



**OSP Executive Management Team**

**September 12, 2024**

**Page 1**

# **ADMINISTRATION**

Below is the list of status changes made to DOC administrative rules since 8/30/2024.

## **UPDATED 291-058 Structured, Intermediate Sanctions**

- Amends rule to attach the Administrative Sanctions Sanctioning Grid (Attachment 1) and Sanction Equivalency Table (Attachment 2).
- Last day of comment period: 10/23/2024 at 12:00 PM

Below is the list of status changes made to DOC administrative rules since 8/1/2024.

## **PROPOSED RULES:**

### **291-011 Segregation (Disciplinary)**

- Amends rule to permanently adopt temporary changes to the rule which update 291-011-0080 Disciplinary Segregation Units in Minimum Custody Facilities to provide clarity on how AICs are to request or receive health care services at SFFC; and to add consistency by updating title to "qualified health care used".
- Last day of comment period: 10/18/2024 at 12:00 PM

### **291-058 Structured, Intermediate Sanctions**

- Amends rule to permanently adopt temporary changes to the rule which (1) incorporate legislatively mandated policies regarding the application of structured, intermediate sanctions to adults on supervision for designated drug-related misdemeanors and for designated person misdemeanors; (2) provide a consistent statewide framework and structure for imposing structured, intermediate sanctions on adults on supervision for violation of supervision conditions; (3) incorporate changes in terminology used by the

department and community corrections agencies to refer to adults on supervision; and (4) update definitions, supervision and reporting form titles, and the Administrative Sanctions Sanctioning Grid and Sanction Equivalency Table.

- Last day of comment period: 10/18/2024 at 12:00 PM

### **291-105 Prohibited Conduct and Processing Disciplinary Actions**

- Amends rule to increase the potential loss-of privileges sanction for staff assault violations and add definitions for terms "adjudicate", "disciplinary segregation", "drug paraphernalia", and "loss of privileges".
- Virtual Public Hearing: 10/2/2024 10:00 AM
- Last day of comment period: 10/18/2024 at 12:00 PM

### **TEMPORARY RULES:**

### **291-011 Segregation (Disciplinary)**

- Amends rule to update 291-011-0080 Disciplinary Segregation Units in Minimum Custody Facilities to provide clarity on how AICs are to request or receive health care services at SFFC; and to add consistency by updating title to "qualified health care professional" where different titles are currently used.

- Effective 8/23/2024 through 2/18/2025

### **291-058 Structured, Intermediate Sanctions (Part 1 and Part 2)**

- Amends rule to (1) incorporate legislatively mandated policies regarding the application of structured, intermediate sanctions to adults on supervision for designated drug-related misdemeanors and for designated person misdemeanors; (2) provide a consistent statewide framework and structure for imposing structured, intermediate sanctions on adults on supervision for violation of supervision conditions; (3) incorporate changes in terminology used by the

department and community corrections agencies to refer to adults on supervision; and (4) update definitions, supervision and reporting form titles, and the Administrative Sanctions Sanctioning Grid and Sanction Equivalency Table.

- Effective 9/1/2024 through 2/27/2025

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

- Amends rules 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.
- Effective 8/29/24

#### **291-124 Health Services**

- Amends rules to update how and when the department will pay for the acquisition, maintenance, and repair of certain types of durable medical equipment (DME), including eyeglasses and hearing aids, when that type of DME is necessary for an adult in custody (AIC) to access department programs, services, or activities (PSAs). The proposed changes include reorganization of some of the Health Services rules for clarity and ease of use.
- Adopts rule to establish the doula program for pregnant and postpartum adults in custody at Coffee Creek Correctional Facility per HB2535 (2023).
- Effective 8/13/2024

/s/ J.Vaughn, DOC Agency Rules Coordinator

## **GROUP LIVING**

### **Evening Winter Activities 2024**

Summer night yard will conclude on Sunday September 29, 2024. The evening winter activities will begin Monday September 30, 2024. Scheduling will be in three groups on a rotating basis.

1. E-Block
2. D-Block
3. C-Block & Dorm

Blocks rotate every third night starting with E-Block on September 30, 2024, only AIC's living in the scheduled block(s) may attend.

The following procedures will be in effect:

- 1.) A line for the evening activities will be ran from the eligible housing units to the Recreation Yard building @ 7:00pm, this will be the only line out. Evening yard ends at 9:00pm.
- 2.) AIC's will go down the main avenue and enter the Recreation Yard through the electric gate #9, at the southwest corner of the basketball court. Security will not allow anyone to remain outside the Recreation Yard building.
- 3.) If a Block has Winter Evening Activities and Evening Showers on the same night, those AIC's can go to the Recreation Yard directly after their showers (you may not return to your housing unit first). The persons go directly to the Recreation Yard Building through the Security Gate and continue through electric gate #3.
- 4.) The Card Room, Basketball Court, Pool Room and showers will be open.
- 5.) The television in the card room only for movies. The sports television is for sports viewing except on minority viewing nights (Tuesday, Wednesday, and Thursday)
- 6.) Security calls optional Cell/Pill line at 8:00pm. This is a One-Way line unless you take medication. AIC's who take medication may go directly to Pill Line and then immediately return to the Recreation Yard Building. Any AIC that returns to their housing unit will forfeit their privilege to return to the Recreation Yard Building.

If you have any questions, please direct them to the Officer in Charge.

/s/ C. Porter, Group Living Captain

### **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, Griev. & Discrimination Coord.

#### **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 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 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>

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, 2<sup>nd</sup> and 4<sup>th</sup> 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 kynes to OSP Chapel re: "The Person God Destined You to Be"

/s/ J.Leon, Religious Volunteer

### 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 kytic to the chapel by 9/13/24.

/s/ I.Witcraft, Chaplain

## Weekly Chapel Schedule

### **Saturday, August 7:**

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

### **Sunday, September 8:**

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

### **Monday, September 9:**

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

### **Tuesday, September 10:**

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

### **Wednesday, September 11:**

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

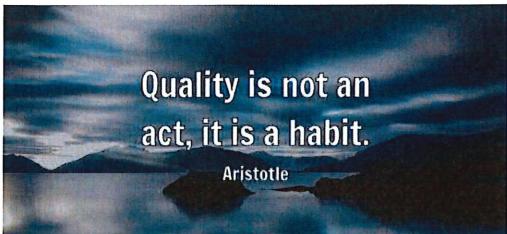
### **Thursday, September 12:**

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

### **Friday, September 13:**

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

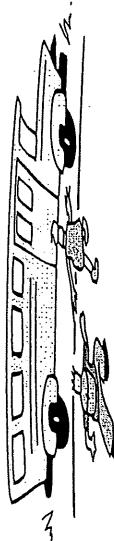
## **Point to Ponder**



# September 2024

# B a c k t o s c h o o l

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1	C/D/E	2	E/C/D	3	D/E/C	4	C/D/E	5	E/C/D	6	D/E/C	7	C/D/E
AM	D	AM	C/E	AM	MANNLINE SHOWERS	AM	C/E	AM	D	AM	MANNLINE SHOWERS	AM	D
PM	C/E	PM	D	PM	C/E	PM	D	PM	C/E	PM	D	C/E	D
EVE	D	EVE	C/E	EVE	D	EVE	C/E	EVE	D	EVE	C/E	EVE	D
LABOR DAY													
8	E/C/D	9	D/E/C	10	C/D/E	11	E/C/D	12	D/E/C	13	C/D/E	14	E/C/D
AM	C/E	AM	D	AM	MANNLINE SHOWERS	AM	D	AM	C/E	AM	MANNLINE SHOWERS	AM	C/E
PM	D	PM	C/E	PM	D	C/E	PM	D	C/E	PM	D	D	D
EVE	C/E	EVE	D	EVE	C/E	EVE	D	EVE	C/E	EVE	D	EVE	C/E
GRANDPARENTS DAY													
15	D/E/C	16	C/D/E	17	E/C/D	18	D/E/C	19	C/D/E	20	E/C/D	21	D/E/C
AM	D	AM	C/E	AM	MANNLINE SHOWERS	AM	C/E	AM	D	AM	MANNLINE SHOWERS	AM	D
PM	C/E	PM	D	PM	C/E	PM	D	PM	C/E	PM	D	C/E	D
EVE	D	EVE	C/E	EVE	D	EVE	C/E	EVE	D	EVE	C/E	EVE	D
PATRIOT DAY													
22	C/D/E	23	E/C/D	24	D/E/C	25	C/D/E	26	E/C/D	27	D/E/C	28	C/D/E
AM	C/E	AM	D	AM	MANNLINE SHOWERS	AM	D	AM	C/E	AM	MANNLINE SHOWERS	AM	C/E
PM	D	PM	C/E	PM	D	C/E	PM	D	C/E	PM	D	C/E	D
EVE	C/E	EVE	D	EVE	C/E	EVE	D	EVE	C/E	EVE	D	EVE	D
AUTUMM BEGINS													
29	E/C/D	30	D/E/C	1-Oct	C/D/E	2-Oct	E/C/D	3-Oct	D/E/C	4-Oct	C/D/E	5-Oct	E/C/D
AM	D	AM	C/E	AM	MANNLINE SHOWERS	AM	C/E	AM	D	AM	MANNLINE SHOWERS	AM	D
PM	C/E	PM	D	PM	C/E	PM	D	PM	C/E	PM	D	C/E	D
EVE	D	EVE	C/E	EVE	D	EVE	C/E	EVE	D	EVE	C/E	EVE	D



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



# Food Survey Results 2024

Here are the results of the AIC Foodservice Survey that was done earlier this year. Survey responses were compiled from all institutions and the top answers are listed below. We received some good suggestions for future menus. Please keep in mind that some of your suggestions may not work with our budget. Thanks to everyone who submitted a survey!

## Favorite Main Dish Items:

1. Chicken Quarters
2. Enchilada Casserole
3. Pizza
4. Nachos
5. Hamburger

*We will make sure to keep these items on the menu.*

## Favorite Breakfast Items:

1. Fried/Scrambled Eggs
2. Hobo Breakfast
3. Sausage Gravy
4. Veggie Scramble
5. Pancakes

*We will make sure to keep these items on the menu.*

## How many calories are needed in a day?

1. 2000
2. 3000
3. 2500

*The average adult male needs 2500 calories per day. The average adult female needs 1950 calories per day.*

## Items to remove from the menu:

1. Tuna or Fish (all)
2. Chicken Salad Sandwich
3. Pancakes
4. Waffles
5. Shepherd's Pie

*Some of these items could be removed or we can reduce how often they are served.*

## Items to add to the menu:

1. Corn Dogs
2. Lasagna
3. Steak
4. Chicken Strips
5. Pepperoni

*We may be able to purchase some of these items or create new recipes.*

## Suggestions to Improve Meal Service:

1. Larger portions
2. Clean the trays better
3. Cook food completely (especially beans & potatoes)
4. Use more seasoning
5. More protein
6. Serve hot food hot
7. Better training for staff & cooks
8. Buy better quality food
9. More variety fresh fruit
10. (tie) Don't overcook the vegetables. Better accuracy & consistency with portions/scoops.

*These suggestions have been shared with the Food Service Management team at each institution.*



# Financial Services

## Informational Briefing

### AIC Debt and Obligation Information

Debt / Obligation Type	Collection Schedule	Additional Information
<b>Court Ordered Financial Obligation (COFO)</b>	<ul style="list-style-type: none"><li>Collected from eligible deposits per ORS 423.105</li><li>10% collected for COFO(s) from eligible deposits until the transitional savings trust account reaches \$500</li><li>Then, 15% collected for COFO(s) from eligible deposits until obligation(s) are satisfied</li></ul>	<ul style="list-style-type: none"><li>The department does not have case-specific information regarding COFOs; AICs are encouraged to contact the court of record regarding their COFO details</li><li>COFOs are not the same as County and US Court filing fees. Examples of COFOs are restitution, fines, fees, &amp; child support</li><li>COFOs will continue to collect during the Holiday Buying Period</li></ul>
		<p><i>Note: Although the transitional savings trust account is considered an obligation, funds collected are owned by the AIC. Per ORS 423.105, 5% will be collected from eligible deposits and placed into the transitional savings trust account. Funds in the transitional savings trust account are not available until the AIC releases from ODOC custody.</i></p>
<b>DOC Debt</b>	<ul style="list-style-type: none"><li>Collected from eligible deposits</li><li>Additionally, collections shall occur the last business day of the month per OAR 291 Div. 158 if funds are available</li></ul>	<ul style="list-style-type: none"><li>DOC debt includes but is not limited to debt incurred from various disciplinary fines, copy, and postage advances</li><li>DOC debt is due upon receipt; if/when funds are not available; funds are advanced and set-up as debt</li><li>Monthly, AICs may spend up to \$40 of the first \$80 deposited into general spending</li><li>DOC Debt may be suspended during the Holiday Buying Period unless a new disciplinary fee is applied</li></ul>
<b>County Court Deferred Filing Fee Obligation</b>	<ul style="list-style-type: none"><li>Collected as funds become available</li><li>Multiple collections may occur throughout the month</li><li>Additionally, collections shall occur the last business day of the month</li></ul>	<ul style="list-style-type: none"><li>County obligations refer to deferred county filing fees</li><li>These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee</li><li>County Court fees will continue to collect during the Holiday Buying Period</li></ul>
<b>Initial Federal / US Court Filing Fee Obligation</b>	<ul style="list-style-type: none"><li>Collected as funds become available</li><li>Multiple collections may occur throughout the month</li><li>Additionally, collections shall occur the last business day of the month</li></ul>	<ul style="list-style-type: none"><li>Initial filing fees can be collected in total and are due upon receipt</li><li>These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee</li><li>Initial Federal/US Court filing fees will continue to collect during the Holiday Buying Period</li></ul>
<b>Federal / US Court Deferred Filing Fee Obligation</b>	<ul style="list-style-type: none"><li>Collected around the beginning of the month</li></ul>	<ul style="list-style-type: none"><li>General filing fee collection amount determined by the previous month's deposit(s)</li><li>20% of previous months deposits multiplied by the number of cases is deemed collectable</li><li>Federal/US Court Deferred filing fees will continue to collect during the Holiday Buying Period</li></ul>

*Note: Debt / Obligation types appear in order of collection priority. ODOC will comply with garnishment orders upon receipt.*



## Your Health: How the Electronic Health Record (EHR) System Helps Keep Track

This month, we want to talk about how the EHR will help you and Health Services keep track of your health.

**Being Involved in Your Own Care:** It's important to be a part of your own healthcare. This means paying attention to your health, asking questions, and understanding your treatment. Getting involved in your healthcare can make you feel more in control and confident. It can also help lower your anxiety and stress because you'll understand your health better and know what you can do to improve it. When you know what's going on with your health, you can make smarter choices about your treatments, medications, and any changes you need to make in your lifestyle.

**Tracking Health Progress and Trends:** When we start using the new EHR system to keep track of your health, the digital records that replaced the old paper files will help us share information quickly with your healthcare providers. This way, your health info is always up-to-date and easy to access.

**Connecting with Community Providers:** Our EHR system will help us connect and share data with any community healthcare providers you may have, especially upon your release. This means if you need care from a doctor outside, they can also get your health information quickly.

**Population Health:** The new EHR will help us to continue to look at the health of everyone as a group. This helps us see patterns in diseases and health risks. By tracking these patterns, we can better understand and help improve the overall health of everyone in the facility.

**Customized Data Collection:** Our EHR system will be set up to collect data in a way that makes it easy to analyze and to run important reports on specific health information. This will also help us continue to get everyone the care they need.

***Health Services will continue to update you about the EHR Project!***

# MAILROOM NEWSLETTER

## JACQUIE ROAR FAN MAIL

The OSP mailroom has set up a system for fan mail to be sent to Jacquie Roar. If you would like to participate, send your letters for Jacquie to the mailroom, and they will forward batches to her weekly or bi-weekly. Please keep your letters respectful, appropriate, and positive. It was a great honor for Jacquie to perform at OSP, and we hope she feels appreciated and welcome to return in the future. Thank you.

Stephanie Lane, PIO



## MAIL VIOLATIONS

The reference number only applies to the specific mail item violated.

The reference # does not need to be included on other correspondence.

## IN HOUSE MAIL

*AICs have been writing  
“IN HOUSE MAIL” on letters.  
There is no such thing as in house  
mail. All mail is processed through  
USPS regardless of destination.*

## SENDING FUNDS TO AICS

- REMINDER THAT FUNDS ARE NOT ACCEPTED FROM FRIENDS AND FAMILY AT THE INSTITUTION LEVEL.
- ALL FUNDS MUST BE SENT TO CENTRAL TRUST
- CASH IS NOT ACCEPTED
- FAMILY AND FRIENDS CAN VISIT THE OREGON DEPARTMENT OF CORRECTIONS WEBSITE FOR INSTRUCTIONS.



## Mainline

<sup>5</sup>Contains or may contain pork. Wellins subject to change without notice. Meat-Alternative- Trays available at lunch & dinner only.

CONTINUOUS DAY CALLBACKS.

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

卷之三