



OSP Executive Management Team

December 18, 2025,

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ADMINISTRATION

PROPOSED RULES:

291-076 Suicide Prevention (update) – The department will be cancelling the public rules hearing scheduled for this Friday, December 19 and has decided not to proceed with the repeal of OAR 291-076-0040.

- Repeals rule OAR 291-076-0040 related to suicide review process.
- Virtual Public Rules Hearing: 12/19/2025 at 10:00 a.m.
- Extended Comment Period: Comments must be received by the Rules Office before 12:00PM (noon) on 12/28/25.

/s/ J. Vaughn, Agency Rules Coordinator

PROPOSED RULES:

291-203 Cost of Care

- Amends rule to establish a process for the department to pursue cost of care collections on a case-by case basis, aligning the rules with current practice: and change the term "inmate" to "adult in custody".
- **Comment Period:** Comments must be received by the Rules Office before 12:00PM (noon) on 1/30/26.

TEMPORARY RULES:

291-203 Cost of Care

- Amends rule to establish a process for the department to pursue cost of care collections on a case-by case basis, aligning the rules with current practice: and change the term "inmate" to "adult in custody".
- **Effective:** 12/10/25 through 6/7/26

PERMANENT RULES:

291-037 Request for Public Record

- Amends rule to update process for non-AICs requesting public records from the department to

include a new online public records portal linked on the existing DOC website, and the process for submitting written requests in person; update process for AICs to submit requests for public records from the department; provide requirements and guidance on information to include in a request for public records; and clarify what the process is when a request for public records is submitted to the wrong unit.

- [Effective: 12/10/25](#)

/s/ J. Vaughn, Agency Rules Coordinator

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)					REASON FOR REQUEST (CHECK ALL THAT APPLY) (e.g., VISITATION, MEDICAL, RELIGIOUS, EDUCATIONAL, RECREATION, etc.)				
NUMBER OF WEEKLY CALLOUTS									
DAYS/TIMES OF CALLOUTS									
SUN	MON	TUE	WED	THUR	FRI	SAT			
LOCATION/ROOM									
CURRENT RESTRICTIONS OF CALLOUTS?					FUTURE OF CALLOUTS/RESTRICTIONS?				
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

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

HEALTH SERVICES

Opioid Use Disorder Medications

Health Services offers several forms of medications for Opioid Use Disorder with Brixadi being the most common. Brixadi and other treatments of Opioid Use Disorder reduce cravings and withdrawal of opioids. It is important to know, **Brixadi offers no protection against overdose.** Do not take other opioids, or drugs that are not prescribed to you, when taking Brixadi. Taking opioids or drugs while on Brixadi can increase the risk of opioid overdose, may worsen side effects, or even cause death. If you have questions about Brixadi or Opioid Use Disorder, please ask your medical provider.

/s/ H. Steward, Deputy Director of DOC

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 must 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/ A. Giblin, DOC Pharmacy Tech

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

ICH Unit Peer Companion Position Announcement

We believe that inmates who have proven to be successful in the prison community can provide a valuable resource to peers within that community. By listening to and mentoring peers who are struggling with various disabilities, Peer Companions can help teach them how to more effectively and productively manage their own responses to their environment.

Mental Health Special Housing has one Peer Companion position open on the Intermediate Care Housing (ICH) unit. The Individual selected for this position will report to the ICH unit, yard, and/or treatment lounge for their shifts. We are looking for motivated, responsible individuals who have the willingness to work with both our elderly and special needs population. It is important for Unit Peer Companion candidates to behave in a manner that is respectful, safe, confidential, and honest, modeling patience, respectful communication, and the following of all unit and institution rules.

ICH Unit Peer Companions will have specific shifts and are responsible for assisting unit staff, QMHP's and treatment staff in ensuring that identified inmates housed on the ICH are getting their basic and daily needs met, which helps to improve their functioning and improve their overall quality of life while incarcerated.

Duties may also include escorting individuals to appointments, assisting individuals in groups, guiding or accompanying individuals who have difficulty walking or who are resistant to engaging in activities outside of their cells to activities in the day room, treatment lounge, or out for ICH yard time.

Please submit an application kyte to Tyann Etzel, ICH Program Manager if you are interested. Applications will be accepted until this position is full. To be eligible, you must be an incentive Level 2 or higher and have clear conduct for at least one year, it is preferred that you have one or more years left on your sentence.

/s/ Tyann Etzel, ICH Program Manager

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





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).

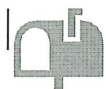
How are COFOs collected?

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.



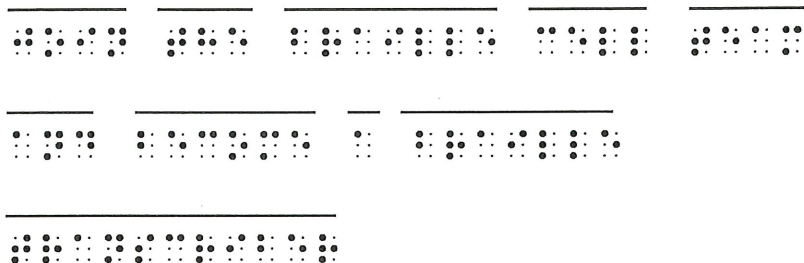
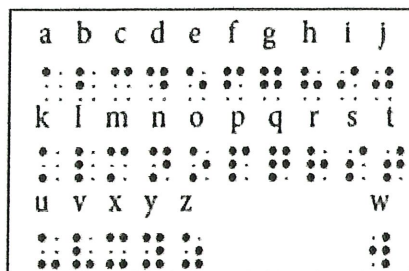
Oregon Judicial Department (OJD)
Business and Fiscal Services Division
Attn: Collections
1163 State St
Salem OR 97301

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?

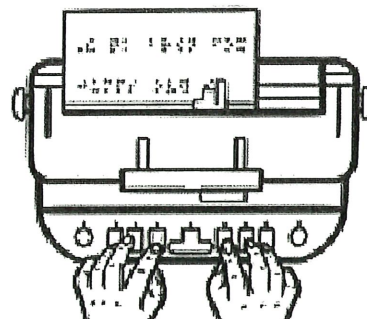
In this program we are working hard to build a community of transcribers who are responsible for empowering the blind and visually impaired community in Oregon.

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



**TAKE A STANCE
ON SECOND CHANCE**



Oregon DOC : Oregon DOC Institutions

Mainline

Week at a Glance

	Monday 12/22/2025	Tuesday 12/23/2025	Wednesday 12/24/2025	Thursday 12/25/2025	Friday 12/26/2025	Saturday 12/27/2025	Sunday 12/28/2025
Week 10	BREAKFAST						
	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
Week 10	LUNCH			MERRY CHRISTMAS			
	Coleslaw (Sod) - 0.75 CP Chicken Ranch Wrap (Chl) - 3.00 OZCKD 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	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	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	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Holiday Turkey (Chl) - 6.00 OZCKD Cranberry Sauce - 0.25 CP Mashed Potatoes - 0.75 CP Poultry Gravy - 2.00 FLOZ Carrots - 0.75 CP Wheat Dinner Roll - 1.00 EA Margarine (Sfa) - 1.00 TBS Frosted Gingerbread Cake (Sfa,Sod,Chl,Sug) - 1.00 PIECE 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 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
Week 10	DINNER						
	Lettuce Salad - 1.00 CP Salad Dressing - 1.00 FLOZ Spicy Rice Casserole (Sod,Chl,Sfa) - 1.25 CP Yellow 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	*Soup of the Day (Sod,Chl) -10.00 FLOZ *Roast Beef & Cheese Sandwich on Wheat (Sod,Chl,Sfa) - 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 Cheeseburger (Chl,Sfa) - 1.00 EA Onions & Pickles (Sod) - 0.25 CP Shredded Lettuce - 0.25 CP Mac Sauce - 1.00 OZ 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

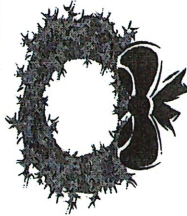
Menu subject to change without notice. Meat-Alternative-Trays available at lunch & dinner only.
*Contains or may contain pork.

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

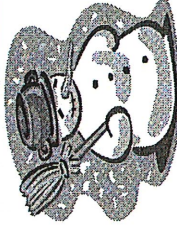
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DECEMBER 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
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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	AM	AM	AM	AM	AM	
PM	PM	PM	PM	PM	PM	
EVE	EVE	EVE	EVE	EVE	EVE	
14	15	16	17	18	19	20
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM
EVE	EVE	EVE	EVE	EVE	EVE	EVE
21	22	23	24	25	26	27
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM
EVE	EVE	EVE	EVE	EVE	EVE	EVE
28	29	30	31	1/1	1/2	1/3
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM
EVE	EVE	EVE	EVE	EVE	EVE	EVE