

# Powder River

July 26, 2024



## Electrolytes

All the information you need in regards to the free juice on unit

See page 4

## Electronic Health Records Update

New information regarding health care HER's

See page 5








## 2024 Family Day

See all about this year's Family Day!

See page 7

## AIC NEWSLETTER



Saturday July 27	Sunday July 28	Monday July 29	Tuesday July 30	Wednesday July 31	Thursday August 1	Friday August 2
						
H: 86 F L: 50 F	H: 90 F L: 51 F	H: 93 F L: 54 F	H: 92 F L: 54 F	H: 96 F L: 57 F	H: 99 F L: 59 F	H: 101 F L: 59 F
Partly Cloudy	Sunny	Sunny	Sunny	Sunny	Sunny	Mostly Sunny

**Due to the situation with the wildfires and unavailability of staff to properly run the event; the Native American Pow-Wow will be tentatively rescheduled for Friday, September 13, 2024. We apologize for any inconvenience.**



## **AA Group**

**Tuesdays from 6:00 pm to 7:00 pm**

AA Group has resumed and will be held every Tuesday. Group will be held in the Eagle Cap Room in MPB from 6:00 - 7:00pm. Please send a communication to Ms. Geddes to be added to the Call Out.

## **Al-Anon**

**Thursdays from 5:30 pm to 6:30 pm**

Al-Anon Group is held every Thursday night in the Eagle Cap Room in MPB from 5:30 – 6:30pm. Please send a communication to Ms. Geddes to be added to the Call Out.



## **Stretches to do every day:**

### **4. Butterfly/Seated saddle**

This stretch focuses on the hips, hamstrings, calves, and lower back.

- Sit on the floor and bring the soles of your feet to touch.
  - Press the edges of your feet into the ground.
- Lengthen out of the lower back and pull the legs towards you as far as you can without collapsing the back.
  - Fold forward with a flat back and use the elbows to help press the knees towards the floor.



# OREGON DEPARTMENT OF CORRECTIONS



## COVID-19 Vaccine and Booster Dose Update – March 2024

The COVID-19 virus is still present in our institutions and communities, and vaccines continue to be the safest and most effective way to protect from COVID-19 infection. The Centers for Disease Control and Prevention (CDC) has authorized another vaccine booster series for COVID-19. Health Services will be approaching all individuals to inquire if vaccination is desired. If you do not wish to be vaccinated, or receive boosters, you can opt-out.

COVID-19 Booster Vaccines will be offered to those patients that are 65 years of age and older, as well as to patients who may be immunocompromised. These patients should receive two doses of Spikevax (Moderna) 23-24 vaccine to be up to date in vaccines. If you are under 65 years of age, are not immunocompromised, and have already received your COVID-19 Spikevax (Moderna) 23-24 vaccine – you are up to date on your vaccines and do not need another. If you have not received your COVID-19 Spikevax (Moderna) 23-24 vaccine, and you want it, please send a kyte to medical to receive it.

If you have questions, contact your health care provider.

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## Electrolytes

Food Services has started to provide electrolyte water in most institutions on hot days.

Adequate hydration is essential for overall health. Water is necessary for virtually all body functions. Both electrolyte and regular water count towards your daily fluid needs, as do other beverages such as coffee, tea, fruit juices, and milk.

It's a common misperception that electrolyte water is better than plain water for hydration. In reality, it depends on the circumstances.

More specifically, electrolyte water may be beneficial if you're at risk for quick losses of minerals. You may want to consider an electrolyte-enhanced drink if:

- You're exercising for more than one hour.
- You sweat heavily during exercise.
- You're sick with vomiting or diarrhea.
- You will be exposed to heat for long periods of time.

One or two electrolyte drinks should be enough for most people to reach a safe and healthy balance after you lose electrolytes from sweat. Outside of sports, hot weather, and illness, plain water works just fine to meet your day-to-day hydration needs.

People with certain medical conditions should limit or avoid electrolyte drinks. The ODOC Dietitian recommends only one serving of electrolyte water daily for most AICs with the following conditions. Talk to your medical provider if you have questions.

**Diabetes** – people with diabetes need to limit how much sugar they have daily, and sports drinks usually contain sugar. The electrolyte water supplied by ODOC contains 9 grams of total carbohydrate per 16 fl. oz. serving.

**Heart Disease or High Blood Pressure** – people with these conditions often need to limit how much sodium they have daily, and sports drinks contain salt. The electrolyte water supplied by ODOC contains 256 mg of sodium per 16 fl. oz. serving.

**Kidney Disease** – people with kidney disease often need to limit how much sodium and potassium they have daily, and sports drinks usually contain both. The electrolyte water supplied by ODOC contains 63 mg of potassium per 16 fl. oz. serving.

FYI: The electrolyte water supplied by ODOC contains 33 calories per 16 fl. oz. serving.

One more thing to consider before having a sports drink: you also get electrolytes from the foods you eat. Electrolytes are found mainly in fruits and vegetables. If you're eating plenty of fruits and vegetables, you're going to meet your basic electrolyte needs unless you do something extra (like exercise) and need to restore what you have lost.

Sports drinks can be an effective way to replenish lost electrolytes after a tough workout or sweating during a very hot day. But these drinks aren't meant to be an all-day beverage.

*Elena Guevara RD, LD*

*7/12/2024*

TO: All Adults in custody

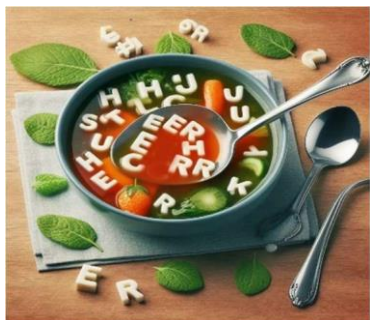
FROM: Health Services

DATE: August 1, 2024

RE: Electronic Health Records Update

Health Services is excited to share that work on the Electronic Health Records (EHR) project continues to make great progress. The EHR Project Team has been working with the EHR software company using a process called configuration. Configuration is important because it makes sure that all important information, forms, and processes will be used when DOC transitions to the new EHR system. Health Services will continue to provide updates to you about the EHR project and important milestones as





TO: ALL ADULTS IN CUSTODY

FROM: HEALTH SERVICES

RE: EHR PROJECT

When you visit your health services providers, sometimes they use short words and or a couple of letters that you may see or hear but don't know what they mean. They use these shortcuts to help them work faster and communicate better.

As the Health Services Division gets closer to using the new Electronic Health Records (EHR) system, we want to review the meaning of some medical abbreviations.

**Here are some common medical abbreviations:**

ABBREVIATION	MEANING	INFORMATION
BP	Blood Pressure	The force of your blood pushing against the walls of your arteries.
HR	Heart Rate	The number of times your heart beats in one minute.
SpO2	Blood Oxygen Saturation	A measurement of how much oxygen your blood is carrying.
NPO	Nothing by mouth	Instructions given to not eat or drink the evening before a blood draw.
A1c	Hemoglobin A1c	A blood test that measures average blood sugar levels over a 3-month period.

**Here are some abbreviations sometimes used in EHRs:**

ABBREVIATION	MEANING	INFORMATION
HIE	Health Information Exchange	HIEs help to facilitate the exchange of data between EHRs
EMAR	Electronic Medication Administration Record	Part of the EHR where we record the medication you are given.
CDS	Clinical Decision Support	Built into the EHR, this tool assists your healthcare provider in making informed decisions about your health.
CPOE	Computerized Provider Order Entry	A provider uses this in the EHR to electronically order treatment services (such as medication or labs) instead of writing the orders on paper.

Knowing some of these abbreviations can help you feel more confident during healthcare visits and stay involved in your own health.

***Remember***, you can always ask your health provider questions about terms and abbreviations you don't understand!

**TO:** All Adults in Custody

**FROM:** Oregon Department of Corrections (ODOC) Health Services

**DATE:** July 1, 2024

**RE:** Electronic Health Records (EHR)

## Health Information Exchanges (HIEs): Connecting the Dots in Healthcare

Health information exchanges (HIEs) are important because they help healthcare providers, both inside and outside of our institutions, securely share important information about your health if you should need medical care.

### What is a Health Information Exchange (HIE)?

A Health Information Exchange (HIE) is like a digital bridge that connects different healthcare providers and systems.

### How Do HIEs Work?

**Sharing Data:** When you have a healthcare visit, your medical info is put into an electronic file. This file lives in your electronic health record (EHR) which keeps track of everything, from your allergies to your latest checkup.

1. **Secure Access:** Only authorized healthcare providers can access this information; and your health history is safely stored.
2. **Benefits:** HIEs help your healthcare providers avoid mistakes, like giving you a medicine you're allergic to. They also save time—no more faxing or calling for records!

### Why Are HIEs Important?

1. **Quality Boost:** HIEs improve healthcare quality. Your healthcare providers see your full story, not just a chapter.
2. **Efficiency:** Less paperwork means more time for patient care.
3. **Other Benefit:** HIEs help to share your health info with the right people, like providers outside of the institution when you are released.

Remember, HIEs can create a “big picture” of your health that your healthcare providers use to provide excellent healthcare to you!





**2024**  
NINTH ANNUAL

# Family Event

**At Powder River  
Correctional Facility**

\$10 per person

Pre-registration required by  
**8/04/24**. No charge for chil-  
dren 2 years old and under.

- ◉ Snow Cones
- ◉ Face Painting
- ◉ Bounce House
- ◉ Games & More
- ◉ Free 4x6 photo

## Menu:

**BBQ Hot Dogs  
& Hamburgers  
Baked Beans,  
Potato Salad,  
Chips, and  
Dessert**

Saturday, **August 17**

**11:15 a.m. to 3:15 p.m.**

- ⊗ There will be no visiting on Saturday, only Sunday, August 18. Visiting scheduling for Sunday will follow the regular process through **ICS Corrections website**.
  - ⊗ Registration does not guarantee approval; Adults in Custody will be notified one way or another.
  - ⊗ Media release and food release forms will be filled out by visitors at the front gate. Visitors will not be allowed to enter the facility without proper ID and filled out forms. Bring children's proper ID or birth certificate.
  - ⊗ Iced coffee drinks and Italian soda will be available for purchased with regular tickets (no special tickets needed)
- Please make sure to buy tickets before the event for you and your family.**
- ⊗ Please submit completed Family Event order form with the names of your guests, their relationship to you and age, for those 17 and under, along with attached CD-28 to Ms. Bronnenberg.
  - ⊗ Maximum of 5 guests per Adult in Custody. If there is an exception needed, please contact ISM Clark.
  - ⊗ All guests must be approved on your Approved Visitors' List.



# NOTICE:

The weekend of Family Day August  
17<sup>th</sup>, and 18<sup>th</sup> 2024-

There will be **NO** visiting on Saturday  
August 17<sup>th</sup>, 2024.

There will be visiting on Sunday August  
18<sup>th</sup>, 2024 – Friends and family will  
have to sign up through IC Solutions.

TO: All Adults in Custody

FROM: Oregon Department of Corrections (ODOC) Health Services

DATE: May 1, 2024

RE: Electronic Health Records (EHR)

### **Blue Charts, Green Charts and Scanning: What is happening?**

New processes are in place for scanning patient paper healthcare records for ODOC Health Services' upcoming Electronic Health Records (EHR) system. It is important to understand what the new processes mean for your private health information.

**Blue Charts:** Your paper health information is currently being stored in a blue medical chart. Those paper records will be scanned and turned into electronic files for use in the EHR. It is important to know that some people's blue chart will not be scanned if they are scheduled to release before the EHR is turned on.

**Green Charts:** Once your blue medical chart is scanned, a green medical chart will be created. All new health information will be put in your green medical chart.

The green chart always stays with the scanned blue chart, but any new documents will only be added to the green chart.

A few weeks before an Institution's EHR is turned on, our scanning partners will return and scan all documents contained in green charts.

These processes will help make sure your paper health records become part of your electronic health record (EHR).

**Scanning Process:** Our scanning partners have lots of experience—over 55 years! They scan thousands of pages every day. When your paper health records are scanned, the electronic files are stored, protected, and backed-up on hard drives.

**Privacy Matters:** Your health information belongs to you, and your privacy is important. Throughout the EHR project, patient confidentiality and privacy remain our top priority. Health Services wants to make sure you fully understand that your information is kept safe and only authorized people in health services can see those records.



## **Help Keep the Restrooms Clean**

*Help to make sure the restroom facilities are in working order by not flushing anything other than the toilet paper approved by DOC.*

*Items such as rags, clothing, wipes purchased on canteen, wipes used for sanitizing surfaces, garbage, wrappers, or anything other than DOC issued toilet paper are NOT to be flushed down the toilet or urinal.*

*Items including but not limited to those listed above, are not to be placed in any shower or sink drains.*

## 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 and be at PRCF for at least 60 days.
- e. To become an active member of the Do-Good Club an AIC must notify the club via a communication request to Ms. Bronnenberg. 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 profit from our **Pizza Hut Feed** in May was **\$366.80** *after* costs for the feed itself.

Proceeds from this and other fundraisers are used for things like Video Game Controllers and Games in the MPB, Popcorn for Incentive Movies, Suicide Walk and Family Day contributions, and a soda and candy included in a holiday gift bag at the end of the year for all of the AICs. 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.

# Do Good Club Meeting Minutes

## From Thursday, June 27, 2024

### Executive Council:

- **President:** Moncada, Orlando (present)
- **Vice President:** Tedford, Dallas (present)
- **Secretary:** Francisco, Pablo (present)
- **Treasurer:** Stefun, Edward (present)
- **Sergeant of Arms:** Norris, Tyler (present)

### Club Members:

- Jimenez, Jose (present)
- Latmeuang, Kevin (present)
- Vargas, Adan (present)
- Will, Brandon (absent, mentor callout)
- Williams, Stephen (present)
- 2 Openings

### Prospects:

- Preuss, Damon = waitlist
- Ekblad, Eric = Voted In
- Page, Vencen = Voted In

### Agenda

1. Present Prospects to the Club. Currently One (1) opening. A chance for prospects to speak
  - a. Each prospect was given the time to speak. Prospects were then dismissed, and the voting commenced.
2. Video game controllers, chargers, and game have been purchased. Williams will make a couple signs for AIC's to inspect machines, as they will not be replaced. Old ones have been hot trashed.
3. Backyard BBQ Feed. Example of Order Form.
  - a. Discuss Ala Carte options, submit Club food requests to Mr. Hite & Ms. Bronnenberg in order to set the actual pricing and club profit. Any option can be ordered, as long as it's paid for. Voted to have sweet relish as a side for \$1.00 ea at 4 oz. cup. Will be held on August 2<sup>nd</sup> in the yard. No tables or chairs.
  - b. Feed postings due on the units Friday, June 28<sup>th</sup> in order to inform the community at least 1 week before the order forms are released after the PRAS Pay Day on the 4<sup>th</sup> of July. Sunday July 7<sup>th</sup>, by midnight, will be last day to turn in order forms.
  - c. In lieu of this, the feed could be moved back 1 month, until after the next Pay Day on 8/8. Voted against, and feed will stay on August 2<sup>nd</sup>. Family Day BBQ is Saturday, August 17<sup>th</sup>.
4. AIC Movies Follow-up:
  - a. Kenneth Fisher in 2W now playing AIC Movies. Chance to invite Mr. Fisher to speak to the Club on an approved proposal of his, through Lt. Osbourne & CO Wilmarth, for an audio/visual clerk position. Everyone is in favor of this.
  - b. Need popcorn and oil to make popcorn – Mr. Hite advised club that he has the popcorn and oil.
5. Consider yearly donation to the community – voted and approved \$1,000 to Compassion Center.
6. Tournament request for AIC vs AIC and AIC vs Staff games. Approved, ready to schedule games. Consider Activity Ticket awarded to winners. Williams will submit proposal to shut down half the yard. Volleyball and cornhole. SnoCones will be available and winners will get a certificate and photo.
7. Suicide Awareness: September 10<sup>th</sup> is the walk.

**Next Meeting – Thursday, July 25<sup>th</sup> – 12:30**



# 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: C. Leitz**

**Unit 2W: S. Hamilton**

**Unit 1E: H. Morales**

**Unit 2E: C. McGough**

**Unit 3: J. Gross**

## **Professional & Security Council Members**

**Officer Brinton**

**Ms. Hoopes**

**Mr. Folden**

**Mr. Hite**

# PRCF AIC Council

**Date:** June 27, 2024

**Staff:** Officer Brinton, Mr. Fulton, Ms. Hoopes, Ms. Geddes, Ms. Cockram, ISM Clark, Superintendent McClay

## **AIC Council Members:**

**H. Morales** Unit 1E  
**S. Hamilton** Unit 2W  
**C. McGough** Unit 2E  
**C. Parker** Unit 3  
**A. Martinez** Unit 3



## **Agenda:**

- 1. Approval of Minutes**
- 2. Old Business**
- 3. Submitted Proposals (Updates)**
- 4. New Proposals**
- 5. AIC Council Group Meetings (Needs, Suggestions, Concerns)**
- 6. Next Meeting July 25, 2024**
- 7. Round Table**

### **1) Approval of Minutes:**

- Previous Minutes Approved

### **2) Old Business:**

- No old business to discuss

### **3) Submitted Proposal Updates:**

- Reworking of Unit 1W bunks is currently on hold because of facility changes to bunk placements and removal of top bunks. This will be addressed at a later time once placement of bunks is finalized.
- Track Signage indicating directional flow has been deemed unnecessary. AIC's need to be mindful of others using the track and are encouraged to alternate run/walk directions on their own accord.
- Phone Activation Times: It has been approved to adjust the time which phones are activated to 7:00am, and the process has been started to make this change. Watch for the official notice in the weekly newsletter and on the announcement boards.

### **4) Newly Submitted Proposals:**

- AIC McDaniel submitting proposal for inter-unit fitness competition including but not limited to a timed running event, burpees, pull-up, push-up, etc. Additional discussion needs to be had concerning repetition limits and when this is to be held, but otherwise is approved pending these conversations.
- AIC McGough submitting proposal for those wishing to partake in Yoga exercises on the yard to be able to do so without shoes. Current rules stipulate that shoes must be worn at all times unless 'sunbathing'. Proposal is asking for an exception to be made to include stretching exercises as well. Current decision is pending, waiting for final discussion with Security Management Team.

### **5) AIC Council Group Meetings:**

- No issues with Saturday meetings. Time is being utilized appropriately and will continue as is.

## **6) Next Meeting**

- Thursday, July 25, 2024

## **7) Round Table**

- We were joined by the State of Washington's Dept. of Corrections representatives as they are looking to implement the Contact Officer Program and AIC Council into some of their facilities. A short Q&A session took place in which PRCF AIC's were asked about their experiences. Speak with your AIC Council Unit Representative for more information.
- Soccer Nets/Goals – The purchase of new soccer nets & goals has been discussed with the Recreation Lieutenant. Mr. Fulton also informed us that there are possible parts for such located in the Bus Barn. Council will put together an official proposal taking this information into consideration.
- Tablets in Unit 3 Bunks: Currently, tablets are not allowing in Unit 3 bunk areas due to AIC's improperly storing them when not in use. AIC Parker has written a proposal specific to NDN including time restrictions and new checkout procedure. It is recommended also write an AIC Council proposal to submit to EMT for further discussion.
- With the new release procedure in place beginning July 1, 2024 for AIP participants, it has been brought to our attention that programming units Council representatives need to be brought into AIC Council at an earlier date than they are currently. Discussion will take place with NDN staff to address this need and come up with new selection criteria.
- Unit 2E is in need of a new AIC Council representative as AIC McGough leaves in August. If interested, sent Officer Brinton a Kyte with the following information:
  - o Time left before Programs/Release
  - o Any previous experience in structured meetings/proposal writings
  - o Why you want to be a part of the AIC Council and why you would be a good fitFor more information regarding duties and responsibilities, talk with AIC McGough.

**Meeting Adjourned: 1:55pm**



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.**

# IWP Position

## **NEW HOPE – POWDER PALS PROGRAM**

### **Interested AICs are welcome to apply**

New Hope for Eastern Oregon Animals (New Hope – Powder Pals) partnered with the Powder River Correctional Facility, Oregon Department of Corrections, since early 2011. A key focus of this work has been the ability to provide meaningful work for inmates in training homeless dogs. More specifically, the program assists homeless dogs lacking obedience skills and behavioral issues that limit the animal's ability to be re-homed successfully. New Hope for Eastern Oregon Animals is a Private Non-Profit whose purpose is to improve the lives of animals through kindness, understanding and respect. Their purpose is to rescue and rehabilitate animals in Eastern Oregon, increase awareness of animal well-being through education, and encourage a caring and safe environment for animals.

Work duties will include are but not limited to the following:

- Always follow the training program. Failure to follow the program will result in immediate removal from the program and may result in disciplinary action.
- Conduct or assist with scheduled training sessions.
- Conduct or assist with socialization of the animals.
- Follow the schedule of activities for the animals.
- Exercise animals daily.
- Keep a daily log of the animal's progress in the program.
- Feeding and watering following recommended daily amounts.
- Remove solid waste from kennel areas (inside and outside), and any other area as needed using approved Personal Protective Equipment (PPE).
- Clean kennel area (inside and outside) using appropriate chemicals and PPE.
- Must be willing to work in a variety of weather conditions.



Qualifications for opportunity to apply:

1. In compliance with DOC Case Plan
2. No major misconduct reports within the last 6 months
3. Minimum of 6-8 months remaining on sentence
4. No history of animal neglect or abuse
5. Willingness to work as a team, open to new training ideas, willingness to make a difference to an animal
6. Be motivated for change and have a good attitude
7. Must be able to lift 50 lbs.

**IF YOU ARE INTERESTED, PLEASE SEND *\*AN APPLICATION FORM\** TO MS. PIMENTEL**



# JULY 2024

SUN	MON	TUE	WED	THU	FRI	SAT
30	1 Turn in CD-28s for tickets by 9pm	2	3	4 Independence Day Admin Closed 	5 Coffee, Photo & Activity Tickets Delivery	6
7	8 Turn in CD-28s for tickets by 9pm  Deadline for Pastry orders	9	10	11	12 Coffee, Photo & Activity Tickets Delivery	13
14	15 Turn in CD-28s for tickets by 9pm	16	17 Coffee, Photo & Activity Tickets Delivery	18 A&O Class	19 Pastry Delivery Date 	20
21	22 Turn in CD-28s for tickets by 9pm	23	24	25 Coffee, Photo & Activity Tickets Delivery	26	27
28	29 Turn in CD-28s for tickets by 9pm	30	31	1 A&O Class	2 Coffee, Photo & Activity Tickets Delivery	3

Backyard  
BBQ Feed


Monday 4/15,5/20,6/24,7/29,9/2		Tuesday 4/16,5/21,6/25,7/30,9/3		Wednesday 4/17,5/22,6/26,7/31,9/4		Thursday 4/18,5/23,6/27,8/1,9/5		Friday 4/19,5/24,6/28,8/2,9/6		Saturday 4/20,5/25,6/29,8/3,9/7		Sunday 4/21,5/26,6/30,8/4,9/8	
<b>BREAKFAST</b>													
<b>Week 4</b>	Oatmeal - 1.00 CP	Dry Cereal - 1.00 CP	Farina - 1.00 CP	Dry Cereal - 1.00 CP	Dry Cereal - 1.00 CP	Fresh Fruit - 1.00 EA	Fresh Fruit - 1.00 EA	Oatmeal - 1.00 CP	Multigrain Hot Cereal - 1.00 CP	Fresh Fruit - 1.00 EA	Canned Fruit - 0.50 CP		
	Canned Fruit - 0.50 CP	Fresh Fruit - 1.00 EA	Canned Fruit - 0.50 CP	Fresh Fruit - 1.00 EA	Canned Fruit - 0.50 CP	Waffles (Sod) - 2.00 EA	Waffles (Sod) - 2.00 EA	Canned Fruit - 0.50 CP	Scrambled Eggs (Sta,Chl) - 0.50 CP	Yogurt (Sug) - 0.75 CP	Scrambled Eggs (Sta,Chl) - 0.33 CP		
	Fried Egg (Sta,Chl) - 1.00 EA	Scrambled Eggs (Sta,Chl) - 0.33 CP	Sausage Gravy (Chl) - 0.75 CP	Sausage Gravy (Chl) - 0.75 CP	Biscuit (Sta,Sod) - 1.00 EA	Peanut Butter (Sta) - 3.00 TBS	Peanut Butter (Sta) - 3.00 TBS	Scrambled Eggs (Sta,Chl) - 0.50 CP	Breakfast Pastry (Sta,Chl) - 1.00 EA	EA	*Pork Bacon (Sta,Sod,Chl) - 3.00 SLC		
	Sliced Cheese (Sta,Chl) - 1.00 SLC	Refried Beans - 0.50 CP	Fried Potatoes - 0.75 CP	Fried Potatoes - 0.75 CP	Skim Milk - 16.00 FLOZ	Maple Syrup - 2.00 FLOZ	Maple Syrup - 2.00 FLOZ	Shredded Cheese (Sta,Chl) - 2.00 TBS	Skim Milk - 16.00 FLOZ	Coffee - 8.00 FLOZ	Fried Potatoes - 0.75 CP		
	Bagel - 1.00 EA	Shredded Cheese (Sta,Chl) - 2.00 TBS	Salisa (Sod) - 0.25 CP	Salisa (Sod) - 0.25 CP	Coffee - 8.00 FLOZ	Skim Milk - 16.00 FLOZ	Skim Milk - 16.00 FLOZ	Wheat Toast - 2.00 SLC	Wheat Toast - 2.00 SLC	Sugar - .50 OZ	Wheat Toast - 2.00 SLC		
	Fried Potatoes - 0.75 CP	2.00 TBS	Flour Tortilla - 1.00 EA	Flour Tortilla - 1.00 EA	Sugar - .50 OZ	Coffee - 8.00 FLOZ	Coffee - 8.00 FLOZ	Margarine (Sta) - 1.00 TBS	Margarine (Sta) - 1.00 TBS		Jelly - 2.00 TBS		
	Skim Milk - 16.00 FLOZ	Skim Milk - 16.00 FLOZ	Skim Milk - 16.00 FLOZ	Skim Milk - 16.00 FLOZ				Skim Milk - 16.00 FLOZ	Skim Milk - 16.00 FLOZ		Skim Milk - 16.00 FLOZ		
	Coffee - 8.00 FLOZ	Coffee - 8.00 FLOZ	Coffee - 8.00 FLOZ	Coffee - 8.00 FLOZ				Coffee - 8.00 FLOZ	Coffee - 8.00 FLOZ		Coffee - 8.00 FLOZ		
	Sugar - .50 OZ	Sugar - .50 OZ	Sugar - .50 OZ	Sugar - .50 OZ				Sugar - .50 OZ	Sugar - .50 OZ		Sugar - .50 OZ		
<b>LUNCH</b>													
<b>Week 4</b>	Lentil Soup - 10.00 FLOZ	Coleslaw (Sod) - 0.75 CP	*Soup of the Day (Sod,Chl) - 10.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ	Minestrone Soup - 10.00 FLOZ	Minestrone Soup - 10.00 FLOZ	Taco Salad with Meat (Chl,Sta) - 1.00 SV	*Soup of the Day (Sod,Chl) - 10.00 FLOZ	Breaded Fish (Chl) - 4 OZ	Lettuce Salad - 1.00 CP		
	Chicken Salad (Chl) - 0.50 CP	*Barbeque Pork (Chl,Sta) - 0.50 CP	*Roast Beef & Cheese Sandwich on Wheat (Sod,Chl,Sta) - 1.00 EA	*Roast Beef & Cheese Sandwich on Wheat (Sod,Chl,Sta) - 1.00 EA	*Roast Beef & Cheese Sandwich on Wheat (Sod,Chl,Sta) - 1.00 EA	Chef Salad with Turkey (Chl) - 1.00 SV	Chef Salad with Turkey (Chl) - 1.00 SV	Seasoned Beans - 0.75 CP	Breaded Fish (Chl) - 4 OZ	Tartar Sauce (Sod) - 2.00 FLOZ	Salad Dressing (Sod) - 1.00 FLOZ		
	Shredded Lettuce - 0.25 CP	Wheat Hoagie Roll - 1.00 EA	Peas - 0.75 CP	Peas - 0.75 CP	Peas - 0.75 CP	Hard Boiled Egg (Sta,Chl) - 1.00 EA	Hard Boiled Egg (Sta,Chl) - 1.00 EA	Shredded Cheese (Sta,Chl) - 2.00 TBS	Tartar Sauce (Sod) - 2.00 FLOZ	Macaroni & Cheese (Sta,Sod,Chl) - 0.75 CP	Roast Turkey (Chl) - 3.00 OZCKD		
	Wheat Hoagie Roll - 1.00 EA	Peas - 0.75 CP	Seasoned Potatoes - 0.75 CP	Seasoned Potatoes - 0.75 CP	Seasoned Potatoes - 0.75 CP	Shredded Cheese (Sta,Chl) - 2.00 TBS	Shredded Cheese (Sta,Chl) - 2.00 TBS	Salisa (Sod) - 0.25 CP	Macaroni & Cheese (Sta,Sod,Chl) - 0.75 CP	Cauliflower - 0.75 CP	Poultry Graw - 2.00 FLOZ		
	Chips - 1.00 BAG	Ketchup - 1.00 TBS	Fresh Fruit - 1.00 EA	Fresh Fruit - 1.00 EA	Fresh Fruit - 1.00 EA	Salad Dressing (Sta,Sod) - 2.00 FLOZ	Salad Dressing (Sta,Sod) - 2.00 FLOZ	Spanish Rice - 0.75 CP	Salad Dressing (Sta,Sod) - 2.00 FLOZ	Fresh Fruit - 1.00 EA	Mashed Potatoes - 0.75 CP		
	Fresh Fruit - 1.00 EA	Fortified Fruit Drink - 8.00 FLOZ	Blended Vegetables - 0.75 CP	Blended Vegetables - 0.75 CP	Blended Vegetables - 0.75 CP	Peas - 0.75 CP	Peas - 0.75 CP	Tortilla Chips - 2.00 OZ	Cauliflower - 0.75 CP	Breadstick - 1.00 EA	Green Beans - 0.75 CP		
	Fortified Fruit Drink - 8.00 FLOZ	Blended Vegetables - 0.75 CP	Chips - 1.00 BAG	Chips - 1.00 BAG	Chips - 1.00 BAG	Wheat Dinner Roll - 1.00 EA	Wheat Dinner Roll - 1.00 EA	Fortified Fruit Drink - 8.00 FLOZ	Fresh Fruit - 1.00 EA	Fortified Fruit Drink - 8.00 FLOZ	Wheat Bread - 2.00 SLC		
			Fortified Fruit Drink - 8.00 FLOZ	Fortified Fruit Drink - 8.00 FLOZ	Fortified Fruit Drink - 8.00 FLOZ	Margarine (Sta) - 1.00 TBS	Margarine (Sta) - 1.00 TBS		Fortified Fruit Drink - 8.00 FLOZ		Margarine (Sta) - 1.00 TBS		
						Fresh Fruit - 1.00 EA	Fresh Fruit - 1.00 EA				Chocolate Cupcake (Chl) - 1.00 EA		
											EA		
											Fortified Fruit Drink - 8.00 FLOZ		
<b>DINNER</b>													
<b>Week 4</b>	Lettuce Salad - 1.00 CP	Lettuce Salad - 1.00 CP	Lettuce Salad - 1.00 CP	Lettuce Salad - 1.00 CP	Lettuce Salad - 1.00 CP	Lettuce Salad - 1.00 CP	Lettuce Salad - 1.00 CP	Lettuce Salad - 1.00 CP	Lettuce Salad - 1.00 CP	Lettuce Salad - 1.00 CP	Texas Slaw - 0.75 CP		
	Salad Dressing - 1.00 FLOZ	Salad Dressing - 1.00 FLOZ	Salad Dressing - 1.00 FLOZ	Salad Dressing - 1.00 FLOZ	Salad Dressing - 1.00 FLOZ	Salad Dressing - 1.00 FLOZ	Salad Dressing - 1.00 FLOZ	Salad Dressing - 1.00 FLOZ	Salad Dressing - 1.00 FLOZ	Salad Dressing - 1.00 FLOZ	Burrito Beans - 0.75 CP		
	Cajun Meat Loaf (Chl,Sta) - 1.00 EA	Chicken Tortilla Stew (Chl) - 10.00 FLOZ	Meat Sauce (Chl,Sta) - 0.75 CP	Meat Sauce (Chl,Sta) - 0.75 CP	Meat Sauce (Chl,Sta) - 0.75 CP	Spaghetti - 0.75 CP	Spaghetti - 0.75 CP	Brown Rice - 0.75 CP	Chicken Teriyaki (Chl) - 0.50 CP	Beef Patty (Chl,Sta) - 1.00 EA	Shredded Cheese (Sta,Chl) - 2.00 TBS		
	Brown Rice - 0.75 CP	Lemon Cilantro Rice - 0.75 CP	Broccoli - 0.75 CP	Broccoli - 0.75 CP	Broccoli - 0.75 CP	Blended Vegetables - 0.75 CP	Blended Vegetables - 0.75 CP	Stir-Fry Vegetables - 0.75 CP	Brown Rice - 0.75 CP	Onions & Pickles (Sod) - 0.25 CP	Spanish Rice - 0.75 CP		
	Corn - 0.75 CP	Carrots - 0.75 CP	Focaccia Bread (Sod) - 1.00 EA	Focaccia Bread (Sod) - 1.00 EA	Focaccia Bread (Sod) - 1.00 EA	Choice Dessert (Sta,Chl) - 1.00 EA	Choice Dessert (Sta,Chl) - 1.00 EA	Japanese Milk Roll - 1.00 EA	Wheat Burger Bun (Sta,Chl) - 1.00 EA	Wheat (Sod) - 0.25 CP	Salsa (Sod) - 0.25 CP		
	Wheat Bread - 2.00 SLC	Tortilla Chips - 1.00 OZ	Sour Cream (Sta,Chl) - 2.00 TBS	Sour Cream (Sta,Chl) - 2.00 TBS	Sour Cream (Sta,Chl) - 2.00 TBS	Tea - 8.00 FLOZ	Tea - 8.00 FLOZ	Fruit Bar (Sta,Sod,Chl) - 1.00 EA	Wheat Tortillas (Sta,Sod) - 2.00 EA	Wheat Tortillas (Sta,Sod) - 2.00 EA	Wheat Tortillas (Sta,Sod) - 2.00 EA		
	Margarine (Sta) - 1.00 TBS	TBS	Gelatin (Sta) - 0.50 CP	Gelatin (Sta) - 0.50 CP	Gelatin (Sta) - 0.50 CP			Blended Vegetables - 0.75 CP	Seasoned Potatoes - 0.75 CP	Seasoned Potatoes - 0.75 CP	Fresh Fruit - 1.00 EA		
	Tea - 8.00 FLOZ	Tea - 8.00 FLOZ	Tea - 8.00 FLOZ	Tea - 8.00 FLOZ	Tea - 8.00 FLOZ			Ketchup (Sod) - 2.00 TBS	Ketchup (Sod) - 2.00 TBS	Ketchup (Sod) - 2.00 TBS	Tea - 8.00 FLOZ		

## Religious Services Schedule

Type	Denomination	Faith Group	Description	Supervision	Location	RM	Day	Weeks	Time
Serv.	RCC	Christian	RCC Mass	Ft. Seward	MPD	Chapel	Thursday		1 - 2 pm
Serv.	JW	Christian	Bible Study	Larkins	MPD	Whitman	Sunday		1 - 2:30 pm
Serv.	LDS		Bible Study	Eardley	MPD	Elkborn	Friday		9:30 - 10:30 am
Serv.	Nazarene	Christian	Worship	Nelson	MPD	Chapel	Sunday		9:15 - 10:45 am
Serv.	Nazarene	Christian	Worship Team	Nelson	MPD	Chapel	Monday		8 - 10:45 am
Serv.	SDA	Christian	Bible Study	Sundean	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	Sabat Readings	Chaplain	MPD	Chapel	Thursday		8:30 - 9:30 am
Serv.	Muslim	Islam	Jumah Khatba	Chaplain	MPD	Chapel	Wednesday		9:30 - 10:30 am
Serv.	Native American	Native	Sweat 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
M17	Native American	Native	Native Parenting Class	Chaplain	MPD	Chapel	Sundays (4)	4	12 - 2 pm
Act.	Native American	Native	Native Movie/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	Celebrate Recov.	Chaplain	MPD	Eagle Cap.	Sunday	2,4	12-1:30 pm
Act.	CCBC	Christian	Bible Study	Wage	MPD	Chapel	Sunday		6 - 7:30 pm
Act.	SDA	Christian	Choir	Nickell	MPD	Chapel	Tues/Thurs.		5:30 - 7:30 pm
Act.	Mennonite	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	Sundean	MPD	Chapel	Thursday		7 - 8 pm
Act.	Yoga	Christian	Yoga & Meditation	Donalme	MPD	Whitman	Thur/Sat		6:30 - 7:30 (T) / 1 - 2 pm (S)
M17	RSS	Christian	Anger Management	Chaplain	MPD	Chapel	Monday		1:30 - 2:30 pm
M17	RSS	Christian	Art of Communication	Chaplain	MPD	Chapel	Tuesday		1:30 - 3:30 pm
M17	RSS	Christian	Grief Support	Chaplain	MPD	Chapel	Wednesday		8:30 - 9:30 am
M17	RSS	Christian	Homes of Hope	Chaplain	MPD	Chapel	Thursday		2:00 - 3:30 pm
M17	SDA		Guitar lessons	Chaplain	MPD	Chapel	Mon/Tues		5:30 - 7:30 pm

## New updated Visiting Applications- CD50 (03/2024)

Old visiting applications will not be processed and sent back, as of 7/1/24.

 <h1>Visiting Application</h1>		<b>DOC Decision</b> <input type="checkbox"/> Approved <input type="checkbox"/> Denied/Reason
<b>Adult in Custody's (AIC's) Name:</b> _____ (Last) _____ (First) _____ (M.I.) SID # _____ Institution _____		<b>Requested Action:</b> <input type="checkbox"/> Application <input type="checkbox"/> Name/Address Change <input type="checkbox"/> Removal <input type="checkbox"/> 2-Year Renewal
<b>All information is required. Incomplete applications will be returned. One application per visitor.</b>		
<b>Visiting Applicant's Name (please print):</b> _____ (Last) _____ (First) _____ (Middle) _____ (Suffix/Title) _____ Street Address: _____ (Street) _____ (Apt #) _____ (City) _____ (State) _____ (ZIP Code) Phone: _____ Email: _____ May DOC contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Birth: ____/____/____ (Mo) (Day) (Yr) Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Binary/Not Specified List ALL other names you have used (including aliases, maiden name, and names by previous marriages): (Last) _____ (First) _____ (M.I.) _____ (Last) _____ (First) _____ (M.I.) _____ List ALL other States you have lived in: _____ Your relationship to the AIC: _____ (Parent, grandparent, stepparent, spouse, child, sibling, friend, father/mother-in-law, aunt/uncle, stepchild, grandchild, stepbrother/sister, etc.)		<b>B</b>
<b>Is visitor a former or current ODOC</b> <input type="checkbox"/> employee <input type="checkbox"/> volunteer <input type="checkbox"/> contractor? <b>ODOC Work Location:</b> _____ <b>Does visitor have a criminal conviction or imprisonment record?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what city and state: _____ Date _____ SID# _____ <b>Is visitor currently on parole/probation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>What City &amp; State:</b> _____ <b>Is visitor:</b> A victim? <input type="checkbox"/> Yes <input type="checkbox"/> No A codefendant? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Have you ever been restricted from visiting an ODOC AIC?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>AIC's Name &amp; SID #</b> _____ If yes, date & reason for restriction: _____		<b>C</b>
<b>TO BE COMPLETED IF VISITOR IS A MINOR</b> <b>Name, address, and phone number of minor visitor's custodial parent or legal guardian:</b> _____ Name _____ Address _____ Phone _____ <b>Is there an open DHS case?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Caseworker Name:</b> _____ <b>County:</b> _____		<b>D</b>
<b>I SUBMIT THAT ALL THE ABOVE INFORMATION IS TRUE:</b> X _____ Signature of applicant _____ Printed Name of applicant _____ Date _____		<b>E</b>
<b>Note to AIC:</b> An AIC or prospective visitor may request an administrative review of the decision to deny a visiting application by completing an Administrative Review form (CD 1594) and submitting it to the Visiting Services Unit. The administrative review request must be received by the Visiting Services Unit within 60 days of the date of the visiting application denial letter.		
<b>Note to Prospective Visitor:</b> You have the option to return this form directly to the Visiting Services Unit by: Email: DOC.Visitors@doc.oregon.gov Fax: (503) 373-1173 Mail: Visiting Services Unit, 3723 Fairview Industrial Dr SE, STE 200, Salem, OR 97302 Submission of application does not constitute approval. Adults in custody have the right to refuse visiting requests made by prospective visitors. For questions on completing the application, please contact 503-378-2883 The following videos are a product of the DOC Comprehensive Drug Taskforce that the Inspector General convened in 2018 to update DOC's policies around drugs. Accidental overdose continues to be a safety issue for our AICs, and that safety issue has been more apparent than ever since the national opioid crisis. <a href="#">The Adult in Custody</a> <a href="#">The Visitor</a> <a href="#">The Law</a> <a href="#">What Should you Do</a>		





# Financial Services

## *Informational Briefing*

### *Court Ordered Financial Obligations (COFOs)*

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#### What are Court Ordered Financial Obligations (COFOs)?

COFOs are financial obligations owed by an Adult in Custody (AIC) assigned during a legal proceeding. COFOs may consist of restitution, fines, fees, child support, or civil judgements including money owed to a victim. *Note: COFOs are not the same as County and U.S. Court Filing Fees.*

#### Why does the Department of Corrections (DOC) collect COFOs?

Oregon Revised Statute (ORS) 423.105 became law in 2017, directing DOC to collect COFOs on behalf of the Oregon Judicial Department (OJD) and the Department of Justice (DOJ).

#### How are COFOs collected?

COFOs are collected from eligible deposits, or deposits that are not protected from debt and obligation collection. Examples of eligible deposits include AIC performance monetary awards (PRAS) and moneys received from an AIC's family or friends.

10% of each eligible deposit is collected until the AIC's transitional savings has reached \$500. After the AIC's transitional savings has reached \$500, 15% of each eligible deposit is collected for COFOs until those obligations are satisfied.

#### Who do I contact if I have questions about COFOs?

DOC is unable to provide case-specific information. AICs with questions or concerns about their COFO details should contact OJD/DOJ or the appropriate court of record.



Oregon Judicial Department (OJD)  
Business and Fiscal Services Division  
Attn: Collections  
1163 State St  
Salem OR 97301

Department of Justice (DOJ)  
Division of Child Support  
PO Box 14680  
Salem, OR 97309  
(800)-850-0228

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#### 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](mailto:dldoctrustinfo@doc.state.or.us).



## **Contact Officer Corner**

Multi-Purpose now has an Activities, Transitions, and Contact Officer bulletin board. Information regarding these programs will now be available for viewing on the applicable boards in the hallway across from the library. Stop by and take a look!

### **PRCF Contact Officer Program Contact Information:**

Ms. Hoopes, Corrections Counselor and Contact Officer Program Manager, oversees the Amend Contact Officer Program at PRCF. She works with the PRCF Contact Officer team consisting of Sgt. Crawford, Officer Brinton, Lt. Brazofsky and Officer Erickson to build the Contact Officer program and improve communication between staff and AICs. If you have questions regarding the Contact Officer Program or the Oregon Way, please feel free to send an AIC Communication to Ms. Hoopes-Multi Purpose Building.



# 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 &amp; 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&amp;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 <b>does not</b> included turning items into the Unit Laundry buckets)</p> <p>2. <b>Do Not</b> purposefully rip, tear, alter, or destroy any clothing or laundry bags in hopes of getting new ones. R&amp;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&amp;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.



### **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*

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

*From the Administrative Rules Program:*

Below is the list of status changes made to DOC administrative rules since 6/21/2024.

#### **PROPOSED RULES:**

##### **291-069 Security Threat Management**

- Amends rule to conform these rules to department organizational changes and reflect the department's reassignment of certain STM program functions and duties from the Office of the Inspector General to the department's Operations Division. Other revisions update punctuation, clarify acronyms or correct references to department employees in definitions.
- Last day of comment period: 8/16/24 at 5:00 PM

##### **291-086 AIC Access to Automation**

- Amends rule to change the term "inmate" to "adult in custody (AIC)"; better reflect statewide standards and industry modernization; expand and clarify the department's policy on AIC access to information technology; update definitions; adopt new rules concerning management of approved information technology, approval processes for requesting information technology to assist with a disability, and for the review and removal of access restriction; and reorganize these rules.
- Last day of comment period: 8/16/24 at 5:00 PM



