



## GENERAL SERVICES

### Plumbing Work/Repair Requests



For timely processing of work/repair requests for plumbing in your housing cell or at your work location, please follow the procedure outlined below:

For housing cell:

Notify your tier officer or block sergeant as soon as an issue arises. Provide a brief but detailed explanation.

An electronic work order request will be submitted to the Physical Plant Office for processing.

For work location (i.e., OCE, Food Services, Yard):

Notify your staff supervisor as soon as an issue arises. Provide a brief but detailed explanation. An electronic work order request will be submitted to the Physical Plant Office for processing.

All work order requests are prioritized based on the nature of the request and the current workload of the Plumbing Shop. Lower priority items such as a dripping cell faucet will be addressed as the workload allows.

/s/ J. Ellertson, Physical Plant Manager

## ACTIVITIES



### New Resources On The Tablet

Did you know that there are two new resources available to you on the tablets?

OSP Resource Guide:

A Comprehensive 86-page guide to knowing and navigating all that OSP provides. Within its pages you will find a detailed department guide, an education guide, a programs and activities guide, as well as a number of quick references to better assist you with life at OSP.

OSP Visiting Guide--An Introduction For Children And Their Caregivers:

An interactive guide (narrated by Felix, our former canine caregiver) to help children to better understand what daily life is like for incarcerated loved ones. This guide is soon to be available in the visiting room.

These guides can be found on the tablets through three easy steps:

- 1) Sign in to the tablets 'free' option
- 2) Click the "Notices" app
- 3) Select either the OSP Resource Guide or the OSP Visiting Guide

If you have any corrections, or suggestions on ways to improve these guides, send them to the Lifers' Unlimited Club through the white Activities box on the control floor.

/s/ S. Lane, Superintendent's Office

### Parenting On The Inside Class

Incarcerated parents and other caregivers have a significant influence on children and whole family systems on the outside, despite being locked away. The class equips incarcerated caregivers with skills promoting healthy relationships and communication with the children in their lives in order to create or maintain that important bond.

Goals:

- 1) Learn about child development and healthy parenting/support of children at their various stages of life.
- 2) Develop and practice skills for healthy communication and connection to children in your life.
- 3) Improved relationships with the children in your life

Class Meeting And Expectations

This is designed as a 12-week class with an experienced counselor who can meet the needs and circumstances of its participants. Each week has a particular focus, a lesson, and a skill to practice; however, the facilitator will be responsive to the needs of the group. Class sessions will include reading and reflection writing assignments.

Qualified participants must have already graduated from Parenting Inside Out. Write to Family First for more information.

/s/ S. Lane, Superintendent's Office



## GROUP LIVING



### Group Living News - Haircuts

Due to the increase in haircut requests, Group Living will be reinstating the 30-day rule for haircuts. The only exception to the 30-day rule is if you are paroling, have an upcoming verifiable court appearance or a special visit (a special visit is a visit that is coordinated through the Superintendent's Office), which you must specify in your request and will be verified.

Normal visits and club banquets are not a valid exception to the 30-day rule.

Haircuts for Stair Restricted AICs: If you need a haircut and are stair restricted, please send an AIC communication to Group Living and specify that you are stair restricted and would like a barber to come to your cell.

Haircuts for stair-restricted AICs generally occur on Fridays after the afternoon yard line. You will receive a call pass when you are scheduled.

/s/ R. Holmes, Group Living Corporal

## HEALTH SERVICES



### Sexually Transmitted Disease Testing

Oregon Department of Corrections will now be requiring every Adult in Custody (AIC) to opt-in or opt-out of sexually transmitted disease testing once during their incarceration.

Just like with the flu immunizations, everyone will have to sign a consent form stating yes, they would like testing or no, they are not interested in tested. This will just be for one time during your current sentence. If you paroled and return, you will be required to repeat it at that time.

You will be receiving a form via the AIC communication system that you will be required to fill out. If you live in General Population (GP), Day Treatment Unit (DTU), or Dorm, please return it by putting it in the medical communication form box on the Control Floor. If you are in a Special Housing Unit: Mental Health Infirmary (MHI), Behavior Health Unit (BHU), Disciplinary Segregation Unit (DSU), or Intermediate Care Housing Unit (ICH), please hand it to a nurse as they are making their rounds.

Once the forms have been received back, if you have chosen to be tested, you will be scheduled in the upcoming weeks. If you chose not to be tested, the form will be placed in your chart and your name will be removed from the list. You may always change your

mind at any time by sending a new AIC communication to Medical.

If you have recently been tested and chose not to be retested, please opt-out of testing,

/s/ K. Ross, OSP Health Services Nurse Manager

## JOB ANNOUNCEMENTS

### Physical Plant General Maintenance Position

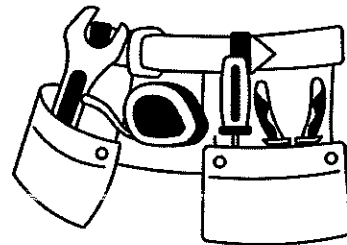
The Physical Plant General Maintenance Shop is accepting applications for a new AIC team member.

Applicants are required to have one year clear conduct and must possess the following skills:

- Be a self-motivated & dependable team player with good communication skills.
- Be able to read a tape-measure and have a general knowledge of hand tools.
- Be capable of working in conditions that require performing tasks at heights and in confined spaces.

If you are interested, please send a completed AIC application form to Physical Plant General Maintenance, Attention Harris/Rains/Hegeman.

/s/ E. Harris, Physical Plant



### Physical Plant Preventative Maintenance Shop

The Physical Plant Preventative Maintenance Shop has an exciting opportunity to fill two openings. The qualifying candidates will have no STM, clear conduct for at least one year, and a background with commercial kitchen repair/maintenance. Candidates will need to be able to carry and move heavy equipment, be able to carry heavy items upstairs, and be in good overall physical health. This position is currently on a Monday through Thursday four ten-hour shifts with weekends off. There will be times that after hours work will be required.

If you are ready to work with an outstanding team that keeps this place together, send your fully completed AIC application, resume, and cover letter to S. Rains, Interim Preventative Maintenance Shop Supervisor.

/s/ S. Rains, Physical Plant



**Physical Plant Carpenter Shop Position**

The Physical Plant Carpenter Shop is accepting applications for an additional crew member with some previous carpentry experience. Applicants must have at least one year clear conduct and possess the following desired skills:



Self-motivated individual who will apply and/or eagerly learn new construction carpentry and finish carpentry skills

Ability to follow directions, take constructive criticism, and work well with others

Ability to lift and carry 50+ pounds

Reliable attendance and communication skills

Send completed AIC application form to Physical Plant Carpenter, H. Baray.

/s/ H. Baray, Physical Plant

**RELIGIOUS SERVICES**

**Intergenerational Cycles Workshop**

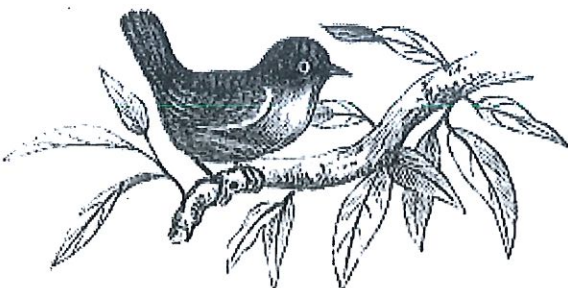
The Restorative Justice group here at OSP is conducting a workshop on intergenerational cycles of harm/incarceration. There will be three sessions: May 13, 2024, May 20, 2024, and June 3, 2024, from 12:00 pm to 3:00 pm.

These sessions will consist of presentations and guest speakers, including professors from several universities, Credible Messengers, and those impacted by intergenerational cycles. In addition, there will be small and large group discussions. The conclusion of this workshop will be to seek strategies to interrupt these cycles of harm.

If you would like to participate, please send an AIC communication to Chaplain Perlstein and ask to be part of the Intergenerational Cycles Workshop.

We hope to see you there.

/s/ A. Perlstein, Chaplain



**Weekly Chapel Schedule**

**Saturday, April 20**

8:00 am LDS  
Sweat Lodge  
Jehovah's Witness  
1:00 pm Jewish Service  
Seventh Day Adventist  
6:00 pm Calvary Chapel  
Siddha Yoga (2<sup>nd</sup> and 4<sup>th</sup> Saturdays)

**Sunday, April 21**

8:00 am Spanish Protestant  
Spanish Jehovah's Witness  
Catholic Service  
Urantia (1<sup>st</sup> and 3<sup>rd</sup> Sundays)  
6:00 pm Lutheran Service  
LDS Study

**Monday, April 22**

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

**Tuesday, April 23**

1:00 pm Agape  
Orthodox Christianity (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)  
Art of Living (Meditate) (2<sup>nd</sup> and 4<sup>th</sup> Tuesdays)  
6:00 pm Buddhist (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays)

**Wednesday, April 24**

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

**Thursday, April 25**

12:30 pm Biblical Hebrew Class  
1:00 pm TUMI  
6:00 pm Gospel Service

**Friday, April 26**

1:00 pm Nation of Islam  
Sunni Jumma Prayer

**A Point to Ponder**

*“You live life looking forward; you understand life looking backward.”*

*~ Soren Kierkegaard*



# Oregon

Tina Kotek, Governor

## Oregon Department of Corrections

Correctional Services Division  
Programs & Services Unit  
3723 Fairview Industrial DR SE STE 200  
Salem, OR 97302-4975  
Voice: (503) 945-9055  
Fax: (503) 373-1173

April 16, 2024



To: Adults in Custody


From: Cindy Booth, Programs & Services Administrator

RE: Law Library Print Release Software Changes

The Law Library software used for printing in the ODOC law libraries has been updated statewide as the previous printing software is no longer supported. This change is occurring in March and April 2024. Law Library staff will help AICs with the transition. Going forward, when AICs print from the Thin Client workstations, this box will appear:

User Identification

Please enter the following information.

012345	User ID	EOCI – SMITH, A 12345678	OK
			Cancel

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The AIC will enter their facility followed by their last name, first initial and SID # as the example shows above.

- AICs at **Snake River Correctional Institution** will need to add C1, C2, or C3 behind SRCI. This will designate which Complex library will print.  
(Example: SRCIC1 – Smith, J 12345678)
- AICs at **Two Rivers Correctional Institution** will need to add E or W behind TRCI. This will designate whether East or West library will print.  
(Example TRCIE – Smith, J 12345678)

The cost for printing has not changed and will still be charged at 10 cents per page. However, all prints will be single-sided. Double-sided printing is not an option in this software. All documents sent for printing must contain the AIC's name and SID # on every page in accordance with OAR 291-139-0110(2) for verification of identity purposes.

AICs will still need to complete CD28 Request for Withdrawal of Funds and print request forms at the time of printing. Please remember to send a CD1714 Law Library Request Form for all law library requests.





Mainline

Week at a Glance

Week	Monday 4/22/2024	Tuesday 4/23/2024	Wednesday 4/24/2024	Thursday 4/25/2024	Friday 4/26/2024	Saturday 4/27/2024	Sunday 4/28/2024
<b>Week 5</b>	<b>BREAKFAST</b> Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Hard Boiled Egg (Sfa,Chl) - 1.00 EA EA Pancakes (Sod,Chl) - 3.00 EA Maple Syrup - 2.00 FLOZ Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Fried Egg (Sfa,Chl) - 1.00 EA Sliced Cheese (Sfa,Chl) - 1.00 EA SLC English Muffin (Sfa,Chl) - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Multigrain Hot Cereal - 1.00 CP Canned Fruit - 0.50 CP Beef Hash (Sod,Chl) - 1.00 CP Ketchup - 1.00 TBS Wheat Toast - 2.00 SLC Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Waffles (Sod) - 2.00 EA Peanut Butter (Sfa) - 3.00 TBS Maple Syrup - 2.00 FLOZ Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Farina - 1.00 CP Canned Fruit - 0.50 CP *Ham & Cheese Scramble (Chl,Sfa) - 0.75 CP Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.33 CP Poultry Sausage (Chl) - 1.00 EA Fried Potatoes - 0.75 CP Wheat Toast - 2.00 SLC Jelly - 2.00 TBS Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Oatmeal - 1.00 CP Fresh Fruit - 1.00 EA Hard Boiled Egg (Sfa,Chl) - 1.00 EA EA Breakfast Pastry (Sfa,Chl) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
<b>Week 5</b>	<b>LUNCH</b> Coleslaw (Sod) - 0.75 CP Hot Dog (Sod,Chl) - 2.00 EA Wheat Hoagie Roll - 1.00 EA Ketchup - 1.00 TBS Mustard - 1.00 TBS Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Chicken-Lettuce Salad (Chl) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sfa,Chl) - 2.00 TBS Salad Dressing (Sfa,Sod) - 2.00 FLOZ Carrots - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Potato Soup - 10.00 FLOZ Tuna Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Blended Vegetables - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Corn Chowder (Sod) - 10.00 FLOZ Fried Egg Sandwich on Wheat (Chl,Sfa) - 1.00 EA Mayonnaise - 1.00 TBS Green Beans - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ *Meat & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA Sliced Onions - 2.00 TBS Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Cauliflower - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Nacho Meat (Chl,Sfa) - 0.50 CP Refried Beans - 0.50 CP Cheese Sauce (Sfa) - 2.00 FLOZ Lettuce Salad - 1.00 CP Salsa (Sod) - 0.25 CP Tortilla Chips - 2.00 OZ Corn - 0.75 CP Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Roast Pork Loin (Chl,Sfa) - 3.00 OZCKD Scalloped Potatoes (Sod) - 0.75 CP Broccoli - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Ice Cream Cup - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ
<b>Week 5</b>	<b>DINNER</b> Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Spicy Rice Casserole (Sod,Chl,Sfa) - 1.25 CP Green Beans - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Sloppy Joe (Sod,Chl,Sfa) - 0.75 CP Wheat Burger Bun (Sfa,Chl) - 1.00 EA Broccoli - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup - 1.00 TBS Pudding - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Enchilada Casserole (Sod,Chl,Sfa) - 1.00 SV Seasoned Beans - 0.75 CP Cornbread (Sod,Chl) - 1.00 EA Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Pizza (choice) (Sod,Chl,Sfa) - 1.00 EA Blended Vegetables - 0.75 CP Choice Dessert (Sfa,Chl) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Loco Moco Patty (Chl,Sfa) - 1.00 EA Fried Egg (Sfa,Chl) - 1.00 EA Beef Gravy - 2.00 FLOZ White Rice - 0.75 CP Peas & Carrots - 0.75 CP Fruit Crisp (Sfa) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Turkey Noodle Casserole (Sod,Chl) - 1.25 CP Blended Vegetables - 0.75 CP Focaccia Bread (Sod) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Creole Chicken (Chl) - 1.00 CP Brown Rice Pilaf - 0.75 CP Carrots - 0.75 CP French Bread - 1.00 SLC Margarine (Sfa) - 1.00 TBS Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ

Menu subject to change without notice. Meat-Alternative-Trays available at lunch & dinner only.

\*Contains or may contain pork.

Sod = High Sodium Sfa = High Saturated Fat Chl = High Cholesterol Sug = High Sugar

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