

# SCI AIC Newsletter

## January Edition

January 8, 2025

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### WINTER WORD SEARCH

#### FIND THE WORDS!



A	Y	G	X	D	V	Q	O	S	O	O	L	H	R	R	S	C	A	R	F
Q	L	J	A	N	U	A	R	Y	X	J	O	Y	R	M	R	T	G	D	T
X	D	X	J	Q	X	G	M	S	S	N	O	W	F	L	A	K	E	U	Q
E	I	W	T	G	Q	I	N	B	T	G	J	C	Y	C	G	T	T	I	M
G	N	I	D	D	E	L	S	I	T	O	R	L	H	Y	K	A	W	S	W
V	F	E	B	R	U	A	R	Y	I	Z	O	F	R	E	E	Z	I	N	G
N	P	A	Q	Q	H	S	T	L	P	K	I	B	L	U	D	Q	Z	C	B
T	C	J	K	S	K	N	Y	V	T	A	S	H	O	V	E	L	T	V	E
J	L	S	K	G	D	O	J	P	Q	A	N	R	F	D	G	O	A	Q	N
D	M	N	B	D	M	W	V	R	X	A	O	R	W	R	Y	T	Y	F	W
J	C	O	L	D	S	M	U	N	P	Y	W	C	E	Q	O	Z	C	V	M
W	G	W	O	E	R	A	B	V	S	M	B	X	M	B	B	S	Q	W	A
B	I	A	G	V	L	N	M	S	E	W	A	K	F	F	M	O	T	F	A
I	M	N	D	V	U	C	V	T	M	A	L	G	L	O	V	E	S	W	I
E	I	G	T	C	V	P	Q	J	S	I	L	X	B	M	B	G	C	Y	B
U	G	E	N	E	N	S	F	K	U	I	S	H	L	G	V	P	P	E	X
I	O	L	B	B	R	U	C	U	G	R	R	T	N	W	L	Z	T	O	D
K	Q	N	C	V	P	E	I	U	N	C	O	H	G	X	F	D	A	U	I
M	Q	K	T	Y	I	W	O	K	U	U	N	Z	C	S	V	V	H	Q	Z
A	F	R	H	X	X	X	J	A	U	R	K	W	F	Q	L	P	S	V	C

BOOTS  
COLD  
FREEZING  
HAT  
SCARF  
SLEDDING  
SNOWFLAKE

CHRISTMAS  
DECEMBER  
FROST  
ICE  
SHOVEL  
SNOWANGEL  
SNOWMAN

COAT  
FEBRUARY  
GLOVES  
JANUARY  
SKIING  
SNOWBALLS  
WINTER

### A Point to Ponder

*"We all get the exact same 365 days. The only difference is what we do with them" — Hillary DePiano*



# PREA Related Grievance & Discrimination Complaint Process Improvements

Effective August 1, 2024, a grievance or discrimination complaint related to a claim of sexual abuse or sexual harassment will be immediately subject to investigation **that is outside the Department's administrative remedies process**. However, the Grievance Review System (OAR 291-109) and Discrimination Complaint Review System (OAR 291-006) can still be utilized to report PREA allegations. PREA allegations raised through these administrative review systems will receive a return receipt indicating the allegation has been received and forwarded to your **institution's PREA Compliance Manager (PCM)** for investigation and will include information on how to initiate PREA advocacy services. No further response or appeal will be provided through these administrative review systems. All further inquiries and communications about the PREA allegation(s) need to be sent to your **institution's PREA Compliance Manager**. **In addition**, there are many other ways to report a PREA allegation:

- In person to any staff
- Through an AIC communication form
- **Call the Inspector General's Hotline**
  - Pick up handset, make language selection, and dial "91"
- **Write to the Governor's Office**
  - State Capitol, Room Suite 254, 900 Court St., Salem, Oregon 97301
    - You can request to remain anonymous
- Friends or family can report on your behalf (877-831-0389)

## 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.

#### **Quarterly Meeting Details**

- **Start Date:** February 4th, from 6:00 PM to 7:00 PM
- Encourage your friends, family, and support people to keep an eye on ODOCs social media and website for info on how to join the session.

## 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

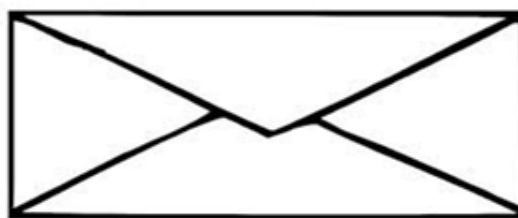
## Effective 1/13/2025

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**



### 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.**

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.





# 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</li> <li>Eligible deposits are received into this account               <ul style="list-style-type: none"> <li>Examples: Deposits received from friends/family, and PRAS</li> </ul> </li> <li>AICs use the Request for Withdrawal of Funds form (CD28) to facilitate financial transactions from the General Spending Trust Account</li> <li>Funds in this account are not protected from debt/obligation collection or garnishment</li> </ul>
Protected Spending Reserve Account	<ul style="list-style-type: none"> <li>This is a spending account established for AICs who receive protected money               <ul style="list-style-type: none"> <li>Examples: disability benefits for veterans, moneys received from Native American or tribal government, railroad retirement benefits, OCE Prison Industry Enhancement (PIE) Awards</li> </ul> </li> <li>AICs use the green Request for Withdrawal of Funds from Protected Reserve form (CD28P) to facilitate financial transactions from the Protected Reserve Trust Account</li> <li>Funds in the Protected Reserve Trust Account are protected from debt/obligation collection or garnishment</li> </ul>
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, available electronically and in paper) 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</li> <li>AICs may elect to transfer funds into the General Savings Trust Account by submitting a transfer request form (CF1832, available electronically and in paper)</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>

### 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 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. Funds in the transitional savings trust account are <u>not</u> available until the AIC releases from ODOC custody.		
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.

**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.***







## State of Oregon Department of Corrections Commissary

**Date:** December 17, 2024  
**To:** AICs  
**From:** Dustin Hoffman, Statewide Distribution Services Operations Manager  
**Subject:** Commissary News

### Commissary News:

Commissary has received a replacement on the Religious Storage Containers. These will be available for purchase at \$2.71 once our current inventory is depleted. Commissary forms will be updated with this information soon.



**Postcards** are being discontinued. Get your postcards while supplies last.

### Commissary Reminders:

Soda tickets will only be credited if an AIC has been transferred to a different facility.

The AIC has 30 days from the date of transfer to submit an AIC communication form requesting a credit from the commissary where the soda tickets were purchased. You must include the unused soda tickets and a receipt as proof of purchase. The receipt may not be more than 90 days old from the date of request.

Commissary will not issue credit for damaged tickets or issue credit if the soda machine takes your ticket without dispensing a soda.

Please write legibly and include your full name, SID number and institution when submitting a commissary order form, communication, or suggestion form to Commissary.

Commissary appreciates all suggestions and requests. Unfortunately, due to the extreme volume of suggestions and requests Commissary receives, we cannot respond to each request individually. Please watch your newsletter for periodic updates regarding items being added or discontinued. If a product is approved, you will see it added to the Commissary list. We strive to keep updated quality products and to remove unpopular items from Commissary. Please continue to submit your suggestions and requests.

### **OREGON CANTEEN SHOE WARRANTY INFORMATION NOTICE**

Make sure the shoes or boots fit before you accept them. There is no DOC canteen warranty, and all sales are final. **ACCESS VENDOR WARRANTY:** We offer a 30-day limited warranty on all shoes. If the shoes have a manufacturer's defect, do not have worn soles, do not show signs of abuse and were purchased within the 30-day period, send the shoes, sales receipt, package authorization slip and a brief explanation for the return to:

Keefe Group Customer Service  
ATTN: Oregon Canteen Shoe Returns  
55-101 Vista Blvd.  
Sparks, NV 89434

If the shoes are determined to be defective and fall within these guidelines, we will replace them with the same shoe at no charge. If the same shoe is out of stock or discontinued, we will replace them with a similar shoe in price and style. There will be no cash refunds.

Any shoe over 30 days old will not be replaced or repaired. Please do not try to return shoes that are over 30 days old; they will be returned at owner's expense. Vendor offers a 30-day warranty for manufacturer defects. Commissary is not the warrantor. No manufacturer warranty applies.

ODOC adults in custody are not allowed to return their shoes to the manufacturer for repair or replacement.

**DISCLAIMER:** Every effort has been made to show and describe the merchandise and all information as accurately as possible.

However, many manufacturers make changes in design, color, and style during the year.

We regret any changes that may occur. All shoes are subject to DOC approval and can be removed at any time.

\*\*\* Above information copied directly from the Oregon Shoe Catalog\*\*\*



**State of Oregon  
Department of Corrections Commissary**

**DATE:** WEDNESDAY, DECEMBER 18, 2024  
**TO:** Adults in Custody  
**FROM:** Dustin Hoffman, Statewide Distribution Services Operations Manager  
**SUBJECT:** Commissary News, Updates and Reminders

A handwritten signature in black ink, likely belonging to Dustin Hoffman, is written over the "FROM:" line of the memo.

**News:**

Holiday Buying Period is here. We have guitars and basses in stock ready to be delivered. While supplies last.

**Schecter Guitar Research**

**Electric Bass Guitar Omen Extreme 4 Vintage Burst Package \$681.50**



**Schecter Guitar Research**

**Electric Guitar Omen 6 Black Package \$576.61**



# AIC PHOTO PROGRAM UPDATES

## Photo Program Process

1. We will process CD-28s on Mondays. If you want to order tickets make sure to have your CD-28s in the mail before end of day Friday. **Fill out your CD-28s properly. If your CD-28s are not filled out properly, they will be returned to you unprocessed. There is an example CD-28 below.** If you do not have enough funds, your CD-28 will be returned to you NSF
2. Once your CD-28 has been processed, your photo tickets will be distributed to you. We can **usually** get the CD-28s processed the same week. This may not always be the case.
3. Photos will be ordered on Fridays. The photos are not printed in house. They are printed at OCE Print Shop.
4. Photos that were ordered the previous week will be distributed on Mondays.

When the AIC Photographer takes your picture and receives your ticket, it is our goal to have about a two-week turn-around from picture taken to picture delivered. This may not always be the case, but we will try our best.

## Example CD-28

Please make sure you fill out your CD-28 properly, otherwise it will be returned to you unprocessed.

INSTRUCTIONS FOR PHOTO PROGRAM CD-28			
Photo Tickets are \$2.00 each. Make sure you have enough funds or your CD-28 will be returned NSF			
Oregon Department of Corrections REQUEST FOR WITHDRAWAL OF FUNDS			
Facility:	SCI	Unit/Bunk #:	5/5120
SID #:	12345678	Inmate Name (Print):	Goode Johnny B.
		(Last)	(First) (MI)
Purpose:	Photo Tickets (x3)		Amount: \$ \$6.00
Pay To/Send To:	AIC Photo Program Acct# 2595		
Address:	(Street) (Apt #) (City) (State) (Zip Code)		
I understand that in signing this inmate trust account withdrawal request, I have consented to the withdrawal of funds from my account by the Oregon Department of Corrections in the amount stated on the request. I also understand and agree that if sufficient funds are not available in my account at the time this withdrawal request is presented to the Department's Central Trust office (or field office) for processing, the Department has my consent to continue to withdraw funds that may in the future be deposited in my account, without notice or hearing, until it has recovered funds sufficient to satisfy the amount stated on the withdrawal request. I understand that optional medical service requests will be returned NSF if there are not sufficient funds in my account.			
Adult in Custody Signature: _____			
** NOTE: If check request, you must provide a pre-addressed, stamped envelope **			
Adult in Custody - Do Not Write Below This Line			
Staff Review	<input type="checkbox"/> Check	<input type="checkbox"/> Fund Transfer Request	<input type="checkbox"/> Withdrawal
↑	To the best of my knowledge, the above signature & SID are correct.		
	Authorized Signature(s) _____		
Make sure your unit officer stamps here or your CD-28 will be returned to you unprocessed		Central Trust Use Only	
		Balance: \$ _____	
		Date: _____	
		Initials: _____	
CD 28 (12/13)			