

FRANKLIN MEDICAL CENTER



**INMATE HANDBOOK
Revised
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I. INTRODUCTION:

The purpose of this manual is to provide general information and rules that you will need to know in order to make a smooth transition to the Franklin Medical Center (Zone A). It is your responsibility to read and become familiar with this manual. In doing so, many of your questions will be answered.

You will be required to maintain good behavior, obey institution rules and regulations, and show respect to all staff and inmates.

II. ORIENTATION:

Upon arrival at the Franklin Medical Center (Zone A) you will be given a living area assignment and attend an Orientation Program. During the Orientation Program, presentations regarding various departments, their functions, and how you can benefit, will be reviewed.

It is important that you listen carefully to the staff members giving the presentations and ask any questions that you may have. It is your responsibility to know and follow the rules of the institution. Not knowing and/or not understanding the rules are not an excuse for disobeying the rules of the institution.

III. PREA

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

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

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

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

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

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

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

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

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

PREVENTION/DETECTION

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

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

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

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

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

SELF-PROTECTION

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

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

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

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

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

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

RESPONSE

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

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

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

TREATMENT

Medical Services Responsibilities

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

Mental Health Responsibilities

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

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

The victim will be given access to victim advocates for emotional support, if needed, by providing them with mailing addresses and telephone numbers, including toll-free hotline numbers of local, State, or national victim advocacy or rape crisis organizations. This information shall be provided to the unit staff for communication to the inmates. The telephone calls to outside support services are not confidential.

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

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

INVESTIGATIONS

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

PRISON RAPE ELIMINATION ACT MEDICAL AND MENTAL HEALTH FOLLOW-UP

If an inmate has experienced prior sexual victimization, whether it occurred in an institutional setting or in the community, the inmate shall be offered a follow-up meeting with a medical or mental health practitioner within 14 days of the intake screening. This can be accomplished by the inmate forwarding a kite to the medical or mental health departments.

If an inmate has previously perpetrated sexual abuse, whether it occurred in an institutional setting or in the community, the inmate shall be offered a follow-up meeting with a mental health practitioner within 14 days of the intake screening. This can be accomplished by the inmate forwarding a kite to the mental health departments.

IV. THE AMERICANS WITH DISABILITIES ACT

It is the policy of the Department of Rehabilitation and Correction not to discriminate against individuals on the basis of disabilities in the provision of services, program assignments and other activities, as well as in making administrative decisions, and to provide reasonable accommodation to inmates when a demonstrated need exists. If you require ADA accommodations, please note this on your orientation checklist. FMC does have an assigned ADA coordinator who will review and respond to your request. You may also contact your Unit Management Staff.

A. REQUEST FOR ACCOMMODATIONS

Inmates who need an accommodation shall complete the Inmate Reasonable Accommodation Request form which can be obtained from the Case Manager and submit it to the Institutional ADA Coordinator for inmates. The inmate's request shall be evaluated and considered based upon security concerns and the individual inmate's actual needs as verified by medical staff/and the ADA coordinator. Requests may be granted, denied or partially granted by providing an alternative accommodation. The Warden or Warden's designee must approve the ADA Coordinator's Action. At which time the form will be returned to the inmate affected within ten (10) working days unless further investigation is warranted. A copy of the decision will be forwarded to the Central Office ADA Coordinator for inmates.

If the inmate disagrees with the decision, he or she may appeal to the Special Needs Assessment Committee in care of Central Office ADA Coordinator for inmates.

VI. INSTITUTIONAL STAFF AND SERVICES:

To meet your needs while at the institution the following staff may be contacted through the kite system, the pass system or open office hours. Please check you bulletin board in your housing units for schedules of various departments as well as institutional services.

**MEDICAL
MENTAL HEALTH
COMMISSARY
QUARTERMASTER
CASHIER
CASE MANAGER
CORRECTIONAL COUNSELOR
CORRECTION OFFICERS
SHIFT CAPTAINS AND LUTENIENTS
SAFETY OFFICER
INSPECTOR/INVESTIGATOR
RECREATION
RECOVERY SERVICES
EDUCATION SERVICES
RELIOUS SERVICES
UNIT MANAGEMENT CHIEF
MAJOR**

INFORMAL COMPLAINT

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

Examples: Correction Officer, Supervisor, Captain, Laundry Employee and Storeroom Supervisor.

Remember when you have a problem, talk to (or kite) staff working in the area. If this does not work, you can file an informal complaint form. These forms are available in your unit or from you're Unit Staff. If you have any problem getting this form, you should kite the Inspector (IIS).

You only have 14 days from when the problem happened to file your informal complaint.

The form is easy to complete — fill in all the blanks, write neatly, and be brief. Explain who, what, where, and when. Use a new form for each problem. After you complete the form, follow the routing instructions on the bottom of the informal complaint.

Your unit staff or Inspector can tell you who to send it too. Please be sure to keep your copy. The

goldenrod copy is yours to keep. When the staff member receives your complaint, they will investigate and respond within seven (7) days. You should receive their answer on the canary-yellow copy of the form. If you do not receive an answer within seven (7) , then you should contact the Inspector of Institutional Services. If your complaint is not resolved, you may file a grievance.

A notification of grievance form is needed in order to file a grievance. **You have fourteen (14) days from the date you received the answer to the informal complaint to file a grievance unless the Inspector waives the time limit.** Only the Inspector can give you a grievance form, therefore, you must kite the Inspector and ask for one.

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

The Inspector of Institutional Services will then investigate the grievance. Most of the time, the Inspector will finish the investigation within fourteen (14) days. If the Inspector needs more time, they will let you know. When the investigation is complete, the Inspector will tell you what they found on a disposition of grievance form.

If your complaint is still not solved or if you feel a mistake was made, then you may appeal to the Chief Inspector. **You have fourteen (14) days from the date of the disposition to appeal to the Chief Inspector.** Ask the Inspector for an appeal form. Explain why you do not agree with the Inspector's decision. Stick to the facts. Do not add new complaints. When you are done with the appeal form, attach it to copies of your grievance, disposition of grievance, and informal complaint (if any). Mail the appeal to the Chief Inspector. The Chief Inspector's address is on the form. If you have any questions pertaining to the grievance procedure, contact the IIS.

Appropriate Supervision, Discrimination and Racial Issues

Discrimination with regards to supervision and administrative actions against any inmate or group of inmates, on the basis of race, color, religion, gender, sexual orientation, disability, age or national origin, by any staff member, or any group or individual representing the department is strictly prohibited. Inappropriate Supervision mean any continuous method of annoying or needlessly harassing an inmate or group of inmates, including, but not limited to, abusive language, racial slurs, and the writing of inmate conduct reports strictly as a means of harassment. Inmates may always address issues of alleged discrimination, including inappropriate supervision by utilizing the inmate grievance procedures in accordance with Rule 5120-9-31 of the Administrative Code.

INMATE FUNDS

An inmate can receive money in their inmate account in two ways. The first way is through a state job. Each inmate will be assigned a job. Information concerning pay ranges for state jobs are located in Administrative Rule 5120-3-02. State payroll should be posted to inmate accounts by the 10th of each month.

The second way an inmate can receive money is through outside source(s). All sources are to be approved; unapproved source will not be accepted. Please see your Unit staff to ensure all sources are approved.

1. **Friends and family members of inmates may go to any state prison in Ohio, including Pre-Release Centers, and place money in your account by using the Touch Pay Kiosk machine.**

The company does charge a fee for the transactions. The money is usually available within 24-48 hours. The person using the Touch pay system to place money in your account will need your inmate number. The machine accepts cash, credit cards, and debit cards.

2. **Online at www.ODRCpayments.com OR by telephone at 1-877-868-5358.** Your outside sources can use a credit card, debit card or green dot money pack card when adding money to your account online or by telephone.

Inmates may access account balances by using the JPay kiosks located in each inmate housing area.

CASH SLIPS:

Cash slips are used to deduct or remove funds from an inmate's account. Cash slips are available from Unit Officers or Unit Staff. Cash slips for extra postage can be obtained from Correction Officers.

The following should be done to properly complete a cash slip:

- o Funds must be available at the time the cash slip is completed AND processed. **Do not submit a cash slip unless you have funds available for the purchase.**
- o The cash slip must include details of the purchase. Unit, Recreation, Religion, Education and/or Library staff must approve the cash slip. Staff will submit the approved cash slip to the Cashier.
- o Cash slips over \$100.00 dollars must be given to your Case Manager or Unit Management Chief to witness with a kite/letter indicating details regarding the request. This cash slip and kite/letter will be forwarded to the warden's office for final approval.
- o The Cashier will check your account to verify funds to cover the amount of the cash slip. Completed cash slips will be processed on your account upon receipt in the Cashier Office or according to priority operations of this area at that time.
- o If you do not have funds available on your account when the cash slip is processed, the cash slip will be marked "NSF" for "non-sufficient funds" and **returned to you or the special event/fundraiser staff coordinator.**

*Cash slips for special events will be processed in accordance to the above and as follows:

- o Special events are fundraisers that involve sales of various items (e.g. – popcorn, subs, Avon, etc.) to inmates.
- o Staff coordinating special events will distribute and collect cash slips from inmates.
- o These cash slips must be processed by the Cashier before the goods are ordered/delivered.
- o If you need to cancel an order, see the staff member coordinating the event. Cancellation must be done **before** staff places the order with the vendor. No funds can be credited to your account until proper paperwork has been processed.
- o Cash slips for donations or contributions should be \$1.00 or more.

ELECTRICITY USAGE CO-PAY

In accordance with rule 5120-5-14 of the Ohio Administrative Code "Electricity usage co-payment," an electronic appliance fee of \$1 per month will be charged to each inmate who utilizes electricity to operate or to charge an electronic appliance beginning September 2011. "Electronic appliance" is defined as a device that utilizes electricity to operate or to charge for which an inmate is issued a personal property title by an institution.

There are exceptions to the electricity usage co-payment. Please refer to AR-5120-5-14 for complete details:

- Indigent inmates will not be charged an electricity usage co-payment.

- Inmates that have been assessed to pay court-ordered debt, civil filing fees, court costs and attorney fees, or child/spousal support obligation will not be charged an electricity usage co-payment.
- Inmates who are able to show that the electronic appliance is no longer in their possession or inmates who have been assigned to a security level at which the inmate is not permitted to use the electronic appliance will not be charged an electricity usage co-payment.
- Inmates who have been issued an exemption from the managing officer will not be charged an electricity usage co-payment. Exemption issues will be addressed by each individual institution.

Inmates may request a refund if they can show placement in special management, limited privilege or security status that prevent the use of the electronic appliance(s) for the entirety of the month for which the electricity usage co-payment was charged. Partial months will not be refunded.

Inmates may contest an electricity usage co-payment charge by utilizing the inmate grievance procedure as provided by AR-5120-9-31. An informal complaint directed to the cashier's office is the first step in the grievance procedure for this particular process.

RELEASE FUNDS

The amount of release money (gate money) an inmate receives from the institution is based on the number of days the inmate served in state prison. Release money is prorated beginning the first day of incarceration. An inmate who served between 1-90 days receives \$25.00, an inmate who served between 91-180 days receives \$40.00, an inmate who served between 181-365 days receives \$65.00, and an inmate who served 366 days or more receives \$75.00. Inmates who returned to prison as violators do not receive release money (Department Policy 78-REL-03).

V. INSTITUTION DEPARTMENTS AND SERVICES:

A. UNIT STAFF

Unit Management includes the following staff:

1. Dorm Officers
2. Correctional Counselors (Sergeants)
3. Case Managers
4. Unit Management Chief
5. Unit Secretary

If you have a problem, you cannot resolve independently, your **first step** should be to contact the appropriate unit staff. Case Managers are assigned specific caseloads, please see your unit bulletin board for these assignments. A Correctional Counselor (Sergeant) is also assigned to each living unit. A schedule for unit staff is posted in every dorm. If you cannot find it, please check with the Dorm Officer. Each unit staff member has open office hours. You may also kite for an appointment. You should meet with their Case Manager Within 14 days of arrival. A Program Plan with recommendations for programming will be developed during this meeting. It is important to talk with and develop this plan for programming as it is your 1st step to successful Reentry. The initial meeting will be used to develop and/or verify your visiting list. Included in this meeting will be discussions of release preparation to include housing and transportation.

B. COMMISSARY

You are permitted to receive commissary every two (2) weeks. To receive commissary, you must complete a commissary slip and place it in the commissary container in your living area. The commissary slip must be **PROPERLY FILLED OUT WITH THE CORRECT ITEM AND AMOUNT OF EACH ITEM.** Each commissary slip shall contain full name, complete number and current amount of money on the books. Your commissary order will be issued to you according to schedule.

A maximum purchase amount of eighty dollars (\$120.00) and a minimum purchase of fifteen cents (1.00) will apply. There is no guarantee on cookies and crackers that may be broken. However, if an item is broken or completely opened, then adjustments will be made and the item returned for credit. Inmates are responsible to make sure the funds are available for all ordered items.

Inmates can order phone time via the commissary and only on the commissary list to be processed when commissary is pulled. Phone time can be ordered in increments of \$5.00 for a maximum of \$100.00. Phone time does not affect the \$120.00 limit that you are allowed to spend on commissary. Allow 24 hours for the phone time purchased to show up on your account.

Indigent Inmate: An inmate is considered indigent if, during the 30 days immediately preceding the request, the inmate has earned or received less than \$9.00; AND, if the inmate's account balance has not exceeded \$9.00 at any time during the thirty (30) days immediately preceding the request. Upon a kite to the Inspector and being verified as indigent, the inmate shall receive a free legal kit once every thirty days consisting of; two large manila envelopes, 10" x 15"; one black ink pen; five sheets of carbon paper, 8 ½ "x 11"; forty sheets of white bond or copy paper, 8 ½ " x 11" and one 8 ½ "x 11" white writing-paper tablet.

Note: 2 North Long Term Inmates: Inmates must complete commissary slips for themselves **ONLY**. The only three exceptions are:

1. Those inmates unable to read and/or write will have the designated Sacristan Porter, appointed by the institution chaplain, complete the commissary slip.
2. Those inmates that have a physical inability to complete the form themselves. Again, the only other inmate that is permitted to complete the form is the designated Sacristan Porter.
3. An inmate may have a staff member complete the commissary slip for them.

C. QUARTERMASTER

All inmate clothing issues will take place at the Storeroom. Request – Male form #DRC 2052, Inmate Clothing Request – Female form #DRC 2672 will be used to issue clothing. This form must be signed by an appropriate staff person. After initial issue, all re-issue of clothing will be completed on a one-for-one basis. An old item must be turned in to get a new one. All clothing returns must be laundered before they are turned in. Briefs and T-shirts will be issued once a year. If clothing needs to be replaced due to wear or theft, report that to the Correction Officer or Unit Staff.

When inmates request replacement clothing due to loss or theft, an Inmate Property Theft/Loss Report form #DRC 4194 must be completed by the Unit staff.

Listed below is the procedure for submitting a clothing request:

- Completely fill out a clothing request slip
- Correction Officer assigned to the unit/or other Unit staff must sign the request slip
- Clothing request slip must be submitted, Storeroom staff will process slips and issue clothing as appropriate.
- Report to the Storeroom on the scheduled quartermaster day with used clothing to be exchanged

Inmate quartermaster is held on the **second and fourth** Thursday of each month in Zone A. Inmate quartermaster slips must be placed in the commissary box the **Monday prior** to the week of inmate quartermaster. Cadre inmates will be issued the following:

- **3shirts**
- 3pants
- 1 winter jacket and one hooded sweatshirt
- 5 briefs
- 5 T-Shirts
- 5 socks
- 2 towels – Except 2 North Long Term
- 2 washcloths – Except 2 North Long Term
- 2 sheets – Except 2 North Long Term
- 2 blankets – Except 2 North Long Term
- 1 pillow case – Except 2 North Long Term
- 1 belt

D. BARBER /AND BEAUTY SHOP

All inmates are required to keep their hair properly groomed as stated in the Administrative Regulations. Inmate barbers and cosmetologists will be scheduled to service inmates and patients hair. Only the allotted amount of inmates are permitted in Areas at a time. Inmates are expected to conduct themselves according to all safety rules while in the area.

E. FOOD SERVICE

Food Service prepares three meals per day in accordance with the DRC healthy diet guidelines.

If you are planning to eat, you must report to the dining room as called. You will be permitted a reasonable amount of time to eat your meal. Long-term medical care inmates will be served their meals in the dayroom on 2-North unless medical determines the inmate cannot do so. 2 North inmates who fail to report to the designated dining area will not receive a food tray in their cell unless they are on a medical lay-in/excuse from the 2 North Medical Staff. Eating in the cell/bedside without medical authorization will result in a conduct report being written. 2 North inmates are NOT to take any food or beverages back to their cells from the dining area, other than One (1) piece of fruit. 2 North inmates will receive their breakfast meal at their bedside. Those 2 North inmates that receive a Snack Meal are to consume the snack on that day.

To all inmates in both Zones, all food and drink Items are to be consumed during the meal. You are permitted to take condiments into the dining room. You are not permitted to remove food items from the dining room, other than one (1) piece of fruit whenever it is served.

F. RECORD OFFICE

Although there are no physical record offices in the institution, master files contain your sentence information, etc. You will be notified of any changes that occur pertaining to your records. If there are any issues or concerns regarding your records or sentence, contact your unit staff.

G. RELIGIOUS SERVICES

The Religious Services Department at the Franklin Medical Center provides a variety of religious programming and resources. Weekly worship services are held for those wishing to attend.

The Catholic worship service, Protestant worship service, Islamic Jummah, will be scheduled accordingly. Look for bulletin board postings for the specific time and places of all religious events or, ask the Chaplain.

If you would like religious counseling, please contact the Religious Services Department. Chaplains are available seven (7) days a week to provide pastoral care, counseling and consultation regarding matters of faith and spirituality. You may send a "kite" to request any Chaplain, or stop by the Chaplains' Office.

The Religious Services Department also trains inmate volunteers to assist with Stephen Ministry, FMC's program to provide support to patients in crisis or who are terminally ill. Please contact the Religious Services Department to participate in this program as well.

H. MEDICAL SERVICES

The Franklin Medical Center is staffed with health care personnel twenty-four (24) hours a day, seven (7) days a week. The following medical services are available.

1. MEDICATIONS

Inmates may carry all prescribed medications except for controlled meds. Controlled medications will be dispensed at prescribed times by Nursing staff. The department has an approved formulary of medication with some generic substitutes.

2. SICK CALL

If you wish to be seen at Nurse's Sick Call, you must submit a Health Services Request form. The boxes are white in color with a red cross and marked "Sick Call" located in housing unit, in Zone A. Zone B inmates may get these forms from their Unit Correctional Officers.

You will receive a pass notifying you of your appointment date and time. Doctor's Sick Call will be conducted as scheduled. You will receive a pass notifying you of date and time of appointment.

3. PHYSICALS

A. Over 50

A physical exam will be offered annually to all inmates and will be scheduled according to age criteria.

Anyone over (50) fifty will be scheduled for a physical during the month of their birthday annually). Those who decline will be asked to sign a refusal form. **Exception: Inmates enrolled in Chronic Care Clinics and evaluated routinely will not be scheduled for annual physicals.**

B. 40-50 Years of Age

Inmates are eligible for a physical exam every 2 (two) years. Once again, inmates must request a scheduled appointment via sick call or kite for a physical exam using health request form. Inmates diagnosed who are routinely evaluated in there chronic care clinic are eligible only for those examination elements that are not included in the routine chronic care assessments may be completed during a regularly scheduled chronic care clinic visit.

C. Under Age 40

Inmates are eligible for a physical exam every 5 years. Inmates who are eligible must request a scheduled appointment via sick call or kite for physical exam using health request form.

4. MEDICAL LAY-INS

Inmates will receive medical lay-ins as determined by the physician. Any inmate that becomes sick or injured and requires observation and/or treatment will be admitted. Once proper medical authority approves the medical lay-in order, which indicates the restrictions the following rules apply:

- a) Inmates will be required to stay in their living areas when on lay-in unless otherwise stipulated by the lay in order.
- b) All inmates will go to the dining room for meals when on lay-in unless otherwise ordered by medical personnel
- c) Inmates on medical lay-in are not permitted to attend recreation.

5. EMERGENCY CARE

Emergency care is available twenty-four hours a day, seven days a week. If you have an urgent problem, inform the Correction Officer or work supervisor and they will contact the medical staff.

Co-Pay Charges

1. All medical services initiated by an inmate through a Health Service Request form (DRC 5373) will carry a \$2.00 co-pay charge.
2. All medical services initiated by an inmate through emergency procedures will be free if an actual emergency exists.
 - a. A \$3.00 co-pay charge will be administered if it is determined that no emergency existed.
 - b. The medical staff will determine if the situation was an actual emergency or non emergency.

7. Exemptions

1. Inmates who are indigent, as defined by the policy will not be charged a co-pay fee. All inmates will receive appropriate health care based on their present medical needs without regard to financial status. No inmate will be denied needed health care or treatment because of inability to pay.
2. Inmates will not be charged a co-pay for medication refills, regardless of an inmate-initiated Health Service Request form (DRC 5373). If a Health Service Request form (DRC 5373) for a refill also contains requests for other non-exempted services, the appropriate fee will be charged.
3. Inmates will not be charged co-pay for medical services provided in an in-patient setting.
4. Inmates will not be charged co-pay for dental services.
5. Inmates will not be charged a co-pay for medical services initiated by policy-defined staff reporting requirements, such as but not limited to sexual assaults, use of force and accident reports.

8. Co-Pay Grievance Procedures

1. Inmates may contest a co-pay charge by utilizing the inmate grievance procedures as provided in Administrative Rule 5129-9-31. Pursuant to this rule, the inmate's first step is to send an Informal Complaint (DRC 4151) to the appropriate Health Care Administrator (HCA).

9. WHAT IS A LIVING WILL DECLARATION OR A LIVING WILL? AND WHO SHOULD HAVE ONE?

A Living Will is a document that lets you specify the health care you desire to receive if you become terminally ill or permanently unconscious and cannot make your wishes known.

What is the purpose of a Living Will Declaration?

It is to document your wish that life-sustaining treatment, including artificially or technologically supplied nutrition hydration, be withheld or withdrawn if you are unable to make informed medical decisions and are in a terminal condition or in a permanently unconscious state. The Living Will Declaration does not affect the responsibility of health care personnel to provide comfort care.

What is Comfort Care?

It means any measure taken to diminish pain or discomfort, but not to postpone death.

Who benefits from a Living Will?

Everyone benefits, but more specifically, individuals that have terminal conditions, or are in a permanent state of unconsciousness. It also benefits the family members who are

relieved from the guilt of making such decisions. Under Ohio Law, a Living Will Declaration is applicable only to those individuals in a terminal condition or permanently unconscious state.

Who to Contact?

If you are interested in a Living Will, contact the Case Manager, Social Worker or Admissions Nurse. They will provide you with the documentation required, or answer any questions you may have regarding the Living Will. A copy of DR&C Policy 69-OCH-03, Advanced Directives is located in the Library.

I. INMATES WITH DISABILITIES

If you need assistance due to a disability, notify the ADA Coordinator of the type of assistance necessary via a kite. The following are routinely provided:

1. Inmates with Hearing Problems

- Interpreters/Translators as needed
- TTY machines and amplified phones
- Visual fire alarm systems
- Visual notification of wake-up calls or other announcements
- Closed captioned television

2. Inmates with Severe Vision Problems

- Braille or large print reading materials
- Readers

3. Inmates Using Wheel Chairs for Mobility

- Ramps
- Handrails in showers

Accommodations listed above are not exhaustive, but illustrative of some possibilities. Decisions are made on a case-by-case basis as needed by the individual.

J. DENTAL CARE ACCESS

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

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

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

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

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

- Toothache – constant or comes and goes

- Broken Tooth
- Broken denture
- Infection
- Large painful cavity

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

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

K. MENTAL HEALTH COUNSELING AND CRISIS INTERVENTION

Screenings, Appointments and Referrals

Mental Health services are available to all inmates at FMC. Mental Health service is initiated upon arrival at FMC through a two-part screening process conducted by Mental Health and Medical staff. Mental Health services are directed by the Mental Health Manager. The screenings will place the inmate into one of three categories.

- No Mental Health Service needs
- Referral for a Mental Health Evaluation
- Referral to Crisis Stabilization

FMC provides outpatient mental health treatment and services. The following services are available as needed to all FMC inmates:

- Assessment and Treatment of Mental Illness
- Referrals to Psychology Staff
- Referrals to Psychiatric Nursing Staff
- Referrals to Psychiatrist
- Medication Evaluation and Monitoring
- On-going Psychiatric Care
- Group & Individual Counseling
- Psycho-educational Groups
- Assistance in Dealing with Stressful Problems
- Crisis Intervention

Appointments are made by the Mental Health Nurse for these services, so it is very important that you keep your scheduled appointment.

ACCESSING SERVICES

Send a kite to the Mental Health Department if you wish to speak with Mental Health Staff regarding scheduling for group programming or an individual counseling session. In an emergency, contact any available staff member for immediate attention and referral to Mental Health Services.

Every inmate on the mental health caseload is assigned a mental health liaison. The mental health liaison coordinates the inmate's treatment plan and serves as the contact person should the inmate experience mental health problems.

Mental Health staff makes segregation rounds on a weekly basis. Housing unit rounds are also made routinely. Mental Health staff will assess and treat all cases of suicidal risk.

Suicide Prevention: Suicide Prevention is everyone's responsibility. If you have thoughts of hurting yourself or committing suicide, you should immediately notify any prison staff member. The staff is trained in suicide prevention and takes suicide and self-harm behaviors seriously. Any inmate who behaves in a manner suggestive of potential suicide will be immediately referred to Mental Health Services. Likewise, any inmate that hears another inmate express an intent to hurt themselves, observes an inmate making an attempt or gesture, or otherwise believes an inmate is at risk for self-harm or suicide should notify staff immediately.

Again, it is everyone's responsibility to prevent suicide. The Mental Health staff is available Monday through Friday 8 am to 4 pm, to provide such supportive care. Mental Health staff is aware that everyone needs additional support at times, especially when you are away from those you care about; and they are here to provide that level of support for you. If you are identified as a potential risk for self-harm, you will be provided a safe area and treatment to assist you in working through your problems.

Remember, each and every one of us must work together to prevent suicide. If you are having any thoughts of hurting yourself or know of anyone who may hurt themselves contact staff immediately. Both Mental Health and institutional staff are here to help.

Crisis Intervention: If you feel, you are experiencing a mental health or personal crisis in which your mental health is deteriorating; contact Mental Health services through unit staff. Crisis interventions are available 24 hours a day 7 days a week by medical and mental health staff.

Mental Health Services are exempt from the medical co-pay.

CONFIDENTIALITY

Information contained in an inmate's mental health file is confidential **except in the following situations:**

- If an inmate is in clear danger of hurting herself or others because of mental distress
- If an inmate is in a situation requiring acute care
- If information needs to be shared about psychotropic medication

RELEASE PREPARATION

Mentally ill inmates receiving services in the mental health department, who are released due to end of sentence or parole, will be assisted with contacting mental health services in the community. A community linkage social worker will interview the inmate and contact community mental health centers.

COMPLAINTS REGARDING MENTAL HEALTH CARE

If you have a complaint regarding mental health services, contact the Mental Health Manager. If your concerns are not addressed to your satisfaction, contact the Inspector of Institutional Services. You have the right to file Informal Complaints and Formal Grievances as applicable to address unresolved concerns.

L. RECREATION

A variety of recreational equipment and activities are available in both indoor and outside areas. Special events and activities will be posted in the living units. Use of the recreational equipment requires all inmates to submit identification badges to the Correction Officer in exchange for recreation equipment.

Note: Inmates who are weight lifting in the recreation room are required to sign the weight lifting tracking log prior to checking out the weight pin and upon return. Other expression of meaningful activity include Art Expression Groups and other planned activities, and community service all of which will be posted regularly in the living units. You can kite to suggest activities also.

1. Identification badges must be with all inmates when they come to the recreation yard.
2. Earphones are to be used and worn properly when listening to a tape, CD or radio.
3. Sunbathing is not permitted.
4. Inmates must maintain a distance adequate perimeter fence.
5. No loitering in the front fence area of the recreation yard.
6. No play fighting or shadowboxing.
7. Inmates are not permitted to speak to the public, visitors, or staff members outside of the perimeter fence.
8. Jogging on the recreation yard is to be done in a counterclockwise direction at a medium pace.
9. All clothing is to be worn appropriately while on the recreation yard.
10. At no time are inmates permitted to wear food service uniforms on the recreation yard. Such uniform is to be worn only for food service purposes. Inmates wearing this uniform on the recreation yard will receive a conduct report.
11. Inmates are required to wear a shirt or T-shirt while on the Recreation Yard, unless actively participating in physical exercise/sports.

****NOTE: Recreation hours and schedules will be posted on the units for death row, Level 4, SC, DC, AC inmates to recreate on the 2 North Porch.**

M. EDUCATION/ LIBRARY

Inmate Library hours are posted in all inmate living areas. Special delivery of library materials is provided to inmates unable to ambulate to the inmate library and in special housing units. The Library Aide picks up and delivers all requested materials to inmates in a timely manner. Inmates may request reading library materials through the kite system or library book request forms. All DRC policies are available to inmates in the Library.

1. ACADEMIC PROGRAMMING

FMC offers a variety of academic and vocational programs. You are encouraged to take advantage of these educational opportunities. Commitment to success, achieved through serious and self-disciplined study, is expected of all students. Equal educational Education services and needs are provided on an as-needed basis through Education Department. Long term patients who are in need of education services can kite the department administrator for assistance

and direction. GED and tutorial services are provided for those offenders who meet criteria.

2. VOCATIONAL PROGRAMMING

Due to the special medical mission of the Franklin Medical Center, vocational programs are provided to Inmates interested in vocational programming as appropriate. Inmates may request a transfer to another institution for vocational purposes. The Franklin Medical Center Education Department may be contacted to provide information concerning vocational programming at FMC or in other Institutions.

3. APPRENTICESHIP

Apprenticeship programs, approved by the Department of Rehabilitation and Corrections for Earned Credit Program are available. Please see your Unit or Educational or Unit staff

4. EDUCATION VIDEOS

Education supports the video programming at the Franklin Medical Center. Varieties of education video series are presented. Information concerning available topics may be requested from the Education Department and Librarian.

ALL EDUCATIONAL PROGRAMMING IS PROVIDED TO INMATES WITHOUT COST, INCLUDING BOOKS AND MATERIAL

N. VISITING

**Franklin Medical Center (Zone A)
1990 Harmon Avenue
Columbus, Ohio 43223-0658
614-445-5960**

Directions to the Franklin Medical Center:

***From the North* – The Institution can be easily accessed by taking I-71 South to Exit 104 (Frank Road). After exiting, make a Right turn on Frank Road and proceed to the first light, which is Harmon Avenue. Make a Left turn onto Harmon Avenue and the Institution is on the right hand side.**

***From the South* - The Institution can be easily accessed by taking I-71 North to Exit 104 (Frank Road). After exiting, make a Left turn on Frank Road and Proceed to the first traffic light, which is Harmon Avenue. Make a Right turn onto Harmon Avenue and the Institution is on the right hand side.**

Family Transportation to the Institution:

While the Institution is not currently on the COTA Bus Line, other forms of transportation are Available to your family if they require such services. Shuttle services such as “The Family Connection” provide transportation services to Ohio Correctional Institutions. They can be reached at 1-866-633-4196. Please refer to the flyers available in the Visiting Room if your family is in need of such services.

FMC Cadre & Long-Term Days/Times:

Inmates assigned to FMC or those classed as FMC Long-Term patients will have visiting five days a week, with the exception of excluded holidays. The visiting hours are daily from 8:30 a.m. to 11:00 a.m. or from 12:00 a.m. to 3:00 p.m. Evening visiting is available from 6:00 pm to 8:00pm on Wednesdays only. Reservations are needed for all visiting sessions. Please have your family contact the Institution Visiting Office if they wish to make a reservation. Reservations are made Mondays through Fridays from 9:00 a.m. to 10:30 a.m. or 1:00 pm to 2:15 p.m.

Minor Child Visitation:

Minors are permitted visitation as long as the parent or legal guardian accompanies them, and a birth certificate is provided for documentation. If an individual other than the parent or guardian wishes to bring in a minor child, they must first provide a notarized “authorization for minor child visitation” Visitation Form (DRC 4371) from the parent or guardian giving them permission for the minor to enter the correctional facility. Family members can obtain the proper authorization form by contacting the FMC Visiting office during officer hours. In addition, a birth certificate must be provided for documentation. Inmates are not permitted to wear personal clothes to Visiting.

IMMEDIATE FAMILY—immediate family for visiting purposes shall consist of the following:

1. Parent—The natural parent of the inmate.
2. Step-Parent—The spouse of ones natural parent by a subsequent marriage. A later divorce would negate this relationship.
3. Adoptive Parent—This is a legal relationship granted by a court.
4. Spouse—The legal marital partner of an inmate.
5. Common-Law Spouse—A common-law relationship, if verified, is a legally binding relationship that may only be terminated in a court of law or at death. Under Section 3105.12 (Sub. H.B. 32), a common-law relationship cannot be created in the State of Ohio after October 9, 1991.
6. Child—This is the natural child of the inmate. The child of an inmate must be verified by the birth certificate and must be escorted by the natural mother/father.
7. Step-Child—This is the child of the inmate’s verified spouse by a previous relationship. This relationship would cease upon divorce.
8. Adopted Child—This is a court -documented relationship.
9. Brother/Sister—This is the natural brother/sister of the inmate with common parents.
10. Step-Brother/Sister—This is the child of the inmate verified stepparent. This relationship would be terminated upon the divorce of the inmate’s natural parent and the stepparent.
11. Half-Brother/Sister—a half-brother/sister is one who shares one common parent with the inmate.
12. Grandparent—This is the natural parent of the inmate’s natural parent.

13. 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 in tact.
14. Grandchild—this is the child of the inmate’s child.
15. Aunt/Uncle—the brother/sister of the inmate’s natural parent and the spouse of that person.
16. Friends—Anyone other than the above, including nieces, nephews, etc.

Friends must be over the age of eighteen (18) and must not be on probation or parole

Friends will be added or deleted by written request to the Case Manager on a visiting modification form. When adding a friend, the Case Manager will send out a visiting application.

17. Mother/Father of Child - Offenders may request that the mother/father of their children be added to the visiting list. They are required to follow the same application process as any other visitor in addition, count towards the fifteen-person visiting list limitation. The mother/father of children provision is made to facilitate family ties between the offender parent and his/her children. This visitor is permitted to visit without the child or children.
18. Ministers and Attorneys-of-Record may visit during normal visiting hours and may not bring additional visitors with them. A minister or attorney must show proper identification and have prior approval (i.e.: special visit approval).

The offender-visiting list can list up to fifteen (15) visitors, regardless of the relationship, excluding any listed attorney of record, clergy of record or children under the age of eighteen years old.

AGE REQUIREMENTS

All visitors eighteen (18) years old or over must present acceptable identification. A parent or guardian must accompany persons under the age of 18.

APPROPRIATE ATTIRE

- A. Clothing not permitted inside the institution:
 1. See-through clothing.
 2. Skirts or dresses higher than the middle of the knee.
 3. Shorts of any kind.
 4. No clothing with gang/club insignia or obscene gestures and/or language.
 5. Tank tops, tube tops, muscle shirts or bare midriffs.
 6. Shoes must be worn, no flip-flops are permitted.
 7. Shirts must be worn.
 8. Appropriate undergarments must be worn. (Example: Bra, Slip, and Underwear).
- B. Children up to and including age twelve (12) may wear shorts.
- C. Inmates are to be dressed according to the Franklin Medical Center’s Rules and Regulations.

CAMERA

- A. The Visiting Room camera is a digital camera. This camera will be available for photographs during visiting hours.
- B. Photos are taken by the inmate photographer assigned to the visiting room. Photos are \$2.00 each with a limit of three (3). Inmates having photos taken are responsible for paying for their photos by cash slip. Once the cash slip is completed, it is turned into the Chaplain who in return will print photographs.

IDENTIFICATION

- A. Visitors must provide two (2) pieces of identification. One (1) piece of identification must have a photograph.

ITEMS PERMITTED ON VISIT

- A. Visitors 18 years of age or older are permitted to bring the following items into the Visiting Room:
 1. Car keys
 2. See-through change purse with no more than \$20.00, and no bills higher than a \$5.00. (Money is not permitted to be taken on a visit held in a patient area. Money is only permitted in the Visiting Room on the first floor). No purse or diaper bag is permitted.
 3. Photo identification
 4. Three (3) diapers, two (2) jars of baby food and spoon (plastic), two (2) baby bottles of milk. Juices are permitted and all bottles must be plastic.
 5. Medication—All medications must remain in the visitor's vehicle other than those necessary for sustaining life, i.e., nitroglycerin.
- B. Inmates are permitted to bring the following items in the Visiting Room.
 1. Identification badge
 2. Wedding band
 3. Comb
 4. One Belt
 5. One pair of glasses (must be prescription). No sunglasses are permitted.
 6. Necklace, which has a religious symbol
 7. Watch

VISITING ARRANGEMENTS

- A. No shows on visiting reservations count as a visit against the visitor.
- B. Visiting will be available for all holidays except Thanksgiving, Christmas, New Years Day and any other holiday that may occur on a non-visiting day.

- C. Inmates arriving at the Franklin Medical Center (Zone A) will be permitted visits after they have been admitted to the institution for seven (7) days.
- D. You are responsible for the accuracy of your visiting list. Changes and/or corrections to the visiting list are to be made through the Case Manager by kite.
- E. The visiting room supervisor, prior to their initial visit, must interview all visitors. If the visitor's initial visit is scheduled on a weekend; the visitor must arrange to be interviewed during normal business hours Monday through Friday between 7:30 A.M. and 2:00 P.M. The Visiting Room Supervisor will verify and approve the inmate visitor after the related forms have been completed and the initial interview has been conducted.
- F. Only visitors on the approved visiting list are permitted to visit.
- G. All visits will be conducted by reservation only. These reservations must be made no later than twenty-four (24) hours prior to the requested visiting day. Visitors may call for reservations Monday through Friday 9:00 A.M. until 10:30 A.M. and 1:00 P.M. until 2:15 P.M.
- H. Inmates in DC and LC are entitled to one (1) visit per visitor per month on Tuesday - Friday, with a two (1 hour limit.)

SPECIAL VISITS

- A. Inmates and visitors must demonstrate good behavior. A special visit may be granted when records show that you have not been receiving visits on a regular basis. Traveling distance of the visitor may also be taken into consideration in the granting of a special visit.
- B. Special visits can be approved only by the Administrator or Assistant Administrator.
- C. Visitors and inmates of separate visits will not be permitted to visit together without prior approval from the Assistant Administrator. A visitor may be approved for more than one (1) inmate's visiting list. However, they will not be permitted to visit both inmates at the same time, unless they are on the approved visiting list of more than one (1) inmate as an immediate family member and have the permission of the Administrator.
- D. If the visitor is scheduled to have an all-day visit, that visit will count as two (2) visits for that month— EXCEPTIONS to this rule may be made only by the Administrator or his/her designee.
- E. If you have a family member that is a parolee, they must provide the following documents or you will be in violation of Department policy.
 - 1. Written authorization from the Parole Officer
 - 2. Administrators approval
- F. Arrival—Visitors have one (1) hour from the commencement of their visiting session to arrive at FMC. After that, their session will be closed. However, special consideration may be given to unforeseen circumstances, (i.e.: traffic accident, inclement weather, etc.) The visiting rules for Franklin Medical Center are listed below:
 - 1. The Visiting Room Officer will assign visitors to specific seating areas. The visit will be terminated if the visitor leaves the Visiting Room.

2. The Officer has the authority to sit the inmate next to, (and at a reasonable distance away from) the visitor if he/she deems their behavior to be inappropriate or annoying.
3. Loud, disruptive, inappropriate or improper behavior will constitute grounds for termination of the visit. The institution reserves the right to determine loud, disruptive, inappropriate, or improper behavior. Improper and inappropriate behavior include sexual contact other than reasonable kissing and embracing at the beginning and conclusion of the visit. Handholding is permitted as long as both hands are visible.
4. Inmates and visitors are not permitted to move from their assigned seats, except for obtaining refreshments or to use the restroom facilities. Visiting seats will not be moved without permission from the Visiting Room Officer.
5. Tobacco products are not permitted on the grounds of the Franklin Medical Center.
6. Visitors and inmates are responsible for the cleanliness of the area they are assigned and for damages to any item (s) for the duration of the visit.
7. Parents are fully responsible for the actions and behavior of their children at all times during a visit.
8. Visitors are not permitted to give or receive any articles from inmates. Inmates are not permitted to handle cash money or operate vending machines.
9. Visitors must leave promptly when the visiting period has ended, or when instructed to do so by the Visiting Supervisor or officer.
10. No picture taking is permitted on institutional grounds without prior approval from the Managing Officer or his/her designee.
11. No loitering or yelling is permitted in the parking lot of the Franklin Medical Center. Persons who are not permitted to visit cannot remain on institutional grounds.
12. Visitors are not permitted to approach any security fences or device, or attempt to communicate with inmates through the security fence.

O. MAIL

The mailing address to the Franklin Medical Center is: Franklin Medical Center (Zone A)
Post Office Box 23658
Columbus, Ohio 43223-0658

You are encouraged to correspond with your family and friends. In doing so, you will be responsible for ensuring that the people you correspond with, as well as yourself, follow the rules pertaining to mail and packages.

OUTGOING MAIL

1. All outgoing mail must have the complete return information including your name, number, and address. Any outgoing mail not identified may be opened and read for the purpose of identifying the sender.

2. Outgoing mail without a complete return address and cannot be identified or claimed by the sender will be destroyed.
3. If you have outgoing mail that requires postage, complete and sign a cash slip for postage

UPON RELEASE

When your release date is approaching, you may want to send your personal property home. This should be completed at least one (1) week prior to your release. If your property has not been sent home, you will be required to take all items with you on the day of your release.

INCOMING MAIL

1. Incoming mail is to have a complete address including your name, number, and lock assignment for proper delivery.
2. Inmate E-mail is available and inmates may receive and respond to e-mails via the JPAY system. All e-mails are subject to screening by the mailroom staff.

MONEY

1. All money received must be in the form of a certified check, cashier’s check, or money order. Checks and Money Orders must show the inmate’s name, number, and the sender’s name and complete address including zip code. Funds received without the sender’s name and address will be returned to the sender.
2. All incoming mail must have the inmate’s complete address including name, number and proper postage. A letter, which is incorrectly addressed, may be returned to the sender after a reasonable effort to identify the addressee has failed.
3. Books, magazines and newspapers must be sent directly from the publisher or distributor.
4. Contraband found in incoming mail is subject to seizure.

SUNDRY BOXES AND FOOD BOXES

1. Sundry/Food Boxes can be received in accordance with your security level. See the below listed chart for your specific guidelines.

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 box
Level 4A	2	Maximum of one (1) food only box
Level 4B and 5	0	No packages permitted
Death Row	3	Maximum of one (1) food only box

SUNDRY AND FOOD BOX PROCEDURES

1. Items may only be ordered from the current DRC approved vendor catalog.
2. All such purchases by an offender, offender family member, friend or other from an approved vendor are a business transaction strictly between the ordering individual and the approved vendor.
3. Packages from the approved vendors may not weigh more than thirty (30) pounds.
4. If an offender is sent a package from an unapproved source or refuses to accept a package from the approved vendor, then the offender will have the option of returning the package to the sender at the offender's expense or having the package destroyed. If the offender chooses to return the package, the package shall not count against the offender's permitted package total. If the offender chooses to have the package destroyed, or refuses to make disposition on the package, then the package shall count against the offender's permitted total.
5. If the approved vendor sends a package to an offender 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 offender's permitted package total.

P. TELEPHONE

Telephones are available in your unit seven (7) days a week except during count times or as directed by staff. You will be required to sign up to use the telephone. No three-way, credit card, or 800 number calls are permitted. Abuse of these rules could result in the loss of your telephone privileges.

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

1. No harassing or threatening calls will be made.
2. No calls will be made which are detrimental to the Security of the institution.
3. No calls will be made that are in violation of the law.
4. No 3-way calls will be made.
5. No calls will be made that facilitate a violation of the DRC Administrative Rules, or Policies, or the Ohio Revised Code.
6. No calls will be made for the purpose of organizing, financing, or soliciting funds.
7. Inmates shall only use their assigned "PIN" number.

ALL INMATE CALLS ARE SUBJECT TO MONITORING AND/OR RECORDED

Q. REENTRY

REENTRY

Reentry is “Going Home to Stay”. It is important that you start at orientation to think of your successful transition from prison to your community. Begin the process by working with your Case Manager and Sergeant to secure the following items:

- Social Security Card
- Birth Certificate
- Drivers License
- Veteran Discharge Status (DD214)

Several programs and opportunities are offered to address the following domains:

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

As noted above, your Case Manager will work with you to complete your Reentry Accountability Plan. The plan will clearly state objectives, goals, and expected outcomes. It will address any deficiencies in the dynamic domains and serve as a programming guide to enhance your ability to achieve a successful reentry. Your Case Manager will meet with you on a periodic basis and monitor progress on the plan.

RELEASE PREPARATION:

Release preparation will be a part of your RAP. The following workshops are available to all inmates being released.

1. Reentry is a holistic and systematic approach that seeks to reduce the likelihood of additional criminal behavior. Beginning at sentencing and extending beyond release, Reentry will assess, identify and link offenders with services specific to their needs. This will be accomplished through associations with community partners, families, justice professions, and victims of crime.
 - Develop a Seamless Transition
 - Better prepared at release
 - Reduce Recidivism
 - Equipped with marketable skills
 - Return as responsible family member
 - Provide effective life coping skills
 - Hold offender accountable for addressing harm caused by crime
2. The reentry programs offered at FMC are as follows:
 - Thinking for a Change
 - Money Smart
 - Responsible Family Life Skills
 - Victim Awareness
 - Release Preparation
3. Inmates will have their Re entry Accountability Plans (R.A.P.S) updated annually. Those inmates who are classified as “intensive” will receive priority with programming.
4. Individuals interested in obtaining a Social Security Card or Birth Certificate can obtain the necessary information from the Library. A temporary I.D. can be obtained 15- 30 days prior to your release; however, the I.D. will not be provided until your actual release day. Please note that this I.D. is temporary and is only valid for 30 days. To obtain a permanent I.D. you must attempt to get your driver license re-instated. For information regarding signing-up for reentry programming, please kite the case manager

VI. Birthing Support Person (BSP) - An individual, not currently under the supervision of the DRC, selected by the pregnant female to assist her during labor and delivery of her child. The BSP must be on the inmate's approved visiting list and be approved by the Warden. A criminal background check is completed by the Investigator. The BSP must attend a meeting with the Prenatal Coordinator/designee. During the meeting, the BSP handbook is reviewed. The meeting takes place during scheduled times. This component is coordinated by the Pre-Natal Coordinator.

ABC Program – The DRC ABC "prison nursery program" permits certain incarcerated women and the children born to them while incarcerated to reside together while the mother serves her sentence. An inmate may be eligible to participate in the program if: (1) She is pregnant at the time she is delivered into the custody of DRC, (2) She is subject to a prison term of not more than eighteen months, (3) She has never been convicted of a violent crime or any type of child abuse or child endangerment, (4) She and her child meet established medical and mental health criteria, (5) She is the legal custodian of the child, (6) No one else has been granted custody or shared parenting privileges, and (7) She meets any other

Choices for Victims of Domestic Violence - A four-week course that addresses specific topics such as the cycle of violence, healthy relationships, effects of domestic violence on children and other related issues. The class is designed for victims, not perpetrators, of partner violence. The program is provided by an employee of Choices (a shelter for victims of domestic violence). Those participating are encouraged to take control of their lives, reclaim their self-esteem and reap support from others with similar experiences

[Re Entry programs which will be offered.](#)

Victim Awareness – Allows participants to focus on the victims of their crimes and the effect of those crimes on other people. Designed to improve skills in the areas of victim empathy, and taking personal responsibility for criminal actions.

Money Smart (FDIC): – A program designed to enhance money management skills, understanding basic financial terminology and services, and using bank services effectively.

Responsible Family Life Skills – A program designed to improve skills related to accepting personal responsibility for crime and its effect on the family, effective discipline, violence prevention, and balancing familial responsibilities effectively.

Thinking for a Change – Focuses on developing skills in areas of socio-cognitive deficiencies such as poor control of our thinking and actions, poor social skills and poor problem solving skills.

VII. GENERAL INFORMATION

A. COUNT

Institution counts are taken at regular times throughout the day and night. Count times are as follows:

12:00am
3:00 am.
5:30 am.
10:30 am.
4:00 p.m. (standing count)
9:00 p.m.

1. You are to remain on your bunk until count has cleared.
2. You are not to disrupt the count process or do anything that would make it difficult for staff to identify you during count.
3. No television or radios are to be played during count without headphones.
4. Your Supervisor will release you to your housing unit prior to the scheduled count time. The exceptions to this are out-counts or cross-counts.
5. **The 4:00 P.M. count is a Standing Count. You are to be in an upright position either sitting on or standing next to your bed.**

R. IDENTIFICATION BADGES

Identification badges will be worn on the left breast outer-most clothing at all times, except while in your assigned room or cell (Administrative Regulation 5120-09-25). Inmates are to present their identification badge to any staff member upon request.

Work identification badges will be issued. Each work area will be issued a work badge of a particular color. These badges are to be worn during your work hours.

A change in personal appearance or a lost or damaged identification will result in replacement of the identification badge at cost to the inmate.

2 North Long Term Inmates will wear their identification badges whenever they are able to maintain Control over it. Those that can not maintain control will have badges maintained on board at corrections Officer's desk. Whenever departing 2 North the badge will be worn and/or issued to the inmate. Issued badges will be returned to the corrections officer upon return to 2 North.

S. LOITERING

There is no loitering in the institution hallways, stairways, administrative offices, correctional officers' desk, library, or any other area as instructed by staff. 2 North inmates are not permitted to sit/block doorways on any hallway. Inmates are to meet in the designated common areas.

T. OUT-OF-PLACE

1. You are not permitted access to the administrative areas of the institution without proper authorization. The administrative areas include all Business Offices, Reception Areas, and Medical Services and Clinics, Administrative Offices or any staff office. Violations will result in a

conduct report being issued. 2 North @ 2 South inmates are not allowed to be on a hallway, which they are not assigned without permission.

2. **No inmates are permitted to be in any other rooms other than the room to which they are assigned. Any violations of this may result in disciplinary action to the offending inmate for violation of Rule 35 (Out-of-Place).**
3. No inmate will be permitted in an area without proper authorization. Any inmate caught in an area without a proper work ID, an institutional pass, or authorization of Shift Commander will be considered out-of-place and issued a Conduct Report. This excludes mass movement.

U. KITES

The kite procedure should be utilized to correspond with various staff members, departments or services. Kites are available from the Unit Correctional Officer. You are required to sign and complete the front of the kite before you send it, and state your problem or concern on the inside of the kite.

Kite the staff member who is responsible for the area of your concern or inquiry. If you send multiple kites to the same staff member regarding an issue or kite more than one person about the same problem, it could result in a delayed response. Staff members should respond to your kite within five (5) working days after they receive the kite.

V. TELEVISIONS AND RADIOS

Personal televisions will be played only on headphones. Any inmate that violates this policy will have television confiscated and possible R.I.B. sanctions. State televisions will be viewed only until completion of the television movie or after the 11:00 p.m. news.

Long term inmates are not permitted to control state televisions with their personal television remotes. Abuse of personal remotes will result in disciplinary action and/or loss of the personal remote.

W. Inmate Appearance and Grooming- (Male & Females)

Inmates are required to be neat and well and conform your appearance to the standards listed below. Inmates who refuse to do so are subject to the appropriate disciplinary action. Inmates may purchase personal hygiene items, including shaving materials, deodorant, toothpaste, toothbrushes, soap and towels through commissary.

- a) Inmates are required to shower daily and required to clean showers and rooms daily.
- b) Hair shall be clean, neatly trimmed, and shall not extend over the ears or the shirt collar and should not be longer than 3 inches from the scalp; braids may be worn but must comply with this rule. The following hairstyles of facial hair are not permitted: Initial, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (excluding natural baldness, weaves, and dreadlocks. Hair coloring is not permitted unless approved by administrator and provided by an individual properly licensed to provide this service. Other hairstyles not listed may not be permitted if they are determining to cause security issues and or concerns. Your hair may be searched or check for length at any time. Hair may not be worn in braids at any time during transportation in and out of the facility
- c) Sideburns, beards, and moustaches must be clean and neatly trimmed. Facial hair must not protrude more

than one-half inch from the skin. Male offenders are not permitted to wear makeup.

d) Inmates are required to be properly dressed in state-issued clothing with all zippers and buttons fastened and shirts tucked in between the hours of 7:30 am until 4:30pm. The only exception is if you are going to and from the recreation areas. Hats, hoods, “doo rags” are not a part of the uniform of the day and shall not be worn inside the building at any time. Note: Sweatshirts, long johns and other long or shirtsleeve shirts must be worn under the state issued shirt. Long term inmates will be dressed in uniforms in as much as physical and medical conditions allow. Shirttails will be tucked in except in instances where medical conditions and/or devices prohibit. Medical staff will assist inmates in getting dressed as necessary.

e) Inmate clothing is to be kept clean, free of holes, and shall not be altered in any way.- If you are placed in segregation, admitted to OSU or out-to-court your personal and state issued clothing will be washed prior to storage. If you are reclassified from food service to another position out of the kitchen, you required to wash your whites prior to turning them into the Quartermaster.

f) Inmates are permitted to wear Kufis for religious purposes (Homemade Kufis are unauthorized). Per DRC Policy 72-REG-01, inmates that are being transported outside the institution are not permitted to wear Kufis.

g) 2 North inmates will be properly dressed for scheduled physical therapy. Inmates that have clothing, can properly dress for physical therapy but fail/refused to dress will be denied departure from 2 North and physical therapy for that day. Inmates will be dressed and waiting in the A-Hall dining area to be escorted to physical therapy by custody staff five (5) minutes prior scheduled physical therapy appointment.

X. DISCIPLINE

Institution rules are designed to make you responsible for your own behavior, assist you in becoming productive members of the community upon your release, and to provide you with safe, clean and humane living environment at the Franklin Medical Center. Behavior, which disrupts operations, threatens security, or the safety of others will not be tolerated. It is your responsibility to know and obey institutional rules.

Rules of Conduct dispositions can range from verbal reprimands to time spent in disciplinary control. The Department of Rehabilitation and Correction governs rules and disciplinary procedures at the Franklin Medical Center.

ADMINISTRATIVE REGULATIONS - RULES OF CONDUCT

1. Causing, or attempting to cause, the death of another.
2. Hostage taking
3. Serious physical harm to another
4. Physical harm to another
5. Physical harm to another with a weapon
6. Causing a bodily substance to come into contact with another
7. Throwing any other liquid or material on or at another
8. Threatening bodily harm to another
9. Threatening harm to the property of another including State property
10. Extortion

11. Non-consensual sexual conduct with another
13. Consensual physical contact
14. Seductive or obscene acts
15. Rioting or encouraging others to riot
16. Engaging in or encouraging a group demonstration of work stoppage
17. Engaging in unauthorized group activities
18. Encouraging or creating a disturbance
19. Fighting—with or without a weapon
20. Physical resistance to a Direct Order
21. Disobedience of a Direct Order
22. Refusal to carry out work or other institutional assignments
23. Refusal to accept an assignment or classification action
24. Establishing or attempting to establish a personal relationship with an employee
 - (a) Sending personal mail
 - (b) Making telephone calls
 - (c) Giving or receiving from an employee
 - (d) Engaging in any form of business with an employee
 - (e) Engaging in, or soliciting any act of a sexual nature
25. Intentionally grabbing, or touching a staff member or other person without the consent
26. Disrespect to an Officer, staff member, visitor or other inmate
27. Giving false information or lying
28. Forging, possessing, or presenting forged or counterfeit documents
29. Escape
30. Removing or escaping from physical restraints
31. Attempting or planning an escape
32. Tampering with locks, locking devices, window bars; tampering with walls, floors or ceilings in an effort to penetrate them
33. Possession of escape material
34. Forging or possessing documents for release
35. Being Out of Place
36. Possession or manufacture of a weapon
37. Procuring or attempting to procure a weapon
38. Possession of plans, instructions, or formula for the manufacture of weapons
39. Unauthorized possession, manufacture, or consumption of any drugs or any intoxicating substance
40. Procuring or attempting to procure, unauthorized drugs
41. Unauthorized possession of drug paraphernalia
42. Misuse of authorized medication
43. Refusal to submit urine sample
44. Gambling or possession of gambling paraphernalia
45. Dealing
46. Conducting business operations with any person or entity outside the institution without specific permission from the Warden
47. Possession or use of money in the institution
48. Stealing or embezzlement of property
49. Destruction, alteration, or misuse of property
50. Possession of property of another
51. Possession of contraband
52. Setting a fire
53. Tampering with fire alarms, sprinklers

54. Unauthorized use of phone & violation of mail and/or visiting rules
55. Use of telephone or mail to threaten, harass, intimidate, or annoy another
56. Use of telephone or mail in furtherance of any criminal activity
57. Self-mutilation, including tattooing
58. Possession of devices or material used for tattooing
59. Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution
60. Attempting to commit, aiding another to commit any of the above acts
61. Any violation of any published institutional rules, Regulations or procedures

I. SAFETY AND SANITATION REGULATIONS

All inmates housed at the Franklin Medical Center are expected to follow proper safety and sanitation procedures as listed below:

1. Food and liquid spills are both safety and sanitation hazards. Spills must be cleaned immediately by the person making the spill. A bio-hazardous spill however must be cleaned up by trained inmate worker. If a bio-hazardous spill (i.e. blood spill, urine, etc.) takes place, you are to immediately notify a staff member so that the correct inmate worker can be brought to the location and handle the clean-up duties.
2. Paper and other litter must be disposed of in the trash containers. Trash containers are placed throughout the institution.
3. Inmates are required to keep their personal areas neat, clean and orderly. Trash and litter in personal areas are both safety and fire hazards.
4. All accidents and injuries must be reported immediately to staff.
5. Proper safety equipment is to be worn at all times when on institutional work assignments.
6. Inmates are required to follow all posted safety or sanitation regulations and supervisory instructions in job assignments.
7. Building floors are to be kept clean and cleared at all times. When mopping, safety lanes for traffic are to be clearly marked and wet floor signs should be out. Institutional sidewalks, steps and building entrances must be kept clear of snow, ice, dirt, and litter at all time.
8. Inmates assigned to the Food Service Department must wear proper hair accessories while on the job. kitchen whites must be worn when working in Food Service. While wearing kitchen whites, inmates are not permitted to participate in recreational activities. Plastic gloves must be worn when the hands come in contact with food.
9. All inmates assigned to Food Service are expected to follow the published sanitation regulations.
10. All inmates working with flammable, toxic, or caustic material must follow posted safety and supervisory instructions. Appropriate inmates will be trained for respective jobs and the training will be documented on DRC 1953

J. CLASSIFICATION & JOB RECLASSIFICATION;

Within seven (7) calendar days of admission to FMC, you will be notified to report before the classification committee. At this time, your security level will be explained and a job assignment will be designated and you will be given explanation of the classification/reclassification procedure. You will be required to remain on your initial job assignment for at least 90 days. Once your 90 days is completed, you may request a job change by sending a kite to you unit staff. Education and psychological testing results, previous work experience and skills, medical and physical limitations, security level and available job openings will be taken into consideration when making your job assignment.

K. GOING HOME CLOTHES

Inmates will be able to fill out an application with the unit staff to request going home clothes. You can wear your own personal clothing sent in from home or brought in to you. You may also kite your unit staff for approval to have your going home box mailed into the facility 2 weeks prior to your approved release date.

M. FMC DAILY SCHEDULE

5:30 A.M. All out, counts are to be Control Center 1.
Showers Closed

6:00 A.M. Lights on
All inmates are to be in their housing unit and cells for count.
* Institutional Count – Once the unit count on 2 South is cleared, the inmates on 2 South will be given access to the entire housing unit. This only applies to 2 South.

6:15 A.M. Morning Meal—Breakfast
Showers Open

7:00 A.M. Dogs Out

7:30 A.M. All inmates are to be out of their beds and bunks will be made. The only exceptions are night shift workers, long-term and short-term medical inmates.
**Work call for cadre inmates.

8:00 A.M. Yard Open
Day Rooms Open

9:00 A.M. Showers Open

10:00 A.M. Showers Closed
*Outside Recreation Yard Closed
Day Rooms Closed
All inmates are to be in their housing unit and cells for count.
All out, counts are to be in Control Center 1.

10:30 A.M. *Institutional Count – Once the unit count on 2 North and South is cleared, the inmates on

2 North and 2 South are given access to the entire housing unit.

- 11:15 A.M. Noon Meal — Lunch
- 12:00 P.M. Showers Open
**Work call for cadre inmates
Day Rooms Open
*Outside Recreation Yard Open
- 3:30 P.M. Showers Closed
Day Rooms Closed
*Outside Recreation Yard Closed
*All inmates are to be in their housing unit and cells for count
- 4:00 P.M. *Institutional Count – Once the unit count on 2 North and South is cleared, the inmates on 2 North and 2 South will be given access to the entire unit. This only applies to 2 South.
- 4:30 P.M. *Outside Recreation Yard Open
- 4:45 P.M. Evening Meal— Dinner
- 5:15 P.M. Mail Call
- 5:50 P.M. Showers Open
Day Rooms Open
- 7:30 P.M. (Winter Only – Dogs Out)
- 8:00 P.M. Barber Shop Closed
- 8:30 P.M. All out, counts are to be in Control Center 1.
Showers Closed
Day Rooms Closed
*Outside recreation closes or has closed at dusk, whichever comes first.
- 8:45 P.M. All inmates are to be in their housing unit and cells for count.
- 9:00 P.M. *Institutional Count – Once the unit count on 2 South is cleared, the inmates on 2 South will be given access to the entire housing unit. This only applies to 2 South.
- 9:20 P.M. Showers Open
Inside Recreation Day Rooms Open
- 9:45 P.M. Dogs Out
- 11:30 P.M. Shower Closed
Recreation Areas and Day Rooms Closed
Lights Out
Late Night Recreation—Inmates are permitted Television privileges and access to the telephones until completion of the TV movie after the 11:00 p.m. News. All other day rooms, including the library will be off limits at 11:30 p.m.

11:45 P.M. All inmates in cells and doors locked.

12:00 A.M. *Institution Count

3:00 A.M. *Institution Count

4:30 A.M. Food Service Workers to be awakened to report to work
Showers Open

6:00 A.M. *Institution Count

O. Bio Hazard Clean-Up Procedures (Zone A)

NON TB Bio Hazard Spills:

All bio hazard spills that do not have the potential to be TB infected may be cleaned up utilizing the bio hazard clean up kits located in the chemical boxes and the appropriate PPE available on the medical floors. The pre mixed OPI Disinfectant 256 may be utilized with the bio hazard spill kit if needed for these clean-ups.

TB Bio Hazard Spills:

The Shift Captain shall be notified for all bio hazard spills, which is known or has the potential to be TB infected. The Shift Captain will authorize an officer to go to the housekeeping area and get the supplies needed to clean up the spill. The bio hazard TB cleanup supplies will be kept in a locker with all needed supplies to include marking tape, goggles, and CA-MRSA Disinfectant Spray (a tuberculocidal disinfectant).

In all cases you must double glove while cleaning a bio hazardous spill. In the case of large spills, you may require additional personal protective equipment such as: gown, booties, goggles / face shield, etc.

All bio hazardous waste shall be placed in a red bio hazard bag and tied prior to disposing of the waste into a bio hazardous receptacle.

Any soiled clothing will be placed in a water soluble bag and tied shut. The water soluble bag will then be placed in a trash bag with the name and number of the person to whom the clothing belongs too attached to the outside of the trash bag along with the words contaminated on the tag. This shall be sent to the laundry for laundering.

You shall not leave the area with clothing, which has been contaminated. You will have clothing brought to the area you are in and will be required to change into non contaminated clothing. If necessary, you will shower in one of the showers on the floor you are on prior to putting on fresh clothing.

Universal Precautions:

Universal precautions shall be taken with any body fluid. Universal precautions are an approach to infection control. According to the concept of universal precautions, all human blood and certain human body fluids are treated as if known to be infectious for HIV, Hepatitis B, or C, and other blood borne pathogens.

P. Recycling

Currently there are recycling containers located in various places throughout the institution. Please place all your recyclable items (paper, plastic bottles, aluminum cans, cardboard, etc...) appropriately in these containers.