



OSP Executive Management Team

November 20, 2025,

Page 1

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

SECURITY

STM Caseload Activities Floor Participation

Effective going forward, the approval process for individuals on the STM Caseload to participate in Activities Floor functions/programming will require completion of a form detailing the purpose, scope, and schedule for the requested callouts. The intent of this form is to enable STM to thoroughly evaluate these requests, all relevant considerations, and to monitor the frequency, duration, and purpose of turnouts/call passes for individuals on the STM Caseload who wish to access Activities Floor. Application forms are available on the Activities Floor and/or by request through Activities Staff or Club/Program Facilitators. For any questions regarding this matter please contact STM via AIC Communication. Thank you.

OSP ACTIVITIES FLOOR

STM OFFENDER APPLICATION FORM

NAME		SID		CELL		
CUSTODY LEVEL		INCENTIVE LEVEL		PAROLE DATE		
PROGRAM NAME						
CLUB SPONSOR OF PROGRAM						
AIC FACILITATOR(S)						
STAFF ADVISOR						
PROGRAM TYPE (CIRCLE ONE)		GENERAL - PREPARED FOR WORK/STUDY THROUGH PROGRAMS THERAPEUTIC - MENTAL AND EMOTIONAL SELF-IMPROVEMENT NON CLINICAL ADDICTION/RECOVERY PROGRAMS RESIDENTIAL BASED - LIFESKILL, ARTS, CULTURAL, DOG, ETC.				
NUMBER OF WEEKLY CALLOUTS						
DAYS/TIMES OF CALLOUTS						
SUN	MON	TUES	WED	THURS	FRI	SAT
LOCATION/ROOM						
CURRENT MONTHS/YEARS OF CLEAR CONDUCT?		HOW MUCH OF THAT CLEAR CONDUCT WAS IN CP?		NATURE OF LAST MISCONDUCT VIOLATION?		
CURRENT LONG TERM RESTRICTIONS?						

I UNDERSTAND MY PARTICIPATION IN ACTIVITIES PROGRAMMING IS AT THE DISCRETION OF STM AND I AGREE TO ONLY BE PRESENT DURING THE SPECIFIED DAYS/TIMES FOR THE EXPRESSED PURPOSE OF AUTHORIZED PROGRAMMING. I UNDERSTAND FAILURE TO COMPLY WITH THESE EXPECTATIONS MAY RESULT IN TERMINATION OF MY PARTICIPATION AS WELL AS ADDITIONAL RESTRICTIONS.

AIC NAME _____ SIGNATURE _____ DATE _____
FAC. NAME _____ SIGNATURE _____ DATE _____
STM NAME _____ AUTHORIZATION ☐ APPROVE ☐ DENY
SIGNATURE _____ DATE _____

/s/ C. Darby, Security Threat Manager

/s/ J. Vaughn, Agency Rules Coordinator

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

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

Changes to Sick Call Triage:

As of 11/24/25, OSP will no longer be offering AM Triage on the control floor. We will be returning to the process of AICs writing non-emergency health care request kytes and placing them in the medical kyte box on the control floor. These kytes will be picked up daily at 1000 and answered by the Sick Call nurse. If it is determined that a Sick Call appointment is needed, the nurse will schedule the AIC for an appointment the following day between 0615 and 0945. This change will enable Health Services staff to utilize the EHR system to provide cares that are

timely and meet the community standards of care, as well as ensuring all AICs are receiving necessary health care access. Thank you for your patience with all the changes the new EHR is bringing to OSP.

/s/ K. Wright, Nurse 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

JOB ANNOUNCEMENTS

Cabinet Finisher/Spray Technician

Location: OSP-OCE-Furniture Factory

Job Type: Full-Time

About: We are seeing a skilled and detail-oriented Cabinet Finisher/Spray Technician to join our production team. This role is responsible for applying sanding sealers, stains, and topcoats to custom cabinetry and wood components using professional spray equipment. The ideal candidate takes pride in craftsmanship, understands wood finishing processes, and maintains a clean, safe and efficient work environment.

Key Responsibilities:

- Prepare wood surfaces through sanding and cleaning to ensure optimal finish adhesion.
- Apply sanding sealers, stains and topcoats using HVLP or other spray systems.
- Mix and match stains and finishes to meet color specifications.
- Inspect finished products for quality, consistency, and adherence to specifications.
- Maintain spray booth cleanliness and perform routine equipment maintenance.
- Follow all safety protocols, including proper use of PPE and ventilation systems.
- Collaborate with production and quality teams to meet deadlines and standards.

Applicants must meet the following qualifications:

- Must have a valid social security number or equivalent.
- Have at least 6 months' time incarcerated with clear conduct.
- Have NO program failures in the past 6 months.
- Must have a release date after September 2028.
- Cannot be in any programs/activities which would conflict with the assigned shift.

All applicants will need to pass a DOC/OCE security screening and OCE interview before being considered for the position.

Submittal process:

If you are interested in applying, please complete a DOC Inmate Work Application referencing OCE Furniture Factory-Cabinet Finisher/Spray Technician as the position, and a cover letter describing you and your experience. Submit paperwork to your counselor

or the OCE General Manager at your institution, for them to send to OSP Furniture Factory attention Ben Green.

/s/ Ben Green, OCE Production Supervisor

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

"Due to the ongoing construction and status of the Chapel/Education floor, the Chapel is operating on a modified schedule. Please monitor the AIC news channel and housing unit bulletin boards for updates to the Chapel Schedule."

/s/ Chaplains Perlstein, Richter, and Witcraft

POINT TO PONDER





Oregon

Tina Koteck, 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.



Oregon DOC : Oregon DOC Institutions

Mainline

Week at a Glance

	Monday 11/24/2025	Tuesday 11/25/2025	Wednesday 11/26/2025	Thursday 11/27/2025	Friday 11/28/2025	Saturday 11/29/2025	Sunday 11/30/2025
BREAKFAST							
Week 6	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Peanut Butter (Sta) - 2.00 TBS Pancakes (Sod,Chl) - 3.00 EA 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 Fried Egg (Sta,Chl) - 2.00 EA Refried Beans - 0.50 CP Ranchero Sauce (Sod) - 0.25 CP White Flour Tortilla (Sta) - 1.00 EA 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 Fried Egg (Sta,Chl) - 1.00 EA Cheese Slice (Sta,Chl) - 1.00 SLC English Muffin (Sta,Chl) - 1.00 EA Fried Potatoes - 0.75 CP 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 (Sta) - 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 *Ham & Cheese Scramble (Chl,Sta) - 0.75 CP Fried Potatoes - 0.75 CP Wheat Toast - 2.00 SLC Jelly (Sug) - 2.00 TBS Margarine (Sta) - 1.00 TBS Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Canned Fruit - 0.50 CP Scrambled Eggs (Sta,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 (Sta) - 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 (Sta) - 2.00 TBS Hard Boiled Egg (Sta,Chl) - 1.00 EA Breakfast Pastry (Sta,Chl) - 1.00 EA Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA
LUNCH				HAPPY THANKSGIVING			
Week 6	Tomato Soup (Sod) - 10.00 FLOZ FLOZ Grilled Cheese Sandwich on Wheat (Sod,Chl,Sta) - 2.00 EA Broccoli - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP *Barbeque Pork (Sod,Chl,Sta) - 0.50 CP Wheat Hoagie Roll - 1.00 EA Macaroni & Cheese (Sta,Sod,Chl) - 0.75 CP Yellow Beans - 0.75 CP 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 Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Coleslaw (Sod) - 0.75 CP Holiday Turkey (Chl) - 6.00 OZCKD Cranberry Sauce - 0.25 CP Mashed Potatoes - 0.75 CP Poultry Gravy - 2.00 FLOZ Stuffing (Sod) - 0.75 CP Carrots - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 1.00 TBS Pumpkin Pie (Sta,Sod,Chl,Sug) - 1.00 EA Whipped Topping (from mix) - 2.00 TBS Fortified Drink - 8.00 FLOZ	Taco Salad with Meat (Chl,Sta) - 1.00 SV Seasoned Beans - 0.75 CP Shredded Cheese (Sta,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Salad Dressing (Sta,Sod) - 2.00 FLOZ Spanish Rice - 0.75 CP Tortilla Chips - 2.00 OZ Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Ham & Cheese Sandwich on Wheat (Sod,Chl,Sta) - 1.00 EA Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Blended Vegetables - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Quarter (Chl,Sta) - 1.00 EA Mashed Potatoes - 0.75 CP Poultry Gravy - 2.00 FLOZ Peas - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 1.00 TBS Ice Cream Cup - 1.00 EA Fortified Drink - 8.00 FLOZ
DINNER							
Week 6	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Shepherd's Pie (Chl,Sta) - 1.00 SV Peas - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sta) - 1.00 TBS Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken & Broccoli Casserole (Chl) - 1.25 CP Carrots - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sta) - 1.00 TBS Pudding - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Ranch Style Chili (Chl,Sta) - 10.00 FLOZ Baked Potato - 1.00 EA Sour Cream (Sta,Chl) - 2.00 TBS Yellow Beans - 0.75 CP Cornbread (Sod,Chl) - 1.00 EA Margarine (Sta) - 1.00 TBS Tea - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Roast Beef & Cheese Sandwich on Wheat (Sod,Chl,Sta) - 1.00 EA Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Yellow Beans - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Chicken Pot Pie (Chl) - 0.75 CP Cauliflower - 0.75 CP Biscuit (Sta,Sod) - 1.00 EA Margarine (Sta) - 1.00 TBS Choice Cookie (Sta,Chl,Sug) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Meat Sauce (Chl,Sta) - 1.00 CP Spaghetti (Sod) - 1.00 CP Cauliflower - 0.75 CP French Bread - 1.00 SLC Garlic Margarine (Sta) - 1.00 TBS Tea - 8.00 FLOZ	Texas Slaw - 0.75 CP Burrito Meat (Chl,Sta) - 0.50 CP Refried Beans - 0.50 CP Shredded Cheese (Sta,Chl) - 2.00 TBS Spanish Rice - 0.75 CP Salsa (Sod) - 0.25 CP Whole Wheat Tortilla (Sta,Sod) - 2.00 EA Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ

Menu subject to change without notice. Meat-Alternative-Trays available at lunch & dinner only.

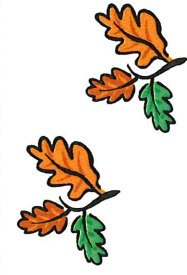
*Contains or may contain pork.

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

© Powered By: Culinary Suite

NOVEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
						AM C/E
						PM A/D
						EVE E
						8
						AM A/D
						PM C/E
						EVE D
						15
						AM C/E
						PM A/D
						EVE A/C
						22
						AM A/D
						PM C/E
						EVE E
						29
						AM C/E
						PM A/D
						EVE D
						12/6
						AM A/D
						PM C/E
						EVE A/C



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 ACTIVITIES (7:00 P.M. - 9:00 P.M.)

