

AIC NEWSLETTER

**Photo Tickets
required for *all*
photos**








See Page 2

**Legal Services
Announcement**

See page 8

NOTE: Incentive
Indoor Rec now
requires a sign-up
in Multi Bldg.



Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
February 3	February 4	February 5	February 6	February 7	February 8	February 9
 43/29	 43/30	 41/33	 45/30	 45/29	 40/30	 38/28
Mostly Cloudy	Partly Cloudy	AM Snow Showers	AM Snow Showers	Partly Cloudy	Mostly Cloudy	Mostly Cloudy

Transitional Services Clerk Position

Transitional Services is taking applications for a **clerk's position** to assist Adults in Custody to prepare their resumes, fill out forms, use MS. Word and Excel; this position also assists the Transitional Service Coordinator with keeping training records updated, preparing, and distributing materials for classes, and other duties as needed.

MUST HAVE:

1. 8 months until treatment eligibility or release date
2. Clear Conduct
3. GED or higher education
4. Strong work ethic, ability to follow instructions, and work independently
5. MUST HAVE working knowledge of Microsoft Office - Word and Excel
6. Previous experience preferred

Interested in the position please fully complete the CD1523 Work Application Form and send to Ms. Pimentel - IWP Coordinator.

The position open until filled by qualified candidate.



Al-Anon On Hold

Thursdays from 5:30 pm to 6:30 pm

Al-Anon is a program that works with alcoholics and non-alcoholics who have family members or friends who have been affected by alcohol and / or drugs. Al-Anon offers a gentle but powerful path to serenity that can be applied right now in prison and upon release.

**** AA / Al-Anon ****

As a reminder, Al-Anon is a 12-step program and open to anyone that would like to attend. Please send a communication to Ms. Geddes if you would like to attend the AA or Al-Anon meetings.



AIC's should not be in the Administration area without permission from staff or be on a callout.

If you enter the Administration area without permission from staff or on a scheduled Call Out, you will be held accountable accordingly using progressive discipline for being in an unauthorized area.

ISM Clark

Photos?



From the Photo Coordinator:

From now on, any photo taken, including visiting photos, will require a photo ticket to be pre-purchased and in-hand at the time of the photo, in order for a photo to be taken.

Thank you for your understanding.

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.

Starting Monday Feb 5th

The new lay-in process:

1. Each housing unit will have an "AIC lay-in sign-up sheet" posted on a clipboard at the officer station.
2. When an AIC requests a medical lay-in, they will be required to legibly fill out their information on the "AIC lay-in sign-up sheet" including the date, time, their name, SID number and bunk number. The AIC will then need to wait on their bunk on lay-in status until they are told otherwise.
3. During the hours when medical is open, the housing unit officer will call and notify medical staff which AICs are currently on lay-in status.
4. Medical will request to have the AICs report for further evaluation.

****Attention Programing AICs****

In addition to the process explained above, it has been determined by New Direction Northwest Management, AICs in the program who sign up for a Medical Lay-in will remain on Lay-in status for the remainder of the day even after having been evaluated by Medical. Continual lay-ins may result in day for day prolonging of an individual's program.



AIC Council



The purpose and function of the Adult in Custody (AIC) Council is to provide a forum for the exchange of ideas and information between the AIC population and DOC staff at Powder River Correctional Facility (PRCF). The goal for the IC Council is to normalize the correctional setting by meeting as a group, on a regular ongoing basis, to promote communication between the AIC's and DOC representatives. This transparent flow of communication will provide an opportunity for issues/ideas to be brought forward and discussed in a respectful and systematic manner finding solutions by all parties involved.

If you have ideas for improvements to the facility or concerns regarding facility safety, please speak with your unit representative. AIC Council meets every Saturday and the last Thursday of every month.

Previous examples of approved proposals include:

TV's in Unit 2 dayrooms / Yard Misting Station
Resurfacing of Basketball Courts (Spring 2024)
Installation of Handball Court & Dedicated Pickleball Court (Timeline TBD)

AIC Council Members

Unit 1W: B. Sharp

Unit 1E: H. Morales

Unit 3: J. Singleton

Unit 2W: A. Martinez / S. Hamilton

Unit 2E: C. McGough

Professional & Security Council Members

Officer Britton

Mr. Fulton

Ms. Hoopes

Mr. Hite

Chicken Strip Feed Feb 28 & 29

**Order Forms for this feed will be delivered to each Unit on
Friday February 9th**

(after our PRAS pay-day on Thursday Feb 8th)

The order forms **MUST** be turned
Into the officer's station mail slot no later than

**** Sunday night 2/11 @ 9pm ****

- You may participate both days that are offered. **Submit *one order form per day* that you wish to participate.**
- You Must Order either a 5 or 10-piece Meal Option (not just a soda, which is optional).
- This fundraiser feed is available to AIC incentive **LEVELS 2 or 3**
- This Feed will be held in the Chow Hall, and must be consumed there.
- It Is your Responsibility to attend. This is a voluntary fundraiser event: If you are transported or are released *before* the feed, then **NO REFUNDS** will be given. **(This is *not* a DOC feed, but an AIC club fundraiser)**
- If you receive a conduct order resulting in a Cell-In or LOP during the day or time of the event, then you may not be able to attend the feed. As a reminder, you will **NOT** be eligible for a refund.
- Prior arrangements must be made with any Supervising Staff Member for any conflicting callouts such as Program or work assignments, etc. Failure to do so may result in disciplinary action.
- To signup, submit your Order Form, which includes a CD-28. The CD-28 should be filled out properly, including your signature, and the unit officer stamp on the form *or* will be sent back you.

If your request to participate is approved, and you have sufficient funds, then you will be placed on a callout to attend the fundraiser. Only those listed on the callout will be allowed to attend.

**Proceeds from this fundraiser will go to the PRCF Do Good Club Account
to help support AIC-related functions**

Chicken Strip Feed Do Good Club Fundraiser

(Step 1: Choose Day, Step 2: Choose # of Chicken Strips, Step 3: Choose Sauce, Step 4: Optional – Choose Soda, Step 5: Fill Out the CD-28, Total the amount, Sign and obtain an Officer's Stamp)

Choose a Day to Participate: (Submit a separate form if another day is desired)			
The feed will be held between Lunch and Dinner			
<input type="checkbox"/> Wednesday 2/28/2023	<input type="checkbox"/> Thursday 2/29/2023		
Chicken Strip Meal Options:			
<input type="checkbox"/> 10-piece Chicken Strips with JoJo's	12.00	Choose only one	
<input type="checkbox"/> 5-piece Chicken Strips with JoJo's	9.00		
Sauce Choice:			
Check 2 Sauces - if you want the same sauce, put a Number 2 next to it			
<input type="checkbox"/> Frank's Hot Sauce	<input type="checkbox"/> Ranch	<input type="checkbox"/> Honey Mustard	
** This meal <i>includes</i> a Brownie for Dessert			
OPTIONAL: 2-Liter Drink Options: (if desired, choose only one)			
<input type="checkbox"/> Pepsi	<input type="checkbox"/> Mt. Dew	<input type="checkbox"/> Root Beer	<input type="checkbox"/> Orange Add 3.00

Oregon Department of Corrections
REQUEST FOR WITHDRAWAL OF FUNDS

Facility: PRCF Unit/Bunk #: _____ Date: _____

SID #: _____ AIC Name (Print): _____
(Last) (First) (MI)

Purpose: In-House Chicken Strip Feed Amount: \$ _____

Pay To/Send To: Acct #2415

Address _____

I understand from my _____ and agree to the _____ continue _____ or hear _____ understand _____ account _____

Adult in _____

Check Funds Transfer Request Withdrawal

This is an Order Form Example

Order Forms for this feed will be delivered to each
Unit on Friday 2/9
(after our PRAS pay-day on Thursday 2/8)

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NOTICE REGARDING PETITION REQUESTING AMENDMENT OF ADMINISTRATIVE RULE

On January 9, 2024, the Oregon Department of Corrections received a petition requesting an amendment to OAR 291-105-0015.

Pursuant to ORS 183.390(2), the Oregon Department of Corrections invites comment on OAR 291-105-0015 including any comments on whether options exist for achieving the rule's substantive goals in a way that reduces any negative economic impact on businesses. Any public comment must be received no later than March 11, 2024, at 5:00 PM. Comments must be submitted in writing to the address below:

Rules Coordinator
Department of Corrections
3601 State St.
Salem, OR 97301

To: All Adults in Custody

From: Health Services Division

Subject: Electronic Health Records



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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.



FEBRUARY IN HISTORY

February 3

1931 Major Earthquake Napier in New Zealand

1931 Banks Go Bust by the thousands following losses during the Wall Street Crash

February 4

1938 Snow White and the Seven Dwarfs Released

1959 Barbie Doll Invented By Ruth Handler

February 5

1974 Patty Hearst is Kidnapped by The Symbionese Liberation Army

2009 C.I.A. admits to 'waterboarding' terror suspects

February 6

1926 First Doughnut Making Machine

1971 Alan Shepard became the first man to hit a golf ball on the Moon

February 7

1964 The Beatles arrive on their first visit to the United States

2008 Congress has approved the \$168 billion economic stimulus program

February 8

1910 The Boy Scouts of America, was incorporated

1952 Queen Elizabeth the Second Becomes Queen

February 9

1961 President Kennedy asked Congress to approve a health insurance program (The Medicare Program)



Library Services Announcement

Library Services issues DOC thumb drives for AIC use for saving and storing legal documents only. Legal documents are defined in OAR 291-139-0110 (10). In accordance with that rule, correspondence with legal counsel does not meet the definition of legal documents. Correspondence to counsel may not be typed in the library and may not be saved to a DOC thumb drive assigned for AIC use. If you have correspondence with your attorney saved to your assigned library thumb drive, please submit a Library Request form for time to come to the library, print, and delete the correspondence.

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

PROPERTY UPON RELEASE

All property listed on your Property List must be in your possession and accounted for at the time of your release. Failure to provide these items or proof of approved disposal of items not in your possession may result in progressive discipline for you and anyone else in possession of your property.

JOIN THE CHOIR



TUESDAYS 5:30 PM TO 7:30 PM
SEND YOUR KYTES TO JOIN TO THE CHAPLAIN

Seminar

BUILDING HOMES OF HOPE & WHOLENESS

- A Firm
Foundation
- Relationship
& Marriage
- Parenting
- Sexuality
- Aging
Gracefully



Wednesdays

9:30 am to 10:30 am

Limited Seating
Send 'Kixtes' to
Chaplain

PRCF FAMILY MEAL

DATE: FRIDAY, APRIL 26, 2024

TIME: 5:30pm to 8:00pm

COST: \$6.00 per person

MEAL:

Homestyle Lasagna

Green Salad w/ choice of salad dressing

Dinner Roll

Water & Coffee

Brownie



Personal condiments are not allowed for the event.

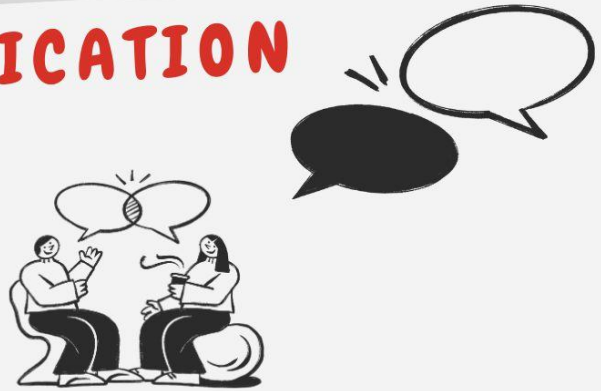
This event is open to General Population, Treatment Communities, and ALL INCENTIVE LEVELS.

TO ENROLL IN THIS EVENT, PLEASE DO THE FOLLOWING:

1. Please send an AIC Communication form to MS. HOOPES, MPB 505 by 8:00AM ON APRIL 12, 2024.
2. **THE COMMUNICATION FORM MUST INCLUDE:**
 - a. The number of guests
 - b. The name and age of each guest
 - c. The guest's relationship to you
3. Include a CD-28 for the total amount of the meal(s) you are purchasing.
4. Make the CD-28 form payable to:
 - a. FAMILY FOUNDATION-ACCOUNT #2564
Purpose: PRCF Quarterly Meal-APRIL 2024
 - b. Cost of Meal: \$6.00 per meal
5. **THE COMMUNICATION FORM AND THE CD-28 MUST BE SUBMITTED TO MS. HOOPES BY 8:00AM ON APRIL 12, 2024. NO EXCEPTIONS AND NO REFUNDS!**
6. Photos will be available. Photo tickets must be purchased through **ACTIVITIES** prior to the event.

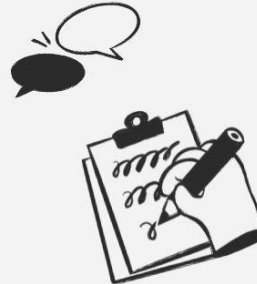
ART OF COMMUNICATION

1 Active Listening



2 Empathy

3 Take notes



4 Practice!



TIME & DATE: TBD

SEND KYTE TO CHAPLAIN PILLAY TO PARTICIPATE IN THIS CALL-OUT

Personal
A.A. books
are available



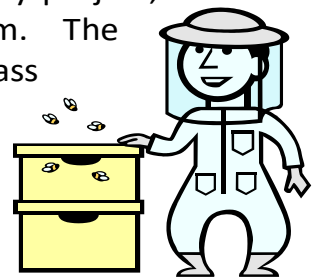
(free of charge).

If you are interested,
**please send a
communication to
Ms. Pimentel,
IWP Coordinator**

(There are 40 books available only)

What's all the buzz about?

Honeybees are responsible for approximately 80% of all fruit, vegetable and seed crops in the U.S. Beekeepers have recently been experiencing unexplained colony collapse, a complete disappearance of bees from a hive. As part of the ODOC's sustainability project, Powder River is offering an apprenticeship level beekeeping program. The beekeeping program will be a yearlong course that is a combination of class room and hands on learning and maintaining of honey bee hives. Upon completion of the apprenticeship program you will be certified through the Washington Master Beekeeping Program and would be eligible to continue the journeyman and master levels through the Oregon State University (OSU) after release.



Minimum Requirements: one year left before release date or entering treatment; **must be outside cleared**; must have GED or enrolled to obtain GED; incentive 3 level preferably; **NO known bee allergies.** Cost: **\$20.00 for workbook.** CD28 Instructions:

- a. Purpose: Bee Keeping Class
- b. Payable to: PRCF Art #2480

Classes start in March, 2024

If classes conflict with your work assignment, you must arrange with Work Supervisor to attend classes.

Please keep in mind that this will be an educational course and will not be counted as work, you will receive PRAS points at the level of any other education program.



To enroll please send a communication and complete a CD28 to Ms. Pimentel by 19 February, 2024



CPR AND FIRST AID TRAINING

MONDAY, MARCH 25TH

COST OF THE CLASS: \$20

CERTIFICATION IS GOOD FOR 2 YEARS.

Upon completion of all course requirements, participants receive a First Aid CPR/AED Course Completion Card.

The Class will run approximately five hours, at the end of which will be an exam.

You must be one year or less to release to take the class. If you are outside of this window, we do plan to have a class every 3-4 months so keep an eye out for future classes.

To sign up – send a kyte with your CD-28 attached to Ms. Suing at PRCF (CD-28 payable to David Fry). If you have any further questions, please kyte Ms. Suing, Transition Coordinator.

All CD-28's must be turned in by Thursday March 7th. The CD-28's will be sent to accounting for processing on March 8th. No exceptions to this date. If you turn in a CD-28 it will be processed. Your money will not be refunded if you decide not to take the class. Be sure you want to take the class before sending in the CD-28.

FEBRUARY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
28 Turn in CD-28 for tickets	29	30	31	1	2 Coffee, Photo & Activity Tickets	3
4 Turn in CD-28 for tickets	5	6	7	8	9 Coffee, Photo & Activity Tickets Cookie Delivery	10
11 Turn in CD-28 for tickets	12	13	14  Valentine's Day	15	16 Coffee, Photo & Activity Tickets	17
18 Turn in CD-28 for tickets	19 President's Day Admin Closed	20	21	22	23 Coffee, Photo & Activity Tickets	24
25 Turn in CD-28 for tickets	26	27	28 29 		1 Coffee, Photo & Activity Tickets	2



Contact Mentor Corner

Responsible

Have you ever thought about what it means to be “responsible”? The definition of being responsible includes being “*morally accountable for one’s behavior*” and “*being the primary cause of something and so able to be blamed or credited for it.*” When we are morally accountable for our behavior, we take ownership of our decisions—good or bad; as well as ownership for the outcomes of those decisions—good or bad. How would your life look if you prioritized personal responsibility? What would you change first? What would you take credit for? Would being responsible free you from the opinions and judgements of yourself and others? How would ownership and responsibility change your emotions, actions and behaviors; thus, help you to be more mindful? What are the ripple effects of being responsible? Who in your life would benefit from this shift in mindset? Challenge yourself to be more mindful and implement responsibility in your daily life. If you face obstacles, talk to a friend or support person to identify how you can overcome the issue, move forward and reach your full potential. Remember, being responsible takes daily effort and the desire to improve...one day at a time.

Weekly Quote:

Mindfulness gives you time. Time gives you choices. Choices, skillfully made, lead to freedom. Bhante Henepola Gunaratana

Suggested Reading:

The Little Book of Mindfulness by Dr. Patrizia Collard

PRCF Contact Mentor Program Contact Information:

Ms. Hoopes, Correctional Counselor, oversees the Contact Mentor Program at PRCF. She works with the PRCF Contact Mentor team consisting of Sgt. Crawford, Mentor Brinton, Lt. Brazofsky and Mentor Erickson to build the Contact Mentor program and improve communication between staff and AICs. If you have questions regarding the Contact Mentor Program or the Oregon Way, please feel free to send an AIC Communication to Ms. Hoopes-Multi Purpose Building Rm. 505.

R & D Info

STATE CLOTHING ALLOWED

<u>1 Each Denim Coat</u>	<u>1 Chambray shirt</u> <u>2 Chambray shirts (Program)</u>	<u>2 Pair Denim Pants</u>
<u>3 Each T-Shirts</u>	<u>2 Sweatshirts</u> <u>1 Sweatshirts (Program)</u>	<u>1 Each Belt & Buckle</u>
<u>3 Pair Grey Dress Socks</u>		<u>2 Each Towels</u>
<u>3 Pair of Underwear</u>	<u>2 Blankets (Wool or Cotton)</u>	<u>2 Sheets and 1 Pillowcase</u>
<u>1 Pair State Tennis Shoes</u> <u>(if no personal shoes)</u>	<u>1 Pair of State Shower Shoes</u> <u>(if no personal shoes)</u>	<u>1 Pair Red Shorts</u> <u>(If no personal blue shorts)</u>

WORK CREW ONLY

<u>1 Pair Work Boots</u>	<u>2 Pair Work (boot) Socks</u>	<u>1 Pair Work Gloves</u>
	<u>1 Each Safety Vest</u>	

Work crew items must be turned back in when you are no longer assigned to a work crew. Work crew clothing is to be worn for work assignments only.

1. Clothing exchange is done on a one-for-one basis. You must bring the article of clothing you wish to exchange to R&D to get a replacement. If you do not have the article of clothing, and you have tried to find it, you are required to follow the proper state property re-issuance procedure. The forms are available on your units. (The process for returning clothing **does not** included turning items into the Unit Laundry buckets)
2. **Do Not** purposefully rip, tear, alter, or destroy any clothing or laundry bags in hopes of getting new ones. R&D does not have the extra clothing or budget to continue replacing damaged items. You can and will be held accountable if clothing appears to be purposefully destroyed.
3. Clothing exchange will occur Monday and Friday from at 6:30 am to 7:30 am. Coming into R&D outside of these hours, unless you've been called down, will result in you being held accountable, if there is an immediate need please talk with your unit officer.

Release Clothing

Have you thought about your clothing needs for release and how you are going to pay for them?

When you are **45 Days from release**, you will need to contact R&D to make arrangements for your dress outs by completing a package authorization form to have clothing sent in OR by completing a CD28, to ensure you have funds available to purchase clothing from PRCF

The cost for dress outs can be up to \$35 depending on your needs. If you have any questions about the cost for dress out clothing, please kite R&D.

Due to changes to the Inmate Trust accounts you should start thinking about how you will pay for your dress outs. You can pay for dress outs with money in your General Spending account or your General Savings account but Not your Transitional Savings.



AIC Newsletter Article – 2022

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 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 like 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:

Ericka Sage PREA Coordinator
Oregon Department of Corrections
3723 Fairview Industrial Drive, SE
Salem, OR 97302

February 22, 2022

Financial Services

Informational Briefing

Savings Options for Adults in Custody

What is the Transitional Savings Account (TRSA)?

- Funds in the TRSA are protected from debt/obligation collection and garnishment.
- Established per SB844/ORS 423.105 as a means for AIC's to save funds for release from ODOC custody.
- 5% of each eligible deposit is applied 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 a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied.
- Funds in the TRSA are not available to AIC's until reentry into the community (*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 AIC's to save funds 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.

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).

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).

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



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 ○ <i>Examples:</i> <ul style="list-style-type: none"> • <i>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 ○ <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.



Financial

Informational Briefing

Debt / Obligation Type	Collection Schedule	Additional Information
Court Ordered Financial Obligation (COFO)	Collected from eligible deposits per ORS 423.105 10% collected for COFO(s) from eligible deposits until the transitional savings trust account reaches \$500 Then, 15% collected for COFO(s) from eligible deposits until obligation(s) are satisfied	The department does not have case-specific information regarding COFOs; AICs are encouraged to contact the court of record regarding their COFO details COFOs are not the same as County and US Court filing fees. Examples of COFOs are restitution, fines, fees, & child support COFOs will continue to collect during the Holiday Buying Period
<i>Note: Although the transitional savings trust account is considered an obligation, funds collected are owned by the AIC. Per ORS 423.105, 5% will be collected from eligible deposits and placed into the transitional savings trust account. Funds in the transitional savings trust account are not available until the AIC releases from ODOC custody.</i>		
DOC Debt	Collected from eligible deposits Additionally, collections shall occur the last business day of the month per OAR 291 Div. 158 if funds are available	DOC debt includes but is not limited to debt incurred from various disciplinary fines, copy, and postage advances DOC debt is due upon receipt; if/when funds are not available; funds are advanced and set-up as debt Monthly, AICs may spend up to \$40 of the first \$80 deposited into general spending DOC Debt may be suspended during the Holiday Buying Period unless a new disciplinary fee is applied
County Court Deferred Filing Fee Obligation	Collected as funds become available Multiple collections may occur throughout the month Additionally, collections shall occur the last business day of the month	County obligations refer to deferred county filing fees These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee County Court fees will continue to collect during the Holiday Buying Period
Initial Federal / US Court Filing Fee Obligation	Collected as funds become available Multiple collections may occur throughout the month Additionally, collections shall occur the last business day of the month	Initial Filing fees can be collected in total and are due upon receipt These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee Initial Federal/US Court filing fees will continue to collect during the Holiday Buying Period
Federal / US Court Deferred Filing Fee Obligation	Collected around the beginning of the month	General filing fee collection amount determined by the previous month's deposit(s) 20% of previous months deposits multiplied by the number of cases is deemed collectable Federal/US Court Deferred filing fees will continue to collect during the Holiday Buying Period