

CORRECTIONAL RECEPTION CENTER

Correctional Reception Center
P.O. Box 300
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Orient, Ohio 43146

INMATE HANDBOOK

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The **Correctional Reception Center** (CRC) is a tobacco free facility that takes pride in maintaining a humane environment. You are being provided this Inmate Handbook to assist you during your stay.

READING IS YOUR RESPONSIBILITY

During the reception process, you will be involved in a variety of tests and assessments ranging from educational to medical. This will determine your needs and help to identify your placement, level of care, and programs through-out your rehabilitative process.

Should you have any issues or concerns after reading this handbook, you should address them with your Unit Management staff.

******CASHIER******

The Cashier's Office cannot release your account information to any family members. Please do not have them call the Institution. Personal checks, cash money, or money orders are not accepted.

County Checks do not ride with you. They are mailed from the County and can take as long as three (3) weeks to get here. Some of the smaller Counties have taken longer.

OffenderConnect/J-Pay Payment Systems: The DRC has made available three new ways for friends and family to deposit funds into offender's accounts. They also have the option of depositing to your Trust (Commissary) fund or your Pin Debit (phone) account. When using OffenderConnect, offender's friends and family can deposit funds using the internet, a toll-free phone number or the Institution lobby kiosk. The appropriate telephone numbers are posted in your housing units and at the lobby kiosk machine.

The website and the toll-free phone numbers accept credit or debit cards. The lobby kiosk accepts VISA & MasterCard (credit and debit cards) and CASH. All payments made with OffenderConnect are available for use within 48-72 hours.

When making a deposit, the depositor should have your Offender ID# and ODRC Facility site #86. They should not look for the name of the institution but instead use ODRC or the Ohio Department of Rehabilitation and Correction as the institution.

Court-order payment: (GENERAL POPULATION INMATES)

- If a court case is received, you will be notified and given a chance to object. Only if the court case is found to be valid with any of the following take place
- You will be allowed the first \$15.00 on your account per month. All money **over the initial \$15.00 per month (money orders, internet/phone or kiosk deposits)** will be held and processed for payment of this order.

- Any money over the initial \$15.00 per month you receive will be withheld for payment of this order. This includes but is limited to criminal courts costs, fines, reparations, victim restitution and reimbursement of the crime victim's fund when so ordered by the courts **pursuant to AR 5120-5-03.**

RECEPTION INMATES ARE NOT AFFECTED BY COURT CASES. If an order is received it will not be processed until you reach your parent institution.

Explanations of this process should be located on the bulletin board in all housing units.

- **Child Support payments are withheld @ 25% of your State Pay only.**

EXCEPTION: Any estate money received as a result of life insurance, endowments, annuities, or death benefits, is exempt from being withdrawn to pay court-ordered obligations or other debts, including child support, filing fees, etc.

Cash Slips (Personal Account Expenditures): (AR5120-5-13, AR5120-9-06, AR5120-9-07, AR5120-9-18, AR5120-9-19, AR5120-9-33, DRC Policies 59-LEG-01, 68-MED-15).

- Unless you have appropriate funds in your account, you may NOT sign a cash slip. A member of your Unit Staff must witness/approve any signed cash slips. **We do not extend credit.**
- Cash slips will be processed within (10) working days from the date they are received in the Cashier's Office.
- If you have less than \$12.00 per month on your account or during the previous 30-day period, you qualify for indigent status and shall be allowed free legal mail to a Court of Law only. The mail and cash slip MUST be clearly marked "Legal Mail". Legal copies are NOT free. You may write or type the information **if you are indigent.**

Releases: (AR5120-3-08, AR5120-5-01, AR5120-5-03, DRC Policy 78-REL-03)

There are a number of ways you can be granted a release that affects your release pay. Your account will be "frozen" **two (2) weeks** prior to your release date to allow for processing time.

At the time of release if there is a negative balance on your account, you are expected to make arrangements to pay it. If you are returned to the institution, the unpaid balance will be transferred to your new account.

1. If you are released on Parole, Expiration of Definite Sentence (EDS) or End of Stated Term (EST) you will be paid your personal account balance plus release pay based on the total number of days you have been incarcerated in a state correctional institution (jail time does not count toward this).

1 – 90 days	\$25.00
91 – 180 days	\$40.00
181 – 365 days	\$65.00

Over 365 days

\$75.00

2. If you are released on Transitional Control (includes "furloughs", conditional release and electronic monitoring) you will be paid the balance of your personal account plus seventy-five dollars (\$75.00) regardless of the total number of days you have been incarcerated in a state correctional institution. This is a **one-time payment** and will not be received again if you are returned to an institution.
3. If you are Out-to-Court and released on Shock Probation, Suspended or Vacated Sentence, Judicial Release (or appeal bond), the Record Office verifies your release and notifies the Cashier's Office who then sends you a letter asking you to verify your address. Once you return it, a check will be written and sent only for the amount in your personal account.
4. If you return to a **state correctional institution** on a Parole Violation or Post-Release Control Violation, you will be paid only the amount in your personal account upon re-release.
5. If you are returned to an institution after being released on Shock Probation, Suspended Sentence, or Judicial Release, when you are released again, your release money will be based on the total time you were actually incarcerated in a state correctional institution under that number plus your personal account balance

Reception Inmates:

Your money from the county will NOT transport with you. It will be sent through the mail and posted to your account as soon as received from the county. **It can take up to three (3) weeks for us to receive county checks.** Do not kite the Cashier's Office to check if your money has been received. (Exception: out-of-state-transfers)

Estate Checks:

- If you are expecting an estate check, documentation verifying that you are eligible to receive money from the estate must be provided to the Cashier's Office.
- The Warden's (designee) approval of the source and form (e.g., estate check, certified check, etc.) may be required to deposit the money into your account.

Government Checks:

- You are not eligible to receive Social Security benefits while you are incarcerated. The checks will be returned to Social Security Administration.
- Veteran's benefits are reduced to 10% of the amount you received prior to incarceration.
- Federal and State income tax refunds must be verified for eligibility before they can be posted to your account. If you are ineligible to receive them, they will be returned to the appropriate Federal or State agency.
- Normally you are not eligible to receive BWC checks while incarcerated. A determination will be made for eligibility.
- Black lung benefits are approved.
- Other types of government checks must be verified to determine if you are eligible to receive them while you are incarcerated.

*****CLASSIFICATION*****

- The Classification specialist will be responsible for completing the visiting list, separations, record reviews, the Prison Intake Tool (PIT) and your security instrument. After all assessments have been completed, you will be assigned your parent institution based on your security level, programming needs and bed availability.
- DRC has adopted a “catchment area” for placement. The counties are broken up into 4 quadrants of the state. You will be placed within your catchment area and the prison that is closest to your committing county, based on your security level, when at all possible.
- Approximately six weeks after your admission you will receive a letter with your assigned security level and parent institution. The information is also available for our review on JPay. Once notified you may appeal the SECURITY LEVEL ONLY (not the parent institution) within 5 days. Your appeal should contain reasons why you disagree with the security level. Please send appeals to the following address:

Chief, Bureau of Classification and Reception
Ohio Department of Rehabilitation and Correction
770 W. Broad Street
Columbus, Ohio 43222

- The decision on the appeals by the Bureau of Classification is FINAL. Your transfer will not be delayed pending your appeal.
- Security classifications are Level 1, 2, 3, and 4. After your initial classification placement, your security classification will be reviewed periodically, varying with security level, but no less than yearly.
- PST (Prison Screening Tool) and PIT (Prison Intake Tool) are both instruments that will be administered by the classification department. The purpose of these assessments, are to identify offender needs and any potential barriers to successful incarceration and re-entry back into the community. These screenings will aid in the development of a case plan at your parent institutions.

*****COMMISSARY*****

Access to the commissary is a privilege granted upon your transfer from R-Unit. If you have an account balance of \$1.00 or more an order form will be issued to you the day prior to your commissary-shopping day. A schedule and price list of available items is posted in your housing unit.

- Complete the order form before entering the commissary. No substitutes will be made after your order slip is submitted.
- Information about new and out of stock items, price changes, and other updates are listed on the bulletin board inside the commissary entrance.

- You will be required to present your ID badge with your order form to the Commissary Staff.
- Check your purchases and receipt for errors prior to leaving the commissary, as no refunds or exchanges will be made after leaving the area.
- You will need to keep your receipts to show proof of purchase and do not accumulate more items than the possession limits allow.
- Your weekly spending limit is \$35 while in reception, \$100.00 in General Population, and the limit varies according to your treatment plan in the residential treatment unit.
- The cost to purchase tennis shoes will not be included in the weekly spending limit.
- Purchase limits of 15 bottles of soft drinks and 25 envelopes will be enforced.
- Concerns related to your account balance---kite CASHIER not commissary.
- Commissary items in your possession should *not* exceed your last two (2) previous commissary slips/purchases.
- Over the counter medications are also not included in shopping limits.

If you are unable to shop on your scheduled day due to being out to court, in the hospital or other unusual circumstances and wish to request a substitute shopping day, you will need to contact your Unit Sergeant. Approved requests for a substituted shopping day will be processed on Friday of each week.

******CONTRABAND******

There are two (2) classes of contraband as defined in Administrative Rule 5120-9-55.

1. "Major contraband", shall refer to items possessed by an inmate which by their nature, use, or intended use, pose a threat to security or safety of inmates, staff or public, or disrupt the orderly operation of the facility. To include unauthorized group activity, liquor, cash, etc.
2. "Minor contraband" shall refer to items possessed by an inmate without permission and exceeds the property limit.
3. Any item considered contraband under this rule may be confiscated and disposed of in accordance with the Administrative Regulations and may result in disciplinary action.
4. Confiscated money shall be processed in accordance with rule 5120-5-08 of the Administrative Code.

If you are suspected of carrying contraband, you and your personal property are subject to search at any time. This includes strip searches by an employee of the same gender upon your return from outside the institution. If contraband is found in a cell where two inmates reside, then both inmates may be held accountable for the contraband

******COPYING******

Copies of documents should be requested through your unit staff. The library only will make copies of legal material found in the Law Library. Copies are provided for five (\$0.05) cents per page. You **must** have the necessary funds on your account **prior** to copies being made. You are not permitted to run a negative balance on your account for copies.

Copying Procedures:

- Sign a cash slip for the total cost of the copies and get unit staff approval.
- If the Cashier's Office approves the cash slip, the funds are deducted immediately from your account and the yellow copy of the cash slip is returned to you.
- Take the copy of the cash slip along with the items to be copied to the library or unit staff at the designated time
- Either the Unit or Library staff will make the copies. The staff member will make a copy of the cash slip for their record.
- The yellow copy will remain with the inmate.

******COUNT******

Count will be announced prior to beginning the actual process. At the time of the announcement you are to:

- Return to your cell or dormitory bed and remain in such a position to be readily visible to the officer conducting the report.
- If assigned to the floor or dormitory you are required to be sitting or lying on your assigned bed.
- You will remain in your cell or on your bed until the "count clear" signal is given.
- During counts you are not to cover yourself in such a manner as to conceal yourself from visibility. The counting officer must be able to see that he is counting a human body. If you are concealed in such a manner as to hinder this procedure, the officer is authorized to use flashlights, overhead lights and /or physical contact to ensure your presence. You will remain in your cell or on your bed until "count clear" signal is given. Remain quiet during count.

The inmate population is counted each day at:

5:00 A.M

10:20 A.M.

9:15 P.M.

– 4:30 P.M. (standing count)

– 12:00 A.M.

- The 4:30 p.m. daily count is to be conducted as a standing count which requires all inmates to be seated on their bunk in an upright position with their feet flat on the floor or in a standing position. Inmates assigned to beds are to be sitting upright facing the Officer.

It is to your advantage to cooperate during the count process to prevent delays in the return to normal activities. Inmates who are not in their proper area, who deliberately attempt to conceal themselves in such a manner as to disrupt the count procedures will be subject to disciplinary action.

*****CALL FOR MEALS*****

Reception---Pod Rules:

1. Step out of your cell fully dressed in state blues with your ID's.
2. Close the door behind you and stand in front of your door.
3. If you are not assigned to a cell, stand at the foot of your bed.
4. DO NOT pass or receive any notes or property to or from other inmates.
5. The Pod Officer will give the order to move out one range at a time. You will walk along the wall, single file out the door.
6. After exiting the building, proceed to the end of the walkway, stop, and form two lines, top range on the left, bottom range on the right. The bed area will follow the bottom range out.
7. After all inmates have been assembled, the Pod Officer will give the order to move out. Proceed to the dining room in an ORDERLY and QUIET manner.
8. Stay in your line, going to and from the dining hall. There will be no handshaking, hugging, or conversing between inmates.
9. Upon arrival at the dining hall, follow the instructions of staff members.
10. Upon arrival at the dining hall, remove your caps. Do not talk with food service workers. No loud talking while in the dining room.
11. After exiting the dining hall, you will again form two single lines. When ordered by the Pod Officer, you will proceed back to the pod in an ORDERLY and QUIET manner. Stop at the concrete pad in front of your building.
12. When ordered by the Pod Officer, proceed into the building, one range at a time. Walk single file along the wall to your cell or bed. When the Pod Officer unlocks the cells, proceed into your cell and close the door.
13. Every inmate is eligible for up to 2 cups of milk per breakfast and inmates under the age of 21 with a valid ID are eligible to request an additional cup at lunch.

Dining Hall Rules

The Correction Officer assigned to your housing unit will announce when it is time for meals. You shall abide by the following rules:

1. You must wear your I.D. on your outer most garments going to, during, and returning from meals. Talking will not be tolerated to and from the dining hall.
2. Be sure to get your food, beverage, and utensils before you sit down. You will not be permitted to get back out of your seat. Do not jump line. Inmates must remain with their unit and not leave their seat without staff permission.
3. Inmate kitchen and dining hall workers are not permitted to visit with other inmates during meals.
4. Any food related issues must be brought to the officer's attention while still in the dining hall.

5. You are not permitted to pass, trade, or share your food with other inmates and do not ask for more food.
6. No loud talking while you eat.
7. Reception inmates are not permitted to remove any food items from the dining hall. Only General Population may take one piece of fresh fruits from the dining hall to be eaten that day.
8. When leaving the dining hall, show and return your silverware to the Correction Officer.

******DISABILITY******

It is the policy of the Ohio Department of Rehabilitation and Correction not to discriminate against an individual on the basis of disability, see DRC Policy 64-DCM-02. Inmates with disabilities may request reasonable accommodations related to their medically determined limitations. Examples of disabilities where accommodations are routinely made include hearing, vision and mobility issues. Decisions will be made on a case-by-case basis.

The request for accommodation shall be made on Inmate Reasonable Accommodation Request (DRC4267), which is available by kiting the ADA Coordinator. If the inmate disagrees with the decision concerning his request for accommodation, he may appeal in writing to the Central Office ADA Coordinator.

******DISCIPLINARY PROCESS******

It is the policy of CRC, as in all institutions operated by the Ohio Department of Rehabilitation and Correction, that discipline be imposed in a manner and degree to the extent necessary to achieve corrective behavior. Under no circumstances will the discipline imposed exceed the maximum penalties established for that rule violation. Disciplinary action shall not be imposed on any inmate until a hearing is conducted where the accused inmate is given the opportunity to present evidence on his behalf. A guilty finding shall be based upon evidence presented to the rules infraction board.

Inmate Rules of Conduct:

Administrative Regulation 5120-9-06, "Inmate Rules of Conduct," defines 61 rules that constitute an immediate and direct threat to the security or orderly operation of the institution, or to the safety of it's staff, visitors, and inmates (including the inmate who has violated the rule), as well as other violations of institutional or departmental rules and regulations.

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.

Rules 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.

Rules 24 – 26 Unauthorized Relationships and Disrespect

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

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

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.

Due Process:

1. When an inmate is charged with violating a rule of conduct, the staff member alleging the violation shall submit a conduct report which cites the specific rule(s) violated and the facts supporting the violation.
2. All reports of rule violations shall be submitted to the staff members designated as the Hearing Officer (H.O.). The H.O. shall evaluate conduct reports for form and content and determine whether a violation has occurred.
3. The Hearing Officer is authorized to:
 - a. Determine guilt and impose penalties in accordance with AR 5120-9-07
 - b. Refer the case to the Rules Infraction Board for disposition.
4. In the event the Hearing Officer refers the inmate to the Rules Infraction Board (RIB), the Hearing Officer is responsible for advising inmate of their rights and completing all necessary forms.
5. The Chairman of the Rules Infraction Board administratively reviews all actions of the Hearing Officer. The Chairman's review of the action is final.

Rules Infraction Board (RIB)

1. The Rules Infraction Board (RIB) is a committee charged with the responsibility to conduct a formal due process hearing for alleged rule violations as referred by a hearing officer. The hearing is electronically recorded.
2. At the formal hearing, the inmate is authorized to provide a defense, which may establish his innocence or mitigate his involvement in the alleged infraction. The inmate is afforded all rights outlined during the hearing officer process, including the right to witnesses and to challenge the evidence against him.
3. After the presentation of all evidence, RIB shall determine if evidence exists to support the alleged violation. If a guilty decision is rendered, the inmate shall be given a copy of the RIB findings and be advised of his rights to appeal the decision.
4. The appeal must be forwarded, in a kite, to the managing officer (Warden) within fifteen (15) days after the hearing.
5. Should you disagree with the findings of the first appeal, you may direct a final appeal to the Director of the Ohio Department of Rehabilitation and Correction within thirty (30) days after the receipt of the initial appeal response. The instructions for filing this appeal are contained in the response from the initial appeal. The decision of the Director is **final**.

Security Control:

An inmate may be placed in Security Control (SC) when any of the following situations apply:

1. An investigation
2. Pending a hearing before the RIB
3. Pending transfer to another institution
4. As temporary housing assignment for special administrative circumstances.

Disciplinary Control:

The Rules Infraction Board has the authority to place an inmate into Disciplinary Control (DC) for a period of one (1) to fifteen (15) days, upon a guilty finding.

The Rules Infraction Board may impose consecutive sentences for two (2) or more unrelated violations, but no inmate shall remain in Disciplinary Control for more than thirty (30) consecutive days.

Local Control:

An inmate may be placed in Local Control (LC) according to Administrative Regulation 5120-9-13, when it has been determined that:

1. The inmate has demonstrated a chronic inability to adjust to the general population.
2. The inmate's presence in the general population is likely to seriously disrupt the orderly operation of the institution.

An inmate considered for LC shall appear before the Local Control Committee and be afforded the opportunity to be heard concerning the proposed placement. LC reviews are conducted every thirty (30) days.

Inmates in LC may send and receive mail and law materials

Inmates housed in Segregation may not receive food or sundry packages. If packages are received, they shall be returned to sender at the inmate's expense. Phone privileges are also limited during this time and must be approved by the Major or unit staff.

*****DRESS CODE/GROOMING*****

All inmates are required to wear a clean state issued uniform and shoes any time they exit their cells or bed assignment. Laundry facilities for clothing items are available in the housing units and bed linens are exchanged weekly. ID cards must be worn on the most outer part of their garment with the photo facing out. Shower shoes shall only be worn while taking a shower.

All Inmates:

- Shoe strings are to be tied.
- Sagging pants are not permitted.
- Pant legs, if too long, may be rolled up equally but will not be tucked into the socks.
- Smock shirts will not be tucked into the pants, however; the white t-shirt must be tucked into the pants.

General Population Only:

- Belt, if worn, must be buckled. The tail of the belt shall not be hanging down.
- Thermal underwear tops or sweatshirts may be worn under the state issued shirt but NOT overtop of the shirt.

- Personal clothing may be worn in your housing unit and at recreation after 4:00 pm weekdays and all day on weekend and state holidays. The state issued uniform shall be required in the dining hall and on inmate work assignments.
- Sagging pants are not permitted.
- Smock shirts will not be tucked into the pants, however; the white t-shirt must be tucked into the pants.

Hair:

Inmates shall be permitted the freedom to select their own hairstyle as long as it complies with Administrative Rule 5120-9-25. Barber schedules available during your pods outside recreations times only.

Hair shall be:

- Facial hair shall be neatly groomed and trimmed.
- Initials, symbols and uneven lengths are not permitted.
- Hair may be worn in braids, except when the inmate is being transported out of the institution. Staff may require that braids be taken apart for search at any time.
- Hair must be clean and neatly trimmed.

Personal Hygiene:

Inmates will have access to the showers no less than five times each week. Personal hygiene supplies shall be available for purchase in the commissary. For those individuals who are indigent to purchase personal hygiene supplies, they are available from housing unit Sergeants weekly.

*****EDUCATION*****

Reception Inmates:

As a reception inmate, you are required to take the Comprehensive Adult Student Assessment System test (CASAS). The CASAS test results assist us in developing appropriate education plans for our students. A variety of classes are offered to you, free of charge, including Adult Basic Literacy Education (ABLE), Pre-GED, GED, Fast Track GED, and Special Education classes. All students are placed in class according to a priority waiting list. Priority shall be given to the following groups:

- a. Inmates under (22) years of age who are identified as a student with a disability or a student who is suspected of having a disability as defined per DRC 57-EDU-11, Special Education classes are mandatory.
- b. Inmates who have not obtained a high school diploma or GED with the earliest release or parole consideration dates.

If you score above a predetermined level in reading, and math, and you do not have a high school diploma or GED, you may be enrolled in a fast track GED program. As a student, you have the opportunity to achieve a GED.

General Population Inmates:

- Advanced Job Training (AJT) is a program offered through independent study by Ohio University. All courses must be paid for from your institutional account before enrollment into the program.
- Apprenticeship programs are available such as: Animal Trainer, Alteration Tailor, Boiler Operator, Cook, Heating & Air Conditioning Installer/Services, Janitor, Landscape Management Technician, Powerhouse Mechanic, Electrician, Material Handler, Painter, Building Maintenance, Plumber and Welder. If you are interested in these programs, kite the Education Department to see if you meet the criteria to participate. These programs are offered free of charge.

All Inmates:

Career Scope and Resume Class Programs are open to all inmates one month before released. We are now offering a new program in partnership with The Ohio Literacy Network. It is open to all inmates with six months or less left on their sentence. This program is designed to help those who would like to earn their GED as well as those that are interested in learning workplace skills.

******GENERAL RULES****DO'S & DON'TS**

1. DO conduct yourself in an orderly, respectful and adult manner.
2. DO communicate in a positive manner with staff members.
3. DO contact your unit staff if you have a question or a problem.
4. DO talk in a normal voice. NO SHOUTING or loud noises are permitted anywhere, inside or outside of any building.
5. DO stay in authorized areas only. The Officer's desk area, control panel, staff offices and emergency exits are "out of place" areas to inmates. Other housing units are "out of place" to inmates.
6. DO keep your cell and all furniture neat and clean at all times. You are responsible for the cleaning of your cell or bed area. Staff members will distribute cleaning materials and will conduct inspections routinely.
7. Do keep your walls, windows, doors, bars, beds, and furniture clear of any laundry, pictures, posters, drawings, etc.
8. DO make your bed promptly after waking. If you are permitted to lie in bed after waking, lie on top of the covers.
9. DO leave chairs, tables, and beds in their designated areas in the pod.
10. DO take care of all furniture, and equipment inside the buildings. Destruction of those items will result in disciplinary action. Destruction may result in monetary restitution for damages and restriction from privileges. Such as lose of recreation time, commissary days and telephone use.
11. DO keep only your own authorized property.
12. DO keep commissary receipts and titles to your property. Any item for which you do not have proof of ownership or improperly acquired items received is considered contraband.
13. DO keep yourself clean. Inmates are required to shower at least three times per week. However, you are encouraged to shower more regularly.

14. DO keep clothing clean, neat, and free of holes and tears. If new items are needed then kit the Quartermaster.
15. DO follow the dress code. Wear the complete state issued uniform when exiting the cell, or leaving the bed area. Zippers and buttons must be fully fastened. Dress code rules in the pod for General Population and Level 4 RTU inmates may vary during the specified off-hours.
16. DO remain visible during count. Stay on your assigned bed during count. During standing count, you must be at your assigned bed by sitting in the upright position with your feet flat on the floor or standing at the foot of your bed. You are to remain quiet during count.
17. DO sign in and out when you leave or return to the pod. (General Population only).
18. DO walk only on walkways. Stay off the grass and planted areas except in the recreation area.
19. DO walk everywhere. NO RUNNING, except while in recreation area.
20. DO carry with you only those items needed when you leave the housing pod.
21. DO use only approved containers for trash.
22. DO give can lids to a staff member immediately after opening a container.
23. DO report any theft to unit staff immediately.
24. DO report all accidents and injuries to staff immediately.
25. DO expect to be searched anytime by any staff member for any reason.
26. DO be familiar with all rules, policies, and procedures. Ignorance is not an excuse for violating them.
27. DO honor all passes given to you, all passes are mandatory. Failure to do so will result in a conduct report.
28. DO NOT enter another inmate's cell. DO NOT gather or loiter with other inmates, except during recreation in designated areas.
29. DO NOT use cell windows, window bars, windowsills or the end of the bed nearest cell door for storage or hanging laundry. DO NOT block the view through the cell or door window.
30. DO NOT loan, sell, trade, borrow, buy, leave, or give property away. Possession of any contraband items will result in a disciplinary conduct report and confiscation of the item.
31. DO NOT have any unauthorized items in your possession when you are going to, or coming from, work assignments, passes, or the dining hall.
32. Searches of inmates, inmate property, cells, etc., may be conducted at any time. Search of all cells and inmate property may occur without the presence of the inmate.
33. DO NOT write on, draw on, tear or alter any state or personal clothing item.
34. DO NOT remove any food items from the dining hall.
35. DO NOT use paper or cardboard containers for trash in the cell.
36. DO NOT put anything metal in the microwave.
37. DO NOT borrow or lend any item.
38. DO NOT tamper with nor place foreign objects in door jam, locks, or hinges.
39. DO NOT tuck your pant legs into your shoes nor allow your pants to "sag".

*****INSTITUTION INSPECTOR*****

The Inspector of Institutional Services monitors the application and enforcement of institutional and departmental rules and regulations to ensure that inmates are protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. The Inspector also investigates and processes inmate grievances and takes appropriate actions within the scope of his/her authority. Where appropriate, the Inspector makes recommendations to the Warden for grievance resolution. Any questions regarding the grievance procedure kite the Inspector of Institutional Services.

Inmate Grievance Procedure: (AR5120-9-31)

The grievance procedure is a way to voice concerns or problems that come up during your incarceration to include how you are treated and/or your living conditions. When possible, try to resolve your issues by contacting an employee who works in the area you are having the problem. Talking or kiting a staff member does not extend time limits. If your issue is not resolved then proceed with the grievance process.

Step 1: Informal Complaint Resolution (ICR)

- Obtain the ICR form from pod officer.
- Fully complete the form with who, what, when, where, etc. Then SEND TO SUPERVISOR of the area where the problem exists, not the inspector.
- **Must be filed 14 days from when the problem occurred.**
- Once completed, send copies through a kite as instructed on the top of the form
- Supervisor must respond within 7 days of receipt of ICR. If you do not receive a response within 7 – 10 days or you are not satisfied with the response, KITE the INSPECTOR.
- If the matter is not resolved go to Step 2.

NOTE: Complaints of being physically harmed or unreported use of force should be immediately reported to a supervisor AND the inspector.

Step 2: Grievance

- Kite the inspector for the grievance form.
- Fully complete the form, attach the YELLOW COPY of the ICR and send the appropriate copy to the inspector.
- **Must be filed within 14 days from the date of the response to the ICR.**
- The inspector will investigate the grievance and render a decision generally in 14 days, however; it may take longer. You will receive notification.
- If you are not satisfied with the inspector's findings or you feel a mistake has been made, you may appeal to the Chief Inspector in Central Office in Step 3.

NOTE: Informal complaints and grievances MUST contain specific information such as date, time, place and a description of what occurred. If you do not know the names of the personnel involved, you can still file but you need to provide as much description and detail as you can.

Step 3: Appeal

- Obtain an appeal form from the institutional inspector.
- Follow directions on the top of the form. The appeal should contain a clear statement explaining why you are filing the appeal.
- Must be filed within 14 days after you get the findings back from the institutional inspector.
- Mail to: Chief Inspector, 770 W. Broad Street, Columbus, Ohio 43222.
- The Chief Inspector's office (Central Office) will review the complaint, the institutional inspector's findings, and research the issue if necessary.
- The Chief Inspector's office will affirm, modify or reverse the institutional inspector's decision and in general you are notified within 30 days, however; it may take longer.
- The Chief Inspector's decision is FINAL.

NOTE: Complaints against the Warden or Institutional Inspector are to be sent directly to the Chief Inspector's office (Central Office).

Some things cannot be grieved, such as: Hearing officer/RIB decisions

- Local Control
- Security Classification
- Job assignment
- State Laws
- Court Matters/Judge's Orders
- Adult Parole Authority actions or decisions

This is because they already have a separate appeal process. So if you have issues in these areas they need to be addressed through the appeal process for that specific matter. For example, if you want to appeal an RIB decision, then you are given an appeal form at the time of your RIB hearing. You would NOT file a grievance. The same holds true for the other examples provided. More information about these processes is available in the library through the Administrative Rules (AR's) and DRC policies.

*****IDENTIFICATION*****

Upon entering CRC you will be issued an identification badge with your photo on it. You will take this I.D. with you to whatever facility you are assigned. Whenever you are out of your assigned housing area, your I.D. badge MUST be clearly visible and worn on the upper left outer garment. Failure to do so will result in disciplinary action.

- You should inform your Unit Staff if your I.D. badge is lost or stolen or if there has been a significant change in your appearance.
- A significant change of appearance constitutes a change in hairstyle, growth or removal of beards and/or mustaches, but is not limited to the above examples.
- Replacement of your I.D. will be at your expense, you will be required to sign a cash slip for your replacement I.D.

- You must present your I.D to make Commissary purchases; if you do not have an I.D. you will not be allowed to go to the Commissary.
- Altering or damaging your I.D. will result in disciplinary action.
- Possession of someone else's I.D. could result in disciplinary action for both parties.

******ILLEGAL DRUGS AND INTOXICANTS******

The Correctional Reception Center has a ZERO tolerance for possession or use of an illegal drug or intoxicant by inmates. Should you test positive, your situation will be addressed through the disciplinary process, which begins with your placement in segregation.

You can expect:

- Periodic drug testing
- Periodic searches of your property and housing area

If you are found to have conveyed illegal drugs or other contraband into the institution or have conspired with others to do so, you may be indicted and convicted for violation of ORC 2921.36 – Illegal conveyance of drugs or prohibited items on to the ground of a detention facility, which is a felony.

******INAPPROPRIATE RELATIONSHIPS******

- It is important that staff and inmates maintain a professional atmosphere and a respectful environment for working and living. An inappropriate relationship is any relationship between staff and an inmate (including inmate family members) that goes beyond a professional nature and is not authorized by the Ohio Department of Rehabilitation and Correction. The best way to avoid these types of situations is to maintain only professional relationships with staff. Lying, withholding information, actively participating or failure to report such activities does have consequences.
- Touching, hugging, kissing or horseplay between staff and inmates is strictly prohibited. Under no circumstances are staff and inmates to become sexually involved even if one or both parties are willing participants. Incidents of this nature will be investigated and there are consequences to staff and inmates who participate in these activities. The Ohio Revised Code (2907.03) addresses sexual involvement between staff and inmates as a felony.
- The exchange of personal information, addresses, phone number, pictures, letters, gifts, favors between staff and inmates is prohibited.
- Inmates should always address staff by using the proper title, “Mr.”, “Ms.”, “Dr.”, “Captain”, etc. Followed by their last name. Inmates should never address staff by their first name, a nickname or an abbreviated version of their name.

******KITES******

A “kite” is a form used to communicate with staff. It is to be used to communicate a question, inquiry, or problem to the department and staff responsible for the service area involved.

- Kites may be obtained from the Corrections Officer in the housing unit when asked for or during inside recreation time.
- Kites are distributed through institutional mail by dropping it in the mailboxes identified for kites.
- Staff members are under affirmative obligation to respond to your kite within five (5) working days from receipt of your inquiry.
- Sending multiple kites or directing kites to numerous departments not responsible for the services requested will only delay the needed response.
- If you do not receive the requested information within the time span indicated above, you may contact the Inspector of Institutional Services who will investigate the reason(s) for the lack of response.
- Completed kites are to be sealed and placed in the locked kite boxes maintained in the housing unit.

*****LAUNDRY SERVICES*****

Schedules for laundry service will be posted in each reception housing unit, special management areas, including segregation.

- All inmates will be provided the opportunity to have three (3) complete sets of clean clothing per week.
- General Population Units provide open access to self-serve washing machines and are available to all General Population inmates seven (7) days per week.
- All inmates shall have the opportunity for clean linen at least weekly. Linens include bed sheets, pillowcases, towels and washcloths. Again, this opportunity shall be provided to inmates housed in special management areas, including segregation.

*****LIBRARY*****

Reception Inmates

As Reception inmates, you have access to the main library during your outside recreation period. You may check out 2 books at a time which will be due the following week. If they are not returned, you will not be able to check any more books. No exceptions. If you ride out, take the books with you to A&O and place them in the book return provided. Do not give the books to your cell mate or any other inmate as you are responsible for paying for the books if they are not returned. If a book is not returned and you ride out your account will be charged the price of *replacing* the book. Most new paperback books cost \$7.00 - \$10.00 and hardbacks average \$20.00 - \$35.00. If you prefer to do something else during your rec. period and have a book due that day, return your material to the book return box in the gym. If a book is more than 2 weeks overdue, you will be charged to replace the book.

Mental Health

RTU Level 3 inmates will have access to the library on Wednesday afternoons. Inmates who are assigned to special management status may kite the library staff for specific library materials.

Level 3 General Population

General Population inmates have access to the Library during scheduled times as posted.

Inter-library loan:

For access to materials that are not currently available in the CRC library, General Population may request materials from other area libraries. Forms to request materials are available in the library. As inmates are responsible for all library material in their possession, you are also financially liable for damage or loss of any materials borrowed.

Level 3 General Population will submit form DRC-2313 to the Librarian for any book he wishes to borrow from the loaning library. The Librarian will research the author and book title and check the banned book list. The Librarian will inform the inmate if the book(s) is approved or denied. More details of the borrowing procedure are posted in the library.

Law Library:

To access the law library, reception inmates shall send a kite requesting a pass. Level 3 General Population inmates may use the law library during their scheduled general library access.

Copies will only be made of materials found in the law library; see your unit staff to make copies of other materials. Copy fees of 5 cents per page will be charged; funds must be available for copies to be made. The law library does not provide a notary; see your unit staff for this service. Typewriters are available for legal material only (legal material is defined as material going directly to the courts).

Legal kits containing paper, carbon paper, large envelopes, and a pen are available for purchase through the Commissary. Should you wish to purchase a legal kit you must kite your Unit Manager. **The Unit Manager will then contact the Commissary and you will be passed to the Commissary to receive your legal kit.** If you do not have sufficient funds to purchase a legal kit, you need to contact your unit staff to determine if you meet requirements for indigent status. **Once indigence has been established, you can pick up your free legal kit in the library during your library recreation period. .**

Unit Library:

The Segregation and RTU housing areas maintain a small circulating library collection for use by inmates. New materials will be added to these libraries as they become available.

******MAIL******

Constructive correspondence is encouraged between you and your families, friends and/or other associates. There are no limitations as to the number of letters you may receive or the number of persons with whom you may correspond. Your security level will determine the number and type of packages.

- Violations of any mail rules shall be subject to a conduct report. Any repeated or serious abuse shall justify restriction of mail privileges in accordance with A.R. 5120-9-18.

Incoming Mail:

- All incoming mail shall have the inmate's full name, number and complete address (Correctional Reception Center 11271 St. Rt. 762, P.O. Box 300, Orient, Ohio 43146).
- All mail is opened and inspected for the presence of contraband, once inspected it will promptly be delivered unless seized in accordance with A.R. 5120-9-17.
- The Warden or designee shall determine whether contraband shall be returned to sender, confiscated as evidence for a criminal or disciplinary proceeding, or destroyed.
- Correspondence containing funds will be returned to sender. ODRC no longer accepts funds mailed in.
- Correspondence containing approved funds will be processed separately. The mailroom officer's initial stamp, date and amount received will be indicated on the envelope and forwarded to the Cashier's Office.
- First Class mail will be forwarded to inmates who have left the institution, when possible.
- You may receive three (3) embossed envelopes in incoming letters. Only embossed envelopes are permitted. You may possess no more than 25 embossed mailing envelopes.
- You are to notify the pod officer when you receive your mail and the funds are still in the envelope. The funds have to go to cashier.
- No sexually explicit photos permitted, i.e. nude, obscene acts, etc.

Inmate e-messaging:

JPay is correspondence which is received through e-messaging; it is printed off by the Mail Room Screener and delivered to the inmate with the daily mail. The inmate responses are placed in the locked boxes with daily outgoing mail. Responses are then scanned and sent back to the sender by the Mailroom Screener. Family and friends type their letters on JPay.com.

Legal Mail:

Legal mail is mail between an inmate and Court of Law, Attorney, Public Service Law Office, Law School or Legal Clinic.

- Upon completion of inspection in the presence of the inmate, the inmate will sign for the correspondence, which will then be handed to the inmate by the Unit Sergeant.

Outgoing Mail:

There are no limitations on the number of letters that you may send out, nor are there any restrictions, unless specified, as to whom you may mail correspondence.

- It is your responsibility to seal all outgoing correspondence, except when the institution is holding money or documents that must be enclosed. Locked mailboxes are available in the front of the dining area for first class mail.
- The Mail Room Screener will pick mail up Monday through Friday.
- You are prohibited from soliciting funds or property with any person, firm, or association.
- You are prohibited from sending mail containing obscene or threatening correspondence, to use the mail to plan any criminal conduct, or to send correspondence to persons that do not wish to receive it. These violations are subject to disciplinary action.
- The use of a “free” envelope requires your proper name, number and complete return address (Correctional Reception Center 11271 St. Rt. 762, P.O. Box 300, Orient, Ohio 43146)

Mail of Hospitalized Inmates:

Mail received for any inmates assigned to CRC who have been admitted to an outside medical facility, shall be held in the Mail Room for a period of seven (7) calendar days. At which time mail will be forwarded to the facility to be opened and inspected for contraband and delivered to the proper inmate. All legal mail will be opened and inspected in the presence of the inmate.

Printed Material:

Reception inmates may not receive printed material, but may receive up to 3 family photographs, nothing larger than 5x7 (no Polaroid or instamatic type pictures). Level 3 General Population may receive a reasonable number of printed materials directly from a publisher or distributor. Printed material from any other source must have the approval of the Warden or designee.

- The Mail Office will screen all incoming printed material. Obscene or inflammatory material will be withheld and the Mail Office Supervisor shall forward the item to the Warden or Designee.
- The Warden or Designee shall review the printed material and if approved, it will be immediately forwarded. If not approved, the decision will be forwarded on a Notice of Withholding Printed Material form and will provide:
 1. Identification of the printed material.
 2. Reason for withholding.
 3. Right to written request for printed material to be sent to approved visitor at inmate’s expense.
 4. Right to written request for printed material to be destroyed.
 5. Right to written request for review by Operations Support Center Screening Committee (within 15 days of receipt of notice of withholding).

Mail Order Purchases:

Reception inmates are NOT permitted to receive mail order items. Level 3 General

Population inmates may receive mail order items according to the following requirements:

- Mail order purchases must be made through the institution via your inmate account.
- Any package received from a mail order house for which there is no record of the purchase on account will be returned to the sender.
- Mail order purchases must be received from approved vendors only and will count toward the allowable limit for packages.
- The designated Unit Staff must approve mail order purchases prior to the order being processed through the Cashier's Office.

Package Allowances and Limitations:

Inmates assigned to Reception are **not** eligible to receive Food and Sundry Packages until they transfer to their parent institution.

Inmates assigned to Level 3 General Population, may order Food and Sundry Packages from approved vendors only. Inmate's family, friends, and others may also order Food and/or Sundry Packages from an approved vendor(s) based on the grid below.

Security Level	Total Number of Packages	Limitations
Level 1	(4)	Maximum of (2) food only boxes
Level 2	(3)	Maximum of (2) food only boxes
Level 3	(3)	Maximum of (1) food only box

Inmates assigned to the R.T.U. are eligible for packages based on their Security level and on recommendations from the Mental Health Staff.

*******MEDICAL SERVICES*******

Medical Emergencies:

- If you have a medical emergency (chest pain, difficulty breathing, bleeding, broken bones, etc) immediately notify the Officer in your housing unit. Med Bay will then be notified and a registered nurse on duty will assess your emergency.

Health Service Request Form:

These DRC 5373 health service request form can be obtained at the Officer's desk in all the housing units. These forms are to be used for requesting the following services:

- Dental Services
- Optometry Services
- Medical Services
- Podiatry Services

Using the Health Service Request form DRC 5373, will result in a quicker response to your health care needs. **Do not use the kite system to request any type of health services.**

Nurses Sick Call:

- If you need to see the nurse, fill out a Health Service Request, Form DRC 5373. These forms are available at the Officers desk in all general population units – reception and General Population.
- All inmates except the following: D-1, D-2, D-3, C-3 (Bottom Range), and segregation will place your completed Health Service Request form in the mailbox in front of the inmate dining hall. These forms are picked up every night. Your request will be reviewed, and you will be issued a pass within the next two days.
- If you are housed in the Residential Treatment Unit (RTU), you will be seen by the Mental Health nurses.
- If you are housed in C3, lower range you have a sick call box available in the unit and the forms are available next to the medication window.
- If you are housed in Segregation, you will request a Health Service Request form from the nurse when she comes through segregation daily. You will return the completed form to the nurse, and you will be treated by the nurse the following day.

Routine Care:

- Yearly Physicals
- Over the age of fifty, a complete history and physical is offered to you on a yearly basis
- Between the ages of 40 and 50, the physical is offered every two years
- Up to the age of 40, the physical is offered every 5 years.

NOTE: If you choose to refuse the physical, a Release of Responsibility/Against Medical Advise form will be signed and placed in your medical file.

- Services offered to all inmates regardless of age:
 1. Optometry examination every two years.
 2. Dental examination every year.
 3. Tetanus/Diphtheria vaccine every 10 years.
 4. Pneumovax and flu vaccine for those who have chronic illnesses or who are immuno-compromised.
 5. Testicular examination will be done at the time of the physical, and then self exam monthly.
 6. African-American males receive a laboratory test called a PSA every two years after age 40.

NOTE: According to DRC Policy, all General Population inmates and RTU inmates will receive yearly TB screens.

Next of Kin Notification Forms:

- Every January a sign-up sheet will be posted in the dorms for all General Population inmates who wish to make changes to their next of kin notification. If your contact information has changed through-out the year, send a kite to Medical Records Department, and you will be passed to fill out a new form.

Payment for Medical Services

- In compliance with the Ohio Revised Code, Sections 5120.01 and 5120.56 and DRC Policy 68-MED-15: all inmates receiving non-exempt health care services, whether requested by the inmate or not, shall be charged a \$2.00 co-payment fee.
- All medical services initiated by an inmate through emergency procedures will be free if an actual emergency exists. A \$3.00 co-pay charge will be administered if it is determined by medical staff that no emergency existed.
- All inmates shall receive medical care regardless of ability to pay co-payment fee.
- When medical co-payment fees are imposed, the program ensures that, at a minimum, the following are observed:
 - All offenders are advised in writing at the time of admission to the facility of the guidelines of the co-payment program.
 - Needed offender health care is not denied due to lack of available funds
 - Co-payment fees shall be waived when appointments or services, including follow-up appointments, are initiated by medical staff.
- If you have any questions or concerns regarding the health care you have received, you may send a kite to the Health Care Administrator.

Dental Care Access:

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

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

Dental Emergency - Have the dorm/housing Officer or any other staff person contact Inmate Health Services (HIS) 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 to HIS within a day or two.

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

Routine Dental Care for General Population and Short Term Offenders 90 days and above
- Submit an HSR to dental explaining your problem. You will be placed on a list to have an examination and have your problem looked at and treated.

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

*****MENTAL HEALTH SERVICES*****

The Mental Health Services Department at the Correctional Reception Center is designed to ensure quality care that eliminates needless suffering, improves functioning of the offender, and increases services to the severely mentally ill.

Services available include:

- Assistance in dealing with stressful problems such as emotional distress, divorce, or adjustment problems within the institution.
- Group or individual counseling.
- Mental health evaluations, when requested by the Parole Board or the Ohio Department of Rehabilitation and Correction.
- Referral to a psychiatrist, if necessary, for treatment with medication
- Specialty group counseling.
- Referrals for crisis stabilization services, residential treatment, and hospitalization, if necessary.
- On-going psychiatric care.

If you wish to speak with Mental Health Staff about routine matters such as scheduling for group or individual counseling, send a kite to the Mental Health Department. In an emergency situation, or if you have concerns that need to be addressed immediately, contact your Case Manager or any staff member so that you may receive mental health assistance as soon as possible.

*****NOTARY SERVICES*****

- Inmates who need notary services should contact their Case Manager.

*****NOTICE TO FOREIGN NATIONALS*****

- Any inmate who is not a citizen of the United States and wishes to contact his foreign diplomat, should write:

Immigration and Customs Enforcement
50 W. Broad Street
Columbus Ohio

- If after obtaining the necessary information further assistance is needed, the inmate should contact the Case Manager. The Case Manager shall consider and treat this information as confidential.

NOTE: All correspondence from the inmate to his foreign diplomat is subject to the privacy afforded other inmates through the United States Postal Service.

*****PAROLE BOARD*****

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If you are an eligible SB2 inmate and are recommended for the program, a notice will be forwarded to the Judge(s) who sentenced you for the crimes for which you are currently incarcerated. The Judge has statutory authority to veto (deny) your transfer into this program. If

you are serving a sentence for a felony 1, 2 or 3 offense of violence, notice will also be provided to the victim(s) of your offense(s).

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

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

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

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

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

*****PASS SYSTEM / INMATE MOVEMENT*****

All inmate traffic on the compound, other than routine mass movement (e.g. Meals, Recreation, Pill Call, Work Call...), requires that the inmate have a valid pass. There are two types of passes:

TIE Pass:

- Routine passes will generally be issued to you the evening prior to the date of the pass.
- You are to retain the pass until approximately 10 minutes prior to the time of the pass.
- You are to present the pass to the housing unit officer or to your work site supervisor, for their signature.
- You are authorized to move directly from your housing or job site to the pass destination.
- Upon arrival at the pass destination you are to present the pass to the appropriate staff member.
- Upon dismissal from the pass, the staff member will sign and return the pass to you.

- You are authorized to return directly to the location from which you were released to go on the pass. If you were released from a job site, and that site has closed for the day you are to return to your housing unit.
- Upon return to the housing unit or job site, you are to immediately return the pass to the officer / supervisor.
- Wandering into another area or loitering on the yard, while en-route to or from a pass shall be considered being out of place and will result in a disciplinary conduct report.
- Failure to honor a pass will result in a conduct report being issued.

Officer Pass:

- These passes are only issued for immediate need situations for which scheduled passes are not practical.
- The pass will be hand written by your housing unit officer or work site supervisor.
- You shall travel to and from these passes in the same manner as the routine passes, which is detailed above.

You must honor all passes that are issued to you. However, in situations where you are issued two or more passes for the same time, you are to inform your housing unit officer or work site supervisor of the conflict. You are to honor those passes in the following priority order:

- Visiting Hall
- Medical / Dental / Mental Health Services-MANDATORY
- At Once Passes
- Routine Passes

*****PRISON LEGAL SERVICES*****

Prison Legal Services are only located at the Reception Centers. The Public Defender will **not** represent you in your case but will respond to your questions.

- As a reception inmate with a new number, you will receive a legal packet from the Public Defender that contains basic sentencing information about your case. If you are returning on your current number you will not receive a legal packet.
- If you have a question after you have read through your legal packet, you may send a detailed kite to the Prison Legal Services describing your specific question or problem. When available, legal services will also present a group orientation and respond to your questions.

*****PROPERTY*****

Inmates are responsible for their own personal property. Do not loan, sell, trade, take, borrow, or buy property from another inmate. Keep your property secured.

You need to keep all commissary receipts, package receipts, and titles. Property for which you do not have receipts or titles for, will be confiscated, and may lead to disciplinary action for all inmates involved.

General Population Only: Inmates must purchase a lock from commissary for your locker box so that your property is properly secured when exiting the cell. If a theft occurs and you failed to purchase a lock, reimbursement through the grievance procedure will not be considered. Thefts are to be report to your Unit Staff immediately. Include all details in your report, including showing proof of purchase or ownership. If you believe that personal property was lost or damaged because of actions of a *staff member*, you may request an Ohio Court of Claims form from the Inspector.

Titled Property:

Certain personal items require an institutional certificate of ownership referred to as a "title".

- For General Population inmates these items include rings, watches, typewriters, televisions, headphones, cassette/CD players, crosses on chain (which require an IOC from the Chaplain's Office), and musical instruments (which require an IOC from the Recreation Department).
- Reception inmates are allowed to retain their wedding rings and watches per department guidelines.
- All titled items will have the inmate's institution number engraved on them, with exceptions of items that are too small for engraving purposes. Each inmate will report to the vault officer to sign and receive his property.

If an inmate wants to destroy or mail home a titled item for repair or replacement, he must have:

- an IOC from the Unit Staff with an explanation of what is to be done
- have the complete address of where the item is to be mailed
- a cash slip filled out for postage of the item

When this is completed, the inmate's vault card will be changed accordingly.

*****PROTECTION FROM HARM*****

It is the policy of the Ohio Department of Rehabilitation and Correction and the Correctional Reception Center that no inmates will be subjected to personal abuse, corporal punishment, personal injury, disease, property damage and/or harassment. Inmates shall be subject to reasonable and appropriate supervision and no administrative action or decision shall reflect bias toward any inmate or group of inmates because of race, color, religion, gender, sexual orientation, disability, age, or national origin.

The Inspector of Institutional Services has the responsibility of investigating inmate allegations, which if true, would constitute inappropriate supervision, in accordance with Administrative Rules 5120-9-04-Appropriate supervision, discrimination and racial issues, and 5120-9-31-Inmate grievance procedures.

Other procedures governing protection from harm and excessive force are contained in Administrative Rules 5120-9-01-Use of Force, 5120-9-02-Use of Force Report and Investigations and 5120-9-03-Inmate Complaints of Use of Force where No Use of Force Report has been made. You can find more detailed information regarding how to utilize the informal complaint and formal grievance processes under “grievance procedure” in this manual.

If there is an immediate threat to you or someone else, you should report to any staff member. In addition a Hot Line has been established to increase the availability to report alleged behaviors (614) 995-3584.

*****QUARTERMASTER*****

You will be issued the clothing of the type and in the amount determined by your assignment. Any additional institutional clothing in excess of the amount issued will be considered contraband. State clothing IS NOT TO BE ALTERED.

You will be permitted to retain any personally owned clothing items if they meet the Department standards (such as color, etc.). However in such cases, the personally owned items will count towards the total issue quantities. For example if you arrived with one (1) white pair of socks, you will be issued two (2) pairs of socks for the total of three(3). The color of the state issued clothing will be at the discretion of the institution.

Jackets and hats will be issued to you when seasonally appropriate. Any special clothing will be issued based upon job assignments. If any exterior clothing needs replaced, you must kite the Quartermaster for a pass to exchange clothing.

Any clothing that is stolen or lost must be reported to unit staff immediately. Replacement underwear will be issued only after you have been at C.R.C. 180 days. You must kite the Quartermaster for a pass to receive replacements at that time.

Upon your admission you were issued toothpaste, toothbrush, dental floss, comb, shower shoes, cup, deodorant, and razor. These and other hygiene items may be purchased at the commissary. If you are indigent, contact your unit staff for issuance of needed hygiene items.

*****RECORD OFFICE*****

- The function of an institutional record office has been eliminated. Those duties were transferred to a Central Record Office combined with the Bureau of Sentence Computation (BOSCO).
- If you have questions regarding your sentence computation or release date needing clarification you may kite or write to:

Bureau of Sentence Computation
PO Box 2650

Columbus, Ohio 43216

- If you have a detainer issue or other record office matter, you may write to:
Central Records Section
PO Box 2650
Columbus, Ohio 43216

*****RECOVERY SERVICES*****

Recovery Services provides counseling and support for inmates who have a history of Alcohol and/or Other Drug (AOD) abuse and/or dependency. The services include:

- All reception inmates will be administered an AOD screen to identify individuals with a history of AOD abuse/dependency and who therefore should be eligible for treatment options.
- Eligible inmates will be screened for the Therapeutic Community long term AOD treatment program.
- Eligible inmates will be screened for Intensive Program Prison (IPP)
- Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) meetings are available to a limited number of reception inmates from each unit/pod. If you want to attend AA and NA sign up on the list posted in your unit/pod.
- A limited number of reception inmates will participate in a mandatory AOD and smoking cessation group. They will be issued a mandatory pass.
- General Population inmates are offered:
 - Evening weekly AA/NA/12Step meetings with outside volunteer speakers.
 - For eligible inmates - Cognitive Behavioral Therapy program with ongoing continuing Care AA/NA/12Step meetings- earned credit approved.

Individual resource assistance available upon request - send a kit.

For RTU inmates, a specialized program is offered

*****RECREATION*****

Recreation provides an opportunity to improve wellness, promote sportsmanship, healthy competition, and community contact. Notification of special programs or events, a monthly recreation calendar and weekly movie schedule will be posted in each housing unit. Videos are shown on the broadband system.

Inside Recreation:

- Four days a week, during inside recreation in the unit, you have opportunity to access the pod library, play board games, work puzzles, play cards, write letters, watch TV, make phone calls, shower, etc.

Outside Recreation:

- Twice a week you will have outside recreation on the main yard and/or in the gym.
- The recreation yard includes a softball diamond, a volleyball court, two full size basketball courts, horseshoes, a running track, and isometric equipment for fitness.
- The indoor gymnasium has full and half basketball courts, a volleyball court and isometric exercise equipment.
- Barber shop services will be provided in the recreational area during designated times.

General Rules:

- Any inmate wishing to initiate NEW programs should send a kite to the recreation department
- Inmates must turn in their ID badge to obtain equipment in exchange for when the equipment is returned at the end of the recreation period.
- Recreation for RTU inmates is determined by treatment level.
- Recreation for General Population will be scheduled on evenings and weekends.

Recreation Yard Rules:

1. No inmate can leave their assigned job or pod to attend recreation unless escorted or given permission by a supervisor.
2. Use walkways and stay off grassy area.
3. No food/drink containers permitted in the gym or on the recreation yard.
4. There will be no sunbathing on the yard. Inmates may remove their shirts, only if they are participating in some type of activity. (i.e. organized sports, exercising, etc.)
5. There will be no more than three (3) inmates congregating at anytime.
6. Inmates must remain 20 feet from the perimeter fence. There is to be no communication (verbal or gesturing) with any person outside of the perimeter fence.
7. No abuse or misuse of equipment will be tolerated.
8. No horseplay, shadowboxing or disturbance of any kind will be tolerated.
9. State issued pants must be worn at waist level with a belt.
10. No black soled work boots are to be worn on the indoor basketball court.
11. No 'do-rags' are allowed while at recreation.
12. No loud noise or profanity will be permitted.
- 13 Walkmans with headphone are the only items permitted at recreation.
16. Exercise mats may not be used outside.
17. NO SLAM DUNKING OR HANGING from the rims of the basketball hoops.
18. Dog Handlers must be with their respective dog at all times. Dogs may **not** be tied to bleachers or other equipment. Dogs will not be permitted to be near workout areas while recreation is in progress.
19. General Population are not permitted to be on the recreation yard during reception recreation unless it is their job assignment.
20. When the yard closes inmates must be escorted to their pods.

*****RELIGIOUS SERVICES*****

The Religious Service Department supervises all religious activities in the institution. Two full-time Chaplains, Imam, and a Catholic Priest are available to address your needs. Community volunteers also assist with programming and worship services.

Reception inmates must send a kite to attend all activities. All services and programs are posted in the pods on the monthly Religious Service Calendar. Inmates desiring counseling or who have special needs are invited to kite the Chaplains.

Serious Family Illness or Death:

Should a serious illness or death occur in your immediate family, you or your family should:

- Contact the Chaplain's Office (during the week) or Shift Captain's office (evenings, weekends and holidays).
- Provide basic information of the family member such as name, telephone number, name of hospital or funeral home, attending physician's name or funeral arrangements.
- The chaplain or captain will verify the information then get with you.
- If you or the family requests a hospital bedside or funeral home-private viewing trip, you will be interviewed by a staff member.
- If a trip is approved, the family would be responsible for providing transportation fees, which are based on mileage. Family members are not permitted to be present during a bedside or a funeral home private viewing. Consideration can also be given for a special visit with your family, with permission prior to their arrival, at the time of a family serious illness or death.
- Should you call a family member and are given this type of information over the telephone, please contact unit staff or the chaplain as soon as possible.

*****SAFETY/SANITATION/EMERGENCY PROCEDURES*****

Safety is everyone's concern at CRC. When you are assigned a job and are given personal protection equipment such as safety glasses, rubber gloves, etc., it is mandatory that you wear them at all times.

- If you are injured on the job or any other activity, it is your responsibility to report any injury or accident to your staff supervisor immediately. This is mandatory.

Chemical Control:

The following instructions are mandatory and all inmates that are issued chemicals are required to follow these instructions at all times.

- When you are issued a container of chemicals to use, you will be responsible for the container and it must be in your possession at all times.
- The staff member will give you instructions on the proper use of the chemical. Follow their instructions at all times.

- Never mix chemical products or use any chemical that is not in its original labeled container.

Sanitation:

- You are responsible for maintaining a high level of cleanliness and neatness in your cell, bed area, housing unit and/or work area.
- Floors, windows, walls, sinks, toilets, vents and all other furnishings will be kept clean. Paper objects are not to be used as waste cans. Staff assigned to the area will make daily inspections. Failure to pass inspection will result in corrective action.
- Assigned porters will be used to maintain sanitation of all areas of the building.
- No item is permitted to be thrown out of your window.

Fire Procedures:

Unless directed by staff to use the secondary exit, exit through the primary exit in the event of an actual fire or fire drill. Evacuation plans are posted in each area. It is your responsibility to become familiar with this plan. Your life may depend on it. Any questions concerning the fire plan may be directed to the unit staff. There are several things to remember.

- Follow instructions.
- Walk! Do not run.
- Line up outside in two single file lines on the other side of the crossroad to be counted. You are to remain in this area until given further instructions.

Failure to follow procedures or horseplay during an actual fire or fire drill will be taken as an attempt to endanger lives and will be treated as such. In fire situations, time equals lives. An orderly and quick evacuation can make the difference in whether you live or die.

Tornado Drills:

Tornado drills are conducted in various areas of the institution. It is mandatory that you follow the directions that staff will give you.

******SEARCHES******

Departmental policy allows for searches of inmates, their property, the physical plant of the institution, vehicles, visitors, employees and other persons, other areas and items as needed to detect, control, and remove contraband from the institution, to prevent its entrance into the institution and to provide for its disposition.

****** SEXUAL ASSAULT ******

Definition - DRC Policy 79-ISA-01 defines sexual assault as, "Any contact between the sex organ of one person and the sex organ, mouth, or anus of another person or any intrusion of any part of the body of one person, or of any object into the sex organ, mouth

or anus of another person, by the *use of force or threat of force.*" Sexual assault, per this definition, includes unwanted intercourse, anal and oral sex.

Sexual Assault Avoidance:

The following are some recommendations to avoid situations where you could become the victim of a sexual assault:

- When possible, you should avoid isolated areas such as closets, stairwells, isolated restrooms, unoccupied restrooms, etc.
- Whenever possible, you should stay within eyesight of correctional staff.
- Be aware of your body language. Do not walk with your head down and eyes lowered.
- **You should not accept food, cigarettes, clothing or other items from inmates, do not go into debt in any manner. You may be expected to "repay" these debts with sex.**
- Beware of inmates that say they will protect you. Protection frequently has a cost.
- You should not give out information about your family, friends or financial support.
- You should not purchase large amounts of commissary or otherwise give the impression of having money available to you.

Reporting Sexual Assault:

- Immediately report all incidents of sexually oriented advances from other inmates to a prison staff member. Report it as soon as possible and if you do not feel your report has been taken seriously, report it again to a supervisor.
- If the concern for your physical safety is urgent, talk to any staff member with whom you feel comfortable reporting and/or you may kite the inspector directly. You may also report the incident to the victim services coordinator, victim support person, chaplain or mental health staff personnel.
- If you are sexually assaulted, immediately report it to a prison staff member. **Do not clean yourself, brush your teeth, wash your clothes or do anything else that could destroy evidence of the assault.**
- The sooner you report the assault the better the chances the evidence can be obtained that will help prove the assault.
- When a sexual assault is reported you will be checked by medical staff. If the assault has occurred recently you will be transported to a hospital. At the hospital you will be examined for injuries and evidence will be collected. Evidence may include hair, saliva, semen, or clothing fibers.
- If you have been attacked or witness an attack, but you are unwilling to report it to institutional staff, then you may call **(614) 995-3584** from an inmate telephone to leave a message for central office staff. This line will be checked daily for messages.

All alleged sexual assaults will be reported to the Ohio State Highway Patrol for a criminal investigation. Additionally, each case will be administratively investigated by

prison authorities. You should fully cooperate with the investigators, the testimony and information you provide will help the department and outside authorities assure that this person is punished for his/her crime against you, and that he/she is, as much as possible, not given the opportunity to sexually assault again.

Any sexual contact, particularly anal sex, significantly increases your risk of contracting a sexually transmitted disease, particularly HIV and AIDS.

For more information, you can review DRC Policy #79-ISA-01, which is available in the Inmate Law Library.

*****SECURITY THREAT GROUP (STG)*****

CRC is committed to maintaining a safe and secure environment for both inmates and staff. To do so, we find it necessary to prohibit certain behavior that could lead to violence or involvement in “gang activity”.

- Engaging in unauthorized group activities or association with a group that has not been approved by the Warden is a violation of DRC rules that can lead to additional charges under the Ohio Revised Code, Gang Law.

Be responsible for your own actions and do not allow another person to influence your decisions.

*****SORRC*****

The Sex Offender Risk Reduction Center (SORRC) processes all male offenders who are convicted and incarcerated for a felony sex offense in the State of Ohio.

All SORRC inmates complete a 20 hour basic education component and a risk assessment.

Those at a higher risk of sexually re-offend, receive a Comprehensive Clinical Assessment.

The purpose of this assessment is to make programming (and other) recommendations during the inmate’s incarceration and upon his release.

*****TELEPHONES*****

ALL INMATE CALLS ARE MONITORED AND RECORDED. By using the phones you are consenting to the monitoring & recording of these calls. Telephones are available in the housing units to use during inside recreation. The use of telephones is a privilege. Misuse will lead to disciplinary action. The following rules apply:

- All calls must be made collect. However, phone time may now be purchased through the Commissary in \$5.00 increments as well as a prepaid option being

available at a reduced rate to the people you are calling. They should call 1-877-372-4330 to set up this account.

- You must use PIN # to activate the phone. Your PIN # is based on your Inmate ID Number: The “A” in your ID # converts to a “2”. If you have an “R” it converts to a “7”.
****Example****: Inmate number A123-456 + a randomly assigned 4 digit code number followed by the # sign converts to: 2-123-456 + 9999 #.
- The first time you use the phone you will be asked to state your name. Your response will be recorded and used for all subsequent calls on your PIN number. Make sure what you say is what you want everyone you call to hear.
- The length of each phone call is limited.
 - a. Reception – 15 minutes
 - b. General Population – 20 minutes
- You will be limited to a maximum of 15 approved telephone numbers that you may call. Directions for making changes to your allowed number list are posted in the housing unit.
- Do not allow other inmates to use your PIN # to place calls, you may be held accountable for the inappropriate calls made by that person.
- You are not permitted to make three-way calls and conference calls.
- Confidential conversations (e.g. with attorneys) should be conducted through mail or visits as the phones are monitored and recorded.
- No harassing or threatening calls will be made.
- No calls will be made for the purpose of organizing, financing or soliciting funds.
- If you have any problems with the telephone system, you should send a kite to the Investigator’s office detailing the problem.

*****UNIT MANAGEMENT*****

You will be assigned to a housing unit that is staffed by a Unit Manager, Case Manager, Correctional Counselor (Sergeant) and Correction Officers. Should you have any questions, problems, or concerns, talk to unit staff for resolution and/or direction on how to resolve.

Listed below are the programs and services currently offered:

- First Time Offender
- Seven Step Group Foundation
- Community Service
- Victim Awareness
- Thinking for a Change
- Money Smart
- Older Offender
- Family Ties
- Cage Your Rage
- Inside Out Dads

- Culture in Corrections

3-Tier System Privilege Levels:

The 3-Tier system was designed to treat inmates differently. There are inmates who are not willing to accept responsibility for their own personal growth and choose to disrupt the operations of Ohio's facilities. The 3-Tier System was designed to effectively weed these inmates out of the general population prisons and place them into a secure and controlled environment.

The 3-Tier system is designed to achieve the primary mission of recidivism reduction. This is achieved by encouraging a sense of hope in all who reside in Ohio's facilities. For example, an inmate who chooses to remain active in a Security Threat Group and engage in disruptive activities will be removed from a general population environment and placed in a control facility. However, this will not be a one-way street. Control prisons are not disciplinary environments. They are facilities with more regimented activities designed to create a safe environment for inmates and staff. By controlling movement and access to other inmates and groups, the individual inmate will have an opportunity to take advantage of programming designed to move them back to the general population.

General population prisons offer programming and services designed to funnel inmates into the reintegration prisons. At each stage in the progression of any inmate's incarceration, they will have the opportunity to witness how pro-social behaviors are rewarded with increased responsibility and opportunities for personal growth.

Finally, in the reintegration prisons, the ODRC will deliver evidence based job training and programming that will effectively prepare inmates for release. These facilities are designed to more closely resemble general society providing a pro-social environment conducive to self-development. In all facilities, ODRC staff coordinates, with the Division of Parole and Community Services, local reentry coalitions and other community partners who continue to provide services for the released offenders who demonstrate the need. The final goal is to create a seamless transition for offenders back into the community.

*****VISITING*****

Visiting is a privilege. The length of visits may be limited due to the institution's schedule, space, and personnel requirements. Inmates shall not be denied access to visitation with approved visitors except where there is evidence that such visitation would jeopardize the safety and security of the institution. It is the responsibility of the inmate to notify unit staff of any address and/ or name change of a visitor. The unit staff then notifies the Visiting/ Mail office.

- Information regarding transportation from outside companies for friends and families is posted in the housing units.
- There are no authorized items that a visitor may bring in on their visit to give to an inmate.

Reception Visits:

Reception inmates will not be permitted to receive visits during their first eight (8) days at C.R.C.

- **Frequency of Visits:** Reception inmates may have two (2) visiting sessions per calendar month from each person on their approved visiting list.
- **Number of Visitors:** A maximum of five (5) visitors may visit an inmate at one time. This number includes walking children.
- All day visiting **unless** the visiting room becomes full.

Visiting Schedule:

The visiting schedule for Reception inmates is as follows:

Monday: ID numbers ending with 1, 2
Tuesday: ID numbers ending with 3, 4 and Mental Health
Wednesday: ID numbers ending with 5, 6
Thursday: ID numbers ending with 7, 8 and Mental Health
Friday: ID numbers ending with 9, 0

No visiting on weekends or state holidays.

Level 3 General Population visiting is Saturday, and Sunday. Processing is 8:00am to 9:15am and 11:00am to 1:45pm.

Time: 8:00am to 9:15am and 11:00am to 3:15pm.

Visitors MUST be processed to enter prior to 9:15am and by 1:45pm.

There are no visits on State Holidays: New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Date, Veterans Day, thanksgiving Day and Christmas Day.

Segregation Visits:

- Inmates on Security Control (SC) status are permitted all day non-contact visits.
- Inmates in Disciplinary Control (DC) and Local Control (LC) may receive one (1) non-contact visit per month per visitor if approved by the Segregation Supervisor. Time limits: DC, LC: (2) hours.

Visitation Rules:

1. You will be strip-searched before and after your visit before returning to the unit.
2. An inmate assigned to Reception may bring the following articles to the visiting room:
 - One complete state issued uniform
 - Prescription glasses
 - Wedding ring
 - Prescription medication for life-threatening conditions
3. An inmate assigned to Level 3 General Population may bring the following

articles into the Visiting Room:

- One complete state issued uniform
 - One (1) handkerchief
 - One (1) belt
 - One (1) comb (plastic)
 - One (1) pair of glasses (must be prescription)
 - One (1) ring (wedding)
 - Prescription medication for life-threatening conditions
4. You may not take anything out of the visiting area that you did not bring in.
 5. Any photos taken during a visit must be taken home with the visitor.
 6. You will report to shakedown room immediately on conclusion of the visit. Do not approach the visitors' exit.
 7. Visitors **are not** permitted to give or drop off any items to/for an inmate.

Dress Code for Male and Female Visitors:

Visitors' attire will be in a manner consistent with the below listed guidelines. Visitors violating this dress code will **not be permitted to enter the institution. NO EXCEPTIONS.** Clothing is to be worn appropriately in the manner it was designed.

The following are examples of prohibited attire:

1. Appropriate undergarments must be worn (i.e., bra, slip, and underwear).
2. No additional clothing is permitted to be carried into the facility.
3. 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. (Items must be below the knee while in the seated position).
 - 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.
4. No more than one wristwatch or pocket watch will be permitted.
5. Purses, handbags, backpacks, or similar items are not permitted. Infant carriers are permitted, but are subject to regular search procedures. Clear plastic bags must be used in place of diaper bags. They may include:
 - A reasonable number of diapers and baby wipes.
 - Three plastic baby bottles.
 - Three plastic containers of baby food.

- One pacifier.
- 6. Shoes must be worn by adults and children at all times.
- 7. Wedding bands, rings, watches are not to be exchanged or given to the inmate.
- 8. Pants must be above the waist **NO SAGGING**.

The Visiting Supervisor or designee retains the right to deny visiting due to inappropriate attire. Any clothing item not listed here that is deemed potentially disruptive or offensive will result in a visiting restriction for that day.

Suspension of Visiting privileges:

Privileges can be suspended or a person can be removed from the inmate's list pursuant to the criteria set in A.R. 5120-9-15, Paragraph "C". These same criteria shall also be utilized in approvals or denials of visiting applications. The individual is notified in writing by the Warden or designee of the action that has been taken and the reason(s). The individual shall be given an opportunity to present his/her views concerning such suspension or removal in an appeal to the Warden or his designee, who shall then make the final determination on the suspension or removal.

Special Visit:

Level 3 General Population may request a special visit once every ninety (90) days. Factors to be considered in granting special visits include, but are not limited to the following:

- Distance of the person from the institution.
- The opportunity of the visitor to be of assistance to the inmate.
- The number of visitors on an inmate's visiting list.
- The number of visits an inmate receives from those on his visiting list.
- Crisis situations.
- Inmate's disciplinary records must be conduct report free for the 90 day period.

Attorney Visit:

Attorneys of Record may visit during regular visiting hours. When there is no evidence of an Attorney of Record or when an Attorney other than the Attorney of Record requests visiting privileges, he must provide a written statement that the inmate or a member of the inmate's family has requested his legal services.

- Reception inmates may kite Unit Staff to add or change an Attorney of Record. Level 3 General Population and RTU inmates will contact their case manager or the designated unit staff to add or change an Attorney of Record.
- **Attorneys must provide state driver's license or state issued id and legal credentials.**
- The Attorney of Record may *not* send inmate's packages or send money to be placed on the inmate's account without prior approval from the Warden.

Clergy Visit:

Ministers of Record may visit during scheduled visiting hours. When there is no evidence of a Minister of Record, or when a minister other than the Minister of Record requests visiting privileges, he/ she must provide a written statement (to the institution Chaplain)

that the inmate or a member of the inmate's family requested his religious services.

- Reception inmates may kite the Unit Staff in your area to add or change a Minister of Record. Level 3 General Population and RTU inmates will contact their Case Manager or designated Unit Staff to add or change the Minister of Record.
- The inmate must inform his minister to bring the required forms of identification on the first visit. The Minister of Record must show:
 - a. Ordination certificate or license from the minister's faith group.
 - b. Church or organization letterhead showing the minister's name
 - c. **Picture ID, must be state driver's license or state issued id.**
 - d. The minister of record may *not* send you packages or send money to be placed on your account without prior approval from the Warden.

Professional, Official, and Special Visitors

- **Attorneys, Clergy and other Professionals must provide state driver's license, state issued id and legal credentials.**
- Each offender may have one attorney of record unless additional attorneys are required for ongoing litigation. Except when authorized in writing by the Managing Officer/designee, attorneys shall not be allowed to deliver packages, correspondence, money or printed materials to any offender. The Managing Officer/designee may authorize the attorney to bring in recording devices, stenographs, etc.
- Offenders may have one person on their visiting list as their clergy of record except in the case of associate or staff pastors. In the event that the clergy of record is not available, associate or staff pastors may visit in their place. This exception does not increase the number of allowable visits.
 - a. The institution chaplains are responsible for verifying all professional certifications prior to the pastor being listed on the offender's visiting list.
 - b. Except when authorization is in writing by the Managing Officer/designee, clergy shall not be allowed to deliver packages, correspondence, money, or printed materials to any offender.
- A community organization volunteer that has partnered with the department to assist the offender in transitioning into the community may be added to an inmate's approved visitor list as a reentry mentor and will count towards their fifteen-person visiting list limitation.
- Offenders may request that the mother/father of their children be added to the visiting list. They are required to follow the same application process as any other visitor and count towards the fifteen-person visiting list limitation. The mother/father of children provision is made to facilitate family ties between the offender parent and his/her children. The visitor is not permitted to visit without the child or children unless they are listed as friend/wife.
 - a. In some cases, an incarcerated parent may not be listed on the child's birth certificate. It is the offender and/or custodial parent's responsibility to provide verification of paternity.

- b. The offender may provide a receipt of the “acknowledgement of paternity” form through Vital Statistics or a child support enforcement collection order may serve as verification of relationship.

Parole/Probation Visits:

- The parole or probation officer must submit a written request granting permission to visit the inmate(s). Upon receipt of this request, the Warden or designee will review the request and make the final decision.
- Parolee and probationer must be on the inmate's approved visitors' list.
- **Parolee/probationer may not visit the inmate if he/she is a co-defendant.**
- Once the visitor has been released from parole/probation supervision, the visitor should submit a copy of his/her final release to the Visiting Office.

Items Authorized for Visiting Hall:

Visitors must declare possession of items carried into the facility. A visitor may bring the following items into the visiting room:

1. Locker key.
2. Change purse (clear) – small single section type only.
3. Photo I.D.
4. Money for use in vending machines - \$20 maximum in five and one dollar bills, including change.
5. Baby food, plastic baby bottle and diapers in a clear plastic bag.
6. Tampon/sanitary napkin.
7. Sufficient prescription medication (in original bottle) for length of visit (to be carried by the Officer).
8. Purses, billfolds, diaper bags, strollers, and briefcases are not permitted in the institution.

Visitors under the age of 18 years:

1. Persons under (18) must be related to the offender being visited or accompanied by an approved visitor who is the child’s parent or legal guardian. (Only applies to Level 3 General Population).
2. Children not accompanied by custodial parent must have notarized permission specifying the name of the visitor to accompany the child, dates of visit, and permission for the child to be searched.
3. Birth certificate must be included with permission slip.
4. Parents are responsible for the behavior of the children.
5. A reading room is available with children’s books, a computer, and crayons for coloring.

DIRECTIONS TO THE FACILITY

Correctional Reception Center
11271 State Route 762
Orient, OH 43146
614-877-2441

From Columbus: Take I-70 S. to Orient exit (U.S. Rt. 62). Turn south
(left) at first signs or continue south on U.S. Route 62 to S.R. 762
Turn east (left) on S.R. 762 to Complex