# Powder River

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<b>SAT</b>	SUN	MON	<b>TUE</b>	<b>WED</b>	<b>THU</b>	FRI
Nov 2	Nov 3	Nov 4	Nov 5	Nov 6	Nov 7	Nov 8
<b></b>						
<b>H</b> : 45	<b>H:</b> 45	H: 45	H: 44	H: 46	<b>H:</b> 48 <b>L:</b> 25	H: 47
<b>L</b> : 29	<b>L:</b> 24	L: 28	L: 23	L: 24		L: 27
AM Rain/Snow	Partly	Partly	AM Snow	Mostly	Sunny	Partly
Showers	Cloudy	Cloudy	Showers	Sunny		Cloudy



#### Admin Clerk

Admin is seeking a Clerk to aid in computer work, filing, and activities committee related 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 Microsoft Office Word and Excel
- 7. Previous experience preferred

<u>Interested in the position please fully</u> 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.

#### AI-AnonThursdays 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.

### Activity, Ice Cream – Coffee & Photo Tickets

There will be no ticket delivery for the next 3 weeks due to the Veteran's Day & Thanksgiving Holidays

(No Tickets from Saturday 11-9 through Friday 11-29)

Your deadline to order new tickets is This Monday 11-4

Please purchase your tickets **now** to cover you for these next 3 weeks if desired. Thank you.

#### Stretches to do every day:

#### Runner's Lunge



For your lower body, focus on exercises that involve the leg extended position, like the runner's lunge or the frog stretch. These specifically stretch your hip flexors and groin muscles, aiding in increasing your range of motion.

One of the most popular and effective stretches for athletes, especially runners, is the runner's lunge. This stretch targets multiple muscle groups in the legs, including the hamstrings and glutes. These muscles can become tight and strained after prolonged periods of sitting, such as in office settings.

It is important to incorporate the runner's lunge into your stretching routine to maintain mobility and flexibility in your legs. To perform the stretch, assume a lunge position with your forward knee bent over your foot and your back leg extended behind you.

When you finish on one side switch legs and execute the stretch on the other. Pay attention to the balance between stretching both sides of your body equally.



# **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.



#### State of Oregon Department of Corrections Commissary

DATE: TUESDAY, OCTOBER 08, 2024

TO: Adults in Custody

FROM: Dustin Hoffman, Distribution Services Statewide Operations Manager SUBJECT:

Commissary News, Updates and Reminders

#### News:

Summer has ended, the holidays are right around the corner. We in commissary have holiday cards in stock and for sale. Get a jump start on your letters to your family and friends.

Single Holiday Card-\$1.55

Pack of 12 Holiday Cards-\$18.30

Please use the substitution space to write in what you would like to order on your commissary order form.

#### **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 291139-0110(10)).
- Thumb drives are subject to cursory review (See OAR 291-139-0190 (2) (c)).

Effective 10/17/2024

#### **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:

- 8 months until treatment eligibility or release date
- No Program failures
- Clear Conduct for the past 6 months
- GFD
- Strong work ethic, ability to follow instructions, and work independently.
- MUST HAVE working knowledge of computers and able to identify tools and their use.
- 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.



#### PHYSICAL PLANT WORK ASSIGNMENT OPPORTUNITIES

Physical Plant is accepting applications for general services. If you are interested, please submit a complete application. You must have proven trade skills listed below. If you have submitted a previous application, you may submit an updated application.

#### To Qualify:

Clear Conduct – DOC staff will review your overall behavior while in DOC Custody.

#### **Desired Experience:**

- Drywall
- Framing
- Experience with woodworking tools
- Carpenter
- HVAC
- General Construction Skills
- Painter

PLEASE complete the CD1523 Work Application Form and send to MS. PIMENTEL ASAP



#### **Electronic Health Records:**

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!

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.

#### **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.



#### **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!

#### **NOTICE!!!**

New Nintendo Switch order forms and game forms are out! Please do not use older forms as they will not be accepted.





#### 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!



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
ВР	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!



**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.

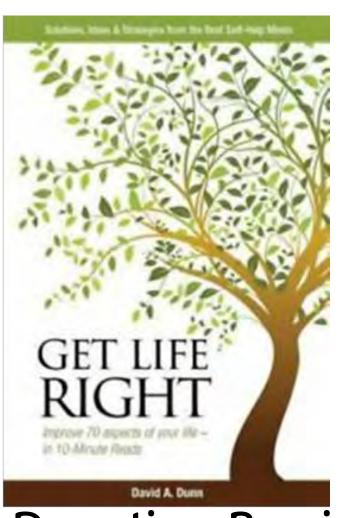
# Photographer Hours

# Monday through Friday 3pm – 8pm

Saturday & Sunday

8:00am - 10:00am & 1:30pm - 3:30pm

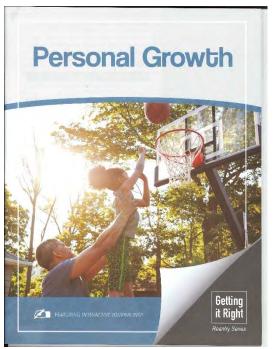
Please do not interrupt the photographer outside of these hours.



# WANTED GET LIFE RIGHT BOOK DONATIONS

Donation Box is located outside Ms. Hoopes' office in the Multi-Purpose Bldg.

PERSONAL GROWTH & POSITIVE CHANGE



This course is designed to help you improve your relationships and communication skills, while learning positive strategies for a successful future.

# YOU WILL EARN 1 PRAS POINT PER CLASS ATTENDED.

This staff facilitated class will be 1 hour long. You will be provided a workbook, have assigned homework and the opportunity to participate in group discussions. Upon successful completion of this course, you will receive a certificate. If you choose to enroll, consistent attendance, feedback and respectful communication are keys to a successful course experience.

This course is a pilot project. Course length will be determined upon completion of this initial group.

#### **CLASS BEGINS DECEMBER 5, 2024**

Class is limited to 12 participants. If you have questions OR wish to enroll in the course, please send an AIC Communication to:

Ms. Hoopes, MPB Rm. 505.

Application requests are due to Ms. Hoopes by:

**NOVEMBER 15, 2024** 

\*\*TREATMENT AICs MUST HAVE THEIR PRIMARY COUNSELOR EMAIL MS. HOOPES A
NOTICE OF APPROVAL TO PARTICIPATE. \*\*



Releasing from prison soon? Worried about employment barriers due to your criminal background? We would love to help you.

You must be 6 months to Release to attend the class. Send a Kyte to Ms. Suing if interested ASAP

Come to our class this November 6<sup>th</sup> 8:30-9:30am and if needed 9:30am-10:30am here at PRCF.

Or contact our office for an application and write us at:

Opportunity Oregon 1045 Gateway Loop Ste C Springfield, OR 97477

Our services are statewide and at no cost to YOU.

**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.

<u>Note:</u> 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 3<sup>rd</sup>, 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 (present) = Voted In

#### **Club Members:**

• Ekblad, Eric (present)

- Hunsberger, James (present)
- Jimenez, Jose (present)
- Sutton, Kristopher (present)
- Vargas, Adan (present)
- Will, Branden (present)

#### **Agenda**

- 1. Prospective Club Members
  - a. 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 11<sup>th</sup>, 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 7<sup>th</sup> - 12:30p

# PRCF AIC COUNCIL



Date: September 26th 2024

Staff: Officer Brinton, L. Hoopes, ISM T. Clark, (5) guest members from North Dakota D.O.C.

#### **AIC Council Members:**

<u>Name</u>	SID#	<u>UNIT</u>
D. Stewart	13245457	3-37
K. McDaniel	1118992	1W-2
J. Jimenez	7230494	3-27
H. Morales	8916321	1E-20
K. Harrington	14978964	1W-38
B. Shine	26930832	2E-24

#### 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 Thursday, October 31, 2024 Round Table

#### 1) Approval Of Minutes:

**Previous Minutes Approved** 

#### 2) Old Business:

- AIC Council Proposals (Procedure) discussed. Proposals need to be managed better. Follow through, from start, to finish.
- -Discussed C.R.M. (cert. recovery mentor) C.A.R.E. Program @ Deer Ridge. Need to work out details. ie, job description, chain of command, S.O.P., flow chart & pras points.
- -Discussed AIC member turnover and the need for replacement members. New AIC council members will be invited to join group by the exiting council member.
  - -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.
  - Details are being discussed for Inter-unit competitions. Moving forward.
  - Details are being discussed and worked out for wind-guard around weight pile. Physical Plant will need time for manufacture & Install.
  - 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 has been submitted to EMT.
- T.V. channel sound routed to 1/8" wall-jack @ bunk locations, denied, due to structural restrictions.
- Facility sponsored, "Family Reachout" video visits denied, due to contract/vendor/ issues.
- Level 3/ Incentive "Latenight dayroom" Privilege still being discussed.
- AIC of the month Incentive, receiving a meal of their choice. Discussing policy for this item. Items to be discussed; voting, staff, and plan of action with Kitchen Management.

#### 4) Newly Submitted Proposals:

- F.A.C.E. (families advancing children's education) working on details, logistics and proposal.
- Incentive level III weekend/Dayroom tv access between 10pm till approx. ten minutes prior to 12am count. Discussion with EMT/security, as well as proposal being submitted.

#### 5) AIC Council Group Meetings:

- Will discuss at the following Saturday Meeting:
  - Installation of new TV's in dayroom of unit 1.
  - Allowing AIC's to purchase stuffed animals created by R&D for children during in person visits.
  - Topic to discuss, Installing 120 v.a.c. & coax. cable in program units, for personal t.v.'s.
  - Proposal being submitted Oct. 31, Discussed with AIC security staff, the possibility of "merging the photos taken w/ photo ticket, to be loaded on a thumb-drive". All AIC's receive a thumb drive upon release.
     Might be more cost effective and efficient to have photographs saved electronically.
  - Proposal being submitted Oct. 31, for Installation of Solar Panels and accompanying Program at PRCF.
     Conducting preliminary research.
  - Proposal being submitted Oct. 31, for a electronic l.e.d. message sign to be installed in the activity yard.
     The primary function of this L.E.D. message sign would be "up to date bulletins, safety alerts, time & temperature". The exact location and other details will be discussed.

#### 6) Next Meeting

- Thursday October 31, 2024

#### 7) Round Table

- Looking forward to feedback from N. Dakota D.O.C. Representatives. They visited the P.R.C.F. facility, September
   25&26. Working on "Sharing ODOC/PRCF Culture". The visit seemed to be very positive for both parties.
- Discussing the possibilities of condiment baskets in chow hall. le, salt, pepper, ketchup, mustard, syrup.



#### **November 1**

**November 1, 1848** - The first medical school for women opened in Boston. The Boston Female Medical School was founded by Samuel Gregory with just twelve students. In 1874, the school merged with the Boston University School of Medicine, becoming one of the first co-ed medical schools.

**November 1, 1936** - The Rome-Berlin Axis was proclaimed by Italian Dictator Benito Mussolini following a visit to Berlin by Italian Foreign Secretary Ciano.

**November 1, 1950** - President Harry S. Truman was the target of an unsuccessful assassination attempt by two members of a Puerto Rican nationalist movement.

#### November 2

**November 2, 1947** - The first and only flight of Howard Hughes' "Spruce Goose" flying boat occurred in Long Beach Harbor, California. It flew about a mile at an altitude of 70 feet. Costing \$25 million, the 200-ton plywood eight-engine Hercules was the world's largest airplane, designed, built and flown by Hughes. It later became a tourist attraction alongside the Queen Mary ship at Long Beach and has since been moved to Oregon.

**November 2, 1962** - During the <u>Cuban Missile Crisis</u>, President John F. Kennedy announced on TV, "the Soviet bases in Cuba are being dismantled, their missiles and related equipment being crated, and the fixed installations at these sites are being destroyed."

#### November 3

November 3, 1534 - King Henry VIII became Supreme Head of the Church of England following the passage of the Act of Supremacy by Parliament.

November 3, 1839 - The first Opium War between China and Britain began after British frigates blew up several Chinese junks.

November 3, 1903 - Panama declared itself independent of Colombia following a revolt engineered by the U.S.

#### November 4

November 4, 1842 - Abraham Lincoln married Mary Todd in Springfield, Illinois.

**November 4, 1862** - Richard Gatling patented his first rapid-fire machine-gun which used revolving barrels rotating around a central mechanism to load, fire, and extract the cartridges.

November 4, 1890 - The first electrified underground railway system was officially opened in London.

#### November 5

**November 5, 1911** - Aviator C.P. Snow completed the first transcontinental flight across America, landing at Pasadena, California. He had taken off from Sheepshead Bay, New York, on September 17th and flew a distance of 3,417 miles.

#### November 6

November 6, 1429 - Henry VI was crowned King of England at age eight. He had acceded to the throne at the age of nine months following the death of Charles VI.

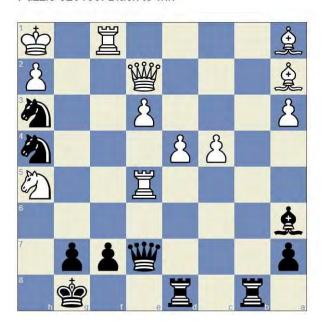
November 6, 1860 - Abraham Lincoln was elected as the 16th U.S. President and the first Republican. He received 180 of 303 possible electoral votes and 40 percent of the popular vote.

November 6, 1917 - During World War I, the Third Battle of Ypres concluded after five months as Canadian and Australian troops took Passchendaele. Their advance, measuring five miles, cost at least 240,000 soldiers.

#### En Passant - chess puzzle

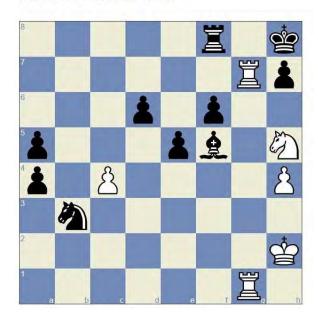
Difficulty: Hard Black to move.

Puzzle 826133: Black to win



Last week's puzzle solution:

Puzzle 877042: White to win



1. Nxf6, Bg6 2. Ng1xg6, hxg6 3. Rh7#

# 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

# November 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
November is Military family month!					Extra mile day	
3	4	5	6	7	8	9
Daylight Saving Time Ends	Turn in CD-28 for tickets. This is your deadline for the next 3 weeks!			A & O PRAS Payday	Coffee, Photo & Activity Tickets	
10	11	12	13	14	15	16
	Veterans Day  ADMIN CLOSED  No Tickets this week!		WORLD KINDNESS DAY		Philanthropy Day America Recycles Day	
17	18	19	20	21	22	23
	No Tickets this week!			A & O		Adoption Day
24	25	26	27	28	29	30
	No Tickets this week!				Black Friday ADMIN CLOSED	

CLASSIFICATION: Transitional Coordinator Clerk

LOCATION: Transition Coordinator's Classroom MPB 533

Daily PRAS: 14 points daily

TO QUALIFY: Have the desire to help others and work well with a diverse population. Be courteous, discreet, and able to project a professional attitude while working with individuals at all levels (staff and inmates). Have strong work ethics, respect for deadlines, and a demand for a high quality of work. Be a highly motivated individual with good communication, organizational, and interpersonal skills.

DUTIES AND RESPONSIBILITIES: You must possess competency in Microsoft applications including Excel and Word. Have experience with filing and accurate record keeping.

**WORKING CONDITIONS** 

Work approx. 8 hours per day, long hours of sitting and/or standing. Have the ability to work independently.

**HOW TO APPLY** 

Send completed applications to Transition Coordinator Suing

#### **DESIRED ATTRIBUTES**

The ideal candidate should have a performance record demonstrating the following attributes:

- 1. a background which demonstrates attention to detail and accuracy.
- 2. a proven track record of providing customer service.
- 3. ability to prioritize work to ensure completion of projects and assignments.
- 4. ability to read and comprehend instructions and apply to daily job duties.
- 5. good oral and written communication skills.

#### SUBMIT YOUR APPLICATION MATERIALS TO:

Transition Coordinator Ms. Suing (MPB 532) Road to Success Program (RTOS)

Notice of results will be given verbally by the hiring manager/representative or in writing through the institution mail system.

We Welcome You to Join Us

BIBIAL STUDY

THY WORD IS A LAMP FOR UNTO MY FEET, AND A LIGHT UNTO MY PATH. (Psalm 119:105)

The 3rd SUNDAY of the month

2:30-3:30 PM in the Chapel

**Grande Ronde Mennonite Church** 

Cove, OR

Made With PhotoADKing



## Informational Briefing

#### AIC Debt and Obligation Information

Debt / Obligation Type	Collection Schedule	Additional Information
Court Ordered Financial Obligation (COFO)	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	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
_	nd placed into the transitional savings trust acco	
DOC Debt	<ul> <li>Collected from eligible deposits</li> <li>Additionally, collections shall occur the last business day of the month per OAR 291 Div. 158 if funds are available</li> </ul>	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> <li>Collected as funds become available</li> <li>Multiple collections may occur throughout the month</li> <li>Additionally, collections shall occur the last business day of the month</li> </ul>	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> <li>Collected as funds become available</li> <li>Multiple collections may occur throughout the month</li> <li>Additionally, collections shall occur the last business day of the month</li> </ul>	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	Collected around the beginning of the month	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.



# **Financial Services**

# Informational Briefing

#### Adult in Custody (AIC) Trust Accounts

	Adult in Custody (AIC) Trust Accounts
General Spending Account	<ul> <li>Primary spending account for AICs         Eligible deposits are received into this account o Examples:         <ul> <li>Deposits received from friends/family, and PRAS</li> <li>AICs use the Request for Withdrawal of Funds form (CD28) to facilitate financial transactions from the General Spending Trust Account</li> <li>Funds in this account are not protected from debt/obligation collection or garnishment</li> </ul> </li> </ul>
Protected Spending Reserve Account	<ul> <li>This is a spending account established for AICs who receive protected money o Examples:         disability benefits for veterans, moneys received from Native American or tribal         government, railroad retirement benefits, OCE Prison Industry Enhancement (PIE)         Awards</li> <li>AICs use the green Request for Withdrawal of Funds from Protected Reserve form (CD28P)         to facilitate financial transactions from the Protected Reserve Trust Account</li> <li>Funds in the Protected Reserve Trust Account are protected from debt/obligation collection         or garnishment</li> </ul>
Transitional Savings Account	<ul> <li>Established per SB844/ORS 423.105 as a means for AICs to save funds for release from ODOC custody</li> <li>5% of each eligible deposit is received into the AICs Transitional Savings Trust Account until the account reaches \$500</li> <li>AICs may elect to transfer funds into this account by submitting a transfer request form (CD1832, available electronically and in paper) up to \$500</li> <li>AICs may continue a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied</li> <li>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</li> </ul>
General Savings Account	<ul> <li>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, available electronically and in paper) 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</li> <li>Funds in the General Savings Trust Account are not protected from debt/obligation collection or garnishment</li> </ul>
Obligated Reserve Accounts	<ul> <li>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</li> <li>AICs may receive deposits directly to one of these accounts from an external source</li> <li>AICs must be approved to place funds into an Obligated Reserve Account</li> <li>Funds in Obligated Reserve Accounts are deemed spent and therefore are not subject to debt/obligation collection or garnishment</li> </ul>

#### Questions?

AlCs may submit an AlC Communication form to Business Services (electronic communication option preferred & available on the tablet). Friends and Family may submit questions to <a href="mailto:dldoctrustinfo@doc.state.or.us">dldoctrustinfo@doc.state.or.us</a>.

#### **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				
1 Each Denim Coat	1 Chambray shirt 2 Chambray shirts (Program)	2 Pair Denim Pants		
3 Each T-Shirts	<u>2 Sweatshirts</u> 1 Sweatshirts (Program)	1 Each Belt & Buckle		
3 Pair Grey Dress Socks		2 Each Towels		
3 Pair of Underwear	2 Blankets (Wool or Cotton)	2 Sheets and 1 Pillowcase		
1 Pair State Tennis Shoes (if no personal shoes)	1 Pair of State Shower Shoes (if no personal shoes)	<u>1 Pair Red Shorts</u> (If no personal blue shorts)		
WORK CREW ONLY				
1 Pair Work Boots	2 Pair Work (boot) Socks	<u>1 Pair Work Gloves</u>		
	1 Each Safety Vest			

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.

- 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)
- 2. **<u>Do Not</u>** 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.
- 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>

#### **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 <u>OR</u> 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 <u>Not</u> your Transitional Savings.



#### 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 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

#### From the Administrative Rules Program:

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 Sanctionis 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).

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

#### **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