



It is the policy of the Ohio Department of Rehabilitation and Correction to provide a safe, humane, and appropriately secure environment, free from the threat of sexual misconduct for all inmates by maintaining a program of prevention, detection, response, investigation, and tracking. The Department shall maintain a zero tolerance for sexual misconduct in its institutions and in any facilities with which it contracts for the confinement of inmates. Sexual misconduct among inmates and by staff towards inmates is strictly prohibited. All allegations of sexual misconduct and/or sexual harassment shall be administratively and/or criminally investigated.

YOU HAVE THE RIGHT NOT TO BE SEXUALLY ABUSED OR HARASSED.

Incidents or Suspicions of Sexual Abuse, Sexual Harassment and Retaliation

Can be reported to ANY STAFF Member:

- Verbally to ANY STAFF MEMBER
- In Writing to ANY STAFF MEMBER
- Operations Support Center (614) 995-3584
- Outside Agency Hot Line (614) 728-3155

(No cost to call from inmate Phone)

Inmates shall be given the opportunity to remain anonymous upon request to the outside agency.

There will be **NO** retaliation for reporting incidents of sexual abuse or harassment.

Family and friends can report allegations of sexual abuse, sexual harassment, and retaliation on your behalf:

- By calling (614) 995-3584
- By emailing DRC.ReportSexualMisconduct@odrc.state.oh.us

Within 7 days of your arrival or transfer to an institution you will watch an Ohio Department of Rehabilitation and Correction, Prison Rape Elimination Act (PREA) education video. The video will inform you of ODRC's zero tolerance policy against sexual misconduct. The video is in English with a deaf interpreter. It also is closed caption with a Spanish outline at end of video. If you need additional assistance understanding anything in the PREA inmate education video or institution inmate handbook, see your unit staff.

PREVENTION/DETECTION

All inmates shall be screened and assessed upon admission to the Department and for all subsequent intra-system transfers. All inmates shall be assessed for risk of sexual victimization or abusiveness within 72 hours of intake and upon transfer to another institution. These screenings shall be initiated in the PREA Risk Assessment System by medical personnel during intake medical assessments and shall be completed by unit management within the 72 hour period. No sooner than 15 days, but no later than 30 days from the inmate's arrival at any institution, the inmate shall be reassessed regarding their risk of victimization or abusiveness based upon any additional, relevant information received since that institution's intake screening of the inmate. Unit management shall complete the assessments. As a result of these screenings, inmates shall be assigned a PREA Classification.

The Unit Management Chief or their designees shall make appropriate housing assignments based upon PREA Classifications. The information shall be used to assist in housing, bed, work, education, and programming assignments. If it is learned that an inmate is subject to substantial risk of imminent sexual abuse, staff shall take immediate action to protect the inmate at risk of victimization.

Mental Health Services shall attempt to conduct an evaluation on all known inmate-on-inmate abusers within 60 calendar days of learning of such history and offer treatment when deemed appropriate. If an inmate has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the

community, the inmate shall be offered a follow-up meeting with a mental health practitioner within 14 days of the intake screening. This can be accomplished by the inmate forwarding a kite to the mental health department.

Medical Services/Inmate Health Services (I.H.S.): If an inmate has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, the inmate shall be offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening. This can be accomplished by the inmate forwarding a kite to the medical or mental health departments.

Unless otherwise precluded by Federal, State, or local law, medical and mental health practitioners shall be required to report sexual abuse and to inform inmates of the practitioner's duty to report, and the limitations of confidentiality at the initiation of services.

SELF-PROTECTION

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE!

Don't let your manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW."

Many sexual abusers choose victims who look like they won't fight back or are emotionally weak. WALK AND STAND WITH CONFIDENCE.

Avoid talking about sex, and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.

Placing yourself in debt to another inmate can lead to the expectation of repaying the debt with sexual favors. Do not accept commissary items or other gifts from other inmates.

Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff member IMMEDIATELY.

RESPONSE

Upon report of an allegation of inmate sexual abuse, staff shall:

1. Separate alleged victim and abuser.
2. Take appropriate steps to preserve, protect and collect any evidence.

The institution will make available for the victim, a rape crisis center victim advocate if available, or a qualified institution victim support person.

TREATMENT

Medical Services Responsibilities

Follow appropriate protocol, assuring appropriate examination, documentation, transport to the local emergency department, testing for sexually transmitted diseases, counseling, prophylactic treatment, follow-up, and referral for mental health evaluation.

Mental Health Responsibilities

Offenders referred to mental health by medical services following an allegation of sexual abuse shall be seen by an independently licensed mental health professional who shall complete further screenings or assessments consistent with Department policy.

The victim will be offered medical and mental health evaluations and treatment as appropriate. Treatment shall be provided to the victim at no charge.

The victim will be given access to victim advocates for emotional support, if needed, by providing them with mailing addresses and telephone numbers, including toll-free hotline numbers of local, State, or national victim advocacy or rape crisis organizations. This information shall be provided to the unit staff for communication to the inmates. The telephone calls to outside support services are not confidential.

The institution shall protect all inmates and staff who report sexual misconduct or cooperate with sexual misconduct investigations from retaliation by other inmates or staff.

Emotional support services shall be offered to inmates or staff who fear retaliation for reporting sexual misconduct or for cooperating with investigations.

INVESTIGATIONS

All reports of sexual misconduct and retaliation shall be investigated and the findings documented in writing.

No institution shall require an inmate who alleges sexual abuse to submit to a polygraph examination or other truth-telling device as a condition for proceeding with the investigation of such an allegation.

The institution investigator shall monitor all cases of retaliation.

A final decision on all allegations of sexual abuse shall be issued by the institution investigator within 90 calendar days of the initial filing.

If 90 calendar days is not sufficient to make an appropriate decision, the institution investigator may extend the decision up to 70 calendar days. The inmate shall be notified in writing of such extension and provide a date by which a decision will be made.

Following an investigation into an inmate's allegation that he or she suffered sexual abuse in an institution, the institution investigator shall inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded.

POSSIBILITY ADDITION – ASK KELLY AND WARDEN

FAQ for Line Staff to Help Answer Inmate Questions

How do I change my phone pin?

Dial *1995 on the inmate phones and follow the instructions.

How do I change my password on the J-Pay Kiosk?

On the main screen of the kiosks there is a link to open a new claim ticket. From there you can report any issue you are having and J-Pay will work to resolve your issues.

How do I check my balance?

Logon to your J-Pay account and you check this along with many other areas specific to you and your incarceration.

How do I see the Nurse?

You need to fill out a Medical Kite and submit it in the Medical Kite Box inside the doors of the Chow hall.

Is there a fee to see the doctor?

If you submit a medical kite seeking medical attention you will be charged \$2.00 for the services you receive. A nurse may refer the inmate to the doctor.

How do I get a hygiene kit?

Only inmates who are declared indigent are able to receive a hygiene kit. If you believe you meet this requirement, you need to sign up on the Hygiene Kit list in the Multi-Purpose Building at the Corrections Officer's Desk and if you meet the eligibility requirements you will be passed to get your Kit.

How do I see the Quartermaster?

Each dorm has a Cap Sheet. This is what the QM uses to pass inmates weekly for QM issues and needs. You need to sign up on this with you're: name, number and reason you need to see them. You must be specific when signing up. If you have holes in your shoes you need to specifically state that, do not just write shoes. Ask you Unit Staff where your dorm's Cap Sheet is located.

I lost/something got stolen from me, what do I do?

You need to report this to the staff where the loss/theft took place and they will conduct a preliminary investigation and fill out a Theft/Loss Report DRC 4194. This form then should be given to your dorm Sergeant. If this is for a state ID, you should keep your Pink copy as proof of your ID.

How long does it take for my visitor to be approved?

As soon as the completed application returns to BeCI your case manager will review it and let you know asap of the approval status.

How can I get my package in the Package Room?

As soon as your package arrives at BeCI, the Package Room will place you on their list to be passed on a first come, first serve basis.