



FROM THE ADMINISTRATIVE RULES PROGRAM:

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

PROPOSED RULES:

291-006 Discrimination Complaint Review System

- Amends rule to exempt reports related to sexual abuse and sexual harassment from the department's grievance and discrimination complaint systems to simplify and clarify the process for AICs who are seeking to report a PREA-related issue; and for revisions that improve clarity of the rules and consistency within these rules, align these rules with other department rules, and reorganize these rules.
- Last day of comment period: 12/16/24 at 12:00 PM

291-109 Grievance Review System

- Amends rule to exempt reports related to sexual abuse and sexual harassment from the department's grievance and discrimination complaint systems to simplify and clarify the process for AICs who are seeking to report a PREA-related issue; and for revisions that improve clarity of the rules and consistency within these rules, align these rules with other department rules, remove gendered language, and reorganize these rules.
- Last day of comment period: 12/16/24 at 12:00 PM

WHO'S WHO:

Superintendent - Mr. J. Highberger
Asst. Supt., General Services - Ms. T. Davenport
Asst. Supt., Security - Mr. J. Wagner
Behavioral Health Svcs. Mgr. - Ms. K. Gates
Corr. Rehabilitation Mgr. - Ms. E. Asay
Diversity/Grievance Coordinator - Ms. R. Corrigan
Education/Training Administrator - T. Hightower
Executive Asst. to Supt. - Mr. N. Warren
Food Services Manager - Mr. N. Nawaz
Hearings Officer - Mr. D. Golden
Health Services - Ms. R. Vizina

Hobby Shop Supervisor - Ms. G. Kast
Library Coordinator - Mr. D. Cleland / Ms. J. Belluno
Management Asst. to Supt. - Ms. R. Mondragon
Operations Captain - Mr. N. Jones
Photo Program Supervisor - Ms. G. Kast
Physical Plant Manager - Mr. G. Davis
PREA Compliance Manager - Captain G. Ross
Recreation - Mr. J. Hale, Ms. G. Kast, Mr. C. Ocupe
Religious Services - Chaplain D. Hodney
Special Population Lieutenant - Lt. S. Bennett
Transitions Coordinator - Mr. A. Lara

PERMANENT RULES

291-011 Segregation (Disciplinary)

- Amends rule to clarify what department staff will visit with an adult in custody on a daily basis to assess that adult in custody's medical or health care requests or needs when the adult in custody is in disciplinary segregation at a minimum-security correctional facility that does not have an onsite health care professional available on a daily basis.
- Effective 10/23/25

291-086 AIC Access to Information Technology

- Amends rule to change the term "inmate" to "adult in custody (AIC)" and to 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 to reorganize these rules.
- Effective 10/14/25

291-105 Prohibited Conduct and Processing Disciplinary Actions

- Amends rule to update the maximum Loss of Privileges sanctions for Level I and Level II rule violations and allows for an Adjustment to Final order for loss of privilege sanctions of 30 days or more; and to add definitions for the following terms to aid understanding: Adjudicate, Disciplinary Segregation, Drug Paraphernalia, and Loss of Privileges (LOP).
- Effective 10/22/25

291-127 Visiting

- Amends rule to increase the number of eligible visitors, and clearly articulate an objective administrative review process; improve clarity and consistency, align with other department rules and department philosophy; and change "inmate" to "AIC".
- Effective 10/08/25



Legal & Library Services

Thin Client and Thumb Drive Notice

Thumb Drives:

In accordance with OAR 291-139-0190 (2)(a), Legal and Library services, "may make removable media devices available for inmate use for saving and storing legal documents created using word processing equipment in the facility law library." Please note that access to thumb drives is a privilege.

Allowable Documents:

In accordance with OAR 291-139-0190(2)(c), only legal documents are allowed to be stored on the legal thumb drive that is assigned to you. Per OAR 291-139-0110 the following are considered legal documents:

- Pleadings (i.e., complaint, petition, or response)
- Legal motions and memoranda
- Affidavits
- Court orders and Judgments
- Necessary papers submitted to a court in connection with a legal action.
- Necessary papers submitted to a paroling authority in connection with official actions and proceedings of such authorities.

General Print and Thumb Drive Information:

- It is possible for thumb drives to be corrupted. To help prevent this, please ensure that you properly eject your thumb drive every time.
- ODOC is not responsible for corrupted files.
- A cursory review is required for all documents that are copied and printed (See OAR 291-139-0170(1)(c)).
- Printed documents must contain your name and SID to verify that the documents belong to you and are legal in nature (See OAR 291-139-0110(2)).
- We may not have the forms that you need – you may need to make your own form.
- Correspondence (letters) with legal counsel is not considered a legal document (See OAR 291-139-0110(10)).
- Thumb drives are subject to cursory review (See OAR 291-139-0190 (2) (c)).



Oregon

Tina Kotek, Governor

Oregon Department of Corrections

Operations Division

3723 Fairview Industrial Drive SE.

Suite 200

Salem, OR 97302

Voice: (503) 945-9090

Date: November 1, 2024

To: All Adults in Custody (AICs)

From: Josh Highberger, Assistant Director of Operations

Subject: 2024 Holiday Period



The 2024 Holiday Period begins Monday, December 2, and goes through Friday, January 3, 2025. During this time, for AICs with DOC debt and external obligations, the following parameters will be in place:

DOC Debt and External Obligations

- DOC debt (*examples: disciplinary fines, copy, and postage debt*) will be collected through Wednesday, November 27, 2024, prior to the start of the Holiday Period.
- During the Holiday Period, Central Trust will not collect existing DOC debt.
- External obligations (non-DOC debt) such as court filing fees (County / U.S. Court), garnishment orders, and Court-Ordered Financial Obligations (COFOs) will continue to be collected as DOC does not have the authority to suspend statutory collections.
- At the conclusion of the 2024 Holiday Period, on Friday, January 3, 2025, any funds remaining in the General Spending Trust Account of AICs with DOC debt will be collected in accordance with OAR 291 Div. 158-0065(d).

Spending Funds During the Holiday Period

- Commissary spending limits will be doubled.
- AICs who have DOC debt may spend funds during the 2024 Holiday period from their General Spending Trust Account for the following: postage, copies, institution club & DOC activities, DOC programs, phone transfers, and commissary items.
- AICs with DOC debt cannot make external purchases or disbursements from their General Spending Trust Account during the 2024 Holiday Period.
- AICs should plan accordingly when submitting financial requests, such as commissary orders and Request for Withdrawal of Funds (CD28 or CD28P).

Other Considerations

- All plans are subject to staffing, and AIC commissary worker / supply chain availability.
- Transitional Savings deductions will continue to take place in accordance with ORS 423.105

The Holiday Period occurs at the discretion of the Assistant Director of Operations in accordance with OAR 291 Div. 158-0065(d). AICs with questions may submit an AIC communication to Business Services (*electronic option available on the tablet*).

OCE Open Position Announcement – Statewide

OSP Coder

OCE Program Location – *OSP Call Center*



- The OCE OSP Call Center is recruiting for a Coder. Applicants must pay attention to detail and adhere to a high-quality standard in a fast-paced environment while meeting deadlines. Workers must be motivated and able to maintain a professional attitude at all times. Position awards PRAS points, with the opportunity to earn a Team Goal Award. This position has opportunities for reviews, promotions and advancement. The schedule will require you to work 5 days per week which may include weekends.

Duties include:

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Skills that enhance the experience of successful applicants (not required):

- Experience with Microsoft products; Word and Excel
- Experience or knowledge in or be able to learn:
 - Programming languages such as Python, C, .NET
 - Web languages such as HTML, CSS, JavaScript
 - Database languages such as SQL
 - Development framework such as Django
- Ability to consult and communicate technically complex concepts

Applicants must meet the following qualifications:

- Have a valid social security number or equivalent
- Have a High School Diploma or GED
- Have at least six (6) months' time incarcerated with clear conduct and no program failures in the past six (6) months
- Not involved in conflicting programs or activities during the assigned shift
- Be willing to sign a twelve (12) month retention agreement
- Incentive level 2 or 3
- Must have 5+ years left on sentence

Essential functions include ability to:

- Remain seated at a monitor and operate a computer for extended periods of time throughout the work day
- Communicate respectfully with staff and AICs
- Work in an office setting subject to potential interruptions and background noises
- Receive training and quality-control advice and corrections from other AICs and staff
- Balance multiple time-sensitive projects with deadlines at the same time
- Stay on task while working in a team setting and independently, depending on the project
- Maintain safety controls and equipment including wearing correct Personal Protection Equipment (PPE)
- Must be a self-starter with limited direction from supervisor

If you are interested in becoming highly marketable upon release, utilizing modern technology, and making a difference within OCE, DOC, and the community, this position may be what you've been looking for. All applicants will need to pass a DOC/OCE security screening and OCE interview before being considered for the position.

Application submission process:

If you are interested in applying, please complete an OCE AIC Work Application referencing OSP Call Center as the position. Submit paperwork by November 8, 2024 to OCE-OSP Call Center – R. Shirer 2605 State St, Salem, OR 97301

NOTE: Any transfer is subject to security protocols and may delay the process.



WANTED Law Library Legal Assistant

Some of the skills needed for the job

BASIC QUALIFICATIONS:

- GED, HIGH School Diploma or above
- Minimum 30 days of clear conduct
- At least 12 months remaining on sentence
- Good oral communication skills to convey complicated instruction, interpretation, and to maintain confidentiality

SKILLS ASSOCIATED WITH OCCUPATION

- Knowledge of the legal system
- Using the software LLSA
- Legal research abilities
- Legal writing skills
- Typing skills
- Ability to work independently
- Ability to work well as a team member

PRAS Points: 11-17

Must be classified minimum for a transfer to SCI.

Send all kypes to SCI Law Library

FROM THE GRIEVANCE/DISCRIMINATION OFFICE

Community Improvement Council Updates:

The Community Improvement Council met at the end of August and put forth a number of proposals for discussion and review. Of the proposals three will move forward for further review. Those three have to do with incentive level housing, medline schedule changes, and review of the number of issued socks. Operations will be reviewing each of these items and making recommendations and/or changes as appropriate.

'The Department is currently in the process of recruiting and selecting a Superintendent for OSCI, as Mr. Highberger will move to the Assistant Director of Operations in November. As the facility transitions, these proposals, as well as others outstanding will be on hold to allow the new Superintendent opportunity to provide input and direction. With that, the Community Improvement group will also take a hiatus and will resume under the direction of the new Superintendent. Members of the group will remain in their positions and are asked to continue to make note and track issues/concerns that they will bring forward when the group continues its work. With that, the CIC suggestion boxes will be removed; the boxes need some modification and are being removed for that reason, they will be put back up as the group restarts.

PREA Related Grievance & Discrimination Complaint Process Improvements

Effective August 1, 2024, a grievance or discrimination complaint related to a claim of sexual abuse or sexual harassment will be immediately subject to investigation that is outside the Department's administrative remedies process. However, the Grievance Review System (OAR 291-109) and Discrimination Complaint Review System (OAR 291-006) can still be utilized to report PREA allegations. PREA allegations raised through these administrative review systems will receive a return receipt indicating the allegation has been received and forwarded to your institution's PREA Compliance Manager (PCM) for investigation and will include information on how to initiate PREA advocacy services. No further response or appeal will be provided through these administrative review systems. All further inquiries and communications about the PREA allegation(s) need to be sent to your institution's PREA Compliance Manager. In addition, there are many other ways to report a PREA allegation:

- In person to any staff
- Through an AIC communication form
- Call the Inspector General's Hotline
- Pick up handset, make language selection, and dial "91"
- Write to the Governor's Office

State Capitol, Room Suite 254, 900 Court St., Salem, Oregon 97301

You can request to remain anonymous

- Friends or family can report on your behalf (877-831-0389)

/s/

R. Corrigan, Grievance/Discrimination Coordinator



North Warehouse Commissary
3601 State Street
Salem OR 97301

M E M O R A N D U M

TO: OSCI AIC's

FROM: S. Jurgensmeier *S. Jurgensmeier*
NWC Commissary Manager

DATE: November 1, 2024

SUBJECT: Double Spend

To all AIC's,

**Due to the numerous holidays in November, the slips
you turn in on Thursday November 7th will be Double
Spending.**

November 2024

October '24		December '24											
S	M	T	W	T	F	S	S	M	T	W	T	F	S
							1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30	31			29	30	31				

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
							Notes