



GENERAL SERVICES

Plumbing Work/Repair Requests

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

For housing cell:

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

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

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

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

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

/s/ J. Ellertson, Physical Plant Manager



GROUP LIVING

PREA Related Grievance & Discrimination Complaint Process Improvements

Effective August 1, 2024, a grievance or discrimination complaint related to a claim of sexual abuse or sexual harassment will be immediately subject to investigation that is outside the Department's administrative remedies process. However, the Grievance Review System (OAR 291-109) and Discrimination Complaint Review System (OAR 291-006) can still be utilized to report PREA allegations. PREA allegations raised through these administrative review systems will receive a return receipt indicating the allegation has been received and forwarded to your institution's PREA Compliance Manager (PCM) for investigation and will include information on how to initiate PREA advocacy

services. No further response or appeal will be provided through these administrative review systems. All further inquiries and communications about the PREA allegation(s) need to be sent to your institution's PREA Compliance Manager. In addition, there are many other ways to report a PREA allegation:

- In person to any staff
- Through an AIC communication form
- Call the Inspector General's Hotline
 - Pick up handset, make language selection, and dial "91"
- Write to the Governor's Office
 - State Capitol, Room Suite 254, 900 Court St., Salem, Oregon 97301
 - You can request to remain anonymous
- Friends or family can report on your behalf (877-831-0389)

/s/ Joshua Lawson, Grievance and Discrimination Coordinator

The Group Living Mail Box,

Is located to the Left of Door #5 on the Control Floor, is for the following:

AIC Communications addressed to –

- Captain. Porter – Group Living Captain
- Lieutenant Hakola – Group Living Lieutenant – PREA
- Corporal John – Group Living Corporal
- Officer Curry – Substance Abuse Officer
- Ms. Andrea Fugate – Measure 17 Work Programs

Or questions/request related to:

- Housing Related Communications (Example: Cell Change Requests)
- Hair Cuts
- Work Programs – M17
- PREA
- Alternative Clothing
- Lost/Damaged Property



The Group Living Box is not for:

- Grievances
- Visiting Applications
- Incentive Level Increases
- STM related Issues
- Counselors (Correctional/BHS)
- Medical Issues
- Phone/Tablet Issues

/s/ J. John, Group Living Corporal

CORRECTIONAL REHABILITATION

Visiting Applications

Visiting Services updated the current visiting application (CD 50) earlier this year. Updated forms are currently located in the housing units across the institution and on the Department of Corrections website. Please only fill out visiting applications dated 03/2024, as the old forms will no longer be accepted or processed by Visiting Services. The date is located on the bottom right-hand corner of the form.

/s/ C. Lenex, Correctional Rehabilitation Manager

Correctional Counselor Caseloads

Due to unforeseen circumstances, the Correctional Rehabilitation Unit is experiencing staffing shortages that may delay communication and frequency of contact with your institution counselor. Staff are doing the best they can to prioritize emergent needs, intake appointments, and routine check-ins. Your continued patience is appreciated during this challenging time.

/s/ C. Lenex, Correctional Rehabilitation Manager

Special Visit Requests:

Special visit requests shall be made in writing from the AIC to the Correctional Rehabilitation Manager and received at least 30 days prior to the date of the requested special visit for consideration. Friends and family are allowed to visit both morning and afternoon sessions Monday through Friday. Approval will be required for consideration on weekends and holidays and will be determined by frequency of visits and distance traveled. All visiting applications must be processed by Visiting Services so please help in planning accordingly.

/s/ C. Lenex, Correctional Rehabilitation Manager

Early Incentive Level Requests:

Effectively immediately, all early incentive level requests will be placed in the Assignment Office box on the Control Floor



/s/ C. Lenex, Correctional Rehabilitation 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 Electronics shop**

The Electronics shop is accepting applications for AIC's interested in a career as a low voltage electrician. This position will give someone an opportunity to go through an apprenticeship program, learn a trade and earn a LEB Electrical license. The desired candidate will embody this list of personal traits and meet the following criteria.

- Self-motivated with a desire to learn new skills and perfect their Trade.
- Willingness to take and **follow directions**, constructive criticism, work well with others to accomplish tasks.
- Must be a team player who communicates well with all types of personalities.
- Reliable maintaining regular attendance with a steady behavior.
- Willing to work off hours when necessary.
- Stay Drug and Alcohol free during your time here.
- Have at least 1-year clean conduct. Have a minimum of 5 years left on sentence.
- Have High school diploma/GED and ability to pass math test.
- Ability to work in confined spaces and lift at least 75 pounds.

All applicants are required to have close to five years left on their sentence or more, must have a year of clear conduct with a level 3 NCI. Must have desire to be able to be a productive member of society when released. High school diploma or GED.

Send applications with Resume and cover letter to Palmer/ Schaeffer Physical plant Electronics shop. Good Luck!

/s/ S. Palmer and S. Schaeffer, Physical Plant

RELIGIOUS SERVICES**Art of Living Workshop**

Have you ever observed your own thoughts? Do they seem to either be about the past or the future, either about regret or planning? You can put an end to those thoughts right now, and live totally free, in the moment! Such is the power of your own breath. Just do it! If you'd like to sign up, please send an AIC Communication to the Chapel requesting to be added to the Art of Living workshop.

When: September 16th, 17th, and 18th

Where: Chapel Library

Time: 7:30 am to 10:00 am

/s/ D. Einbender, Art of Living Volunteer

Becoming the Person God Destined You To Be!

A Bible Study with John Leon, 2nd and 4th Tuesday mornings from 8:00 am to 9:30 am.

The Bible study emphasizes the "know-how" by teaching how one can experience spiritual transformation. If you are interested, send kytes to OSP Chapel re: "The Person God Destined You to Be"

/s/ J.Leon

William Smith Memorial Service

We will be holding a memorial service for William Smith "Wild Bill" on September 18, 2024 from 1:00pm to 3:00pm.

If you would like to attend the service, send a kyte to the chapel by 9/13/24.

/s/ I.Witcraft, Chaplain

Weekly Chapel Schedule

Saturday, August 31:

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, September 1:

8:00 am Spanish Protestant
Spanish Jehovah's Witness
1:00 pm: Catholic
6:00 pm Lutheran (1st, 3rd, and 5th Sunday)

Monday, September 2:

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

Tuesday, September 3:

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, September 4:

1:00 pm Justice issues
1:00 pm Native drumming
6:00 pm Most Excellent way chapel

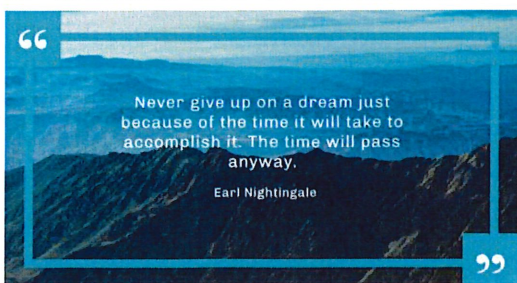
Thursday, September 5:

12:30 pm Biblical Hebrew class
1:00 pm TUMI
6:00 pm Gospel service

Friday, September 6:

1:00 pm Nation of Islam
1:00 pm Sunni Jumma prayer
6:00 pm Anger and the Bible (2nd and 4th)

Point to Ponder



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 we reach them.



PARA: Todos los adultos bajo custodia

DE: Servicios de Salud

FECHA: 1.º de agosto de 2024

Asunto: Actualización sobre los Expedientes Electrónicos de Salud

Servicios de Salud se complace en compartir que el trabajo en el proyecto de Expedientes Electrónicos de Salud (EHR, por sus siglas en inglés) sigue avanzando a buen ritmo. El equipo del proyecto de EHR ha estado trabajando con la compañía de software de EHR usando un proceso llamado configuración. La configuración es importante porque se asegura de que toda la información, formularios y procesos importantes se utilicen cuando el DOC haga la transición al nuevo sistema de EHR. Servicios de Salud seguirá compartiendo actualizaciones con ustedes sobre el proyecto de EHR y sobre los logros importantes a medida que los alcancemos.



2024 Summer Concert on The Yard

Oregon State Penitentiary is excited to announce it will be hosting its first major concert in over 20 years on, Monday, September 2, 2024!

The concert includes performances from world-renowned hip-hop/country artist **Jelly Roll**, Winner of the last season of the Voice! **Michael "Huntley" Huntley**, (blues rock/country). Also, we have Top 5 Voice! contestant **Jacque Roar**, (country artist and Oregon native). To round it off, **Pedro World Citizen**, (Reggae/Latin Hip-Hop) will be here.

Each artist has generously donated their time and will arrive, perform, and then promptly depart. We request that you honor their time and permit them to concentrate on their performance.

Please note filming may occur during the event. If you prefer not to be recorded, please remain outside the camera's range. Entry into the yard implies your consent to be filmed and/or photographed.

There are some things you need to know about the concert:

- ❖ This event is for **NCI Level 3 General Population (GP) Only**. All GP AICs with NCI Level 3 will receive a memorandum to which they must respond with an acknowledgment if they wish to attend the concert.
- ❖ Admission is 100% free. All attendees will have their names checked before being allowed entry into the yard.
- ❖ 250 AIC VIPs will be allowed early entry and preferential seating as well as some swag. This will be determined by the # of years an AIC has of clear conduct. VIP Line will be a turn-out. If you are not a VIP attendee, you must remain in your cell until your block is called or you will be turned away. VIP Passes and general attendance tickets will be handed out soon. Stay Tuned.
- ❖ As the institution understands since September 2nd is a LOP Holiday, OSP Administration has moved the LOP Yard normally scheduled for Labor Day. AICs on LOP will still have a 3-day period, it will now be:
 - Friday August 30th, Saturday August 31st, and Sunday, September 1st.

Please watch the OSP Information Channel going forward for any further updates.

– PIO Media Team

Adults in custody, friends and family, advocacy groups, and others:

There has been a substantial increase in substance-infused paper arriving at Department of Corrections (DOC) facilities. Paper and envelopes infused with narcotics, as well as narcotics hidden within them, pose a health and safety risk to adults in custody (AICs), DOC employees, and US Postal Service employees.

The Department of Corrections periodically proposes changes to its administrative rules for operational or other purposes. Among the several rules currently being reviewed is 291-131 related to mail, which proposes:

- Limiting the type of envelopes, paper, and the use of certain materials related to incoming mail;
- Aligning the rules with statutory requirements for the processing of AIC mail with the Corrections Ombudsman;
- Removing gendered language and adding clarifying language consistent with other department rules.

A Public Hearing on proposed changes will be held September 16, 2024, at 1:00 p.m. with a comment period open now through September 25, 2024, at 5:00 p.m.

For more information, visit the DOC website, [Department of Corrections : Administrative Rules : Rules and Policies : State of Oregon](#) and more specifically, the [291-131-mail-updated.pdf \(oregon.gov\)](#) page.

Adultos bajo custodia, amigos y familiares, grupos de defensa y otros:

Ha habido un aumento sustancial en el papel con infusión de sustancias que llega a las instalaciones del Departamento Correccional (DOC). El papel y los sobres impregnados de narcóticos, así como los narcóticos escondidos en ellos, representan un riesgo para la salud y la seguridad de los adultos bajo custodia (AIC), los empleados del DOC y los empleados del Servicio Postal de EE. UU.

El Departamento Correccional propone periódicamente cambios a sus reglas administrativas con fines operativos o de otro tipo. Entre las diversas normas que se están revisando actualmente se encuentra la 291-131 relacionada con el correo, que propone:

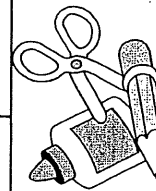
- Limitar el tipo de sobres, papel y el uso de ciertos materiales relacionados con el correo entrante;
- Alinear las reglas con los requisitos legales para el procesamiento del correo AIC con el Defensor del Pueblo Penitenciario;
- Eliminar el lenguaje de género y agregar lenguaje clarificador consistente con otras reglas del departamento.

Se llevará a cabo una audiencia pública sobre los cambios propuestos el 16 de septiembre de 2024 a la 1:00 p.m. con un período de comentarios abierto desde ahora hasta el 25 de septiembre de 2024 a las 5:00 p.m.

Para obtener más información, visite el sitio web del DOC, , [Department of Corrections : Administrative Rules : Rules and Policies : State of Oregon](#), y más específicamente, la página [291-131-mail-updated.pdf \(oregon.gov\)](#).

Back to School -

Morning Yard - 7:45am to 9:45am
 Afternoon Yard - 1:00pm to 3:30pm
 Evening Yard - 4:30 to Sunset





Mainline

Week at a Glance						
	Monday 9/2/2024	Tuesday 9/3/2024	Wednesday 9/4/2024	Thursday 9/5/2024	Friday 9/6/2024	Saturday 9/7/2024
BREAKFAST						
Week 4	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Fried Egg (Sfa,Chl) - 1.00 EA Sliced Cheese (Sfa,Chl) - 1.00 SLC English Muffin - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Scrambled Eggs (Sfa,Chl) - 0.33 CP Refried Beans - 0.50 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Flour Tortilla - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Farina - 1.00 CP Canned Fruit - 0.50 CP Sausage Gravy (Chl) - 0.75 CP Biscuit (Sfa,Sod) - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Waffles (Sod) - 2.00 EA Peanut Butter (Sfa) - 3.00 TBS Maple Syrup - 2.00 FLOZ Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.50 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Wheat Toast - 2.00 SLC Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.33 CP *Pork Bacon (Sfa,Sod,Chl) - 3.00 SLC Fried Potatoes - 0.75 CP Wheat Toast - 2.00 SLC Jelly - 2.00 TBS Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
LUNCH						
Week 4	LABOR DAY Beef Patty - 1.00 EA Hot Dog - 2.00 EA Potato Salad - 0.75 CP Baked Beans - 0.75 CP Sliced Cheese - 1.00 SLC Wheat Burger Bun - 1.00 EA Wheat Hoagie Roll - 1.00 EA Ketchup - 2.00 TBS Mayonnaise - 1.00 TBS Mustard - 1.00 TBS Onions & Pickles - 0.25 CP Key Lime Pie - 1.00 EA Fortified Drink - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP *Barbecue Pork (Chl,Sfa) - 0.50 CP Wheat Hoagie Roll - 1.00 EA Peas - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ *Meat & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA Sliced Onions - 2.00 TBS Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Blended Vegetables - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Minestrone Soup - 10.00 FLOZ Chef Salad with Turkey (Chl) - 1.00 SV Seasoned Beans - 0.75 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Salad Dressing (Sfa,Sod) - 2.00 FLOZ Spanish Rice - 0.75 CP Tortilla Chips - 2.00 OZ Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Taco Salad with Meat (Chl,Sfa) - 1.00 SV Seasoned Beans - 0.75 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Salad Dressing (Sfa,Sod) - 2.00 FLOZ Spanish Rice - 0.75 CP Tortilla Chips - 2.00 OZ Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Breaded Fish (Chl) - 1.00 EA Tartar Sauce (Sod) - 2.00 FLOZ Macaroni & Cheese (Sfa,Sod,Chl) - 0.75 CP Cauliflower - 0.75 CP Breadstick - 1.00 EA Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ
DINNER						
Week 4	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Cajun Meat Loaf (Chl,Sfa) - 1.00 EA Brown Rice - 0.75 CP Butternut Squash - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Tortilla Stew (Chl) - 1.00 FLOZ Lemon Cilantro Rice - 0.75 CP Carrots - 0.75 CP Tortilla Chips - 1.00 OZ Sour Cream (Sfa,Chl) - 2.00 TBS Gelatin & Whip Topping (Sfa) - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Meat Sauce (Chl,Sfa) - 0.75 CP Spaghetti - 0.75 CP Broccoli - 0.75 CP Focaccia Bread (Sod) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Teriyaki (Chl) - 0.50 CP Brown Rice - 0.75 CP Stir-Fry Vegetables - 0.75 CP Japanese Milk Roll - 1.00 EA Fruit Bar (Sfa,Sod,Chl) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Patty (Chl,Sfa) - 1.00 EA Onions & Pickles (Sod) - 0.25 CP Wheat Burger Bun (Sfa,Chl) - 1.00 EA Blended Vegetables - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup (Sod) - 2.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Roast Turkey (Chl) - 3.00 OZCKD Poultry Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Green Beans - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Chocolate Cupcake (Chl) - 1.00 EA Fortified Fruit Drink - 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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