



OSP Executive Management Team

December 19, 2024

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ADMINISTRATION

Working K-9's are now present at your facility.
ODOC encourages AICs to talk with K-9 handlers when they are not engaged in a search activity.

AICs are directed not to interact with the dogs without the expressed permission of the K-9 handler.

This includes but is not limited to; calling, whistling, touching, or feeding the dog.

Any interference with the K-9 and their handler is subject to disciplinary action.

/s/ C. Fhuere, Superintendent

GENERAL SERVICES

Work Orders:

The following is the procedure when requesting plumbing work repairs in your cell housing or work location.

For your cell housing you are to notify your tier officer or Block Sergeant and give a brief explanation of your issue, staff will then submit a work order request electronically. For plumbing issues at your work location (Example) OCE, Culinary, Yard, etc. Notify your staff supervisor they will then submit a work order request electronically.

All work order requests are prioritized based on the nature of the request and current work order load. A dripping cell faucet is considered a low priority but is usually addressed within a week.

/s/ C. Wagner, Asst. Supt. General Services

Food Theft



Food theft from Culinary is a major problem for the Institution. It impacts our ability to ensure adequate portions of the published menu are available, jeopardizes the health of individuals taking perishable

food that is not being properly stored or cooked. It also has a significant effect on our ability to work within our food service budget.

This notice constitutes a direct order that you are not to take any food items from the Kitchen other than uncut fruit in the quantity served (per your AIC Handbook). The following plan was designed to address this issue in a reasonable, consistent way.

1. If an AIC is caught stealing, or attempting to steal food, the food will be confiscated and disposed of accordingly. If the value of the food is less than \$20, the AIC will be issued a minor misconduct report. The minor misconduct report will be for Disobedience of an Order III and will include the cost of all food items that must be disposed of due to the theft/attempted theft or misuse. If the value of the food is \$20 or more, the AIC will receive a major misconduct for Contraband II and will also be charged for the cost of food that must be disposed of.
2. If the AIC stealing the food is assigned to the Kitchen or Dining Room, they will receive a program failure along with the Misconduct Report.
3. This process will be used for foodstuff found outside the Culinary Section (for example cell searches, etc.) if the items can reasonably be determined to have been taken from the Food Services.

Note: This does not prevent a staff member from issuing a misconduct report for a higher level charge (Contraband II) in the event the AIC has received a recent minor misconduct previously for the same conduct.

/s/ C. Wagner, Asst. Supt. General Services

LIBRARY

Library Request Form Reminder

All Legal Library Request Forms (CD1714) need to be filled out completely before schedule processing takes place.

SAMPLE
LAW LIBRARY REQUEST FORM
GENERAL POPULATION

This form must be completed and submitted prior to the interview. Please answer "NA" to questions that do not apply. If you require not completed according to instructions, it will be returned to you unprocessed. If you have a question, please call the legal library at 123-4567. If you have any questions, please call the legal library at 123-4567.

Case # 1234567 Date 10/25/2024 Location OSP Unit B-101

Section A - Case Information (Required)

Case Number 1234567 Case Name N/A Case Number N/A Case Name N/A

Type of Court Filing N/A

Are you represented by an attorney? ☐ Yes ☒ No If yes, attorney's name _____

Subject of your appointment _____

* List the reason for an appointment is _____

Section B - Program Schedule (Required)

Work Assignment ☒ None ☐ Please list work schedule _____

Program ☒ None ☐ Please list any programs you have _____

Section C - Select Equipment Type (You must select one to describe your request in the "Comments" section)

☐ Desk Research ☐ Legal Assistant ☐ Notary ☐ Computer Research ☐ Word Processor

Comments: If there is any information that you feel needs to be added for your appointment, please let us know.

Library Use Only: Please do not write in the Area

Date Received _____ Date Received _____ Date Received _____

Staff Signature _____

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This is a reminder that before submitting a Library Request Form, you must completely fill out Section A (Case Information), Section B (Program Schedule), and Section C (Select Equipment Type). If a section or question does not apply to your situation, write in the letters "NA" in each area. Please do not write one large N/A.

Incomplete forms will be returned for completion. Incomplete forms will not be processed.

Desk Research: If you check Desk Research Box that is only working in Desk cubicle it is not allow access to a computer.

Notary: Bring an envelope. All notaries are mailed out of the legal library.

Legal Assistant: If you do not select a legal assistant. It will be selected for you.

/s/ R. Polk, Legal Library Coordinator

JOB ANNOUNCEMENTS

Physical Plant Electronic Shop

The Electronics shop is accepting applications for AIC's interested in a career as a low voltage electrician. This position will give someone an opportunity to go through an apprenticeship program, learn a trade and earn a LEB Electrical license.

The desired candidate will embody this list of personal traits and meet the following criteria.

- Self-motivated with a desire to learn new skills and perfect their Trade.

- Willingness to take and follow directions, constructive criticism, work well with others to accomplish tasks.
- Must be a team player who communicates well with all types of personalities.
- Reliable maintaining regular attendance with a steady behavior.
- Willing to work off hours when necessary.
- Stay Drug and Alcohol free during your time here.
- Have at least 1-year clean conduct. Have a minimum of 5 years left on sentence.
- Have High school diploma/GED and ability to pass math test.
- Ability to work in confined spaces and lift at least 75 pounds.

All applicants are required to have close to five years left on their sentence or more, must have a year of clear conduct with a level 3 NCI. Must have desire to be able to be a productive member of society when released. High school diploma or GED.

Send applications with Resume and cover letter to Palmer/ Schaeffer Physical plant Electronics shop. Good Luck!

/s/ S. Palmer and S. Schaeffer, Physical Plant



Physical Plant Paint Shop

Physical Plant is accepting applications in the Paint Shop for one position: Paint Crew – 14 points – (1-year Clear Conduct required)

The selected candidates will have the closest matching skills to those listed below, and the deadline for applications is December 13th.

Desired skills:

- Self-motivated individual with a desire to learn skills for the outside
- Willingness to take direction, criticism, and work with others to accomplish tasks.
- Experience using hand tools, paint brushes, and rollers.
- Able to lift 50-75 pounds frequently.
- Reliable individuals who maintain regular attendance.
- Ability to use spray equipment proficiently.



Job tasks include:

- Masking and prepping rooms/areas and metal/wood substrates for painting.
- Caulking, and sanding.
- Mixing and application of specialty coatings.
- Mixing and cleaning paint.
- Brushing, rolling, and spraying Paint.
- Cleaning tools and shop areas.

Send a completed AIC job application to Physical Plant J. Trevino.

/s/ J. Trevino, Physical Plant Paint Shop

Physical Plant Preventative Maintenance Shop



The Physical Plant Preventative Maintenance Shop has an exciting opportunity to fill two openings. The qualifying candidates will have no STM, clear conduct for at least one year, and a background with commercial kitchen repair/maintenance.

Candidates will need to be able to carry and move heavy equipment, be able to carry heavy items upstairs, and be in good overall physical health. This position is currently on a Monday through Thursday four ten-hour.

shifts with weekends off. There will be times that after hours work will be required.

If you are ready to work with an outstanding team that keeps this place together, send your fully completed AIC application, resume, and cover letter to S. Rains, Interim Preventative Maintenance Shop Supervisor.

/s/ R. Rosgen, Physical Plant Preventive Maintenance Shop

RELIGIOUS SERVICES

Latter-Day Saints Christmas Program

The Church of Jesus Christ of Latter-Day Saints invites you to our 37th annual OSP Christmas program on Saturday morning, December 14, 2024, at 8:00 a.m. in the Chapel. A wonderful group of choir members will come in and sing for us. They also lead a Christmas carol sing-along. Come and join us during this special time of year. To attend, please send an AIC Communication Form to Chapel.

/s/ Rev.H. Witcraft, Chaplain

Find Freedom and Hope Service

UPCI is offering a renewed service starting in January on the 2nd and 4th Thursdays.

We understand the challenges of feeling locked in and locked out. These services are a time to reflect on how the Lord delivers us from what binds us and brings us into His freedom.

- Hear testimonies of transformation and hope.
 - Discover the healing, freeing power of Jesus Christ
 - Embrace the joy of living victoriously through Him.
- Come as you are and discover true freedom in Jesus Christ.

Please send a kyte to the Chapel to sing up for this service.

Volunteer Ministers Doug Lethin & Dennis Mostyn

/s/ A. Y. Perlstein, Chaplain

****Circle of Peace on the Inside Group (COPING)****

Circles of Peace on the Inside Group (COPING) is a *Restorative Justice* approach to treatment, allowing all who have been impacted by domestic violence to collaboratively repair and prevent future destructive behavior(s) upon release.

COPING consists of 15 weekly *Circles* that bring prisoners together who want to transform their trauma.

The first Circle begins: Wednesday, January 22nd from 1:00 to 3:00 pm.

We will meet: Every Wednesday for the next 15 weeks, until April 30th.

There is limited space, so if you cannot make the time commitment, please do not sign up. All are welcome. Send your kites to the Chapel.

"Trauma untransformed becomes transferred"

/s/ A. Y. Perlstein, Chaplain

Weekly Chapel Schedule

Saturday, December 14th:

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



Sunday, December 15th:

8:00 am Protestant (Spanish service)

Jehovah's Witness (Spanish service)
Urantia (1st and 3rd Sundays)
1:00 pm: Catholic
6:00 pm Lutheran (1st, 3rd, and 5th Sunday)
Agape Family Services (2nd and 4th)

Monday, December 16th:

1:00 pm Catholic (Spanish service)
6:00 pm Pentecostal service

Tuesday, December 17th:

8:00 am Becoming 01 (2nd, 4th)
1:00 pm Orthodox Christianity (1st & 3rd Tuesday)
Art of Living (Meditate) (2nd & 4th Tuesdays)
6:00 pm Buddhist (1st and 3rd Tuesdays)

Wednesday, December 18th:

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

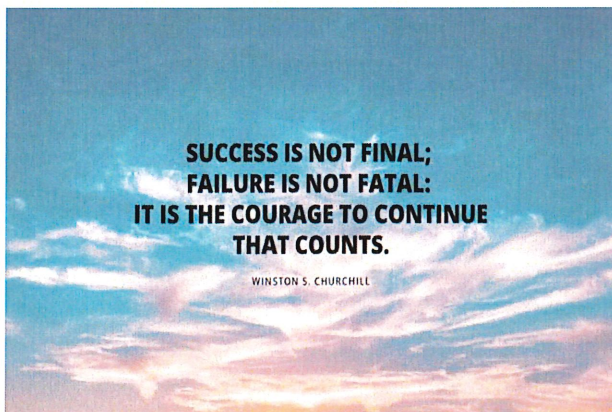
Thursday, December 19th:

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

Friday, December 20th:

1:00 pm NOI Jumma Prayer
Sunni Jumma prayer
6:00 pm Anger and the Bible (2nd and 4th)

POINT TO PONDER



Greenhouse Management Class

Coming Soon!



This 11 week Lettuce Grow course covers subjects such as greenhouse structure styles, heating, cooling, irrigation, soil, plant propagation, pest management, fertilization, and much more. **Final project includes designing your own dream greenhouse!** Taught by Lettuce Grow instructor Kate.

Classes will be held on **Thursday afternoons from 1:30-3pm** starting on January 17, 2025.

Interested parties should send a kyte to Ms. Fugate. Registration closes December 30 , all kytes must be received by then. Applicants who have previously completed other Lettuce Grow courses will be prioritized.





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*).

2025

Federal Holidays 2025	
Jan 1	New Year's Day
Jan 20	Martin Luther King
Jan 29	Chinese New Year
Feb 2	Groundhog Day
Feb 14	Valentine's Day
Feb 17	Presidents' Day
Mar 1	Ramadan
Mar 17	St. Patrick's Day
Apr 1	April Fool's Day
Apr 18	Good Friday
Apr 20	Easter
Apr 22	Earth Day
May 11	Mother's Day
May 26	Memorial Day
June 14	Flag Day
June 15	Father's Day
June 19	Juneteenth
July 4	Independence Day
July 27	Parents' Day
Aug 19	Aviation Day
Sep 1	Labor Day
Sep 7	Grandparents Day
Sep 11	Patriot Day
Oct 24	United Nations Day
Oct 31	Halloween
Nov 11	Veterans Day
Nov 27	Thanksgiving
Dec 24	Christmas Eve
Dec 25	Christmas Day
Dec 31	New Year's Eve

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March						
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30	31					

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28	29	30				

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24	25	26	27	28	29	30
31						

November						
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January						
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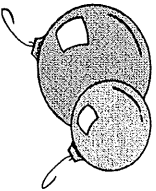
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July						
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October						
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26	27	28	29	30	31	

DECEMBER 2024

SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
1		2		3		4		5		6		7	
AM	C/E	AM	D	AM	C/E	AM	D	AM	C/E	AM	D	AM	C/E
PM	D	PM	C/E	PM	D	PM	C/E	PM	D	PM	C/E	PM	D
EVE	C	EVE	E	EVE	D	EVE	C	EVE	E	EVE	D	EVE	C
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AM	D	AM	C/E	AM	D	AM	C/E	AM	D	AM	C/E	AM	D
PM	C/E	PM	D	PM	C/E	PM	D	PM	C/E	PM	D	PM	C/E
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AM	C/E	AM	D	AM	C/E	AM	D	AM	C/E	AM	D	AM	C/E
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AM	D	AM	C/E	AM	D	AM	C/E	AM	D	AM	C/E	AM	D
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EVE	C	EVE	E	EVE	D	EVE	C	EVE	E	EVE	D	EVE	C
29		30		31		1-Jan		2-Jan		3-Jan		4-Jan	
AM	C/E	AM	D	AM	C/E	AM	D	AM	C/E	AM	D	AM	C/E
PM	D	PM	C/E	PM	D	PM	C/E	PM	D	PM	C/E	PM	D
EVE	E	EVE	D	EVE	C	EVE	E	EVE	D	EVE	C	EVE	E



Morning Yard - 7:45am to 9:45am
Afternoon Yard - 1:00pm to 3:30pm
Evening Activities (Barn) 7:00p.m to 9:00pm





Mainline

Week at a Glance

	Monday 12/23/2024	Tuesday 12/24/2024	Wednesday 12/25/2024	Thursday 12/26/2024	Friday 12/27/2024	Saturday 12/28/2024	Sunday 12/29/2024
	BREAKFAST						
Week 5	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Pancakes (Sod,Chl) - 3.00 EA Peanut Butter (Sfa) - 3.00 TBS Maple Syrup - 2.00 FLOZ Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Scrambled Eggs (Sfa,Chl) - 0.33 CP Ground Beef (Sfa,Chl) - 1.00 OZCKD Shredded Cheese (Sfa,Chl) - 2.00 TBS Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Multigrain Hot Cereal - 1.00 CP Canned Fruit - 0.50 CP Hard Boiled Egg (Sfa,Chl) - 2.00 EA Wheat Toast - 2.00 SLC Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Poultry Sausage (Chl) - 1.00 EA French Toast (Chl) - 2.00 FLOZ Maple Syrup - 2.00 FLOZ Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Farina - 1.00 CP Canned Fruit - 0.50 CP Veggie & Cheese Scramble (Chl,Sfa) - 0.75 CP Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.33 CP Poultry Sausage (Chl) - 1.00 EA Fried Potatoes - 0.75 CP Wheat Toast - 2.00 SLC Jelly (Sug) - 2.00 TBS Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Oatmeal - 1.00 CP Fresh Fruit - 1.00 EA Hard Boiled Egg (Sfa,Chl) - 1.00 EA Breakfast Pastry (Sfa,Chl) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
	LUNCH		Merry Christmas!				
Week 5	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Cheese Ravioli (Chl,Sfa) - 8.00 EA Marinara Sauce (Sod) - 0.50 CP Peas - 0.75 CP French Bread - 1.00 SLC Garlic Margarine (Sfa) - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Tuna Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Blended Vegetables - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 OZ Holiday Turkey (Chl) - 6.00 OZ Poultry Gravy - 2.00 FLOZ Cranberry Sauce - 0.25 CP Mashed Potatoes - 0.75 CP Carrots - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Frosted Gingerbread Cake (Sfa,Sod,Chl,Sug) - 1.00 PIECE Fortified Drink - 8.00 FLOZ	Broccoli Cheese Soup (Sfa,Sod) - 10.00 FLOZ Fried Egg Sandwich on Wheat (Chl,Sfa) - 1.00 EA Mayonnaise - 1.00 TBS Green Beans - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ *Meat & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Cauliflower - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Nacho Meat (Chl,Sfa) - 0.50 CP Refried Beans - 0.50 CP Cheese Sauce (Sfa) - 2.00 FLOZ Lettuce Salad - 1.00 CP Salsa (Sod) - 0.25 CP Tortilla Chips - 2.00 OZ Zucchini - 0.75 CP Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Roast Pork Loin (Chl,Sfa) - 3.00 OZCKD Scalloped Potatoes (Sod) - 0.75 CP Broccoli - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Ice Cream Cup - 1.00 EA Fortified Drink - 8.00 FLOZ
	DINNER						
Week 5	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Spicy Rice Casserole (Sod,Chl,Sfa) - 1.25 CP Green Beans - 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 Philly Beef (Sod,Chl) - 3.00 OZCKD Cheese Sauce (Sfa) - 2.00 FLOZ Onions & Bell Peppers - 0.50 CP Wheat Hoagie Roll - 1.00 EA Broccoli - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup - 1.00 TBS Pudding - 0.50 CP Tea - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ *Meat & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Green Beans - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Pizza (choice) (Sod,Chl,Sfa) - 1.00 EA Blended Vegetables - 0.75 CP Choice Dessert (Sfa,Chl,Sug) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Cheeseburger (Chl,Sfa) - 1.00 EA Onions & Pickles (Sod) - 0.25 CP Focaccia Bread (Sod) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Alfredo Sauce (Chl,Sfa) - 0.75 CP Spaghetti - 0.75 CP Blended Vegetables - 0.75 CP Focaccia Bread (Sod) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Creole Chicken (Chl) - 1.00 CP Brown Rice Pilaf - 0.75 CP Peas - 0.75 CP French Bread - 1.00 SLC Margarine (Sfa) - 1.00 TBS Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ

Menu subject to change without notice. Meat-Alternative-Trays available at lunch & dinner only.

*Contains or may contain pork.

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

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