

# SCI AIC NEWSLETTER

June 2026 Edition



## HIGHLIGHTS:

- Upcoming Changes to Medication Administration
- Recruitment
- Upcoming Gardening Class
- Summer Visiting Schedule
- Digital Newsletters

## REMINDERS:

- Grievance Information
- Dress Code Rules
- Mailing Kytes Between Facilities
- Blue Mailboxes
- Envelopes and Package Authorizations
- The Transition Monthly – Road to Success
- Cake Ordering
- Victim Services Programs Responsibility
- Lieutenants Office

## SUMMER VISITING:

- June through August 2026

## IMPORTANT UPDATES:

### Upcoming Changes to Medication Administration and EHR Transition

This message is to inform you of several important changes occurring in the Health Services Clinic as we prepare to transition to our new electronic health record system on June 29, 2026. These updates are necessary to ensure a smooth and compliant implementation, and your attention to the details below is appreciated.

Beginning **June 1, 2026**, all medications will be administered in a cup of water. This includes narcotics, which will now be crushed prior to administration.

Beginning **June 29, 2026**, the following expectations will go into effect for all individuals presenting to the medication line:

- Please arrive **only at your assigned medication administration time**. Anyone arriving outside of their scheduled time will be turned away and asked to return at the correct time.
- You must have your **identification badge visible and in scannable condition**. If your badge is not visible or cannot be scanned, you will be sent away without receiving your medications.

These changes are essential to ensure accuracy, safety, and alignment with the new electronic health record workflow. Your cooperation and adherence to these requirements will help support a successful transition for everyone.

## RECRUITMENT






### Oregon Department of Forestry Crew:



ODOF crew is composed of work crews who handle projects determined by the Oregon Department of Forestry. If assigned to this crew, you will be a work crew for Department of Forestry fulltime and deployed to fires seasonally as needed.

Members of this crew will receive CPR training, fire training, chainsaw training, ect. These Certifications can be used upon released and **can provide opportunity for employment once released.**

#### Qualifications:

-  Must be classified with a custody level of: **MINIMUM 1 UNFENCED, OVERNIGHT**
-  Must be medically cleared, BHS cleared and no holds or restrictions currently, or within the last 6 months (this means you **CANNOT** have a **bottom bunk restriction**)
-  Your release date or projected AIP eligibility **should be after 10/31/26**
-  Demonstrate good behavior with no major DRs in the last 12 months
-  No Program Fails in the last 6 months

#### Kyte IWP Coordinator if interested

#### ODOF crews earn the following when deployed to a fire:

Meritorious Award of \$12.50 per day,  
and General Savings bonus \$12.50 per day  
(IRSA = AIC Reentry Savings Account)



## UPCOMING CLASSES

Gardening Class:



# Sustainable Gardening Class coming soon!!!

A 14 week college-level horticulture class



**STARTS Tuesday, June 23 FROM 1:30-3:30pm**

- Covers gardening basics such as botany basics, insect identification, pruning, soil health, native plants, plant pathology, composting, fertilizer and pesticides etc.
- A certificate of Home Horticulture from OSU Extension Service will be issued to participants who complete the course and pass the exam.
- Also eligible for 3 credits from Chemeketa Community College upon successful class completion (equivalent to HORT 111)
- Class will be held by Lettuce Grow class facilitator Kate every Tuesday afternoon for 14 weeks from 1:30-3:30pm (expected to be completed by early/mid-October, exact date TBD)
- Send kyte to Ms. Garcia by June 9 to apply for class.
- *By signing up you are committing to attending, participating, and completing all assignments of the class. Please be considerate of your peers when signing up, space is limited to committed and dedicated students \**

## DIGITAL NEWSLETTERS

### AIC Newsletters on Tablets:

Starting today, June 5, 2026, the AIC Newsletter will also be accessible through the tablets! This change will allow for AIC Newsletter information to be more readily available as well as cut down on excess paper waste and printing costs. Once 1:1 tablets have been distributed to our population, the AIC Newsletters will only be available through the tablets. Until then, there will be a limited amount of printed AIC Newsletters distributed in our institution in addition to digital access on the tablets.

## REMINDERS

### Grievance Reminders:

The Department of Corrections encourages adults in custody to address their concerns informally with appropriate employees and managers through dialog or in writing by utilizing communication forms. Adults in custody having information or concerns regarding the conduct or behavior of employees that may directly threaten the life, health, and safety of employees or adults in custody are also encouraged to communicate their information and concerns to the department

The Department of Corrections to permits and encourages adults in custody to seek resolution of disputes with employees, contractors, or volunteers of the Department of Corrections or Oregon Corrections Enterprises using the department's internal grievance review and appeal system.

In order to ensure efficient processing of AIC disputes and concerns, below is a reminder of common reasons grievance and discrimination forms are returned or rejected (in accordance with OAR Chapter 291, Division 109):

- Grievances must be received by the institution grievance coordinator within 14 calendar days from the date of the incident or issue being grieved unless the adult in custody can satisfactorily demonstrate why the grievance could not be timely filed,
- Forms not signed and dated,
- Forms being submitted without the carbon copy attached (white and yellow or green and gold),
- Previously "Denied" forms,
- AICs may not grieve the following as they are reviewed through a separate review system:
  - Mail,
  - Daily fails as defined in the DOC rule on Performance Recognition and Award System,
  - Conduct orders, investigations leading to a conduct order, or conduct order sanction(s),
  - Misconduct reports, investigations leading to or arising from misconduct reports, or disciplinary hearings, findings, and sanctions.

Please ensure grievance and discrimination forms are completed and comply with Oregon Administrative Rule.

\*\*Also, please limit the number of staples used to a minimum – thank you.

## Dress Code Rules

When reporting to callouts, AICs are to report on time, **properly dressed** in shirts, pants, and shoes. AICs must have all necessary material with you when reporting to your destination. AICs cannot leave a class, program, or activity without staff authorization. If an AIC is in an area without permission, they are in an unauthorized area and subject to progressive discipline.

## Mailing Kytes Between Facilities:

An inefficiency was discovered which slowed AIC communication and created unnecessary expenses.

AIC Communication Forms, commonly referred to as “kytes,” are designed to facilitate internal communication at the facility, or between AICs and central administration. Mail between facilities requires an envelope and stamps or postage paid, which are not included with kytes. If you need to communicate with staff, a department, or service at another facility, you can do so via kyte to a representative of that person, department, or service at your current facility. You could also choose to write a letter directly to the person, department, or service provider at the other facility using normal mail.

## OAR 291-131-0020 Outgoing Mail:

(3) Business mail to Department of Corrections officials in Central Administration requires the adult in custody’s court name, state identification number (SID), and return address, and the official’s name or title and address. Business mail sent to Central Administration may be sent through the interagency mail system.

## Blue Mailboxes:

Effective 3/9/26, ALL mail and communication forms must be brought down when the unit is called for chow (breakfast, lunch, or dinner). If it is not during chow, the AIC will not be permitted to take their mail to the mailboxes. Please plan accordingly.

Ensure kytes are placed in the “OUTGOING MAIL USPS” box.

## Envelopes and Package Authorizations:

Ensure Full name and SID #'s are on all mail and only completely white envelopes may be sent in, along with no security features, no postcards or cards. Otherwise, those envelopes will be returned to sender.

Package authorizations must be approved by the Operations Lieutenant before packages are shipped to the facility. Otherwise, they will be returned to sender. Mailroom will not store them and wait until they do get approved.

Holiday hours that may affect mail: Juneteenth - June 19<sup>th</sup>, 2026

## The Transition Monthly - Road to Success

Transitions Coordinator: April Haole

Transitions Clerks: Jerry Daniels (1012) & Brad Ballantyne (1030)

Release Counselors: Release counselors are assigned based on the last two of your SID.

Ms. Brown: OO - 49	Ms. Cress: 50 - 99
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What is Road to Success (RTOS)? The Road to Success program helps Adults in Custody prepare for their release by offering transitions services to AIC's who are within 180 days (6 months) or less to their release date. RTOS Consists of five core classes:

1) Employment	2) Tenant Education	3) Money Management
4) Working Effectively w/ your PO	5) Your Family, Your Community, & Your Release	

Flash drive: If you take the Employment and/or the Tenant Education class(es), upon release, you will receive a flash drive with your Resume and Letter of Explanation on it, as well as many other resources.

Work Source: On day five of the Employment class you will go through a Work Source orientation. You will have access to I-match, The Employment office's website, and be scheduled for a virtual visit with a Work Source case manager.

### **Supplemental Nutrition Assistance Program (SNAP AKA Food Stamps)**

SCI Transitions is no longer assisting with the SNAP Application process. As of November 2024, if you are within 60 days, you will be placed on a callout with the Benefits Coordinator, Ms. Bennett, to complete your SNAP application. Please make sure to watch your callout

and show up for this. You will not be rescheduled if you miss it and will need to go to DHS when you release to get on SNAP.

### **Annual Credit Report**

SCI Transitions has developed a working method for you to get your credit report(s) sent to you here at SCI. If you are interested in pulling your Credit Report, please send a kyte to Ms. Haole and we will get the application and instructions sent to you.

## Oregon Health Plan (OHP)

SCI Transitions does not assist in the OHP Process. Benefits Coordinator Ms. Bennett, handles the OHP process. You may or may not be placed on a callout for OHP. As you get closer to

release, make sure to watch your callouts. If you miss your OHP callout, you will not be rescheduled. If you are not placed on a callout, your OHP benefits should be restarted already. If you would like to verify that your OHP benefits have been taken care of, please send a kyte to your Release Counselor.

## SSI/SSD

(Please be advised, SCI Transitions does not participate in the Social Security Pre-Release Process)

If you were on SSI or SSD before you became incarcerated, all you need to do is take your letter of incarceration and your release paperwork to the Social Security office and they will restart your benefits. If you are new to the Social Security process, unfortunately, you will have to go through the normal process that everyone else does when they first enter the Social Security system. For more information on the SSI/SSD process, please send a kyte to the Benefits Coordinator, Ms. Kammerer.

## Cake Ordering

Birthday person must be an approved visitor-You risk being denied if the visitor is not approved.

Order MUST be turned in at least 2 weeks ahead-This is the time necessary to process the paperwork and finances.

Cake order is for the month of your family's birthday-Kyte Ms Green for special visiting circumstances.

Funds will be deducted from your account prior to delivery-Make sure you have the funds available to complete order-No Refunds will be offered.

Have CD28 completed and signed-Must be signed and stamped-You risk a delayed order if not complete.

- Limit 1 cake per visiting.
- ALL visiting rules apply.
- ALL cakes are 2 layers with a center of buttercream frosting
- Cake flavor choices are Chocolate or Vanilla
- Your choice of buttercream frosting color
- Option of having birthday person's name on cake
- Option of including the age of birthday person on cake
- Order will include plates and plasticware

## 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**

### Lieutenant's Office

As we continue through the changing seasons and spring is just around the corner, please ensure we are practicing clean hygiene and keeping our areas clean.

Please take a few minutes to:

- Wipe down areas.
- Dispose of food containers and garbage properly.
- Keep common areas tidy after use.
- Make use of the cleaning supplies.
- If you're feeling unwell, please take care of yourself and be mindful of others.

# SUMMER VISITING

June through August 2026

## SCI VISITING SCHEDULE

Summer 2026

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	22	24	25	26	27
28	29	30				

JULY 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Unit 1 and 3: Visiting Hours

2:15 PM to 3:30 PM,  
6:00 PM to 9:15 PM

### Unit 2 and 4: Visiting Hours

2:15 PM to 3:30 PM,  
6:00 PM to 9:15 PM