

# DEER RIDGE PRINTS

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March 1, 2024

### WHO'S WHO AT DRCI

Superintendent – Ms. Sundquist	Grievance Diversity Coordinator – Mr. Ybarra	Physical Plant Manager – Mr. Schlegel
Asst. Supt. General Services – Ms. Peel	Health Services Manager – Ms. Carter	Religious Services – Mr. Ball
Asst. Supt. Security – Ms. Plummer	Hearings Officer – Ms. Cortazar & Ms. Bruce	OCE Call Center – Mr. Bierman
Business Services Office – Ms. Bryan	Institution Work Program – Mr. Chapman	OCE Laundry – Mr. Wright
Correctional Services Manager – Mr. Duncan	Library Coordinator – Ms. Current	Transitions Coordinators- Ms. Wilson
Education Director – Mr. Sklenar	Mailroom Manager – Ms. Hofman	
Food Services Manager – Mr. Peterson	Mental Health Services Manager – Ms. Pierce	
Warehouse & Commissary Manager- Ms. Simmelink-Rask		

### DOC/DOC/ADMINISTRATIVE RULES

Below is the list of status changes made to DOC administrative rules since 1/30/2024.

#### 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.
- Extended:** Last day of comment period: 3/22/24 at 5:00 PM
- Public Hearing to be held remotely on 3/20/24 12:30PM to 1:30PM

##### 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.
- Extended:** Last day of comment period: 3/25/24 at 5:00 PM

- Public Hearing to be held remotely on 3/19/24 1:30PM to 2:30PM

#### PERMANENT RULES:

##### 291-028 Searches (Community Corrections)

- Amended rule to update definitions and statutory citations, make grammatical changes, and to add language regarding the storage and disposition of found property or property that has no evidentiary value.
- Effective 2/26/24

### DOC/DRCI/IWP FIRE CREW

IWP is now accepting applications for the 2024 fire crew season

You must have UNFENCED (overnight) gate clearance to be considered. Please send applications to Mr. Chapman.

**Fitness Requirement Test Description: Arduous Pack Test 3-mile hike with 45-pound pack in 45 min**

#### INSTITUTION DESCRIPTION OF DUTIES:

Fire suppression crew: suppresses forest fires, clear bushes, digs trenches, and extinguishes flames and embers to contain or suppress fires, using ax, chain saw (if certified as a sawyer), shovel, and other tools.

Fire camp support: assists with setting up camp, and any other needs related to fire camp.

**Wildland firefighter is a long, hard, strenuous work. The hours can be 10-16 hours a day in inclement weather over uneven terrain, requiring climbing, bending, stooping, and digging.**

**\*\*IF YOU GET TRAINED YOU WILL NEED TO REMAIN AT DRCI FOR THE 2024 FIRE SEASON**

## Changes to the Package Authorization Process!

### A. Package Authorization:

All package authorizations are sent directly to the Operations Captain for review and approval. Package Authorizations that require pre-approval from another section (i.e., Health Services, Law Library, Religious Services, etc.) will be forwarded to the appropriate manager for this section.

Once the appropriate section managers approve and signs off the package authorization request sent to the Operations Captain. Final approval will be issued by the Operations Captain.

Once delivered, all items will be reviewed to ensure it meets security standards. Any item that does not meet security standards will not be allowed inside the facility. The cost associated with any denied item will be the responsibility of the AIC to return to sender or send home.

1. You must utilize Commissary first for items that are already approved to come into the Institution. If an item can be purchased from Commissary, then a package authorization form will not be approved.

- DRCI will no longer be approving or accepting package authorization orders from Amazon.
- Items must come directly from a recognized distributor.

2. Approved items:

- Religious Items (from approved Religious Services List and

requires approval from the Chaplain)

- Medical Authorized Items (Glasses/Contacts, medically necessary shoes, dentures, etc. requires approval from Health Services)
- Shoe Warranty
- Guitar Repair
- Headphones (repair/warranty)
- Legal Material (CD's/DVD's will be forwarded to the Law Library upon arrival)
- Dress Out Clothing (six (6) months to release) only one (1) package authorization request is necessary for release dress outs.
- TV Repair/Warranty

3. All items requested through a Package Authorization are reviewed on a case-by-case basis by the approving Captain or designee. Please keep in mind that if an item falls into one of the categories listed above there is still the possibility that it could be denied.

4. Items that are needed under special circumstances will also be considered and approved or denied as necessary.

### Spring Cleaning is here!

Staff will be heavily focused and concentrating on a few tasks in the housing units for the next several weeks.

1. Bunks
2. Cell Sanitation

Cell/Bunk sanitation participation is mandatory for all AICs. Cleaning supplies will be provided and maintained by the unit orderlies. Cell sanitation begins after 7 am mandatory wake up.

Your bunk area will be ready for inspection between mandatory wake up and 4:30 pm. Anytime you leave your bunk area, for other than restroom use, it must be inspection ready.

Beds are to be made with square corners and sides tucked in, using both sheets. The second blanket will be folded at the foot of the bed.

No property is to be stored under the mattress, head or foot of the bunk or on top of the lockers at any time. The state issue coat may be stored at the foot of your bunk; neatly rolled up; the TV box may be stored under the bunk and may only contain items that originally came with the box.

Personal property may take up no more than 15 cubic feet of space.

You are responsible for the safekeeping of your own personal property.

Any personal property that you are unable to store in the space provided is considered “excessive” and subject to confiscation for disposition or mailed out at the AICs expense.

Disposition of personal property items will only be done by sending a kyte to the R&D Officer. You will be placed on a call out to R&D. Bring the item/items to R&D for disposition, visiting, mail out, or trash.

Refer to pages 3 and 4 under **Bunk Areas**. Refer to pages 23 and 24 in the Deer Ridge AIC Handbook under **Property**, ( More pictures on page 31).

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## DOC/DOC/HEALTH SERVICES

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TO: All Adults in Custody  
FROM: Health Services  
RE: Electronic Health Records  
DATE: March 1, 2024

This month, we would like to share information about how your health information will be transferred to the new Electronic Health Records (EHR). An EHR is like a big computer file that stores all your health information in one place. A “scanner” is a copy machine that turns a paper document into an electronic file that is safely and securely stored.

Electronic records are easily shared between your doctors, nurses, behavioral health, and dentists at the Oregon Department of Corrections (DOC) and can be accessed at the same time. This will help them work together, and with you, to make important decisions about your health. Your electronic health records can also be shared with your health providers outside of the DOC, such as an out-of-facility appointment, or upon your release. Right now, paper medical records are stored in a blue medical chart. But soon, when you visit your DOC healthcare providers, you may start seeing both a blue medical chart and a new green medical chart. The blue chart holds the old paper records that have been scanned in preparation for the EHR, and the green chart contains any new paper records created until the EHR goes live. Eventually, all the paper records will also get scanned and loaded into the EHR.

Please remember that right now, you do not need to do anything different to request to be seen by Health Services. As this exciting project keeps moving forward, please know we will give you more updates through AIC newsletters and flyers.

PARA: Todos los adultos bajo custodia  
DE: Servicios de salud  
ASUNTO: Expedientes electrónicos de salud  
FECHA: 1 de marzo de 2024

Este mes nos gustaría compartir información sobre la forma en que su información de salud será transferida a los nuevos Expedientes Electrónicos de Salud (EHR, por sus siglas en inglés). Un EHR es como un gran archivo de computadora que almacena toda su información de salud en un solo lugar. Un “escáner” es una máquina copiadora que convierte un documento en papel en un archivo electrónico que se almacena de forma segura y confiable. Los expedientes electrónicos se comparten fácilmente entre los doctores, enfermeros, especialistas de salud del comportamiento y dentistas en el Departamento Correccional de Oregon (DOC, por sus siglas en inglés) y se puede acceder a ellos al mismo tiempo. Esto les ayudará a trabajar juntos y, con usted, para tomar importantes decisiones para su salud. Sus expedientes electrónicos de salud también se pueden compartir con sus proveedores de servicios de salud fuera del

DOC, como en una cita fuera del centro, o cuando se le libere.

Justo ahora, sus expedientes médicos en papel se almacenan en una carpeta médica azul. Pero pronto, cuando visite a sus proveedores de servicios de salud del DOC, podrá empezar a ver tanto la carpeta médica azul como una nueva carpeta médica verde. La carpeta azul tiene los expedientes en papel que se han escaneado en preparación para el EHR, y la carpeta verde contiene cualquier expediente en papel nuevo creado hasta que el EHR se ponga en marcha. En última instancia, todos los expedientes en papel también se escanearán y se cargarán al EHR.

Por favor, recuerde que ahora mismo no necesita hacer nada diferente para solicitar que le vean en Servicios de salud. Conforme este emocionante proyecto avanza, por favor, tenga en cuenta que le daremos más actualizaciones a través de los boletines de noticias y de los volantes de AIC.



## 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 [aldoctrustinfo@doc.oregon.gov](mailto:aldoctrustinfo@doc.oregon.gov).