

In
This

Powder River

October 4, 2024

Issue: 

AIC NEWSLETTER

Get Life Right Class

Information for
this class

See page 6

EHR Update

This month's
update in
relation to the
Electronic Health
Records system








See page 7

Calendar

New Halloween
theme for
October

See page 24



SAT October 5	SUN October 6	MON October 7	TUE October 8	WED October 9	THU October 10	FRI October 11
						
H: 81 F L: 46 F	H: 85 F L: 46 F	H: 83 F L: 48 F	H: 81 F L: 46 F	H: 78 F L: 44 F	H: 75 F L: 42 F	H: 73 F L: 43 F
Mostly Sunny	Mostly Sunny	Sunny	Sunny	Mostly Sunny	Partly Cloudy	Mostly Sunny

Physical Plant Tool-Room Clerk

Physical Plant is seeking a Tool-Room Clerk to aid in inventorying tools, keeping track of work orders, supply closet inventory, tag-out process, filing, and computer related skills/tasks. Requirements to qualify to apply include:

MUST HAVE:

1. 8 months until treatment eligibility or release date
2. No Program failures
3. Clear Conduct for the past 6 months
4. GED
5. Strong work ethic, ability to follow instructions, and work independently
6. MUST HAVE working knowledge of computers and able to identify tools and their use.
7. Previous experience preferred

Interested in the position please fully complete the CD1523 Work Application Form and send to Ms. Pimentel – IWP Coordinator.
The position open until filled by qualified candidate.



AA Group

Tuesdays from 6:00 pm to 7:00 pm

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

Al-Anon

Thursdays from 5:30 pm to 6:30 pm

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

ODOC Pharmacies will be making a minor change on the pharmacy label for your medications. It is a small change, but it will be noticeable for some and we want to explain it now to help avoid any confusion. You shouldn't see any difference on medications that are dispensed in capsules or tablets, that will remain the same. However, for tubes, inhalers and other pharmaceutical containers you'll see that the quantity now indicates the number of grams or milliliters that the container holds. Previously if you had received a 30-gram tube of ointment, the pharmacy label would have read "1", indicating that you received one tube of ointment. Now you will see on the pharmacy label that the quantity has changed to "30", the number of grams in the tube. We are making the change because the pharmacies are about to use a new computer program that requires us to record the quantity dispensed in grams and milliliters.

Stretches to do every day:

Cat / Cow stretch

This dynamic stretch works the entire spine to promote spinal flexibility. Cat / Cow keeps us limber and prepared for everyday tasks. If the position isn't accessible on all fours, try the same movement in a chair with hands resting on your thighs.

- Begin on hands and knees with the tops of your feet on the floor and the spine in a neutral, flat back position.
- Keep your shoulders aligned with your wrists, your knees in alignment with your hips, and your knees and shins hip-width distance apart.
- As you inhale, extend from the pelvis through the collar bone, roll the shoulders down the back, engaging the upper back for a slight backbend, looking up or out.
- Exhale, round the spine, tuck the tailbone, and release the head and neck towards the floor, chin towards the chest.





OREGON DEPARTMENT OF CORRECTIONS



COVID-19 Vaccine and Booster Dose Update – March 2024

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

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

If you have questions, contact your health care provider.

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.

Wise Words to Live By:

"The only true wisdom is in knowing you know nothing." - Socrates

"The best way out is always through." - Robert Frost

"You must be the change you wish to see in the world." - Mahatma Gandhi



PRCF FAMILY QUARTERLY MEAL



DATE: FRIDAY, OCTOBER 25, 2024

TIME: 4:30pm to 6:30pm

COST: \$6.00 per meal for each person

MEAL:

Home Baked Tater Tot Casserole

Green Salad w/ choice of salad dressing

Dinner Roll

Water & Coffee

Spice Cake w/ Cream Cheese Frosting

***Personal Condiments are not allowed for the event. ***

***This event is open to General Population, Treatment Communities, and ALL
INCENTIVE LEVELS.***

TO ENROLL IN THIS EVENT, PLEASE DO THE FOLLOWING:

1. Please send an **AIC COMMUNICATION FORM** to MS. HOOPES, MPB 505 by 8:00AM ON OCTOBER 9, 2024.
2. THE **COMMUNICATION FORM** MUST INCLUDE:
 - a. The number of guests
 - b. The name and age of each guest
 - c. The guest's relationship to you
 - d. **GUESTS MUST BE ON YOUR VISITING LIST—NO EXCEPTIONS**
3. Include a **CD-28** for the total number of meal(s) you are purchasing **PAYABLE TO:**
 - a. **FAMILY FOUNDATION-ACCOUNT #2564**
Purpose: PRCF Quarterly Meal-OCTOBER 2024
 - b. Cost of Meal: \$6.00 per meal for each person
4. THE **COMMUNICATION FORM AND THE CD-28** MUST BE SUBMITTED TO MS. HOOPES BY 8:00AM ON OCTOBER 9, 2024. NO EXCEPTIONS AND NO REFUNDS. INCOMPLETE FORMS/INFORMATION WILL BE RETURNED.
5. Photos will be available. **Photo tickets must be purchased through ACTIVITIES prior to the event. PLEASE PLAN ACCORDINGLY-NO EXCEPTIONS WILL BE GRANTED.**

CHRISTMAS CHOIR
Enrollment is **NOW OPEN** through
October 9, 2024.
Selected AICs will perform
for the local community in December.

Criteria:

- General Population or programmers
- Outside Cleared (Unfenced or Community)
- Full and Sincere Participation during practice is required to attend community event.
- Conduct History will be considered.

Please send a communication to
Ms. Hoopes by **OCTOBER 9, 2024**
AT 3:00PM
Auditions and practice will start soon.

Get Life Right

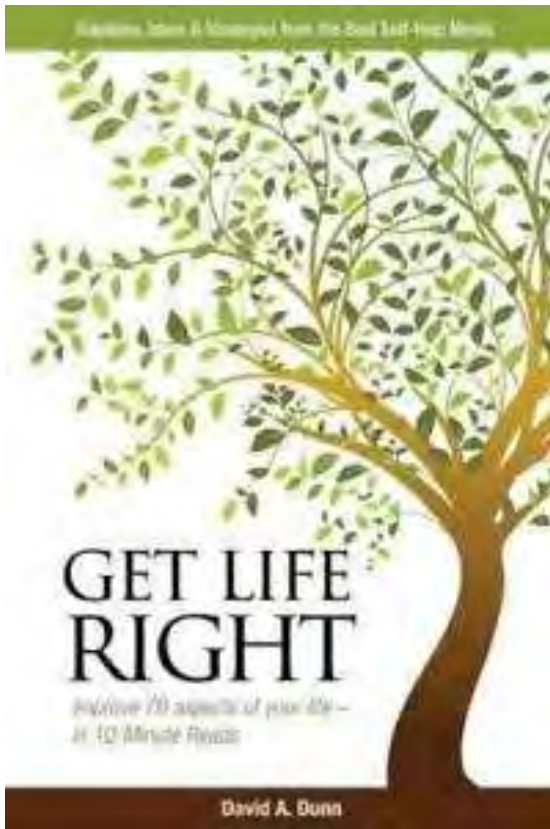
10 WEEK COURSE

CLASSES BEGIN:

TUESDAY, NOVEMBER 5, 2024

1:00 PM – 2:30 PM

EAGLE CAP ROOM IN MULTI PURPOSE BUILDING



Please join this 10-week class to help you craft a better life on the inside that will follow you to the outside!

This staff facilitated class will be 1.5-hours long. You will be given a book that is yours to keep, have assigned homework and the opportunity to participate in group discussions.

Upon successful completion of this course you will receive a certificate. **You will earn 1 PRAS point per class.**

You must have at least 10 weeks left before releasing. If you choose to enroll, consistent attendance, feedback and respectful communication are keys to a successful course experience.

If you have questions OR wish to enroll in the course,

please send an AIC Communication to Ms. Hoopes, MPB Rm. 505.

APPLICATIONS ARE DUE TO MS. HOOPES BY OCTOBER 31, 2024—NO EXCEPTIONS

HEALTH SERVICES ELECTRONIC HEALTH RECORDS (EHR)

OCTOBER 2024 UPDATE

Health Services continues to ensure that your paper health records become part of your health record in the Electronic Health Records (EHR) system and our scanning partners are currently scanning any overflow charts that you may have. Overflow charts are your paper health records that date back 6 months or longer. It is important that your overflow records become part of your electronic record because it can help ensure the people who provide medical, mental health, and dental services have the most complete picture of your health history.

Scanning Process: Our scanning partners have been doing this for over 55 years and scan thousands of pages every day. When they scan your paper health records, the electronic files are safely stored, protected, and backed up on hard drives.

Privacy Matters: Your health information belongs to you, and we care a lot about your privacy. During the EHR project, keeping your information private is our focus. Health Services make sure your information is safe and only people who are allowed can see it.

Please remember that your paper health records will be kept safe and stored according to the rules that Oregon Department of Corrections Health Services carefully follows for keeping those records.



We will continue to keep you updated every month about the EHR Project!

AIC Message

Changes to the Loss of Privilege (LOP) Rule

Since January of 2023, the Department of Corrections (DOC) has seen an increase in violent offenses carried out by adults in custody (AICs). In an effort to change this trend, beginning June 1, 2024, changes to the Prohibited Conduct and Processing Disciplinary Actions rule (OAR 291-105), and the Major Violations Grid will take effect. If you commit a major violation, your loss of privileges time may be extended.

In Summary:

The maximum Loss of Privileges (LOP) for *level one* violations increases from 28 days to 60 days. The maximum sanction for *level two* violations increases from 28 days to 45 days. These changes may affect the time needed to be eligible for the next incentive level.

Examples (in accordance with DOC administrative rule, (OAR 291-077-0035, Appendix B):

In order to move from level 1 to level 2 incentives, you will be required to have:

- 180 days in a row without a major misconduct, AND
- 90 days in a row without a program fail.

In order to be eligible to move from level 2 to level 3 you will be required to have:

- An additional 365 days without a major misconduct, AND
- 90 days without a program fail.

All disciplinary sanctions need to be completed before an AIC can begin to earn the next higher incentive level.

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.

PRAS Revisions FAQ

What's Happening with PRAS Changes?

In 2014, a petition was made to change the PRAS (Performance Recognition Award System) so that awards adjust with cost-of-living changes. The petition had good ideas but was too complicated to handle quickly. So, the Department created a group to look at these ideas and other concerns from people in custody and their families. These included points assigned for work and programming, as well as improving the work history letter you receive at release.

Good News:

The Department's Executive Team approved changes based on this group's recommendations. These changes will fix some problems with the PRAS rules and make it more consistent. The goal is to improve the system without taking away benefits.

There have been delays because of limited resources, developing new systems, and COVID-19. But work has been going on, and progress has been made. In January 2024, the PRAS system was updated with new tiers and a 25% increase in awards.

What's Changing Now?

By August 2024, new names for work assignments have been set up to show the point levels clearly. This will make it easier to compare positions across different facilities. The process of updating current work assignments to these new names started in mid-February and should be done by December 2024.

What Does This Mean for You?

- Most work assignments will just have a new name, but some may see changes in point levels.
- If your point level changes, the department will keep your current level as long as you stay in the same position.
- If you transfer or leave because of discipline, you'll get the new point level system.
- If you leave for court or medical reasons, your position may be held open. If you don't return in time, you'll start with the new point levels when you get back.

Most people will keep their current point level or get an increase. A catalog of positions and point levels will be available by the end of the year. Thanks for your patience as we make these improvements!



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!

Level 3 - Restricted



TO: ALL ADULTS IN CUSTODY

FROM: HEALTH SERVICES

RE: EHR PROJECT

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

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

Here are some common medical abbreviations:

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

Here are some abbreviations sometimes used in EHRs:

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

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

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

TO: All Adults in Custody

FROM: Oregon Department of Corrections (ODOC) Health Services

DATE: July 1, 2024

RE: Electronic Health Records (EHR)

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

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

What is a Health Information Exchange (HIE)?

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

How Do HIEs Work?

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

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

Why Are HIEs Important?

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

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



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.

TO: All Adults in Custody

FROM: Oregon Department of Corrections (ODOC) Health Services

DATE: May 1, 2024

RE: Electronic Health Records (EHR)

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

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

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

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

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

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

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

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

Privacy Matters: Your health information belongs to you, and your privacy is important.

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



Help Keep the Restrooms Clean

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

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

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

PRCF Do Good Club

Article I Club Name

PRCF Do Good Club

Article II Mission Statement

The purpose of the PRCF Do Good Club is to unite the Adults in Custody (AIC) at PRCF in promoting pro-social behavior. The goal of the club is to improve the quality of life for those inside and outside PRCF through charitable donations and social events. These social events will promote humanization, normalization, and pro-social behavior.

Note: This Club is not designated for personal gain or benefit, but for the benefit of the *PRCF Community as a whole*. Any participant in the Club is expected to adhere to this core belief or will be held accountable in accordance with PRCF policies.

Article III Membership

- a. The PRCF Do Good Club may have a maximum of 12 members. Exceptions may be approved by the program committee.
- b. AIC's cannot be a member of more than three clubs at one time.
- c. No person shall be denied the opportunity to participate in club meetings and/or activities on the basis of race, color, religion, national origin, age, or handicap.
- d. All club members must be Incentive Level 3 or higher and be at PRCF for at least 60 days.
- e. To become an active member of the Do-Good Club an AIC must notify the club via a communication request to Ms. Bronnenberg. Upon receipt of request, the AIC will be vetted as an AIC Incentive Level 3, as well review of their conduct history by staff. *If accepted*, the AIC will be placed on the next available call out as a prospect member until voted in by the Club, provided the club is not full. If the club is at maximum membership occupancy, then they shall be placed on the club's waiting list until space is available.
- f. AICs who join the club after the inaugural meeting will be considered an active member after they have attended one meeting or event.
- g. To remain an active member, members must not miss two consecutive meetings and maintain Incentive Level 3 or higher. Failure to meet the minimum requirements will result in removal from membership. AICs who have been removed from club membership may apply for re-admittance after 90 days from the time of removal.
- h. The Functional Unit Manager or designee may deny, revoke, or suspend individual or group activities for AIC conduct that is disruptive to group activities or institutional operations.

The profit from our **Backyard BBQ** in August was **\$487.91** *after* costs for the feed itself.

Proceeds from this and other fundraisers are used for things like Video Game Controllers and Games in the MPB, Popcorn for Incentive Movies, Suicide Walk and Family Day contributions, and a soda and candy included in a holiday gift bag at the end of the year for all of the AICs. Proceeds are also donated with Club approval to local community outreach programs. You are welcome to share your feedback with any Club Member. Please keep in mind, there are *limitations* to what this Club can address which is generally for AIC fundraising through feeds. Any changes to the function of PRCF *must* be submitted to the AIC Council. The list of AIC Council members is posted in the units.

Proceeds were used from the Do-Good Club to purchase the water bottles which were handed out for the Suicide Prevention Walk 2024. 150 bottles worth \$650 were purchased by the Club.

Do Good Club Meeting Minutes

Thursday October 3rd, 2024

Executive Council:

- **President:** Moncada, Orlando (present)
- **Vice President:** Tedford, Dallas (present)
- **Secretary:** Francisco, Pablo (Program 1 on 1 meeting)
- **Treasurer:** Stefun, Edward (present)
- **Sergeant of Arms:** Williams, Stephen = Voted In

Club Members:

- Ekblad, Eric (present)
- Hunsberger, James (present)
- Jimenez, Jose (present)
- Sutton, Kristopher (present)
- Vargas, Adan (present)
- Will, Branden (present)
- Williams, Stephen (present)

Agenda

1. Prospective Club Members
 - a. Cummings, William and Wilson, Ray = Voted In
2. Vote for Sgt at Arms Officer. As per our By-laws, the sergeant at arms is responsible for club property management, meeting room preparation, and to lead event set-up/cleanup = Williams, Stephen
3. Decide on final feed of the year.
 - a. Program members to share their consensus from any announcements in their units.
 - b. GP members to share their preferences. = 8 Piece Chicken (Thighs & Drumsticks) + option for Maple Bar and JoJo's or Pizza Hut
 - c. Print out of previous feed trends handed out.
 - d. Vote on final feed of the year = Vote to happen next meeting after Staff provides cost
 - e. Ms. B and/or Mr. Hite to price out the cost of the feed
 - f. Cost of the feed + \$625 (budget) divided by average # of AICs that *may* attend = Price per AIC
 - g. Over the last 5 years AIC's have been willing to spend \$16 on average for the feeds themselves + the cost of soda.
 - h. In order to make up some losses this year, we can add +\$1-\$2 per meal cost (currently a \$1093.28 estimated loss for 2024 due to Community Donation, Family Day, Suicide Walk bottle purchases etc.)
4. Mr. Hunsberger in 2E has agreed to run AIC Movies in the interim. Movies are restarted at 12 noon for Program Units break on Sat & Sun, and 7pm & 9:30pm in the evening every day.
5. Follow-up on AIC/Staff Tournaments
 - a. Set schedule for the tournament = October 17 after lunch until 3pm
 - b. Sign-ups to be hung shortly
6. Feedback from EMT / Staff on Coffee and Doughnuts for Confirmed Veterans proposal for Veteran's Day November 11th, 2024. Approved, speaking with other institution Veteran groups & sourcing funds
7. Choose days for the Incentive Movie (Friday 18 & Sat 19 or Friday 25 & Sat 26)
 - a. Postings in the Units and Newsletter on the tablet the week of the Movie
 - b. Volunteers to make popcorn on these Movie days at 7am (when space is available in kitchen).
 - c. Friday 18 = Moncada & Jimenez, Saturday 19 = Williams & Hunsberger

Next Meeting – Thursday November 7th – 12:30pm

AIC Council



The purpose and function of the Adult in Custody (AIC) Council is to provide a forum for the exchange of ideas and information between the AIC population and DOC staff at Powder River Correctional Facility (PRCF). The goal for the IC Council is to normalize the correctional setting by meeting as a group, on a regular ongoing basis, to promote communication between the AIC's and DOC representatives. This transparent flow of communication will provide an opportunity for issues/ideas to be brought forward and discussed in a respectful and systematic manner finding solutions by all parties involved.

If you have ideas for improvements to the facility or concerns regarding facility safety, please speak with your unit representative. AIC Council meets every Saturday and the last Thursday of every month.

Previous examples of approved proposals include:

TV's in Unit 2 dayrooms / Yard Misting Station
Resurfacing of Basketball Courts (Spring 2024)
Installation of Handball Court & Dedicated Pickleball Court (Timeline TBD)

AIC Council Members

Unit Unit 2W: S. Hamilton
Unit 1E: H. Morales Unit 2E: B. Shine
Unit 3: A. Martinez

Professional & Security Council Members

Officer Brinton Ms. Hoopes
Mr. Folden Mr. Hite

PRCF AIC Council

Date: August 29, 20204

Staff: Officer C. Brinton, Ms. Hoopes, ISM T. Clark

AIC Council Members:

Present:

Absent:

K. McDaniel #11118992 1W
S. Hamilton #23273878 2W
B. Shine #26930832 2E
*T. Trotts #10577052 3-3
*K. Harrington #14978964 1W-38
H. Morales #08916321 1E

A. Martinez 20810395 3

* new AIC council members

Agenda:

1. Approval of Minutes
2. Old Business
3. Submitted Proposals (Updates)
4. New Proposals
5. AIC Council Group Meetings (Needs, Suggestions, Concerns)
6. Next Meeting August 29th, 2024
7. Round Table

1) Approval of Minutes:

Previous Minutes Approved.

2) Old Business:

- Unit 1-bunk arrangement modifications on hold. Physical Plant working on logistics and configuration.
- Details are being discussed for Inter-unit competitions. Moving forward.
- Details are being discussed and worked out for wind-guard around weight pile.
- Barefoot Yoga in the yard has been approved. Needs to be in designated area, by tree in NW Corner of yard near tree, or on grass in front of Security. Must be wearing proper shoes, if changing locations.
- Details are being worked out for Certified Recovery Mentor/ position.
- 1 West Restroom, additional soap dispenser(s)-approved. 1 West Shower area, partitions-not approved, due to lack of structural integrity in wall.
- Tablet usage in programming units @ bunks-denied
- Radio in kitchen (dish pit) area-denied.
- Proposing bunk location/radio outlet, being connected to dayroom TV's audio access. Working on technical aspects.
- Discussed adding another **Family Day** to the calendar. Still in discussion phase.

3) Submitted Proposal Updates:

- Tablets in bunks on Treatment Units: Due to AIC's 'hoarding' tablets, NDN has decided to follow the AIC Handbook where it states the use of tablets being a 'Dayroom Activity'.
- AIC CRM Position: Proposal submitted for the creation of a paid AIC Certified Recovery Mentor position to assist AIC's in need of mental health services prior to Security Staff getting involved. Need to discuss with Ms. Pimentel regarding the process for creating new position. Proposal will be submitted to EMT.
-

4) Newly Submitted Proposals:

- **F.A.C.E. (families advancing children's education)**
working on details, logistics and proposal.
- AIC Trotts submitting, Incentive level III weekend/Dayroom tv access between 10pm-12am. Discussion with EMT/security, as well as proposal being submitted.

5) AIC Council Group Meetings:

- Will discuss at the following Saturday Meeting:
 - o Installation of new TV's in dayroom of unit 1.
 - o Allowing AIC's to purchase stuffed animals created by R&D for children during in person visits.
 - o Installation of Solar Panels and accompanying Program at PRCF. Conducting preliminary research.

6) Next Meeting

- October 26, 2024

7) Round Table

- Rec shack call-out closures, specifically during weekend hours are an ongoing issue. It is recommended to reach out to Lt. Osborne to discuss 'fill-in' options when Rec Shack Orderly is not able to be present due to call-outs. *This issue seems to have been addressed. 9/2/24
- AIC McDaniel submitting, **NDN/AIC of the Month**, AIC to receive "meal of their choice", for going above and beyond expectations. Proposal needs to be submitted to EMT and kitchen staff for approval. Working on details.
-
- AIC Testimonials pertaining to N. Dakota Management. They will be on-site touring PRCF facility, September 25&26. Working on "Sharing ODOC Culture". ws
-
-

Meeting Adjourned:

- 1:55pm



OCTOBER IN HISTORY

October 5

1986 - Former U.S. Marine Eugene Hasenfus was captured by Nicaraguan Sandinistas after a plane carrying arms for the Nicaraguan rebels (Contras) was shot down over Nicaragua. This marked the beginning of the "Iran-Contra" controversy resulting in Congressional hearings and a major scandal for the Reagan White House after it was revealed that money from the sale of arms to Iran was used to fund covert operations in Nicaragua.

October 6

1973 - The Yom Kippur War started as Egypt and Syria launched attacks on Israeli positions on the East Bank of the Suez and the Golan Heights.

October 7

1949 - The German Democratic Republic came into existence in East Germany. Dominated by Soviet Russia, it lasted until German reunification in 1990.

1985 - Palestinian terrorists seized the Italian passenger ship *Achille Lauro* carrying about 440 persons, threatening to blow it up if Israel did not free 50 Palestinian prisoners. Leon Klinghoffer, an elderly wheelchair-bound American, was murdered.

October 8

1871 - The Great Fire of Chicago erupted. According to legend, it started when Mrs. O'Leary's cow kicked over a lantern in her barn on DeKoven Street. Over 300 persons were killed and 90,000 were left homeless as the fire leveled 3.5 square miles, destroying 17,450 buildings. Financial losses totaled over \$200 million.

October 9

1962 - Uganda achieved independence after nearly 70 years of British rule.

1970 - Cambodia declared itself the Khmer Republic following the abolishment of the monarchy by the legislature.

October 10

1973 - Spiro T. Agnew (1918-1996) resigned the office of Vice President of the United States amid charges of income tax evasion on illegal payments allegedly received while he was governor of Maryland and after he became Vice President. He was later given a \$10,000 fine and sentenced to serve three years' probation. He was succeeded as Vice President by Gerald R. Ford, who went on to become President after the resignation of Richard M. Nixon.

October 11

1939 - Albert Einstein warned President Franklin D. Roosevelt that his theories could lead to Nazi Germany's development of an atomic bomb. Einstein suggested the U.S. develop its own bomb. This resulted in the top secret "Manhattan Project."



Eating a healthy diet is one of many things we can do to improve our overall health. In addition to what we eat, which other actions can we take to be healthy?

- **Maintain a healthy weight.** Eating healthy foods, not snacking too much, and watching how much fat, sugar, and salt we eat will help us maintain a healthy weight. Being at a healthy weight for your height will reduce your risk of getting medical conditions like heart disease, diabetes, and high blood pressure.
- **Be more active.** Both exercise and diet play a part in maintaining a healthy weight. Regular exercise will improve muscle tone, blood flow, balance, and coordination. Being active every day can prevent some diseases. Adults should get at least 2 ½ hours of physical activity every week.
- **Get enough sleep.** There is no perfect number, but most people function best when they get 7 to 9 hours of sleep each night. Getting enough sleep promotes healing, improves brain function, and reduces the risk for chronic diseases.
- **Include mental health in overall health.** A healthy mind can benefit your physical body. Pay attention to your mood. If you have bothersome thoughts that you can't control, or if you feel unusually anxious or on-edge, don't be afraid to ask for help from a mental health professional.
- **Manage stress.** Some of life's stresses are unavoidable. How we deal with stress can affect our mental and physical health. Find strategies to cope with stress that work for you. There are many different options. Ask your doctor for help if stress is affecting you.
- **Don't smoke or vape.**
- **Drink alcohol moderately, or not at all.**

IWP Position

NEW HOPE – POWDER PALS PROGRAM

Interested AICs are welcome to apply

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

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

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

Qualifications for opportunity to apply:

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

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



October 2024



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
NO TICKETS THIS WEEK!						
6	7	8	9	10	11	12
	Turn in CD-28 for tickets			A & O PRAS Payday	Coffee, Photo & Activity Tickets	
13	14	15	16	17	18	19
	Columbus Day / Indigenous Peoples Day Turn in CD-28 for tickets				Coffee, Photo & Activity Tickets	
20	21	22	23	24	25	26
	Turn in CD-28 for tickets Pastry Deadline			A & O	Coffee, Photo & Activity Tickets	
27	28	29	30	31	1	2
	Turn in CD-28 for tickets			Coffee, Photo & Activity Tickets Halloween	Pastry Delivery	

Monday 4/15, 5/20, 6/24, 7/29, 9/2	Tuesday 4/16, 5/21, 6/25, 7/30, 9/3	Wednesday 4/17, 5/22, 6/26, 7/31, 9/4	Thursday 4/18, 5/23, 6/27, 8/1, 9/5	Friday 4/19, 5/24, 6/28, 8/2, 9/6	Saturday 4/20, 5/25, 6/29, 8/3, 9/7	Sunday 4/21, 5/26, 6/30, 8/4, 9/8
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 Bagel - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar - .50 OZ	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 - .50 OZ	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 - .50 OZ	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 - .50 OZ	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 - .50 OZ	Multigrain Hot Cereal - 1.00 CP Fresh Fruit - 1.00 EA Yogurt (Sug) - 0.75 CP Breakfast(Pastry (Sfa,Chl)) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar - .50 OZ	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 - .50 OZ
LUNCH						
Week 4 Lentil Soup - 10.00 FLOZ Chicken Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Green Beans - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Fruit Drink - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP *Barbeque 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 *Roast Beef & 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 Fruit Drink - 8.00 FLOZ	Mnestrone Soup - 10.00 FLOZ Chef Salad with Turkey (Chl) - 1.00 SV Hard Boiled Egg (Sfa,Chl) - 1.00 EA Shredded Cheese (Sfa,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Salad Dressing (Sfa,Sod) - 2.00 FLOZ Peas - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS 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) - 4 OZ 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	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
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 Corn - 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) - 10.00 FLOZ Lemon Cilantro Rice - 0.75 CP Carrots - 0.75 CP Tortilla Chips - 1.00 OZ Sour Cream (Sfa,Chl) - 2.00 TBS Gelatin (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 - 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	Texas Slaw - 0.75 CP Burrito Beans - 0.75 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Spanish Rice - 0.75 CP Salsa (Sod) - 0.25 CP Wheat Tortillas (Sfa,Sod) - 2.00 EA Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ

Religious Services Schedule

Type	Denomination	Faith Group	Description	Supervision	Location	RM	Day	Weeks	Time
Serv.	RCC	Christian	RCC Mass	Ft. Suresh	MPD	Chapel	Thursday		1 - 2 pm
Serv.	JW	Christian	Bible Study	Larkins	MPD	Whitman	Sunday		1 - 2:30 pm
Serv.	LDS		Bible Study	Fardley	MPD	Elkhorn	Friday		9:30 - 10:30 am
Serv.	Nazarene	Christian	Worship	Nelson	MPD	Chapel	Sunday		9:15 - 10:45 am
Serv.	Nazarene	Christian	Worship Team	Nelson	MPD	Chapel	Monday		8 - 10:45 am
Serv.	SDA	Christian	Bible Study	Sundean	MPD	Chapel	Saturday		7:30 - 9 am
Serv.	Asatru	Pagan	Rune Study	Chaplain	MPD	Whitman	Sunday		9 - 10:30 am
Serv.	Asatru	Pagan	Blot	Chaplain		Asatru Circle	TBD		TBD
Serv.	Jewish	Jewish	Sebat Readings	Chaplain	MPD	Chapel	Thursday		8:30 - 9:30 am
Serv.	Muslim	Islam	Jumah Khatba	Chaplain	MPD	Chapel	Wednesday		9:30 - 10:30 am
Serv.	Native American	Native	Sweet Lodge	Chaplain		NA Grounds	Sundays (1)	1	8:30 - 2:30 pm
Serv.	Native American	Native	Smudge/Talking Circle	Chaplain		NA Grounds	Sundays (3)	3	12 - 1 pm
Serv.	Native American	Native	Drawing/Beading	Chaplain	MPD	Chapel	Sundays (2)	2	12 - 2 pm
M17	Native American	Native	Native Parenting Class	Chaplain	MPD	Chapel	Sundays (4)	4	12 - 2 pm
Act.	Native American	Native	Native Movie/Beading	Chaplain	MPD	Chapel	Wednesday		1:15 - 3:30 pm
Serv.	Wicca	Pagan	Wicca Shabat Study	Chaplain	MPD	Earth Circle/Chapel	Monday		9 - 10 am
Act.	Baptist	Christian	Bible Study	Vol.	MPD	Whitman	Saturday		6 - 8 pm
Act.	Buddhist	Buddhist	Meditation	Chaplain	MPD	Eagle Cap.	Sunday		9 - 10 am
Act.	RSS	Christian	Celebrate Recov.	Chaplain	MPD	Eagle Cap.	Sunday	2,4	12-1:30 pm
Act.	CCBC	Christian	Bible Study	Wage	MPD	Chapel	Sunday		6 - 7:30 pm
Act.	SDA	Christian	Choir	Nickell	MPD	Chapel	Tues/Thurs.		5:30 - 7:30 pm
Act.	Mennonite	Christian	Bible Study	Vol.	MPD	Whitman	Sunday		2:30 - 3:30 pm
Act.	Music	Secular	Music Practice		MPD	Chapel	Fri/Sat.		6 - 7:45 pm
Act.	SDA	Christian	Crestion Chronicles	Sundean	MPD	Chapel	Thursday		7 - 8 pm
Act.	Yoga	Christian	Yoga & Meditation	Donahue	MPD	Whitman	Thurs/Sat		6:30 - 7:30 (T) / 1 - 2 pm (S)
M17	RSS	Christian	Anger Management	Chaplain	MPD	Chapel	Monday		1:30 - 2:30 pm
M17	RSS	Christian	Art of Communication	Chaplain	MPD	Chapel	Tuesday		1:30 - 3:30 pm
M17	RSS	Christian	Grief Support	Chaplain	MPD	Chapel	Wednesday		8:30 - 9:30 am
M17	RSS	Christian	Homes of Hope	Chaplain	MPD	Chapel	Thursday		2:00 - 3:30 pm
M17	SDA		Guitar lessons	Chaplain	MPD	Chapel	Mon/Tues		5:30 - 7:30 pm



Financial Services

Informational Briefing

Court Ordered Financial Obligations (COFOs)

What are Court Ordered Financial Obligations (COFOs)?

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

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

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

How are COFOs collected?

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

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

Who do I contact if I have questions about COFOs?

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



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

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

Questions?

AICs may submit an AIC Communication form to Business Services (electronic communication option preferred & available on the tablet). Friends and Family may submit questions to dldoctrustinfo@doc.state.or.us.



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 not 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



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 ○ <i>Examples:</i>• <i>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 ○ <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?

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.

FS AIC Info Briefing Oct 2021

Contact Officer Corner

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

PRCF Contact Officer Program Contact Information:

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



R & D Info

STATE CLOTHING ALLOWED		
<u>1 Each Denim Coat</u>	<u>1 Chambray shirt</u> <u>2 Chambray shirts (Program)</u>	<u>2 Pair Denim Pants</u>
<u>3 Each T-Shirts</u>	<u>2 Sweatshirts</u> <u>1 Sweatshirts (Program)</u>	<u>1 Each Belt & Buckle</u>
<u>3 Pair Grey Dress Socks</u>		<u>2 Each Towels</u>
<u>3 Pair of Underwear</u>	<u>2 Blankets (Wool or Cotton)</u>	<u>2 Sheets and 1 Pillowcase</u>
<u>1 Pair State Tennis Shoes</u> <u>(if no personal shoes)</u>	<u>1 Pair of State Shower Shoes</u> <u>(if no personal shoes)</u>	<u>1 Pair Red Shorts</u> <u>(If no personal blue shorts)</u>
WORK CREW ONLY		
<u>1 Pair Work Boots</u>	<u>2 Pair Work (boot) Socks</u>	<u>1 Pair Work Gloves</u>
	<u>1 Each Safety Vest</u>	
<p>Work crew items must be turned back in when you are no longer assigned to a work crew. Work crew clothing is to be worn for work assignments only.</p> <p>1. Clothing exchange is done on a one-for-one basis. You must bring the article of clothing you wish to exchange to R&D to get a replacement. If you do not have the article of clothing, and you have tried to find it, you are required to follow the proper state property re-issuance procedure. The forms are available on your units. (The process for returning clothing does not included turning items into the Unit Laundry buckets)</p> <p>2. Do Not purposefully rip, tear, alter, or destroy any clothing or laundry bags in hopes of getting new ones. R&D does not have the extra clothing or budget to continue replacing damaged items. You can and will be held accountable if clothing appears to be purposefully destroyed.</p> <p>3. Clothing exchange will occur Monday and Friday from at 6:30 am to 7:30 am. Coming into R&D outside of these hours, unless you've been called down, will result in you being held accountable, <u>If there is an immediate need please talk with your unit officer.</u></p>		

Release Clothing

Have you thought about your clothing needs for release and how you are going to pay for them?

When you are **45 Days from release**, you will need to contact R&D to make arrangements for your dress outs by completing a package authorization form to have clothing sent in OR by completing a CD28, to ensure you have funds available to purchase clothing from PRCF

The cost for dress outs can be up to \$35 depending on your needs. If you have any questions about the cost for dress out clothing, please kite R&D.

Due to changes to the Inmate Trust accounts you should start thinking about how you will pay for your dress outs. You can pay for dress outs with money in your General Spending account or your General Savings account but Not your Transitional Savings.



Prison Rape Elimination Act (PREA Information)

The Oregon Department of Corrections (ODOC) has a zero-tolerance policy for sexual abuse, sexual harassment and for retaliation for reporting an incident. You may report in person to any staff, through an AIC communication, through the grievance system, by calling the PREA hotline by making a language selection, then dialing 91 from any AIC phone.

Filing an Anonymous PREA Report

If you are uneasy about filing a PREA allegation, you may file an anonymous report with an outside agency.

You may write to:

Governor's Constituent Services Office
900 Court Street NE, Suite 254
Salem, Oregon 97301

Please indicate in the beginning of your letter you are filing a PREA allegation, and you are requesting to remain anonymous. The Governor's Office will refer all anonymous allegations to the DOC PREA Coordinator to assure an investigation is completed based off the information that is provided.

Opposite Gender Viewing/Announcements

Opposite gender staff announcement themselves when entering a housing unit by ringing a bell. This must be done any time the status quo of the gender supervision on a housing unit changes (if there is already an opposite gender staff on the unit then there is not needed to re-announce). When you hear the doorbell, opposite gender staff will be entering the housing unit so please make sure you are covered up appropriately.

It is also important you undress in the appropriate locations. If you are in a bunk area, there are cameras throughout the facility so the designated changing/bathroom areas are the only areas you should be without undergarments. Opposite gender viewing may happen incidentally when staff are conducting routine cell checks. You can minimize this by keeping aware of the gender of supervision in your housing unit and ensuring you cover up when possible.

Community-Based PREA Advocacy (Support) Program

ODOC has partnered with community based, confidential advocates of sexual abuse victims to provide services to AICs.

AICs at ODOC who have experienced sexual abuse may reach a community-based advocate by making a language selection, entering your AIC PIN, then press 0*711 AIC telephone systems, or may request a private call through the PREA Compliance Manager at the facility. Advocates provide victims of sexual abuse information about their options, resources, information, and emotional support. There is no charge for calls to advocates.

The community-based advocacy crisis line is for individuals needing assistance coping with sexual abuse related issues and should not be used for other purposes.

Telephone calls and mail with community-based advocacy centers is considered privileged communication and will be handled like legal calls/official mail. All advocacy calls are not monitored or recorded.

Advocates provide confidential support and crisis intervention, inform you about the investigation and medical examination process, educate you about healing from sexual abuse and offer resources and referrals

Advocates will not tell you what to do, communicate with the institution unless you request them to do so and sign a release and will not provide legal advice.

Community-based advocacy centers provide sexual abuse support to people of all genders. Community-based advocates will not report unless you request them to do so and if you sign a release of information.

Just Detention International Headquarters is a national advocacy resource and can be reached at:

3325 Wilshire Blvd., Suite 340
Los Angeles, CA 90010

If you have any other questions regarding PREA, you may ask any staff member, write the PREA Compliance Manager at your institution, or you may write:

Ericka Sage PREA Coordinator
Oregon Department of Corrections
3723 Fairview Industrial Drive, SE
Salem, OR 97302
February 22, 2022

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

PROPOSED RULES:

291-100 Admission, Sentence Computation, and Release

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

291-079 Shared Information Systems

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

TEMPORARY RULES

291-127 Visiting

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

PERMANENT RULES:

291-005 Information Systems Access and Security

- Amends rule to better reflect and implement the direction of the agency, statewide standards, and industry modernization; improve consistency and clarity of the rules; further define and update process; update position titles and timelines; and establish guidelines around separation of duties, authorizing access, shared or group credentials, open user accounts, and physical security.
- Effective: 4/29/24

291-078 Community Case Management (Community Corrections)

- Amends rule to update definitions to align with current business terminology and with revisions to substantive provisions of these rules; to reorganize the rules to a more logical format for ease of reference and use; to add gender-specific case management practices through the use of the Women's Risk Needs Assessment; per SB 1510 (2022) to adopt new rule concerning minimum contact standards; to clarify process for counties around the use of OMS case planning tools; and to change "inmate" to "AIC" per statutory requirement.
- Effective: 5/1/24

291-105 Prohibited Conduct and Processing Disciplinary Actions

- Amends rule to standardize definitions of terms across Department of Corrections rules; adopt a definition for "digital currency"; and update misconduct violations (Violations Involving Property, Violations Against Persons) to address trends affecting the safety and security of our facilities.
- Effective: 5/23/24

291-202 Sex Offenders, Special Provisions

- Amends rule to incorporate changes in legislation per HB2549 (2013) and HB2520 (2015); to incorporate changes in practice or department philosophy (change "inmate" to "AIC" per HB 3146 (2019); to clarify terminology; to update definitions and statutory references or further define process; to expand exception authority within county community corrections agencies; and to perform technical corrections.
- Effective: 4/29/24

291-209 Earned Discharge

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

From the Administrative Rules Program:

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

PROPOSED RULES:

291-069 Security Threat Management

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

291-086 AIC Access to Automation

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

From the Administrative Rules Program:

Below is the list of status changes made to DOC administrative rules since 6/27/2024.

PROPOSED RULES:

291-127 Visiting

- Amends rule to increase the number of individuals who qualify for visitation of adults in custody (AICs); resume the administrative review process for family and friends of AICs who had been denied visitation; update the term "inmate" to "adult in custody"; remove gendered language; provide clarifying language; and update definitions to be consistent with other department rules.
- Last day of comment period: 9/20/2024 at 12:00 PM

UPDATED 291-131 Mail (AIC)

- Amends rule to limit the type of envelopes, paper, and the use of certain materials related to incoming mail; to align the rules with statutory requirements for the processing of AIC mail with the Corrections Ombudsman; remove gendered language and add clarifying language and language for consistency with other department rules; change the term "inmate" to "adult in custody" per statutory requirement; and make minor grammatical and punctuation edits.
- UPDATED: Last day of comment period: 9/25/2024 at 5:00 PM
- UPDATED: Public Hearing: 9/16/2024 1:00- 2:00 PM (Hearing scheduled for 8/30/24 is moved to 9/16/24)

TEMPORARY RULES:

291-006 Discrimination Complaint Review System

- Amends rule to provide that PREA-related reports will be exempted from the department's grievance and discrimination complaint systems and will be separately investigated outside of those systems. The amended rule is needed to simplify and clarify the process for AICs who are seeking to report a PREA-related issue and may choose to do so by making that report through the grievance or discrimination complaint review systems.
- Effective 8/1/2024 through 1/27/2025

291-109 Grievance Review System

- Amends rule to provide that PREA-related reports will be exempted from the department's grievance and discrimination complaint systems and will be separately investigated outside of those systems. The amended rule is needed to simplify and clarify the process for AICs who are seeking to report a PREA-related issue and may choose to do so by making that report through the grievance or discrimination complaint review systems.
- Effective 8/1/2024 through 1/27/2025

PERMANENT RULES:

291-079 Shared Information Systems

- Repeals unnecessary and dead rule removed from statute ORS 329.965 in 2011 and only retained as a placeholder.
- Effective 7/8/2024

291-100 Admission, Sentence Computation and Release

- Amends rule to clarify rules; change the term "inmate" to "adult in custody" per statutory requirement; remove gendered language; add definitions and information on legal name changes; update definitions to be consistent with other department rules; update rules to align with statute language (ORS 137.370(4)); update rule titles and statutory references; and for minor punctuation.
- Effective 7/5/2024

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

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

From the Administrative Rules Program:

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

PROPOSED RULES:

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