



OSP Executive Management Team

July 31, 2025

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GENERAL SERVICES

Work Orders:

The following is the procedure when requesting plumbing work repairs in your cell housing or work location.

For your cell housing you are to notify your tier officer or Block Sergeant and give a brief explanation of your issue, staff will then submit a work order request electronically. For plumbing issues at your work location (Example) OCE, Culinary, Yard, etc. Notify your staff supervisor they will then submit a work order request electronically.

All work order requests are prioritized based on the nature of the request and current work order load. A dripping cell faucet is considered a low priority but is usually addressed within a week.

/s/ C. Wagner, Asst. Supt. General Services

GROUP LIVING

Summer Yard Clothing Guidelines

With the recent switch to summer yard, please note the following clothing guidelines for AICs:

- Pants are required in all work areas. This applies to *every* work assignment without exception. Pants are REQUIRED for callouts.
- Tank tops are permitted, except during visiting hours.
- Thermal underwear (long johns) may no longer be worn as outerwear. They may only be worn *underneath* other clothing and must not be visible. Appropriate coverings include pants, sweatpants, sweatshirts, or long-sleeved shirts.
- Slides, flip-flops, and shower shoes are only allowed when going to and from the showers.

AIC Visiting Dress Expectations

Please follow the dress code below when reporting to visiting:

- Pants are required.

- A shirt with sleeves must be worn. This can be a T-shirt, sweatshirt, or other outerwear with sleeves. Tank tops are not permitted.
- Clothing must be in good condition, no holes, rips, or tie-dye patterns are allowed.
- Footwear is required, appropriate shoes or boots must be worn. No slides or flip-flops.

Call-Out Dress Requirements

- Pants are required on all call outs.

Failure to follow these guidelines could result in progressive discipline.

/s/ CPL. B. Gaither, Group Living

LEGAL LIBRARY

Library Request Form Reminder

All Legal Library Request Forms (CD1714) need to be filled out completely before schedule processing takes place.

SAMPLE

LAW LIBRARY REQUEST FORM
GENERAL POPULATION

Information requested below must be completed.

This form must be completed in its entirety prior to submittal. Please answer "N/A" to questions that do not apply. If your request is not completed according to instructions, it will be returned to you unprocessed. If you have a deadline, please bring verification with you to your next scheduled callout. If applicable, please attach a completed copy of this form.

SID #: 1234567 Last: JOTIN First: B-101
Date: 10 / 25 / 2024 Institution: OSP Unit/Block: JOTIN

Section A - Case Information (Required)

Court Deadline Date: / / Jurisdiction/Court: N/A
Case Number: N/A Case Name: N/A V. N/A
Type of Court Filing: N/A (to State or Federal Court) (to District Court)

Are you represented by an attorney? ☐ Yes ☒ No If yes, attorney's name: _____

Subject of your appointment: _____

* List the reason for an appointment is. _____

Section B - Program Schedule (Required)

Work Assignment: ☒ None Please list work schedule _____ Hours: _____ Days: _____
Program: ☒ None Please list any programs you have _____ Hours: _____ Days: _____

Section C - Select Equipment Type (Use comment section to describe your request in further detail if needed.)

☐ Desk Research ☐ Copies/Forms
☐ Legal Assistant ☐ Mail Out
☐ Notary ☐ A/V
This Client: ☐ Computer Research ☒ Word Processor ☐ Other: _____

Comments: If there is any information that you feel needs to be added for your appointment, please let us know. _____

Library Use Only **DO NOT WRITE BELOW THIS LINE** **Library Use Only**

PRIORITY LEVEL: ☐ PLW ☐ GLW

SCHEDULED FOR:
☐ Desk Research ☐ Copies/Forms
☐ Legal Assistant ☐ Mail Out
☐ Notary ☐ A/V
This Client: ☐ Computer Research ☐ Word Processor ☐ Other: _____

Comments: _____

Please Do not write in the Area

Date Received: _____ Date Answered: _____ Clerk Initials: _____

Staff Signature: _____

CD 1714 (08/2022)

This is a reminder that before submitting a Library Request Form, you must completely fill out Section A (Case Information), Section B (Program Schedule), and Section C (Select Equipment Type). If a section or question does not apply to your situation, write in the letters "NA" in each area. Please do not write one large N/A.

Incomplete forms will be returned for completion. Incomplete forms will not be processed.

Desk Research: If you check **Desk Research Box** that is only working in Desk cubicle it is not allow access to a computer.

Notary: Bring an envelope. All notaries are mailed out of the legal library.

Legal Assistant: If you do not select a legal assistant. It will be selected for you.

/s/ R. Polk, Legal Library Coordinator

JOB ANNOUNCEMENTS

Wildland Fire Fighting

"Prison work crew helps rescue injured hiker in Tillamook State Forest." A 10-man prison work crew helped rescue and carry out a hiker with a broken ankle.

PORTLAND, Ore. — A 10-man prison work crew helped rescue and carry out an injured hiker in the Tillamook State Forest, the Oregon Department of Corrections shared in a social media post Monday morning.

The crew from South Fork Forest Camp, accompanied by security staff, responded to assist the Tillamook Fire District with a backcountry rescue on Kings Mountain Trail. A hiker had broken their ankle about 1.3 miles up the steep terrain, the Department of Corrections said.

The team hiked alongside emergency services personal to carry the hiker back to the trailhead. This is not the first time a South Fork Forest Camp crew has come to aid of a hiker. In early May, a work crew along the Oregon Coast helped save the life of a hiker who had a medical emergency."

The article above highlights how inmate crews can be a powerful resource in Emergency Response. They're on the ground skills and readiness of immediate help in emergency situations, while exemplifying reintegration into the community.

If this sounds like something you would enjoy being apart of speak to your counselor about transferring to South Fork Forest Camp.

/s/ KGW NEWS/C. Fluere, OSP Superintendent

MHI/BHU Unit Peer Wellness Specialist

Mental Health Infirmary (MHI) and Behavioral Health Unit (BHU) Behavioral Health Services (BHS) are now recruiting candidates to serve as Peer Wellness Specialists (previously known as Peer Companions). We are currently seeking individuals at OSP that are committed to promoting mental wellness and have an interest in helping others. This is a paid, primary position, with varied working hours/days, and cannot be held with other paid positions.

Individuals selected for this position will receive initial and on-going training from or identified by Behavioral Health Services, as well as ongoing supervision toward skill development. Selected candidates will receive on-going training for the position through job shadowing, individual skills coaching, and ongoing staff supervision.

*Minimum Required Qualifications:

- Clear conduct for 1 year
- In compliance with your Oregon Corrections Plan
- Treatment compliance if you receive Behavioral Health Services yourself.
- Engaged in positive, prosocial programming or activities.
- Ability to attend all the required training.
- Willingness to commit to the position as your only job for a minimum of a year.
- Ability to participate in physical activities.

*How to apply:

Interested candidates will need to complete an application through IWP. In addition to this application, please submit a letter that includes the following:

- Why do I want to be a Peer Companion?
- How do I meet each of the minimum required qualifications for this position?

Following a review of all applications by BHS, qualified applicants will be further screened to include the AIC's assigned Correctional Counselor, past work supervisors, and security staff. Following this screening process, AICs will be notified and scheduled for a formal interview.

Please submit an application to Cassie Fort, MHI Manager, if you are interested. Applications will be accepted until all positions is full.

/s/ T. Assad, QMHP

CORRECTIONAL REHABILITATION

Visiting Services

Visiting Services recently expanded the options for AICs to be able to submit Visiting Applications. We are excited to share that AICs are now able to electronically submit a visiting application via the tablets. While paper applications will still be made available, this only serves as another option to better serve and empower AICs in getting their applications submitted.

With this additional option offered to AICs, Visiting Services will no longer accept applications that are being submitted by counselors and/or support staff, on behalf of an AIC. For consistency in processing, Visiting Services must ensure we are providing adequate and equitable services to all, to include consistency for which we accept and process applications.

/s/ J. Ferguson, Program Services Mgr.

RELIGIOUS SERVICES

Angel Tree

Angel Tree is finally here. Please write the Chapel to receive an application. Application needs to be turned in by September 8, 2025.

If you would like the child or children in, your life to receive a Christmastime gift and personal note from you here is your chance through Angel Tree. Those caring for the child you love will gain access to encouraging, practical resources like Angel Tree's Family Portal and their newsletter, The Hope Connection. Sign up Today!!!

/s/ I. Witcraft, Chaplain

Find Freedom and Hope Service

UPCI is offering a renewed service starting in January on the 2nd and 4th Thursdays.

We understand the challenges of feeling locked in and locked out. These services are a time to reflect on how the Lord delivers us from what binds us and brings us into His freedom.

- Hear testimonies of transformation and hope.
 - Discover the healing, freeing power of Jesus Christ
 - Embrace the joy of living victoriously through Him.
- Come as you are and discover true freedom in Jesus Christ.


Please send a kyte to the Chapel to sing up for this service.

Volunteer Ministers Doug Lethin & Dennis Mostyn

/s/ A. Y. Perlstein, Chaplain

Weekly Chapel Schedule

Saturday, August 2nd:

8:00 am	LDS Services	
	Sweat Lodge	
	Jehovah's Witness	
1:00 pm	Jewish Service	
	Seventh Day Adventist	
6:00 pm	Calvary Chapel	
	Siddha Yoga (2 nd and 4 th Saturdays)	

Sunday, August 3rd:

8:00 am	Protestant (Spanish service)
	Jehovah's Witness (Spanish service)
	Urantia (1 st and 3 rd Sundays)
1:00 pm:	Catholic
6:00 pm	Lutheran (1 st , 3 rd , and 5 th Sunday)
	Agape Family Services (2 nd and 4 th)

Monday, August 4th:

1:00 pm	Catholic (Spanish service)
6:00 pm	Pentecostal service

Tuesday, August 5th:

8:00 am	Becoming 01 (2 nd , 4 th)
1:00 pm	Orthodox Christianity (1 st & 3 rd Tuesday)
	Art of Living (Meditate) (2 nd & 4 th Tuesdays)
6:00 pm	Buddhist (1 st and 3 rd Tuesdays)

Wednesday, August 6th:

1:00 pm	Justice issues
	Native drumming
6:00 pm	Most Excellent way chapel

Thursday, August 7th:

12:30 pm	Biblical Hebrew class
1:00 pm	TUMI
6:00 pm	Gospel service

Friday, August 8th:

1:00 pm	NOI Jumma Prayer
	Sunni Jumma prayer

POINT TO PONDER



Updated USPS:

The USPS (United States Postal Service) has announced a postage rate increase. The new mailing services pricing will go into effect on Monday 7/14/2025. We apologize for the short notice. We are updating the commissary orders forms as quickly as possible. The new pricing can be seen below:

1035	#10 Standard Envelope	\$1.05
1037	International	\$2.15
1069	Domestic 6.5x9.5	\$2.55
1072	Domestic 10x13	\$3.05
1077	9x12 International	\$4.70
1078	9x12 International	\$5.95
1079	9x12 International	\$6.55
1076	9x12 Domestic	\$5.20
1074	12.5x18.5	\$7.05
1075	Priority Mail	\$11.80
1080	Small shipping box	\$12.35
1081	Med shipping box	\$22.20
1082	Large shipping box	\$31.55

Thank you,
Commissary



EHR Townhall Q&A

What You Asked. What We Answered.

Health Services is getting ready to launch a new Electronic Health Records (EHR) system. At a recent Townhall at Coffee Creek, adults in custody (AICs) asked great questions—here's what the EHR Project Team had to say:



Will the EHR work with hospitals outside DOC?



Yes! The system connects to Health Information Exchanges (HIEs). This lets DOC staff see your hospital and ER records faster—no waiting for fax or mail.



Are patient paper charts being scanned?



Yes! Overflow charts are already scanned and stored safely. Your current charts will also be scanned when the EHR goes live.



Will AICs still use paper kytes?



Yes! Keep using paper kytes the same way. When the EHR goes live, they'll be scanned and added to your digital health record.



How will I know about appointments?



No changes! Just keep checking call outs like always.



More updates are coming soon. Thanks for your questions!

**Questions
about the
EHR?**



Send a kyte
to AskEHR.



Oregon DOC

Mainline

Week at a Glance

	Monday 8/4/2025	Tuesday 8/5/2025	Wednesday 8/6/2025	Thursday 8/7/2025	Friday 8/8/2025	Saturday 8/9/2025	Sunday 8/10/2025
BREAKFAST							
Week 2	Fried Egg (Sfa,Chl) - 1.00 EA Cheese Slice (Sfa,Chl) - 1.00 SLC English Muffin - 1.00 EA Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Fried Potatoes - 0.75 CP Wheat Toast - 2.00 SLC Jelly (Sug) - 2.00 TBS Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Veggie & Cheese Scramble (Chl,Sfa) - 0.75 CP Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Fried Potatoes - 0.75 CP Wheat Toast - 2.00 SLC Jelly (Sug) - 2.00 TBS Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Sausage Gravy (Chl) - 0.75 CP Biscuit (Sfa,Sod) - 1.00 EA Farina - 1.00 CP Canned Fruit - 0.50 CP Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Waffles (Sod) - 2.00 EA Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Peanut Butter (Sfa) - 3.00 TBS Maple Syrup - 2.00 FLOZ Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Scrambled Eggs (Sfa,Chl) - 0.50 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Score (Sfa,Sod,Chl) - 1.00 EA Jelly (Sug) - 2.00 TBS Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.33 CP *Pork Bacon (Sfa,Sod,Chl) - 3.00 SLC Fried Potatoes - 0.75 CP Wheat Toast - 2.00 SLC Jelly (Sug) - 2.00 TBS Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Multigrain Hot Cereal - 1.00 CP Fresh Fruit - 1.00 EA Yogurt (Sug) - 0.75 CP Breakfast Pastry (Sfa,Chl,Sug) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
LUNCH							
Week 2	Cheeseburger (Chl,Sfa) - 1.00 EA Wheat Burger Bun (Sfa,Chl) - 1.00 EA Onions & Pickles (Sod) - 0.25 CP Lettuce Salad - 1.00 CP Lettuce Dressing (Sod) - 1.00 FLOZ Corn - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Tuna Salad (Chl) - 0.50 CP Minestrone Soup - 10.00 FLOZ Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Blended Vegetables - 0.75 CP Jelly - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Chicken-Lettuce Salad (Chl) - 1.00 SV Corn Chowder (Sod) - 10.00 FLOZ Sliced Onions - 2.00 TBS Shredded Cheese (Sfa,Chl) - 2.00 TBS Salad Dressing (Sfa,Sod) - 2.00 FLOZ Broccoli - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Grilled Ham & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA Bean Soup - 10.00 FLOZ Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Texas Slaw - 0.75 CP Chili Mac (Chl,Sfa) - 1.25 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Sliced Onions - 2.00 TBS Broccoli - 0.75 CP Cornbread (Sod,Chl) - 1.00 EA Margarine (Sfa) - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Chicken Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Blended Vegetables - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Roast Turkey (Chl) - 3.00 OZCKD Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Poultry Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Green Beans - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Chocolate Cupcake (Chl) - 1.00 EA Fortified Drink - 8.00 FLOZ
DINNER							
Week 2	Chicken & Rice Casserole (Chl) - 1.25 CP Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Carrots - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Gelatin & Whip Topping (Sfa) - 0.50 CP Tea - 8.00 FLOZ	Sloppy Joe (Sod,Chl,Sfa) - 0.75 CP Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Wheat Burger Bun (Sfa,Chl) - 1.00 EA Carrots - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup - 1.00 TBS Fruit Bar (Sfa,Sod,Chl,Sug) - 1.00 EA Tea - 8.00 FLOZ	Meat Loaf (Chl,Sfa) - 1.00 EA Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Baked Potato - 1.00 EA Sour Cream (Sfa,Chl) - 2.00 TBS Green Beans - 0.75 CP Wheat Bread (Sod) - 4.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Cheese Pizza (Sod,Chl,Sfa) - 1.00 EA Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Blended Vegetables - 0.75 CP Choice Dessert (Sfa,Chl,Sug) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Quesadilla (Sod,Chl,Sfa) - 2.00 EA Salsa (Sod) - 0.25 CP Sour Cream (Sfa,Chl) - 2.00 TBS Spanish Rice - 0.75 CP Corn - 0.75 CP Tea - 8.00 FLOZ	Beef Enchilada Casserole (Sod,Chl,Sfa) - 1.00 SV Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Brown Rice - 0.75 CP Seasoned Beans - 0.75 CP Tea - 8.00 FLOZ	Spaghetti (Sod) - 1.00 CP Meat Sauce (1 CP) (Chl,Sfa) - 1.00 Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ CP Cauliflower - 0.75 CP French Bread - 1.00 SLC Garlic Margarine (Sfa) - 1.00 TBS Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ

Menu subject to change without notice. Meat-Alternative-Trays available at lunch & dinner only.
*Contains or may contain pork.

Sod = High Sodium Sfa = High Saturated Fat Chl = High Cholesterol Sug = High Sugar

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03/25/2025, 11:01 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27-Jul AM PM EVE	28-Jul AM PM EVE	29-Jul AM PM EVE	30-Jul AM PM EVE	31-Jul AM PM EVE	1 AM PM EVE	2 AM PM EVE
3 AM PM EVE	4 AM PM EVE	5 AM PM EVE	6 AM PM EVE	7 AM PM EVE	8 AM PM EVE	9 AM PM EVE
10 AM PM EVE	11 AM PM EVE	12 AM PM EVE	13 AM PM EVE	14 AM PM EVE	15 AM PM EVE	16 AM PM EVE
17 AM PM EVE	18 AM PM EVE	19 AM PM EVE	20 AM PM EVE	21 AM PM EVE	22 AM PM EVE	23 AM PM EVE
24 AM PM EVE	25 AM PM EVE	26 AM PM EVE	27 AM PM EVE	28 AM PM EVE	29 AM PM EVE	30 AM PM EVE
31 AM PM EVE	1-Sep AM PM EVE	2-Sep AM PM EVE				

A.M. - MORNING YARD (7:45 A.M - 9:45 A.M.)
P.M. - AFTERNOON YARD (1:00 P.M. - 3:30 P.M.)
EVE - EVENING YARD (4:30 P.M. - SUNSET)