

DAYTON CORRECTIONAL INSTITUTION

INMATE HANDBOOK



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INTRODUCTION

Welcome to the Dayton Correctional Institution (DCI). We hope you will make the most of the time that you spend here. This inmate handbook serves as your reference guide about institutional life, policies and procedures applicable to you during your stay. You are accountable for your behavior and this handbook explains what is expected of you. If you have any questions or concerns, please see a staff member for clarification.

Dayton Correctional Institution (DCI) creates a safe, secure and humane environment for the purpose of providing inmates with the opportunities for treatment, educational programs and other services that will enhance their reintegration into society as productive, law-abiding citizens.

This handbook was designed to inform you of the programs and services available at Dayton Correctional Institution (DCI). In addition, this handbook explains the general rules and regulations, policies, and procedures. You are required to return this handbook within fourteen (14) days of arrival to the Receiving Department. Failure to do so will result in you being charged \$5.00 for the replacement cost of this handbook.

ADMISSION AND UNIT ORIENTATION

Upon arrival to DCI, you will be given a housing unit and cell assignment. You will attend an orientation program with presentations regarding various departments, their functions and how you can benefit from them. It is important to listen carefully to the staff members giving the presentations and ask any questions you may have. **It is your responsibility to know and follow the rules. Not knowing and/or not understanding the rules are not an excuse for disobeying the rules.** Each inmate will be given an orientation schedule and sign-off sheet. Orientation is mandatory and must be completed by all arrivals.

UNIT MISSION – The Unit Management mission is to provide quality case management and unit management services to inmates living in the unit. The unit will provide programming and services to meet your needs for reentry into the community.

UNIT DESCRIPTION - Inmate housing at DCI is comprised of four units, each comprised of two pods. Pods are designated F1, F2, M1, M2, R1, R2, T1, & T2. The units contain the general inmate population cells, inmate laundry facilities, inmate alternative libraries, classrooms/multi-purpose rooms and staff offices. It is the mission of the Unit to provide quality case management services to all of the inmates living in the Unit. The majority of inmate needs are addressed through unit staff. This handbook will familiarize you with the roles and responsibilities of personnel assigned to your unit. The Unit is designed to do three things:

1. To provide a safe, secure, and sanitary environment.
2. To provide a full range of activities and programs that meet the reentry needs of the inmate population.
3. To provide inmates with as normal an environment as possible.

With this frame of reference, you can reasonably expect to have easy access to such services as mental health programming, recovery services programming, recreation, religious services, release preparation and reentry programming, educational and vocational opportunities. Each unit provides a smoke free environment. **IT SHOULD BE NOTED THAT SMOKING OR POSSESSION OF ANY TOBACCO**

PRODUCTS IS PROHIBITED BY BOTH STAFF AND INMATES. The institution does abide by the Department's policy regarding the Americans with Disabilities Act (ADA). Therefore:

- It is the policy of the Ohio Department of Rehabilitation and Correction to house inmates in a manner that provides for their safety and security. Appropriate institution programs and activities will be accessible to disabled / handicapped inmates and provide for integration with the general population (4-4142).
- It is the policy of the Ohio Department of Rehabilitation and Correction that the inmate work plan provides for employment of inmates with disabilities/handicaps (4-4450).
- All inmate requests for accommodations under the Americans with Disabilities Act should be directed via kite to the institutional **Health & Safety Officer**. Additional ACA Standards and ODRC Policies concerning this matter are: ACA – 4-4142, 4-4143, Policy 64-DCM-02 & 68-MED-14.

UNIT STAFF POSITIONS AND ROLES - Unit Management is staffed by a Unit Management Administrator, Unit Managers, Case Managers, Sergeant/Correctional Counselors, Unit Secretaries and Correction Officers. Unit Staff are located in each housing building. Case Managers are assigned specific caseloads; a Sergeant is also assigned to each unit. A schedule for unit staff is posted in every pod. Unit Staff are accessible to inmates during specific open office hours and are required to post their open office hours by their respective office entrances. You may also kite for assistance. If you have a problem you cannot resolve independently, your **first step** should be to contact the appropriate unit staff (refer to Unit Staff positions and roles). You are expected to see your Case Manager or Correctional Counselor for assistance in routine inquiries. Be sure to see the appropriate person, depending on the nature of your concern. **If the Case Manager or Correctional Counselor is unable to assist you, he or she may then refer you to the Unit Manager or you may see the Unit Manager on your own. If you have an emergency, you may see any Unit Staff member regardless of walk-in hours.**

UNIT MANAGER ADMINISTRATOR – The Unit Manager Administrator (UMA) oversees the consistent operation of Unit Management in compliance with the Ohio Plan and the 3-Tier Prison System. The UMA serves as an Executive Staff Member. Responsibilities of the UMA consist of:

1. Supervises Unit Managers
2. Meets with the Major to address unit management, security and inmate issues
3. Makes rounds with Major
4. Meets with Department Heads to ensure facility support for unit management
5. Ensures quality processes in unit management
6. Ensures unit teams have necessary and updated information
7. Monitors performance of the units on stated goals and objectives
8. Ensure risk and needs assessment is completed with program compliance

UNIT MANAGER - Unit Managers (UM) are responsible for the overall operation of all phases of the Unit including regular meetings with all unit staff and security. The Unit Manager serves as department head/executive staff for unit management and performs duties of UMA in UMA absence. There is one (1) Unit Manager responsible for F & M Units and one (1) Unit Manager responsible for R & T Units. Responsibilities of the Unit Managers consist of:

1. Unit Mission
2. Unit Organization-Chain of Command

3. Discipline
4. Approve Bed Moves
5. Town Hall Meetings
6. Sanitation
7. Major Problems/Concerns with Inmates
8. Problems/Concerns with Unit Staff
9. Tracking Inmate Job Assignments through Initial Classification/Reclassification
10. Tracking Post Release Control, Transitional Control and Parole
11. Programming within the Unit
12. Ohio Plan & 3-Tier Prison System Compliance

CASE MANAGER (CORRECTIONS PROGRAM SPECIALIST) - Case Managers are responsible for managing a specific caseload of inmates. One (1) Case Manager is assigned to each Unit.

Duties include: monitoring the progress of inmates on his/her caseload that includes review and update of reentry accountability plans, completing individualized Ohio Risk Assessment System Prison Intake Tools, completing classification documents including security instruments, and completing all appropriate reports for other institutional departments and/or outside agencies. Case Managers are also responsible for developing and implementing programs that benefit the inmate population. They also serve on institution committees to include job classification and security reviews. Case Managers perform the duties of the Unit Manager during Unit Manager absence. Further responsibilities of Case Managers include:

1. Sentence Data/Earned Credit Questions
2. Release Preparation & Pre-Release Assistance
3. Special Program Needs
4. Religious Services
5. Education Services
6. Library Services
7. Group & Individual Counseling
8. Recommend Bed Moves
9. Classification/Reclassification
10. Attorney Visits
11. Inmate Organizations
12. Visiting
13. Parole Guidelines/Hearings
14. Parole Planning
15. Types of Releases - PRC, TC, Parole, 80%
16. Security Level
17. Social Services
18. Transfers
19. Orange Card/Community Service Screenings

SERGEANT (CORRECTIONAL COUNSELOR) - The Unit Correctional Counselor serves as a Mentor to the Correction Officers assigned to the Unit. The Correctional Counselor regularly tours the unit and the work assignment areas to resolve inmate complaints and offer guidance to inmates assigned to the unit. The Correctional Counselor serves as a Hearing Officer for the unit conduct reports. Conduct reports can be handled by the sergeant at the unit level or referred to the Rules Infraction Board (RIB). They also serve on institution committees. The Correctional Counselor also takes primary responsibility for the safety and sanitation within the unit, taking necessary steps to ensure a safe and clean living environment for both inmates and staff. Other specific responsibilities of the Correctional Counselor are as follows:

1. Unit Housing Rules
2. Quartermaster/Laundry
3. Commissary
4. Personal Appearance/Dress
5. Medical services
6. Cashier
7. Recreation
8. Housing Assignments
9. Recommend Bed Moves
10. Unit Activities
11. Inmate Discipline
12. Cell Sanitation
13. Grievance Procedure
14. Mail/Package Rules and Problems
15. 2.4 Property Limits

UNIT SECRETARY – The Unit Secretary handles the clerical duties and provides clerical support for the unit and its staff.

CORRECTION OFFICER - The Correction Officers assigned to the unit are responsible for directing the security and supervision of the inmates assigned to the unit. Correction Officers are responsible for constant observation and touring of the unit to ensure a secure, safe, and clean living environment. In addition, specific responsibilities assigned each Correction Officer in the unit are the following:

1. Counts
2. Fire Exits/Drills
3. Dining Schedule
4. Sick Call/Pill Call
5. Mail (pass out only)
6. Laundry Operations in Unit
7. Telephone
8. Member of classification hearings and/or Unit Team meetings
9. Cell Searches/Contraband
10. Function as member of Unit Staff
11. Safety in Unit/Caustic Chemical Control
12. Security Inspections
13. Attend unit staff meetings
14. Issue Kites
15. Pass procedures

TOWN HALL MEETINGS – Town Hall meetings are conducted by the Unit Staff at a minimum of quarterly but are often conducted monthly. These meetings are generally held prior to count or right after count clears to relay important information, changes or concerns. The meetings are conducted in the dayroom of the unit and all inmates residing in that pod are required to attend.

SECURITY LEVEL – DCI houses inmates with security designations of Level 1, Level 2, Level 3 and Level 4. There are five levels of security within ODRC– Level 1, Level 2, Level 3, Level 4 and Level 5. Inmates will be reviewed for their security level on an annual basis or as needed. The security level is determined by several factors including but not limited to: severity of the offense, past criminal history (including any violence), RIB convictions, and frequency of conduct reports. You are expected to conduct

yourself in a manner that will help you reduce your security level to the extent allowed by the nature of the offense. Inmates are notified of your security level and offered appeal rights during your security review.

SENTENCE DATA – You can receive information regarding jail time credit, case numbers for current offense for legal motions, earned credit, out dates and other sentence data by the appropriate Case Manager. Sentence Calculations will be conducted by the Bureau of Sentence Computation. After discussion with the Case Manager, if inmates have questions or concerns regarding their sentence calculation or release date, they must write a letter that is concise and clear to the following address:

**Sentence Computation Section
Bureau of Sentence Computation and Records Management
770 West Broad Street
Columbus, Ohio 43222**

If inmates have questions or concerns regarding a detainer issue or other record office matter, please see the Case Manager to discuss, if inmates have further questions or concerns they may write to:

**Central Records Section
Bureau of Sentence Computation and Records Management
770 West Broad Street
Columbus, Oh 43222**

Inmates usually have numerous questions concerning the Pre or Post Sentence Investigations (PSI's). The Unit Staff has no control on when a PSI is received or completed. Questions regarding the PSI must be addressed in a kite to the Institution Parole Board Parole Officer located at APA.

TYPES OF RELEASES – There are several types of releases depending on which laws you were sentenced under. For the old law, you may be eligible for parole and/or EDS (expired definite sentence).

Under the new law Senate Bill 2 you may be eligible for judicial release (by the courts), transitional control (formerly furlough), EST (expired stated term) and/or post release control (PRC). **NOTE:** You will be automatically screened for transitional control. If you are eligible for transitional control, you will be called before a Case Manager to either waive (give up) or request consideration. Once you have requested consideration transitional control, your file will be reviewed by the parole board parole officer.

Under HB86 and SB337 you may be eligible for 80% release. For questions about any of these types of releases, see your Case Manager.

PAROLE PREPARATION – The Case Manager will work with the inmate in advance of a parole board hearing to assist you with paperwork and information regarding parole plans and placement prior to the hearing.

PROGRAM INFORMATION – If you have questions regarding Unit Management programs being offered, you should see your assigned Case Manager. Unit Management Programs are offered frequently based upon inmate needs. You are encouraged to participate in programs that will help you. Pre-Release/Reentry Programming will be offered to you through-out your stay at DCI. You will have opportunity to reside in the Pre-Release Unit and attend Pre-Release programming one (1) year prior to your release. The following departments offer programming as well: education, mental health, recreation, recovery services, and religious services. You should check the unit bulletin boards for current program offerings/sign-ups as well as checking with staff of each of these departments.

COMMISSARY

The commissary schedule is posted monthly and is subject to change. The schedule is posted on both commissary doors, housing unit bulletin boards, and shown on DCTV. Level 1 and 2 inmates shop once weekly by housing unit as detailed on the posted schedule. Level 3 and 4 inmates shop on alternating weeks, based on which side (M1 or M2) they are housed, which is also detailed on the commissary schedule. The weekly spending limit is \$100.00 for all housing units, with the exception of Marauders. Inmates housed in Marauders may spend \$110.00 ever-other-week. This includes everything except Phone Time units and electronic items. Inmates on commissary restriction or captain's cell isolation may purchase hygiene items, writing materials, and over-the-counter medications and Phone Time units. Inmates on Local Control status may shop once per month from a list of approved items with a \$20.00 spending limit.

State Uniforms must always be worn in the commissary line, with ID photos facing outward. Each inmate must bring laundry bags to carry purchases. Wait single file on the yellow line outside to be called in before entering the commissary. Always verify your account balance before shopping. All account balance questions must be referred to the cashier office.

All commissary shopping lists must be prepared before entering the commissary line. Turn in your commissary shopping list at the first window, keep your place in the single file line, and wait quietly for your order to be filled. Sign your name and inmate number on the copy of the receipt you return, and keep the other copy as proof of purchase until all items listed have been used or discarded. Additional copies will not be provided. Verify that your order was filled correctly before leaving the commissary. You may not leave the commissary and then return to make changes or corrections.

All sales are final.

CASHIER

The Cashier maintains personal and commissary accounts, processes cash slips and court orders for payment on fines, restitution, child support, and assists with indigent inquiries. Each inmate will receive pay according to their assigned state job. Information concerning pay ranges for state jobs is located in AR 5120-3-02. If you have questions about your balance, deposits, state pay or expenditures contact the cashier by kite.

Approved visitors may deposit funds into inmate accounts utilizing the kiosk machines located at each correctional facility. These kiosk machines are the sole responsibility of the outside vendor. Questions or concerns about the use of these machines must be directed to the vendor. Inmates may receive money orders from family, friends and others who are on the inmates' approved visiting list, not to exceed \$200.00. **All money orders must be processed through JPay.** Information and requirements for JPay can be obtained from Unit Staff.

To send money out of your account you need to have a staff member witness the cash slip. Requests to send \$100.00 or more out of your account to an individual must first have the Warden's approval. Requests to send \$100.00 or more to a commercial vendor must first be approved by the Account Clerk Supervisor. Inmates may only send money to persons on their approved visit list unless otherwise approved by the Warden.

The amount of release money (gate pay) an inmate receives from the institution is based on the number of days the inmate served in state prison. An inmate who served between 1-90 days receives \$25.00, 91-180 days receives \$40.00, 181-365 days receives \$65.00, Transitional Control release and those who

served 366 days or more receives \$75.00. Inmates who return to prison as violators or SB2 inmates who receive a Judicial Release/Suspended Sentence do not receive release money (Department Policy 78-REL-03). Inmates released to a detainer do not receive gate money.

EDUCATION DEPARTMENT

Education programs are a component of the Ohio Central School system, a state chartered school operated under the direction of the Ohio Department of Rehabilitation and Correction. The Education Department provides an environment where inmates may develop learning skills, thereby leading to an **ABE, Pre-GED, GED**, career technical, apprenticeship, or advanced job training certificate. The programs are offered **FREE** to all inmate participants. The Ohio Central School System (**OCSS**) adheres to the statement, "Equal educational opportunities are offered without regard to race, creed, color, national origin, gender, or disability." For additional information concerning the apprenticeship programs available, please kite the education department. Level 3B inmates shall be escorted to and from education classes. **Education for 4A inmates will be conducted in the housing unit.**

INITIAL ASSESSMENT AND PLACEMENT IN EDUCATION PROGRAMS - Mandatory education is the compulsory enrollment of all inmates who have not attained a verified high school diploma or GED. **DRC Policy 57-EDU-02** states that all inmates who have not attained a high school diploma or GED **MUST** enroll in a program of the Ohio Central School System for a minimum of two (2) quarters. Enrollment in school is in accordance to the priority enrollment factors set forth in DRC 57-EDU-01, Initial Assessment and Placement in Educational Programs. The Education Department has established and maintains detailed waiting lists for those inmates interested or mandated to enroll in education programming. Priority enrollment are for those students under the age of 22 years of age who are identified as a student with a disability or a student who is suspected of having a disability and those with the earliest release date. Hereafter, inmates are enrolled on a first come first served basis.

EARNED CREDIT - Is awarded to all eligible inmates in accordance with the provisions outlined in DRC 80-INC-02 Earned Credit for Productive Program Participation. Attendance and participation are monitored closely for this reason. Any unexcused absence, less than 75% attendance and/or unexcused tardiness, will affect eligibility for earned credit for the month. This procedure will be fully explained during inmate orientation for educational programs.

The Assistant Principal or Principal calculates earned credit according to Administrative Regulation 5120-2-06. Earned credit is calculated on the first working day of each new month, and you will receive an earned credit slip, showing your release date, soon after that. If you feel there is an error with your earned credit, you must kite the Assistant Principal for assistance.

EDUCATION PROGRAMS - The following education programs are available at DCI:

- ABE (Adult Basic Education) - for those with a reading score at or below 226 on the CASAS test
- Pre-GED - for those with a reading score between 227-239 on the CASAS test
- GED - for those with a reading score of 240 or above on the CASAS test
- Fast Track GED- for those inmates with a reading score of 243 or above and Math 239 or above on a C level CASAS test
- Career Technical Education – For those inmates with a reading score of 231 or above on a C level CASAS Test. Programs currently available are Administrative Office Technology, Culinary Arts and Heating, Ventilation & Air Condition (HVAC)
- Transitional Education Program (TEP) – Voluntary program with emphasis on preparing inmates for release for those with a release date of 180 days or less

- Advance Job Training (AJT) - currently offering Personal Computers in Business and Computer Aided Drafting through Sinclair Community College, HVAC and Construction Supervision
- Apprenticeship - apprenticeship programs include Alteration Tailor, Animal Trainer, Audio Operator, Auto Mechanic, Baker, Boiler Operator, Cook, Electrician Maintenance, HVAC, Janitor, Landscape Maintenance and Plumber
- Certificate Programs Available - There are several programs offered by the education department in which an inmate can receive a certificate, to include OCSS/CEA Tutor and Career Enhancement (Employability Skills, AOT, Culinary Arts)
- Special Education services-programming available for student identified for special education services under federal law

For questions regarding academic programs, the inmate should kite the guidance counselor or assistant principal.

LIBRARY SERVICES

GENERAL LIBRARY SERVICES - The main library at DCI is located in the school and chapel area. Proper identification, attire, and conduct are required while patronizing the main library.

The library provides a wide range of services and specialized collections that support the educational, vocational, rehabilitation and recreational needs of the inmate population. These collections include: a Re-Entry Resource Center, general reference, research materials, popular books, newspapers and magazines. The library maintains the sundry, food and music vendor catalogs and forms that the inmates can order from. Inter-library loan services are available for appropriate reading materials not owned by the library. DRC Policies and Administrative Regulations are also available for inmate review.

GENERAL CIRCULATION POLICY - Inmate patrons are not permitted to have more than two (2) library books in their possession at one time without special permission from the librarian. You are financially responsible for any borrowed books and materials lost, stolen and/or damaged by maliciousness or neglect. Inmates are expected to return all borrowed materials to the library prior to leaving the institution.

PHOTOCOPYING SERVICES - The library will provide photocopy services for legal materials and library related materials, i.e. articles from newspapers, magazines, books. All other request, i.e. personal letters, photos, etc. should be made through the unit. Photocopies are \$.05 a page.

SEGREGATION AND HOUSING UNIT LIBRARY SERVICES - The library maintains a collection of books that are periodically rotated between each of the housing units. Patrons are on the "honor system" to return books selected from these unit collections to the bookshelves. Segregation inmates may request a book from the librarian or the pod officer from this collection. Segregation inmates must send a kite to the librarian with request for obtaining legal materials and motions requiring immediate attention.

LAW LIBRARY SERVICES - Legal materials and related services are located in the Main Library. The department now utilizes the Westlaw Online Legal Database System on computer workstations. A word processor and legal forms are available for print out on the computer workstations. A typewriter is available in the Main Library for legal work only. Legal materials must remain in the Main Library and are not permitted to be checked out. For questions regarding the library, the inmate should kite the librarian. Pursuant to **ODRC Policy 59-LEG-01 Inmate Access to Court and Counsel:**

- **VI. PROCEDURES (F) (3) (a)** No inmate law clerk, library assistant, or any other inmate shall, in any manner, trade, exchange or deal her assistance with legal matters to another inmate. The institution shall prominently display a notice in the law library, and in either the inmate handbook, or orientation materials, which states: **"It is a violation of institutional rules for inmates to require payment of any kind for providing legal assistance. No inmate**

should be required to pay or deal for legal services. If you or someone you know has been asked to pay or deal for legal assistance, please notify your unit manager or the law librarian."

LEGAL SERVICE TO INDIGENT INMATES

1. Upon request, an indigent inmate shall receive **a free legal kit** containing, at a minimum, the items listed in Appendix No. 2. **An inmate may make such request once every thirty days.**
2. An indigent inmate is also entitled to **free first class mail to courts of law only.** This free mail is in addition to the one free stamped envelope per month provided to all inmates.

Indigent Inmate: An inmate is considered indigent if, during the 30 days immediately preceding the request, the inmate has earned or received less than \$12.00; AND, if the inmate's account balance has not exceeded \$12.00 at any time during the thirty (30) days immediately preceding the request.

FOOD SERVICE

The Food Service Department prepares three meals every day, Monday through Sunday. You will be called to the dining hall on a rotating schedule and by housing unit. You are to go eat when your housing unit has been called unless you have a medical pass. You go to meals before you go to work or school.

You must wear your state uniform and I.D. badges to all meals. Once the housing unit has been called, you must report to the dining hall immediately. You are not permitted to take any food or fruit out of the dining hall. Upon entering the food service dining hall, you have a reasonable amount of time to eat your meal, empty your tray, and leave the area as permitted. Special diet needs must be authorized by the medical and/or religious services departments.

CLOTHING & QUARTERMASTER

The quartermaster maintains all state issued clothing and bedding items pursuant to ODRC Policy 61-PRP-02. State issued clothing (shirts, pants, coat, hooded sweatshirt, footwear), as well as, linens (blankets, sheets, pillowcase, towel, washcloth) may be exchanged when they become worn and unserviceable. You must kite the quartermaster to request an exchange of these items. If the request is approved, the quartermaster will issue you a pass, to exchange your items. Undergarments (bras, panties, socks) may be replaced every 6 months. This will occur on a one-for-one basis and you must turn in your old items to receive new. Please ensure that you check the size of undergarments, as they may not be brought back for exchange once you leave the quartermaster. Again you must send a kite to the quartermaster for any exchange requests.

Clothing shall not be altered in any way except for approved tailoring which is completed in the quartermaster department. Clothing may be brought up to the quartermaster on your scheduled laundry day, during your scheduled laundry time. This schedule is posted in the housing units and on DCTV.

You are responsible for your clothing items and will be charged for any item that is damaged or missing. If your state issue clothing is lost or stolen a theft/loss report must be completed prior to these items being reissued. If you fail to secure your clothing, you may be held responsible for the replacement cost.

State issued pants/skirts, state issued shirt, state shoes, T-shirt, socks, panties and bra is considered the state uniform of the day. The state uniform must be worn during "official business" ; meeting with staff, when on a pass, at work, at school, in programs, on visits, at religious services, at meals, at commissary, all institution or unit offices, in the administration building, and in infirmary. **YOU MUST BE FULLY DRESSED PRIOR TO LEAVING YOUR HOUSING UNIT.**

Socks, shoes, panties and bras must be worn. You may be bare-foot if playing sand volleyball.

Shirts: Shirts must be tucked in (**except during leisure activities in the dayroom or leisure or physical activities on the recreation yard, gym or exercise room**) with the collar out and down at all times. No more than the top button or snap may be undone. State issued sweatshirts may be worn over the state shirt, as long as the collar is showing. State I.D. must be worn on the outer most garment and on the left upper chest area with picture facing outward.

Pants: Pants must be pulled up and worn at your waist at all times (**NO SAGGING**). Your pants must be zipped and fastened. Pant legs may not be rolled up, pegged or tucked into your socks.

Shoes/Socks: State issued shoes or gym shoes may be worn outdoors. Socks are to be worn at all meals, to visits and while working. Shower shoes, thongs or slippers **MAY NOT** be worn outside the housing unit.

Nightclothes: Appropriate nightclothes (pajamas or night gown) must be worn when sleeping. Nightclothes and robes are not to be worn outside of your room.

Headwear: Knit hats, baseball caps, stocking hats and hoods may be worn outside the buildings only. Skullcaps may only be worn in your cell area. **AT NO TIME ARE SKULL CAPS OR HATS TO BE WORN DURING SCHOOL OR PROGRAMS.** Scarves must be worn as a scarf, not as a headband and tied in the back. No rags may be used as a scarf.

Sunglasses: Sunglasses may not be worn indoors without authorization from the medical department.

Recreation: You may wear your state blue pants and white T-shirt during recreation hours, or wear regular recreation clothing including sweatshirts/pants, T-shirts, shorts, and gym shoes. You may be bare-foot if playing sand volley ball.

LAUNDRY - Each housing unit is equipped with a laundry area for personal clothing. See your Unit Officer for personal laundry hours of operation and use. Personal clothing will be laundered in the units by an assigned laundry attendant. You are required to supply your own laundry detergent for your personal clothing. Detergent for personal items is available for purchase in the commissary. At no time is chipped hand soap to be used in the wash machines. Laundry attendants are the only inmates permitted in the laundry room.

Your state issued laundry will be laundered twice a week by the Laundry Department. Your blankets will be washed on either the first or last Friday of the month, depending on our housing unit. Your sheets and pillowcase may be exchanged once a week. DCI housing units will have posted times on the housing unit bulletin boards for inmates to take their state issued clothing and bedding to the Laundry Department. Laundry detergent is provided by the institution for state issued items. Laundry days are determined by housing unit.

MEDICAL AND DENTAL SERVICES

INFIRMARY MISSION - Our Mission is to provide holistic health care and to influence lives in a positive way, leading by example, recognizing that each person has value, encouraging others to be the best they can be and deliver quality nursing care based on sound clinical practice

INFIRMARY HEALTH SERVICES – Infirmary Health Service orientation will be provided upon your arrival to the Institution and visit to Infirmary. You will be given written and verbal instruction on how to access medical, dental and mental health services. If you feel your medical needs are not being met appropriately, you can follow the grievance procedure.

To request an appointment with the primary doctor or any specialty clinic (eye doctor, foot doctor and etc), you must go through nurse sick call. You cannot request these services through a kite. All medical appointments and passes for treatments and pill call are important. If you are scheduled to be seen and do not show up, you will be considered out of place and may receive discipline. If you are scheduled for an appointment or procedure at CMC or OSU, you will be asked sign a notification of medical appointment form. If you sign the agreement to go and you refuse the appointment the day of, a conduct report will be written per policy 68-MED-14 and you maybe sanctioned by RIB.

SICK CALL - The Infirmary Health Services offers Nurses Sick Call five days a week: Monday through Friday and as needed in the Infirmary Health Services area. For routine health concerns or to sign up for sick call complete a Health Services Request Form (HSR). The HSR forms are located on the wall near the exit of the Inmate Dining Hall at DCI, outside of the Infirmary Health Services area, and from the housing unit officer. Upon completion of the form, place the form in the mailbox labeled "Medical". The mailboxes are located in the same locations as noted above. A nurse will collect the HSR requests daily and will schedule you for a sick call appointment. Do not use a kite for this: a kite goes to the mailroom and not directly to the health clinics. Use of a kite may delay you being seen by a nurse or dental staff.

For emergencies, you need to notify ANY STAFF MEMBER immediately. They will notify the infirmary of your emergency and medical staff will triage the situation and make a determination at that time.

MEDICATIONS - Most over the counter medications can be purchased in the commissary if you desire to have something on hand for situations that do not necessarily require a visit to medical. Please check the commissary list for available products. Prescription medications are ordered by the physician and grouped into two types (carry meds and nurse dispense medications).

1. Carry medications-may be kept with you. This medication must be kept in their original containers and must be a current order. Medications not meeting these criteria will be considered contraband. Hoarding medications is not permitted. Expired meds and discontinued meds must be returned to medical. If a rescue inhaler I ordered, it must last for 90 days before another one will be issued. The empty inhaler must be brought to medical in exchange for the new one.
2. Nurse dispensed or "pill call" medications-Given by a nurse at pill call. The pill call window will be open three times a day, in the morning, mid day, and early evening. The specific times will be announced by the dorm officers. You **must** show your picture ID to the nurse before receiving medication. You are expected to report to Infirmary Health Services on time for pill call.

PHYSICAL EXAMINATIONS - PAP smears and annual physical examinations, the frequency is based on your age. During your birthday month you will be automatically called up for the physical according to policy. Kite the Infirmary Health Services to request a physical exam.

CO-PAYMENT - Co-pay will be charged in accordance with the Administrative Regulations and DRC policy 68-Med-15. You will be charged \$2.00 co-pay for routine nurse sick call appointments. You will incur \$3.00 co-pay for unscheduled emergency nurse sick calls. If you are sent out to another facility for medical treatment, you will not be charged. Inmates will not be charged for medical services initiated by policy defined staff reporting requirements such as but not limited to sexual assaults, use of force, and accidents reports. Medical care may not be denied due to the inability of the inmate to pay. To contest the charging of a co-pay fee, you must file an informal complaint with or send a kite to the Health Care Administrator.

Co-pay exempted services include:

- Intake physicals and visits for treatment of chronic disease (i.e. High Blood Pressure, Seizure, Diabetes Mellitus, HIV, Hepatitis C)
- Mental health crisis and interventions
- Required physical exams
- TB testing
- Laboratory Testing
- Preventive Health Education
- Obstetric Care
- Care provided at Corrections Medical Center, Ohio State University Hospital and Local Hospital
- Dental procedures, whether performed by dental staff or a nurse
- Accidental Blood borne pathogen exposures

Information regarding inmate co-pay is available in the main Library.

INMATE ORIENTATION TO DENTAL CARE ACCESS - Dayton Correctional Institution 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.)

DENTAL EMERGENCY – Have the housing officer or any other staff person contact Inmate Health Services (IHS) as soon as possible for:

- 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 IHS within a day or two.

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

ROUTINE DENTAL CARE – Submit an HSR to dental explaining your problem. You will be placed on a list to have an examination and have your problem looked at and treated.

- Cavities
- Problems chewing

- Cleaning
- Dentures – Must have 3 years or more to serve

KITES/INFIRMARY COMPLAINTS - All kites are to be placed in the mailbox by M Unit by the inmate yard. Informal Complaints will be sent to the Dayton Correctional Institution to the attention of the Health Care Administrator.

MENTAL HEALTH SERVICES

If you need counseling or mental health services, you may kite Mental Health Services for assistance or seek the Case Manager in obtaining services if you have trouble writing a kite or if your mental health needs are more urgent. The Mental Health Services Department has an office located in the Infirmary and in lower B Building at DCI. Counseling that is not specific to your mental health needs or psychiatric issues is also available through the Unit Staff, Religious Services Department, and the Recovery Services Department. If you are in need of emergency or crisis intervention services, notify any staff member who will contact the Mental Health Services Department. If you have an emergency situation such as an ill family member or death of a loved one, you may seek immediate assistance from the Case Manager or other Unit Staff member and may be referred for follow up with the Psychologist and/or Chaplain. Mental Health Services offers four (4) hours of Open Office hours Monday through Friday for crisis and non-crisis situations.

RECOVERY SERVICES DEPARTMENT

The Recovery Services Department facilitates Drug and Alcohol Education and Treatment Programming. All programming is voluntary and offered to any inmate who has a self-reported or documented history of drug and/or alcohol use. The Intensive Outpatient Program (IOP) is a 90 day program that is based on Cognitive Behavioral Treatment with monthly earned credit awarded. Following completion of IOP inmates can enter the 90 day continuing care component and continue to be awarded monthly earned credit. NA/AA attendance is mandatory during IOP and continuing care. After completion of IOP and continuing care (a six month period) continued weekly attendance at NA/AA meetings will result in ongoing monthly earned credit being awarded. Other non-earned credit programming includes alcohol and other drug education program, Positive Parenting and Commitment to Change. To be placed on the waiting list to enter these programs kite Social Work Supervisor.

RELIGIOUS SERVICES

The Chaplain offers assistance in all spiritual and religious matters including counseling and religious services. A schedule of religious services and activities are posted on the bulletin boards in the housing units and Chapel. The Chaplain and Imam can be located in the Education Building at DCI.

JOB CLASSIFICATION - Unit Staff maintain inmate work records and place inmates in appropriate institution job assignments based on education and institution need. Staff makes job recommendations to the Initial Classification and Reclassification Committees who inform inmates of their job assignments. You will receive your initial job assignment within seven (7) days of your arrival to DCI. A request for a job change may be made no less than ninety (90) days after job classification. You will appear before the Reclassification Committee for any changes to your job assignment. You will be given a 48-hour notice prior to your hearing, and the decisions made by the committee are appealable.

RECREATION DEPARTMENT

INDOOR RECREATION – The Unit Sergeants oversee the indoor recreational activities and order supplies at DCI. The Recreation Department supports the indoor activities in the housing units by offering special tournaments, programs, and leisurely activities. DCI also offers an indoor gym and workout facility.

The Recreation Department provides various board games, ping pong, pool tables and playing cards for indoor recreational use. An inmate recreation worker is assigned in each housing unit and assists the housing unit officer in distributing the indoor recreational equipment. You must leave your I.D. badge with the housing unit officer when you check out equipment. The inmate checking out the recreational equipment is responsible for any lost or damaged equipment. Televisions are also located in each housing unit and are available for indoor recreational use when they are not being used for programming. There is no loitering around game tables.

OUTDOOR RECREATION – Outdoor activities, programming, and supplies are the responsibility of the recreation department. An outdoor softball field, walking/running track, outdoor workout equipment, basketball court are located adjacent from the housing areas R and T Buildings. Outdoor flag football, volleyball, flag football, chin-up bar, isometric stations, wiffle ball and corn hole. The same conditions apply for the use of outdoor recreation equipment as they do for the use of indoor recreation equipment.

The recreation director organizes various sports leagues and special events during different times of the year. Sign-up sheets for these leagues and events are posted on the bulletin boards in the housing units and/or DCTV. The recreation schedule will be posted in the units and gym bulletin board.

RELEASE PREPARATION AND REENTRY PROGRAMS

Mission: Transformed lives, confident and hope-filled, ready to use their training and Personal Transformation, Plan goals and resources to exceed their needs in order to successfully become contributing members of society.

To create an environment in the Pre-Release Unit which stimulates personal change, by initiating the development and implementation of teaching, training, and equipping; focused on transformative best practices and processes, combined with connections to needed community resources.

We will intentionally develop, maintain and update as needed a Group Process Strategy (GPS) for the Pre-Release Unit, comprised of a holistic pre-release and reentry continuum of care strategy.

We will purposefully initiate community partnerships to support the Pre-Release Group Process Strategy (GPS) to provide our offenders with best practices, programs and processes, as well as community resource needs based on their individualized Personal Transformation Plan.

We will deliberately develop and implement reporting systems to monitor a set of measurable goals and outcomes of the Pre-Release Unit.

The Dayton Correctional Institution Pre-Release Unit will become a best practices model for transformative standards to intentionally impact the mental, emotional, physical, and spiritual needs of the offenders we serve, in order to prepare them for successful reentry into the community.

See your Case Managers for information on Pre-Release and Reentry programming.

COMMUNITY JUSTICE

Community Justice is a way of viewing, understanding and responding to crime and the effects it has on victims, communities and inmates. Crime is recognized as harm done to a person(s) and/or community and the aim of justice is to promote understanding, accountability and healing. Inmates are held personally responsible to their victim(s) and/or community for making amends and, to the extent it is possible, helping to repair the damage and injuries they caused. DCI supports the Department's community justice initiative and encourages all inmates to become actively involved in making amends to their victim(s). See your Case Manager for information on how you can participate in community justice projects.

GRIEVANCE PROCEDURE & INSTITUTIONAL INSPECTOR

The Inspector of Institutional Services investigates and processes inmate grievances and takes appropriate actions within the scope of his/her authority.

Where appropriate, the Inspector makes recommendations to the Warden to affect a grievance resolution.

The Inspector also monitors the application and enforcement of institutional and departmental rules and regulations to ensure that inmates are protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. Any questions regarding the grievance procedure should be directed to the Inspector of Institutional Services.

1. WHAT IS A GRIEVANCE? - A grievance is a complaint about any policy rule, practice, or act by the Department of Rehabilitation and Correction or its employee which directly affects the inmate grievant and which is presented for resolution through the process outlined below.

2. WHAT IS THE PURPOSE OF THE INMATE GRIEVANCE PROCEDURE? - The grievance procedure is a method of formally presenting complaints to the Department of Rehabilitation and Correction when an inmate has been unsuccessful in attempting to resolve a complaint through normal channels. The procedure is designed to provide a broad range of remedies, including changes in institutional policies and practices, disciplinary action against employees and inmates who willfully violate institutional rules.

3. WHAT IS NOT "GRIEVABLE"? - The grievance procedure is not designed to act as an additional or substitute appeal process in connection with the Rules Infraction Board or Institution Hearing Officer proceedings. A complaint relating to a specific disciplinary decision will not be considered in the grievance process.

A separate appeal process is available in this area. In addition, complaints unrelated to institutional life i.e. legislative action, policies and decisions of the Adult Parole Authority, judicial proceedings and sentencing, are not considered grievances. Further, no claim involving subject matter exclusively within the jurisdiction of the courts or other agencies will be considered.

4. GUARANTEE AGAINST REPRISALS - The Department of Rehabilitation and Correction is committed to maintain a safe, secure and humane environment for inmates and staff and recognizes that an effective grievance procedure goes hand-in-hand with this commitment. As an inmate, you are encouraged to use the grievance procedure in order to resolve complaints, which cannot be effectively resolved by unit staff. You are protected in several ways from any form of reprisals.

FIRST, any and all records of your participation in the grievance procedure are confidential and are not available to the Parole Board, unless the record establishes that you deliberately lied to seriously injure someone.

SECOND, all employees are prohibited from discriminating against you, from insulting you, or from taking any action against you for the good faith use of the grievance procedure.

FINALLY, only the Inspector, with the approval of the Chief Inspector or designee, can initiate disciplinary action against you for intentionally falsifying information in an Informal Complaint, a Grievance, or Grievance Appeal. You may also be subject to disciplinary action for disrespectful, threatening or otherwise inappropriate comments made in an Informal Complaint, Grievance or Grievance Appeal. In short, you are protected for use of the grievance procedure unless you lie or deliberately make a false statement with the intent of seriously injuring another person.

5. ADDITIONAL INFORMATION - The inmate grievance procedure is stated in Rule 5120-9-31 of the Ohio Administrative Code. Related information may also be found in Rules 5120-9-30, which along other rules, are available in the institution law library.

USING THE GRIEVANCE PROCEDURE - The Inmate Grievance Procedure shall be comprised of three (3) consecutive steps fully described below. Whenever feasible, your complaints should be resolved at the lowest step possible. There is a specific form designated by the Chief Inspector to use for each step. Only forms designated by the Chief Inspector may be used in this process. Such forms shall be reasonably available to inmates regardless of their disciplinary status or classification. Inmates shall not be required to advise a staff member, other than the Inspector of Institutional Services, of the reason the form is being requested.

1. STEP ONE: THE FILING OF AN INFORMAL COMPLAINT - Before filing a formal grievance under the inmate grievance procedure, it is necessary to attempt to solve a complaint informally. The "Informal Complaint Resolution Form" is to be used as the first step in filing a grievance. Follow the following steps in informally solving the complaint:

- a. You are to go to the staff member or department you are having a problem with and try to get the problem resolved. If he/she or the department is unable to help you with your problem, ask for an "Informal Complaint Resolution Form" from your Unit Officer, Unit Staff, or the Library.
- b. Within fourteen (14) calendar days of the date the event giving rise to the complaint, you must file an Informal Complaint. You are required to write out your complaint on the Informal Complaint form. You must fill in your name, number, and housing assignment on the form. State your complaint clearly and specifically. Include who is involved, what is involved, when it happened, and how it happened. The Informal Complaint Resolution should be directed to the supervisor of the staff member, or department most directly responsible for the particular subject matter of the complaint.
- c. Inmate then distributes the colored copies as follows:
 - Pink copy to the Inspector
 - White and canary copy to the supervisor
 - Goldenrod copy is retained by the inmate

For example: You have a complaint about medical treatment, send the form to the Health Care Administrator. If you do not know who to send it to, ask your Correctional Counselor or Case Manager for assistance.

- d. Supervisors shall respond in writing within seven (7) calendar days of receipt of the Informal Complaint.

If the inmate has not received a written response from the supervisor within reasonable time, the inmate should immediately contact the Inspector either in writing or during regular open office hours. The Inspector shall take prompt action to ensure that a written response is provided to the Informal Complaint within three (3) calendar days. If a response is not provided by the end of the fourth day, the Informal Complaint step is automatically waived and you may request a Grievance Form from the Inspector.

- e. The supervisor responds on the Informal Complaint form, returns the write copy to the Inspector and the canary copy to you.
- f. The filing of an Informal Complaint may be waived if it is determined by the Inspector that there is a substantial risk of physical injury to the grievant.

2. STEP TWO: THE FILING OF THE NOTIFICATION OF GRIEVANCE

- a. If you are dissatisfied with the Informal Complaint response, or the Informal Complaint process has been waived, you may obtain a Notification of Grievance Form from the Inspector. If the Inspector decides that the grievance is of an emergency nature, immediate action will be taken. All grievances must be filed by the inmate no later than fourteen (14) calendar days from the date of the Informal Complaint response or waiver of the Informal Complaint Step. The Inspector may also waive the timeframe for the filing of the Notification of Grievance for good cause.
- b. The Inspector shall provide a written response to the Grievance within fourteen (14) calendar days of receipt. If the Inspector needs more time, you will be notified of the reason for the delay. Any extension exceeding twenty-eight (28) calendar days from the date the response was due must be approved by the Chief Inspector or designee.

3. STEP THREE: THE FILING OF AN APPEAL OF THE DISPOSITION OF GRIEVANCE

- a. The Inspector will give you a written decision on your grievance on a form titled "Disposition of Grievance". If you are dissatisfied with the decision of the inspector, you may have it reviewed by sending an appeal to the Chief Inspector within fourteen (14) calendar days of the date Disposition of Grievance. Appeal forms are available through the Inspector. For good cause the Chief Inspector or designee(s) may waive such time limits.
- b. The Chief Inspector or designee shall provide a written response within thirty (30) calendar days of receipt of the appeal. If additional time is required, you will be notified of the reason for the delay. The decision of the Chief Inspector or designee is final. Grievance appeals concerning medical diagnosis or a specific course of treatment shall be copied to the Office of Correctional Healthcare for additional review and response.
- c. Grievances against the Warden or Inspector must be filed directly to the Office of the Chief Inspector within thirty (30) calendar days of the event giving rise to the complaint.

Such grievances must show that the Warden or Inspector was personally and knowingly involved in a violation of law, rule or policy, or personally and knowingly approved or condoned such a violation. The Chief Inspector or designee(s) shall respond within thirty (30) calendar days of receipt of the grievance. The Chief Inspector or designee(s) may extend the time in which to respond for good cause, with notice to the inmate. The decision of the Chief Inspector or designee is final.

TRANSFERS

If you would like to request a transfer, you must first see your Case Manager, specifying the reason for the request and to which institution you wish to transfer. If you are requesting a transfer due to a visit hardship, your family must write a letter to your Case Manager explaining why traveling to the institution is difficult. If the difficulty is due to a medical condition, then the family member's doctor must submit a letter, directly to your Case Manager, which explains why the medical condition makes it difficult for the family member to travel. Once your Case Manager receives the required documentation, it will be forwarded to the Unit Manager. The Unit Manager will then submit her recommendation to the Deputy Warden of Operations who will make his recommendation to the Warden. The Warden will approve or disapprove the transfer at the institution level. If the Warden approves the transfer at his level, your transfer request will be sent to the Bureau of Classification. The Bureau will make the final decision to either approve or disapprove the transfer request. This process generally takes 30 to 90 days to complete and is based upon bed availability.

INMATE ORGANIZATIONS

DCI offers several inmate organizations facilitated by various staff members. Information on these groups may be obtained by consulting Unit Staff. Inmate Groups meet regularly to coordinate internal and external community service activities and helps the institution administration in meeting the social, cultural, and leisure needs of the inmate population. If interested in becoming a member of any inmate group, see a Unit Staff member. Inmate groups may conduct food sales on a rotating basis. Although most purchases of group sales are made through the Commissary, some group sales are handled by completing cash slips. Questions regarding group sales should be directed to the staff advisors responsible for that particular inmate group. Inmates who can't obtain resolution to their questions, should kite the Account Clerk Supervisor.

PERSONAL APPEARANCE, HYGIENE, AND GROOMING

PERSONAL HYGIENE - To maintain good personal hygiene, you are encouraged to shower daily. You are required to shower at least two times per week, and as directed. Showers are available daily from the clearing of the 6:00 a.m. count to lockdown or count times.

Fingernails and toenails shall not extend beyond the tips of the fingers or toes. No artificial nails are permitted. Inmates are not permitted to manicure each other's nails or eyebrows, style or cut another inmate's hair, or to perform any other cosmetic procedure, except in an authorized program, or by inmates who have been authorized by the institution to perform such duties.

You are encouraged to use deodorant and brush your teeth regularly. Excessive use of perfumes, body lotions, oils, and hair oils is prohibited.

Inmates may wear a reasonable amount of make-up. Eyeliner will not exceed the eyebrow area.

Inmates are permitted to wear earrings. Hoop and stud types are not to exceed one-half inch in diameter. Dangle type, those that hang from or attach to a post or wire are not to extend more than

one-fourth inch below the bottom of the ear lobe. Earrings are not to be worn on any part of the body, except the ears. A maximum of two pair of earrings may be worn at one time.

Facial ointments and creams are not to be worn outside of your assigned cell area.

HAIR – Hair care and hair styles are subject to the limitations of AR 5120-9-25.1, Appearance and Grooming for Female Inmates. Hair shall be kept clean, neatly trimmed at all times and shall not extend below the middle back area in length. Hair length will be at least two inches in length, unless there is a documented medical concern. Braids may be worn subject to the limitations of this rule. Hair may not be worn in braids at any time you are being transported outside of the institution. The following are hair styles and facial hair that are prohibited: initials, symbols, dye, multiple parts, hair greatly longer in one area than another (excluding natural baldness), weaves, dreadlocks and shaved heads. Hair rinse (semi-permanent) is provided by an individual properly licensed to provide such a service and/or provided as part of an authorized program. **You must be RIB ticket free for the previous 6 months to be permitted hair rinse.** If approved by the warden, an inmate may wear a wig for medical reasons or in conjunction with medical treatment. Other hairstyles not specifically listed herein may be prohibited if they are determined to be either a threat to security or contrary to other legitimate penological concerns as determined by the office of prisons.

No styling, braiding, cutting, combing or brushing each other's hair, unless you are designated as a hair care worker. Hair curlers may be worn only in your cell area.

HAIR SALON - The inmate hair salon is located next to the Commissary at DCI. The schedule and hours are posted on the housing unit bulletin boards and DCTV. You are expected to keep your hair clean and at a length determined by departmental policy. Basic free haircuts are available every six (6) weeks. You may receive your first free hair cut when orientation is completed. Cutting of hair is prohibited except in the hair salon.

A new photograph shall be taken whenever, in the judgment of staff, any significant change in physical appearance occurs. Re-photographing will be at your expense if the change in appearance is from grooming changes.

CELL APPEARANCE - The following standards apply to all inmates:

1. You are responsible for the sanitation of your cell area. Cleaning supplies are available from the housing unit officer. **Your bed must be made by 7:30 am on weekdays and 8:30 am on weekends.**
2. Clothing is to be placed in the dresser drawer, footlocker or hung in the clothing unit. You will be provided a wall hook to hang your towels/clothing on. Your shoes must be placed under your bed and lined up in an orderly fashion. Prayer rugs must be stored away when not in use. One laundry bag containing dirty clothing is permitted under your bed.
3. The only items permitted on top of your desk or dresser unit are as follows: radio, alarm clock, T.V. and fan. All remaining items must be stored in your footlocker, with the exception of musical instruments and typewriters. Pictures/postings are not permitted to be displayed on the walls or door. Pictures/postings must be displayed on dresser or inside of lid to locker box. Your property must conform to the "2.4 cubic foot limit." Any property that does not conform to the 2.4 cubic feet property limit must be sent home or disposed of.
4. You are not to place any items on your window ledge or hang any items from the window bars. Any such items found will be confiscated as contraband.
5. One bar of soap per inmate is permitted on the sink. All other hygiene items must be stored in your locker box or dresser unit.

6. No nude or sexually explicit pictures are to be visible in your cell area. No pictures or other items are to be taped to the walls, windows, mirrors, etc.
7. Beds will be aligned along the inner walls at DCI. No beds or cabinets are to be aligned under windows.

You are expected to maintain high levels of sanitation in your living areas. DCI maintains high levels of sanitation and inmates are expected to keep their pod as well as their cell in compliance on a daily basis. The areas that need daily cleaning include but are not limited to: the shower area and floor, waste cans, cell floors, beds (made), windows free of dust on bars or clutter on window ledge (**nothing is to hang or obstruct the view of inmate windows**), free of clutter in cell area, etc. Other items include keeping vents clean, keeping baseboards clean (especially in the corners), and keeping desk/wardrobe unit clean and organized.

Cell bulletin boards may not have items extending beyond the boards themselves or contain any pictures that may be of a sexual nature. Concerns or questions regarding cell sanitation, chemical use and/or proper equipment use including safety concerns should be addressed to the Sergeant/Correctional Counselor and/or Correction Officer. **To support the Energy Conservation Plan, inmates are to turn off lights, radio, T.V., fan, etc. when not in use or when exiting your cell area.** Failure to do so could result in disciplinary action. Inmates are provided a microwave oven in the dayroom for heating food items and are not to use hot water in their cells or irons for such purpose.

PERSONAL POSSESSIONS - You are responsible for securing your property in your footlocker. A combination pad lock is issued to you upon your arrival, and you need to keep your footlocker locked at all times. Possession of any item that belongs to anyone else is considered contraband. It will be confiscated and disciplinary action may be taken. All personal possessions with the exception of musical instruments, typewriters, radios, current schoolbooks and current legal materials must fit inside the locker box (2.4 cubic feet). You are not to deal, loan or borrow any item from any other inmate at any time. If any of your property is lost or stolen, notify the housing unit officer. The officer will search the area and complete an "Inmate Property Loss/Theft Report." The Officer will forward this form to the Major who will assign possible further investigation. For possession limit questions/concerns, see your Sergeant. If both inmates in a cell own a TV, only one TV will be out and used. The second TV will be wrapped in a plastic bag and placed under the bottom bunk inside the cell. Only one six-outlet power block can be used do to the low amperage in each cell.

WEATHER, FIRE, AND SAFETY

Fire prevention is important to everyone. Fire drills will be conducted on a random basis and you are to leave the building immediately in a safe and orderly manner. You should know the evacuation plan for your housing unit and work area. You should know the safety procedures for your work area and follow instructions regarding the use of protective clothing, safety goggles, safety equipment etc. Fire plans for the housing units are posted in plain view. If a fire begins in the housing buildings, immediately evacuate the units using the front doors. If this is not possible, evacuate the area by using the fire exit doors at the end of each range. Once outside the unit, assemble in a safe location as instructed so the housing building officer can account for you. Once everyone is accounted for, you will be escorted to another appropriate area. There are to be no items obstructing the ventilation system in the housing units, nor should any items be hung from the smoke detectors or sprinkler system. Disciplinary action will be taken against anyone who tampers with fire equipment, creates a fire hazard and/or violates safety rules and regulations of the institution. The Correction Officer, Unit Staff and/or Shift Supervisors tour the living areas regularly to ensure the area is safe and secure. Weekly inspections are conducted to ensure that safety concerns and sanitation concerns do not go unattended. If you see that a safety or sanitation concern exists, you should report it as soon as possible to the Correction Officer, Unit Staff member, Shift Supervisor and/or the Health and Safety Officer. During weather emergencies you are to

follow the instruction of the Correction Officer and/or Institutional staff member. Inmates will move to a designated area in a quiet and orderly fashion and will remain quiet until instructed to return to your living area.

I.D. BADGES - You are required to wear your I.D. badge whenever you are outside of your cell. You must wear your badge on the upper left side of your chest, on the outer most garment with the picture facing out. Change of appearance, damage, loss or destruction of your I.D. badge will also result in having to purchase a new badge.

COUNTS – Institutional count is taken at regular times throughout the day and night. You are expected to be in your cell during all count times unless you are assigned to out count. Count times are posted on the housing unit bulletin boards. When count is called by the officer, you are to immediately go to your cell (or designated area if on “out count”) and remain there until count is cleared by the officer. You must be plainly visible during count times. The 3:30 p.m. count is a standing count which requires all inmates to be standing by their bed during count time. There is **NO INMATE MOVEMENT** until count is cleared by the officer. Count times Monday through Sunday are at 2:30 a.m., 6:00 a.m., 10:45 a.m., 3:30 p.m., 9:00 p.m. and 11:00 p.m. or as posted in the Unit. Any additional formal counts may be called at any time and you are to follow the same procedures.

NOTIFICATION OF SEARCHES & CONTRABAND CONTROL – At any time, a staff member may conduct 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. Your cell is also subject to search at any time and you do not need to be present when your cell area is searched. If contraband is found in a cell where two inmates reside, then both inmates may be held accountable for the contraband. You are not permitted to have any contraband in your possession. Contraband is considered any item you have not been given permission to have in your possession. Contraband includes but is not limited to: drugs, weapons, clothing items not permitted or over the possession limit, homemade or altered items, etc.

RANDOM DRUG TESTING – The institution does not tolerate the use or possession of illegal drugs or other intoxicants. From time to time, you will be tested to determine if you have used illegal substances recently. If you test positive, or if illegal drugs, drug paraphernalia or other intoxicants are found in your possession, you will be subject to disciplinary action.

You may be placed in restricted housing, referred to a mandatory substance abuse program, recommended for transfer, have visits suspended or have other various sanctions placed on you per DRC policy 70-RCV-03 Inmate Drug Testing.

SECURITY & CELL INSPECTIONS – The housing unit officer will conduct daily cell shakedowns on random cells to ensure contraband is not being kept in an inmate’s possession. At times the Unit Staff and/or shift supervisors will conduct an entire pod shakedown to ensure property levels are in good order and cells are free of contraband. The housing building officer will conduct a daily cell inspection to ensure that inmate’s cells are in good order and maintain compliance with American Correction Association (ACA) standards. If your cell is not in compliance, then you will be told to bring your cell into compliance by the Correction Officer. Cell Inspections will also occur by the Unit Staff and/or shift supervisors at various times to ensure cell sanitation is maintained at an appropriate level and no safety concerns or hazards exist.

PHYSICAL CONTACT – At no time are you permitted to make physical contact with an inmate, staff member or visitor out of anger, attempt to do bodily harm and/or sexual gratification. Ethical standards are to be observed at all times. The Institution Investigator will investigate all complaints of Inmate on

Inmate Sexual Assault pursuant to **ODRC Policy 79-ISA-01**. An informational pamphlet covering the grievance procedure and Inmate on Inmate Sexual Assault is issued to each inmate upon reception. All inmates will as well view a Prison Rape Elimination (PREA) video upon reception.

OFF LIMIT/OUT OF PLACE AREAS – You are not permitted to be in another inmate’s cell other than your assigned cell. You are never to be in an office without a staff member present. If you are unsure if an area may be off limits, then you are to get permission from a staff member prior to entering that area. This includes housing units in which you do not live. In addition, the quartermaster, receiving, and mailroom area is out of place at all times unless you receive a pass or are told by a staff member to report to one of the areas.

GENERAL RULES, INMATE CONDUCT & DISCIPLINE

You are expected to abide by all rules and regulations, policies and procedures of the institution. Behavior that disrupts operations or threatens the safety/security of others will not be tolerated. Failure to abide by the rules and regulations or procedures may result in disciplinary action being taken. If you are found guilty of a violation, discipline will be progressive, based upon how severe your violation is, and how many conduct reports you have received. The hearing officer hears all rule violations and may refer conduct reports to the Rules Infraction Board (2 member panel that reviews the evidence, interviews inmate charged as well as relevant witnesses).

GENERAL RULES

1. You are not to loiter or congregate on the sidewalks or ramps, in any building entrance or around any windows. There is no loitering in the entrance area between the two housing unit wings, walkways leading to and from the housing units, around staff offices or windows and around cell doors. **THERE IS NO TALKING, GESTURING OR COMMUNICATION OF ANY KIND WITH PEOPLE OUTSIDE THE FENCE BOUNDARIES.**
2. Cell doors are to remain closed at all times. The cell doors are fire rated, thus expensive to replace, therefore you are not to prop the cell door open by the hinge because the cell door may become damaged and you will be responsible for having the door fixed or replaced at your expense. Cell furniture is not to be moved or altered in any way. Cell chairs are allowed in the dayroom only for TV viewing or playing at a game table.
3. You are not permitted to loiter or sit on any stairs. You may not sit on the floor.
4. You must be fully covered when going to and from the shower. Shirt and pants/shorts, or a robe, must be worn, to include shower shoes, due to slips, trips and falls.
5. Kitchen whites are only to be worn to work, while at work, and on the way back from work.
6. You are not permitted in the laundry room unless you are a laundry attendant.
7. The iron and ironing boards may only be used in the day room or on range 2.
8. Regardless of your job assignment and off days, when asked to perform a task by staff you are to comply.
9. You may play musical instruments only in designated areas.
10. No hair ties are to be worn on wrists or ankles.
11. All passes are mandatory and therefore must be honored. If you are given two or more passes for the same time, contact those who issued the passes to make arrangements to accommodate each event.
12. Passing notes to other inmates by ways other than through the U.S. mail are considered to be a scribe and are illegal.
13. Horse playing, kissing, holding hands, and embracing (hugging) are prohibited.

The institution is committed to practicing progressive discipline. Behavior that disrupts the orderly operation or threatens the safety/security of others will not be tolerated. If you violate a rule of conduct, you may receive a conduct report (ticket). The Hearing Officer will impose discipline, and if it is warranted, he/she may refer your case to the Rules Infraction Board (RIB) where more severe sanctions may be imposed.

One personally owned wedding band, one personally owned religious medallion and one religious headgear will be permitted in segregation. Regardless of their special management status, inmates will **NOT** be permitted to receive Sundry or Food packages, nor will they be permitted to make mail order purchases. **Abuse of cell privileges shall be dealt with in accordance with Administrative Rule 5120-9-11.**

ODRC INMATE RULES OF CONDUCT (5120-9-06)

RULES 1 – 7 ASSAULT AND RELATED ACTS

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

RULES 8 – 10 THREATS

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

RULES 11 – 14 SEXUAL MISCONDUCT

- (11) Non-consensual sexual conduct with another, whether compelled:
 - (a) By force,
 - (b) By threat of force,
 - (c) By intimidation other than threat of force, or,
 - (d) By any other circumstances evidencing a lack of consent by the victim.
- (12) Non-consensual 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) 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- 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 - 53 FIRE VIOLATIONS

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

RULES 54 – 56 TELEPHONE, MAIL AND VISITING

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

RULES 57 - 58 TATTOOING AND SELF-MUTILATION

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

RULES 59 - 61 GENERAL PROVISIONS

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

DEFINITIONS FOR RULE VIOLATIONS- The following definitions shall be used in the application of these rules.

PHYSICAL HARM TO PERSONS - any injury, illness or other physiological impairment, regardless of its gravity or duration.

SERIOUS PHYSICAL HARM TO PERSONS: any of the following:

- (a) Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment
- (b) Any physical harm that carries a substantial risk of death;
- (c) Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
- (d) Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement;
- (e) Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.

SEXUAL CONDUCT - vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without relation to official duties, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

SEXUAL CONTACT - any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

POSSESSION - either actual or constructive possession and may be inferred from any facts or circumstances that indicate possession, control or ownership of the item, or of the container or area in which the item was found.

UNAUTHORIZED DRUGS - for the purposes of this rule, refers to any drug not authorized by institutional or departmental policy including any controlled substance, any prescription drug possessed without a valid prescription, or any medications held in excess of possession limits.

EXTORTION - as used in these rules means acting with purpose to obtain any thing of benefit or value, or to compel, coerce, or induce another to violate a rule or commit any unlawful act.

VISITING

INMATE VISITOR APPLICATION PROCESS - To establish you're approved visiting list, you need to see your Case Manager who will send a visit application to each person you want on your list that is 18 years old or older. The inmate must provide the Case Manager with a self addressed stamped envelope for the application to be sent out in. Address the envelope to the person that you are requesting to be placed on your approved visiting list. Put your name, number and return address in the return address spot on the envelope. **DO NOT SEAL THE ENVELOPE.** You may use one envelope for two application forms. The visiting application will be mailed along with other information to the person that you are requesting to be placed on your approved visiting list. They need to complete the application, provide the requested documentation and mail the information back to the Case Manager. Upon receipt the application will be processed. Each person must return the visitor application form with the required documentation in order to be placed on your list.

Visitation forms have been placed on the ODRC internet site for public use. That website is www.drc.ohio.gov these forms may be printed, completed and mailed into your Case Manager for processing. We will continue the practice that permits inmates to initiate the request for a visitor change, but we will also honor and process visitor applications received through the mail from potential visitors that have printed them from the internet. In all such cases, the Case Manager must discuss the visitor addition with the inmate and ensure that the inmate wants this person added to her visiting list. It is the inmate's responsibility to notify potential visitors of their visitation status.

In order for you to receive visits your visitors must complete a visitor application form prior to visiting. This is according to DRC policy 76-VIS-01. If your visitors completed a visiting application form while you were at a different institution, and the visitors are listed as "approved" in the DOTS Portal system, then they WILL be permitted to visit you without having to complete another visiting application form. With the exception of attorneys and official visitors, each potential visitor must complete a Visiting Application (DRC 2096). Each inmate may have Fifteen (15) approved visitors on their visitation list, regardless of the relationship, excluding any listed attorney of record, clergy of record or children under the age of eighteen years old. Inmates who have more that fifteen visitors on their visiting list prior to November 26, 2005, shall have all their visitors grandfathered.

Visitation applications may be denied for the following reasons:

- a. The visitor's presence in the institution could reasonably pose a threat to the institution's security
- b. Visitor has past record of disruptive conduct
- c. Visitor is directly related to inmate's prior criminal behavior
- d. Visitor will not have a positive effect on the inmate
- e. Visitor is under supervision and does not have proper permission to visit
- f. Visitor is current or past DRC employee, volunteer or contractor & does not have proper permission to visit
- g. Visitor was a victim of the inmate's crime
- h. Required documentation has been falsified

IMMEDIATE FAMILY MEMBERS ARE THE FOLLOWING PEOPLE ONLY: Mother, Father, Aunt, Uncle, Husband, Wife, Children, Stepchildren, Grandchildren, Brother, Sister, Stepsiblings, Half-Siblings, Grandfather, Grandmother, and Great-Grandparents. Son-In-Law, Daughter-In-Law-, Sister-In-Law, Brother-In-Law, Mother-In-Law, and Father-In-Law will only be considered immediate family while the binding marital relationship is intact. Step-Parents, Adoptive Parents and/or Foster Parents may be

considered within this definition when it has been verified that the inmate was raised by this individual as a result of remarriage, death, desertion, or absences of a parent (verification may include, but is not limited to, marriage certificates, court decrees, adoption orders, etc.). Common-law marriages will only be approved if they were recognized by a court of law as commencing prior to October 10, 1991, in accordance with O.R.C. 3105.12.

GUARDIAN - An approved visitor who has been given notarized permission to accompany a child on a visit. (Refer to DRC Form 4371-Authorization for Minor Child Visitation). This permission can only be granted by the custodial parent or legal guardian and must specify the name of the visitor(s) accompanying the child, and permission for the child to be searched. When someone other than the legal guardian of a minor child (under the age of 18) wishes to bring that child to visit, an Authorization for Minor Child Visitation Form (DRC 4371) must be completed. The child's birth certificate must also be provided. Inmates 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 inmate parent and her children. The visitor is permitted to visit without the child or children.

a. In some cases, an incarcerated parent may not be listed on the child's birth certificate. It is the inmate and/or custodial parent's responsibility to provide verification of paternity.

b. The inmate 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.

SCHEDULE - Wednesday – Sunday- RESERVATIONS MUST BE MADE FOR ALL VISITS

1st Session: 12:30 PM – 3:30 PM

Visitor must arrive by 2:00 PM

Orientation: 12:00 PM – 12:30 PM (All first time visitors)

2nd Session: 4:30 PM – 7:30 PM

Visitor must arrive by 6:00 PM

Orientation: 4:00 PM – 4:30 PM (All first time visitors)

Visiting is not permitted on State Holidays

Reservations are required Wednesday through Sunday at least 24 hours prior to the visit and up to 7 days in advance. Reservations may be made Wednesday – Sunday from 12:30 pm to 3:30 pm and 4:30 pm to 7:30 pm. Reservations can be made by calling 937-263-0060 ext. 5162. Any cancellations must be made 24 hours in advance or the visit will be counted as a visit for the month.

Inmates on Security Control will be available to visit the same hours as the general population inmates. Inmates on Disciplinary Control or Local Control may receive a two (2) hour visit from one (1) approved visitor Wednesday through Friday **ONLY**.

You must wear your state uniform while on a visit. You may only wear a white T-shirt underneath your uniform shirt.

VISITOR GUIDELINES - Visitors entering the institution shall conform to regulations in accordance with DRC General Visiting Instructions (DRC2274). All visitors, male or female, must be attired in a non-offensive and acceptable manner. No clothing may be see-through or excessively tight fitting. Shoes

and shirts/blouses are required to be worn by all visitors. No open-toe shoes are permitted. Slacks and skirts must be worn by all visitors as appropriate for their gender. Skirts and dresses must be a least knee length (when sitting). Appropriate undergarments must be worn (i.e. Bra/Slip/panties) Shorts may be worn by children 12 years of age and younger only.

Car Keys, I.D. and money must be placed in a clear change purse or baggie. No other items will be permitted into the visiting room. The only exception is prescription medication needed in case of an emergency. The Main and Visiting room Supervisor or shift commander must approve this medication PRIOR to entering the visiting room. Approved medication will be kept under the supervision of the visiting room officer during the visit.

The children's reading room is for children ages 4 years and older. Please watch your children. Adults are not permitted to be in the reading room at anytime. Parents are responsible for the behavior and safety of their children.

Only Visitors are permitted to use the vending machines. **Inmates are not permitted to handle money at any time!** The vending machines will only accept \$5.00 and \$1.00 bills and change. Visitors may not give or receive articles from inmates unless authorized by the managing officer or his/her designee. All articles must be processed as packages through the mailroom.

SPECIAL VISIT - The Warden or designee may grant special visits or professional contact visits utilizing the Special Visit Request (DRC 2466), when special circumstances are present. Such special visits may be approved for hours other than those regularly scheduled for visitation, as scheduling and space permits. Special visits may not be authorized more than once per inmate every three-month period. However, out-of-state special visitors may be permitted to visit for three (3) consecutive days with the approval of the Warden/designee. Additional professional contact visits may be scheduled as requested and/or as needed with the approval of the Warden/designee.

Circumstances that may warrant a Special Visit include the following:

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

Circumstances that may warrant a Professional/Official visit include the following:

- a. Parole or probation advisors and those acting on behalf of a court of law
- b. Psychiatrists or other mental health professionals
- c. Law enforcement, judges and other official visitors granted at the discretion of the Warden
- d. Social Services Professionals

LOCAL TRANSPORTATION - The Regional Transit Authority (RTA) provides local transportation. Schedules are posted in the entrance buildings for viewing. The yellow pages are also available for local cab services.

Directions and Address to DCI

Dayton Correctional Institution
P.O. Box 17249

4104 Germantown
Dayton, OH 45418
937-263-0060

From the SOUTH:

Merge onto I-75 N toward DAYTON.
Take EXIT 47 toward MORaine/ KETTERING
Merge onto S DIXIE HWY.
Turn SLIGHT LEFT onto SPRINGBORO PIKE/ OH-741.
Turn SHARP LEFT onto MAIN ST/ SELLARS RD. Continue to follow MAIN ST.
Turn RIGHT to stay on MAIN ST.
MAIN ST becomes S GETTYSBURG AVE.
Turn LEFT onto GERMANTOWN ST/ OH-4. Continue to follow OH-4.
End at 4104 Germantown Pike Dayton, OH 45418

From the NORTH:

Merge onto I-75 S via the ramp on the LEFT toward DAYTON.
Merge onto US-35 W via EXIT 52B toward EATON.
Take the GETTYSBURG AVE exit.
Turn LEFT onto S GETTYSBURG AVE.
Turn RIGHT onto GERMANTOWN ST/OH-4. Continue to follow OH-4.
End at 4104 Germantown Pike Dayton, OH 45418

KITES AND MAIL

Mail is picked up and delivered five days per week, Monday through Friday excluding holidays. All mail except for legal mail is opened and inspected for contraband before it is distributed. Legal mail is opened in your presence and checked for contraband. You will be required to sign a Legal Mail log, indicating that you have received your legal mail.

You will be required to show your I.D. badge in order to receive your mail. Legal mail will be distributed within twenty-four (24) hours, excluding holidays and weekends, to ensure that you have enough time to reply or respond if applicable. Regular mail is distributed by the 3rd shift housing unit officer in unit. You must present your I.D. in order to receive your mail. All mail incoming or outgoing must include your name and number and the sender's name and address to ensure prompt delivery. Mail sent to other institutions must bear the name of the sending and receiving institution. Outgoing mail is to be placed in the mail box located outside of M Unit by the inmate yard.

Envelopes must be sealed and have a complete return address, including your name and inmate number, and the institutional address. Embossed envelopes must be used for outgoing mail. The only exception is for cards from the commissary and mail that is overweight, oversized or special delivery where additional postage is required. In these cases, see a member of the unit staff for a cash slip. Kites are to be placed in the mail box provided by M Unit by the inmate yard.

STATE ENVELOPES – You will receive a free envelope monthly for your use. They are mailed at the institution's expense. Free envelopes are passed out the second Tuesday of each month by the housing unit officer. The free envelope must be mailed by 8:30 a.m. the next morning, Wednesday. You must address the envelope properly and use only one free envelope a month. Inmates attempting to send more than one free envelope per month may receive discipline and lose the free envelope privilege.

KITES – Kites are a form of written communication between inmates and staff. You may obtain kite forms from the housing unit officer, who must sign the kite before you send it. You must complete the

front of the kite as instructed, and write your communication on the inside of the kite. The Unit Staff conduct open office hours daily and inmates having questions are encouraged to see the appropriate Unit Staff member in lieu of kiting which will save time for both the inmate and staff member as well as increase staff/inmate business interaction. Place kites in the mailbox at DCI

MAIL ORDER – Cassette tapes, compact discs (CD’s) and printed materials, such as books, magazines and newspapers, must be purchased through mail order. Homemade or bootleg tapes are considered contraband. All mail order purchases must be through an approved mail order source/vendor and must be paid for at the time of mailing. See a member of the unit staff for a cash slip to pay for these items. The Publication Screening Committee will screen publications (including music) in accordance with AR 5120-9-19. If it is determined that the publication is not allowed in the institution, you will receive written notification of the decision which will include an opportunity for appeal or disposition of the publication.

PACKAGES

1. All inmate packages must be from a DRC approved vendor
2. Packages may be ordered by inmates. Family members, friends and others (regardless of their inclusion on the inmate's approved visitation list) may order food and/or sundry packages, subject to the limitations of 5120-9-33 Packages & Property Restrictions, from the approved vendor or vendors, for the benefit of a designated inmate.
3. **Inmates may not order packages for other inmates**
4. Package information is available in the main library, visiting room and from the unit staff.
5. Magazines and books - must be mail ordered from the publisher or bookstore.

ELIGIBILITY TO RECEIVE PACKAGES - Most inmates are eligible to order and receive packages from vendors. However, Level 5 and Level 4B inmates, reception inmates or inmates in an intensive program prison, are ineligible to order or receive packages.

Inmates who have been sent to outside hospitals or who are assigned to disciplinary control or local control are ineligible to order or receive packages.

Consistent with **Administrative Rule 5120-9-33 Packages and Property Restrictions and 61-PRP-01 Inmate Personal Property** the following are the number of packages an inmate may receive only from the approved vendors:

SECURITY LEVEL NUMBER OF PACKAGES LIMITATIONS

SECURITY LEVEL	NUMBER OF PACKAGES	LIMITATIONS
Level 1	4	Maximum of two (2) food only boxes
Level 2	3	Maximum of two (2) food only boxes
Level 3	3	Maximum of one (1) food only boxes
Level 4A	2	Maximum of one (1) food only boxes
Level 4B	0	0

Institutions whose physical construction facilitates the housing of inmates with different security designations shall permit inmates to receive packages according to their individual security level.

ORDERING PACKAGES FROM APPROVED VENDORS - Specific information regarding the approved vendors, available items and how to make a purchase from a vendor will be provided to inmates at their current institution. Information concerning making purchases from the approved vendors will be provided to inmate family members, friends and others in the institution visiting room, through the ODRC website **www.ohiopackages.com** and upon request from the vendor. Items may only be

ordered from the current DRC approved vendor catalog. Purchases by an inmate, inmate family member, friend or other from an approved vendor are a business transaction strictly between the ordering individual and the approved vendor.

Inmates may receive the designated number of packages from the approved vendors consistent with the limitations set forth above. **Food and non-food items cannot be contained in the same package.** Consistent with Inmate Personal Property, 61-PRP-01, the following items shall not be considered a package when purchased from an approved vendor separately from any other items.

ITEM	VALUE LIMIT	POSSESSION LIMIT
Headphones/Ear Bud/Ear Plug (Clear plastic only, maximum 6' cord length)	\$25.00	1
Radio/Radio Cassette, Walkman style (Clear plastic case only, Clear plastic ear bud, ear plug) non-recording, battery operated)	\$50.00	1
Television (Clear case only, LCD, cable ready, color, ear phone jack, clear plastic ear bud and remote included, (no battery operation).	\$250.00	1
Television Remote	\$12.00	1
*JP4 Player (8 GB, clear plastic case only, clear ear buds included)	\$75.00	1
Hand Held Gaming Device (Sudoku, Word, Clear Tunes 50 N' 1 Model HG-503)	\$20.00	2
Plug and Play Device	\$35.00	1
Coaxial Cable (Maximum 6' in length)	\$5.00	1
Digital Television Signal Converter Box (Clear case)	\$75.00	1
Typewriter (Manual or electric, clear plastic case only, one line correction memory, no other memory capability, no password capability)	\$250.00	1
Dress shoes (Black or brown, no patent leather or suede, 1" heel limit, no platforms, no	\$80.00	1

steel/metal shank

Work Boots (Written approval of Managing Officer only, black or brown, no steel toes, no steel/metal shanks, height no more than 8" as measured from floor)	\$80.00	1	Written Approval
Tennis shoes (predominantly black or white)	\$75.00	1	
Sports shoe (turf or multi-purpose as approved by the institution) (predominantly black or white)	\$75.00	1	
Chain (Necklace) With Religious Medallion (2" maximum size of medallion)	\$60.00	1	
Prayer Robe (White)	\$40.00	1	
Prayer Beads (Wood, no red)	\$5.00	1	
Prayer Rug (Solid or multicolored, no solid red, maximum size of 44" x 26")	\$20.00	1	
Japa Mala Beads (Wood, no red)	\$11.00	1	
Skull Cap (Yarmulke) (White, cloth)	\$5.00	1	

- **May also possess JP4 Player with either previously authorized MP3 player**

Two copies of a list itemizing the contents of the package with values for each item shall accompany the package from the approved vendor. The inmate recipient will be required to sign the list of contents prior to receiving the package.

PROCESSING PACKAGES - Institutions shall maintain a record of packages received by each inmate and will ensure that the total allowable number of packages is not exceeded. Such record shall include the date the package was received, package type (food, sundry or exempt), the recipient's name and number, the date the package was distributed, and identification of the issuing staff member. Excluding weekends and holidays or emergency situations, incoming and outgoing packages shall not be held for more than 72 hours. Copies of the package invoice shall be maintained in the inmate's electronic file.

Inmates will be given a copy of the list upon receipt of the package. If an inmate is sent a package from an unapproved source or refuses to accept a package from the approved vendor, then the inmate will

have the option of returning the package to the sender at the inmate's expense or having the package destroyed. If the inmate chooses to return the package, the package shall not count against the inmate's permitted package total. If the inmate chooses to have the package destroyed or refuses to make disposition on the package, the package shall count against the inmate's permitted total. If an approved vendor sends a package to an inmate who is not eligible to receive a package, then the package will be returned to the vendor at the vendor's expense. No disciplinary action shall be taken. The package will not count against the inmate's permitted package total.

OTHER PROPERTY - In addition to the provisions of **AR 5120-9-33**, Package and Property Restrictions, the limitations listed below will apply to the following types of property:

RELIGIOUS ITEMS - Requests to possess personal property of a religious nature must be made in accordance with **DRC Policy 79-REG-02** Religious Accommodations. Items received pursuant to **DRC Policy 72-REG-02** will **not be considered a package**.

Religious property- Religious items, apparel, and literature are subject to the following general provisions:

- a. All religious objects, apparel, and literature are subject to the general regulations affecting similar property in institutions.
- b. Religious literature and recordings may only be withheld under the terms of the Department Policy 75-MAL-02, Printed Material, and Administrative Regulation 5120-9-19, Printed Material.
- c. All such items are subject to regulations regarding limits and storage unless a valid institutional exemption is in effect.
- d. Religious items not otherwise permitted in the institution may be approved if their use or possession is religiously based and their presence does not constitute a threat to the security and good order of the institution.

PRINTED MATERIAL - Inmates are permitted to receive and possess a reasonable number of printed materials pursuant to the provisions of **AR 5120-9-19**, Printed Material, and **DRC Policy 75-MAL-02**, Printed Material. Receipt of such items will not be considered as a package. Legal Materials: Inmates are permitted to receive and possess a reasonable amount of legal materials pursuant to **DRC Policy 59-LEG-01**, Inmate Access to Courts and Counsel.

1ST CLASS MAIL ENCLOSURES - Inmates may receive the following in a first class letter:

- Photographs (3), **no nude**, no Polaroid (no larger than 5 x 7)
- Embossed envelopes (3)
- Newspaper clippings (5) (no larger than 8 ½ " by 11")
- Pamphlets or brochures (5) (simple, single page, no larger than 8½ " by 11"); bi fold or tri fold
- Blank stationary or copied material (5) single pages, one side, 8½" by 11" (including materials copied from the Internet) (Such enclosures are still subject to screening and possible exclusion from the institution under **Administrative Rule 5120-9-19** and **DRC Policy 75-MAL-02**, Printed Material.)

PERSONAL PROPERTY & TITLED ITEMS

Any item purchased through the commissary or received in the mail that requires a title will be engraved and titled prior to you receiving the property. If the item was purchased through the commissary, you will receive the title and the property approximately one week after you have purchased the item. Until

you receive the title, keep your pink commissary slip as proof of purchase. Titled items are not to be loaned, borrowed, rented or sold at any time. When you are released or transferred to another institution, your titled items must be accounted for on DRC 2369, Inmate Property Record. See your Correctional Counselor to dispose of a titled item or to donate a titled item to the institution. You are not permitted to have any contraband in your possession or out of its original container. Contraband is considered any item you have not been given permission to have in your possession. Contraband includes but is not limited to: drugs, weapons, clothing items not allowed or over the possession limit, homemade, etc.

TELEPHONE CALLS

Each housing unit has telephones to allow you to make calls to family and friends. You are permitted to use the telephones located inside the housing area in which you reside. **NO THREE WAY CALLS ARE PERMITTED.**

INMATE TELEPHONE SYSTEM - Failure to follow these exact procedures may result in unsuccessful phone call attempts.

How to make your first telephone call:

1. Lift the handset
2. Press (1) for English and (2) for Spanish
3. Dial the telephone number, including the area code
4. You will be asked to enter your identification code followed by the pound (#) key
 - a. Your identification code is your complete inmate number plus the month and day of your birth. If your inmate number begins with an "A" enter the number 2. If your inmate number begins with an "R" enter the number 7.
 - b. The month and day of your birth should be two digits each. For example, if your birthday is February 10th, you enter "0210."
 - c. Example: If your inmate number is A123-456 and your birthday is February 10th, you would make the following entry: 21234560210
5. You will next be asked to state your name. Be sure to speak clearly and loudly, and say both your first and last name. (This will be the only time you will have to say your name. Your voice will be stored in the system and each time that your identification code is used, the system will announce your name.)

For all subsequent calls:

1. Lift the handset
2. Press (1) for English and (2) for Spanish
3. Dial the telephone number, including the area code
4. Enter your identification code followed by the pound (#) key
5. Listen carefully and follow any other instructions

For problems or concerns with the inmate phone system, please send a kite to the **Institutional Investigator.**

All calls are subject to being monitored and you are to use your designated PIN number when using the phones. Phone calls are limited to 20 minutes in length, subject to change at anytime. **There is no eating or drinking in the telephone area and please keep your feet off of the walls under the inmate telephones.** If telephones are out of order and there is a need for an emergency phone call, contact your Case Manager for verification. Inmates in segregation may request an emergency phone

call by contacting a Unit Staff member. Inmates in segregation may make phone calls for verified family emergencies and for attorney assistance through the Case Managers. If the phone call is approved to be placed, the arrangement will be made to accommodate escorting the inmate to the designated area for the phone call. The use of the telephone is a privilege. Do not abuse it. All phones are subject to monitoring and recording. If you experience problems with the inmate telephone system, kite the Institutional Investigator for review and correction.

For additional information concerning inmate access to the telephone system, refer to **ODRC Policies 76-VIS-02**.

GTL now offers a Prepaid Calling Program. For additional information concerning the GTL program, tell your family to call GTL Automated Customer Service Center at 1-800-231-0193 to open a GTL prepaid account. The contact number for GTL is 614-219-7191.

Money may be added to an inmate's personal account or GTL Telephone Debit Account by utilizing the Kiosk equipment located in the lobby of DCI. The money is available to the inmate the next business day following the deposit. Cash, credit or debit card is accepted and the inmate's ID is required. The institution has no way to track phone time purchases on the kiosk equipment.

To add money to an inmate's personal account only call 1-877-868-5358 or go online to www.ODRCpayments.com

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.



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

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

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

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

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

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

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

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

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

PREVENTION/DETECTION

All inmates shall be screened and assessed upon admission to the Department and for all subsequent intra-system transfers. All inmates shall be assessed for risk of sexual victimization or abusiveness within 72 hours of intake and upon transfer to another institution. These screenings shall be initiated in the PREA Risk Assessment System by medical personnel during intake medical assessments and shall be completed by unit management within the 72 hour period. No sooner than 15 days, but no later than 30 days from the inmate's arrival at any

institution, the inmate shall be reassessed regarding their risk of victimization or abusiveness based upon any additional, relevant information received since that institution's intake screening of the inmate. Unit management shall complete the assessments. As a result of these screenings, inmates shall be assigned a PREA Classification.

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

Mental Health Services shall attempt to conduct an evaluation on all known inmate-on-inmate abusers within 60 calendar days of learning of such history and offer treatment when deemed appropriate.

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

SELF-PROTECTION

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

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

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

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

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

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

RESPONSE

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

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

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

TREATMENT

Medical Services Responsibilities

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

Mental Health Responsibilities

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

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

The victim will be given access to victim advocates for emotional support, if needed, by providing them with mailing addresses and telephone numbers, including toll-free hotline numbers of local, State, or

national victim advocacy or rape crisis organizations. This information shall be provided to the unit staff for communication to the inmates. The telephone calls to outside support services are not confidential.

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

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

INVESTIGATIONS

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

Reviewed By: 

Jeff L. Lisath, Warden

Date: 2/6/14