

Coffee Talk

September 2024

Superintendent: N. Brown

Editor: J. Roy



What's New in the News at The Creek?

Town Hall Meetings in 2024

August Town Hall Response:

At Town Hall a concern was raised by AIC population, that when they dial #4 on the AIC phones to report an issue, they are being sent a message to Kite the institution Inspector 1. Please see the below information provided to us by Comm's.

I looked at responses sent by ICSolutions to AICs who submitted requests through the phone reporting option at CCCF from July 1st to present. Of the 157 reports, 9 were responded to with messages advising the AIC to contact facility staff or the Inspector 1 (7 from female AIC's, 2 from male AIC's on intake).

2 were needing PIN resets

2 were needing to be reenrolled/voice re-recorded

1 was a complaint about message approval at their facility

1 was regarding filing a tort claim because of money missing when viewing her wallet report

1 was about content on Edovo that wasn't working

1 was about missing money on their credit card? (Male intake AIC)

1 was a complaint about not having 1 tablet per AIC and how much revenue that would generate (Male intake AIC)

Robert Coleman; Inspector 1 DOC

Seeking College Tutors!



Title: Higher Education Tutor

of Positions Available: Two, in the following subjects:

Subject 1: Spanish

Subject 2: General Knowledge (prefer experience tutoring Science, Math, and/or Writing)

Location: CCCF

Reports to: Mindi Ferguson

Job summary: Under the direction of higher education, you will provide various higher education tutoring services. These duties include, but are not limited to, organizing tutoring schedules, holding tutoring sessions, and assisting on a peer-to-peer basis.

Minimum requirements:

- Must have 6 months clear conduct, i.e., no major misconduct reports. Cell-ins and verbal warnings will be reviewed as well but will not necessarily eliminate an applicant from consideration.
- Must have GED or high school diploma.
- Must not have work/statutory restrictions that prevent you from tutoring

Abilities required:

The ideal candidate will take direction well, have a positive attitude, be able to give feedback in a constructive manner, prioritize confidentiality, and be able to work on a revolving schedule that changes based on need.

Application Details:

Work Assignment:	Higher Ed Tutor
PRAS Point Level:	14-16 points
Apply To:	Mindi Ferguson, Higher Ed, CRU
Deadline to Apply:	September 15, 2024



As part of its response to the Gender-Informed Practices Assessment (GIPA) report recommendations, DOC will be piloting a program with the Portland Community College (PCC) Legal Resource Center to bring in

services that help remove barriers to housing and employment after release. The first pilot at CCCF was conducted November 2023 as part of the Big Machines, Big Opportunities federal grant program and was a great success.

Through the pilot program, which we are anticipating will begin in September, monthly legal services clinics will be conducted by PCC every fourth Thursday of the month (except for November and December) through which PCC will prepare the paperwork for eligible criminal record expungements, eviction expungements, and reduced or waived court fines and fees. Any and all of these services can help clear a person's path to successfully securing and maintaining employment and housing after release.

Due to the limited capacity for each clinic (approximately 12 to 16 people per clinic), eligibility to participate will be prioritized based on anticipated earliest release dates. DOC will provide PCC with updated eligibility lists each month, and before each clinic PCC will contact those selected to invite them to participate and request information needed to search for and identify the services for which each person may be eligible.

This is a great opportunity for everyone, but to ensure PCC's limited staff can focus their resources on doing the work needed to prepare for and conduct the clinics, please do not kyte or mail them directly unless PCC first sends you a kyte to request your participation. PCC will contact you when you are in the eligibility window and selected for the next clinic. If you have any questions regarding the program, please kyte Kelly Hodney, Correctional Services Division, at Headquarters.

Continuing Education

If you're looking for rehabilitation courses and have already finished all the ones available to you at Coffee Creek, you may want to take a look at the American Community Corrections Institute. ACCI Lifeskills offers cognitive life skills courses that are designed to help people overcome their self-defeating thoughts and behaviors. Their correspondence courses are offered through the mail, and may satisfy court or other requirements with their nationally recognized, evidence-based curriculum.

Courses offered include:

- Anger Management
- Cognitive Awareness
- Contentious Relationships
- Driving Under The Influence
- Domestic Violence
- Employment
- Marijuana Awareness
- Offender Corrections
- Offender Responsibility
- Parenting
- Substance Abuse
- Theft/Shoplifting

For more information about their courses, you can mail a request for information to:

**ACCI – CF
1675 N. Freedom Blvd. Suite 5B
Provo, UT 84604**



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!

OCE/DMV Work Opportunity

The OCE/DMV Call Center at CCCF is recruiting to fill up to six **(6) full time** open positions, and also to establish a pool of candidates for future openings with the DMV Program. The full-time positions award 11 to 17 PRAS points, with the opportunity to earn a production-based Team Goal Award as well. Hiring date is in **October 23th 2024**.

All applicants must meet the following qualifications:

Must have a valid social security number or equivalent	Must have a GED or High School Diploma
Have NO current convictions (or in past 10 years) for ID Theft, Fraud, or Computer-related crimes	Have at least 6 months clear conduct <u>and</u> have completed 6-months kitchen requirement
Have NO program failures in the past 6 months	Requires the ability to sit or stand and look at a computer screen for extended periods of time and understand voices on a headset.
Be able to read and speak English well.	Be able to work efficiently and professionally at all times.
Must have a release date after October 2026 on your current sentence with no treatment window before October 2026. Lifers welcome to apply!	Bi-lingual Spanish-English- Preference will be given to those individuals who speak and write both English and Spanish well.

"Why DMV?" you may ask. DMV is a great place to decompress from the world/place we all currently live in behind these walls. I absolutely love working at DMV. My confidence, purpose, and voice have excelled. I feel so useful and get rewarded by my customers every day, along with my peers and boss. Yes, I'm held to a higher standard, which is okay with me because I really enjoy being challenged to be a better person. Some days challenge is hard but it makes me a stronger person. It also makes me more aware of my actions inside and outside the call center. In DMV I feel safe, comfortable, accepted, at home; like I can be myself, with no judgements.

*I love my job more than most people would, I believe. The reason I love my job is due to the surroundings, my pleasant (and even the not so pleasant) customers, and being able to serve my community, all of which warms my heart and soul. Additionally, my coworkers are supportive, uplifting, and positive. Our boss is involved, supportive, and actually cares about us as **people**. I actually feel like I mean something to someone, and I do; to my customers, my peers, and my community. I feel DMV provides opportunity, growth, education, and support; and it is equally rewarding. You're part of a team that supports you and lifts you up. Being a team member helps you to be a productive part of society, a society in which you can feel proud to be one of the contributing members. This career choice has been a blessing in disguise. I was scared to take the leap, but I'm so glad I did, as will you if you give it a chance.*

- J. Neatherlin

All applicants will need to pass a security screening, application review, and DMV interview before being considered for the position.

Submittal process: **DO NOT SEND APPLICATIONS TO DMV. THEY WILL NOT BE PROCESSED.**

If you are Interested in applying, please submit a completed DOC Inmate Work Application to:
T. O'Dea, OCE Production Coordinator. Please list **"DMV call agent"** as your position of interest.

DO NOT REMOVE BEFORE October 15, 2024

Legal Library Closure - week of September 23-27, 2024

Legal libraries will be closed across the state for all-staff training during the fourth week of September. Annual training allows us to keep Library Coordinators up-to-date and increase the quality of services provided within institutions and to AICs. We appreciate your understanding and look forward to resuming regular services after this event.

Please plan to make law library requests around these closures. If you have a deadline during this time, please plan to have all work completed prior as we will be unable to provide services during our planned closure.

Institution-specific information is posted in the facility library.

Victim/Offender Education Group (VOEG) in MINIMUM!!!

Information meeting – **Thurs Sept 12 of 2024**

Class starts – **Thurs Sept 26**

The minimum Victim/Offender Education Group (VOEG) is about to begin! Using the principles of Restorative Justice, this **intensive** 26 week training is offered for those who wish to better understand themselves and how their crimes have impacted their victim(s), their families and their community.

There are three specific areas of focus in the course:

- 1. Offender Education and Accountability,**
- 2. Victim Impact and Sensitivity**
- 3. Victim/Offender Dialogue with a Surrogate Panel.**

The purpose of this intensive training is ***to help offenders fully understand and take responsibility for the impact of their actions and to make the necessary changes in their lives in order to live a productive life free from prison.*** Restorative Justice research shows that given the opportunity to understand their choices in life and the impact those choices have had on others, offenders can play an important role in helping restore to whole the lives of their victims, their community and themselves.

The weekly 2 hour course will be offered on Thursday evenings. Class size is limited to between 8-10 participants. **You must attend the informational session on September of 12th if you are interested in the class! Send a kyte to the minimum Chaplain to attend.**

We are excited to announce that the Substance Use Disorder outpatient treatment program is up and running on both sides at Coffee Creek. Our latest cohorts of Peer Recovery Mentors continue to progress well in their training and are nearing readiness to start individual client work in the upcoming weeks. We are actively conducting intake assessments and starting treatment groups on the medium side, with group offerings such as Helping Women Recover, Seeking Safety, Wellness in Recovery, Living in Balance, Healthy Relationships, DBT, and Introduction to SUD

available as you read this article. Here are a few frequently asked questions that we hope will provide some more information 😊.

Who are we? We are mixed group of Peer Recovery Mentors and Addiction Recovery Professionals. There are currently 22 people on our immediate team. 16 Peer Recovery Mentors, 6 dual Certified Alcohol and Drug Counselor/ Qualified Mental Health Associates, 1 office specialist extraordinaire, and 1 manager to provide support. We are in the process of coming up with a new name and will be bringing a few ideas to our community for a vote in the coming weeks.

What do we do? We provide individual and group treatment from a recovery focused, chronic disease-based model of addiction. This acknowledges that there are many pathways to recovery and that different approaches work for different people. Peer work is an important part of what we do and what sets us apart. Everyone engaged with the program will have the opportunity to meet with a Peer Recovery Mentor for support and additional skill building.

What are the time restrictions/ Am I eligible? There are no time restrictions for engaging in outpatient SUD treatment. Whether you have a life sentence or two weeks until release, you are encouraged to join us.

How Many People Can Be in the Program? There is no numerical cap on how many people can be engaged in our services at any one time but we envision serving between 50 and 75 clients on both the medium and minimum sides when fully operational. This comes out to roughly 125-150 total clients when running at full capacity.

How Do I Get Involved? If you are interested in receiving outpatient SUD treatment there are two referral pathways. If you are working with a QMHP, ask your QMHP for a referral to SUD treatment. If you are not working with BHS, reach out to your correctional counselor and they will complete a referral to get you started.

What if I decide it's not for me? Treatment is completely voluntary. We ask that you practice good communication skills and let us know if you wish to disengage from services, but there is no repercussion on our end for deciding the time or treatment approach isn't right for you. Should you change your mind and wish to come back later, just ask your QMHP or correctional counselor for another referral and we'll get you reconnected 😊.



Are you interested in Head Start?

Is your child 5 years old or younger?

Does your child live within one hour of CCCF?

Are you available Tuesday and Thursday mornings?

Is your child's caregiver able to transport?

Are you gate cleared?

You may qualify to participate in Head Start!

Head Start at Coffee Creek is a program focused on strengthening the mother/child bond during incarceration. Head Start provides comprehensive early childhood education, health, and nutrition information to families. If interested, please send a KYTE to **Head Start**.



COFFEE CREEK CORRECTIONAL FACILITY
MS. APRIL
FAMILY ADVOCATE

MEDIUM ONLY

KYTE FOR SERVICES – NO DROP INS
APPLICATIONS AVAILABLE IN THE LAW LIBRARY
PREFERENCE TO OPEN DHS CASES

The purpose of the Family Advocate is to provide advocacy to adults in custody looking to build positive and meaningful involvement in their children's lives.

The Family Advocate works as a liaison for AIC's involved with DHS or other juvenile systems and offers support through difficulties involving custody, parenting time, and/or caregiver relations regarding their minor children.

MS. APRIL, FAMILY ADVOCATE, CCCF

CRAFT PROGRAM REMINDERS

Don't forget that you **MUST** place an order every six months, otherwise you will be contacted to turn in your craft box and dispose of (i.e. mail out at your expense, have picked up or hot trashed through Life Skills) all remaining supplies. It is your responsibility to keep track of this. If you place an order and it is canceled, returned, refunded or otherwise not received due to circumstances out of **YOUR** control, it will still count as making an order.

Remember that all orders **MUST** be received by the **Medium Life Skills Department** no later than the 15th of each month. Please keep in mind that it can

take several days for the mailroom to get your orders to us so send early. We will **NOT** submit the orders to the Business Office any sooner than the 15th of the month

PHOTOGRAPHY FAQs

THE LIFE OF A PHOTOGRAPH

"I took a photo at my Unit's photography session on Monday. Why haven't I gotten it yet?"

Let's take a look at the life of a photograph, from taking it, to receiving the finished product in your hands.

1. Unit Photography day arrives and your friendly photographer takes your picture. Your photo and paperwork are then placed in a clear envelope to be placed into the J/K bubble until next picture day or pick-up day later that week.
2. Unit photos are picked up from the J/K bubble in the morning at the first of each week and brought back into the Lifeskills Office. At this point your photo was taken up to 7 days ago.
3. The Photography Coordinator reviews the SD cards holding the photos, which takes 1 – 2 days.
4. SD cards are then given to the Photography Clerk, who separates paper orders and readies CD28s to go to Business Office. CD28s are entered into a database and packaged to take to Central Trust. This takes 1 – 2 days.
5. CD28s are processed at Central Trust and returned to the Lifeskills office. This can take from 4 to 14 days.
6. CD28s are placed back on the Photographer Clerk's desk, and can be checked off against her hard copy. Non-sufficient Funds returns are separated and their orders are pulled to the side to be processed separately.
7. Pre-printed photos can now be matched with successful CD28s, taped up, sorted by units, and filed in our mailbox to go to you. This can take 1-2 days.
8. Mail is taken to each unit's officer, to be passed out as security and convenience makes possible. This can take a varying amount of time, depending upon the unit and the officer.
9. This puts the photos you have taken on your desk, anywhere from 10 to 28 business days from the day that you posed for them!

UNIT PHOTOGRAPHY SCHEDULE

C Unit: Sunday 2p – 3:30p and Thursday 7p – 8:30p (alternating for yard times)

D Unit: Wednesday 2p – 3:30p and Friday 7p – 8:30p (alternating for yard times)

G/H Units: Friday 2p – 3:30p and Monday 7p – 8:30p

J/K Units: Saturday 2p – 3:30p and Tuesday 7p – 8:30p



The Dolly Parton Imagination Library has arrived at CCCF!

Wilsonville Imagination Library is part of Dolly Parton's Imagination Library. This program is being sponsored by Wilsonville Public Library Foundation.



Dolly Parton's Imagination Library is an international **book gifting program that mails free high-quality books monthly** to children from **birth to age five** regardless of family income **at no cost** to the parent/guardian/stepparent. Studies show that children who are read to and who read at an early age are better prepared for school. Having books in the home helps support reading and better prepares children for lifelong learning.

Eligibility:

- You must be the parent, stepparent, or legal guardian of the child.
- Any children signed up must be under the age of 5 years.

If their 5th birthday is within 1 month of signing up, it is possible they will not be able to receive a book before turning five.

You will need to know the child's mailing address.

Enrollment:

1. Kyte the Library to get an application.
2. Kyte completed applications to the library or put them in the Library drop box.

Do Not Mail completed applications. CCCF library staff will handle getting them to the Wilsonville Library.

If you have questions about this program or eligibility, please kyte the Library and be sure to refer to Imagination Library.



What is LOCC ?



(Pronounced like “LOCK” – As in:

.....“For every key, there is a lock, & for every lock, there is a key.”).....

In recent weeks, LOCC members have been hearing questions around the facility:

- ❖ What is LOCC?
- ❖ What have you done so far?
- ❖ What are your future plans?
- ❖ What does LOCC do for me?
- ❖ Who can join LOCC?

Glad you asked!

.....Because we pride ourselves on transparency, integrity, & education. LOCC’s first priority is to support its club open, honest communication, we’re happy to share our members.

vision with you. It can be summed up in our club’s mission statement:

“The mission of LOCC is to support the lifer’s community while advocating for quality of life improvements for all Coffee Creek residents and rebuilding public trust and credibility.”

“LOCC’s first priority is to support its club members.”

We support our valued members mainly through political activism, advocating for improved conditions & through member

Each month, we have a business meeting, affectionately known as political “*fight club*.”

... but we *can* talk about *this* fight club.

We have hosted guest speakers, such as our Ombudsman, the Gender Response Analyst, speakers on Sustainability and Grant Writing, a State Representative, two attorneys with OJRC, an Administration Representative for Transitional Services & two experts in human trafficking.

We have also hosted a workshop with the Grievance Coordinator on how to write effective DOC Grievances. Since our members attended this workshop, *almost* ALL of our grievances have been accepted!



or our club members, we host a game night & a movie night, monthly, with refreshments.

As a sanctioned club, we may have up to 4 fundraisers a year, host at-cost events & hold an annual banquet for our members & their guests. With all of your support through fundraisers, we are self-sustaining.

“... finding ways to make life better for all of CCCF’s Residents.”

LOCC’s 2nd priority is finding ways to make life better for *all of the residents* here at Coffee Creek. We do this in ways most never see, behind the scenes, interacting with staff & administration, with OJRC & GIPA to address issues important to AICs:

- ❖ Reclaiming space for AIC use
- ❖ Fundraising to build an amphitheater for outdoor events
- ❖ A Parole Board preparation program
- ❖ Working with Transition Services to provide releasing women with an outreach program to prevent trafficking
- ❖ Improvements to house TV channels
- ❖ Noise decibel reduction
- ❖ Disability accommodations
- ❖ Environmental enrichment

We believe that if we attend to the first 2 priorities effectively, the 3rd priority, “... to restore public trust and credibility”, will take care of itself.

LOCC is resulting in knowledgeable & empowered leaders in our community, equipped to carry out our mission. We have found the keys & are learning to turn them (*metaphorically speaking, of course!*)

We are still a very young club. Our Constitution was signed last August, making us sanctioned as a ‘club’ with all the rights, expectations & responsibilities that go with that.

In comparison, Lifers Unlimited Club at OSP has been in operation since 1969!

LOCC is the first sanctioned club ever in the history of the female corrections division in Oregon. The fight for equality & parity with other DOC facilities has taken years, & the victory was not easily won. We are *proud* of this accomplishment. Our club members are tenacious, persistent, & *committed* to achieving our goals.



We can’t give up & we will *not* quit. ***Ever.***

“... restore public trust and credibility.”

Though we are the first sanctioned club, we do not want to be the last. If you have ideas, or belong to a group that you feel deserves representation, please contact us. We would be happy to help!

Our Service Counsel consists of the following members:

- ❖ Jacquelyn Novack, President
- ❖ Angel McCraw-Hester, VP Pro Tem
- ❖ Ashley Kookan, Secretary
- ❖ Cindie Rowe, Treasurer Pro Tem
- ❖ Ashley Reynolds, Sgt @ Arms Pro Tem

Any AIC who is currently serving a 15 year or more sentence. If you are interested in checking out Coffee Creek’s lifers club, send a kyte to, “**Lifeskills – LOCC, Attn: Sargent @ Arms**” to request membership information.

Financial Services

Informational Briefing



Adult in Custody (AIC) Trust Accounts

General Spending Account	<ul style="list-style-type: none"> • Primary spending account for AICs • Eligible deposits are received into this account <ul style="list-style-type: none"> ◦ <i>Examples: Deposits received from friends/family, and PRAS</i> • AICs use the Request for Withdrawal of Funds form (CD28) to facilitate financial transactions from the General Spending Trust Account • Funds in this account are not protected from debt/obligation collection or garnishment
Protected Spending Reserve Account	<ul style="list-style-type: none"> • This is a spending account established for AICs who receive protected money <ul style="list-style-type: none"> ◦ <i>Examples: disability benefits for veterans, moneys received from Native American or tribal government, railroad retirement benefits, OCE Prison Industry Enhancement (PIE) Awards</i> • AICs use the green Request for Withdrawal of Funds from Protected Reserve form (CD28P) to facilitate financial transactions from the Protected Reserve Trust Account • Funds in the Protected Reserve Trust Account are protected from debt/obligation collection or garnishment
Transitional Savings Account	<ul style="list-style-type: none"> • Established per SB844/ORS 423.105 as a means for AICs to save funds for release from ODOC custody • 5% of each eligible deposit is received into the AICs Transitional Savings Trust Account until the account reaches \$500 • AICs may elect to transfer funds into this account by submitting a transfer request form (CD1832, <i>available electronically and in paper</i>) up to \$500 • AICs may continue a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied • Funds in the Transitional Savings Trust Account are protected from debt/obligation collection or garnishment, but this is not the same thing as the Protected Spending Reserve Account
General Savings Account	<ul style="list-style-type: none"> • Established as a means for AICs to save funds outside of the Transitional Savings Trust Account • AICs may elect to transfer funds into the General Savings Trust Account by submitting a transfer request form (CF1832, <i>available electronically and in paper</i>) • Funds in this account are not available until the AIC releases from ODOC custody; an exception may be granted by the CFO or designee per OAR 291 Div. 158 • Funds in the General Savings Trust Account are not protected from debt/obligation collection or garnishment
Obligated Reserve Accounts	<ul style="list-style-type: none"> • Medical, Optical, Dental, Trip, Education, Religious, and Programming are accounts AICs use when there is a need to reserve funds for a good or service that meets specific criteria • AICs may receive deposits directly to one of these accounts from an external source • AICs must be approved to place funds into an Obligated Reserve Account • Funds in Obligated Reserve Accounts are deemed spent and therefore are not subject to debt/obligation collection or garnishment

Questions?

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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.



AICs are not allowed to enter the Programs Building (D-Building) in Minimum without being on call out or without specific direction from staff. This has always been the practice and because of an increased number of AICs failing to follow this practice, we are providing this reminder. Failure to adhere to this expectation will result in progressive discipline.

NOTICE AVISO

COFFEE CREEK CORRECTIONAL FACILITY IS UNDERGOING A PRISON RAPE ELIMINATION ACT (PREA) COMPLIANCE AUDIT
COFFEE CREEK CORRECTIONAL FACILITY ESTA LLEVANDO A CABO UNA AUDITORÍA DE CUMPLIMIENTO DE PREA (EL ACTA DE ELIMINACIÓN DE AGRESIÓN SEXUAL EN PRISIONES)

COFFEE CREEK CORRECTIONAL FACILITY will be audited by a Department of Justice (DOJ) PREA auditor(s) to determine compliance with the DOJ's National Standards to Prevent, Detect, and Respond to Prison Rape under the Prison Rape Elimination Act.

COFFEE CREEK CORRECTIONAL FACILITY será auditado por un auditor de la PREA del Departamento de Justicia (DOJ) para determinar el cumplimiento de las normas nacionales del DOJ para prevenir, detectar y responder a casos de abuso y acoso sexual en cumplimiento con el Acta de Eliminación de Agresión Sexual en Prisiones (PREA en inglés).

The PREA Auditor(s) will be at the facility to conduct the audit beginning on **October 27, 2024**.

El Auditor de PREA estará en las instalaciones para llevar a cabo la auditoría a partir del **27 de octubre de 2024**.

Any person with information relevant to this PREA compliance audit may confidentially* correspond with the PREA Auditor(s) by sending a letter directly to the following address:

Cualquier persona con información relevante para esta auditoría de PREA puede comunicarse confidencialmente* con los auditores de PREA enviando una carta directamente a la siguiente dirección:

**SHANNON STARK
FOPS/ PREA Compliance Unit
1940 Birkmont Drive
Rancho Cordova, CA 95742**

*Confidentially means that all correspondence and disclosures during interviews with the PREA Auditor(s) and support staff are confidential and will not be disclosed unless required by the law or the PREA Auditor Handbook. There are exceptions when confidentiality must be broken, such as, but not limited to: if an inmate reports an experience of sexual abuse or sexual harassment while confined; if the person is in immediate danger to themselves or others (e.g. suicide or homicide); allegations of suspected child abuse, neglect, or maltreatment; in a legal proceeding where information has been subpoenaed by a court of appropriate jurisdiction.

Confidencialmente significa que toda la correspondencia y las divulgaciones durante las entrevistas con los auditores de PREA y el personal de apoyo son confidenciales y no se divulgarán a menos que lo exija la ley o el manual del auditor de PREA. Hay excepciones cuando se debe romper la confidencialidad, como, pero no limitado a: si un recluso reporta una experiencia de abuso sexual o acoso sexual mientras está confinado; si la persona está en peligro inmediato para sí misma o para otros (por ejemplo, suicidio u homicidio); acusaciones de sospecha de abuso, negligencia o maltrato infantil; en un procedimiento legal donde la información ha sido citada por un tribunal de jurisdicción apropiada.

Correspondence shall be processed as legal mail. To avoid inspection, indicate on the envelope that the contents are for the PREA Audit.

Toda la correspondencia enviada por un recluso será tratada como correspondencia legal. Para evitar la inspección, indique en el sobre que los contenidos son para la auditoría PREA.

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)



AIC Newsletter Article – 2022

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 located 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 similar to 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:

E. Sage, PREA Coordinator

Oregon Department of Corrections

3601 State Street

Salem, Oregon 97301

February 22, 2022



Artículo Boletín AIC – 2022

Ley de Eliminación de Violaciones en Prisión (Información PREA)

El Departamento Correccional de Oregon (ODOC) tiene cero tolerancias para el abuso sexual, el acoso sexual, y las represalias por denunciar un incidente. Puede informar en persona a cualquier miembro personal a través de una comunicación de AIC (adulto bajo custodia) o a través del sistema de quejas. Puede llamar a la línea directa de PREA, seleccionar el idioma y luego marcar 91 de cualquier teléfono de AIC.

Presentación de un informe PREA anónimo

Si no está seguro de presentar una acusación ante PREA, puede presentar un informe anónimo con una agencia externa.

Puede escribir a:

Governor's Constituent Services Office

900 Court Street NE, Suite 254

Salem, Oregon 97301

Por favor indique al comienzo de su carta, que está presentando una denuncia ante PREA y quiere permanecer anónimo. La Oficina del Gobernador remitirá todas las denuncias anónimas al Coordinador de PREA para garantizar que se complete una investigación basada en la información proporcionada.

Visualización/Anuncios de género opuesto

El personal del género opuesto se anunciará cuando ingresa a una unidad de vivienda, tocando un timbre. Esto debe hacerse cada vez que cambie el statu quo de la supervisión de género en una unidad de vivienda (si ya hay un miembro del personal del sexo opuesto en la unidad, entonces no es necesario volver a anunciar). Cuando escuche el timbre, el personal del sexo opuesto estará ingresando a la unidad de vivienda, así que asegúrese de estar cubierto adecuadamente.

También es importante que se desnude en los lugares apropiados. Si se encuentra en un área de literas, hay cámaras en toda la instalación. Existen áreas designadas para cambiarse, el baño es la única área en la que puede estar sin ropa interior. La visualización de sexo opuesto puede ocurrir incidentalmente cuando el personal realiza controles de celda de rutina. Puede minimizar esto siendo consciente del género de la supervisión en su unidad de vivienda y asegurándose de cubrirse cuando sea posible.

Programa de defensa (apoyo) basado en la comunidad PREA

ODOC se ha asociado con defensores confidenciales basados en la comunidad de víctimas de abuso sexual para brindar servicios a los AIC.

Los AIC en ODOC que han pasado por abuso sexual pueden comunicarse con un defensor comunitario seleccionando un idioma, ingresando su PIN de AIC, luego presionando 0*711 sistemas telefónicos. También pueden solicitar una llamada privada a través del Gerente de Cumplimiento de PREA en la instalación. Los defensores brindan a las víctimas de abuso sexual información sobre sus opciones, recursos, y apoyo emocional. No hay ningún cargo por las llamadas a los defensores.

La línea de crisis de defensa basada en la comunidad es para personas que necesitan ayuda acerca de los problemas relacionados con el abuso sexual y no debe usarse para otros fines.

Las llamadas telefónicas y el correo con los centros de defensa basados en la comunidad se consideran comunicaciones privilegiadas y se manejarán de manera similar a las llamadas legales/correo oficial. Todas las llamadas de defensa no son monitoreadas ni grabadas.

Los defensores brindan apoyo confidencial e intervención en crisis, le informaran sobre la investigación y el proceso del examen médico, lo educaran sobre cómo curarse del abuso sexual y ofrecen recursos y referencias.

Los defensores no le dirán qué hacer, no se comunicarán con la institución a menos de que usted les solicite que lo hagan y firmen un comunicado. No le brindarán asesoramiento legal.

Los centros de defensa basados en la comunidad brindaran apoyo en caso de abuso sexual a personas de todos los géneros. Los defensores comunitarios no informarán a nadie a menos de que usted les solicite que lo hagan y si usted firma una divulgación de información.

La sede internacional de Just Detención (Just Detention International Headquarters) es un recurso de defensa nacional y se puede contactar en:

3325 Wilshire Blvd., Suite 340

Los Angeles, CA 90010

Si tiene cualquier pregunta sobre PREA, puede preguntarle a un miembro del personal, escribir al Gerente de Cumplimiento de PREA en su institución, o puede escribir a:

E. Sage, PREA Coordinator

Oregon Department of Corrections

3601 State Street

Salem, Oregon 97301

Febrero 22, 2022



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, el DOC haga la transición al nuevo sistema de actualizaciones con ustedes sobre el proyecto los alcancemos.



configuración. La configuración es importante porque formularios y procesos importantes se utilicen cuando EHR. Servicios de Salud seguirá compartiendo de EHR y sobre los logros importantes a medida que

Preventable Health Care Screening Program

DOC Medical Services is interested in partnering with you to promote healthy behaviors and ensure you are as healthy as possible. If you are interested in discussing your health risk factors and ways you can maintain and improve your health, please send an AIC Health Communication to Medical Services and request a “preventative health care screening” appointment.

Los Servicios de Salud del Departamento de Correccionales esta interesado en asociarse con usted para promover comportamientos saludables y garantizar que este lo mas saludable posible. Si esta interesado en hablar sobre los factores de riesgo de su salud y las formas en que puede mantener y mejorar su salud, envíe una Comunicacion de Salud Medica No-Urgente a Los Servicios de Salud y solicita una “cita de evaluacion de atencion medical preventiva.”

From the Superintendent’s Office:

Public Records Requests:

We are currently experiencing a significant increase in Public Records Requests, causing delays in processing times. We apologize for the inconvenience and are processing your requests as quickly as possible.

Thank you for your patience.

Amber Knight
Legal Information Officer

From the Administrative Rules Program:

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 professional” where different titles are currently 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
-

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

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

PERMANENT RULES:

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



Financial Services

Informational Briefing

AIC Debt and Obligation Information

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

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

02/03/2023

**JUST SO YOU KNOW...
NOW THAT THE COFFEE
TALK HAS GONE 100%
DIGITAL ON THE
TABLETS, IF FOR SOME
REASON YOU WOULD**

**LIKE/NEED A PAPER COPY.
SIMPLY KYTE
LIFESKILLS AND REQUEST
ONE.**

**BLACK AND WHITE ONLY
PLEASE.**