



The Oregon Department of
Corrections
Handbook for...

Families and Friends of Inmates



Created in partnership with
Oregon CURE

September 2008

Foreword from Oregon Cure

The idea for an orientation and handbook for families and friends of inmates grew from the experience most of our members have had: coming 'cold' into the world of corrections when someone we care about is convicted of a crime and imprisoned. We have been— as you probably are— angry, confused, scared, sad, and wondering what happens next.

This booklet is intended to introduce you to the Department of Corrections and answer as many of your questions as we can. We want you to know what to expect for yourself and for your loved one, and to have a basic idea of what the rules and procedures are so that you can support your loved one through a difficult experience.

Get involved! Stay strong!

*The Steering Committee
And Members of Oregon CURE*

“Today’s Prisoners Are Tomorrow’s Neighbors”

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An Introduction to the Oregon Department of Corrections (ODOC)

Mission

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior.

Core Values

- We value our responsibilities.
- We value integrity.
- We value teamwork.
- We value respecting others.
- We value constructive change.
- We value the participation of all.

Vision

- We take a proactive role in the development of criminal justice policy.
- We create partnerships with Oregon communities to hold offenders accountable, engage victims, and enhance the quality of life for the citizens of Oregon.
- We are a committed, creative, and productive organization which recognizes safety and security as an essential business practice.
- We require sound fiscal management of public resources using outcome-oriented strategies.
- We provide offender programs and resources which support the department's mission.
- We are a diverse, skilled workforce which shares the responsibility for outcomes across organizational boundaries.

Oregon Accountability Model

The Oregon Accountability Model encompasses the simultaneous, coordinated and efficient implementation of many Department of Corrections initiatives and projects that provide a foundation for inmates to lead successful lives upon release.

The Oregon Accountability Model has several components, each of which stands on its own as a project or a part of the Oregon Department of Corrections' organization and culture. However, woven together these separate components form a stronger fiber that strengthens the department's ability to hold inmates/offenders accountable for their actions and ODOC staff accountable for achieving the mission and vision of the department. Components of the Oregon Accountability Model include:

- Criminal Risk Factor Assessment and Case Planning
- Staff-Inmate Interactions
- Work and Programs
- Children and Families
- Reentry
- Community Supervision and Programs

For more information on the Oregon Accountability Model, please visit the ODOC website: www.oregon.gov/DOC/.

Frequently Asked Questions

If I have an emergency, who should I contact?

In most cases, the person you contact first is the inmate's correctional counselor. After completing the intake process, each inmate is assigned a counselor. You can find out who the counselor is by calling the prison where the inmate is housed or the ODOC administration information number at (503) 945-9090. A list of all ODOC facilities and their phone numbers is located at the end of this publication. Because counselors often have hundreds of inmates on their caseload, they will not give messages to inmates

unless there is a true emergency such as the death of a family member. In an emergency, you may also contact the prison's chaplain.

May I tour the prison?

No. As a general rule, family members and friends of inmates are not allowed to tour a prison. This is due to security concerns.

What if I think the inmate should not be in prison?

The Oregon Department of Corrections is not involved in an inmate's sentencing and cannot change anything a court has ordered. ODOC can help inmates clarify sentencing orders or receive credit for time served in county jail. However, ODOC cannot give legal advice. Information is available to inmates through prison law libraries or through their attorneys.

Can all inmates earn time off their sentence?

No, not all inmates have sentences that allow them to earn a prison term reduction. What the crime was, when it was committed, and what laws were in effect at that time of sentencing determine whether inmates can earn time off of their sentences. For those who are eligible, the amount of time they can earn varies, but generally is awarded for good behavior and for participating in programs. If you get a copy of the inmate's corrections plan and reviews, you will notice that "earned time" is tracked even if the inmate isn't eligible for earned time. This is done for statistical reasons and in the event that laws are changed in the future and an inmate becomes eligible for earned time.

How can I find out if an inmate has been transferred or released?

A great resource is the VINE ("Victim Information and Notification Everyday") system. This system was originally designed for crime victims. However, family members and friends of inmates may use the program as well. VINE provides information about an inmate's location and convictions. Callers also have the option to receive an automatic notification by telephone when an offender has a change in status including transfers, hearings, releases, and escapes. To register, call the VINE hotline at 1-877-OR4-VINE (1-877-674-8463). Once connected, follow the computer prompts given. The Oregon VINE service is available in English and Spanish. More information about VINE is available on the DOC website: www.oregon.gov/DOC/.

Intake and Assessment

What is the intake process?

Inmates entering the Oregon Department of Corrections first go through the department's intake process at Coffee Creek Correctional Facility in Wilsonville where they spend an average of around 30 days. Medical and dental health, educational needs, mental health and alcohol/drug use are among the many areas assessed during the intake process.

Following the assessments, an intake counselor interviews each inmate. The counselor reviews sentence length, detainers (holds from other states, counties, or the federal government), sentence reductions (if any), release date, program options and expectations, gang involvement and inmate concerns. The counselor also reviews assessment results and the information in the inmate's file. All of this information is used to determine the inmate's custody level and identify specific criminal risk factors so program needs are appropriately addressed.

What are "classification" and "custody level"?

Classification refers to the process the ODOC uses to determine an inmate's custody level. The primary tool is a classification scale that weighs risk factors to predict the likelihood of certain behaviors such as: escape, violence, and/or disruption of the safe, secure, and orderly operation of the prison. The classification system includes the following four scoring elements:

- Escape History
- Sentence Remaining
- Detainers
- Institutional Behavior

Custody levels range from 1 to 5, where 1 is the lowest possible level of custody and 5 is the highest. These levels can change during incarceration — they can be raised or lowered. They are reviewed at least every six months. An inmate may ask to have his/her custody level reviewed.

The Oregon Department of Corrections also utilizes a validated predictive tool called the *Violence Predictor Score (VPS)*, which can override some inmate's initial intake custody classification score to a level 3 or 4. The VPS is only a factor during the first year of incarceration and is based on variables which predict who might be at higher risk for violence. After the initial year, the classification score is determined using only the four scoring elements listed above.

What is a "corrections plan"?

A corrections plan is a document that is similar to a treatment plan. Through the intake and assessment process, an inmate's criminal risk factors and areas of need are identified and appropriate programs and treatments are assigned. These assigned programs and treatments are entered into the inmate's corrections plan. Programs/treatments can include work, basic education, alcohol/drug treatment, anger management, mental health treatment, cognitive programs, parenting, and more. The inmate's progress in completing programs, work assignments, treatments, as well as housing assignments, compliance, and misconducts are tracked through the corrections plan.

May I be involved in the corrections plan?

The corrections plan is developed by the intake counselor and discussed with the inmate near the end of the intake process. If you wish to provide input in the development of the corrections plan, you may contact the intake counselor. The intake center is located at Coffee Creek Correctional Facility and the address and phone number is located at the end of this publication. Once the intake process is completed, inmates and their correctional counselors meet and review the corrections plan every six months. You may ask an inmate about his/her corrections plan (the inmate may send you a copy), and how they are doing on completing the plan's requirements.

Your support of the inmate and encouragement to follow the plan and complete program requirements are extremely helpful in improving the chances that the inmate will make a successful transition into the community following release. If the inmate is eligible for parole or a sentence reduction, completing the plan's requirements is an important step toward getting out sooner. Note: If an inmate has not filled out a Release of Information (ROI) form, the amount of information ODOC staff can share is very limited. Encourage the inmate to sign the ROI: it will be very important if there comes a time when you need to advocate for that person.

Can I visit an inmate while he/she is involved in the intake process?

No, visiting is not allowed for inmates involved in the intake process. Intake inmates are allowed to complete and submit visiting applications, however. These applications are available on the inmate's housing unit. Family and friends can also access visiting applications from the ODOC website: <http://www.oregon.gov/DOC/>.

How is prison placement determined?

Inmates are assigned to prisons in the final stages of the intake process. Considerations include the inmate's potential conflicts with other inmates (enemies, rival or affiliated gang members, and co-defendants), program needs, and space availability. Increasingly, assignments to prisons are made on the basis of which facility offers the programs the inmate needs. Medical and/or mental health issues also effect placement decisions. For these reasons, minimum-security inmates may not always be sent to minimum-security prisons.

Prisons

How many prisons are there? Where are they?

ODOC uses the words prison, institution, and facility interchangeably. There are currently 14 state prisons in Oregon. Female inmates are housed at CCCF. All other ODOC facilities house male inmates. A list of prisons is located at the end of this publication.

Why are inmates transferred among prisons?

An inmate can be transferred at any time to another prison for a variety of reasons (program availability, medical needs, bed space issues, etc.) For security reasons, transfers are not made known in advance. However, by registering with VINE you will have the option to receive an automatic notification by telephone when an offender has a change in status including transfers, hearings, releases, and escapes. To register, call the VINE hotline at 1-877-OR4-VINE (1-877-674-8463).

Do inmates ever get hardship transfers?

Under very rare circumstances an inmate may be transferred to a different prison because of "hardship." Each case is closely reviewed by staff members at the prison where the inmate is transferred to after completion of the intake process, to determine whether the hardship justifies a transfer. Visiting inconvenience and/or considerable distance from family or friends is not considered a hardship.

How can I find out how an inmate is doing during incarceration?

The best source of information is the inmate. You may write inmates using the addresses listed at the end of this publication. It's important to include the inmate's name and State ID (SID) number on the envelope above the facility name and address. If you don't have the inmate's SID number, simply contact the institution where they are located and request it. Please refer to the section entitled, "*How can I communicate with an inmate through the mail?*" for more detailed information on the mail system.

Inmates also have access to phones. Please refer to the section entitled, "*Can an inmate place calls from the prison?*" for more detailed information on the phone system.

If you need additional information or would simply like to speak to a staff person regarding a particular inmate, you may contact the inmate's correctional counselor. They can give you an idea of the inmate's progress and how you may be able to help. Addresses and phone numbers for each of the ODOC institutions are located at the end of this publication. Note: If an inmate has not filled out a *Release of Information (ROI)* form, the amount of information ODOC staff can share is very limited. Encourage the inmate to sign the ROI: it will be very important if there comes a time when you need to advocate for that person.

How can I communicate with an inmate through the mail?

To send a card or letter to an inmate, you must address it to him or her using their committed name (no nicknames or AKAs), State ID (SID) number, and institution name and address. If you are unsure of the inmate's SID number, you may call the ODOC to get it. A complete list of institution names, addresses and phone numbers is provided at the end of this publication. Please ensure that YOUR complete name (at least your first initial and last name) and address are on the FRONT of the envelope. Stickers, glue, tape, glitter, perfume, lipstick or any other foreign substance or stain located on the inside or outside of the envelope or on the letter itself will cause your mail to be rejected. Letters or artwork in crayon or gel pens, envelopes, stamps, cash, checks, blank paper or cards, cardboard or maps are also NOT allowed.

You may send cards or letters and up to ten of any one kind of permitted item in a single envelope, as long as the stuffed envelope is not more than ¼ inch thick. Permitted items include newspaper or magazine clippings, drawings in pen or pencil (lead or colored, but NOT crayon), photographs (NO Polaroids), or small pamphlets. Photocopies or computer printed photographs may also be mailed in. One page of photocopied or computer printed photographs is considered *one* permitted item. Please note that there are also restrictions on the content of photographs. Photographs containing actual or simulated sex acts and nudity (regardless of age or gender) or gang related poses, hand signs, etc. are prohibited. Books, newspapers and magazines must be sent directly from the publisher.

If the mail you send violates the mail rule (OAR 291-131), it will be returned to you along with a printed notice explaining why your mail was returned. The inmate will also receive a copy of the same notice. ALL mail to inmates is opened and inspected before being delivered. Mail marked 'Legal Mail' must come from an attorney or court and must be opened with the inmate present. For more detailed information on mail related matters or to review the ODOC mail rule (OAR 291-131), you may either contact the mailroom at the inmate's institution or logon to the ODOC website: www.oregon.gov/DOC/.

Can an inmate place calls from the prison?

Yes, inmates may make calls to approved phone numbers from all ODOC institutions. Before a call can be placed, however, the inmate must be issued a PIN number. This number is given to inmates within a few days after their arrival at CCCF and they can begin making collect calls immediately, providing the number they are calling is set up to receive collect calls. If you are unsure of whether your phone number is able to receive these types of calls, contact Value Added Communications at 1-800-786-8521. They are the only ones who can tell you whether or not it's possible to bill you for these collect calls. Please remember that frequent collect calls can lead to a high phone bill. Many people have been shocked to receive huge phone bills after the first month because they had no idea how much the calls were costing. Collect calls can be expensive. You can hear the cost of these calls by following the instructions in the opening message of each call.

If an inmate wishes to make a direct call (enabling him/her to call cell phones or other numbers that don't accept collect calls) they, or you, will need to set up a VAC (Value Added Communications) account. This is NOT the same as the inmate's ODOC Central Trust Account. VAC is a private company that the ODOC contracts with in order to provide calling services to those in the Oregon prison system. If you have questions about calling options or would like to find out more information on how to deposit money on an inmate's VAC account, please contact VAC at 1-800-786-8521. Make sure you are requesting information on the "debit" program.

All phone numbers an inmate wishes to dial, with the exception of his or her attorney, must be approved by the ODOC before they can be added to the inmate's approved call list. After a short grace period, the inmate will only be able to call numbers on his/her approved call list or attorney list. In order to add your number to an inmate's list, the inmate will need your name and physical address (PO Boxes not accepted). The inmate will submit this information on an *Inmate Call List Form* and the number will be added to his/her approved list. Without a name and physical address, a phone number cannot be added to an inmate's phone list.

Be advised that ALL CALLS ARE MONITORED and/or recorded. Due to the number of inmates in the system, calls are limited at each institution to a length of time determined to be appropriate for that institution. This time limit is determined by the size of the inmate population and phone availability at each institution. A recorded message will warn you that your time is coming to an end and the call will automatically terminate one minute later. The inmate is welcome to call back if there is a phone available. Attempts to make any kind of 3-way or conference call, or use of the call-forwarding feature will result in your phone number being permanently blocked.

How can I place money on an inmate's trust account?

Inmates have a trust account that is managed from the ODOC central office (Dome Bldg) in Salem. Any PRAS (Performance Recognition & Award System) awards or monetary gifts received from an inmate's family or friends are credited or deposited to an inmate's account. PRAS awards are points awarded to an inmate for satisfactory performance in a job assignment and correctional program. These points accumulate and result in a monetary deposit into the inmate's trust account that can then be used for commissary or to pay for outside things such as gifts, magazine subscriptions, educational courses or other materials. An inmate may also transfer money on their trust account to a VAC phone account. See the section entitled, "*Can an inmate place calls from the prison?*" for more information on inmate phones.

You may send a money order or cashier's check (NO cash or personal checks) made out to the Oregon Department of Corrections, along with the inmate's name and SID number to:

***ODOC Central Trust
PO Box 14400
Salem, Oregon 97309***

DO NOT send money directly to the institution where the inmate is located. ALL funds to be deposited on an inmate's trust account must be sent to the Central Trust office. Once funds are received and deposited in the inmate's account, the inmate will be sent a notice stating how much money was credited to his/her account and who deposited it.

Please do not include any letters or other personal items for the inmate in the envelope that you use to mail the money order/cashier's check in to ODOC Central Trust. Letters, cards and/or pictures cannot be accepted and will be discarded. These items need to be sent directly to the institution where the inmate is housed.

NOTE from CURE: As family and friends of inmates, we know you want to support your loved one. However, you need to decide if, when and for what reasons you will send money to an inmate, as well as how much you can afford to send. Inmates may purchase things like hygiene supplies, writing materials, art supplies, "sturdier" shoes and snack food from the commissary. Until the inmate has a job, it may be helpful for him or her to have some money to purchase those things. However, all of an inmate's basic needs are provided for and there is no need for an inmate to have large sums of money available. Your first priority is to take care of yourself and your family. You may also have the added expense of paying for phone calls and any costs associated with traveling to visit your loved one. Remember that it's ok to say "no."

How do I go about visiting an inmate?

Getting on an Inmate's Visiting List

Once an inmate has completed the intake process at CCCF (males are transferred to another institution, females are removed from intake status) and had approved visitors placed on his/her visiting list, he/she can begin receiving visits. The intake process usually lasts around 30 days. Although inmates on intake status cannot receive visits, they can complete and submit visiting applications. In order to do this, they will need some basic information about the person wishing to visit them. This information includes, among other things: the visitor's name and address, date of birth, driver's license number and phone number. If you don't feel comfortable providing this information to an inmate, you may also go to the ODOC website (www.oregon.gov/DOC/) and complete and submit a visiting application yourself using email, fax or U.S. mail. Directions for submitting completed visiting forms can be found on the form itself.

All individuals wishing to be placed on an inmate's visiting list, regardless of age, must submit a visiting application. Minor children must also have a *Letter of Custodial Consent* on file, signed by the custodial parent or legal guardian and witnessed by a Notary Public, in order to be approved for visiting. This letter will be mailed out to the minor child's custodial parent or legal guardian upon receipt of the child's visiting application. A minor child must also be accompanied at a visit by an adult who is on the inmate's list of approved visitors. This person does not have to be the child's custodial parent or guardian.

An inmate may have up to 15 people on his or her approved visiting list. Children under the age of 10 are not counted as part of the 15-person limit. Please be advised that it's the inmate's responsibility to select which 15 people they would like to have on his/her approved visiting list. Simply submitting an application does not guarantee that you will be placed on an inmate's visiting list.

A criminal records check will be run for all applicants age 15 and over. Submitting false information may result in the application being denied. Past criminal activity may not necessarily prevent someone from being placed on an inmate's visiting list.

Once a visitor has been approved and added to an inmate's visiting list, the inmate will be notified in writing. It is the inmate's responsibility to notify the visitor of the approval. Inmates are also notified in writing of visiting applications that are denied or deferred. It is the inmate's responsibility to pass on this information to perspective visitors as well. Inmates are allowed to appeal a visitor's denial. ODOC staff cannot tell you whether or not you've been approved or denied. They also cannot tell you who is on an inmate's approved visiting list. This information must come from the inmate.

The Visiting Point System

Inmates are allowed 24 visiting points per month. Each individual visit deducts points from the total allowance. Weekend and Holiday visits deduct two points per person. Weekday visits deduct one point per person, per visiting session. Visiting points shall not be deducted for children one year of age and younger or adults 65 years and older. Some institutions may waive visiting points or frequency of visits allowed to accommodate work schedules or visitor travel distance. If you think this may apply to you, contact the institution ahead of time.

Arriving at the Institution

When you arrive at the institution for a visit, park and lock your vehicle in the visiting parking lot. Children and animals cannot be left unattended in the vehicle or anywhere on the institution grounds. Smoking is not allowed within a correctional institution so please leave any tobacco products behind. Shuttle bus services for transporting visitors may be available at some of the institutions. These services are provided by various local social service agencies. You may call the institution you will be visiting ahead of time to see if shuttle services are available. Be advised that visiting hours may vary between institutions. You should contact the institution you wish to visit in order to determine visiting hours. You must arrive no later than 30 minutes before the end of a visiting session. Delays may occur when you are waiting for a visit. Plan for unanticipated delays by giving yourself plenty of time to go through the check-in process.

Processing of Visitors

When you actually enter the institution for a visit, you will likely be in a line with other visitors. You will sign in and present appropriate photo identification. Appropriate identification for visitors 16 years of age and older includes: driver's license, passport, state ID card, military ID card, school ID card or other official government ID card. Appropriate identification for visitors under the age of 16 includes: birth certificate, social security card, Oregon Health Plan medical card, student body card, state ID card or Smile Safe Kids ID card. Please come prepared with proper ID.

All visitors will proceed through a security check-point to access the visiting area. Security staff will screen all visitors and search all authorized hand-carried items. As a part of the security screening, you may be required to proceed through a metal detector or be 'wanded' by a handheld metal detector. If additional screening is needed, visitors may be subject to a frisk search conducted by a security staff member of the same gender as the visitor. Be advised that metal buttons, body piercings, jewelry, underwire bras and some shoes may activate the metal detector. Avoid wearing metal as much as possible or be prepared to remove certain items in order to pass through the metal detector successfully.

Visitors with internal or external medical devices should check with their doctor prior to arriving to determine whether or not it is safe to go through a metal detector. If the doctor determines that it is not safe for the visitor to be processed through a metal detector, the visitor must have documentation from the doctor stating this. Visitors with pacemakers should carry a pacemaker ID card. Visitors confined to a wheelchair will also need to provide medical documentation to support their need to be in a wheelchair.

Appropriate clothing must also be worn in order to successfully pass through the security screening. A good rule to follow is, wear conservative clothing. Please do not wear suggestive, revealing, low-cut or skimpy clothing. Dresses, skirts, pants/shorts may not be shorter than 2 inches above the middle of the kneecap. Hats, wrap-around skirts, halter tops, sheer or see-through clothing are not allowed. **YOU ALSO MAY NOT WEAR BLUE DENIM OF ANY KIND** or any other clothing resembling inmate attire. Gang-related clothing, camouflage, or clothing with controversial statements or slogans is also not allowed. Footwear and undergarments **MUST BE WORN**. It's suggested that new visitors bring an extra set of clothing with them just to be sure that you'll be allowed into the institution. You can store your unused clothing items in your vehicle. Most institutions also have lockers available for visitor use. There may be a cost for use, usually 25 cents. The institution is not responsible for items placed in lockers.

No cash or other negotiable instruments other than \$15 in quarters or tokens per visitor for use in the vending machines are allowed in the visiting room. This includes checkbooks, credit and/or debit cards. Cell phones, pagers, or other electronic devices are also not allowed in the visiting area. For this reason you may be required to lock-up personal items in your car or in the lockers provided for visitor use. Visitors may bring five non-Polaroid photographs or five sheets of photographs into the visiting room. All photographs must leave the visiting room with the visitor at the conclusion of the visit.

The Visiting Room

Once you have been processed through the security screening, your hand will be stamped with a special ink that is only visible under a black light and you will be led into the visiting room. Each ODOC institution has a designated visiting room or area with assigned seating. Visiting room staff will tell you where to sit as you enter the room as each institution handles this a bit differently. Most visits between an inmate and his or her family are classified as 'privileged visits.' During a privileged visit you are allowed limited

physical contact. Visitors approved for privileged visiting may share a brief embrace and/or kiss with the inmate at the beginning and end of the visit. Excessive physical contact will be grounds for terminating the visit.

When you enter the visiting room you will see chairs, and in many of the institutions, small, individual tables arranged in a row. Generally, the inmate will sit on one side and the visitor on the other. Chairs MUST be left in their original position. Handholding and holding of small children eight years of age is permitted. Many of the institutions have play rooms with toys and activities for children. Crayons and coloring books are also available for children to use while they are seated with the adults.

A limited number of supplies for infants are permitted. Approved items per child include: two diapers, one clear plastic bottle, one single layer blanket, one pacifier, and diaper wipes contained in a clear plastic bag. All items shall be subject to search.

There may be vending machines in the visiting area. The visitor may purchase food or drink items for him or herself or the inmate, but the inmate and the visitor may not share the same food or drink. Inmates are prohibited from handling money or tokens and from approaching or operating the vending machines.

Many visitors stay for the entire visiting session, although you don't have to. You may leave before a visiting session ends, but you may not return for another visit within the same visiting session. You may also choose to begin a visit after a visiting session has begun. As long as you show no later than 30 minutes before the end of a visiting session, you will be allowed to visit. Be advised that staff may limit the visits to one hour if the visiting area is full and there are other visitors waiting to come in for a visit. At the end of the visiting session, staff will make an announcement that the session is now over. Visitor restrooms are available.

Visitors are encouraged to view the ODOC website (www.oregon.gov/DOC/) or contact the institution they will be visiting for more detailed information or questions regarding the visiting process.

Contraband and Sanctions

Although contraband is usually thought of as drugs, tobacco or weapons, contraband is actually considered to be anything that inmates are not authorized to have in their possession. Things that seem "innocent" to a visitor or inmate may be considered contraband to the ODOC. Visitors are not allowed to exchange anything with an inmate or bring anything in with the intent of giving it to the inmate during a visit. Inmates are not authorized to take anything from the visiting room back to their housing unit. Inmates are searched - patted down or strip searched - upon entering and leaving the visiting room. If they have something upon leaving the visiting room that they didn't have when they arrived for the visit, it is very likely to be discovered. The inmate may go to segregation as a result of an attempt to bring something back to their housing unit and your visiting privileges may be suspended or restricted for a period of time, or permanently.

There are a range of sanctions for misconduct on the part of the inmate and the visitor. For minor, one-time infractions, the visit may simply be terminated, which means the visitor will be asked to leave. There is no written follow-up to the visitor at this level, provided no change in visiting status results. Please remember that attempting to argue will likely not accomplish anything.

Sanctions for more serious violations range from 30-day to 2-year suspensions or restrictions to basic visiting. Permanent removal of visiting privileges may also result. Because these sanctions result in a change in visiting status, visitors will receive written follow-up.

For more detailed information on visiting, sanctions, requesting administrative reviews and appeals, please review the ODOC rule on visiting (OAR 291-127). This and other ODOC rules can be found on the ODOC website: www.oregon.gov/DOC/.

What are Alternative Incarceration Programs (AIP)?

In Oregon, "alternative incarceration" refers to intensive prison programs in which selected inmates are given the opportunity to address criminal risk factors. Alternative incarceration in Oregon was established by the 1993 Legislature with House Bill 2481, creating the Summit program. Ten years later, the 2003

Legislature authorized the Oregon Department of Corrections (ODOC) to establish additional residential alternative incarceration programs that emphasize intensive alcohol and drug treatment (House Bill 2647). NOTE: Due to limited space availability, placement in an alternative incarceration program is not guaranteed, even if an inmate is determined to be eligible for participation. Recommendation from a court/judge will also not guarantee placement in an AIP program.

There are currently four alternative incarceration programs available within ODOC. They include:

SUMMIT The SUMMIT (Success Using Motivation, Morale, Intensity and Treatment) program for men was established in 1994 and is located at Shutter Creek Correctional Institution in North Bend. This program requires inmates to confront old criminal beliefs and thinking patterns. It focuses on cognitive skill building, alcohol and drug education, developing work skills and ethics, and building and maintaining pro-social relationships. Under the direction of community officers and counselors, offenders learn to accept responsibility for their criminal behaviors and the injuries they caused others. The activities are designed to prepare inmates to reenter mainstream society as responsible, contributing members of the community.

New Directions Addictions Program is an intensive residential treatment program for men at Powder River Correctional Institution in Baker City. It focuses on personal accountability and responsibility, a structured daily routine that involves physical work and exercise, behavioral skill development, and group and individual addiction treatment. Additional interventions include preparation for gainful employment, developing pro-social relationships and family skills, identifying and changing criminal thinking errors and tactics, attending 12-step programming and other recovery activities, and developing healthy decision-making skills and habits for successful community living.

LIFT The LIFT (Living In Freedom Today) program at Coffee Creek Correctional Facility is designed to assist female offenders in examining their thought processes and help them discover how their thinking may lead them to act in an antisocial or criminal manner. After a process of assessment, the program extensively addresses pro-social skill development and provides opportunity to practice these skills through the use of activities, surveys, discussion, homework, role plays and lecture. The education component is divided into ten modules and addresses the participant's transition needs and provides one-to-one case management to assist them in transitioning back into the community.

Turning Point Alcohol & Drug Program for women is offered at Coffee Creek Correctional Facility. In a learning environment, female inmates work to develop the pro-social skills needed for life outside prison. Residents in the program participate in intensive addiction treatment, increase their personal accountability and responsibility, and are required to develop healthy daily routines that involve physical work and exercise, behavioral skill development, and participation in individual and group counseling. A strong emphasis is placed on preparing for gainful employment and successful living in the community.

Why does gang affiliation matter to ODOC?

Gangs, also known as security threat groups, are considered a threat to safety and security. ODOC enforces a 'zero tolerance' policy on gang activity. This is to keep members of rival gangs from continuing their conflicts inside prison and engaging in conduct that threatens the safety of staff and other inmates. It is important for friends and family members to know that gang-related materials or displays sent to an inmate will not be permitted. Any such material will be returned. Additionally, sending such material may cause the inmate to be identified as a gang member or affiliate.

What types of housing are available in the prisons?

Some inmates live in cells and some in dormitories. Most inmates in cells share their cell space with another inmate. Each institution has different types of housing:

Privileged Housing: Inmates in privileged housing units generally have a little more freedom and more privileges than other housing assignments. To be eligible, inmates must be in compliance

with their corrections plans and not have had any misconduct/disciplinary reports for a certain amount of time. Only a few prisons have privileged housing.

General Population: Most inmates are in general population. During specific hours, they work, attend programs and meals, have access to the outdoors, library, gym, day room, and phones. They may also possess a limited amount of personal property.

Disciplinary Segregation Unit (DSU): Disciplinary segregation is the "jail" within a prison. Inmates are assigned to DSU for serious rule violations. Each inmate has a hearing which results in a finding and sanctions (if appropriate). If their actions present a threat to security, inmates can be sent to DSU immediately pending a hearing. DSU inmates are confined to their cells 23 hours a day. They have one hour a day for recreation and a shower. They may be sanctioned to DSU for up to 180 days.

While in DSU, telephone calls can only be made in an emergency. Inmates in disciplinary segregation are only allowed one-hour basic visits with immediate family members. Most personal property is removed until the inmate returns to general population. When released from segregation, the inmate's status is reviewed to determine new work, program and cell assignments. Most inmates also lose privileges for a period of time upon their release from DSU.

Administrative Segregation (AdSeg): Inmates who are an immediate or continuing threat to security, staff, and other inmates, or who are at risk of being harmed by other inmates are housed in AdSeg. They may be there voluntarily or involuntarily. Inmates who need to be in protective custody are also housed in AdSeg. Voluntary inmates may have more privileges than other AdSeg inmates, including contact visits (at some prisons), and visits with other people on their visiting list in addition to immediate family members on their lists.

Intensive Management Unit (IMU): IMU is a housing and program assignment, not a sanction, for maximum custody inmates. Inmates who have a significant, documented history of violence and/or disruption within prison are housed in these units.

Life in IMU is extremely restrictive; inmates remain in the unit for all activities. Whenever leaving their cells, inmates wear physical restraints (handcuffs and shackles) and are escorted by two staff. While in their cells, they are not in restraints. Appointments must be made for visits, and only immediate family can visit.

IMU housing assignments are reviewed every six months. An inmate must make progress in programs and demonstrate appropriate behavior before a reclassification and return to general population is considered. There are several levels of restrictions/privileges within IMU that inmates work to achieve.

Mental Health Infirmary (MHI): This special housing unit is for mentally ill or severely emotionally disturbed inmates who are in need of treatment and who endanger themselves and/or others or are unable to care for their basic needs.

Medical Infirmary: Some inmates with severe, chronic health problems need to be housed in a prison infirmary. Additionally, several prisons have a hospice program for terminally ill inmates.

Death Row: Death Row is located at Oregon State Penitentiary and houses inmates sentenced to death. These inmates are classified as level 5. Appointments must be made in advance for visits, but they are allowed several visits a week. Visitors are not limited to immediate family, but must be on the inmate's visiting list.

What is a typical day like for an inmate in general population?

Most inmates' days are fairly busy with work, programs, meals, appointments, showers, and recreation. Each inmate has a daily schedule to follow and checks each evening for any call-outs (appointments) that may be scheduled for the next day.

Breakfast usually begins between 5:30 a.m. and 6:00 a.m. Inmates have approximately 20 minutes to eat. When breakfast is finished, they return to their cells/bunks, except for those minimum custody inmates who go to outside work assignments. Inmates who stay in the prison are later released to go to their individual assignments (i.e. work, school, other programs, call-outs, and recreation).

At mid-day, inmates return to their cells/bunks for 'count,' which occurs at least three times per day. They then go to lunch, return to their cells/bunk, and then proceed with their afternoon schedules. Mail is delivered on weekdays, usually in the late afternoon.

After dinner inmates return to their cells/bunks. Some may have work, programs, or call-outs in the evening. Others spend time in the day room watching TV, playing cards, making phone calls, etc. Some inmates go to the recreation yard while others stay in their cells/dormitory to draw, listen to music, or sleep. Inmates may order items from a canteen (commissary) once a week. At approximately 10:00 p.m. everyone is locked in his/her cell or expected to remain on his/her bunk for the night. Those who work a night shift must be up and ready to go to work at the scheduled time.

What kinds of rules are inmates expected to follow?

Inmates have a variety of rules to learn and obey. Each inmate is issued a copy of ODOC *Rules of Prohibited Conduct* upon arrival and is responsible for knowing and following all the rules. Rules range from prohibiting assault on another person to specifying items of clothing that must be worn. There are various sanctions for violating the rules, from a relatively 'small' sanction such as a cell-in/bunk-in for a few hours, to more severe sanctions that may include time in disciplinary segregation.

How do inmates communicate with prison officials?

Inmates speak directly to staff assigned to their housing units or during programs. To talk with their counselor or other staff members whose office may not be located on the housing unit, inmates simply fill out an *Inmate Communication Form* (a "kyte"). The kyte is then mailed through the ODOC internal mail system and no postage is required. Most of the time, the kyte will come back with a written response or the inmate is placed on call-out to see the staff member. Inmates may also contact administrators or an administrative division in the same way without having to pay postage.

What staff positions are in the prisons, and what do they do?

Security staff maintain the safe, secure, and orderly operation of the institution. Security staff (sometimes referred to as custody staff) includes correctional officers, corporals, sergeants, lieutenants, and captains. They are supervised by a security manager and, in some prisons, an assistant superintendent of security.

Program and treatment staff includes counselors, teachers, work coordinators, chaplains, library coordinators, mental health workers, and health care providers. Some of these staff are employees of ODOC and some are employed by another agency providing the services under contract.

Administrative staff perform the administrative and clerical duties necessary to run a complex institution. These include the superintendent, assistant superintendent(s), and support staff, as well as people who work in maintenance (physical plant), food services, records, etc.

All staff are responsible for maintaining the security and supervision of the inmates. All staff are also responsible for supporting inmates' corrections plans.

Volunteers are important in religious, education, and club activities. They undergo a thorough background check and attend a training course before they actually begin working in a prison.

What training is provided to institution staff?

New employees are given from 40-120 hours of orientation and training, depending on their job. Topics include the ODOC mission, vision, values, the Oregon Accountability Model, rules, operating policies, safety standards, performance expectations, offender management, and the specific practices of their assigned worksite.

New correctional officers also attend a 5-week basic corrections academy where they learn interpersonal

communication, offender management, and security techniques. Officers maintain first aid and CPR certification. They also receive training in mental health issues. Employees attend additional training each year, ranging from refresher courses in basic correctional skills to programs in advanced communication skills, leadership, and management techniques. Those in specialized positions such as health services and mental health case management are expected to participate in additional training to maintain professional certification or licensing.

What do I do if I have concerns or complaints about the way an inmate or I have been treated?

If you have concerns about the way you have been treated, you may want to contact the employee's supervisor or the prison superintendent. If ODOC finds a problem, action necessary to correct the situation will be taken. You won't be informed about discipline of any staff. If you do not think your concerns were adequately addressed, you can pursue the matter with those who have supervisory authority over the people with whom you have already made contact.

Inmates have several options when addressing concerns or complaints regarding their treatment, including formal grievance procedures. They learn about their options during inmate orientation. Additionally, inmates have handbooks they may reference.

What kind of health care is available?

Inmates are screened during the intake process at CCCF for health problems. ODOC Health Services section obtains a medical history from the inmate and completes medical and dental exams. Those in need of further care are sent to an institution that can meet his/her health needs.

State and federal laws require that health care be provided to inmates. Health services are provided by professional, properly licensed or certified staff, in settings designed and equipped to deliver this type of service. Health care in prisons meets standards set by an accreditation organization. If the institution is unable to provide the level of care that an inmate needs, public institutions (hospitals or clinics) and outside resources (specialists for consultation) may be used. For staff to be able to talk with you about an inmate's health needs, condition, or treatment, the inmate will need to sign a release of information form that specifically addresses health care.

Correctional Programs

What programs are available for inmates?

Prisons may specialize in certain program areas. For example, some prisons focus on education, some focus on work, some focus on transition, etc. This form of organization is intended to make the most efficient, effective use of ODOC resources, staff, and institutions. Each male inmate is sent to a specific prison based on his needs. NOTE: All programs are available for women at Coffee Creek Correctional Facility.

Education:

Adult Basic Education is offered to inmates with limited literacy skills.

Cognitive Skills Development focuses on changing criminal behavior by changing thinking patterns. Inmates learn more about what they need to do to become responsible citizens when they get out of prison.

Work-Based Education helps inmates develop work-related skills and train for specific jobs.

GED programs are offered to inmates without a high school diploma.

Treatment:

Alcohol and Drug Treatment: ODOC has prison-based residential and day treatment programs, treatment groups, and a dual diagnosis program. NA/AA 12-step meetings are held weekly in all prisons.

Mental Health: Services include case management, crisis intervention, medication and medication

management, residential and day treatment, and some individual and group counseling. Short-term services are available for inmates who are suicidal or who are having difficulty dealing with a particular situation (such as a death in the family).

Developmental Disabilities: There is case management and a day treatment program for inmates with developmental disabilities. The inmates are housed in general population. Once they complete the day program and have adjusted to prison, they may be transferred. Their assigned case manager sees them every six months or as necessary.

HIV/AIDS: Testing, education, and counseling are provided. Basic information is provided to all inmates at intake. Brief supportive counseling is provided to inmates newly diagnosed as HIV positive, and limited ongoing counseling to inmates with AIDS. Risk reduction classes are provided to all inmates prior to release.

Other Services:

Religious Services: Religious services, study groups, music programs, and pastoral counseling are offered through prison chaplains and volunteers. A number of different religions are represented in the prisons. Chaplains also notify inmates of serious illnesses or deaths of family members or friends in the community.

Legal Services: Inmates have access to legal information and materials through legal libraries in the prisons. Inmate legal assistants are available in the legal libraries to assist other inmates with their legal issues or paperwork.

Recreation and Other Activities: Each prison has different activities for inmates that may include clubs, sports, cultural groups, religious groups, etc.

Why take part in programs if inmates will not get a sentence reduction?

ODOC is interested in providing resources to inmates so they return to the community better able to move from criminal thinking and behavior to lawful, responsible behavior society expects of its citizens. Inmates may not want to engage in programs, but it is in their best interests to take advantage of as many programs as they can. ODOC holds inmates accountable, and part of being accountable (accepting responsibility) is participating in programs and treatment. Participation in programs earns PRAS points and other privileges in prison. Also, inmates are less likely to be involved in negative behavior. The support of family and friends who want the same outcome (a responsible, clean, law-abiding EX-offender) can help inmates understand the benefits. Family and friends may also take advantage of the incarceration time to address any issues they may have that could adversely affect the inmate upon release. Many families participate in Al-Anon, AA/NA or seek counseling.

Do inmates have to work?

Inmates in Oregon have always worked. Inmate labor is used in a variety of ways, including supporting the operation and maintenance of the prisons. The goal is to reduce inmates' idleness, reduce costs, and teach work skills to inmates. Measure 17, a constitutional amendment passed by voters in 1994, requires inmates to work 40 hours a week, or be involved in a combination of 20 hours of education and 20 hours of work. Inmates have various kinds of work assignments in the prisons. Some inmates work in the prison kitchen, laundry, or physical plant. Others may perform landscape maintenance, work as orderlies, assist other inmates in the legal library, facilitate programs, tutor, or cut hair. These types of work are relatively standard from prison to prison. There are also some private industry work assignments within prisons. Minimum custody inmates may be eligible to join outside crews that work in the community. In addition to compliance with corrections plan requirements and the award of PRAS points, work builds skills, provides practical experience, and helps incarceration time seem to go by faster.

What is PRAS?

The PRAS (Performance Recognition and Award System) system was started in December 1996, after Ballot Measure 17 eliminated monetary compensation for work as a way of motivating inmates. ODOC developed PRAS as a way to reward pro-social behavior of inmates. Points are awarded to inmates for successful participation in all constructive activities including education, treatment, self-improvement programs, and work, while at the same time obeying prison rules. For good performance in

programs and positive behavior, inmates earn points each day. Once a month the total points earned translate to a cash award and other non-cash incentives. Disciplinary activity may result in a loss of points (the amount depends on the seriousness of the misconduct). Since this system was started, the number of disciplinary reports (DR's) has gone down by thirty percent for major DR's and eighty percent for minor DR's across the whole system. Also, approximately 80 percent of all inmates are participating in work, education and other programs for 40 hours a week.

CURE

What is Oregon CURE?

CURE (Citizens United for the Rehabilitation of Errants) is an international organization founded in Texas in 1975. Today there are chapters in most states, as well as International CURE and several special interest chapters.

CURE's mission is to reduce crime by advocating for effective criminal justice policies, procedures, and programs. Members of CURE:

- Encourage pro-family policies throughout the entire corrections system
- Help inmates maintain connections with people in the community, which has been proven to reduce recidivism
- Support improved and expanded education, treatment, and work programs for prisoners, all of which have been shown to decrease recidivism
- Support improved medical care for inmates
- Advocate for reformed sentencing laws and parole guidelines that are consistent and fair
- Support using community-based alternatives and restorative justice
- Support improved transition planning and support services for offenders
- Support legislation that promotes effective corrections policies.

Your involvement is welcomed: more support means increased effectiveness in achieving our goals.

How do I contact Oregon CURE?

- You may write:
Oregon CURE
1631 NE Broadway #460
Portland, Oregon 97232
- You may call **503-977-9979** or **1-866-357-2873**
- You may access our website: **www.oregoncure.org**

ODOC Contact Information

Where can I learn more about the ODOC?

- Contact Oregon CURE to sign up for a scheduled CURE/DOC Family Orientation
- For more detailed information and complete administrative rules go to the ODOC website:
www.oregon.gov/DOC/
- You may write the ODOC central office:
Oregon Department of Corrections
2575 Center Street NE
Salem, OR 97301-4667
- You may e-mail questions to the ODOC at **doc.info@state.or.us**.
- You may call the ODOC central office: **503-945-9090**

What are the addresses and phone numbers of the prisons?

Coffee Creek Correctional Facility (CCCF)
24499 SW Grahams Ferry Rd., Wilsonville 97070
503-570-6400; Fax: 503-570-6417

Columbia River Correctional Institution (CRCI)
9111 NE Sunderland Ave., Portland 97211-1708
503-280-6646; Fax: 503-280-6012

Deer Ridge Correctional Institution (DRCI)
3920 East Ashwood Rd., Madras 97741
541-325-5999; Fax: 541-325-5239

Eastern Oregon Correctional Institution (EOCI)
2500 Westgate, Pendleton 97801-9699
541-276-0700; Fax 541-278-1841

Mill Creek Correctional Facility (MCCF)
5465 Turner Rd. SE, Salem 97301-9400
503-378-5807; Fax: 503-378-8235

Oregon State Correctional Institution (OSCI)
3405 Deer Park Drive SE, Salem 97310-9385
503-373-0100; Fax: 503-378-8919

Oregon State Penitentiary (OSP)
2605 State St., Salem 97310-0505
503-378-2445; Fax: 503-378-3897

Powder River Correctional Facility (PRCF)
3600 13th St., Baker City 97814-1346
541-523-6680; Fax: 541-523-6678

Santiam Correctional Institution (SCI)
4005 Aumsville Hwy. SE, Salem 97301-9112
503-378-5807; Fax: 503-378-8235

Shutter Creek Correctional Institution (SCCI)
95200 Shutters Landing Lane, North Bend 97459
541-756-6666; Fax: 541-756-6888

Snake River Correctional Institution (SRCI)
777 Stanton Blvd., Ontario 97914-0595
541-881-5000; Fax: 541-881-5460

South Fork Forest Camp (SFFC)
48300 Wilson River Hwy., Tillamook 97141-9799
503-842-2811; Fax 503-842-6572

Two Rivers Correctional Institution (TRCI)
82911 Beach Access Rd., P. O. Box 1470, Umatilla 97882
541-922-2003; Fax: 541-922-2011

Warner Creek Correctional Facility (WCCF)
20654 Rabbit Hill Rd., Lake View 97630
541-947-8200; Fax: 541-947-8231

