



# Oregon

Tina Kotek, Governor

Oregon Department of Corrections

Office of the Director

3723 Fairview Industrial Drive SE 200

Salem, OR 97302

(503) 945-9090

[DOC.Info@doc.oregon.gov](mailto:DOC.Info@doc.oregon.gov)



March 17, 2023

The Honorable Paul Evans, Co-Chair  
The Honorable Janeen Sollman, Co-Chair  
Public Safety Subcommittee on Ways and Means  
900 Court St NE  
Salem, OR 97301

Members of the Joint Committee on Ways and Means Subcommittee on Public Safety,

Below are the questions and responses from the March 15, 2023, Department of Corrections (DOC) Senate Bill 5504 Information Meeting.

## 1. What is your turnover rate for employees under two years at DOC?

- a. **All Classifications.** 851 people hired in the last two years. 171 employees have separated from the agency. Turnover rate of 20%.
- b. **Correctional Officers.** 481 Hired in the last two years. 97 Employees have separated from the agency. Turnover rate of 20.17%

## 2. How are you supporting new hires?

DOC offers three types of training for new hires. The first type is the Initial Onboarding Program, which is required for all new DOC employees and consists of online courses related to OSHA and other federal, state, or agency requirements. This program must be completed either prior to or at the time of initial assignment.

The second type is the New Employee Orientation (NEO), which is required for Security Plus/Non-Security new hires and includes online foundational training, TEAMs trainings, and a 1-2 day in-person session covering topics such as ethics, harassment, report writing, DOC initiatives, emergency preparedness, and legal issues.

The third type is the Basic Corrections Course (BCC), which is required for all new Correctional Officers and is a seven-week certified course designed to obtain an Oregon DPSST Basic Corrections Officer Certification.

Fourth on the list, is the Field Training and Evaluation Program (FTEP) which supports new hires during their first year of trail service and employment. FTEP allows a new hire an opportunity to apply basic corrections principles learned during the Basic Corrections Course inside an institution and under the guidance of a Field Training Officer (FTO). This comprehensive on-the-job approach increases department retention through a “learn, practice, demonstrate, apply” methodology and completion of an approved Field Training Manual (FTM).

FTEP progress and completion is tracked using daily logs, monthly reports and Board reviews that supports new hires in their completion of basic correctional officer certification. Training is focused is on trainee’s learning and performance of security roles and responsibilities, providing feedback, corrective training and remediation when deficiencies are identified. Employee safety, conflict resolution, communication, problem solving, legal authority and decision making are areas that FTOs monitor and evaluate.

In addition to these training programs, DOC supports new hires in several other ways. First, coaching managers on onboarding plans and training plans for new employees. Second, working on the implementation of an agency-wide manager onboarding program to cover state management fundamentals and best practices. Finally, the agency providing quarterly Performance Accountability Feedback (PAF) check-ins to ensure new hires are meeting performance expectations and receiving the support they need to succeed in their roles.

**3. How many employees can retire in the next six month in the prison where is overtime the worst?**

See below for statistics on the number and percentage of security employees who can retire today. Since DOC fills all promotions within the agency, if a Captain retires it means another Correctional Officer (CO) must be hired.

**All Security Classifications Retirement Eligibility**  
**Correctional Officer through Captain**  
**Report Date: 3/15/2023**

<u>Operations Locations</u>	<u>Eligible to Retire</u>	<u>Retirement Eligibility</u>	
		<u>Eligible to Retire within Five Years</u>	<u>Not Eligible to Retire</u>
Coffee Creek Correctional Facility	34	40	216
Columbia River Correctional Institution	11	14	60
Deer Ridge Correctional Institution	12	17	91
Eastern Oregon Correctional Institution	38	27	168
Oregon State Correctional Institution	26	17	124
Oregon State Penitentiary	47	39	282
Powder River Correctional Facility	7	5	35
Santiam Correctional Institution	13	10	50
Snake River Correctional Institution	118	92	408
South Fork Forest Camp	2	5	22
Transport	18	15	49
Two Rivers Correctional Institution	31	52	197
Warner Creek Correctional Facility	5	8	49
<b>Grand Total</b>	<b>362</b>	<b>341</b>	<b>1,751</b>

**All Security Classifications Retirement Eligibility**  
**Correctional Officer through Captain**  
**Report Date: 3/15/2023**

<u>Operations Locations</u>	<u>Eligible to Retire</u>	<u>Retirement Eligibility</u>	
		<u>Eligible to Retire within Five Years</u>	<u>Not Eligible to Retire</u>
Coffee Creek Correctional Facility	11.72%	13.79%	74.48%
Columbia River Correctional Institution	12.94%	16.47%	70.59%
Deer Ridge Correctional Institution	10.00%	14.17%	75.83%
Eastern Oregon Correctional Institution	16.31%	11.59%	72.10%
Oregon State Correctional Institution	15.57%	10.18%	74.25%
Oregon State Penitentiary	12.77%	10.60%	76.63%
Powder River Correctional Facility	14.89%	10.64%	74.47%
Santiam Correctional Institution	17.81%	13.70%	68.49%
Snake River Correctional Institution	19.09%	14.89%	66.02%
South Fork Forest Camp	6.90%	17.24%	75.86%
Transport	21.95%	18.29%	59.76%
Two Rivers Correctional Institution	11.07%	18.57%	70.36%
Warner Creek Correctional Facility	8.06%	12.90%	79.03%
<b>Grand Total</b>	<b>14.75%</b>	<b>13.90%</b>	<b>71.35%</b>

**Are you disciplining employees for refusing overtime or threatening discipline?**

In 2018, one CO received a letter of reprimand for refusing to work a mandatory overtime shift. The officer had the option to arrange for another employee to work the shift, but instead left the work site. The CO position description states the need to work mandatory overtime when necessary, and operations are 24/7.

In the last six months, the Department's Labor Relations unit has defended two grievances related to disciplining employees for refusing mandates. At EOCI, two different employees received disciplinary action - one received a letter of reprimand, and the other received a pay reduction because he had already received a letter of reprimand for a similar offense.

**4. What do AICs receive upon release? Health record? Work records?**

Health Services Records

Adults in Custody (AICs) have access to their personal medical records per OAR 291-124-0100, which states:

- (1) The department will provide each AIC, upon request by the AIC, a single paper copy of that AIC's healthcare record established under OAR 291-124-0075. The free copy provided in this rule is limited to only paper records that may be readily photocopied, and will not include, among other records, electronic documents, x-ray film, oversized records (exceeding 11 inches in width or 17 inches in length, or both), or other non-paper records.

(a) An AIC may obtain a free copy of the healthcare records provided under this rule by submitting a written request to a Medical Services Manager or institution medical records specialist. A former AIC, within one year from release from DOC custody, may request the free copy provided under this rule by submitting a written request to Paroled Medical Records staff. In a written request under this rule, the AIC may request a complete copy of all paper records. The AIC must include with that written request an authorization to disclose protected health information that complies with ORS 179.505(3) and, when necessary, ORS 192.566.

Additionally, DOC provides the entirety of the record to any provider that requests it from the community for continuity of care. All vaccines are recorded in ALERTIIS that is electronic and can be accessed by any clinic upon the patient's (AIC's) request. In effect, they carry it with them out the door.

AICs may release with medication from those active orders that the provider deems necessary for the patient to have. Normally this is all active orders and can be up to a 30-day supply. Also, this includes supplies for administration of those pharmaceuticals that require it. Case in point, for those patients with diabetes, DOC supplies syringes (with needles), glucometer and glucometer strips (i.e. supplies).

It is also important to note that those individuals that release while currently participating in the MAT program have their last injection of Sublocade® or Vivitrol® just prior to release to maximize the duration of protection once they have left incarceration.

Additionally, DOC provides safe sex kits (available at R&D for AICs to voluntarily take with them upon release). The Release Kits include Narcan® as well as several other products that help promote public health, safety, and the health of the patient. Lastly, DOC may provide AICs with information about resources available in their county, if there is a specific need that may not be met through the release planning process and the resources covered by the Release Counselor.

### Other Records

Various records and documents are collected in a hard copy file throughout an AIC's custody cycle. A few weeks before their scheduled release date, the institution Records Office begins compiling their release packet from the file contents. Typically, the day before their release date, the Records Office completes the release packet checklist and transfers the envelope contents to the Receiving and Discharge (R&D) officer. On the day of release, R&D will meet with the AIC, have them review the packet contents, and sign the checklist to acknowledge receipt.

The quantity and types of information included in each person's release packet will vary from person to person. A copy of the release packet checklist and examples of redacted release packet documents is provided (Attachment 1). The types of documents in a release packet may include:

- Authorization to Act as Agent

In most circumstances, DOC provides AICs with a 30-day supply of their medications at release. However, in certain circumstances (including immediate releases), they may leave the institution without their medications. The Authorization to Act as Agent allows a pharmacy to fill their prescription(s) and send it to the Parole Officer.

- Birth Certificate and Social Security Card.  
DOC has processes in place to obtain replacement birth certificates and Social Security cards for qualifying AICs before release and at no cost to the AIC. These pieces of identification are needed to get a job, open a bank account, obtain state assistance, and so many other daily life needs that are essential to successful release.
- Bus Ticket (if applicable)
- Certificates (food handlers, GED, CPR) – Typically limited to certification documents an AIC had in their possession when transferred into DOC custody.
  - If an AIC completes their GED while in DOC custody, DOC does not receive a copy of the GED certificate.
  - Hard copies of training certificates are provided to the AICs at the time of completion.
- Compact Travel Permit (if applicable)
- Oregon identification card or driver license  
Through the “Valid With Previous Photo” (VWPP) partnership developed with the Oregon Department of Motor Vehicles (DMV) qualifying AICs can be reissued an Oregon identification card or driver license before release.
- Release Identification  
Similar to their DOC identification, this card can be used for identification after release. This is especially useful for those who did not qualify for the VWPP.
- Oregon Trail Card or Paper Check  
Whatever monies are in their AIC trust account, transitional savings account, etc. are placed on an Oregon Trail Card (OTC). They are provided with the PIN and able to access their funds as soon as they release. In some instances, they may prefer a check and that is accommodated. Those releasing from Oregon on a detainer or interstate compact may also be issued a check in lieu of an OTC. For those with little or no funds, the Release Counselor may authorize issuing the AIC with up to \$25 on their Oregon Trail Card.
- Parole and Probation Order of Supervision (Attachment 2)
- ICSolutions (if they have funds remaining on their ICSolutions telephone account)
- Road to Success All-Star/Reference Letters (Attachment 3)
- Reporting Instructions
- Sex Offender Registration
- Thumb Drive (Attachment 4)
- Transitional Leave Agreement
- Trust Activity Notice
- Voter’s Guide
- Work History and Employer Work Opportunity Tax Credit Letter (Attachments 5 and 6)

In addition to the release packet, DOC’s Release and Reentry Unit provides releasing AICs with their Oregon Health Plan and SNAP benefits information, if they have applied for them with the assistance of the Reentry Benefits Coordinator.

## **5. What is the fleet size at DOC? Are they all CDL trucks?**

Below is the fleet information for the agency.

- six box trucks, 11 tractors, 18 trailers, three buses, three facilities trailers (kitchen, goose neck flat bed, and shower), one van, and seven passenger vehicles.
- All drivers are required to have a Class A CDL. They also have extra endorsements such as passenger (bus), Air Brakes and tanker. They are not required to have the endorsements upon hire but are required to get them within six months of hire.

The Oregon Corrections Enterprises (OCE) also maintains a fleet of vehicles:

- 17 box trucks, requiring Class A licensure
- Eight semi tractors and trailers, Class B (15) and ODL (2)
- Three busses, Class B (2) and ODL (1)
- 15 other vehicles (dump truck, pickups, sedans, etc.) Class B (2) and ODL (13)

## **6. How many of your roofs are generating power?**

There are currently no rooftop solar panels on any DOC buildings. Two of our facilities have other alternative power sources.

- Warner Creek Correctional Facility (WCCF) in Lakeview has a small wind turbine for supplying light to the out-buildings. WCCF also uses a geothermal heating system.
- Two Rivers Correctional Institution in Umatilla has a very small set of panels installed in 2010 producing approximately 33,000kWh per year, and sells the energy back to the electric company to augment energy costs

## **7. Which institutions still need earthquake retrofitting. What's the priority list?**

The original Facility Condition Assessment from 2020 provided a Rapid Visual Screening (RVS) for selected buildings generally constructed prior to 1996. There is no current institution priority for completing the seismic work on the needed institutions, as we do not currently have the funding necessary to complete these projects. As we receive funding for this phase, we will have an assessment completed and prioritize the seismic projects by institution at that time.

Seven of our institutions (CRCI, EOCI, OSCI, OSP, PRCF, SCI, SFFC) and our CDC campus will need significant seismic upgrades as they were built (or have buildings built) prior to 1996.

## **8. Is there measurable data for JLAD and does the program lead to a job?**

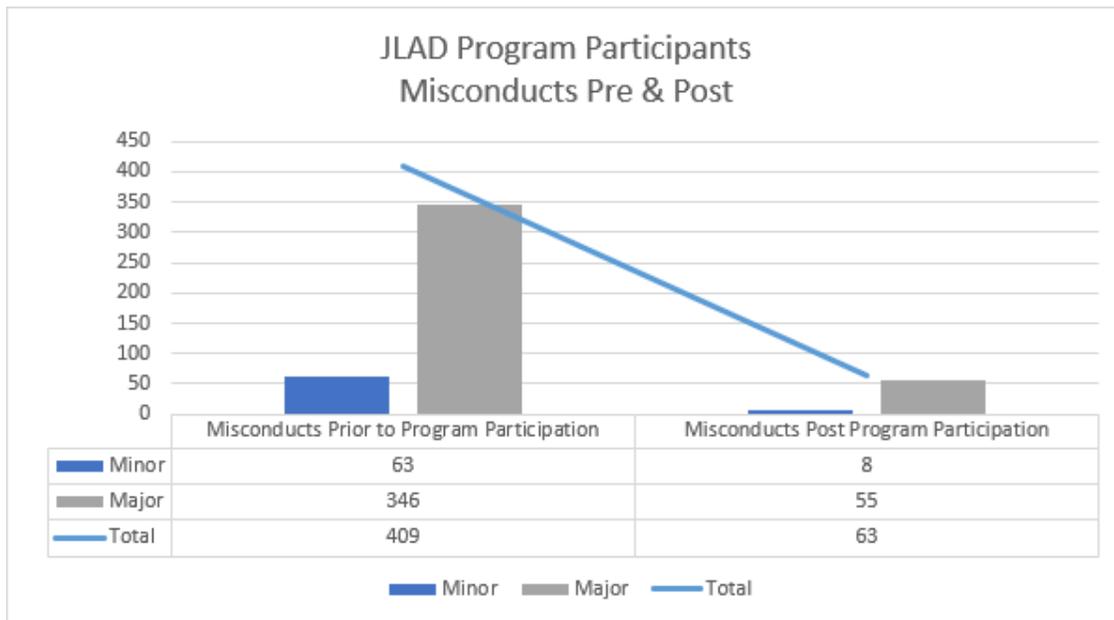
The Joys of Living Assistance Dogs (JLAD) program has had a profound impact on both the AICs and staff at Eastern Oregon Correctional Institution (EOCI).

Since its start in 2016, over 160 AICs have participated, and staff have observed reduced tensions between AICs and staff, as well as between AICs themselves. Many AICs who were once influential gang members have undergone profound pro-social behavioral changes, while others have experienced unconditional love for the first time. The program has also helped AICs

learn important life skills, such as patience and compassion for others, that they can take with them beyond the prison walls.

In addition to its impact on AICs, the JLAD program has also been noticed by the public. During the pandemic, when the program was on hold, a member of the public toured the facility and outwardly noted the difference in the feel of the facility without the dogs and with them.

Utilizing simple data from Unusual Incident Reports (UIRs) since program inception, there was a difference in the total misconducts by type prior to the program and post.



It is important to note while initial results of the above graph look positive, there are some limitations as it includes current AICs with varied amounts of time left to serve (who can continue to earn misconducts until their release). It also includes those who have since been released, so in future analysis, we need to look at the rate of the misconducts and some other risk factors for more effective outcomes. For next steps, our program leaders and our research team will partner to conduct an evaluation of the program that can norm this data.

I'd like to share a recent quote from EOCI's Lieutenant Sina Vaafusuaga, in her own words:

*“Good morning. Since the JLAD Program has been at EOCI; I knew this was going to be beneficial to the institution – AICs which in the long run would also benefit the staff.*

*My first experience with allowing the Dog Program happened in the very beginning. An AIC from the Mental Health Unit lost their parent and they were finding it really hard to cope. I escorted him to H Unit where he had an interaction with the trainer and the puppy. As I watched this interaction, it was obvious his stress level was going away, and he was able to think more clearly. He spent around 20 minutes with the puppy and the handler; it was almost like they worked as a team.*

*I have always used this program because a lot of AICs have not had any contact with a puppy or dog. I am now in Segregation and have continued to use the positiveness that the JLAD Program brings. There have been AICs that thought the dog was a stuffed animal until it moved. They were so happy the dog was real. They talk to the handler and the handler explains how their lives were similar; and it didn't change until he did. When he decided to change; everything around him started to change. This AIC never thought he would ever be able to pat a dog again let alone train a dog.*

*This program is a must and needs to continue.*

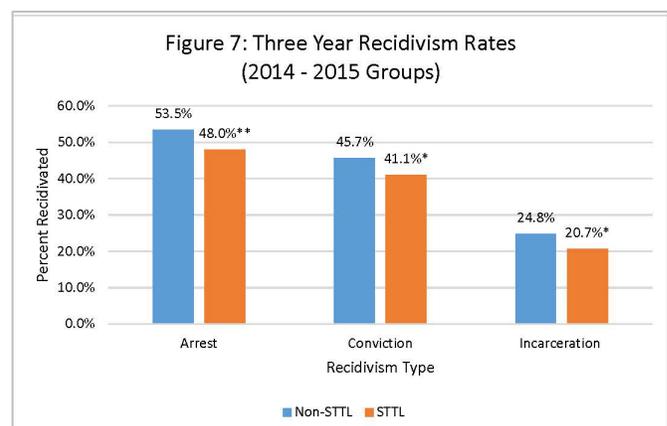
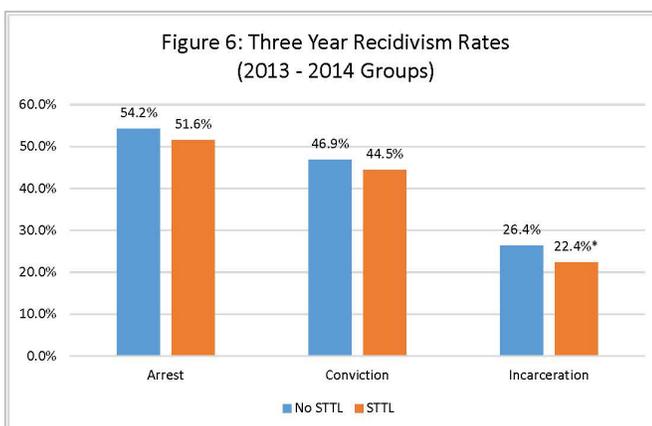
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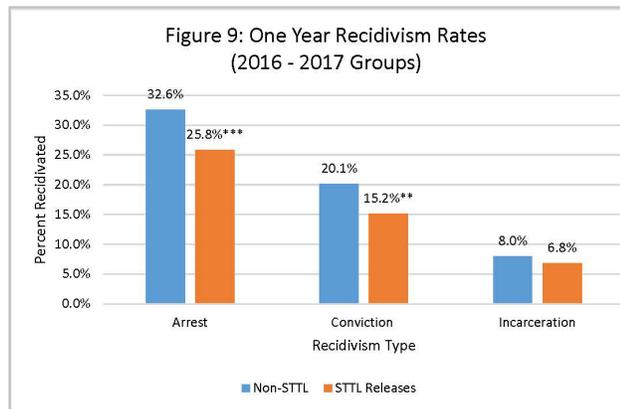
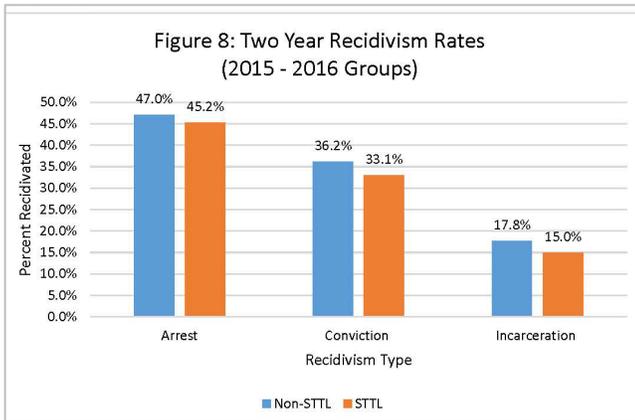
The JLAD program has helped to humanize and normalize the prison experience, breaking down barriers between staff and AICs and facilitating positive pro-social interactions. Overall, the JLAD program has been a resounding success, providing benefits not only to the AICs and staff, but also to our community as a whole.

The South Fork Forest Camp (SFFC) began their JLAD program in late 2022; we will include data emerging from the SFFC program in our future data analysis.

### 9. What is the STTL recidivism rate?

Recidivism is defined as an arrest, conviction, or incarceration for a new crime within three years of release from custody or the imposition of probation. Due to the fact that several more recent cohorts of STTL releases do not yet meet the threshold for full three-year analyses, we include one- and two-year recidivism rates for recent cohorts. Below are graphs comparing STTL recidivism rates to non-STTL rates.





**10. Do we have any halftime positions?**

In the security series, DOC has only one halftime position and that is in the Transport Unit. However, temporary and part time employees (usually retired staff) are hired to escort contractors for deferred maintenance projects inside Oregon’s prisons.

DOC’s Health Services unit does have halftime and flexible nurse, physician, and dentist positions.

Sincerely,

Heidi Steward  
Acting Director  
Oregon Department of Corrections





# Oregon Voter Registration Card

first class  
postage  
required

# vote!

**Secretary of State**  
Salem OR 97310-0722



please write your County Elections Office address below:

fold card here



Oregon Department of Corrections (ODOC)

Mission: To promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior

Below is a summary of your work assignments and training during your time in the Oregon Department of Corrections. You will see a description of the work assignments you held, including the length of time you were on those assignments. After the work assignment history there is a list of the trainings and certifications you earned.

Table with 4 columns: Work History, Started, Ended, Hrs/Wk. Rows include: Janitor - Administration Lead (02/17/2023 to <N/A>, 40 hrs), Janitor - Administration Lead (12/23/2022 to 02/16/2023, 40 hrs), Gatehouse Janitor Crew (11/30/2022 to 12/01/2022, 10 hrs), Central Distribution Center (11/04/2022 to 12/01/2022, 45 hrs), Central Dist Relief Crew (10/13/2022 to 11/03/2022, 45 hrs), Central Dist Relief Crew (09/16/2022 to 09/26/2022, 45 hrs).



# Oregon

Tina Kotek, Governor

Employment Department  
875 Union Street NE  
Salem, Oregon 97311  
(503) 947-1394  
TDD (503) 947-1391  
[www.Employment.Oregon.gov](http://www.Employment.Oregon.gov)



Dear Prospective Employer,

This letter is to inform you of the potential for a **\$2,400.00** Work Opportunity Tax Credit for hiring **[REDACTED]** within one year from **4/6/2023**.

The **Work Opportunity Tax Credit (WOTC)** is a Federal tax credit designed as an incentive for businesses to hire from populations (target groups) that face significant barriers to employment. One such target group includes individuals who have been convicted of a felony or released from prison during the one year period ending on the hire date.

The primary objective of the program is to enable these individuals to move from economic dependency to self-sufficiency as they earn a steady income and become contributing taxpayers. Participating employers are compensated through a reduced federal income tax liability.

In addition, the Oregon Employment Department participates in the **Federal Bonding Program**. Employers can receive \$5,000 fidelity bonds, free of charge, as an incentive to hire job seekers that do not qualify for commercial fidelity bonds.

For more information on the hiring incentives mentioned above please visit [www.oregontaxcredit.org](http://www.oregontaxcredit.org).

**Note to Employer:** You must apply for the WOTC tax credit within 28 days of the time the applicant begins work.

Oregon Employment Department  
WOTC Unit, Room 201  
875 Union Street Northeast  
Salem, OR 97311  
1-800-237-3710, ext. 71636  
[Oregon.WOTC@Oregon.gov](mailto:Oregon.WOTC@Oregon.gov)  
[www.oregontaxcredit.org](http://www.oregontaxcredit.org)

Oregon Department of Corrections  
Reentry and Release  
2575 Center Street N.E.  
Salem, OR 97301  
[DOC.Info@doc.state.or.us](mailto:DOC.Info@doc.state.or.us)  
[www.oregon.gov/DOC](http://www.oregon.gov/DOC)



# Oregon

Tina Kotek, Governor

## Oregon Department of Corrections

(insert institution here)  
Offender Information and Sentence Computation  
24499 SW Grahams Ferry Road  
Wilsonville, OR 97070-5670  
Voice: 503-570-6919  
Fax: 503-570-6904



March 16, 2023

### THIS IS TO CERTIFY THAT:

The current admittance date for (AIC's first and last name), SID# \_\_\_\_\_, is (DOC admit date this incarceration term). (AIC's first and last name) has been in continual Oregon Department of Corrections' custody since that date. Prior to (DOC admit date), (AIC last name) was in the custody of the (county of conviction) County Sheriff. They can verify his jail time.

(AIC's last name)'s current projected release date is \_\_\_\_\_.

\_\_\_\_\_, Institution Records Specialist  
Offender Information and Sentence Computation Unit  
(your institution spelled out)

**STATE OF OREGON BOARD OF PAROLE AND POST-PRISON SUPERVISION  
ORDER OF SUPERVISION CONDITIONS**

NAME:	[REDACTED]	BOARD ACTION DATE:	01/09/2023
SID #:	[REDACTED]	OFFICE / CASELOAD:	CCCM / 15727
PAROLE REL DATE:		PHYSICAL RELEASE DATE:	03/24/2023
TENTATIVE PAROLE		ACTIVE SUPERVISION REVIEW	03/23/2024
SENTENCE EXPIRATION		PPS EXPIRATION DATE:	03/23/2026

Report To: MTDC 421 SW 5th Ave Suite 300 The Mead Building Portland OR 97204

OT	OFFENSE	IC	CNTY	CASE #	PPS	PPS EXP DATE
SG	BURG I		MULT	18CR [REDACTED]	36	03/23/2026
SG	ROBB II		MULT	18CR [REDACTED]	36	03/23/2026

**XXXXXXXX IS HEREBY RELEASED.** Parole or Post-Prison Supervision shall begin on release from physical custody. The minimum active supervision period shall be 12 months, or to the sentence expiration date. Extension of the active supervision period is contingent on a recommendation from the supervising officer and Board approval. Supervision conditions may be modified as necessary. If you violate any of these conditions you may be incarcerated or sanctioned in the community. You are subject to all General Conditions and to the following Special Conditions:

7. Pay court ordered restitution to the clerk of the court of the county of sentencing (ORS 137.103-106, OAR 255-065-0005).

9. Without prior written approval of the supervising officer, shall not possess or use intoxicating substances, including but not limited to alcohol, inhalants, or controlled substances (except pursuant to a medical prescription).

11. Have no contact direct or indirect with those listed below: No contact with victim(s), XXXXXX, including direct, indirect, second or third party contact or knowingly being within 1,000 feet of a victim's residence, employment, school, daycare or motor vehicle without prior written consent of the PO.

**STATE OF OREGON BOARD OF PAROLE AND POST-PRISON SUPERVISION**  
**ORDER OF SUPERVISION CONDITIONS**

**GENERAL SUPERVISION CONDITIONS**

- A . Pay fines, restitution, or other fees ordered by the court or the Board.
- B . Submit to testing for controlled substance, cannabis, or alcohol use if the supervised person has a history of substance abuse or if there is a reasonable suspicion that the supervised person has illegally used controlled substances.
- C . Participate in a substance abuse evaluation as directed by the supervising officer and follow the recommendations of the evaluator if there are reasonable grounds to believe there is a history of substance abuse.
- D . Remain in the State of Oregon until written permission to leave is granted by the Department of Corrections or a county community corrections agency. Extradition is waived if the person under supervision absconds from supervision and leaves the state.
- E . Not change residence without prior permission from the Department of Corrections or a county community corrections agency and inform the parole and probation officer of any change in employment.
- F . Permit the parole and probation officer to visit the supervised person or the person's work site or residence and to conduct a walk-through of the common areas and of the rooms in the residence occupied by or under the control of the supervised person.
- G . Consent to the search of person, vehicle, or premises upon the request of a representative of the supervising officer if the supervising officer has reasonable grounds to believe that evidence of a violation will be found, and submit to fingerprinting or photographing, or both, when requested by the Department of Corrections or a county community corrections agency for supervision purposes.
- H . Obey all laws, municipal, county, state and federal, and in circumstances in which state and federal law conflict, obey state law.
- I . Promptly and truthfully answer all reasonable inquiries by the Department of Corrections or a county community corrections agency.
- J . Not possess weapons, firearms, or dangerous animals.
- K . Report as directed.
- L . If recommended by the supervising officer, successfully complete a sex offender treatment program approved by the supervising officer and submit to polygraph examinations at the direction of the supervising officer if the Supervised Person: (A) Is under supervision for a sex offense as defined in ORS 163A.005; (B) Was previously convicted of a sex offense as defined in ORS 163A.005; or (C) Was previously convicted in another jurisdiction of an offense that would constitute a sex offense as defined in ORS 163A.005 if committed in this state.
- M . Participate in a mental health evaluation as directed by the supervising officer and follow the recommendation of the evaluator.

**STATE OF OREGON BOARD OF PAROLE AND POST-PRISON SUPERVISION**  
**ORDER OF SUPERVISION CONDITIONS**

**GENERAL SUPERVISION CONDITIONS**

- N . If required to report as a sex offender under ORS 163A.010, report, in person, to the Department of State Police, a city police department or a county sheriff's office, in the county to which the person was discharged, paroled, released or in which the person was otherwise placed: (A) Within 10 days following discharge, release on parole, post-prison supervision or other supervised or conditional release; (B) Within 10 days of a change of residence; (C) Within 10 days of a legal change of name; (D) Once each year within 10 days of the person's birth date, regardless of whether the person changed residence; (E) Within 10 days of the first day the person works at, carries on a vocation at or attends an institution of higher education; (F) Within 10 days of a change in work, vocation, or attendance status at an institution of higher education; and (G) At least 21 days prior to any intended travel outside of the United States.
- O . Submit to a risk and needs assessment as directed by the supervising officer and follow reasonable recommendations resulting from the assessment.
- P . Be under the supervision of the Department of Corrections and its representatives or other supervisory authority and abide by their direction and counsel.

STATE OF OREGON BOARD OF PAROLE AND POST-PRISON SUPERVISION  
ORDER OF SUPERVISION CONDITIONS

Pursuant to ORS 144.102(2) and ORS 144.270(2), special conditions may be imposed that are not listed above when the Board of Parole and Post-Prison Supervision determines that such conditions are necessary.

If the offender's actual physical release date is different than the release date noted on this order, the supervision expiration date will be modified accordingly. Physical release to detainer custody of 30 days or longer may also result in an adjustment to the post-prison supervision start date and expiration date(s).

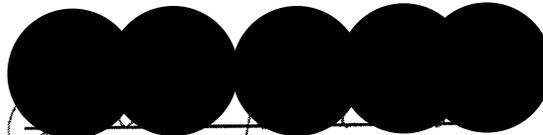
I have read, or have had read to me, and fully understand and acknowledge the conditions under which I am being released. I will strictly abide by them and I understand that my failure to do so may result in return to imprisonment and forfeiture of all good time credits, if any, earned by me prior to the effective date of this order.

Pursuant to OAR 255-080-0005 through OAR 255-080-0015, you may seek administrative review of this order by submitting a written request for administrative review to the board's chairperson within 45 days from the date you signed the order or the date the supervisory authority acknowledged you received the order. After the board has issued an administrative review response, you may seek judicial review of this order by filing a petition for judicial review in the Court of Appeals, State of Oregon Supreme Court Building, Salem, OR 97310, within 60 days after the date the board mails the administrative review response. Judicial review is pursuant to the provisions of ORS 144.335 and ORS 183.482(8).

Upon release from custody, report as directed to the supervising agency, or within 24 hours.



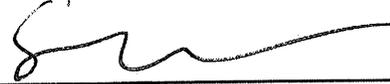
Greta Lowry  
Chairperson



Offender

3-3-23

Date



Witness

3-3-23

Date

Original to Board  
Cc: AIC  
DOC file



# Reporting Instructions Acknowledgment

Date: March 3, 2023

I, ~~\_\_\_\_\_~~, have been instructed to report for supervision to:

Multnomah County Community Corrections - 421 SW 5th Ave, 1st Floor Reception, Portland, OR 97204 / 503-988-3701

**REPORT** within 24 hours of release from custody during normal business hours (8:00am to 5:00pm) Call your Community Corrections Office immediately if you cannot report as directed.

I have also been instructed that if I have an ICE detainer to report for supervision within 24 hours if released from ICE custody and not deported, or if I reenter the U.S.A.

*Yo, se me ha ordenado reportarme en persona a la siguiente direcciòn **County Community Corrections** dentro de las 24 horas despuès de ser liberado de la prisiòn, durante las horas normales de trabajo (de 8:00 a.m. a 5:00 p.m. excepto los sàbados, domingos, o dias festivos), o como se indica aqui abajo. (Llame inmediatamente a la Oficina de Correcciones de la Comunidad si usted no puede reportarse como se le ha ordenado).*

*Tambièn se me ha instruido que si soy detenido por la oficina de inmigraciòn y aduanas (ICE en inglès) y despuès liberado dentro de los Estados Unidos de Norteamèrica, o si soy deportado y despuès vuelvo a entrar a èste país, tengo que reportarme dentro de las 24 horas para recibir supervisiòn.*

**BY SIGNING BELOW, I ACKNOWLEDGE THESE REPORTING INSTRUCTIONS:**

**AL FIRMAR ABAJO, ATESTIGUO QUE RECONOZCO Y ENTIENDO ESTAS INSTRUCCIONES PARA REPORTARME.**

  
\_\_\_\_\_  
Adult in Custody Signature

3-3-23  
Date

  
\_\_\_\_\_  
Witness Signature

3-3-23  
Date

Scott Calvert, Release Counselor  
DOC Release Services  
CCCM  
Phone #: 503-570-6539

**EXHIBIT J**  
(OAR 255-070-0001)

**Oregon Board of Parole & Post-Prison Supervision**  
**GENERAL AND SPECIAL PAROLE AND POST-PRISON**  
**SUPERVISION CONDITIONS**

Parole and Post-Prison Supervision is subject to all listed “General Conditions” and any designated “Special Conditions”. Prior to release, the Board may modify the conditions at any time. After Parole or Post-Prison Supervision has commenced, conditions may be added, pursuant to OAR 255-070-0015 up to 60 days from release onto Parole or Post-Prison Supervision, or upon your signed consent, or after you have an opportunity to be heard. Your opportunity to be heard may be oral or in writing.

Parole or Post-Prison Supervision may be revoked for violation of any of these conditions and you may be returned to custody when parole or post-prison supervision is not in your best interest or the best interest of society.

The Board may, at its discretion, sanction violations of Parole or Post-Prison Supervision Conditions. Sanctions may include returning you to the custody of the Department of Corrections.

The following definitions apply to this Exhibit:

1. "Supervised Person" or "Offender" means person released to parole or post-prison supervision.
2. "Parole and Probation Officer," "Supervising Officer" and "PO" mean the supervising officer under the Parole or Post-Prison Supervision systems.

Other definitions as defined in Oregon Administrative Rule 255-005.

**GENERAL CONDITIONS**

**GCa** - Pay fines, restitution, or other fees ordered by the court or the Board.

**GCb** - Submit to testing for controlled substance, cannabis, or alcohol use if the supervised person has a history of substance abuse or if there is a reasonable suspicion that the supervised person has illegally used controlled substances.

**GCc** - Participate in a substance abuse evaluation as directed by the supervising officer and follow the recommendations of the evaluator if there are reasonable grounds to believe there is a history of substance abuse.

**GCd** - Remain in the State of Oregon until written permission to leave is granted by the Department of Corrections or a county community corrections agency. Extradition is waived if the person under supervision absconds from supervision and leaves the state.

**GCe** - Not change residence without prior permission from the Department of Corrections or a county community corrections agency and inform the parole and probation officer of any change in employment.

**GCf** - Permit the parole and probation officer to visit the supervised person or the person's work site or residence and to conduct a walk-through of the common areas and of the rooms in the residence occupied by or under the control of the supervised person.

**GCg** - Consent to the search of person, vehicle, or premises upon the request of a representative of the supervising officer if the supervising officer has reasonable grounds to believe that evidence of a violation will be found, and submit to fingerprinting or photographing, or both, when requested by the Department of Corrections or a county community corrections agency for supervision purposes.

**GC h** - Obey all laws, municipal, county, state and federal, and in circumstances in which state and federal law conflict, obey state law.

**GCi** - Promptly and truthfully answer all reasonable inquiries by the Department of Corrections or a county community corrections agency.

**GCj** - Not possess weapons, firearms, or dangerous animals.

**GCk** - Report as directed.

**GC l** - If recommended by the supervising officer, successfully complete a sex offender treatment program approved by the supervising officer and submit to polygraph examinations at the direction of the supervising officer if the Supervised Person: (A) is under supervision for a sex offense as defined in ORS 163A.005; (B) was previously convicted of a sex offense as defined in ORS 163A.005; or (C) was previously convicted in another jurisdiction of an offense that would constitute a sex offense as defined in ORS 163A.005 if committed in this state.

**GCm** - Participate in a mental health evaluation as directed by the supervising officer and follow the recommendation of the evaluator.

**GCn** - If required to report as a sex offender under ORS 163A.010, report, in person, to the Department of State Police, a city police department or a county sheriff's office, in

the county to which the person was discharged, paroled, released or in which the person was otherwise placed:

- (A) within 10 days following discharge, release on parole, post-prison supervision or other supervised or conditional release;
- (B) within 10 days of a change of residence;
- (C) within 10 days of a legal change of name;
- (D) once each year within 10 days of the person's birth date, regardless of whether the person changed residence;
- (E) within 10 days of the first day the person works at, carries on a vocation at or attends an institution of higher education;
- (F) within 10 days of a change in work, vocation, or attendance status at an institution of higher education; and
- (G) at least 21 days prior to any intended travel outside of the United States.

**GCo** - Submit to a risk and needs assessment as directed by the supervising officer and follow reasonable recommendations resulting from the assessment.

**GCp** - Be under the supervision of the Department of Corrections and its representatives or other supervisory authority and abide by their direction and counsel.

### **SPECIAL CONDITIONS**

**SC-1.** Be evaluated by a mental health evaluator and follow all treatment recommendations.

**SC-2.** Continue to take any psychiatric or psychotropic medication that was prescribed prior to or at the time of release from custody until otherwise directed by a physician. At the direction of the supervising officer, the supervised person shall undergo a psychiatric evaluation and take any medications recommended. The supervised person shall comply with a medication monitoring program at the request of the supervising officer.

**SC-3.** Without prior written approval of the supervising officer, a prohibition against contacting a person under 18 years of age.

**SC-4.** Without prior written approval of the supervising officer, a prohibition against being present more than one time at or on property adjacent to a place primarily intended for the use by persons under 18 years of age or places where they regularly congregate.

**SC-5.** Submit to random polygraph tests as part of a sex offender surveillance program. Failure to submit to the tests may result in return to custody. Specific

responses to the tests shall not be the sole basis for return to custody.

**SC-6.** Enter and complete or be successfully discharged from a recognized and approved sex offender treatment program at the direction of the supervising officer, which may include polygraph and plethysmograph testing. Abide by all rules and conditions of the sex offender treatment program. Abide by a prohibition of sexually deviant materials, activities, or behavior that the individual may use for the purpose of deviant sexual arousal, unless otherwise allowed by the supervising officer in writing.

**SC-7.** Pay court ordered restitution to the clerk of the court of the county of sentencing (ORS 137.103-106, OAR 255-065-0005).

**SC8.** If required to report as a sex offender under ORS 163A, report to Oregon State Police, a chief of police, a county sheriff, or the supervising agency when supervision begins, within 10 days of a change in residence and once a year within 10 days of the offender's date of birth.

**SC-9.** Without prior written approval of the supervising officer, shall not possess or use intoxicating substances, including but not limited to alcohol, inhalants, or controlled substances (except pursuant to a medical prescription).

**SC-10.** Other: Special conditions may be imposed that are not listed above when the Board of Parole and Post-Prison Supervision determines that such conditions are necessary.

**SC-11.** Have no contact direct or indirect with those listed below:

**SC-12.** Consent to search of computer or other electronic equipment upon the request of the supervising officer or their representative, if the supervising officer has reasonable grounds to believe that evidence of a violation will be found.

**Sex Offender Package:**

A. Agreement to comply with a curfew set by the Board, the supervisory authority, or the supervising officer.

B. A prohibition against contacting a person under 18 years of age without the prior written approval of the Board, supervisory authority, or supervising officer.

C. A prohibition against being present more than one time, without the prior written approval of the Board, supervisory authority, or supervising officer, at a place where persons under 18 years of age regularly congregate.

- D. In addition to the prohibition under subparagraph (C) of this paragraph, a prohibition against being present, without the prior written approval of the Board or supervising officer, at, or on property adjacent to, a school, childcare center, playground, or other place intended for use primarily by persons under 18 years of age.
- E. A prohibition against working or volunteering at a school, day care center, park, playground, or other place where persons under 18 years of age regularly congregate.
- F. Entry into and completion of or successful discharge from a sex offender treatment program approved by the Board, supervisory authority, or supervising officer. The supervised person shall abide by all rules and conditions of the sex offender treatment program. The program may include polygraph and plethysmograph testing. The person is responsible for paying for the treatment program.
- G. A prohibition against direct or indirect contact with the victim, unless approved by the victim, the person's treatment provider and the Board, supervisory authority, or supervising officer.
- H. Unless otherwise indicated for the treatment required under subparagraph (F) of this paragraph, a prohibition against viewing, listening to, owning, or possessing sexually stimulating visual or auditory materials that are relevant to the person's deviant behavior.
- I. Agreement to consent to a search of the person or the vehicle or residence of the person upon the request of a representative of the Board or supervisory authority if the representative has reasonable grounds to believe that evidence of a violation of a condition of post-prison supervision will be found.
- J. Participation in random polygraph examinations to obtain information for risk management and treatment. The person is responsible for paying the expenses of the examinations. The results of a polygraph examination under this subparagraph may not be used in evidence in a hearing to prove a violation of post-prison supervision.
- K. Maintenance of a driving log and a prohibition against driving a motor vehicle alone unless approved by the Board, supervisory authority, or supervising officer.
- L. A prohibition against using a post-office box unless approved by the Board, supervisory authority, or supervising officer.
- M. A prohibition against residing in a dwelling in which another sex offender who is on probation, parole or post-prison supervision resides unless approved by the Board, supervisory authority, or supervising officer, or in which more than one other sex offender who is on probation, parole or post-prison supervision resides unless approved by the Board or the director of the supervisory authority, or a designee of the Board or director. As soon as practicable, the supervising officer of a person subject to the requirements of this subparagraph shall review the person's living arrangement with the persons' sex offender treatment provider to ensure that the arrangement

supports the goals of offender rehabilitation and community safety.

(Statutory/Other Authority: ORS 144.102, 144.106, 144.125, 144.140, 144.185, 144.270, 144.275, 144.343, 163A.005)  
(Statutes/Other Implemented: ORS 144.102, 144.270)



# Oregon

Tina Kotek, Governor

## Oregon Department of Corrections

Correctional Services Division

Reentry and Release Unit

3723 Fairview Industrial Drive SE, Suite 200

Salem, OR 97302

(503) 945-9090

www.oregon.gov/DOC



«ALL\_Star\_Finished»

To Whom It May Concern:

This letter is regarding «First» «Last» and their participation in the Road to Success transition program. **Select Prefix** «Last» voluntarily participated in the following 32- hour transition curricula:

- Employment: Identifying Your Marketable Behavior /Technical Skills for Resume Building, Becoming a STAR (Situation, Task, Action, Result) Employee, Interviewing Like a STAR Employee, Meeting Work Ethic Standards, and Working as a Member of a Team, and Interview/Job Readiness.
- Tenant Education: Finding a Place to Rent, Landlord-Tenant Rights and Responsibilities, Cleaning and Organizing the Home, Securing Rental Housing, and Moving In and Moving Out.
- Money Management: Roots of Money Management Behavior, Budgeting, Spending and Saving, Credit and Loans.
- Your Family, Community and Release: Impact of Incarceration, and Restoring Relationships.
- Working Effectively with Your Parole Officer: Characteristics of Successful Reentry, Communicating with your PO, and Your Transition Plan.

**Select Prefix** «Last» received certificates of completion for each curriculum, as well as an additional certificate in recognition of completing the curricula in its entirety. As the facilitator, I held a high level of expectation for each student to demonstrate application of the program information and concepts through their participation.

It is my hope «First» applies the skills learned from the Road to Success transition program, as **Select Pronoun** continues to grow as an individual and as a productive member of their community.

Please feel free to contact me if you have questions.

Sincerely,

**Name**

Transition Coordinator

**Institution**

email@doc.state.or.us

**Phone**

## Items placed on AIC Thumb Drive

**\*Provided upon release\***

### Employment Folder:

#### Interviewing Folder

- CIS Step 1 Prepare for Interview
- CIS Step 2 Dress for Success
- CIS Step 3 Practice
- CIS Step 4 Interview
- CIS Step 5 Follow up
- Explaining Other Problem Areas
- Explaining Your Prison Record
- What is the interviewer looking for

#### Resume Making Info

- Behavioral Skills
- Cover Letter Example
- Resume Instructions
- Resume Manual
- Resume Template
- Resume Template
- Technical Skills book Sept 2017
- Vocational Builder

#### Work Tax Credit Form

### Family Folder:

- Handout 8.1 Four R's
- Handout 8.1 Four R's – Spanish
- Thoughts on Getting Out Brochure

### Housing Folder:

- Moving Forward with a Past 2018
- Letter of Explanation Template

### Money Management Folder:

- A Step-by-Step Guide to Disputing a Credit Report
- How to read your credit report
- Paycheck Planner
- Risk based pricing

### Working Effectively with Your PO/Transitional Planning:

- My Relapse Prevention Plan
- Transition Plan Template

In addition to the above items that are included on all thumb drive, an AIC's resume and/or tenant education letters are included as well. These items are required to be completed if they participated in the Employment or Tenant Education class. (example below of Tenant Education letter)

**John Smith**

Street Address

City, State Zip

Date

Whom To

Recipient Address

City, State Zip

Dear Landlord / Property Management Name:

**Subject: Letter of Introduction / Explanation**

My name is John Smith. I am interested in a property you have for rent. I am twenty-three years of age with a positive attitude. I pride myself with integrity and responsibility, believing that respect goes a long way. I am very clean and organized. I also have the ability and knowledge to maintain a properly functioning home by doing things such as landscaping or basic repairs. I am a very social person and have respect for my neighbors.

I have had a rough past and have made some mistakes that have resulted in a criminal history. However, I have over two years clean and sober from drugs and alcohol. I am involved in narcotics anonymous. I chair meetings and I work with my sponsor. I have also completed a tenant education class to learn how I can be the best tenant possible.

I hope you give me an opportunity to become your tenant and show you I am a great fit for this neighborhood.

Sincerely,

---

John Smith



Oregon Department of Corrections  
(ODOC) Sid #

Mission: To promote public safety  
by holding offenders accountable  
for their actions and reducing the  
risk of future criminal behavior

Below is a summary of your work assignments and training during your time in the Oregon Department of Corrections. You will see a description of the work assignments you held, including the length of time you were on those assignments. After the work assignment history there is a list of the trainings and certifications you earned.

Work History	Started	Ended	Hrs/Wk
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Saturday AML for Breakfast --	02/03/2023	02/21/2023	0
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Saturday Prod Work AM OT-OCE Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other cleaning agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.	02/03/2023	02/21/2023	<N/A>
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Prod. Work Swing Sun/Sat Off Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other cleaning agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.	11/17/2022	03/02/2023	45
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MONDAY - FRIDAY 7:00PM --	10/01/2022	11/09/2022	0
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Telemarketing Agent-UGS Solicits orders for merchandise or services over telephone: Calls prospective customers to explain type of service or merchandise offered. Quotes prices and tries to persuade customer to buy, using prepared sales talk. Records names, addresses, purchases, and reactions of prospects solicited. Refers orders to other workers for filling. Keys data from order card into computer, using keyboard. May develop lists of prospects from city and telephone directories. May type report on sales activities. May contact driver to arrange delivery of merchandise.	10/01/2022	11/09/2022	42.5
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Saturday 7:00PM Showers --	09/17/2022	09/30/2022	0
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Wednesday Showers 2:15PM --	09/17/2022	09/30/2022	0
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Oregon Department of Corrections  
(ODOC) Sid #

Mission: To promote public safety  
by holding offenders accountable  
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risk of future criminal behavior

**Work History**

**Tuesday Showers 2:15PM** 09/17/2022 09/30/2022 0  
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**Thursday Showers 2:15PM** 09/17/2022 09/30/2022 0  
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**Friday Culinary Showers 2:15PM** 09/17/2022 09/30/2022 0  
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**AF TV Video Sun/Mon Off** 09/17/2022 09/30/2022 40

Sets up and operates videotaping equipment to record and play back television programs, applying knowledge of videotaping equipment operation: Reads television programming log to ascertain program to be recorded or program to be aired. Selects source, such as satellite or studio, from which program will be recorded, and selects videotaping equipment on which program will be recorded. Observes monitor to verify that station is on-air, and informs supervisor if station not on-air. Cleans videotape path to remove contaminants that would affect quality of recording or playback, and mounts videotape onto videotaping equipment. Sets audio level, and records test pattern and program onto videotape, using videotaping equipment. Verifies quality of recording, using videotape equipment, and informs designated personnel of quality of recording. Inspects tape for defective ends, removes defective end, using cutting tool, and mounts videotape onto videotaping equipment to play back program. Starts videotaping equipment and turns video and color monitors on to verify setting of video and color levels. Observes scales in video and color monitors and operates controls to adjust video and color levels. Cues program, using videotaping equipment, and places videotaping equipment in remote control mode for use by other operator. May operate videotaping equipment to dub and edit tapes. May wire audio and video patch bays. May set up videotaping equipment to play station breaks. May set up film equipment to play program. May make minor repairs to equipment.

**Industry Showers M-F 2:15pm** 08/25/2022 09/16/2022 10  
--

**Shop Specialist** 08/25/2022 09/16/2022 40

Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors, and generators, according to layouts, blueprints, or work orders, using brazing and variety of arc and gas welding equipment: Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks, such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes, and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory or welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only, may be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

**Industry Showers M-F 2:15pm** 04/01/2022 07/15/2022 10  
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**Shop Specialist** 04/01/2022 07/15/2022 40

Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors, and generators, according to layouts, blueprints, or work orders, using brazing and variety of arc and gas welding equipment: Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks, such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes, and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory or welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only, may be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.



Oregon Department of Corrections  
(ODOC) Sid #

Mission: To promote public safety  
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risk of future criminal behavior

**Work History**

**Industry Showers M-F 2:15pm** 10/30/2021 03/31/2022 10

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**Assembly Worker** 10/30/2021 03/31/2022 40

Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors, and generators, according to layouts, blueprints, or work orders, using brazing and variety of arc and gas welding equipment: Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks, such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes, and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory or welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only, may be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

**Industry Showers M-F 2:15pm** 07/31/2021 10/29/2021 10

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**Assembly Worker** 07/31/2021 10/29/2021 40

Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors, and generators, according to layouts, blueprints, or work orders, using brazing and variety of arc and gas welding equipment: Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks, such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes, and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory or welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only, may be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

**Industry Showers M-F 2:15pm** 03/26/2021 07/30/2021 10

--

**Assembly Worker** 03/26/2021 07/30/2021 40

Welds metal components together to fabricate or repair products, such as machine parts, plant equipment, mobile homes, motors, and generators, according to layouts, blueprints, or work orders, using brazing and variety of arc and gas welding equipment: Welds metal parts together, using both gas welding or brazing and any combination of arc welding processes. Performs related tasks, such as thermal cutting and grinding. Repairs broken or cracked parts, fills holes, and increases size of metal parts. Positions and clamps together components of fabricated metal products preparatory or welding. May locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch. May perform repairs only, may be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

**Saturday Prod Work PM OT-OCE** 10/15/2020 10/22/2020 8

Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other cleaning agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.



## Work History

### Saturday Prod Work PM OT-OCE

10/01/2020

10/07/2020

8

Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other cleaning agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.

### Saturday AML for Breakfast

10/01/2020

10/29/2020

0

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### Saturday Prod Work AM OT-OCE

10/01/2020

10/29/2020

<N/A>

Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other cleaning agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.

### Laundry Special Sun/Sat Off

10/01/2020

03/25/2021

42.5

Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other cleaning agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.

### Saturday Prod Work PM OT-OCE

09/16/2020

09/24/2020

8

Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other cleaning agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.

### Sunday AML for Breakfast

09/10/2020

09/16/2020

0

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### Sunday Prod Work AM OT-OCE

09/10/2020

09/16/2020

<N/A>

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## Work History

**Saturday Production Work** 09/04/2020 10/01/2020 9.5  
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**Appreciation Day BBQ** 07/22/2020 07/27/2020 7  
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**Production Work Sun/Sat Off** 07/02/2020 09/30/2020 42.5

Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other clenaing agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.

**Production Work Sun/Sat Off** 06/23/2020 07/01/2020 42.5

Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other clenaing agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.

**Sunday AML for Breakfast** 04/29/2020 07/30/2020 0  
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**Sunday Prod Work AM OT-OCE** 04/29/2020 07/30/2020 <N/A>  
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**Production Work Thu/Fri Off** 03/10/2020 06/22/2020 42.5

Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other clenaing agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.



## Work History

### HS Infirmary Helper Mon/Tu off

02/13/2020

03/03/2020

42.5

Performs any combination of following tasks, as directed by nursing and medical staff, to care for patients in hospital, nursing home, or other medical facility: Bathes patients and gives alcohol rubs. Measures and records intake and output of liquids, and takes and records temperature, and pulse and respiration rate. Gives enemas. Carries meal trays to patients and feeds patients unable to feed themselves. Lifts patients onto and from bed, and transports patients to other areas, such as operating and x-ray rooms, by rolling bed, or using wheelchair or wheeled stretcher. Sets up equipment, such as oxygen tents, portable x-ray machines and overhead irrigation bottles. Makes beds and collects soiled linen. Cleans rooms and corridors. Bathes deceased patients, accompanies body to morgue, and places personal belongings in mortuary box. Administers catheterizations and bladder irrigations. Accompanies discharged patients home or to other institutions.

### HS Infirm Helper 6a-215p M/T

01/10/2020

02/12/2020

42.5

Performs any combination of following tasks, as directed by nursing and medical staff, to care for patients in hospital, nursing home, or other medical facility: Bathes patients and gives alcohol rubs. Measures and records intake and output of liquids, and takes and records temperature, and pulse and respiration rate. Gives enemas. Carries meal trays to patients and feeds patients unable to feed themselves. Lifts patients onto and from bed, and transports patients to other areas, such as operating and x-ray rooms, by rolling bed, or using wheelchair or wheeled stretcher. Sets up equipment, such as oxygen tents, portable x-ray machines and overhead irrigation bottles. Makes beds and collects soiled linen. Cleans rooms and corridors. Bathes deceased patients, accompanies body to morgue, and places personal belongings in mortuary box. Administers catheterizations and bladder irrigations. Accompanies discharged patients home or to other institutions.

### Unit 22 Orderlies

12/20/2019

01/10/2020

0

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### Unit 10 Orderly Wait List

12/12/2019

12/20/2019

<N/A>

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### Unit 10 Barber Wait List

12/12/2019

12/20/2019

<N/A>

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### Unit 06 Barber

09/23/2019

12/10/2019

25

Provides customer with barbering services: Cuts, shapes, trims, and tapers hair, using clippers, comb, blow-out gun, and scissors. Applies lather and shaves beard or shapes hair contour on temple and neck, using razor. Performs other tonsorial services, such as applying hairdressings or lotions, dyeing, shampooing, singeing, or styling hair, and massaging face, neck, or scalp. Records service charge on ticket or receives payment. Cleans work area and work tools. Orders supplies. May sell lotions, tonics, or other cosmetic supplies.

### Unit 06 Orderlies

09/03/2019

09/23/2019

0

Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition: Cleans and polishes lighting fixtures, marble surfaces, and trim. May cut and trim grass, and shovel snow, using power equipment or handtools, may deliver messages. May transport small equipment or tools between departments. May setup tables and chairs in auditorium or hall. May be designated according to duties performed or according to equipment used.

### Unit 06 Orderlies

07/31/2019

08/26/2019

0

Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition: Cleans and polishes lighting fixtures, marble surfaces, and trim. May cut and trim grass, and shovel snow, using power equipment or handtools, may deliver messages. May transport small equipment or tools between departments. May setup tables and chairs in auditorium or hall. May be designated according to duties performed or according to equipment used.



Oregon Department of Corrections  
(ODOC) Sid #

Mission: To promote public safety  
by holding offenders accountable  
for their actions and reducing the  
risk of future criminal behavior

**Work History**

<b>Unit 06 Orderlies</b>	04/01/2019	07/31/2019	0
Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition: Cleans and polishes lighting fixtures, marble surfaces, and trim. May cut and trim grass, and shovel snow, using power equipment or handtools, may deliver messages. May transport small equipment or tools between departments. May setup tables and chairs in auditorium or hall. May be designated according to duties performed or according to equipment used.			
<b>Unit 06 Orderly Wait List</b>	02/19/2019	04/01/2019	<N/A>
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<b>Unit 06 Barber Wait List</b>	12/31/2018	10/30/2019	<N/A>
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<b>Unit 06 Barber Wait List</b>	12/03/2018	12/04/2018	<N/A>
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<b>WEDNESDAY - SUNDAY 7:00PM</b>	08/14/2018	08/15/2018	0
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<b>Special Ord 1:00pm Sat/Sun Off</b>	08/14/2018	08/15/2018	40
Performs any combination of following tasks, as directed by nursing and medical staff, to care for patients in hospital, nursing home, or other medical facility: Bathes patients and gives alcohol rubs. Measures and records intake and output of liquids, and takes and records temperature, and pulse and respiration rate. Gives enemas. Carries meal trays to patients and feeds patients unable to feed themselves. Lifts patients onto and from bed, and transports patients to other areas, such as operating and x-ray rooms, by rolling bed, or using wheelchair or wheeled stretcher. Sets up equipment, such as oxygen tents, portable x-ray machines and overhead irrigation bottles. Makes beds and collects soiled linen. Cleans rooms and corridors. Bathes deceased patients, accompanies body to morgue, and places personal belongings in mortuary box. Administers catheterizations and bladder irrigations. Accompanies discharged patients home or to other institutions.			
<b>Showers/Cloth Exch M-F 1:00pm</b>	08/07/2018	08/13/2018	0
--			
<b>NightYd 1:30pm Thu/Fri off</b>	08/07/2018	08/13/2018	25
Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition: Cleans and polishes lighting fixtures, marble surfaces, and trim. May cut and trim grass, and shovel snow, using power equipment or handtools, may deliver messages. May transport small equipment or tools between departments. May setup tables and chairs in auditorium or hall. May be designated according to duties performed or according to equipment used.			
<b>MONDAY - FRIDAY 7:00PM</b>	02/01/2018	07/16/2018	0
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Oregon Department of Corrections  
(ODOC) Sid #

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**Work History**

**MONDAY - FRIDAY 7:00PM** 01/31/2018 02/01/2018 0

**Industry Showers M-F 2:15pm** 09/30/2017 02/01/2018 10

**Monday - Friday AML Breakfast** 09/30/2017 10/01/2017 0

**Double A Solutions** 09/30/2017 07/16/2018 34

Solicits orders for merchandise or sevicees over telephone: Calls prospectiv customers to explain type of service or merchandise offered. Quotes prices and tries to persuade customer to buy, using perpared sales talk. Records names, addresses, purchases, and reactions of prospects solicited. Refers orders to other workers for filling. Keys data from order card into computer, using keyboard. May develop lists of prospects from city and telephone directories. May type report on sales activities. May contact driver to arrange delivery of merchandise.

**Industry Showers M-F 2:15pm** 04/11/2017 09/29/2017 10

**Monday - Friday AML Breakfast** 04/11/2017 09/29/2017 0

**Telephone Agents** 04/11/2017 09/29/2017 45

Solicits orders for merchandise or sevicees over telephone: Calls prospectiv customers to explain type of service or merchandise offered. Quotes prices and tries to persuade customer to buy, using perpared sales talk. Records names, addresses, purchases, and reactions of prospects solicited. Refers orders to other workers for filling. Keys data from order card into computer, using keyboard. May develop lists of prospects from city and telephone directories. May type report on sales activities. May contact driver to arrange delivery of merchandise.

**Prod. Work Swing Mon/Tue Off** 04/01/2017 04/10/2017 40

Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other clenaing agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.



## Work History

<b>Prod. Work Swing Mon/Wed Off</b>	03/24/2017	03/31/2017	40
Tends laundering machines to clean articles, such as rags, wiping cloths, filter cloths, bags, sacks, and work clothes: Loads articles into washer and adds specified amount of detergent, soap, or other cleaning agent. Turns valve to fill washer with water. Starts machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into machine that automatically washes and rinses articles. Lifts clean, wet articles from washer and places them successively into wringers and driers for measured time cycles. Sorts dried articles according to identification numbers of type. Folds and places item in appropriate storage bin. Lubricates machines, using grease gun and oil can. May dissolve soap granules in hot water and steam to make liquid soap. May mend torn articles, using needle and thread. May sort and count articles to verify quantities on laundry lists. May soak contaminated articles in neutralizer solution in vat to precondition articles for washing. May mix dyes and bleaches according to formula, and dye and bleach specified articles. May be designated according to article cleaned.			
<b>Production 730-1230 Su/Sa</b>	02/01/2017	03/14/2017	40
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<b>Production 730-1230 Su/Sa</b>	01/24/2017	01/31/2017	40
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<b>Production 130-830pm SUN/SAoff</b>	12/28/2016	01/23/2017	40
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<b>Production 730-1230 Su/Sa</b>	11/23/2016	12/27/2016	40
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<b>Production 730-1230 Tu/Sa</b>	10/21/2016	11/23/2016	40
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<b>Trainee 730-120pmTUE/SAToff</b>	08/17/2016	10/20/2016	40
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<b>Unit 07 Barber</b>	06/13/2016	08/17/2016	35
Provides customer with barbering services: Cuts, shapes, trims, and tapers hair, using clippers, comb, blow-out gun, and scissors. Applies lather and shaves beard or shapes hair contour on temple and neck, using razor. Performs other tonsorial services, such as applying hairdressings or lotions, dyeing, shampooing, singeing, or styling hair, and massaging face, neck, or scalp. Records service charge on ticket or receives payment. Cleans work area and work tools. Orders supplies. May sell lotions, tonics, or other cosmetic supplies.			
<b>Wait List For MED LANDSCAPE</b>	04/20/2016	08/01/2016	<N/A>
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## Work History

**Unit 07 Barber Wait List** 02/25/2016 06/13/2016 <N/A>  
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**Unit 14 Orderly Wait List** 01/27/2016 02/25/2016 <N/A>  
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**Unit 06 Barber** 09/02/2015 01/14/2016 35  
Provides customer with barbering services: Cuts, shapes, trims, and tapers hair, using clippers, comb, blow-out gun, and scissors. Applies lather and shaves beard or shapes hair contour on temple and neck, using razor. Performs other tonsorial services, such as applying hairdressings or lotions, dyeing, shampooing, singeing, or styling hair, and massaging face, neck, or scalp. Records service charge on ticket or receives payment. Cleans work area and work tools. Orders supplies. May sell lotions, tonics, or other cosmetic supplies.

**Unit 06 Barber Wait List 09** 07/21/2015 09/02/2015 <N/A>  
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**Unit 06 Orderly Wait List** 07/08/2015 09/21/2015 <N/A>  
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**Unit 07 Orderlies** 01/29/2015 03/06/2015 0  
Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition: Cleans and polishes lighting fixtures, marble surfaces, and trim. May cut and trim grass, and shovel snow, using power equipment or handtools, may deliver messages. May transport small equipment or tools between departments. May setup tables and chairs in auditorium or hall. May be designated according to duties performed or according to equipment used.

**Unit 07 Orderly Wait List** 01/20/2015 01/28/2015 <N/A>  
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**Kitchen Helper 330a-1045aS/M** 12/11/2014 01/28/2015 40  
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Oregon Department of Corrections  
(ODOC) Sid #

**Mission: To promote public safety  
by holding offenders accountable  
for their actions and reducing the  
risk of future criminal behavior**

**Training / Certifications**

**Completed**

**Expires**

If you have any questions about any of the information in this document, you may contact me at the number below. The Oregon Department of Corrections hopes this information will be helpful for you in your efforts to gain employment. If I can be of assistance to an employer in verifying any information on this document, please contact me.

Work Programs Assistant

AIC Work Programs

503-945-0958



# Oregon

Tina Kotek, Governor

Employment Department  
875 Union Street NE  
Salem, Oregon 97311  
(503) 947-1394  
TDD (503) 947-1391  
[www.Employment.Oregon.gov](http://www.Employment.Oregon.gov)



Dear Prospective Employer,

This letter is to inform you of the potential for a **\$2,400.00** Work Opportunity Tax Credit for hiring **AIC** (SID:**1234567**) within one year from **3/14/2023**.

The **Work Opportunity Tax Credit (WOTC)** is a Federal tax credit designed as an incentive for businesses to hire from populations (target groups) that face significant barriers to employment. One such target group includes individuals who have been convicted of a felony or released from prison during the one year period ending on the hire date.

The primary objective of the program is to enable these individuals to move from economic dependency to self-sufficiency as they earn a steady income and become contributing taxpayers. Participating employers are compensated through a reduced federal income tax liability.

In addition, the Oregon Employment Department participates in the **Federal Bonding Program**. Employers can receive \$5,000 fidelity bonds, free of charge, as an incentive to hire job seekers that do not qualify for commercial fidelity bonds.

For more information on the hiring incentives mentioned above please visit [www.oregontaxcredit.org](http://www.oregontaxcredit.org).

**Note to Employer:** You must apply for the WOTC tax credit within 28 days of the time the applicant begins work.

Oregon Employment Department  
WOTC Unit, Room 201  
875 Union Street Northeast  
Salem, OR 97311  
1-800-237-3710, ext. 71636  
[Oregon.WOTC@Oregon.gov](mailto:Oregon.WOTC@Oregon.gov)  
[www.oregontaxcredit.org](http://www.oregontaxcredit.org)

Oregon Department of Corrections  
Reentry and Release  
2575 Center Street N.E.  
Salem, OR 97301  
[DOC.Info@doc.state.or.us](mailto:DOC.Info@doc.state.or.us)  
[www.oregon.gov/DOC](http://www.oregon.gov/DOC)