



OSP Executive Management Team

December 5, 2024

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## COUNSELING SERVICES

### Celebration of Life Service: Counselor Booher

Dan Sullivan explained, "In every society, there are "human benchmarks" – certain individuals whose behavior becomes a model for everyone else – shining examples that others admire and emulate. We call these individuals class acts."

Counselor Booher was one of those human benchmarks that for 35-years was a class act, and a shining example for every member of our



OSP community. As many of you are aware, Mr. Booher recently passed away.

In November or December 2024, a celebration of his service to AICs and staff will be held for Mr. Booher. Both staff and AICs within the community at OSP are cordially invited to a gathering on the Activities floor for Mr. Booher.

If you are an AIC and would like to participate and/or share a story of Mr. Booher, please send a kite to Chaplain Witcraft.

/s/ Lt. Stanhope, Activities Manager

## JOB ANNOUNCEMENTS

### 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/ S. Rains, Physical Plant

### 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 13<sup>th</sup>.



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

### **ICH Unit Peer Companion Position Announcement**

Intermediate Care Housing (ICH) Behavioral Health Services (BHS) is now recruiting candidates to serve as Peer Companions. We are currently seeking individuals at OSP that are committed to promoting mental wellness and have an interest in helping others. This



is a paid, primary position, with varied working hours/days, and cannot be held with other paid positions.

Individuals selected for this position will receive initial and on-going training from or identified by Behavioral Health Services, as well as ongoing supervision toward skill development. Selected candidates will receive on-going training for the position through job shadowing, individual skills coaching, and ongoing staff supervision.

#### **\*Minimum Required Qualifications:**

- Clear conduct for 1 year
- In compliance with your Oregon Corrections Plan
- Treatment compliance if you receive Behavioral Health Services yourself
- Engaged in positive, prosocial programming or activities
- Ability to attend all the required training
- Willingness to commit to the position as your only job for a minimum of a year
- Ability to participate in physical activities

#### **\*How to apply:**

Interested candidates will need to complete an application through IWP. In addition to this application, please submit a letter that includes the following:

- Why do I want to be a Peer Companion?
- How do I meet each of the minimum required qualifications for this position?

Following a review of all applications by BHS, qualified applicants will be further screened to include the AIC's assigned Correctional Counselor, past work supervisors, and security staff. Following this screening process, AICs will be notified and scheduled for a formal interview.

Please submit an application to Tim Assad, ICH Program Manager, if you are interested. If you have applied previously, please submit a letter of interest to confirm interest. Applications will be accepted until all positions is full.

/s/ T. Assad, ICH Program Manager (WOC)

## **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

## Weekly Chapel Schedule



### Saturday, December 7:

- 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<sup>nd</sup> and 4<sup>th</sup> Saturdays)

### Sunday, December 8th:

- 8:00 am Protestant (Spanish service)
- Jehovah's Witness (Spanish service)
- Urantia (1<sup>st</sup> and 3<sup>rd</sup> Sundays)
- 1:00 pm: Catholic
- 6:00 pm Lutheran (1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Sunday)
- Agape Family Services (2<sup>nd</sup> and 4<sup>th</sup>)

### Monday, December 9th:

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

### Tuesday, December 10th:

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

### Wednesday, December 11th:

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

### Thursday, December 12th:

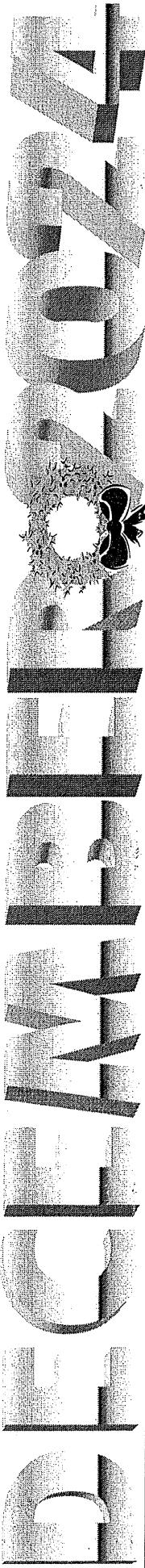
- 12:30 pm Biblical Hebrew class
- 1:00 pm TUMI
- 6:00 pm Gospel service

### Friday, December 13th:

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

## POINT TO PONDER





**Mainline**

Mainline		Monday 12/9/2024	Tuesday 12/10/2024	Wednesday 12/11/2024	Thursday 12/12/2024	Friday 12/13/2024	Saturday 12/14/2024	Sunday 12/15/2024
<b>BREAKFAST</b>								
Week 3	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Pancakes (Sod,Chi) - 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 Fried Egg (Sfa,Chi) - 2.00 EA Refried Beans - 0.50 CP Ranchero Sauce (Sod) - 0.25 CP White Flour Tortilla (Sfa) - 1.00 EA Skin Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Multigrain Hot Cereal - 1.00 CP Canned Fruit - 0.50 CP Fried Egg (Sfa,Chi) - 1.00 EA Cheese Slice (Sfa,Chi) - 1.00 SLC English Muffin (Sfa,Chi) - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Poultry Sausage (Chi) - 1.00 EA French Toast (Chi) - 2.00 SLC Maple Syrup - 2.00 FLOZ Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chi) - 0.33 CP Poultry Sausage (Chi) - 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	Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chi) - 0.33 CP Poultry Sausage (Chi) - 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	Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chi) - 0.33 CP Poultry Sausage (Chi) - 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	Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chi) - 0.33 CP Poultry Sausage (Chi) - 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
Week 3	Lentil Soup - 10.00 FLOZ Barbeque Chicken (Chi) - 0.50 CP Wheat Hoagie Roll - 1.00 EA Brown Rice - 0.75 CP Blended Vegetables - 0.75 CP Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chi) - 10.00 FLOZ Tuna Melt Sandwich on Wheat (Chi) - 1.00 SV Potato Salad (Sfa,Chi) - 0.75 CP Peas & Carrots - 0.75 CP Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP Hot Turkey Sandwich on Wheat (Chi) - 1.00 SV Poultry Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Carrots - 0.75 CP Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Vegetable Soup (Sod) - 10.00 FLOZ Chicken-Lettuce Salad (Chi) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Chi,Chi) - 2.00 TBS Salad Dressing (Sfa,Sod) - 2.00 FLOZ Broccoli - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chi) - 10.00 FLOZ *Meat & Cheese Sandwich on Wheat (Sod,Chi,Chi) - 1.00 EA Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Pasta - 0.75 CP Spanish Rice - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Texas Slaw - 0.75 CP Beef Fajita Mix (Sod,Chi,Sfa) - 0.50 CP Onions & Bell Peppers - 0.50 CP Salsa (Sod) - 0.25 CP Whole Wheat Tortilla (Sfa,Sod) - 2.00 EA Pasta - 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	Texas Slaw - 0.75 CP Beef Fajita Mix (Sod,Chi,Sfa) - 0.50 CP Onions & Bell Peppers - 0.50 CP Salsa (Sod) - 0.25 CP Whole Wheat Tortilla (Sfa,Sod) - 2.00 EA Pasta - 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	Texas Slaw - 0.75 CP Beef Fajita Mix (Sod,Chi,Sfa) - 0.50 CP Onions & Bell Peppers - 0.50 CP Salsa (Sod) - 0.25 CP Whole Wheat Tortilla (Sfa,Sod) - 2.00 EA Pasta - 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
Week 3	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Stroganoff (Chi,Sfa) - 0.75 CP Pasta - 0.75 CP Broccoli - 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 *Pizza (choice) (Sod,Chi,Sfa) - 1.00 EA Blended Vegetables - 0.75 CP Choice Dessert (Chi,Chi,Sug) - 1.00 EA Tea - 8.00 FLOZ	Canned Fruit - 0.50 CP Creamed Ground Beef (Chi,Sfa) - 0.75 CP Fried Potatoes - 0.75 CP Biscuit (Chi,Sod) - 1.00 EA Margarine (Sfa) - 1.00 TBS Coffee - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Jambalaya (Sod,Chi) - 1.25 CP Blended Vegetables - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Cheeseburger (Chi,Sfa) - 1.00 EA Onions & Pickles (Sod) - 0.25 CP Wheat Burger Bun (Chi,Chi) - 1.00 EA Green Beans - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup (Sod) - 2.00 TBS Bread Pudding (Sod,Chi,Sug) - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ *Jambalaya (Sod,Chi) - 1.25 CP Blended Vegetables - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ *Jambalaya (Sod,Chi) - 1.25 CP Blended Vegetables - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ *Jambalaya (Sod,Chi) - 1.25 CP Blended Vegetables - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ

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

\*Contains or may contain pork.

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



# Financial Services

## Informational Briefing

### Adult in Custody (AIC) Trust Accounts

<b>General Spending Account</b>	<ul style="list-style-type: none"><li>Primary spending account for AICs</li><li>Eligible deposits are received into this account<ul style="list-style-type: none"><li><i>Examples: Deposits received from friends/family, and PRAS</i></li></ul></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>
<b>Protected Spending Reserve Account</b>	<ul style="list-style-type: none"><li>This is a spending account established for AICs who receive protected money<ul style="list-style-type: none"><li><i>Examples: disability benefits for veterans, moneys received from Native American or tribal government, railroad retirement benefits, OCE Prison Industry Enhancement (PIE) Awards</i></li></ul></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>
<b>Transitional Savings Account</b>	<ul style="list-style-type: none"><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, <i>available electronically and in paper</i>) 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>
<b>General Savings Account</b>	<ul style="list-style-type: none"><li>Established as a means for AICs to save funds outside of the Transitional Savings Trust Account</li><li>AICs may elect to transfer funds into the General Savings Trust Account by submitting a transfer request form (CF1832, <i>available electronically and in paper</i>)</li><li>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>
<b>Obligated Reserve Accounts</b>	<ul style="list-style-type: none"><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>

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### Questions?

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



# 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*).