

# Powder River

February 23, 2024

## AIC NEWSLETTER

Photo Tickets  
required for *all*  
photos








See Page 2

Legal Services  
Announcement

See page 7

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



Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
February 24	February 25	February 26	February 27	February 28	February 29	March 1
 54/32	 54/33	 39/25	 39/30	 43/32	 48/34	 49/31
Partly Cloudy	Partly Cloudy	Snow Showers	Partly Cloudy	Rain / Snow Showers	Mostly Cloudy	Showers

### 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 5<sup>th</sup>

**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.



# **NOTICE**

**IF YOU HAVE TAKEN A BOOK  
FROM MULTIPURPOSE ROOM  
533 WITHOUT CHECKING IT  
OUT FIRST PLEASE BRING IT  
BACK ASAP**

**THANK YOU**

**Ms. Suing**

# 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 2W: S. Hamilton**  
**Unit 1E: H. Morales**                **Unit 2E: C. McGough**  
**Unit 3: J. Singleton**

## **Professional & Security Council Members**

**Officer Brinton**                      **Ms. Hoopes**  
**Mr. Folden**                         **Mr. Hite**

## 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

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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.



## **FEBRUARY IN HISTORY**

### **February 24**

**1942** Voice of America goes on the air for the first time

**1972** President Nixon visits the Great Wall of China

### **February 25**

**1913** The Sixteenth Amendment, which paved the way for the United States adoption of income tax, was ratified

**2010** 2/3 of the world's population using mobile phones

### **February 26**

**1919** Congress established Grand Canyon National Park

**1995** Barings PLC, Britain's oldest investment banking firm, collapses

### **February 27**

**1922** Nineteenth Amendment To The Constitution passed

**1938** Los Angeles Flood Begins

### **February 28**

**1954** DNA Double Helix Discovered

**1954** Olof Palme, the Swedish Prime Minister is shot dead

### **February 29**

**1991** Gulf War Ends

**1993** Waco, Texas bloody gun battle

### **March 1**

**1932** The Lindbergh baby is kidnapped

**1936** The Hoover Dam ( Boulder Dam ) is completed





# **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

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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.*

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**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    **GUESTS MUST BE ON YOUR VISITING LIST**
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)**



## **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 7<sup>th</sup>. The CD-28's will be sent to accounting for processing on March 8<sup>th</sup>. 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
<b>28</b> Turn in CD-28 for tickets	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b> Coffee, Photo & Activity Tickets	<b>3</b>
<b>4</b> Turn in CD-28 for tickets	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> Coffee, Photo & Activity Tickets  <b>Cookie Delivery</b> 	<b>10</b>
<b>11</b> Turn in CD-28 for tickets	<b>12</b>	<b>13</b>	<b>14</b>  <b>Valentine's Day</b>	<b>15</b>	<b>16</b> Coffee, Photo & Activity Tickets	<b>17</b>
<b>18</b> Turn in CD-28 for tickets	<b>19</b> <b>President's Day</b>  <b>Admin Closed</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Coffee, Photo & Activity Tickets	<b>24</b>
<b>25</b> Turn in CD-28 for tickets	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>1</b> Coffee, Photo & Activity Tickets	<b>2</b>
						





## **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 &amp; 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.



### **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.

#### *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](mailto: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"> <li>• Primary spending account for AICs Eligible deposits are received into this account ○ <i>Examples:</i></li> <li>• <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</li> <li>• Funds in this account are not protected from debt/obligation collection or garnishment</li> </ul>
<p>Protected Spending Reserve Account</p>	<ul style="list-style-type: none"> <li>• 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></li> <li>• AICs use the green Request for Withdrawal of Funds from Protected Reserve form (CD28P) to facilitate financial transactions from the Protected Reserve Trust Account</li> <li>• Funds in the Protected Reserve Trust Account are protected from debt/obligation collection or garnishment</li> </ul>
<p>Transitional Savings Account</p>	<ul style="list-style-type: none"> <li>• Established per SB844/ORS 423.105 as a means for AICs to save funds for release from ODOC custody</li> <li>• 5% of each eligible deposit is received into the AICs Transitional Savings Trust Account until the account reaches \$500</li> <li>• 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</li> <li>• AICs may continue a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied</li> <li>• 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</li> </ul>
<p>General Savings Account</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Funds in the General Savings Trust Account are not protected from debt/obligation collection or garnishment</li> </ul>
<p>Obligated Reserve Accounts</p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• AICs may receive deposits directly to one of these accounts from an external source</li> <li>• AICs must be approved to place funds into an Obligated Reserve Account</li> <li>• Funds in Obligated Reserve Accounts are deemed spent and therefore are not subject to debt/obligation collection or garnishment</li> </ul>

### 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](mailto:dldoctrustinfo@doc.state.or.us).



# Financial Services

## 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
<b>Note:</b> 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.		
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

# **Puzzles and Coloring Projects**

**A limited number of printed Puzzles like Sudoku, Word Search and Crosswords, as well as Adult Coloring Projects will now be provided to each Unit for your enjoyment. These are provided at no cost to AIC's, so please enjoy.**

**\*\*Note, that if these activities are misused in any way (such as used in a microwave), then this new activity may be simply taken away.**



2024 NATIONAL NUTRITION MONTH

Eating a healthy diet is one of many things we can do to improve our overall health. In addition to what we eat, which other actions can we take to be healthy?

- **Maintain a healthy weight.** Eating healthy foods, not snacking too much, and watching how much fat, sugar, and salt we eat will help us maintain a healthy weight. Being at a healthy weight for your height will reduce your risk of getting medical conditions like heart disease, diabetes, and high blood pressure.
- **Be more active.** Both exercise and diet play a part in maintaining a healthy weight. Regular exercise will improve muscle tone, blood flow, balance, and coordination. Being active every day can prevent some diseases. Adults should get at least 2 ½ hours of physical activity every week.
- **Get enough sleep.** There is no perfect number, but most people function best when they get 7 to 9 hours of sleep each night. Getting enough sleep promotes healing, improves brain function, and reduces the risk for chronic diseases.
- **Include mental health in overall health.** A healthy mind can benefit your physical body. Pay attention to your mood. If you have bothersome thoughts that you can't control, or if you feel unusually anxious or on-edge, don't be afraid to ask for help from a mental health professional.
- **Manage stress.** Some of life's stresses are unavoidable. How we deal with stress can affect our mental and physical health. Find strategies to cope with stress that work for you. There are many different options. Ask your doctor for help if stress is affecting you.
- **Don't smoke or vape.**
- **Drink alcohol moderately, or not at all.**





# 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).

**State and Federal taxes due date:**  
**April 15th, 2024**

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).