



ADMINISTRATION

Below is the list of status changes made to DOC administrative rules since 10/6/2025.

PROPOSED RULES:

291-001 Procedural Rules

- Amends rule to add Corrections Ombudsman and Nine Tribes to the required notice list; add new rule, OAR 291-001-0023, relating to public requests for rulemaking notices to align with new online signup process; provide correction, clarification, and consistency within these rules and remove unnecessary or redundant language; and update and reorganize OAR 291-001-0080 relating to requests for copies to align with current process and for clarity, and to add a fee schedule for paper copies.
- **Comment Period:** Comments must be received by the Rules Office before 12:00PM (noon) on 12/19/25.

PERMANENT RULES:

291-131 Mail (AIC)

- Amends rule to permanently adopt the temporary changes effective 7/3/25; and to clarify rules relating to legal mail and official mail.
- Effective: 10/24/2025

291-141 General Library Services

- Amends rule to ensure a clear distinction is made between general library services and legal library services; align with current practices; replace the term "inmate" with "adult in custody"; clarify the rules or further define process; add or update definitions; improve consistency within these rules and with other department rules; and reorganize the rules for ease of understanding and to combine like topics.
- Effective: 10/7/2025

/s/ J. Vaughn, Agency Rules Coordinator

GROUP LIVING

Barbers:

Group Living Barbers will **NOT** give you any haircut that draws "undue attention" such as patterns, mohawks, or other specialty hairstyles.

OAR 291-123-0015 Section 2 Subsection (d): Head and facial hair must be worn in a manner that does not draw undue attention or otherwise compromise internal order and discipline, institutional security, or the health and safety of the adult in custody, other adults in custody, and staff. Haircuts and styles that are associated with an unauthorized organization will not be permitted.

/s/ LT. K. Brown, Institution Intelligence Officer

HEALTH SERVICES

Tree Nut, Sesame, Soy, and Milk Allergy Notice

AICs with tree nut and sesame allergies, who experience anaphylactic reactions, need to report their allergy to Health Services. Health Services already tracks AICs with milk and soy allergies. Food Services just purchased Toasted Oats (Toasted O's), a cereal we have purchased in the past. This cereal is processed in the same facility as tree nuts (almonds), sesame, soy, and milk derivatives (ingredients made from milk). To avoid exposure, you must ask Foodservice staff what dry cereal is being served then self-select by asking for no dry cereal when Toasted Oats are served. During the Fall-Winter 2025-26 dry cereal is on the menu twice weekly. However, institutions may make changes anytime, without notice.

/s/ K. Ford, ODOC Dietitian

Health Services is Going Live

OSP Health Services is starting to get ready for the go live day of November 3rd. Health Services will need to be on a modified schedule for training and for the first 2 weeks of November. I will do my best to keep you all updated as much as possible.

I hope you all will be patient with us during this transition. I appreciate you all and grateful for your understanding.

/s/ K. Ross, Medical Service Manager

LEGAL LIBRARY

Loaned Legal Thumb Drives Issued in 2023

Over the next several weeks, AICs with a loaned legal thumb drive issued in 2023 will be placed on a mandatory callout for document transfers to new thumb drives. Thumb drives will be replaced every two years in accordance with the Removable Media Usage Acknowledgement Statement (CD1761).



REMINDERS:

OAR 291-139-0190(2) indicates that removable media devices are loaned to AICs for the saving and storing of legal documents created using word processing equipment in the law library. Legal documents is defined in OAR 291-139-0110(10). In accordance with that rule, correspondence with legal counsel does not meet the definition of legal documents. Correspondence to counsel may not be typed in the library and may not be saved to a DOC thumb drive assigned for AIC use. If you have correspondence with your attorney saved to your assigned library thumb drive. You will need to print and delete correspondence from your assigned library thumb drive to bring your thumb drive in to compliance.

AICs are limited to two levels of folders on the loaned thumb drives. See example below.

Example of 2 folder levels - Authorized:

Name

- ▼ Folder 1
 - ▼ Subfolder 1A
 - ▼ Subfolder 1B
- ▼ Folder 2
 - ▶ Subfolder 2A
 - ▶ Subfolder 2B
 - ▶ Subfolder 2C
- ▼ Folder 3

Example of 3 folder levels – NOT authorized:

Name

- ▼ Folder 1
 - ▼ Subfolder 1A
 - ▼ Subfolder 1B
 - ▶ Subfolder 1B-1

/s/ R. Polk, Legal Library Coordinator

RELIGIOUS SERVICES

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, November 15th:

- | | | |
|---------|---|---|
| 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, November 16th:

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

Monday, November 17th:

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

Tuesday, November 18th:

- | | |
|---------|---|
| 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, November 19th:

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

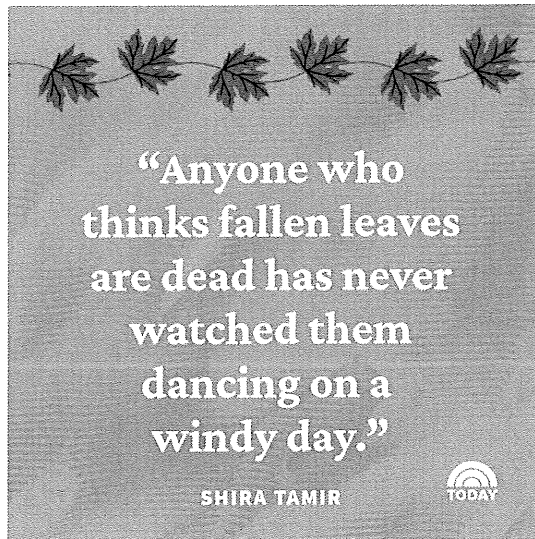
Thursday, November 20th:

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

Friday, November 21st:

1:00 pm NOI Jumma Prayer
 Sunni Jumma prayer

POINT TO PONDER





MAILROOM NEWSLETTER

OREGON STATE PENITENTIARY

Issue 16

November 2025

MAIL REVIEW/VIOLATIONS

THE MAILROOM CANNOT REVIEW ITS OWN VIOLATIONS

MAIL (LETTERS/PHOTOS): FOLLOW THE GRIEVANCE PROCEDURE

ALL QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO THE FUM OR DESIGNEE.

ANY COMMUNICATIONS RECEIVED AT THE MAILROOM WILL BE RETURNED

WITH INSTRUCTIONS TO FOLLOW THE REVIEW PROCESS.

PUBLICATIONS: SEND QUESTIONS OR CONCERNS TO B. STEPHEN, CENTRAL MAIL

ADMINISTRATOR AT DOCHQ. ONLY THE CENTRAL MAIL ADMINISTRATOR,

OR HIS DESIGNEE, CAN APPROVE/REVIEW/VIOLEATE PUBLICATIONS.

THE HOLIDAYS ARE UPON US...

PLEASE INFORM YOUR LOVED ONES THAT THERE ARE NEW MAIL RULES
AND ENCOURAGE THEM TO FAMILIARIZE THEMSELVES WITH THE RULES
SO THEIR CORRESPONDENCE IS NOT RETURNED.

REMINDER:

- ♦ YOUR LEGAL NAME & SID# ARE REQUIRED ON ALL MAIL/PUBLICATIONS
- ♦ RETURN ADDRESS MUST HAVE FIRST & LAST NAME (NOT FOR BUSINESSES)
 - ♦ GREETING CARDS ARE NO LONGER PERMITTED
 - ♦ ENVELOPES WITH SECURITY FEATURES ARE NOT PERMITTED
 - ♦ ONLY WHITE PAPER & WHITE ENVELOPES
- ♦ NO CRAYONS, MARKERS, GLITTER PENS, HIGHLIGHTERS, ETC PERMITTED
 - ♦ PHOTOS MUST BE PRINTED ON PHOTO PAPER



INMATE COMMUNICATION FORMS - COMMONLY KNOWN AS KYTES

KYTES THAT ARE NOT FILLED OUT COMPLETELY WILL BE RETURNED.

A DEPARTMENT IS REQUIRED AND WILL BE ENFORCED GOING FORWARD.

THE MAILROOM IS NOT FAMILIAR WITH EVERY CLASS, ACTIVITY, AND NEW STAFF.



KYTES TO OTHER INSTITUTIONS

AICS MAY SEND KYTES TO DOCHQ.

COMMUNICATIONS TO ALL OTHER INSTITUTIONS REQUIRE USPS

KYTES FOR PTA OISC GO TO OSP RECORDS.



JUST LIKE OTHER AIC MAIL,

NEWSPAPERS & MAGAZINES

MUST HAVE YOUR

LEGAL NAME & SID#

OR THEY WILL BE REFUSED





Oregon

Tina Kotek, Governor

Oregon Department of Corrections

Operations Division

3723 Fairview Industrial Drive SE.

Suite 200

Salem, OR 97302

Voice: (503) 945-9090



Date: November 1, 2025

To: All Adults in Custody (AICs)

From: 
Josh Highberger, Assistant Director of Operations

Subject: 2025 Holiday Period

The 2025 Holiday Period begins Monday, December 1st and goes through Friday, January 2, 2026. During this time, for AICs with DOC debt and external obligations, the following parameters will be in place:

DOC Debt and External Obligations

- DOC debt (*examples: disciplinary fines, copy, and postage debt*) will be collected through Wednesday, November 26, 2025, prior to the start of the Holiday Period.
- During the Holiday Period, Central Trust will not collect existing DOC debt.
- External obligations (non-DOC debt) such as court filing fees (County / U.S. Court), garnishment orders, and Court-Ordered Financial Obligations (COFOs) will continue to be collected as DOC does not have the authority to suspend statutory collections.
- At the conclusion of the 2025 Holiday Period, on Friday, January 2, 2026, any funds remaining in the General Spending Trust Account of AICs with DOC debt will be collected in accordance with OAR 291 Div. 158-0065(d).

Spending Funds During the Holiday Period

- Commissary spending limits will be doubled.
- AICs who have DOC debt may spend funds during the 2025 Holiday period from their General Spending Trust Account for the following: postage, copies, institution club & DOC activities, DOC programs, phone transfers, and commissary items.
- AICs with DOC debt cannot make external purchases or disbursements from their General Spending Trust Account during the 2025 Holiday Period.
- AICs should plan accordingly when submitting financial requests, such as commissary orders and Request for Withdrawal of Funds forms (CD28).

Other Considerations

- All plans are subject to staffing, and AIC commissary worker / supply chain availability.
- Transitional Savings deductions will continue to take place in accordance with ORS 423.105

The Holiday Period occurs at the discretion of the Assistant Director of Operations in accordance with OAR 291 Div. 158-0065(d). AICs with questions may submit an AIC communication to Business Services (*electronic option available on the tablet*).



Financial Services

Informational Briefing

AIC Debt and Obligation Information

Debt / Obligation Type	Collection Schedule	Additional Information
Court Ordered Financial Obligation (COFO)	- Collected from eligible deposits per ORS 423.105 10% collected for COFO(s) from eligible deposits until the transitional savings trust account reaches \$500 - Then, 15% collected for COFO(s) from eligible deposits until obligation(s) are satisfied	- The department does not have case-specific information regarding COFOs; AICs are encouraged to contact the court of record regarding their COFO details - COFOs are not the same as County and US Court filing fees. Examples of COFOs are restitution, fines, fees, & child support - COFOs will continue to collect during the Holiday Buying Period
<i>Note: 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 available until the AIC releases from ODOC custody.</u></i>		
DOC Debt	- Collected from eligible deposits - Additionally, collections shall occur the last business day of the month per OAR 291 Div. 158 if funds are available	- DOC debt includes but is not limited to debt incurred from various disciplinary fines, copy, and postage advances - DOC debt is due upon receipt; if/when funds are not available, funds are advanced and set-up as debt - Monthly, AICs may spend up to \$40 of the first \$80 deposited into general spending - DOC Debt may be suspended during the Holiday Buying Period unless a new disciplinary fee is applied
County Court Deferred Filing Fee Obligation	- Collected as funds become available - Multiple collections may occur throughout the month - Additionally, collections shall occur the last business day of the month	- County obligations refer to deferred county filing fees - These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee - County Court fees will continue to collect during the Holiday Buying Period
Initial Federal / US Court Filing Fee Obligation	- Collected as funds become available - Multiple collections may occur throughout the month - Additionally, collections shall occur the last business day of the month	- Initial Filing fees can be collected in total and are due upon receipt - These obligations are incurred when an AIC elects to file with the court and the court approves a deferred filing fee - Initial Federal/US Court filing fees will continue to collect during the Holiday Buying Period
Federal / US Court Deferred Filing Fee Obligation	Collected around the beginning of the month	- General filing fee collection amount determined by the previous month's deposit(s) 20% of previous months deposits multiplied by the number of cases is deemed collectable - Federal/US Court Deferred filing fees will continue to collect during the Holiday Buying Period

Note: Debt / Obligation types appear in order of collection priority. ODOC will comply with garnishment orders upon receipt.



Mainline

Week at a Glance

	Monday 11/17/2025	Tuesday 11/18/2025	Wednesday 11/19/2025	Thursday 11/20/2025	Friday 11/21/2025	Saturday 11/22/2025	Sunday 11/23/2025
	BREAKFAST						
Week 5	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Pancakes (Sod,Chl) - 3.00 EA Peanut Butter (Sfa) - 2.00 TBS Maple Syrup - 2.00 FLOZ Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Scrambled Eggs (Sfa,Chl) - 0.33 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Multigrain Hot Cereal - 1.00 CP Canned Fruit - 0.50 CP Peanut Butter (Sfa) - 2.00 TBS Hard Boiled Egg (Sfa,Chl) - 1.00 EA Wheat Toast - 2.00 SLC Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Dry Cereal - 1.00 CP Fresh Fruit - 1.00 EA Poultry Sausage (Chl) - 1.00 EA French Toast (Chl) - 2.00 SLC Maple Syrup - 2.00 FLOZ Margarine (Sfa) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Farina - 1.00 CP Canned Fruit - 0.50 CP Veggie & Cheese Scramble (Chl,Sfa) - 0.75 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	Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.33 CP Poultry Sausage (Chl) - 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	Oatmeal - 1.00 CP Fresh Fruit - 1.00 EA Peanut Butter (Sfa) - 2.00 TBS Hard Boiled Egg (Sfa,Chl) - 1.00 EA Breakfast Pastry (Sfa,Chl) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
	LUNCH						
Week 5	Coleslaw (Sod) - 0.75 CP Chicken Ranch Wrap (Chl) - 3.00 OZCKD Shredded Lettuce - 0.25 CP Sliced Onions - 2.00 TBS Shredded Cheese (Sfa,Chl) - 2.00 TBS Salad Dressing - 1.00 FLOZ White Flour Tortilla (Sfa,Sod) - 2.00 EA Corn - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Potato Soup - 10.00 FLOZ Tuna Salad (Chl) - 0.50 CP Shredded Lettuce - 0.25 CP Wheat Hoagie Roll - 1.00 EA Blended Vegetables - 0.75 CP Fresh Fruit - 1.00 BAG Fortified Drink - 8.00 FLOZ	Tomato Soup (Sod) - 10.00 FLOZ *Chicken-Bacon-Ranch Salad (Chl,Sfa) - 1.00 SV Sliced Onions - 2.00 TBS Shredded Cheese (Sfa,Chl) - 2.00 TBS Salad Dressing - 1.00 FLOZ Carrots - 0.75 CP Breadstick - 1.00 EA Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Broccoli Cheese Soup (Sfa,Sod) - 10.00 FLOZ Fried Egg Sandwich on Wheat (Chl,Sfa) - 1.00 EA Mayonnaise - 1.00 TBS Spinach - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ *Meat & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Cauliflower - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Nacho Meat (Chl,Sfa) - 0.50 CP Refried Beans - 0.50 CP Cheese Sauce (Sfa) - 2.00 FLOZ Lettuce Salad - 1.00 CP Salsa (Sod) - 0.25 CP Tortilla Chips - 2.00 OZ Corn - 0.75 CP Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Roast Pork Loin (Chl,Sfa) - 3.00 OZCKD Scalloped Potatoes (Sod) - 0.75 CP Broccoli - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Ice Cream Cup - 1.00 EA Fortified Drink - 8.00 FLOZ
	DINNER						
Week 5	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Spicy Rice Casserole (Sod,Chl,Sfa) - 1.25 CP Wax Beans - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Philly (Chl) - 4.00 OZCKD Cheese Sauce (Sfa) - 2.00 FLOZ Onions & Bell Peppers - 0.50 CP Wheat Hoagie Roll - 1.00 EA Broccoli - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup (Sod) - 2.00 TBS Pudding - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Enchilada Casserole (Sod,Chl,Sfa) - 1.00 SV Brown Rice - 0.75 CP Seasoned Beans - 0.75 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ *Pizza - Breakfast Pizza (Sod,Chl,Sfa) - 1.00 EA Blended Vegetables - 0.75 CP Chocolate Brownie (Sfa,Chl,Sug) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Cheeseburger (Chl,Sfa) - 1.00 EA Onions & Pickles (Sod) - 0.25 CP Shredded Lettuce - 0.25 CP Wheat Burger Bun (Sfa,Chl) - 1.00 EA Carrots - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup (Sod) - 2.00 TBS Fruit Crisp (Sfa,Sug) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Alfredo (Chl,Sfa) - 1.00 CP Spaghetti (Sod) - 1.00 CP Zucchini - 0.75 CP Focaccia Bread (Sod) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Creole Chicken (Chl) - 1.00 CP Brown Rice Pilaf - 0.75 CP Peas - 0.75 CP French Bread - 1.00 SLC 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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