

**DEPARTMENT OF  
REHABILITATION AND CORRECTION**

**ALLEN/OAKWOOD CORRECTIONAL INSTITUTION**

**INMATE HANDBOOK**

**2014**

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## **INTRODUCTION TO THE ALLEN/OAKWOOD CORRECTIONAL INSTITUTION**

The information contained in this handbook is intended to help you become acquainted with AOCI. The Classification Committee transferred you to this institution due to your evaluation at the reception center or previous institution. Your classification can change. You will be re-evaluated by your unit staff. They will consider your history of violence, your institution disciplinary record, your work performance, your education level and your age. Your conduct while incarcerated will impact your supervision level. While in orientation, staff will familiarize you with the rules and regulations of this institution. In addition, you can learn about the rules by reading the handbook. The orientation and handbook are guides on how you should conduct yourself.

**IMPORTANT!!** It is YOUR responsibility to advise your family, friends, and visitors of the rules that affect them such as: mail, telephones, packages, visits, etc. This inmate handbook is subject to change by the Executive Staff at AOCI. Any changes will be communicated to the inmate population by postings. If an institutional procedure is changed, the change will take precedence over the inmate handbook. Administrative Regulations and Departmental Policies are accessible in the Library for review.

### **KEY STAFF POSITION DESCRIPTIONS**

**WARDEN** – Responsible for the overall operation of the facility. Direct supervisor of all Deputy Wardens and Administrative Assistant(s).

**DEPUTY WARDEN OF OPERATIONS** – Direct Supervisor of Unit Management Chief, and Chief of Security (Major).

**DEPUTY WARDEN OF SPECIAL SERVICES** – Direct supervision of Medical Department, Mental Health Services, Religious Services, Recovery Services, Education Department, Recreation, Maintenance, and OPI.

**ADMINISTRATIVE ASSISTANT TO THE WARDEN** – Acts as Warden's designee assigned to various committees and projects, reviews Dispositions of the Rules Infractions Board, reviews RIB and LC.

**INSTITUTION INSPECTOR** – Oversees the inmate Complaint and Grievance Procedure and advises the Warden on policy issues.

**INSTITUTION INVESTIGATOR** – Investigates criminal activity within the facility, works with the Ohio Highway Patrol Investigator, monitors inmate telephones and mail, and advises the Warden on (possible or actual) criminal matters.

**MAJOR** – Chief Security Officer. Supervises the Shift Captains.

**UNIT MANAGEMENT CHIEF** – Responsible for all unit functions within the facility. Supervises the Unit Managers.

**PLEASE MAKE SURE YOU KITE THE APPROPRIATE STAFF MEMBER!**

**KITE SYSTEM**

The institutional kite system is designed to be the preferred method of communication to departments you don't have frequent access to. Kites may be obtained by making a request to the housing officer. The inmate kite system is a method for inmates to ask specific brief and to the point questions or obtain information from staff members or departments that could appropriately address that inmate's concern relevant to the institution's operating procedures. Kites must state clearly the information you are seeking. After receiving a kite from an inmate, staff have (7) calendar days to respond either in writing or in person. It is **your** responsibility to kite the department/staff member and if you do not, it is not our responsibility to make a phone call for non-emergency situations.

**ALLEN/OAKWOOD CORRECTIONAL INSTITUTION**

**DAILY SCHEDULE/ROUTINE**

12:00 AM	COUNT (be on your bed in plain view)
2:00 AM	COUNT (be on your bed in plain view)
4:00 AM	COUNT (be on your bed in plain view)
5:30 AM	WAKE-UP (lights on)
5:45 AM	PILL CALL (Diabetics)
6:00 AM	BREAKFAST (as called)/ DAY ROOM OPEN/PHONES OPEN
7:00 AM	PILL CALL
7:30 AM	WORK CALL (beds must be made, must be in uniform of the day when going outside of your unit, except for recreation.)
11:00 AM	COUNT
11:30 AM	LUNCH (as called when count clears)/DAY ROOM OPEN/PHONES OPEN
11:30 – 12:45 PM	PILL CALL
3:45 PM	DAY ROOM CLOSED/PHONES CLOSED
4:00 PM	COUNT (be on your bed in plain view) (Standing Count)
4:30 PM	EVENING MEAL/PILL CALL (Diabetic) (as called when count clears)/DAY ROOM OPEN/PHONES OPEN
6:00 PM	PILL CALL
9:45 PM	DAY ROOM CLOSED/PHONES CLOSED
10:00 PM	COUNT (be on your bed in plain view)
11:45 PM	DAY ROOM CLOSED/PHONES CLOSED

## **COUNT**

Counts are conducted at specific times of the day as noted in the daily schedule above. All of the inmates will be on their assigned bed and quiet at count time. You will be subject to disciplinary action if you disrupt the officer taking count. The assigned officer will notify inmates that the count is clear.

## **STANDING COUNT**

There will be one standing count conducted daily at 4:00 PM. During a standing count, all inmates must be in an upright, sitting position on their bed or in a standing position next to their bed. Inmates in Segregation, Residential Treatment Unit (RTU/H1A), Berryhill Supportive Care Unit \*(HIB), Inmate Health Services or other inmates that have been identified by the institution physician as unable to stand due to medical reasons are exempt from the standing count requirement.

## **RECEPTION AND ORIENTATION**

The orientation format is as follows:

- Inmates will be given an inmate handbook and orientation upon arrival. All inmates shall retain the handbook for a minimum of 14 days. They will then return this copy to their unit staff.
- In the event a literacy or language problem presents an inmate from understanding the handbook, a staff member or translator will assist the inmate in understanding the rules.

## **PASS SYSTEM**

This is a system that is designed to benefit you and shall not be abused. It is the responsibility of each inmate excluding 3<sup>rd</sup> shift and outside workers, to get up each morning on 1<sup>st</sup> shift to check to see if you have a pass at the officer's desk. You do not have a choice, as it is an order to go to that location. If you no longer need the service, you need to show up for the intended pass and tell the staff member in person. Failure to pick up a pass or show up to the area will result in a violation of a published institutional rule, #61 and at the discretion of the person who issued that pass, you may receive a conduct report against you.

## **HOUSING UNIT RULES**

- You must maintain property limits based on your security level. If you are over the limit, your property is subject to being contraband as stated in AR 5120-9-55. This will be your responsibility.
- Cells/cubes are to be neat and orderly. Property is to be put away and not scattered about the cell. Your personal property must be stored in either the stand-up locker or your footlocker.

- Nothing will be inserted in or around a cell door to prevent the door from being locked or blocking, covering or tampering with your room vent. This will not be tolerated and could result in a conduct report and/or loss of housing unit seniority.
- Absolutely no mush fake or handmade items will be allowed to be possessed, except the allowed items pertaining to the recreation policy.
- You shall not combine extension cords or power strips together as it is a fire hazard.
- Only one inmate sleeps in his assigned bed.
- Altered items are not permitted anywhere in the institution; i.e. altered material/clothing, etc. Containers must contain the original substance, if not; they are altered and considered contraband. Altered items will be confiscated.
- No nude or sexually explicit pictures may be displayed. Nothing is to hang on the walls, furniture, light fixtures, lockers, or ceiling. Family pictures and appropriate calendars only may be displayed on the bulletin board in your cell.
- No running in the housing units or on the yard, with the exception behind recreation.
- Inmates are not permitted to enter housing units/walkway of housing units to which they are not assigned without a pass or staff permission. We want to help you, but to gain permission, you must have your lock officer or unit staff call the location you will be going to and the other staff agree. This ensures you are not there under false pretenses. You will be considered OUT OF PLACE. Also, inmates are not permitted to enter sleeping areas to which they are not assigned.
- Inmates are NOT permitted to loiter. This includes walking back and forth with no destination.
- No shower shoes on the unit except to/from the shower.
- When the heating system is on, all outside windows must be kept closed.
- Inmates will be responsible for cleaning up after themselves including your laundry, clothes you wear, and your hygiene at all times. You must be in your uniform of the day at 7:30 AM and your bed properly made. (The only exception is 3<sup>rd</sup> shift workers.) A properly made bed requires that your under sheet be fitted, your cover sheet pulled the length of the bed and tucked in. Your state issued blanket will be tucked in the length of the bed with the state issued pillow on top at the head of the bed. Personal blankets can be folded and displayed at the end of the bed. Inmates who have the day off and are not scheduled to work may cover up with your personal blanket or a second blanket.
- No re-arranging of furniture in cells or cubicles is permitted without unit staff permission.
- Inmates must sign in/out of the housing area even if you are on a pass. This includes going to work or on a visit. If you DO NOT sign out and you are needed, you will be subject to receiving a conduct report for being out of place. This excludes the Oakwood Unit inmates.
- Inmates' faces must remain uncovered while on the housing unit or outside. This is to include not pulling hats or hoodies down or scarves up over the face to shield the entire facial area. Even in cold weather conditions, you must show your face when approaching staff.
- Inmates must be fully clothed while in the housing unit, to include in the dayrooms. Inmates cannot be in their pajamas or robes in the dayroom in any housing unit.
- Shower shoes MAY NOT be worn in the dayroom or TV rooms. Shower shoes may only be worn to and from the shower.

- No movement after lights out, except to use the restroom. You must obtain authorization from the correctional officer (dorm only).
- No property is to be placed on the walls. Televisions and radios may be placed on the nightstand. An unsecured towel may be placed underneath the TV. Towels CAN NOT hang over the edge of the stand. No cords are to be hung, taped, tied, or adhered in any way on the walls or windows.
- Wet towels/washcloths may be hung at the end of your bunk until dry, in a manner that does not obstruct the officer's view. A laundry bag may also be hung on the end of your bed.
- No clothes lines or storage slings in your cell or under your bunk.
- Water is not to be left running in your cell. Nothing shall be heated or cooled in your sink.
- Nothing is to be stored under your mattress (i.e. clothing, magazines, and blankets).
- Recreation equipment is to be used **ONLY** for the purpose it is designed. **NO SITTING ON THE GAME TABLES**. You **MUST** give your ID to the CO to check out the equipment.
- You are not permitted to leave the restroom/shower area wearing facial creams or ointments.
- No lending, borrowing, selling, or trading of any personal or state issued property.
- Inmates are not permitted in staff offices without the permission and supervision of a staff member and you must be in uniform of the day.
- Stingers and hot plates are not permitted.
- You must wear your ID badge at all times on the left chest area with the picture to the front on your outer garment.
- Cell windows are NOT to be obstructed at any time. At NO TIME will the cell door windows be blocked so that staff members cannot look in. An ID badge is acceptable to be placed in the window so that others know that the restroom is being used.
- No horse playing.
- No practicing boxing, karate or martial arts of any kind.
- No sitting on trash cans, pool tables, ping-pong tables, etc.
- **NO JEWELRY** is to be taken out on **ANY** transports!
- Each inmate is permitted up to (2) fans.

## **INMATE NOTIFICATION OF SEARCHES AND CONTRABAND CONTROL**

In accordance with DRC Security Policy, staff are authorized to conduct searches of inmates to include pat down, strip search and routine/daily cell searches of their property, the physical plant of the institution, vehicles, vestibules, and other places/areas as needed to include searching of other staff. This is needed to detect, control, and remove contraband from the institution, to prevent its entrance into the institution and to provide for its disposition.

Inmates are subject to search methods at any time. The inmate does not need to be present for staff to search the cell, living area, footlocker, work area, or other areas under inmate use.

## CONTRABAND

In accordance with Administrative Rule 5120-09-55, any confiscated item(s) from an inmate's possession will be tagged on a Contraband Control slip (DRC-4086) and stored in the institutional contraband vault. The inmate is to receive the pink copy of form DRC-4086.

A conduct report is to be issued and a determination will be made by a hearing officer to:

- Destroy the property
- Send the property home at the inmate's expense
- Return the property to the inmate, proper owner, or department from where the property originated.

## GENERAL HOUSING INFORMATION

### SHOWERS

Shower schedules may vary in housing units due to porters cleaning schedule and programming needs. Inmates must shower on a regular basis, (at least once every three days) unless medically prohibited with a signed authorization by the institution medical staff. Only one inmate per shower at a time. Inmates are not permitted to block adjacent showers with personal property, towels, etc. **NOTE:** While going to and from the shower/restroom area, proper top and bottom, along with underwear and footwear must be worn.

### MATTRESS SANITIZATION

- Every Tuesday morning, sheet exchange day, all inmates will be required to strip their beds and disinfect their mattresses.
- Inmates who move to another cell will be given disinfectant to wipe down their mattress in their cell before making their bed.

### RADIOS, TAPE PLAYERS, TELEVISIONS, AND CD PLAYERS

All radios, tape players, CD players and televisions shall:

- Not be traded, borrowed, or altered. Any alterations will cause the item to become contraband.
- Only be played with headphones so as to not interfere with others or on closed caption or mute. Violations will be subject to disciplinary action.
- Headphones are not to be used as external speakers. Radios must be portable and must have a jack for headphones.
- Electrical items (except clocks) **must be turned off** when you leave the area. Violations will be subject to disciplinary action.



### **DAYROOM TELEVISION: VIEWING AREA**

Open during regular dayroom hours. Channel selection will be by majority. If problems arise from the majority rule, unit staff will make TV schedules. No watching or listening to scrambled channels. You may not eat, drink or type in television rooms (this pertains to housing units 2, 3, and 4). Chairs cannot be removed from the TV room.

### **MUSICAL INSTRUMENTS**

Approved musical instruments are allowed to be played in the cell or bed areas only. Instruments must be played with head phones.

### **LAUNDRY**

Personal clothing will be washed on your unit by the assigned laundry attendant on your scheduled day. Inmates on H6 and Oakwood Unit are responsible for washing their own laundry. See bulletin boards for current schedules. Blankets and sheets will be exchanged per quartermaster schedule.

You are **NOT** to use state issued chemicals as laundry detergent as this causes a skin irritation. Bar soap and powdered soap are NOT to be put in containers with water.

### **FOOTLOCKER**

Footlockers are to be under the bed at all times when not in use, but may be pulled out partially to use as a step when getting on the top bunk. No sitting on the lockers with the exception of inmates living on H5.

### **WALL LOCKER-DESK UNIT**

Inmates in bottom bunks are to use the bottom two drawers and the left side of the locker. Inmates in the top bunk are to use the top two drawers and the right side of the locker.

### **CHAIRS**

Only one chair per cell is permitted (excluding 4-man cells) and it is to be kept at the desk. Chairs are not to be taken out of your cell for any reason. Chairs in the cubicles on H5 are NOT permitted.

### **CALL BUTTON**

Use of the call button is for EMERGENCY USE ONLY! Abuse of the call button will result in disciplinary action.

## GROOMING – A.R. 5120-9-25

Barbers – Each unit is assigned an inmate barber. They are instructed to cut hair, at NO charge, during your non-working hours. They will not shave you or give you a perm. Only barbers assigned to your housing unit are permitted to cut your hair. See your unit bulletin boards for the haircut schedule. The inmate receiving the haircut must sign the haircut log.

Hair – Hair and hairstyles shall be clean, neatly trimmed and shall not extend over the ears or the shirt collar. Per ARs, shaved heads are **NOT** permitted. Haircuts shall be provided as needed. Hair and hairstyles shall not protrude more than three inches (3”) from the scalp. Braids and plaits may be worn subject to the limitations of this rule. The following hairstyles or facial hair are not permitted: 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 penological concerns.

If hair is approved for past collar length, it must be pulled back in a single pony tail, tied with a single band. All pony tails must follow this rule.

Braids – Hair in braids must **NOT** be in any style (designs) and must be straight back. Braids must be taken down and hair combed out for **ALL** transports. Length restriction for braided hair shall be based on the length of the hair when braided.

Facial Hair – Sideburns, beards and moustaches must be cleaned and neatly trimmed. Facial hair must not protrude more than ½” from the skin. Beards shall not be braided, tied, or binded.

## TELEPHONES

Telephone calls are a privilege. You are expected to read and abide by the following rules as scheduled. Abuse of these rules and schedules will result in the loss of telephone privileges.

- All calls are subject to being recorded and monitored.
- All calls must be collect or by use of calling card. No three-way calls and call forwarding are permitted. They will be terminated if detected.
- Calls may only be completed using your personal (PIN) number. Detailed instructions for activating and using the Automated Telephone System are available on the unit. These instructions must be followed **EXACTLY**.
- Calls will be automatically disconnected after 15 minutes.
- If an employee orders you to get off the phone, hang up immediately. Failure to do so will be grounds for disciplinary action.
- Phones are open per dayroom schedule. Do not eat or drink while using the phones. Do not pull on the phone cord. Due to the nature of the receiver microphone, you must speak directly into the receiver in order to be heard easily by the person you call.

- The number of calls each inmate is allowed to make per day is not currently limited. This is subject to change if it becomes necessary in the future to ensure fair access for the entire inmate population.
- Chairs CAN NOT be used when making phone calls (H1, H2, H3, and H4).
- Friends and family can now use the Western Union Quick Collect Service to make payments to their GTL accounts.
- If you have telephone issues, you must kite the Investigator.

### **FIRE DRILLS**

Fire prevention shall be first and foremost in the minds of staff and inmates. Disciplinary action will be taken against anyone found tampering with fire equipment, making fire hazards or hindering fire-fighting efforts. You will leave the building in a safe, swift, and orderly manner. You are to exit the building and turn right on Kidney Road and walk past the next building. You are to line up single file to be counted. Fire plans are posted in all buildings. Fire drills will be conducted quarterly. To decrease death or injury, personal property is to be stored in provided wall and metal lockers.

### **BASKETBALL HOOP**

The basketball hoop in front of the unit may only be used with **no more than 6** inmates. You may not play basketball at any housing unit other than the one you are assigned to. Proper attire must be worn which includes shirt and shorts/pants. Inmates need to be aware of other staff and inmates walking into the housing units and allow them to pass safely. Regular games must be played at the recreation complex.

Basketball courts are open as long as the yard is open.

### **CENTER YARD**

Use the walkways and stay off the grass except when walking directly from a walkway to an adjacent picnic table. NO running and NO yelling. No more than two (2) inmates abreast while walking on the yard. No more than four (4) inmates can walk together as a group. Food is not permitted on the yard, but you are allowed a beverage. When walking on the center yard walkways, walk on the right side of the walkways in a manner, which does not interfere with others.

Sunglasses may be worn outside. Inmates are NOT permitted to wear sunglasses inside any building unless medically necessary with the appropriate medical slip.

Do not sit on top of the picnic tables. Sit on the seat provided. No more than eight inmates at a picnic table at the same time. Game playing is not permitted on picnic tables or any other area in the center yard. The picnic tables are designated for leisure use only. You may play games in the designated area (rear picnic tables of the recreation complex).

Headphones can be worn while on Kidney Road, but the volume needs to be kept at a minimum for the staff with bikes and carts to pass.

Feeding of the birds is strictly **PROHIBITED!**

## **UNIT MANAGEMENT SECTION**

### **UNIT STAFF**

This institution functions under the Unit Management concept. Your unit staff is the first contact to try to resolve problems. Unit Staff is made up the Unit Manager, Case Manager, Correctional Counselor, Unit Secretary, and Housing Unit Correctional Officers. Any questions, problems, or concerns that may come up should be told first to the unit staff person in charge of that area. Although all problems may not be resolved to your satisfaction, it is important that you discuss the problem with unit staff first.

### **UNIT MANAGER**

The Unit Manager is in charge of the overall operation of the unit. Duties include but are not limited to: supervises all unit staff, discipline, informal complaints, unit admission, security classification, special visits, unit sanitation, and inmate work assignments.

### **CASE MANAGER**

The Case Manager provides social services functions within the unit. Duties include: counseling, sentence data, parole data and parole plans, detainers, security reviews, classification and reclassification, inmate programs, visiting, transfers, furlough, and release dates. Other duties include serving on various committees, programming, re-entry management teams, and preparing parole board summary sheets.

### **CORRECTIONAL COUNSELOR (SERGEANT)**

The Correctional Counselor provides direction in coping with the day-to-day operational concerns of living in prison. Duties include: housing unit cleanliness and sanitation, inmate personal appearance and hygiene, resolving concerns, investigating complaints, inmate discipline, unit rules, property ownership, IDs, mail and packaging, commissary, state pay, inmate work assignments, serve on various committees (i.e. classification, security reviews), yard procedures, fire exit procedures. Correctional Counselors shall serve as hearing officers for conduct reports.

### **UNIT SECRETARY**

The Unit Secretary handles the clerical responsibilities for unit staff. These duties include: maintaining inmate unit files, scheduling interviews and committee meetings, and copying.

## **CORRECTION OFFICER**

The Correction Officer shall complete the day-to-day security functions within the housing unit/dorm and participate in the unit's decision-making efforts, where applicable. Any questions, related to housing unit rules should be directed to the housing unit officer first. Correction Officers do not call other departments with questions; they shall first refer the inmate back to the Correctional Counselor or other appropriate unit staff member.

## **SOCIAL SECURITY CARD; DRIVER'S LICENSE; BIRTH CERTIFICATE**

For offenders lacking personal identification documents, applications for these personal identification documents shall be given to all offenders during the orientation process at their parent institution. Designated staff shall assist the offender with obtaining the required documents at the offender's expense, and document the application on the Offender Transitional Release Plan (DRC-4443). Such documents may include but not limited to the following: Birth Certificate; Driver's License; and Social Security Card.

## **AMERICAN DISABILITY ACT (ADA) POLICY**

It is the policy of the Department of Rehabilitation and Correction not to discriminate against individuals on the basis of disabilities in the provision of services, program assignments, and other activities, as well as in making administrative decisions and to provide reasonable accommodations to inmates when a demonstrated need exists.

A kite may be directed to the Inmate ADA Coordinator for more information and for obtaining the Inmate Reasonable Accommodation Request Form. A notice is posted in all living areas designating the Inmate ADA Coordinator. The TTY phone is available upon request.

## **REQUEST TO MARRY**

Request to marry should be directed to your case manager.

## **UNIT TRANSFER REQUEST**

- Inmates who have entered their parent institution from reception between September 1, 2011 and February 29, 2012 – will be grandfathered in and have the original 6-month time frame for hardship transfer as long as the other hardship transfer criteria listed below are followed.
- Visiting Hardship – Financial/Medical Transfers The following criteria must be met for these transfers and you are to kite your Case Manager.
  - Inmate will be considered for hardship transfer after a one-year period at the parent institution under the following circumstances.
  - Must have a clear RIB record for at least one year.
  - Hearing Officer conduct reports are not considered for this purpose.
  - If currently enrolled, the inmate must complete educational, Vocational programs prior to the transfer request when possible/reasonable.

- A letter from the approved/tentatively approved visitor requesting the transfer to include the defining reason. This letter will be sent to the assigned case manager and not the inmate involved. If the person requesting the transfer is not approved or tentatively approved, the hardship transfer will be denied at the institutional level.
- Medical documentation is no longer a requirement for hardship transfers. Families will no longer be required to provide this documentation.
- The visitor must save at least one (1) hour of traveling time at the requested institution, which must be verified with the visitor's address.
- Inmates must complete current educational/vocational programs prior to the transfer request when possible/reasonable.
- The inmate may have visits and still be approved for a visiting hardship transfer. If a visitor is traveling four (4) hours every week to visit an inmate, the 4-hour drive may still be a hardship.
- Educational/Vocational Transfers – Kite the School Administrator
- Religious Transfers – Kite the Chaplain

### **SUPERVISION LEVEL REVIEW**

Supervision level reviews are conducted annually unless a special review is warranted for a specific reason (i.e. transfer request, release from Local Control, etc. Refer to AR 5120-9-53). A conference will be held with the inmate each time his supervision level is reviewed.

### **JOB ASSIGNMENTS**

Every inmate that arrives at AOCI will be assigned to food service for a minimum of 90 days unless there are educational requirements or programming mandates (with the exception of Oakwood Unit, RTU, Berryhill and ITP inmates). Inmates may request a job change after 90 days on the job. It is the inmates' responsibility to seek a new job by kiting that area supervisor.

All state pay is awarded the month following the month in which you worked (i.e. Work the month of January and get paid in February, etc.). All pay is calculated according to your job title and your security level. The following is a guideline for state pay.

- |                                      |                 |
|--------------------------------------|-----------------|
| ● Orientation/SC/Unassigned          | \$.75 per week  |
| ● Medical Idle                       | \$1.50 per week |
| ● Medically Limited (doctor ordered) | \$2.25 per week |

All other job classifications are paid according to pay category assigned to that job. Medium security (L2) pay for jobs range from \$18.00 to \$20.00 per month. Minimum security (L1A/L1B) levels earn \$2.00 more per month.

All questions concerning your state pay should be addressed to your unit manager.

## **BED MOVES**

- Upon arrival at the institution, all inmates are assigned a bed by the Count Sergeant. Assignments to beds will be done per mission and racial balance (within cell/cube/range).
- An inmate requesting to move must send a kite to the Correctional Counselor. **YOU MAY NOT MOVE TO ANOTHER BED UNTIL YOU ARE INSTRUCTED TO DO SO BY STAFF.**
- If an inmate states that he has a conflict with his cellmate that cannot be resolved in his present cell, he can request a move by contacting his correctional counselor.
- If a bottom bunk becomes available, the top bunk may move down. Medical restrictions and institutional need would supersede this.
- The inmate with the most seniority in a 4-man cell/cube will be moved to the top bunk of the next available 2-man cell/cube. If the inmate is requesting to not be moved, he needs to put that in writing to the correctional counselor and he will go to the bottom of the seniority list.
- The unit manager/correctional counselor of the inmate will return the displaced inmate to his parent unit within a reasonable amount of time.
- 6-Month Move Request – an inmate may request a cell move if they are conduct report free and RAPS/ORAS compliant to an open 2-man cell. The inmate **cannot** choose which cell.
- Incentive coupons can be used to obtain an open bed on the housing unit of which the inmate is assigned (i.e. H3A to H3A). This bypasses seniority lists and displaced, but not medical restrictions.
- Inmates who can prove that they are brothers or father/son can request to be celled together. The discretion to move them is up to the unit manager.

## **PHOTOCOPIES**

Photocopies of approved items are available through your unit secretary for 5 cents each. Photocopies will be made at reasonable intervals and in reasonable numbers.

## **NOTARY SERVICE**

Notary is posted per unit.

## **UNIT PROGRAMS**

**Money Smart** – Money Smart focuses on offenders learning to budget their expenses and provide adequate essentials for day-to-day living, maintaining a checking account – including writing checks and maintaining a correct register balance, set long and short term goals, open and maintain a savings register and learn to be prepared to handle unexpected expenses.

**Cage Your Rage** – This is a 12-week program divided into four sections – “Anger past and Present”, Anger and Aggression”, “What Causes Anger”, and “How to Manage Your Anger”.

**Self Defeating Behaviors** – This is a 4-week program that is divided into four sections – “What are Self Defeating Behaviors”, Recognizing Self Defeating Behaviors”, analyzing yourself, and “The Money Game”.

**Victim Awareness Program** – This program looks at the dynamics of each crime and the affect crime has on the victims. The class uses written exercises and victim impact panels to bring the offender face to face with not just a crime, but a person directly affected by the crime. The class is important because it provides an opportunity for offenders to begin to step outside their world to see crime from a totally different perspective. It affords the offender the opportunity to take personal responsibility for their actions. This is the first step to effective treatment.

**Pets Educated to Survive (P.E.T.S.)** – This program involves inmates who work with, care for, and train dogs from the local animal rescue programs as part of community service outreach. The dogs generally stay six to eight weeks until they are adopted. Dogs are socialized, trained and cared for on a daily basis. Cats are housed at AOCI. This aspect allows for socializing and care of cats from the local animal rescue until homes are found.

**Adults and Children Together Against Violence (ACT)** – ACT goals are to make early violence prevention part of the community's efforts to prevent violence and educate adults to create safe environments for children. The base of the program is that adults are role models that children learn from. Adults need to know, show by example, and teach children how to handle their anger appropriately and utilize problem solving skills. This is a 10 week program.

**Re-entry Accountability Plan/Ohio Risk Assessment System (ORAS)** – An individualized plan designed to identify and target offenders' risk and need areas through appropriate programming consistent with DRC Policy #02-REN-01. The development and monitoring of the RAP/ORAS begins at reception and continues throughout the term of supervision.

**Re-entry Management Teams** – A multi-disciplinary team that has primary responsibility for developing and/or monitoring the offender's Re-entry Accountability Plan (RAP). The team consists of those individuals who, by nature of their roles, have ongoing and direct contact with the offender, as well as those individuals who have intermittent contact, but have some capacity to influence an offender's progress on the RAP. In the institutions, this team may replace what had previously been referred to as the Unit Classification/Reclassification Committee.

**The Ridge Project** – The Ridge Project is (a community based non-profit organization located in Defiance, Ohio) delivering a family strengthening program to incarcerated men. This programming effectively fosters healthy marriages (wives/significant others participate in programming with the inmate), strengthens families, and facilitates successful re-entry.

**Thinking for a Change** – This is a 22-week program which focuses on offenders learning skills to change their thinking so that their behavior is positively impacted. The program is comprised of 3 areas (problem solving, cognitive restructuring and social skills intervention).



## **INMATE GROUPS**

**VVA** – This is an organization for all veterans incarcerated and for all others interested in the service of military veterans, paying particular attention to veterans of the Vietnam area, but not limited to veterans of that conflict. They participate in patriotic events, fundraising, outreach classes, CPR and Vietnam history courses. Inmates who are interested need to kite a VVA advisor.

**Red Cross** – The primary purpose of the branch is to teach life saving skills in classes to the inmate population. The classes include adult CPR with AED, infant and child CPR, community first aid and safety, work place HIV prevention, work place first aid and safety modules, and pet first aid and safety. Interested inmates need to contact a Red Cross advisor.

**Blue Phoenix** – This program is to develop optimism as a philosophy of life by promoting an active interest and good civic affairs, respecting the law, and encouraging the development of youth in the belief of giving one's self in service to others will advance the well being of community life. Inmates who are interested need to kite the Blue Phoenix Advisor.

**Incarcerated Veterans** – This is an organization for all inmates that have a valid DD214 and has served in the US Armed Forces for a minimum of 180 days for other than training purposes and have an Honorable or Administrative Discharge. Non-Service members will be accepted after being screen by a membership committee. This group allows a veteran of any era to hold office and vote in relationship to the executive orders that controls the inmate group. This group will allow ALL veteran to participate in all ways. Contact the advisor if interested.

**National Association for the Advancement of Colored People (NAACP)** – This group is designed to promote alliances, legislation and initiatives that positively impact inmate recidivism, ex-felon re-enfranchisement; as well as provide the incarcerated with a vehicle of employment. Contact advisor if interested.

## **PACKAGES AND PROPERTY (AR 5120-9-33) & DRC POLICY** **61-PRP-01**

If you are a security level that may not possess more than 2.4 cubic feet of combined state and personal property, unless specifically authorized pursuant to this rule or DRC Policy 59-LEG-01 – Inmate Access to Court and Council. (AOI authorized exemptions: large titled items, shoes, commissary [within two weeks – with receipt], food box [within 30 days], current school books, bed linen, all state issue clothing, undergarments – only the large titled items exemption apply to inmates placed in segregation, AWL or transferred). Inmates may possess only personal property items received through an institutional commissary, and/or from a non-institutional approved vendor by the Director or designee.

Approved vendor catalog and order forms are available on each unit. Inmates can fill out the order form, cash slip, and envelope. The inmate must sign the cash slip in the presence of Unit Staff.

Inmates requesting a 2<sup>nd</sup> box for legal storage must go through their Unit Manager.

### Packages

- Minimum (L1) – Allowed four (4) packages per year with a maximum of two (2) food boxes.
- Medium (L2) – Allowed three (3) packages per year with a maximum of two (2) food boxes.
- Close (L3) – Allowed three (3) packages per year with a maximum of one food box only.
- Maximum (L4A) – Allowed two (2) packages per year with a maximum of one food box only.

Inmates shall not trade, sell, barter, or give away any personal property. Inmates are responsible for immediately reporting a theft or loss and institutional personnel are responsible for conducting a timely investigation. Personal property should be kept securely stored when not in use or when you are not present. You are required to take reasonable care and protect your property.

### INCOMING MAIL – A.R. 5120-9-17

This is **NOT** a complete copy of the rules governing incoming mail. Complete copies of these rules are available in the Library.

- All mail, other than legal mail, shall be opened and may be read or copied in the institution mail office and inspected for contraband.
- Legal mail may be opened and inspected for contraband in the presence of the inmate to whom it is addressed. Legal mail is defined as: mail between an inmate and any court of law, attorney-at-law, public defender's law office, law school, legal clinic, or the Correctional Inspection Committee. Inmates who receive legal mail will be notified and issued the mail during the afternoon.
- Contraband found in the mail will either be destroyed or returned to the sender at the inmate's expense. The inmate may choose either option, except in the case of contraband that falls under Section 2921.36 of the Ohio Revised Code, under which the contraband may be seized as evidence.
- Funds received in an approved form will be forwarded to the Cashier's Office. It will be noted on the envelope indicating the date of receipt and the amount of the funds.
- **All incoming mail must have the complete name, number and address, including the housing unit of the inmate,** as there may be more than one inmate here with the same name. There is no limit on the amount of mail an inmate may receive or send out.
- No "postage due" or C.O.D. mail will be accepted.
- Inmates may receive three (3) embossed envelopes in each letter received. Any more than that will be treated as contraband. You may not receive embossed envelopes through the mail from another inmate.

- Publications, which are obscene, inflammatory, or appear on the Publications Screening Committee's list per A.R. 5120-9-19, Paragraph F, will be dealt with as written in that regulation.

### **OUTGOING MAIL – A.R. 5120-9-18**

This is **NOT** a complete copy of the rules and regulations that govern outgoing mail. Complete copies of the rules may be found in the Library.

- An inmate may send as many letters as he wants, to anyone that he wants.
- All outgoing mail must have your name, number, and complete return address in the upper left-hand corner of the envelope.
- "Legal Mail" is mail addressed to an attorney-at-law, a public service law office, a law school, legal clinic, court of law, or the Correctional Institutions Committee. Such mail must be marked "legal mail" by the inmate and shall not be opened unless there is reasonable belief that the envelope contains contraband.
- Mail from an inmate may be opened, read, copied and withheld provided that the Warden or his designee has reasonable belief that the inmate's correspondence meets specific criteria – refer to AR for specifics.

### **YOU MAY NOT:**

- Send obscene or threatening letters that plan criminal acts or letters that violate State or Federal Laws.
- Write to any person after you have been notified that he/she does not wish to receive your letters.
- Write to any firm or association for the purpose of asking for money or property without the prior approval of the Managing Officer.

### **J-PAY MAIL SYSTEM**

Inmate families and friends can purchase e-mail services through the J-PAY mail system.

**Kite the 4<sup>th</sup> Shift Supervisor for additional questions or further clarification.**

### **PUBLICATIONS – BOOKS – MAGAZINES – TAPES – CDs**

You are permitted to receive a reasonable number of books, magazines, tapes, CDs, and printed materials directly from a publisher or distributor. The printed material must conform to A.R. 5120-9-19.

Must have been purchased in accordance with A.R. 5120-9-33 and be purchased prepaid through the Cashier's Office. You are not permitted to buy books, magazines and tapes/CDs on a "bill me later" basis. Be aware that if you purchase a subscription to a magazine, you are taking a risk that the magazine may be considered obscene or inflammatory at a later date, even if the magazine is permitted at the time of the purchase. This can occur when the publication changes

significantly. The institution is not responsible for money spent on subscriptions to magazines that are obscene or inflammatory.

**FREE STATE LETTER**

On the first Sunday of the month, Unit Officers will provide each inmate with one (1) Free State envelope. This envelope **MUST** be returned to the Officer prior to the end of second shift. The letter will be forwarded to the mailroom for delivery to the post office. After the end of second shift on Sunday, a State envelope will be considered contraband if found in an inmate's possession. State envelopes cannot be used as kites, for cash slips, etc. Inmates also **cannot** use other inmate's free envelopes.

**BUREAU OF SENTENCE COMPUTATION**

**JAIL TIME CREDIT (Effective July 1993)**

If you feel you did not receive the amount of jail time you should have, you should write to the sentencing Judge or contact your attorney to receive corrected jail time credit. Their response should be directed to the Bureau of Sentence Computation with any jail time credit questions.

**COMMUTATION – ORC 2967.07, A.R. 5120-1-1-20**

You are no longer set up for this at the institution. You have to file this on your own. If you wish to find out if you qualify for any of the following refer to the Ohio Revised Code located in the Law Library.

ORC 2967.31	Shock Parole (Old Law)	A.R. 5120-1-1-06
ORC 2967.19.1	Jail Time Credit	A.R. 5120-2-04
ORC 2967.26	Transitional Control	A.R. 5120-1-1-23
ORC 2967.19.2	Reduction of Sentence (Good Time/HB261)	A.R. 5120-2-05 & 12
ORC 2967.19.3	Earned Credit	A.R. 5120-2-06 & 07 & 08
ORC 2950.01 Thru 2950-14	Sex Offender Program	

**SHOCK PROBATION – ORC 2951.02/JUDICIAL RELEASE – ORC 2929.20**

You have to file for Shock Probation/Judicial Release through the courts.

**PER ORC 5120-9-21, YOU DO NOT HAVE ACCESS TO YOUR MASTER FILE.**

If you need copies of legal papers, you must contact your attorney or write to the sentencing court in the county you were committed from.

**SENATE BILL 2 (Effective July 1, 1996)**

Senate Bill 2 applies only to offenders who committed their offenses on or after July 1, 1996 and is not retroactive in any way. There are no provisions in the Ohio Revised Code that allows you to be re-sentenced under Senate Bill 2 if your offense was committed prior to July 1, 1996. If you have questions, see your Case Manager. The Parole Board Hearing Officer determines whether an offender will be supervised under post release control. Your sentencing judge does not make this determination.

## **PAROLE BOARD**

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

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

Any inmate granted a release date and who is seeking an out-of-state placement upon release from the institution should be aware that out-of-state placements can take significantly longer to process than in-state placements and can ultimately be disapproved by the potential receiving state. Inmates should also develop alternative release plans to the out-of-state placements and should discuss their placement plans with their Case Manager well in advance of their release date to ensure ample time is available to submit their request via interstate compact.

There is a designated day each month wherein offenders' families, representatives and/or supporters can meet with a parole Board Member or other Parole Board staff to exchange information prior to an offender's release consideration hearing. To schedule a meeting, the interested party should contact the Parole Board at 614-752-1200 or toll-free at 1-800-344-1441. Letters of support may also be forwarded to the Parole Board at 770 West Broad Street, Columbus, Ohio 43222.

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

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

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

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

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

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

### **POST RELEASE CONTROL SCREENINGS**

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

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

### **SPECIAL CONDITIONS**

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

## **TRANSITIONAL CONTROL**

Transitional Control is completing the end of your sentence at a halfway house while participating in a full-time employment or education program. Your Case Manager will advise you if you meet the minimum eligibility criteria for consideration of transfer into this program. At that point, you have the option to either waive or request participation. If you request consideration to be transferred to this program, Parole Board staff will review your case to determine whether or not participation in the program will be recommended. A file review will be completed on all inmates serving an eligible SB2 sentence. This is done no sooner than 10 months prior to your scheduled release date and the maximum amount of time you can participate in the program is 180 days. You can still be considered for transfer into this program up to 120 days prior to your scheduled release date.

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

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

## **VIOLATION SANCTION PROCESS HEARINGS**

Violation hearings are conducted in the community at local jails or in APA offices, or at a designated DRC Reception Center when violations of supervision occur and the supervising officer is requesting that an offender be returned to prison for the violations. At these hearings, a Parole Board Hearing Officer will determine by a preponderance of the evidence if the violations occurred and whether or not a return to prison is appropriate.

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

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

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

## **HOUSE BILL 86**

78-REL-08 – This is the DRC policy that inmates shall be screened to determine eligibility for 80% court release.

The Ohio Legislature enacted two significant bills addressing collateral sanctions and consequences affecting offender re-entry and long term community re-integration:

- Certificates of achievement and employability is HB86.
- Certificates of qualification of employment is Senate Bill 337.

02-REN-05 – Reference this policy if you think you are eligible for the above certificates.

## **DISCIPLINARY PROCESS**

Security Control, Disciplinary Control, and Local Control (SC/DC/LC) rules of conduct are explained on the following pages. Should you violate a rule of conduct, you may receive a conduct report (a ticket) and be called for a hearing.

## **SEGREGATION RULES**

- The following items will be permitted in the segregation cells: (2) state sheets, (1) state blanket (2-winter months), (1) state issued uniform, (1) pair orange state shoes, (2) pairs state underwear, (2) pairs of socks, (2) state T-shirts, (1) pair of shower shoes, (1) ADA approved toothbrush and dental floss, (1) hairbrush or comb, (1) tube toothpaste, (1) roll toilet paper, (2) bars soap, (1) bottle shampoo, (1) towel, (1) denture cleaner/adhesive, (1) address book, (1) Bible/Koran or other recognized religious book, (1) legal kit (no pen), (2) soft back books (personally owned), (2) security pencils, (1) pair eyeglasses (prescription only), reasonable amount of letters, envelopes, kites, writing material, a reasonable amount of personally owned law books/materials, (1) personally owned deck of playing cards, (10) personal pictures, and (1) newspaper by subscription only exchanged on a (1) for (1) basis. Magazines are NOT permitted and held until release from special management status.
- Segregation inmates will have access to a barber on Monday through Friday, as scheduled. The barber will cut hair and provide shaves by clipper on these days to those inmates who provide their name to the officer.
- Segregation inmates will be afforded the opportunity to receive recreation one hour per day, seven days a week, unless safety/security considerations dictate otherwise.
- Sheet exchange will be conducted weekly on 2<sup>nd</sup> shift on Thursdays.
- Segregation will disinfect mattresses during weekly cell cleanings.
- Jumpsuits/underwear exchange occurs weekly.
- Inmates in SC, pending transfer and LC shall be allowed to make commissary purchases once per month with a \$20.00 limit and limited to items described as stationary supplies and personal hygiene articles.
- Per AR 5120-03-08, state pay per week will be as follows: SC status inmates receive \$.75; LC and DC status inmates receive \$.00.



## **RULES OF CONDUCT**

### **Rules 1 – 7 Assault and Related Acts**

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

### **Rules 8 – 10 Threats**

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

### **Rules 11 – 14 Sexual Misconduct**

- (11) Non-consensual sexual conduct with another, whether compelled:
  - (a) By force,
  - (b) By threat of force,
  - (c) By intimidation other than threat of force, or
  - (d) By any other circumstances evidencing a lack of consent by the victim.
- (12) Non-consensual 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.

### **Rules 15 – 19 Riot, Disturbances and Unauthorized Group Activity**

- (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.

### **Rule 20 – 23 Resistance to Authority**

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

#### **Rule 24 – 26 Unauthorized Relationships and Disrespect**

(24) Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:

- (a) Sending personal mail to an employee at his 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.

#### **Rules 27 and 28 Lying and Falsification**

(27) Giving false information or lying to departmental employees.

(28) Forging, possession, or presenting forged or counterfeit documents.

#### **Rules 29 – 35 Escape and Related Conduct Rules**

(29) Escape from institution or outside custody (e.g. transport vehicle, department transport officer, other court officer or law enforcement office, 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.

#### **Rules 36 – 38 Weapons**

(36) Possession or manufacture of a weapon, ammunition, explosive or incendiary device.

(37) Procuring, or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting or collaborating with another person to procure a weapon, ammunition,

explosive or incendiary device or to introduce or convey a weapon, ammunition, explosive or incendiary device into a correctional facility.

(38) Possession of plans, instructions, or formula for making weapons or any explosive or incendiary device.

**Rules 39 – 43 Drugs and Other Related Matters**

(39) Unauthorized possession, manufacture, or 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.

**Rules 44 – 47 Gambling, Dealing and Other Related Offenses**

(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.

**Rules 48 – 51 Property and Contraband**

(48) Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.

(49) Destruction, alteration, or misuse of property.

(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.

**Rules 52 and 53 Fire Violations**

(52) Setting a fire; any unauthorized burning.

(53) Tampering with fire alarms, sprinklers, or other fire suppression equipment.

**Rules 54 – 56 Telephone, Mail and Visiting**

(54) Unauthorized use of telephone or violation of mail and visiting rules.

(55) Use of telephone or mail to threaten, harass, intimidate, or annoy another.

(56) Use of telephone or mail in furtherance of any criminal activity.

**Rules 57 and 58 Tattooing and Self-Mutilation**

(57) Self-mutilation, including tattooing.

(58) Possession of devices or material used for tattooing.

### **Rules 59 – 61 General Provisions**

(59) Any act not otherwise set forth herein, knowingly 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.

### **INMATE DISCIPLINARY PROCESS**

#### **1. CONDUCT REPORT WRITTEN**

2. **TICKET IS HEARD BY THE HEARING OFFICER** – You may receive the following sanctions:

- deny privileges (phone, recreation, commissary, housing restrictions)
- reduced state pay (AR 5120-3-02)
- refer to treatment, classification or institutional services
- verbal reprimands or warnings
- recommend that reasonable restitution be made
- recommend the disposition of contraband
- assessed extra duty
- refer to RIB

While on cell or bunk isolation, you must go to your work assignment, school, and/or passes. You may go to meals.

Inmates that are on cell or bunk isolation are **PROHIBITED** from using the telephone even during their recreation time. Recreation time is from 8:00 AM – 9:00 AM and from 6:00 PM – 7:00 PM.

All inmates on cell or bunk isolation must wear provided institutional white jump suits anytime they leave their bed/cell. If you have any questions, see the unit officer.

3. **TICKET IS HEARD BY THE RULES INFRACTION BOARD** – The RIB is made up of two staff members. You will have the right to twenty-four hour notice before your hearing in order to prepare a defense, unless you waive that right. You will have the right to have the presence of the charging official at your hearing unless you waive that right. You have the right to request a reasonable number of witnesses to testify at your hearing, unless you waive that right. You will also be informed that a conviction could result in the loss of deduction of sentence (Good Time) for the month of conviction or for a specified period after the month of conviction. You will be informed that if convicted, you may be considered for Local Control or an increase in security. The RIB may assess up to fifteen (15) days in Disciplinary Control. You may appeal the RIB decision to the Warden's designee. When appearing before the Rules Infraction Board, your testimony and the testimony of all witnesses will be electronically recorded. No items are to be brought with you to RIB unless specific to your case.

## MEDICAL

Allen/Oakwood Correctional Institution is staffed 24 hours a day, 7 days a week. Emergency care is available to all inmates 24 hours a day, 7 days a week.

### NURSES SCREENING

Available to all inmates Monday through Friday. Inmates are to put a health care request form in the box outside café or outside the RIB office for Oakwood Unit. Segregation inmates can submit health care request forms to nursing staff at pill call times. Nurses screening begins at 7:00 AM. A pass will be issued for those scheduled to see the Doctor. Inmates with an immediate need may have their unit officer or work supervisor contact the infirmary.

### ACCESS TO EYE DOCTOR AND FOOT DOCTOR

To see the foot doctor, a health care request form must be filled out and placed in the box outside the café or the RIB office for Oakwood Unit.

To see the eye doctor, you must submit a HSR (health service request).

### OVER-THE-COUNTER MEDICATION

In the event an inmate runs out of over-the-counter medication or has a medical condition which may warrant an over-the-counter medication, the inmate will be directed to IHS for evaluation. As per the nursing assessment guidelines, an inmate who is required to purchase over-the-counter medications shall be issued a medical pass which is DRC-5259 with the name of the over-the-counter medication written on the reverse side for them to take to the commissary to purchase the medications indicated.

### PILL CALL

- Daily pill call hours are: Diabetics on Insulin report at 7:00 AM and after 4:00 PM count.
- Open Population at:
  - 7:00 AM
  - 11:30 PM
  - 7:30 PM
  - Oakwood Unit Hours are approximately the same, but will be posted.
- Self-carry medication pick up hours are 8:45 AM, Monday through Friday. Passes are issued. Conduct reports will be issued for medication not picked up. Oakwood Unit hours for self-carry will be normal pill call times.
- Medication refill requests are to be placed in the designated box in the infirmary at AOCI. Request for refills on the Oakwood unit are to be placed in the designated box next to the elevator on each floor.
- Whenever possible, generic medication will be used.

## **PHYSICALS**

- Age 40 – 50 will be sent a pass to accept or decline a physical every two (2) years.
- Over 50 will be sent a pass to accept or decline the yearly physical.

## **MEDICAL CARE COMPLAINTS**

You may express a complaint through a kite or an informal complaint and address it either to the Health Care Administrator or specific clinic.

A formal grievance may be requested from the inspector if you are dissatisfied with the original response.

## **CO-PAYMENT FEE**

Per policy, inmates who received medical services will incur a \$2.00 co-payment fee for routine health service request. A \$3.00 fee will be charged for unscheduled non-emergent visit. A copy of the Correctional Health Care Services Co-Payment Policy 68-MED-15 is available in the inmate library. You may contest the co-pay charge by sending an informal complaint to the Health Care Administrator, before filing a grievance to the Inspector.

Exemptions are:

- Inmates who are indigent, as defined by the policy, will not be charged a co-pay fee.
- All inmates who receive appropriate health care based on their present medical needs without regard to financial status. No inmate will be denied health care or treatment because of inability to pay.
- Inmates will be charged a co-pay for medication refills regardless of an inmate's initiated health services request form DRC-5373. If a health services request form for refill also contained request for other non-exempted services, the appropriate fee will be charged.
- Inmates will not be charged a co-pay for medical services if indigent or meeting mental health guidelines.
- Inmates will not be charged a co-pay for dental services.
- Inmates will not be charged a co-pay for medical services initiated by policy – defined staff reporting requirements, such as but not limited to sexual assaults, Use of Force, accident reports.

## **CO-PAYMENT REFUNDS**

- If it is determined that a co-pay charge was inappropriate, the HCA or the Inspector of Institutional Services will initiate the refund process. The HCA or Inspector will fill out the refund section of the health care debit form (DRC-5203) and forward it to the cashier's office.
- A formal grievance may be requested from the inspector if you are dissatisfied with the original response.

- The cashier's office will complete the refund section of the health care debit form and appropriately credit the inmate's account.
- The cashier's office will keep the original copy of the amended health care debit form for their records and make 2 copies, forwarding one copy to the HCA for placement in the medical file and forwarding 1 copy to the inmate through institutional mail as notice that the assessed co-pay is refunded to the inmate's account.

### **EMERGENCY NOTIFICATION**

During orientation, the inmate will complete an emergency notification/next of kin form in IHS. Updates should be done annually or as needed. The annual updates for next of kin notifications are done in January each year.

### **DENTAL CARE ACCESS**

Allen/Oakwood Correctional Institution has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and 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 as soon as possible.

- Uncontrolled bleeding
- Broken jaw
- Constant really bad pain
- Big swelling and/or infection

Urgent Dental Care – Submit a Health Service Request (HSR) form to dental explaining your problem. Watch for a pass or IHS within a day or two.

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

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

- Cavities
- Problems chewing
- Cleaning
- Dentures – must have 3 years or more to serve in the ODRC.

## **HEALTH CARE EDUCATION**

All inmates receive training on how to assess the medical services during orientation to the institution. This also includes written information about sexual assault which includes prevention, self-protection, reporting of sexual assaults, treatment and counseling. This information is specific for special needs or people with language barriers. Education opportunities are also available for personal hygiene practices, medication compliance, infection control, communicable diseases, dental services, heart healthy diet, and suicide prevention.

## **QUARTERMASTER**

### **CLOTHING AND BEDDING**

Each inmate arriving at AOCI is issued the following clothing and bedding items: (2) sheets, (1) pillow case, (2) blankets, (1) laundry bag, (3) pair blue pants, (3) blue shirts, (1) lined coat, and (1) unlined jacket. Three (3) briefs, (3) T-shirts, and (3) pair of socks are the maximum issued by the Quartermaster. Any clothing the inmate has in his possession will reduce the amount of clothing issued on arrival. It is the inmate's responsibility to care for his own clothing. There will be charges for the destruction of any state issued items, including any unauthorized alterations, destroyed items, or lost/stolen items.

### **CLOTHING AND LAUNDRY EXCHANGE**

Sheets and pillowcases will be washed and returned to the inmate according to the following schedule. Sheets and pillowcases can be turned into the housing unit laundry attendant one time a week (Tuesday) and see posted schedule for Oakwood Unit. The laundry attendant will bring the items to the Quartermaster between 7:30 AM and 8:00 AM and will be picked up at 1:30 PM for return to the inmates

### **PASS LIST**

Passes will be issued for clothing exchange through the kite system using a clothing requisition form. Any item in need of exchange must first be brought up on a repair day Wednesday from 8:30 AM – 9:30 AM to be inspected. See Oakwood Unit for posted schedule. All items are a one for one exchange per DRC inmate clothing policy 61-PRP-02. This includes all clothing and bedding items issued through the quartermaster. Inmates without such an exchange must provide a theft/loss report stating the reason the items are no longer in his possession.

### **PERSONAL LAUNDRY**

Personal laundry is washed once a week on your unit. See your unit schedule. Kitchen whites and all other state clothing may be turned in to the Quartermaster on Monday and Wednesday. The time to turn in is 7:30 – 8:30 AM. Pick up is Monday, Wednesday, and Friday 7:30 AM – 8:30 AM. See posted schedule for Oakwood Unit.



## UNIFORM OF THE DAY

Uniform of the day for general population inmates (inside workers) consists of the following:

- State issued blue trousers
- State issued blue shirt (must be tucked in)
- State issued jacket/lined coat/parka (if desired)

Uniform of the day for L1 inmates (outside workers) consists of the following:

- State issued khaki trousers
- State issued khaki shirt (DRC stenciled and must be tucked in)
- State issued jacket/lined coat/parka (if desired) (DRC stenciled)

Added creases or designs are **NOT PERMITTED** on state clothing. Only original creases are to be followed.

Colored T-shirts/undershirts, sweatshirts (blue, green, or white) may be worn under the blue work shirt. A white DRC T-shirt may be worn under the khaki work shirt. Institutional ID cards must be worn on your left chest area with the picture facing out.

NOTE: The standard uniform of the day is to be worn during regular working hours 7:30 AM – 4:00 PM and at all times when working after hours. The uniform of the day will be worn at meals, pill call, library, visits, quartermaster, and other such appropriate times such as committee interviews, passes, etc. Any time you leave your housing unit, you are required to wear hard soled shoes (state shoe or equivalent or tennis shoes including jogging shoes) provided they do not violate safety regulations on your job. House slippers, sandals, shower shoes, etc. may not be worn out of your housing unit unless medically approved.

Belts must be worn with ALL loops used. Sagging of pants is **PROHIBITED**.

## CASHIERS OFFICE

The Cashier is responsible for all internal fund accounts and bookkeeping of the institution. An individual account record shall be maintained for each inmate on the computer, which reflects all receipts and disbursements of funds. Money can be added to the inmate's personal account or GTL Telephone Debit Account through the Offender Connect System. This can be done via kiosk, on-line, or telephone. See postings on your unit. You may invest in CDs or Savings Bonds if your account balance is over \$100.00. You are NOT permitted to have or utilize any outside accounts (i.e. savings, checking, charge, or stocks) per AR 5120-5-02 (F) and (G) unless you will be incarcerated for less than one year when admitted to the Department of Rehabilitation and Correction and the Cashier's office is notified in writing by you. You are NOT permitted to be involved in outside business interests while incarcerated.

You must have sufficient funds in your account to pay for your legal fees, legal mail, and legal copies. If indigent, your legal mail may be mailed to a court of law only. **NO CREDIT WILL BE GIVEN**. Cash slips are used for sending money outside the institution. All cash slips must be filled out completely and legibly. It must be witnessed and approved by appropriate staff

members. When you transfer from one institution to another, your account is transferred automatically.

Release money or Gate money is now based on the length of time incarcerated.

- 1-90 days \$25.00
- 91-180 days \$40.00
- 181-365 days \$65.00
- 366 & over \$75.00

If you violated parole or post-release control, detainer or receive a Judicial Release, you **DO NOT** receive gate money.

If you have any problems with your personal account, you must kite the Cashier's Office. The Cashier's Office cannot give account balances over the telephone.

## **ID DEPARTMENT**

The Identification Department is responsible for providing inmate identification, fingerprinting, photos and Identification Cards. It is located in B-Building between Inmate Health Service and Segregation. Inmates are responsible for the replacement cost of their identification card when it is lost, stolen, damaged, mutilated, or you have a change in appearance. The cost of an inmate identification card is as follows:

- ID Card \$5.00
- Housing Unit Card \$1.00
- ID Clip \$0.25
- Tie Wrap \$0.25

The Identification department is open Monday through Friday from 1:00 PM – 2:30 PM (hours subject to change depending on institutional need). See posted schedule for the Oakwood Unit.

## **INMATE NAME CHANGES**

Allen/Oakwood Correctional Institution recognizes an inmate's right to legally change his name. Upon receipt of judicial documentation from a probate court indicating the name change, the following will occur. The Identification Department will issue a new ID badge. The inmate will pay all costs that result from the name change. The badge will reflect the inmate's commitment name, followed by his new name as an aka (i.e. "Jones, aka Mohammed, A000-000"). The new name will also be added to all of the inmate's state issued clothing. Only names changed through the court process will be recognized. The inmate's commitment name will always be carried as the primary name during his incarceration.

## **RELEASE IDENTIFICATION**

The Department of Rehabilitation and Correction are issuing release IDs at no charge to any inmate whose social security number has been verified by the Social Security Administration and documented in the DOTS Portal.

## **INDIGENT KITS**

If you think you are eligible for an indigent kit, see your unit staff. The indigent kit contains: (1) toothpaste; (1) toothbrush; (3) deodorants; (1) disposable razor; (1) dental floss; (5) bars of soap; (1) bottle all-in-one shave cream/shampoo; and denture cleaner and adhesive – if needed.

## **RECOVERY SERVICES DEPARTMENT**

The Allen/Oakwood Correctional Institution is committed to providing quality alcohol and drug abuse treatment and programming opportunities to our inmate population. If you are interested in substance abuse counseling, send kites to the attention of the Recovery Services Staff.

### **Programs Currently Offered**

**Treatment Readiness Program** – The purpose of the treatment readiness program is to prepare a person for participation in the intensive outpatient program. It will assist participants to learn the expectations of recovery and how to recognize barriers that block progress toward change. Participants will explore positive attitudes for successful recovery and prepare a brief self-assessment about the damaging consequences of their drug and/or alcohol use. This is an earned credit and re-entry approved program. The treatment readiness consists of 15 hours of programming per week delivered for 4 weeks. Inmates must complete this program before they will become eligible for admission into the intensive outpatient program, recovery maintenance program, or continuing care services.

**Intensive Outpatient Program** – The purpose of the intensive outpatient program is to assist participants in changing both criminal and substance use disorder thinking and behavior and engage them in the process of life changing recovery. Participants will explore the relationship between their thoughts, feelings and behavior and learn skills to identify and change irrational thinking, and acquire the skills necessary for on-going recovery from substance use disorders. This is an earned credit and re-entry approved program. The intensive outpatient program consists of 15 hours of programming per week delivered for 12 weeks. Inmates must complete this program before they will become eligible for admission into the recovery maintenance program or continuing care services.

**Recovery Maintenance Program** – The purpose of the recovery maintenance program is to assist successful graduate of the intensive outpatient program and developing relapse prevention plans and acquiring skills to maintain an alcohol and/or other drug free lifestyle. The recovery maintenance program consists of three 3-hour per week delivery for 12 weeks. Inmates must complete this program before they will become eligible for admission into continuing care services.

**Continuing Care Services** – The purpose of the continuing care services is to assist successful graduates of the recovery maintenance program in developing stable support systems and acquiring skills to maintain an alcohol and/or other drug free lifestyle. The continuing care program consists of one hour per week of open fellowship meetings delivered on a continuous basis. Inmates that are eligible to receive earned credit must meet all criteria in accordance with

AR 5120-2-06 Earned Credit for Productive Program Participation to quality for sentence reduction. NOTE: Waiting lists for these programs are lengthy. You are encouraged to kite Recovery Services to request substance abuse treatment and begin attending open fellowship meetings as soon as possible after your arrival at our institution. DO NOT wait until shortly before you are eligible for Judicial Release consideration or a parole board hearing to request admission into a program. You will most likely find that the program is already full.

**Tobacco Cessation** – This program is designed to assist inmates struggling with an addiction to any tobacco product. Tobacco cessation addresses the behavioral components that support tobacco addictions to aid the participant with their efforts to cease use. Tobacco cessation services are offered on an individual basis and upon request. This program does not offer the participant any medication such as nicotine gum.

**Open Fellowship Meetings** – Open Fellowship Meetings are offered per the posted schedule. These schedules are posted periodically on housing unit bulletin boards. Open fellowship meetings are available to all inmates in the general population and the protective control unit. See a member of the Recovery Services staff for further information. Passes are not needed to attend meetings nor will they be provided. You must arrive on time for the meeting, stay until the conclusion and behave appropriately during the meeting to receive credit. You are prohibited from possessing unapproved literature such as stationary, letters, magazine, books, newspapers, and school or group materials. You are also not permitted to bring any electronic devices such as MP3 or compact disc players to the meeting. If your behavior during the meeting is at any time determined to be disruptive to the rehabilitative process, in violation of institutional rules and regulations, or contrary to guidelines established by the AR 5120-2-06 Earned Credit for Productive Program Participation, you may be asked to leave the meeting. If appropriate, staff will also issue conduct reports.

## **MENTAL HEALTH SERVICES**

Mental Health services are accessible to all inmates at AOCI and are available in a variety of settings. These range from the highly structured specialized residential treatment housing unit, the intensive treatment program, the Sugar Creek Developmental Unit, as well as general outpatient services.

Access to mental health services may be obtained through self-referral, and can be made by kiting mental health services, as well as by employee referral. Once referred, inmates are evaluated and a determination is made if further services are needed. Treatment options for inmates may include the following: individual counseling, group counseling, psychiatric consultation, medication intervention, crisis intervention, and a variety of programming options.

The mental health department strives to ensure the mental health needs of the inmate population are met through clinical, group and individual interventions.

## **FOOD SERVICE**

Aramark Food Service Company provides (3) full meals Monday through Sunday. All meals are prepared following a master menu provided by a licensed dietitian for the State of Ohio in conjunction with an Aramark licensed dietitian. All meals meet or exceed recommended dietary allowances of good nutrition. Substitutions will be made when necessary. The officer on your unit will announce mealtime. If you are going to eat, you must eat with your lock unless you have an approved "Early Chow Pass" for the meal being announced or an approved "Diet Pass" for the early serving of your modified diet meal. You have ten (10) minutes from the time the mealtime is called to get to the dining hall. Inmates are expected to consume their meal in a timely manner and take their table service to the tray return area and place them in the places provided and leave the dining hall immediately.

"Early Chow Passes" and "Diet Passes" are to be shown when entering the dining hall. When entering the dining hall, you must be in uniform of the day, shirts must be tucked in, hats removed and your institutional identification (ID) must be worn on your outer garment, upper left chest area, picture side out at all times while in the dining hall. Only head apparel approved by the chaplain may be worn in food service for meals. After entering the dining hall, get into the line to be served. Do not ask for more food or ask that your food be given to another inmate. Do not enter into the kitchen or dish room area. **You are not permitted to return to the serving line once you leave it!** You will be denied any food items you may have missed once you have left the serving line.

The "Diet Pass" will be shown to receive a modified diet meal. Modified diet meals are served on the North serving line.

No fresh fruit may be taken from the Food Service area. Inmates are permitted to take their own condiments with them to the café for their meals. No loitering is permitted.

## **RELIGIOUS SERVICES**

The Chaplain provides comprehensive religious services and pastoral counseling. Visits from an Imam, Rabbi, and Priest address the spiritual needs of inmates of the Muslim, Jewish, and Catholic religions. The Chaplain posts formal services and special religious events in all housing units.

The Chaplain has an open door policy. Office hours are posted in the Chapel. This is for the purpose of counseling and is conducted on a first come, first serve basis. It is required that you wear the uniform of the day at all times while in the Chapel.

All religious accommodation forms from general population inmates must be hand delivered to the Chaplain during normal chapel hours which are posted at the chapel entrance. If you are in a movement restricted area (MSAS, H1A/H1B, PC), forward a kite to the chapel and a pass will be issued to pick up accommodation forms. If you are in segregation, you may kite and a form will be provided to you during Chaplain rounds.

The Chapel Library has a full selection of books and tapes, which may be checked out. The Chapel also offers two (2) free greeting cards per month. Inmates are responsible for postage. See the posting on the front door of the Chapel for the hours of operation.

Most Friday evenings, Saturday afternoons, and Sunday evenings, there will be outside guest churches to provide a special service. SEE MONTHLY CALENDAR POSTING.

Please be advised that any religious item not available through ACCESS book, must be requested in a kite addressed to the Chaplain in advance to such orders being placed. Identify part number, price, size, picture and company you are requesting to receive such items from. All requests must come from ODRC approved vendor. Please note that items will be sent back to the company if above process is not followed. No item will be received unless preapproved.

Religious medals may be worn ONLY if the Institutional Chaplain approves them. "Mushfaked" symbols, hats, caps, or clothing will not be permitted. Kufi caps are to be white in color only. Bibles or holy books are to have non-padded covers. Prayer rugs or prayer shawls must be required by the religion for which the inmate has a preference. (DRC Religious Preference Form)

Request for Christian Baptism or other rite of religious initiation – kite the Chaplain.

## **RECREATION DEPARTMENT**

The Recreation Department attempts to organize programs to involve the entire population. We provide activities for quality leisure time to help you relieve stress and maintain a sound mental awareness.

The Recreation Department hours (inside building only) are:

- **Weekdays – Monday through Friday (Closed Wednesday except from 5:00 PM – 8:00 PM):**
  - 8:00 AM – 10:00 AM; 12:00 noon – 3:00 PM; 5:00 PM – 8:00 PM
- **Oakwood Unit – See posted schedule**
- Year round activities open for participation are weight lifting (machines only), ping-pong, horseshoes, volleyball, basketball, softball, pickle ball, and miniature golf.
- Club activities that are offered are PRO Music Association, Pinochle, Bridge, and Chess clubs (applications available at the Rec. Office).
- Instructional programs include, but are not limited to, 50 & Over Fitness, Healthy Heart, Officiating (all sports).
- Intramural activities run seasonally and include, but are not limited to, basketball, volleyball, handball, horseshoes, bocce' ball and pickle ball.
- This institution also sponsors varsity teams in basketball and softball. These teams are chosen through tryouts and play a competitive schedule against outside teams.
- MANY SPECIAL CULTURAL EVENTS are held throughout the year. These events range from musical concerts to theater groups and guest speakers involved with different aspects of the community.

- SPECIAL EVENTS include Yard Day and many organized tournaments. Please feel free to stop in at the Recreation Complex and ask questions pertaining to a program you may be interested in.
- If interested in Arts and Crafts or Leisure Arts, kite the Recreation Department.
- If interested in music program or ordering music equipment, kite the recreation department first.

## **OHIO PENAL INDUSTRIES**

The Textile Shop's mission is to provide inmates at AOCI with the opportunity to develop proper work skills and acquire training, which will enhance their work ethic and thereby reducing the return of most offenders.

### **General Shop Information:**

We provide all shirts, sheets, lined and unlined jackets, pillow cases and pants for all institutions in the State of Ohio.

### **Instruction for assignment to OPI:**

- A job posting will be sent to the housing units and unit managers anytime OPI is hiring pre-industrial trainees. Applications (DRC-6015) must be submitted to the OPI Supervisor in accordance with the instructions on the posting.
- Applications will be available from the units or in OPI during the posted period.
- Only inmates with a GED or High School Diploma will be considered and your education level will be verified by the Education department. It is your responsibility to make sure that the Education department has your information on file.

## **EDUCATION DEPARTMENT**

THE OHIO CENTRAL SCHOOL SYSTEM DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, DISABILITY OR AGE IN ITS PROGRAMS OR ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NON-DISCRIMINATION POLICIES – TRENT PATTERSON, ASST. SUPERINTENDENT OF THE OHIO CENTRAL SCHOOL SYSTEM. ADDRESS IS OCSS/TEC, PO BOX 779, LONDON, OHIO 43140.

### **EDUCATION PROGRAMS**

Most education assignments are full time jobs with the exceptions of the evening Advanced Job Training program and the Career Enhancement Modules. All education programs are free of charge. All inmates entering AOCI who do not have a verified GED/High School Diploma in their Education Management File (EMF) are placed on a waiting list according to student reading level. Inmates without a GED or High School Diploma will be required to take two quarters of education classes. The two quarters of education classes must be on the current inmate number. Students will be enrolled into classes according to their EDS/Parole Board Date. All students

will be required to have current reading scores using CASAS or a nationally recognized standardized test (The only exceptions are inmates going home within 60 days). *Per policy 57-EDU-01 Assessment & Placement in Education Programs.*

**Literacy Program (CASAS Reading Level: 0-226)** – Allen Correctional Institution has a Literacy Program located in H5. The literacy program gives a more concentrated emphasis in reading by providing one-on-one assistance with tutors trained in CEA Tutor Training methods. Instruction is individualized for each student. Tutors and students work under the direct supervision of the literacy teacher coordinator. A computer lab is used as part of this program.

**Tutor Training** – Eligible inmates can take a 3-day workshop in order to become a certified CEA Tutor. Successful completion of the tutor program allows the tutor to seek job opportunities in the education department to assist students in achieving their educational goals. This training is held quarterly.

**Pre-GED (CASAS Reading Level: 227-239)** – Pre-GED classes are in the major areas of Reading, Math, Language, and Character Education. Essay writing is incorporated into the reading and language class work. Instruction is developed to help students pass the GED test and is individually geared toward the student's educational needs.

**GED Program (CASAS Reading Level: 240 and higher)** – GED classes are directed toward assisting students to achieve their General Equivalency Diploma. All areas of the exam are covered with an emphasis on essay writing and advanced mathematical topics. Class work is intensive and structured.

**Title One** – Title One services are available for any inmate who is 18-21 years old. Qualifying inmates receive additional individual and small group tutoring to assist them in raising their reading, writing, and math scores.

**Special Education** – Special Education services are offered at AOCI for all students under 22 years of age that have previously had special education services. We also do Child Find to determine if an inmate, who has not had services previously, qualifies for Special Education services.

#### **Educational Services in Segregation**

- Any inmate who is enrolled in an educational program and has been placed in Local Control may receive educational materials and class assignments from the regular classroom teacher. Assignments and/or books will be delivered to the student by the principal, school administrator, or his/her designee during weekly rounds.
- Students who are assigned to the special education or Title One programs will be reviewed by special education or Title One staff within ten (10) days of being placed in segregation. Special education and Title One services may include educational books, assignments, and/or one-on-one instruction with the approval of the Warden or his/her designee.



- Staff assistance is available to segregated inmates whose educational level inhibits their ability to understand RIB and/or grievance procedures and paperwork. Inmates needing assistance should request it through the segregation staff.

**Guidance Services** – The purpose of guidance services is to assist each inmate in the development of a purposefully directed educational plan. The Guidance Counselor strives to recognize the uniqueness of each individual and develop his potential of becoming an effective contributing member of society. The Guidance Counselor will assist the students and teachers as well as administrators in communicating and understanding each other's needs. The primary objective of guidance services is to help inmates acquire the basic educational background to secure employment.

**Advanced Job Training** – Sinclair Community College program strives to help students discover their self worth as individuals. The College prepares students for specific job skills, offering to enhance employability. Computer classes are also available for enrolled students. A two-year certificate in Business Administration and a one-year certificate in Small Business/Entrepreneurship are offered at AOCI. The University operates on a semester basis. Two semesters are offered each academic year. All college-level programs in the State of Ohio are financed entirely by the Ohio Department of Rehabilitation and Correction. This department outlines various requirements that individuals must meet to be eligible to receive funding. For additional information, kite the Sinclair Community College coordinator. Ohio University also offers a correspondence course approved by the Ohio Central School System.

## **CAREER TECH PROGRAMS**

The Education Department has three-career tech programs designed to enrich the skills of the inmate population. These programs are structured to give each student the fundamental knowledge and skills necessary to obtain a job in a vocation upon release from the institution. Individualization is the primary teaching method. Certificates are awarded to those students who complete the course. Career Tech Programs have two (2) different options.

**Option 1** – Career Development class is year round starting July 1 and ending June 30. The class is 7:45 AM to 10:45 AM daily. You need a reading level of 231 or higher on the CASAS or 8:0 reading level on the TABE test. You are permitted (1) Career Tech program on this number and selection for enrollment is according to your EDS/Parole Date.

**Option 2** – Career Enhancement class is (5) weeks long and will run for (2) hours in the afternoon daily. Students can take up to (8) different 5-week career enhancement classes.

**Resilient Flooring** – The resilient flooring program offers entry-level training in the installation and repair of various flooring (ceramic, carpet, hardwood, VCT, and laminate). Students gain hands-on experience with hand and power tools. Students also learn how to operate flooring equipment according to manufacturer recommendations and safety requirements.

**Power Equipment Technology** – AOCI's Power Equipment Technology is a course designed to provide students, do-it-yourselfers, and aspiring technicians with practical information about

small gas engine theory, construction, operation, lubrication, maintenance, troubleshooting, service, rebuilding and repair. Small gas engines play a very important part in everyone's life. Because applications for small gas engines are numerous, the related career opportunities are increasing. There are jobs in sales, service and parts just waiting for anyone willing to work hard and accept the demands of the Industry.

**Turf and Landscape Management** – This program gives entry-level training to students in both turf and landscape management and horticulture. Students learn about plant science, plant propagation, pest management, container-grown plants, landscaping, and lawn maintenance. Students will gain hands-on experience with hand and power tools such as shovels, rakes, trimmers, saws, and hoes. Students also learn how to operate Turf equipment according to the manufacturer's recommendations and safety requirements. Competency exams are given prior to completion of this course.

### **APPRENTICESHIP PROGRAMS**

The Apprenticeship Program has structured programs of training designed to prepare inmates for jobs in skilled trades and crafts. The programs combine on-the-job training under the supervision of experienced employees with related classroom instruction. When completing an apprenticeship, graduates earn higher wages, have a more stable work record, and are promoted more quickly than workers who have not been trained. AOCI currently offers apprenticeship programs for the following jobs: Quality-Control Inspector, Animal Trainer, Janitorial, Cook, and Plumber.

## **LIBRARY SERVICES**

When you visit the AOCI Library, you must wear the uniform of the day and be sure to have your state issued ID badge. Your badge is required to check books in and out, and for use of newspapers, magazines, reference materials, and audio-visual materials. You need to sign in when you arrive, and sign out when you leave. Library hours of operation are posted in all housing areas.

### **GENERAL LIBRARY SERVICES**

**Re-entry Resource Center** – Resources to facilitate your transition to the community, including information on resume writing, job interviews, career guidance, educational opportunities, and success. Also available is a resource guide listing agencies and services by county. Job searching can be done on SCOTI, Ohio Department of Job and Family Services website.

**Ohio Means Jobs** – You can preregister with “Ohio Means Jobs” on the law library computers before you leave prison. You can provide your out date, describe potential jobs, and upload and print a resume. Then upon release, you can go to the Ohio Department of Job and Family Services and they will activate your account and assist you in finding a job.

**Unit Libraries** – Are maintained in each housing area.

## **LAW LIBRARY SERVICES**

- A collection of required legal materials is available for inmate use, including West Law On-line.
- Inmate Legal Services clerks can assist with information and fact-finding, and explain the procedures for litigation and filling out of legal forms.
- Typewriters are available on a first come, first serve basis. Typewriters are for legal use only.
- DRC policies and Administrative Regulations are available for viewing in the law library.

## **OHIO OFFENDER PERFORMANCE MERIT EVALUATION SYSTEM**

A merit evaluation will be used to measure and assess an offender's level of program performance and participation. The appropriate institutional program instructor will conduct evaluation reviews following the completion of RE-ENTRY APPROVED PROGRAMS (RAP APPROVED). The offender will present the original Incentive Selection Coupon (ISC) to the appropriate department staff to redeem his incentive. If the incentive is no redeemed within 60 days of the incentive selection, the ISC is no longer valid and the incentive cannot be redeemed.

The following incentives can only be selected after successful completion of a RAP approved program.

- One additional visit from an approved visitor – Case Manager
- One extended visiting session from an approved visitor – Case Manager
- One free photo – UMC
- Increased commissary spending limit by \$10.00 for one shopping visit (property limits apply) – Commissary Staff
- One \$2.00 copy card – Unit Secretary
- One inner- unit bed move – Unit Sergeant
- A vacation day from work – Work Supervisor
- One time – 3 hour extended TV viewing privilege after lights out – Unit Manager
- Legal Kit – UMC
- Stationary Kit – UMC
- Care Package (hygiene – soap, shampoo, toothpaste, deodorant) – UMC
- Purchase (3) additional CD's – Unit Manager
- Add (1) additional visitor to visiting list – Case Manager
- One additional shopping visit – Commissary Staff

## COMMISSARY

- Monthly calendars are distributed to each housing unit. It is your responsibility to read this and be aware of special circumstances (i.e. holiday and inventory days). Commissary will revise the schedule as needed with notice. It is your responsibility to manage your schedule to fulfill your work and programming obligations and to allow time to complete your shopping.
- Price lists are not handed out. Price lists are posted on each housing unit.
- Inmates whose work or program schedules prevent them from shopping during the posted hours must obtain permission from their staff supervisor to report to the commissary.
- You may elect to report to the commissary during afternoon meal time, but **ONLY** after your unit has been called to the meal and **ONLY** on your scheduled day.
- Commissary staff will stop accepting orders 15 minutes prior to the posted closing times.
- Upon entering the commissary, inmates will line up against the wall to the left of the door in single file. Your ID will be collected by staff in the order you came and orders filled in the same manner.
- **Any inmate found cutting in line will receive a conduct report and not be permitted to shop.**
- You must fill out a commissary order slip before you shop. You can pick up your commissary slips on your unit.
- **(NO ID, NO COMMISSARY)** Commissary staff will then tell you the amount of money on your account that you are allowed to spend. Level 1 - \$95.00 per week; Level 2 - \$65.00 per week; Level 3A - \$55.00 per week; Level 3B - \$45.00 per week; Level 4A - \$35.00 per week; and Level 4B - \$25.00 per week. If you disagree with this amount, **DO NOT ARGUE WITH HIM/HER.** He/she cannot change it. **KITE THE CASHIER.**
- The commissary has three (3) counters. Watch as your merchandise is placed on the counter to make sure your order is correct. Any changes to your order must be done at this time.
- **Once you leave the commissary area, you CANNOT come back to claim shortages or damages.**
- If you have overspent, only items from counter three will be taken off to balance it.
- When you leave the commissary, go directly to your unit and secure your items in a locked footlocker. Keep your commissary slip to show ownership if requested by staff.
- Inmates on cell-isolation will shop with their housing unit and are only allowed \$12.00 hygiene and stationary items.
- MSAP inmates are allowed to spend \$12.00 every 2 weeks or twice a month on food, hygiene, writing materials and legal kits.
- DO NOT leave the commissary line after you turn in your commissary slip unless you report to a staff member or you will lose your shopping privilege for the week.
- If you miss your shopping day due to an unforeseen circumstance (i.e. visit, round trip), you need to contact your unit manager to reschedule.
- If you are in need of over the counter medication and it is not your day to shop, report to the infirmary to see the nurse who will give you a slip to turn in to the commissary.

## VISITING POLICY

Minimum L1A security inmates may receive four (4) visits per month from each approved visitor on their list. Minimum L1B security inmates may receive three (3) visits per month from each person on their visiting list. L2 inmates are allowed two (2) visits per month from each person. Level 3 inmates are allowed (1) visit per month from each visitor.

Out-of-state approved visitors may visit their allotted times each month or may combine the next month's visits. When this is done, the next month's visitations have been used.

Visiting applications can be accessed on line and sent to the inmate's case manager.

### VISITING SCHEDULE:

Monday through Thursday	7:45 AM to 2:45 PM All day – no reservations
Friday, Saturday, Sunday	7:45 AM to 10:30 AM and 10:45 AM to 2:45 PM Split sessions with reservations
Segregation (1 supervised visit per month)	SC – Consistent with GP DC/LC/MSAP – 2 hours Wednesday ONLY (Mornings – 7:45 – 10:30 AM) (1 visit per visitor per month)
Residential Treatment Unit (RTU)	Level 1 – 1 hour Level 2 – 1 hour Level 3 – 2 hours Level 4 – Same as general population
Sugar Creek Development Unit (SCDU)	Bronze – 1 hour Silver – 2 hours Gold – Same as general population
Oakwood Unit – 7 days a week – split sessions – reservations only	8:15 AM to 11:15 AM 11:45 AM to 3:00 PM

### POSSESSION

The following is a list of items that visitors are permitted to possess in the visiting room.

- Drivers license/I.D. Card
- Handkerchief
- Life sustaining medications – i.e. Nitro pills, Asthma inhaler
- Reasonable amount of diapers (4-5) and wipes
- One bib and blanket for babies
- Two clear plastic baby bottles with milk or formula
- One comb/brush – no hollow type
- Personal keys without remotes
- Visitors will not be allowed to deliver packages, correspondence, money, or printed material directly to an inmate. In addition, inmates shall not be permitted to convey any

property to a visitor. An approved memo of approving items to be picked up by the visitor in A-Building

- Requests to send out property during a visit needs to be addressed to the Unit Manager a minimum of a week in advance of the visit.

### **VISITOR DRESS CODE (Compliance with dress code is MANDATORY)**

The following is a guideline to follow for the visiting dress code policy at Allen Correctional Institution. Visitors are expected to wear appropriate attire. The visiting supervisor and/or appropriate institutional staff maintain the authority to deny visiting for inappropriate attire. Inappropriate attire includes, but is not limited to:

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

### **ADDING MONEY TO OFFENDER'S ACCOUNT**

Money can be added to the inmate's personal account or GTL Telephone Debit Account through the TouchPay System. This can be done via kiosk, on-line, or telephone. See postings on your unit.

### **SPECIAL VISITS**

The Warden or designee may grant special visits or professional contact visits, utilizing the Special Visit Request (DRC-2466), when special circumstances are present. Special visits may not be authorized more than once per inmate every three-month period.

Circumstances that may warrant a special visit include the following:

- Visitors who do not visit on a regular basis (at the Warden's discretion)
- Clergy
- Persons significant to the offender for purposes of crisis intervention

Circumstances that may warrant a professional/official visit include the following:

- Parole or probation advisors and those acting on behalf of a court of law

- Psychiatrists or other mental health professionals
- Law enforcement, judges and other official visitors granted at the discretion of the Warden
- Social Service Professionals

### ATTORNEY VISITS

- Attorneys of record may visit inmates during regular visiting hours.
- Attorneys shall be licensed to practice in the State of Ohio.
- Whenever possible, separate visiting areas shall be provided for attorneys.
- Attorney shall **not** be allowed to deliver packages, correspondence, money, or printed materials to any offender.

### CLERGY VISITS

A Minister of Record may be established at the request of the inmate or by the clergy person with the inmate's approval. Minister of Record must produce identification.

- This identification shall consist of the official document(s) issued and signed by the religious body of the Minister of Record in which he represents and the identification of the specific church, synagogue, Masjid, etc., being serviced and so identified by the inmate as his religious preference.
- A Certificate to Solemnize Marriage issued by the Secretary of State shall not be accepted as proper identification to pastoral visits.

Ministers of Record are to visit only the inmate he is approved to visit. They are not to visit other inmates in the Visiting Room or hold group meetings of any kind.

Ministers of Record shall **not** be allowed to deliver packages, correspondence, money, or printed materials to any offender.

Ministers of Record shall be subject to all visiting policies.

### SEATING IN VISITING ROOM

Only one inmate will be assigned to an area when his visitors arrive. **EXCEPTION:** When a visitor has more than one family member incarcerated. Prior approval from the Managing Officer or his designee is required. If approved, side-by-side visits are permitted. The inmate will set in the chair-marked inmate and will face the officers. Maximum number of visitors at one time is three (3). Inmates and their families are responsible for the behavior of their children by keeping them quiet and not being disruptive to the other visitors.

### INMATE CONTACT – VISITING

Inmates are permitted to give their visitor a brief kiss and hug at the beginning and end of their visit. The inmate is permitted to hold hands with his visitor on top of the table only.

## RESTRICTIONS OF VISITING PRIVILEGS

Violation of the visiting regulations by a visitor or inmate may result in the temporary or permanent restriction of that visitor from the inmate's approved visiting list. The visitor(s) will be notified in writing of the action and the reasons therefore. The visitor(s) will be given the opportunity to present his/her views concerning such consideration, which will then be finally determined by the Managing Officer or his designee.

## ARTICLES PERMITTED IN THE VISITING ROOM

An inmate may bring the following articles into the Visiting Room:

- One handkerchief
- One wedding ring

## VISITING SHAKEDOWN

All inmates will be strip-searched before entering the Visiting Room and will be strip-searched before returning to their locks when leaving the Visiting Room. All inmates will also be strip searched prior to entering the restroom.

## VISITING IS A PRIVILEGE

Visiting is a privilege and it is encouraged to maintain morale. We advise all visitors to adhere to the above procedures and regulations. The institutional phone number is (419) 224-8000. All inquiries concerning visiting and packages should be addressed to:

**Mail and Visiting Department Supervisor  
Allen/Oakwood Correctional Institution  
2338 N. West Street  
Lima, OH 45802**

## ALLEN/OAKWOOD CORRECTIONS DIRECTIONS

From Columbus, take US Route 33 West (through Marysville) to Wapakoneta. Take I-75 North through Lima to Bluelick Road. Exit on Bluelick Road and turn West (left). Proceed to North West Street and turn South (left). Turn left into the prison.

## LOCAL TRANSPORTATION

Bus: RTA	419-222-2782
Lima Bus Station	419-224-7781
Greyhound	1-800-800-2814
Taxi: Black & White	419-222-6161

Other private transportation companies are posted on the units.



**BUS SCHEDULE**

**GREYHOUND**

6:10 AM Eastbound – Columbus / Akron  
11:35 AM Southbound – Dayton / Cincinnati  
3:00 PM Northbound – Toledo / Detroit  
4:20 PM Westbound – Van Wert / Ft. Wayne / Southbend / Elkhart

**OFFICES ARE CLOSED ON SATURDAY/SUNDAY/HOLIDAYS**

**ABOVE SCHEDULES IS SUBJECT TO CHANGE. SEE YOUR UNIT BULLETIN BOARD FOR THE MOST UPDATED SCHEDULE.**