

# DEER RIDGE PRINTS

May 15<sup>th</sup>, 2020

## WHO'S WHO AT DRCI

Superintendent – Mr. Causey  
Asst. Supt. Security – Mr. Jorgensen  
Asst. Supt. General Services – Mr. Ackley  
Business Services – Ms. Bryan  
Education Director – Mr. Sklenar  
Mailroom Supervisor- Mrs. Ball  
Food Service Manager – Ms. Peel

Grievance/Diversity Coordinator – Mr. Ybarra  
Health Services Manager – Ms. Carter  
Hearings Officer – Mr. Sturdevant  
Inmate Work Programs – Mr. Chapman  
Library Coordinator - Ms. Jordet  
Mental Health Services Manager – Mr. Quaid  
Pathfinders – Ms. Choin

Physical Plant Manager – Mr. Fritz  
Religious Services – Chaplain Ball  
OCE- Mr. Wright  
Transition Coordinator – Ms. Wilson and Ms. Madden  
Transitional Services Manager – Mr. Boyer  
Warehouse/Commissary Manager – Ms. Simmelink-Rask

## OCE LAUNDRY

### To all AIC's:

OCE Laundry / AIC Lead(s) strive to ensure that the product delivered back to the client has been completely cleaned and properly dried. OCE AIC's take pride in the work and are taught to ensure the product returned, also meets this same industry standard of customer service, as performed in the community. The following are some helpful tips to help ensure your laundry bags are returned appropriately;

1. Tie your laundry bag so that room is left to allow air flow when tumbling in a wash cycle or dryer. The looser the bag the cleaner the product.
2. The facility issues the laundry bags from the R & D Sergeant. Each AIC should have 2 laundry bags, with your bunk number clearly marked onto both bags. **Separate your linen. Socks, underwear and shirts in one bag. Jeans in their own bag alone.** This allows air and tumble to assist in the soap and rinse cycle. In simple terms, try to remember not to over stuff the linen bags. Try to remember, if your laundry bag is like your hand, make a fist and you try to wash your hands, never opening your fist, your hand doesn't get clean. A ball of tight jeans with packed articles is the same principle. Your linens must be able to toss around inside while the machine spins.
3. The Washers and Dryers rotate at 700-1,000 rpm. A hole in your bag half the size of a dime, will allow for your items to escape the bag and be lost. Inspect your laundry bag often, to ensure no holes are present. OCE will sew bags, along with R & D if we see them. Items lost are returned to R & D the same week and can be retrieved by sending a Kite to the R & D Sergeant.

Customer service is our goal. OCE is working with R & D to improve our service and provide the best quality service to Deer Ridge AIC's. We operate 4 days a week. You can send your laundry out each day, for return. This should assist you in always having loose fitting linen bags and clean clothes for the whole w

## DOC COMMISSARY

### UPDATE:

### D 'Addario 5FT Instrument Cable-\$ 18.58

We have been informed by our vendor that the D'Addario 5FT instrument cable we recently advertised is unavailable at this time due to safety measures implemented by the manufacturer.

We will issue credit to anyone who has been charged.

We apologize for any inconvenience this may have caused. As soon as we have word that they are in production we will send out notification.

## DOC DRCM SECURITY

*Separate AML chow time will be discontinued as of Saturday, May 16, 2020. The AML group will now participate in chow with their individual units. This will allow the AIC's to continue to cohort with their individual Units. AIC's who need to attend Glucose Line will go to medical as their unit is called. These AICs will then go straight to chow.*

## DRCM FOOD SERVICES

**Please help STOP the spread of germs:** Do not re-fill your cup after drinking from it, this is unsanitary and causes the spread of germs through saliva. Do not eat in the line, this too is unsanitary and causes the spread of germs through saliva, by coming into contact with your hands and then touching surfaces that another AIC will touch. We encourage you to avoid sharing food and condiments with each other as this will reduce your risk of spreading germs to each other. Wash your hands often with soap and water for at least 20 seconds. **Thank you all, we appreciate your patience and efforts in keeping us all safe and healthy during these unprecedented times. DRCM Kitchen Staff**

**For your information:** If you are interested in working in the kitchen send a (stamped or signed by your unit officer) kite to Ms. Peel or Mr. Chapman and request the kitchen waitlist. Once you have been in the kitchen for at least 30 days you will be eligible to apply and interview for posted positions.

If you work in the kitchen you will be required to obtain a food handler card within the first 30 days of employment, we will automatically put you on the call out if you do not have a current card. You do not have to work in the kitchen to get a food handler card, if you would like a card please send a kite to Ms. Peel or Ms. Pineda and we will put you on the call out to get a study book. Food handler cards are recognized in every County in Oregon, are free to you and valid for 3 years.

### A Few Rules to Remember:

- You are allowed **only 2 cups of milk total** at breakfast **this includes dry cereal** days.
- Special diets are temporarily available on both sides of the serving line.
- Veggie trays are available on both A and B sides.
- Once you have gone through the line you will not be allowed to go back through, so please make sure you get all the items you want the first time through.
- Please do not argue with the servers they are just doing their jobs.
- Please do not eat in line, it is unsanitary.
- Please do not re-fill your cup after you drink from it, it is unsanitary.