



OSP Executive Management Team

December 11, 2025,

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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)		CLINICAL - TREATMENT PROGRAMS THROUGH BASIS/DSS THERAPEUTIC - HEAD AND GARDEN, SELF-IMPROVEMENT, NON-CLINICAL, RECOVERY/RECOVERY PROGRAMS INCENTIVE BASED - LEISURE, ARTS, CULTURAL, SOCIAL, 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 GP?		NATURE OF LAST MISCONDUCT VIOLATION?		
CURRENT LOSP/STM 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 _____

HEALTH SERVICES

KOP Medline Updates and Reminders

First, we would like to say thank you for your patience and understanding as we roll out the EHR system and work on getting all the kinks worked out.

As you may have noticed we are not doing callouts to notify you that you're in-cell medications are ready for you to pick up. Instead, we are now sending yellow cards to notify you. You still have the option to come to either the 6am line or the 11am line. You do not have to have your yellow card with you, although it is helpful if you do. You do have to have your ID with you.

As always you need to stop by the pill line on your way to chow. If you wait until after chow, you run the risk the line will have been called, and you may have to wait until the next line. We call the line when the last block has let everyone out for chow. The chow hall always calls to ensure everyone in line has had a chance to go to chow before they stop serving.

Just a reminder no food, drinks, or containers of any kind empty or full are allowed on the carts for any reason. So please just don't put anything on the cart.

Make sure you are turning in your kytes into the medical kyte box on the control floor with the big red cross. Make sure you are putting your stickers for the medications you are needing or the name of the medication you need. We cannot order all your medication; you have to tell us what you need. Medications can only be refilled about 5 to 7 days early from the last fill date. This means we cannot fill them any earlier. Keep an eye on the date your prescription expires so you give plenty of notice that the expiration is upcoming so we can try and make sure you don't have to wait to get the prescription renewed. Also, on the back of your pill pack or the box your medication came in is the date the medication expires, so look at that too. Especially on the medications you don't use daily.

/s/ C. Darby, Security Threat Manager

/s/ A. Giblin, DOC Pharmacy Tech

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

JOB ANNOUNCEMENTS

Physical Plant General Maintenance/SMH Maintenance Shop OPENING!!

They Physical Plant General Maintenance Shop has an immediate opening for an AIC General/SMH Maintenance worker.

To be considered for this position, applicants must have a minimum of one (1) year clear conduct, knowledge of basic maintenance tools, the ability to work in confined spaces, at heights, and in all types of weather, must be able to pass routine urinary analysis.

To apply, please send an application, cover letter, and resume to Ed Harris, Physical Plant.

/s/ E. Harris, Phys. Plant General Maint. Shop

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: Apply today by sending your application & resume 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

go the
Extra mile,
it's never
Crowded.

Braille Transcription Graduation Celebrates First Certified AICs

On November 20, 2025, the Oregon Department of Corrections (DOC) and Oregon Corrections Enterprises (OCE) proudly hosted a milestone graduation ceremony, honoring the first cohort of Adults in Custody (AICs) to complete Oregon's new braille transcription and certification program. Family and friends gathered to celebrate the remarkable achievements of their loved ones in this transformative vocational initiative.



The graduates—members of a group they've proudly named "The Braille Cell"—were recognized for their dedication and progress in the Unified English Braille (UEB) Course, offered through the National Library Service for the Blind and Print Disabled in partnership with the National Federation of the Blind. After 16 months of rigorous study, six AICs were honored for their commitment to mastering braille. Of those, two have officially earned their UEB Literary Transcriber certification and are now nationally certified braille transcribers.

Speakers included Stasha Kellogg, OSP Program Supervisor, and Melanie Doolin, OCE Administrator. Guests were invited to explore embossed braille manuscripts created by the students—tangible proof of their skill, perseverance, and growth.

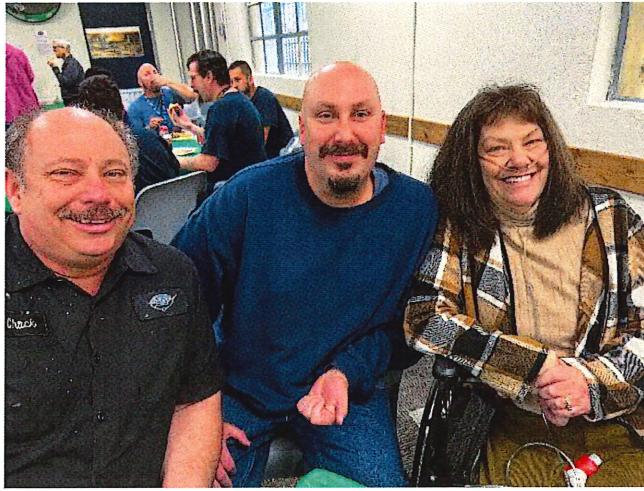
"As an AIC there are not many opportunities to have a positive impact on the community outside these walls. I feel that Braille has given me that opportunity. That what I am doing while incarcerated is not just a waste of time, but is making a difference in the world," shared Caleb Johnson, one of the graduates, reflecting on the deeper meaning behind their work.

Funded by a federal Bureau of Justice Assistance grant, the program operates at Oregon State Penitentiary (OSP) and Coffee Creek Correctional Facility (CCCF). Designed to roll out in phases, it equips participants with highly specialized, in-demand skills while addressing a critical national shortage of braille transcribers. Learning braille is no small feat—it's akin to mastering a new language and alphabet—making these accomplishments even more impressive.



"The Braille program here at OCE has provided a wonderful opportunity for an AIC's educational growth, and to be challenged while learning a skill most of us would never have thought about learning," said

Richard Gustafson, another graduate, highlighting the program's impact on personal development and intellectual engagement.



To earn certification, students must complete 19 lessons, pass a reading test, and produce a braille manuscript, each reviewed by a nationally certified grader. While official certificates are still en route, two students have already completed all requirements and earned their UEB Literary certification. Two more have submitted their manuscripts and are awaiting grading, and five others have advanced to the next phase: the OCE Braille Software Course.

“The Braille Cell” was created not only to provide meaningful, rehabilitative training, but also to open doors to real employment

opportunities post-release. Graduates receive nationally recognized certifications that qualify them to work as braille transcribers anywhere in the U.S. The program was also developed in partnership with the Oregon Textbook and Media Center (OTMC) to help meet the state's growing need for accessible educational materials for blind and visually impaired K–12 students.

With the first certifications now awarded, OCE is preparing to launch transcription services—an exciting next step that will support the program's long-term sustainability and allow participants to contribute directly to the community.





Financial Services

Informational Briefing

Court Ordered Financial Obligations (COFOs)

What are Court Ordered Financial Obligations (COFOs)?

COFOs are financial obligations owed by an Adult in Custody (AIC) assigned during a legal proceeding. COFOs may consist of restitution, fines, fees, child support, or civil judgements including money owed to a victim. *Note: COFOs are not the same as County and U.S. Court Filing Fees.*

Why does the Department of Corrections (DOC) collect COFOs?

Oregon Revised Statute (ORS) 423.105 became law in 2017, directing DOC to collect COFOs on behalf of the Oregon Judicial Department (OJD) and the Department of Justice (DOJ).

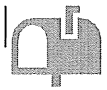
How are COFOs collected?

COFOs are collected from eligible deposits, or deposits that are not protected from debt and obligation collection. Examples of eligible deposits include AIC performance monetary awards (PRAS) and moneys received from an AIC's family or friends.

10% of each eligible deposit is collected until the AIC's transitional savings has reached \$500. After the AIC's transitional savings has reached \$500, 15% of each eligible deposit is collected for COFOs until those obligations are satisfied.

Who do I contact if I have questions about COFOs?

DOC is unable to provide case-specific information. AICs with questions or concerns about their COFO details should contact OJD/DOJ or the appropriate court of record.



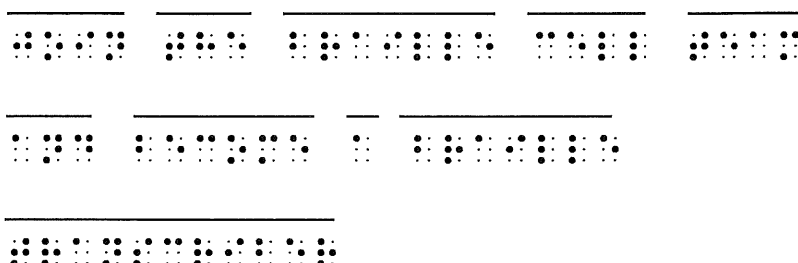
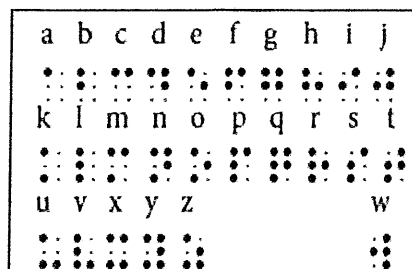
Oregon Judicial Department (OJD)
Business and Fiscal Services Division
Attn: Collections
1163 State St
Salem OR 97301

Department of Justice (DOJ)
Division of Child Support
PO Box 14680
Salem, OR 97309
(800)-850-0228

Questions?

AICs may submit an AIC Communication form to Business Services (electronic communication option preferred & available on the tablet). Friends and Family may submit questions to dldoctrustinfo@doc.state.or.us.

Do You Like to Learn?



OCE Position Announcement-Statewide

Braille Transcriber - Training and Certification Position

Oregon State Penitentiary (OSP) – Salem, OR

Are you interested in joining The Braille Cell team? Do you have a passion for helping others and are willing to learn a new skill? Are you a detailed oriented person and work well independently or with others. If this sounds like you and you meet the requirements below, come invest in your future by becoming a braille transcriber!

Why is this program important?

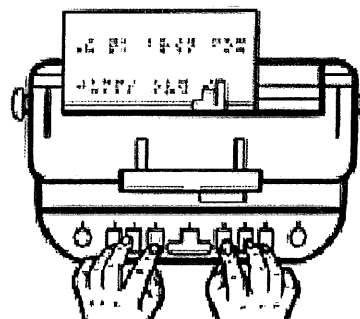
In this program we are working hard to build a community of transcribers who are responsible for empowering the blind and visually impaired community in Oregon.

Applicants must meet the following qualifications:

- Valid social security number
- Have at least 6 months' time incarcerated with clear conduct
- Must have no convictions for ID Theft, Fraud and/or Computer-related crimes
- Be willing to sign a 12-month retention agreement
- A release date after June 2031
- High School Diploma or GED

Skills we develop

- Braille transcription
- Time management
- Communication
- Working independently and collaboratively



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

Application submission process: Complete a DOC Work Application referencing OCE Braille Program. Submit your application by January 1st 2026 for priority consideration to:

La'Stasha Kellogg and send it to OSP call center at OCE





Oregon DOC : Oregon DOC Institutions

Mainline

Week at a Glance

	Monday 12/15/2025	Tuesday 12/16/2025	Wednesday 12/17/2025	Thursday 12/18/2025	Friday 12/19/2025	Saturday 12/20/2025	Sunday 12/21/2025
BREAKFAST							
Week 9	Oatmeal - 1.00 CP Canned Fruit - 0.50 CP Fried Egg (Sfa,Chl) - 1.00 EA Cheese Slice (Sfa,Chl) - 1.00 SLC Bagel - 1.00 EA Fried Potatoes - 0.75 CP Jelly (Sug) - 2.00 TBS 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 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	Farina - 1.00 CP Canned Fruit - 0.50 CP Sausage Gravy (Chl) - 0.75 CP Biscuit (Sfa,Sod) - 1.00 EA Fried Potatoes - 0.75 CP Skim Milk - 16.00 FLOZ Coffee - 8.00 FLOZ Sugar PC - 2.00 EA	Oatmeal - 1.00 CP Fresh Fruit - 1.00 EA Waffles (Sod) - 2.00 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	Dry Cereal - 1.00 CP Canned Fruit - 0.50 CP Scrambled Eggs (Sfa,Chl) - 0.50 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Scone (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 9	Coleslaw (Sod) - 0.75 CP *Barbeque Pork (Sod,Chl,Sfa) - 0.50 CP Wheat Hoagie Roll - 1.00 EA Yellow Beans - 0.75 CP Seasoned Potatoes - 0.75 CP Ketchup - 1.00 TBS Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	*Soup of the Day (Sod,Chl) - 10.00 FLOZ Turkey & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 1.00 EA Shredded Lettuce - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Peas - 0.75 CP Chips - 1.00 BAG Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Minestrone Soup - 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	Taco Salad with Meat (Chl,Sfa) - 1.00 SV Seasoned Beans - 0.75 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Salad Dressing (Sfa,Sod) - 2.00 FLOZ Spanish Rice - 0.75 CP Tortilla Chips - 2.00 OZ Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Minestrone Soup - 10.00 FLOZ Hot Dog (Sod,Chl) - 2.00 EA Chili with Beans - 6.00 FLOZ Shredded Cheese (Sfa,Chl) - 2.00 TBS Wheat Hoagie Roll - 1.00 EA Carrots - 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 Breaded Fish (Chl) - 1.00 EA Tartar Sauce (Sod) - 2.00 FLOZ Macaroni & Cheese (Sfa,Sod,Chl) - 0.75 CP Cauliflower - 0.75 CP Breadstick - 1.00 EA Fresh Fruit - 1.00 EA Fortified Drink - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing (Sod) - 1.00 FLOZ Roast Turkey (Chl) - 3.00 OZCKD Poultry Gravy - 2.00 FLOZ Mashed Potatoes - 0.75 CP Yellow Beans - 0.75 CP Wheat Bread - 2.00 SLC Margarine (Sfa) - 1.00 TBS Frosted Spice Cake (Sfa,Sod,Chl,Sug) - 1.00 PIECE Fortified Drink - 8.00 FLOZ
DINNER							
Week 9	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Turkey Noodle Casserole (Sod,Chl) - 1.25 CP Broccoli - 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 Tortilla Stew (Chl) - 10.00 FLOZ Brown Rice - 0.75 CP Carrots - 0.75 CP Tortilla Chips - 1.00 OZ Sour Cream (Sfa,Chl) - 2.00 TBS Fruit Bar (Sfa,Sod,Chl,Sug) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Meat Sauce (Chl,Sfa) - 1.00 CP Spaghetti (Sod) - 1.00 CP Broccoli - 0.75 CP Focaccia Bread (Sod) - 1.00 EA Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Cheese 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 Chicken Teriyaki (Sod,Chl) - 1.00 CP Brown Rice - 0.75 CP Stir-Fry Vegetables - 0.75 CP Milk Roll - 1.00 EA *Gelatin & Whip Topping (Sfa) - 0.50 CP Tea - 8.00 FLOZ	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Beef Patty (Chl,Sfa) - 1.00 EA Onions & Pickles (Sod) - 0.25 CP Mayo & Mustard (Sod) - 2.00 TBS Wheat Burger Bun (Sfa,Chl) - 1.00 EA Seasoned Potatoes - 0.75 CP Peas - 0.75 CP Ketchup (Sod) - 2.00 TBS Tea - 8.00 FLOZ	Texas Slaw - 0.75 CP Burrito Beans - 0.75 CP Shredded Cheese (Sfa,Chl) - 2.00 TBS Salsa (Sod) - 0.25 CP Whole Wheat Tortilla (Sfa,Sod) - 2.00 EA Spanish Rice - 0.75 CP Fresh Fruit - 1.00 EA Tea - 8.00 FLOZ

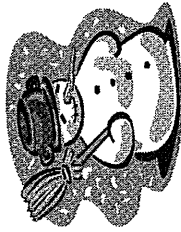
Menu subject to change without notice. Meat-Alternative- Trays available at lunch & dinner only.
*Contains or may contain pork.

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

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DECEMBER 2025

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY



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.)

1	2	3	4	5	6
AM	C/E	AM	AM	AM	AM
PM	A/D	PM	PM	PM	PM
EVE	E	EVE	EVE	EVE	EVE
8	9	10	11	12	13
AM	A/D	AM	AM	AM	AM
PM	C/E	PM	PM	PM	PM
EVE	D	EVE	EVE	EVE	EVE
14	15	16	17	18	19
AM	A/D	AM	AM	AM	AM
PM	C/E	PM	PM	PM	PM
EVE	D	EVE	EVE	EVE	EVE
21	22	23	24	25	26
AM	A/D	AM	AM	AM	AM
PM	C/E	PM	PM	PM	PM
EVE	E	EVE	EVE	EVE	EVE
28	29	30	31	1/1	1/2
AM	A/D	AM	AM	AM	AM
PM	C/E	PM	PM	PM	PM
EVE	E	EVE	EVE	EVE	EVE