
Ma.C.I.



Inmate Handbook

**Madison Correctional Institution
P.O. Box 740
London, Ohio 43140-0740**

Revised for 2015

You will be required to return this handbook when you transfer to another institution.

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CONTACT LIST

The following is a list of questions or concerns you may have and the person or department to contact to get more information. You may be able to speak with some of these contacts in person. If so, great; if not, use the Kite System. The Kite system is the very best way for you to contact various departments here at MaCI. You can obtain a Kite form from the unit officer or your unit staff. A Kite can be sent to the appropriate staff through the mail. Make sure to address the kite correctly, state your concern in a clear & concise manner, and then drop the Kite in the mailbox in front of the Inmate Dining Room. ***DO NOT PUT KITES IN THE INMATE FREE LETTER MAILBOX.*** Most Kites should receive a response within seven (7) calendar days.

<i>QUESTION/CONCERN</i>	<i>CONTACT</i>
Account Balance	Cashier
Add/Remove Visitors	Case Manager
Alcoholic's Anonymous (A.A.) Groups	Recovery Services
Alcohol/Drug Recovery Support Groups	Recovery Services
Alcohol/Drug Treatment Programs	Recovery Services
Americans with Disabilities Act	Unit Management Administrator (U.M.A.)
Appeal of Rules Infraction Board (R.I.B.)	R.I.B./Administrative Assistant
Appeal of Security Review	DWO
Case Number	Case Manager
Cell/Cubicle Assignment	Unit Manager
Clothing/Shoe Issues	Quartermaster
College Courses	College Facilitator
Commissary Concerns	Business Office
Earned Credit	Case Manager
Family Emergencies	Case Manager
Food Box Forms	Unit Staff
Food Services Menu	Unit Bulletin Board
General Equivalency Diploma (G.E.D.) Classes/Testing	Education
Grievance Forms	Inspector
I.D. Badge Replacement	I.D. Officer
Indigent Information	Cashier
Informal Complaint Forms	Unit Staff
Institutional Transfer	Case Manager
Investment of Money	Cashier
Jail-Time Credit	Case Manager
Job Change	Unit Manager
Kites (Blank)	Unit Staff
Library Hours	Unit Bulletin Board
Mail/Packages	Mail Room

Mail-Out Schedule	Unit Bulletin Board
Marriage Procedures	Chaplain
Movie Schedule	Unit Bulletin Board
Notary Services	Unit Secretary
Outgoing Calls	Investigator
Parole Issues	Case Manager
Possession Limits	Correctional Counselor
Pre-G.E.D. Class/Testing	Education
Property Disposition Forms	Unit Staff
Release Preparation Program/Reentry	Education/Special Services Deputy
Records: Master/Unit	Case Manager
Release Date	Case Manager
Sanitation & Cleanliness	General Housing Rules
Security Instrument/Review	Case Manager
Sex Offender Treatment	Sex Offender Program (Monticello) Coordinator
Special Visits	Case Manager
State Pay	Unit Staff
Sundry Box Forms	Unit Staff
Television/Radio/Compact Disc Player Purchases	Unit Office
Television Warranty	Commissary
Theft of Property	Correctional Counselor
Transitional Control	Case Manager
Tutor Training	Education
Unit Programs	Case Manager
Viewing Administrative Regulations (ARs)	Library
Visiting List	Case Manager
Visiting Concerns	Special Duty Lieutenant

DRUG TOLERANCE STATEMENT

MaCI has **no** tolerance for the use of illegal drugs or other intoxicants. You can expect to be periodically tested to determine whether you have used intoxicants in the recent past. You can expect periodic searches of your property, housing, and work area. If it is determined that you have used or possessed drugs or other intoxicants in this prison, you may be placed in Disciplinary Control and/or Local Control. If you are caught trafficking drugs into MaCI, you can expect to be prosecuted and receive a prison sentence consecutive to your sentence. If your family members or other visitors are caught trafficking drugs into MaCI, you can expect them to be prosecuted and to also receive a prison sentence. Treat your visitors with respect. Don't ask them to bring drugs to this facility.

Madison Correctional Institution (MaCI)

From the Warden's Desk:

MaCI is a 125-acre male facility located outside London, Ohio. The institution has two secure compounds, with an Administrative Building between the two areas. Zone-A houses Level 2 general population, Sex Offender Risk Reduction Center (SORRC) program inmates [reception status], and Youthful Offender inmates in two-man cells. Zone-B houses Level 1 inmates in cubicle-style dormitory housing. Specialized units include dorms for education and treatment programs, as well as special assignment dorms for older offenders, Level 1A inmates, and Faith Based Housing.

This handbook will provide you with information that will be helpful in answering questions you have about services, procedures, rules, and expectations of the Madison Correctional Institution. You will need to read the housing unit bulletin boards for updated information. Changes in rules and procedures will be posted there. It is also important to tell your family about the rules that affect them, for example, the rules involving visiting, mail, and packages.

MaCI provides a wide variety of programming designed to expand your skills and knowledge and prepare you for a successful reentry to society. I urge you to take advantage of these before your release from prison.

Sincerely,

Rhonda R. Richard

Warden

MISSION STATEMENT

The Mission of the Madison Correctional Institution is to promote public safety and to improve the quality of life for both staff and offenders by providing the following, in a safe and humane prison environment:

- ◆ Excellence in security.
- ◆ Successful inmate reentry to the community.
- ◆ Professional growth and development for our staff.
- ◆ Responsible resource management.
- ◆ Compliance with professional standards.
- ◆ Partnerships with our community stakeholders.
- ◆ Promotion of Restorative Justice through community service, victim awareness, and inmate accountability.

PREA-Prison Rape Elimination Act

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 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 HARRASSED.

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.

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.

PRISON RAPE ELIMINATION ACT

MEDICAL AND MENTAL HEALTH FOLLOW-UP

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.

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 departments.

UNIT MANAGEMENT STAFF

Unit Management Administrator:

Responsible for supervising Unit Managers and administering unit management programs, services and inmate groups. The UMA assigns tasks, monitors, plans, trains, evaluates staff performance, and conducts inspections of the unit evaluating security and sanitation.

Unit Manager:

Responsible for the overall operation of the unit. This includes directing unit staff, implementing safety and security policies and procedures, unit programs and monitoring unit sanitation. The Unit Manager serves on and/or chairs a variety of institutional committees.

Case Manager:

Responsible for preparing release packets, completion of a variety of classification documentation, developing unit programs, maintaining visit lists and completing institutional summary reports for the parole board and outside agencies. The Case Manager is also responsible for coordinating all Reentry related activities for inmates on his/her caseload.

Correctional Counselor:

Regularly tours the unit and the work sites, attempts to resolve inmate concerns, investigates thefts of inmate property, offers guidance to inmates and works with the dorm officer to maintain a clean and safe unit environment. Additionally the sergeant serves as the Unit Hearing Officer processing conduct reports received on inmates who violate institutional/departmental rules.

Unit Secretary:

Responsible for maintaining all inmate unit files and other clerical duties. The Unit Secretary serves on various institutional and unit committees. The Unit Secretary is also a Notary Public and will notarize documents when necessary. A schedule for notarizing will be posted in the dorm.

Correctional Officer:

Responsible for enforcing rules and maintaining cleanliness and order in the dorm. As part of the Unit Management team the Officer is available to inmates 24 hours each day. If you have questions about daily operations of the unit, ask the Correctional Officer first, not another inmate.

HOUSING UNITS

Property Limits

As an inmate at MaCI, you may receive personal property from the commissary or approved vendors. Property limits and restrictions shall be in accordance with DRC Policy 61-PRP-01 (Offender Personal Property) and AR 5120-9-33 (Packages and Property restrictions). Visitors may only send you items through an approved vendor and the vendor catalogues are available in the unit sergeant's office.

Restrictions are placed on the amount of property you may possess. You are allowed to have 2.4 cubic feet (one locker box) of property. All of your personal items and state blues must fit into your locker box. This includes legal materials; if the volume of your legal material is greater than one-half of your locker box, you may request approval for an additional locker box from the Deputy Warden of Operations through your Unit Manager.

The following items do not need to fit in the locker box: large titled items, state-issued bedding, coats, jackets, permitted shoes, and state-issued education books (if you are enrolled in an educational program). Personal Arts & Craft supplies must fit in a plastic container, (purchased at the commissary for these items). There will be periodic inspections for possession limits. If you are found to be in violation, you will be required to destroy or mail out excess property.

Please Note: *State blues, Arts & Craft Containers, Commissary, and legal work are included in the 2.4-space allotment. For any commissary not able to fit in the locker box, you must meet the following two (2) requirements:*

- ▶ *All of the commissary not placed in your locker box must have been purchased within the previous week (7 days).*
- ▶ *You must have the Commissary sales slip listing all items not contained in your locker box.*

It is your responsibility to select the items and quantity you wish to possess in order to meet the 2.4 cubic-foot limit.

A food box received in the last 30 days may be excluded; however, a receipt must be provided listing all items not contained in your locker box.

GENERAL HOUSING RULES

The following is a list of general housing rules that need to be followed throughout the institution:

- ◆ Any item not permitted at MaCI may be sent home.
- ◆ The bed shall be neatly made each morning by 8:00am, with both the sheet and state blanket made in the fashion of military style. The state blanket will be the top blanket on the bed. Anything lying on the bed shall be neatly folded and placed at the foot of the bed, including personal blankets.
- ◆ No inmates from other dorms are allowed to enter another dorm, unless on official business. Official business would be business authorized by Unit

Management or Security personnel. Otherwise, you are not allowed closer to any other dorm than the solid yellow line on the walkway in front of the dorm.

- ◆ No inmates are permitted behind a dorm or other building without staff supervision.
- ◆ You must sign out every time you leave your unit, except for meals.
- ◆ Running, or any type of physical exercise/activity, is forbidden in the dorm.
- ◆ Cell/Cubicles shall be kept clean and neat at all times. This would include cleaning the sinks and toilets each day or several times each day. This can be accomplished by using the cleaner and disinfectant supplied to each unit on a daily basis.
- ◆ Windows shall be kept clean and free of food particles and cobwebs at all times. Cell and **cell door** windows shall be uncovered and unobstructed at all times. **Only an inmate ID badge shall be placed in cell window to indicate toilet in use.**
- ◆ Wardrobes, footlockers, writing areas shall be cleaned daily.
- ◆ Floors shall be swept each day and mopped several times each week.
- ◆ Food particles, which would include cookie crumbs, potato chips, spilled pop or Kool-Aid shall be cleaned up when spilled. (This will eliminate or help keep down insect activity).
- ◆ When using the microwave ovens in the living units, it is the responsibility of each inmate to clean the area after they are finished. This would include cleaning out the sink. **Do not put anything metal in the microwaves. Misuse of the microwaves will result in a loss of this privilege.**
- ◆ **No more than 4 Inmate permitted at a table in the dayroom.**
- ◆ **There are to be no trash bags in the cells or cubicles.**
- ◆ **Small trash cans should be washed out every week.**
- ◆ Cleaning supplies will not be stored in cells/cubicles or living areas.
- ◆ You must wear proper attire when going to and from the shower area (pants or robe with undershorts and shower shoes). You must have clothing on before leaving the shower stall. **No pajamas or robes to be worn while recreating in the dayroom.**
- ◆ TV Room: lights must be on at all times when watching TV. No feet on furniture. No armchairs in TV Room. No eating, or drinking in TV Room. Arguing over the TV will not be tolerated.
- ◆ The memos on the bulletin boards are for everyone. Do not remove them.
- ◆ Lighting is controlled by the Officer on duty. Inmates are not allowed to adjust or set lights.
- ◆ I.D. badges will be collected in exchange for recreation materials of all types and will be held until all property is properly returned and checked by the Officer. **Respect the pool table and all recreation equipment.**
- ◆ Loud noise, excessive volume in conversation, and/or yelling will not be tolerated.

- ◆ Bed locations are assigned by Staff, not selected by the inmates. Medical needs are a priority, and moves made for security reasons are made according to Institutional Policy.
- ◆ Bed name tags will be kept in the proper locations. You are not to move, destroy, or deface name tags in any fashion.
- ◆ No nude or sexually-explicit pictures, or pictures of an inflammatory nature are to be visible in your cell/cubicle area. No photographs, posters, or pictures may be attached to walls, lights, or furniture.
- ◆ Cell/cubicle furniture should be used as intended. The furniture is to stay in the standard arrangement in the cell/cubical, unless approved by the Unit Correctional Counselor. The desk is not to be separated from the metal wardrobe at any time.
- ◆ **No standing or sitting on locker boxes.**
- ◆ **No standing on chairs.**
- ◆ Property is not permitted on top of the metal wardrobes (TV is exception), nor to be hung from wall units, on divider walls, on lighting fixtures, nor to cover toilets or sinks, placed in window sills or attached to electrical conduits.
- ◆ Wet towels may hang neatly at the head or foot of the bed, while drying only. Nothing is permitted to obstruct a clear view of bunks from outside the cell/cubicle.
- ◆ Nothing should be placed at the bottom of cell doors or cubicle walls (e.g., rolled towels or paper).
- ◆ You may not use any material for rugs or floor coverings.
- ◆ Locker box trays must remain in the locker boxes. Shelves and dividers added to metal wardrobes will be considered contraband.
- ◆ Radios, CD players, and TVs must be used with headphones at all times. Radios, CD players, and TVs may not be attached to or hung from the bed. Turn your TV off when it is not in use.
- ◆ No cardboard boxes, paper bags, old newspapers, or empty cans are to be kept in the cell/cubicle.
- ◆ No visiting in sleeping area after 10:00 p.m. (Zone-B); you will be out-of-place.
- ◆ No visiting in Zone-A cells.
- ◆ Any safety concerns or issues that might need addressed are to be sent to the Safety Office.
- ◆ Inmates in possession of one or more electronic appliances for all or any part of a month will be subject to a one dollar (\$ 1.00) electricity usage co-payment charge for that month. For further information regarding exemptions, refunds and grievances, may be found in DRC policy 61-PRP -03 Located in the Law Library.

CONTRABAND

It is the policy of the Ohio Department of Rehabilitation and Correction to conduct searches of inmates, their property, the physical plant of the institution, vehicles, visitors, employees, other persons, and other areas

and items as needed, to detect, control, and remove contraband from the institution or to prohibit its entrance into the institution and to provide for its disposition.

Information regarding inmates and all facility areas are subject to searches to control contraband and explanation of contraband disposition procedures (Administrative Rule 5120-9-55).

“Minor contraband”, as used in this rule, shall refer to items possessed by an inmate without permission and:

1. The location in which these items are discovered is improper; or
2. The quantities in which an allowable item is possessed is prohibited; or
3. The manner or method by which the item is obtained was improper; or
4. An allowable item is possessed by an inmate in an altered form or condition.

Any staff member who confiscates contraband from an inmate shall enter the fact of such confiscation on a log designed for such a purpose. The log shall specify the date of the confiscation, the person or inmate from whose possession the contraband was taken, if known, and a brief description of the contraband.

Major contraband

When criminal prosecution or disciplinary action is contemplated with respect to the contraband, it shall be locked in a secure area designated for contraband or turned over to local or state law enforcement authorities. Institutional personnel shall minimize any handling of such items until turned over to law enforcement authorities. When such items are no longer needed for disciplinary or criminal action, they shall be disposed of in accordance with the provisions of this rule.

Disposition of Contraband:

Any item considered contraband under this rule may be confiscated. Options may vary when disposing of contraband, as directed by **AR 5120-9-55**. When reasonable, contraband items should be placed back in their proper location or to their original owner. Contraband items may also be destroyed, donated, or sent home when appropriate.

CLOTHING & GROOMING

Laundering of Inmate Clothing

Policy requires that all state and personal clothing be laundered prior to storage of the property when an inmate is placed into segregation or goes to outside court or hospital (unless on a same-day “round trip”).

All dirty clothing (state-issue and personal) must be kept in your laundry bag. During a pack-up your clothing items that are in the laundry bag will be

highlighted on a pack-up slip. The laundry **bag** will be secured with a zip tie placed through the mesh bag to ensure the clothing cannot be removed. The clothing will be laundered by Central Laundry. The clean laundry will remain in the zip tie-secured laundry bag and returned to pack-up.

AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) Coordinator at MaCI is **MR. Gebhart**

No inmate at MaCI shall be denied access to any job or program based solely upon his disability. However, the inmate must be able to fulfill the essential job functions of any job assigned to him or must meet the same criteria for admission to a program as any other inmate.

An inmate needing a reasonable accommodation to attend a program shall be provided that accommodation based upon his needs, so long as the accommodation does not adversely impact security. Services shall be available to each inmate regardless of the existence of any disability. Reasonable accommodations shall be made as needed to ensure access to services.

To request an Inmate Reasonable Accommodation Request form, DRC4267, kite the UMC.

RELEASE PREPARATION PROGRAM RE-ENTRY

The Ohio Department of Rehabilitation & Correction (O.D.R.&C.) Reentry initiative refers to the system governing the return of prisoners to the community following a period of incarceration. This connotes that offenders are prepared to be released. It means that offenders are better off at the time of release than at the time of their admission.

The institution offers a variety of reentry-approved programs. Most of these programs are voluntary. Each program is designed to address at least one criminogenic need. Programs address behaviors in one or more of the following domains:

Employment
Education
Substance Abuse
Marital Family Relations
Associates and Social Interaction
Community Functioning
Personal/Emotional Orientation
Attitude

Each inmate will have a Reentry Accountability Plan (R.A.P.) completed. Your Case Manager will coordinate RAP related functions. You are expected to actively participate in planning for your future. In the library you may review DRC Policy 02-REN-01 Offender Reentry Assessments and Planning and 02-REN-03, Transitioning the Offender.

TELEPHONE PROCEDURES

***All inmate telephone calls are
subject to being recorded or monitored.***

***You are responsible for your own account. Copies of your phone list
will not be provided!***

ATTENTION!

Your families and friends you would like to keep in touch with will now be able to save money by participating in the Prepaid Calling Program. The program will allow them to:

- ◆ *Pre-pay for calls at rates that are **20% lower** than the rates currently charged by GTL for Standard Collect Calls from ODRC inmates.*
- ◆ *Pre-Pay in increments of \$5, with a \$25 minimum.*

*Global Tel *Link hopes that this service will make communication with your friends or loved ones easier and more accessible. Please tell your family and friends to call Verizon Business at 1-877-372-4330 (1-8PRE PAID 30) to open a Global Tel *Link Pre-Paid account.*

Follow these directions to complete a telephone call on the Offender Phone System

Lift Handset:

○ Press 1 for English
Press 2 for Spanish

Dial the phone number:

○ **For Domestic calls** - (Area Code) + Number, then # sign.
For International Calls: 011+ (Country Code) + (City code) + Number

Enter your PIN (Personal Identification Number)

PIN = ODRC Inmate ID Plus Secret PIN Number

If your inmate number begins with A, use 2

If your inmate number begins with R, use 7

Example: Inmate A123-456 with PIN 7890 would enter the following:
21234567890

On your first call you will be prompted to state your name.

Press 1 to make a Collect Call (the receiving party pays for the call)

Press 3 to make a Debit/Prepaid Call (the cost of the call is deducted from your PIN Phone account)

For Debit/Prepaid calls the system will announce the cost of the call and your PIN Phone account balance. Your call will connect if you have enough funds to complete at least a 2 minute call

Your call will then begin to process.

If any of the following is attempted, your call may be DISCONNECTED:

THREE WAY CALLING
CALL CONFERENCING

If you are experiencing problems in completing a collect call, THE PERSON YOU ARE CALLING can contact GTL at 800-231-0193

If you are experiencing problems in completing a Debit/Prepaid call, please leave a message on the Ohio Offender Complaint system by dialing * 1995 from the offender phone

All calls may be monitored or recorded.

The following is a list of calls which are not permitted:

- ◆ No harassing or threatening calls will be made.
- ◆ No calls will be made which are detrimental to the security of the institution.
- ◆ No calls will be made that are a violation of law.
- ◆ No 3-way calls will be made.
- ◆ No calls will be made that facilitate a violation of the ODRC Administrative Rules, Policies, or the Ohio Revised Code.
- ◆ No calls will be made for the purpose of organizing, financing, or soliciting funds.

Auto Enrollment Allowed Calling List

On August 7, 2006 Global Tel *Link, formally MCI, introduced a new Auto Enrollment Allowed Calling List Program. This program converted your current PIN from a call anyone status to only being allowed to call specifically approved numbers.

Note: Your PIN WILL NOT CHANGE, continue to use the PIN number you were assigned.

The Auto Enrollment system will allow you to automatically manage your own phone number allowed list from any inmate phone. You will be given the

opportunity to view a video which will explain how the Auto Enrollment System functions.

Under the new program, you will be allowed:

- 15 approved numbers on your allowed list
- You will be allowed to attempt to add up to 5 numbers per month, after the “Self Learning” period is over (“Self Learning” period will last 30 days or after 15 unique numbers have been accepted by the called party, which ever occurs first).

During the “Self Learning “ period you should continue to call all the numbers you like; the system will automatically store the first 15 unique numbers that were accepted by the called party.

Note: If you attempt to call a number and the called party DOES NOT ACCEPT, the number will not be added to your allowed list.

To access the Auto Enrollment system from the Payphone dial 1 for English or 2 for Spanish and then #44 and follow the directions shown in the video.

If you are having difficulty making a call, please leave a message on the Global Tel *Link (GTL) complaint line by dialing 1 (for English) or 2 (for Spanish), then *1995.

Note: All numbers which are added by the Auto Enrollment System will require consent from the called party prior to any calls being allowed to be made to that number.

Phone numbers that have billing blocks or are placed through a non-billable phone company will be allowed to be added to your call list. However, all call attempts to those numbers will be blocked until the billing issue is resolved.

Notice to All Inmates

Be aware that family members or friends may be required to be billed directly by Global Tel *Link if their bill for inmate calling exceeds \$100 in any month.

As of July 2006, if a family member or friend receiving Global Tel *Link, formally MCI, carried collect calls during any month, they may be contacted via automated message to establish a direct billing account with Global Tel *Link, formally MCI. Failure to establish the direct billing account with Global Tel *Link, formally MCI, within a reasonable amount of time will result in a block being placed on the telephone number until an agreement is established.

Please share the above information with your family/friends.

If they have already been contacted to set up a direct billing account—please have them contact Global Tel *Link (formerly MCI) at the number below:

**GLOBAL TEL *LINK CUSTOMER SERVICE
DIRECT BILLING ACCOUNT SET-UP
1-800-231-0193**

A direct billing account is not a requirement to have Global Tel *Link (formerly MCI) as your long distance or local telephone service provider, nor will you be asked to change to Global Tel *Link as your telephone service provider!!!

***PORTABLE WALKMAN RADIO
AND COMPACT DISC PLAYER POLICY***

1. Portable Walkman radios/CD players and headphones may be used in the Day Rooms, all outside recreation areas, activity building, and while walking to or from any of these areas. Radios/CD players are not permitted to be in the possession of inmates in any other area, whether they are being utilized or not.
2. Radios/CD players cannot be in your possession while at work, or while participating in a program or other structured activity.
3. Inmates are responsible to respond to staff voice commands at all times, whether or not they are wearing headphones. The institution Hearing Officers and Rules Infraction Board will not accept any excuses for rule violations connected to the wearing of headphones.
4. "AA" and "AAA" batteries are available for sale in the Commissary. The possession limit is four (8) total. (This does not include batteries in use in appliances.) Only batteries of the size that fit the individual inmate's radio/CD player or TV remote control will be permitted in that inmate's possession.

**ALL PURCHASES MUST BE FROM AN APPROVED
ODR&C VENDOR.**

INMATE VISITING

It is your responsibility to ensure your visitors know and understand the rules and procedures of our visiting policy.

**Madison Correctional Institution
1851 St. Rt. 56 (PO Box 740)
London, OH 43140**

**Visiting Regulations
Revised 01/01/2013**

Reservations are required the day before and the day after all State holidays,. Reservations may be made from 8:00am—1:00pm Thursday through Monday .

Morning sessions run from 8:00 am to 11:15 am, check-in is no later than 9:00 am. Afternoon sessions are from 12 noon to 3:00pm, check-in is no later than 1:00 pm. Each session will count as (1) visit. You may choose to stay all day, but this will count as (2) visits.

Zone A family members will have (3) visits per person and friends will have (2) visits per person per month.

All visits on Mondays, Thursday, and Fridays will be done on an odd/even number basis. If the last number of the inmate is odd, you must visit on odd numbered calendar dates. Even numbers on even numbered calendar dates.

Security Control visits are limited to one (1) session, once per month per visitor. Disciplinary Control /Local Control visits are limited to two (2) hours, once per month per visitor. The S.C., D.C., and L.C. visits are subject to approval by the shift commander. No weekend visits will be permitted for these inmates.

Third party reservations are not accepted-must make reservation for self and visiting party.

Directions

From North: Travel I-71 South to Columbus, take to I-70 West to Exit #72, and turn left off the interstate on to State Route 56. Institution will be 3 miles on the left side of the road.

From South: Travel I-71 North to Exit #84 State Route 56. Turn left off the interstate and go North on State Route 56. Institution will be approximately 17 miles from I-71 on the right side of the road.

From East: Travel I-70 West to Exit #72. Turn left off the interstate onto State Route 56. Institution will be 3 miles on the left side of the road.

From West: Travel I-70 East to Exit #72. Turn right off the interstate onto State Route 56. From West: Travel I-70 East to Exit #72. Turn right off the interstate onto State Route 56. Institution will be 3 miles on the left side of the road.

Visiting Regulations & Policies

1. All visitors must be approved prior to their visit by being on the inmate's approved visiting list or by being approved for a SPECIAL VISIT.
2. All visitors age eighteen and over, must present positive identification. Acceptable forms of I.D. are Driver's License, State I.D., or Passport will be accepted as the primary form of I.D. A military photo I.D. or a work I.D. will be accepted as the second form of I.D.
3. Any approved visitor may be accompanied by their minor children providing they have a birth certificate or legal

document showing they are the parent or legal guardian of the child. When minor children reach the age of eighteen (18), they will no longer be permitted to visit unless they are added to the visiting list or on a Special Visit. The mother of a child must have legal proof that the child is the child of the inmate. The child must be present at the time of the visit.

4. Any approved visitor may bring the inmate's children and/or step children. Verification of the child/inmate relationship is required. A notarized permission slip from the child's parent or legal guardian is also required. Children age of two (2) and older will count as a visitor. In the event of a family emergency (i.e. death in the family, serious illness), visitors are encouraged to notify the visiting room staff prior to informing the inmate of the emergency.
5. Special Visits by a person not on the approved visiting list of the inmate must have prior approval of the Warden or his designee at least two (2) weeks prior to the visit taking place. Only identification listed in number two (2) above will be accepted. There is a four (4)-person limit per Special Visit, which includes children age two (2) and older.
6. Proof of relationship (to the inmate) must be provided to Madison Correctional Institution staff when required (i.e., birth certificate, marriage license, or legal court documents).
7. Vending machines are available for the purchase of food items and beverages. Inmates are not permitted to handle any money or be in the vending area. No items will be allowed to be given to an inmate except for food/beverage items purchased from the institutional vending machines.
8. A visitor may bring the following items into the Visiting Room area: Clear change purse, car keys (no alarms or remote starters), money cards, which can be purchased in the Zone A entry building and used to purchase food/beverage items from the vending machines; sufficient prescription medication in prescription bottle for the length of the visit, two (2) tampons, two (2) sanitary napkins, baby bottle (plastic only), baby food (in plastic only), formula for babies and toddlers (plastic container), diapers, photo identification, and/or any papers required by Madison Correctional for the purpose of visiting.
9. Once in the Visiting Room, visitors are not permitted to retrieve any articles left in the car. All exceptions must be discussed with the Visiting Room Supervisor.
10. Visitors will be assigned seating by the Visiting Room Officer and may not move to another location without permission from the Visiting Room Officer. All inmates must sit facing the Visiting Room Officer's desk.
11. Normal displays of affection appropriate for public decorum are permitted, such as kissing/embracing at the beginning and end of the visit, and hand-holding.
12. Appropriate attire is expected. All attire worn upon entry into the facility must be worn throughout the duration of the visit (exception would be appropriate outerwear such as a coat and gloves). Appropriate

undergarments must be worn (i.e. bra, slip, underwear). No additional clothing is permitted to be carried into the facility.

Inappropriate attire includes (but not limited to):

- a. See-through clothing of any kind
- b. Tops or dresses exposing the mid-riff or have open backs or sides, sleeveless clothing such as: halter tops, tube tops, cropped tops, tank tops and muscle shirts
- c. Low cut clothing that is cut in such a manner as to expose the chest
- d. Any clothing that inappropriately exposes undergarments
- e. Skirts, dresses, shorts, skorts, or culottes with the hem or slit above the mid-knee
- f. Wrap-around skirts, skirts/dresses, or break-away type pants
- g. Clothing with any gang related markings
- h. Clothing with obscene and/or offensive pictures, slogans, language, and/or gestures
- i. Form fitted clothing made from Spandex or Lycra and/or other similar knit material (i.e. leotards, unitards, bicycle shorts, tight jeans/pants)
- j. Clothing with inappropriate holes or tears, including shoulder cut-outs.

- 13 Adults are responsible for the behavior of their children at all times. If you fail to control your children, the visit will be terminated. All persons under the age of eighteen (18) must be under the care and control of the visitor at all times.
- 14 Children's games and toys may not be brought into Madison Correctional Institution.
- 15 No one is permitted to wait in a car in the parking lot. All visitors must leave the premises immediately following the conclusion of their visit.
16. All persons entering Madison Correctional Institution are reminded that conveying or attempting to convey drugs, weapons, or any type of contraband into a State Detention Facility is a violation of Ohio Revised Code Section 2921.36 and 2921.37. Anyone found to violate this section is subject to arrest and prosecution.
17. Cell phones are no longer permitted in the Entry Area, and/or left in the lockers. If you have a cell phone it is to be left in the vehicle. The attempt to convey cell phones into a State Detention Facility is a violation of Ohio Revised Code, Section 2921.36. Anyone found to violate this section is subject to arrest and prosecution.
18. All persons and his/her personal effects are subject to search as a condition of visiting.
19. Violation of the Madison Correctional Institution visiting regulations by a visitor or inmate may result in a restriction or termination of visiting privileges.

20. Tobacco products are not permitted on visits.

The visiting supervisor maintains the right to deny visiting for inappropriate attire or inappropriate conduct.

Visitors may not bring anything to give to the inmate while on their visit without prior authorization from the Warden or his designee.

Additional visiting information:

Special Management visitation will be non-contact visits.

A Special Visit may be requested by the inmate through the Case Manager with Unit Manager approval. Special visits can be scheduled any visiting day; however, two weeks notice is required. Inmates are permitted one special visit in the visiting room per quarter (4 person limit).

Inmates classified as Level 1A are permitted one Merit Visit per month (4 person limit). This can be requested through the Case Manager with final approval by the Unit Manager. Merit visits may be on any visiting day in the visiting room and can only involve already approved visitors on your visiting list.

Family members housed at MaCI may request a one-hour family visit through the Unit Manager(s) with final approval from the Deputy Warden of Operations (DWO).

- ◆ Proof of relationship is required.
- ◆ All Unit Managers involved must recommend the visit.
- ◆ All inmates involved must be at MaCI and ticket free for a minimum of six months.
- ◆ A request for this type of visit may be submitted once per calendar year.
- ◆ The visit will take place in the Captain's Office area on Zone A.

Public Transportation information is made available to visitors upon entrance to the facility.

Inmate Visiting Rules

1. Visits may be denied or terminated because visitors are under age and not with their natural parents, inappropriately dressed, under the influence of intoxicants, refuse to be searched, lack proper photo identification, or demonstrate inappropriate behavior as determined by the Visiting Officer.

2. You will be strip-searched before you are permitted to visit. The standard uniform of the day, including underwear, is to be worn during visiting.
3. Effective September 1, 2005, you will be required to wear your state blue shirt in the Visiting Room.
4. The grooming code must be adhered to.
5. You must declare any jewelry. Nothing else may be brought off the visit other than what you took to the visit.
6. Items to be sent out on a visit must be taken to the assigned Unit Staff. Ownership will be verified and a search made for contraband. Visiting Room rules are posted. The Officers have the authority to assign tables. Tables are not to be moved. Visitors can leave their table only to get refreshments, use the restroom, or to depart from the Visiting Room.
7. Adults are responsible for their children's behavior.
8. Be advised that if the Visiting Room area becomes filled to capacity, the first visits that arrived may be asked to leave early.
9. Visitors are prohibited by the Ohio Revised Code from conveying into a prison any contraband. Violators will be subject to discipline or prosecution.
10. Meetings with your minister-of-record, attorney-of-record, or a detective are permissible. Please contact a Unit Staff member to arrange a meeting.
11. You are required to observe appropriate standards of public decency at all times during your visit. Normal displays of affection appropriate for public conduct are permitted, such as kissing/embracing at the beginning and the end of the visit. Disorderly or improper conduct may cause your visit to be terminated, and possible restriction of your future visiting.
12. You are not allowed to walk around and visit other visitors. You will respect staff, visitors, and other inmates at all times when you are in the visiting area.
13. All food and beverages must be purchased from the vending machines, and consumed prior to the end of the visit. Only visitors can handle money cards.
14. Microwave ovens are available to heat vending machine food items.

Articles Permitted in the Visiting Room:

- ◆ One (1) handkerchief
- ◆ One (1) belt
- ◆ One (1) pick, comb, or brush
- ◆ One (1) pair of eyeglasses (must be prescription)
- ◆ One (1) ring (wedding band, no stones)
- ◆ One (1) religious medallion, and/or medical alert tag on necklace

QUARTERLY FIRE DRILLS

Quarterly Fire Drills will be conducted in each unit on all shifts. These drills will be an actual evacuation or a simulation.

- ◆ When evacuating the area during an actual fire or practice drill, both staff and inmates will leave the building using a smooth hurried pace. Once out of the unit the inmates are to form two organized lines on the basketball court. Once all inmates have been evacuated, a count will be taken of both staff and inmates.
- ◆ In the event of an actual fire, the inmates will be escorted to another area to allow the Fire Department to come on grounds.
- ◆ When evacuating a unit, do not return to your cell/cubicle to retrieve anything. Stop what you are doing and evacuate the building immediately.

Uniform Dress Requirements

The standard uniform (state-issued clothing) is to be worn from 7:50 a.m. to 4:00 p.m., Monday through Friday, both inside and out of the Housing Units. **Exception is when in the unit dayroom, a t-shirt may be worn with state blue pants.**

Zone-A – State uniforms must be worn for yard movement at all times, except evening recreation. Personal clothing may be worn in units and at recreation, after 4:00 p.m. Monday through Friday, weekends and holidays, except when attending meals in the Inmate Dining Room.

Zone-B – Personal clothing may be worn after 4:00 p.m., during weekends, and holidays, except when attending meals in the Inmate Dining Room.

- ◆ Shirts must be buttoned and worn with the collar down and the shirttail tucked inside the trousers, **unless you have a smock style state shirt.**
- ◆ Pants must be pulled up and worn above your hips — NO SAGGING. Pant legs may not be rolled up, pegged, or tucked into your socks.
- ◆ Belts may not be excessive in length and are not allowed to hang loose.
- ◆ Shoes must be fully laced and tied.
- ◆ Socks and shoes must be worn at all times in the Day Room.
- ◆ White work clothes are only worn by Food Service workers, while on assigned duties and not in the housing units. No personal clothing is to be worn under the whites.
- ◆ Fingernails are to be no longer than the tip of the finger or one-fourth (¼) of an inch. No fingernail polish is to be worn.
- ◆ Showers are provided in each housing area. Inmates may shower during their free time, and are required to shower at least three (3) times each week. You must be properly covered when going to and from the shower.
- ◆ Inmates will be allowed freedom in personal grooming except when a valid interest justifies otherwise.

MaCI SERVICE AREAS

CASHIER'S OFFICE

The Cashier's Office keeps track of any and all monies in your personal account. This includes money you receive as "State Pay" from your institutional job, any money sent to you from the outside, the money you spend at the Commissary, and any money you authorize to be deducted using an approved cash slip.

State Pay: State Pay is the second Tuesday of the month for everybody. If you have any questions about your State Pay, ask your work supervisor, or kite the **Unit Manager**.

Money Orders: You are allowed to receive funds from people only on your approved visiting list, or tentatively approved. A money order cannot exceed \$500.00, it must be legible with inmate's name and number, as well as the sender's name and complete address, otherwise it will be returned to the Mail Room and forwarded back to the sender. When the money order comes through the mail, the Mail Room marks the envelope before the Cashier's Officer receives the money order. The Mail Room and the Cashier's Office have procedures to follow before the money order can be posted to your account. Just because the Mail Room marked your envelope does not mean that it can be posted to your account, due to one of the reasons mentioned above. Likewise, any sender's name and address on a money order that is not readable will be returned to the Mail Room and forwarded back to the sender at the inmate's expense. All money orders are posted within five (5) to Seven (7) working days.

NOTE: Tell your visitors not to send cash through the mail. Cash is contraband and, as such, must be returned to the sender.

Transfers: If you have just arrived from another institution, whatever balance you had on your account at the previous institution should follow with you. You should send a kite to the cashier's office if there are any discrepancies.

Balance: Any information about your account is CONFIDENTIAL information. In other words, it's your business! We do not give out your account balance over the phone. Keeping track of the money you have to spend is your responsibility. If you take a little care, you can know what your balance is most of the time. If you have lost track of your balance, send the Cashier's Office a kite and they will tell you how much money you have in your account. If you want a detailed printout of the transactions in your account, you will need to go to your Unit Staff and fill

out a cash slip for 5¢, for a 30-day printout (available only through a previous 6-month period). ***Please, do not put these cash slips in a kite, it slows processing time.***

Visiting Photos: Purchased by submitting an approved cash slip to the Cashier's Office. Photos are \$2.25 each. The Cashier's Office will process the cash slip and stamp your yellow copy Paid & Date, then return it to your dorm. You will need to turn in this cash slip to the cameraman, so take it with you on your visit when you want photos taken. ***Please, do not put these cash slips in a kite, it slows processing time.***

Debit Cards: The photocopier at the Library is available for you to use to make photocopies. You may purchase up to five (5) plastic debit cards at the Commissary for photocopies (possession limit is 5). The cost is \$2.00 for each debit card, which will allow you to make 40 copies at the Library. You will be responsible for your own debit card(s). After you have used your 40 copies, turn in the debit card(s) at the Library (where they will have a box for used debit cards). These debit cards will be recycled, please do not write on them.

Catalog Orders: Your Unit Staff has the catalogs that you are permitted to purchase from. You must complete the order form and submit it with an approved cash slip and an embossed, addressed envelope. These order forms are sent to the Package Room first, then to the Title Vault (if needed), then to the Cashier's Office. The Cashier's Office processes these cash slips once-a-week. Please remember, if these cash slips are not sent to the proper departments first, it will cause a big delay in processing.

Cash Slips: There are other times that you may need to spend some of your money other than at the Commissary. For instance, you may want to mail something home or even send some money to someone, (on your approved visiting list). You can do this by using a Cash Slip. It works just like a personal check. When you sign the cash slips, you authorize the Cashier's Office to deduct the money from your personal account. You must have your Cash Slips approved by Unit Staff. All Cash Slips must have an embossed, addressed envelope attached. ***Please, do not put these cash slips in a kite, it slows processing time.***

We do not process cash slips for postage stamps only.

Indigent Forms: If you submit an Indigent Form that does not require a monthly average balance, the following procedure will be followed: The Cashier's Office will complete the form and return it to your Case Manager. Your Case Manager will call you in to read, sign, and notarize the form. When you are called in, you must take with you the rest of your

legal packet in an embossed, addressed envelope. If the postage exceeds the embossed amount of 39¢, your Case Manager will have you complete a cash slip (which they will approve and attach it to your letter and send it to the Mail Room).

Court Cases: The system will automatically hold the correct amount of funds received that are due to the type of court cases you have. It also holds the correct amount of state pay and/or OPI pay per type of case. The Cashier's Office no longer is required to maintain court logs for each case since it is automatically deducted. However, you will still receive a copy of the letter that is sent to the court. The Cashier's Office still sends payment to appropriate courts on a monthly basis. NOTE: There is no set date of the month to send payments. The Cashier's Office still sends payments in a timely manner.

NOTE: Please do not have your family or friends call the Cashier's Office regarding your account; the information is confidential and will not be given out to anyone except you.

COMMISSARY

The Commissary has many products which you may buy if you have money and are not restricted due to disciplinary action. The items include food, personal hygiene, laundry items, and some recreational equipment (i.e. games and health aids such as mouth guards). Product availability and prices are subject to change.

Inmates shop according to the day and time for each dorm as posted, Tuesday through Thursday. Inventory is done weekly each Friday. Any changes in the shopping schedule will be posted in the commissary and in the housing units.

Inmates may check their shopping balance at the lookup computer in the Commissary lobby. Balances may be checked during the breakfast and lunch meals on your housing units shopping day ONLY. If you are trying to check your balance at any other time, you will be considered out of place and subject to a conduct report. No money will be posted to your account during your shopping day by the cashier's office so your balance will not increase during that same day.

There are rules to follow when shopping at the Commissary. These rules are designed to maintain order and to facilitate the processing of your Commissary order. The bottom line is this: *If you don't follow the rules, you won't shop!* Some of the basic rules and procedures are:

The Commissary will call your Unit Officer for a group of shoppers to be sent to the Commissary. You must go with your designated group — no walk-ins will be permitted.

You must be present in the Commissary when your I.D. badge is sent to the Commissary for shopping. Before your order is rung up, you will be called to the window in order for the Commissary personnel to match you to your I.D. If you are not present at that time, you will lose your shopping privileges for the week.

Your I.D. must be in good condition so your name, number, and facial features remain up-to-date. If not, you will forfeit your shopping privileges until you have a current I.D. (No headgear is permitted in the Commissary for identification purposes.) If your appearance does not match your I.D. (i.e. facial hair change or hair style changes) or your I.D. is damaged (i.e. broken or will not scan) you will not shop until you have an acceptable I.D..

No headgear is permitted in the Commissary for identification purposes.

You must shop in a quiet manner with minimal talking. **As your order is being filled it is your responsibility to watch and make sure it is being filled properly.** No adjustments will be made after the order has been rung out. There will be times when an item you have ordered is out of stock. In this instance, you will be permitted to make a substitution, but only at the counter where the item you ordered was not available.

Medical Round Trips: Inmates who are leaving the institution on a medical round trip are permitted to shop the day of return upon verification of unit staff.

Commissary Restriction: Inmates on Commissary restriction will be allowed to shop once per month on state day for their housing unit. At this time they will be allowed to spend \$20.00 on hygiene products, postage, and writing implements. No food products or are allowed.

Requests for free legal kits or hygiene kits for indigent inmates must be made through your case manager, who will determine if you are eligible.

Requests for adjustments for defective merchandise must be made by kite to the Commissary Manager; however, the commissary does not refund or exchange any electronic items sold. You are responsible for following the manufacturer's warranty. You are also responsible for inspecting electronic merchandise upon immediate possession prior to leaving commissary.

Note: I.D. badges are scanned into the Commissary computer. If your badge is damaged in any way, it may not scan. If your badge is damaged, broken, will not scan, or does not match your appearance, you will not shop.

IDENTIFICATION BADGES

It is your responsibility to keep your Identification Badge with you at all times. Whenever you leave your cell or cubicle, you are required to wear your I.D. on your outermost garment (clipped above the waist).

At all times, your appearance must resemble your identification photograph as closely as possible. If your appearance changes, you will be required to groom back to your identification photograph, or purchase a new I.D. badge for \$5.00. Lost or damaged I.D.'s will be replaced for \$5.00. You cannot have your picture taken with braids in your hair. If your name is misspelled or your birth date is incorrect on your I.D., kite the Record Office explaining the error. They will verify the information and make corrections when required. You will then be issued a new badge at no expense. If you break your I.D. at work, immediately notify your supervisor. You can ask the supervisor to contact the I.D. Department, and you will be issued a new badge at no expense. To have an Identification Badge replaced, kite the I.D. Officer and your kite will be answered within seven (7) working days.

EDUCATION DEPARTMENT

Regardless of your educational background, the Education Department has something to offer you. The staff believe that participation in classes and coursework can greatly improve the likelihood of your success when you reenter today's complex and technical society.

All programs are available to you at no cost. Scheduling is often flexible, so you can enter at any time and progress at your own pace.

Assessments and Placements

Every inmate takes standaradized education tests while in reception and is then assigned to a parent institution. Also while in reception, an official transcript is requested from each inmate's high school. By law, those without verification of a high school diploma or GED must participate in **six months** of instruction as determined by their reading assessment scores from reception. If the school does not issue a transcript to the corrections department, the inmate is placed on waiting lists and subsequently into school. If an official transcript is obtained showing completion of GED or diploma, it will be documented and the inmate removed from the waiting list or class.

Education available at MaCI includes:

Special Education: Meant to identify and assist students with special needs such as learning disabilities.

Literacy Unit: To improve basic arithmetic and communication skills.

Adult Basic Learning Education Classes: These classes focus on basic academic skills within the scope of general education.

General Educational Development: GED classes prepare you to pass the standardized GED test. They are organized by achievement level and made available to full-time students of either morning or afternoon sessions.

Ohio Central High School: A chartered secondary school that offers a diploma to the youthful offender population of Zone A.

Tutoring: If you want to help others meet their education goals, consider becoming a tutor. Once trained through **CEA Tutor Training** you can be hired to give one-on-one academic assistance to students in need.

Career-Technical: Career Tech classes combine applied academics with practical skills in a competency-based curriculum. The courses include Horticulture (Zone-A); Horticulture (Zone-B).

Apprenticeships: Apprenticeship in various workplace skills can lead to a skills certification recognized by the U. S. Department of Labor. You must first be hired into an apprenticeship job working for a supervisor willing to oversee your progress through a skills curriculum. The following apprenticeships are available at MaCI:

Alteration Tailor	Laundry Machine Mechanic
Animal Trainer	Painter
Carpenter, Maintenance	Plumber
Building Maintenance Repairman	Quality Control Inspector
Cook	Stationary Engineer
Janitor	Welder
Electrical Maintenance	Heating and Air Conditioning
Painter	Installer and Service

Offender Job Linkage: As a way to arrange employment before your release, our libraries have references to community resources and information about job-hunting in all 88 counties. In the law libraries you can compose a resume online and save it to a database with the Ohio Department of Job and Family Services. Reentry Day is also another way to connect with employers and learn about opportunities in your home communities.

Employment Readiness: In a class for short term offenders, you can learn goal setting, how to report your work history, resume writing, job searching, interviewing, and job retention. For more information, kite the guidance counselor or school administrator.

FOOD SERVICES DEPARTMENT

The Food Services Department is responsible for providing meals for all inmates on both sides of the institution. These meals are served after the institutional count has cleared. You must eat with your dorm unless prior approval has been granted for you to eat at another time. You must present and scan your I.D. when you enter the Inmate Dining Room in order to be fed. ***You may eat only one time.***

- ◆ The order in which the dorms are called to the dining area is determined by the outcome of the monthly safety and sanitation inspections. The results are then posted in the dorms.

- ◆ All Food Service workers will abide by the safety and sanitation rules or laws set forth by any city, state, and county agency.
- ◆ All Food Service workers are expected to practice good personal hygiene at all times.
- ◆ The Food Services Department will provide a nutritious meal following the ODRC cycle menus, and will also provide an alternative to the standard meals whenever necessary, i.e., pork substitute or vegetarian alternative. The menu is subject to change without notice.

INSPECTOR OF INSTITUTIONAL SERVICES

The Inspector of Institutional Services investigates and processes inmate grievances and takes appropriate actions within the scope of his/her authority. Where appropriate, the Inspector makes recommendations to the institution's Warden to affect a grievance resolution. The Inspector also monitors the application and enforcement of institutional and departmental rules and regulations to ensure that inmates are protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. AR 5120-9-31 is the Administrative Rule that deals with the Inmate Grievance Procedure. Please read and familiarize yourself with AR 5120-9-31. Any questions regarding the grievance procedure should be directed to the Inspector of Institutional Services (IIS).

Prior to filing an Informal Complaint, you should try to resolve a problem at the informal stages. When you have problems or questions about daily prison life, there are employees who can help. You should contact an employee who works in the area where you are having a problem. You can either talk to the staff person or kite them. For example, if your property is stolen, your Correction Officer and Unit Staff are there and can help you.

Remember, when you have a problem, talk to (or kite) staff working in the area. If this does not work, you can file an Informal Complaint form. These forms are available in your unit or from the Inspector of Institutional Services. If you have any problems getting this form, you should kite the Inspector of Institutional Services (IIS).

Informal Complaint: *You only have fourteen (14) days from when the problem happened to file your Informal Complaint.* The form is easy to complete; fill in all the blanks, write neatly, and be brief. Explain who, what, where, and when. Use a new form for each problem. After you complete the form, send the white and canary-yellow copies, by kite, to the department or supervisor in charge of the area of your complaint. Your Unit Staff or Inspector can tell you who to send it to. Send the pink copy to the Inspector. The goldenrod copy is yours to keep.

The Informal Complaint does not need to be typed.

When the staff member receives your complaint, he/she will investigate and respond within seven (7) days. You should receive that response on the canary-

yellow copy of the form. If you do not receive a response within seven (7) to ten (10) days, then you should contact the Inspector of Institutional Services.

Notification of Grievance: A Notification of Grievance form is needed in order to file a grievance. *You have fourteen (14) days from the date you received the response to the Informal Complaint to file a grievance, unless the Inspector waives the time limit.*

Only the Inspector can give you a Grievance form, you must kite the Inspector to ask for one.

Completing the form: The form is easy to complete; write neatly and be brief. Explain who, what, where, and when. Stick to the facts and be specific.

The Inspector of Institutional Services will then investigate the grievance. Most of the time, the Inspector will finish the investigation within fourteen (14) days. If the Inspector needs more time, he/she will let you know. When the investigation is complete, the Inspector will inform you of the of the results of the Disposition of Grievance form.

If your complaint is still not resolved, or if you feel a mistake was made, then you may appeal to the Chief Inspector. *You have fourteen (14) days from the date of the disposition to appeal to the Chief Inspector.* Kite the Inspector for an Appeal form.

Explain why you do not agree with the Inspector's decision. Stick to the facts. Do not add new complaints. When you are done with the Appeal form, attach to it copies of your Grievance, Disposition of Grievance, and Informal Complaint (if any). Mail the Appeal to the Chief Inspector at this address:

Chief Inspector of Institutional Services

770 West Broad St

Columbus, Ohio 43222-1419

**** GUARANTEE AGAINST REPRISALS ****

Ohio Department of Rehabilitation and Correction's policy A.R. 5120-9-04 states: Discrimination with regards to supervision and administrative actions against any inmate or group of inmates, on the basis of race, color, religion, gender, sexual orientation, disability, age, or national origin by any staff member, or by any group or individual representing the department is strictly prohibited. Any substantiated acts of discrimination on the part of staff shall be addressed through the employee disciplinary process, which may include sanctions as suspension or removal.

The Department of Rehabilitation and Correction is committed to maintaining a safe, secure, and humane environment for inmates and staff and recognizes that an effective grievance procedure goes hand-in-hand with this commitment. The department's policies state, as an inmate, that you are encouraged to use the grievance procedure in order to resolve complaints that cannot be

effectively resolved by Unit Staff. You are protected in several ways from any form of reprisals.

- ◆ First, all records of your participation in the grievance procedure are confidential and are not available to the Parole Board, unless the record establishes that you deliberately lied to seriously injure someone.
- ◆ Second, all employees are prohibited from discriminating against you, from insulting you, or from taking any action against you for the good-faith-use of the grievance procedure.
- ◆ Finally, the Inspector is the only staff member who can issue a conduct report to you for using the grievance procedure.
- ◆ In short, you are protected for use of the grievance procedure unless you lie or deliberately make a false statement with the intent of seriously injuring another person.

JOB CLASSIFICATION/RECLASS

Every able-bodied inmate at Madison Correctional Institution is required to work unless assigned to an approved education or training program. Job assignments are based upon the staffing requirements of the various departments. The **Unit Manager** simply matches jobs with the people to fill those jobs.

You may receive a job change if you meet the following criteria:

- (1) You have been on your current job for at least 90 days, and
- (2) You have not received any Conduct Reports during that period of time.

You can also be removed from your job for disciplinary, institutional need, or administrative reasons. A non-voluntary job change does not require 90 days without a Conduct Report.

There are a lot of inmates here with a lot of talent and useful job experience. We would encourage you to pursue a job which would utilize those talents and perhaps improve your employment opportunities when you are released. For more information about any institutional job, kite the **Unit Manager**.

State Pay

Refer questions about your job classifications and State Pay to the **Unit Manager**. The Cashier's Office only knows the amount of an inmate's credited State Pay. They do not know about job descriptions or pay categories.

<u>Work Assignment</u>	<u>State Pay</u>
Disciplinary Control, AWL, Reception	\$0.00
Unassigned, Local Control	\$3.00

Security Control				\$3.00
Medical Limited Duty, for over 30 days				\$6.00
Full Time Workers	Level 4	Level 3	Level 2	Level 1
General Labor/Students	\$16.00	\$17.00	\$18.00	\$20.00
Semi-Skilled	\$17.00	\$18.00	\$19.00	\$21.00
Skilled	\$18.00	\$19.00	\$20.00	\$22.00
High Skill /Responsible	\$24.00	\$24.00	\$24.00	\$24.00

LAUNDRY

All inmates are responsible for laundering their state-issued and personal laundry. Each housing unit has laundry facilities available for inmate use. Laundry detergent is available for purchase in the Commissary. Inmates who are indigent or who wishes to send their uniforms may do so. Laundry schedules are posted in each unit for both uniforms, and weekly bed linen exchange to include sheets only, and monthly blanket exchange. Under no circumstances should bed linen be washed in the unit laundry facilities. All dirty clothes are to be kept in a laundry bag.

QUARTERMASTER

Upon arrival at the institution you will be issued linen to include two (2) sheets, one (1) wool blanket (Zone A compound only) / two (2) cotton thermal blankets (Zone B compound only), and one (1) pillowcase. All clothing issued at your previous institution is transferred with you and your pack-up list will be verified upon arrival. A file is maintained listing all issued items, the date of issue, and your signature for receipt verification. You are responsible for securing your state-issued and personal clothing in your locker box. For accountability purposes in the Quartermaster, all items will be exchanged on a “one-for-one basis” when they become worn or unserviceable as determined by Quartermaster personnel. You will be responsible for requesting exchange items in your allotted time period via the kite system. The Quartermaster will review your records to determine if you are eligible to receive the requested items. A complete theft report must accompany your kite if clothing is stolen. You will be held responsible for any items that are purposely destroyed and must be replaced. A pass list will be posted in your unit for the designated date and time for exchanges. It is your responsibility to go to the Quartermaster at that time. No exceptions will be made if you do not show for your assigned date and time. Arrive five (5) minutes before your scheduled time, but not earlier. **You must be on time!**

NOTICE: Upon release from this institution, you will be required to return all state-issued items to the Quartermaster. Failure to do so will result in your account being charged for any or all unreturned items. A current price list of these items is available from your Unit Staff. Upon transfer to another

institution, a pack-up list will be completed by your Unit Staff for all clothing items that are required to be transferred with you.

LIBRARY AND LAW LIBRARY

General Purpose Library: The general-purpose library contains fiction, non-fiction, and reference works. There are newspapers from around the state, numerous magazines, and a daily feature movie is shown. You may check out as many as three non-legal, non-reference books for seven days at a time and renew them twice. To keep your library privileges, follow all posted rules when using the libraries.

Photocopies: Buy debit cards in the commissary to use the copiers in the libraries. Cards are two dollars (\$2.00) and will make 40 copies each.

Legal Libraries: The legal resource libraries contain the most current federal, state, and local codes. Library aids can assist you with forms and procedures.

Department Policies & Administrative Regulations: Library staff ensure that all DRC policies, excluding security policies, and Administrative Regulations are updated and available to the inmate population in the general purpose and law libraries in accordance with DRC Policy 58-LIB-01. Library policy manuals accessible to inmates are kept current as revised versions of policies become available. All inmates are afforded access to library services. Restrictions to library access may be approved by the Warden or designee as a result of disciplinary action meant to maintain the security and order of the library and institution.

Resources: There is a resource section in the library where you may find various resources that may assist you in your transitioning back to your community. For example, you can find applications for obtaining a social security card, State of Ohio Identification Card, birth certificate, and valid driver's license. If you need further assistance or have questions, see your unit case manager.

Hours of Operation: Libraries are open most days, including some evenings and weekends. Hours of operation are posted in all living units and program areas.

No inmate law clerk, library assistant, or any other inmate shall in any manner, trade exchange or deal his/her assistance with legal matters to another inmate.

MAIL ROOM

The Mail Room processes all inmate mail entering or leaving the institution. All incoming mail is opened and inspected for contraband. Inmates are notified when incoming or outgoing mail is withheld. Legal mail will be opened in the presence of the inmate. Legal Mail is processed Monday through Friday when the Mailroom is open. You will be notified if you receive legal

mail. First Class letters and packages will be forwarded after an inmate's transfer or release when an accurate address has been provided.

Your mail must be addressed like this:

Your Name, Inmate Number
Dorm/Lock
Madison Correctional Institution
P.O. Box 740
London, Ohio 43140-0740

All procedures for handling incoming and outgoing correspondence, as well as packages, are contained in Administrative Regulations 5120-9-17, 5120-9-18, 5120-9-19, and 5120-9-33 in addition to DRC policy 75-MAL-01.

All outgoing mail shall be clearly identified with the inmate's name, number, and complete return address. Any outgoing letter not so identified shall be opened and read for the purpose of identifying the sender.

Any letter not identifiable will be held for thirty (30) days and then turned over to the Warden for final disposition.

The sender should be told to include a return address so that undelivered mail may be returned. All outgoing mail must include the inmate's complete return address for the same reason.

Any fees for mail sent out by certified mail will be charged by the Mail Room, and you will be told to sign a cash slip. The Mail Room will NOT accept postage-due mail or C.O.D. deliveries. The Mail Room will process food and sundry boxes mailed into the institution, checking to see if the sender is on your approved visiting list, or approved vendor list, and inspect the contents of the package for contraband. Any problems or questions about the Mail Room not addressed at orientation should be addressed by kite to the Mail Room supervisor.

A combination mail/kite box is located outside each Inmate Dining Room. Mail is picked up and sent from the institution Monday—Friday. Arriving mail is delivered to the units in the afternoon, Monday through Friday (excluding holidays). The Mail Room will notify you if you have a package to be picked-up. Inmates receive one (1) free, postage-paid envelope each **month** from Unit Staff. The envelope must be placed in the mail box marked for free letters in front of the Inmate Dining Room.

First class mail needing additional postage will be processed on Zone A Monday, Wednesday, and Friday of each week, 8:30 am to 9:30 am, on Zone B Monday, Wednesday, and Friday of each week, 8:30am to 9:00 am this is to include envelopes and letters only. Packages may be mailed out on Zone A Tuesday and Thursday 1:30 pm to 2:30 pm, Zone B Thursdays only 1:30 pm to 2:00 pm

Administrative Rule 5120-9-33, Packages and Property Restrictions, has been revised with an **effective date of January 1, 2007**. The highlights of this revision include:

- ◆ All food and sundry packages must come from a vendor approved by the Ohio Department of Rehabilitation and Correction.
- ◆ Inmates may order food and sundry packages for themselves.
- ◆ Family members, friends and others (regardless of their inclusion on the inmate's visitation list) may order food and/or sundry packages, subject to the limitations of AR 5120-9-33, from the approved vendor, for the benefit of a designated inmate.

MENTAL HEALTH SERVICES

All inmates will be oriented to mental health services within 14 days of arrival at their parent institution by a mental health staff person during an individual face-to-face contact or in a group setting. This orientation shall consist of a review of items:

- a. The physical location of mental health services—services are available on both zones in the Mental Health Offices.
- b. The voluntary nature of services offered—no force or charge.
- c. How to access services—by kite or phone call from staff.
- d. The manner of being assessed for services—you will get an initial Mental Health screening by the medical nurses, a detailed mental health screening if you have not had one in **90** days and may get a Mental Health Evaluation if services are needed.
- e. The limits and extent of the confidential nature of such services.
- f. The parameters of professional supervision—some staff will be supervised more closely than others in their work with you depending on their level of education and license.
- g. Mental Health Services **is available within 24 hours, 7 days a week.**
- h. Individual counseling is available to clients on the Mental Health case load. Mental Health also teaches a variety of psycho-educational and wellness groups are available to all inmates.
- i. A clinical Risk Assessment will be provided to the Parole Board upon their request.
- j. Education about suicide prevention is also given during orientation.

The inmate will signify that he/she has received parent institution mental health services orientation by signing and dating the Mental Health Services Inmate Orientation (DRC5169) at the parent institution. The original form shall be filed in the inmate's Mental Health file and a copy provided to the inmate.

The range of Mental Health Services will include:

- ◆ **Screenings for Mental Health problems**
- ◆ **Crisis Intervention**
- ◆ **Psychiatric and Psychological Evaluation**
- ◆ **Individual and Group Counseling**
- ◆ **Education**
- ◆ **Reports Required for Parole Board**

Psychiatric medications are dispensed at the Infirmary during pill call at the following times:

6:15 AM — 7:30 AM
11:30 AM — 12:45 PM
4:15 PM — 6:00 PM
7:00 PM — 8:30 PM

If you are in need of Mental Health Services, please send a kite addressed to Mental Health explaining your need.

Suicide

If at any time in the future you should feel stressed out or overwhelmed due to having to adjust to incarceration, loss, grief, or family issues, and you find yourself feeling depressed or unable to cope, contact any staff member so that you may receive mental health assistance as soon as possible. If you should have concerns about another inmate's well-being, perhaps your "cellie" or "bunkie" appears stressed out or depressed, you can again inform any staff member so that the person for whom you are concerned might receive mental health assistance as soon as possible.

MADISON CORRECTIONAL SEX OFFENDER PROGRAM (MONTICELLO)

Formerly known as the Monticello Program, the Madison Correctional Sex Offender Program is a comprehensive sex offender program located on both compounds. Three clinical staff provide sex offender programming for those inmates that meet the program's criteria. Madison Correctional Sex Offender Program aims to protect potential victims by enabling men who have sexually offended to take responsibility for past offenses, address their problems, change their attitudes, acquire better coping skills, and establish healthy supportive relationships.

The programming begins with the inmates who are a medium-high or high risk to re-offend sexually as determined by the STATIC-99 instrument and are no more than 5 years from an End of Definite Sentence release or their next parole board hearing. These inmates are required to participate in the Mandatory Sex Offender Education Program. (MSOEP). **In addition, any inmates referred by the Parole Board for the MSOEP, regardless of their STATIC-99 score, must take the program.** In this program they learn about the Cognitive Distortions that support sexual assault, Victim Empathy, Victim impact and recovery, Causes and Motivations of Sexual Aggression, and Elements of Sex Offender Programming. Inmates who are low or medium-low risk to re-offend sexually and who are within 5 years from an END of Definite Sentence release or their next parole board hearing may volunteer to take the MSOEP. They can kite the MaCI Sex Offender Program requesting to be enrolled.

Those offenders who admit to their offenses, have successfully completed the Mandatory Sex Offender Education Program, have at least 9 months left to serve, and request to be enrolled in the Comprehensive Sex Offender Program are placed on a waiting list. There are 5 main goals for the inmates in this program:

1. Accept full responsibility for all sex offenses.
2. Demonstrate internal motivation to change.
3. Demonstrate remorse of for victims and empathy for others.
4. Consistently implement correctives to eliminate cognitive distortions, thinking errors, and deviant arousal patterns.
5. Understand risk factors and consistently apply risk management strategies and interventions.

Starting March 2011 both Mandatory Sex Offender Education Program and the Comprehensive Sex Offender Program will be offered on both compounds. Zone B inmates required to take MSOEP are transferred to the Monroe D housing unit, where they are strongly encouraged to go on and enroll in comprehensive program once they have successfully completed MSOEP.

RECORD OFFICE

If you have any questions regarding the calculation of a sentence, you must write a letter to:

**The Bureau of Sentence Computation
P.O. Box 450
Orient, Ohio 43146**

New inmates will have their files screened within 72 hours of arrival. Contact the Record Office by kite to address specific questions.

Jail-Time Credit: If you think you should have more Jail-Time Credit than you received at Reception, there are forms in the Law Library for you to send to the Court. We must have an entry signed by the Judge that comes directly from the Court to the Bureau of Sentence Computation. We cannot accept it from you, your family, or your attorney. When the entry is received, the Bureau of Sentence Computation will recalculate your time and send you an update and correction to reflect the new release date. If you have any questions regarding the new calculation you must write the Bureau of Sentence Computation at the above address.

Good Time: If you were sentenced under House Bill 261, you received Good Time at the initial calculation of your sentence to arrive at your first Hearing Date or End of Definite Sentence (EDS) Date. There is no Good Time on Gun Specification, full time, or max. dates. If you appear before R.I.B. and are

found guilty, R.I.B. can take Good Time from you in increments of 13 days per month. Those sentenced under Senate Bill 2 are **not** eligible for Good Time.

Earned Credit: When you arrive at the Reception Center, the Bureau of Sentence Computation determined if you were eligible to receive Earned Credit; eligibility is turned in depending on your sentencing law. Your release date will be reduced by the appropriate number of Earned Credit days allowed. The Job Coordinator then determines the amount of Earned Credit each inmate has earned on the first working day of every month. The information is then transmitted to the Record Office for processing. You will receive your “Earned Credit slip” indicating how much Earned Credit you received, and your new release date within the first working week of each month. If you do not receive an “Earned Credit slip”, you should kite the Job Coordinator to learn why you were not given Earned Credit. The Record Office staff does not determine who receives Earned Credit each month; they only process the information transmitted through the computer system by the Job Coordinator.

Parole Board

The Parole Board has three levels of staff that performs its duties. The most familiar function is its monthly release consideration hearings conducted by the Parole Board Members. These monthly hearings are conducted via video-conferencing. Parole Board Hearing Officers complete Post Release Control (PRC) Assessments and conduct field violation Hearings on offenders who are alleged to have violated one or more term of release. There are also Parole Board Parole Officers assigned to each institution who assist with multiple parole board activities including hearing preparation and transitional control screenings. They also meet with inmates who will be released to supervision to assist with the identification of programming needs and to answer questions about supervision activities. If you have any questions regarding any of the Parole Board functions, you should kite the institutional Parole Board Parole Officer.

RELEASE CONSIDERATION HEARINGS: Inmates who are serving indefinite sentences where release is subject to the discretion of the Parole Board will be scheduled for a hearing when statutorily eligible. Release onto parole supervision prior to the expiration of an inmate's maximum sentence is not automatic, and is solely within the discretion of the Parole Board. You will be notified in writing of your first legal eligibility date for a parole hearing within 90 days of your admission or re-admission to the institution. You will receive notice of any scheduled hearing date through your Case Manager and your name will be displayed on the Parole Board call sheet in your assigned housing unit. You should be prepared to discuss your placement plans

with the Board. The Board also reviews your institutional conduct, to include programming when considering release suitability.

There is a designated day each month wherein offenders' families, representatives and/or supporters can meet with a Parole Board Member or other Parole Board staff to exchange information prior to an offender's release consideration hearing. To schedule a meeting, the interested party should contact the Parole Board at 614-752-1200 or toll-free at 1-888-344-1441. Letters of support may also be forwarded to the Parole Board at 770 West Broad Street, Columbus, Ohio 43222.

Contact your Case Manager if you believe that your name should have appeared on a call sheet for a Release Consideration Hearing and it is not there.

There are several different types of hearings and/or reviews that occur including, but not limited to:

First Hearing - A regular parole release consideration hearing scheduled on a date on or about when the minimum sentence is served as calculated pursuant to Ohio Revised Code.

Continued: A subsequent parole release consideration hearing conducted at the end of the continuance received from a previous hearing.

Central Office Board Review (COBR): The mechanism by which the Parole Board considers certain cases referred by the hearing panel that require approval of a final decision by a majority of parole board members. Central Office Board Review does not require that the members sit together to obtain the majority board member approval.

Full Board Hearing: A parole board hearing conducted by the parole board as described in section 5149.101 of the revised code. These hearings are generally conducted when petitioned by the Office of Victim Services to oppose a proposed parole release.

Any inmate granted a release date and who is seeking an out-of-state placement upon release from the institution should be aware that out-of-state placements can take significantly longer to process than in-state placements and can ultimately be disapproved by the potential receiving state. Inmates should also develop alternative release plans to the out-of-state placements and should discuss their placement plans with their

Case Managers well in advance of their release dates to ensure ample time is available to submit their requests via Interstate Compact.

POST RELEASE CONTROL SCREENINGS: If the crime for which you are incarcerated occurred after July 1, 1996 you may be subject to a period of supervision upon your release from your definite sentence called post release control (PRC). PRC is mandatory for inmates convicted of sex offenses, felonies of the 1st and 2nd degree, and 3rd degree offenses of violence. PRC is discretionary for all other felonies of the 3rd degree and felonies of the 4th and 5th degree.

A Parole Board Hearing Officer will determine if you will be supervised on PRC upon the completion of your sentence. PRC screenings are conducted within 4 months prior to your release. You will receive notice of the results of this screening. The Parole Board Hearing Officer may also impose special conditions such as substance abuse programming and the payment of restitution.

SPECIAL CONDITIONS: Special conditions of release (either parole or PRC) are imposed by the Parole Board and must be adhered to while under supervision. These special conditions include, but are not limited to: mental health screening and programming if indicated, sex offender screening and programming if indicated, and substance abuse screening and programming if indicated. Please note that if you participate in and successfully complete programming while incarcerated, you will receive credit for this participation and it can effect whether or not a special condition will be mandated while under supervision.

TRANSITIONAL CONTROL PROGRAM: Transitional Control involves completing the end of your sentence at a halfway house while participating in a full-time employment or education program. Your Case Manager will advise you if you meet the minimum eligibility criteria for consideration of transfer into this program. At that point, you have the option to either waive or request participation. If you request consideration to be transferred to this program, Parole Board staff will review your case to determine whether or not participation in the program will be recommended. A file review will be completed on all inmates serving an eligible SB2 sentence. This is done approximately 10 months prior to your scheduled release date and the maximum amount of time you can participate in the program is 180 days. You can still be considered for transfer into this program up to 120 days prior to your scheduled release date.

If you are an eligible SB2 inmate and are recommended for the program, a notice will be forwarded to the Judge (s) who sentenced you for the crimes for which you are currently incarcerated. The Judge has statutory authority to veto (deny) your transfer into this program. If you are serving a sentence for a felony 1, 2 or 3 offense of violence, notice will also be provided to the victim (s) of your offense (s).

The recommendation for transfer into the transitional control program by the Parole Board is discretionary and not automatic and is not subject to appeal.

VIOLATION SANCTION PROCESS HEARINGS: Violation hearings are conducted in the community at local jails or in APA Offices, or at a designated DRC Reception Center when violations of supervision occur and the supervising officer is requesting that an offender be returned to prison for the violations. At these hearings, a Parole Board

Hearing Officer or Board Member will determine by a preponderance of the evidence if the violations occurred and whether or not a return to prison is appropriate.

In parole cases, if the Hearing Officer/Board Member determines that revocation of parole is appropriate, the Hearing Officer/Board Member will forward a recommendation regarding the amount of time the offender should serve before again becoming eligible for parole to the Parole Board Members. The Parole Board Members, by majority vote, will either approve or modify the Hearing Officer/Board Member's recommendation and determine the future hearing date. The decision whether or not to release a parole violator again onto parole supervision before the expiration of the maximum sentence is solely within the discretion of the Parole Board. A re-parole will not automatically occur after the offender has served the time determined by the Parole Board Members. The Parole Board must again recommend release.

In the case of a Post Release Control violator, a Hearing Officer will conduct the violation hearing and determine whether to impose a prison sanction. Any prison sanction imposed cannot exceed 9 months.

More information about the Parole Board is available at your institution library, including the Ohio Parole Board Handbook.

RECOVERY SERVICES

The Recovery Services Department at Madison Correctional Institution provides an array of programming for inmates who have substance use, abuse, and dependence issues. Information concerning programming may be accessed by kiting or visiting the Recovery Services Department on Zone-A and/or Zone -B.

Zone-A

CBT Intensive Outpatient Program: The CBT Intensive Outpatient Program is a 13-week intensive program available to adult general population inmates. The program components include: Drug Education, Rational Self-Counseling, Criminal Lifestyles, and Life Skills, and Relapse Prevention planning. This program is approved for Reentry and Earned Credit.

CBT Continuing Care Program: For those inmates who have completed a substance abuse treatment program either at MaCI or at another institution 8 week Continuing Care Program is available and approved for Earned Credit. The primary program component is relapse prevention.

Alcohol and Other Drug Education Program (AOD Ed):

A twelve (12) week alcohol and drug education program available to all general population inmates. Participants meet one (1) day per week for approximately two (2) hours per day. Participants receive education on the major drugs of abuse, the change process, and the process of relapse.

Weekly Support Group Meetings:

Alcoholic's Anonymous - See bulletin boards for days and times.

Narcotic's Anonymous -See bulletin boards for days and times.

All general population and SORRC inmates must have a pass to attend support group meetings. Inmates are required to present their identification badges and sign in at each meeting. State blues or SORRC uniforms are required dress. Attendance is kept for all meetings. Meetings are held in the Zone A visitation area.

Zone-B

MaCI DUI Intensive Program Prison: The MaCI DUI Intensive Program Prison program is a 90-day substance abuse treatment program. Inmates are screened for eligibility at reception or their parent institution and upon successful completion are released to a term of community supervision. The program components include: Drug Education, Readiness for Change, Rational Self-counseling, Criminal Lifestyles, Life Skills, Victim Awareness, Community Service, and Relapse Prevention planning. The program is in

session Monday through Friday from 8:30 a.m. to 7:45 p.m.. This program is approved for Reentry.

CBT Intensive Outpatient Program: The CBT Intensive Outpatient Program is a 12 week program available to adult general population inmates. The program components include: Drug Education, Rational Self-Counseling, Criminal Lifestyles, Life Skills. This program is approved for Reentry and Earned Credit.

CBT Continuing Care Program: For those inmates who have completed a substance abuse treatment program either at MaCI or at another institution, an 8 week Continuing Care Program is available and approved for Earned Credit. The primary component is Relapse Prevention.

Alcohol and Other Drug Education Program (AOD Ed):

A twelve (12) week alcohol and drug education program available to all general population inmates. Participants meet one (1) day per week for approximately two (2) hours per day. Participants receive education on the major drugs of abuse, the change process, and the process of relapse.

Weekly Support Group Meetings:

Alcoholic's Anonymous —

See bulletin boards for days and times.

Narcotic's Anonymous —

See bulletin boards for days and times.

Zone-B support group meetings are open-door meetings to all who wish to attend (no pass required). Inmates are required to present their identification badges and sign in at each meeting. State blues are required dress. Attendance is kept for all meetings. Meetings are held in the Zone B visitation area.

For information about any of these support groups and/or treatment programs, please kite Recovery Services, Zone-A and/or Zone-B.

Tobacco Education and Cessation Programs (Zone A & B): An eight-week Voluntary **Tobacco** Cessation program is available to general population inmates on both zones. Programs are scheduled based on population need. **Tobacco** Cessation aids are available for purchase from the commissary on both zones.

RECREATION DEPARTMENT

The Recreation Department is designed to allow you to participate in varied and balanced programs, including sports, games, tournaments, arts and crafts, music, and social activities. There is a wide range of activities to accommodate current skills and/or develop new skills. Through participation, we hope to assist inmates in achieving and maintaining good physical and mental health, practicing team membership, and increasing your self-esteem and confidence.

For inmates interested in officiating, clinics are given for basketball, flag football, volleyball, and softball. There are also try-outs for the institution

basketball and softball teams. These activities are posted seasonally at the Recreation Department.

For inmates interested in purchasing musical equipment, prior approval must be obtained through the Recreation Department.

The department consists of the Activity Therapy Administrator (ATA) and General Activity Therapist II (GAT II). If you have any questions or suggestions for the Recreation Department, you may contact the Recreation Staff through the kite system or in person during your recreation time.

Arts & Crafts Program

All general population inmates may participate in the Arts & Crafts program . SORRC inmates and Adams A Juvenile Offenders are excluded. Please see Recreation Staff for more information.

Hours of Recreation

<u>Zone-A</u>	<u>Zone-B</u>
8:00 AM — 10:30 AM	7:50 AM — 10:30 AM
1:15 PM — 3:30 PM	12:30 PM — 3:30 PM
6:00PM — 8:30 PM	5:30 PM — 8:30 PM

Weight Room Procedures & Hours

The following are the procedures for all Zone A/B inmates to follow when they are utilizing the weight equipment:

- ◆ All inmates **MUST** submit their I.D. badge to the Recreation Staff or Recreation Officer before entering the weight Room.
- ◆ The Recreation Staff/Officer will be responsible for marking off (X) for each inmate attending the Weight Room according to their pre-arranged time slots on the check list.
- ◆ **TIME SLOT SELECTION: AT NO TIME SHALL ANY INMATE BE PERMITTED TO HAVE MORE THAN THREE (3) HOURS IN A ONE (1)-WEEK PERIOD.** Inmates must sign up with Recreation Staff with a form explaining the rules and displaying all the Weight Room times offered for each day of the week. Each slot is one (1) hour in length and the inmate can select a maximum of three (3) time slots per week (Sunday – Saturday). The times selected will be the same week after week until the inmate requests to make a change, depending on availability of time slots. No more than (20) inmates are assigned per slot on Zone A and no more than (30) inmates are assigned per slot on Zone B. Each inmate is monitored for status level and Weight Room hours selected before being entered onto the checklist. Inmates requesting any changes, or if any

problems on the checklist arise, these changes are to be **MADE BY A RECREATION STAFF MEMBER ONLY.**

- ◆ **Inmates who miss 3 consecutive workout times of a specific assigned day will forfeit that time slot. Forfeited time slots WILL be made available for other inmates to utilize. Any inmate who loses their time slot may re-apply for any openings. Times for Weight Room sign ups and/or changes will be posted on the Recreation bulletin board.**

WEIGHT ROOM TIMES: (ZONE A) Sunday - Saturday

8:15 AM	9:15 AM	1:15 PM	2:15 PM	6:15 PM	7:15 PM
TO	TO	TO	TO	TO	TO
9:15 AM	10:15 AM	2:15 PM	3:15 PM	7:15 PM	8:15 PM

WEIGHT ROOM TIMES: (ZONE B) Sunday - Saturday

8:00AM	9:00AM	12:00PM	1:00PM	2:00PM	5:00PM	6:00PM	7:00PM
To	To	To	To	To	To	To	To
9:00PM	10:00AM	1:00PM	2:00PM	3:00PM	6:00PM	7:00PM	8:00PM

- ◆ When each time slot hour has concluded, the Recreation Staff/ Officer will announce that the one (1) hour session is over and clear the Weight Room of inmates. The Staff/Officer will return the I.D. badge to the inmates thereby concluding the inmate' attendance in the program. With all I.D. 's handed out, this will assist the Staff/Officer in making sure that all inmates have left the Weight Room area.
- ◆ Inmates may use their time one (1) hour at their own discretion. (Example: get water, restroom breaks, leave early for other activities. Etc.)
- ◆ Any inmate (s) found in the Weight Room during any time slots for which they are not assigned to be there, will be subject to disciplinary action by Recreation Staff or Recreation Officer. Any inmate (s) found misusing the equipment, or violating any other policies within the program, will be removed from the program by Recreation Staff.
- ◆

***Activities at the Recreation Department
include, but are not limited to:***

Basketball	Softball Racquetball/Handball
Outdoor Sand Volleyball	Horseshoes
Bowling	Jogging/Walking Track
Cards/Board Games	Acoustic
Music Association (MMA)	Bingo
Flag Football	Cardiovascular Workout
Indoor Volleyball	Aerobics
Outside Entertainment/Motivational Speakers	

Exercise Program (Zone B) M-F 8-9:00am in Gymnasium

***Activities in the Housing Units
include, but are not limited to:***

Ping-Pong Tables	Pool Tables
Chess/Checkers	Board Games
Cards	Dominoes
In-House Arts & Crafts (See Recreation Staff for details)	

RELIGIOUS SERVICES

The Religious Services Department is comprised of two (2) full-time chaplains. There are two (2) contract workers, an Imam for the Muslims, and a Deacon for the Catholic inmate population. The Catholic priests conduct Catholic masses. The chaplains' offices are located in the Activity Building on both sides of the institution. **Unsupervised religious activities are prohibited.** A complete listing of these services and times is located in the Activity Building Chapel and on the dorm bulletin boards.

Religious Services Activities:

Protestant: Protestant worship services are held Sunday mornings and Wednesday evenings in the Chapel. These worship Services are supervised by the Chaplains and mostly outside volunteer groups are invited to come and share in the worship experience. Several Bible studies are conducted by the Chaplains and outside volunteers on a weekly basis. There are other scheduled studies, Dealing with life skills and spirituality, re-entry and Release preparation. Correspondence Bible courses are also available. Weekend spiritual retreats, seminars, and revival meetings are held periodically.

Catholic: The Catholic Masses are conducted regularly on some Sundays and on some weekdays. A Mass schedule is posted in the dorms and Chapel for your information. In addition to Bible Study, counseling and spiritual retreats, the Deacon/Priest are available when they are here. Passes are generated for you to attend services.

Islam: Jummah services are conducted on Fridays. In addition to Quranic, Taleem classes and counseling are held on Wednesday (afternoons) on Zone A, and Taleem is held on Mondays (Zone B). Passes are generated for these services.

Jewish: Jewish services are provided for Jewish observances.

Jehovah Witness: Jehovah Witness Bible Studies are conducted every Monday on Zone-B and Saturdays on Zone A.

Native American Spirituality: Native Americans are allowed to smudge with supervision and receive Indian tobacco (Kinnikinick). Please kite the chaplains for further information.

Wiccan: Wiccan scheduled services are held in the chapel area and if you have any questions, please kite the Chaplains.

Chapel Library: The Chapel office has a limited selection of religious reference books and cassette tapes that can be loaned out. Most of the books are placed in the Main Library for your use.

In addition to the scheduled Religious Services and programs, the chaplains are always available to counsel inmates on spiritual matters and in times of personal crises. Please kite the chaplains if you need counseling or you need to be baptized (to be baptized, you will have to attend a study group on some biblical truth before your baptism). *DO NOT KITE THE CHAPLAINS ABOUT "MINISTER-OF-RECORDS"... I.E., YOUR PASTOR OR REVEREND. DIRECT YOUR KITES TO UNIT STAFF. THEY WILL INITIATE THE PROCESS AND ADD YOUR MINISTER TO YOUR VISITING LIST. THE CHAPLAIN WILL ONLY VERIFY THE CREDENTIALS OF YOUR MINISTER WHEN SENT TO THE UNIT.*

Inmates whose religious preferences are not represented by any of the major religions mentioned are assisted in securing their own minister-of-record or advisors.

ORGANIZATIONS

Many inmates find that membership in a special-interest or service-oriented organization offers them personal fulfillment and rewards not otherwise found in a prison environment.

For more information about a particular inmate organization, contact the advisory team for that organization.

ORGANIZATION

BUCKEYE JAYCEES-ZONE A
 BUCKEYE JAYCEES- ZONE B
 AMERICAN RED CROSS-ZONE A
 AMERICAN RED CROSS- ZONE B
 VVA ZONE A

VVA ZONE B
 NAACP ZONE A

ADVISORY TEAM

SGT C. BLACKWELL
 SGT W. SOWARDS
 SGT. B. COOPER
 SGT. M. BAILEY
 SGT. T. JOHE

SGT. C. PERDUE
 SGT L. GILLIAM

Think: Don't Ink!



Prison Tattoos Can Kill You!

Infection: Unsterile tattooing equipment and needles can transmit infectious diseases, such as Strep Aureus skin infection, Hepatitis type B and C, HIV, etc.

Granulomas: These are nodules that may form around material that the body perceives as foreign, such as particles of tattoo pigment which may be hard to remove.

Keloid formation: These are scars that grow beyond normal boundaries.

MRI complications: There have been reports of people with tattoos who experience swelling or burning in the affected areas when they underwent Magnetic Resonance Imaging (MRI).

HEALTH CARE SERVICES

MEDICAL SERVICES WILL BE PROVIDED TO INMATES REGARDLESS OF THEIR ABILITY TO PAY THE CO-PAY

Health care is available to all inmates. To get access to health care, complete a Health Services Request slip and place in one of the white boxes with the red cross on it. The boxes are by the exits in both Inmate Dining Rooms. Slips can be picked up in the Inmate Dining Rooms by the sick-call boxes and in both Infirmaries. Sick call is held Monday through Friday on both compounds from 6:30 a.m. to 10:00 a.m. If you sign up for sick call, you must watch the list and show up! There is a \$2.00 co-pay for scheduled visits and \$3.00 co-pay for non-scheduled visits.

Sick Call: takes place in the Infirmary when inmates are released for breakfast. When released from the dorm, go to breakfast before reporting to Sick Call.

The Nursing Staff will assess problems, provide care, and/or refer you to the doctor as needed.

Segregation sick call is also held Monday-Friday. Health Service Requests are collected daily during nursing rounds. Inmates are scheduled for the next available appointment and are brought to the Infirmary by a Correction Officer. Those inmates with urgent or emergent needs should alert the segregation officer who will contact the medical staff for immediate assessment and intervention.

If you are unable to work due to a health problem, you will be placed on a Medical Lay-In. You are ONLY allowed to go to meals, visits, and the Commissary. You are to be in your cell or cubicle area at all other times. Lay-Ins are issued by Medical Staff only.

Prescription Refills: are requested on the “Medication Reorder” section of the Health Services Request slip. If your prescription has expired (0 refills) you must sign up for Sick Call. **Request your refill seven (7) days before your medication runs out. Do not send a kite for refills. This will cause a delay in receiving your medication(s). Only send a health service request and watch the bulletin board in your housing unit to see when your medication is available for pick up.**

Complete separate Health Services Request forms for Prescription Refills, Dental, and Nurses’ Sick Call.

Dental Services: If you are in need of Dental Care, you must complete a “Health Services Request” and drop it in the medical box in the chow hall. Check the “Pass List” daily in your dorm to see when your appointment is.

Optometry, Podiatry, and Other Medical Services: are available as needed. You will be placed on a waiting list for these services. Scheduling is done through sick call, not by kite.

If you have a sudden illness or emergency, tell a Correctional Officer or work supervisor, who will call the infirmary. DO NOT go to the Infirmary without first having someone call the nurse. You will receive a ticket for being OUT-OF-PLACE!

Medication: Medication that is to be **dispensed by nurse** (DBN) will be administered in the Infirmary at the times below:

6:15 AM — 7:30 AM
 11:30 AM — 12:45 PM
 4:30 PM — 6:00 PM
 7:00 PM — 8:30 PM

Afternoon Insulin Administration begins at 4:30pm.

Carry meds are distributed from 7:30am-8:30am on Zone A and 9:30am-10:30am on Zone B. Those inmates from Zone B who work outside the fence (primarily JA inmates) may pick up their carry meds after 4:00pm count.

S.O.R.R.C. inmates are considered “reception status” and are not eligible for routine eye and foot care until they reach their parent institution.

Financial Responsibility (Medical Co-Pay)

Inmates who request health care and inmates who receive emergency health care evaluation or treatment, whether requested by the inmate or not, shall be charged a \$3.00 co-payment fee, unless the care is specifically exempted or waived in policy. There is a \$2.00 co-pay for scheduled visits

Inmates at Madison Correctional Institution undergoing the SORRC evaluation as part of the reception process will be allowed one free health care visit that otherwise would incur a co-payment. These free health care visits will only be authorized while the inmates are in reception status.

Inmates who are injured while performing prison work assignments will be evaluated and the injury documented by Health Care Staff at no charge to the inmate. Likewise, use-of-force encounters will be documented and any injuries evaluated and noted at no charge to the inmate. However, in both instances, if treatment is necessary that requires a physician's order, a co-payment charge will be made.

The Correctional Health Care Services Co-payment Rule, 5120-5-13, is available for review in the Library.

What is Medical Co-Pay?

Medical Co-Pay is a fee charged to inmates who receive defined Health Care Services. All inmates receiving Health Care Services, other than those specifically exempted by this policy, whether requested by inmate or not, shall be charged a \$3.00 Co-Payment fee for emergency health care requests and \$2.00 for scheduled visits.

Services exempted from the \$3.00 Co-Payment charge are as follows:

- 1) Intake physical and dental examinations.
- 2) Visits for treatment of chronic (ongoing) disease during regularly scheduled chronic care clinics.
- 3) All mental health care.
- 4) Periodic physical examinations as required by departmental policy.
- 5) Tuberculosis (TB), Human Immunodeficiency Virus (HIV), or Hepatitis testing conducted at Reception Centers, or when ordered by a physician as part of a diagnostic work-up.
- 6) Inmates who are injured while performing prison work assignments shall be evaluated and documented with no charge.
- 7) Inmates involved in Use-of-Force encounters.
- 8) Inmates who have been referred for additional testing, consultation, or subsequent visits that may arise from the initial request for services.
- 9) A Co-Payment charge will be made if any new problems are presented for assessment during a follow-up visit.

In order to continue to provide quality care, while dealing with rising medical costs, the B Medical Services uses a managed care system which includes primary care physicians and a standardized drug formulary. The Drug Formulary is designed as a tool to assist our physicians in selecting the optimal and most cost effective drug therapy for our patients. The Drug Formulary is updated every quarter. Medications contained in the formulary are subject to change following these periodic reviews.

HEALTH CARE REFERENCE GUIDE

Introduction: This section will describe many common health problems that can be self-treated, instructions for that treatment, and the point at which the inmate should contact the medical department. At no time should these instructions take the place of treatment of serious health concerns or a simple problem that has continued over a period of time. When an inmate takes responsibility for his health, unnecessary visits can be avoided, which will avoid an unnecessary co-pay charge. This guide also gives an explanation for when a co-pay will be charged and what conditions are exempt from a charge.

HEALTH CARE Table of Contents:

Acne	Fainting	Poisoning
Bleeding	Fever	Puncture Wounds
Bites and Stings	Frostbite	Shave Bumps
Blisters	Headache	Sinus
Boils	Head Injury	Sore Back
Bruises	Heat Stroke	Sore Throat
Burns	Hemorrhoids	Splinters
Cold Sores	Hives	Sprains and Strains
Common Cold	Insomnia	Sunburn
Constipation	Insulin Reaction	Toothache
Cuts and Scrapes	Medicine	Upset Stomach
Diarrhea	Nausea	Urination
Earache	Nosebleeds	

ACNE:

Caused by over-activity of the oil glands of the skin. It is common on the face, back, and chest.

Treatment:

1. Wash your face with a clean washcloth, using an acne soap, (e.g., Dial® or Coast®).

2. Do not use face and hair creams or oils of any kind other than those advised by Health Services.
3. Avoid foods which you find worsen the problem.

When to go to Health Services:

1. If large bumps appear on your face in the area of the pimples.
2. If acne becomes painful.
3. If the area surrounding the pimples becomes red and hot.

BLEEDING:

Bleeding that does not stop easily or bleeding that spurts from a wound.

Treatment:

1. Press firmly and constantly with any clean cloth material. If the bleeding is severe, and there is no material available, use your hand.

When to go to Health Services:

- ◆ Contact Health Services immediately.

BITES AND STINGS:

Most of these problems are minor, and do not require a doctor's attention.

Treatment:

1. Remove the stinger if possible.
2. If only a minor discomfort exists, apply cold water compresses to the bite or sting.
3. Take one (1) to two (2) aspirin up to four (4) times a day (if not allergic).
4. Do not scratch the area.

When to go to Health Services:

1. If you faint or have trouble breathing.
2. If you develop a rash all over.
3. If infection develops in a scratched bite.
4. If you have a known allergy to bee stings, report to the Health Services immediately.

BLISTERS:

Small pockets of fluid resulting from pressure, rubbing, minor burns, or other irritating factors.

Treatment:

1. Leave the blister alone. Do *not* break it. The skin is “nature’s bandage” over the tissue.
2. If the skin blister breaks, it is essentially an open wound, and it should be treated in the following manner:
 - a. Keep it clean.
 - b. Soak it in warm water for 15 minutes, 3 times a day.
 - c. Keep a sterile dressing or bandage over the exposed skin.
 - d. Keep pressure off the site.

When to go to Health Services:

1. If the blister becomes infected.
2. If the blister is very large and painful.
3. If you are diabetic.

BOILS:

An infection of one of the glands of the skin. In its normal course, it will come to a head, pop, and drain.

Treatment:

1. Do *not* pick or squeeze it.
2. Apply warm, moist soaks as often as possible.
3. Keep it and the surrounding area clean.
4. Take aspirin (if not allergic) for pain.

When to go to Health Services:

1. If red streaks develop under the skin near the boil.
2. If there are many boils in one area.
3. If it is severely painful and has not popped.
4. If the boils occur often.

BRUISES:

Caused by blood from a rupture of small blood vessels spreading into the surrounding tissue.

Treatment:

1. Apply a cold water compress to the bruise as soon as possible after it happens.
2. After 24 hours of intermittent icing (or cold water), begin applying warm, moist heat to the area.
3. Avoid using the bruised area.
4. Avoid sports and pumping iron.
5. Take aspirin (if not allergic) for the pain.

When to go to Health Services:

1. If a large area is involved.
2. If the bruise swells severely.
3. If a lump develops where the bruise occurred.

4. If the bruise is slow to heal (normal bleeding takes two weeks to heal).

BURNS:

A burn is caused by excessive heat, electricity, or certain chemicals. A first degree burn is a burn which causes reddening and pain, but no blister formation. A second degree burn is a burn which does cause blisters, but does not cause underlying tissue damage. A third degree burn is characterized by deep tissue damage and lack of pain.

Treatment:

1. Wash the area with comfortably cool water, and mild soap.
2. Do *not* pop open or peel blisters.
3. Apply a cold compress immediately to the burn. This may help prevent swelling.
4. Take aspirin (if not allergic) to reduce the pain.

When to go to Health Services:

1. If there is damage to the following areas: face, neck, eyes, respiratory system, or groin area.
2. If blistered areas appear.
3. If foreign particles are imbedded in the burn.
4. If the burn area is extensive.
5. If burned area causes no pain.
6. If the burn is second or third degree.
7. If the burn area appears infected.

COLD SORES:

Viral infections in the skin that return over and over again. The main causes of cold sores are stress, fever, sunburn, and nerves. Cold sores are contagious by direct contact, and can be contracted on any part of the body.

Treatment:

- ◆ Keep the area clean and moist.

When to go to Health Services:

1. If cold sores seem to be swelling.
2. If the cold sore develops pus.

COMMON COLD (HEAD COLD):

A viral infection which usually involves the nose, throat, and sinuses. You may get a runny or stopped-up nose, a sore throat, hoarseness, dry cough, weakness, aches and pains — an overall sick feeling. The common cold may last approximately one week. Antibiotics are not of any value.

Treatment:

1. On Nurses' Sick Call you may be given medication which will help your runny nose, sniffles and nasal congestion.
2. Take aspirin (if not allergic) for generalized aches and pain.
3. *Stop smoking.*
4. Increase your liquid intake.

When to go to Health Services:

1. If throat pain increases or if white or yellow spots appear in the throat.
2. If you have shaking chills or a fever.
3. If you have chest pain or shortness of breath.
4. If you have an earache, skin rash, or pain in your sinuses.
5. If the cough produces yellow, green, or gray sputum.
6. If you are not better in five (5) days.

CONSTIPATION:

To most people, constipation means stools (bowel movements) that are so hard or large that they are difficult to pass. It may also mean infrequent passage of normal bowel movements (more than three days between movements), or a change in bowel patterns. The causes of constipation may be improper diet, poor bowel habits, emotional problems, lack of exercise, and others.

Treatment:

1. Eat as many natural laxatives as possible such as fruits, vegetables, prunes and prune juice, fruit juices, bran flakes, bran muffins, etc. However, do not eat apples, bananas, or pears if you are constipated.
2. Drink plenty of water.
3. Exercise regularly.

When to go to Health Services:

1. If you have continual belly pain after having tried all of the above treatments.
2. If you go four (4) days or more without a bowel movement.

CUTS AND SCRAPES:

Occur when the skin is broken. Usually a cut or a scrape will bleed, indicating that blood vessels are broken.

Treatment:

1. Wash the wound well using soap and warm water. Be sure to get all the dirt out because dirt causes infection.
2. Rinse the area under running water.
3. Do *not* rub the wound with a towel; pat it dry or let it dry in the air.

4. Cover the wound with a bandage or gauze pad.

When to go to Health Services:

1. If the bleeding will not stop.
2. If the cut is very deep or large.
3. If there is a foreign object in the cut.
4. If pus, fever, or swelling develop.
5. If you cut yourself on a dirty object.

DIARRHEA:

The passage of many loose, watery, or unformed stools (bowel movements). It is usually caused by viruses, emotional problems, or improper eating habits.

Treatment:

1. Rest in bed when possible.
2. Drink clear liquids such as tea, water, broth or bouillon in frequent doses (example: 2 cups, 3 times a day).
3. Do not eat or drink natural laxatives such as prunes, coffee, fruit, or milk products.

When to go to Health Services:

1. If blood, mucus, or worms appear in the stools.
2. If you have abdominal (stomach) or rectal pain.
3. If you have severe abdominal cramps.
4. If you are not better in three (3) days.
5. If you are diabetic.

EAR ACHE:

Usually caused by an infection or an increase in pressure in the ear.

Treatment:

1. Never use cotton swabs (e.g., Q-tips®) in your ears.
2. Never put anything smaller than your small finger in your ear.
3. Chew gum three times a day while you have the problem. (This will help to relieve pressure in your ear.)
4. Swallow while holding your nose. (This will help to relieve pressure in your nose.)
5. Take aspirin (if not allergic) for pain.

When to go to Health Services:

1. If the pain is severe.
2. If there is drainage from the ear.
3. If you notice a change in hearing.
4. If there is a bad odor from the ear.
5. If there is an insect or other object in your ear.

FAINING:

Spells are caused by a temporary disturbance in the function of the cells of the brain, brought about by a decrease in the amount of blood being transported to the brain.

Treatment:

1. Untie or loosen anything that is around the neck so as to decrease pressure in this area.
2. Lie flat, or, if in a sitting position, put your head between your legs.
3. Keep at rest until completely recovered, after which you can continue with moderate activity.

When to go to Health Services:

- ◆ Contact Health Services immediately.

FEVER:

An elevated body temperature, which may be caused by infection or stress. Sometimes, fevers are indicators of severe problems.

Treatment:

1. Take aspirin (if not allergic).
2. Drink plenty of liquids.

When to go to Health Services:

1. If the fever lasts more than 24 hours.
2. If you experience increasing temperature.
3. If other symptoms accompany the fever such as:
 - a. Continual Coughing
 - b. Vomiting
 - c. Diarrhea

FROSTBITE:

A condition caused by severe cold (freezing) damage to tissues. Frost-bitten hands, feet, ears, etc. will appear pale or white at first, and will not have any sensation. There will be much pain when warmed.

Treatment:

1. Warm the affected parts immediately with lukewarm (not hot) water or if warm water is not available, use body heat.
2. Do *not* rub the affected area.

When to go to Health Services:

- ◆ Contact Health Services immediately.

HEADACHE:

A headache can result from stimulation of, or pressure on, any of the pain-sensitivity structures in the head. Common causes are fatigue, tension, emotional upset, eye strain, sinuses, and head colds.

Treatment:

1. Try to figure out what caused the headache and avoid the situation.
2. Take aspirin (if not allergic) for the pain.
3. Apply cold compresses to the area of the headache.

When to go to Health Services:

1. If headache persists in spite of above treatment.
2. If you have a stiff neck.
3. If your vision is disturbed.
4. If you experience weakness in the arms or legs.
5. If you are dizzy.
6. If you have nausea, or are vomiting.
7. If you have a fever.

HEAD INJURY:

Whether or not the injured person is unconscious, any head injury may be dangerous. The presence or absence of swelling at the injury site has no bearing on its seriousness. The extent of injury can be determined only after careful examination and observation of the patient over a period of time. Serious aftereffects may appear considerably later.

Treatment:

1. Most important in the treatment of a head injury is for someone to stay with the person, and watch carefully for the appearance of possibly serious symptoms.
2. Waken the injured person every two (2) hours for the first 24 hours.
3. The injured person should eat lightly for a day or two.
4. The injured person should *not* take any medication unless they are prescribed by the doctor.

When to go to Health Services:

1. Immediately when the injury occurs.
2. After release from Health Services, call for help if any of the following occur during the first 24 hours of observation:
 - a) Inability to wake/arouse the person
 - b) Vomiting
 - c) Convulsions
 - d) Marked restlessness

- e) Inability to move arms and legs equally well on both sides
- f) Severe headache that does not go away within the first 24 hours after the injury
- g) Mental confusion

Report to the doctor for a second examination the day after the injury if any of the above symptoms persist.

HEAT STROKE:

Occurs during the summer or early fall. During heat stroke, the person stops sweating, gets red and hot, and loses consciousness.

Treatment:

1. Get the person into the shade, and cool them rapidly by removing their outer clothing.

When to go to Health Services:

- ◆ Contact Health Services immediately.

HEMORRHOIDS:

Dilated veins located in and around the rectum. They may become slightly inflamed, producing a small amount of discomfort or bleeding. If the bleeding stops spontaneously, or if the hemorrhoid is small, there is no need to be seen immediately.

Treatment:

1. Avoid highly seasoned foods such as chili, spaghetti, pizza, etc.
2. If constipation is a problem, eat foods which have a mild laxative effect, such as prunes.
3. Take aspirin (if not allergic) for pain or discomfort.

When to go to Health Services:

1. If bleeding is excessive.
2. If pain is severe.

HIVES:

Whitish, slightly raised areas surrounded by a reddened base, which vary in size and shape. They may or may not itch. Hives can be caused by nerves, allergies to food, or other substances. Usually, they will go away by themselves.

Treatment:

1. Avoid the substance to which you are allergic.

2. Apply cold water or ice to relieve itching.

When to go to Health Services:

1. If the itching is very severe or persistent.
2. If shortness of breath develops, contact immediately.

INSOMNIA:

The inability to fall asleep. It has many causes: nervous tension, depression, lack of adequate exercise, and others. A full night of sleep is not necessary every night.

Treatment:

1. Get plenty of exercise prior to your evening meal. (Late exercise will sometimes cause insomnia).
2. Get adequate fresh air.
3. Do *not* smoke or drink caffeine products before bed.
4. Try to relax your whole body while in bed.

When to go to Health Services:

1. If insomnia is of many days duration.
2. If you are becoming physically run down.

INSULIN REACTION:

Diabetics taking insulin and not eating properly may have an insulin reaction. Excessive exercise can also cause an insulin reaction. Early symptoms include changes in mental status, irritability, palpitations of the heart, confusion, hunger, sweating, and eventually loss of consciousness. It can be fatal.

Treatment:

1. If you are diabetic, eat some sugar and notify Health Services.
2. If you are not diabetic, assist the diabetic in the above actions.

When to go to Health Services:

- ◆ Contact Health Services immediately if an insulin reaction occurs or coma is noted.

HOW TO TAKE MEDICATION:

Medication is prescribed for specific lengths of time for very good reasons. Depending upon the medication involved, it is very important to take it as prescribed. What follows is a short list of medication types, and what may happen if they are taken incorrectly:

Antibiotics:

Must be taken for the full prescription, otherwise the infection may come back.

Pain Medications:

May be stopped at any time without problems.

Maintenance Medication:

(Seizures, high blood pressure, cardiac, blood thinners, etc.) should be taken religiously in order to keep the possibility of adverse effects as low as possible. An occasional missed dose will probably be of no significance.

Symptomatic Medication:

(Antacids, cold medications, muscle relaxers, skin creams, etc.) can be stopped at any time unless there is an order by the physician or physician assistant, stating it should not be stopped.

NAUSEA AND VOMITING:

Usually self-limited, and require no more than self-treatment unless certain other signs are present.

Treatment:

1. Avoid all solid foods, milk, and milk products.
2. Drink plenty of water and fluids.

When to go to Health Services:

1. If the problem lasts over 24 hours.
2. If the pain is severe, steady, or prolonged.
3. If you have recently had a head injury.
4. If you are a diabetic.

NOSEBLEEDS:

Inside your nose, near the tip, there are many tiny blood vessels which are easily broken. These are the sources of most nosebleeds. They may bleed with the slightest injury during a cold, or if there is a lack of humidity in the air you breathe.

Treatment:

1. Hold the nose between thumb and forefinger with firm pressure for five (5) full minutes, breathing through your mouth.
2. Place a cold object on the back of the neck.
3. *Sit up! Do not lie down.*

When to go to Health Services:

1. If the bleeding persists after you have tried the above treatment.
2. If you have many nosebleeds.

POISONING:

Anything may be poisonous. Different poisons need different treatments, and certain poisons are extremely dangerous.

Treatment:

1. Contact Health Services for instructions.
2. Do not induce vomiting unless instructed to do so by Health Services

When to go to Health Services:

- ◆ Contact Health Services immediately.

PUNCTURE WOUNDS:

Caused by long, sharp objects (i.e., knife, nail, pin, etc.). Puncture wounds are dangerous because of the possibility of infection from dirt, and the difficulty in determining the depth of the wound. They may or may not bleed. Tattoo needles can be a source of blood-borne infections, such as Hepatitis and AIDS.

Treatment:

1. Do not remove the object making the wound.

When to go to Health Services:

- ◆ Go to Health Services immediately.

SHAVE BUMPS:

Caused by hairs getting caught below the surface of the skin, growing under the skin, and becoming infected.

Treatment:

1. Wash face with very warm soap and water at least twice daily.
2. If they do get infected, apply warm soaks to the area three (3) times a day or more.
3. Do not pinch, pick, or squeeze the bumps.

When to go to Health Services:

1. If the infection of the shave bump is not better in three (3) days.
2. If the bump gets larger, sorer, or redder.
3. If lumps develop in the area of the jaw or behind the ears.

SINUS PROBLEMS:

Sinus congestion and sinus headaches are caused by pressure in the sinuses from secretions which cannot drain out of the small opening of the sinuses.

Treatment:

1. *Stop smoking* (this will decrease the secretions).
2. Drink plenty of liquids.
3. Apply warm, moist compresses over the affected area.

When to go to Health Services:

1. If the pain becomes severe.
2. If swelling is present over the affected sinus.
3. If a nosebleed develops.
4. If a fever develops.

SORE BACK:

Your back is a large, but fragile structure. It is much easier to keep your back healthy than to fix it when it is hurt. To keep your back healthy, you must lift by using your legs instead of your back. To keep your back strong, and avoid most problems, the following two exercises are very helpful; continue them to keep your back healthy!

Treatment:

1. Do sit-ups with your knees bent and your feet held down.
2. Sit on the floor and pull your knees to your chest.

When to go to Health Services:

- ◆ If problem persists.

SORE THROAT:

Most are caused by viruses, irritation from shouting, coughing, or smoking. A few sore throats, however, are caused by bacteria such as streptococcus (strep throat).

Treatment:

1. *Stop smoking* (this will decrease the secretions).
2. Drink plenty of liquids.
3. Apply warm, moist compresses over the affected area.

When to go to Health Services:

1. If your sore throat does not get better after three (3) days of the above treatment.
2. If you have trouble breathing.
3. If you cannot swallow your saliva.
4. If glands are swollen.

SPLINTERS:

A splinter is a particle or sliver of wood, glass, metal, pencil lead, or other substance that is embedded in the skin.

Treatment:

1. Wash the area with soap and water.
2. Carefully remove splinter with tweezers, if possible.

When to go to Health Services:

1. If the splinter is large or deeply embedded.
2. If you cannot remove the splinter.
3. If pus or redness develops.

SPRAINS AND STRAINS:

When ligaments, which hold the joints of the body, are stressed too much they stretch (strain), and can partially tear (sprain). Every joint in the body can be affected by this. Symptoms include pain and swelling in the strained or sprained area. The most commonly affected areas are the ankles, knees, and wrists.

Treatment:

1. Do not use the injured part.
2. Try to keep the injured part elevated until seen at Health Services.
3. Apply ice immediately.

When to go to Health Services:

- ◆ Contact Health Services as soon as possible.

SUNBURN:

Results from overexposure to the sun or sun lamp. Since the sun's rays can filter through the clouds, it can occur even on cloudy days. The best prevention for sunburn is careful, gradual exposure of the sun, and avoiding the hot afternoon hours. Lotions and creams are available as protective sunscreens in the Commissary.

Medication:

Many medications can sensitize your skin to the sun. This includes most psychiatric medications and many antibiotics (of which tetracycline is a bad offender). If you are taking a medication, and are not sure if it can cause problems, check with the Medical Staff.

Treatment:

1. The best treatment is prevention.
2. Drink plenty of liquids.

When to go to Health Services:

1. If vomiting or dizziness occurs.
2. Sunburn is extensive.
3. Swelling of affected area occurs.

TOOTHACHE:

A condition characterized by pain in and/or around a tooth. It can be caused by infection in the tooth or gum, food particles between the teeth, or most commonly, tooth decay.

Treatment:

1. Do not put aspirin directly on the painful tooth, because aspirin will destroy the tooth's enamel.
2. Avoid extremely hot and extremely cold food and drinks.

When to go to Health Services

- ◆ See the Dentist as soon as possible.

UPSET STOMACH:

Caused by many factors including irritating foods, emotional upset, and viruses.

Treatment:

1. Do *not* eat any food for twelve (12) hours.
2. Slowly drink about a shot glass of water every thirty (30) minutes.
3. When your stomach is settled, begin drinking clear fluids, then eat soft bland foods, and finally return to your normal diet.

When to go to Health Services:

1. If there is no improvement in 24 hours.
2. If you have belly pain.
3. If you have a fever.

URINATION:

Pain with urination can be caused by eating irritating foods or by an infection.

Treatment:

1. Stop eating chocolate.
2. Stop drinking tea, coffee, cocoa, and cola.
3. Drink at least eight (8) glasses of water a day.

When to go to Health Services:

1. If you have pain in the lower belly.
2. If there is pain with urination for more than one (1) day.
3. If you have a pus discharge before or after urination.
4. If there is blood in your urine.
5. If urine flow decreases or you are unable to void.

There is no co-pay for any dental procedure, whether performed by dental staff or nurse.

DENTAL CARE SERVICES

MaCI has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care.

Dental Emergency– have the dorm/housing officer or any other staff person contact Inmate Health Services as soon as possible.

- ◆ Infection
- ◆ Large, painful cavity
- ◆ Uncontrolled bleeding
- ◆ Broken jaw
- ◆ Constant, really bad pain
- ◆ Big swelling and/or infection

Urgent Dental Care– submit a health service request (HSR) form to dental explaining your problem– watch for a pass to inmate health services within a day or two.

- ◆ Toothache– constant or comes and goes
- ◆ Broken tooth
- ◆ Broken denture

Routine Dental Care– submit a HSR to dental explaining your problem. You will be placed on a list to have an examination and have your problem looked at and treated. If you will be in the DRC a year or less, you are only eligible for urgent dental care (unless you have a chronic medical condition or severe gum problems).

- ◆ Cavities
- ◆ Problems chewing
- ◆ Cleaning

Dentures– Must have 3 years or more to serve in DRC

INMATE DISCIPLINARY PROCESS

The rules infraction system enforces institution and department rules that are designed to maintain security and discipline. There is a listing of all DRC rules in this handbook. It is your responsibility to read and know the rules.

The inmate disciplinary process is found in AR 5120-9-06 through 5120-9-11. A copy of the complete ARs is located in the Law Library and Segregation housing units.

If an offender violates an institutional or departmental rule, he will receive a conduct report. Regardless of who writes the conduct report, a hearing officer (usually correctional counselor or sergeant) will hear the conduct report first in the inmate's housing unit.

The hearing officer may impose one of the following sanctions:

- Refer for counseling or treatment
- Recommend a change in job or housing unit
- Issue a warning or reprimand
- Recommend the inmate be required to make restitution
- Recommend contraband be disposed of
- Restrict privileges or assign extra duty

Appeals of conduct reports heard at the sergeant level are made to the appropriate unit manager.

The hearing officer may also find an inmate guilty of a rule which shall be referred to the rules infraction board (RIB) for a hearing. Every inmate will be granted due process concerning the hearing procedure (refer to AR 5120-9-07 (I) through 5120-9-08). The process and your rights are explained to you throughout the steps. You will be required to sign documents indicating you have been informed of your rights. Appeals of all RIB decisions are forwarded to the Warden's Assistant.

After the Warden's Assistant issues a decision, a further appeal should be Directed to the Director's Office (DRC). The Director's decision is final. Read the ARs, ask questions, and be informed.

If an inmate has literacy, language problems, or has problems understanding the rules, a staff member or translator will be available to assist him.

The following outline is designed to mirror, in brief, the inmate disciplinary process as presented in the Administrative Regulations:

Charging Official (5120-09-07 A, B) Provides written conduct report citing rule violation (s):

- Written factual description specifying evidence.
- Signature of charging staff member.
- Presents report to the Administrative Review Officer.

Hearing Officer (H.O.) (5120-9-07 D, G, E, F, H, I) Determines if:

- A violation occurred.
- Determination if the offender committed the violation charged.

Decisions of Hearing Officer may include:

- Affirmed
- Modified.
- Returned to Managing Officer for reconsideration.
- Reversed-purge case from inmate's file.
- No further appeal.
- Forward written decision and reasons to appropriate staff If probable cause for a rule violation exists.
- Refer to the Rules and Infractions Board (RIB).

In all rule violation referred to RIB, the Hearing Officer shall:

- Provide witness request forms, unless waived
- Inform offender that evidence intended to be produced through witness testimony must be stated on witness request forms
- Inform offender that he is entitled to charging officer's presence unless waived
- Inform inmate that he is entitled to 24 hours notice, unless waived
- Determine need for counsel substitute.

Rules Infraction Board (RIB) (5120-9-08 A, B; 5120-9-09 E, F, G)

- Compose Of two members
- Have no personal interest
- Have no independent knowledge of conduct report
- Offenders have the right to be heard in own defense
- Offenders may call a reasonable number of witnesses to testify
- Witnesses may be subject to disciplinary action for lying

Witnesses appearing before the RIB include:

- Charging official, unless waived
- Confidential statements
- Credibility of witness determined by considering the following:
Appearance and demeanor

Disciplinary/criminal history
 Against interest to testify
 Ulterior motive (s)
 Corroborated by evidence
 Observed conduct
 Previously provided reliable evidence
 Record of reputation for lying/dishonesty
 Consistency
 Detail provided
 Willingness to appear
 Professional experience and judgment of RIB member
 All witness waivers in writing or made part of electronic record
 “some evidence” required for finding of guilt

Each member of Rules Infraction Board vote separately on:

- Rule violation of offender
- Disposition to be assessed
- Advises offender right to appeal to Managing Officer within 15 days of RIB disposition.

Assess disposition for offenses

- Disciplinary Control (1 to 15 days)
- Refer to reclassification and recommend transfer
- Recommend Local Control and Disciplinary control
- Confiscate contraband
- Recommend restitution or other appropriate disposition
- A written record is made of the decision and the supporting reasons and a copy is to be given to the offender

Managing Officer (M.O.) 51-20-9-9 K, M) appeal filed within 15 days to determine valid/proper rule charged:

- Prejudicial violation of procedural right
- “SOME EVIDENCE” in record to support guilt
- Penalty authorized
- Advises inmate of right to appeal to the Director within 15 days of receipt of the decision of the Managing Officer

Director of DRC (5120-9-09 M) Reviews/acts upon appeal within 30 days
 Appeals may be summarily denied where

- Offender has not complied with procedural requirements, appeal does not state grounds that constitute prejudicial error
- Issues not raised in appeal to the Managing Officer

DECISION SHALL BE FINAL WITH A BAR TO FURTHER APPEAL

INMATE RULES OF CONDUCT

5120-9-06

Rules 1-7 Assault and Related Acts

- 1) Causing, or attempting to cause, the death of another
- 2) Hostage-taking, including any physical restraint of another
- 3) Causing, or attempting to cause, serious physical harm to another
- 4) Causing, or attempting to cause, physical harm to another
- 5) Causing, or attempting to cause, physical harm to another with a weapon
- 6) Throwing, expelling or otherwise causing a bodily substance to come into contact with another
- 7) Throwing any other liquid or material on or at another

Rules 8-10 Threats

- 8) Threatening bodily harm to another (with or without a weapon)
- 9) Threatening harm to the property of another, including state property
- 10) Extortion by threat of violence or other means

Rules 11-14 Sexual Misconduct

- 11) Non-consensual sexual conduct with another, whether compelled:
 - a By force
 - b By threat of force
 - c By intimidation other than threat of force, or...
 - d By any other circumstances evidencing a lack of consent by the victim.
- 12) Non-consensual contact with another, whether compelled:
 - a By force
 - b By threat of force
 - c By intimidation other than threat of force, or
 - d By any other circumstances evidencing a lack of consent by the victim
- 13) Consensual physical contact for the purpose of sexually arousing or gratifying either person
- 14) Seductive or obscene acts; including, but not limited to, any action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person

Rules 15-19 Riot, Disturbance,

Unauthorized Group Activities

- 15) Rioting or encouraging others to riot
- 16) Engaging in or encouraging a group demonstration or work stoppage
- 17) Engaging in unauthorized group activities as set forth in paragraph (B) of rule 5120-9-37 of the Administrative Code
- 18) Encouraging or creating a disturbance
- 19) Fighting, with or without weapons, including instigation of, or perpetuating fighting

Rules 20-23 Resistances to Authority

- 20) Physical resistance to a direct order
- 21) Disobedience of a direct order
- 22) Refusal to carry out work or other institutional assignments
- 23) Refusal to accept an assignment or classification action

Rules 24-26 Unauthorized Relationships and Disrespect

- 24) Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
 - a Sending personal mail to an employee at his/her residence or another address not associated with the Department of Rehabilitation and Correction
 - b Making a telephone call to or receiving a telephone call from an employee at his/her residence or other location not associated with the Department of Rehabilitation and Correction
 - c Giving to, or receiving from an employee, any item, favor, or service
 - d Engaging in any form of business with an employee; including buying, selling, or trading any item or service
 - e For purposes of this rule, "Employee" includes an employee of the department and any contractor, employee or a contractor, or volunteer
- 25) Intentionally grabbing, or touching a staff member, visitor or other inmate
- 26) Disrespect to an officer, staff member, visitor or other inmates

Rules 27-28 Lying and Falsification

- 27) Giving false information or lying to departmental employees
- 28) Forging, possessing or presenting forged or counterfeit documents

Rules 29-35 Escape and Related Acts

- 29) Escape from institution or outside custody (e.g., transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc.). As used in this rule, “escape” means that the inmate has exited a building in which he/she was confined; crossed a secure institutional perimeter; or walked away from, or broken away from, custody while outside the facility
- 30) Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within an institution (cell, recreation area, strip cell, vehicle, etc.)
- 31) Attempting or planning an escape
- 32) Tampering with locks, or locking devices, window bars; tampering with walls, floors or ceilings in an effort to penetrate them
- 33) Possession of escape materials, including keys or lock-picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.)
- 34) Forging, possessing, or obtaining forged, or falsified documents which purport to effect release or reduction in sentence
- 35) Being out of place

Rules 36-38 Weapons

- 36) Possession or manufacture of a weapon, ammunition, explosive or incendiary device
- 37) Procuring, or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting or collaborating with another person to procure a weapon, ammunition, explosive or incendiary device; or to introduce or convey a weapon, ammunition, explosive or incendiary device into a correctional facility
- 38) Possession of plans, instructions, or formulas for making a weapon, ammunition, explosive or incendiary device

Rules 39-43 Drugs and Related Acts

- 39) Unauthorized possession, manufacture, or consumption of drugs and/or intoxication substances
- 40) Procuring, or attempting to procure, unauthorized drugs, aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into a correctional facility
- 41) Unauthorized possession of drug paraphernalia
- 42) Misuse of authorized medication
- 43) Refusal to submit to urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions

Rules 44-47 Gambling, Dealing, and Other Related Acts

- 44) Gambling or possession of gambling paraphernalia
- 45) Dealing, conducting, facilitating, or participating in any transaction, occur-

ring in whole or in part, within an institution, or involving an inmate, staff member or another for which payment of any kind is made, promised, or expected

- 46) Conducting business operations with any person or entity outside the institution, whether or not for profit, without specific permission in writing from the warden
- 47) Possession or use of money in the institution

Rules 48-51 Property and Contraband

- 48) Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently-obtained property
- 49) *Destruction, alteration, or misuse of property*
- 49) *Possession of property of another*
- 50) *Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given*

Rules 52-53 Fire Violations

- 52) Setting a fire, any unauthorized burning
- 53) Tampering with fire alarms, sprinklers, or other fire-suppression equipment

Rules 54-56 Telephone, Mail and Visiting

- 54) Unauthorized use of telephone or violation of mail and visiting rules
- 55) Use of telephone or mail to threaten, harass, intimidate, or annoy another
- 56) Use of telephone or mail in furtherance of any criminal activity

Rules 57-58 Tattooing and Self-Mutilation

- 57) Self-mutilation, including tattooing
- 58) Possession of devices or material used for tattooing

Rules 59-61 General Provisions

- 59) Any act not otherwise set forth herein, knowingly and which constitutes a threat to the security of the institution, its staff, other inmates, or to the acting inmate
- 60) Attempting to commit, aiding another in the commission of, soliciting another to commit, or entering into an agreement with another to commit any of the above acts
- 61) Any violation of any published institutional rules, regulations or procedures.

INMATE RULES OF CONDUCT DEFINITIONS

The following definitions shall be used in the application of these rules:

- (1) "Physical harm to persons" means any injury, illness or other physical/physiological impairment, regardless of its gravity or duration.
- (2) "Serious physical harm to persons" means any of the following:
 - (a) Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment;
 - (b) Any physical harm that carries a substantial risk of death;
 - (c) Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
 - (d) Any physical harm that involves some temporary, serious disfigurement;
 - (e) Any physical harm that involves acute pain of such duration as to result in substantial sufferings or that involves any degree of prolonged or intractable pain.
- (3) "Sexual conduct" means vaginal intercourse between a male or female; anal intercourse, fellatio, and cunnilingus between two persons regardless of sex; and without privilege to do so, the insertion, however slight, of any part of the body or instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.
- (4) "Sexual contact" means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region; or if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.
- (5) "Possession" means either actual or constructive possession and may be inferred from any facts or circumstances that indicate possession, control or ownership of the item, or of the container or area in which the item was found.
- (6) "Unauthorized drugs," for the purpose of this rule, refers to any drug not authorized by institutional or departmental policy, including any controlled substance, any prescription drug possessed without a valid prescription, or any medications held in excesses of possession limits.
- (7) "Extortion," as used in these rules, means acting with purpose to obtain anything of benefit or value, or to compel, coerce, or induce another to violate a rule or commit any unlawful act.

DAILY SCHEDULE Zone-A Compound

6:00 AM	Count Time Wake-Up Call Breakfast Pill Call Sick Call
7:50 AM	School Call
8:00 AM	Work Call Recreation Activities
11:00 AM	Count Time Lunch Pill Call
12:00 PM	Doctor's Sick Call
1:15 PM	Work Call Recreation Activities
4:00 PM	Count Time (Standing) Dinner Pill Call
6:00 PM	Recreation Activities Evening Programs
7:00—8:00 PM	Pill Call
9:00 PM	Count Time (Standing) Lock Down (AA)
11:35 PM	Lock Down (Cadre)
11:45 PM	Count Time
3:00 AM	Count Time

DAILY SCHEDULE Zone-B Compound

6:00 AM	Count Time
	Wake-Up Call
	Breakfast
	Pill Call
	Sick Call
7:50 AM	Work Call
	Recreation Activities
11:00 AM	Count Time
	Lunch
	Pill Call
	Recreation Activities
12:30 PM	Work Call
4:00 PM	Count Time (Standing)
	Dinner
	Pill Call/Carry Medication Pick-Up
	Recreation Activities (When Your Dorm is Called to Chow)
	Evening Programs
7:00—8:00 PM	Pill Call
9:00 PM	Count Time (Standing)
11:45 PM	Count Time (Lock-Down Weekdays)
2:45 AM	Lock-Down (Weekends & Holidays)
3:00 AM	Count Time

General Definitions

The following is a list of terms you may find helpful:

Cash Slip: A signed authorization to deduct funds from your personal account.

Community Service: Various units and departments at MaCI sponsor a wide variety of Community Service projects. These include sending greeting cards to local hospital and nursing home patients and transcribing text into Braille for the visually impaired. Check with your Unit Staff or work supervisor for Community Service opportunities.

Conduct Report (ticket): A citation, of sorts, alleging that you have violated a Conduct Rule or a standing institutional policy.

Contraband: Any item which is not permitted by law or is expressly prohibited by ODRC and/or institutional policy. Searches for Contraband will be conducted.

Count: Several times each day you are required to be accounted for by the Dorm Officer on duty. During count times you are required to be in your cell/ cube, either on your bed, or standing by your bed.

Drug Testing: At certain times during your incarceration, you will be selected for drug testing by means of urine sampling. Drug Testing is not optional!

Earned Credit: You may be eligible to earn days off your End of Definite Sentence (EDS) date by participating in certain programs in the institution. Check with your work supervisor or Case Manager to determine your eligibility.

Fog Plan: During periods of dense fog or other weather conditions which hamper visibility, all normal activities of the institution will be suspended until such time as the weather clears.

Identification (I.D.) Badge: Your photo Identification Badge is your primary means of positive identification. Movement outside of your residential unit requires the wearing of your I.D. Badge (above the waist) at all times.

Kite: The very best way to contact the different departments here at MaCI is for you to use the Kite System. A Kite is like a letter which you send in the mail. Make sure to (1) address the Kite accurately; (2) state your business clearly and as briefly as possible; and, (3) drop it in the mailbox in front of the Inmate Dining Room. (Do not put Kites in the "Free Letter" mailbox.) Your Unit Staff will have blank Kites for you. Kites should be answered within seven (7) calendar days.

Ohio Penal Industries (O.P.I.): An industrial training program for inmates. Actually a manufacturing facility, O.P.I. produces goods used by the Department of Rehabilitation and Correction and other State of Ohio agencies. Inmates interested in working at O.P.I. may kite the Job Coordinator.

Out-of-Place: Being Out-of-Place is a Conduct Rule violation. Basically, unless you are at work, in a common recreation area, on a visit, on a pass, or in your own dorm, you are Out-of-Place and subject to a Conduct Report.

Pass: Access to many facilities and services at MaCI are controlled by the Pass System. A list will be posted in the dorm on the evening before the Pass. Check to see if your name and number are on the list and report to the destination indicated. All Passes must be honored.

Rules Infraction Board (R.I.B.): A panel of three staff members which conduct hearings of Serious Conduct Rule violations. They may also hear an appeal of a Minor Conduct Report. R.I.B. has the authority to impose punitive sanctions.

Security Instrument: A document maintained in your unit containing information pertaining to your Security Classification. This document is used by your Unit Security Screening Committee to conduct periodic evaluations of your security status.

Security Review: Inmate notification of current security status issues and any Security Screening Committee action.

Segregation: Segregation is where you will be placed if it is determined that you need to be separated from the rest of the inmate population. Segregation time may be disciplinary or administrative.

Sick Call: If you need to see a nurse, doctor, or dentist, you must first sign-up for Sick Call or Dental Sick Call. Complete a Health Services Request slip and place it in one of the white boxes with the red cross on it. The boxes are by the exits in both Inmate Dining Rooms. Slips can be picked up in the Inmate Dining Rooms by the Sick-Call boxes and in both Infirmaries.

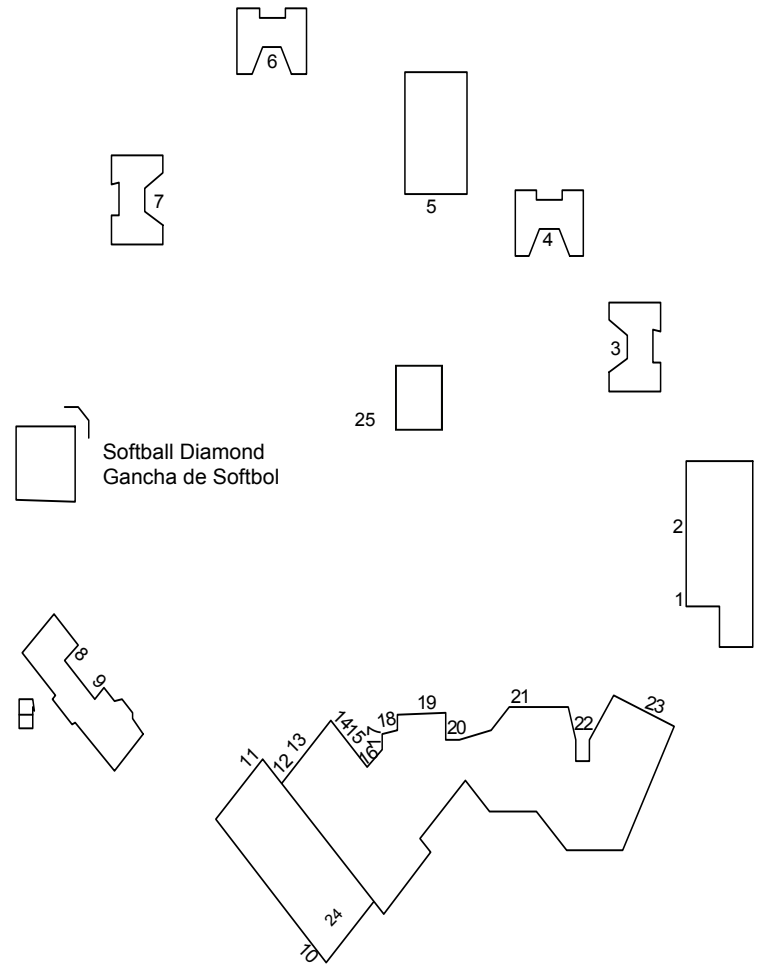
State Pay: A monthly stipend which is the money you receive each month according to your institutional job assignment.

You may retain a copy of this handbook for a minimum of fourteen (14) days, including holidays and weekends. It then must be returned to the unit sergeant.

Zone-A Compound Site Plan Key Recinto de la Zona-A

English	Español
1. Visiting Area	Zona de la Visitante
2. Captain's Office	Oficina del Capitán
3. Adams C and D	Adams C y D
4. Adams A and B	Adams A y B
5. Banneker Building	Edificio de Banneker
6. Washington C and D	Washington C y D
7. Washington A and B	Washington A y B
8. Recreation Area	Zona del Recreo
9. Chapel	Capilla
10. Maintenance	Mantenimiento
11. O.P.I.	O.P.I.
12. Receiving	Recibir
13. Quartermaster	Almacén de la Ropa Provisión
14. Education	Educación
15. Library	Biblioteca
16. Mail Room	Cuarto Correo
17. Laundry	Lavandería
18. Commissary	Tienda de Comestibles
19. Food Service	Cafetería
20. Staff Dining Room	Personal Cafetería
21. Infirmary	Enfermería
22. Segregation	Segregación
23. Mental Health	Sección de la Psicología
24. S.O.R.R.C.	
25. Horticulture Greenhouse	Horticultura Invernadero

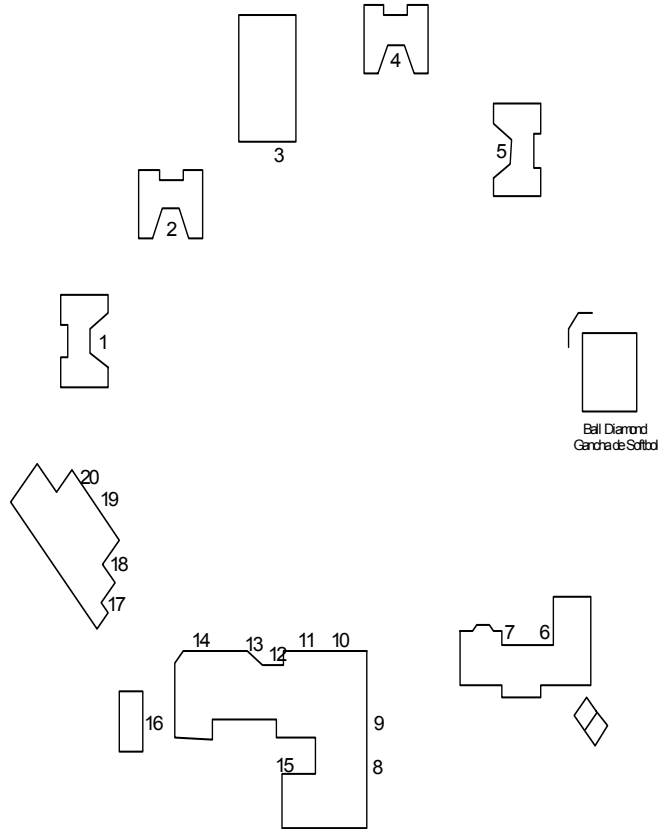
Zone-A Compound Site Plan Recinto de la Zona-A



Zone-B Compound Site Plan Key Recinto de la Zona-B

English	Español
1. Jefferson A and B	Jefferson A y B
2. Jefferson C and D	Jefferson C y D
3. Banneker C and D	Banneker C y D
4. Monroe A and B	Monroe A y B
5. Monroe C and D	Monroe C y D
6. Recreation Area	Zona del Recreo
7. Chapel	Capilla
8. O.P.I.	O.P.I.
9. Vocational Building Maintenance	Vocacional Edificio Mantenimiento
10. Education	Educación
11. Library	Biblioteca
12. Quartermaster	Almacén de la Ropa Provisión
12. Laundry	Lavandería
13. Commissary	Tienda de Comestibles
14. Food Service	Comida Servicio/Cafetería
15. Maintenance	Mantenimiento
16. Horticulture Greenhouse	Horticultura Invernadero
17. Receiving	Recibir
18. Infirmary	Enfermería
19. Mental Health	Sección de la Psicología
20. Visiting Area	Zona de la Visitante

Zone-B Compound Site Plan Key Recinto de la Zona-B



BARBERSHOP

An Inmate Barbershop is available for inmates. Each inmate is expected to be in compliance with Administrative Regulations 5120-9-25, which states in part: Hair and facial hair shall be kept neatly trimmed at all times. You are responsible for getting a new Identification Badge anytime your appearance changes (i.e. facial hair).

Barbershop Hours:**Zone-A****Wed — Sun****8:00 AM — 10:15 AM****1:00 PM — 3:15 PM****6:00 PM — 8:15 PM****Closed: Mon. and Tue.****Zone-B****Tue — Sat****8:00 AM — 10:15 AM****2:30 PM — 3:15 PM****5:30 PM — 8:15 PM****Closed: Sun. and Mon.****CLOSED ALL HOLIDAYS**