

Coffee Talk

March 2023



What's New in the News at The Creek?

FROM THE CHAPEL:

Weddings will be scheduled on April 10th, 2023!!

Your fiancé and 2 witnesses over the age of 18 need to be on your privileged visiting list.
You and your fiancé are responsible for acquiring a valid Oregon Marriage License.
You and your fiancé are responsible for finding an official to perform the marriage!

Reach out to the Chaplains to get your name(s) on the list!

From Financial Services:

For those AIC's inquiring about 1099's:

All 1099s have been mailed to those that qualified.

TO QUALIFY

AIC's must have earned in PRAS greater than \$600 to receive an INT 1099.

AIC's must have received greater than \$10 in earned interest on their trust account to receive an INT 1099.

- DOC issues both MISC 1099 and INT 1099 if the requirements were met and these were shipped out via DAS shuttle & USPS on **1/30/2023 & 1/31/2023** to the institutions
- If the individual is not in DOC custody MISC 1099 and INT 1099 were mailed out USPS on **1/30/2023 & 1/31/2023** to the address DOC has on file
- Please allow three weeks to receive them if you are not in DOC custody

AIC's who worked for OCE, may receive a W-2 from OCE and should be directed to communicate with OCE.



Financial Services

Informational Briefing

Adult in Custody (AIC) Trust Accounts

General Spending Account	<ul style="list-style-type: none">Primary spending account for AICsEligible deposits are received into this account<ul style="list-style-type: none"><i>Examples: 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 AccountFunds in this account are not protected from debt/obligation collection or garnishment
Protected Spending Reserve Account	<ul style="list-style-type: none">This is a spending account established for AICs who receive protected money<ul style="list-style-type: none"><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 AccountFunds in the Protected Reserve Trust Account are protected from debt/obligation collection or garnishment
Transitional Savings Account	<ul style="list-style-type: none">Established per SB844/ORS 423.105 as a means for AICs to save funds for release from ODOC custody5% of each eligible deposit is received into the AICs Transitional Savings Trust Account until the account reaches \$500AICs may elect to transfer funds into this account by submitting a transfer request form (CD1832, <i>available electronically and in paper</i>) up to \$500AICs may continue a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfiedFunds 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
General Savings Account	<ul style="list-style-type: none">Established as a means for AICs to save funds outside of the Transitional Savings Trust AccountAICs 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. 158Funds in the General Savings Trust Account are not protected from debt/obligation collection or garnishment
Obligated Reserve Accounts	<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 criteriaAICs may receive deposits directly to one of these accounts from an external sourceAICs must be approved to place funds into an Obligated Reserve AccountFunds 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 ddoctrustinfo@doc.state.or.us.



PROBLEM GAMBLING GROUP

Starting this spring at CCCM

A 12-session group will be offered to explore Problem Gambling in Minimum. KYTE Erin Cox by March 10th if you are interested in this group, and you will be put on a call-out to attend an informational meeting to determine if you qualify to participate.



Greetings From Correctional Rehabilitation Unit (CRU)

Since July 2022, CRU has held a monthly ART contest.

We would like to introduce an “ART CLASS” and would like to see if there are interests in the communities.

What is in it for you?

- You get to make a mess
- It relieves stress
- It exercises your brain
- You could teach your kids or family members
- You'll look at the world in new ways
- Get UNSTUCK
- Challenge yourself
- Share your talents with family & Friends
- Meet new people
- You can express yourself freely

If this sounds good to you, please send a KYTE to CRU

Attention D. Sprint

From Food Services:

Healthy diets
our overall health
can help us
good health as
older. Meeting
nutrient needs
help you have a
future.



Nutrition needs
we get older, so
good physical health

improve
now and
maintain
we get
your
now can
healthier

make a difference in how healthy we are as we get older. For example, a person's metabolism usually slows down with age. If you are overweight or obese now, it may be easier to lose weight when you are younger instead of trying to do it when you're older. If you are not getting regular exercise now, it may be easier to start an exercise program now when your muscle strength is better. If muscles are not exercised regularly, they will lose strength and elasticity, which makes exercise and recovery more difficult.

Older adults also need less calories than young adults. It's easy to over-eat as we get older if we keep eating the same amount of food that we did when we were younger. The chart below shows the recommended calorie intake for adults.

Age Range	Recommended Daily Calories for Moderately Active Adult Males	Age Range	Recommended Daily Calories for Moderately Active Adult Females
19-20	2800	19-20	2200
21-25	2800	21-25	2200
26-30	2600	26-30	2000
31-35	2600	31-35	2000
36-40	2600	36-40	2000
41-45	2600	41-45	2000
46-50	2400	46-50	2000
51-55	2400	51-55	1800
56-60	2400	56-60	1800
61-65	2400	61-65	1800
66-70	2200	66-70	1800
71-75	2200	71-75	1800
76 & up	2200	76 & up	1800

Source: USDA Food and Nutrition Service. www.fns.usda.gov

The Legal library is open from 8:30am to 3:00pm Monday through Friday by appointment only.

To request services or legal information, please kytic the Legal Library using Law Library Request Form (CD 1714). Requests received on general kytic will be returned unprocessed. After receiving your request, the legal library will schedule you for services. All appointments will be added to your call outs; do not come to the legal library unless you are scheduled on a call out or called down by a staff member.

The Legal Library provides the following services:

- **Thin Clients for computer research and word processing** of legal filings, forms, and correspondence with a retained attorney
- **Desk research** including legal books, OAR binders, and other legal materials
- **Copying and Mail out** of legal documents
- **Legal assistance** in preparing legal documents, consultation, and direction in form choice, and aiding in legal research
- **Notaries**

All Legal Library services are pursuant to OAR 291-139-0015(2a)

2022 Taxes & Forms

- DOC will not be providing Adults in Custody (AICs) with tax forms.
- It is recommended that AICs obtain appropriate tax forms (*IRS Form 1040 / Oregon Form OR-40, etc.*) and instructions from a trusted source outside of the institution.
- AICs will need to use their own pre-addressed, postage paid envelope(s).
- 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).
- Department staff may not provide tax advice to AICs.

LEISURE LIBRARY

Leisure library is open for unit's scheduled library times as follows:

- Week A (01/30 to 02/03) and every other week after
 - C – Unit Tuesdays 8:30 – 10:30a
 - G – Unit Thursdays 8:30 – 10:30a
 - J – Unit Friday 12:30 – 2:00p
- Week B (02/06 to 02/10) and every other week after
 - D – Unit Tuesdays 8:30 – 10:30a
 - H – Unit Thursdays 8:30 – 10:30a
 - K – Unit 12:30 – 2:00p

Schedule is subject to change. Individuals on loss of privilege (LOP) are not eligible to visit the leisure library during their unit's library time. If you work during your unit's library time, kytic the library to be added to the worker call outs list.

BOOK CLUB

We appreciate everyone's patience and understanding as we work on bringing back our Book Club Leader volunteers. If you are currently on the book club callouts, you will receive a kye letting you know when Book Club is scheduled to restart.

If you are interested in joining Book Club, please kye the library including the Book Club you want to join. If we are unable to add you to a group, you will be put on a waitlist. When an opening comes available, we will add from the waitlist in the order which we received requests.

- Book Club is limited to 10 AICs per group, and there are 2 groups.
 - Book Club A takes place the first Wednesday of each month
 - Book Club B takes place the second Tuesday of each month

From the Desk Of Ms. Arrington, Diversity Coordinator:

With the move of the new intakes to C Unit a few concerns have surfaced so I would just like to bring some clarity to the confusion.

The Life Coaches will be coming to C Unit to meet with the new intakes just like they had been doing when they were housed on G Unit. All Life Coaches have blue lanyard holders, Life Coach ID's and are listed on the unit schedule which should be on the unit bulletin board.

MS. ARRINGTON

DIVERSITY COORDINATOR/ADA COORDINATOR

From Lifeskills:

Girl Scout Cookie Sales:

The deadline for receiving Girl Scout Cookie orders is March 10th. To make sure your order is placed in time, please have order forms in the mail by March 8th.

To meet the deadline from GSA, forms received after the 10th will not be processed.

CD-28s and the Photo Program:

Please make sure you have funds available in your trust account when you fill out the CD-28s.

After 3/15/23, any CD-28s that are returned NSF will result in a 30-day suspension from the Photo Program. **You will not be able to order photos for a month if you bounce a check to Lifeskills.**

CCCF & CCCM Incentive/Convenience Moves

The criteria to request an Incentive/Convenience move is as follows:

- Must be an Incentive Level III to be eligible for an Incentive Move. If you are a Level I or II you may request a Convenience move.
- You may only request one Incentive/Convenience move every six months.
- You cannot have more than Two Conduct Orders (cell ins) in a 90-day period.
- You cannot have a disciplinary or misconduct report within a six-month period.
- Must be in program compliance and have no program failures within the last six months.
- You must be housed at CCCF/CCCM for at least 90 days prior to requesting a Convenience move. Do not send a request while on Intake status.
- All moves will be based on housing availability and the needs of the facility.
- No bunk is guaranteed, and the needs of the facility will come first.
- If you must go to the hospital or out to court for example, we will do our best to return you to your previous housing assignment/bunk but is not guaranteed.
- Incentive level changes due to poor conduct will affect your incentive housing.

The process to submit an Incentive/Convenience move is as follows:

- All Incentive/Convenience Move Request Forms must be submitted to the Group Living Lieutenant to be considered. The request form must be reviewed and signed by the 5-day Unit Officer prior to being submitted.
(Requests not signed will be returned.)
- AIC's will receive a copy of the Incentive/Convenience Move Request noting whether the request has been approved or denied.
- Do not send multiple Move Requests or AIC Communications.
- If you choose to cancel an incentive move request, the first cancellation will restrict you from requesting another move for 3 months (90 days). The second cancellation will restrict you from requesting a move for 6 months (180 days).
- The Facilities Management Team reserves the right to approve or deny any Incentive/Convenience move requests based on the needs of the facility.
- All approved moves will be made as soon as possible, depending on bunk availability and staff workload.
- The Facilities Management Team retains the authority to remove an AIC from incentive housing based on any safety or security concerns.
- The Facilities Management Team retains the authority to make any emergency housing moves or moves based upon the needs of the facility deemed appropriate, regardless of previous approval.
- If you are in Special Housing (DSU/SHU) and are returning to the general population, Do Not send an AIC Communication to the Group Living Lieutenant

requesting housing consideration. You will be housed accordingly, based on the needs of the facility, Cellmate Program, and any documented conflicts.

- All housing unit movement into and from MHU / D unit will be coordinated through Behavioral Health Services, do not send an AIC Communication to the Group Living Lieutenant.
- There are no Keep Separates - only Documented Conflicts. If you say you have a conflict on a unit, you will be required to completely fill out a Conflict Form which will be fully investigated by the Intake Captain.
- If you are having problems with your cellmate, please contact your Unit Officer or other security personnel.

The process to request an incentive move to housing on J or K Units
F300 (Minimum)

- Only AIC's who are incentive level 3 will be considered for a housing unit move to J unit, K unit and F300 (Minimum)
- Only AIC's who are incentive level 3 will be considered for a housing unit move to sections A and B on K unit.
- AIC's who are incentive level 2 or 3, and work in OCE/DMV/Physical Plant/Education/or Hair Design or Unit Orderly Positions in the Unit will be considered for a housing unit move to sections C and D on K unit.



...Jobs, Jobs, Jobs...

Minimum Physical Plant Painter's Assistant

Job Description

Title Outside Painter Assistant

Department(s) Minimum Physical Plant

Reports to Mr. Greenman



Job summary

Under the direction of Mr. Greenman (Painter) you will perform a wide variety of tasks and duties including structural painting, sheetrock repair, prep work before painting, general maintenance and repair of painting equipment and supplies, and may assist other trades as needed.

Minimum requirements

You must be gate cleared. Must have been at Coffee Creek at least 6 months with clear conduct. Variances for less than 6 months clear conduct will not be considered. Verbal warnings, conduct orders, and housing history

will be reviewed but is not necessarily a disqualifier from consideration. Must have high school diploma or GED

Abilities required

Working in extreme temperatures-hot and cold. Working around loud equipment. Requires frequent bending, standing, walking. This position requires the use of various hand and power tools. Requires lifting up to but not limited to 50 pounds.

Disclaimer

Physical Plant staff will use this recruitment not only to fill current openings, but also for future consideration as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

APPLICATION INFORMATION	
Job code	3Physical Plant
Generic title	Painter Assistant
Point level	14 points per day
Apply to	IWP Office
Application Deadline	March 13th, 2023. Good Luck!

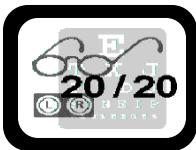
ADL WORKER WANTED

Are you looking for a new job? Are you a kind, caring, compassionate person? Are you looking for a way to help others and give back? Are you respectful and responsible? CCCF is currently accepting applications for ADL Worker positions. Activities of Daily Living (ADL's) are day to day activities like walking or pushing a wheelchair, bathing, dressing, feeding, and toileting that some inmates may not be able to do on their own; they require assistance.

To be considered for these positions you must be housed in the Medium facility, have 6 months of clear conduct and no program failures in the last 6 months. You must also have at least one year remaining on your sentence and be physically able to lift with no medical restrictions. We are looking for individuals who communicate well with others, are patient, and respect the need for confidentiality. If you are interested in an ADL Worker position, pick up and complete an AIC Work Application on your unit. Address your completed application to Health Services Nurse Manager and submit by placing in Health Services kytic box on your unit. Applications received will be screened by Work Programs (IWP). Applicants who meet the minimum qualifications may be scheduled and called out for an interview.

Thank for your interest.

EYEGLASS PROGRAM



NOW RECRUITING!



Eyeglass will be accepting applications for the optical program beginning March 1, 2023. This is a 14-month work based education program that awards 6 PRAS points per day, progressing to 14 points by program end. The first half of each day will be spent studying curriculum about Opticianry and the other portion of the day will be spent recycling eyeglasses for the Lions Clubs International sight missions. There are several requirements that you must meet for acceptance into the program.

REQUIREMENTS:

- Willing and able to pay \$100.00 towards your Certified Paraoptometric (CPO) and/or \$75.00 toward Certified Opticianry (ABO) Examination **by March 2024**
- Commitment to work Monday-Thursday 7:00am - 3:45pm Friday homework in the unit, as well as the occasional evening and weekend
- High School Diploma or GED
- CASAS test math score of 226 and reading score of 239
- Minimum 6 months at Coffee Creek Correctional Facility prior to applying
- Housed in minimum facility general population
- Release date after **June 2024** to allow time to complete the program
- Self-motivation to work hard, study in class and independently on your unit, and pass frequent quizzes

Upon completion of the program, subject to passing the CPO/ABO examination, you will receive certification from the American Board of Opticianry as a Certified Optician and/or American Optometric Association as a Certified Paraoptometric . If you are interested in pursuing a career in the optical profession please submit a DOC job application, and a KYTE explaining why you would like to be considered for the optical program, **by March 25, 2023**. Please place your completed KYTE and application in the Education KYTE box.

Thank you,

A. Mooney

School of Paraoptometrics Coordinator

.....Previously Run but Still Relevant.....



Where Have Those Been Today!!!!

Where have your hands been today? Who else has touched that area? Do you wash your hands enough? Often people do not wash their hands enough. If you want to avoid getting sick or spreading germs to others, please take 15 seconds to wash your hands with soap and water. Try singing Happy Birthday to yourself once while you are doing that.

Wash Your Hands Before:

- Before, during, and after preparing foods.
- Before eating.
- Before being around someone who is sick.
- Before treating a cut or wound.

Wash Your Hands After:

- After preparing foods.
- After using the toilet.
- After being around someone who is sick.
- After blowing your nose, coughing, or sneezing
- After touching an animal or animal waste.
- After treating a cut or wound.

A good rule of thumb is if you are not sure when the surface you are touching was last cleaned, it is a good time to wash your hands.

As you go through the day, please remember to wash your hands frequently to avoid getting sick or spreading germs.

Visiting Services is Not CRU

When submitting a visiting application, do not send it to CRU. Please send visiting applications to:

Visiting Services Unit

3725 Fairview Industrial Drive SE, Suite 200

Salem, OR 97302

Just for fun!!!

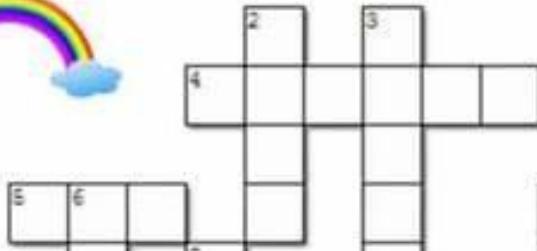


St. Patrick's Day, feast day (March 17) of St. Patrick, patron saint of Ireland. Born in Roman Britain in the late 4th century, he was kidnapped at the age of 16 and taken to Ireland as a slave. He escaped but returned about 432 CE to convert the Irish to Christianity. By the time of his death on March 17, 461, he had established monasteries, churches, and schools. Many legends grew up around him—for example, that he drove the snakes out of Ireland and used the shamrock to explain the Trinity. Ireland came to celebrate his day with religious services and feasts.

It was emigrants, particularly to the United States, who transformed St. Patrick's Day into a largely secular holiday of revelry and celebration of things Irish. Cities with large numbers of Irish immigrants, who often wielded political power, staged the most extensive celebrations, which included elaborate parades. Boston held its first St. Patrick's Day parade in 1737, followed by New York City in 1762. Since 1962 Chicago has colored its river green to mark the holiday. (Although blue was the color traditionally associated with St. Patrick, green is now commonly connected with the day.) Irish and non-Irish alike commonly participate in the “wearing of the green”—sporting an item of green clothing or a shamrock, the Irish national plant, in the lapel. Corned beef and cabbage are associated with the holiday, and even beverages are sometimes dyed green to celebrate the day. Although some of these practices eventually were adopted by the Irish themselves, they did so largely for the benefit of tourists.

[The Editors of Encyclopaedia Britannica](#)

ST. PATRICK'S DAY CROSSWORD PUZZLE



12



10



Across

4. capital of Ireland
5. a type of Irish dance
7. if you do not wear green on March 17 this will happen
9. the day St. Patrick's Day falls on
11. the national emblem of Ireland
12. yellow and blue make _____
13. from Ireland

Down

1. the 3rd month of the year
2. good fortune
3. nonsense or misleading talk
6. called the Emerald Isle
7. a starchy vegetable
8. a sprite
10. 4 leaf _____

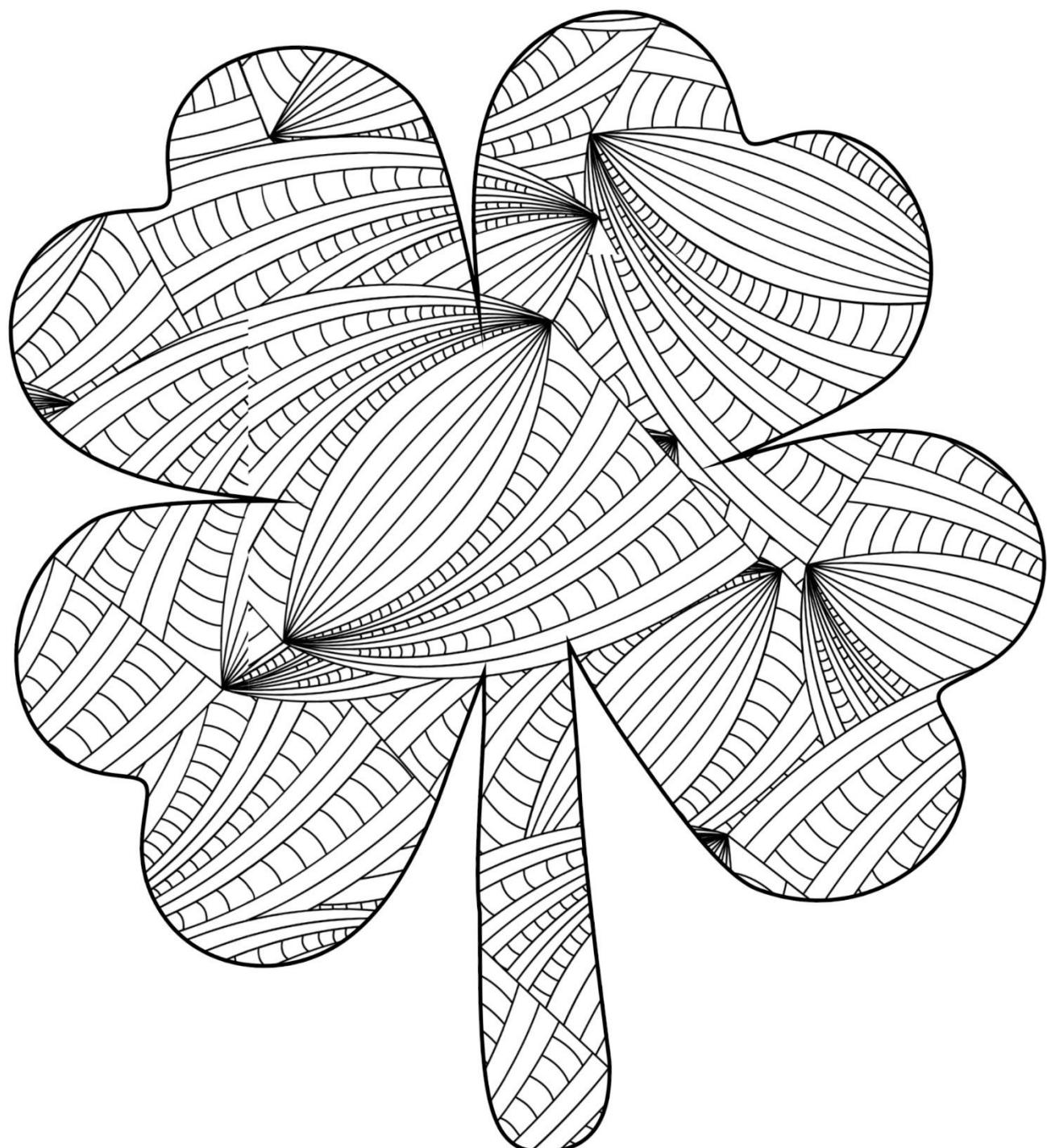
MYUNENTITLEDLIFE.COM

- **Why did St. Patrick drive the snakes out of Ireland?**

It was too expensive to fly and too long to walk.

- **Why do people wear shamrocks on St. Patrick's Day?**

Real rocks are too heavy.



LUCKY