



OSP Executive Management Team

January 29, 2026,

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GENERAL SERVICES

Mailroom hot topics regarding publication violations:

Each issue of every publication is reviewed individually. Some editions or issues comply with the Oregon Administrative Rules (OAR) and are approved for distribution, while others are found to be in violation and are therefore not allowed. This has always been the standard review process for all magazines.

In the case of *Strip LV*, approximately 550 different editions/issues have been evaluated over the past ten years. Of those, about 430 were approved for distribution, while approximately 120 were rejected for failing to meet OAR standards.

The initial review is conducted by Administrative Specialists assigned to the mailrooms at each facility. If an edition or issue is believed to be in violation of the OAR, it undergoes a second-level review by the Department of Corrections' Chief of Security before being formally rejected statewide. All twelve facilities use the same approved/rejected list, which is integrated into the statewide software system used to process all incoming mail.

The standards used in this review process are outlined in Oregon Administrative Rule 291-131.

If you would like more information regarding the specific reason an issue was rejected, you may request an Administrative Review, if appropriate, by submitting a kyte to the Superintendent's Office. Additional details about this process can be found in the OAR referenced above and on the Violation Notices.

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



GROUP LIVING

Prison Rape Elimination ACT (PREA)

In 2003 the federal government enacted the Prison Rape Elimination Act (PREA). In May 2012, the US Department of Justice released its final rule in accordance with PREA. The purpose of this law is to reduce sexual abuse and sexual harassment in confinement settings by focusing on prevention, detection, and response.

The Oregon Department of Corrections fully supports the guidelines set forth in this law and remains committed to a zero-tolerance policy for sexual abuse and sexual harassment and retaliation for reporting an incident. Sexual abuse or harassment from other AICs or staff is never okay and never your fault.

There are some key things you can do to protect yourself from being a victim.

- Avoid isolated or secluded areas
- Be aware of your body language
- Never share personal information
- Never borrow canteen items
- Never accept gifts from another AIC
- Be cautious of AICs offering to protect you
- Report all acts of violence against you



If you are the victim of sexual abuse or sexual harassment, your best defense is to report the incident as quickly as possible. There are multiple ways to report, including reporting anonymously.

- In person to any staff
- Through an AIC communication
- Through the grievance system
- Call the Inspector General's Hotline (Pick up handset, make language selection and dial "91")
- Write the Governor's Office (State Capitol, Room Suite 254, 900 Court St., Salem, Oregon 97301), and you can request to remain anonymous
- Friends or family can report on your behalf (877- 831-0389)

You can be assured that the information will be received in a confidential manner.

If you have been victimized, it is important to remember not to wash away the evidence.

- Don't shower
- Don't remove or wash your clothes
- Don't brush your teeth

The Department of Corrections rules prohibit any form of sexual activity. Beyond rules, forced or coerced sexual behavior is a criminal offense and the department will take every action possible to hold perpetrators accountable, including prosecution resulting in additional time in prison.

/s/ B. Gaither, Grp Living Captain/E. Sage
Agency PREA Administrator

JOB ANNOUNCEMENTS

Correctional Services Floor (CSF)

The Correctional Services Floor (CSF) is currently accepting applications for a floor orderly position. Candidates must be able to work with staff and AICs and maintain appropriate boundaries. Duties include basic cleaning of offices and bathrooms, trash removal, and entry-level computer work including data entry (typing) and entering information into spreadsheets. Experience with floor buffing/waxing, and the ability to read/speak Spanish are preferred but are not a requirement to apply.

Application requirements:

No STM

No major misconducts in the last 12 months
NCI level 3

/s/ D. McKibben, Corrections Officer



- Time management
- Self-motivated

Applicants must meet the following qualifications:

- Have a valid social security number or equivalent
- Have a High School Diploma/GED - or be working towards one
- Have at least six (6) months clear conduct while incarcerated with no program failures
- Not involved in conflicting programs or activities during the assigned shift
- Be willing to sign a twelve (6) month retention agreement
- Incentive level 2 or 3
- No I.D. theft or forgery convictions on your record

Essential functions include ability to:

- Remain seated at a monitor and operate a computer for extended periods of time
- Communicate respectfully with staff, AICs, and phone contacts
- Work in an office setting subject to potential interruptions and background noises
- Receive training and quality-control advice and corrections from other AICs and staff
- Stay on task while working in a team setting and independently

If you are interested in becoming highly marketable upon release, utilizing modern technology, and making a difference within OCE, DOC, and the community, this position may be what you've been looking for. All applicants will need to pass a DOC/OCE security screening and OCE interview before being considered for the position.

OCE OSP Call Center Phone Agent

- The OCE OSP Call Center is recruiting for Phone Agents. Applicants must pay attention to detail and adhere to a high-quality standard in a fast-paced environment while meeting an ideal quota. Workers must be motivated and able to maintain a professional attitude at all times. Position awards PRAS points, with the opportunity to earn a matching Team Goal Award, and a client offered IMAP. This position has opportunities for reviews, promotions, and advancement. The schedule will require you to work, 7:00 to 3:10, Five (5) days per week.

Application submission process:

If you are interested in applying, please complete an OCE AIC Work Application referencing OSP Call Center as the position. Submit application/inquiry to OCE-OSP Call Center – R. Masterson, 2605 State St, Salem, OR 97310

NOTE: Any transfer is subject to security protocols and may delay the process.

/s/ K. Thompson, OSP Services GM

Physical Plant HVAC Apprenticeship position

The HVAC shop is accepting applications for AIC's interested in a career as a HVAC mechanic. This position will give someone an opportunity to go through an apprenticeship program, learn a trade and earn a LEB Electrical license. The desired candidate will embody this list of personal traits and meet the following criteria.

Duties include:

- Strong work ethic
- Speaking clearly
- Making phone calls
- Meet OCE/client expectations
- Consistent professionalism



Self-motivated with a desire to learn new skills and perfect their Trade.
Willingness to take and follow directions, constructive criticism, work well with others to accomplish tasks.
Must be a team player who communicates well with all types of personalities.
Reliable maintaining regular attendance with a steady behavior.
Willing to work off hours when necessary.
Have at least 1-year clean conduct. Have a minimum of 5 years left on sentence.
Have High school diploma/GED and ability to pass math test.
Ability to work in confined spaces, from heights and in extreme temperatures.
Must be able lift at least 75 pounds.
Pass random UA tests.



All applicants are required to have more than five years left on their sentence, must have a year of clear conduct with a level 3 NCI. Must have desire to be able to a productive member of society when released. High school diploma or GED required.

Send applications with Resume and cover letter to Gonzales/Willette - Physical plant HVAC shop.

/s/ P. Willette/F. Gonzales-Murillo, Phys. Plnt HVAC

HEALTH SERVICES



Toenail Trimming

NP Bono will be holding a once-a-month toenail trimming clinic for those individuals that have thick nails. If this is something you would be interested in, please send an AIC communication form (kyte) to medical to request.

/s/ K. Ross, RN BSN

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

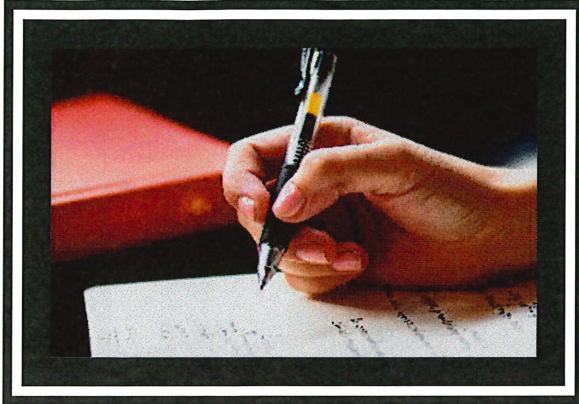
"Due to the ongoing construction and status of the Chapel/Education floor, the Chapel is operating on a modified schedule. Please monitor the AIC news channel and housing unit bulletin boards for updates to the Chapel Schedule."



/s/ Chaplains Perlstein, Richter, and Witcraft

POINT TO PONDER

—
Every
sunrise is
a second
chance to
shine.
—



VICTIM SERVICES PROGRAMS

RESPONSIBILITY LETTER BANK

The Responsibility Letter Bank is a structured letter writing process that provides adults in custody (AIC) with the opportunity to demonstrate responsibility for their crimes and express remorse for the harm they may have caused.

The program provides crime victims/survivors with the choice to receive information in a safe manner.

- ◆ AIC's may initiate the process by applying to participate in the program
- ◆ Crime victims/survivors may inquire with Victim Services to find if they have a letter available for them
- ◆ Victims are not contacted about the availability of a letter if they have not registered with the Bank through Victim Services
- ◆ Victims decide whether or not they wish to receive a responsibility letter and whether or not the AIC is informed that the victim received or read the letter
- ◆ Participation does not constitute permission for the AIC to make additional contact
- ◆ Victims may choose to respond to a responsibility letter through the program, however, further correspondence requires the approval to participate in the FDP
- ◆ Letters will be reviewed by the Victim Services Program for appropriateness
- ◆ Accepted AIC letters will be deposited in the Responsibility Letter Bank maintained by Victim Services
- ◆ Letters are voluntary and will not affect an AICs good time, release date, or post-prison conditions

To request additional information about the Responsibility Letter Bank, please contact Victim Services at:

**DOC Headquarters
Victim Services- Responsibility Letter Bank
3723 Fairview Industrial Drive SE Suite 200
Salem, OR 97302-4975**



Financial Services

Informational Briefing

Adult in Custody (AIC) 2026 Tax Information

The Department of Corrections (DOC) will not provide federal or state tax forms to AICs.

- AICs may write or call the Internal Revenue Service (IRS) or Oregon Department of Revenue to request tax forms.
- AICs may elect to reach out to their friends and family to request they send tax forms in through the mail. All incoming mail is subject to the Departments rule on mail, 291-131-0025.
- DOC staff / legal assistants are not authorized to provide tax advice or status updates on filings to AICs.
- AICs may appoint a qualified and trusted person as their power of attorney (POA) to assist with the tax filing process. POA forms can be obtained by submitting a Library Request form (CD1714).
- DOC will only issue 1099 (MISC/INT) to AICs who meet specific IRS minimum requirements.
 - ✓ 1099 MISC issued to AICs who have received \$600 or more in PRAS for the tax year.
 - ✓ 1099 INT issued to AICs who have accrued \$10 or more in interest for the tax year.

State and Federal
taxes due date:
April 15th, 2026

AICs will need to use
their own pre-
addressed postage
paid envelope for tax
correspondence and
filings.

Oregon Department of Treasury Tax Forms Requests	Internal Revenue Service Tax Forms Requests
Department of Revenue P.O. Box 14999 Salem, OR 800-356-4222	Department of Treasury Internal Revenue Service Ogden, UT 84201-0002 800-829-3676

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.oregon.gov.

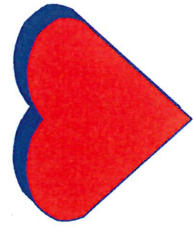
FS AIC Info Briefing November 2026

Week at a Glance

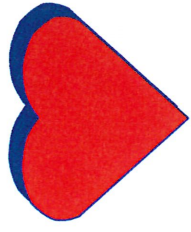
Menu subject to change without notice. Meat-Alternative-Trays available at lunch & dinner only.
*Contains or may contain pork.

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

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FEBRUARY 2026



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 AM PM EVE FULL MOON	2 AM PM EVE GROUNDHOG DAY	3 AM PM EVE	4 AM PM EVE	5 AM PM EVE	6 AM PM EVE	7 AM PM EVE
		MAINLINE SHOWERS A/D	A/D C/E A/C	C/E A/D E	MAINLINE SHOWERS C/E D	C/E A/D A/C
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
		MAINLINE SHOWERS C/E A/C	C/E A/D E	A/D C/E D	MAINLINE SHOWERS A/D A/C	A/D C/E E
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
		MAINLINE SHOWERS A/D E	A/D C/E D	C/E A/D A/C	MAINLINE SHOWERS C/E E	C/E A/D D
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
		C/E A/D E	C/E A/D A/C	A/D C/E E	MAINLINE SHOWERS A/D D	A/D C/E A/C
1-Mar AM PM EVE	2-Mar AM PM EVE	3-Mar AM PM EVE	4-Mar AM PM EVE	5-Mar AM PM EVE	6-Mar AM PM EVE	7-Mar AM PM EVE
		A/D C/E D	A/D C/E E	C/E A/D D	A/D C/E A/C	C/E A/D E
		FULL MOON				

AM-MORNING YARD (7:45-9:45 AM)
PM-AFTERNOON YARD (1:00-3:30 PM)
EVE-EVENING YARD (7-9 PM) REC. BLDG. ONLY