



ADMINISTRATION

Below is the list of status changes made to DOC administrative rules since 11/25/2024.

PERMANENT RULES:

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.
- Effective 1/13/25

/s/ J. Vaughn, Public Affairs Division

GROUP LIVING

The Group Living Mail Box, which is located to the Left of Door #5 on the Control Floor, is for the following:

AIC Communications addressed to –
Captain Gaither – Group Living Captain
Lieutenant Shanley – Group Living Lieutenant –
PREA
Corporal Oberfoell – Group Living Corporal
Officer Ruby – Substance Abuse Officer
Ms. Andrea Fugate – Measure 17 Work Programs

Or questions/request related to:

Housing Related Communications (Example: Cell Change Requests)
Hair Cuts
Work Programs – M17
PREA
Alternative Clothing
Lost/Damaged Property

The Group Living Box is not for:
Grievances
Visiting Applications
Incentive Level Increases
STM related Issues
Counselors (Correctional/BHS)
Medical Issues
Phone/Tablet Issues

/s/ J. John Group Living Corporal

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

Information requested below must be completed.

This form must be completed in its entirety prior to submission. Please answer "N/A" to questions that do not apply. If your request is not completed according to instructions, it will be returned to you unprocessed. If you have a deadline, please bring verification with you to your next scheduled callout. If applicable, please attach a completed CD27 to this form.

SID #: 1234567 Last: Doe First: John

Date: 10 / 25 / 2024 Institution: OSP Unit/Block: B-101

Section A - Case Information (Required)

Court Deadline Date: / / Jurisdiction/Court: 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 Hours: Days: S M T W T F S

Program: ☒ None Please list any programs you have Hours: Days:

Section C - Select Equipment Type (Use comment section to describe your request in further detail if needed.)

☐ Desk Research ☐ Copies/Forms
☐ Legal Assistant ☐ Mail Out
☐ Notary ☐ A/V
Thin Client: ☐ Computer Research ☒ Word Processor ☐ Other:

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

Library Use Only DO NOT WRITE BELOW THIS LINE Library Use Only

PRIORITY LEVEL: ☐ PLU ☐ GLU

SCHEDULED FOR:
☐ Desk Research ☐ Copies/Forms
☐ Legal Assistant ☐ Mail Out
☐ Notary ☐ A/V
Thin Client: ☐ Computer Research ☐ Word Processor ☐ Other:

Comments: Please Do not write in the Area

Date Received: Date Answered: Clerk Initials:

Staff Signature:

CD 1714 (08/2022)

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

Behavioral Health Services

The Behavior Health Services (BHS) office is looking for a motivated AIC interested in an Orderly Position Monday-Friday, start time is immediately after being released in the morning for work.

This position supports the BHS office located in the Physical Plant and the SMH treatment building. This is a janitorial position which includes cleaning bathrooms, breakrooms, classrooms, including sweeping, mopping, emptying trash, vacuuming, dusting, restocking supplies.

AIC's interested should send a kyte to:

Berta Keuscher
Office Manager BHS/OSP
Physical Plant

/s/ B. Keuscher, Behavioral Health Services

Physical Plant Office/Avenue

The Physical Plant Office is looking for a motivated AIC for our Physical Plant Office/Avenue position. This position is utilized to maintain the cleanliness of the Physical Plant Avenue and the Physical Plant office.

Tasks include:

- Maintaining cleanliness of the Avenue.
- Cleaning restrooms
- Cleaning common office area
- Emptying garbage/recycling
- Sweeping/mopping
- Other duties as assigned

Interested AIC's please send a kyte to:
James Ellertson

Physical Plant Manager
Physical Plant

/s/ J. Ellertson, Physical Plant Manager

RELIGIOUS SERVICES

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, January 4th :

- 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 (2nd and 4th Saturdays)



Sunday, January 5th :

- 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, January 6th:

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

Tuesday, January 7th :

- 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, January 8th :

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

Thursday, January 9th :

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

Friday, January 10th :

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

POINT TO PONDER



TO: All Adults in Custody
FROM: Health Services
RE: Electronic Health Records
(EHR)

Important Update from Health Services

The EHR Project Team is still working hard to scan all paper medical records into the new electronic health record (EHR) system. This important work helps you and the people who take care of your health at ODOC because your scanned medical records are quickly and easily available.

We wanted to give you this update and share important things to remember:

- 
- We have now scanned all overflow paper medical records.*
 - For now, you will still have a paper medical chart where Health Services will keep your important health information.*
 - When Health Services starts using the EHR, any remaining paper medical records will be scanned.*
 - You still request medical records the way you always have in your institution.*

The EHR Project Team will continue to keep you updated throughout the project!



PARA: Todos los adultos bajo custodia
DE: Servicios de Salud
Asunto: Actualización sobre los
Expedientes Electrónicos de Salud

Importante actualización de los Servicios de Salud

El equipo del proyecto EHR sigue trabajando arduamente para escanear todas las historias clínicas en papel al nuevo sistema de historia clínica electrónica (EHR). Este importante trabajo le ayuda a usted y a las personas que se encargan de su salud en ODOC porque sus registros médicos escaneados están disponibles de manera rápida y sencilla.

Queríamos brindarle esta actualización y compartirle cosas importantes para recordar:



- Hemos escaneado todos las historias clínicas en papel.



- Por ahora, usted seguirá contando con un historial médico clínico en papel donde los Servicios de Salud guardarán su información médica importante.



- Cuando los Servicios de Salud comiencen a utilizar EHR, se escanearán todos los historiales médicos en papel restantes.



- Usted seguirá solicitando historias clínicas como siempre lo ha hecho en su institución.

***El equipo del proyecto EHR continuará
manteniéndole informado durante todo el proyecto.***



Changes to the Mail Rule

Effective 1/13/2025

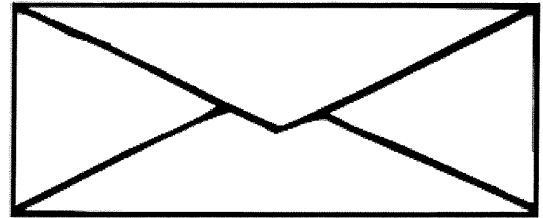
Effective January 13, 2025, the Mail Rule has been revised to address concerns regarding safety, security, and the well-being of both Adults in Custody (AICs) and staff. Mail postmarked after this date will be subject to the revised rule.

Some of the new requirements that friends and family of AICs should be aware of include:

- ♦ Incoming mail must be in pen, lead pencil, or be typewritten or photocopied.
- ♦ Incoming mail must be written on standard weight (20 pound or less) white paper. This is standard copy/print paper.
- ♦ Incoming mail must be enclosed in a commercially produced envelope using standard weight (20 pound or less) white paper that is no larger than 9" x 12".

**There are no changes to the
Legal Mail requirements**

This information is also being provided to your friends and family in the Visiting lobby, via the F&F emailed newsletter, and on the DOC Facebook page.



Examples of items that will be refused:

- ♦ Any non-white envelope
- ♦ Envelopes larger than 9" x 12"
- ♦ Envelopes that are not commercially produced
- ♦ Envelopes made of cardboard, padded, corrugated, or tear-resistant material
- ♦ Envelopes constructed of heavy weight paper (that is, greater than 20 pound) or with security screening features
- ♦ Cardstock (such as is used for greeting cards and postcards)

**Greeting cards and postcards
are not allowed.**

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.



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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Mainline

Week at a Glance

	Monday 1/6/2025	Tuesday 1/7/2025	Wednesday 1/8/2025	Thursday 1/9/2025	Friday 1/10/2025	Saturday 1/11/2025	Sunday 1/12/2025
	BREAKFAST						
Week 2	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Fried Egg (Sfa,Chl) - 1.00 EA Cheese Slice (Sfa,Chl) - 1.00 SLC English Muffin - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Veggie & Cheese Scramble (Chl,Sfa) - 0.75 CP Wheat Toast - 2.00 SLC 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 Sausage Gravy - 0.75 CP Biscuit (Sfa,Sod) - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Waffles (Sod) - 2.00 EA Peanut Butter (Sfa) - 3.00 TBS Maple Syrup - 2.00 FLOZ Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.50 CP Scone (Sfa,Sod,Chl) - 1.00 EA Jelly (Sug) - 2.00 TBS Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Fresh Fruit - 1.00 EA Scrambled Eggs (Sfa,Chl) - 0.33 CP Pork Bacon (Sfa,Sod,Chl) - 3.00 SLC Fried Potatoes - 0.75 CP Wheat Toast - 2.00 SLC Jelly (Sug) - 2.00 TBS Margarine (Sfa) - 1.00 TBS 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 Yogurt (Sug) - 0.75 CP Cinnamon Roll (Sfa,Chl,Sug) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
	LUNCH						
Week 2	Potato Soup - 10.00 FLOZ Grilled Ham & 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 Fortified Drink - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP Tuna Noodle Casserole (Chl,Sfa) - 1.25 CP Blended Vegetables - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Chicken-Lettuce Salad (Chl) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sfa,Chl) - 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	*Grilled Ham & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Texas Slaw - 0.75 CP Cincinnati Chili (Chl,Sfa) - 8.00 FLOZ Shredded Cheese (Sfa,Chl) - 2.00 TBS Sliced Onions - 2.00 TBS Spaghetti - 0.75 CP Broccoli - 0.75 CP Cornbread (Sod,Chl) - 1.00 EA Margarine (Sfa) - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Chicken 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 FLOZ Roast Turkey (Chl) - 3.00 OZCKD Poultry Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Green Beans - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Frosted Cake (Sfa,Sod,Sug) - 1.00 PIECE Fortified Drink - 8.00 FLOZ
	DINNER						
Week 2	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Quesadilla (Sod,Chl,Sfa) - 2.00 EA Salsa (Sod) - 0.25 CP Sour Cream (Sfa,Chl) - 2.00 TBS Brown Rice - 0.75 CP Zucchini - 0.75 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Sloppy Joe (Sod,Chl,Sfa) - 0.75 CP Wheat Burger Bun (Sfa,Chl) - 1.00 EA Carrots - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup - 1.00 TBS Fruit Bar (Sfa,Sod,Chl,Sug) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Meat Loaf (Chl,Sfa) - 1.00 EA Baked Potato - 1.00 EA Sour Cream (Sfa,Chl) - 2.00 TBS 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 Cheese Pizza (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 - 1.00 FLOZ Chicken & Rice Casserole (Chl) - 1.25 CP Carrots - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Gelatin & Whip Topping (Sfa) - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Enchilada Casserole (Sod,Chl,Sfa) - 1.00 SV Brown Rice - 0.75 CP Seasoned Beans - 0.75 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Meat Sauce (Chl,Sfa) - 0.75 CP Spaghetti - 0.75 CP Cauliflower - 0.75 CP French Bread - 1.00 SLC Garlic 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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HAPPY NEW YEAR JANUARY 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29-Dec D/E/C AM PM EVE	30-Dec C/D/E AM PM EVE	31-Dec E/C/D AM PM EVE	1 D/E/C AM PM EVE	2 C/D/E AM PM EVE	3 E/C/D AM PM EVE	4 D/E/C AM PM EVE
5 C/D/E AM PM EVE	6 E/C/D AM PM EVE	7 D/E/C AM PM EVE	8 C/D/E AM PM EVE	9 E/C/D AM PM EVE	10 D/E/C AM PM EVE	11 C/D/E AM PM EVE
12 E/C/D AM PM EVE	13 D/E/C AM PM EVE	14 C/D/E AM PM EVE	15 E/C/D AM PM EVE	16 D/E/C AM PM EVE	17 C/D/E AM PM EVE	18 E/C/D AM PM EVE
19 D/E/C AM PM EVE	20 C/D/E AM PM EVE	21 E/C/D AM PM EVE	22 D/E/C AM PM EVE	23 C/D/E AM PM EVE	24 E/C/D AM PM EVE	25 D/E/C AM PM EVE
26 C/D/E AM PM EVE	27 E/C/D AM PM EVE	28 D/E/C AM PM EVE	29 C/D/E AM PM EVE	30 E/C/D AM PM EVE	31 D/E/C AM PM EVE	1-Feb C/D/E AM PM EVE

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