

# DEER RIDGE PRINTS

February 1, 2025

## WHO'S WHO AT DRCI

Superintendent – Ms. Sundquist  
Asst. Supt. General Services – Mr. Beebe  
Asst. Supt. Security – Ms. Plummer  
Business Services Office – Ms. Bryan  
Correctional Services Manager – Mr. Duncan  
Education Director – Mr. Sklenar  
Food Services Manager – Mr. Peterson  
Warehouse & Commissary Manager – Ms. Simmelink-Rask

Grievance Diversity Coordinator – Mr. Ybarra  
Health Services Manager – Ms. Carter  
Hearings Officer – Ms. Cortazar & Ms. Bruce  
Institution Work Program – Mr. Chapman  
Library Coordinator – Ms. Current, Mr. Harvey  
Mailroom Manager – Ms. Hofman  
Mental Health Services Manager – Ms. Pierce

Physical Plant Manager – Mr. Noack  
Religious Services – Mr. Pillay  
OCE Call Center – Mr. Bierman  
OCE Laundry – Mr. Wright  
Transitions Coordinators – Ms. Wilson

## DOC/ VICTIM SERVICES PROGRAMS

### 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 AIC's good time, release date, or post-prison conditions

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

### DOC Headquarters

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

## DOC/DRCI/BHS

Behavioral Health Services would like to share some information about mental health clinic appointments. The purpose of the mental health clinic is to respond in a timely manner to symptoms you may be experiencing that are causing you significant distress. During clinic, we will provide you with skills coaching, determine whether we need to conduct a crisis assessment, or determine whether your regularly scheduled appointments need to be changed.

The following things will not be done in mental health clinic:

- Work restrictions
- Program restrictions
- Housing or bunk moves
- Providing property like radios, TVs, art supplies, etc.

If you are feeling unsafe towards yourself, please let any staff know immediately and they will contact BHS. For other concerns, including longer term changes to your treatment plan, please discuss those at your next regularly scheduled appointment. Thank you.

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## DOC/REENTRY AND RELEASE

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### Reentry and Release Community Outreach Session

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

The session will cover:

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

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

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

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

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

### Quarterly Meeting Details

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

#### **Dial-in Information:**

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

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## DOC/DRCI/IWP

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**IWP is also accepting applications for the 2025 work crew season.**

At a minimum, you must have COMMUNITY (day crew) gate clearance. Our crews work with the US Forest Service along with agriculture, landscape, and farming contracts so the work is considered strenuous.

10 AIC's will be S212 – sawyer trained to cut slash piles and thin for the USFS.

All applicants will be screened by medical and have their conduct and work history reviewed prior to selection. You must be at DRCI a minimum of 1 year to be considered.

To apply send a kyte to: Mr. Chapman IWP

**IWP is now accepting applications for the 2025 fire crew  
season.**

You must have UNFENCED (overnight) gate clearance to be considered.

**Fitness Requirement Test Description: Arduous Pack Test**  
3-mile hike with 45-pound pack in 45 min

**INSTITUTION DESCRIPTION OF DUTIES:**

Fire suppression crew: suppresses forest fires, clear bushes, digs trenches, and extinguishes flames and embers to contain or suppress fires, using ax, chain saw (if certified as a sawyer), shovel, and other tools.

Fire camp support: assists with setting up camp, and any other needs related to fire camp.

**Wildland firefighter is a long, hard, strenuous work. The hours can be 10-16 hours a day in inclement weather over uneven terrain, requiring climbing, bending, stooping, and digging.**

Training typically occurs in APRIL and is provided by ODF.



# EHR UPDATE



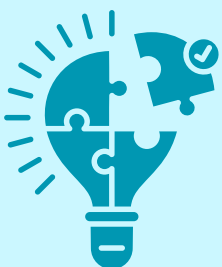
**TO: ALL ADULTS IN CUSTODY**  
**FROM: HEALTH SERVICES**  
**RE: Electronic Health Records (EHR)**  
**Project**

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



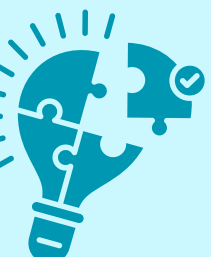
**PARA:** Todos los adultos bajo custodia  
**DE:** Servicios de Salud  
**Asunto:** Actualización sobre los Expedientes  
Electrónicos de Salud

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.

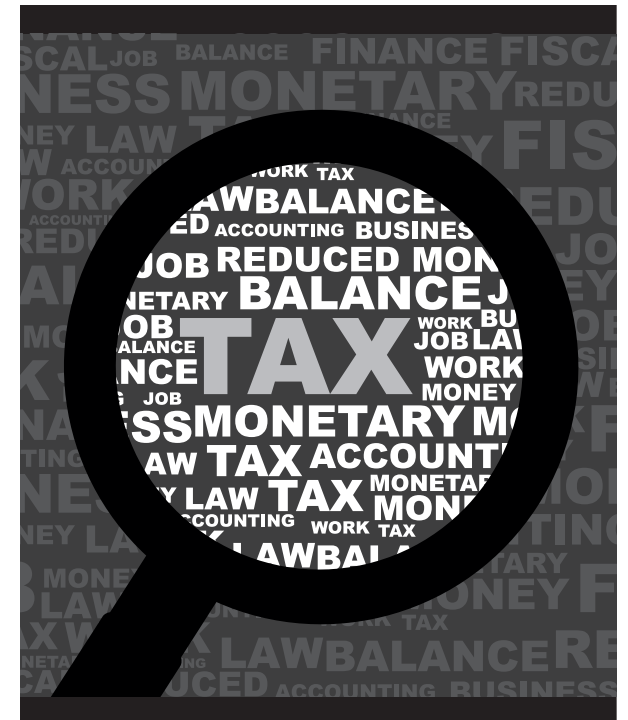


## How to File & Tips for Filing

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



# Filing and Paying Taxes while in Prison

**Publication OR-PF**

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

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

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

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

## Taxable income

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

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

## Filing thresholds

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

You were: ☐ 65 or older ☐ Blind

Your spouse was: ☐ 65 or older ☐ Blind

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

Amounts apply to full-year residents only.

Your filing status is:	Number of boxes marked above:	And your gross income is more than:
Can be claimed on another's return	Any	\$1,300*
Single	0	\$7,710
	1	\$8,910
	2	\$10,110
Married filing joint	0	\$15,425
	1	\$16,425
	2	\$17,425
	3	\$18,425
	4	\$19,425
Married filing separate	0	\$7,710
	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.