

# **Southern Ohio Correctional Facility Inmate Handbook**



## **Southern Ohio Correctional Facility**

**P.O. Box 45699  
Lucasville, Ohio 45699  
(740) 259-5544**

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# INDEX

<b>SUBJECT</b>	<b>PAGE</b>
Introduction	Page 1
Philosophy	Page 1
Orientation	Page 2
Administration	Page 2
Local Control	Page 3
Security Level 4B	Page 3
General Population 4AT / 4A	Page 4
Americans With Disabilities Act	Page 4
Cashier	Page 5
Cellblocks / Corridors	Page 7
Clothing Issue	Page 8
Commissary	Page 9
Custody Staff	Page 12
Disciplinary Procedures	Page 12
Educational Services	Page 16
Food Service	Page 18
Grievance Procedures	Page 18
Grooming	Page 19
Identification Department	Page 20
Inspector of Institutional Services	Page 20
Job Classification	Page 20
Kites	Page 21
Laundry	Page 21
Legal Services	Page 21
Library	Page 21
Mail	Page 22
Address and Driving Directions	Page 22
Medical Services	Page 23
Mental Health Services	Page 25
Prison Rape Elimination Act (PREA)	Page 25
Programs	Page 28
Property	Page 30
Property Room	Page 32
Protective Custody	Page 33
Records Mgt. Bureau / Sentence Computation	Page 33
Recovery Services	Page 33
Recreation	Page 35
Religious Services	Page 35
Safety and Health	Page 37
Searches	Page 38
Unit Management	Page 38
Videos	Page 40
Visiting	Page 40
Local Transportation	Page 45
Approved Vendor Listing	Page 45

## INTRODUCTION

This handbook has been issued to you for your reference and to serve as a guide while incarcerated at the Southern Ohio Correctional Facility (S.O.C.F.).

These contents are designed to be the basic guidelines and assist you with who to contact in the event a problem arises that needs attention or a question arises that needs an answer. Changes in procedures will be posted on Inmate Closed Circuit TV Channel 5. You should refer to this channel from time to time to ensure you are receiving the most up to date information.

If you choose to follow the rules and regulations, show respect to the staff and other inmates; participate in programs and work activities you should not have any problems here.

It is our goal that you make a positive adjustment here that will enable you to have your Security Level decreased and transfer to a lesser security facility where you may continue to participate in programming, receive Job Training, etc. to help you lead a productive and meaningful life while incarcerated or to assist with your transition back into your community upon your release.

## PHILOSOPHY

The assignment of the staff of this institution is to ensure the secure confinement and safety of prisoners committed to this institution by the State of Ohio, under the term of sentence prescribed. It is intended that all human resources and facilities available be used to help the inmate change his attitude and values, so that he can eventually return to his community as a useful and acceptable citizen. The institution's philosophy is consistent with the mission and vision of the Department of Rehabilitation and Correction (D.R.C.) as we believe in reducing crime in Ohio and support reducing recidivism of those inmates whose lives we touch.

The inmate is responsible for his behavior and adjustment and it is his behavior that largely determines his treatment and classification within the institution. Thus, the staff of this institution will attempt to be as responsive to his behavior as possible and allow some privileges in response to his positive behavior. However, the added responsibility given each inmate also includes greater possibility for misuse. The penalties for misbehavior are appropriate for the offense. An inmate must realize that privileges come from responsibilities and penalties come from irresponsibility. The institution's response to an inmate's conduct attempts to reflect this.

An inmate must also realize the importance of his conduct record. An inmate's conduct record is reviewed each time an important decision is made about his classification. Those inmates who establish a poor record often find it difficult to obtain a transfer to lesser custody, job transfers and admission into certain programs. The Adult Parole Authority will seriously review an inmate's conduct record when it considers a decision about his release.

## ORIENTATION

When an inmate arrives at this institution, he will be assigned to our reception unit. While in the reception unit, each inmate will be involved in an orientation program to help him learn about this institution's policies, rules, procedures, programs and departments (including their functions). Inmates will likely be challenged to participate in programming upon receipt of SOCF orientation. Inmates will receive personal instruction in those things that they are expected to know. If an inmate is uncertain about the information he is given during this time, he should ask questions so that he does understand. Operational questions will also be answered at this time.

Unit staff will discuss all major departments and their operation during the orientation. They will explain the programs and services available to inmates and how they can be contacted.

It is very important that an inmate listens to staff and learn all that he can during the orientation program because the basic rules and procedures of the institution will be thoroughly explained. An inmate is expected to know the rules. Failure to understand a rule or ignorance of existing rules and policies is not an acceptable excuse for an inmate's failure to comply. Each inmate will be expected to be responsible for their individual behavior and ability to control their actions. Inmates can expect to keep noise levels to a minimum while en masse movement to and from locations such as Recreation, Inmate Chow Hall, Chapel Services, Library, Learning Center, etc.

## ADMINISTRATION

### Warden

The Warden is the Chief Executive Officer of the institution. He/she is responsible for the overall operation of the institution and manages the institution by laws set forth in the United States Constitution, the State of Ohio Revised Code, D.R.C. Administrative Rules and local policies. The Warden is responsible for the enforcement of all policies, rules and regulations designed by the Department of Rehabilitation and Correction. Certain other department heads work directly for the Warden. These are listed below. The SOCF Warden Is Mr. Donald Morgan.

### Deputy Warden of Operations

This deputy is responsible for the security and safety of the institution including Custody, Unit Management, Recreation and job placement. The SOCF Deputy Warden of Operations Is Mr. William Cool.

### Deputy Warden of Special Services

This deputy is responsible for mental health services, medical services, religious services, recovery services, education and all functions involving the RTU (Residential Treatment Unit). The SOCF Deputy Warden of Special Services Is Mr. Anthony Cadogan.

### Administrative Assistant

The Administrative Assistant is appointed by the Warden to govern the Rules Infraction Board and other job duties delegated by the Warden. The SOCF Administrative Assistant Is Mr. Larry Greene.

**Investigator**

The Investigator conducts all institutional investigations pertaining to staff and/or inmates and works closely with outside law enforcement agencies. The SOCF Investigator is Mr. Charles Miller.

**Inspector / Asst Inspector**

The Inspector handles all matters concerning grievances as listed elsewhere in this manual under "Inmate Grievance Procedures". The SOCF Inspector is Mr. James Goodman and the Asst. Inspector is Mrs. Linnea Mahlman.

**LOCAL CONTROL**

A Special Management placement for inmates if it is determined the inmate has demonstrated a Chronic inability to adjust to the general population or the inmate's presence in the general population is likely to seriously disrupt the orderly operation of the institution. Placement in Local Control is for an indefinite time but, will not exceed one hundred and eighty (180) days. Inmates classified into Local Control shall receive a weekly staff interview every seven days for the first 60 Days. And a monthly review every thirty (30) days thereafter In accordance with the Special Management Policy Access to Legal Services, Religious Services and contact with other departments will be provided through the kite system. Inmates are permitted one (1) non-contact visit per month, per visitor for up to two (2) hours. Shaving, showers, and recreation are five (5) times a week. Local Control inmates are fed in their cells by the officers assigned to the Local Control cellblock.

**SECURITY LEVEL 4B**

Security Level 4B is an entry level status. Inmates classified into Level 4B shall have an assessment every six (6) months occurring at six moth intervals from the initial 4B Placement date. Inmates who are in 4B and have been reviewed pursuant to this subsection may be placed in Security Level 4AT or 4A as deemed appropriate by the Unit Management Chief. Access to Legal Services, Religious Services and contact with other departments will be provided through the kite system. Inmates are authorized recreation one hour per day five (5) days a week, telephone calls are one (1) ten (10) minute call per week (on weekends). TV's are on the range with network and institutional programming capabilities. Commissary spending is limited is \$70.00 each shopping period and K2 cells 1 through 40 \$35.00 each shopping period. 4B inmates are offered recreation opportunities 5 days per week. Visits for 4B inmates are two (2) non-contact visits per month, per visitor for up to four (4) hours. Shaving and showers are five (5) times a week. Level 4B inmates are fed in their cells by Food Service staff who prepare the food in designated satellite food service areas.

## RESTRICTED GENERAL POPULATION (4AT)

Restricted population 4A Transitional (4AT) is a restrictive / modified classification at S.O.C.F. offering less privilege and modified movement. In this status inmates will serve a 90 day placement and may be required to complete programming and remain free of RIB rule violations before being considered for reduction to Level 4A. Inmates in Level 4AT will only be permitted to order exempt items such as (AM/FM Radio, CD Player if owned or ordered by 12/18/2013, Clock, Television, etc.). Inmates will not be permitted to order Food Boxes and Sundry Items.

## SECURITY LEVEL 4A

This is the least restrictive of all the privilege levels at SOCF and should be considered as such. Inmates in this status are held to a high standard of compliance with SOCF Policy, DRC rules, program participation, acceptable job assignment performance and overall example for the lesser privilege levels to model. Inmates can expect to be in this privilege level for a minimum of 12 months before being considered for reduction to Level 3. Inmates in this Privilege Level will be permitted to order exempt items, Sundry items and food items from approved outside vendors.

## AMERICANS WITH DISABILITIES ACT

**I. AUTHORITY** This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

### II. PURPOSE

The purpose of this policy is to set forth policy and procedure in accordance with the provisions of Title I (Employment) of the Americans with Disabilities Act (ADA) while maintaining a safe, secure, and humane environment for staff, inmates, and visitors.

### III. APPLICABILITY

This policy applies to all Ohio Department of Rehabilitation and Correction employees.

### IV. DEFINITIONS

**Americans with Disabilities Act (ADA)** - The Act which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government, services, and telecommunications.

**Disability (with respect to an individual)** - A physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or, being regarded as having an impairment.

**Title I** - The section of the ADA that provides Equal Employment Opportunities for individuals with disabilities and protects qualified individuals with disabilities from employment discrimination. The areas covered are application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions and privileges of employment.

As the policy pertains to any inmate incarcerated within the Ohio Department of Rehabilitation and Correction and housed at the Southern Ohio Correctional Facility, Accommodations have been made to meet the specific needs of persons with any disability and / or infirmity to meet the short term or long term individual needs.

The ADA Coordinator at SOCF is Mr. Steve Zuene.

**CASHIER****CASHIER'S OFFICE HANDBOOK (ACA)**

The Cashier's Office is responsible for validating the posting of all incoming and outgoing funds transactions to the inmate's personal account.

**RECEIPTS:** Funds to be credited to the personal account of inmates must meet the following guidelines:

- Must be from a person listed on the approved visiting list, approved government checks, and refund check for purchases which were made from the inmate's account.
- Must be approved form (money orders, cashier's checks, or certified personal checks). These funds may be made through approved vendors. JPay handles money orders only and Offender Connect handles cash or credit cards via kiosk machines at each facility, by computer, or by phone. This information can be obtained by the sender from Ohio DR&C web site tab (Offender Information).
- All funds that are approved will be provided a confirmation number given to the approved sender by the contract vendor.

Institutional earnings are also credited to the inmate's account from the payroll information provided to this office from the Unit Manager Office. Payroll earning is credited the **Friday prior to the 10<sup>th</sup> of each month.**

**EXPENDITURES:** Expenditures can be made at the Institutional Commissary and or for the purchases of approved items from Mail Order Companies by using the following Cash Slip procedure.

ONE set (3) of CASH SLIPS and a stamped and addressed envelope is required for outgoing postage.

The CASH SLIPS must contain the INMATE'S SIGNATURE (both First and Last Name and Number). This signature can be printed but must be legible.

An employee of the Unit Staff must sign the Cash Slip as a witness for the Inmate's Signature. ONLY Unit Staff can approve Check-out forms in accordance with tier system.

THE AMOUNT of the transaction must appear on the Cash Slip in Numerical form.

**WHEN ORDERING MERCHANDISE:** A detailed listing of the ordered items is required on the Cash Slip. Merchandise must be paid in full at the time the order is placed. No partial payments or club memberships are permitted.

Failure to comply with this procedure will result in the Cash Slip being returned to the inmate for necessary corrections.

Expenditure for Identification Badges, Restitution, Copies, or Postage may be made by using this same Cash Slip.

**INMATE INVESTMENTS:** Investments are no longer available for bonds since the Federal Government has went strictly to electronic purchases at this time. Certificate of Deposit under the Patriot Act is only available to a person with a valid driver's license and must be made in person. This process is no longer available.

**FREE LEGAL POSTAGE:** Inmates may make Free Legal postage to a Court of Law or Magistrate if they meet both of the following conditions for Indigency.

The Inmate receives less than \$12.00 dollars per month and his balance has not exceeded \$11.99 for the previous 30 days.

**COURT COST:** There are three (3) primary types of court cost.

**CC5120-5-03:** this is the most common type of court cost and is directly related to inmate's incarceration. When the individual account on funds received exceeds \$15.00 per month the Cactas program system will collect all outstanding debits in accordance with departmental sequence. Funds not spent and roll-over from the previous month are subject to collection.

**FORMA PAUPERIS:** to file a suit in Forma Pauperis, the inmate shall forward his lawsuit, Cash Slips for filing to the Cashier's Office. The inmate must supply all court forms pre-filled regarding in Forma Pauperis already signed. The Cashier's Office will prepare the six month account summary and forward it to the court along with the inmate's lawsuit.

**Initial Filing Fee:** When the court grants the lawsuit filed an initial filing fee is assessed to the individual filing the suit. These funds are based on the six month average and may be collected below the \$10.00 level or until Initial Filing Fee is paid in full.

**Filing Fee:** the remaining balance after the Initial Filing Fee is collected when the inmate account on funds received is in excess of \$10.00 per month. A 20% calculation is then completed for all incoming funds to be paid to the Clerk of Courts.

**STATE FILING FEE:** This fee is also an inmate initiated fee for civil matters on the state level and collection begins once funds received is in excess of \$10.00 per month.

**\*Note:** An inmate may request copy of Cashier's Statement which is a grouped calculation of six (6) month transactions by use of a Cash Slip (this is a one page form). Same one used to submit to the Clerk of Courts Office. This form may be used for direct filings to the Clerk of Courts



## CELLBLOCKS / CORRIDORS

Each inmate is responsible for the cleanliness and contents of their cell. The following cell policies will be strictly enforced...

- Walls: No items shall be glued or affixed in any manner to light fixtures, walls or ceilings. No nude photos should be affixed or glued to walls that will be visible to anyone who may pass by.
- Windows: Nothing shall be attached to any part of the window. NO items shall be set on the inside or outside windowsills.
- Lights: No covers shall be placed over the light or switch. Cell lights will be turned off at 11:30 PM.
- Bars: Nothing shall be hung on the bars at any time. (No privacy towels.)
- Antennas: No antennas of any kind can be attached to bars, windows, walls or ceilings. You may use the system provided in the cell or hang another antenna straight down behind the television.
- Clotheslines: Are not permitted except for the area designated within the cell.
- Mattress: Must remain on the bed and may not be altered.
- Floors: No kind of rug or covering will be permitted on the floor other than a prayer rug (as permitted by Religious Services).
- TV/Radio: Must use headphone at all times. May only use one appliance at a time. No exceptions. When exiting cell for any reason, appliances must be turned off.
- Property: All property may be in the footlocker or on the wall shelves and both must meet the 2.4 cell limitation compliance policy.
- Cell Inspection: Shall be conducted routinely by unit staff and assigned Correction Officers are required to conduct 3 random cell shakedowns per shift.
- Showers: Shall be approximately ten minutes and one inmate per shower (no privacy towels).
- Telephones: General Population (Level 4A) inmates are permitted to make calls daily according to the posted phone schedule. All calls are limited to ten minutes and are subject to being monitored. Schedules are posted in the block for the time your range is allotted calls. Restricted (Level 4B) inmates are permitted to make calls weekly according to the telephone schedule (Saturday and Sunday only). All calls are limited to fifteen minutes and are subject to being monitored.
- Ranges: You must remain on the range you are assigned, unless specific authorization is given. No visiting at or inside cells. The ranges are to be free and clear of trash and clutter. Inmates should retain trash in their cell until trash pick-up is available.

Corridors: All inmates shall remain on the rights side of the corridor between the yellow line and the wall. Hands will not be in pockets for any reason.

Cell Exiting: You will receive a notice approximately five minutes before your release. When the door opens, you must exit your cell and remain in front of the cell until the door is closed. Timeliness is extremely important due to the amount of scheduled activities. Therefore, you need to be properly dressed upon exiting the cell. Failure to be ready may cause forfeiture of your activity.

**Appropriate Dress:**

Uniform of the day State pants, state shirts, state shoes, or appropriate personal shoes. Shirt tails are to be tucked in and I.D. is to be clipped to the upper left side of the shirt with the picture facing outward. This uniform must be worn for all activities, except for recreation. Inmates in 4B are expected to follow the same guidelines as above with the orange 4B uniform.

Recreation: State pants, t-shirts, and I.D. clipped to upper left side of shirt with picture facing outward. 4B are expected to follow the same guidelines as above with the orange 4B uniform

Showers: No nudity permitted to or from the shower (No privacy towel).

**CLOTHING ISSUE**

Your state issued blues should arrive with you from your previous institution. It is the inmate's responsibility to care for his appearance. At no time may any inmate alter his state clothing once he leaves the Clothing Issue Department. The inmate will be charged for any clothing that has been destroyed, altered or misplaced.

The inmate's institutional number will be placed on state blues that are issued to him. State clothing includes all state blues, sheets, blankets, towels, washcloths, underwear, t-shirts, socks and shoes issued by the Quartermaster.

The maximum amount of state clothing that is permitted 4A and 4AT status is as follows:

- |                       |                   |              |
|-----------------------|-------------------|--------------|
| (3) blue pants        | (3) t-shirts      | (1) towel    |
| (3) blue shirts       | (3) pair of socks | (2) blankets |
| (3) pair of underwear | (1) pair shoes    | (2) sheets   |
| (1) laundry bag       | (1) washcloth     |              |

The state issue items permitted for Level 4B inmates are as follows....

- |                        |                      |              |
|------------------------|----------------------|--------------|
| (3) Orange Pants       | (3) t-shirts         | (1) towel    |
| (3) Orange/White Smock | (3) pair of socks    | (2) blankets |
| (3) pair of underwear  | (1) pair cloth shoes | (2) sheets   |
| (1) laundry bag        | (1) washcloth        |              |

4B inmates are not brought to the Quarter Master upon arrival; instead they will receive bedding when they arrive in the receiving. If the clothing is lost or damaged, the inmate must contact the Unit Staff. Mr. Richard Monroe is the Clothing Issue Supervisor.

The Clothing Issue Supervisor is supervised by the Deputy Warden of Operations.

## COMMISSARY

**Correctional Commissary Manager- Ms. Sherry Wagner**

**Storekeeper II's -Stephen Sheridan, Brandon Barnett**

All inmates will be given two (2) opportunities to shop per month. The spending limits are as follows:

- 4A \$90.00 each shopping period
- 4AT \$80.00 each shopping period
- 4B \$70.00 each shopping period
- K2 cells (1 through 40) \$35.00 each shopping period

The amount of money an inmate has available to spend is determined by the Cactus System at the time the order is processed. Any questions about an inmate's account should be addressed to the Cashier's Office, not the Commissary. Any other questions regarding Commissary should be addressed to Ms. Wagner via the kite system. Please allow enough time for a response prior to sending another kite.

### COMMISSARY ORDER FORMS

- Order forms will be passed out by Unit Staff on the Friday before the week you are scheduled to shop (with your balance at that time written on the form).
- All forms must then be turned into the Block Officer and/or Unit Staff. That person will then turn all the block forms into the Commissary Department.
- If you fail to turn your slip in with the rest of the block you forfeit your shopping period. The only exception to that would be if you were on a Medical Round Trip or Out to Court.
- No order forms will be accepted in kites.
- If you use red ink or highlight your order form you forfeit your shopping opportunity. Only blue or black ink and pencil will be accepted on order forms.
- If your form is not marked in a clear, neat readable fashion you will not receive your order.
- If it is unclear what was ordered or how many of a certain item you will not receive that particular item.
- If your name, number and lock are not clearly marked on your form you will not receive your commissary.
- Order forms are clearly marked with the current shopping week's dates. If you turn in a form that is not current it will not be filled.

### STORE ITEMS

- All current items with pricing and amounts are marked on each order form.
- All items and prices are subject to change without notice.
- Pharmaceutical items are available per policy; items not listed on the policy will not be sold.
- All other items made available are set by the Commissary Manager and/or Chief of Security.

**ITEM LIMITS**

- Item limits are set to keep you in compliance with the property limits of the institution.
- Limits are set by the Chief of Security.
- Limits are clearly marked on each order form.

**COMMISSARY RESTRICTIONS**

- Commissary Restrictions are not up until midnight of the end date per the Chief of Security.
- Questions regarding a restriction need to be addressed with your unit staff or RIB not Commissary.
- All items permitted when on a restriction are clearly marked on the order form with an asterisk \* these items are set per the Chief of Security not Commissary.
- If you attempt to place an asterisk \* on an order form to attempt to purchase a non permitted item your entire order will not be filled and you will receive a conduct report.

**MEDICAL COMMISSARY RESTRICTIONS**

- Medical Commissary Restrictions are given by the medical physician not Commissary.
- If you have questions regarding this you need to speak with the Medical Department not Commissary.
- No medical restriction will be lifted until the medical physician contacts the RIB department who will then remove you from their master list and they will then contact Commissary to remove your restriction from our system.
- Only food items will not be permitted when on a medical commissary restriction.

**DELIVERY**

A quarterly schedule is put out each quarter to the unit staff. The unit staff will post the Shopping/Delivery Schedule in each block. All scheduled dates can change without notice 1 day prior or 1 day later depending on institutional need.

- 4A General Population blocks will be called to the dayroom 1 range at a time to receive their commissary.
- State blues must be worn with shirts tucked in and pants properly pulled up. If you fail to be properly dressed you will be instructed to leave the area and you will not receive your commissary.
- If you are loud and disruptive in the dayroom area you will be instructed to leave the dayroom and will not receive your commissary.
- Staff will call for you one (1) time only. It is your responsibility to pay attention so you can receive your commissary. If you fail to come up to the table when you're called, you forfeit your commissary.
- All inmates must show their proper institutional I.D., if you do not have an I.D. you will not receive your order NO EXCEPTIONS.
- A print out (paper) I.D. will only be permitted to be used 1 time only to receive commissary.
- When signing your receipt you are to sign your name and number legibly.
- All orders must be checked in the designated area of the dayroom.
- If you leave the designated area you are acknowledging that your order is correct no exceptions.
- No passing items to other inmates while in the dayroom area.
- If you refuse your order at the time of delivery you forfeit that shopping opportunity

- If you are out to court (1 day only) on a medical round trip (1 day only) your order will be delivered to you once you return.
- If you are out to court (more than 1 day) or admitted to outside hospital (more than 1 day) upon your return you need to contact your unit staff who will verify the dates you were out and if warranted they will give you a current order form to be completed and they will then forward the order form onto commissary with a note explaining your reason for a makeup shopping period.
- Once your form is received you will receive your order within 2 business days depending on staffing levels and deliveries.

#### **4B blocks will be delivered at cell front**

- You are to be properly dressed in state clothing, if you fail to be properly dressed when staff are at your cell front, your order will be forfeited for that shopping period NO EXCEPTIONS.
- You must show your proper institutional I.D., if you do not have an I.D. you will not receive your order NO EXCEPTIONS.
- A print out (paper) I.D. will only be permitted to be used 1 time only to receive commissary.
- Inmate must have their own pen or pencil to sign receipt, staff will not give you their pen/pencil to use.
- When signing your receipt you are to sign your name and number legibly.
- All orders must be checked prior to the staff member leaving your cell front; once the staff member leaves your cell front no issue will be addressed.
- No passing items to other inmates while commissary is on the range delivering.
- If you refuse your order at the time of delivery you forfeit that shopping opportunity.
- If you are out to court (1 day only) on a medical round trip (1 day only) your order will be delivered to you once you return.
- If you are out to court or admitted to outside hospital (more than 1 day) upon your return you need to contact your unit staff who will verify the dates you were out and if warranted they will give you a current order form to be completed and they will then forward the order form onto commissary with a note explaining your reason for a makeup shopping period.
- Once your form is received you will receive your order within 2 business days depending on staffing levels and deliveries.
- 4A or 4B inmates that go to J2 (or any other block) Security Control Status and are found guilty will not be permitted commissary for that shopping period.
- If you are found not guilty and sent back to your previous lock you can go through your staff for verification for a makeup day.

#### **Incentives**

- Incentives will only be permitted on your non scheduled shopping week.
- Your signed incentive form along with a current order form needs to be sent to the Commissary Department via kite.
- If you do not have funds available when we run your incentive order it will be placed back until the next available date you can shop, if at that time you do not have the funds available the form will be sent back to you.

## CUSTODY STAFF

The custody staff is responsible for the overall security and control of the institution. It functions by the following rank structure: Major (Chief of Security), Captain, Lieutenant, Sergeant/Correctional Counselor and Correctional Officer. Major David Warren is the SOCF Chief of Security.

All custody staff personnel are supervised by the Deputy Warden of Operations.

## DISCIPLINARY PROCEDURES

If a DRC staff member or contracted "ARAMARK" Food Service worker believes you have violated one of the 61 rules of conduct they will issue a conduct report. Inmate Rules of Conduct are contained within the guidelines of Administrative Regulation 5120-9-06. You will be given a copy of the report and your case will be heard by a Unit Hearing Officer who will discuss the case with you and provide a disposition of the proceedings. The Hearing Officer may impose a disciplinary sanction against you if you are found guilty, and you may appeal this decision to the Rules Infraction Board Chairman and their ruling on your appeal is final. If the Rule Violation warrants further review the Unit Hearing Officer may refer your case to the Rules Infraction Board (R.I.B.) for a hearing.

The R.I.B. is a two-member panel that will conduct a formal hearing concerning allegations made against you. If the R.I.B. finds you guilty, they may impose sanctions such as disciplinary control time and recommend a hearing before the Classification Committee (4B Committee or Local Control Committee). You may appeal the R.I.B. decision to the Managing Officer/designee. If you disagree with the Managing Officer's decision, you may appeal this to the Director. The Director's decision is final.

## INMATE RULES OF CONDUCT

Inmate Rule violations are governed by Administrative Rule 5120-9-06

- (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
- (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
- (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 sexual 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 indecent exposure or masturbation; including, but not limited, to any word, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person.
- (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
- (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
- (24) Establishing or attempting to establish a personal relationship with an employee with or without authorization from the Managing Officer / Warden, including but not limited to:
  - (a) Sending personal mail to an employee at his or 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 or 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) Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee.
  - (f) For purposes of this rule "employee" includes any employee of the department and any contractor, employee of a contractor, or volunteer.
- (25) Intentionally grabbing, or touching a staff member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person.
- (26) Disrespect to an officer, staff member, visitor or other inmate
- (27) Giving false information or lying to departmental employees
- (28) Forging, possessing, or presenting forged or counterfeit documents
- (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 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
- (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 formula for making weapons or any explosive or incendiary device.
- (39) Unauthorized possession, manufacture, consumption of drugs or any intoxicating substance.
- (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 urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions.
- (44) Gambling or possession of gambling paraphernalia
- (45) Dealing, conducting, facilitating, or participating in any transaction, occurring 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
- (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
- (50) Possession of property of another
- (51) Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given.
- (52) Setting a fire; any unauthorized burning
- (53) Tampering with fire alarms, sprinklers, or other fire suppression equipment
- (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
- (57) Self-mutilation, including tattooing
- (58) Possession of devices or material used for tattooing
- (59) Any act not otherwise set forth herein, knowingly done 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



RANGES OF PENALTIES BY HEARING OFFICER

The hearing officer shall determine whether a violation has occurred. If the hearing officer finds there are facts to support the conclusion that the inmate violated a rule, the hearing officer may impose any of the following dispositions:

- (a) The hearing officer may refer the inmate for treatment, counseling, or other programming.
- (b) The hearing officer may recommend a change in housing or job assignment
- (c) The hearing officer may issue a warning or reprimand
- (d) The hearing officer may recommend to the warden that the inmate be required to make restitution.
- (e) The hearing officer may recommend to the warden that contraband be disposed of in a manner consistent with section 5120-9-55 of the Administrative Code.
- (f) The hearing officer may restrict privileges or assign up to four hours of extra work duty for each rule violation.

RANGES OF PENALTIES BY RIB

If a finding of guilt is made for a rule violation by the RIB panel, and subject to the warden's approval, the RIB panel may impose the following penalties:

- (1) Placement of the inmate in disciplinary control: An RIB panel may impose up to fifteen days in disciplinary control for a single violation or series of violations arising out of a single event. An RIB panel may impose consecutive penalties of up to fifteen days for two or more unrelated violations, not to exceed a total of thirty days. An RIB panel may impose an additional fifteen days in disciplinary control if the panel determines that an inmate violated a rule while placed in disciplinary control. No combination of offenses shall require an inmate to continuously serve more than thirty days in disciplinary control.
- (2) Recommend that the inmate be referred to the local control committee for possible placement in local control
- (3) Recommend that the inmate receive a security review and/or transfer to another institution.
- (4) Order the disposition of contraband in accordance with rule 5120-9-55 of the Administrative Code
- (5) Recommend to the managing officer that the inmate be required to make reasonable restitution, or that his earnings be reduced pursuant to rule 5120-3-08 of the Administrative Code.
- (6) Order that the inmate be denied a deduction from his or her minimum or definite sentence (if the inmate is eligible for such deduction,) for a definite number of months after the violation occurred in accordance with rule 5120-9-56 of the Administrative Code.
- (7) Order restrictions on personal privileges following an inmate's abuse of such privileges or facilities or when such action is deemed necessary by the warden for the safety and security of the institution, or the well-being of the inmate. Such restrictions shall continue only as long as it is reasonably necessary.
- (8) Order such actions as deemed appropriate, including assignment of extra work, and any dispositions available to the hearing officer.

- (9) The RIB may conditionally suspend the imposition of any penalty cited above, on the condition that the inmate have no further rule violations for a period of six months from the date of the RIB disposition. If the inmate has no further violations during the six-month period, the penalty shall be treated as a reprimand. If the inmate violates the condition and is found guilty of a rule violation, the suspended penalty shall be imposed in addition to any penalty for the new violation.

## **SOCF EDUCATION DEPARTMENT**

### **Vision**

It is the vision of the Ohio Central School System that all inmates of the Department of Rehabilitation and Correction will be provided the necessary academic, job training and social/emotional skills required for successful re-entry to society as effective, participating and productive citizens.

### **Philosophy**

The Ohio Central School System subscribes to the principles of American democracy, including a genuine belief in the paramount importance of the dignity and worth of all individuals. The basic purpose of American education is to perpetuate and improve this democratic society in which it exists. In keeping with the above precepts, correctional education maintains the mission of providing for the fullest possible development of each participant's talents and potentialities, in order that they might participate more effectively in the cultural, political, social and economic life of this society.

The Ohio Central School System acknowledges that each student is different in terms of his/her education needs and desires and should be dealt with on the basis of these individual differences. Programs, therefore, will be designed to serve this multiplicity of differences. It is believed that participation in meaningful educational programs will elicit both behavioral and attitudinal change. While such participation is, in part, voluntary, individuals are counseled and encouraged to participate in those education endeavors that will most effectively aid them in strengthening self-image, creating positive attitude and developing or increasing the quantity and quality of coping skills needed to successfully re-enter today's highly complex and technical society. Assessment of the quality and relevance of educational content and practice shall be continuous. Every effort must be concerted to discover the most successful instructional methods for each student's individual educational needs.

The Ohio Central School System adheres to the statement: "Equal Educational Opportunities are offered without regard to Race, Color, National Origin, Sex or Disability." The Ohio Central School System offers many educational programs that comply with the ideals of the charter, vision, mission and philosophy.

### **General Information**

Every inmate entering the prison system is tested in order to find out the inmates' educational background. Every inmate should have test scores on file. All inmates who do not have a GED or high school diploma verified by the Ohio Central School System must attend school for at least 2 quarters. Inmates may be placed on a waiting list, rather than being immediately placed in a program. Priority is given to inmates enrolled off the waiting lists based upon the following criteria:

- 1) Inmate under 22 years of age with a special need

- 2) Inmates under 22
- 3) Inmates closest to their outdate

Academic and apprenticeship programs have open enrollment. This means when a student is removed, withdraws or completes a program another student can immediately be placed in the opening. All academic and apprenticeship programs are offered at NO cost to the inmate. Listed below are the programs and their requirements. Kite the Education Department for further information.

### **Academic**

- 1.) Adult Basic Education/Literacy-Inmates scoring below a 226 reading score
- 2.) Pre-GED-Inmates scoring between 227 and 239 reading score
- 3.) GED-Inmates scoring 240 and above reading score

Academic programs teach math, literacy, character development, and communication skills.

### **Apprenticeship**

Several apprenticeship programs are offered throughout the institution. Current programs include Janitor, Landscape Management Technician and Material Coordinator. These programs allow inmates to receive on-the-job training and receive a completion certificate issued by the U.S. Department of Labor. Please kite the assistant principal if you are interested in applying for an apprenticeship position.

### **Special Education**

Students who fall under the guidelines of the Individuals with Disabilities Education Act (IDEA) are provided services.

**\*ALL PROGRAMS ARE AVAILABLE AT NO COST TO THE INMATES\***

### **Office of Civil Rights**

The mission of the Office for Civil Rights is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of civil rights.

**34 C.F.R. Part 100** Implementing Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in all programs or activities that receive Federal financial assistance.

**34 C.F.R. Part 104** Implementing Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance.

**34 C.F.R. Part 106** Implementing Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in all education programs or activities that receive Federal financial assistance.

**34 C.F.R. Part 110** Implementing the Age Discrimination Act of 1975, which generally prohibits discrimination on the basis of age in all programs or activities that receive Federal financial assistance.

**34 C.F.R. Part 35** Implementing Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability by public entities.

The Ohio Central School System does not discriminate on the basis of race, national origin, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

SOCF Education Staff:

Ms . Kim Parks – SOCF Principal

Mr. Blair Copen – GED

Mr. Charles Kitchen – Adult Basic Education (ABE)

Ms. Elizabeth Cunningham - Pre GED

Mr. Trent Patterson, Assistant Superintendent / Ohio Central School System

OCSS/TEC

P.O. Box 779

London, Ohio 43140

### **FOOD SERVICE**

All Food Service operations are delivered by the Private Contractor “ARAMARK”. Inmates in general population are fed in the Inmate Dining Room and inmates in 4B and Local Control are fed in their cells. 4B and Local Control meals are prepared in satellite food service preparation areas and are delivered by the assigned Food Service Workers with delivery being supervised by Correction Officers.

General Population 4AT and 4A status inmates will eat in the Inmate Dining Room. It is imperative that you follow all instructions while in the Dining Room. When you go through the serving line, you will be offered an appropriate serving of each item. Do not ask for additional portions. It is your responsibility to inform the Food Service Coordinator if you want the meatless entrée. If you are prescribed a medical diet it is your responsibility to show the Food service Coordinator your diet card in order to receive your diet. The officers on duty will direct you as to where to be seated. You will be given a reasonable amount of time to consume your meal and then you will be escorted out. Therefore, you must concentrate on consuming your meal as opposed to wasting time with time-consuming conversations and unnecessary movement. The “ARAMARK” Food Service Manager is responsible for the quality and quantity of food. The SOCF “ARAMARK” Food Service Manager is Mr. Richard Steele. The “ARAMARK” Food Service operations are governed by the Deputy Warden of Special Services.

### **GRIEVANCE PROCEDURES**

A grievance is a complaint about any policy, rule, practice or act by the Department of rehabilitation and Correction (D.R.C.) or its employees, which directly affects the inmate.

You should try to resolve your grievance first by addressing the issue with the person or department who is directly responsible for the area of your complaint either in person or by kite. If this fails or the response is unsatisfactory, you should obtain an “Informal Complaint Resolution” (I.C.R.) form from the block officer or unit staff. If none are available, kite the Institutional Inspector. The blocks should have kite and I.C.R. forms available at all times.

I.C.R.'s are four page carbon-less forms. Be sure to follow the distribution instructions on the top of the page, including sending the pink copy to the Inspector on the same date you send your complaint to the appropriate department or supervisor. Fill out the form completely and forward it to the appropriate staff person who will answer, in writing, within seven (7) calendar days. It is the inmate's responsibility to send his complaint to the appropriate department or supervisor, as I.C.R.'s are not to be forwarded. In most cases, the Warden or Deputy Wardens are not the appropriate staff person to contact first. I.C.R.'s sent to these areas will be returned to you, directing you to address your I.C.R. to the appropriate person and will only result in a delayed response to your complaint. Refer to this manual or ask your unit staff if you are uncertain as to whom you should contact. **I.C.R.'s should not be sent to the Inspector's Office. The Inspector cannot respond to Informal Complaints.**

"Notification of Grievance" (N.O.G.) forms can only be obtained from the Office of the Inspector of Institutional Services (I.I.S.). To obtain an N.O.G. form, you must first follow the above outlined procedure and then send a kite to the I.I.S. office to request a N.O.G. form. The kite must include the following:

**\*Briefly, what does your complaint involve.**

**\*Who have you attempted to resolve your complaint by I.C.R.?**

Failure to provide this information or to follow the grievance procedure will result in a denial of forms.

N.O.G. forms are a three (3) page carbon-less form. Follow the distribution instructions on the bottom of the page. Grievances will be responded to within fourteen (14) calendar days, unless notified of an extension. If you are dissatisfied with the disposition of your grievance, you may send your appeal to the Chief Inspector in Columbus. An Appeal Form will be attached to your grievance disposition.

**Issues that are NOT GRIEVABLE:**

- (1) Grievance and I.C.R.'s can not be filed concerning the Hearing Officer or R.I.B. decision.
- (2) Any process that carries its own appeal process, such as classification placements, reviews or P.C. hearings, are not grievable.
- (3) Complaints unrelated to institutional life such as legislative action, policies and decision of the Parole Board, judicial proceedings and sentencing.
- (4) Matters exclusively within the jurisdiction of the courts or other agencies will not be considered.

## **GROOMING**

Haircuts shall be provided as needed. Hair and hairstyles shall be clean, neatly trimmed and shall not extend over the ears or shirt collar. Hair shall not protrude more than three (3) inches from the scalp. Braids and plaits may be worn subject to the limitations of this rule (Braids must go in the same direction front to back). The following hairstyles or facial hair are not permitted: tails, initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (excluding natural baldness), weaves, wigs, dreadlocks and shaved heads.

Other hairstyles not specifically listed herein may be prohibited if they are determined to be either a threat to security or contrary to other legitimate concerns. All hairstyles can be searched or

checked for length at anytime. Hair may not be worn in braids or plaits at anytime the inmate is being transported out of the institution. Sideburns, beards and moustaches must be neatly trimmed. Moustaches will not be worn past the corner of the mouth. Sideburns will not be worn lower than the earlobe. All facial hair will be no longer than one-half (½) inch from the skin, neatly trimmed and clean. Goatees may be worn in full (excluding natural baldness) connecting the moustache with the chin hair only. Inmates are not permitted to wear earrings. Fingernails and toenails shall not extend beyond the tips of the fingers or toes.

## **IDENTIFICATION DEPARTMENT**

Upon entering the institution, the I.D. Officer will take your fingerprints and photograph and then make you an identification card (your "I.D."). This I.D. must be worn at all times and will be used to obtain commissary, to check out library books, to check out recreation equipment, etc. If your I.D. is lost or damaged, you will be required to purchase another I.D. and/or clip. I.D. is to be worn on the upper left side of the shirt with picture facing outward. The I.D. Officer is Ms. Denise Ellis and is supervised by the Major.

## **INSPECTOR OF INSTITUTIONAL SERVICES (I.I.S.)**

The I.I.S. handles all matters concerning grievances as listed elsewhere in this manual under "Grievance Procedures". The I.I.S. is solely responsible for all investigation concerning "Inappropriate Supervision" as defined in Administrative Rule 5120-9-04. All complaints involving inappropriate supervision should be filed directly to the I.I.S. The I.I.S. will determine if your complaint falls under the provisions of this administrative rule. The I.I.S. will either address the issue immediately, as per the administrative rule, or inform you that your complaint is not one of inappropriate supervision and direct you to file an I.C.R. with the responsible staff who will address your complaint.

The I.I.S. also is solely responsible for investigating instances where force is used and no reports are filed, a violation of Administrative Rule 5120-9-02. Administrative Rule 5120-9-03 describes the actions that will be taken by the I.I.S. in the case of Use of Force – No Report. The Institutional Inspector works directly under the supervision of the Warden.

## **JOB CLASSIFICATION**

The Count Office is responsible for maintaining a list of available jobs and making recommendation to the Unit Reclassification Committee as to what inmate should fill the vacancy. The Unit Management Team from your assigned housing area will also be a part of assigning Inmate Jobs. If you have job skills or are interested in a particular job assignment, you should notify the Count Office or your Unit Management Team. The SOCF Job Reclassification Coordinator is Ms. Dani Justice and The SOCF Count Office Supervisor is Sgt. Michael Pearson. The Count Office is supervised by the Unit Management Chief under the direction of the Deputy Warden of Operations.

## KITES

Kites / DRC Form 2005 are institutional forms that are to be used to contact various departments and staff members within the institution. You should briefly state your business in the kite and not be vague. Kites are to be filled out properly with name, number and cell location. This communication will only be read by the department or staff member to whom it is addressed. Sending kites to a variety of persons or Departments will not necessarily increase the amount of time for the resolution of your stated concern(s) or issue(s).

## LAUNDRY

The laundry service is designed to provide you with clean uniforms and bedding. To appropriately accommodate everyone, the laundry must operate on a schedule. Schedules are posted in each block and must be closely followed. There is also a Quarterly Blanket Wash schedule located within your Cell Block so be sure you monitor the schedule. The SOCF Laundry Supervisor is Mr. Scott Carter.

The Quarter Master is supervised by the Deputy Warden of Operations.

## LEGAL SERVICES

The legal library is located in the institution library and contains all required legal books and materials as mandated by the courts. Restricted population inmates may use the legal library during their regularly scheduled library period. Inmates in Privilege Level 4B should Kite the Legal Services Department ensuring you list the specific purpose of your message. Legal Services is staffed by a paralegal(s) that are responsible for supervising the inmate legal clerks and assisting inmates in obtaining legal materials. Legal books cannot be removed from the library. Copies of legal case law, etc., can be provided at your expense. Segregation inmates can access legal services by kiting Legal Services. Inmates with disabilities will be provided access to legal services in cooperation with unit staff. Legal Services is a program provided by Special Services and is supervised by the School Administrator under the direction of the Deputy Warden of Special Services.

## LIBRARY

The library has a variety of fiction, non-fiction and resource materials for your educational and recreational reading pleasure. All restricted population blocks are scheduled for regular sessions seven days a week. Segregation blocks can receive services by kiting the librarian. Inter-library loan is available to approved inmates. The library is under the supervision of the School Administrator under the direction of the Deputy Warden of Special Services.

**MAIL**

Inmates may send or receive first class mail. Packages, catalog orders, magazines and newspapers are all subject to review before being issued to the inmate. All incoming mail will be opened and inspected for contraband (Refer to AR 5120-9-17). Mail may be withheld if it represents a clear and present danger. Mail deliveries are made Monday through Friday, excluding Holidays. Legal mail from courts, attorneys and C.I.I.C. will be opened and inspected for contraband, only in the presence of the inmate. There are no limits on the number of letters an inmate may mail out (Refer to AR 5120-9-18). The outgoing mail and the ordering of magazines must contain a complete return address (include name and number). Inmates may send one letter per week at the state expense. Inmates are prohibited from sending mail that is threatening, plans criminal activity or violates Federal or State laws. Inmates may not send mail to anyone who notifies the institution that they do not wish to receive correspondence from the inmate, the inmate will be given notice concerning this.

Inmates may receive printed materials (Refer to AR 5120-9-19); however, all material is subject to review. The mailroom is responsible for the screening of all materials and if it is inflammatory, incites violence or violates contemporary community standards, it will be withheld and the inmate will be notified in writing of the reason it is withheld. A request to send the material to the institution screening committee must be requested by the inmate within five working days or it will be assumed the initial decision was agreed to by the inmate.

The screening committee will review the material and issue a decision within twenty (20) working days and a written notice will be sent to the inmate. If the inmate is unsatisfied with their decision, he may appeal to the screening committee in Columbus and their decision is final.

Inmates must be either Level 4A or a Level 1, 2, 3, or 4 Protective Control to order packages. Package must be from the vendor approved by the institution. Package limits are as follows:

Level 1	4 boxes yearly (2 sundry / 2 food)
Level 2	3 boxes yearly (1 sundry / 2 food)
Level 3	3 boxes yearly (1 sundry / 2 food)
Level 4A	2 boxes yearly (1 sundry / 1 food)

**ADDRESS AND DRIVING DIRECTIONS**

Southern Ohio Correctional Facility  
 P. O. Box 45699 or  
 1724 State Route 728 Lucasville-Minford Road  
 Lucasville, OH 45699  
 740-259-5544  
 Fax 740-259-2882  
 Warden Donald Morgan

From Columbus - Take I-71 South to I-270 to S.R. 23 South. Follow S.R. 23 through Waverly to S.R. 728 in Lucasville, Ohio. Turn East (left) on S.R. 728 and travel for approximately 1.5 miles. The institution is on the right side of the road at the top of the hill.



## MEDICAL SERVICES

**Segregation NSC** – Nurse’s Screening Clinic is available five days per week (excluding weekends and holidays). If you are housed in a segregated area and wish to sign up for NSC, the block officer will announce “sick call”. At that time, you will move to the front of your cell and as the nurse walks the range, obtain a blank Health Care Request Form and/or turn in a completed Health Care Request Form. Routine problems will be addressed within 2 business days. You may turn in or obtain the form from the pill room nurses during medication passes. Blank forms

are also available from unit staff and block officers. **DO NOT TURN THE COMPLETED FORM INTO ANYONE BUT MEDICAL STAFF.**

**Population NSC** – NSC is available five days per week (excluding weekends and holidays). Completed Health Care Request Forms are to be placed in the designated medical boxes (outside dining room and at “L – side” and “K-side” mail boxes). Blank forms may be obtained from unit staff, block officers, NSC staff when they are in the block or nurses during medication pass. Completed forms are picked up daily from the medical boxes in designated areas as outlined above. **DO NOT TURN THE COMPLETED FORM INTO ANYONE BUT MEDICAL STAFF OR SEND IN KITE.**

### CO-PAY FOR MEDICAL SERVICES

#### MEDICAL

Inmates will have appropriate and reasonable access to health care services, while instilling inmate accountability and responsibility through the implementation of a medical co-pay system. All inmates shall be charged a \$2.00 co-pay fee for Nurse’s Sick Call and \$3.00 for non-emergency visits to the infirmary unless any of the following apply:

1. The inmate is indigent,
2. The care is a follow-up or referral
3. Mental Health care,
4. Intake and Periodic Physical Exams,
5. TB, HIV or Hepatitis Testing, lab tests, X-rays and Physical therapy if ordered by the Doctor, there is no charge
6. Preventive Health Education
7. Health care provided in an inpatient setting (CMC, OSU, Oakwood, Frazier Hospital, or community medical facilities)
8. Treatment for injuries sustained while performing a prison work assignment
9. or Per the Warden or designee

#### DENTAL

SOCF has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care. (If you will be in the DRC a year or less, you are only eligible for emergency or urgent dental care.)

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

**Dental Emergency** – Have the dorm/housing officer or any other staff person contact Inmate Health Services (IHS) as soon as possible.

- Uncontrolled bleeding
- Broken Jaw

- Constant really bad pain
- Big swelling and or infection

**Urgent Dental Care**—Submit an Health Service Request (HSR) form to dental explaining your problem - watch for a pass to IHS within a day or two.

- Toothache – constant or comes and goes
- Broken tooth
- Broken denture
- Infection
- Large painful cavity

**Routine Dental Care** – Submit an 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.

- Cavities
- Problems chewing
- Cleaning
- Dentures – Must have 3 years or more to serve in the ODR

**\*All inmates must report for their scheduled dental appointment regardless whether or not they want anything done. The inmate must sign an AMA in the presence of the dental staff.**

**Emergencies** are completed 24 hours a day / 7 days a week. Contact ANY staff member and advise them of the nature of your emergency. They will contact medical staff for instructions.

**Medication Pick Up for Restricted Population and Segregation Blocks** – When you are prescribed a medication by the physician that is permitted to be self-carried, the nurse will bring the medication to your housing block on the evening pill pass. You **MUST** bring your ID with you and sign the slip before you obtain the medication.

**Eye Clinic** – Evaluation by eye clinic is completed by the kite system or Health Request Form process. If there is an emergency, see the NSC staff or advise your block staff.

**Physicals:**

1. If you are under 40 years of age, you may request a physical every 5 years.
2. If you are between the ages 40 and 50, you may request a physical every 2 years.
3. If you are over 50 years of age, you will be asked yearly, if you wish to have a physical.

There will be a \$2.00 co-payment for all medical treatment that does not fall within the guidelines for exemptions.

The Health Care Administrator is supervised by the Deputy Warden of Special Services.

## MENTAL HEALTH SERVICES

Mental Health Services are provided at this facility by a staff of Mental Health professionals. Services available include:

1. Assistance in dealing with stressful problems, such as emotional distress, divorce, adjustment of the death of a loved one or adjustment problems within the facility.
2. Group or individual counseling which allows you to examine your past behavior patterns and to explore other coping skills.
3. Psychological evaluations, when requested by the Parole Board or Ohio Department of Rehabilitation and Correction.
4. Referral to a psychiatrist, if necessary, for treatment with medication.
5. Specialty group counseling.
6. Crisis stabilization services, residential treatment and hospitalization, if necessary.
7. On-going psychiatric care.

If you wish to speak with Mental Health staff about routine matters such as scheduling for group or individual counseling, send a kite to the Mental Health department. In an emergency situation or if you have concerns that need to be addressed immediately, contact your case manager or block officer so that you may receive mental health assistance as soon as possible. If you believe the Mental Health services offered to you are not adequate, you may kite Mental Health Administrator or file an Inmate Grievance according to Administrative Rule 5120-9-31.

The Mental Health Administrator is Mr. Dirk Prise and is supervised by the Deputy Warden of Special Services.

## PRISON RAPE ELIMINATION ACT (*PREA*)

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

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

Incidents or Suspicions of Sexual Abuse, Sexual Harassment and Retaliation  
Can be reported to ANY STAFF Member:

- Verbally to ANY STAFF MEMBER
- In Writing to ANY STAFF MEMBER
- Operations Support Center (614) 995-3584
- Outside Agency Hot Line (614) 728-3155  
(No cost to call from inmate Phone)

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

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

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

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

### ***(PREA) 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.

### ***(PREA) 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.

### **(PREA) 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.

### **(PREA) 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.

**(PREA) 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.

**PROGRAMS**

This institution has a variety of programs to offer in your unit. A few examples of the many programs offered are as follows:

Cage Your Rage	Responsible Family Life Skills
Commitment to Change	Turning Point - Problem Solving Skills
Responding to Anger	Victims Awareness
Men's Work (Violence Program)	Free Your Mind
From the Inside Out	Family Reunification
Success After Prison	Employment After Prison
Thinking for a Change	Money Smart
PROVE (Personal Responsibility of Violence Elimination)	

You will need to discuss your interest with your Case Manager for directions and assistance. Also, every year a "Needs Assessment Survey" is distributed to all inmates seeking information as to what type of programs an inmate wants to see conducted during the next twelve (12) months. You will have an opportunity to address your needs at that time.

**Reentry-RAP-ORAS**

Reentry is the Department of Rehabilitation and Corrections plan to provide opportunities for offenders to successfully connect as productive members of society. It is designed to involve all

aspects of the community to reduce the rate of recidivism. Beginning at sentencing and extending beyond release, reentry will assess, identify and link offenders with services specific to their needs. Inmates will meet with Reentry Staff as required per policy (usually at your annual Security Level Review). Also, your Case Manager will conduct follow up meetings.

The following is a list of all re-entry approved programming offered at SOCF, including the eight domains in which the program falls under and the contact person for each:

**Associates/Social Interaction**

- From the Inside Out  
Melissa Foster  
Charles O'Connor
- Success After Prison  
Melissa Foster
- Thinking for a Change  
Siney Harris  
Melissa Foster  
Nicole Frederick  
Rebecca Lightle

**Attitude**

- Victim Awareness  
Siney Harris
- Commitment to Change  
Nicole Frederick  
Melissa Foster
- PROVE  
Charles O'Connor

**Community Functioning**

- Money Smart  
Siney Harris

**Employment/Education**

- ABLE Literacy  
Blair Copen
- GED Instruction and Work Study  
Blair Copen
- Pre GED Instruction  
Blair Copen
- Career Enhancement-Employability  
Blair Copen

**Marital / Family Relations**

- Responsible Family Life Skills  
Doria Rhone
- Family Reunification(4B Inmates Only)  
Melissa Foster  
Charles O'Connor

**Personal/Emotional Functioning**

- Anger Management  
Rhonda Milam
- Turning Point: Cognitive Intervention  
Louanna Gladman
- Free Your Mind
- Men's Work 1,2 & 3
- Cage Your Rage

Substance Abuse

- Intensive Outpatient Program (IOP) Pamela Creed  
Holly Shoemaker
- ADAPT Pamela Creed  
Holly Shoemaker

**PROPERTY**

Personal property that an inmate legitimately possesses on or before April 1, 2000, will be grandfathered, subject to any specific exceptions noted in AR 5120-9-33. No inmate will be allowed to trade, sell or give away any personal property to another inmate.

Refer to your Unit Staff or Mailroom for a complete list of Approved Inmate Package Lists and all stipulations concerning those items. *All items are subject to change.*

Inmates must be either Level 4A or a Level 1, 2, 3, or 4 Protective Control inmate to order packages. Package must be from the vendor approved by the institution. Package limits are as follows:

Level 1	4 boxes yearly (2 sundry / 2 food)
Level 2	3 boxes yearly (1 sundry / 2 food)
Level 3	3 boxes yearly (1 sundry / 1 food)
Level 4A	2 boxes yearly (1 sundry / 1 food)

**PROPERTY LIMITS/APPROVED ITEMS FOR 4AT, 4A, 4BP, 4BT, 4B, SC, SCI, LC**4A Approved ItemsState Issued Items:

1 Belt	3 Pants (Blue)
2 Sheets	2 Blankets
1 Laundry Bag	3 Underwear
2 Wash Clothes	3 T-shirts
3 Pair Socks	3 Shirts (Blue)
2 Towels	1 Pair Shoes
1 Roll Toilet Paper	
<u>Writing Items:</u>	
2 Photo Albums	1 Legal Kit
1 Eraser	1 Dictionary
10-10 x 13 Envelopes	9 #2 Pencils
50 Embossed Envelopes	50 Colored Pencils
2 Packs Carbon Paper	4 Legal Pads (11" or 14")
2 Flex Pens	2 Writing Tablets
1 Address Book	2 Packs Typing Paper
10 Greeting Cards	

Medication:

1 Anti-fungal Cream	1 Anti-acid Tablet
1 Foot Powder	1 Pepto-Bismol Tablet
1 Laxative Tablet	1 Fiber Additive
1 Hydrocortisone Cream	3 Allergy Tablet
1 Hemorrhoid Cream	1 Muscle Rub
1 Band-aid Pack	6 Vitamin Supplements
1 Cough Drop Bag	1 Aspirin Pack
1 Ibuprofen	1 Lip Balm
1 Non-aspirin Pack	1 Petroleum Jelly
1 Hearing Aid	1 Approved Medical
1 Lactaid	1 Acne Gel
1 Antibiotic Cream	1 Eye Drops
1 Nasal Spray	1 Mediated Cream
1 Arch Support	1 Sun Block
1 Oral Gel	1 Tums 3 Pack
1 Milk of Magnesium	1 Maalox
1 Zantac	1 Alka-Seltzer
1 Cough Syrup	1 Kaopectate
1 Cold Rub	

4A Personal Items:

1 Jock Strap	1 Blanket	6 Handkerchiefs	2 Pajama Pants
2 Pajama Tops	2 Sweatpants	2 Sweatshirts	1 Robe
9 T-Shirts	1 Dress Shoes	1 Tennis Shoes	1 House Shoes
1 Shower Shoes	4 Gym Shorts	7 Pair Socks	3 Thermal Pants
3 Thermal Tops	5 Towels	5 Wash Cloths	4 Undershirts
4 Briefs/Boxers	1 Prayer Rug	1 Religious Cap	1 Religious Necklace
1 Each Comb/Brush/Pick	1 Religious Book	6 Typewriter Ribbon	15 Pamphlets
10 Books	2 Eyeglasses	3 4-Pack Batteries	2 Deck Cards
1 Plastic Mug	5 Newspapers (Current 30 day)	1 10" Bowl W/Lid	10 Magazines



30 Pieces Mail (Letters)  
2 Plastic Utensil Sets  
10 Legal Books

1 Mouthpiece  
2 Light Bulbs

1 Correction Tape  
1 Shoe Polish

2 Plastic Cups  
4 Legal Folders

**Valuables:**

1 CD Player  
1 Watch  
1 Universal Remote  
1 JP4 Player  
1 Harmonica  
1 Beard Trimmer  
1 Fan  
1 Wedding Ring  
1 Clock (Battery)  
1 Walkman Radio  
1 Television  
1 Amp Cord Max 6 ft  
1 Keyboard 64 Key-No Outside Recording Capabilities  
1 Guitar/Box Electric with 1 Soft Only Case

1 Alarm Clock  
1 Radio  
10 CD's  
1 Earbuds  
1 Eyeglass Strap  
1 Electric Razor  
1 Coax Cable  
1 Pr Boots(ankle high)  
1 Eyeglass Case  
1 AC Adaptor  
15 Cassette Tapes

1 Light/Lamp  
1 Necklace  
1 Headphones  
1 Typewriter  
1 Cass. Cleaner

**Hygiene Items:**

2 Soap Powder  
2 Shave Cream  
1 Bug Repellant  
2 Cocoa Butter Stick  
4 Lotions  
2 Conditioner  
8 Bars Soap  
1 Dental Floss  
1 Toothbrush Holder  
1 Sun Block  
1 Aftershave/Cologne  
5 Razors (Safety)  
2 Toothpaste/Gel  
1 Nail Clipper

2 Petroleum Jelly  
2 Deodorant  
1 Baby Powder  
2 Shower Gel  
1 Cocoa Butter Tub  
1 Body Oil  
1 Shampoo  
3 Miswak (1/4 x6)  
1 Mouthwash  
1 Hairdressing  
1 Foot Insole  
1 Soap Dish  
1 Cotton Swabs  
2 Toothbrushes  
1 Magic Shave

**Food Items:**

3 Pickles  
1 Jelly  
1 Box Equal  
1 Mustard  
2 Cheese Spread  
12 Soda  
4 Pepperoni Slices  
5 Spam  
20 oz Coffee  
4 Tortillas  
18 Ramen Noodles  
3 Olives  
2 Hot Sauce  
5 Chicken  
1 Vanilla Wafer  
2 Salsa  
5 Turkey Chilli  
1 Shortbread

1 Powdered Milk  
1 BBQ Sauce  
10 Candy Bars/M&M's  
2 Mayonnaise  
1 Box Oatmeal  
3 Boxes Snack Cakes  
6 Bags Chips  
1 Garlic Powder  
1 Cinnamon Powder  
3 Sugar Free Ice Tea

1 Honey  
2 Velveeta Cheese  
10 Pastries/Pies  
3 Drink Mixes  
6 Mac & Cheese  
6 Student Mix  
1 Molly McButter  
6 My Own Meals  
1 Parmesan Cheese  
1 Pack Fig Bars

2 Sandwich Spread  
2 Beef Sausage  
6 Turkey Sticks  
6 Small Bags Cookies  
10 Seafood Pouches  
6 Sunflower Kernels  
2 Squeeze Cheese  
6 Jolly Ranchers  
6 Orange Juice  
6 Almonds

1 Jar Peanut Butter  
4 Bags Combos  
6 Assorted Candy  
6 Bags Peanuts  
3 Boxes Crackers  
5 Chicken Vienna  
1 Dry Cereal  
4 Refried Beans  
6 Gatorade  
3 Fruit Cup

**4B Approved Items****State Issued Items:**

1 Shower Shoes  
2 Sheets  
1 Laundry Bag  
2 Wash Clothes  
6 Pair Socks  
2 Towels

3 Smock Sets  
2 Blankets  
3 Underwear  
3 T-shirts  
1 Pair Shoes  
2 Rolls Toilet Paper

**Medication:**

1 Anti-fungal Cream  
1 Foot Powder  
1 Laxative Tablet  
1 Hydrocortisone Cream  
1 Hemorrhoid Cream  
1 Band-aid Pack  
1 Cough Drop Bag  
1 Ibuprofen  
1 Non-aspirin Pack  
1 Hearing Aid  
1 Lactaid  
1 Antibiotic Cream  
1 Nasal Spray  
1 Arch Support  
1 Oral Gel  
1 Milk of Magnesium  
1 Zantac  
1 Cough Syrup  
1 Cold Rub

1 Anti-acid Tablet  
1 Pepto-Bismol Tablet  
1 Fiber Additive  
3 Allergy Tablet  
1 Muscle Rub  
6 Vitamin Supplements  
1 Aspirin Pack  
1 Lip Balm  
1 Petroleum Jelly  
1 Approved Medical  
1 Acne Gel  
1 Eye Drops  
1 Mediated Cream  
1 Sun Block  
1 Tums 3 Pack  
1 Maalox  
1 Alka-Seltzer  
1 Kaopectate

**Writing Items:**

2 Photo Albums  
1 Eraser  
10-10 x 13 Envelopes  
25 Embossed Envelopes  
1 Pack Carbon Paper  
10 Greeting Cards  
1 Address Book

1 Legal Kit  
1 Dictionary  
5 Golf Pencils  
2 Flex Pens  
4 Legal Pads (11" or 14")  
2 Writing Tablets  
1 Pack Typing Paper

**Food Items:**

3 Turkey Sticks  
2 Summer Sausage  
2 Pepperoni Slices  
2 Chicken Breast  
1 Tea Bags  
2 Bags Combos  
1 Sandwich Spread  
1 Velveeta Cheese

4 Beef Steak Hot  
2 Chicken Vienna  
2 Spam  
16 oz. Coffee Bag Only  
5 Pouches Seafood  
1 Jar Peanut Butter  
1 Cheese Spread  
1 Mozzarella

**Personal Items:**

1 Bowl W/Lid  
Current Legal Case (marked)  
1 Plastic Mug  
1 Deck Cards  
30 Pieces Mail (letters)  
30 Photographs  
10 Magazines  
10 Soft Back Books

1 Pair Shower Shoes  
1 Soap Dish  
1 Mirror  
1 Eyeglasses  
15 Pamphlets  
1 Security Tennis Shoe  
5 New Papers (5 current 30 days)  
3 Underwear

3 T-Shirts	1-4 Pack Batteries	2 Black Bean	2 Pickles
1 Earbud	15 Cassettes or 10 CD's	2 Olives	6 Bags Candy
Only 1 of choice-Walkman Radio/CD Player or Radio/Cassette		2 Drink Mixes	12 Ramen Noodles

4 Mac & Cheese	4 Bags Peanuts
1 Box Crackers	2 Boxes Snack Cakes
6 Gatorade Mixes	1 Pack (28

**Hygiene Items:**

1 Toothbrush	2 Colgate Gels	1 Dental Floss	1 Miswak
8 Individual Bars of Soap	1 Cocoa Butter Stick	1 Clear Shampoo	1 Clear Conditioner
1 Hair Gel/Dressing	1 Clear Aloe Lotion	1 Body Oil	1 Palm Brush/Comb
1 Shave Cream	1 Arch Support		
1 Contact Cleaner	1 Pack Ponytail Holders		
2 Clear Deodorant			

**Property Limits in SC, DC, SCI, LC**

**State Issued Items:**

2 Sheets  
2 Rolls Toilet Paper  
1 Laundry Bag  
2 Wash Clothes  
6 Pair Socks  
2 Towels

2 Blankets  
2 Smock Sets  
6 Underwear  
6 T-shirts  
1 Pair Rec Shoes  
1 Pair Shower Shoes

**Medication:**

1 Anti-fungal Cream  
1 Foot Powder  
1 Laxative Tablet  
1 Hydrocortisone Cream  
1 Hemorrhoid Cream  
1 Band-aid Pack  
1 Cough Drop Bag  
1 Ibuprofen  
1 Non-aspirin Pack  
1 Hearing Aid  
1 Lactaid  
1 Antibiotic Cream  
1 Nasal Spray  
1 Arch Support  
1 Oral Gel  
1 Milk of Magnesium  
1 Zantac  
1 Cough Syrup  
1 Cold Rub

1 Anti-acid Tablet  
1 Pepto-Bismol Tablet  
1 Fiber Additive  
3 Allergy Tablet  
1 Muscle Rub  
6 Vitamin Supplements  
1 Aspirin Pack  
1 Lip Balm  
1 Petroleum  
1 Approved Medical  
1 Acne Gel  
1 Eye Drops  
1 Mediated Cream  
1 Sun Block  
1 Tums 3 Pack  
1 Maalox  
1 Alka-Seltzer  
1 Kaopectate

**Writing Items:**

5 Greeting Cards  
Jelly  
1 Eraser  
Bracelet  
5-10 x 13 Envelopes  
10 Embossed Envelopes  
1 Pack Carbon Paper  
2 Flex Pens  
1 Pack Typing Paper

1 Legal Kit  
1 Dictionary  
5 Golf Pencils  
1 Address Book  
2 Legal Pads (11" or 14")  
2 Writing Tablets

**Personal Items:**

2 Individual Clear Soap	1 Clear Shampoo	1 Clear Deodorant	1 Gel Toothpaste	1
Toothbrush				
1 Miswak	1 Dental Floss	1 Comb/Palm Brush	1 Hair Gel/Dressing	1 Contact
Cleaner				
1 Soap Dish	1 Pair Shower Shoes	1 Religious Medallion	1 Pair Eyeglasses	1 Deck
Cards				
1 Newspaper (exchange 1 for 1)	1 Religious Soft Back Book	1 Pack Ponytail Holders	1 Current Legal Case Marked	1 Religious Cap

**PROPERTY ROOM**

The Property Room is responsible for maintaining all property of inmates who are on temporary assignment such as outside court, emergency medical, pre-hearing detention, etc. Property for segregation inmates (S.C./D.C./L.C./4B) will be stored in the Property Room. Once placed in segregation, an inmate's property will be examined by the Property Room Supervisor. The property, permitted according to the inmate's status, will be delivered as soon as possible by the Property Room Staff or On Duty Pack Up Officer. Any personal property matters will need to be referred to the Property Room. Also, refer to the Visiting Manual on what items of personal property are permitted at S.O.C.F. All incoming articles that must be titled will first go to the Property Room to be inspected and issued title. The SOCF Property Room Supervisor is Sgt. David McCroskey.

The Property Room Supervisor is supervised by the Major under the direction of the Deputy Warden of Operations.

## PROTECTIVE CUSTODY / INVESTIGATION

If an inmate feels he has a life-threatening situation, he should contact any staff member and inform them there is an immediate problem. An immediate, appropriate action will be taken. The inmate must then provide information to a staff member, who will be assigned to complete an investigation. The documentation will be presented to the Unit Management Administrator/Designee, who will schedule a protective custody hearing to discuss the facts with the inmate. The inmate must provide verifiable evidence that will clearly indicate his life is in danger. The committee will submit their recommendation to the Warden for his consideration. The Warden's recommendation is forwarded to the Bureau of Classification for a final decision.

## RECORDS OFFICE / BUREAU OF RECORDS MANAGEMENT

Due to the abolishment of Institution Record Offices, all original information is maintained by the Operations Support Centers Bureau of Records Management Section. The information concerns all documents regarding your current case, sentence and parole board date. Should any questions arise concerning your sentence computation or release date you should write to:

BUREAU OF SENTENCE COMPUTATION -or-  
P.O. BOX 2650  
COLUMBUS, OHIO 43216

BUREAU OF RECORDS MGT.  
770 WEST BROAD STREET  
COLUMBUS, OHIO 43222

Any questions regarding a Parole Board date, if applicable, should be addressed to your Case Manager. Any information you feel is incorrect then you can kite the Bureau of Records Management.

## RECOVERY SERVICES

The Recovery Services Department is responsible for the delivery of drug and alcohol related groups and programs. Recovery Services accepts referrals from all departments and accepts kite requests for services. Recovery Services offers the following programs:

1. Treatment Readiness Program (40 hour minimum): Initial requirement for the Intensive Outpatient Program which acclimate offenders to the treatment and group process. Must have a R-score of R2 or R3 for admission. This program is Earned Credit and Re-entry Approved.
2. Intensive Output Patient (IOP) Program (160 hour minimum): Treatment that focuses on thinking and behavioral aspects of Chemical Dependency. Must have an R-score of R2 or R3 for admission. This program is Earned Credit and Re-entry Approved.
3. Recovery Maintenance Programming: Aftercare services for those offenders who have completed the Treatment Readiness and Intensive Outpatient Programs focusing on long term sobriety. This program is Earned Credit and Re-entry Approved.
4. Alcohol and Other Drug Education Program: Basic educational program exploring the physical and psychological effects of various mood altering chemicals and the self assessment for addiction is conducted. Must test at 80% on final test to receive certificate of completion. Offenders with an R-score of 0 or R1 are only permitted to take this program. This program is NOT Earned Credit nor Re-entry approved at this time.

5. 4B Intervention Program: Primary focus is to explore current behavioral and substance abuse cycles that continue to lead to ongoing behavioral problems while incarcerated. Offenders must have an R-score of R2 or R3 and contractually commit to the completion of the Intensive Outpatient Program upon completion. Violations of the contractual commitment will result in a return to 4B status.
6. High Intensity Dual Diagnosis Program (RTU – K5 only)
  - Phase I: Basic educational program focusing on the physiological and psychological impact of mood altering drugs. This program is Re-entry approved.
  - Phase II: Intensive Treatment component that focuses on the various mental health disorders, chemical dependency, and medication management. This program is Earned Credit and Re-entry approved.
  - Phase III: Recovery Maintenance Programming to develop plans for long term sobriety and mental health management. This program is Earned Credit and Re-entry approved.
7. Smoking Cessation Program: The Smoking Cessation program focuses on education, awareness, and behavioral modification in relation to stopping smoking.
8. Alcoholics Anonymous / Narcotics Anonymous meetings. Earned Credit eligible for those who complete the Treatment Readiness, Intensive Outpatient, and Recovery Maintenance Programs and continue to remain in behavioral compliance.
9. Inner Circle Meetings: Self help programming focused on release planning and re-entry needs for success after prison. Must have completed a substance abuse program and or a unit program and remained RIB ticket free from date of completion of these programs at SOCF.
10. 12 Step Big Book Program: Self help programming focusing on the application of the 12 step process into life.

All Recovery Services staff are licensed by the State of Ohio to deliver treatment and education services in the field of recovery from addiction / abuse. The Recovery Services Supervisor is supervised by the Deputy Warden of Special Services. More information can be obtained by sending a kite to Mrs. Creed at Recovery Services.

## RECREATION

Schedules for recreation for restricted population inmates are posted in each block and they provide for a variety of opportunities throughout the day, evening and weekend. Inmates are encouraged to participate for their mental and physical health. Activities are provided for persons of all skill levels. Current program activities include, but are not limited to:

Basketball	Table Games	Fixed Workout Stations
Table Tennis	Wiffle Ball	Fitness Programs
Handball	Volleyball	Flag Football

Privilege Level 4B inmates will have rec. in the recreation booths for one (1) hour each time for up to five (5) times a week. The Recreation Administrator is supervised by the Deputy Warden of Operations.

## RELIGIOUS SERVICES

Chaplains are available to assist with individual religious and spiritual concerns. Group meetings and worship services are conducted in the Chapel. Kite the Chaplain if you wish to attend. Schedules are posted in the block or you may request a copy of the schedule from Religious Services.

Chaplains are also available to provide pastoral counseling.

Donated religious books, literature and pamphlets are free for the asking by kiting the Chaplain. Kite a Chaplain for "Permission to Order / Permission to Possess" a religious item such as a religious necklace (as outlined in the S.O.C.F. Policy WSS 97-01). Necklaces may be worn inside your institutional uniforms.

Inmates confined to segregation may kite Religious Services to obtain materials, counseling and guidance from the Chaplain as availability permits. The SOCF Chaplains are Negero Djaleta and Donald York.

The Chaplains are supervised by the Deputy Warden of Special Services.

### SOCF RELIGIOUS SERVICES ORIENTATION

Updated 1 April 2013

1. **Religious Literature** must be purchased through a bookstore or publisher and comply with AR 5120-9-19.
2. All religious literature / items should be sent directly to you and not through the chaplain
3. When approved for kosher meals you are expected to eat kosher. If a kosher meal is prepared and you take a non-kosher meal you will be charged for the prepared kosher meal.
4. If a religious need is not being accommodated kite the chaplain for an accommodation for DRC 4326.
5. If your faith group preference is changed your religious accommodation will automatically be voided.
6. To change your religious preference kite the chaplain for change of religious preference form DRC 4353.
7. The chaplains do not perform inmate weddings. Contact the warden's designee for inmate wedding information.
8. For a list of religious programs and/or to attend a program kite the chaplain.
9. Religious literature is available in the chapel or by kiting the chaplain. Religious literature is donated.
10. To receive notification of a serious illness or death of an immediate family member (spouse, child, step-child, parent, step-parent, sibling, step or half-sibling, grandparent) your family should notify the prison. Current DRC policy does not permit Level 4 inmates to make death bed or funeral home visits.
11. Inmates are not permitted to lead or conduct religious services/programs.
12. Religious items may not cost more than \$75 (unless ordered through Keefe Group/Access Securepak and Union Supply Direct). All necklaces, medicine bags, scapular and prayer beads (only brown, white or black beads) must be no longer than 25", the medallion no larger than 2"X2" and worn under the shirt. Items approved for inscriptions and markings must be placed on the item by the manufacturer. Items cannot be homemade or altered. Religious items cannot be carried on the shoulder or above the shoulder (EG. prayer carpet on the shoulder). No religious headgear may cover the ears. Ordering an approved item does not guarantee it will pass security review.
13. The following items possessed prior to 4/1/11 are grandfathered and cannot be transferred to another inmate. Grandfathering is extended to the original owner not to the item. The items are: (1) Personal prayer pipe with stem no longer than 9" in length (2) Prayer robe longer than mid-thigh (3) Medicine bags larger than 2"X2" but not larger than 3"X3" (4) Prayer rug between 28"X48" and 28"x54".

## RELIGIOUS ITEMS APPROVED FOR LEVEL 4A THAT MAY BE ORDERED FROM OUTSIDE VENDORS

- 1 religious medallion on a chain or cord, 1 scapular, 1 string of beads (maximum 115 beads) plastic or wood and 1 medicine bag made of cloth or leather 2"X2"X1/2" worn around neck on a string of cloth or leather
- 1 set Tefillin & bag (leather boxes & leather straps worn on head & arm during prayer) dimensions same as necklace and used only in cell or in the chapel during prayer
- 1 rune set of cards 4"X6 (paper/plastic) or 1" tiles (maximum 33 tiles) inscribed in red or black with runic alphabet (no swastika or double sowilo), instruction booklet, casting cloth & cloth bag
- 1 tarot card deck 4"X6" (paper/plastic)
- 1 altar cloth, white or beige, 31"X21", may have red or black inscription displayed only during worship
- Juice as mead substitute, cannot exceed quantity listed in 4A approved items list (order from commissary)
- 3 bowls 6"X3", (wood, clay, seashell or plastic) may have inscriptions/designs
- 3 unframed religious pictures and drawings no larger than 8"X10"
- 2 icons no greater than a total of 9" (width+height+depth)
- 2 religious headgear, solid colors in white or beige and 1 headband, white or beige (may include characters or inscriptions) leather or cloth & ends no more than 3" in length worn only in cell or chapel during worship
- 1 gandr staff, maximum 10"X7/16"X1/8", may have runic characters
- 1 wand, 7"X5/16," may have a stone attached to either of both ends, total length maximum 7"
- 1 box, clear plastic, 7"X15"X5" (may be handmade) maximum value \$12
- 2 mead horns, 5" in height, may have inscriptions
- 1 oath ring (size of wedding band) may have inscriptions
- 1 handwritten journal
- 1 ounce of salt (order from commissary)
- 1 oz of nonalcoholic oil / olive oil (order from commissary)
- 7 stones or minerals (round, up to 1.5" in diameter with combined value not to exceed \$75.00)
- 1 tallit (prayer shawl), solid white only
- 3 tzitzit (white undergarment with 4 fringes of string at the bottom) to be worn inside clothing
- 1 bundle cloth made of leather or cloth (wrap for sacred items)
- 6 miswaks, 6" long and no wider than 1/4" (order from commissary).
- 1 mid-thigh shirt (solid white, light blue, light brown) worn only in cell or chapel during religious service
- 1 prayer rug, 28"X48" (solid colors of blue or red not permitted)

## RELIGIOUS ITEMS APPROVED FOR LEVEL 4B THAT MAY BE ORDERED FROM OUTSIDE VENDORS

- 1 religious medallion on a chain or cord or 1 string of beads (maximum 115 beads) plastic or wood or 1 medicine bag (cloth or leather 2"X2"X1/2" worn around neck on a string of cloth or leather or 1 scapular.
- 1 set Tefillin & bag (dimensions same as necklace).
- 1 set of rune or tarot cards in place of 1 deck of playing cards.
- 1 state issued towel may be used as an altar cloth during worship and as a prayer rug.
- 1 religious headgear (solid colors in white or beige) or 1 headband (white or beige may include characters or inscriptions leather or cloth & ends no more than 3" in length).
- 1 oath ring, size of wedding band, may have inscriptions.
- 1 handwritten journal.
- 3 tzitzits (white undergarment with 4 fringes of string at the bottom) may be worn instead of 3 state issued t-shirts but not to be worn in the Visiting Room.
- 3 miswaks 6" long and no wider than 1/4" (order from commissary).
- 3 unframed religious pictures and drawings no larger than 8"X10" as 3 of the 10 permitted photographs.

**SAFETY & HEALTH**  
**(SAFETY FIRST)**

The Safety & Health Coordinator:

1. Identifying hazardous conditions and recommending abatement of those hazards.
2. Continually evaluates, updates and trains staff and inmates on fire prevention.
3. Monitor the institution for OSHA compliance and making recommendations to abate violations of OSHA violations.
4. Monitor and evaluate the institution for compliance of the Ohio Health Code and make recommendations to abate any potential health code violations.
5. Monitor and evaluates Ohio Fire Code and National Fire Code compliance and recommend abatement of potential code violations.
6. Monitor and evaluate Ohio Building Code, Plumbing code and Electrical code compliance at DRC.
7. Advises Institutional administrators/staff on compliance issues related to Health and Safety policies, medical and mental health policies
8. Advises Prison administrators and staff on methods and alternatives to maintain compliance on Public law 91-596.
9. Monitor and advise staff on potential compliance issues with EPA compliance.
10. Monitor institutional operations for compliance with federal and state laws, regulations, guidelines & DRC policies and NFPA Life Safety codes.
11. Monitors policy, procedure and administrative guidelines to maintain full compliance of ACA requirements in Health, Safety, Sanitation, Building Code, etc guidelines.

**The Health & Safety Coordinator will conduct**

Monthly fire/safety/sanitation inspections of every area of every building at least monthly and completes a report identifying any violations of policy and procedure. With each report also recommends abatement of any violations identified. This includes chemical control.

-Monthly food service sanitation inspection and completes a monthly report .

-Coordinates actual fire evacuation drills in all areas of DRC quarterly and completes required documentation.

-Completes Monthly fire extinguisher inspections.

-Completes monthly sprinkler inspection of entire suppression system to include gauges, control valves, tamper valves, exterior alarm valves, and batteries, in fire alarm panels, fire department connections and emergency lights.

All institutional staff are greatly concerned for a safety for our staff and inmates. Observe all good safety rules and practices. Report any safety or hazardous conditions to your supervisor or Kite the Safety and Health Coordinator. At random you will be required to participate in mock drills for fire, tornadoes or natural disasters. These drills are designed to familiarize you with the proper response and avenues of exit from your location to the nearest safety zone.

## SEARCHES

All inmates housed at the Southern Ohio Correctional Facility are subject to a physical search by any staff member at any time. The below listed procedure is how the search will be conducted to which all inmates must adhere. All searches will take place with the inmate facing a wall.

- The inmate will remove all articles from his pockets and turn the pockets inside out.
- Headgear will be removed if worn
- The inmate will face the wall with his feet approximately two (2) feet from the base of the wall. The inmate's feet will be spread more than shoulder width apart.
- The inmate will place the open palms of his hands against the wall at a height that is level with his head. The inmate's hands will not come off of the wall at any time or it will be considered as physical resistance to a direct order.
- The inmate's head will be pointed straight ahead and will not be turning, looking around or moving from side to side during the search.

Any inmate not complying with the above listed procedures will be considered to be physically resisting to a direct order and will be removed from the area and placed in Security Control Status.

Frequent, unannounced searches of inmates, inmate quarters and other areas of the institution shall be conducted as often as necessary to ensure the safety and security of the institution. Searches are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property, to prevent escapes and other disturbances. Searches shall be conducted in a manner which will avoid unnecessary force, embarrassment or indignity to the inmate.

## UNIT MANAGEMENT

The institution operates on a Unit Management concept in accordance with the Ohio Plan. This concept is designed to be responsive to the concerns of the staff and the needs of the inmates.

### Unit Management Chief

The Unit Management Chief (U.M.C.) oversees the Unit Management operation. This responsibility is extensive when it is recognized that the intent of unit management is that all actions and events that impact the lives of inmates are touched by the decisions or recommendations of the unit team. This requires this position to be actively involved in facility operations and to work closely with the Chief of Security. The department is responsible for developing and administering programs for substance abuse, anger management, behavior modifications, job reclassification, security reviews, etc. Positive participation in programs can aid you in addressing your problems, earning participation certificates and earned credit in some classes. Personal problems, family problems, security reviews, privilege level reviews and parole plans are addressed by the unit management staff.

Security level reviews (SLR) will be completed every twelve (12) months per the policy 53-CLS-01. Privilege level reviews (PLR) for level 4B inmates will be completed every six months from the date of placement into level 4B. The Case Manager will prepare the SLRs and PLRs. Each unit has a classification committee that will meet with the inmate to conduct the hearing. The



inmate has the right to appeal the SLR recommendation made by the classification committee to the Warden/Designee. The Warden/Designee decision may be appealed to the Bureau of Classification. The Bureau of Classification's decision is final and cannot be appealed. PLRs are NOT appealable per the policy 52-CLS-02. Parole plans must be submitted to your Case Manager three (3) weeks prior to your board date.

The SOCF Unit Management Chief is Ms. Cynthia Davis and is supervised by the Deputy Warden of Operations.

#### Unit Manager / Correction Specialist

The unit manager is the administrative head of the unit and in that capacity is accountable for all inmates, staff and events in the unit and those events impacting staff and inmates assigned to the unit. This position is often referred to as a mini-warden for the assigned unit because of this all encompassing responsibility. The Unit Manager is a liaison between the executive staff and the unit staff, relaying all concerns, ideas and information, both up and down the chain of command. The Unit Manager is to chair and coordinate committees such as classification, job assignment and minor discipline for inmates. The Unit Manager is supervised by the Unit Management Chief.

#### Case Managers / Correction Program Specialist

The Case Managers are responsible for all social functions that deal with inmates such as counseling, library, education, religion, recreation, visiting, psychological and other program areas. The Case Managers are the liaison with the Adult Parole Authority in regards to sentence, parole plans, releases, detainees, custody level, periodic reviews and classifications. The Case Managers will conduct personal interviews with inmates and serve on committees as directed by the Unit Manager. The Case Managers will pass on information concerning inmates to other staff members and receive information from other staff members. The Case Managers work directly for the Unit Manager.

#### Correctional Counselor / Sergeant

The Correctional Counselors are responsible for conducting regular tours of the ranges to investigate complaints, counsel inmates and address problems, review cell conditions and to ensure that staff and inmates are following the rules, regulations and policies. The Correctional Counselors are to instruct and guide Correctional Officers to ensure they fully understand the post orders and properly carry them out. The Correctional Counselors may serve on committees for classification, review officer or hearing officer as directed by the Unit Manager. Part of their responsibilities are to act as the Hearing Officer for security control status and assist in the drug and alcohol testing of inmates from their unit. The Correctional Counselors are supervised by the Unit Manager.

#### Correctional Officers

The Correctional Officers are responsible for enforcing the rules and regulations consistently with the inmates assigned to their block. The correctional Officers are to make regular range checks to ensure the inmates are physically well, receive complaints and address security issues. The Correctional Officers will pass on information from other staff members and may require to serve on committees such as reclassification for job assignments. The Correctional Officers work directly for the Unit Manager.

Administrative Professional / Secretary

A vital part of the Unit Management Team whose duties may include but not limited to filing, creating and maintaining data spreadsheets, scanning, receive incoming calls from family members and or internal/external departments or agencies,

All concerns should be directed to the appropriate unit staff. The entire unit staff operation is supervised by the Deputy Warden of Operations.

At the present time, we have five units as follows:

- Unit A                    K1 through K4
- Unit B                    K5 through K8
- Unit C                    L1 through L4
- Unit D                    L5 through L8
- Unit E                    J1 through J4

## VIDEOS

Channel 5 on your T.V. is programmed by the institution. Entertainment videos, education videos, the latest update schedules, programs and a variety of other information is provided on Channel 5. A local F.M. radio station (92.7 FM) provides background entertainment for your listening pleasure.

## VISITING

Visiting is a privilege that is extended to all inmates. Inmates in 4A / 4AT general population status have contact visits and other classifications of inmates have non-contact visits. There are no visits on Sunday, Monday or Tuesday or, the holidays of Thanksgiving, Christmas, or New Year's Day.

Visiting hours are Wednesday thru Saturday from 8:30 AM til' 5:30 PM and reservations must be made 72 prior to the visit.

If you wish to make changes or remove someone from your visitation list, you must submit a kite to your Unit Case Manager. If you wish to make an addition to your visiting list, you must submit an unsealed addressed envelope to your Unit Case Manager. You will be notified of the approval or disapproval once the application has been reviewed. You are permitted to have only fifteen (15) visitors on your visiting list regardless of their relationship to you. Your Attorney of Record and your Religious Advisor can be added in addition to these fifteen visitors.

### Special Visits

Special visit requests must meet the criteria set forth in policy. Submit a kite to Unit Staff requesting a special visit, making sure to note the name, address, relationship, and why you want a special visit. This kite must be submitted at least 2 weeks in advance in order for the request to be processed. It is your responsibility to notify your visitor whether the special visit has been approved.

SPECIAL VISITS SHALL NOT BE APPROVED FOR ANY INMATE IN A RESTRICTED CELLBLOCK. Restricted Classification includes: Local Control, Disciplinary Control or 4B, the visit shall be automatically voided if the inmate has been moved to a restricted area at the time the Special Visit should commence.

**Visiting Schedule and Details:**

General Population (4AT / 4A)

- Wednesday thru Saturday 8:30AM to 5:30PM (Closed Holidays)
- Maximum of (5) five visitors per visit
- Approved visitors may visit two times per month

General Population Segregated Privilege Level (4B)

- Wednesday thru Saturday 8:30AM to 5:30PM (Closed Holidays)
- All visits will be Non - Contact
- The duration of the visit is not to exceed 4 hours
- Maximum of (5) five visitors per visit
- Approved visitors may visit two times per month
- Inmates will be in Leg Irons and Handcuffed in front during the course of the visit

Segregated Population Privilege Levels (S.C./ S.C.I./ L.C.:

- Wednesday thru Saturday 8:30AM to 5:30PM (Closed Holidays)
- All visits will be Non - Contact
- The duration of the visit is not to exceed 2 hours
- Maximum of (5) five visitors per visit
- Approved visitors may visit two times per month
- Inmates will be in Leg Irons and Handcuffed in front during the course of the visit

**RESIDENTIAL TREATMENT UNIT (RTU) VISITATION****Level 1 & 2:**

All Level I and II, and 4B inmates will be dressed in blues and will have their visits in the restricted visiting areas. The Level I and II, and 4B inmates will be handcuffed behind the back and leg ironed going to and returning from the visit.

**Level 3 & 4:**

All inmates in K-5 RTU will be dressed in the appropriate uniform when going on a visit. All Level III and IV inmates will be dressed in blues and will have their visit in the regular visiting room.

**AUTHORIZED ITEMS IN VISITING ROOM**

The following list of items are the only authorized items that a 4A / 4AT General Population inmate may bring to the visiting room during his visit:

- a) Handkerchief
- b) Pick/comb/brush
- c) Identification bracelet
- d) Watch
- e) 2 – Rings (One wedding band / one personal)
- f) Prescription eyeglasses
- g) Necklace with religious medallion

4B/Segregation inmates are not permitted to bring any items with them during their visit.

**Video Visitation Details:**

- The number of Video Visits is unlimited (cannot exceed 30 Minutes)

- Hours for video visitation are 8:30 AM to 5:30 PM
- Approved visitors must make video visit arrangements thru JPay
- Video Visits do not count against Physical Visits

### **INFORMATION FOR VISITORS**

The Policy of Southern Ohio Correctional Facility regarding visits is that we encourage visitation between inmates and their families and friends and advise that you abide by the following:

1. All Visitors must present some type of Bona Fide Identification before being permitted to visit. This includes a valid form of State-issued identification, Military ID, or employment photo Identification. Visitors under 18 years of age must be related to the offender or be a child of the visitor. Birth certificate or custodial court order must be presented at the first visit.
2. Make sure you have brought all necessary items from your vehicle before entering the Facility's A-Building. If you need to return to your vehicle, you will be subject to a search upon reentry as defined in Section IX, Search Procedure.
3. No food of any kind will be permitted to enter the Facility Visiting Room.
4. Soft drinks, sandwiches, coffee, etc., are available in the Visiting Rooms' vending machines. However, the vending machines are not to be used by the inmates. **INMATES ARE NOT PERMITTED TO HANDLE MONEY.**
5. When you enter the Visiting Room, you will be assigned a table by the Visiting Room Officer. We ask that you remain at your assigned table throughout your visit. **MOVING OR EXCHANGING ITEMS FROM TABLE TO TABLE IS NOT PERMITTED AND MAY RESULT IN THE TERMINATION OF YOUR VISIT.**
6. Parents are responsible for the conduct and safety of their children.
7. Normal displays of affection, as would be encouraged in public places, is permitted. It is expected that some expressions of affection at the beginning and ending of the visit, such as a kiss, may be shown between the inmate and his wife/girlfriend. We remind you to observe appropriate standards of public decency at all times during your visit.  
**DISORDERLY OR POOR CONDUCT MAY CAUSE YOUR VISIT TO BE TERMINATED AND POSSIBLY CAUSE A RESTRICTION OF YOUR FUTURE VISITING PRIVILEGE.**
8. ALL ATTORNEYS OR LEGAL INTERNS will conduct their interviews in the Attorney Visiting Rooms.
9. VISITORS ARE EXPECTED TO BE APPROPRIATELY ATTIRED. EXPOSURE OF THE MORE PRIVATE PARTS OF THE HUMAN ANATOMY MAY BE CAUSE FOR DENYING A VISIT. The Visiting Supervisor reserves the right to determine appropriate attire.

### **DRESS CODE FOR VISITORS**

#### **NOT PERMITTED:**

1. See-through clothing

2. Extremely low-cut tops
3. Tops or dresses that expose the midriff or have open backs or open sides (such as halter tops, tube tops, cropped tops, and muscle shirts)
4. Short shorts that are shorter than the top of the knee skirts, culottes or skorts that are shorter than the bottom of the knee
5. Bicycle shorts, bicycle pants, unitards, leotards, or other clothing made of Spandex, Lycra, or similar knit material that is extremely form-fitting in design
6. Dresses or skirts with splits higher than the middle of the knee
7. Clothing with obscene pictures, slogans, gestures, or gang/club insignia

The following rules are also to be adhered to:

1. No extra clothing is permitted (such as two (2) pair of pants or two (2) shirts).
2. Appropriate undergarments (such as bras and panties) must be worn.
3. Shoes and shirts must be worn at all times

### **APPROVED ITEMS PERMITTED IN THE VISITING ROOM**

- Clear "see-through" purse, bag, or baggie (8" x 4" maximum)
- No cash money is permitted inside of the institution. Debit cards are available in A-Building for vending machine purposes.
- One (1) soft back bible.
- Thirty (30) pictures, no double back Polaroids.
- Toddler items
  - Three (3) small jars of baby food (Plastic containers)
  - Three baby bottles
  - Six (6) baby diapers
  - One (1) infant seat.
  - One change of clothes
  - One baby blanket
  - One sipping cup
  - One baby spoon
- Playing cards (2 decks maximum)
- Feminine personal care items

### **MEDICATION:**

- Nitroglycerin
- Asthmatic Inhaler
- Oxygen Tank
- Medical equipment (such as wheelchairs, braces, canes, walkers)

### **The Below Listed Items Are Not Permitted In The Visiting Room**

- No Tobacco products
- Matches and lighters
- Pens & Pencils
- Billfolds and wallets
- Combs and brushes

- Cosmetics or cologne
  - Children's play toys
  - Candy, gum, etc., (can purchase from vending machines while in visiting)
  - Books, magazines, and newspapers
  - Electronic equipment (such as cell phones, pagers, and walkman)
- \* **Inmates are not to receive anything from their visitors while on the scheduled visit. The only exception is food items purchased from the vending machines for level 4a inmates only. These items must be consumed prior to the conclusion of the visit.**

### VISITING ROOM CONDUCT RULES

1. Visitors are expected to wear appropriate attire. The Visiting Supervisor reserves the right to determine appropriate attire.
2. The Visiting Room Officer will assign visitors to tables. This officer has the authority to seat inmates across the table from the visitor, providing he/she deems their conduct to be inappropriate or annoying.
3. Loud, disruptive, or inappropriate behavior is grounds for termination of the visit. Inappropriate behavior includes excessive physical contact other than reasonable kissing and embracing at the beginning and conclusion of the visit.
4. Inmates and visitors are expected to conduct themselves in an orderly manner at all times.
5. Shoes will be worn at all times.
6. There will be no running in the Visiting Room.
7. All inmates will sit facing the South wall of the Visiting Room.
8. There will be no laying down in chairs. There will be no sitting sideways in chairs. Visitors and inmates will keep their feet off the chairs and tables and will not straddle the tables.
9. Inmates and visitors will remain at their assigned table, except for use of vending machines or restroom facilities. Chairs or tables will not be moved.
10. Visitors only are permitted to use the vending machines. Inmates are not permitted to go to the vending machines, nor are they permitted to handle money.
11. No conversation between tables is permitted. Neither the inmate nor the visitor is to talk to persons at other tables. Visitors and inmates are not permitted to exchange articles.
12. Parents are responsible for the behavior and safety of their children while on institutional property. Disruptive behavior by children may be grounds for termination of the visit. Children are never to be left without adult supervision.
13. All visitors must leave promptly when visiting hours have ended.
14. Inmates are not permitted at the West Desk area unless requested by the officer.
15. Legal papers may be taken on attorney visit only, with prior approval of supervisor. Inmates when leaving the attorney visiting room may retain legal papers he brought and any given to him by the attorney.
16. Both inmates and visitors are responsible for cleaning up their table when they terminate their visit. This also includes putting back of the chairs and picking up any debris from the floor.

### AUTHORIZED ITEMS AN INMATE MAY RECEIVE FROM HIS VISITORS

An inmate may receive no items from his visitor during the visit. The only exception is food items that are bought out of the vending machines located in the visiting room. All food items must be eaten before the inmate terminates his visit. Inmates are not permitted to receive any type of packages from his visitors. Visitors are permitted to send three (3) stamp-embossed envelopes and three (3) photos per letter to the inmate. Visitors are permitted to send the inmate monetary funds in the form of a money order or credit card to JPay in Hollywood, Florida. There is no limit to the amount of first-class mail an inmate may receive. All sundry and clothes boxes must be ordered through an approved vendor only.

**Seating of Minor Children in the Visiting Room**

Only Pre-Kindergarten Children will be allowed to sit on an inmates' lap while on a visit. All other children above Pre-Kindergarten age shall be in a seat by themselves. Children will not be allowed to sit on an inmates' shoulders, head, etc. Inmates will not behave with any child in such a manner that will disturb other inmates and visitors (loud horseplay, etc.). Inmates will not behave in any manner that would physically and/or emotionally harm a child.

**Transportation**

Junie's Affordable Transportation  
10210 Woodland Avenue  
Cleveland, Ohio 44104  
(216) 795-1705  
(216) 269-6636

**Approved Vendors**

ACCESS Securepak  
10880 Lin Page Place  
St. Louis, MO 63132  
1-800-546-6283

Union Supply  
Dept. 609, P.O. Box 309  
Groveport, Ohio 43125-0309  
1-855-247-6094

