



## ***Grafton Correctional Institution Inmate Handbook***



Revised: 2/26/14

***Bennie Kelly  
Warden***

# Grafton Correctional Institution

## Inmate Handbook

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## **FREQUENTLY ASKED QUESTIONS** **OF NEWLY ARRIVING INMATES**

### **1. How can my family and friends contact me?**

Family and friends may write to you at:

(Inmate Name and Number)  
Grafton Correctional Institution  
2500 South Avon-Belden Road  
Grafton, Ohio 44044

If family members need to contact institutional personnel, the phone number is

(440) 748-1161

### **2. How does my family get here for visits?**

Transportation information is available by contacting the visiting office.

Directions to G.C.I. -

From Columbus: Take I-71 North to State Route 83 (Lodi-Burbank Exit) Turn north. Once on Route 83 it takes approximately 25 to 30 minutes to the institution. The institution is located approximately 8 miles north of Litchfield on the west (left) side of the road.

From Cleveland: Take 480 West to State Route 83. Turn South and follow Route 83 to the institution. Once on Route 83 it takes approximately 5 to 10 minutes to the institution. The institution is located on the west (right) side of the road.

### **3. What are the rules for visiting at G.C.I.?**

All visiting information and rules are located in the inmate handbook. The information available includes, but is not limited to: days and hours of visiting, dress code, ID requirements, authorized items, rules concerning children, special visits, local transportation, etc. Read the visiting section of your handbook carefully. You are responsible for providing visiting information to your visitors. Check unit bulletin boards for any revised information.

### **4. When can I begin to make phone calls?**

You can attempt to make a call as soon as you arrive; however, your PIN may not move in the phone system for up to 3 days, normally your PIN will be moved to GCI within 24 hours.

## 5. How do I get a bed move?

The institutional bed move procedures are located in your inmate handbook and in institutional policy. Inmates are eligible for a bed move, to an empty bed, every 6 months. Specialized units include: Residential Treatment Unit (RTU), and Drug Treatment Unit (DTU). Read the bed move section of your inmate handbook to determine if you are eligible for a move.

## 6. What are my property limitations?

Upon pack-up, all items must fit inside your foot locker (2.4 cu.ft.) excluding large titled items, state issued bedding, coats/jackets, permitted shoes, and any formally approved additional legal materials.

During a routine random cell search, commissary does not have to fit within the 2.4 limitations. If you are being packed up for SMU, the commissary must fit in the 2.4 or will be considered contraband.

Inmates moving to G.R.C. will be permitted to take their purchased commissary items with them. Inmates going to medical will be handled on a case by case basis. If you are expected to be in the infirmary or other related medical facility for a very short time – commissary could be maintained with the pack-up. If you are expected to be out of the facility or in the infirmary for a lengthy period of time, the commissary should be sent out or destroyed if it doesn't fit within the 2.4 cu. ft. limitations. For more information, see the "Property" section of the inmate handbook.

## 7. When will my money arrive?

Your money follows you from institution to institution. It will take approximately 48 hours for your money to be in the computer.

## 8. Are there any special rules I need to know about?

Upon arrival, you need to review the entire inmate handbook. This manual contains most needed information. Pay close attention to the "Unit Guidelines" section. The unit guidelines contain specific rules concerning your day to day routines.

## 9. Are there any special rules concerning my receiving money from family or friends?

All monies posted to your accounts must be from approved visitors. Available sources for posting money are Kiosk machines at institutions, Offender Connect (on line) and money orders sent through U.S. Mail to JPay company. See the "Cashiers Office" section of the inmate handbook for more information regarding money issues.

Cashiers are **not** responsible for any transactions that are made with the Touchpay website, Kiosk machines and/or telephone deposits. All family/friend assistance for these transactions must be made through the company(s).

**10. What are those red lines on the sidewalks for?**

Inmates are not permitted to cross the red lines in most parts of the institution. Of course, red lines in front of your living unit may be crossed as long as you are going to your pod. Pay attention as you walk around the institution. Certain areas are marked off for a reason and you are subject to a conduct report if you cross the red lines without a staff escort and/or pass.

**11. What is the inmate dress code?**

**State issued blues will be worn outside the housing units Monday through Friday, 5:00 a.m. until the 4:00 p.m. count clears, except when going to Recreation.**

State blues must be worn to all meals except weekends and holidays (see Food Service) and to all institutional functions such as work, college, visiting staff offices, school, AA/NA, etc. This also includes any programming or activities in which outside guests are in attendance. Inmates may wear personal shirts with sleeves and State pants to the Library and Chapel on weekends only. State blues do not have to be worn inside the housing units during an inmate's off-duty hours unless they are visiting staff offices. Inmates wearing personal clothing on the yard after 4:00 p.m. are not permitted to stop or gather in front of programming areas such as the school/commissary complex, the dining halls, the Chapel, or Medical.

More specific information is located in the "Dress Code" section of your inmate handbook.



Ohio Department of Rehabilitation and Corrections  
Offender Debit System  
Frequently Asked Questions (FAQ)

**Which ODRC sites allow Offender Debit?**

The offender debit program is available at all ODRC facilities.

**How can money be placed on Offender Debit accounts?**

Currently there are two (2) ways that Offender Debit accounts can be funded:

- Purchases can be made to Offender Debit (Prepaid) phone time in \$5 increments from the commissary
- Friends and family can make deposits on the Offender Debit program on the offender's behalf from the Kiosk systems located in a lobby of every ODRC institution.

**How long does it take for funds to become available on the account?**

Depending on what time the purchase is made, funds are normally available the next day after purchase.

**Why do Offenders receive an "insufficient funds" message after making a couple of calls in a row?**

Each time an Offender Debit prepaid call is attempted, the GTL system places the total cost of the call, including taxes, on hold; there must be enough funds in the PIN balance to make a 2 minute call. If the call is not completed and accepted, the GTL system will refund the hold amount back to the Offender's prepaid account balance. The refund process may take several minutes to complete; if the 2<sup>nd</sup> or 3<sup>rd</sup> call attempt will not complete and an "insufficient funds" message is received, offenders are asked to wait at least one hour before trying again to make the call.

**What happens if another offender tries to use someone else's Offender ID and their funds?**

All offenders should take precautions in securing their secret telephone PIN code.

If an offender believes his or her PIN number may be known to other offenders, please dial \*1995 from the inmate phone and leave a message requesting a new PIN number. GTL will assign a new PIN number and send the new number to the offender via offender mail delivery.

If an offender is a victim of someone stealing phone time from his or her account, please contact the institution investigator.

**How to inquire about a deposit on the Offender Debit account?**

Offenders can check their balances by placing a prepaid call from the offender phone system. If additional information is required you can inquire with GTL by dialing \*1995 from the offender phones system and leaving a message requesting to confirm the processing of a deposit.

GTL will respond confirming that the deposit was completed; NO DEBIT PHONE STATEMENTS will be sent.

Unit staff cannot look up information on the offender debit program and can not offer any assistance; please direct all inquiries to GTL by leaving messages on the \*1995 voice message system.



**Ohio Department of Rehabilitation and Correction  
NOTICE TO ALL OFFENDERS**

## **NEW Telephone Offender Debit (Prepaid) Service**

On March 30, 2010, GTL will begin to offer Offender Telephone Debit (Prepaid) calling.

### **How Telephone Debit (Prepaid) Calling work**

- Offender Debit (Prepaid) phone time can be purchased in \$5 increments
- Funds will be available for use 24 hours after the purchase. NO PHONE CARDS will be issued.
- At the beginning of each phone call, the system will offer a prepaid or collect calling option.
- Debit (Prepaid) calls will only be allowed to telephone numbers on the “approved” number list.
- The balance remaining on the debit telephone account, along with the cost of the call, will be announced at the beginning of each call attempt.
- No refunds will be issued for purchased phone time until release.

### **Credits for incomplete but charged calls**

- Requests for credits for incomplete but charged calls
  - Leave a message on the GTL offender Complaint line by dialing \*1995 from the offender phone.
  - Required information:
    - Full PIN number
    - Phone number dialed
    - Time and date of the call
    - Problem experienced
  - Requests are researched. A written response will be sent within 3 business days.
- **There is NO credit for disconnected calls made to a cellular phone**

### **A valid Telephone PIN Number is required**

- A valid 11 digit telephone PIN Number is required to make any calls from the offender telephone system.
  - To reset a telephone PIN number
    - Dial \*1995 from the offender phone to leave a message to request a new PIN number.
    - A new PIN number will be assigned, and a written response will be sent within 3 business days.

**All calls are subject to monitoring and recording**



**Ohio Department of Rehabilitation and Correction**  
Dialing Instruction for Offender Phone System

**Follow these directions to complete a telephone call on the Offender Phone System**

**Lift Handset:**

- Press 1 for English
- Press 2 for Spanish

**Dial the phone number:**

- **For Domestic calls** - (Area Code) + Number, then # sign.
- **For International Calls:** 011+ (Country Code) + (City code) + Number

**Enter your PIN (Personal Identification Number)**

PIN = ODRC Inmate ID Plus Secret PIN Number  
 If your inmate number begins with A, use 2  
 If your inmate number begins with R, use 7  
 If your inmate number begins with W, use 90

Example:

Inmate ID A123-456 with PIN 7890 would enter the following:

Inmate Number	A	1	2	3	4	5	6	+ PIN			
Enter the following to make a call:	2	1	2	3	4	5	6	7	8	9	0

*On your first call you will be prompted to state your name.*

**Press 1 to make a Collect Call (the receiving party pays for the call)**

**Press 3 to make a Debit/Prepaid Call (the cost of the call is deducted from your PIN Phone account)**

For Debit/Prepaid calls the system will announce the cost of the call and your PIN Phone account balance. Your call will connect if you have enough funds to complete at least a 2 minute call

**Your call will then begin to process**

If any of the following is attempted, your call may be DISCONNECTED:

- THREE WAY CALLING
- CALL CONFERENCING

If you are experiencing problems in completing a collect call, THE PERSON YOU ARE CALLING can contact GTL at 800-231-0193

If you are experiencing problems in completing a Debit/Prepaid call, please leave a message on the Ohio Offender Complaint system by dialing \* 1995 from the offender phone

**All calls may be monitored or recorded.**

Revised 4/2010



**Ohio Department of Rehabilitation and Correction**  
Dialing Instruction for Offender Phone System

You may hear one of the following prompts from the system while your call is being processed:

- **“I’m sorry. This number is blocked from receiving collect calls at this time.”**

The person you are calling will need to contact his or her local phone company.

- **“I’m sorry. Inmate collect calls to this number are blocked by GTL.”**

The person you are calling should contact GTL at 800-231-0193 if they wish to receive your calls.

- **No one answered the phone**

Check the number and try to dial again.

- **The number you are calling is not on your allow calling list**

- You will need to add the number to your “allow” list of numbers by dialing #44 from the offender phone system and following the instructions.
- All numbers must be approved by the receiving party before any calls (Debit/Prepaid or Collect) can be processed

- **Your account has insufficient funds to complete this call**

- Your Debit/Prepaid account does not have enough funds to complete at least a 2 minute call.
- You will need to purchase additional phone time at the commissary

**Note:**

**If you have made several call attempts in the past 1 hour, your balance may have not been released from hold. If you feel your balance is not correct please wait at least 2 hours before trying another call. This will allow the hold amounts to be released.**

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## **FROM THE WARDEN**

### **DRUGS**

This Institution has no tolerance for the use of illegal drugs or other intoxicants by inmates. You can expect to be periodically tested to determine whether you have used intoxicants in the recent past. You can expect periodic searches of your property and housing area. If it is determined that you have used or possessed drugs or other intoxicants in this prison, you may be placed in Disciplinary Control and/or Local Control, or you may be moved within the general population and placed in a restricted housing unit. If you are placed in the restricted housing unit, you can expect to have minimal privileges which will include very limited movement outside the unit, no contact visits from your friends or family, reduced earnings in your inmate pay, and minimal commissary privileges. Whether you are placed in Local Control or in a restricted housing unit, you will be separated from other inmates in general population until such time as you are able to convince the staff of this institution that you are able to live in the general population without abusing intoxicants.

### **ADA**

#### **Americans with Disabilities Act**

The Warden has appointed an Inmate ADA Coordinator to assist the institution in assuring compliance with Title II of the ADA. Information concerning ADA and the coordinator's name is given during inmate orientation. Signs explaining ADA are posted in various areas around the institution.

No inmate shall be denied access to any job based solely upon his disability; however, an inmate must be able to fulfill the essential job functions of any job assigned to him.

No inmate shall be denied access to any program assignment based solely upon his disability. Any inmate having a disability, however, must meet the same criteria for admittance to a program as any other inmate.

An inmate, with a verifiable disability, needing a reasonable accommodation to attend a program shall be provided that accommodation based upon his individual needs, so long as the accommodation does not adversely impact security.

Services shall be available to each inmate regardless of the existence of any disability. Reasonable accommodations shall be made as needed to ensure access to services.

Reasonable accommodations may include: providing programs in accessible areas, providing readers, large print materials, magnifiers, books on tape or Braille materials, providing ramps, providing handrails in showers and along stairways, providing seating in long hallways and in locations of long lines, providing accessible vehicles, providing amplifiers, visual repetition of audio announcements and closed caption televisions, providing qualified interpreters/translators for programs such as, but not limited to: regularly scheduled Health Care Appointments and programs, medical, dental, visual, mental health, parole board hearings, educational classes and activities, treatment and other formal programming, RIB, criminal investigations, Classification review interviews,

grievance interviews, adoption interviews, religious services, and formal investigations conducted by institution staff.

Inmates who need an accommodation shall complete the Inmate Reasonable Accommodation Request form 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. Requests may be granted, denied or partially granted by providing an alternative accommodation. The ADA Coordinator's recommendation must be approved by the Warden or Warden's designee. A copy of the decision will be forwarded to the Central Office ADA Coordinator for inmates.

If the inmate disagrees with the decision, he may appeal to the Special Needs Assessment Committee in care of the Central Office ADA Coordinator for inmates. If you are interested in further information concerning the Americans with Disabilities Act (ADA), you may review Title II of the ADA in the Inmate Library.

### **BARBERSHOP**

GCI provides a centralized barbershop staffed by inmate barbers. This permits the inmate general population an opportunity to meet the **personal grooming** code dealing with the haircuts as set forth in Administrative Regulation 5120-9-25.

A **barbershop sign-up sheet** will be sent to the pods once every two weeks. Both even and odd numbers may sign up. The haircut list **does not affect** your regular commissary day, only your haircut day. The barbershop list **requires** that you print your **name, number and cell**. Your Housing Unit Officer will verify your name and number, and appointment time, and you may then proceed to the Barber Shop. You will receive a haircut (**only**) on your regular haircut day, unless roundtrip, visit, etc.

You cannot choose a barber. You will get your hair cut by the next available barber.

Your hair must be clean and free of grease in order for you to get a haircut. Remember, you are responsible for meeting the grooming standards.

**Do not** come to the barbershop before your scheduled time. A conduct report may be issued for failure to report for a scheduled Barber Shop appointment, unless a valid excuse is verified by the Barber Shop Officer.

**The following hairstyles are not permitted: initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (this excludes natural baldness), weaves, wigs, dreadlocks and shaved heads.**

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

**Sideburns, beards, and mustaches** must be neatly trimmed. Electric beard trimmers (battery operated) are approved for use at GCI and may be purchased from the commissary. Some institutions do not permit inmates to possess these trimmers at their

facilities. They may be subject to storage at another facility and you may not be permitted to possess them.

It is not the policy or intent of the Administration or staff to harass inmates regarding grooming regulations; however, those inmates who are in violation of existing standards will be asked to comply. Failure to do so may result in disciplinary action and/or action being taken to bring the individual into compliance.

Check bulletin board notices and the most current version of AR 5120-9-25 for any possible changes. DRC Policies and AR's are located in the Library.

### **BED MOVES**

Each inmate is eligible for a bed move, to an empty bed only, every 6 months. (Exception: moving to a specialized housing unit, Therapeutic Community, RTU, and GRC) All requests for bed moves must be addressed to the Correctional Counselor in the building in which you wish to move by utilizing the kite system. Kites will NOT be accepted by the correctional counselors any sooner than 15 days before the bed will be available. If more than one inmate requests the same bed, the bed will be given to the inmate with the most time in his current bed. If an inmate kites for a cell but the cell is filled administratively, the kite request is voided. Inmates who can prove that they are brothers or father and son MAY be celled together.

Grafton Correctional Institution reserves the right to make administrative bed moves. An administrative move is a move that is made at the professional discretion of staff and approved by the Deputy Warden of Operations or designee.

### **CASHIERS OFFICE INFORMATION**

The cashiers process all incoming and outgoing funds on the inmates personal account and any release accounts according to AR 5120-3-02 (inmate labor assignments), 5120-5-02 (inmate funds), 5120-9-17 (incoming mail) and 5120-9-18 (outgoing mail).

State pay is credited to your personal account each month. Check the pod bulletin board for dates. Inmate payroll is addressed in AR 5120-3-2. The cashier's office is only responsible for posting your earned dollar amount. Should you have a question concerning the amount of your state pay, talk to Unit Staff for guidance.

Funds may be received by an approved form, not to exceed \$200.00 (AR 5120-5-02) and deposited to your personal account. All funds must be processed through Jpay, Offender Connect or any Kiosk machine (located at all institutions).

**JPAY ADDRESS:**

**JPAY LOCKBOX  
P.O. BOX 277810  
HOLLYWOOD, FL 33027**

**OFFENDER CONNECT:**

**PHONE DEPOSITS INTO PERSONAL FUND: 1-888-988-4768**

**WEBSITE: [www.offenderconnect.com](http://www.offenderconnect.com)**

Cashiers are not responsible for any transactions through Jpay, Offender Connect or Kiosk machines.

**TELEPHONE ACCOUNT DEPOSITS: 1-888-265-1238**

Unless an inmate is incarcerated less than a year, inmates are prohibited to utilize outside accounts: savings, checking, charge and stocks per AR 5120-5-2. "An inmate who will be incarcerated for less than one year when admitted to the Department of Rehabilitation and Correction may hold an outside bank account. If holding such an account, the inmate shall notify in writing, the cashier's office of that account. The cashier's office shall maintain a record of that notice."

Anytime an inmate feels that an error exists in the record of his account, he should kite the cashier's office. Be certain to provide all information as to why the error exists and the amount in question. The cashier suggests a kite be sent once per month requesting a copy of your demand statement to assure your records match your account. When you request a demand statement, include a signed cash slip for copies. Leave the amount on the cash slip blank because the lengths of the statements vary. Copies are .05 per page.

**CASH SLIPS**

Cash slips are only issued and witnessed by Unit Staff or other approved staff. All cash slips for around \$100.00 or more must receive the approval of the Warden/designee. (Exception – Approved Vendor Orders and funds sent directly to a Court of Law) An inmate must provide a written signature. If his signature is illegible, he should print his last name as well as writing it.

An inmate **may not sign** a cash slip unless he has the necessary funds in his account to cover it. Signing a cash slip without sufficient funds could result in disciplinary action.

Cash slips for inmate organizations and activities are issued and approved by the staff person responsible for that activity and will be deducted from the next State Pay. Any questions concerning group orders should be directed to the staff advisor, not the Cashier.

**No cash slips will be signed for minimum cost first class postage.** In other words, you can't sign a cash slip for the amount of a single postage stamp.

**All information on the cash slip must be legible.**

All monies posted to your accounts must be from approved visitors. Available sources for posting money are Kiosk machines at institutions, Offender Connect (on line) and money orders sent through U.S. Mail to JPay Company. See the "Cashiers Office" section of the inmate handbook for more information regarding money issues.

Cashiers are **not** responsible for any transactions that are made with the Touchpay website, Kiosk machines and/or telephone deposits. All family/friend assistance for these transactions must be made through the company(s).

**EXAMPLE OF A COMPLETE ADDRESS:**

1022 East 22<sup>nd</sup> St.  
Cleveland, OH 44101

(Assure that the city and state are included in the address)

**EXAMPLE OF A SENDER'S SIGNATURE:**

**John Doe**

(Signature – Must be written in cursive – not printed)

Inmates should expect to wait from **one (1) to five (5) working days for outside funds** to be credited to their accounts. Refer to A.R. 5120-5-2 for limitations.

Inmates may **invest moneys** in excess of one hundred dollars (\$100.00) on their personal accounts in either U.S. Savings Bonds (Series EE, \$25.00 minimum investment) or Certificates of Deposit, \$1000.00 minimum investment).

Inmates **are prohibited** to utilize outside accounts; savings, checking, charge and stocks per A.R. 5120-5-2.

Any time an inmate feels that an error exists in the record of his account, he should kite the Cashier. Be certain to provide all information as to why the error exists and the amount in question. A good place to start would be the last correct Commissary balance. The Cashier suggests a kite be sent once per month requesting a copy of your demand statement to assure your records match your account. When you request a demand statement, include a signed cash slip for the copies. Leave the amount on the cash slip blank because the lengths of the statements vary.

## COMMISSARY

Grafton Correctional Institution operates an inmate commissary pursuant to Administrative Regulation 5120-5-05. Shopping the **commissary is a privilege** and any misuse or abuse of the rules and regulations concerning the commissary could lead to disciplinary action and loss of shopping privileges.

The commissary will no longer send out commissary sheets with your balance on it. There will be a sign up sheet in each housing unit where you can sign up in any available slot. Sign up sheets will be passed out on Fridays for the following week. The sheets will be picked up the day prior to your shopping day. A commissary order form will be posted in each housing unit with available items, prices and possessions limits. You must get your balance from the JPay prior to shopping. The store will open from 7:15am – 10:00am and from 12:00pm – 3:15pm.

It is the inmate's responsibility to make it to commissary when their group is called. For example: we will call 1-20, 21-40 and so on. Failure to do so may result in the loss of commissary privileges for that week. If you think that you will have money by the time your housing unit shops, sign up. You may not shop if your name is not on the signup sheet, with the exception of transfers and new arrivals. If you attempt to shop without signing up you will receive an out of place ticket.

General population shops once a week with a spending limit of \$100.00, totaling \$400.00 a month. All titled items, beard trimmers, fans lights, converter boxes and medications over \$10.00 are exempt from the \$100.00 spending limit. Inmates are allowed to purchase phone time in \$5.00 increments spending up to \$100.00 per shopping cycle. Once you reach your balance, your transaction is complete. All new arrivals will shop with their unit providing the funds are available. Please do not drop in. Have someone from Unit Staff or pod contact commissary staff.

Any item purchased that requires a title will be forwarded to the Receiving Department for issuance of a title. You will receive a pass from Receiving when the article is ready for pickup. Remotes and beard trimmers will be engraved at the commissary and will be available for pickup the next business day between the hours of 2:00 p.m. and 3:00 p.m.

Only inmates with a medical order on file will be put to the front of the line. Documentation shall be provided. Inmates with medical restrictions will give staff a list of items that they want to purchase.

Absolutely no loitering or littering in the commissary or surrounding area.

During a given week with a holiday or inventory, or something beyond our control, all pods will shift back one (1) business day and shop in their normal rotation.

If state pay falls on the same day as the inmate's shopping day, it will not be listed on the daily commissary report. Any inmate who does not agree with the balance that is issued to him on the shopping list will not argue with the commissary staff; they cannot change it. Kite the cashier's office regarding your personal funds or balance or the Job Coordinator's Office regarding your state pay. The scanner is used only to check your balance and it must be your pod and group number.

All inmates must watch their orders as its being filled at each counter. All inmates are responsible for their orders. If an item is missed from a specific counter, bring it to the attention of the staff member who is working the computer. Once the inmate's ticket is process, that inmate is finished shopping. The inmate will sign his name and number on the commissary sales ticket. Do not argue with the staff if an item was missed. It is your responsibility to make sure you received everything. However, if the staff member is responsible for you not receiving the item or items you will be accommodated.

Under no circumstances will adjustments be made, once your receipt is processed.

It is the inmate's responsibility to add his commissary total prior to shopping. If an inmate goes over his available spending amount, all remaining items on the counter will not be processed. You are finished shopping at that point.

Additional rules are posted in the commissary; follow them.

Under no circumstances will adjustments be made, once your ticket has been processed.

A monthly schedule for shopping at the commissary shall be posted in the living areas. All inmates must be in proper uniform and have their institutional I.D.'s in good condition which properly depicts that inmate. No inmate may purchase for another inmate.

Any inmate who has less than one dollar (\$1.00) on his account will not be issued a commissary shopping list. No inmate will be permitted to shop nor may any inmate spend less than one dollar (\$1.00).

Additional rules are posted in the commissary area; follow them.

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**  
**THE COMMISSARY CANNOT GUARANTEE A SUPPLY OF ALL ITEMS - ALL DAY.**

**CONTRABAND**  
**(See also – Property)**

**It is DRC policy to 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. All inmates and their property and living areas are subject to search at any time, without notice.**

There are two types of Contraband as defined by Administrative Regulation 5120-9-55 - Major Contraband and Minor Contraband.

**“Major contraband,”** as used in this rule, shall refer to items possessed by an inmate which, by their nature, use, or intended use, pose a threat to security or safety of inmates, staff or public, or disrupt the orderly operation of the facility. Major contraband also includes any material related to unauthorized group activity that is found in the possession of an inmate. Any items referred to in section 2921.36 of the Revised Code shall also be considered major contraband,

including deadly weapons or dangerous ordnance, drugs of abuse, intoxicating liquor and cash.

**"Minor contraband"**, as used in this rule, shall refer to items possessed by an inmate without permission and:

- (a) The location in which these items are discovered is improper; or
- (b) The quantities in which an allowable item is possessed is prohibited; or
- (c) The manner or method by which the item is obtained was improper; or
- (d) An allowable item is possessed by an inmate in an altered form or condition.

Any staff member who confiscates contraband from an inmate shall enter the fact of such confiscation on a log designed for such a purpose.

(1) The log shall specify the date of the confiscation, the person or inmate from whose possession the contraband was taken, if known, and a brief description of the contraband.

(2) A copy of the log shall be prepared once a year. The copy shall include all log entries for a calendar year. The copy shall be made as soon as is practical after the end of the calendar year, and shall be submitted by each institution to the attorney general no later than the first day of March. The sending institution shall notify the appropriate regional security administrator of the submission.

Disposition of contraband: any item considered contraband under this rule may be confiscated.

### **Disposition of Minor Contraband**

When appropriate, such items should be returned to their proper locations or to their original owners. However, if the item came into the inmate's possession through a violation of the rules by the original owner, such item may not be returned to the owner, if the original owner is an inmate.

Minor contraband received in the mail may be returned to the sender if the inmate agrees to pay postage costs.

Minor contraband, valued at one hundred dollars or less, may be destroyed, donated, or utilized by the institution for training or other official purposes by the order of the warden when the institution has attempted to contact or identify the owner of the personal property and those attempts have been unsuccessful or the inmate who owns the personal property agrees in writing to the disposal of the property in question.

Minor contraband, valued at over one hundred dollars, which may not be returned to the original owner if either an inmate or unknown and may not be returned to sender, may be destroyed or utilized by the institution for training or other official purposes upon the issuance of an order of forfeiture by the court of common pleas in the county in which the institution is located. The warden may file a petition for forfeiture with the court, asking the order be issued. The petition shall attach a list of the property involved and shall state briefly why the property cannot be returned.

## **Disposition of Major Contraband**

When criminal prosecution or disciplinary action is contemplated with respect to the contraband, it shall be locked in a secure area designated for contraband or turned over to local or state law enforcement authorities. Institutional personnel shall minimize any handling of such items until turned over to law enforcement authorities.

When such items are no longer needed for disciplinary or criminal action, they shall be disposed of in accordance with the provisions of this rule.

Contraband such as rings, watches, radios, televisions and tape players shall be stored in a secure place. Reasonable attempts should be made to return such items to their rightful owner if an inmate, or sent to the inmate's home at the inmate's expense. Contraband obtained in violation of the rules of the Administrative Code shall be subject to confiscation. If valuable contraband cannot be returned to the rightful owner, the warden may initiate forfeiture consistent with paragraph (C)(1) of this rule. Confiscated money shall be processed in accordance with rule 5120-5-08 of the Administrative Code.

## **COUNT**

### **Inmate Count**

The inmate population at G.C.I. is formally counted six (6) times each day; midnight, 2:00 a.m., 5:00 a.m., 10:50 a.m., 4:00 p.m., and 9:30 p.m. In addition to these established counts, this procedure may also be conducted at any time deemed necessary by appropriate supervisory staff.

**“Count Time”** will be announced prior to beginning the actual counting process. At the time of the announcement you are to return to your cell or bed area and remain on your bed, except for the 4:00 p.m. count, which is a standing count. You will remain in your cell until the count clear signal has been given.

**Inmates in dorms are to remain quietly on their bunks during the entire count process until the count clear signal has been given.** When the officer receives a clear count for the dorm, inmates will be permitted to use the restroom. There will be no shaving, brushing teeth, washing, etc. permitted until there is a clear institutional count. An exception will be made for the 5:00 a.m. count in D-1 and D-2.

**NOTHING** is to hang on the end of the bed facing the cell door. The officer's view must be unobstructed.

**The housing unit doors are locked at 10:30 A.M., 3:45 P.M. and 9:00 P.M. approximate.** You are expected to be in your living unit unless you are on an “outcount”.

During count, you are **NOT** to cover yourself in such a manner as to conceal yourself from visibility. The counting officer must be able to see and ascertain that he is counting a breathing human body. If you are concealed in such a manner as to hinder this procedure you will be awakened.

Where there are two inmates in a cell and one is out of the unit on outcount, the remaining inmate may be asked to present his I.D. so the officer can positively identify him.

inmates who are not in their proper areas, who deliberately attempt to conceal themselves or who conduct themselves in such a manner as to disrupt the count procedure will be subject to disciplinary action.

The 4:00 p.m. count is a **STANDING COUNT**. All outcount inmates will also stand. Inmates in cells will stand inside the cell door with door secured as current policy indicates. The inmates in D1, D2 and GCC will stand at the end of their bunks closest to the counting officer. Failure to stand may result in disciplinary action. Inmates in **Segregation** and **Medical** are excluded from the standing count.

### **DISCIPLINARY PROCESS** **(Rules Infractions/Tickets)**

It shall be the policy of GCI to ensure rules of inmate conduct, sanctions and procedures for violations are defined in writing and communicated to all inmates and staff. Disciplinary procedures are carried out promptly and pursuant to Administrative Regulations 5120-9-06, 5120-9-07, 5120-9-08.

When determined through observation or investigation that an inmate has intentionally violated a rule of conduct, established by AR 5120-9-06, the staff member having the most direct knowledge regarding the incident shall be responsible for issuing a conduct report relative to the alleged violation.

Pursuant to Administrative Regulation 5120-9-06 **Inmate rules of conduct are as follows:**

- (1) Causing, or attempting to cause, the death of another.
- (2) Hostage taking, including any physical restraint of another.
- (3) Causing, or attempting to cause, serious physical harm to another.
- (4) Causing, or attempting to cause, physical harm to another.
- (5) Causing, or attempting to cause, physical harm to another with a weapon.
- (6) Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
- (7) Throwing any other liquid or material on or at another.
- (8) Threatening bodily harm to another (with or without a weapon.)
- (9) Threatening harm to the property of another, including state property.
- (10) Extortion by threat of violence or other means
- (11) Non-consensual sexual conduct with another, whether compelled:
  - (a) By force,
  - (b) By threat of force,
  - (c) By intimidation other than threat of force, or,
  - (d) By any other circumstances evidencing a lack of consent by the victim.
- (12) Non-consensual sexual contact with another, whether compelled:
  - (a) By force.
  - (b) By threat of force,
  - (c) By intimidation other than threat of force, or,
  - (d) By any other circumstances evidencing a lack of consent by the victim.
- (13) Consensual physical contact for the purpose of sexually arousing or gratifying either person.
- (14) Seductive or obscene acts, including indecent exposure or masturbation;

including, but not limited, to any word, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person.

- (15) Rioting or encouraging others to riot.
- (16) Engaging in or encouraging a group demonstration or work stoppage.
- (17) Engaging in unauthorized group activities as set forth in paragraph (B) of rule 5120-9-37 of the Administrative Code.
- (18) Encouraging or creating a disturbance.
- (19) Fighting - with or without weapons, including instigation of, or perpetuating fighting.
- (20) Physical resistance to a direct order.
- (21) Disobedience of a direct order.
- (22) Refusal to carry out work or other institutional assignments.
- (23) Refusal to accept an assignment or classification action.
- (24) Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
  - (a) Sending personal mail to an employee at his or her residence or another address not associated with the department of rehabilitation and correction,
  - (b) Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the Department of Rehabilitation and Correction,
  - (c) Giving to, or receiving from an employee, any item, favor, or service,
  - (d) Engaging in any form of business with an employee; including buying, selling, or trading any item or service,
  - (e) Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee.
  - (f) For purposes of this rule "employee" includes any employee of the department and any contractor, employee of a contractor, or volunteer.
- (25) Intentionally grabbing, or touching a staff member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person.
- (26) Disrespect to an officer, staff member, visitor or other inmate.
- (27) Giving false information or lying to departmental employees.
- (28) Forging, possessing, or presenting forged or counterfeit documents.
- (29) Escape from institution or outside custody (e.g. transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc.) As used in this rule, escape means that the inmate has exited a building in which he was confined; crossed a secure institutional perimeter; or walked away from or broken away from custody while outside the facility.
- (30) Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within an institution (cell, recreation area, strip cell, vehicle, etc.)
- (31) Attempting or planning an escape.
- (32) Tampering with locks, or locking devices, window bars; tampering with walls floors or ceilings in an effort to penetrate them.
- (33) Possession of escape materials; including keys or lock picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.).
- (34) Forging, possessing, or obtaining forged or falsified documents which purport to effect release or reduction in sentence.
- (35) Being out of place.
- (36) Possession or manufacture of a weapon, ammunition, explosive or incendiary device.

- (37) Procuring, or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting or collaborating with another person to procure a weapon, ammunition, explosive or incendiary device or to introduce or convey a weapon, ammunition, explosive or incendiary device into a correctional facility.
- (38) Possession of plans, instructions, or formula for making weapons or any explosive or incendiary device.
- (39) Unauthorized possession, manufacture, 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.
- (44) Gambling or possession of gambling paraphernalia.
- (45) Dealing, conducting, facilitating, or participating in any transaction, occurring in whole or in part, within an institution, or involving an inmate, staff member or another for which payment of any kind is made, promised, or expected.
- (46) Conducting business operations with any person or entity outside the institution, whether or not for profit, without specific permission in writing from the warden.
- (47) Possession or use of money in the institution.
- (48) Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
- (49) Destruction, alteration, or misuse of property.
- (50) Possession of property of another.
- (51) Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given.
- (52) Setting a fire; any unauthorized burning.
- (53) Tampering with fire alarms, sprinklers, or other fire suppression equipment.
- (54) Unauthorized use of telephone or violation of mail and visiting rules.
- (55) Use of telephone or mail to threaten, harass, intimidate, or annoy another.
- (56) Use of telephone or mail in furtherance of any criminal activity.
- (57) Self-mutilation, including tattooing.
- (58) Possession of devices or material used for tattooing.
- (59) Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other inmates, or to the acting inmate.
- (60) Attempting to commit; aiding another in the commission of; soliciting another to commit; or entering into an agreement with another to commit any of the above acts.
- (61) Any violation of any published institutional rules, regulations or procedures.

### **THE DISCIPLINARY PROCESS**

Any department employee who has reason to believe that an inmate has violated an inmate rule (or rules) of conduct may set forth such allegation on the form designated for that purpose.

### **HEARING OFFICER**

Each warden shall designate staff members as hearing officers. Hearing Officers are responsible for the following:

- Hearing Officers shall evaluate conduct reports for form and content
- The Hearing Officer is authorized to accept, modify, withdraw or return a conduct report to the staff member for correction or revision.
- Hearing Officers shall meet with the inmate named on the conduct report as soon as practical. The Hearing Officer shall inform the inmate of the rule violation alleged, the behavior constituting the violation and the right of the inmate to make a statement regarding the violation.
- The Hearing Officer may either decide and dispose of the violation or refer the violation to the RIB for hearing.

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

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

- The Hearing Officer dispositions shall be submitted to the RIB Chair for an administrative review to determine substantial compliance with applicable policies, procedures, and to determine that the disposition was proportionate to the conduct charged. Upon review, the RIB Chair may approve the disposition, modify it, or return it to the hearing officer with instruction to refer the matter to the RIB for formal disposition.

- The Hearing Officer may refer a conduct report to the RIB for formal disposition. In such cases, the Hearing Officer will advise the inmate of rights and procedures pursuant to 5120-9-07.

### **RULES INFRACTIONS BOARD**

The Rules Infractions Board shall consist of two staff members, designated by the warden, sitting as a panel. The RIB panel has the authority to determine guilt and impose penalties for violations of the inmate rules of conduct. The RIB process is outlined in AR 5120-9-08.

After taking testimony and receiving evidence, the RIB panel shall vote and determine whether, based on the evidence presented, they believe that a rule violation occurred,

the inmate committed that violation, and if so, what disposition to impose. The RIB panel may consider all information presented in reaching its decision. At least two panel members must concur in a finding of guilt in order to find an inmate guilty of a rule violation and to impose a disposition. The RIB may impose penalties as listed in AR 5120-9-08.

\*In the event there are conflicting guilty and not guilty votes, the tie shall be broken by a Staff member designated by the Warden who shall cast the deciding third vote.

Determination and disposition. The **RIB panel** shall consider any recommendations made by mental health staff in determining a disposition for inmates who have been identified as seriously mentally ill. If a finding of guilt is made for a rule violation by the RIB panel, and subject to the warden's approval, the RIB panel **may impose the following penalties:**

- (1) Placement of the inmate in disciplinary control: An RIB panel may impose up to fifteen days in disciplinary control for a single violation or series of violations arising out of a single event. An RIB panel may impose consecutive penalties of up to fifteen days for two or more unrelated violations, not to exceed a total of thirty days. An RIB panel may impose an additional fifteen days in disciplinary control if the panel determines that an inmate violated a rule while placed in disciplinary control. No combination of offenses shall require an inmate to continuously serve more than thirty days in disciplinary control.
- (2) Recommend that the inmate be referred to the local control committee for possible placement in local control.
- (3) Recommend that the inmate receive a security review and/or transfer to another institution.
- (4) Order the disposition of contraband in accordance with rule 5120-9-55 of the Administrative Code.
- (5) Recommend to the managing officer that the inmate be required to make reasonable restitution, or that his earnings be reduced pursuant to rule 5120-3-08 of the Administrative Code.
- (6) Order that the inmate lose earned credit that otherwise could have been awarded or may have been previously earned as authorized by section 2967.193 of the Revised Code and rule 5120-2-06(N) of the Administrative Code.
- (7) Order restrictions on personal privileges following an inmate's abuse of such privileges or facilities or when such action is deemed necessary by the warden for the safety and security of the institution, or the well-being of the inmate. Such restrictions shall continue only as long as it is reasonably necessary.
- (8) Order such actions as deemed appropriate, including assignment of extra work, and Any dispositions available to the hearing officer.
- (9) The RIB may conditionally suspend the imposition of any penalty cited above, on the condition that the inmate have no further rule violations for a period of six months

from the date of the RIB disposition. If the inmate has no further violations during the six-month period, the penalty shall be treated as a reprimand. If the inmate violates the condition and is found guilty of a rule violation, the suspended penalty shall be imposed in addition to any penalty for the new violation, subject to rule 1 of this section.

The Warden or designee shall review RIB panel decisions to assure compliance with the procedure, rights and obligations set forth in this rule. The warden or designee shall provide the inmate with written notification of the review findings.

An inmate may appeal the decision of the RIB panel by submitting the form designated for that purpose to the warden or designee within 15 calendar days from the inmate's receipt of the RIB panel's disposition. The Warden or designee shall decide the appeal within thirty days of its receipt and shall promptly notify the inmate of the appeal decision on a form designed for that purpose.

The inmate may request a review by the Director of the RIB decision as affirmed or modified by the Warden under paragraph (N) of AR 5120-9-08 under the following circumstances:

1. The inmate was found to have violated one of the following rules: Rules 1-6, 8, 10-12, 15-17, 24, 25, 28-34, 36-40, 45, 46, 52, 53, 55, 56, 59 or
2. The RIB decision as affirmed by the warden refers the inmate for either a security level review to consider an increase to level 3, 4, 5; or privilege level review to consider placement in level 4B or 5B or;
3. The decision refers the inmate to the local control committee to consider placement.

Procedures concerning review by the Director are listed in AR 5120-9-08

### **SECURITY CONTROL**

An inmate may be placed in Security Control for the following reasons:

1. When needed to facilitate an investigation prior to the issuance of a conduct report or other administrative action, criminal prosecution, and/or,
2. Pending a hearing before the rules infractions board (RIB),
  - a) When the inmate poses a threat or danger to himself or others, to institutional property, or to the security of the institution; and/or,
  - b) When the inmate poses a threat of disruption to the orderly operation of the institution.
3. Pending Transfer to another institution
  - a) When the inmate poses a threat or danger to himself or others, to institutional property, or to the security of the institution and/or,
  - b) When the inmate poses a threat of disruption to the orderly operation of the Institution.
  - c) The inmate's security level is incompatible with the security level of the general population.
4. As a temporary housing assignment for inmates to facilitate an inmate's appearance in judicial or administrative proceedings.

Refer to current related GCI policy, DRC policy and Administrative Regulations (AR5120-9-11) for specific privilege levels.

### **DISCIPLINARY CONTROL**

An inmate will be placed in Disciplinary Control only by the direction of the Rules Infraction Board. Such assignment will follow a hearing at which the inmate has been found to commit a serious act of misconduct, which warrants this sanction.

The Rules Infractions Board has the authority to place an inmate in Disciplinary Control for a period of up to 15 days. Penalties imposed by the RIB will be in accordance with AR 5120-9-08.

Refer to current related GCI policy, DRC policy and Administrative Regulations (AR 5120-9-11) for specific privilege levels and additional information.

### **LOCAL CONTROL**

An inmate may be placed in Local Control, according to Administrative Regulation (5120-9-13.1), when it has been determined he has demonstrated a chronic inability to adjust to the general population, or his presence in the general population is likely to seriously disrupt the orderly operation of the institution.

An inmate considered for Local Control placement will appear before the Local Control Committee and be afforded the opportunity to be heard concerning the proposed placement. The Committee shall forward its recommendation of placement to the Warden who will make the final determination regarding Local Control placement. Inmates placed in Local Control may appeal that placement to the Director or his designee within 15 calendar days of receipt of the Warden's written decision.

Placement in Local Control shall be for an indefinite period, but shall not exceed one hundred eighty days unless the prior written approval of the Director or his designee has been obtained. The status of every inmate in local control shall be reviewed monthly by the Warden.

Refer to current related GCI policy, DRC policy and Administrative Regulations for specific privilege levels and further information.

### **DRESS CODE**

**State issued blues will be worn outside the housing units Monday through Friday, 5:00 a.m. until the 4:00 p.m. count clears, except when going to Recreation.** State blues must be worn to all meals except weekends and holidays (see Food Service) and to all institutional functions such as work, college, visiting staff offices, school, AA/NA, etc. This also includes any programming or activities in which outside guests are in attendance. Inmate pending transfer may be issued yellow jumpsuits. Inmates returning from LC status will wear blue pants with an orange stripe for a minimum of 90 days. Inmates may wear personal shirts with sleeves and State pants to the Library and Chapel on weekends only. State blues do not have to be worn inside the housing units during an inmate's off-duty hours unless they are visiting staff offices. Inmates wearing personal clothing on the yard

after 4:00 p.m. are not permitted to stop or gather in front of programming areas such as the school/commissary complex, the dining halls, the Chapel, or Medical.

- State shirts must be buttoned (except top 2 buttons), tucked into trousers and collar down at all times.
- A shirt must be worn at all times except when sunbathing, playing on the basketball court or at the gym/weightlifting area.
- Trousers will not be rolled up, tucked into socks or pegged and must be zipped at all times. At no time will it be permissible for pants to “sag”.
- You may wear shorts, sweat pants, t-shirts, and sweat shirts when going to the gym/recreation area (you may only travel to and from recreation on a walkway closes to the housing units). Inmate may not walk to recreation wearing just a tank top, it must be covered until entering recreation.
- No open toed shoes are permitted on the yard.
- Skull caps may be worn in housing units only.
- Sunglasses may not be worn indoors unless prescribed by a doctor.
- Slippers, flip-flops, and shower shoes cannot be worn outdoors.
- Lounging in the housing unit's 'common areas' in bathrobes and pajamas is not permitted.
- No hats will be worn in such a manner as to conceal yourself from identification.
- Hats are to be worn with the bill facing straight forward to the front.
- No red items of clothing are to be possessed by an inmate.
- Black clothing is also prohibited, except for gloves, shoes and grandfathered skullcaps and socks.
- At no time will an inmate be exposed in the nude except in the act of changing clothes or showering.
- Personal clothing is permitted on a limited basis. You are responsible for checking the current list of approved items for sundry packages under Administrative Regulation 5120-9-33, also for their descriptions, values and possession limits.
- Any additional clothing, state issue or personal, in excess of the allowable possession limits will be considered contraband and the inmate may be subject to disciplinary action.
- Your State issued Inmate ID Badge will be worn on your outer most garment on the upper, front, left pocket or collar with the photo showing.

### **EDUCATION DEPARTMENT**

The Grafton Correctional Institution branch of the Ohio Central School System offers academic, vocational, and Advanced Job Training programs. Inmates are encouraged to participate in these programs.

**All Education Programs at Grafton Correctional Institution utilize waiting list criteria per DRC Policy 57-EDU-01. All education programs at GCI are free of charge.**

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

Name/Title: Trent Patterson-Assistant Superintendent  
Ohio central School System

Address/Location: OCSS/TEC P.O.Box 779  
London, Ohio 43140

### **APPRENTICESHIP PROGRAM**

The Ohio Department of Rehabilitation and Correction and Grafton Correctional Institution support and strongly encourage apprenticeship trade or craft training programs for inmates. This program is designed to enhance an inmate's chances of successful entry into the work force, and thus successful re-entry into society.

Inmates interested in approved apprenticeship trades, which include Cook and Animal Trainer should send a letter to the Assistant Principal. Candidates must be capable of completing at least 50% of the hours required by the specific program trade.

The Apprenticeship Advisory Committee reviews inmate applications and determines eligibility based on criteria set forth by the Ohio Central School System.

Inmates successfully completing 50% of the required hours shall be eligible to receive a 50% Completion certificate. Inmates successfully completing 100% of the required hours shall be eligible to receive Journeyman Certification.

### **ACADEMIC PROGRAMS:**

#### **ABE** (Adult Basic Education)

Inmates with reading levels up to and including 6.0 on the TABE test or 226 on the CASAS test are placed into ABE classes. ABE students will receive instruction in Reading/English, Math, and Communication Arts. The ABE program is currently located in the D-2 housing area.

#### **Pre-GED** (Preparation for the General Education Development Test)

Inmates having reading scores between 6.1 and 9.0 on the TABE test, or 227 to 239 on the CASAS Test (C or higher level), are eligible for Pre-GED coursework. In this program, students will receive instruction in Reading/Language Arts, English, Math, Social Studies, Science, and Communication Arts.

#### **GED** (General Education Development)

Inmates with reading scores of 9.1 and above on the TABE Test or 240 or above on the CASAS Test (D or higher level), are eligible for GED Coursework. In this program, students will receive instruction in Reading/Language Arts, English, Math, Social Studies, Science, and Communication Arts.

### **Computer Lab**

All education students have access to the GCI computer lab during scheduled hours. Inmates who are not in school but who wish to use the computer lab in preparing for the GED, may make arrangements to do so through the Principal or Assistant Principal.

### **Special Education**

Special Educational programming, assessment and intervention are available to qualified inmates under 22 years of age.

### **VOCATIONAL PROGRAMS:**

GCI presently has four career technical (vocational) programs available to eligible inmates. To qualify to be placed on a waiting list for one of these programs an inmate must have a TABE reading score of 8.0 or above, or a CASAS reading score of 231 or above, and he may not have been enrolled in any other career tech class under his present number. Each of the classes takes approximately 12 months to complete, so students must have a minimum of one year left on their sentences at the start of the class for participation. To be considered for one or more of the waiting lists, kite the GCI guidance department. A brief description of the career technical classes is provided below.

### **Welding**

The welding curriculum consists of shop safety, welding, cutting, prep, and oxyacetylene, Electric Arc, MIG, TIG, and general fabrication.

### **Horticulture**

The horticulture curriculum consists of shop safety, lawn and landscaping, basic botany, soil composition, gardening, greenhouse and outdoor plant growing.

### **Machine Shop**

The machine shop curriculum consists of shop safety, precision and semi-precision tools, bench tools, set-up and operation, and all large job-specific tools.

### **Auto Mechanics**

The auto mechanics curriculum consists of shop safety, engine performance and repair, brakes, front-end alignment, heating and air conditioning, and other areas for ASE certification.

## **ATTENDANCE**

All students are required to attend school programs every day Monday – Friday at assigned times, unless otherwise excused. Teachers will take attendance in their classrooms at the beginning of each period. Any student arriving between the start of class and 15 minutes without a verified excuse will be considered tardy and consequently forfeit earned credit. Any student arriving 15 minutes after the start of class without a verified excuse will be considered unexcused absent and will also forfeit earned credit.

## **GENERAL INFORMATION**

Time schedule for classes in the school are posted in the school.

Contact the Principal, Assistant Principal or Guidance Counselor via kite with any concerns or questions, or to express interest.

CASAS Testing will take place at the end of each quarter for enrolled academic students, or as needed in individual situations. These tests are mandatory. The GCI Education Department is committed to assisting inmate students achieve progress each quarter that they are in school. It is up to the student to use those resources to make maximum progress each quarter.

## **ASHLAND UNIVERSITY/ADVANCED JOB TRAINING PROGRAM**

Ashland University contracts with GCI to provide college-level job training. Inmates interested in information about the courses and programs should contact the college office by kite or in person. To request to be placed on the waiting list, kite the school principal. (Must have less than 5 years to parole board date or EDS).

### **General Criteria for program acceptance:**

GED/HS Graduate

Reading level of 231 on the CASAS Test or 9.0 on the TABE Test

Must be able to complete at least one term prior to release date/parole board hearing date +60 days.

Less than three guilty findings at RIB within the past 12-month period.

Must have less than two 1-yr. Certificates; and fewer than one 2-yr certificate or waiver

Must have completed DRC4286 Signed Enrollment Agreement before class begins

Must have less than 5 years to EDS or parole board date.

All students are required to attend school programs every day, Monday-Friday, at assigned times, unless otherwise excused. Teachers will take attendance in their classrooms at the beginning of each period. Any student arriving between the start of class and 15 minutes without a verified excuse will be considered tardy and consequently forfeit earned credit. Any student arriving 15 minutes after the start of class without a verified excuse will be considered unexcused absent and will also forfeit earned credit.

## Available Ashland University Programs

Basic Business – One Semester Certificate  
Business Management – One Year Certificate  
Office Skills – One Year Certificate  
Retail Sales – One Year Certificate  
Hotel Restaurant Administration – One Year Certificate  
Office Management – Two Year Certificate  
Hotel Restaurant Management – Two Year Certificate  
Hospitality Administration – Two Year Certificate  
Hospitality Sales – Two Year Certificate  
Retail Management – Two Year Certificate  
Retail Administration – Two Year Certificate

### FOOD SERVICE Meals

Food Service prepares three full meals each day from a master menu prepared by the State Dietician. All holidays consist of a hot breakfast meal, a hot lunch meal and a dinner bag meal. All meals meet or exceed recommended daily allowances of good nutrition. Substitutions will be made when necessary.

When Food Service personnel are ready to serve the meal, the Lieutenant will notify the units to release their SPECIAL DIET INMATES for chow and put all early chow inmates on 5 minute standby. Five minutes later the housing unit officer will release all early chow inmates (OPI, Commissary, etc.). Special diets choosing the regular entrée (with the exception of insulin diabetics) will report to the dining hall with their unit to receive their meal. Special Diets choosing the diet tray will proceed to the left side diet line, check in with the line supervisor and receive their meal. They will then sit on the left side of the dining hall. At this time, General Population feeding will begin by rotating housing units based on Pod of the Month inspections. All inmates, when the pod officer calls your unit for “standby for chow”, you are expected to get ready. Approximately three to five minutes later, the pod officer will call “chow”. You will have five minutes to leave your pod and report to the chow hall. If you are late getting to the chow hall, you will be able to eat but may receive a conduct report for being out of place. Before leaving the pod for chow, you are expected to be properly dressed in the uniform of the day with your ID badge on your (upper left) most outer garment Monday thru Friday. On Saturday, Sunday and Holidays, personal shirts with sleeves and state pants are permitted. No hats are allowed in the chow hall, except for religious hats. When entering the cafeteria, get in line to be served. While in line you must take one tray, one eating utensil, and one cup.

Inmates at GRC are permitted to wear the State white T-shirt to the dining hall with their ID attached to their left sleeve.

**Keep the line moving! Do not jump line! Do not reach across the line! Do not ask for more food or that your food be given to another inmate. No loud or boisterous talking will be tolerated.**

Only after you are seated may you pass food to another inmate and only to an inmate at your table. Remain seated until you are finished eating. You will have 20 minutes to finish eating your meal. **There is no returning to the serving line or beverage area. No**

**eating twice.** No loitering at the tables after eating. Personal condiments may be taken to the dining hall in its original form and bottle only. Personal food, beverages, seasonings and utensils are not to be taken into the dining hall.

Any problems with your tray should be directed to the Food Service Staff, **NOT THE INMATE WORKERS.** Check your tray before you are seated. Once you leave the line you may not return.

When you are finished eating, take your tray, cup, eating utensil, and plate to the cleaning area. Remove your plastic ware from your tray, put it in the tub, turn over cups and put in cup tray, and hand the porter your trays and bowls. **NO FOOD OR UTENSILS OR CUPS ARE TO BE TAKEN FROM THE DINING HALL.** No loitering or stopping is permitted in the cafeteria.

**Inmate kitchen and dining room workers** are to remain in their assigned work areas. There will be **no visiting** between inmate workers and inmates eating during meals. Inmate kitchen and dining room workers will eat at the end of feeding general population.

### **INMATE GRIEVANCE PROCEDURE**

The inmate grievance procedure is explained in Administrative Rule 5120-9-31 of the Ohio Administrative Code. More information may be found in Administrative Rules 5120-9-29, and 5120-9-30. All related Administrative Rules are available in the library.

#### **Introduction**

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.

If this does not solve the problem you can try to solve it by using the inmate grievance procedure.

#### **Purpose of the Inmate Grievance Procedure**

The grievance procedure is a way to voice concerns or problems that come up during your time in prison. This may include complaints about how you are treated, living conditions, staff, inmates, rules, policies and procedures. Using the grievance procedure can resolve many complaints and correct problems. There are three steps in the procedure. It is hoped that you will be able to resolve your problem at the lowest possible step. At each step you will have the chance to voice your problem and explain what happened. If you have a problem, do not wait! Each step of the inmate grievance procedure has specific time limits.

#### **Inspector of Institutional Services**

Each prison has an Inspector of Institutional Services. The Inspector watches prison operations to make sure that rules are being followed. The Inspector also runs the inmate grievance procedure and investigates inmate grievances. The Inspector takes action to correct problems, talks with both staff and inmates, and lets the Warden know

what changes are needed. Ask the Inspector any questions you may have about the inmate grievance procedure.

### **Non-Grievable Issues**

Some things cannot be grieved. This is because they already have a special appeal process. Some examples are:

- \*Hearing officer and RIB decisions
- \*Local Control/Administrative Control
- \*Security Classification
- \*Job Assignment

Some of the other things that cannot be grieved are:

- \*State Laws
- \*Court Matters/Judge's Orders
- \*Adult Parole Authority Actions or Decisions

### **Information Needed in Filing**

Informal complaints and grievances must contain specific information; dates, times, places, the event giving rise to the complaint and, if applicable, the name or names of personnel involved and the name or names of any witnesses. Specificity of the complaint provides institutional staff the opportunity to investigate the complaint and to take corrective action to address a valid complaint. In the event an inmate does not know the identity of the personnel involved, a "John/Jane Doe" complaint may be filed. However, the complaint shall be specific as to dates, times, places, physical descriptions of any unidentified personnel and the actions of said personnel giving rise to the complaint. Grievance appeals shall contain a clear, concise statement explaining the basis for the appeal.

### **Step One: Informal Complaint**

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 the Inspector. If you have any problem getting this form you should kite the Inspector. You only have 14 days 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, send it by kite, to the department or supervisor in charge of the area of your complaint. Your unit staff or Inspector can tell you who to send it to. Send the pink copy to the Inspector and the other three copies to the supervisor of the department.

When the staff member receives your complaint, they will investigate and respond. You should receive an answer on the canary copy of the form within ten days. If you do not receive an answer within ten days you should contact the Institutional Inspector. If your complaint is not resolved you may file a grievance.

Some types of complaints are special and quick action is needed. If you may be physically harmed, or have experienced an unreported use of force, let a supervisor know and then tell the Inspector. If you experience inappropriate supervision or

retaliation, contact the Inspector directly. The Inspector may tell you to file a grievance instead of starting with an informal complaint.

### **Step Two: Grievance**

A Notification of Grievance form is needed in order to file a grievance. You have thirty days from the date of the incident to file a grievance. Only the Inspector can give you this form, so you must write the inspector and ask for one. If you need help with the form ask the Inspector or your case manager. The form is easy to complete--fill in all the blanks, write neatly, and be brief. Explain who, what, where, and when. Stick to the facts.

After you have completed your grievance form, attach the canary-yellow copy of the Informal Complaint, if it was answered, and send it to the Inspector. The pink copy of the grievance form is yours to keep.

### **Disposition of Grievance**

The Inspector will read your grievance form. The Inspector will then investigate the grievance. The Inspector may need to talk to you or other people, look at rules or other records. Most of the time the Inspector will finish the investigation in fourteen days. If the Inspector needs more time then they will let you know. When the investigation is complete the Inspector will tell you what they found on a Disposition of Grievance form. The Inspector will send you the canary-yellow copy of the grievance you filed, the canary-yellow copy of any informal you sent and the completed disposition of grievance.

### **Step Three: Appeal**

Read the Inspector's disposition. 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 days from when you received the disposition to send your appeal to the Chief Inspector. Ask the Inspector for an appeal form. Read the instructions on the form. Be sure to fill in all the blanks, write neatly, and be brief. 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 to it 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.

### **Office of the Chief Inspector**

The office of the Chief Inspector will read what you sent with your appeal. They may talk with the Inspector, other people, or review rules. The office of the Chief Inspector will then make a decision on your appeal. They may find that the Inspector correctly answered your complaint. This is called 'affirmed'. They may find that more investigation is needed or tell the Inspector what to do or change. This is called 'modified'. They may feel that the Inspector's decision was wrong. This is called 'reversed'. You will receive the decision of the Chief Inspector in about thirty days. If they need more time to investigate they will let you know. Decisions made by the Chief Inspector's office are final.

### **Grievances about the Inspector or Warden**

If you believe that the Inspector or Warden broke a rule or let someone else break a rule, then you may file your grievance to the Chief Inspector. **You have thirty days from the date of the incident to file your grievance.** You do not need to file an informal complaint. Get a Grievance form from the Inspector. Fill it out like you would any other grievance. The pink copy is yours to keep. Mail the other two pages to the Chief Inspector: 1050 Freeway Drive North, Columbus, Ohio 43229.

The Chief Inspector will read your grievance and investigate. The Chief Inspector will make a decision in thirty days. You will be told if more time is needed to investigate. The Chief Inspector will send you a copy of the decision. The Chief Inspector's decision is final.

### **Use, Misuse, and Restrictions**

The grievance procedure is there for your use. Any inmate can use the grievance procedure. If used correctly it will keep little problems from growing into big ones. Remember to follow the steps of the procedure. When writing, be respectful, don't make threats or use bad language. Tell the truth. If you tell lies on purpose, threaten people, or use disrespectful words you may receive a conduct report. Restrictions may be placed on you if you abuse or misuse the grievance procedure.

### **Appropriate Supervision**

As used herein, the term "inappropriate supervision" means 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. A single incident may, due to its severity or egregiousness, be considered inappropriate supervision for purposes of this rule.

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.

### **Guarantee Against Reprisals**

Staff knows that they cannot punish you just because you complained about them. If you believe that staff are treating you differently because you filed a grievance contact the Inspector immediately. The Inspector will investigate. Staff may be disciplined if they act against you in this way.

### **Confidentiality**

Records and other documents about your use of the grievance procedure are protected. The Inspector keeps all grievance records. Only the people who work in the Inspector's Office can look at these records.

The inmate grievance procedure is explained in Administrative Rule 5120-9-31 of the Ohio Administrative Code. More information may be found in Administrative Rules 5120-9-29, 5120-9-30 which are available in the library.

### **INMATE I.D.**

Per DRC Policy 07-ORD-08, an offender may be charged for the replacement of an ID card at the discretion of the Warden under the following circumstances:

1. The offender intentionally changes his or her appearance
2. There is evidence of intentional damage or alteration of the ID card
3. The offender loses his or her ID card
4. The offender changes his or her name, or
5. Any other reason, as determined by the Appointing Authority

Write the Court Office or ID Department if you have any questions, or are in need of a replacement badge or clip.

Replacement cost for the ID card will be \$5.00. Replacement clips are \$.50.

### **INMATE ORGANIZATIONS AND PROGRAMS**

Inmate organizations at GCI operate under the guidelines established by Administrative Regulation 5120-9-37. Presently, the institution has approved the following groups:

**American Red Cross**  
**American Veterans (AMVETS)**  
**Musicians Together Association (MTA)**  
**North Grafton Valley Jaycees (Jaycees)**  
**Vietnam Veterans of American (VVA)**  
**NAACP**

All inmate groups are self-governing and function under their adopted constitutions and by-laws. Each is monitored and supervised by staff advisors.

Membership in a particular group, of course, is voluntary. Interested inmates need to sign-up when the group has their membership drive.

Groups occupy a great deal of leisure time for a significant part of the inmate population. Staff members operate these programs to allow you, the inmate, an opportunity for personal growth and self-improvement, to gain self-esteem and to learn the acceptance of responsibility through the achievement of specific goals and objectives. Join in! You do the time; don't let the time do you!

### **Inmate JPay**

All housing units at GCI and GRC are equipped with an inmate JPay Kiosk. The JPay Kiosk provides access for all general population inmates to send and receive emails, schedule and receive real time video visitation, and check their JPay deposits. The JPay Kiosk is easily navigated and inmates are encouraged to initiate in remedy any issues directly with the JPay Customer Division.

In the event an issue cannot be remedied by the inmate thru instructions with the JPay staff, the inmate may seek further instruction thru their unit staff. Unit Staff can contact JPay customer service in an attempt to remedy the inmate's concerns.

All video visits along with incoming and outgoing emails and their attachments will be reviewed for any security violations, threatening comments, or inappropriate behaviors. Any violations of the inmate rules of conduct 5120-9-06 will result in disciplinary action which may include the suspension of the JPay privilege.

### **Video Visitation**

1. Video visitation using the JPay kiosks installed in the housing units throughout the ODRC is designed to increase visiting opportunities and reduce burdens on family and friends. Therefore, assisting in facilitating these visits is an important role at all facilities.
2. Video visits shall be available in general population housing units as all levels 1, 2 and 3 prisons 7 days a week. Video visits may be restricted in limited privilege housing units, but not in 3B units. Level 4 and 5 have the flexibility to set the hours to meet specific operational needs but should make every effort to make video visiting available 7 days a week and in the evenings.
3. Video visits shall be available in the morning, afternoon and evening at all Level 1, 2 and 3 prisons. Each facility shall set a minimum of 3 hours in the morning, 3 hours in the afternoon and 3 hours in the evening where video visits will be available, for a total of 9 hours each day.
4. Facilities shall not be required to constantly live monitor video visits, however, they shall be required to have the video visits monitored in a control center (or other area of their choice which is staffed during video visiting hours) where the staff member can periodically look at the screen and terminate a visit if they see something inappropriate or if they receive notification from another party there is a problem.
5. Any live monitoring of video visits shall be without sound unless approved by a Supervisor. Any time live visits are listened to, it shall be in a manner where members of the general public, or parties not associated with the monitoring, cannot hear.
6. The review of a recorded visit shall only be authorized by a supervisor, and designees authorized to review recorded visits is at the discretion of the Warden.
7. Housing unit officers shall be advised of the video visiting process and all of the rules associated. All post orders in housing units shall be updated to include information on whom to contact in the facility when the housing unit officer determines a video visit is causing disruption in the unit or becomes aware of the rule violation.

8. All kiosk locations shall have a sign containing the following information posted next to the kiosk: "All electronic communications are subject to monitoring and recording".
9. If a housing area has more than 1 kiosk, only one shall be designated for video visitation. Any kiosk designated for video visitation shall have the hours when video visiting is available posted beside the kiosk.
10. Inmate visitors shall be required to make video visit reservations 24 hours in advance. All institutions shall designate an individual or post responsible daily for checking all video visits scheduled for the day and sending notification to the housing units where the video visit is scheduled. In addition, this designated person/post shall also provide the post responsible for monitoring/terminating video visits with a schedule of video visits for the day.
11. The maximum number of video visits per site at a single time shall be 4.
12. The requirements of video visiting at Level 4 and 5 is at the discretion of the Warden based on the operational need and capacity of the facility.

### **Video Visitation Rules**

1. All individuals requesting a video visit shall be approved or tentatively approved visitors according to this policy.
2. All visitors must adhere to all applicable visiting rules as if they were visiting in person.
3. Video Visit rules include restrictions on inappropriate clothing including overly revealing clothing, form-fitting clothing, and clothing that displays offensive, illegal or gang-related messages.
4. There shall be no displays of nudity, pornography, sexual acts, sexual poses, violence, drug use, gang signs, weapons, general gang activity (including clothing) or any other illegal activity during a video visit.
5. All visits are monitored and recorded. Visits may be terminated for any violation of the rules listed herein. In addition, restrictions/suspensions may be issued which affect not only video visits but visiting in person (including the ability to send money).
6. Even if a visit is not terminated during an actual visit, a review of a recorded visit which reveals violations of prison rules may result in suspension or termination of visiting privileges after the fact. There are no statutes of limitations as to how far back a review of a previous visit can be used to suspend/terminate current visiting privileges.
7. Video visits do not count against the number of regularly allowed in-person visits.

8. Attorneys and clergy may video visit if they are on the approved visiting list. Audio recording cannot be disabled. Therefore, when private communication is required in-person visiting is recommended because all video visits are subject to being monitored and privacy rules do not apply.
9. Video visits do not count against the number of kiosk sessions allowed per day.

### KITES

The term "kite" is used to refer to the written form used in intra-institutional communication between inmates and staff. A kite should be used when an inmate is seeking information, sending a message or requesting an answer to a question.

Kites may be obtained from the Pod Officer.

Kites are to be used for routine problem solving and communication.

**COMPLETE ALL INFORMATION** - name, number, housing unit, cell number, work assignment and the department or employee to whom you are sending the kite. Briefly state your message or need for information/assistance.

**KITES MUST BE SIGNED BY AN OFFICER.** By doing so, you will avoid delays in delivery/receiving a reply. The officer's signature also verifies the sender.

Completed kites should be signed, sealed and placed in the mail box outside the inmate dining hall.

**DO NOT SEND MULTIPLE KITES TO NUMEROUS DEPARTMENTS CONCERNING THE SAME MATTER.** This may only serve to delay you're sought after response.

**Emergency situations should be directed to the most readily available unit staff/work supervisor, who will evaluate and make referrals, as needed.**

Kites will be responded to within seven (7) days.

### LAUNDRY

**COLORED CLOTHING** - (State issued blues only) on **Tuesday and Thursday**. **NO** personal clothing.

**WHITE CLOTHING** - (sheets, pillow cases and State towels only) on **Wednesday**. **NO** personal undergarments (underwear, T-shirts or socks).

**PERSONAL CLOTHING** - All personal clothing will be washed in the pods by the inmate himself. Washers and dryers are provided for this service. **Do not put tennis shoes in the washers.**

Inmates must ensure that their laundry bag is tightly secured to eliminate the possibility of lost or stolen articles. The laundry bag **must have your number on it**. All laundry bags

are to be placed in their designated housing unit laundry cart. **All laundry turned in is at your own risk.** The laundry cart is picked up at 7:45 AM.

Inmates are responsible for seeing that their laundry bags only contain the allowed clothing for that specific laundry day. All laundry bags are checked by the Correctional Laundry Coordinator. **Any bag containing personal clothing will be returned to the housing unit UNWASHED.**

## LIBRARY

The Sherwood Anderson Library Services are centralized and designed to meet the informational, educational, recreational and personal developmental needs of the inmate population of Grafton Correctional institution. The library is staffed by a full-time professional librarian and a support staff of trained inmate library workers. The library and law library are located in the Education Building at GCI.

### **SERVICES:**

Library services include access to reading and reference books, local, state and national newspapers, magazines, telephone directories, an audio music collection, books on tape, interlibrary loan services, pre-release materials and services for the legally blind/visually impaired inmate. A collection of VHS tapes and DVDs are available for use provided a staff member supervises. Book collections are maintained in each housing unit and in the Special Management Unit (SMU). DR&C policies and administrative regulations are available through the library as well. Library programming may be offered. The library has two working Ohio Means Jobs computers in the library for inmate use.

The library supports a separate **Law Library** in room 146. It is staffed by inmate legal clerks and supervised by the librarian. Reference and research services are provided involving questions of law, regulations, policies and inmate rights. Assistance in the preparation of court filings and sample legal forms are also available. Legal kits are sold in the commissary. Two typewriters and two computer word processors are available but are limited by time and need, (first come, first served). Access of the legal computer data may also be limited according to need and the number of requests. Inmates are not to be charged for any services by other inmates; advice and assistance in the **Law Library** is free.

Full library services for special population units includes reading materials on the unit, access to legal materials per procedures, photocopies of library legal materials, notary service and ready reference. Kite the library to request assistance or request help during the librarian's visit to the area.

Library staff will provide assistance if a disability interferes with your use of library facilities or materials. Inmates may place a hold on books owned by the library but which are on loan. Inmates will be sent a notice when the title is available in the library. Notices will be sent out to inmates when interlibrary loan book has arrived or when their books are overdue. New books or books for a special theme are placed in the hall cabinet each week on Sunday.

Notary and copying services are available in the library at set times. These are posted both in the library and in each living unit as are the library hours. Inmates **MUST** bring either a copy card sold in the commissary or a commissary slip showing a balance for that week.

### **LIBRARY PROCEDURES:**

Inmates using the library must be dressed in the Uniform of the Day except for weekends. This is the Class A blue shirt with blue pants. Inmates will be permitted to wear personal shirts with sleeves with their state pants on weekends. Inmates may wear their personal shoes but not sandals.

All inmates are required to sign in upon entering the library.

No hats, sunglasses or radios are permitted in the library. Pants will be pulled up to the waist.

Loud talking, excessive noise or roughhousing will not be tolerated in the library. Inmates who do not appear to be using the library services will be asked to leave. The library is considered a quiet area and this will be maintained.

Each inmate is to bring his ID badge or equivalent in order to check out books, do notary, use a cash slip, get a reference book, magazine, newspaper or request legal materials.

The library welcomes donations and suggestions from the inmates. All items become the property of the library and will be reviewed by library staff.

Inmates will act respectfully in the library toward all library staff. All institutional and departmental rules must be observed when using the library.

Legal materials owned by the library may not be taken from the area except to make photocopies. Computer printouts and photocopies will be made at the current per copy price. Pre-release materials are to be copied without cost.

The Pre-release desk is open only at the hours posted and some activities may require an appointment.

The book collection is made up of the general collection that circulates for two weeks and reference books which are for use only in the library. There are also control books which are kept behind the reference desk and office books which are kept in the librarian's office. Some of these books may be checked out or be listed as reference. Books may be renewed provided that there are no "holds" on the book. A total of three books may be checked out at a time. Books on tape may be checked out as same as books. CD's are for library use only. Failure to return books on time without damage may result in a conduct report and/or suspension of library privileges. Inmates must sign a cash slip for replacement or repair costs of these materials.

Inmates are responsible for the interlibrary loan books they receive. Inmates are required to sign a statement that they understand they must return all interlibrary loan

books on time and free of all damage. If this is not done, the inmate is responsible for any charges that may be imposed by the lending library.

### **LIBRARY SCHEDULE:**

Current days and hours of operation for Sherwood Anderson Library and the Law Library are posted in each unit, in the Education Building, in the library and in various other areas of the institution. The libraries operate evening and weekend hours. These may change due to security situations or loss of staff.

### **MAIL**

All incoming and outgoing mail is processed according to A.R.'s 5120-9-17 and 5120-9-18. **All incoming mail**, except legal correspondence from an attorney-at-law, public service law office, a law school, legal clinic, court of law, Correctional Inspection Committee **shall be opened by the institution mail office and screened for contraband.** If your family or friends chose to participate in the J-Pay E-Mail system, read all posted notices in your Housing Units for the proper procedure for your mail replies to be forwarded to the Mail Office.

Mail is delivered to the inmate living units Monday through Friday, except for holidays. Mail will be passed out by the pod officer. **All outgoing mail must have the inmate's name, number and address on the envelope.** The inmate mail box is located outside of the inmate dining hall. Mail is normally picked up at 7:30 a.m.

Do not use another inmate's name or number when sending or receiving mail. You may not use company names, variations of your own name, number, and address (in part or whole) as a box or apartment number. You may be subject to a Conduct Report if you are found participating in this action. All mail must be clearly identified by the inmate sender's name, number, and return address.

You may send one (1) postage-free envelope once per month (1<sup>st</sup> Monday of every month). Follow posted guidelines to receive your weekly envelope. The pod officers take the free mail to the mail room. No free state envelopes will be mailed if dropped in the mail box.

Cash slips may be signed for overweight, oversized, certified or special delivery postage. **No cash slip is to be signed for regular cost postage.** Be sure the cash slip specifies legal or certified mail when applicable.

**A reasonable amount of printed materials** may be received pursuant to A.R. 5120-9-19. Printed material does not include personal letters. Printed material is described as any publication, document or record including, but not limited to, newspapers, magazines, pamphlets, books, photographs, drawings, and prerecorded magnetic audio tapes. Receipt of such items will not be considered as a package. **Printed materials may be received by inmates when they come directly from the publisher/distributor.** Such materials may not be received on a "bill me" basis.

Materials believed to be obscene or inflammatory will be withheld from the inmate pursuant to A.R. 5120-9-19.

See A.R.'s 5120-9-17, 5120-9-18, 5120-9-19 and DRC 75-MAL-01 for specific details concerning incoming and outgoing mail, legal mail, permitted mail enclosures and printed materials.

Inmates will be called to package room, once a package is received.

Inmates can send-out packages once a month on assigned days, except the month of December. (determined by pkg. officer)

Packages must be ordered by approved vendors and must have an invoice.

A cash slip must be filled out for postage and an address label for the package.

### **MEDICAL SERVICES**

The G.C.I. Medical Department is comprised of physicians, a podiatrist, an optometrist, full dental staff, registered nurses and LPN's, who are licensed by the state of Ohio.

#### **SICK CALL**

Nurse's Sick Call will be held Monday through Friday at scheduled times. At GCC, Nurse Sick Call (NSC) is scheduled from 8:00-10:00 am Monday-Friday. The inmate must complete a Health Service Request Form and deposit it in the box located in the lobby of the Medical Departments and outside of B8. You will then be scheduled for Nurse's Sick Call and will receive a pass. The nurse will evaluate you first, and then you will be scheduled for the next available appointment for Doctor's Sick Call. There is a \$2.00 co-pay for this service. Please review Correctional Healthcare Service **Co-Payment Policy 68-MED-15** for specifications.

GCC Doctor's Sick Call is Mondays and Tuesdays at scheduled times. All requests for Doctor's Sick Call will be accessed and handles accordingly. The inmate must complete a Health Service Request Form and deposit it in the box at GCC. There is a **\$2.00 co-pay** for this service. All calls from CO in pods for Emergency Care will be assessed a **\$3.00 co-pay** if you are not either admitted to the infirmary or sent to the local emergency room.

You must kite the Optometrist (eye) and Podiatrist (feet) for an appointment. You will be scheduled in accordance to need. There will be a **\$2.00 co-pay** for the services when you are seen.

#### **DENTAL SERVICES**

Dental Services is open Monday through Friday. To access dental care you must send a Health Service Request (HSR). Kites are no longer accepted to request services. You will be scheduled in accordance to need. **There will be no charge for dental services.** If emergency services are needed, have a staff member call dental services for instructions.

## **Inmate Orientation to Dental Care Access**

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

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

**DENTAL EMERGENCY** – Have the dorm/housing officer or any other staff person contact Inmate Health Services (HIS) as soon as possible.

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

**URGENT DENTAL CARE** – Submit a Health Service Request (HSR) form to dental explaining your problem –Look for a pass to HIS within a day or two.

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

**ROUTINE DENTAL CARE** – 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.

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

## **NURSE CONTROLLED MEDICATIONS**

Inmates taking nurse controlled medication must come to the infirmary to receive each dose. Passes are issued for this purpose. Inmates must show their ID's to receive medication.

Pill pass times are:

- 6:30 a.m. – Insulin Only
- 8:00 a.m. – Medication
- 2:00 p.m. – Medication
- 4:30 p.m. – Insulin Only
- 7:30 p.m. – Medication

## **SELF CARRY MEDICATIONS**

All medication must be taken as prescribed by the doctor. All medication not taken must be returned to the infirmary. Medication from another institution/doctor shall be considered contraband and the inmate subject to disciplinary action if found to be in possession of such; unless the medications are noted on your intake. All out-dated medication must be refilled at G.C.I./G.C.C. Keep your medication locked up. **Never give your medication to another inmate.**

A Medication Refill Request Slip can be deposited in the prescription refill box located in the infirmary lobby. These refills should be turned in 5-7 days before medication runs out. You will be sent a pass to pick up medications at 9:00 a.m. Monday thru Friday. Be advised that generic drugs are utilized when applicable.

**The institution will utilize generic medications when appropriate and available.**

## **PHYSICALS**

Physical examinations are scheduled by birth month. The age of the inmate dictates how often a physical is needed. With questions regarding physicals, please kite the medical department.

## **CHRONIC CARE CLINICS**

The following Chronic Care Clinics are available:

**Liver**  
**Hypertension/cardiac**  
**Pulmonary**  
**TB**  
**HIV**  
**Seizure**  
**Diabetic**  
**Asthma**  
**General Medical**  
**Hyperlipidemia**

Your follow up appointments for chronic care will be scheduled by the Medical Department and there will be **no charge** for these regularly scheduled Chronic Care Clinic appointments.

Inmates will be charged a medical co-pay fee consistent with the guidelines of DRC policy 68-MED-15 (Correctional Healthcare Co-Payment). When you request to be seen, there will be a charge, unless you fit one of the exemptions noted in policy.

You may request lab results or x-ray results at no charge.

If you feel you are having a medical emergency, notify your pod officer. They will notify the Medical Department, and you will be seen as an emergency. Policy defines a medical emergency as a situation which requires an emergency trip outside of the institution or

an admission to the infirmary. If your situation is considered an actual emergency, there will be no charge. However, if you request to be seen as an emergency and the situation isn't considered an emergency under policy definition, there will be a **\$3.00 co-pay** for this service.

Failure to honor your medical pass may result in disciplinary action.

Inmates may change or add information to the Notification of Next of Kin Form (DRC5328) by submitting such change in writing to the Health Care Administrator (HCA) or unit staff. Next of Kin should be updated yearly to ensure we have the most recent information in case of an emergency.

If you feel you need to see Mental Health Staff, notify your pod officer. You may also speak to the Medical staff regarding accessing Mental Health care.

If you have a problem with the Medical Department, kite the Health Care Administrator. If not satisfied with the results of your kite, follow the normal grievance procedure beginning with the informal complaint.

### **MENTAL HEALTH SERVICES**

Grafton Correctional Institution provides the following Mental Health Service to inmates:

1. Screening of all inmates entering the institution and orientation to Mental Health Services.
2. Response to referrals of inmates made by GCI staff and self-referral through the inmate kite system.
3. Evaluation for future services of inmates referred by the screening process, staff referrals or self-referrals.
4. Establishment of a treatment plan for inmates needing Mental Health Services, which might include group therapy as well as individual contacts with a Mental Health liaison.
5. Referral to Psychiatric Services, if necessary, for treatment with medication.
6. Crisis stabilization services, residential treatment and hospitalization, if necessary.
7. Arrange for transfer to specialized units at other institutions based on special Mental Health needs.
8. Provide special assessments for other departments. (for example, prior to a medical procedure.)

#### **Mental Health Staff**

Mental Health services are provided by Psychologists, Psychology Assistants, Social Workers, Psychiatrists, Psychiatric Nurses, Activity Therapists, Art Therapists, and Clinical Nurse Specialists.

#### **How to Access Mental Health Services and Programs**

If an inmate wishes to speak with Mental Health Staff about a routine matter, the most appropriate course of action would be to send a kite to the Mental Health Department

requesting to see a Mental Health Staff person. Each inmate requesting services will be sent a pass. In emergency situations, the inmate is to contact his Unit Staff, Correctional Officer or work supervisor who will contact Mental Health Services.

As part of their treatment, offenders who are on the Mental Health caseload may be referred to programs and groups available through the mental health department. If an offender is on the caseload and would like to be part of group treatment or a program, then he should speak with Mental Health Staff. If the offender is not on the caseload, but would be interested in attending a group, he can kite the Mental Health Department and will be sent a pass.

Each inmate who is transferred to GCI will be sent a pass to come to Mental Health Services for a brief screening and orientation interview.

### **Location of Mental Health Department**

The Mental Health Department is located between B8 and SMU. When you receive a pass, report to the destination area indicated on the pass.

### **Confidentiality Issues**

Mental Health Services may release information contained in the mental health file to correctional staff when the inmate is:

1. Suicidal
2. Homicidal
3. Presenting a clear danger of injury to self or others
4. Presenting a reasonably clear risk of escape or creation of internal disorder or riot
5. Receiving psychotropic medication
6. Requiring movement to a special unit or cell for observation, evaluation or treatment of an acute problem
7. Requiring a new program assignment for Mental Health, Medical, or security reasons

Such information, when disclosed to correctional personnel, shall be used only to further the security of the institution or treatment of the inmate and shall not be used otherwise. Information is also shared between Mental Health Staff and with Medical staff on a need to know basis.

Any inmate who believes that the Mental Health Services offered to him are not adequate may submit an informal complaint to the Mental Health Administrator. Only after this procedure has been accomplished, may a formal grievance be filed according to Administrative Rule 5120-9-31.

### **O.P.I.**

Industry Focus: Offenders repackage bulk materials for distribution to retail and wholesale markets, including Ohio's prison commissaries. Repackaged items could include arts and craft items and scented oils. OPI also has a Braille transcription

operation, where standard books are transcribed into Braille for school districts with blind students. The OPI shop at Grafton has been open since the spring of 1994.

The shop has one supervisor and approximately 15-40 inmate workers. Re-class of inmate workers may be by the individual's production and/or date hired. The pay scale is consistent with Administrative Regulations dealing with OPI compensation. Workers must clock in and out. Current working hours are 6:30 a.m. to 2:30 p.m. Monday through Friday.

OPI has a Braille transcription shop at GCC Hope Center. Hours of work are 6:30 a.m. to 3:30 p.m., Monday thru Thursday.

If you are interested in working in the O.P.I., and you meet the following requirements, you may kite the Job Coordinator.

1. You have a high school diploma or GED.
2. It has been at least 6 months since you have been in SMU.
3. You have not tested positive on any urine test for at least six (6) months.
4. You are at least 18 months to the Parole Board.
5. You are capable of lifting a minimum of fifty (50) pounds.
6. If applying for Braille operation, you must have your Literary Certificate from the Library of Congress or be on lesson ten of their course.

Work related offenses could result in the termination of your employment in OPI.

### **PAROLE**

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 the Parole Board Members or other Parole Board staff to exchange information prior to an offenders' 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 Release Consideration Hearing and its 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 is seeking a 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 placement 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 request 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 Relief Control (PRC). PRC is mandatory for inmate convicted of sex offences, felonies of the first and second degree, and third degree offences of violence. PRC is discretionary for all other felonies of the third degree and felonies of the fourth and fifth degree.

A Parole Board Hearing Officer will determine if you will be supervised by PRC upon completion of your sentence. PRC Screenings are conducting within four months prior top 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 CONDITIDION:** 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 CONTRON PROGRAM:** Transitional Control involves completing the end of your sentence at a half way house while participating in a full time employment or educational program. Your Case Manager will advise you if you meet the minimum eligibility criteria for consideration of a transfer into this program. At that point, you have the option to either wave 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 that you can participate in the program is a 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 Vito (deny) your transfer into this program. If you are serving a sentence for a felony 1,2, or 3 offence of violence, notice will be provided to the victim (s) of your offence (s)

The recommendation for a transfer into the Transitional Control Program by the Parole Board is discretionary and not automatic and is subject to appeal.

**VIOLATION SANCTION PROCESS HEARINGS:** Violation Hearings are conducted in the community at local jails or APA Offices, or at a designated DRC Reception Center when violations of supervision occur and a 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 or 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 the majority vote, will either approve or modify the hearing officer/board members recommendation and determine the future hearing date. The decision whether or not to release a parole violator again onto parole supervision for the expiration of the maximum sentence is solely within 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 Post Release 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 institutional library including the Ohio Parole Board Handbook.

### **PASSES**

A formal pass is a written direct order for an inmate to report to a specific place at a specific time. These passes are delivered on 3rd shift (after 10:00 p.m.) and require the inmate's signature. This ensures the inmate receives his pass.

Approximately 15 minutes prior to the appointed time to report, have your Pod Officer or other appropriate staff person sign your pass. You must present the pass to the person who requested your presence. They will sign the pass at the end of the meeting. When applicable, the inmate must report back to work, school or college. If time did not permit the inmate to return to his job assignment because of count, meals, etc., the pass must be returned to the work supervisor on the next scheduled work time/day.

An **AT ONCE** pass means an inmate is to report to a certain place at once; this means **AT ONCE!**

**Visiting Passes** - Do **not** leave your assigned area (work, school, etc.) to get ready for a visit. You will be notified when your visitor(s) arrive.

**Medical Passes** – White passes are issued for Doctor's Sick Call. This is considered a formal pass and the same above rules apply.

**Runners Passes** – Runner passes are issued by the Major's office. They are to be used for Departmental business only. Runner's passes are to be used only by an inmate assigned to that particular department. Runner badges are to be worn on the outermost garment.

### **PREA**

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 department.

If an inmate has previously perpetrated sexual abuse, whether in 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 department.

### **PREA EDUCATION VIDEO INFORMATION FOR INMATES NOT HOUSED IN GENERAL POPULATION**

It is the policy of the Ohio Department of Rehabilitation and Correction to provide a safe, humane, and appropriately secure environment, free from the threat of sexual misconduct for all inmates by maintaining a program of prevention, detection, response, investigation, and tracking. The Department shall maintain a zero tolerance for sexual misconduct in its institutions and in any facilities with which it contracts for the

confinement of inmates. Sexual misconduct among inmates and by staff towards inmates is strictly prohibited. All allegations of sexual misconduct and/or sexual harassment shall be administratively and/or criminally investigated.

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

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

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

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

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

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

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

Within 7 days of your arrival or transfer to an institution you will watch an Ohio Department of Rehabilitation and Correction, Prison Rape Elimination Act (PREA) education video. The video will inform you of ODRC'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 that shall complete further screenings or assessment 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 inmate. The telephone calls to outside support services are not confidential.

The institution shall protect all inmate 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.

### **PROPERTY**

#### Titled Property

Certain personal items which inmates may possess require an institutional Certificate of Ownership referred to as a "Title". All items requiring a title, whether purchased from the Commissary or through a vendor purchase, will be kept in the Package Room for inspection and titling. These items include watches, typewriters, Walkmans, televisions, MP3 players, CD players, rings, necklaces and chains. The inmate will receive a pass to pick up the item(s) as soon as the inspection/titling process is completed.

**SEARCHES:** *Searches of inmates, personal property and living quarters can be searched at anytime due to routine or cause.*

**Titled property cannot be: loaned, traded, sold, given or transferred to another inmate.** Titled items found in the possession of an inmate other than its owner will result in disciplinary action against that inmate. Disciplinary action will also be initiated against the true owner should it be found he is implicated in the improper possession of that item.

**Inmates shall not trade, sell, barter, loan, or give away any item of their personal property** at any time. Upon an inmate's release or other departure from an institution, the inmate may, with the warden's written approval, donate personal property to the institution. In all cases, the inmate must sign a statement documenting the property being donated, to what institution it is being donated, and the effective dates of the donation. Such document and the inmate signature must be witnessed and signed by a staff member. The warden shall then sign indicating approval or disapproval of the donation. The institution may then utilize the property in any manner they deem appropriate. This may include, loaning the property to another inmate. Any property where ownership is being transferred from an inmate to the institution shall be properly re-titled, stipulating ownership of the item to the institution and shall include the date of the transfer, who the original owner was, and the initial value listed on the original receipt or Title. Property donated to the institution and subsequently loaned to an inmate remains the property of the institution and shall remain at the institution upon the inmate's release or transfer.

**Inmates may be required to provide proof of ownership for any item of their personal property, at any time.**

**Any titled item which is lost or stolen must be reported** to the correction officer, unit staff or work supervisor at the time the item is discovered missing. The Title for the lost/stolen item, along with a Lost/Stolen Property Form signed by both the inmate and the staff member investigating the loss, must be turned in to the appropriate unit staff member for proper handling. The Package Room Officer is to receive and maintain a copy of the Lost/Stolen Property Form and Title as a possible aid to the recovery of that item.

Titled items will require a six-month time limit before **voluntary replacement** will be approved. Contact the **Package Room** concerning titled items to be sent out for repairs.

Notify the Package Room Officer about any **titled item to be voluntarily disposed of**. The item and Title must be turned in to the Package Room Officer before replacement will be permitted.

## **PROPERTY**

### **Packages**

Packages may be received per DRC Policy 61-PRP-01. Inmates of Level 1 security status may receive a total of 4 packages per year, 2 of which may be food packages. Inmates of Level 2 Security status may receive 3 packages per year, 2 of which may be food packages. Inmates must allow at least 30 days between receiving packages.

Packages shall not exceed 30 pounds in weight, nor exceed 12" x 24" x 28" in size. Food and non-food items cannot be contained in the same package.

Two copies of an itemized list of the package contents and the value of each item shall accompany the package from the approved vendor. The inmate will sign the list prior to receiving the package.

Packages received for inmates in Disciplinary or Local Control will be returned to the sender. If in Security Control, the package will be held, pending R.I.B. disposition.

When an inmate receives his pass to pick up a package, he will report to the Package Room. The inmate will give his pass and I.D. to the Package Room Officer and observe through the window as the staff inspects the package contents for damage and contraband.

Authorized/permitted items will be bagged. The employee will sign and date the package list and require the inmate to sign and date the list also. Items in food packages may be opened and emptied into plastic bags to facilitate contraband inspection.

### **VENDOR ORDERS (Packages)**

Inmates of GCI may order approved property items only from Central Office approved vendors.

The inmate will view the approved catalog and make his property selections. He will then visit his Unit Manager, Case Manager, or Correctional Counselor during an appropriate time. The staff member will utilize the GCI Vendor Order Checklist to assist the inmate with his order. Once all necessary documentation is completed and reviewed, the staff member will take the order to the Cashier's Office for processing. Families and friends may also purchase packages for inmates from the approved vendor. All such 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.

### **OUTGOING PACKAGES**

Inmates may request to send personal property out of the institution as required, except during the month of December. Inmates may send property out on their housing unit's designated monthly send out day.

The Package Room staff will inspect the property for contraband and ensure ownership. The property record must indicate that the inmate is the rightful owner. Items not shown to be owned by the inmate will be confiscated, and the inmate will be subject to disciplinary action.

A Package Receipt Form will be completed and placed in the inmate file, signed by both the inmate and the officer. The inmate will be required to sign a cash slip for postage. Items approved to be mailed out will be boxed or packaged by Package Room staff and the inmate will fill out an address label for the postage. Staff will maintain a log of packages being mailed out. Property to be mailed out will be taken to the Mail Room by staff only, for postage and mailing. Packages will then be transported by staff to the U.S. Post Office in Grafton, Ohio.

## PROPERTY

### Pack-ups

Occasionally, it becomes necessary for the institution to "pack up" or have an inmate "pack up" **all of his belongings**. This will be done in the presence of an institutional employee, normally, a Correctional Officer. After the pack up, the officer will sign and date the inventory sheet. The inmate is also required to sign the inventory sheet indicating he agrees with the quantity and description of all items packed and that the list reflects the total of **ALL** his possessions. **All items must fit inside the inmate's foot locker (2.4 cu. ft.) excluding large titled items, state issued bedding, coats/jackets, permitted shoes, and any formally approved additional legal materials.**

**An inmate will "pack up"/get "packed up" when he is** placed in Security Control, housed in the GCI infirmary, sent on a medical trip to OSU or CMC Hospital(s), or sent out-to-court. All property will be logged and locked into the Property Vault for safekeeping. Inmates may sign a waiver form for pack up on round trips. Inmates released on Parole or EDS may take their property with them. Per GCI Policy, all inmates being placed in S.M.U., unless totally uncooperative **must** be taken to their unit to pack their own belongings.

During a routine **random cell search**, commissary does not have to fit within the 2.4 limitations. If you are **being packed up for SMU**, the commissary must fit in the 2.4 or be considered contraband.

**Inmates moving to G.C.C.** will be permitted to take their purchased commissary items with them.

**Inmates moving to medical** will be handled on a case by case basis. If you are expected to be in the infirmary or other related medical facility for a very short time – commissary could be maintained with the pack-up. If you are expected to be out of the facility or in the infirmary for a lengthy period of time, the commissary should be sent out if it doesn't fit within the 2.4 limitations.

Any authorized property that **will not fit** into the foot locker will be considered minor contraband (with the above exceptions) and may either be sent home **at the inmate's expense** or destroyed according to A.R. 5120-0-55. Any property **purposely left behind** for safekeeping with a cell partner or **not intentionally packed** shall be considered contraband and the inmate(s) subject to disciplinary action.

## QUARTERMASTER

Inmates will be issued clothing of the type and in the amount determined by their work assignments. A standard clothing issue per 61-PRP-02 is as follows: one (1) laundry bag, two (2) sheets, one (1) pillowcase , one (1) towel, washcloth, three (3) pairs of socks, three (3) briefs, three (3) T-shirts, three (3) state shirts and pants, one (1) pair of shoes or boots (boots if required for work assignment), if requested and available, two (2) blankets. All items will be issued, if feasible, and depending on availability. **Personal items count toward all minimum issue limits above.**

Mattresses and pillows will be issued to the inmates living area unless for medical purposes. All medical items are issued with a prescription by Medical only. (including footwear).

No items will be issued to newly arrived inmates unless they report to the quartermaster with their pack up sheet from receiving.

Per policy 61-Prp-02 inmates will be provided with the opportunity to exchange state issued clothing and linen when they are worn and unserviceable as determined by the quartermaster. FOR EXAMPLE CLOTHING ISSUE 12 MONTHS AGO THAT SHOW NO WEAR AND TEAR WILL NOT BE REPLACED. There is no such thing as “a yearly issue”. When clothing needs repaired or exchanged, fill out a clothing request form located in the barbershop area and place it in the box, also in the quartermaster area. Fill out the form, place it in the box, then you will be passed over. Make sure to fill out your name, number, lock, quantity, size, (where applicable), and reason for each item. Forms not properly filled out will be returned to the inmate unprocessed. Exchanges will be done on a one for one basis or with an Inmate Property Theft/Loss report. If items being turned in are purposely damaged, or the inmates property was lost while unsecured (as marked on the report) the inmate will sign a cash slip for the replacement cost of that item(s).

Inmates can visit the quartermaster by pass or special permission from the quartermaster. No loitering in the quartermaster or surrounding areas. Inmates must present their id badges before conducting business. All inmates are to be in the uniform of the day (except for intakes and medical, and SMU releases). Please remove all hats and electronic items upon entering the quartermaster.

No socks, t-shirts or underwear will be issued to newly arriving inmates until their issue card arrives from their previous institution.

**Special or Seasonal** items of issue, (i.e., coveralls, boots, gloves, hats, thermals etc.), will be issued to inmates with job assignments that require they be outside in the elements for long periods of time. The inmate’s supervisor must submit special request in writing to QM. All special items must be returned to QM if the inmate’s job assignment changes.

**A Property Theft/Loss Report** must be obtained from your appropriate Unit Staff before you can receive re-issue of clothing or related items due to **lost/stolen** property. A search of the area and the proper form signed by both yourself and the staff person conducting the search must be completed and approved by the Major or Designee and on file in the Quartermaster’s Office. If the property loss is due to your negligence, you will be charged accordingly for replacement cost(s).

Inmates will be provided with an opportunity to exchange state issued clothing and linen when are worn and unserviceable as determined by the Quartermaster. For example, clothing issued 12 months ago but shows no sign of wear and tear will not be replaced.

Medical footwear will be issued by **PRESCRIPTION** only. When footwear is worn out, a new or updated prescription will be needed for replacement.

Pants, shirts, coats and hooded sweatshirts **must** have your name and number imprinted on a label and attached to the OUTER of the garment. These labels are NOT TO BE

ALTERED. You are responsible for assuring your clothing remains labeled. If clothing is in need of replacement, a kite will be sent to the Quartermaster.

**INMATES CAN VISIT THE QUARTERMASTER BY PASS ONLY.** When a **State Holiday** occurs, an IOC will be posted in the living areas announcing the new schedule. Inmates must present their I.D. badges before conducting business at the Quartermaster. The Quartermaster will attempt to make repairs first, before an item is replaced. **No loitering** in the Quartermaster or surrounding area. **Any additional institution clothing in excess of the amount issued may be considered contraband.**

Inmates are not permitted in the Quartermaster without a pass or special permission from the Quartermaster. A weekly schedule will be made and posted. There at times may be one scheduled open day for repairs only. All other days will be by pass only.

When entering the Quartermaster area, hats are to be removed and no electronics of any kind. All inmates are to be in the uniform of the day with the exceptions of Intakes, SMU and medical releases.

**EFFECTIVE NOVEMBER 1, 2012:** Inmates will no longer fill out kites to be passed into the Quartermaster.

Located in the Barbershop area will be a Quartermaster request box with request tickets. Inmates will fill in a request, place it in the box and will then be passed from this form. Forms that are not properly filled out will be returned to the inmate and not processed.

### **RECOVERY SERVICES**

(Drug/Alcohol Programming)

For inmates who have **completed** a Recovery Services Treatment Program: In order to receive earned credit through AA/NA meetings it is **YOUR** responsibility to let Recovery Services know you have completed an earned credit approved treatment program, on your current sentence.

Recovery Services offices and Program Rooms are located in the Chapel Area at GCI. Recovery Services offices at GRC are located in the same building as Education. We have an open door policy at both places so you may by and see us or send a kite to the Recovery Services Department to sign up for any of our programs or if you have any questions.

**At GCI:** Tuesdays: AA 6:00 p.m. in the Chapel for all units  
Thursdays: NA 6:00 p.m. in the Chapel for all units

**At GRC:** Mondays: AA 6:00 p.m. in Recovery Services Building  
Wednesdays: NA 6:00 p.m. in Recovery Services Building  
Fridays: AA 8:30 a.m. in Recovery Services Building

Also Available:

**TREATMENT READINESS PROGRAM (TRP):** This group is the first of three of our series of three treatment groups. This group introduces the concept of cognitive-behavioral treatment and prepares the group member to enter the next phase of treatment. In that sense this group prepares or gets the group member “ready” for the main phase of treatment. This program meets for four weeks and the inmate must be eligible and accepted into this program. This is an Earned Credit approved program and is offered to both GCI and GRC inmates.

**INTENSIVE OUTPATIENT PROGRAM (IOP):** This program is only open to those who have successfully completed the above Treatment Readiness Program. In this program the inmate is assigned a Counselor who will meet with that inmate both in group and individual sessions. In this program the inmate will not only address his drug/alcohol issue, but his relationship, emotional, spiritual and lifestyle issues as well. This program is twelve weeks long and meets five days per week, two hours per day. Also, the group member must attend an additional five hours of classes during the week. Like the previous program, this is an Earned Credit approved program and is offered at both GCI and GRC.

**RECOVERY MAINTENANCE PROGRAM (RMP):** This is the final stage of our Treatment Program and group is open to those inmates who have completed the IOP either at GCI or at any other DRC institution. The group will offer the participant ongoing education, support, accountability and encouragement in his recovery. It meets for two hours each week for eight weeks. It also is Earned Credit approved and is offered at GCI and GRC.

**“The Addiction Cycle”:** This class will look closely at the disease of chemical dependency and how it develops in the addict’s/alcoholic’s life. This class will review various stages and characteristics associated with addiction. The class members will also be introduced to treatment using support groups, and identifying patterns linked to relapse.

**‘BEYOND ANGER’:** This class is one hour per week for eight weeks. It covers strategies and ways to deal with anger in appropriate ways.

**“RECOVERY AND FR. MARTIN”:** This class is one hour per week for ten weeks. It is based on videos (on a wide variety of topics) by well-known recovery speaker Fr. Joseph Martin.

There are different classes offered at GRC—just contact the Recovery Services staff there for more information. If interested in any of the above programs, kite or stop by the Recovery Services Department. Don’t forget that we have staff at both GCI and GRC.

## **RECREATION DEPARTMENT**

The Recreation Department staff consists of an Activity Administrator, two General Activity Therapist II, and one Correctional Officer. It is the policy of GCI to provide comprehensive recreational programming to assist inmates in achieving the following objectives:

1. Maintain good mental and physical health
2. Practice good sportsmanship and teamwork
3. Acquire leadership qualities
4. Develop interpersonal skills
5. Discover and participate in constructive leisure time activities
6. Attain an acceptable degree of self discipline
7. Use the experience for possible future job placement in the field of Recreation

## **ACTIVITIES**

Softball, Basketball, Flag Football, Volleyball, Soccer, Horseshoes, Handball, Racquetball, Table Tennis, Billiards, Track & Field, Bowling, Corn Hole, Jump Stretch, Shuffleboard, Board Games, Bocce Ball, Frisbee, Badminton.

## **PROGRAMS**

A music program that consist of classes in music theory, application, guitar and keyboard. A music concert program titled "Music with a Purpose" that allows inmates to perform concerts for their families. Inmates must kite to participate in the program.

An Arts & Crafts program that inmates must kite the Recreation Department and be interviewed to join. This is a leisure time activity and shall not interfere with institutional job assignments or programming.

## **JOBS AVAILABLE IN RECREATION**

The following job opportunities are available in the Recreation Department: Program Aide, Recreation Aide, Recreation Worker, Artist, and Yard Worker. Vacant Recreation jobs will be posted in the lobby of the Recreation Department. Courses in Score Keeping, Officiating are available. Anyone who has an interest in acquiring these skills must kite the Recreation Department or stop by the office during posted working hours.

## **WEIGHT CAGE**

Inmates must kite Recreation to receive a weight cage badge. Depending on what unit they are in, they will receive either a yellow or white badge which decides what days they may go into the cage (Mon, Weds, Fri or Tues, Thurs, Sat.) Inmates may go into the cage one hour at a time for a maximum of three hours per week. Weight Cage hours are the same as Recreation hours. Inmates must wear shirts while working out in the cage.

## **RECREATION HOURS**

OPEN: 6:30 am – 10:15 am, 11:30 am – 3:15 pm, 4:30 pm – 8:15 pm.

Once inmates go to Recreation, you will be locked in until chow is cleared/completed.

## **RE-ENTRY**

Reentry, under the “Ohio Plan,” does not signify just “letting offenders go” after doing their time. It requires that offenders are *prepared* to be released. It means that they are better off at the time of release than at the time of their admission.

As part of the Ohio Plan, the Department of Rehabilitation and Correction has adopted a new vision, mission, and slogan governing offender reentry.

*Vision – To reduce crime in Ohio.*

*Mission – To reduce recidivism among those we touch.*

*Slogan - Reentry Means “Going Home to Stay”*

### **REENTRY PLANNING:**

Upon the availability of the ORAS system to institutional staff, inmates committed after April 1, 2011 shall receive Reentry-related assessment and services through the use of the ORAS. Inmates assessed prior to the availability of the ORAS system shall continue to receive Reentry-related services as identified through RAP.

Addressing Criminogenic Needs Through Offender Programming: Programming for offenders will target their criminogenic needs, that is, the dynamic risk factors of offenders that can change over time.

Family Involvement in Reentry: DRC will develop new avenues for engaging families during an offender’s incarceration through the adoption of a Family Orientation Program at all three Reception Centers, the formation of a Family Council, and innovative policy changes calling for greater family involvement during confinement and/or any period of community supervision that follows.

### **ORAS:**

For all inmates, regardless of length of sentence, reception center classification specialists shall complete a Prison Screening Tool (PST) and face sheet within 30 days of arriving at the reception center or prior to an inmate’s transfer to a parent institution. Upon arriving at their parent institution, inmates who have scored as Moderate/High on the PST shall be directed to participate in habilitative programming, if time permits. All inmates shall have at a minimum, an Inmate Transitional Release Plan completed per Department Policy 78-REL-01, Transitional Release Planning.

### **RAP:**

The case manager will monitor and update the Reentry Accountability Plans for those inmates designated as Reentry Intensive. They shall also refer the Intensive inmates to reentry-approved programs. All other inmates (Basics) will have notes recorded in RAP6 screens in DOTS Portal and receive essential habilitation services as outlined in Department Policy 78-REL-01, Inmate Transitional Release Planning. Notes will include significant contact regarding adjustment, staff recommendations and/or issues that may affect the inmate’s behavior, release plans, etc.

## RELEASE PREPARATION

Re-entry programs are available for inmates to participate through Unit Management and Education.

For offenders lacking personal identification documents, applications for these personal identification documents shall be provided during the orientation process at their parent institution, if the offender is within two years of release. Unit staff shall make information available on how to obtain the required documents at the offender's expense and document the information on the Offender Transitional Release Plan. Offenders serving over two years shall have the information provided upon request. Such documents include, but are not limited to, the following:

Birth certificate  
Driver's license  
Veteran's Discharge status form DD-214  
Social Security card

If you need information concerning the Re-Entry Programs, contact your Case Manager or Unit Manager. More information is available in DRC Policy 78-REL-01 in the Library.

## PAROLE

Parole in Ohio is subject to the absolute discretion of the Board. Discretion, by its very nature is subject to the changing norms and context in which it is exercised. The Board is vested with the responsibility to determine when an inmate is suitable for release. Under Ohio law, an inmate has neither the constitutional nor inherent right to be conditionally released on parole before the expiration of the maximum term of his or her sentence. Additionally, the Ohio Supreme Court has specifically held that Ohio inmates have no right to rely on a particular set of guidelines in effect at the time of conviction applied at subsequent parole hearings. Thus, it is clearly established that Ohio inmates do not have a constitutionally protected liberty interest in parole or parole procedures. Furthermore, the Board may modify conditions of parole, or modify parole release procedures, as long as the modifications are not contrary to Ohio statute.

### HEARING TYPES

**First Hearing.** This is the initial hearing at which an inmate can be considered for parole based upon the sentencing court's order and statute. The hearing is held on or about the date when the inmate has completed the imposed minimum sentence, as calculated by BOSC and has become parole-eligible. The purpose of the hearing is for the Board to determine if the inmate is suitable for release.

**Continued Hearing.** This is a subsequent hearing conducted if release is not granted at the first hearing. Currently, pursuant to O.A.C. § 5120:1-1-10, a continued hearing can be scheduled no further than ten (10) years from the first hearing, or a previous continued hearing.

**Full Board Hearings.** Although the outcome of all parole hearings is public information, institutional parole release hearings and deliberations are closed to the public. However, effective July 1, 1996, Senate Bill 2 created Full Board Hearings which permitted participation by a victim or other designated interested parties in a hearing subsequent to the institutional hearing and upon acceptance of a petition. R.C. §5149.101 provides that when the Board initially believes an inmate may be suitable and proposes parole or re-parole, a Hearing Officer, Parole Board Member or the OVS may petition for a Full Board hearing. The Board considers the petition and decides by majority vote whether to conduct the Full Board hearing.

### RELIGIOUS SERVICES

The GCI and GRC Chaplain's name, phone number, email address and hours are as follows:

Chaplain Ron Smith    GCI  
 (440) 948-5746  
[Ronald.d.smith@odrc.state.oh.us](mailto:Ronald.d.smith@odrc.state.oh.us)

Chaplain Joseph Horton Jr.    GRC  
 (440) 748-5000 ext. 2400  
[Joseph.hortonjr@odrc.state.oh.us](mailto:Joseph.hortonjr@odrc.state.oh.us)

Sunday,        7:00 am – 3:30 pm  
 Monday,       7:00 am – 3:30 pm  
 Tuesday,       11:30 am – 8:00 pm  
 Wednesday,   11:30 am – 8:00 pm  
 Thursday,     7:00 am – 3:30 pm  
 Friday,         Off  
 Saturday,      Off

Sunday,        7:30 am – 10:30 am  
 Monday,       Off  
 Tuesday,       10:00 am – 8:00 pm  
 Wednesday,   10:00 am – 8:00 pm  
 Thursday,     10:00 am – 8:00 pm  
 Friday,         8:00 am – 3:00 pm  
 Saturday,      Off

#### **Schedules are subject to change.**

For pastoral care and counsel, please kite the Chaplain so that you may be passed at an appropriate time. Should the Chaplain not be available in the event of an emergency, you can contact your Unit Staff.

**Death or serious illness notices:** Persons that may notify you of a serious illness or death in your family are: the Chaplain, Unit Staff or the Shift Captain. At such time we will need information from your family to facilitate a phone call, bedside visit or private funeral viewing or web-based interaction. The Warden makes the final decision on the bedside visits or private viewing, or web-based interaction.

**Religious services calendar:** Services will be included in a calendar that will be posted monthly in all housing units. Services or events during working hours may require a pass. To receive a pass, kite the Chaplain's office. No passes are needed after 4:00 pm count time or on the weekend *unless you have a specific job or program requiring a pass or are a resident living in a restricted movement unit.*

**Religious Preferences:** Your religious preference typically comes from the intake information received from the ODRC's reception institutions. If your religious preference is not on file, you should fill out the necessary forms from DRC policy 72-REG-01 at the Chaplain's office. Kite the Chaplain.

**Marriages:** If you have less than 6 months on your sentence, you are advised to wait. If you wish to get married, the Chaplain's office needs the following:

1. A kite from you stating the name and address of the person you wish to marry.
2. A letter from your fiancée giving your name and number stating that she wishes to marry you.

The Chaplain will send a letter to your fiancée giving detailed steps for the rest of the marriage process. Note: Any and all expenses incurred as a result of your wedding will be your responsibility. The Chaplain encourages all those that wish to be married to seek out good counsel from a cleric or spiritual advisor.

**Clergy of Record:** Inmates may receive regular visits from their clergy of record as provided in Policy 76-VIS-01, Inmate Visitation. Clergy must complete a Visiting Application (DRC2096) and send in a letter on letterhead stating that they are the clergy of record and provide proof of professional certification. The Religious Services Department encourages every inmate to have spiritual encouragement and pastoral care. To this end, the Chaplain is here to provide just such care by linking men with area ministers and spiritual mentors.

**Religious Services Areas:** Both GCI and GRC have designated space and resources for worship services, classes, small groups and officers. Staff and inmates shall consider the religious concerns of others when using religious services space for non-religious purposes. While other areas may be designated for special events, the Religious Services areas are the chapels at GCI and GRC.

**Congregant Services:** All inmates shall be afforded access to religious services subject to legitimate departmental or institutional interests and concerns including security, safety, health, discipline, rehabilitation, order and the limitations of an allocation of resources. All congregant services must be supervised by the Chaplain, a Contract Chaplain or a pre-approved minister/religious volunteer.

**Request for a Religious Accommodation:** If you have a request for a religious accommodation you must send a kite to the Chaplain's Office requesting the proper forms. After you have completed the required form, return it to the Chaplain's office. The Chaplain will research your request and make a recommendation to the Review Committee and the Warden. The Warden will make the determination per this institution, of approval or disapproval.

## **SAFETY/FIRE PREVENTION**

Inmates are not permitted to store cardboard in their cells. Inmates may have an appropriate mail-out box in their cell for a reasonably short time prior to their scheduled mail out dates.

Inmates are not permitted to plug more than one appliance in a single wall outlet at one time. Double plugging or jacking is not permitted.

Watch for water or debris on walking surfaces. Report spills so they can be cleaned up.

If you see something in need of repair, report it to staff.

**Fire Drills** are mandated by Ohio Fire Code. When an alarm sounds, inmates will leave the building immediately unless otherwise instructed by staff.

Grafton Correctional Institution strives to keep our buildings and grounds free from insects, vermin and all unwanted pests. Occasionally, animals find their way into the compound. This includes cats, skunks, raccoons, seagulls, and pigeons. By putting out food, you are inviting these animals to forage inside the fence. **DO NOT FEED THE WILDLIFE.**

Any inmate found feeding wildlife inside the compound would be in violation of rule #21, Disobedience of a Direct Order.

### **SANITATION**

GCI has adopted a **centralized distribution system for cleaning chemicals.** Cleaning chemicals are available daily from your pod officer. The all-purpose cleaner is used for everyday general cleaning. The ratio of this cleaner is 2 oz. per 4 gallons of hot water. The disinfectant issued is used to sanitize areas that have been cleaned with the all-purpose cleaner. This disinfectant will neutralize most common forms of bacteria. To effectively disinfect an area, spray on the disinfectant and allow it to air dry. Whenever you are cleaning and or disinfecting, NEVER MIX ANY Chemicals.

When you need cleaning supplies to clean your living area, see your pod officer. You will be required to leave your inmate I.D. for the disinfectant spray bottles you receive. You are to pour the all-purpose cleaner into a bucket and return the container to the chemical box immediately. Your I.D. will be returned to you when the containers are returned. Do not hoard chemicals in your cell. Window cleaner is for porters and staff use only.

### **SEXUAL ASSAULT**

#### **Definition of Sexual Assault**

DRC Policy 79-ISA-01 defines sexual assault as “Any contact between the sex organ of one person and the sex organ, mouth, or anus of another person, or any intrusion of any part of the body of one person, or of any object into the sex organ, mouth or anus of another person, by the use of force or threat of force.” Sexual assault, per this definition, includes intercourse, anal and oral sex.

#### **Sexual Assault Avoidance/Prevention**

1. When possible avoid isolated areas such as closets, stairwells, isolated restrooms, unoccupied restrooms, etc.
2. When possible stay within eyesight of correctional staff.
3. Be aware of your body language. Do not walk with your head down and eyes lowered.
4. Do not accept food, cigarettes, clothing or other items from inmates. Do not go into debt in any manner. You may be expected to “repay” these debts with sex.
5. Beware of inmates that say they will protect you. Protection frequently has a cost also.

6. Do not give out information about your family, friends or financial support.
7. Do not purchase large amounts of commissary or otherwise give the impression of having money available to you.

### Reporting Sexual Assault

1. Immediately report all incidents of sexually oriented advances from other inmates to a prison staff member. Report as soon as possible and if you do not feel your report has been taken seriously, report it again with an informal complaint to a direct supervisor and then file a grievance if necessary. If the concern for your physical safety is urgent you may kite the inspector directly or any other staff member you feel comfortable reporting this to.
2. If you are sexually assaulted, immediately report it to a prison staff member. Do not clean yourself, brush your teeth, wash your clothes or do anything else that could destroy evidence of the assault. The sooner you report the assault the better the chances evidence can be obtained that will help prove the assault.
3. When a sexual assault is reported you will be medically checked. If the assault has occurred recently you will be transported to a hospital. At the hospital you will be examined for injuries and evidence collected. Evidence may include hair, saliva, semen, or clothing fibers.

### Aftermath

1. Once back at the institution you will be referred to mental health services for assessment. Treatment will be provided as necessary.
2. Victims of sexual assault may experience feelings of self-loathing, anger, rage, humiliation, nightmares, depression, isolation, and depression, among other things. Physical symptoms may include headaches, stomachaches, sleep disturbances and loss of appetite. Report any concerns to medical or mental health services.
3. All reported sexual assaults will be reported to the Ohio State Highway Patrol. Each case will also be administratively investigated. Cooperate with the investigators. The testimony and information you provide will help the department and outside authorities assure that this person is punished for his crime against you, and that he is, as much as possible, not given the opportunity to rape again.

### **IF YOU ARE THE INMATE THAT SEXUALLY ASSAULTS OTHER INMATES**

1. As already noted, all reports of sexual assault are reported to the Ohio State Highway Patrol. They will conduct a criminal investigation. If you are convicted of a new felony offense that occurred while in prison, your new sentence will be added to your current sentence, increasing the amount of time you have to serve.
2. In addition to any criminal investigation, there will also be an administrative investigation. You will likely receive a conduct report. If found guilty by the Rules Infraction Board, you will be subject to harsh sanctions. It is also very likely your supervision level will increase, which may cause you to be transferred to a higher

security prison with less freedom of movement and less privileges. You may be transferred to the Ohio State Penitentiary.

3. Consider the effect this would have on you, your living conditions, and your chances for release. If you have family-a mother, wife, children, girlfriend or other close friends and family, consider how this will affect them personally and/or how it will affect their ability to visit you.
4. Any sexual contact, particularly anal sex, significantly increases your risk of contracting a sexually transmitted disease, particularly HIV and AIDS.

### **SEX OFFENDER SERVICES**

GCI's sex offender services are directed by the Sex Offender Services policy 67MNH-12. GCI provides the Comprehensive Sex Offender Program, a unit-based program of evidence-based interventions designed to reduce the risk to sexually and violently reoffend.

Not all sex offenders are required to participate in the Comprehensive Sex Offender Program. Sex Offender Services staff identify program participants; it is not a program inmate sign up for. If you have a question about your inclusion or exclusion from sex offender programs you may do any of the following: 1) consult the policy located in both the Library and the Law Library; 2) ask you Case Manager; 3) send a kite to the Sex Offender Program Administrator.

Sex Offender Services program space and staff offices are located in housing unit A-4. Inmates will be in state blues when in staff offices and program areas. Office hours held by Sex Offender Service staff are for inmates enrolled in sex offender programs. If you are not a current sex offender program participant and you have concern to discuss with staff, you may write a kite outlining your concern to the Sex Offender Program Administrator.

FOR MORE INFORMATION CONSULT DRC POLICY 79-ISA-01, AVAILABLE IN THE INMATE LAW LIBRARY.

### **UNIT GUIDELINES**

1. Phone use will be limited to twenty minutes. The officer will ensure that inmates vacate phones when other inmates are waiting. Staff may tell inmates to vacate the phone before their time is up. Do not create any disturbance while in the phone area. One chair per phone. No saving spots for other inmates. Chairs will be placed in the designated area and are not to be moved. If you are not waiting to use a phone then **DO NOT** sit in the chairs by the phones. If you live in D2, and you live on A-Side, you can only use A-Side phones; also if you live on B-Side, you can only use B-Side phones. Calls may be monitored.
2. No armchairs are permitted in the bed area or in the cells. The chairs in the Study Room and TV Room will remain in those areas and there is no saving of chairs for any reason.
3. Inmates are out of place in another inmate's bed area or cell.

4. Aisles and ranges next to cell door fronts are to be kept clear.
5. No excessive or loud noises from radios, TV's, shouting, etc. TV's and radios will be used with headphones in the cells when it is appropriate or bothering a cellmate. In dorms, headsets must be used at all times with radios and TV's, MP3's and CD's. MP3's, Headphones, Walkmans, CD Players are not allowed in the TV/Study Rooms. Radio only in Study Room to listen to T.V..
6. Radios and TV's are to be turned off when inmates are out of their cell or bed area.
6. In cells, no items are to be hung at the end of the bed near the door. Nothing is to be hung from the sides of the beds in cells or dorms. In dorms, you are permitted to hang your laundry bag from the end of the bed closest to the wall. In cell and/or dorms, nothing is to be hung on the middle bars of the beds or the bottom of top bunk. (See #38).
8. No items are to hang from or obstruct the sprinkler system.
9. No items are authorized to be hung from the vents in the cell. No items may completely obstruct the ventilation system.
10. Nothing is permitted to be taped or glued to the walls, desk, dresser, bed, ceiling or lockers. No nude pictures are to be displayed openly. Nothing is to be stored behind the dressers in cells or dormitories.
11. Only one (1) pillow and mattress per bed, unless authorized by medical order.
12. In the cell door window, one (1), 3 x 5 card, with the name and number of cell occupants, will be permitted at the top of the window. One (1), 3 x 5 card, to signify restroom use will be permitted in the bottom of the window. No other signs will be permitted. You are not permitted to write or draw anything on the restroom card.
13. No shoe polish or wax is to be used on cell floors. The floor buffer is not to be used in the cells.
14. It is the inmate's responsibility to send home items that exceed possession limits. Arts and Crafts plastic containers, if authorized, can be purchased if currently in the Arts and Crafts program.
15. Inmates are to keep their feet off the walls and chairs. Trash is to be disposed of in trash cans, not on the floor. Inmates are responsible for the cleanliness of their cells and/or bed areas.
16. **ALL** beds must be made by 8:00 a.m. except Saturdays, Sundays, and State observed holidays, which will be 10:00 a.m. Inmates may lie on their beds after making their beds but they must be properly dressed. (See rule 19 and 20 for proper dress definition).
17. Personal clothing may be worn inside the pods at all times when off duty.

18. In units that have designated Study Rooms, the Study Rooms will only be used for reading, writing or studying. No food, musical equipment or game playing is permitted in this area. Staff may use the Study Room for unit programs at any time. The Study Rooms are designated for individual quiet study. Inmates who are approved to have Arts and Crafts in the pod can use the Study Room to work on their projects. HOWEVER, if the room is needed to study the inmates working on Arts and Crafts will need to vacate the Study Room. Tables closest to the wall in D-2 are reserved for inmates who need to type due to outlets being there. If someone needs to type, inmates at those tables must vacate.
19. The Laundry Room will be opened after the 5:00 a.m. count clears and will be closed at 11:40 p.m. No laundry will be left in the laundry room overnight. Any clothing found in the laundry room after closing will be confiscated and a conduct report will be issued. Laundry will be returned to the inmate with the conduct report. D2 laundry schedule will be followed. Laundry rooms with doors must have the doors closed.
20. Both TV rooms are not allowed to show the same program; the channel will not be changed unless the inmates agree to change the channel. The ONLY exception is when a video is scheduled. Staff may request that unit managers/shift supervisors close down the TV rooms. If one TV is displaying a sports show, the other TV should display a movie. Only beverages are permitted in the TV rooms. (No food items are permitted).
21. All games are restricted to the dayroom. Staff may request that unit managers or shift supervisors put away or close down any activities or games at their discretion.
22. At count times, it is procedure that staff conducting the count visibly sees a breathing person. If you are covered up, and you cannot be seen, you will be awakened. At count time you must be on your bed, except for the 4:00 p.m. count, which is a standing, count. Once an institutional count is clear, food service workers may report to work. Once D2 receives a clear count, inmates will be permitted to use the restroom. There will be no shaving, brushing teeth, washing, etc. permitted until there is a clear institutional count. An exception will be made for the 5:00 a.m. count. Once D2 receives a clear pod count for the 5:00 a.m. count, inmates will be permitted to use the restrooms to wash, shave, etc. during that count only.
23. Inmates will not crowd around the officer's desk. Inmates will remain behind the red line until called to the desk.
24. When waiting for meals or recreation, do not leave the pod until the officer gives permission to leave unless to honor a pass or inmates with early chow status. D2 inmates must wait in the dorm area or in the dayroom area. You are not permitted to wait in the Study Room area or in the area surrounding the officer's desk. The Study Room area is closed until D2 is called to chow. The ironing board will be available for use of one inmate at a time, if he is not going to chow.

25. DO NOT stand under the overhangs in front of the units or cross the red lines. DO NOT enter a pod other than the one you live in unless you are honoring a pass.
26. Inmates must present their ID's to any staff member upon request.
27. The officer is responsible for the inmate porters cleaning the pod. Only porters, under staff supervision, are allowed in the supply closets. The closets will be kept locked at all times when not in use. Yard porters are responsible for the grass areas up to the sidewalk in front of the housing unit.
28. When using the shower, only one (1) inmate is allowed in the stall at all times. The showers are closed daily from 10:45 a.m. to 2:30 p.m.
29. Use electric plugs in your cell only for what they are intended. Double plugging will result in loss of items and all those items plugged in could be considered contraband as being improperly used. Extension cords are prohibited.
30. Inmates are not permitted to stand on the basketball courts in front of the pods in recreation clothes unless they are playing or waiting to play basketball and must have a shirt on.
31. No musical instruments are to be played after 9:00 p.m. Prior to 9:00 p.m., instruments are authorized to be played in all units. In bed areas instruments must be played with headphones only. Instruments without headphone capabilities must be taken to recreation to be played.
32. Any item that has been altered from its original form, or used for a purpose other than what it was originally intended, will be considered contraband. For example: Towels and or blankets cannot be used as drapes, TV covers (Above or below the TV), rugs, pillow covers or bed covers. Empty cans cannot be used for pencil holders.
33. No group larger five (5) are permitted to walk together on the yard.  
  
Nothing is to be placed in the windows except TV antennas. No more than ten (10) feet of continuous antenna wire, no splicing, piercing, etc. Antennas may be placed between the bars and the windows, but not outside the window. No TV antenna extensions will be permitted. TV antenna must be original that came with TV. No rabbit ears, satellite type, etc.
34. Nothing is authorized to be placed on the window ledge except a cloth item to obstruct outside air. Chairs are not shelves. Do not put clothing on your chair.
35. Cell doors will be opened up completely or a couple of inches only. No items will be placed in front of the cell door to prevent the door from opening. No items will be placed above or on the side of the door. Rolled up items will not be placed on the floor inside of the cell across the bottom of the door. Cell doors are to be closed while using the toilet.

36. Dorm/Pod lights will be turned on after 5:00 a.m. count clears and off after the 9:30 p.m. count clears. On weekends and state observed holiday, dorm/pod lights will be turned on at 8:30 a.m. and remain on until the 9:30 p.m. count clears. This can be modified in the summer at the discretion of the Warden and the Deputy Warden of Operations.
37. All formal individual inmate religious activities/practices will be performed in the Chapel or in the inmate's individual bed area.
38. No containers without lids are permitted on the yard.
39. No running or yelling on the yard (exception in recreation).
40. No groups larger than five (5) are permitted to walk together on the yard.

#### **SPECIFIC TO "A" AND "B" UNITS**

41. DO NOT enter the hallway that connects the pods except to see staff members. If waiting to see a staff member, wait on either side of the pod doors, but do not stand in the hallway for any reason.
42. No loitering on top range. The top range is a travel area (going to and from cell, microwave, shower, etc.). Nothing is to be tossed between the top and bottom ranges.

#### **SPECIFIC TO "D" UNIT**

43. D2 has one (1) VCR, to show movies on the inmates' televisions and to the TV and day room. The designated movie to be shown in D2 each Friday and Saturday night will be shown in the VCR hooked up to the TV in the dayroom at 6:00 p.m. This will allow those inmates without a TV the opportunity to view the late night video in the day room in D2. Movies are shown each day on the day room TV at 6:00 p.m.
44. The GCI ABE (Adult Basic Education) Literacy program is also housed in D2. The D2 TV Room will be closed everyday from the time ABE School starts on weekdays until Count clears.

#### **UNIT STAFF**

This institution utilizes the Unit Management concept. The unit staff shall be viewed as the first line of command. Any questions, problems or concerns that you may have should be discussed with your appropriate unit staff member or housing unit correctional officer. The situation shall be reviewed and an attempt made to resolve the problem in an appropriate

manner. Although all problems may not be resolved to the inmate's satisfaction, it is essential that the inmate discuss his situation with unit staff first.

### **UNIT MANAGER**

The Unit Manager is responsible for the overall operation of the unit. Duties include, but are not limited to: discipline, informal complaints, grievance procedures, and unit mission. Unit Staff hold job reclass, security reviews and L/C Placement hearings and daily office hours. GCC Unit Manager screens for all inmates to be placed at GCC.

### **CASE MANAGER**

The Case Manager helps to develop social services within the unit. Duties include: counseling, initial contact/RAP Plans, parole data and parole plans, periodic RAP reviews and classifications, security level, visiting list, (transitional control), Re-Entry programs, institution transfers, special visits, pre-release Re-Entry programming and daily office hours.

### **CORRECTIONAL SGT/COUNSELOR**

The Correctional Sgt/Counselor works to assist you, the inmate, in coping with the day-to-day operational concerns of living at Grafton Correctional Institution. Duties include: making regular tours of unit checking on sanitation, personal appearance and hygiene, resolving concerns, investigating complaints, offering guidance, inmate discipline, bed moves, unit rules, property ownership, ID's mail and packaging, commissary, state pay, tour work assignment areas, serve on various committees (i.e., classification, job assignments, security), yard procedures, off limit areas, fire exits procedures, and daily office hours.

### **UNIT CORRECTION OFFICER**

The Correction Officer will complete day-to-day security functions within the housing unit and participate in the unit's decision making efforts where applicable. Any questions, comments, concerns related to counts, room sanitation, fire exits, sick call, mail, laundry, contraband, shower procedures, off limit areas and other unit rules should be directed to the "pod officer" first.

Again, inmates are encouraged to consult with their appropriate Unit Staff before contacting other departments. At most times, an open-door policy is in effect. This places decision-making unit staff within easy access to you, the inmate. Inmates are required to wear the uniform-of-the-day before entering a unit staff member's office. A Notary Service is available; ask your staff.

### **UNIT MANAGEMENT CHIEF**

The mission of the Unit Management Chief is to provide, within a scope of its responsibility, a safe, humane living environment that is sensitive to inmate needs as well as security concerns. The Unit Management Chief's objective is to enhance the inmate's social functioning by identifying and assessing the individual and group needs of the general inmate population and implementing programs and services to address those needs.

Unit Management Chief's overall goal, by acting as an advocate and resource through the Unit Management System, is to afford inmates the opportunity to attain success in becoming successful members of society upon release by continually striving to maintain and strengthen family and community ties.

The Unit Management Chief is responsible for the supervision of the Unit Management System and the staff to ensure consistency and quality in the operation of each unit.

## **VISITATION**

It is the policy of the Grafton Correctional Institution (GCI) to provide a visiting operation that is safe, secure, orderly and that creates a positive atmosphere for inmates, visitors and staff. Our goal is to promote positive change in the inmate and help ease his return to society as a successful, productive member of the community. We encourage each inmate, his family and friends to maintain and build strong ties and relationships.

### **Visiting Procedures**

Visiting will be conducted five (5) days a week, Wednesdays through Sundays. With no visitation on any state recognized Holidays. Visiting hours are 8:00 a.m.-12:00 p.m. and 1:00 p.m. – 5:00 p.m. Visiting will operate as normal on any Parole Board days, and the 31<sup>st</sup> of any month containing 31 days. On the 31<sup>st</sup> day of any given month, both Odd and Even numbered inmates will be eligible for visits. All Saturday and Sunday visits will be made by reservation only. Approved visitors may schedule a visit by contacting the Visit Reservation line at (440) 748-5767, Sundays through Fridays, between the hours of 5:00 p.m. to 9:00 p.m. only. No "in person" reservation can be made. The same Odd and Even system will apply for Saturday and Sunday visits. A visitor may make a reservation for both the morning and afternoon session for a Saturday or Sunday visit, provided that vacancies exist, but this will count as two (2) visits, and this will expend all Saturday or Sunday visits for the inmate for the current month. The exception for this will be for out-of-state visitors. Out-of-state visitors may make a reservation for both the morning and afternoon session, provided vacancies exist and this will count as one (1) visit only.

All visitors to the institution will be treated with respect and be afforded every reasonable courtesy and assistance that our security concerns will allow. It is the inmate's responsibility to inform all approved visitors of all Policies, Rules and Regulations. To achieve these goals, the following procedures have been developed.

Inmates housed at G.C.I. are allowed up to six (6) visits per month. Out of the six (6) visits, two (2) may be used on the weekends. No other exceptions will be made without prior approval of the Warden or his designee.

2B inmates allowed five (5) visits per month. No weekends.

All visits at G.C.I. will be allowed according to the last digit of the inmate's number:

If the last digit of the inmate's number is odd, he is only allowed a visit on these numbered days: 1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, or 29, except in the case of out-of-state visits.

If the last digit of the inmate's number is even, he is allowed a visit on these numbered days: 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, or 30, except in the case of out-of-state visits.

On the 31<sup>st</sup> day of any month, both Odd and Even numbered inmates are eligible for visits. If a visitor schedules a Saturday visit reservation and does not show up for the scheduled visit, or fails to cancel the visit 24 hours prior to the Saturday visit, then the inmate will be charged with one (1) Saturday visit.

**Note: If visitors come to visit on the wrong day, they will not be allowed to visit that day. This will not count as a visit.**

Inmates who have **immediate** family (son, father, brother, grandfather) incarcerated with an odd or even number may be allowed to visit on either day together, pending approval from the managing Officer or designee. This will count as one of their five (5) visits per month.

All first time visitors to the institution will be subject to an orientation program in accordance with the guidelines outlined in DRC policy 76-VIS-05.

Visitors shall report to the Visit Office and pick up a processing number, have a seat, and wait for the number to be called. When the number is called, visitors are to report to the Visit Office for processing. Visit processing stops at 9:45 a.m. for the morning session and 2:45 p.m. for the afternoon session. Should an inmate fail to arrive at the Visit Room by 10:00 a.m. for the morning session, and 3:00 p.m. for the afternoon session, they **MAY** be forced to wait until the clearing of the formal count before being released for the Visit Room.

Visitors age 18 and over will produce valid identification (photo identification, drivers license, passport, welfare ID, work ID, school ID, state ID, etc.) prior to each visit. First-time visitors shall sign and receive a copy of the visiting rules (DRC2274). The officer shall co-sign the form and place the signature slip in the inmate's file.

### **Items Permitted by Visitors**

1. Car keys and locker key.
2. Legal documents to be signed (prior approval necessary).
3. Report cards and graded papers of inmate's children.
4. Clear plastic change purse or use of clear plastic bag provided by the institution.
5. Photo identification or approved identification documentation.
6. Visitors are not permitted to bring any cash or coin money into the institution during visitation. Visitors may purchase a vending machine card in the Entrance Building at G.C.I. and the Entrance Foyer at G.C.C. For the purchase of a vending machine card, the visitor will need to utilize a five (\$5.00) dollar bill. The vending machine company has a two (\$2.00) dollar charge for the first purchase, with the other three (\$3.00) dollars being placed on the vending machine card. After the initial transaction, dollar increment's of one's, five's, ten's and twenty's can be placed on the vending machine card with a maximum total of fifty (\$50.00) dollars available to be placed on the card at any given time. Visitors must keep in mind that no change will be given from the vending machine cards.

7. Large plastic bag containing three diapers, two baby bottles (no glass), baby food (no glass jars), sanitary napkins and one pacifier. No diaper bags.
8. Sufficient prescription medication for the length of the visit, in a prescription bottle, to be given to the escort officer. The visitor must give their medication to the Visit Room Officer. Visit Room Officer will note, log and release medication as required. Medication will be returned to the visitor at the conclusion of the visit.
9. Medication taken orally or dispensed by needle, e.g. insulin, including needle, must be given to the A-building Officer by the visitor to be logged on the visitor's pass. At the appropriate time a visitor is to receive the injection, a Visit Room Officer of the same gender will escort the visitor to the appropriate facility. Upon completion of the injection, the needles will be disposed of by the Visiting Staff according to institution policy.
10. Visitors will not be permitted to have chewing gum (in wrapper or mouth) when visiting.
11. Purses, handbags, backpacks or similar items are not permitted. Unauthorized items shall be left in the visitor's automobile or stored in lockers provided until after the visit. (The institution provides locks). The institution is not responsible for anything left in lockers. Lockers which are left locked will be opened by institution personnel and emptied at the end of the day.
12. Tokens for pictures.

**Contraband: Ohio Revised Code, Section 2921.36 prohibits any person from conveying into a correctional institution a deadly weapon, ammunition, drugs of abuse, or any intoxicating liquors. Persons who violate this law will be subject to detention and arrest.**

### **Dress Guidelines for Visitors**

Visitors shall be dressed in a manner consistent with posted guidelines or will not be permitted to enter the institution for the purpose of visiting.

Shoes must be worn. Shirts must be worn.

All attire worn upon entry into the facility must be worn throughout the duration of the visit, with the exception of appropriate outerwear such as a coat and gloves.

Appropriate undergarments must be worn (i.e., bra, slip, and underwear). No additional clothing is permitted to be carried into the facility.

**Inappropriate attire** includes, but is not limited to:

- a. See-through clothing of any kind.
- b. Tops or dresses that expose the midriff or have open backs or open sides (such as any sleeveless clothing such as halter tops, tube tops, cropped tops, tank tops, and muscle shirts).
- c. Low-cut clothing cut in a manner that exposes the chest.
- d. Any clothing that inappropriately exposes undergarments.
- e. Skirts, dresses, shorts, skorts, or culottes with the hem or slit above the mid-knee.
- f. Wrap-around skirts/dresses or break-away type pants.
- g. Clothing with any gang related markings.

- h. Clothing with obscene and/or offensive pictures, slogans, language and/or gestures.
- i. Form-fitted clothing made from Spandex or Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans, or tight pants.
- j. Clothing with inappropriate holes/rips, including shoulder cut-outs.

No more than one wristwatch or pocket watch will be permitted.

All visitors are subject to clear the metal detector. The following items often prevent clearance of the metal detector:

- a. Hairpins
- b. Bras with metal underwires
- c. Certain boots and shoes
- d. Clothing with multiple zippers
- e. Excessive jewelry

**Wearing inappropriate clothing may result in a visitor not being allowed to visit or not clearing the metal detector.**

### **Local Transportation Information**

There is information concerning local transportation opportunities posted by the visitation office in the entrance building.

### **Items Permitted by Inmates on a Visit**

- 1. Comb
- 2. Belt
- 3. Wedding band
- 4. One pair of prescription glasses
- 5. Religious necklace

### **Visitor Application and Processing Procedures**

With the exception of attorneys and official visitors, each potential visitor must complete a Visiting Application (DRC2096). Visitors entering the institution shall conform to regulations in accordance with DRC General Visiting Instructions (DRC2274). 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. Offenders who have more than fifteen visitors (this total includes tentatively and approved visitors) on their visiting list with the effective date of this policy shall have all their visitors grandfathered.

No visitor of offenders shall be admitted for visitation until the visitor application is received and verification of identity has been established. Visitors may be placed on more than one DRC offender-visiting list as long as they are in good standing. The Warden or designee may approve visitors to visit with more than one offender. During a scheduled visit if all involved are immediate family members and/or approved visitors. This does not include an attorney-of-record or clergy-of-record.

Each visitor, with the exception of attorneys, must sign a copy of the Declaration of Understanding (DRC2554) and the General Visiting Instructions (DRC2274) and submit with the visitor application including, the web application, prior to the visitor visiting an offender for the first time. All visitors must register upon each visit and show bona fide identification.

**AMISH VISITORS:** Those individuals identifying themselves as Amish may visit one time only after which they are to be informed that they must obtain one of the following items and present it when they arrive for their next visit:

- a. State identification without a picture; or
- b. A letter from the local county sheriff, prosecutor, judge, or health department, indicating that the individual is who they say they are, with the signature of the visitor notarized; or
- c. A letter from an elected state official (congressman, representative, senator, etc.) indicating that the individual is who they say they are, with the signature of the visitor notarized.
- d. The visitor should then sign in; with the visiting officer/supervisor comparing the signature on the letter to the signature provided that day. If there is any question as to the similarity in the signatures, a supervisor must make the determination regarding the individual being able to visit.

Visitors shall not enter any areas of the institution except for approved visitation areas, as determined by the Warden or designee, and approved routes to and from those areas.

Visitors are not permitted to deliver packages, correspondence, money or printed materials directly to offenders. All such items shall be processed through the mailroom. In addition, offenders shall not be permitted to convey any property to a visitor without the written consent of the Warden or designee.

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, or disrupt the orderly operations of the institution; or
- b. The visitor has a past record of disruptive conduct; or
- c. The visitor is directly related to the offender's prior criminal behavior; or
- d. The visitor will not have a positive effect on the offender's attitude, behavior, or overall adjustment; or Reentry efforts; or
- e. The visitor is under supervision, and does not have the written permission of both the Warden and the parolee's parole officer. Offenders, including family, under supervision must have the written permission from his/her parole/probation officer and approval from the Warden in order to visit. Individuals may apply for visitation privileges six (6) months after his/her release from a correctional facility;
- f. The visitor is a current or past Department of Rehabilitation and Correction employee, volunteer, or independent contractor and has not received written authorization from the Warden; or
- g. The visitor was a victim of personal injury or harm of the offender's crime, either under the current incarceration or any previous incarceration(s), unless the Warden/Designee grants approval. The Warden or Designee may contact the Office of Victim Services for consultation, in which case the Office of Victim Services will

provide a written opinion. The Warden/Designee grants final approval. Unit staff are responsible for ensuring that these steps are taken prior to ANY victim being allowed to enter the institution for a visit; or

- h. Required documentation has either been falsified and/or incomplete forms were returned for processing.

All visitors under 18 years of age must be related to the offender being visited or accompanied by an approved visitor who is the child's parent, legal guardian or guardian, as defined in this policy. Documentation naming the child's custodial parent or guardian must be presented in the form of a birth certificate or custodial court order at the first visit. This documentation will be maintained on file by the institution for future references. Visitors under 18 years of age are not permitted to send money or packages.

- a. In cases where the offender's child visits and a custodial parent or legal guardian does not accompany the child, a notarized Authorization for Minor Child Visitation Form (DRC4371) must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list that may bring the child to visit and permission for the child to be searched.
- b. This notarized Authorization for Minor Child Visitation Form (DRC4371) may be mailed in or delivered at the time of the first visit, with the letter being maintained on file by the institution. If the letter is not notarized, the child is not to enter the institution. This form must be updated at least annually. Any changes to the list must be in writing and notarized.

Offenders may add or remove visitors by notifying their unit staff. There are no restrictions on how often an offender may change/remove visitors.

### **Professional, Official, and Special Visitors**

Each offender may have one attorney of record, unless additional attorneys are required for ongoing litigation. Except when authorized in writing by the Warden or designee, attorneys shall not be allowed to deliver packages, correspondence, money or printed materials to any offender.

Attorneys-of-Record are processed in the same manner as visitors if no prior arrangement has been made.

Attorneys with a Gate Pass from the Warden's Office are processed as soon as possible.

Offenders may have one person on their visiting list as their clergy-of-record, except in the case of associate or staff pastors. In the event that the clergy of record is not available, associate or staff pastors may visit in their place. This exception does not increase the number of allowable visits.

- a. The institution Chaplains are responsible for verifying all professional certifications prior to the pastor being listed on the offender's visiting list.
- b. Except when authorization in writing by the Warden or Designee, Clergy shall not be allowed to deliver packages, correspondence, money or printed materials to any offender.

Offenders may request that the mother 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 of children provision is made to facilitate family ties between the offender parent and his 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 offender and/or custodial parent's responsibility to provide verification of paternity.
- b. The offender may provide a receipt of the "acknowledgement of paternity" form through Vital Statistics or a child support enforcement collection order may serve as verification of relationship.

### **Special Visits**

The Warden or designee may grant special visits or professional contact visits, utilizing the Special Visit Request (DRC2466), 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 offender 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.

### **Denial and Suspension of Visitation**

Visitors may be excluded when there is reason to believe that their presence would be disruptive to the institution or to the offender's adjustment. All suspensions will be progressive in nature in accordance with the DRC Guidelines for Mail and Visiting Restrictions (attached). Such exclusions may range from denial of visiting for that day, suspension of visiting privileges for a specific period of time, or permanent removal from the approved visiting list.

An **approved visitor may be denied access to visit** for reasons including, but not limited to:

- a. A visitor refuses to show appropriate and bona fide identification, such as a driver's license;
- b. A visitor refuses to submit to a search;
- c. A visitor appears to be under the influence of an intoxicating substance;
- d. There is insufficient space for visiting (terminations of earlier visits are to occur before denying a visit due to lack of space) or prior reservations were not secured, when required;
- e. Possession of contraband that is prohibited by DRC policy and/or state law;
- f. Inappropriate dress, as defined by the Warden or designee (Refer to the General Visiting Instructions (DRC2274));
- g. Any circumstance that presents a threat to the security of the institution, staff, visitor and/or offenders.

The Warden or designee, upon the recommendation of the supervisor in charge of the visiting area, may only terminate visits. Reasons for termination of a visit shall include, but not be limited to, inappropriate conduct or a violation of visiting rules.

Whenever a visit is denied or terminated, a written report shall be prepared by the official taking the action. A copy of the report shall be forwarded to the Warden or Designee. The statement of reasons by the reporting officer shall provide details of the visitor(s) and/or offender's inappropriate actions.

If contraband is found in the possession of a visitor then the contraband shall be confiscated and the visitor may be referred to law enforcement officials for possible felony prosecution. If the visitor refuses to be detained until the arrival of law enforcement officials, force shall not be used but vital information, such as the visitor's name, address, telephone number, automobile make and model, description, license plate number and state where issued should be documented and forwarded immediately to the shift supervisor, who in turn shall notify the appropriate local authorities.

Only the Warden or designee can suspend visitation privileges. Only the Warden may, at their discretion, suspend all of the offender's approved visitors, except attorneys and clergy—of-record unless they are personally involved, for any misconduct involving the offender and/or visitor. Upon determining that visitation shall be suspended, the Warden or designee shall provide a written notice of the time period of suspension to the offender, all suspended visitors and visitation staff, as documented on the Termination of Mail/Visiting Privileges (DRC2199) and Decision on Termination of Mail/Visiting Privileges (DRC2200). Any suspension from an institution serves as a suspension from all facilities. The statement of reasons may be limited to the extent it would jeopardize the security of the institution or the safety of any individual. All suspensions and/or changes in a visitor's status shall be entered into the DOTS Screen (VISTI) and a brief explanation for the suspension noted into the DOTS Screen (VSNOT) within 24 hours of the decision to suspend. The Administrative Assistant to the Warden will be responsible for processing all visiting suspensions that are the result of any disposition imposed by the inmate Rules Infraction Board and shall enter the suspension into the appropriate DOTS screen (VRIB).

Visiting privileges may be suspended for reasons including, but not limited to:

- a. Upon reviewing a denial or termination report, the Warden/designee determines that suspension is warranted;

- b. The visitor repeatedly violated visiting rules;
- c. The visitor continually failed to control children;
- d. Sexual physical contact;
- e. The visitor refused to submit to a search, in which case he/she may be restricted from visiting at any DRC institution;
- f. Falsifying information on the visitation application;
- g. The visitor exhibits other behavior and actions, which the Warden/designee, at their discretion determines may jeopardize the security of the institution.

If a visitor is arrested on the grounds of the correctional facility then their visitation privileges shall be suspended pending disposition of the case and may be suspended for the duration of any court sentence, including terms of probation, incarceration and parole, up to permanent suspension, as determined by the Warden.

In all instances where offenders test positive for or are in possession of illegal drugs, or refuses to comply with a request for a drug screen, in addition to appropriate Rules Infraction Board disciplinary actions, the Warden/designee may modify the offender's visits according to the following:

- a. First Offense – All visits may be suspended for up to three (3) months.
- b. Second Subsequent Offense – All visits may be suspended for up to six (6) months. Progressive disciplinary action will apply for subsequent offenses.
- c. This section does not affect attorney and clergy visits, unless that person is involved in the drug violation.

### **General Visiting Guidelines**

Visiting will be conducted five (5) days a week, Tuesday through Saturday, with no visits on state recognized holidays. All Saturday visits will be made by reservation only. The procedure for making reservations is listed prior in this section. Visiting hours will be 8 a.m. to 12 p.m. and 1:00 p.m. to 5:00 p.m. Due to institution's 10:50 a.m. count, visitors must arrive at GCI and be processed in at the visiting office no later than 9:45 a.m. for morning session and 2:45 p.m. for afternoon session. This will give the visitor time to be processed and the inmate time to report to the visiting room before count time. Visiting processing for the afternoon session will resume after the morning count has been completed.

Reservations are required for Special Management Visits which must be set up at least 24 hours in advance for an 8:00 a.m. visit. If the visiting area becomes overcrowded, a first-in, first-out termination system will be implemented.

There will be no processing of visitors after 9:45 a.m. for the morning session and 2:45 p.m. for the afternoon session.

Visiting hours at Grafton Correctional Camp are Fridays and Saturdays from 9:00 a.m. to 5:00 p.m. and Sundays from 10:00 a.m. to 5:00 p.m.

Morning session open for odd and even numbers. PM session, odd/even numbers will be implemented.

All inmates transferred to Grafton Correctional Institution shall not have visits for at least five working days in order to allow the institution ample time to receive files from previous institutions. It is the responsibility of the unit staff to make sure all records are forwarded to the Visiting Office within the five days.

Inmates are allowed a total of up to four visitors on any visit (including children and infants).

No inmate will be permitted to visit with other inmates in the visiting room while on a visit. The only exception being, with prior approval, when two inmates are brother/brother or father/son or grandfather/grandson and the visitors are on both inmates' approved visiting lists with approval from the Managing Officer or Designee.

Inmates needing to go to the restroom during a visit will be escorted to the restroom and will be DIRECTLY supervised by the Visiting Officer.

Food consumed during visits must be purchased from vending machines in the Visiting Room. Inmates are not permitted to handle vending machine cards. No picnic-type lunches are permitted. Inmates are not permitted to accompany visitors to the vending machines.

All unconsumed items shall be removed by visitor at end of session.

Visitors **are permitted** to visit during the morning and afternoon sessions of the same day but this will count as two (2) visits. Visitors will not have to leave the Visiting Room and be reprocessed. Visitors may visit on Saturdays, both sessions, provided that reservations are available. Regular visits will count as two (2) in this situation, out-of-state will count as one (1). Visitors will be permitted in A-Building starting at 7:30 a.m. and 12:30 p.m.

GCI has an area designated as a reading room in the visiting area. The reading room is child friendly and contains a diverse supply of age appropriate books and learning aids.

Visits may be terminated in cases of loud, disruptive behavior, excessive physical contact (in excess of embracing and kissing at beginning and end of visit and holding hands above the tables during the visit), abusive, disrespectful or obscene conduct. The inmate may be subject to disciplinary action if found in violation of any visiting rules. Children must be under the direct supervision of an adult at all times. Running around the visiting area will not be permitted.

Inmates will be allowed a reasonable amount of kissing when their visitors arrive and when they leave. Kissing, rubbing, etc will not be permitted during the visit. Any behavior in excess of kissing in, kissing out, and holding hands above the table will be considered excessive contact and could lead to termination of visiting privileges. When seated by visiting staff, visitors must remain in seats they are assigned to. Visitors will not move to other seats without permission of the officer.

Visitors and inmates shall not exchange articles except in rare circumstances and with prior approval of the Warden/Designee. Legal documents and similar documents may be brought in for inmate's signature after being approved by the Visiting Supervisor.

Report cards and graded papers of inmate's children may be brought in to be looked at only by the inmate.

The Visit Room staff shall announce the end of each visiting session. Visitors shall remain seated until all inmates are secured in the shakedown area. At that time visitors will leave the Visiting Room in groups of no more than ten per Officer. Visitors may be escorted out before the institution count clears.

Each inmate will report to the shakedown room and receive a thorough strip search by the officer. Once cleared, the inmate shall be directed out of the building and return back to his living unit or work assignment.

### **Special Management - Inmate Visiting**

Inmates housed in Local Control and Disciplinary Control will be restricted to a two hour visit per month/per visitor, weekdays only, with a maximum of two visitors. (No food or drink is allowed during this time). The Warden/Designee reserves the right to deny visiting to inmates in Disciplinary Control.

Inmates housed in Security Control may receive visits during normal visiting hours, weekdays only. Inmates housed in S/C are allowed five visits per month with a maximum of two visitors. All inmates in Local Control, Disciplinary Control, or Security Control will be cuffed and wear coveralls to the visit.

### **OSU, CMC Visits**

**Hospitalized inmates** admitted to a DR&C medical facility or centralized medical facility will be under the jurisdiction of that institution's Warden. The decision of allowing a visit by an approved visitor will be consistent with security requirements and with the consent of medical authorities.

Visitors are to contact the Corrections Medical Center, (614) 445-5960 for information regarding such visits.

Visitors are also to contact the Visiting Supervisor at the Grafton Correctional Institution, (440) 748-5449, in order to alleviate problems which may occur.

Infirmity visits will be on a case-by-case basis, and only with prior approval of the Warden and medical personnel.

### **Search of Visitors**

All persons entering G.C.I. shall be subject to search and arrest if found to be in violation of Ohio Revised Code 2921.36 and/or 2921.37.

Persons wearing pacemakers will be searched with the hand-held detector. All other visitors must pass through the metal detector and pockets will be emptied by the visitor before passing through the metal detector. If a visitor cannot clear the metal detector, they are subject to denial. (If wearing a pacemaker, visitor must notify officer before going through detector.)

Refusal to submit to any search will result in denial of visiting for that particular visit session and may result in permanent loss of visiting privileges.

All denials will be reviewed by the DWO and/or Unit Management Administrator.

### **Standards of Conduct**

The visiting room staff will seat the inmate and his visitor(s) in such a manner as to permit informal communication.

The seating arrangement shall also include an opportunity for reasonable physical contact. Reasonable physical contact is considered an embrace and kiss upon beginning and ending the visit and holding hands above the tables during the visit.

All visits will be closely supervised by Visit Room Staff.

It shall be the policy of GCI to closely monitor interaction of inmates with all minor children. Display of inappropriate conduct such as fondling, kissing, and embracing will not be tolerated and the visit will be subject to termination. Observation and enforcement of this rule is the responsibility of all staff. Children who can walk will be assigned their own seat. Children will remain in their assigned seat unless accompanied by an adult visitor.

Children under age five (5) will be permitted to sit on the lap of associated visitor or inmate.

Inmates shall not handle any money. All unconsumed items shall be removed by the visitor at the end of the session, and tables will be cleared by the inmate.

### **THE ONLY ITEMS THAT WILL BE SENT OUT ON VISITS ARE:**

#### **Arts and Crafts**

1. Items for Arts and Crafts must be forwarded by the Arts and Crafts personnel to the Mail Room prior to the visit, with an I.O.C. signed by the Arts and Crafts personnel, with a description of the item in question. The I.O.C. will be signed by the visitor picking up the items and I.O.C. will be placed in the inmate's mail file.
2. A cash slip (DRC 1004), signed and addressed, must accompany the item in the event the visitor should forget to pick up the items in the Mail Room. The items will be mailed out the next mailing day at the inmate's expense.

#### **College Books (with proper approval form)**

1. Inmates wishing to send college books home on visits shall have the proper consent Form signed by the Education Department. The books will then be brought to the Mail Room by the Unit Staff prior to the visit. The visitor will sign the form and the form will be placed in the inmate's mail file.
2. A cash slip, signed and addressed, must accompany the college books in the event

the visitor forgets to pick up the college books at the Mail Room. The college books will then be mailed out the next mailing day at the inmate's expense.

**Parolees, Furloughs and E.D.S.**

1. An inmate who has received a release date will have one opportunity to send a package out on a visit within 30 days of their release date.
2. Cash slips, signed and addressed, must accompany the item in the event the visitor should forget to pick up the items in the Mail Room. The items will then be mailed out the next mailing day at the inmate's expense.
3. It is the responsibility of the inmate and Unit Staff to have the proper forms signed and the items delivered to the Mail Room prior to the visit. At no time will items be brought to the Visit Room.
4. Items from inmate to be brought out by visitors must have prior approval.

**PACKAGES and MONEY**

Packages and money orders are not permitted to be dropped off by visitors.

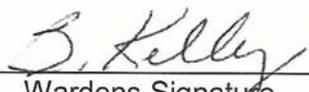
**UNAUTHORIZED RELATIONSHIPS**

Per DRC Policy 31-SEM-07, unauthorized relationships are prohibited. Examples of unauthorized relationships (for inmates and staff or friends and family of same) include, but are not limited to:

1. The exchange personal letters, pictures, phone calls or personal information with an offender.
2. Visiting with any offender.
3. Entering into a business enterprise with an offender.
4. Residing with an offender.
5. Committing any sexual act with an offender.
6. Engaging in any other sexual contact or misconduct with an offender.
7. Aiding and abetting any unauthorized relationship.

Inmates and offenders under supervision shall be required to report any knowledge or suspicion of an unauthorized relationship. Within the institutions this information shall be communicated to the Inspector of Institutional Services, Investigator or Warden.

Failing to report knowledge of a potential unauthorized relationship or withholding information concerning a potential unauthorized relationship may result in disciplinary action.

  
\_\_\_\_\_  
Wardens Signature

2/26/14  
\_\_\_\_\_  
Date