

SCI AIC Newsletter

February Edition

February 7, 2025

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Valentine's Day Word Search

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

A Point to Ponder

“If they don’t give you a seat at the table, bring a folding chair.” – Shirley Chisholm, the first Black woman elected to the United States Congress in 1968.



- Flowers
- Sweet
- Chocolate
- Gift
- Kisses
- Love
- Cupid
- Arrow
- Heart
- Hugs
- Valentine
- Candy



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)

From the Administrative Rules Program:

Below is the list of status changes made to DOC administrative rules since 12/26/2024.

PERMANENT RULES:

291-006 Discrimination Complaint Review System

- Amends rule to provide that PREA-related reports will be exempted from the department's grievance and discrimination complaint systems and will be separately investigated outside of those systems. The amended rule is needed to simplify and clarify the process for AICs who are seeking to report a PREA-related issue and may choose to do so by making that report through the grievance or discrimination complaint review systems.
- Effective 1/1/25

291-058 Structured, Intermediate Sanctions

- Amends rule to permanently adopt temporary changes to the rule which (1) incorporate legislatively mandated policies regarding the application of structured, intermediate sanctions to adults on supervision for designated drug-related misdemeanors and for designated person misdemeanors; (2) provide a consistent statewide framework and structure for imposing structured, intermediate sanctions on adults on supervision for violation of supervision conditions; (3) incorporate changes in terminology used by the department and community corrections agencies to refer to adults on supervision; and (4) update definitions, supervision and reporting form titles, and the Administrative Sanctions Sanctioning Grid and Sanction Equivalency Table.
- Effective 1/22/25

291-109 Grievance Review System

- Amends rule to provide that PREA-related reports will be exempted from the department's grievance and discrimination complaint systems and will be separately investigated outside of those systems. The amended rule is needed to simplify and clarify the process for AICs who are seeking to report a PREA-related issue and may choose to do so by making that report through the grievance or discrimination complaint review systems.
- Effective 1/1/25

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.
- Effective 1/14/25

**Weight
Pile
Notice:**

**PLEASE
RE-RACK
YOUR
WEIGHTS**

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.

150-101-231 (Rev. 08-28-24)

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
Married filing joint	0	\$15,425
	1	\$16,425
	2	\$17,425
	3	\$18,425
	4	\$19,425
	0	\$7,710
Married filing separate	1	\$8,710
	2	\$9,710
Head of household	0	\$9,665
	1	\$10,865
	2	\$12,065
Qualifying surviving spouse	0	\$10,740
	1	\$11,740
	2	\$12,740

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.*

Changes to the Mail Rule

Effective 1/13/2025

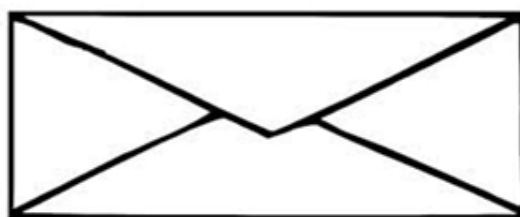
Effective January 13, 2025, the Mail Rule has been revised to address concerns regarding safety, security, and the well-being of both Adults in Custody (AICs) and staff. Mail postmarked after this date will be subject to the revised rule.

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

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

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

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



Examples of items that will be refused:

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

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



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.





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 FDP
- ◆ 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 AICs 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**



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

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: <u>SCI</u>	Unit/Bunk #: <u>5/5120</u>	Date: <u>7/1/2024</u>	
SID #: <u>12345678</u>	Inmate Name (Print): <u>Goode</u> <u>Johnny</u> <u>B.</u>		
	(Last) (First) (MI)		
Purpose: <u>Photo Tickets (x3)</u>	Amount: \$ <u>\$6.00</u>		
Pay To/Send To: <u>AIC Photo Program Acct# 2595</u>			
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	☐ Check	☐ Fund Transfer Request	☐ Withdrawal
	To the best of my knowledge, the above signature & SID are correct.		
	Authorized Signature(s) _____		
		Central Trust Use Only	
		Balance: \$ _____	
		Date: _____	
		Initials: _____	
CD 28 (12/13)			

Make sure your unit officer stamps here or your CD-28 will be returned to you unprocessed