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## PERMANENT ADMINISTRATIVE ORDER

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CHAPTER 291  
**DEPARTMENT OF CORRECTIONS**

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### RULES:

291-157-0005, 291-157-0010, 291-157-0015, 291-157-0021, 291-157-0035

AMEND: 291-157-0005

RULE TITLE: Authority, Purpose and Policy

NOTICE FILED DATE: 04/29/2025

RULE SUMMARY: Amends rule for minor grammatical changes, to update statutory citations, and to change the term "inmate" to "adult in custody".

### RULE TEXT:

(1) Authority: The authority for these rules is granted to the Director of the Department of Corrections in accordance with ORS 179.040, 423.020, 423.030, 423.075, and 423.105.

(2) Purpose: To ensure adults in custody have access to basic financial support for and upon release.

(3) Policy: It is the policy of the Department of Corrections to establish a program to provide releasing adults in custody with financial assistance to meet minimum release needs, in accordance with the requirements set by ORS 421.125(2)(b), and within funds appropriated for this purpose.

STATUTORY/OTHER AUTHORITY: ORS 179.040, 421.125, 423.020, 423.030, 423.075, 423.105

STATUTES/OTHER IMPLEMENTED: ORS 179.040, 421.125, 423.020, 423.030, 423.075, 423.105

AMEND: 291-157-0010

RULE TITLE: Definitions

NOTICE FILED DATE: 04/29/2025

RULE SUMMARY: Amends rule to change the term "inmate" to "adult in custody"; to remove gendered language; to update statutory citations; to update definitions to align with those in other department rules or policies, as appropriate for these rules; and adds or clarifies definitions to capture change in practice or further define process.

RULE TEXT:

- (1) Adult in Custody: Any person under the supervision of the Department of Corrections who is not on parole, post-prison supervision, or probation status.
- (2) Adult in Custody Trust Account: An account established and maintained in trust by the Department of Corrections for the deposit and safeguarding of monies that are the property of an adult in custody or associated on behalf of an adult in custody by their state identification number (SID).
- (3) Discharge: Any lawful release from a state correctional institution pursuant to the expiration of a judicial sentence or other incarcerative sanction.
- (4) Releasee: Any person released from the physical custody of the Department of Corrections to the community on leave, parole, post-prison supervision, or discharge status.
- (5) Release Funds: Financial assistance allocated to a releasee by the Department of Corrections for the purpose of purchasing essential goods or services related to release needs.
- (6) Release Services Manager: A Department of Corrections employee designated to supervise release processes and release services employees.
- (7) Trust Account Funds: Monies deposited to an adult in custody's trust account which may be used by the adult in custody to purchase authorized items or services during the adult in custody's term of incarceration or be assessed by the functional unit to pay any debts incurred while under supervision of the Department of Corrections.

STATUTORY/OTHER AUTHORITY: ORS 179.040, 421.125, 423.020, 423.030, 423.075, 423.105

STATUTES/OTHER IMPLEMENTED: ORS 179.040, 421.125, 423.020, 423.030, 423.075, 423.105

AMEND: 291-157-0015

RULE TITLE: Procedures

NOTICE FILED DATE: 04/29/2025

RULE SUMMARY: Amends rule to change "inmate" to "adult in custody"; clarify rules, remove gendered language and obsolete process; to update title; and remove the set amount for release funds to allow for flexibility due to inflation and changes in budget allocations.

RULE TEXT:

(1) Notice to Adults in Custody: During the term of incarceration, each adult in custody is responsible for accumulating funds in anticipation of parole, post-prison supervision, or discharge. All monies received in the trust account during the term of incarceration will be calculated by Department of Corrections Central Trust, including any funds accumulated in a transition fund as provided in ORS 423.105, and the total amount may be the basis for approval or denial of release funds in accordance with ORS 421.125.

(2) Administration: The Assistant Director for Correctional Services or designee is responsible for the administration of the release funds program.

STATUTORY/OTHER AUTHORITY: ORS 179.040, 421.125, 423.020, 423.030, 423.075, 423-105

STATUTES/OTHER IMPLEMENTED: ORS 179.040, 421.125, 423.020, 423.030, 423.075, 423-105

AMEND: 291-157-0021

RULE TITLE: Distribution and Processing of Release Funds

NOTICE FILED DATE: 04/29/2025

RULE SUMMARY: Amends rule to change "incidental funds" to "release funds"; and update and further define process for distribution and processing of release funds.

RULE TEXT:

- (1) An adult in custody's trust account will be calculated by Central Trust.
- (2) A Release Services Manager will:
  - (a) Determine whether the adult in custody needs release funds to meet minimum release needs, in accordance with the requirements set by ORS 421.125(2)(b), and the amount of the release funds needed based on the calculated balance of the adult in custody's trust account, the availability of funds being appropriated for this purpose, and any special considerations as approved by the Release Services Manager; and
  - (b) Will notify Central Trust of the need for release funds for the releasing adult in custody.
- (3) Upon approval of the release funds, Central Trust will provide the release funds to the adult in custody.

STATUTORY/OTHER AUTHORITY: ORS 179.040, 421.125, 423.020, 423.030, 423.075, 423.105

STATUTES/OTHER IMPLEMENTED: ORS 179.040, 421.125, 423.020, 423.030, 423.075, 423.105

REPEAL: 291-157-0035

RULE TITLE: Appeal Process

NOTICE FILED DATE: 04/29/2025

RULE SUMMARY: Repeals rule as unnecessary. The appeal process is already outlined in the department's rules on Grievance Review System OAR 291-109.

RULE TEXT:

Appeal Rights: An inmate or releasee may appeal decisions in the application of this rule by using the process outlined in the Department of Corrections rule on Grievance Review System (Inmate) (OAR 291-109).

STATUTORY/OTHER AUTHORITY: ORS 179.040, 421.125, 423.020, 423.030, 423.075

STATUTES/OTHER IMPLEMENTED: ORS 179.040, 421.125, 423.020, 423.030, 423.075