

Powder River

March 8, 2024

AIC NEWSLETTER

Photo Tickets
required for *all*
photos

See Page 2

Legal Services
Announcement

See page 6



NOTE:
Turn your
clocks forward
1 hour on
Saturday
Night . . .

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
March 9	March 10	March 11	March 12	March 13	March 14	March 15
45/30	47/34	48/34	46/31	49/33	53/33	55/35
Mostly Cloudy	Mostly Cloudy	Rain/ Snow Showers	Rain/ Snow Showers	Mostly Cloudy	Partly Cloudy	Partly 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.



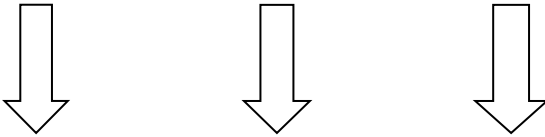
Al-Anon On Hold

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.



Don't forget to turn your clocks forward 1 hour on Saturday Night



AICs 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, for a photo to be taken.

Thank you for your understanding.



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.



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 1E: H. Morales

Unit 3: J. Singleton

Unit 2W: S. Hamilton

Unit 2E: C. McGough

Professional & Security Council Members

Officer Brinton

Mr. Folden

Ms. Hoopes

Mr. Hite



March 9

1959 Barbie doll makes debut at the American Toy Fair in New York

2004 John Allen Muhammad was sentenced to death in Virginia (Beltway Sniper Attacks)

March 10

1945 B-29 fighter planes firebombed Tokyo

1964 The first Ford Mustang is manufactured ready for release on April 16.

March 11

1918 Influenza Epidemic Begins in Fort Riley, Kansas

1931 The work on the Boulder Dam Begins

March 12

1912 Girl Scouts of America Founded

1938 German has forcibly "recruited" Austria to support the Third Reich

March 13

1936 Work on the Boulder Dam is completed

1969 The Love Bug, a popular Disney movie, was released

March 14

1940 Hitler and Mussolini meet and agree to fight together in war against France and Britain

2010 Drug Gangs Fighting increases over Territory in Mexico

March 15

1938 Jews Not Allowed to Vote in Germany

1998 The Movie Titanic surpassed Star Wars to become the highest grossing film in North American box offices.



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 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

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 **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.

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)

MARCH 2024

SUN	MON	TUE	WED	THU	FRI	SAT
3 Turn in CD-28 for tickets	4	5	6	7	8 Coffee, Photo & Activity Tickets	9
10 Turn in CD-28 for tickets Daylight Savings Time	11	12	13	14	15 Coffee, Photo & Activity Tickets	16
17 Turn in CD-28 for tickets St. Patrick's Day	18	19 First Day of Spring	20	21	22 Coffee, Photo & Activity Tickets	23
24 Turn in CD-28 for tickets Palm Sunday	25	26	27	28	29 Coffee, Photo & Activity Tickets Good Friday	30
31 Turn in CD-28 for tickets Easter						

Contact Mentor Corner

A Letter to Your Younger Self

If you were to write a letter to your younger self, what would you say? Would you talk about a difficult experience in your past, or would you encourage yourself to be strong and face your fears? How could your life's challenges serve as an example for positive change?

If you looked at yourself differently when you were young, would it have altered where you are today? Owning your story is an important part of accepting who you are and moving forward. It allows you to take a critical look at the person you are today and identify where you want to be—personally, professionally, and even emotionally. We all make decisions. The moment we choose to act on that decision, we also make the choice to accept the outcome of that decision—good or bad. As you look back on your life, what are some of the outcomes you can identify? Can you put a name or label some of the emotions attached to those outcomes? How did those emotions guide your life's journey?

As you think about his path, what would you tell your younger self? Often in life, we get so focused on the goal that we forget to find meaning in the journey. It is the journey that we fear the most. It can be filled with "what if", self-doubt and struggles we may not want to face. But the journey can also be what we need the most. When we overcome the negative, we find deeper meaning in who we are and the path we are on. We come to understand just how much we can accomplish and just how far we can push ourselves to find success.

I hope that you can look back with pride and find meaning not only in your accomplishments, but also in your failures; because that which you have endured with courage, may not only save your life, but someone else's life in the future.

Weekly Quote:

*To laugh often and much;
To win the respect of intelligent people
and the affections of children;
to earn the appreciation of honest critics
and endure the betrayal of false friends;
to appreciate beauty,
to find the best in others;
to leave the world a bit better
whether by a healthy child, a garden patch,
or a redeemed social condition;
to know even one life has breathed easier
because you have lived.
This is to have succeeded.*

--Ralph Waldo Emerson--

Suggested Reading:

***Dare to Lead** by Brene' Brown*

PRCF Contact Mentor Program Contact Information:

Ms. Hoopes, Contact Mentor Program Manager, oversees the Amend Contact Mentor Program at PRCF. She works with the PRCF Contact Mentor team consisting of Sgt. Crawford, Officer Brinton, Lt. Brazofsky and Officer 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-MPB 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>	
<p>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.</p> <p>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)</p> <p>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.</p> <p>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, <u>if there is an immediate need please talk with your unit officer.</u></p>		

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



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> • <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.

SEASONAL RECRUITMENT



Adults in Custody Fire Team

Do you need a job skill? Would you like to work in the forest? Do you want to be trained to fight wildland fires? Then you need to apply to be a part of the DOC's Adults in Custody Fire Team.

To qualify for this exciting opportunity, you:

- ✦ Must be a Classification Level 1 Unfenced.
- ✦ Your projected **release date or start date of eligibility window for treatment program** should be after 10/01/24.
- ✦ You must be medically approved to work in the forest. You must be reasonably fit to perform the duties of the assignment with no asthma or heart conditions.
- ✦ You must be approved by your counselor (**Do not request authorization from your counselor. Please submit application directly to Ms. Pimentel**)

You will be automatically disqualified if you:

- ✦ Have been convicted of a sexual offense, including attempts
- ✦ Have been designated "predatory" in any State
- ✦ Have been convicted of Arson or attempt

Working as a wild land firefighter is long, hard, strenuous work. The hours can be 10-16 hours a day in inclement weather over uneven terrain, requiring climbing, bending, stooping, digging and lifting up to 50 pounds repetitively. Pre-qualified candidates must pass the Pack Test (walk 3 miles with 45lbs pack in 45 minutes). If you are selected, you will be trained in wild land firefighting and possibly an additional 20 hours of chainsaw training. In addition, your training may include various natural resource topics, First Aid and CPR Certification, and Food Handlers card.

The benefits are priceless – you would be working outdoors in a natural setting as part of a team assisting the Oregon Department of Forestry in maintaining healthy forests and protecting them from wild land fires. You will receive a certificate of program completion and upon release you will have a job skill in the wildland fire fighting field.

Firefighters earn the following:

- ✦ PRAS of 14-17 points per day (Camp Support 14 and Fire Suppression 17), **plus**
- ✦ Meritorious award of \$3 per day on fire (camp or suppression), **plus**
- ✦ General Savings bonus \$3 per day per fire (camp or suppression)

If you believe you meet the above criteria and would like to be considered for this work opportunity, please send a complete application form to

Ms. Pimentel, IWP Coordinator.

Get Life Right

10 WEEK COURSE

CLASSES BEGIN:

TUESDAY, APRIL 2, 2024

2:00 PM – 3:00 PM

EAGLE CAP ROOM IN MULTI PURPOSE BUILDING



Please join this 10-week class to help you craft a better life on the inside that will follow you to the outside!

This staff facilitated class will be 1-hour long. You will be given a book that is yours to keep, have assigned homework and have the opportunity to participate in group discussions. Upon successful completion of this course you will receive a certificate. You will earn 1 PRAS point per class.

You must have at least 10 weeks left before releasing. Maximum AICs per class: 12

Once the first class is full, participants will be placed on a waitlist to create a second class, if needed.

If you have questions about this course **OR**

you wish to sign up and/or to be placed on waitlist,

please send an AIC Communication to Ms. Hoopes, MPB Rm. 505.

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.



PHYSICAL PLANT

FINISH CARPENTER

WORK ASSIGNMENT OPENING

Physical Plant is accepting applications for a finish carpenter who has experience in building wood furniture.

Must know how to use woodworking tools/power tools, table saw, chop saw, router, nail guns, etc).

Please submit a complete work assignment application (extra pages will be accepted to explain skills, if needed).

Incomplete applications will not be accepted. If you have submitted a previous application, you may submit an updated application.

Candidates will also be review on their overall behavior while in DOC Custody.

Send applications to IWP Coordinator Ms. Pimentel ASAP



Financial

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
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 DOC 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.**



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 800-356-4222	Department of Treasury Internal Revenue Service Ogden, UT 84201-0002 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.

Work Assignment Opening



The Barber Shop is looking for barbers. If you have the skills and are interested, please fill out an application CD#1523 and submit it to Ms. Pimentel.



PHYSICAL PLANT

FINISH CARPENTER

WORK ASSIGNMENT OPENING

Physical Plant is accepting applications for a finish carpenter who has experience in building wood furniture.

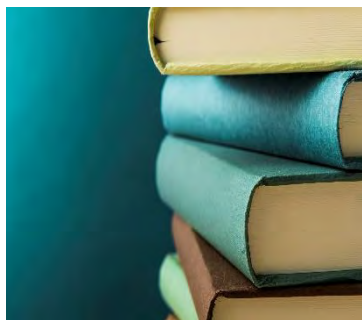
Must know how to use woodworking tools/power tools, table saw, chop saw, router, nail guns, etc).

Please submit a complete work assignment application (extra pages will be accepted to explain skills, if needed).

Incomplete applications will not be accepted. If you have submitted a previous application, you may submit an updated application.

Candidates will also be review on their overall behavior while in DOC Custody.

Send applications to IWP Coordinator Ms. Pimentel ASAP



AIC's if you have questions regarding your books that you are waiting for. Please DO NOT ask R&D about them, DO NOT send R&D a communication regarding questions about the location or status of your books. If you have any questions about the status or anything regarding books, please send a communication to the mailroom.

Thank you.

From the Administrative Rules Program:

Below is the list of status changes made to DOC administrative rules since 2/26/2024.

PROPOSED RULES:

291-005 Information Systems Access and Security

- Amends rule to better reflect and implement the direction of the agency, statewide standards, and industry modernization; improve consistency and clarity of the rules; further define and update process; update position titles and timelines; and establish guidelines around separation of duties, authorizing access, shared or group credentials, open user accounts, and physical security.
- Last day of comment period: 4/18/24 at 5:00 PM

291-105 Prohibited Conduct and Processing Disciplinary Actions

- Amends rule to standardize definitions of terms across Department of Corrections rules; adopt a definition for "digital currency"; and update misconduct violations (Violations Involving Property, Violations Against Persons) to address trends affecting the safety and security of our facilities.
- Last day of comment period: 4/18/24 at 5:00 PM
- Remote Public Hearing: 4/2/24 1:30PM - 2:30PM

291-202 Sex Offenders, Special Provisions

- Amends rule to incorporate changes in legislation per HB2549 (2013) and HB2520 (2015); to incorporate changes in practice or department philosophy (change "inmate" to "AIC" per HB 3146 (2019); to clarify terminology; to update definitions and statutory references or further define process; to expand exception authority within county community corrections agencies; and to perform technical corrections.
- Last day of comment period: 4/18/24 at 5:00 PM

PRCF Do Good Club

Article I Club Name

PRCF Do Good Club

Article II Mission Statement

The purpose of the PRCF Do Good Club is to unite the Adults in Custody (AIC) at PRCF in promoting pro-social behavior. The goal of the club is to improve the quality of life for those inside and outside PRCF through charitable donations and social events. These social events will promote humanization, normalization, and pro-social behavior.

Note: This Club is not designated for personal gain or benefit, but for the benefit of the *PRCF Community as a whole*. Any participant in the Club is expected to adhere to this core belief or will be held accountable in accordance with PRCF policies.

Article III Membership

- a. The PRCF Do Good Club may have a maximum of 12 members. Exceptions may be approved by the program committee.
- b. AIC's cannot be a member of more than three clubs at one time.
- c. No person shall be denied the opportunity to participate in club meetings and/or activities on the basis of race, color, religion, national origin, age, or handicap.
- d. All club members must be Incentive Level 3 or higher.
- e. To become an active member of the Do Good Club an AIC must notify the club via a communication request to Mr. Hite. Upon receipt of request, the AIC will be vetted as an AIC Incentive Level 3, as well review of their conduct history by staff. If accepted, the AIC will be placed on the next available call out as a prospect member until voted in by the Club, provided the club is not full. If the club is at maximum membership occupancy, then they shall be placed on the club's waiting list until space is available.
- f. AICs who join the club after the inaugural meeting will be considered an active member after they have attended one meeting or event.
- g. To remain an active member, members must not miss two consecutive meetings and maintain Incentive Level 3 or higher. Failure to meet the minimum requirements will result in removal from membership. AICs who have been removed from club membership may apply for re-admittance after 90 days from the time of removal.
- h. The Functional Unit Manager or designee may deny, revoke, or suspend individual or group activities for AIC conduct that is disruptive to group activities or institutional operations.

The recent profit from our **Chicken Strip Feed** in February was **\$552.00** after costs for the feed itself.

Proceeds from this and other fundraisers are used for things like Family Day benefits, no cost benefits such as a soda and candy included in a holiday gift bag at the end of the year for all of the AICs and popcorn for movies or holidays. Proceeds are also donated with Club approval to local community outreach programs You are welcome to share your feedback with any Club Member. Please keep in mind, there are *limitations* to what this Club can address which is generally for AIC fundraising through feeds. Any changes to the function of PRCF *must* be submitted to the AIC Council. The list of AIC Council members is posted in the units.



Ramadan

MARCH 11 TO
APRIL 9

SACK MEAL PICK UP
LOCATION - BREEZEWAY
MORNING - 5 AM
EVENING - 7 PM

SIGN UP CLOSED
THANK YOU



Type	Denomination	Faith Group	Description	Supervision	Location	RM	Day	Weeks	Time
Serv.	RCC	Christian	RCC Mass	Ft. Smith	MPD	Chapel	Thursday		1 - 2 pm
Serv.	JW	Christian	Bible Study	Larkin	MPD	Whitman	Sunday		1 - 2:30 pm
Serv.	LDS		Bible Study	Embley	MPD	Elkhorn	Friday		9:30 - 10:30 am
Serv.	Nontrane	Christian	Worship	Nelson	MPD	Chapel	Sunday		9:15 - 10:45 am
Serv.	Nontrane	Christian	Worship Team	Nelson	MPD	Chapel	Monday		8 - 10:45 am
Serv.	SDA	Christian	Bible Study	Smolian	MPD	Chapel	Saturday		7:30 - 9 am
Serv.	Asatru	Pagan	Rune Study	Chaplain	MPD	Whitman	Sunday		9 - 10:30 am
Serv.	Asatru	Pagan	Blot	Chaplain		Asatru Circle	TBD		TBD
Serv.	Jewish	Jewish	Shabat Readings	Chaplain	MPD	Chapel	Thursday		8:30 - 9:30 am
Serv.	Muslim	Islam	Quranic Classes	Chaplain	MPD	Chapel	Wednesday		9:30 - 10:30 am
Serv.	Native American	Native	Sweet Lodge	Chaplain		NA Grounds	Sundays (1)	1	8:30 - 2:30 pm
Serv.	Native American	Native	Smudge Talking Circle	Chaplain		NA Grounds	Sundays (3)	3	12 - 1 pm
Serv.	Native American	Native	Drumming/Beading	Chaplain	MPD	Chapel	Sundays (2)	2	12 - 2 pm
MI7	Native American	Native	Native Parenting Class	Chaplain	MPD	Chapel	Sundays (4)	4	12 - 2 pm
Act.	Native American	Native	Native Morris/Beading	Chaplain	MPD	Chapel	Wednesday		1:15 - 3:30 pm
Serv.	Wicca	Pagan	Wicca Shabat/Study	Chaplain	MPD	Earth Circle/Chapel	Monday		9 - 10 am
Act.	Baptist	Christian	Bible Study	Vol.	MPD	Whitman	Saturday		6 - 8 pm
Act.	Buddhist	Buddhist	Meditation	Chaplain	MPD	Eagle Cap.	Sunday		9 - 10 am
Act.	RSS	Christian	Calabrate Recov.	Chaplain	MPD	Eagle Cap.	Sunday	24	12-1:30 pm
Act.	CCBC	Christian	Bible Study	Wigo	MPD	Chapel	Sunday		6 - 7:30 pm
Act.	SDA	Christian	Choir	Nickell	MPD	Chapel	Tue/Thurs.		5:30 - 7:30 pm
Act.	Methodist	Christian	Bible Study	Vol.	MPD	Whitman	Sunday		2:30 - 3:30 pm
Act.	Music	Secular	Music Practice		MPD	Chapel	Fri/Sat.		6 - 7:45 pm
Act.	SDA	Christian	Creation Chronicles	Smolian	MPD	Chapel	Thursday		7 - 8 pm
Act.	Yoga	Christian	Yoga & Meditation	Domains	MPD	Whitman	Thur/Sat		6:30 - 7:30 (T) / 1 - 2 pm (S)
MI7	RSS	Christian	Anger Management	Chaplain	MPD	Chapel	Monday		1:30 - 2:30 pm
MI7	RSS	Christian	Art of Communication	Chaplain	MPD	Chapel	Tuesday		1:30 - 3:30 pm
MI7	RSS	Christian	Grief Support	Chaplain	MPD	Chapel	Wednesday		8:30 - 9:30 am
MI7	RSS	Christian	Houses of Hope	Chaplain	MPD	Chapel	Thursday		2:00 - 3:30 pm
MI7	SDA		Guitar lessons	Chaplain	MPD	Chapel	Mon/Tues		5:30 - 7:30 pm