



ADMINISTRATION

NEW RULES

From the Administrative Rules Program:

Below is the list of status changes made to DOC administrative rules since 4/3/2024.

PROPOSED RULES:

291-100 Admission, Sentence Computation, and Release

- Amends rule to clarify rules; remove references to "inmate" and gendered language; add definitions and information on legal name changes; match standard rule definitions; update information on ORS 137.370(4) to align with the statute language; update rule titles and statutory references; and for minor punctuation.
- Last day of comment period: 7/4/24 at 5:00 PM

291-079 Shared Information Systems

- Repeals rule division based on 2011 statutory changes that made the policy and procedures non-applicable to the Department of Corrections.
- Last day of comment period: 7/4/24 at 5:00 PM

TEMPORARY RULES

291-127 Visiting

- Amends rule to expand eligibility criteria for consideration for visitation; authorize the Assistant Director of Correctional Services or designee to approve visits for certain minor children with their incarcerated parents under specific conditions; make the eligibility criteria apply retroactively to all persons who have submitted or will submit a visiting application prior to, on, and after the effective date of the rule amendments; delete and add definitions of terms; and clarify the Department's policies and procedures for administrative review of decisions denying an application for visiting.
- Effective: 5/16/24 through 11/11/24

PERMANENT 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.
- Effective: 4/29/24

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.
- Effective: 5/1/24

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.
- Effective: 5/23/24

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.

- Effective: 4/29/24

291-209 Earned Discharge

- Amends rule per SB 581 (2023) to make the changes included as part of HB2172 retroactive to the August 1, 2013 date of the original HB3194 legislation.
- Effective: 5/24/24

Rulemaking comments must be provided to the DOC Rules Coordinator in writing at the address in the rulemaking notice. Communications submitted should be limited to providing comments on only one division and topic per communication. Do not include multiple divisions and topics in one communication, they will be returned. DOC notices and rules are available for review and copies in the AIC Law Library.

Proposed, temporary, and permanently adopted rules are available for review in the AIC Legal Library. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form", to R. Polk, Library Coordinator.

AICs in special housing units may access copies of proposed rules and permanently adopted rules for review by asking the housing unit officer. Personal copies may be obtained by sending form CD1762, "Legal Photocopy Request Form", to R. Polk, Library Coordinator.

Proposed rules will be copied free of charge. If you want a personal copy of a permanently adopted rule, there will be a charge for the copy.

Comments on proposed rules may be submitted by AIC communication or letter to: J. Vaughn, Rules Coordinator, DOC Rules Office.

/s/ J. Vaughn, DOC Rules Coordinator

GENERAL SERVICES



Food Theft

Food theft from Culinary is a major problem for the Institution. It impacts our ability to ensure adequate portions of the published menu are available, jeopardizes the health of individuals taking perishable food that is not being properly stored or cooked. It also has a significant effect on our ability to work within our food service budget.

This notice constitutes a direct order that you are not to take any food items from the Kitchen other than uncut fruit in the quantity served (per your AIC Handbook). The following plan was designed to address this issue in a reasonable, consistent way.

1. If an AIC is caught stealing, or attempting to steal food, the food will be confiscated and disposed of accordingly. If the value of the food is less than \$20, the AIC will be issued a minor misconduct report. The minor misconduct report will be for Disobedience of an Order III and will include the cost of all food items that must be disposed of due to the theft/attempted theft or misuse. If the value of the food is \$20 or more, the AIC will receive a major misconduct for Contraband II, and will also be charged for the cost of food that must be disposed of.
2. If the AIC stealing the food is assigned to the Kitchen or Dining Room, they will receive a program failure along with the Misconduct Report.
3. This process will be used for foodstuff found outside the Culinary Section (for example cell searches, etc.) if the items can reasonably be determined to have been taken from the Food Services.

Note: This does not prevent a staff member from issuing a misconduct report for a higher level charge (Contraband II) in the event the AIC has received a recent minor misconduct previously for the same conduct.

/s/ C. Wagner, Asst. Supt. General Services

HEALTH SERVICES



Comfort Care Items

Per Policy P-B-01.1, Medical will not be signing any package authorizations for shoes. This goes along with mattresses, blankets, and extra pillows. If you feel that you need these items, you should be directed to the appropriate channels for assistance, such as Canteen, Canteen Committee, Clothing Room Officer, Housing Unit Officer, and/or Work Supervisor.

Canteen has a great list of shoes to purchase, and if there is something more you need, please take it up with the Canteen Committee. In rare circumstances, prescription shoes may be medically necessary if the following criteria are met:

1. Significant foot deformity.
2. Previous amputation of the foot or part of the foot.
3. History of pre-ulcerative callouses.

4. Poor circulation--absence of doppler pedal pulses.
5. Peripheral neuropathy with evidence of pre-ulcerative callous formation.

/s/ K. Ross, Health Services 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



New Chapel Program

Starting on Friday, June 14, 2024, from 6:00 pm to 8:00 pm, we will be offering a new chapel group--Anger and the Bible. It will take place on the second and fourth Fridays. This group will touch on anger management skills and strategies, and biblical application. This will be led by Rick Livingston.

A little about Rick: Rick Livingston has been a practicing Marriage and Family (and personal) Therapist for the past 34 years. He has a passion for Jesus Christ and what He has done in his life since he was born again. He is a certified member of the International Association of Biblical Counselors (IABC) and an ordained minister of the gospel. He and his wife Patty have been married for 50+ years and have raised their eight children.

All points of view are welcome in a respectful environment. If interested, send an AIC communication to the Chapel and we will place you on a call out.

/s/ D. Stahlnecker, Chaplain

A Point to Ponder

"Success is not final, failure is not fatal: it is the courage to continue that counts."

~ Winston Churchill

Weekly Chapel Schedule

Saturday, May 25

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

Sunday, May 26

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

Monday, May 27

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

Tuesday, May 28

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

Wednesday, May 29

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

Thursday, May 30

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

Friday, May 31

1:00 pm Nation of Islam
Sunni Jumma Prayer



OCE Open Position Announcement – Statewide

TRCI Production CAD Operator

OCE Program Location – *TRCI Woodshop*



- The OCE TRCI Woodshop is recruiting for a Production CADD Operator. Applicants must pay attention to detail and adhere to a high quality standard in a fast-paced environment while meeting deadlines. Workers must be motivated and able to maintain a professional attitude at all times. Position awards PRAS points, with the opportunity to earn a Team Goal Award. This position has opportunities for reviews, promotions and advancement. The schedule will require you to work 5 days per week which may include weekends.

Duties include:

- Develop and design products to support the OCE Woodshop production and fabrication
- Generate modular 3D computer models, complete with dimensions, bills of materials, cut lists, details of the design process, and realistic renderings

Skills that enhance the experience of successful applicants (not required):

- Experience with Microsoft products; Word and Excel
- Drafting or solid modeling experience using the following software AutoCAD and Autodesk Inventor
- Knowledge in or be able to learn:
 - Practical application of engineering science, design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models
 - Machines and tools, including their designs uses, repair, and maintenance
 - Raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods
 - Arithmetic, algebra, geometry, calculus, statistics, and their applications
- Personal experience – previous successful work in an OCE shop; a humble and inquisitive work mindset with a willingness to learn

Applicants must meet the following qualifications:

- Have a valid social security number or equivalent
- Have at least six (6) months' time incarcerated with clear conduct and no program failures in the past six (6) months
- Not involved in conflicting programs or activities during the assigned shift
- Be willing to sign a twelve (12) month retention agreement
- Current OCE workers must have fulfilled at least one (1) year in current position to be eligible to apply
- Incentive level 2 or 3
- A release date after July, 2026 on current sentence

Essential functions include ability to:

- Remain seated at a monitor and operate a computer for extended periods of time throughout the work day
- Communicate respectfully with staff and AICs
- Work in an office setting subject to potential interruptions and background noises
- Receive training and quality-control advice and corrections from other AICs and staff
- Balance multiple time-sensitive projects with deadlines at the same time
- Stay on task while working in a team setting and independently, depending on the project
- Maintain safety controls and equipment including wearing correct Personal Protection Equipment (PPE)
- Must be a self-starter with limited direction from supervisor

If you are interested in becoming highly marketable upon release, utilizing modern production machinery, and making a difference within OCE, DOC, and the community, this position may be what you've been looking for. All applicants will need to pass a DOC/OCE security screening and OCE interview before being considered for the position.

Application submission process:

If you are interested in applying, please complete an OCE AIC Work Application referencing TRCI Woodshop Cad as the position. Submit paperwork **by May 31, 2024** to **OCE-TRCI Wood Shop – D. Wilson 82911 Beach Access Rd, Umatilla, OR 97882**

NOTE: Any transfer is subject to safety protocols and may delay the process.





Mainline

Week at a Glance

	Monday 5/27/2024	Tuesday 5/28/2024	Wednesday 5/29/2024	Thursday 5/30/2024	Friday 5/31/2024	Saturday 6/1/2024	Sunday 6/1/2024
	BREAKFAST						
Week 5	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Fried Egg (Sta,Chl) - 1.00 EA Hard Boiled Egg (Sta,Chl) - 1.00 EA Pancakes (Sod,Chl) - 3.00 EA Maple Syrup - 2.00 FLOZ Margarine (Sta) - 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 (Sta,Chl) - 1.00 EA Sliced Cheese (Sta,Chl) - 1.00 EA SLC English Muffin (Sta,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 (Sta) - 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 (Sta) - 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,Sta) - 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 (Sta,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 (Sta) - 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 (Sta,Chl) - 1.00 EA Breakfast Pastry (Sta,Chl) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
	LUNCH						
Week 5	MEMORIAL DAY Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Patty-2.00 EA Cheese-1.00 SL Wheat Hamburger Bun- 1.00 Onions, Pickles, Ketchup - 2.00 TBS EA Mustard, Mayonnaise - 1.00 TBS EA Hot Vegetable - 0.75 CP Potato Salad - 0.75 CP Berry Shortcake - 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 (Sta,Chl) - 2.00 TBS Salad Dressing (Sta,Sod) - 2.00 FLOZ Carrots - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 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,Sta) - 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,Sta) - 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,Sta) - 0.50 CP Refried Beans - 0.50 CP Cheese Sauce (Sta) - 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,Sta) - 3.00 OZCKD Scalloped Potatoes (Sod) - 0.75 CP Broccoli - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 1.00 TBS Ice Cream Cup - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ
	DINNER						
Week 5	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Spicy Rice Casserole (Sod,Chl,Sta) - 1.25 CP Green Beans - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sta) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Sloppy Joe (Sod,Chl,Sta) - 0.75 CP Wheat Burger Bun (Sta,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,Sta) - 1.00 SV Seasoned Beans - 0.75 CP Cornbread (Sod,Chl) - 1.00 EA Margarine (Sta) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Pizza (choice) (Sod,Chl,Sta) - 1.00 EA Blended Vegetables - 0.75 CP Choice Dessert (Sta,Chl) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Loco Moco Patty (Chl,Sta) - 1.00 EA Beef Gravy - 2.00 FLOZ White Rice - 0.75 CP Peas & Carrots - 0.75 CP Fruit Crisp (Sta) - 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 (Sta) - 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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