

# Powder River

January 17, 2025

## AIC NEWSLETTER

Need a good  
Stretch?

Try the one  
seen on page 2








Stored Holiday  
Commissary

See Page 10

January in  
History

See page 22



SAT Jan 18	SUN Jan 19	MON Jan 20	TUE Jan 21	WED Jan 22	THU Jan 23	FRI Jan 24
						
H: 32 L: 13	H: 29 L: 14	H: 28 L: 15	H: 27 L: 16	H: 31 L: 17	H: 33 L: 20	H: 35 L: 22
Mostly Sunny	Partly Cloudy	Partly Cloudy	Partly Cloudy	Partly Cloudy	Partly Cloudy	Partly Cloudy

### For Level Override Requests:

Please fill out an Incentive Level Override form found in your unit with the other AIC forms.

***Complete only the shaded sections.***

Please provide *detailed* information.

Submit the form to: Ms. Hoopes, MPB Rm. 505



## **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.

## **Al-Anon**

**Thursdays 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.

## **A Quote to Consider:**

*“You don’t have to be defined or confined by your environment, by your family circumstances, and certainly not by your race or gender.” — Mariah Carey*



- Here are some neck stretches you can try:
  - **Belly breathing!**
  - **Inhale slowly through your nose, making sure your stomach moves outwards but your chest remains still. Exhale slowly for about two seconds, while your stomach should move inwards**

## Information Regarding Review Process for Incentive Level Overrides:

1. Incentive level override requests are behavior based. The DOC 400 will be reviewed for comments, verbal warnings, conduct orders, daily fails, misconducts, and behavior/program fails will be reviewed. This also includes sanitation slips, staff sanctions and other forms of progressive discipline.
2. Please monitor your behavior to ensure you are following ALL the rules.  
**THIS INCLUDES THE  
LITTLE RULES.**
3. Please pay attention to the instructions for filling out the form. Highlighted areas are priority and need to be completed. Any missing or incomplete information will be returned TO YOU for correction.
4. All submitted forms are reviewed with the same process. This is to ensure the review process is fair and consistent.
5. Please use the most recent form. Old forms will be returned for correction.
6. Incentive Level Override requests are a privilege, not an absolute. Your behavior during the review process will be considered.

# Powder River Correctional Facility

## Contact Mentor List

**PRCF Contact Mentor Program Contact Information:** *If you have questions regarding the Contact Mentor Program or the Oregon Way, or if you would like to participate in the program and be assigned to a mentor, please feel free to send an AIC Communication to Ms. Hoopes.*

Security		New Directions Northwest
Lt. Brazofsky		Ms. Hamman--NDN
Lt. Robbins		Ms. Kellogg--NDN
Sgt. Gray		
Officer Hill		
Officer Martin		
Officer Gonzalez		
Officer Lefever		
Officer Chavez		<b>Administration</b>
Officer Endersby		Mr. Folden—Physical Plant Manager
Officer Erickson		Mr. Thomas—Physical Plant
Officer Kisor		Ms. DeVore--Administration
Officer Leal		Ms. Geddes—Correctional Rehabilitation Mgr.
Officer Lopez		Ms. Hoopes—Correctional Counselor
Officer Thompson		Mr. McLay--Superintendent
Officer Willmarth		Ms. Bronnenberg-Physical Plant
Officer Spriet, S		Mr. Clark—Institution Security Manager
Officer Herrick		

## **ARE YOU INTERESTED IN PARTICIPATING ON AIC COUNCIL**

The purpose and function of the Adult in Custody (AIC) Council is to provide a forum for the exchange of ideas and information between the AIC population and DOC staff at Powder River Correctional Facility (PRCF). The goal for the AIC Council is to normalize the correctional setting by meeting as a group, on a regular and ongoing basis, to promote communication between AIC's and DOC representatives. This transparent flow of communication will provide an opportunity for issues/ideas to be brought forward and discussed in a respectful systematic manner finding solutions by all parties involved. AIC Council meetings are held the last Thursday of each month, or as called by any Council Staff Representative.

AIC's interested in participating shall submit a short letter of interest detailing their intent and what they hope to gain as a member of the Council. Please include any prior group or Council involvement. Submit your letter of interest along with an AIC Communication to: Officer Brinton or Ms. Hoopes.

Thank you!

# **Attention Veterans!**

## **VETERANS HEALTH ADMINISTRATION**

### **HEALTH CARE FOR REENTRY VETERANS PROGRAM**

**Tony Sparber, LCSW, Veteran Reentry Info Meeting on:**

**January 30, 2025**

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**If You have served in the Military and have an Honorable, General under Honorable, Medical or Mental Health Discharge**

**And are interested in obtaining information on Veteran Specific Resources available to you on release**

**To include:**

**Registration in the VA Health Care System**

**Substance Abuse and Mental Health Treatment Program Access**

**Veteran-specific Shelter and Housing Program Resources – GPD, SSVF, HUD/VASH**

**General Information on;-**

**- SSI, VA SC Comp., and NSC Pension Benefit filing and reinstatement info**

**VA Regional Office, State VA, County Veteran Services, VSO/VBO access**

**Employment Resources, both VA and Community Based**

**VA & Community-Based Resources list in the Community of Your Release If you meet these criteria, are releasing in the next 12 months, and are interested in these types of services, please contact:**

**Ms. Luschen – MPB 518 via AIC communication**



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 February 3rd 8:30-10:30am here at PRCF.*

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

Opportunity Oregon  
1045 Gateway Loop Suite C  
Springfield, OR 97477

Our services are statewide and at no cost to YOU.

### **Stored Holiday Commissary**

**The 2024 holiday spending period will be from Monday December 2<sup>nd</sup>, 2024 through Friday January 3<sup>rd</sup>, 2025.**

Due to the spending limit increase during the holiday season for incentive levels 1 thru 3, many adults in custody will acquire more canteen items and subsequently find they do not have enough room to store these items properly.

**For this time period only, December 2<sup>nd</sup>, 2024 through February 1<sup>st</sup>, 2025 you will be allowed to store one large bag of holiday canteen items in your assigned mud locker.**

You will be responsible for maintaining the level of sanitary conditions outlined in the AIC Handbook.

If you decide to store holiday canteen items in your mud locker and items come up missing, it **will not** be DOC/PRCF's responsibility to replace these items.

On February 1<sup>st</sup>, 2025 you will be responsible for returning all unused holiday canteen items to your assigned bunk drawers/footlockers as outline in the PRCF AIC Handbook. Any canteen left in mud lockers after February 1<sup>st</sup> will be confiscated.







# Legal & Library Services

## Thin Client and Thumb Drive Notice

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

Effective 10/17/2024

## 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):

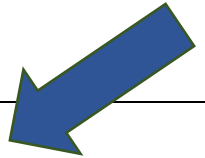
In order to move from level 1 to level 2 incentives, you will be required to have:

- 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.



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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.





# ELECTRONIC HEALTH RECORDS (EHR)

*Coming  
Spring  
2025*

THE FOLLOWING ARE 5 EXAMPLES HOW THE EHR WILL HELP YOU AND YOUR HEALTHCARE PROVIDERS IN YOUR HEALTHCARE JOURNEY

01

## EMERGENCIES

- THE EHR WILL HELP ALL YOUR HEALTHCARE PROVIDERS GET IMPORTANT INFORMATION ABOUT YOUR HEALTH QUICKLY IN THE EVENT OF AN EMERGENCY



02

## HEALTH RECORDS REQUESTS

- ONCE ALL PAPER MEDICAL CHARTS ARE SCANNED, HEALTH RECORDS REQUESTS WILL TAKE LESS TIME TO FULFILL BECAUSE THE CHARTS WILL ALL BE DIGITAL
- MANY OUTSIDE PROVIDERS CAN RECEIVE AND SEND PATIENT HEALTH RECORDS THROUGH THE EHR SAVING THE EXTRA TIME IT TAKES TO MAIL OR FAX THE RECORDS



03

## BARCODE MEDICATION ADMINISTRATION

- BARCODE SCANNERS WILL BE USED TO SCAN YOUR ID CARD AT MEDLINE WHICH PULLS UP YOUR MEDICATION RECORD IN THE EHR



04

## CHART ACCURACY

- ELECTRONIC CHART OPENED BY SID NUMBER OR BY SCANNING PATIENT ID CARD



05

## OUT OF FACILITY SCHEDULING

- EHR IMPROVES COORDINATION AND SCHEDULING OF OUTSIDE APPOINTMENTS
- NEW WORKFLOW AND PROCESSES WILL MAKE IT LESS LIKELY THAT OUTSIDE APPOINTMENTS ARE MISSED



*Do you have EHR  
questions?*

**SEND A KYTE ADDRESSED TO:  
*ASK EHR***

## 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.

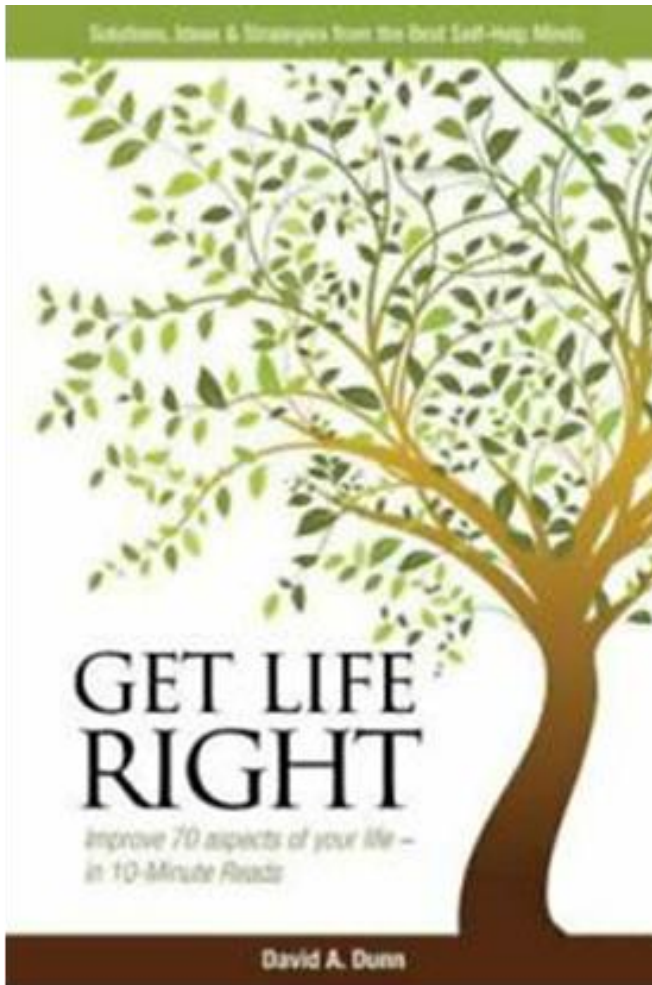
### What Does This Mean for You?

- 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.**



# **WANTED**

## **GET LIFE RIGHT BOOK DONATIONS**

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

**PRCF Do Good Club**

## 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.

Note: 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.

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 from the latest Do-Good Club Albertson's Chicken Fundraiser feed will be used**

**to purchase soda and candy for the AIC Holiday Gift bags. Thank you for your contribution to our feeds!**

## **Do Good Club Meeting Minutes January 2nd, 2025**

## Executives Board Council:

- **President:** Moncada, Orlando ([Present](#))
- **Vice President:** Williams, Stephen ([Present](#))
- **Secretary:** O'Quinn, Jessey ([Present](#))
- **Treasure:** Hunsberger, James ([Present](#))
- **Sergeant of Arms:** Ekblad, Eric ([Present](#))

## Club Members:

- *Jimenez, Jose* ([Present](#))
- *Vargas, Adan* ([Present](#))
- *Wilson, Raymond* ([Present](#))
- *Lara-Alvarez, Kevin* ([Present](#))

## Charter review:

- ★ **Heard From Prospective Members** (*Fonseca, Ogden, Pledger*)
- ★ **Fonseca** (**voted in**)
- ★ **Discussed Past Community Holiday Meals**
- ★ **Went Well, Positive Experience, Might Give More Notice Next Year**
- ★ **Feedback On Christmas Bags- To Short of Time To Consume Contents. Maybe Next Year 24hrs for Soda, Rest Of It unallotted.**
- ★ **Kiwi Was A Hit**

## Feeds/Fundraisers:

- **Feed month to month options for 2025**
- **Pizza Hut- Pep, Cheese, Sausage, Bacon**
- **Albertsons- Chicken Wings, Breadsticks**
- **Dairy Queen- Single, Double w/ Fries**
- **Taco Bell**
- **Feb-March**

## Round Table

- **Multi-Cultural Group**
- **Do Good Club Bracelets**
- **New DVD Player For Unit 2**
- 

## Budget for 2025 \$6330.58

- 1) **Equipment/Supplies to Purchase:**
- 2) **2024 End Of Year Donation To Compassion Center \$1000.00**

## Movie and Video Suggestion

- 1) **Netflix**
- Next Meeting Date: 02/06/2025**



# PRCF AIC COUNCIL



**Date: October 31<sup>st</sup>, 2024**

**Staff: Officer Brinton, L. Hoopes, ISM T. Clark, Mr. Folden – Physical Plant, Mr. Hite – Food Services**

## **AIC Council Members:**

<b><u>Name</u></b>	<b><u>SID #</u></b>	<b><u>UNIT</u></b>
<b>D. Stewart</b>	<b>13245457</b>	<b>3-37</b>
<b>S. Hamilton</b>	<b>23273878</b>	<b>2-W6</b>
<b>J. Jimenez</b>	<b>7230494</b>	<b>3-27</b>
<b>H. Morales</b>	<b>8916321</b>	<b>1E-20</b>
<b>K. Harrington</b>	<b>14978964</b>	<b>1W-38</b>
<b>B. Shine</b>	<b>26930832</b>	<b>2E-24</b>
<b>N. Olivera</b>	<b>14173501</b>	<b>3-15</b>

## **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, November 21<sup>st</sup>, 2024.**

### **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. i.e., job description, chain of command, S.O.P., flow chart & pras points. (in process 10/31/24)**





-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. This has been discussed.

- Salt & Pepper packs have been approved. These will be included with the meal.

Mr. Hite is looking into purchasing options and will distribute as soon as possible.

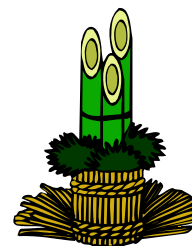
- -1 West Restroom, additional soap dispenser(s)-approved. 1 West Shower area, partitions-not approved, due to lack of structural integrity in wall.
- Details are being discussed for Inter-unit competitions. Moving forward.
- Details are being discussed and worked out for wind-guard around weight pile. Physical Plant will need time for manufacture & Install.
- Discussed adding another Family Day to the calendar. Still in discussion phase

### **3) Submitted Proposal Updates:**

- 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.
- Level 3/ Incentive "Late-night 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**

- Submitting proposal to locate a small freezer, in a location that would make it possible to purchase Canteen Ice Cream and keep from melting. ☺
- 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. Proposal submitted.



- Submitting proposal that would allow A.I.C. to purchase soda w/ soda ticket and bring soda to Chow Hall, during meals.
- AIC Morales has brought up creating a “Multi Cultural” group. This would help with cultural diversity and better understanding of the various groups here at P.R.C.F.

#### 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.
  - Proposal 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. This suggestion has been declined. 10-31-24.
  - Proposal submitted Oct. 31, for Installation of Solar Panels and accompanying Program at PRCF. Conducting preliminary research.
  - Proposal 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”. Executive Mgmt. Team will decide.

#### 6) Next Meeting

- Thursday November 21st, 2024.

#### 7) Round Table

- Feedback from N. Dakota D.O.C. Representatives was very positive. They visited the P.R.C.F. facility, September 25&26. Working on “Sharing ODOC/PRCF Culture”. The visiting representatives look forward to sharing more ideas in the future.
- Discussed the possibility of creating an organized Bingo game
- Discussed looking into LOP activity options.

#### Meeting Adjourned:

2:30pm

*From the Administrative Rules Program:*

Below is the list of status changes made to DOC administrative rules since 10/28/2024.

**PROPOSED RULES:**

**291-180 Interstate Compact**

- Amends rule to align with state statute (ORS 144.600) regarding Oregon's participation in the Interstate Compact for Adult Offender Supervision (ICAOS); clarify Purpose statement by adding reference to the enabling legislation establishing Oregon's participation in the ICAOS; make changes for consistency throughout these rules and change "offender" to "adult on supervision" to align with department philosophy; adopt definitions for these rules; reorganize for clarity; make non-substantive edits (such as, capitalization); update Extradition Services mailing address, and update statutory authority.
- Last day of comment period: 1/13/25 at 12:00 PM





## JANUARY IN HISTORY

### January 18

**1966** - Robert Clifton Weaver was sworn in as the first African American cabinet member in U.S. history, becoming President Lyndon B. Johnson's Secretary of Housing and Urban Development.

### January 19

**1966** - Indira Gandhi was elected prime minister of India in succession to Lal Shastri who had died eight days earlier. She served until 1975 and later from 1980 to 1984, when she was assassinated by her own bodyguards as she walked to her office. Her only surviving son, Rajiv, became the next prime minister. In 1991, he was assassinated while campaigning for reelection

### January 20

**1649** - At the conclusion of the English Civil War, King Charles I was brought before a high court of justice at Westminster Hall on charges of treason. The Civil War had been fought over whether the King's power was absolute or was limited by the powers of Parliament. Oliver Cromwell had led the Parliamentary forces to victory over the Royals. In the trial that followed, Charles was found guilty and condemned as "a tyrant, traitor, murderer, and public enemy" and was beheaded several days later in front of Whitehall Palace in London.

### January 21

**1793** - In the aftermath of the French Revolution, King Louis XVI of France was guillotined on the charge of conspiring with foreign countries for the invasion of France. During the Revolution, the King had attempted to flee to Austria for assistance. Ten months later, his wife, Queen Marie Antoinette, was also guillotined.

### January 22

**1901** - Queen Victoria of England died after reigning for 64 years, the longest reign in British history, during which England had become the most powerful empire in the world.

### January 23

**1849** - Elizabeth Blackwell was awarded her MD by the Medical Institute of Geneva, New York, thus becoming America's first woman doctor.

### January 24

**1848** - The California gold rush began with the accidental discovery of the precious metal near Coloma during construction of a Sutter's sawmill. An announcement by President Polk later in the year caused a national sensation and resulted in a flood of "Forty-niners" seeking wealth.

## En Passant- weekly chess puzzle

Difficulty: Intermediate

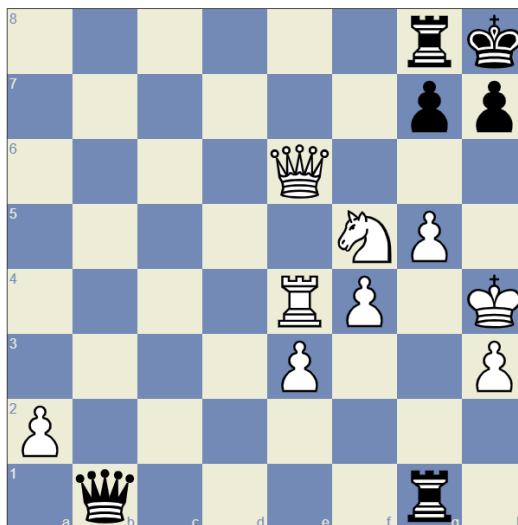
White to move

Puzzle 1001776: White to win



Last week's puzzle solution: 10/25/24

Puzzle 1001264: White to win



1. Qxg8+, Kxg8
2. Re8+, Kf7
3. Nd6+, Kg6
4. Re6#

## **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
- GED
- 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**

# 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**



# JANUARY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
29	30 Turn in CD-28s for tickets by 9pm	31	1 NEW YEARS DAY	2	3 Coffee, Photo & Activity Tickets Delivery A&O CLASS	4
5	6 Turn in CD-28s for tickets by 9pm	17	8	9 PRAS Payday	10 Coffee, Photo & Activity Tickets Delivery A&O CLASS	11
12	13 Turn in CD-28s for tickets by 9pm	14	15	16	17 Coffee, Photo & Activity Tickets Delivery A&O CLASS	18
19	20 Turn in CD-28s for tickets by 9pm	21	22	23	24 Coffee, Photo & Activity Tickets Delivery A&O Class	25

**Contact Mentor Corner**





## **Responsible**

Have you ever thought about what it means to be “responsible”? The definition of being responsible includes being “*morally accountable for one’s behavior*” and “*being the primary cause of something and so able to be blamed or credited for it.*” When we are morally accountable for our behavior, we take ownership of our decisions—good or bad; as well as ownership for the outcomes of those decisions—good or bad. How would your life look if you prioritized personal responsibility? What would you change first? What would you take credit for? Would being responsible free you from the opinions and judgements of yourself and others? How would ownership and responsibility change your emotions, actions and behaviors; thus, help you to be more mindful? What are the ripple effects of being responsible? Who in your life would benefit from this shift in mindset? Challenge yourself to be more mindful and implement responsibility in your daily life. If you face obstacles, talk to a friend or support person to identify how you can overcome the issue, move forward and reach your full potential. Remember, being responsible takes daily effort and the desire to improve...one day at a time.

## **Weekly Quote:**

*Mindfulness gives you time. Time gives you choices. Choices, skillfully made, lead to freedom. Bhante Henepola Gunaratana*

## **Suggested Reading:**

*The Little Book of Mindfulness by Dr. Patrizia Collard*

## **PRCF Contact Mentor Program Contact Information:**

Ms. Hoopes, Correctional Counselor, oversees the Contact Mentor Program at PRCF. She works with the PRCF Contact Mentor team consisting of Sgt. Crawford, Officer Brinton, Lt. Brazofsky and Officer Erickson to build the Contact Mentor program and improve communication between staff and AICs. If you have questions regarding the Contact Mentor Program or the Oregon Way, please feel free to send an AIC Communication to Ms. Hoopes-Multi Purpose Building Rm. 505.

*We Welcome You to Join Us*  
*FOR....*

# BIBLE 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



# Financial Services

## Informational Briefing

### AIC Debt and Obligation Information

Debt / Obligation Type	Collection Schedule	Additional Information
Court Ordered Financial Obligation (COFO)	<ul style="list-style-type: none"> <li>Collected from eligible deposits per ORS 423.105</li> <li>10% collected for COFO(s) from eligible deposits until the transitional savings trust account reaches \$500</li> <li>Then, 15% collected for COFO(s) from eligible deposits until obligation(s) are satisfied</li> </ul>	<ul style="list-style-type: none"> <li>The department does not have case-specific information regarding COFOs; AICs are encouraged to contact the court of record regarding their COFO details</li> <li>COFOs are not the same as County and US Court filing fees. Examples of COFOs are restitution, fines, fees, &amp; child support</li> <li>COFOs will continue to collect during the Holiday Buying Period</li> </ul>
<b>Note:</b> 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. <b>Funds in the transitional savings trust account are not available until the AIC releases from ODOC custody.</b>		
DOC Debt	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>DOC debt includes but is not limited to debt incurred from various disciplinary fines, copy, and postage advances</li> <li>DOC debt is due upon receipt; if/when funds are not available; funds are advanced and set-up as debt</li> <li>Monthly, AICs may spend up to \$40 of the first \$80 deposited into general spending</li> <li>DOC Debt may be suspended during the Holiday Buying Period unless a new disciplinary fee is applied</li> </ul>
County Court Deferred Filing Fee Obligation	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>County obligations refer to deferred county filing fees</li> <li>These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee</li> <li>County Court fees will continue to collect during the Holiday Buying Period</li> </ul>
Initial Federal / US Court Filing Fee Obligation	<ul style="list-style-type: none"> <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>	<ul style="list-style-type: none"> <li>Initial Filing fees can be collected in total and are due upon receipt</li> <li>These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee</li> <li>Initial Federal/US Court filing fees will continue to collect during the Holiday Buying Period</li> </ul>
Federal / US Court Deferred Filing Fee Obligation	<ul style="list-style-type: none"> <li>Collected around the beginning of the month</li> </ul>	<ul style="list-style-type: none"> <li>General filing fee collection amount determined by the previous month's deposit(s)</li> <li>20% of previous months deposits multiplied by the number of cases is deemed collectable</li> <li>Federal/US Court Deferred filing fees will continue to collect during the Holiday Buying Period</li> </ul>

**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*

General Spending Account	<ul style="list-style-type: none"> <li>• Primary spending account for AICs Eligible deposits are received into this account ○ <i>Examples:</i></li> <li>• <i>Deposits received from friends/family, and PRAS</i> 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>
Protected Spending Reserve Account	<ul style="list-style-type: none"> <li>• This is a spending account established for AICs who receive protected money ○ <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> <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 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>
General Savings Account	<ul style="list-style-type: none"> <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, <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>
Obligated Reserve Accounts	<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>





# Financial Services

## *Informational Briefing*

### *Savings Options for Adults in Custody*

#### What is the Transitional Savings Account (TRSA)?

- Funds in the TRSA are protected from debt/obligation collection and garnishment.
- Established per SB844/ORS 423.105 as a means for AIC's to save funds for release from ODOC custody.
- 5% of each eligible deposit is applied into an AIC's TRSA until the account reaches \$500.
- AIC's may elect to transfer funds into their TRSA by submitting a Trust Account Transfer Request form (CD1832) up to \$500.
- AIC's may continue a 5% deduction of their eligible deposits beyond \$500 if court-ordered financial obligations (COFOs) are satisfied.
- Funds in the TRSA are not available to AIC's until reentry into the community (*no exceptions*).

#### What is the General Savings Account (GS)?

- \* Funds in the GS Trust Account are not protected from debt/obligation collection or garnishment.
- \* Established as an optional means for AIC's to save funds outside of the TRSA.
- \* AIC's may elect to transfer funds into the GS Trust Account once per calendar month by submitting a Trust Account Transfer Request Form (CD1832).
- \* 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.

#### *What About External Savings Accounts?*

*AIC's may have accounts with external banking institutions however, ODOC staff are not able to facilitate. AIC's may not have unauthorized money items in their possession (such as checks).*

**Note:** Trust Account Transfer Request Forms (CD1832) are available on AIC housing units or through Business Services. If the amount being transferred is excessive, it will be limited. The minimum transfer amount is \$5.00.

Please address any questions to Business Services by submitting an AIC communication (available electronically on the tablet).

#### 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.state.or.us](mailto:dldoctrustinfo@doc.state.or.us)



# Financial Services

## *Informational Briefing*

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

General Spending Account	<ul style="list-style-type: none"> <li>• Primary spending account for AICs Eligible deposits are received into this account ○ <i>Examples:</i></li> <li>• <i>Deposits received from friends/family, and PRAS</i> 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>
Protected Spending Reserve Account	<ul style="list-style-type: none"> <li>• This is a spending account established for AICs who receive protected money ○ <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> <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 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>
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Obligated Reserve Accounts	<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>

### 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.state.or.us](mailto:dldoctrustinfo@doc.state.or.us).

# R & D Info

## STATE CLOTHING ALLOWED

<u>1 Each Denim Coat</u>	<u>1 Chambray shirt</u> <u>2 Chambray shirts (Program)</u>	<u>2 Pair Denim Pants</u>
<u>3 Each T-Shirts</u>	<u>2 Sweatshirts</u> <u>1 Sweatshirts (Program)</u>	<u>1 Each Belt &amp; Buckle</u>
<u>3 Pair Grey Dress Socks</u>		<u>2 Each Towels</u>
<u>3 Pair of Underwear</u>	<u>2 Blankets (Wool or Cotton)</u>	<u>2 Sheets and 1 Pillowcase</u>
<u>1 Pair State Tennis Shoes</u> <u>(if no personal shoes)</u>	<u>1 Pair of State Shower Shoes</u> <u>(if no personal shoes)</u>	<u>1 Pair Red Shorts</u> <u>(If no personal blue shorts)</u>

## WORK CREW ONLY

<u>1 Pair Work Boots</u>	<u>2 Pair Work (boot) Socks</u>	<u>1 Pair Work Gloves</u>
	<u>1 Each Safety Vest</u>	

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. **Do Not** 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, If there is an immediate need please talk with your unit officer.

## 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 OR 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 Not 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 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



# Changes to the Mail Rule

## Effective 1/13/2025

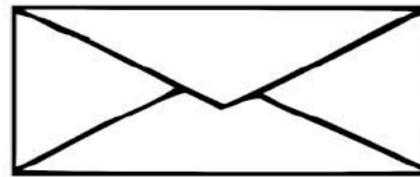
Effective January 13, 2025, the Mail Rule has been revised to address concerns regarding safety, security, and the well-being of both Adults in Custody (AICs) and staff. Mail postmarked after this date will be subject to the revised rule.

**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**

More information is available on  
the DOC website:  
<https://www.oregon.gov/DOC>



**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.**