Saturday 2/17/2024	Sunday 2/18/2024	
BREAKFAST	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Hard Boiled Egg (Sfa,Chi) - 1.00 EA (Chi,Sfa) - 0.75 CP Pancakes (Sod,Chi) - 3.00 EA Maple Syrup - 2.00 FLOZ Margarine (Sfa) - 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 Veggie & Cheese Scramble (Chi,Sfa) - 0.75 CP Wheat Toast - 2.00 SLC Margarine (Sfa) - 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 (Sfa,Chi) - 0.33 CP Ground Beef (Sfa,Chi) - 1.00 OZCKD Shredded Cheese (Sfa,Chi) - 2.00 TBS 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 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	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Fried Egg (Sfa,Chi) - 1.00 EA English Muffin (Sfa,Chi) - 1.00 EA Fried Potatoes - 0.75 CP 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	*Soup of the Day (Sod,Chi) - 10.00 FLOZ Chicken-Lettuce Salad (Chi) - 1.00 FLOZ (Chi) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sfa,Chi) - 2.00 TBS Salad Dressing (Sfa,Sod) - 2.00 FLOZ Carrots - 0.75 CP Wheat Dinner Roll - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Nacho Meat (Chi,Sfa) - 0.50 CP Refried Beans - 0.50 CP Cheese Sauce (Sfa) - 2.00 FLOZ Lettuce Salad - 1.00 CP Salsa - 0.25 CP Tortilla Chips - 2.00 OZ Corn - 0.75 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Multigrain Hot Cereal - 1.00 CP Fresh Fruit - 1.00 EA Hard Boiled Egg (Sfa,Chi) - 1.00 EA Breakfast Pastry (Sfa,Chi) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
LUNCH	*Soup of the Day (Sod,Chi) - 10.00 FLOZ Chicken-Lettuce Salad (Chi) - 1.00 FLOZ (Chi) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sfa,Chi) - 2.00 TBS Salad Dressing (Sfa,Sod) - 2.00 FLOZ Carrots - 0.75 CP Wheat Dinner Roll - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Potato Soup - 10.00 FLOZ Tuna Salad (Chi) - 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	Tomato Soup (Sod) - 10.00 FLOZ Grilled Cheese Sandwich on Wheat (Sod,Chi,Sfa) - 2.00 EA Green Beans - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chi) - 10.00 FLOZ Meat & Cheese Sandwich on Wheat (Sod,Chi,Sfa) - 1.00 EA Sliced Onions - 2.00 TBS Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Cauliflower - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chi) - 10.00 FLOZ Meat & Cheese Sandwich on Wheat (Sod,Chi,Sfa) - 1.00 EA Sliced Onions - 2.00 TBS Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Cauliflower - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Nacho Meat (Chi,Sfa) - 0.50 CP Refried Beans - 0.50 CP Cheese Sauce (Sfa) - 2.00 FLOZ Lettuce Salad - 1.00 CP Salsa - 0.25 CP Tortilla Chips - 2.00 OZ Corn - 0.75 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Roast Pork Loim (Chi,Sfa) - 3.00 OZCKD Brown Rice Pilaf - 0.75 CP Broccoli - 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	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Turkey Noodle Casserole (Sod,Chi) - 1.25 CP Blended Vegetables - 0.75 CP Focaccia Bread (Sod) - 1.00 EA Tea - 8.00 FLOZ
DINNER	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Spicy Rice Casserole (Chi,Sfa) - 1.25 CP Green Beans - 0.75 CP Cornbread (Sod,Chi) - 1.00 EA Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Sloppy Joe (Sod,Chi,Sfa) - 0.75 CP Wheat Burger Bun (Sfa,Chi) - 1.00 EA Broccoli - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup - 1.00 TBS Pudding - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Enchilada Casserole (Sod,Chi,Sfa) - 1.00 SV Seasoned Beans - 0.75 CP Tortilla Chips - 1.00 OZ Sour Cream (Sfa,Chi) - 2.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Pizza (choice) (Sod,Chi,Sfa) - 1.00 EA Blended Vegetables - 0.75 CP Choice Dessert (Sfa,Chi) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Loco Moco Patty (Chi,Sfa) - 1.00 EA Fried Egg (Sfa,Chi) - 1.00 EA Beef Gravy - 2.00 FLOZ White Rice - 0.75 CP Carrots - 0.75 CP Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ	Texas Slaw - 0.75 CP Chicken Quesadilla (Sod,Chi,Sfa) - 2.00 EA Salsa (Sod) - 0.25 CP Sour Cream (Sfa,Chi) - 2.00 TBS Spanish Rice - 0.75 CP Carrots - 0.75 CP Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Turkey Noodle Casserole (Sod,Chi) - 1.25 CP Blended Vegetables - 0.75 CP Focaccia Bread (Sod) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Turkey Noodle Casserole (Sod,Chi) - 1.25 CP Blended Vegetables - 0.75 CP Focaccia Bread (Sod) - 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 Chi = High Cholesterol Sug = High Sugar

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