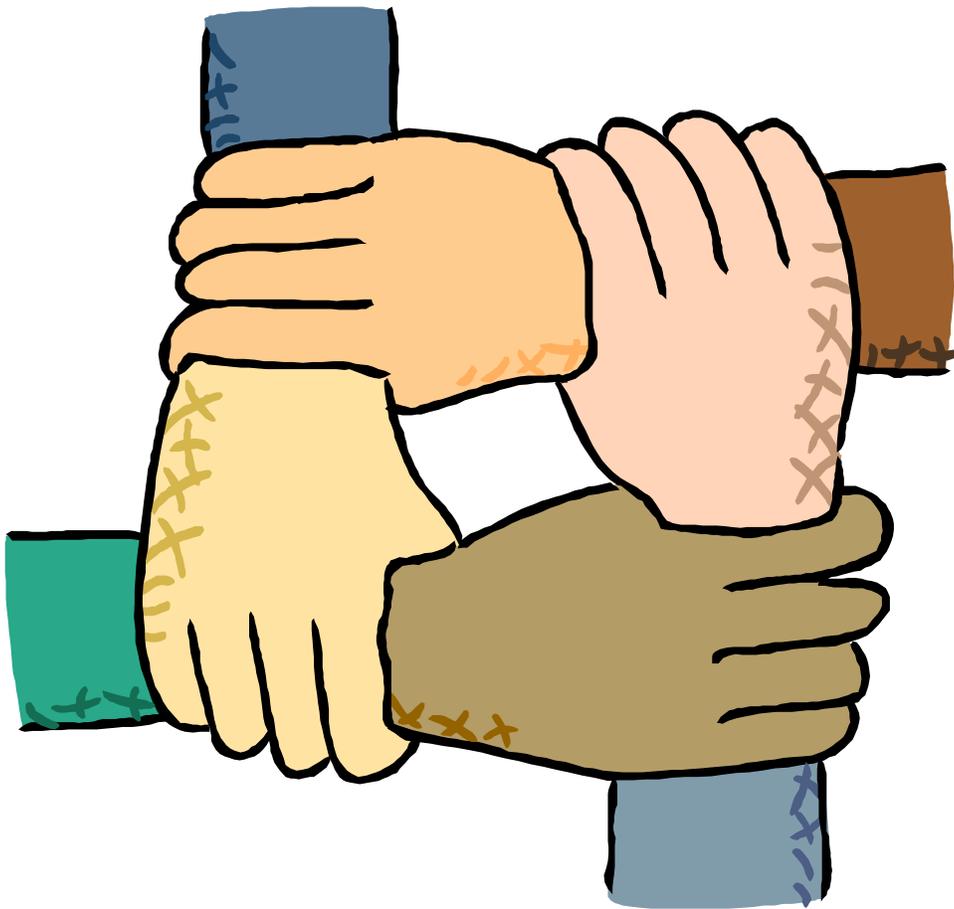




The Oregon Department of Corrections'  
Handbook for...

# Families and Friends of Adults in custody



Created in partnership with  
**Oregon CURE**

July 2014

## Foreword from Oregon CURE

The idea for an orientation and handbook for families and friends of adults in custody grew from the experience most of our members have had: coming ‘cold’ into the world of corrections when someone we care about was convicted of a crime and imprisoned. We have been— as you probably are— angry, confused, scared, sad, and wondering what happens next.

This booklet is intended to introduce you to the Oregon Department of Corrections (DOC) and answer as many of your questions as we can. We want you to know what to expect for yourself and for your loved one, and to have a basic idea of what the rules and procedures are so that you can support your loved one through a difficult experience.

DOC and Oregon CURE co-facilitate an Intake orientation for families and friends of the newly incarcerated. For more information about the next orientation, please visit [www.oregoncure.org](http://www.oregoncure.org).

Get involved! Stay strong!

*The Board of Directors  
And Members of Oregon CURE (Citizens United for the Rehabilitation of Errants)*

“Today’s Prisoners Are Tomorrow’s Neighbors”

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# An Introduction to the Oregon Department of Corrections

## ***Mission***

The mission of the Oregon Department of Corrections (DOC) is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior.

## ***Core Values***

- We value our responsibilities.
- We value integrity.
- We value teamwork.
- We value respecting others.
- We value constructive change.
- We value the participation of all.

## ***Vision***

- We take a proactive role in the development of criminal justice policy.
- We create partnerships with Oregon communities to hold offenders accountable, engage victims, and enhance the quality of life for the citizens of Oregon.
- We are a committed, creative, and productive organization that recognizes safety and security as an essential business practice.
- We require sound fiscal management of public resources using outcome-oriented strategies.
- We provide offender programs and resources that support the department's mission.
- We are a diverse, skilled workforce who shares the responsibility for outcomes across organizational boundaries.

## ***Oregon Accountability Model***

The Oregon Accountability Model (OAM) encompasses the simultaneous, coordinated and efficient implementation of many DOC initiatives and projects that provide a foundation for adults in custody to lead successful lives upon release.

The OAM has several components, each of which stands on its own as a project or a part of the DOC's organization and culture. However, woven together these separate components form a stronger fiber that strengthens the Department's ability to hold adults in custody/offenders accountable for their actions and DOC staff accountable for achieving the mission and vision of the department. Components of the OAM include:

- Criminal Risk Factor Assessment and Case Planning
- Staff-Offender Interactions
- Work and Programs
- Children and Families
- Reentry
- Community Supervision and Programs

For more information on the OAM, please visit the DOC Web site: [www.oregon.gov/DOC/](http://www.oregon.gov/DOC/).

## **Frequently Asked Questions**

### ***If I have an emergency, who should I contact?***

In most cases, the person to contact is the adult in custody's correctional counselor. After completing the intake process, each adult in custody is assigned a counselor. You can find out who the counselor is by calling the prison where the adult in custody is housed or the DOC administration information number at (503) 945-9090. A list of all DOC facilities and phone numbers is located at the end of this publication. Because counselors often have hundreds of adults in custody on their caseload, they will not give messages to adults in custody unless there is a true emergency such as the death of a family member. In an emergency, you may also contact the prison's chaplain.

## May I tour the prison?

No, as a general rule, family members and friends of adults in custody are not allowed to tour a prison due to security concerns.

## What if I think the adult in custody should not be in prison?

DOC is not involved in an adult in custody's sentencing and cannot change anything a court has ordered. DOC can help adults in custody clarify sentencing orders or receive credit for time served in county jail. However, DOC cannot give legal advice. Information is available to adults in custody through prison law libraries or through their attorneys.

## Can all adults in custody earn time off their sentences?

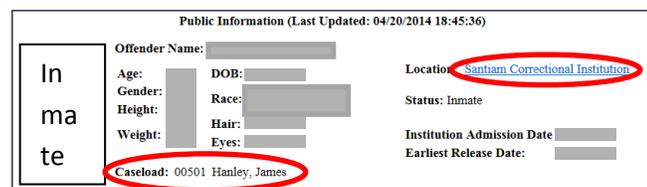
Not all adults in custody have sentences that allow them to earn a prison term reduction. What the crime was, when it was committed, and what laws were in effect at the time of sentencing determine whether adults in custody can earn time off of their sentences. For those who are eligible, the amount of time they can earn varies, but generally is awarded for good behavior and for participating in programs. If you get a copy of the adult in custody's corrections plan and reviews, you will notice that "earned time" is tracked even if the adult in custody isn't eligible for earned time. This is done for statistical reasons and in the event that laws are changed in the future and an adult in custody becomes eligible for earned time.

## How can I find out if an adult in custody has been transferred or released?

A great resource is the VINE ("Victim Information and Notification Everyday") system. This system was originally designed for crime victims. However, family members and friends of adults in custody may use the program as well. VINE provides information about an adult in custody's location and convictions. Callers also have the option to receive an automatic notification by telephone when an offender has a change in status including transfers, hearings, releases, and escapes. To register, call the VINE hotline at 1-877-OR4-VINE (1-877-674-8463). Once connected, follow the computer prompts given. The Oregon VINE service is available in English and Spanish. More information about VINE is available on DOC's Web site: [www.oregon.gov/DOC/](http://www.oregon.gov/DOC/) or you may go directly to [www.vinelink.com](http://www.vinelink.com) to register to receive updates by e-mail.

You may also contact the Dome Building (offices of DOC Administration) by phone (503-945-9090) to get information on the whereabouts of an adult in custody, as well as help navigating the DOC Web site. Other offender information deemed public in nature can be obtained using the Oregon Offender Search (OOS) system. OOS is a free web-based service available to the public without registration. By accessing the OOS Web site

(<http://docpub.state.or.us/OOS>) you can obtain general information on offenders in the custody of the Oregon Department of Corrections. You can also get more general information on the adult in custody by visiting the Web site at [www.oregon.gov/DOC/](http://www.oregon.gov/DOC/) and following the images to the right in order to find the adult in custody's public information page:



# Intake and Assessment

## ***What is the intake process?***

Adults in custody entering DOC first go through the Department's intake process at Coffee Creek Correctional Facility (CCCF) in Wilsonville. Adults in custody will spend an average of 30 days at intake. Medical and dental health, educational needs, mental health and alcohol/drug use are among the many areas assessed during the intake process.

Following the assessments, an intake counselor interviews each adult in custody. The counselor reviews sentence length, detainers (holds from other states, counties, or the federal government), sentence reductions (if any), release date, program options and expectations, any elevated security issues, and the adult in custody's concerns. The counselor also reviews assessment results and the information in the adult in custody's file. All of this information is used to determine the adult in custody's custody level and identify specific criminal risk factors so program needs are appropriately addressed. This information will help create two useful tools in determining the adult in custody's needs: an Automated Criminal Risk Score (ACRS) and a Case Management Inventory (CMI). The ACRS number helps to guide custody level and program needs. The CMI is used and updated by later counselors to guide the adult in custody's treatment plan.

## ***What are "classification" and "custody level"?***

Classification refers to the process DOC uses to determine an adult in custody's custody level. The primary tool is a classification scale that weighs risk factors to predict the likelihood of certain behaviors such as: escape, violence, and/or disruption of the safe, secure, and orderly operation of the prison. The classification system includes the following four scoring elements:

- Escape History
- Sentence Remaining
- Detainers
- Institutional Behavior

Custody levels range from one to five, where one is the lowest possible level of custody and five is the highest. These levels can change during incarceration — they can be raised or lowered. They are reviewed at least every six months. An adult in custody may ask to have his/her custody level reviewed.

DOC also utilizes a validated predictive tool called the *Violence Predictor Score (VPS)*, which can override some initial intake custody classification score to a level three or four. The VPS is only a factor during the first year of incarceration and is based on variables which predict who might be at higher risk for violence. After the initial year, the classification score is determined using only the four scoring elements listed above.

## ***What is a "corrections plan"?***

A corrections plan is a document that is similar to a treatment plan. Through the intake and assessment process, an adult in custody's criminal risk factors and areas of need are identified and appropriate programs and treatments are assigned. These assigned programs and treatments are entered into the adult in custody's corrections plan. Programs/treatments can include work, basic education, alcohol/drug treatment, anger management, mental health treatment, cognitive programs, parenting classes, and more. The adult in custody's progress in completing programs, work assignments, treatments, as well as housing assignments, compliance, and misconducts are tracked through the corrections plan.

## ***May I be involved in the corrections plan?***

The corrections plan is developed by the intake counselor and discussed with the adult in custody near the end of the intake process. If you wish to provide input in the development of the corrections plan, you may contact the adult in custody's counselor. The intake center is located at CCCF and the address and phone number is located at the end of this publication. If the adult in custody has already moved to a different facility, the newly assigned counselor will often take input from you, as well. Once the intake process is completed, adults in custody and their correctional counselors meet and review the corrections plan every six months. You may ask an adult in custody about his/her corrections plan (they may send you a copy), and how they are doing on completing the plan's requirements.

Your support and encouragement to follow the plan and complete program requirements are extremely helpful in improving the chances that the adult in custody will be successful upon release. If the adult in custody is eligible for parole or a sentence reduction, completing the plan's requirements is an important step toward getting out sooner. Note: If an adult in custody has not filled out a Release of Information (ROI) form, the amount of information DOC staff can share is very limited. Encourage the adult in custody to sign the ROI – it will be very important if there comes a time when you need to advocate for that person.

### ***Can I visit an adult in custody while he/she is involved in the intake process?***

No, visiting is not allowed for adults in custody involved in the intake process. However, adults in custody at intake *are* allowed to complete and submit visiting applications. These applications are available on the adult in custody's housing unit. Family and friends can also access visiting applications from DOC's Web site: <http://www.oregon.gov/DOC/>.

### ***How is prison placement determined?***

Adults in custody are assigned to prisons in the final stages of the intake process. Considerations include the adult in custody's potential conflicts with other adults in custody (enemies and co-defendants), program needs, custody level, and space availability. Increasingly, assignments to prisons are made on the basis of which facility offers the programs the adult in custody needs. Medical and/or mental health issues also affect placement decisions. For these reasons, minimum custody adults in custody may not always be sent to minimum security prisons.

## **Prisons**

### ***How many prisons are there? Where are they?***

DOC uses the words prison, institution, and facility interchangeably. There are currently 14 state prisons in Oregon. All female adults in custody are housed at CCCF. All other DOC facilities house male adults in custody. A list of prisons is located at the end of this publication.

### ***Why are adults in custody transferred among prisons?***

An adult in custody can be transferred at any time to another prison for a variety of reasons (program availability, medical needs, security or bed space issues, etc.). For security reasons, transfers are not announced in advance. However, by registering with VINE you will have the option to receive an automatic notification by telephone or e-mail when an offender has a change in status including transfers, hearings, releases, and escapes. To register, call the VINE hotline at 1-877-OR4-VINE (1-877-674-8463).

### ***Do adults in custody ever get hardship transfers?***

Under very rare circumstances an adult in custody may be transferred to a different prison because of hardship. Each case is closely reviewed by staff members at the prison where the adult in custody is transferred to after completion of the intake process, to determine whether the hardship justifies a transfer. Visiting inconvenience and/or considerable distance from family or friends is not considered a hardship.

### ***How can I find out how an adult in custody is doing during incarceration?***

The best source of information is the adult in custody. You may write them using the addresses listed at the end of this publication. It's important to include the adult in custody's name and State Identification (SID) number on the envelope above the facility name and address. If you don't have the adult in custody's SID number, simply contact the institution where he/she is located and request it. Please refer to the section entitled, "*How can I communicate with an adult in custody through the mail?*" for more detailed information on the mail system.

Adults in custody also have access to phones. Please refer to the section entitled, "*Can an adult in custody place calls from the prison?*" for more detailed information on the phone system.

If you need additional information or would simply like to speak to a staff person regarding a particular adult in custody, you may contact the adult in custody's correctional counselor. They can give you an idea

of the adult in custody's progress and how you may be able to help. Addresses and phone numbers for each of the DOC institutions are located at the end of this publication. Note: If an adult in custody has not filled out a *Release of Information* (ROI) form, the amount of information DOC staff can share is very limited. Encourage the adult in custody to sign the ROI – it will be very important if there comes a time when you need to advocate for that person.

### ***How can I communicate with an adult in custody through the mail?***

To send a card or letter to an adult in custody, you must address it to him or her using their committed name (no nicknames or AKAs), SID number, and institution name and address. If you are unsure of the adult in custody's SID number, you may call DOC (503-945-9090) to get it, or search the DOC OOS Web site (<http://docpub.state.or.us/OOS>). A complete list of institution names, addresses and phone numbers is provided at the end of this publication. Your first and last name (or at least your first initial and last name) and address must be on the FRONT of the envelope. Stickers, glue, tape, glitter, perfume, lipstick or any other foreign substance or stain located on the inside or outside of the envelope or on the letter itself will cause your mail to be rejected. Letters or artwork in crayon or gel pens, envelopes, stamps, cash, checks, blank paper or cards, cardboard or maps are also NOT allowed.

You may send cards or letters and up to ten of any one kind of permitted item in a single envelope, as long as the stuffed envelope is not more than ¼ inch thick. Permitted items include newspaper or magazine clippings, drawings in pen or pencil (lead or colored, but NOT crayon), photographs (NO Polaroid's), or small pamphlets. Photocopies or computer printed photographs are also permitted. One page of photocopied or computer printed photographs is considered *one* permitted item. Please note that there are also restrictions on the content of photographs. Photographs containing actual or simulated sex acts and nudity (regardless of age or gender) or gang-related poses, hand signs, etc. are prohibited. Books (new and used), newspapers and magazines must be sent directly from the publisher or an approved vendor.

If the mail you send violates the mail rule (OAR 291-131), it will be returned to you along with a printed notice explaining why your mail was returned. The adult in custody will also receive a copy of the same notice. ALL mail is opened and inspected before being delivered to adults in custody. Mail marked 'Legal Mail' must come from an attorney or court and must be opened with the adult in custody present. For more detailed information on mail-related matters or to review the DOC mail rule (OAR 291-131), you may either contact the mailroom by telephone or e-mail at the adult in custody's institution or logon to DOC's Web site: [www.oregon.gov/DOC/](http://www.oregon.gov/DOC/).

### ***Can an adult in custody place calls from the prison?***

Yes, adults in custody may make calls to approved phone numbers from all DOC institutions (though not all housing units). However, before a call can be placed, the adult in custody must have a PIN number. This number is given to adults in custody within a few days after their arrival at CCCF and they can begin making calls immediately, provided the number they are calling is set up to receive calls. You may register your phone number with Telmate over the phone or ahead of time online. (Be advised that Telmate asks for personal information that may seem suspicious – if you have concerns, wait for the prompt allowing you to speak with customer service.) If you are unsure how to register your phone, contact Telmate at 1-866-516-0115. Telmate can also tell you if you are able to receive collect calls. Please remember that frequent collect calls can lead to a high phone bill. For this and other reasons, Telmate limits the amount of collect calls allowed to a number before payment is made. You can hear the cost of calls from the adult in custody by following the instructions in the opening message of each call.

If an adult in custody wishes to make a *direct* call (enabling him/her to call cell phones or other numbers that don't accept collect calls) they, or you, will need to set up a Telmate prepaid account. This is **NOT** the same as the DOC Central Trust Account. Telmate is a private company that DOC contracts with in order to provide calling services to adults in custody in the Oregon prison system. If you have questions about calling options or would like to find out more information on how to deposit money on a Telmate account, please contact Telmate at 1-866-516-0115 or go to [www.telmate.com](http://www.telmate.com). Telmate offers a variety of communication services including telephone calls, voice mail, and kiosk services available to most adults in custody at their institutions. Voice mails must be pre-paid (\$1.25 / 3 minutes) and come from a phone that has been registered with Telmate. Kiosks allow adults in custody access to limited e-mails, video communication, and picture galleries, among other things. For more information on what Telmate offers

and how to take advantage of their services, please contact them at 1-866-516-0115 or go to [www.telmate.com](http://www.telmate.com).

Telmate must confirm all phone numbers an adult in custody wishes to dial, with the exception of his or her attorney, before they can be added to the approved call list. This registration process will take place the first time the adult in custody attempts to call you or send you an invite from a Telmate kiosk. Telmate offers brief telephone calls without charge periodically when adults in custody are indigent of funds.

Be advised that ALL CALLS ARE MONITORED and/or recorded. Due to the number of adults in custody in the system, calls are limited at each institution to a length of time determined to be appropriate for that institution. This time limit is determined by the size of the institution's population and its phone availability. A recorded message will warn you that your time is coming to an end and the call will automatically terminate one minute later. The adult in custody is welcome to call back if there is a phone available. Attempts to make any kind of three-way or conference call, or use of the call-forwarding feature will result in your phone number being permanently blocked and a \$25 fine to the adult in custody's Telmate account.

### ***How can I place money on an adult in custody's trust account?***

Adults in custody have a trust account that is managed from DOC's central office (Dome Building) in Salem, Central Trust, **503-378-5842**. Any PRAS (Performance Recognition & Award System) awards or monetary gifts received from an adult in custody's family or friends are credited or deposited to the DOC Central Trust account. PRAS awards are points awarded to an adult in custody for satisfactory performance in a job assignment and/or correctional program. These points accumulate and result in a monetary deposit into the adult in custody's trust account that can then be used for commissary or to pay for outside things such as gifts, magazine subscriptions, educational courses or other materials. An adult in custody may also transfer money from his/her trust account to a Telmate phone account. See the section entitled, "*Can an adult in custody place calls from the prison?*" for more information on institution phones.

You may add funds to an adult in custody's trust account in a variety of ways. Kiosks are located at each institution and at the Dome Building in Salem; they are free of charge but be sure to follow the directions carefully in order to transfer funds to the adult in custody's *trust account* instead of their Telmate account. The Dome Building in Salem also accepts money transfers for a small surcharge (\$2.50 for cash deposits and \$4.50 for credit cards). If you prefer, you may send a *money order* or *cashier's check* made out to the Oregon Department of Corrections (NO cash or personal checks), along with the adult in custody's name and SID number to:

***DOC Central Trust  
PO Box 14400  
Salem, Oregon 97309***

DO NOT send money directly to the institution where the adult in custody is located. ALL funds to be deposited on an adult in custody's trust account must be sent to the Central Trust office. Once funds are received and deposited in the adult in custody's account, the adult in custody will be sent a notice stating how much money was credited to his/her account and who deposited the money.

Please do not include any letters or other personal items in the envelope that you use to mail the money order/cashier's check in to DOC Central Trust. Letters, cards and/or pictures cannot be accepted and will be discarded. These items need to be sent directly to the institution where the adult in custody is housed.

***NOTE from CURE:*** *As family and friends of adults in custody, we know you want to support your loved one. However, you need to decide if, when and for what reasons you will send money to an adult in custody, as well as how much you can afford to send. Adults in custody may purchase things like hygiene supplies, writing materials, art supplies, "sturdier" shoes and food supplements from the commissary. Until the adult in custody has a job, it may be helpful for him or her to have some money to purchase those things. However, all basic needs are provided for and there is no need for an adult in custody to have large sums of money available. Your first priority is to take care of yourself and your family. You may also have the added expense of paying for phone calls and any costs associated with traveling to visit your loved one. Remember that it's ok to say "no."*

## ***How do I go about visiting an adult in custody?***

### Getting on an Adult in custody's Visiting List

Once an adult in custody has completed the intake process at CCCF (males are transferred to another institution, females are removed from intake status) and has approved visitors placed on his/her visiting list, he/she can begin receiving visits. The intake process usually lasts around 30 days. Although adults in custody on intake status cannot receive visits, they can complete and submit visiting applications. In order to do this, they will need some basic information about the person wishing to visit them. This information includes, among other things: the visitor's name and address, date of birth, driver's license number and phone number. If you don't feel comfortable providing this information to an adult in custody, you may also go to DOC's Web site ([www.oregon.gov/DOC/](http://www.oregon.gov/DOC/)) and complete and submit a visiting application yourself using e-mail, fax or U.S. mail. Directions for submitting completed visiting forms can be found on the form itself.

All individuals wishing to be placed on an adult in custody's visiting list, regardless of age, must submit a visiting application. Minor children must also have a *Letter of Custodial Consent* on file, signed by the custodial parent or legal guardian and witnessed by a Notary Public, in order to be approved for visiting. This letter will be mailed by DOC to the minor child's custodial parent or legal guardian upon receipt of the child's visiting application. A minor child must also be accompanied at a visit by an adult who is on the adult in custody's list of approved visitors. This person does not have to be the child's custodial parent or guardian.

An adult in custody may have up to 20 people on his or her approved visiting list. Children under the age of 13 are not counted as part of the 20-person limit. Please be advised that it is the adult in custody's responsibility to select which 20 people they would like to have on his/her approved visiting list. Simply submitting an application does not guarantee that you will be placed on a visiting list.

A criminal records check will be run for all applicants age 15 and over. Submitting false information may result in the application being denied. Past criminal activity may not necessarily prevent someone from being placed on a visiting list.

Once a visitor has been approved and added to an adult in custody's visiting list, the adult in custody will be notified in writing. It is the adult in custody's responsibility to notify the visitor of the approval. Adults in custody are also notified in writing of visiting applications that are denied or deferred. It is the adult in custody's responsibility to pass on this information to perspective visitors as well. Adults in custody are allowed to appeal a visitor's denial. DOC staff cannot tell you whether or not you've been approved or denied. They also cannot tell you who is on an adult in custody's approved visiting list. This information must come from the adult in custody.

### The Visiting Point System

Adults in custody are allowed 26 visiting points per month, though many facilities no longer keep track of visiting points. Please contact the facility in which the adult in custody is housed to get more information on the visiting opportunities offered there. Each individual visit deducts points from the total allowance. Weekend and holiday visits deduct two points per person. Weekday visits deduct one point per person, per visiting session. Visiting points shall not be deducted for children one year of age and younger or adults 65 years and older. Some institutions may waive visiting points or frequency of visits allowed to accommodate work schedules or visitor travel distance. If you think this may apply to you, contact the institution ahead of time. In addition, DOC offers extra visiting points as part of the Non-Cash Incentive (NCI) program, between five and ten depending on the adult in custody's Incentive Level. See the section entitled, "*Why take part in programs if adults in custody will not get a sentence reduction?*" for more information on Non-Cash Incentives. Other special visiting programs are available at many of the facilities to adults in custody who have earned NCI benefits. Please contact the adult in custody and/or his or her institution counselor to learn more about what is available at the facility in which they are housed.

### Arriving at the Institution

When you arrive at the institution for a visit, park and lock your vehicle in the visiting parking lot. Children and animals cannot be left unattended in the vehicle or anywhere on the institution grounds. Smoking is not allowed within a correctional institution or on State of Oregon property, so please leave any tobacco products behind. Shuttle bus services for transporting visitors may be available at some of the institutions. These services are provided by various local social service agencies. You may call the institution you will be visiting ahead of time to see if shuttle services are available. Be advised that visiting hours may vary

between institutions. You should contact the institution you wish to visit in order to determine visiting hours. Visiting information for each facility is also posted on DOC's Web site: [www.oregon.gov/DOC/](http://www.oregon.gov/DOC/). You must arrive no later than 30 minutes before the end of a visiting session. Delays may occur when you are waiting for a visit. Plan for unanticipated delays by giving yourself plenty of time to go through the check-in process.

### Processing of Visitors

When you enter the institution for a visit, you will likely be in a line with other visitors. You will sign in and present appropriate photo identification. Appropriate identification for visitors 16 years of age and older includes: driver's license, passport, state ID card, military ID card, school ID card or other official government ID card. Appropriate identification for visitors 15 years of age and under includes: birth certificate, social security card, Oregon Health Plan medical card, student body card, state ID card or Smile Safe Kids ID card. Please come prepared with proper ID.

All visitors will proceed through a security checkpoint to access the visiting area. Security staff will screen all visitors and search all authorized hand-carried items. As a part of the security screening, you may be required to proceed through a metal detector or be 'wanded' by a handheld metal detector. If additional screening is needed, visitors may be subject to a frisk search conducted by a security staff member of the same gender as the visitor. Be advised that metal buttons, body piercings, jewelry, underwire bras and some shoes may activate the metal detector. Avoid wearing metal as much as possible or be prepared to remove certain items in order to pass through the metal detector successfully.

Visitors with internal or external medical devices should check with their doctor prior to arriving to determine whether it is safe to go through a metal detector. If the doctor determines that it is not safe for the visitor to be processed through a metal detector, the visitor must have documentation from the doctor stating this. Visitors with pacemakers should carry a pacemaker ID card. Visitors confined to a wheelchair will also need to provide medical documentation to support their need to be in a wheelchair. Reasonable accommodations will be made for visitors with disabilities in compliance with the American Disabilities Act (ADA).

Appropriate clothing must also be worn in order to successfully pass through the security screening. A good rule to follow is to wear conservative clothing. Please do not wear suggestive, revealing, low-cut or skimpy clothing. Dresses, skirts, pants/shorts may not be shorter than two inches above the middle of the kneecap. Hats, wrap-around skirts, halter tops, sheer or see-through clothing are not allowed. **YOU ALSO MAY NOT WEAR BLUE DENIM OF ANY KIND** or any other clothing resembling adult in custody attire. Gang-related clothing, camouflage, or clothing with controversial statements or slogans is also not allowed. Footwear and undergarments **MUST BE WORN**. It's suggested that new visitors bring an extra set of clothing with them just to be sure that you'll be allowed into the institution. You can store your unused clothing items in your vehicle. Most institutions also have lockers available for visitor use. There may be a cost for use, usually 25 cents. The institution is not responsible for items placed in lockers.

### Permitted Items

No cash or other negotiable instruments other than \$15 in quarters or tokens per visitor for use in the vending machines are allowed in the visiting room. This includes checkbooks, credit and/or debit cards. Cell phones, pagers, or other electronic devices are also not allowed in the visiting area. For this reason you may be required to lock-up personal items in your car or in the lockers provided for visitor use. Visitors may bring five non-Polaroid photographs or five sheets of photographs into the visiting room. All photographs must leave the visiting room with the visitor at the conclusion of the visit.

A limited number of supplies for infants are permitted. Approved items per child include: two diapers, one clear plastic bottle, one single layer blanket, one pacifier, and diaper wipes contained in a clear plastic bag. All items shall be subject to search. Any medications that are prescribed for emergency purposes, such as inhalers or nitro tablets are to be left at the Sgt's desk for security reasons. Because of this, you will be seated in this vicinity. Any other medications, prescribed or non-prescribed, are not allowed in the visiting room.

### The Visiting Room

Once you have been processed through the security screening, your hand will be stamped with special ink that is only visible under a black light and you will be led into the visiting room. Each DOC institution has a designated visiting room or area with assigned seating. Visiting room staff will tell you where to sit as you enter the room as each institution handles this a bit differently. Most visits between an adult in

custody and his or her family are classified as 'privileged visits.' During a privileged visit you are allowed limited physical contact. Visitors approved for privileged visiting may share a brief embrace and/or kiss with the adult in custody at the beginning and end of the visit. Excessive physical contact will be grounds for terminating the visit.

When you enter the visiting room you will see chairs, and in many of the institutions, small, individual tables arranged in a row. Generally, the adult in custody will sit on one side and the visitor on the other. Chairs MUST be left in their original position. Handholding and holding of small children eight years of age and under is permitted. Many of the institutions have playrooms with toys and activities for children. Crayons and coloring books are also available for children to use while they are seated with the adults.

There may be vending machines in the visiting area. The visitor may purchase food or drink items for him or herself or the adult in custody, but the adult in custody and the visitor may not share the same food or drink. Adults in custody are prohibited from handling money or tokens and from approaching or operating the vending machines.

Many visitors stay for the entire visiting session, although you don't have to. You may leave before a visiting session ends, but you may not return for another visit within the same visiting session. You may also choose to begin a visit after a visiting session has begun. As long as you arrive no later than 30 minutes before the end of a visiting session, you will be allowed to visit. Be advised that staff may limit the visits to one hour if the visiting area is full and there are other visitors waiting to come in for a visit. At the end of the visiting session, staff will make an announcement that the session is now over. Visitor restrooms are available.

Your visits will be monitored by staff and, in some cases, by video cameras. The staff may deny or stop visits when they have reason to believe that the visits might jeopardize the safety and security of the institution. It is important that you comply with all regulations and with instructions from staff. If there are any problems or questions associated with your visit, speak with visiting facility staff. If they are unable to resolve your concern, you may ask to speak with the visiting facility supervisor. Visitors are encouraged to visit DOC's Web site ([www.oregon.gov/DOC/](http://www.oregon.gov/DOC/)) or contact the institution they will be visiting for more detailed information or questions regarding the visiting process.

### Contraband and Sanctions

Although contraband is usually thought of as drugs, tobacco or weapons, contraband is actually considered to be anything that adults in custody are not authorized to have in their possession. Things that seem "innocent" to a visitor or an adult in custody may be considered contraband to DOC. Visitors are not allowed to exchange anything with an adult in custody or bring anything in with the intent of giving it to the adult in custody during a visit. Adults in custody are not authorized to take anything from the visiting room back to their housing unit. They will be searched – patted down or strip-searched – upon entering and leaving the visiting room. If they have something upon leaving the visiting room that they didn't have when they arrived for the visit, it is very likely to be discovered. The adult in custody may go to segregation as a result of an attempt to bring something back to their housing unit and your visiting privileges may be suspended or restricted for a period of time, or permanently.

There are a range of sanctions for misconduct on the part of the adult in custody and the visitor. For minor, one-time infractions, the visit may simply be terminated, which means the visitor will be asked to leave. There is no written follow-up to the visitor at this level, provided no change in visiting status results. Please remember that attempting to argue will likely not accomplish anything. Sanctions for more serious violations range from 30-day to two-year suspensions or restrictions to basic visiting. Permanent removal of visiting privileges may also result. Because these sanctions result in a change in visiting status, visitors will receive written follow-up.

For more detailed information on visiting, sanctions, requesting administrative reviews and appeals, please review the DOC rule on visiting (OAR 291-127). This and other DOC rules can be found on DOC's Web site: [www.oregon.gov/DOC/](http://www.oregon.gov/DOC/).

### ***What are Alternative Incarceration Programs (AIP)?***

In Oregon, "alternative incarceration" refers to intensive prison programs in which selected adults in custody are given the opportunity to address criminal risk factors. Alternative incarceration in Oregon was established by the 1993 Legislature with House Bill 2481, creating the SUMMIT program. Ten years later, the 2003 Legislature authorized DOC to establish additional residential Alternative Incarceration Programs that emphasize intensive alcohol and drug treatment (House Bill 2647). NOTE: Due to limited

space availability, placement in an alternative incarceration program is not guaranteed, even if an adult in custody is determined to be eligible for participation. Recommendation from a court/judge will also not guarantee placement in an AIP program. There are currently four AIP programs available within DOC.

**SUMMIT:** Success Using Motivation, Morale, Intensity and Treatment (SUMMIT). This program is for men. The program requires adults in custody to confront old criminal beliefs and thinking patterns. Adults in custody work with institution staff to learn new pro-social beliefs and behaviors. The program is focuses strongly on cognitive skill building; alcohol and other drug addiction education; development of work skills and ethics; and the development and maintenance of positive, pro-social relationships. These group activities are under the direction of community officers and counselors who work with the offenders to assist them in accepting responsibility for their criminal behaviors and for the injuries that they have caused others. The activities are also designed to prepare adults in custody to reenter mainstream society as responsible, contributing members of the community.

**LIFT:** Living In Freedom Today (LIFT). This program is for women. The goal is to assist individuals in examining their thought processes and help them discover how errors in their thinking may lead them to act in an antisocial or criminal manner. After a process of assessment, the program extensively addresses pro-social skill development and provides opportunity to practice these skills through the use of activities, surveys, discussion, homework, role-plays and lecture. The educational component is divided into 10 modules and addresses the participant's transition needs and provides one-to-one case management to assist them in transitioning back into the community.

**New Directions Addictions Program:** This intensive residential treatment program is for men who are addicted to alcohol and other drugs. The program focuses on: personal accountability and responsibility by the adult in custody; a healthy daily routine that involves physical work and physical exercise; behavioral skill development; and group/individual addiction treatment. Program interventions include preparation for gainful employment; developing pro-social relationships and marital skills, identifying and changing criminal thinking errors and tactics; attending 12-Step and other recovery activities; and developing healthy decision making skills and habits for successful community living.

**Turning Point Alcohol & Drug Program:** This program is for women who are addicted to alcohol and other drugs. The program provides a learning environment where adults in custody work towards developing the pro-social skills that are needed for life outside the institution. Residents engage in intensive addiction treatment to increase their personal accountability and responsibility, and they are required to develop healthy daily routines that involve physical work and exercise, behavioral skill development, and individual and group counseling. Program interventions include developing pro-social interactions and relationships; developing parenting skills; identifying and changing criminal thinking errors and tactics; using self-help resources such as 12-Step meetings, which are intended to enhance recovery from addiction; developing healthy decision making skills and habits; and preparing for gainful employment and successful living in the community.

### ***Why does DOC have zero tolerance for gang activity?***

Gangs, also known as security threat groups, are considered a threat to safety and security. DOC enforces a 'zero tolerance' policy on gang activity. This is to keep members of rival gangs from continuing their conflicts inside prison and engaging in conduct that threatens the safety of staff and other adults in custody. It is important for friends and family members to know that gang-related materials or displays sent to an adult in custody will not be permitted. Any such material will be returned. Additionally, sending such material may cause the adult in custody to be identified as a gang member or affiliate.

## ***What types of housing are available in the prisons?***

Adults in custody live either in a dorm setting or in a cell. Most adults in custody assigned to a cell share that cell space with another adult in custody. The following is a list of the various types of housing utilized within DOC:

### Privileged Housing

Adults in custody in privileged housing units generally have a little more freedom and more privileges than other housing assignments. To be eligible, adults in custody must be in compliance with their corrections plans and have clear conduct for a certain amount of time. Only a few prisons have privileged housing.

### General Population

Most adults in custody are in general population. During specific hours, they work, attend programs and meals, and have access to the yard, library, gym, day room, and phones. They may also possess a limited amount of personal property.

### Disciplinary Segregation Unit (DSU)

Disciplinary segregation is the “jail” within a prison. Adults in custody are assigned to DSU for serious rule violations. Each adult in custody who receives a rule violation has a hearing which results in a finding and sanctions (if appropriate). If their actions present a threat to security, adults in custody can be sent to DSU immediately pending a hearing. Adult in custody housed in DSU are confined to their cells 23 hours a day. They have one hour a day for recreation and a shower. They may be sanctioned to DSU for up to 180 days.

While in DSU, telephone calls can only be made in an emergency. Adults in custody in DSU are only allowed one-hour basic visits with immediate family members (which must be scheduled ahead with the institution by the visiting party). Most personal property is removed until the adult in custody returns to general population. When released from segregation, the adult in custody’s status is reviewed to determine new work, program and cell assignments. Most adults in custody also lose privileges and may lose access to personal property for a period of time upon their release from DSU.

### Administrative Segregation (AdSeg)

Adults in custody who are an immediate or continuing threat to security, staff, and other adults in custody, or who are at risk of being harmed by other adults in custody are housed in AdSeg. They may be there voluntarily or involuntarily. Adults in custody who need to be in protective custody are also housed in AdSeg. Those who enter AdSeg voluntarily may have more privileges than others in AdSeg, including contact visits (at some prisons), and visits with other people on their visiting list in addition to immediate family members on their lists.

### Intensive Management Unit (IMU)

IMU is a housing and program assignment, not a sanction, for adults in custody that are classified “maximum security”, or custody Level 5. Adults in custody who have a significant, documented history of violence and/or disruption within prison are housed in these units.

Life in IMU is extremely restrictive; adults in custody remain in the unit for all activities. Whenever leaving their cells, adults in custody wear physical restraints (handcuffs and shackles) and are escorted by two staff. While in their cells, they are not in restraints. Appointments must be made for visits, and only immediate family can visit.

IMU housing assignments are reviewed every six months. An adult in custody must make progress in programs and demonstrate appropriate behavior before a reclassification and return to general population is considered. There are several levels of restrictions/privileges within IMU that adults in custody work to achieve. Adults in custody housed in IMU are classified as level five.

## Mental Health Infirmery (MHI)

This special housing unit is for mentally ill or severely emotionally disturbed adults in custody who are in need of treatment and who endanger themselves and/or others or are unable to care for their basic needs.

## Medical Infirmery

Some adults in custody with severe, chronic health problems need to be housed in a prison infirmery. Additionally, several prisons have a hospice program for terminally ill adults in custody.

## Death Row

Death Row is located at the Oregon State Penitentiary and houses adults in custody sentenced to death. These adults in custody are classified as level five. Appointments must be made in advance for visits, but they are allowed several visits a week. Visitors are not limited to immediate family, but must be on the adult in custody's visiting list.

### ***What is a typical day like for an adult in custody in general population?***

Most days are fairly busy with work, programs, meals, appointments, showers, and recreation. Each adult in custody has a daily schedule to follow and checks each evening for any call-outs (appointments) that may be scheduled for the next day.

Breakfast usually begins between 5:30 a.m. and 6:00 a.m. Adults in custody have approximately 20 minutes to eat. When breakfast is finished, they return to their cells/bunks, except for those minimum custody adults in custody who go to outside work assignments. Adults in custody who stay in the prison are later released to go to their individual assignments (i.e. work, school, other programs, call-outs, and recreation).

At mid-day, adults in custody return to their cells/bunks for 'count,' which occurs at least three times per day. They then go to lunch, return to their cells/bunk, and then proceed with their afternoon schedules. Mail is delivered on weekdays, usually in the late afternoon.

After dinner, adults in custody return to their cells/bunks. Some may have work, programs, or call-outs in the evening. Others spend time in the day room watching TV, playing cards, making phone calls, etc. Some adults in custody go to the recreation yard while others stay in their cells/dormitory to draw, listen to music, or sleep. Adults in custody may order items from the commissary once a week. At approximately 10:00 p.m. everyone is locked in his/her cell or expected to remain on his/her bunk for the night. Those who work a night shift must be up and ready to go to work at the scheduled time.

### ***What kinds of rules are adults in custody expected to follow?***

Adults in custody have a variety of rules to learn and obey. Each adult in custody is issued a copy of DOC's *Rules of Prohibited Conduct* upon arrival and is responsible for knowing and following all the rules. Rules range from prohibiting assault on another person to specifying items of clothing that must be worn. There are various sanctions for violating the rules, from a relatively 'small' sanction such as a cell-in/bunk-in for a few hours, to more severe sanctions that may include time in disciplinary segregation.

### ***How do adults in custody communicate with prison officials?***

Adults in custody speak directly to staff assigned to their housing units or during programs. To talk with their counselor or other staff members whose office may not be located on the housing unit, adults in custody simply fill out an *Inmate Communication Form* (a "kyte"). The kyte is then mailed through the DOC internal mail system and no postage is required. Most of the time the kyte will come back with a written response or the adult in custody is placed on call-out to see the staff member. Adults in custody may also contact administrators or an administrative division in the same way without having to pay postage.

### ***What staff positions are in the prisons, and what do they do?***

Security staff maintain the safe, secure, and orderly operation of the institution. Security staff (sometimes referred to as custody staff) includes correctional officers, corporals, sergeants, lieutenants, and captains. They are supervised by a security manager and, in some prisons, an assistant superintendent of security.

Program and treatment staff includes counselors, teachers, work coordinators, chaplains, library coordinators, mental health specialists, transitions coordinators, and health care providers. Some of these staff are DOC employees and some are employed by another agency providing the services under contract.

Administrative staff perform the administrative and clerical duties necessary to run a complex institution. These include the superintendent, assistant superintendent(s), and support staff, as well as people who work in maintenance (physical plant), food services, records, etc. All staff are responsible for maintaining the security and supervision of the adults in custody. All staff are also responsible for supporting an adult in custody's correction plan.

Volunteers are important in religious, education, and club activities. They undergo a thorough background check and attend several trainings before they actually begin volunteering in a prison.

### ***What training is provided to institution staff?***

New employees are given from 40-120 hours of orientation and training, depending on their position. Topics include DOC's mission, vision, values, the Oregon Accountability Model, rules, operating policies, safety standards, performance expectations, offender management, and the specific practices of their assigned worksite.

New correctional officers also attend a five-week basic corrections academy where they learn interpersonal communication, offender management, and security techniques. Officers maintain first aid and CPR certification. They also receive training in mental health issues. Employees attend additional training each year, ranging from refresher courses in basic correctional skills to programs in advanced communication skills, leadership, and management techniques. Those in specialized positions such as health services and mental health case management are expected to participate in additional training to maintain professional certification or licensing.

### ***What do I do if I have concerns or complaints about the way an adult in custody or I have been treated?***

If you have concerns about the way you have been treated, you may want to contact the employee's supervisor or the prison superintendent. If DOC finds a problem, corrective action will be taken. You will not be informed about discipline of any staff. If you do not think your concerns were adequately addressed, you can pursue the matter with those who have supervisory authority over the people with whom you have already made contact. To find out who you should address your further concerns to, you may call the Dome Building at 503-945-9090, or visit the DOC Web site at [www.oregon.gov/DOC/](http://www.oregon.gov/DOC/).

Adults in custody have several options when addressing concerns or complaints regarding their treatment, including formal grievance procedures. They learn about their options during orientation. Additionally, adults in custody have handbooks they may reference.

### ***What kind of health care is available?***

Adults in custody are screened during the intake process at CCCF for health problems. DOC Health Services obtains a medical history from the adult in custody and completes medical and dental exams. Those in need of further care are sent to an institution that can meet his/her health needs.

State and federal laws require that health care be provided to adults in custody. Health services are provided by professional, properly licensed or certified staff, in settings designed and equipped to deliver this type of service. Health care in prisons meets standards set by an accreditation organization. If the institution is unable to provide the level of care that an adult in custody needs, public institutions (hospitals or clinics) and outside resources (specialists for consultation) may be used. For staff to be able to talk with you about an adult in custody's health needs, condition, or treatment, the adult in custody will need to sign a release of information form that specifically addresses health care.

# Correctional Programs

## ***What programs are available for adults in custody?***

Prisons may specialize in certain program areas. For example, some prisons focus on education, some focus on work, some focus on transition, etc. This form of organization is intended to make the most efficient, effective use of DOC resources, staff, and institutions. Each male adult in custody is sent to a specific prison based on his needs. NOTE: All types of programs are available for women at CCCF.

### ***Education:***

#### Adult Basic Education

Offered to adults in custody with limited literacy skills.

#### Cognitive Skills Development

Focuses on changing criminal behavior by changing thinking patterns. Adults in custody learn more about what they need to do to become responsible citizens when they get out of prison.

#### Work-Based Education

Helps adults in custody develop work-related skills and train for specific jobs.

#### GED programs

Offered to adults in custody without a high school diploma.

### ***Treatment:***

#### Alcohol and Drug Treatment

DOC has prison-based residential and day treatment programs, treatment groups, and a dual diagnosis program. NA/AA 12-step meetings are held weekly in all prisons.

#### Mental Health

Services include case management, crisis intervention, medication and medication management, residential and day treatment, and some individual and group counseling. Short-term services are available for adults in custody who are suicidal or who are having difficulty dealing with a particular situation (such as a death in the family).

#### Developmental Disabilities

There is case management and a day treatment program for adults in custody with developmental disabilities. The adults in custody are housed in general population. Once they complete the day program and have adjusted to prison, they may be transferred. Their assigned case manager sees them every six months or as necessary.

#### HIV/AIDS

Testing, education, and counseling are provided. Basic information is provided to all adults in custody at intake. Brief supportive counseling is provided to adults in custody newly diagnosed as HIV positive, and limited ongoing counseling to adults in custody with AIDS. Risk reduction classes are provided to all adults in custody prior to release.

### ***Other Services:***

#### Religious Services

Religious services, study groups, music programs, and pastoral counseling are offered through prison chaplains and volunteers. A number of different religions are represented in the prisons. Chaplains also notify adults in custody of serious illnesses or deaths of family members or friends in the community.

## Legal Services

Adults in custody have access to legal information and materials through legal libraries in the prisons. Adult in custody legal assistants are available in the legal libraries to assist other adults in custody with their legal issues or paperwork.

## Transitions Services

In the last 6 months of an adult in custody's sentence, specific services are provided by DOC to prepare them for a successful re-entry into society. The primary program in Transitions is *Road to Success*. This is a voluntary program that includes the following components: *Employment; Working Effectively with Your Parole Officer; Your Family and Your Release; Understanding the Basics of Money Management/Banking Credit and Loans; and Housing*. In addition, Transitions Services coordinators will assist with areas such as helping adults in custody locate potential residences for their re-entry, contacting the DMV, Veteran Services, etc. for re-entry issues, and preparing for their medical needs upon release. Many other services are offered through Transitions and each adult in custody is personally assessed to determine what services they are interested in. You can assist the adult in custody's successful re-entry by encouraging them to take part in any Transitions Services they might need.

## Recreation and Other Activities

Each prison has different activities for adults in custody that may include clubs, sports, cultural groups, religious groups, etc.

### ***Why take part in programs if adults in custody will not get a sentence reduction?***

DOC is interested in providing resources to adults in custody so they return to the community with a better ability to move from criminal thinking and behavior to lawful, responsible behavior that society expects of its citizens. Adults in custody may not want to engage in programs, but it is in their best interests to take advantage of as many programs as they can. DOC holds adults in custody accountable, and part of being accountable (accepting responsibility) is participating in programs and treatment. Participation in programs earns PRAS points and other privileges in prison. Most privileges fall under the Non-Cash Incentive Program (NCI), in which adults in custody are given a Level I, II, or III designation. NCI offers adults in custody rewards for compliance with their Case Management plan – these rewards include a significant bonus in visiting points, the ability to live in privileged housing at their institution, and to purchase specialty items from canteen (including MP3 players, electric guitars, and televisions). Each adult in custody enters DOC with some privileges, beginning their time at NCI Level II. Part of every adult in custody's Case Management plan is to be involved in a work assignment or program (unless some particular disability has been identified by DOC that would give them exemption). Adults in custody who do not take part in programs are likely to lose their NCI privileges.

Also, adults in custody are less likely to be involved in negative behavior when they are involved in positive programs. Many of Oregon's prisons offer special family events through clubs or Activities Departments. In order to be eligible for these events, the institutions typically prioritize involvement by the adult in custody's NCI Level and what programs they are involved in. The support of family and friends who want the same outcome (a responsible, clean, law-abiding EX-offender) can help adults in custody understand the benefits; visiting and special family events can offer great opportunities to for reciprocal support. Family and friends may also take advantage of the adult in custody's incarceration time to address any issues they may have that could adversely affect the adult in custody upon release. Many families participate in AI-Anon, AA/NA or seek counseling.

### ***Do adults in custody have to work?***

Adults in custody in Oregon have always worked. Adult in custody labor is used in a variety of ways, including supporting the operation and maintenance of the prisons. The goal is to reduce idleness, reduce costs, and teach work skills to adults in custody. Measure 17, a constitutional amendment passed by voters in 1994, requires adults in custody to work 40 hours a week, or be involved in a combination of 20 hours of education and 20 hours of work. Adults in custody have various kinds of work assignments in the prisons. Some adults in custody work in the institution kitchen, laundry, or physical plant. Others may perform landscape maintenance, work as orderlies, assist other adults in custody in the legal library, facilitate programs, tutor, or cut hair. These types of work are relatively standard from prison to prison. There are also some private industry work assignments within prisons. Minimum custody adults in

custody may be eligible to join outside crews that work in the community. In addition to compliance with corrections plan requirements and the award of PRAS points, work assignments build skills, help to provide practical experience, and helps incarceration time seem to go by faster.

### ***What is PRAS?***

The PRAS (Performance Recognition and Award System) system was started in December 1996, after Ballot Measure 17 eliminated monetary compensation for work as a way of motivating adults in custody. DOC developed PRAS as a way to reward pro-social behavior of adults in custody. Points are awarded to adults in custody for successful participation in all constructive activities including education, treatment, self-improvement programs, and work, while at the same time obeying prison rules. For good performance in programs and positive behavior, adults in custody earn points each day. Once a month the total points earned translate to a cash award and other non-cash incentives. Disciplinary activity may result in a loss of points (the amount depends on the seriousness of the misconduct). Since this system was started, the number of disciplinary reports (DR's) has gone down by thirty percent for major DR's and eighty percent for minor DR's across the whole system. Also, approximately 80 percent of all adults in custody are participating in work, education and other programs for 40 hours a week.

## **CURE**

### ***What is Oregon CURE?***

CURE (Citizens United for the Rehabilitation of Errants) is an international organization founded in Texas in 1975. Today there are chapters in most states, as well as International CURE and several special interest chapters.

CURE's mission is to reduce crime by advocating for effective criminal justice policies, procedures, and programs. Members of CURE:

- Encourage pro-family policies throughout the entire corrections system
- Help adults in custody maintain connections with people in the community, which has been proven to reduce recidivism
- Support improved and expanded education, treatment, and work programs for prisoners, all of which have been shown to decrease recidivism
- Support improved medical care for adults in custody
- Advocate for reformed sentencing laws and parole guidelines that are consistent and fair
- Support using community-based alternatives and restorative justice
- Support improved transition planning and support services for offenders
- Support legislation that promotes effective corrections policies.

Your involvement is welcome – more support means increased effectiveness in achieving our goals.

### ***How do I contact Oregon CURE?***

- You may write:  
**Oregon CURE**  
**1631 NE Broadway #460**  
**Portland, Oregon 97232**
- You may call **503-977-9979**
- You may access our Web site: [www.oregoncure.org](http://www.oregoncure.org)

# DOC Contact Information

## ***Where can I learn more about DOC?***

- Contact Oregon CURE to sign up for a scheduled CURE/DOC Family Orientation
- For more detailed information and complete administrative rules go to DOC's Web site: [www.oregon.gov/DOC/](http://www.oregon.gov/DOC/)
- You may write the DOC central office:  
Oregon Department of Corrections  
2575 Center Street NE  
Salem, OR 97301-4667
- You may e-mail questions to DOC at [doc.info@state.or.us](mailto:doc.info@state.or.us).
- You may call the DOC central office: 503-945-9090

## ***What are the addresses and phone numbers of the prisons?***

### Coffee Creek Correctional Facility (CCCF)

24499 SW Grahams Ferry Rd.  
Wilsonville 97070  
503-570-6400; Fax: 503-570-6417

### Powder River Correctional Facility (PRCF)

3600 13th St.  
Baker City 97814-1346  
541-523-6680; Fax: 541-523-6678

### Columbia River Correctional Institution (CRCI)

9111 NE Sunderland Ave.  
Portland 97211-1708  
503-280-6646; Fax: 503-280-6012

### Santiam Correctional Institution (SCI)

4005 Aumsville Hwy. SE  
Salem 97301-9112  
503-378-5807; Fax: 503-378-8235

### Deer Ridge Correctional Institution (DRCI)

3920 East Ashwood Rd.  
Madras 97741  
541-325-5999; Fax: 541-325-5239

### Shutter Creek Correctional Institution (SCCI)

95200 Shutters Landing Lane  
North Bend 97459  
541-756-6666; Fax: 541-756-6888

### Eastern Oregon Correctional Institution (EOCI)

2500 Westgate  
Pendleton 97801-9699  
541-276-0700; Fax 541-278-1941

### Snake River Correctional Institution (SRCI)

777 Stanton Blvd.  
Ontario 97914-0595  
541-881-5000; Fax: 541-881-5460

### Mill Creek Correctional Facility (MCCF)

2605 State Street  
Salem 97310-0505  
503-378-5807; Fax: 503-378-8235

### South Fork Forest Camp (SFFC)

48300 Wilson River Hwy.  
Tillamook 97141-9799  
503-842-2811; Fax 503-842-6572

### Oregon State Correctional Institution (OSCI)

3405 Deer Park Drive SE  
Salem 97310-9385  
503-373-0100; Fax: 503-378-8919

### Two Rivers Correctional Institution (TRCI)

82911 Beach Access Rd.  
P.O. Box 1470  
Umatilla 97882  
541-922-2003; Fax: 541-922-2011

### Oregon State Penitentiary (OSP)

2605 State St.  
Salem 97310-0505  
503-378-2445; Fax: 503-378-3897

### Warner Creek Correctional Facility (WCCF)

20654 Rabbit Hill Rd.  
Lake View 97630  
541-947-8200; Fax: 541-947-8231