

Issue 3
January 31, 2025



OREGON DEPT OF CORRECTIONS

OSCILLATOR

Reentry and Release Community Outreach Session

The Reentry and Release Community Outreach Session, organized by the Oregon Department of Corrections Reentry and Release Unit, aims to support incarcerated individuals who are nearing release from custody. The session offers a valuable opportunity for friends and family of those preparing for release to understand the processes, timelines, and available services that their loved ones will navigate during this transition.

The session will cover:

- **Timelines and Processes:** Explanation of the key steps in the release process, including when and how incarcerated individuals will engage with release counselors, transition coordinators, and the benefits team.
- **Support Services:** An overview of the various services offered to assist in the successful reintegration of individuals back into the community.
- **Q&A:** Reentry and Release staff will address general questions from attendees, but specific case-related questions will be directed to the incarcerated individual or their assigned release counselor, provided that a release of information form is signed by the individual.

This session is in partnership with **Oregon Citizens United for Rehabilitation of Errants (CURE)**. By attending, family and friends will be better equipped to understand the release process and support their loved ones in the months leading to their release.

Although the focus will be on Reentry and Release, the 4-session series will also be an opportunity to hear from the Intake Team, Institution Counselors, Community Corrections, and others. They will be sharing information about the services they provide and how they assist with preparation throughout incarceration and once in the community.

The following teams will be joining the 2025 RRCOS as follows:

- 5/6/25: Intake Team
- 8/5/25: Institution Counselors
- 11/4/25: Community Corrections

Quarterly Meeting Details

- **Date:** February 4th, from 6:00 PM to 7:00 PM
- **Meeting Link:** [Join the meeting now](#)
- **Meeting ID:** 236 196 526 738
- **Passcode:** Hi3sg33T

Dial-in Information:

- **Phone Number:** +1 971-277-2160,,629436211# (United States, Portland)
- **Phone Conference ID:** 629 436 211#

WHO'S WHO:

Superintendent - Mr. J. Wagner
Asst. Supt., General Services - Ms. T. Davenport
Asst. Supt., Security - Mr. N. Jones
BHS Manager - Ms. B. Lovelady-Williams
Corr. Rehabilitation Mgr. - Ms. E. Asay
Diversity/Grievance Coord. - Ms. R. Corrigan
Education/Training Administrator - T. Hightower
Executive Asst. to Supt. - Mr. N. Warren
Food Services Manager - Mr. N. Nawaz
Hearings Officer - Mr. D. Golden
Health Services - Ms. R. Vizina

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

Hiring Legal Library Clerk

Location:	OSCI Library
Basic Qualifications	1. No major misconduct sanctions for one year to qualify. 2. Non-cash Incentive Level 2 or 3 3. Minimum of 2 years' time remaining on sentence 4. GED or High School Diploma 5. Must be able read, write and speak English. 6. Communicate orally and in writing while maintaining the highest level of confidentiality. 7. Legible handwriting, basic math and filing abilities. 8. Must possess knowledge of legal system and legal writing skills. 9. No DOC record of prior removal from library assignment that resulted in an adjudicated disciplinary report (DR)
Preferred Qualifications and Skills:	1. Knowledge of Oregon's legal system. 2. Bilingual. 3. Legal research capabilities. 4. Typing skills (35 WPM) 5. Ability to work both independently and as a team member. 6. Good oral communication skills and able to get along with all AIC with <u>no</u> conflict.
Work Description:	1. Assist in scheduling AIC for legal requests. 2. Prepare documents and legal material for DSU requests. 3. Other duties as assigned by Library Coordinator. 4. Maintain a clear conduct record.
Hours of work:	7:30 a.m. – 3:30 p.m.
PRAS points:	14 points/day for satisfactory work.
Apply to:	1. Submit work application to Law Library Coordinator. Library Coordinator will determine if qualified. Applications to apply are available on the Unit. Application deadline for above assignment is 2/07/2025.

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Financial Services

Informational Briefing

Adult in Custody (AIC) 2025 Tax Information

The Department of Corrections (DOC) will not provide federal or state tax forms to AICs.

- AICs may write or call the Internal Revenue Service (IRS) or Oregon Department of Revenue to request tax forms.
- AICs may elect to reach out to their friends and family to request they send tax forms in through the mail. All incoming mail is subject to the Departments rule on mail, 291-131-0025.
- DOC staff / legal assistants are not authorized to provide tax advice or status updates on filings to AICs.
- AICs may appoint a qualified and trusted person as their power of attorney (POA) to assist with the tax filing process. POA forms can be obtained by submitting a Library Request form (CD1714).
- DOC will only issue 1099 (MISC/INT) to AICs who meet specific IRS minimum requirements.
 - ✓ 1099 MISC issued to AICs who have received \$600 or more in PRAS.
 - ✓ 1099 INT issued to AICs who have accrued \$10 or more in interest.

**State and Federal
taxes due date:
April 15th, 2025**

AICs will need to use
their own pre-
addressed postage
paid envelope for tax
correspondence and
filings.

Oregon Department of Treasury Tax Forms Requests	Internal Revenue Service Tax Forms Requests
Department of Revenue P.O. Box 14999 Salem, OR 800-356-4222	Department of Treasury Internal Revenue Service Ogden, UT 84201-0002 800-829-3676

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 dldoctrustinfo@doc.oregon.gov.

FS AIC Info Briefing January 2025



VICTIM SERVICES PROGRAMS

RESPONSIBILITY LETTER BANK

The Responsibility Letter Bank is a structured letter writing process that provides adults in custody (AIC) with the opportunity to demonstrate responsibility for their crimes and express remorse for the harm they may have caused.

The program provides crime victims/survivors with the choice to receive information in a safe manner.

- ♦ AIC's may initiate the process by applying to participate in the program
- ♦ Crime victims/survivors may inquire with Victim Services to find if they have a letter available for them
- ♦ Victims are not contacted about the availability of a letter if they have not registered with the Bank through Victim Services
- ♦ Victims decide whether or not they wish to receive a responsibility letter and whether or not the AIC is informed that the victim received or read the letter
- ♦ Participation does not constitute permission for the AIC to make additional contact
- ♦ Victims may choose to respond to a responsibility letter through the program, however, further correspondence requires the approval to participate in the EDP
- ♦ Letters will be reviewed by the Victim Services Program for appropriateness
- ♦ Accepted AIC letters will be deposited in the Responsibility Letter Bank maintained by Victim Services
- ♦ Letters are voluntary and will not affect an AIC's good time, release date, or post-prison conditions

To request additional information about the Responsibility Letter Bank, please contact Victim Services at:

**DOC Headquarters
Victim Services- Responsibility Letter Bank
3723 Fairview Industrial Drive SE Suite 200
Salem, OR 97302-4975**

AIO Art Inside Out

Creating Change Through Art

- Learn how to let go of negative thought patterns and open our minds to new and important ideas.
- Discuss positive concepts such as love, forgiveness, honesty, mindfulness, humility, and patience.
- Experience a positive dialogue with fun art exercises, a main project, and the connection between art and life.
- Learn how to deal with stress, anxiety, low self-esteem, and addiction through art.

**Use art as a pathway
for creativity and self-improvement!**

SPACE IS LIMITED!

Send a kyte to BHS, TODAY!

This program is structured around re-establishing our value, and knowing that we're important to our community, to our friends, and to our family, of course. But more importantly, re-establishing that we're valuable to ourselves.

Everyone loves Art and we are born with the need to create!

MINDFUL KINDNESS PROGRAM

ARE YOU INTERESTED IN TAKING A MINFULNESS GROUP?

The Mindful Kindness Program (MKP) is preparing to start a new group in March. The MKP is a 12-step mutual support program for exploring and improving your relationships with yourself and others, the connection between mindful kindness and happiness, and tools that can be used to reduce stress and anxiety in your overall level of happiness and well being. They include: reducing unkind behaviors while increasing your kind behaviors, improving communication skills, and mindfulness and meditation techniques for reducing anger and stress.

This is a 26 week intensive course that meets in a group for 1-1.5 hours once a week. Participants will do book work each week and keep a detailed journal of weekly assignments. Dedication to attending group and putting in the work is a must.

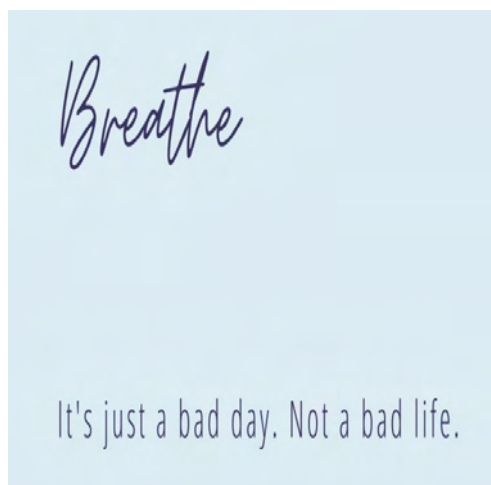
Eligibility to participate:

1. BHS code of MHR, MH1, MH2 or MH3.
2. Commitment to doing the work for 26 weeks and showing up for group.
 - a. If you are interested in taking the course please send a Kyte to BHS, Ms. Tarantino. Kytes must be received by March 1, 2025.



HAVING A TOUGH DAY? REMEMBER THESE THINGS . . .

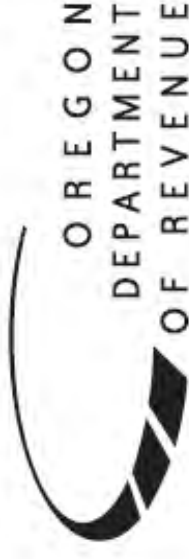
- Pain is part of growing.
- Everything in life is temporary.
- Worrying and complaining changes nothing.
- Your scars are symbols of your strength.
- Every little struggle is a step forward.
- Other people's negativity is not your problem.
- What's meant to be will eventually be.
- The best thing you can do is keep going.



How to File

Tips for Filing

- Get the appropriate forms and instructions (such as IRS Form 1040 and Oregon Form OR-40) from a trusted source, such as www.oregon.gov/dor and www.irs.gov. The institution is unable to provide these forms.
- You may appoint a qualified person as your power of attorney (POA) and have them file your tax return for you. Make sure to choose a person you trust to be your POA.
- Don't disclose your Social Security number (SSN) to others or let someone use your SSN for fraud. If fraud occurs, it will take a lot of work for you to clean up your account once you're out of prison.
- Request your Form W-2 from your employer if you didn't receive it.
- The award amount you receive from the Oregon Department of Corrections as an adult in custody is taxable income. You will receive Form 1099-MISC if your award totals exceed \$600.
- Be aware that the award amount you receive from the Oregon Department of Corrections as an adult in custody doesn't qualify as earned income when calculating your Earned Income Tax Credit.
- If you have a filing requirement, file or request an extension by April 15, 2025.



Filing and Paying Taxes while in Prison

Publication OR-PF



Do I need to file taxes while I'm in prison?

The same rules for filing a tax return that apply to you outside of prison still apply while you're in prison. You must file a tax return if your gross income* for the tax year is over the filing requirements set by law (see chart below).

For example, a tax return may be necessary if you:

- Worked part of the year and were in prison part of the year.
- Received income while in prison, such as: retirement income, investment income, or alimony payments.

Taxable income

These are examples only. For complete information, see IRS Publication 525.

- Employee compensation such as wages, salaries, commissions, fees, and tips.
- Miscellaneous compensation such as bonuses, severance pay, and sick pay.
- Business income (partnerships, S corporations, self-employed) (see IRS Publications 541 and 334).
- Unemployment benefits.
- Alimony received (see IRS Publication 504).
- Retirement income (distributions, pensions, annuities) (see IRS Publication 575).
- Investment income (interest, dividends, capital gains) (see IRS Publication 550).
- Gambling winnings.
- Some Social Security benefits (see IRS Publication 915) (Social Security isn't taxed by Oregon, but may be taxed by the IRS).
- Rental property income (see IRS Publication 527).
- Award amount received from the Department of Corrections as an adult in custody.

Filing thresholds

Step 1: Mark the check box for any of the following that pertained to you in 2024.

You were: ☐ 65 or older ☐ Blind

Your spouse was: ☐ 65 or older ☐ Blind

Step 2: File for tax year 2024 if your gross income is more than the amount shown below for your filing status.

Amounts apply to full-year residents only.

Your filing status is:	Number of boxes marked above:	And your gross income is more than:
Can be claimed on another's return	Any	\$1,300*
Single	0	\$7,710
	1	\$8,910
	2	\$10,110
	3	\$11,310
Married filing joint	0	\$15,425
	1	\$16,625
	2	\$17,825
	3	\$19,025
Married filing separate	0	\$7,710
	1	\$8,910
	2	\$10,110
	3	\$11,310
Head of household	0	\$9,665
	1	\$10,865
	2	\$12,065
	3	\$13,265
Qualifying surviving spouse	0	\$10,740
	1	\$11,940
	2	\$13,140
	3	\$14,340

In addition, file a return if:

- You are required to file a federal return.
- You had \$1 or more of Oregon income tax withheld from your wages.
- The larger of \$1,300, or your earned income plus \$450, up to the standard deduction amount for your filing status.

Nontaxable income

These are examples only. For complete information, see IRS Publication 525.

- Veterans' benefits such as disability pay or pension pay for disabilities paid to veterans or their families; veterans' insurance proceeds and dividends; and allowances for education, training, and subsistence.
- Qualified combat pay (see IRS Publication 3).
- Governmental benefit payments from a public welfare fund.
- Child support payments received.
- Medicare benefits.

* Gross income is all income you receive in the form of money, goods, property, and services, unless that income is nontaxable.



EHR

UPDATE



TO: ALL ADULTS IN CUSTODY
FROM: HEALTH SERVICES
RE: Electronic Health Records (EHR)
Project

It might be cold outside, but things are heating up for the **EHR** project!

Over the past few months, many people from **Health Services** have been testing a practice version of the **EHR** system to see how it will work. Also, more testing is scheduled soon!

This is important because the people testing it are the doctors, nurses, dentists, **BHS**, and other health workers who will use the **EHR** to take care of your health. Testing helps to make sure the **EHR** works right before we start using it every day.

Health Services will continue to keep you updated about the **EHR Project**! If you have questions about the **EHR**, send a kyte addressed to: **ASK EHR**.



PLEASE REMEMBER, for now, you still access health care, dental, and **BHS** how you always have in your institution.





EHR

UPDATE



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

Puede que haga frío afuera, ¡ pero las cosas se están calentando para el proyecto EHR !

Durante los últimos meses, muchas personas de los Servicios de Salud han estado probando una versión práctica del sistema EHR para ver cómo funciona. Además, ¡más pruebas están programadas pronto!

Esto es importante porque las personas que lo prueban son los médicos, enfermeras, dentistas, BHS y otros trabajadores de la salud que utilizarán el EHR para cuidar de su salud. Las pruebas ayudan a garantizar que el EHR funcione correctamente antes de comenzar a usarlo todos los días.

¡ Health Services continuará para mantenerlo informado sobre el Proyecto EHR ! Si tienes preguntas sobre el EHR, envíe un kyte dirigido a: ASK EHR.



POR FAVOR RECUERDE, por ahora, usted todavía tiene acceso a atención médica, dental y BHS como siempre lo ha hecho en su institución.



Mail Processing

The AIC Mail Rule is OAR 291-131. The full text of the Rule can be requested from the Law Library. Your family can access the Rule on the DOC website. Failure to familiarize yourself with the rule may result in mail being confiscated or returned to sender.

Outgoing Mail:

Outgoing letters are collected from the boxes in the corridor Monday through Friday, at 11am. Outgoing mail must be in DOC envelopes provided by Canteen or via the indigent process. If you have personal property items to send out, please contact the OSCI Property Office.

Overweight envelopes will be returned to you. CD28's cannot be used to purchase extra postage for an overweight envelope – you must purchase the next size up from Canteen. Each housing unit has a postal scale.

Incoming Mail:

Mail is delivered to the housing units once a day, Monday through Friday, before 1pm.

The basic incoming mail restrictions are:

- All incoming mail requires the sender's name and return address and shall be addressed to the AIC using their court name and SID#.
- Envelopes and paper within must be white.
- Envelopes and paper must be no heavier than the standard 20lb weight.
- No marker, crayon, or thick ink of any sort.
- No stickers, glue, tape, confetti, or glitter.
- No cardstock (including postcards and greeting cards)
- Sexually Explicit (see OAR 291-131 for specifics)
- New and used books, magazines, newspapers, and blank journals shall only be received directly from the publisher or distributor.
- No Money or checks or money orders or cashier's checks.
- No packages are permitted without prior written authorization from the Superintendent or designee utilizing the Department of Corrections package authorization form.
- Correspondence should be sent to the following address:
 - AIC First Name AIC Last Name #AIC SID number
 - Oregon State Correctional Institution
 - 3405 Deer Park Dr. SE
 - Salem, Oregon 97310-9385

AIC to AIC mail rules include: May send only the following items to another AIC: Correspondence; one drawing per envelope; one photograph per envelope. AICs shall not send newspaper or magazine clippings, photocopies, printed web pages. AICs shall not request another AIC to forward correspondence beyond the immediate addressee.

Administrative Review:

If you receive a Mail Violation Notice, the Notice will tell you if the violation qualifies for an Administrative Review. Please forward requests for Administrative Reviews to the OSCI Mailroom.



OSCI is accepting applications from eligible AICs with an interest in being a part of the JLAD program dedicated to raising and training assistance dogs.

Basic eligibility criteria include but are not limited to:

- AIC must be incentive level 3.
- AIC must have a GED or higher education and must maintain all case planning requirements.

OSCI JLAD program handler housing will be in Unit 4 dormitory and must be able to live with any AIC.

Due to the 24-hour needs of canine care, a handler position will be the only work assignment for any AIC.

Please submit a **Work Application** and any supplemental documentation to Counselor Thompson.

We look forward to working with you.

The JLAD Team





Financial Services

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
Note: Although the transitional savings trust account is considered an obligation, funds collected are owned by the AIC. Per ORS 423.105, 5% will be collected from eligible deposits and placed into the transitional savings trust account. Funds in the transitional savings trust account are <u>not available until the AIC releases from ODOC custody</u> .		
DOC Debt	- Collected from eligible deposits - Additionally, collections shall occur the last business day of the month per OAR 291 Div. 158 if funds are available	- 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	- Collected as funds become available - Multiple collections may occur throughout the month - Additionally, collections shall occur the last business day of the month	- 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	- Collected as funds become available - Multiple collections may occur throughout the month - Additionally, collections shall occur the last business day of the month	- 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.

February 2025

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
Aft. YARD: 13,11,3 CHOW: 11,13,3/2,4,1 PM Chow: 2,4,1/13,11,3 EVE Rec: 4/2,1/13,11,3	Aft. YARD: 4,1,2 CHOW: 4,1,2/13,11,3 PM Chow: 13,11,3/4,1,2 EVE Rec: 13,3,11/4/1,2	Aft. YARD: 11,3,13 CHOW: 11,3,13/4,1,2 PM Chow: 4,1,2/11,3,13 EVE Rec: 4/1,2/11,3,13	Aft. YARD: 1.2,4 CHOW: 11/1,2,4/3,13 PM Chow: 11,3,13/1,2,4 EVE Rec: 11,3,13/1,2/4	Aft. YARD: 3,13,11 CHOW: 11,3,13/1,2,4 PM Chow: 1,2,4/3,13,11 EVE Rec: 1,2/4/3,13,11	Aft. YARD: 3,13,11 CHOW: 11,3,13/1,2,4 PM Chow: 1,2,4/3,13,11 EVE Rec: 1,2/4/3,13,11	Aft. YARD: 2,4,1 CHOW: 11/2,4,1/3,13 PM Chow: 3,13,11/2,4,1 EVE Rec: 3,13,11/2,4,1
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Notes