



## PERMANENT ADMINISTRATIVE ORDER

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CHAPTER 291

DEPARTMENT OF CORRECTIONS

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**RULES:**

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

AMEND: 291-001-0020

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).

**CHANGES TO RULE:**

291-001-0020

Notice of Proposed Rule ¶

(1) 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: ¶

(a1) In the Secretary of State's Bulletin referred to in ORS 183.360 at least 21 days before the effective date of the rule; ¶

(b2) 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; ¶

(e3) 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 ¶

(d4) By electronic mail or postal mail to the following at least 28 days before the effective date of the rule: ¶

(Aa) Capitol Press Room; ¶

(Bb) Associated Press (AP); ¶

(Cc) American Federation of State-County and Municipal Employees (AFSCME); ¶

(Dd) Oregon Public Employees Union (OPEU); ¶

(Ee) American Civil Liberties Union (ACLU); ¶

(Ff) Office of Public Defense Services; ¶

(Gg) Oregon State Bar Association; ¶

(Hh) Crime Victims United; ¶

(Ii) Department of Corrections - Institution Functional Unit Managers or designee; and Corrections Ombudsman; ¶

(j) Nine Federally Recognized Tribes of Oregon; ¶

(Jk) Department of Corrections - Institution Library Coordinators or designee. ¶

(2) Notices pursuant to subsection (1) of this section shall be provided via electronic transmission, such as e-mail or other electronic technology. Notice via non-electronic means to persons or entities described in subsection (1)(c) or (1)(d) will be available upon request.¶

(3) Any individual, organization, or agency may request to be included in the department's mailing list by sending a written request to the Department of Corrections, Rules Coordinator, 3601 State Street, Salem, OR 97304 Functional Unit Managers or designee; and¶

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

Statutory/Other Authority: ORS 183.335, ORS 183.341

Statutes/Other Implemented: ORS 183.335, 183.341

ADOPT: 291-001-0023

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.

**CHANGES TO RULE:**

291-001-0023

Requests to Receive Rulemaking Notices

(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

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.

**CHANGES TO RULE:**

291-001-0080

~~Copies of Department Permanent and Temporary Rules, and Fees Requests for Copies and Fees for Copy Service~~  
¶

(1) ~~Individuals or organizations~~A person may request paper copies of the department's permanent or temporary rules, ~~shall be required to prepay fees in accordance with 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 rules on Release of Public Records, OAR 291-037. Requests for copies of 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 permanently adopted rules must be in writing and directed to the Rules Coordinator, Oregon Department of Corrections, 3723 Fairview Industrial Dr SE #200, Salem, Oregon 97302. ~~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 ~~intend proposed rulemaking and permanent and temporary rules will be available for review by adults in custody in manuals located in facility law libraries.~~ 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 obtain paper copies of the department's notices of ~~intend proposed rulemaking and permanent or temporary, temporary rules, or permanent rules in facility law libraries.~~ Adults in custody will use their copy cards to obtain such copies.¶

(4) Adults in custody may obtain copies of the department's permanent or temporary rules by submitting a written request to the department's Rules Coordinator, together with 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 will be required to pay a fee, in accordance with the department's rules on Release of Public Records, OAR 291-037, and must have sufficient funds in their department trust account to cover the fee. 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