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PERMANENT ADMINISTRATIVE ORDER

DOC 1-2026

CHAPTER 291

DEPARTMENT OF CORRECTIONS

FILED

01/20/2026 12:15 PM

ARCHIVES DIVISION

SECRETARY OF STATE

& LEGISLATIVE COUNSEL

FILING CAPTION: Procedural Rules

EFFECTIVE DATE: 02/01/2026

AGENCY APPROVED DATE: 01/20/2026

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RULES:

291-001-0020, 291-001-0023, 291-001-0080

AMEND: 291-001-0020

RULE TITLE: Notice of Proposed Rule

NOTICE FILED DATE: 10/24/2025

RULE SUMMARY: Amends rule to clearly distinguish postal mail from other options; add clarifying statutory reference; add Corrections Ombudsman and Nine Tribes to mailing list; and delete (2) as redundant and covered in (1).

RULE TEXT:

Prior to the adoption, amendment, or repeal of any permanent rule, the Department of Corrections shall give notice of the proposed adoption, amendment, or repeal:

- (1) In the Secretary of State's Bulletin referred to in ORS 183.360 at least 21 days before the effective date of the rule;
- (2) By electronic mail, or postal mail when requested under ORS 183.335(15), to the legislators specified in ORS 183.335(15) at least 49 days before the effective date of the rule;
- (3) By electronic mail, or postal mail when requested under ORS 183.335(8), to persons on the department's mailing list established under ORS 183.335 (8) at least 28 days before the effective date of the rule; and
- (4) By electronic mail or postal mail to the following at least 28 days before the effective date of the rule:
 - (a) Capitol Press Room;
 - (b) Associated Press (AP);
 - (c) American Federation of State?County and Municipal Employees (AFSCME);
 - (d) Oregon Public Employees Union (OPEU);
 - (e) American Civil Liberties Union (ACLU);
 - (f) Office of Public Defense Services;
 - (g) Oregon State Bar Association;
 - (h) Crime Victims United;
 - (i) Corrections Ombudsman;
 - (j) Nine Federally Recognized Tribes of Oregon;
 - (k) Department of Corrections – Institution Functional Unit Managers or designee; and

(I) Department of Corrections – Institution Library Coordinators or designee.

STATUTORY/OTHER AUTHORITY: ORS 183.335, 183.341

STATUTES/OTHER IMPLEMENTED: ORS 183.335, 183.341

ADOPT: 291-001-0023

RULE TITLE: Requests to Receive Rulemaking Notices

NOTICE FILED DATE: 10/24/2025

RULE SUMMARY: Adopts rule to establish new avenue for submitting requests to receive rulemaking notices through the website; update postal mailing address; and add language on fees for copies of notices of proposed rulemaking, temporary rules, or permanent rules.

RULE TEXT:

(1) Any person may request to be included in the department's electronic mailing list to receive notices of proposed rulemaking by sending a written request through the department's website at <https://www.oregon.gov/doc/rules-and-policies/Pages/Sign-Up-for-Rulemaking-Updates.aspx>.

(2) Any person may request to be included in the department's postal mailing list to receive notices of proposed rulemaking by sending a written request to the Department of Corrections Rules Coordinator via postal mail at 3723 Fairview Industrial Drive SE, Suite 200, Salem, Oregon 97302 or by sending a written request through the department's website at <https://www.oregon.gov/doc/rules-and-policies/Pages/Sign-Up-for-Rulemaking-Updates.aspx>. Persons requesting paper copies of the department's notices of proposed rulemaking shall be required to pay fees before materials are mailed. The cost of duplication of rulemaking notices will be assessed as set forth in OAR 291-001-0080.

STATUTORY/OTHER AUTHORITY: ORS 183.335, 183.341

STATUTES/OTHER IMPLEMENTED: ORS 183.335, 183.341

AMEND: 291-001-0080

RULE TITLE: Requests for Copies and Fees for Copy Service

NOTICE FILED DATE: 10/24/2025

RULE SUMMARY: Amends rule to add notices of proposed rulemaking to this rule; reorganize and clarify these rules; add avenue for submitting requests for copies of rulemaking notices through the department's website; align with statutory language; change the postal mailing address; add the fee schedule for printing and mailing services; and update process for AICs to request printed copies to align with current process.

RULE TEXT:

(1) A person may request paper copies of the department's notices of proposed rulemaking, temporary rules, or permanent rules by sending a written request to the Department of Corrections Rules Coordinator via postal mail at 3723 Fairview Industrial Drive SE, Suite 200, Salem, Oregon 97302 or by submitting a written request through the department's website at <https://www.oregon.gov/doc/rules-and-policies/Pages/Request-Paper-Copies.aspx>. Persons requesting paper copies of the department's notices of proposed rulemaking, temporary rules, or permanent rules shall be required to pay fees before materials are mailed. The cost of duplication will be assessed as follows:

(a) Each side \$.12; and

(b) Postage at current postal rates.

(2) The department's notices of proposed rulemaking, temporary rules, and permanent rules are available for review on the department's website at <https://www.oregon.gov/doc/rules-and-policies/Pages/rules.aspx>.

(3) Adults in custody may request paper copies of the department's notices of proposed rulemaking, temporary rules, or permanent rules in facility law libraries. To obtain paper copies of the department's notices of proposed rulemaking, temporary rules, or permanent rules, adults in custody must submit a completed withdrawal request form (CD 28).

(4) Adults in custody may request to review notices of proposed rulemaking, temporary rules, or permanent rules by submitting a law library request form.

STATUTORY/OTHER AUTHORITY: ORS 183.335, 183.341

STATUTES/OTHER IMPLEMENTED: ORS 183.335, 183.341