

LeCI
INMATE
MANUAL
(English)

2014

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INTRODUCTION

The purpose of the Inmate Manual is to provide you with information about the Lebanon Correctional Institution that will help you during the time you are here. In this book, you will find information on the rehabilitation programs available to you and the various departments within the institution that might assist you. Also, this manual details the rules and regulations you will be expected to follow, so you should become very familiar with its contents.

The rules and procedures of the institution change from time to time. When important changes occur, notices are posted in cell blocks. Every effort is made to keep inmates informed of new policies and practices. If you have questions about the contents of this manual, please address them with staff.

This manual is the property of the Lebanon Correctional Institution. If lost or destroyed, you will have to pay the replacement cost.

THE OHIO PLAN **CONTROL and HOPE**

The Ohio Plan, instituted under the leadership of ODRC Director Gary Mohr, is designed to make prisons safer and reduce offender recidivism. At LECI this plan is being implemented through a process we are calling Control and Hope. Most inmates arrive at LECI because they have violated serious prison rules and are considered a risk to safety and security. This means most arriving inmates will spend some time in a limited privilege housing area before they move on to a living area that provides more freedom of movement and privileges. Your behavior will mostly determine how long you spend in a limited privilege housing area and how many privileges you can receive. Specific incentives for appropriate behavior include a chance for transfer to a prison closer to home, higher spending allowances at the commissary and more free time out of your cell among other things. Continued good behavior can result in housing in D-merit status where cell visiting and other privileges are allowed. Ultimately you can qualify for G-merit status where you live in a single man cell. These incentives can make prison life much more tolerable and allow you the time to pursue important programs that may assist you when you eventually return to the community. Please talk to you unit staff if you have questions about any of these incentives or programs.

ADMINISTRATION

The administration of the Lebanon Correctional Institution is responsible for planning, organizing, and controlling the operations of the institution. The various persons in the administrations have certain duties, with each person being responsible for different functions or programs within the institution. An explanation of the duties of various members of the administration is given below.

Warden:

The Warden is responsible for the complete operation of the institution. He is the person charged by law to confine you in this institution until you are lawfully released. Although many of the conditions and programs in the institution are a result of the wishes of the Warden, he also has conditions and restrictions placed upon him by law, and the policies of the Ohio Department of Rehabilitation and Correction. Thus, he must see that the institution and its programs are operating as well as possible within the limits placed upon it.

The Warden's duties are primarily administrative and managerial. It is possible for anyone to kite the Warden, and he responds to each kite he receives though each inmate may not always receive a personal interview with him. Because of his wide-ranging responsibilities and duties, the Warden often asks his assistants to respond to some of the kites he receives.

Some of the administrative staff who aide the Warden are listed below with an explanation of each person's duties.

Deputy Warden of Operations:

The Deputy Warden of Operations has been delegated the decision-making responsibility for most aspects of inmate services and programs. This includes unit management, security, sanitation, mail and visiting, and other routine operational responsibilities.

The Deputy Warden of Operations is the immediate supervisor of the Unit Management Administrator, who oversees all functions of Unit Management, the Chief Correctional Supervisor, who is responsible for all Security Procedures and the Maintenance Department. He is also responsible for periodic inspections and audits of the units. Guidelines, dissemination of policy, and the parameters within which the units are to work are set forth as part of the responsibilities of the Deputy Warden of Operations and the Unit Management Administrator to assure that the philosophy, policy and the intent of unit management is adhered to, and that the total mission of the institution is accomplished.

Deputy Warden of Special Services:

The Deputy Warden of Special Services at the Lebanon Correctional Institution has administrative responsibility for the following institutional departments:

1. Religious Services
2. Education- Academic, Career/Technical, and Library Services
3. Medical Services
4. Mental Health Services
5. Recovery Services
6. Food service Department
7. Ohio Penal Industries
8. Inmate Marriages

The Deputy Warden of Special Services is also responsible for all community service projects and activities.

Business Administrator:

The Business Administrator has the responsibility for the business affairs of the institution, such as purchasing materials and equipment. Few inmates will have any reason to have direct contact with the Business Administrator, but their duties will indirectly affect inmates. They are the supervisor of such personnel as the Cashier, Laundry Officer, Clothing Issue Officer, Farm Operations and The Commissary Manager. If you have questions about one of these areas, contact the department head before contacting the Business Administrator. If your questions are not answered, then kite the Business Administrator.

Warden's Assistant:

The Warden's Assistant reviews the Rules Infraction Board panel decisions to assure compliance with the procedures, rights and obligations set forth in Administrative Regulation 5120-9-08, "Disciplinary Procedures for Violations of Inmate Rules of Conduct before the Rules Infraction Board." (See RIB Section of the Inmate Handbook)

She is responsible for all the activities and programs not directly under the supervision of any specific department. The Warden's Assistant serves as the primary liaison between the Attorney General's office and the inmates, and this person responds to kites or interviews inmates in response to kites sent to the Warden.

The Warden's Assistant is also responsible for administering the collection process pursuant to DRC policy, 24-CAS-07, Collection Process for a Court Order to Pay a Stated Obligation. This policy requires an inmate to be notified of the obligation and be given an opportunity to object to the deduction request through the assertion of legal exemptions and/or defenses. The "Notice of Objection to Judgment for Payment" form is sent to the Warden's Assistant. (See Court Collections Section of the Inmate Handbook)

Inspector of Institutional Services:

Each prison has an inspector of institutional services who is appointed by the Warden to serve as a member of his/her staff. The inspector reports directly to the Warden. However, the inspector is also required to submit reports, documents, or other forms of accountability of his/her work to the Office of Chief Inspector. The inspector monitors prison operations to make sure the rules and regulations are being followed. The inspector facilitates all aspects of the inmate grievance procedure and investigates inmate grievances. The inspector takes action to correct problems, talks with both staff and inmates, and informs the Warden of what changes are needed.

AMERICANS WITH DISABILITIES ACT

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

Request for Accommodations:

Inmates who need an accommodation shall complete the Inmate Reasonable Accommodation Request form and submit it to the institutional ADA Coordinator for inmates, Safety & Health Coordinator. 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. The decision will be reported on the ADA Coordinator's Action form, which will be returned to the inmate affected within ten working days unless further investigation is warranted. A copy of the decision will be forwarded to the Central Office ADA Coordinator for inmates. If the inmate disagrees with the decision, he or she may appeal to the Special Needs Assessment Committee in care of the Central Office ADA Coordinator for inmates.

SMOKING POLICY

Smoking is not permitted. Effective March 2009, all institutions in the state of Ohio are now non-tobacco facilities. Possession of tobacco products in any area of LECI will result in disciplinary action. **All tobacco products are forbidden.**



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

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

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

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

Inmates shall be given the opportunity to remain anonymous upon request to the outside agency. There will be **NO** retaliation for reporting incidents of sexual abuse or harassment.

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

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

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

PREVENTION/DETECTION

All inmates shall be screened and assessed upon admission to the Department and for all subsequent intra-system transfers. All inmates shall be assessed for risk of sexual victimization or abusiveness within 72 hours of intake and upon transfer to another institution. These screenings shall be initiated in the PREA Risk Assessment System by medical personnel during intake medical assessments and shall be completed by unit management within the 72 hour period. No sooner than 15 days, but no later than 30 days from the inmate's arrival at any institution, the inmate shall be reassessed regarding their risk of victimization or abusiveness based upon any additional, relevant information received since that institution's intake screening of the inmate. Unit management shall complete the assessments. As a result of these screenings, inmates shall be assigned a PREA Classification.

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

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

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



SELF-PROTECTION

Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, LEAVE! Don't let your manners get in the way of keeping yourself safe. Don't be afraid to say "NO" or "STOP IT NOW." Many sexual abusers choose victims who look like they won't fight back or are emotionally weak. WALK AND STAND WITH CONFIDENCE. Avoid talking about sex, and casual nudity. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship. Placing yourself in debt to another inmate can lead to the expectation of repaying the debt with sexual favors. Do not accept commissary items or other gifts from other inmates. Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff member IMMEDIATELY.

RESPONSE

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

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

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

TREATMENT

Medical Services Responsibilities

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

Mental Health Responsibilities

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

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

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

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

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



INVESTIGATIONS

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

PRISON RAPE ELIMINATION ACT MEDICAL AND MENTAL HEALTH FOLLOW-UP

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

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

ORIENTATION PROGRAM

To provide a program of activities designed to effectively assist a new inmate (transferred from the Correctional Reception Center or other Department of Rehabilitation and Correctional Institutions) in the transition to the life and routine of Lebanon Correctional Institution, a large, level 3 security, long and short term correctional facility.

GOALS:

- To establish an identity record;
- To identify special needs and clarify limitations;
- To establish appropriate written records;
- To help the inmate become acclimated to this facility;
- To inform the inmate of institution rules and regulations;
- To develop an appropriate activities and treatment program,
- To acquaint the inmate with institution departments, and;
- To gather information concerning the inmate and his background.

Initial Processing:

1. Property and body search.
2. Clothing and linen issue.
3. Identification badges are issued.
4. Medical assessment, with referral to Mental Health Department, if necessary.
5. Assignment to Parent Units is done by the Count Office upon arrival at LECI.
6. Orientation packet completed.
7. Inmate Manual issued.
8. Suicide Prevention Video and Job Linkage Video
9. Sexual Assault pamphlets and Grievance Procedure pamphlets provided.

Unit Responsibility:

1. Instruct in block procedures and institution rules - especially those related to immediate adequate adjustment.
2. Collect Inmate Manual two weeks after orientation.
3. Fire drill instructions.
4. Re-entry paperwork is completed and visiting lists issued/updated.
5. More detailed information is presented throughout the week by Case manager and Unit Sergeant as needed.
6. Complete Initial Classification assignments are conducted in Parent Unit after orientation is completed.

Departmental Presentations (Times and locations will be Determined):

- A. Warden/Deputy Wardens/Administrative Assistant To the Warden
- B. Psychological Services
- C. Recovery Services
- D. Medical Services
- E. Cashier Office
- F. Mail and Visit Department
- G. Institution Inspector
- H. Religious Services Department
- I. Library and Law Library
- J. Work assignment and education programs (academic and Career/Technical)
- K. Correctional Counselor and Case Manager (unit and block function)
- L. Religious Service

UNIT CLASSIFICATION COMMITTEES

Purpose:

To determine the needs of the inmate and to use this information in the assignment of appropriate education and work programs. The Unit Classification Committee consists of 2 staff members only. A staff member from Psychological Services will be consulted if the inmate is on the mental health case load. The Unit Manager will serve as the Chairperson / designee of this committee. The committee meets on a weekly schedule in order to conduct screenings, interviews, and job changes.

Initial Classification:

The Unit Classification Committee interviews all inmates received at Lebanon Correctional Institution after orientation. All documented material along with a personal interview is considered in determining the initial job placement. Referrals are made to School, College GED classes or any other recommended educational programs. Each inmate is also personally interviewed by a Case Manager, and in selective cases, by a member of the Mental Health Department. These interviewers also make appropriate referrals. Information secured by these departments is made available to the Unit Classification Committee prior to the interview.

The Lebanon Correctional Institution provides a productive work-oriented environment and a significant number of academic and Career/Technical training opportunities for the inmate population. Emphasis is placed on linking Training, Industries, and Education to develop meaningful work assignments and to ensure that inmates are assigned appropriately based on their needs, interests, and abilities. By providing active work programs and quality educational opportunities, a safer and more positive institutional environment is achieved. Moreover, by increasing and utilizing the work skills of inmates, institution operations become more efficient and inmates become better prepared to compete for jobs when they are released.

All inmates are required to work or be enrolled in an educational program on a full-time basis. Any inmate who does not have a high school diploma, GED or Career/Technical Certificate must be enrolled in an educational program. For inmates having less than a 6.0 grade achievement level, enrollment in adult basic education programs is required. All work assignments have clearly defined responsibilities. Some jobs have educational requirements. If an inmate wants a job, but does not have the necessary training or education, programs are available to enable that inmate to obtain the necessary skills.

In order to insure that inmates are assigned to jobs that are compatible with their skills and interests, each inmate will be assigned to a "Track" at the time of his initial job assignment. Five Tracks are available. They are:

1. Academic Track - This includes both voluntary and mandatory adult basic education, GED preparation, and college programs. Additionally, this track includes certain work assignments that require advanced academic preparation.
2. Vocational/Apprenticeship Track - This includes placements in Career/Technical schools, apprenticeships, or on-the-job training programs. This track also includes all skilled jobs such as plumber, electrician, etc.
3. Industrial Track - This track includes all job assignments in Ohio Penal Industries.
4. Service Track - Includes work assignments that support the daily operation of the institution, for example, Food Services, Laundry and Sanitation.

Reclassification:

The Unit Reclassification Committee reviews many matters regarding job and pay changes. Job changes include inmate requests, supervisor requests, and reassignment after release from Local Control, and referrals from institution administrative staff. Reclassification consists of a review of documented records, and may require the presence of the inmate for a personal interview. Circumstances of a given case will dictate how it is handled. In any case, the inmate is notified of the decision. If an inmate feels a decision is in error, he may kite the Unit Reclassification Committee for reconsideration if he was not personally interviewed. If still dissatisfied, the inmate may appeal the decision to the Unit Management Administrator (UMA) describing, in detail, his reason for appeal. Per policy 54-WRK-02 the decision of the UMA will be considered final. Implementation of any decision shall not be stayed pending appeal.

The Unit Reclassification Committee is also responsible for recommending institution transfers. Recommendations for transfer may be due to an increase or decrease in security status, to allow an inmate's family easier access to visit, or to take advantage of programming not available at this institution. Letters from family members requesting an institutional transfer for an inmate must be sent directly to the appropriate Case Manager. This letter needs to address the reasons why a transfer would make visiting more accessible for the family. The Case Manager will initiate the Reclassification committee process.

Annual Review Inmate Classification:

Each inmate shall have his security classification reviewed once annually. Any other inmate who has been on the same job for one year will automatically be evaluated. This evaluation will be an administrative record review, and will result in the inmate being referred to the Classification Committee for an interview. The record review may also result in a recommendation for no change in job assignment or programming.

The basic purpose of Annual Review of Inmate Classification is to insure that an inmate is evaluated at least once during one year and that his overall programming and progress is carefully reviewed. An inmate need not kite for Annual Review of his

classification. This process is conducted automatically. If an inmate has any questions, he may kite the Unit Reclassification committee for clarification.

3A – 3B PRIVILEGE LEVELS

Beginning Monday, July 9, 2012 LECI will implement Level 3B and 3A privilege level procedures in accordance with the 3-Tier Prisons model and the Ohio Plan. Starting on that date, all inmates at LECI who are currently Level 3 will be classified as 3A under the new procedures. Inmates classified as 3A will retain all current privileges. Those classified as 3B will lose some privileges and opportunities.

Beginning on that same date, any inmate who is upgraded to Level 3 from Level 2 and is transferred to LECI will be considered for classification as Level 3B. The privilege level review will be conducted by the unit staff and is cannot be appealed. Any inmate who is downgraded from Level 4 and is transferred to LECI general population will be considered for classification as Level 3B. Finally, any Level 3 inmate who is found guilty of certain rule infractions at the RIB (generally violent offenses and those presenting a serious threat to security) will be considered for classification as 3B if their security level is not increased to Level 4 or 5.

Levels 3B and 3A are privilege levels and do not require formal classification committee meetings to be changed. If you are classified as Level 3B you will automatically receive privilege level reviews every six months and an annual security level review. Your unit staff will tell you the outcome of those reviews. If you are classified Level 3A you will continue to receive yearly security level reviews to determine if your security level should drop to Level 2.

The purpose of these changes is to encourage positive behavior by all offenders and to assure appropriate privileges for those who follow the rules. Level 3A inmates will still get all the following privileges:

- Eligible for reduction to Level 2
- Eligible for visiting hardship transfers
- Current spending limits at the commissary
- Eligible for many of the desirable jobs in the institution (OPI, Maintenance, Recreation etc.)
- Funeral or bedside visits allowed
- Current levels of free time outside the cell

Inmates classified as 3B do not receive the privileges listed above and their movement and out of cell time is restricted more than 3A inmates. If you have questions about your privilege level you should talk to your case manager or unit manager.

Details of the status review process can be found in DRC policy 53-CLS-02, Privilege Levels.

REENTRY

It is the policy of the Ohio Department of Rehabilitation and Correction to provide a holistic and systematic approach to prepare an offender for a successful reentry into the community. This process is to begin at your admission into the department and continue until your release from supervision. Reentry planning will address your programming needs and provide linkages to the community upon your release. Per policy 02-REN-04, you will be expected to comply with your Reentry Accountability Plan (RAP) or ORAS case plan.

An ORAS risk assessment will be developed on all offenders at your parent institution for all inmates entering after June 1, 2011. You will be interviewed by your case manager and then you will help develop a case plan.

Your case manager will follow up with you annually to determine if your needs have changed or if additional programming may be recommended. Your participation in the recommended programs will also be noted on your permanent record. When you complete a reentry approved program you may be eligible for an incentive coupon that can be redeemed for certain privileges. See your case manager for a complete listing of incentives.

Prior to your release you will see your case manager again to assist in transitioning you to the community. If you are on supervision, your reentry recommendations will follow you through your parole officer.

WORK AND CELL ASSIGNMENTS

Job Transfers:

Administrative Rules dictate that job transfers will be approved by the Unit Reclassification Committee. If you request a job change, you may do so only after you have been on your existing job for sixty (60) days, or as deemed necessary by Institutional need. The records will be reviewed and a personal interview may be conducted. The inmate will be notified of the decision.

Work Assignments:

It is not possible to list in the Inmate Manual all of the work assignments that exist in this institution. However, some of the general work areas are listed below. Special skills can be learned in almost any work assignment if you choose to demonstrate the proper motivation and interest. If you are not sure which area will be of the most interest to you, inform the Unit Classification Committee of your skills and experience and they will attempt to aid you in selecting the most appropriate job assignment. You may not always be able to receive the assignment you want because of a lack of openings in the area.

General Work Areas:

- Automotive Tag Shop
- Carpenter Shop
- Glazing Department
- Recreation Department
- Laundry
- Clothing Issue
- Food Service
- Maintenance Crew
- Janitorial Service
- Paint Shop
- Machine Shop
- Electric Shop
- Plumbing Shop
- Barber Shop
- Commissary
- Library
- Infirmery Janitorial Services
- Validation Shop
- Landscape Crew
- Block Porter
- OPI/BMV Distribution shop

Academic Assignments:

Pre-GED	(part-time)
GED	(part-time)
Adult Basic Education	(part-time)

Career/Technical Assignments:

- Administrative Office Technology
- Lithography - Screen Printing
- Baking
- Graphic Arts – Graphic Communication
- Food Production Management

Cell Assignments:

You will be assigned a cell within a specific unit upon your reception at the facility. Requests for a cell transfer must be made through the unit staff, usually your Correctional Counselor. If you are requesting to be placed in Merit Block D you must send a kite to the Unit 3 Unit Manager. He/she will place your name on a waiting list and you will be contacted when a cell becomes available. Once in D-Block you will automatically be placed on the list to be moved to G-Block merit. This move is mandatory.

INMATE COMPENSATION AND RELATED MATTERS

General:

Administrative Rule 5120-3-02 governs the standards by which inmate pays are decided. This rule became effective September 4, 1984. In most cases an inmate cannot receive a raise in pay while performing the same job. In order for one to receive a higher paying work assignment, he has to perform a more specialized task as regulated by above-mentioned Administrative Rule. Also, all job changes must be submitted to the Job Coordinator.

Pay Categories:

Inmates assigned to work programs, enrolled in institutional education programs, or who are unassigned, shall receive compensation according to the following schedule:

Category one inmates shall receive no compensation. Category one inmates includes those in reception at a designated reception facility who are unassigned, those who are confined in disciplinary control pursuant to a finding of the rules infraction board, those who are absent with leave for more than seven (7) days and those absent without leave.

Category two inmates shall receive three dollars (\$3.00) per month to be credited and paid to their personal account. Category two inmates include those who were absent with leave (not to exceed seven (7) days) and those who have no job assignment in a work program but maintain their personal living quarters in accordance with rules issued by their Managing Officer (limited duty). Category two also includes those on death row, those who are new arrivals at a parent institution awaiting assignment, those in Local Control, Protective Control and those who are on pre-classification assignment status.

Category three inmates shall receive six dollars (\$6.00) per month to be credited and paid to their personal account. Category three inmates are those not in categories one or two and include those who have actual work assignments of less than sixty (60) hours per month; those who are assigned to limited duty by the medical staff; and those who have been confined to a hospital or the infirmary for more than thirty (30) consecutive days. For the first thirty days of a hospital or infirmary stay, an inmate shall be compensated according to his category and level preceding admittance.

Category four inmates shall receive nine dollars (\$9.00) per month to be credited and paid to their personal account. Category four inmates are those who have an actual work assignment of sixty (60) to eighty-nine (89) hours per month or those who are part-time students for sixty (60) to ninety (90) hours per month.

Category five inmates shall receive twelve dollars (\$12.00) per month to be credited and paid to their personal account. Category five inmates include those who have an actual work assignment of (90) to one hundred thirty (130) hours per month.

Category six inmates are those in full-time work assignments or apprenticeship training of at least one hundred forty (140) hours per month, or those who are full-time students or those who are part-time students with part-time work assignments with a combined total of at least one hundred forty (140) hours per month.

Category Six Pay Grades:

	Level 4	Level 3	Level 2	Level 1
Apprentice	\$12.00	<u>\$18.00</u>	\$14.00	\$16.00
General Labor	\$16.00	<u>\$17.00</u>	\$18.00	\$20.00
Semi Skilled	\$17.00	<u>\$18.00</u>	\$19.00	\$21.00 (College Only)
Skilled	\$18.00	<u>\$19.00</u>	\$20.00	\$22.00

Those inmates who are full-time students or part-time students with part-time work assignments shall be compensated at the labor grade within the proper security level.

Category seven inmates shall receive twenty-four dollars (\$24.00) per month to be credited and paid to their personal account. Category seven inmates include those with full-time work assignments that are authorized by the Managing Officer. The number of inmates in category seven may not exceed three percent (3%) of the institution's population and/or three percent (3%) of the entire correctional system.

Release Funds:

As of May 1, 1982, "going home" pay has not been extracted from your salaries. All the pay that you earn after this date goes into your personal (Commissary) account. The going home funds you accumulated before this date will be "frozen" in your account. You cannot use this money or send it home. When you leave on parole, shock parole, maximum expiration of sentence,

or designated sentences, the institution is required to issue you a minimum of \$75.00. You will only receive your \$75.00 once per inmate number. For example, if you violate parole and return to prison under the same number you will not receive \$75.00 release funds again upon your second release.

Reduction of Compensation for Disciplinary Reasons:

The Rules Infraction Board may recommend a reduction of future compensation due to a rule infraction. Reductions shall require the approval of the Managing Officer (Warden) and shall not exceed fifty percent (50%) of normal compensation and shall not be reduced below category two except as specified in paragraph (B) (1) of this rule.

Financial Responsibility:

You are responsible for any state or personal property that you destroy, steal, damage, or lose. You are responsible to the extent of being required to make "reasonable" restitution for items such as broken cell windows, damaged or clogged toilets and sinks, lost or damaged state bedding and clothing, unaccounted for or damaged library books, lost or damaged recreational equipment, and any other article for which the Hearing Officer or Rules Infraction Board determines you should be held liable.

INMATE GRIEVANCE PROCEDURE

Purpose of the Inmate Grievance Procedure:

The grievance procedure is a way to voice concerns or problems that may come up during your time in prison. This may include complaints about how you are treated, living conditions, staff, inmates, rules, policies or 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 level possible. 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.

The inmate grievance procedure is explained in Administrative Rule 5120-9-31 of the Ohio Revised Code, which is available in the Library.

Inspector of Institutional Services:

The inspector of institutional services investigates and responds to inmate grievances and takes appropriate actions within the scope of their authority. When appropriate the inspector makes recommendations to the Warden for corrective action. The inspector of institutional services also monitors the application of institutional rules, departmental rules and regulations. Any questions regarding the grievance procedure should be directed to the inspector.

Non-Grievable:

Some things cannot be grieved. This is because they already have a separate appeal process. Information about these processes can be found in Administrative Rules and policies, which are available in the library. Some examples are:

- Hearing Officer and RIB decisions
- Local Control
- Security Classification
- Job Assignment
- Religious Accommodations

Some other matters that cannot be grieved are:

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

STEP ONE: Informal Complaint Resolution:

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 resolution. 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 from when the problem happened to file your informal complaint. The form is easy to complete--fill in the blanks, write neatly and be brief. Explain who, what, when, and where. Use a new form for each problem. After you completed the form, send the white and canary yellow copies by kite to the department or supervisor of the area of the complaint. For example: You have a complaint about the block officer. If the officer is a regular block officer, send the complaint to a shift Lieutenant. If the officer is a relief officer, send your complaint to the Shift Commander's office. If you are unsure who to send the complaint to, your unit staff or inspector can tell you who to send it to. Send the pink copy to the inspector. The goldenrod copy is yours to keep.

When the staff member receives your complaint, they will investigate and respond within 7 calendar days of receipt. You should receive their answer on the canary-yellow copy of the form. If you do not receive an answer within 7 to 10 days then you should contact the inspector. If your complaint is not resolved, you may file a grievance.

Some types of complaints need quick action: such as you have been physically harmed, or have experienced an unreported use of force. If this should occur, let a supervisor know and then tell the inspector. If you experienced inappropriate supervision or retaliation, contact the inspector directly. The inspector may tell you to file a grievance instead of starting with an informal complaint. Inappropriate supervision is explained in Administrative Rule 5120-9-04.

STEP TWO: Grievance:

A notification of grievance form is needed in order to file a grievance. You have 14 days from the date you received the answer to your informal complaint to file a grievance unless the inspector waives the time limit. Only the inspector can give you a grievance form so you must write him/her and ask for one. If you need help with the form ask the inspector or your unit staff. The form is easy to complete—fill in all the blanks, write neatly, and be brief. Explain who, what, when, and where. Stick to the facts and what you wrote in your informal complaint resolution. Do not add new complaints.

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. If the informal complaint was not answered send the goldenrod copy of the informal complaint. The pink copy of the grievance is yours to keep.

Disposition of Grievance:

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 14 days. If the inspector needs more time they will let you know and file an extension. When the investigation is complete the inspector will give the results 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 complaint you sent, and the completed disposition of grievance.

STEP THREE: Appeal:

If your complaint is still not resolved or if you feel a mistake was made then you may appeal to the chief inspector. You have 14 days from the date of the disposition to appeal to the chief inspector. Ask the inspector for the appeal form.

Read the instructions on the form. Be sure to fill in all the blanks, write neatly, and be brief. Explain why you don't 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 address is on the form.

Office of the Chief Inspector:

The office of the chief inspector will read what you send 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 the inspector correctly answered your complaint by "affirming" the decision. They may find that more investigation is needed or tell the inspector what to do or change by "modifying" the decision. They may feel that the inspector's decision was wrong by "reversing" the decision. You will receive the decision of the chief inspector in about 30 days. If they need more time to investigate your complaint, they will let you know. Decisions made by the chief inspector's office are final.

Grievances about the Warden or the Inspector:

If you believe the inspector or Warden broke a rule or allowed someone else to break a rule, then you may file your grievance to the chief inspector. You have 30 days from the incident to file your grievance. You do not need to file an informal complaint. Get a grievance form from the inspector. Complete it like you would any other grievance. The pink copy is yours to keep. Mail the other two pages to the chief inspector at: 1050 Freeway Drive North, Columbus, OH 43229. The chief inspector will make a decision in 30 days. You will be told if more time is needed to investigate your complaint. 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 process. 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.

Guarantee against Reprisals:

Staff knows 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. 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 and the Warden can look at these records.

Property Claims:

A state law was passed giving the Department of Rehabilitation and Correction the legal authority to develop rules enabling the department to settle small claims (\$300 or less) with inmates, for lost or damaged property. This rule, 5120-9-32 INMATE PROPERTY CLAIMS, took effect on June 1, 2004. On or after June 1, 2004, you are not able to file a claim for lost or damaged property in the Court of Claims without first filing a grievance on the matter. It is expected you will follow the usual steps of the inmate grievance procedure. If the inspector finds merit to your grievance, and the inspector and you can agree on an appropriate dollar amount as compensation, with the Warden's approval, this dollar amount as compensation. With the Warden's approval, this dollar amount may be credited to your inmate account. If you accept this credit, you will give up your right to file this claim in the Court of Claims. If the inspector doesn't find merit to your grievance or you and the inspector cannot agree on a dollar figure for compensation, you will retain your right to file in the Court of Claims. You may also appeal the grievance decision to the chief inspector's office.

Law Library:

A law library is available for your use. The law library maintains current or the most recent editions of the materials specified in DRC policy 59-LEG-01 INMATE ACCESS TO COURT AND COUNSEL. In addition, the library maintains current copies of the DRC policies and Administrative Rules that have been designated accessible to inmates by the Bureau of Accreditation and Standards' Department.

You must kite the librarian if you require access to the law library. You will receive a pass. No inmate is allowed to enter the law library without a pass. No materials are to be taken from the law library at any time for any reason. Inmate clerks are employed in the law library to assist inmates in the use of legal materials. If you require assistance with typing, reading, writing, or researching legal materials or documents you must request such assistance from the librarian or designated staff member, who may assign the specific task to one of the inmate clerks.

Notary services will be made available by sending a kite to the librarian or unit staff. Photocopying of any department policies, Administrative Rules, and legal materials contained in the library will be provided by the librarian for five cents per page. This cost is subject to change. Your unit staff handles all other photocopy requests. No copies of any kind will provided if you do not have sufficient funds in your account to cover the cost of copying.

Legal Services to Indigent Inmates:

An inmate is considered indigent if, during the 30 days immediately preceding the request, the inmate has earned or received less than \$9.00, AND if the inmate's account balance has not exceeded \$9.00 at any time during the 30 days immediately preceding the request. Upon request, an indigent inmate shall receive a free legal kit. An inmate may make such request once every 30 days to the inspector of institutional services. An indigent inmate is also entitled to free first class mail to courts of law only. This free mail is in addition to the one free stamped envelope per month provided to all inmates.

CENTRAL RECORD OFFICE

New inmates will have their files screened within one week of arrival. The screening will determine Earned Credit eligibility, DNA Collection, Sex Offender Registration, and Detainers/Warrants.

Earned Credit:

Earned Credit are days of credit you can receive for involvement in qualifying programs. The days earned are deducted from your current Board Date or Release Date, not Max Date. Your unit staff can tell you what programs give you earned credit.

The Central Record Office will enter an inmate's earned credit eligibility into the computer. If you are eligible, the director of the program in which you participate in will determine if you have fulfilled the requirements to receive each month's credit. They will then submit this information to the Unit Management Administrator. The Unit Management Administrator enters the information into the computer and this reduces the EST or parole date. The Central Record Office then prints copies of the date adjustments and forwards them to the unit for distribution to the inmates. If you have not received earned credit for programs you attended you must kite the program director or the Unit Management Administrator.

Sentence Calculations:

If you have a question pertaining to your sentence or jail time credit you must contact the Bureau of Sentence Computation in writing. Their address is P O Box 2650, Columbus, Ohio 43216

PAROLE BOARD

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

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

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

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

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

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

First Hearing - A regular parole release consideration hearing calculated pursuant to Ohio Revised Code Sections 2967.13 on Parole Eligibility, 2967.19 on Deduction from Sentence for Faithful Observance of Rules; Procedures, 2967.191 on Credit for Confinement Awaiting Trial and Commitment, 2967.192 on Applicable Law by Time of Offense; Multiple Sentences, and 2967.193 on Deduction from Sentence for Participation in Certain Programs; Procedures.

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.

Chair Review: A required review by the Parole Board chair or one or more Parole Board members, as designated by the Parole Board chair, of specified parole board panel recommendations that includes approving the panel recommendations or rejecting the panel recommendation and referring the case to Central Office Board Review.

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

Projected Release Date Review (PRD): If granted a projected release date, the Board will conduct a file review of your case shortly before the release date to determine if release to parole is still warranted. Once you are granted a parole, please note that a Parole Board Member may check your progress while under supervision.

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

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

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

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

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

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

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

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

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

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

DNA:

DRC is required to collect a DNA sample from every inmate prior to your release.

Sex Offender Registration:

If you are designated as a Sex Offender you will be registered before you are released from the institution. Upon release you are required to register within 3 days of release with the county where you will be residing.

Detainers/Warrants:

You will be notified of any detainer or warrant that is received by the Central Record Office. You will then be given an opportunity to file a Fast and Speedy Trial if appropriate. You can file for Fast and Speedy on any untried felony or misdemeanor offense. You cannot file for a Fast and Speedy on any charges which you have already been convicted, traffic violations, or unpaid fines.

If you are aware of any pending charges against you and you wish to dispose of them prior to your release, you can contact the Central Record Office for assistance via the kite system. However, you must provide the following information: offense, county or city of offense, case number, and date of warrant.

LEADS checks are run 45 days prior to your release and again the day of your release. If there is an active warrant, that agency will be contacted and given the opportunity to pick you up.

PUBLIC DEFENDER ADDRESS

The public defender can be contacted through the mail system. The address is as follows:

The Office of the Public Defender
250 East Broad Street, Suite 1400
Columbus, Ohio 43215

CELL RULES

Identification:

PICTURE ID: You will be given a picture ID card with a clip, and you are to wear this card whenever you are out of your cell. This picture ID is to be worn on the upper left side of your outer most garments. When going to the shower, you are to carry your ID with you.

CELL ID: You will be given a cell ID. This ID will be placed on your cell door, if you are given a bottom bunk, place your cell ID on the lower cell door window, if you are given a top bunk, place your cell ID on the upper cell door window. If your door has a slot window place one ID above the other.

BLOCK ID: This ID will be worn behind your picture ID; no personal pictures will be attached to this ID.

WORK ID: If you are given a job, your work ID will be worn behind your block ID, no personal pictures may be attached to this ID.

When you are lying in your bed, your head must be UNCOVERED and toward the rear wall of your cell so that you can be identified by looking in your cell.

Cell Upkeep:

Your cell is to be neat and clean at all times. Cell cleaning (by you) may be done twice a week. No cleaning chemicals or tools are to be stored in your cell. Cleaning chemicals will be distributed by the officer. Beds are to be made, there should be only (1) one pillow case, (2) two sheets and (1) one state or personal blanket on your bed at any given time. Brown paper bags are not to be used as trash bags in the cells.

Your mattress should be free of any holes. If your mattress is found with holes other than normal wear and tear, you will be given a conduct report and charged for the damages.

Your bed should never be placed in front of the cell window or cell door; your bed should be on the opposite side of the window, approximately (6) six inches from the wall. Springs and hooks should be intact, if these are found missing, you will be charged with destruction of state property and charged financially for the maintenance or repair of the item. You may not place anything in the cell door that interferes with its normal opening and closing or operation or you may be charged for damages.

Locker boxes are to be placed across from the bed, approximately (6) six inches from the wall; there should be (1) locker box per inmate. Your locker box should contain the following items (3) three pairs of state pants, (3) three state shirts, (1) one pair of state shoes, personal clothing items, current legal material, pictures, books and personal hygiene items. Commissary and work whites are to be placed in the laundry bag and placed neatly in your cell.

Dressers are being phased out, so every cell will not have one. If you do have a dresser do not lay the dresser on its side, all drawers must stay inside the unit at all times, the dresser must face your bed, and not be up under your cell window.

All cells will not have a shelf inside. If there is (1) one in your cell it must be securely bolted to your wall. This is the only item in your cell that may be attached to your wall. Anything else is contraband and will be confiscated.

You may not display nude or semi-nude pictures on the cell wall, inside of cell door, or any place else in your cell. Any such pictures found on display will be confiscated and you will either have to send them home or have them destroyed. Your cell lights will always be kept clear of any type of decoration or covering. You may not attach anything (including pictures) to the cell walls or windows. Nothing may hang from the end of the bunk that obstructs the view of the beds.

Laundry Rules:

Your laundry can only be done per your block's laundry schedule. Unit management will have current laundry schedules available to you in your assigned block. Never wrap clothes around the plumbing, never wash clothing in the shower, never wash or rinse clothing in your toilet.

Clothes Line:

You may request a clothesline. There is only one (1) line per cell, so you and your cellmate must alternate wash days. This line may be tied to either the latch in your window, your cell light fixture or your heat vent. Do not place too many clothes on your line, this may cause structural damage. Clotheslines are to be left in the cell when you move out. Only (1) one clothesline per cell. The clothesline and items on it must not block the view of the cell from the cell door window.

TV's, Radios, CD Players, MP4 Players and Tape Players:

TV antennas may not be placed outside the cell window on the south side. North side can have one antenna out the window. TVs must sit flat on the dresser or locker.

MP4 Players or Walk-mans can be carried to recreation, they are not allowed in the dayroom. Radios, MP4 Players and walk-mans are not to be heard outside of your cell. All televisions, radios, walk-mans, MP4 Players and tape players must be inscribed with your identification and you must have a title. You are not permitted to lend, sell, trade or give away your television, walk-man, radio or tape player, even if you are leaving the institution. Inmates are allowed a limit of 15 tapes and 10 CDs each. They must be from an authorized source and must clearly label as to content.

Cell Vents:

The hot air vent may be covered with a solid piece of paper or cardboard. Nothing is to be stuffed inside of the vent. The cold air vent, near the commode, should never be covered.

Towels and Blankets:

You must not use state issued blankets or towels as rugs; however you may spread (1) one personal towel on the floor. You are permitted to place a personal towel only on the window ledge during the winter months to absorb moisture that would otherwise run onto the floor. Nothing can be on top of the towel. You are not permitted to place newspapers or other objects inside of the towel and tie the ends. The towels must be flat and placed on the window ledge or at the bottom of your cell door.

Miscellaneous Personal Items:

Each inmate is allowed to have five books, four magazines, two newspapers and 25 letters in his cell. College students may have an additional 5 college books in their cell.

Dayroom:

You are not allowed to have food, pitchers, radios, MP4 Players or walkmans in the dayroom. Talking is to be kept at a low tone. No standing or exercising is permitted in the dayroom. Towels are not permitted to cover tables. You must wear your ID badge while sitting in the dayroom. You may have checkers, cards, chess, dominoes, newspapers, Dungeons & Dragons and books. The dayroom is open to only one range at a time. Check with your block officer to find out which range is authorized.

Block Phones:

Telephones for inmate use are available in each general population block. You must obtain a PIN number in order to use the phone. Kite the investigators to obtain your PIN. They can also tell you the time limits (15 minutes) and other rules governing phone usage. Phone use is a privilege. Abuse of the inmate phone system will result in loss of that privilege. Inmate calls made on the inmate phone system may be monitored by prison staff at any time.

Smoking: No tobacco products.

As of March 2009, all institutions in the State of Ohio are non-tobacco.

Kiosk Room

There is to be only one inmate per kiosk machine at a time. State Blues are to be worn at all times when in the Kiosk Room. If a inmate needs to get a new password, they must request one via the kiosk machine. J-pay will then send the password via the mail room.

Mattresses and Pillows:

If you change cells, your mattress and pillow must be taken with you.

Cellmates:

The question often arises as to who gets the bottom bunk. You are assigned to upper or lower bunk. Generally, the inmate who has been in the cell the longest will be assigned to the lower bunk, however bottom bunk restrictions will override this. Also, this institution does not assign cellmates by race. The assignments are purely random.

Entering a Cell Not Your Own:

You are never permitted to be in any cell or cell block other than your own, unless on authorized pass. If you observe an inmate illegally in your cell, you should close your cell door, locking him inside, and inform your block officer.

Cell Doors:

If your cell door is not locked, whether you are in your cell or not, it should be pushed up within a fist's (or about four inches) distance from being locked. You are responsible for locking your own cell door. The officer will unlock your cell when you need to re-enter your cell. At no time are newspapers, towels or other material to be rolled and placed in front of cell doors. Items are not to be placed in doors to be used as door jams. Do not cover the window.

Emergencies:

If you find it necessary to call for the block officer because of an emergency during the day, you are to rattle your door. During the night, you are to turn your light off and on. Do not yell out of your door unless there is an extreme emergency.

Cell Moves:

You may request (by kite only) a voluntary cell move (within your unit) if you meet the following criteria: 1) you have been in the current cell at least 90 days, and 2) you are conduct report free for 90 days. The cell you want to move to must have an empty bed. Inmates will not be moved out to make room for your move. Brothers, fathers and sons and uncles and nephews may request to live in the same cell as long as they meet the criteria listed above and there is documentation of the relationship. Cousins do not qualify for this privilege. Moves between units will be done only for medical, safety or security reasons and will be initiated only by staff, not by inmate request.

Merit status:

D-Block is the institutions only Merit Status Block. It is this Unit's expectation that inmates accepted into this Unit to have demonstrated EXCEPTIONAL behavior and will maintain a positive attitude towards maintaining institutional work and program assignments. Any inmate wishing to be considered for Merit Status must first kite the Unit III Manager for consideration. Do not kite unless you meet the Merit Criteria. Once your kite is received, you will be given a number and placed on the "Waiting List." When your number moves to the top of the list, your records will be reviewed to determine if you meet the following Merit Status entrance requirements.

ENTRANCE REQUIREMENTS:

1. Reception inmates must wait 180 days before kiting for consideration.
2. No Rules Infraction Board convictions during the last 12 months.
3. Only 2 hearing officer dispositions within the last 6 months.
4. NO RULE 1,2,3,4,5,6,17,39,40,41,57 or 58 convictions within the last 2 years.
5. NO RULE 36 convictions within the last 3 years.
6. Inmates must have an institutional work assignment or program assignment when selected.
7. No refusals to participate in recommended Reentry Programs within the past 12 months.
8. NO STG level of 2 or 3. Level 1 will be reviewed on a case to case basis by the Unit Team.
9. No security risk as determined by the Deputy Warden of Operations, Chief of Unit Management, or Major.

All inmates with current Merit Numbers will maintain their current number and will be considered under the above criteria when their number moves to the top of the list.

Once you are assigned to D-Block you will be required to maintain a high level of excellence. If you receive a conduct report for an infraction and found guilty by the RIB committee, you will be removed from Merit Status. If you receive a minor court conduct report, it will be evaluated by the Unit Sergeant and then by a Unit Committee to see if removal from Merit Status is necessary. **THERE WILL BE NO GANG PARTICIPATION/ACTIVITY PERMITTED AT ANY TIME.**

G-Block Merit Criteria:

- 1) You must be in D-Block Merit for 90 Days prior to applying for G-Block Merit.
- 2) No Rules Infraction Board guilty findings in the last 15 months.
- 3) Only 1 hearing officers conduct report in the last 3 months.
- 4) No Rule 1,2,3,4,5,6,17,24,39,40,41,51,57 or 58 convictions in the last 3 years. (Rule 51 is to include tobacco.) RIB Conduct reports.
- 5) No Rule 19 in the last 12 months.
- 6) No Rule 36 convictions in the last 4 years.
- 7) No Refusals to participate in Re-entry / ORAS Programming in the last 24 months.
- 8) No STG Level 2 (Active) or Level 3 Disruptive.
- 9) Inmates must have an institutional job assignment, unless due to specific restrictions (i.e. Medical, etc.)

Removal form merit status:

Any removals from G-Block Merit status will place you back into the 3A/3B population, not into D-Block Merit status.

- 1) Any RIB guilty finding is automatic removal.
- 2) Receiving 2 Hearing officer conduct reports in the last 6 months. (Each conduct report will be reviewed by the Corrections Councilor / Unit Team.)
- 3) If at any time during your placement in G-Block merit you refuse to participate in a Re-entry / ORAS program. (Reviewed by Unit Team)

The inmates that have been in D-Block the longest and meet the above criteria will be moved to G-Block first. No Merit numbers will be issued. Also note that G-Block houses the "4 Paws" Dog program and that you may come in contact with the dogs.

These moves are mandatory.

CELL BLOCK RULES:

Morning and Breakfasts:

On weekdays and weekends the start of the day is approximately 6:15 AM, unless given another directive. Lights will be turned on; doors and showers will be opened. Your block will be called to breakfast, at this time you must have your identification and your shirt must be tucked in and pants pulled up before leaving your cell. If you do not wish to eat breakfast, you should go directly to your work assignment. If your work assignment begins at a later time you must return to your cell and wait for the block officer to give a direct order to report to work. As you leave the block you may throw your trash away and have kites and cash slips signed. School students are to report to school when their block is called to breakfast. On weekends, inmates are not required to clear the block at breakfast.

Noon Meal:

Once count has been cleared Central Control will call for kitchen workers, then individual jobs. Next there will be a call for blocks to the noon meal. If you are a worker that left the block and you come back after you have eaten, you must stay in your cell until all blocks have eaten. Once the dining hall has been denied, the block officer will give a direct order to report to either school or work. School students are to report to school when their block is called for the meal.

Afternoon:

When returning to your cellblock at the end of the workday, go directly to your cell. When count is cleared, cellblocks will be called to the evening meal. A standing count will be called at 4:00 p.m. Inmates will be required to stand as the officer takes count.

Evening Meal:

Central control will begin calling blocks to the evening meal after count is cleared. You must wait until your block is called to the dining hall before exiting the block. Make sure that your shirt is tucked in, pants pulled up and your picture ID is on the upper left side of your shirt before you leave your cell.

Showers:

The shower schedule is listed with the weekday and weekend schedule. See schedule for hours. Shower rules are as follows: You must not horseplay, talk loud, smoke, or loiter around the showers. When walking to and from the shower area you must keep yourself covered with a bathrobe, state pants or sweat pants with a t-shirt. Boxer shorts are not acceptable. Only three inmates may be in the shower area at a time, and only three may wait outside the shower area. You must shower on the range that you cell on.

Ice Machines:

The ice machine remains open all day and closes at 9:05 PM when the dayroom closes.

Night Lock-up:

At 9:05 p.m., an announcement will be made that day rooms and showers are closed. At this time all inmates are to return to their cells. At 9:15 PM it is time for night lock down. You are required to lock your cell door.

SEARCHES AND CONTRABAND PROCEDURES

According to Department of Rehabilitation and Correction Policy, all LeCI areas and persons are subject to search. This includes inmates, inmate personal property, the physical plant of the institution, visitors, employees, vehicles, 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 its disposition.

Inmates should be aware that all areas of LECI, including personal property, are subject to search at any time in order to control contraband.

Minor contraband may include any item that is discovered in an improper location, is in an inappropriate quantity, an item that was obtained in an improper manner, or an item that has been altered.

Major contraband is defined as any item, which by its nature, use, or intended use, presents a threat to the safety and security of this institution, inmates, employees, or the public. This definition does extend to include any material pertaining to unauthorized group activity.

As described in Administrative Rule 5120-9-55, Paragraph C, all efforts will be made to return minor contraband to its proper owner if appropriate. If minor contraband is received in the mail, it may be returned to the sender if the inmate agrees to pay postage costs. Other minor contraband may be mailed home or destroyed. Major contraband that necessitates the possibility of criminal or disciplinary proceedings will be stored in a secure area designated for contraband or will be turned over to law enforcement authorities. Contraband items such as watches, rings, stereos, televisions, or radios will be stored in a secure area, and all efforts will be made to return the items to the rightful owner if the rightful owner is an inmate. However, if you loan items to another inmate, and those items are confiscated from that inmate as contraband, you will be given the option of mailing these items home or destroying them. These items will not be returned to you.

Inmates are allowed 2.4 cubic feet of space for storage of their belongings. This does not include large titled items such as TVs, radios, musical instruments, shoes, bedding and fans. Other property that cannot be stored in the 2.4 cubic feet of storage space is contraband and will be treated as described above.

INMATE CONDUCT AND DISCIPLINARY PROCEDURES

Administrative Rules:

Information contained and summarized in this section is mainly extracted from the various Administrative Rules (A.R.'s). The A.R.'s are kept in the institution Law Library for your inspection. If you have questions concerning data described in this section, consult with the Law Library clerk and he will direct you to the applicable A.R.'s. Specifically, the following A.R.'s apply to the inmate disciplinary process:

Administrative Rule 5120-9-06 Inmate Rules of Conduct

Administrative Rule 5120-9-07 Conduct Report and Hearing Officer Procedures

Administrative Rule 5120-9-08 Disciplinary Procedures for Violations of Inmate Rules of Conduct Before the Rules Infraction Board

Conduct:

The administration of this institution has no intention of tolerating misconduct and violation of the Rules of Conduct. If you violate any of the listed Rules of Conduct, you can expect disciplinary action to follow. There are many inmates who are trying hard to make the best of their stay here. For those who constantly hinder the progress and safety of other inmates, and/or otherwise jeopardize the security of this institution, penalties will be severe.

5120-9-06 Inmate Rules of conduct:

The disciplinary violations defined by this rule shall address acts that constitute an immediate and direct threat to the security or orderly operation of the institution, or to the safety of its staff, visitors, and inmates (including the inmate who has violated the rule. It also includes other violations of institutional or departmental rules and regulations.

Penalties:

Penalties for rule violations heard by the Rules Infraction Board (RIB) are defined in rule 5120-9-08 of the Administrative Code, which defines penalties to be imposed by the RIB.

Penalties for rules violations that are heard by the hearing officer are set forth in paragraph (F) of rule 5120-9-07 of the Administrative Code.

Conduct Record:

You might make a special note that your conduct record can be extremely significant to you. Each time an important decision is made regarding you, your conduct record is reviewed. Inmates who establish a poor conduct record often find it difficult to obtain job transfers, merit status, or admittance into certain programs. The Parole Board also seriously considers your conduct record when it makes a decision about your release. Your security classification is greatly effected by your conduct record.

Conduct Reports:

If you violate an institution rule of conduct, you may receive a Conduct Report. An institution employee may write this report when he or she determines that a rule has been broken. In this report, the employee will detail the various facts, either observed or those determined after an investigation. The Conduct Report will list the date of the infraction, the time, and the specific rule violation(s), as well as other information.

Administrative Review Officer:

After the employee has written the Conduct Report, it is turned into the Shift Captain's Office to be processed by unit staff. A shift supervisor will have the inmate sign a copy of the report acknowledging its receipt and will give him a copy of the Conduct Report so that the inmate may prepare a defense to the charge(s). When an inmate signs a copy of the report, this does not reflect guilt or innocence, but only that the inmate has received a copy of the Conduct Report.

Hearing Officer Violations:

The Hearing Officer will review the Conduct Report and interview the inmate as soon as possible after he has been charged. At that time, the inmate will be asked to enter a plea of either "guilty" or "not guilty". The Hearing Officer will consider the facts and evidence of the charge(s) as well as the inmate's testimony, and make a decision. If the decision is "guilty", then he will inform the inmate. Possible dispositions for being found guilty of a Hearing Officer rule infraction are: a verbal reprimand, recommended restriction, loss of certain privileges, extra work detail, cell isolation, change in housing or job assignment, restitution, disposal of contraband (per AR 5120-9-55), etc. All Hearing Officer's dispositions are submitted to the Chairman of the Rules Infraction Board for an administrative review to determine substantial compliance with applicable policies, procedures, and to determine that the disposition was proportionate to the conduct charged. The Chairman may approve the disposition, modify it, or return it to the hearing officer with instructions to refer the matter to the RIB for formal disposition. The Chairman's decision is final on a Hearing Officer rule violation appeal.

Rules Infraction Board Violations:

Depending on the seriousness of the infraction, the Hearing Officer may refer the conduct report to RIB. If the charge is of a more serious nature, the case will be forwarded to the Rules Infraction Board. If you request a reasonable number of witnesses you should inform the Hearing Officer. You should also indicate to the Hearing Officer whether or not you desire to have the writing employee present at the Rules Infraction Board hearing.

Rules Infraction Board (RIB):

The RIB shall consist of a minimum of two staff members designated by the warden, sitting as a panel. The RIB panel has the authority to determine guilt (and not guilty) and impose penalties for violations of the inmate rules of conduct. No panel will include a staff member who wrote the report, witnessed the alleged rule violation, or participated in the investigation of the alleged rule violation. The RIB Chairperson will advise the inmate of the rule violation(s) and nature of the behavior described in the conduct report. The inmate will then be asked to enter a plea of either "guilty" or "not guilty". The RIB does not accept a plea of "no contest". If you do not enter a plea at all, the Chairperson of the RIB will enter a plea of "not guilty" on your behalf.

After entering your plea, you will have the opportunity to defend yourself. If you have requested witnesses, you will have the chance to have them give their testimony, as well as that of the reporting employee. However, your request for witnesses must be done individually, and in writing. You also must state the nature of the evidence you expect your witnesses to provide. The R.I.B. also reserves the right to call witnesses, as well as the reporting employee, to help clarify the case. Any questions you wish to ask your witnesses or the reporting employee must be directed to the R.I.B. Chairman. The proceedings of the R.I.B. are electronically recorded.

Confidential Information may be used to determine your guilt or innocence. If the RIB uses this information the panel shall evaluate the credibility of the confidential source prior to reaching a decision on the rule violation. The RIB shall also determine whether the statement is confidential in its entirety or if any of the information can be disclosed to the inmate charged with the violation without disclosing the identity or jeopardizing the safety of the confidential source. The inmate charged with the offense shall not be present when the RIB considers and evaluates the confidential information.

Rules Infraction Board Appeal:

You have the opportunity to appeal any RIB decision. If you wish to appeal the RIB decision, you must request an appeal form from the RIB Chairman after their decision has been given. You will also be given a copy of the RIB minutes for your records. However, if the RIB imposes Disciplinary Control time, you will not be released because you have appealed the RIB decision. You must file your appeal with the Warden's Administrative Assistant within 15 days of your RIB hearing. The Warden's Administrative Assistant shall decide the appeal within 30 days of its receipt and shall promptly notify the inmate of the appeal decision on the form designed for that purpose. You may appeal the decision of the warden to the Director of the Department of Rehabilitation and Correction under the following circumstances:

1. You were 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 you for either a security level review to consider an increase to level 4 or 5, or;
3. The decision refers you to the local control committee to consider placement.

To do this, acknowledge receipt of the warden's decision and indicate whether further review by the director is requested. One copy of this form shall be returned to the warden.

Disciplinary Cell Isolation:

Cell isolation inmates are not permitted to use the dayroom, iron, or block telephone. They are to remain in their cells at all times unless otherwise authorized for meals, work, etc. Cell isolation inmates will receive an opportunity for ice and showers ONLY at last call in the evening, and are permitted ONE hour of recreation Monday through Friday. They are not permitted to attend any recreational programs (Jaycee's, ACO, etc.). Commissary is last call only. A valid Class A pass is required for all mandatory programs. One religious service per week is permitted with a pass from the Chaplain. Medication is to be received when the block is called to meals. If sick call is needed, cell isolation inmates are to sign up for sick call or request a pass from the block officer. A copy of the Court Ordered Cell Isolation slip will be issued, and it will include the start and stop dates of cell isolation. Inmates are required to serve THROUGH that date. Blue bands are not to be removed for any reason. The Unit Sergeant will remove the band. Violations of these rules will result in further disciplinary action.

Guilty Decisions:

No inmate shall be found guilty of a violation of a Rule of Conduct without proof of the commission of an act and the intent to commit the act.

The act must be beyond mere preparation and be sufficiently performed to constitute a substantial risk of its being performed.

"Intent" may be expressed or inferred from the facts and circumstances of the case.

RIB may give a number of possible dispositions if you are found guilty. These dispositions may include, but are not limited to: disciplinary cell isolation, disciplinary control time in segregation, a referral to the local control committee, job removal, security increase recommendation, restitution, or separations.

Rules of Conduct:

- (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.

DAILY SCHEDULES

Schedule Changes:

The institution operates on a fairly routine daily schedule. This schedule, however, differs somewhat on the weekends and holidays. Occasionally, this schedule is changed. If this happens, you will be informed of the changes.

The following weekday and weekend schedules are provided as a general guideline so that you may gain a better understanding of daily operations. The times listed are approximate times and may vary. You must listen for the various announcements before you assume that an activity has started. Leaving early may constitute your being out of place. If you are unsure whether or not an activity has begun, you should ask your block officer or another member of the unit staff.

The following is a list of important times with which you should become familiar:

SPECIFIC DUTIES: WEEKDAY/WEEKEND SCHEDULE

(All times approximate)

- | | |
|-----------|---|
| 6:00 a.m. | Count Time |
| 6:30 a.m. | Lights on, doors open and on duty food service to the dining hall. |
| 6:30 a.m. | Dayroom, Phones and Showers are open when count is cleared for the range assigned the dayroom. Range 3 Merit Inmates are permitted to shower at this time on Range 3 only. No other inmates are to be released unless their work area has been called or by pass until the block is called to the Dining Hall. Showers open when block is called to the dining room. Sunday, Saturdays and Holidays, the showers are to be opened for the entire block; the dayroom will be opened for the range designated by Central Control. Blocks to the dining hall as called by Central Control. |

7:00 a.m. Job assignment areas open
8:00 a.m. Recreation for off duty inmates
10:00 a.m. Dayrooms closed. Showers closed for cleaning.
10:30 a.m. Inmates at their work assignments return to their cells for
11:00 a.m. count.
10:30 AM Count time for Sunday, Saturdays and Holidays.

11:00 a.m. COUNT TIME Monday through Friday.

11:15 a.m. OPI, kitchen workers, inmates called to dining hall and/or recreation.
11:15 AM* Dayroom, Phones and Showers are open when count is cleared for the range assigned the dayroom. Range 3 Merit Inmates are permitted to shower at this time on Range 3 only. No other inmates are to be released unless their work area has been called or by pass until the block is called to the Dining Hall.

1:00 p.m. Once the dining hall is clear, Gym recreation or Yard recreation will be called.
2:30 p.m. Dayrooms closed.
3:15 p.m. Inmates at their work assignments return to their cell for 4:00 pm count.
3:20 p.m. Ice passed out. One scoop per inmate.
3:30 p.m. Showers closed.

4:00 p.m. COUNT TIME - STANDING COUNT

4:15 p.m. Dayroom, Phones and Showers are open when count is cleared for the range assigned the dayroom. Range 3 Merit Inmates are permitted to shower at this time on Range 3 only. No other inmates are to be released unless their work area has been called or by pass until the block is called to the Dining Hall.

4:15 p.m. Class A passes, block called to dining hall and recreation (after count is cleared).
8:00 p.m. Medication call.
8:30 p.m. Showers Closed/Cell Isolation Showers.
9:05 p.m. Dayroom and showers closed.
9:15 p.m. Night lock up.

9:30 p.m. COUNT TIME

9:50 p.m. Mail Passed out/Free Envelopes passed out (once a month).

INMATE IDENTIFICATION

Every inmate is given an identification badge and a cell identification card. You must wear your ID badge in plain view whenever you are away from your cell. Your badges must be worn on the left side of your outermost layer of clothing. When going to the shower, you must carry your ID with you. Failure to wear your ID badge could result in a conduct report.

Your yellow cell ID card must be attached to the window of your cell door. If you lose your ID badge, block tag, work badge or cell card, kite the Identification Department and ask for a new one. There will be a replacement charge. You cannot go to the commissary, get packages, legal mail, or medication without a permanent ID badge.

Administrative Rule 5120-9-25 states that inmates may grow full or half beards. The beards may be no more than 5 fingers in length and must be clean and neatly trimmed at all times. The rule further says that an inmate shall be re-photographed at his own expense for institutional and departmental records when he grows a beard or otherwise changes his physical appearance by changing his grooming style. This means whenever an inmate grows or shaves off a beard or mustache, changes his hairstyle or otherwise changes his appearance significantly, he must obtain a new photo identification badge at his expense. This AR specifies that shaved heads are not allowed unless authorized due to a medical condition. In addition, dreadlocks are not permitted.

All inmates must have their hair combed out when being photographed for an ID badge. NO inmate will be photographed with their hair in braids, cornrows, etc.

PASSES

Whenever an employee needs to see you, you will be sent a pass. The pass will be sent to your work supervisor or your block officer. Fifteen minutes before the reporting time on the pass you must have the block officer or supervisor sign it. You must also sign it or it is not a valid pass. The pass will be issued to you five minutes before the time of the scheduled meeting. There are two types of passes: class "A" and class "B". You must honor all class "A" passes. If you are on any type of cell isolation you will not be permitted to honor a class "B" pass, also called "inside passes".

If you are on a cell restriction or cell isolation, and you receive a class "B" pass by mistake, you must not honor the pass. Violation of this rule is disobedience of a direct order. The only exceptions are inside passes generated by the Mail and Visit Department and the Infirmary x-ray department. These should be considered class "A" passes.

You must have a pass to enter any area of the institution to which you have not been assigned. During your regular working hours, you must have a pass to be away from your work area.

KITES

The term "kite" is used to refer to the form for written communication with institution staff members. You must kite a staff member or department before attempting to go see that staff member or department. Your block officer is responsible for issuing kites. If you have a question or problem, you should send a kite to the proper person or department. If you request a personal interview with a staff member, you must mention this in the kite and include the reason(s) for your request. On the back of the kite is a list of supervisors and offices, and the specific areas for which they are responsible. If you are unsure where to send your kite, send it to your Case Manager and he/she will either answer your kite or send it to the proper person or department. Staff members have up to FIVE business days to respond to your kite. Please be patient.

You should write as much as possible about your problem or concern in your kite. This will help in answering your kite quickly and effectively. Always send your kite to only one person. By sending many kites to different people, you actually lose time in receiving an answer.

CORRIDOR MOVEMENT

There are four main corridors or hallways in this institution. Standing at Central Control and looking in the direction which the corridors are leading, you will see either the North, South, East, or West Corridors. Because of the large amount of traffic in the hallways, it is necessary to enforce certain rules for corridor movement.

Rules:

1. All inmates in the corridor are required to walk in single file alongside the wall to the right of the center of the corridor.
2. During all movement in the corridor such as going to and coming from a move, recreation, you must walk single file.
3. Walk at a normal pace. Running, loitering, or "circling" in the corridors is not permitted.
4. Loud talking and shouting are not permitted.
6. Do not litter the hallways.
7. When wearing state issued clothing shirttails are to be tucked in at all times while you are out of your cellblock. Pants are to be worn around the natural waist in an appropriate manner. If you have a belt, you are to use it. Low-riding pants or "sagging" will not be tolerated.

INMATE DRESS CODE

Inmates are permitted to possess only blue, green and white clothing.

1. Inmates are supplied with pants and shirts that are to be worn outside the blocks at all times (except for the evening meal and recreation).
2. The inmate uniform and shoes will be worn in the manner in which they were intended.
3. Pants and shirts must be free of holes and in clean condition.
4. Shirt sleeves or pant legs will not be rolled up or tucked into socks.
5. State shirts must be tucked in at all times (unless there is a documented medical condition).
6. No pants hanging or fitting below the waistline. Pants must be worn at the waist, not on the hips, i.e. no sagging and/or exposure of undershorts.
7. Plaid, red, or black clothing are not permitted.
8. ID must be worn at all times over the left chest area.

9. Sunglasses cannot be worn inside the building unless there is a documented medical condition.
10. Ball caps and knit caps are permitted outside only.
11. Inmates (Muslim) are permitted to wear a kufi cap or Rastafarians can wear a tam anytime.
12. All religious medallions (necklaces) must be worn inside the shirt. They cannot be worn outside the shirt.
13. Inmates are permitted to wear a skull cap in the dayroom.
14. To provide appropriate covering when going to and from the showers, inmates will be required to wear a suitable combination of the following attire: t-shirt, suitable pants, sweatpants, state pants, or bathrobe.
15. Inmates must wear at minimum trousers, sweatpants, state shirts, a T-shirt, and footwear when going to and from the recreation yard.
16. State clothing that is intentionally damaged or lost will be charged to the inmate's account at the replacement rate.

Sweaters:

You are allowed to wear sweaters of any solid color (except red) at anytime if you are also wearing your state shirt. Sweaters may be worn without a state shirt only if you are off duty after 4:00 p.m. count, and on the weekends. Sweaters however, will not be worn to the Visiting Room. Sweaters must not have collars. Your state shirt collar must be visible while wearing a sweater.

Gym Shoes:

Tennis shoes may not be worn to a job assignment in any area of the institution except as permitted by the work supervisor.

State Shoes:

Food service workers, maintenance workers, OPI workers and laundry workers must wear state shoes.

Dining Room Dress:

The following items may not be worn in the dining room at any time: sweaters without shirts, strap shirts, tank tops, or sweat pants. You may wear sweaters or sweatshirts with state issued shirts in the dining room at anytime. At the evening meal only, you may wear personal shirts or sweatshirts. All articles of clothing designed as underwear will be worn accordingly.

PERSONAL HYGIENE

Appearance and grooming: Administrative Regulation 5120-9-25:

Haircuts shall be provided as needed. Hair shall be kept clean. Weaves and dreadlocks are not permitted. Braids are permitted, but must be combed out prior to being transported out of the institution. Other hairstyles not specifically listed may be prohibited if they are determined to be a threat to security.

Sideburns, beards and mustaches shall be neatly trimmed.

You must make sure your personal hygiene isn't offensive to anyone. You should not have to be told to take a shower. All grooming regulations apply to all inmates, even those who have made parole. Failure to comply with proper personal hygiene may result in disciplinary action.

Barber Shop:

You may go to the inmate barbershop as your block/unit is called. The barber shop hours are posted at the barbershop and on the block bulletin boards.

PROPERTY ROOM/PERSONAL PROPERTY

Topics addressed in this section of the inmate manual are also explained in Administrative Rule (AR) 5120-9-55 Contraband, AR 5120-9-33 Inmate Property, DRC policy 61-PRP-01 Inmate Property Control, DRC policy 61-PRP-02 Inmate Clothing Issue, and DRC policy 59-LEG-01 Inmate Access to Court and Counsel. These policies are available for you to review in the library.

Whenever you are transferred from, or received into, an institution, or if you are placed in segregation, your personal property will be inventoried and documented on an Inmate Property Record-Disposition and Receipt (DRC 2055).

At no time will you be permitted to be in possession of any jewelry containing or embellished with gem stone(s). If you are transferred from another institution with such jewelry items, you will be given the opportunity to either mail home at your expense or have item placed in long-term storage in the Property Room.

Placement in Segregation:

If you are placed in segregation, the pack up officer/Rover B will escort you from segregation to your cell in order to pack up your property. It is your responsibility to assure that all of your personal and state issued property is inventoried and accounted for before signing the DRC 2055 form. By signing the DRC 2055, you certify that all your personal property was packed up and inventoried. Once you sign the DRC 2055, you can no longer file a complaint concerning any missing or damaged property. If you are hostile, violent, refuse to lock or display emotional problems, you will not be permitted to be present during the pack up of your property. However, you will be given the opportunity to examine the completed property inventory (DRC 2055) and certify all of your property was inventoried and packed up. You are also required to pack up all of your state issued property. Failure to do so could result in a conduct report for a violation of Rule #49 Destruction, Alteration or misuse of Property. Your property will be stored in the property room vault.

There will be no food items stored in the Property Room at any time for any reason. You will immediately be given the opportunity to send home or destroy all food items. If you refuse to either send home or destroy food items or any other item identified as contraband, the institution will destroy the items per AR 5120-9-55.

You may possess up to 2.4 cubic feet of combined state and personal property, excluding large titled items and state issued bedding. If your property exceeds the 2.4 limitations listed on the DRC 2055 form, the property will be considered contraband. You will be permitted to either send the property to an approved visitor at your expense, or destroy it.

You shall not trade, barter, loan, or give away any item of your personal property at any time. You will be required to provide proof of ownership for any item of your personal property any time you are asked. Failure to provide proof of ownership will result in the property being considered contraband.

Once you are released from segregation, you may go to the property room vault area (M Block) to pick up your property. You will be provided the opportunity to assure all property listed on the inmate property record is contained in your property. You must sign the DRC 2055 Property Receipt section before you leave the vault area with your property. If property listed on the property record is not contained in your property or it is damaged, you must notify the vault room officer before leaving the area. Once you leave the vault with your property, you can no longer file any complaints concerning missing or damaged property.

Institutional Transfers:

If you are transferring to another institution, the unit sergeant will complete your pack up. The day before you are transferred, the unit sergeant will take a cart to your cell and you will gather all your property for inventory and storage. You will then be escorted to the pack-up officer's post in the front of M Block. The unit sergeant will inventory your property on the DRC 2055 form and once completed you will sign certifying all of your property was packed up and inventoried. Your property will be stored in the property room pack up area and placed on the HUB when you transfer. (You will be permitted to possess personal hygiene items in your cell.) You will only be permitted to take 2.4 cubic feet of property. Everything exceeding this limit will either be sent home at your expense, donated, or destroyed.

Outside Court Hearings and Outside Hospital Transfers (OSU, CMC Admittance):

If you are going to an outside court hearing or being admitted to OSU/CMC for a scheduled appointment or medical procedure, the Pack Up Officer/Rover B will contact you to bring your property to the pack up area. Your property will not be packed up for a round trip. The institution is not responsible for items which you left in your cell.

Shock Hearings, Judicial Releases, Appeal Hearings, and Transitional Control Releases:

If you are in general population, you are required to inventory all personal property on the DRC 2055 before being released from the institution. If you are in segregation, your property was already inventoried when you were placed there. Your property will be stored in the property room vault.

If you are granted release from the Department of Rehabilitation and Corrections, you have 30 days to claim your personal property. Your property can be picked up by any authorized family member with proper identification. All property stored in excess of 30 days after release are subject to disposal as stated in AR 5120-9-55.

You must return your state issued items to the Clothing Issue Department. The clothing issue officer shall cross-reference your actual property items with the Inmate Clothing Issue Form (DRC 4077). If any discrepancies exist below the number of items from the initial issue and an Inmate Property Theft/Loss Report (DRC 4194) has not been completed for any of the unaccounted items, the processing officer/designee will complete a cash slip and have you sign for the cost of the unaccounted items.

Releases from DRC through Parole, PRC, EST, EDS, Detainer or Suspended Sentence:

If you are in general population, you are required to inventory all personal property in the DRC 2055 before being released from the institution. If you are in segregation, your property was already inventoried when you were placed in segregation.

You must return you state issued items to the Clothing Issue Department. The clothing issue officer shall cross-reference your actual property items with the Inmate Clothing Issue Form (DRC 4077). If any discrepancies exist below the number of items from the initial issue and an Inmate Property Theft/Loss Report (DRC 4194) has not been completed for any of the unaccounted items, the processing officer/designee will complete a cash slip and have you sign for the cost of the unaccounted items.

Legal Materials:

Inmates are permitted to possess a reasonable amount of general and personal legal materials. Llegal materials shall be maintained within the inmate's overall 2.4 cubic feet property limitation. General legal materials are subject to the general possession limits applicable to books, law books, stationary, or writing materials, etc. as provided in Administrative Rule 5120-9-33, DRC Policy 61-PRP-01. You are required to keep personal legal materials organized by title and case number. If you have personal legal material which exceeds your capacity to store within the 2.4 property limit, you may request permission to store the excess personal legal material in the property room vault. Extra locker boxes will not be issued for storage of legal material. You must kite the Inspector of Institutional Services for storage. A request for additional storage will not be granted unless the volume of your personal legal material is greater than one half of the footlocker. Only personal legal material as defined in ODRC Policy 59-LEG-01 may be stored in this manner. The inmate shall provide a list of the active litigation upon request. Inmates requesting additional space must first make reasonable efforts to reduce the amount of legal material in their possession. All excess material, including inactive case files, must either be mailed out of the institution at your expense or otherwise disposed of by you. Additional space granted is subject to review every 60 days. You may access your legal material by contacting the property room vault officer. Any material you take back to your cell must fit within the 2.4 cubic feet property limit.

MAIL AND VISIT DEPARTMENT

Philosophy of Visiting:

It is the policy of this institution to encourage inmates to establish, develop and maintain relationships with family, friends, and others in the community who may make a positive contribution to the social growth and well being of the inmate, both during their confinement and following their release. Therefore, our visiting program is established and designed to facilitate such relationships in a manner that is safe, secure and orderly.

Policies set forth in our visiting program do conform to administrative regulations with the exception of those deviations that have been approved due to the limitations of our visiting facilities.

Our visiting program is publicized in a manner that provides both the visitor and inmate with detailed information concerning all aspects of the visiting, mail and package programs, and are reinforced by the mail and visit staff that are available through either direct or written communication.

Organization:

The Mail and Visit Department of this institution is a combined operation involving the services of mail, packages and visitation under the direction of the Deputy Warden of Programs.

The available services of the Mail and Visit Department are as follows:

- a) The receipt, sorting, inspection, and delivering of all incoming and outgoing mail which also includes those services involved in the handling of special delivery, certified and legal mail.
- b) The receipt, inspection, issue and/or delivery of all incoming packages associated with the vendor Sundry Package Program.
- c) The packaging, postage and mailing of all of outgoing packages, to include the handling and inspection of all packages being sent out through visitation.
- d) The receipt, inspection, registration and issue of all authorized electrical appliances (television sets, radios, and tape players) received through the vendor Sundry Package program, to include those appliances purchased through the institution commissary.

e) The visitation services authorized and required by administrative regulations for immediate family members, friends, ministers, pastors, attorneys, public officials, special visits and special program visitors. A detailed explanation of the policies and rules governing the above mentioned services can be found elsewhere in this manual.

Communications:

The institution kite system is a primary source of communication for the answering of questions or requesting assistance for the services provided. Inmates having complicated mail or visit problems, too difficult to explain in a kite should send a kite to request a pass to the Mail and Visit Office.

The Mail and Visit office does not entertain an open-door policy for security reasons. However, inmates having urgent mail and visit problems may contact their cellblock officer or unit staff who may in turn contact the Mail and Visit Supervisor during normal business hours on behalf of any inmate requiring an inside pass for assistance.

Mail Room Services:

The mailroom is located in a restricted area; therefore passes to this section will not be issued. Most services of the mailroom that are of interest to the inmate are provided by the Mail and Visit Office during normal business hours.

Mail and Packages addressed to this institution are picked up daily Monday through Friday from the US Postal Office located in the city of Lebanon, Ohio. There is no mail pick-up and/or delivery on state holidays **or weekends**.

Mail can be received from anyone providing the mail received does not violate federal or state laws, which include the approved rules of this department.

Mail can be sent to anyone, anywhere, providing that you have not been advised by the proper authorities that the person and/or persons have declined to receive mail from you.

There is no limit to the number of letters you wish to send out providing you can afford the payment of postage.

You are advised to use good judgment in the writing of letters. Obscenity, threats or inflammatory remarks made through the mail may be a violation of law and can result in disciplinary action.

Mailing Address:

All mail being sent to inmates at this institution should be addressed using the inmate's full committed name and institution number. In addition, return name and address for the sender must be included. All mail that is improperly addressed will result in delay of delivery and/or may be returned to the sender. All mail sent to inmates should be addressed as shown in the following example:

John A. Doe #000-000
Lebanon Correctional Institution
P.O. Box 56
Lebanon, Ohio 45036

Mailing of Letters:

A mail box/mail drop for the mailing of first class letters is provided for inmates by Central Control. All letters placed in the mail drop box must be in pre-paid embossed stamped envelopes or have a cash slip for postage attached. Envelopes must be sealed and properly addressed.

All mail that requires postage (certified, insurance, etc) to be paid through deduction from inmate accounts may be brought to the Mail and Visit office through the Kite and Pass system.

Jpay Letters:

Jpay is an email system that your family can use to contact you. This process costs less than a first class stamps. These emails are printed and delivered through the institution delivery schedule. Your responses are scanned and sent back at no charge to you. Your family and friends can sign up at <http://www.JPay.com> (credit/debit card required).

Processing of Mail:

The processing of mail upon receipt is a time consuming operation involving a number of tasks in preparation for delivery. This procedure requires approximately one business day to complete. All mail, other than legal mail, shall be opened and inspected for the presence of contraband and unauthorized forms of funds, and may be read or copied in the institution mail office in accordance with Administrative Regulation 5120-9-17.

Inspection of Mail:

During the processing of mail, letters are opened and inspected for contraband. Letters containing contraband are returned to the sender with an explanation as to why the letter was not processed for delivery to the inmate.

Items such as rings, watches, gold chains, pens, pencils, postage stamps, cash, or other items not authorized under administrative regulations and or administrative policies will be returned to the sender, without notification of the inmate. If a letter is received containing contraband and is without a return address, the inmate will then be contacted to furnish an address for return.

Mail that is received by inmates containing contraband that is in violation of strict U.S. Postal Regulations and/or poses a clear threat to the security of this institution will be subject to confiscation and treated accordingly. Mail violations of this type may result in the legal prosecution of both the sender and the inmate involved.

Photographs:

Photographs taken by instant print cameras (e.g. Polaroid) are prohibited. There is a limit of three photos per letter for other types of pictures. You are also advised to inform your family and friends to place your institution number on the photos for identification purposes in the event a photo becomes separated from its envelope during the automatic letter-opening process. Photographs should also be in good taste. Sexually explicit photographs are not acceptable and will be handled in accordance with the administrative regulations governing printed materials.

Publications:

All publications, such as newspapers and magazines must be received directly from a publisher. Those publications received from a publisher will be screened to determine if they are within the guidelines of printed materials provided by administrative regulations.

Funds:

Funds received from an approved vendor, are returned to the Cashier's office for refund to the inmate's account. Any other funds received, such as money orders, personal checks or cash will be returned to sender.

Embossed Stamped Envelopes:

You are permitted to receive a maximum of three embossed stamped envelopes in a letter. This will not be counted as a package. (Cell possession limit is twenty-five embossed stamped envelopes per inmate.) Do not misuse the embossed stamp by removing the stamp from its original envelope to affix to another envelope or package. The U.S. Postal Office will not accept it.

Free State Letters:

You are authorized one Free State letter a month. The Mail and Visit Department will issue a free letter envelope through the third shift officer. The entire institution is issued the envelope one evening during the first full week of a month. Each envelope has a marking for that month only. You must use that envelope for the month that it is issued or it is invalid. All free letters are kept until the last day of the month then processed as outgoing mail.

Legal Mail:

Inmates receiving legal mail will be sent a class "B" at once pass to M Block. Inmates must produce their institution ID Card before being issued their legal mail. All legal mail will be opened in the presence of the inmate concerned and inspected for contraband.

Package Room Services:

The Package Room provides many services for the convenience of the inmate. These services involve the receipt and inspection of all incoming and outgoing packages. They also provide the service of preparing packages for return to vendors.

The Package Room is presently located in M Block area. Business operations of the Package Room are normally conducted Monday through Friday 9:30a.m.-10:30a.m. and 1:30p.m.-2:30p.m., except on state holidays.

The business hours of the Package Room are posted near the Package Room window and are subject to change. Inmates will be advised of temporary changes through the institution Public Address system.

Effective April 1, 2000 inmates at Level 3 security institutions such as Lebanon Correctional Institution can receive packages only from approved vendors. If you wish to receive a package, you must order your own packages using your own money. Catalogs are available from vendors approved by DRC. Family members or friends may also order packages for inmates. Look through the catalogs for things you want to order. Catalogs will be available in the library or you can kite your Unit Manager. You may only order from Access.

Fill out the order form completely, including your name and number. Make sure it is the right order form since each vendor has a different form. Then kite the package room telling them you want to order a package. When you go to the package room on the pass they send you, take along your order form and an envelope with your name and number in the return address. They will check to see if you have ordered any titled items. If you have they will verify with the property room that you are eligible to receive the titled item(s). If you are eligible, the order will be sent to the vendor. If you are not eligible, everything will be sent back to you and you will have to start over.

When the package arrives, you will get a pass to the package room where the package will be opened and the contents checked against your original order form. If everything is approved you receive your package at that time. Titled items will be sent to the property room to get titles and you will get a pass from them. If the package does not arrive or if you receive only a partial order, it is your responsibility to write the vendor about the problem. Televisions, radios and other titled appliances are not under warranty and you will have to pay for any repairs.

If you attempt to order items that are not approved, titled items you are not eligible for, or more than one package in a six-month period (January-June and July-December), you will receive a conduct report. If you are found guilty at the RIB the package will be returned at your expense and you will lose your package privilege for the next six-month period.

Mailing of Packages:

Inmates may mail packages out of this institution through the property room.

- Inmates will be required to fill out and sign a postage fee form indicating they have sufficient funds on account to pay the required postage fee. The fee for postage will be deducted from the inmate's account in coordination with and by the Cashier's Office. Inmates that attempt to mail out packages or mail with "insufficient funds" will not be mailed, and will be returned to the mail room/inmate. Any returned mail that is not picked up by the inmate within 30 days will be subject to the contraband policy and may be destroyed.

Inmates are advised that all packages are sent out as "Third Class Mail" and are not insured. Inmates desiring insurance protection on their packages must inform the package room officer at the time of processing and will be obligated to pay the insurance fee which will be added to the postage fee.

Outgoing Packages/Items, Via Visitation:

Inmates who wish to send items home through visitation must kite the Mail/Visit Supervisor three business days prior to the day of visitation. Inmates are advised that all items not picked up through visitation will be returned to the inmate.

Electrically Operated Appliances:

All appliances of this nature when received will be inspected for contraband and to insure that the unit is operationally safe before it is registered, identified and sealed. Units failing to pass the inspection will be refused and sent back to the vendor by the inmate at his expense. Inmates are advised that the inspection phase may require the unit to be partially disassembled.

As a result of this inspection on newly purchased appliances the warranty of the unit may become void. This institution will not be held responsible for warranties that become void as a result of a required security inspection. Inmates are also informed that because of certain manufacturing techniques on the newer appliances it has become nearly impossible to partially disassemble a unit without damage. Therefore, in cases of this nature, no attempt to disassemble the item will be made by this department which will result in the refusal of the appliance.

Control of Appliances:

Since all electrical operated appliances are registered items and listed in the inmate's individual package room record, it is then the responsibility of the inmate to insure that control of the appliance is maintained. All repairable or unserviceable appliances must be processed through the property room for the corrections of inmate records. Failure to comply with this procedure will result in the refusal of registration and processing of replacement units.

The same applies to appliances that become lost or stolen. Inmates must inform the block officers and unit sergeant when a situation exists where an appliance becomes lost or stolen. Lost or stolen appliances must be verified by the unit sergeant before correction of property room records will be done and to permit a replacement unit to be received.

You are not allowed to loan, borrow, trade, or barter items.

Visitation services:

As mentioned, it is the philosophy of this administration to encourage inmates to establish and maintain meaningful relationships with family and friends through our Mail and Visit programs. However, it should also be mentioned that, because of its

complexity and personal involvement with the public that visitation is a privilege and is not a right, therefore, it is in the best interests of the inmate and his visitors to become thoroughly familiar with the rules and policies of our visitation program to prevent misunderstanding and the embarrassment and/or aggravation prompted by violations of the rules and policies of this department. All new visitors (family or friends) may participate in an LECI visitor orientation program. This orientation provides information about the institution, mail and visiting rules, programs available at LECI and a variety of other information that is useful for family members and other visitors.

LeCI currently allows visitation seven days a week by reservation only. There is no visiting on state holidays. Visitors may make reservations by calling (513)932-4616 during normal business hours. Only approved visitors may visit inmates. The institution is located on St. Rt. 63 in Lebanon, OH approximately 2 miles east of I-75.

From Cincinnati: Take I-75 north to Exit 29 Monroe/Lebanon exit. Turn right and Institution is on right about a 1 ½ mile from the interstate.

From Dayton/Toledo: Take I-75 south to Exit 29 Monroe/Lebanon exit. Turn left and Institution is on right about a 1 ½ mile from interstate

From Columbus/Cleveland: Take I-71 south to Exit 32 Morrow/Lebanon. Turn right onto State Route 123 west. SR 123 turns into SR 63. Continue for approximately 8 miles and the institution is on the left.

Inmates receiving visits will be notified through our Class "A" pass system. Upon the receipt of a visit pass by an inmate, it then becomes the responsibility of that inmate to prepare himself for that visit and to report to the visit room promptly. In many cases, inmates, because of their activities, will require a shower and the changing into a clean uniform before presenting himself to the eyes of the public.

Video Visiting

All video visits will be scheduled through Jpay. The cost is \$9.90 a visit.

The following articles are the only items that an inmate may take into the visit room:

Visit Pass - insure name, number, and cell location are correct. If not correct, immediately inform the visit room officer before entering into the visit room.

Your ID Card and a wedding band if applicable.

Warning:

No other items are to be taken to the visit room. The same applies when leaving the visit room. There will be no exceptions to this rule.

The visit room entrance for an inmate is located off the main North Corridor. The visit room presently has a seating capacity for approximately 200 people. The visit yard, which is open while weather is permitting, can accommodate approximately 168 additional visitors and inmates. Inmates can have no more than three visitors at one time visiting.

Since visitors cannot bring food, candy or gum into the visit room, you will find that the visit room is equipped with a variety of vending machines. These machines are operated by a private commercial firm and are not the property of the state. Abuse of these machines will not be tolerated. If a visitor has a complaint, they must contact the company servicing the machines. Visitors may contact the visit room officer for this information.

Inmates are not authorized to handle money at any time. Visitors must make all purchases from vending machines. Inmates are not permitted to assist their visitors in carrying food items to their visit table.

Visitors are expected to be dressed appropriately. No see through or revealing clothes will be allowed in the visiting room. In addition, visitors will not be permitted to wear skull caps. **Clothes with holes in them or offensive graphics will not be permitted.**

Visitor Transportation:

Families can take any local taxi cab service to the prison during designated visiting hours. Families can look for a local cab service in their local phone books. From time to time, local agencies provide transportation for a small fee to the prison for visits. These schedules will be posted in housing units when available for you to pass along to your visitors.

Hours of visitation:

Monday, Tuesday, Wednesday, Thursday, Friday: Visit Hours Will Be

- 1st Session 12:15p-2:15p ; Cut Off time 1:00p
- 2nd Session 2:45p-4:45p ; Cut off time 3:15p*
- 3rd Session 5:15p-7:15p ; Cut Off time 6:00p

Saturday, Sunday: Visit Hour Will Be

- 1st Session 9:30a-11:30a ; Cut Off time 10:15a
- 2nd Session 12:00p-2:00p ; Cut Off time 12:45p
- 3rd Session 2:30p-4:30p ; Cut Off time 3:15p

Reservation Hours:

- Monday, Tuesday, Wednesday, Thursday, Friday: 12:30p-4:30p
- Saturday, Sunday: 8:30a-12:30p
- If you make a reservation and want to cancel, you will need to call three days in advance, or you will be charged a visit for the following month. A “No Show” is a reservation spot that someone else could have made.
- This change in visitation is due to the rise in population at Lebanon Correctional Institution. It is also done as a solution to the high demand of space needed for reservations. My hope is to allow a more positive visit experience at our Institution. Thanks for your patience.

Approved Visitor's List:

The approved visitor's list is originated through the assistance of family members during the reception of the inmate at his assigned reception center. This list, which remains a permanent part of your visit record, is reinstated at this institution and may be reviewed by the inmate by kiting his Case Manager. Corrections, changes, additions and/or deletions of the approved visitor's list is accomplished through the visitor by him/her completing and application and producing documented proof of the relationship to the inmate, such as birth certificates, marriage certificates, divorce decrees, court orders, and/or official letters. Applications can be sent, at the inmate's request, by the inmate providing an embossed, addressed envelope to his case manager. The case manager will then mail out the visiting application.

Immediate Family Members:

The following are considered immediate family members at this institution: Grandparents, step-grandparents, parents, step-parents, brothers, sisters, half-brothers, half-sisters, step-brothers, step-sisters, wife, common-law wife (before 10/09/91), children, step-children, grandchildren, uncles and aunts, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law. Nieces, nephews, and cousins under eighteen years of age are not added to the approved visiting list as immediate family members. However, they are permitted to visit providing they are with their approved visiting parent and the parent concerned produces a birth certificate.

Foster parents, foster brothers and foster sisters are not considered immediate family members at this institution. Exceptions to this rule are rarely granted.

The mother of an inmate's child(ren) can be placed on an inmate's visiting list by completing an application and providing documentation of paternity for the child(ren) (birth certificate, child support order, DNA test results). This visitor will be listed as Mother of Child.

Visitors under eighteen (18) years of age who are related to the inmate may visit providing they are escorted and supervised by their parent or their legal guardian. Parents and/or legal guardians will be required to produce a legal document, such as birth certificate or court order proving their relationship to the under-aged visitor each and every time they visit. Visitors are responsible for the conduct of the children during the visit. Disruptive behavior could be grounds to terminate the visit.

Children of the inmate may be brought to the institution by the immediate family members of adult age providing they can produce a notarized letter from the parent or legal guardian of the child/children indicating their approval. Birth certificates or court order will also have to be produced in addition to the above.

Visitors less than eighteen years of age who are not authorized to visit as a result of the condition(s) mentioned will not be permitted to remain on the institution property.

Nieces, nephews, and cousins who are eighteen years of age and older will not be permitted to visit as a family member. However, they may be added to the visitor's list as a friend.

Visitors Application Form:

Inmates are permitted to have up to fifteen visitors on their visit list, which is comprised of both friends and family. This is accomplished by kiting their Case Managers requesting to mail a visitor's application form. The kite must contain the full name of the friend and the city and state of their residence. Or, you can bring an addressed, embossed envelope and a kite to your case manager during his/her posted office hours. Inmates must remove approved visitors from their list before requesting that new visitors be added if the new applicants will result in more than fifteen visitors. Prospective visitors may also complete a visit application on-line at the ODRC website and mail the application to the institution.

It is the proposed friend's responsibility to complete the visitor's application form by answering all the questions accurately and truthfully. Failure to do so will result in refusal of the visitor's application and future visiting privileges.

The visit application form must be returned to the inmate's case manager via the U.S. Mail. An appointment will be scheduled for a personal interview with the prospective friend if his/her application is tentatively approved. Interviews are conducted at the initial visit. Friends must be at least 18 years of age in order to be added to the visitor's list.

Inmates must submit a kite to their case manager to make any changes, removals, or additions to their visit lists.

Special Visits:

Special visits may be approved for an inmate upon recommendation of the appropriate unit staff and with the approval of the Unit Management Administrator (the Warden's designee). A special visit must be initiated by including the name, address, relationship of the visitor to the inmate, and the reason for the special request. This request must be sent to the inmate's Case Manager first. No special visitor may visit more than once in a three month period. Special visits may be granted at the Warden's discretion when there is a legitimate reason. Factors to be considered in granting special visits include, but are not limited to:

Visitors who do not visit on a regular basis.

The opportunity of the visitor to be of assistance to the inmate (i.e. job interview, community resources, etc.)

Clergy

The number of visits an inmate has received from those on his visiting list.

Crisis situations.

Special visits are intended for individuals normally not on an inmate's approved visit list. They may not be used to repeatedly visit with persons who would otherwise be eligible as a friend. Therefore, most special visits will only be granted on a one-time basis with a given visitor.

Frequency of Visits:

All inmates (with the exception of those in orientation) are eligible for two visits per month, one visit in a given week from each person on their approved visiting list. Family members traveling a distance in excess of 200 miles will upon their request be permitted a double visit session on the day of their visit. That will constitute their two visits for the month. This must be arranged at the time a visit reservation is made.

Merit Status Inmates:

Inmates on merit Status are given increased visiting privileges. These inmates are authorized one visit per calendar week from each person on their approved visitor's list (NOT TO EXCEED 4 TOTAL VISITS PER MONTH). A visitation calendar week begins on Sunday and ends on Saturday. Inmates who are within thirty days of their parole release or maximum expiration dates are authorized the same visiting privileges as a merit status inmate.

Inmates in Security Control:

Inmates placed in Security Control for investigation and/or pending a hearing by the Rules Infraction Board will retain their visiting privileges until disposition has been made.

Inmates in Disciplinary Control:

Inmates in Disciplinary Control will be permitted to receive one, 2 hour visit per month from each person on their approved visiting list, Monday through Friday. (No weekend visits.)

Inmates in Local Control:

Inmates in Local Control are restricted to one, 2 hour visit per month from each visitor on their approved visitor's list, Monday through Friday. (No weekend visits). Inmates in any of these three control statuses will visit in restraints and a jumpsuit.

No Contact visits:

Inmates who are required to have No Contact visits are held to the same visiting restrictions as those inmates on Disciplinary Control or Local Control status.

Property From Visit:

Visitors are not authorized to bring any items to give to inmates to take back to their cells. Photos will be taken for \$2.75 in which a cash slip is completed. These photos will be given to you upon exiting the visit room.

Visitor ID:

Visitors are expected to bring a picture ID to each visit. If your child visits, a birth certificate is required.

Video Visitation

1. Video visitation using the JPay kiosks installed in 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 at all Level 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.
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.

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 display 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 the 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 is no statute 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 session allowed per day.

DRUG TESTING

Inmates are drug tested by policy for reasonable suspicion, random selection, programs, and parole board hearings and at the appointing authorities' discretion. Inmates who are found guilty of a Rule 39, Rule 41, or Rule 43 are enrolled in Mandated Substance Abuse Program and are subject to periodic follow-up testing.

CASHIER'S OFFICE

The Cashier's office is open from 7:00a.m. to 4:30p.m., Monday through Friday, and will be closed Saturday, Sunday and all Holidays.

JPay/ Kiosk:

Funds can be applied to an inmate's account from and approved or tentatively approved visitor in one of two ways. First an approved visitor can send a money order to J-Pay to have funds placed on an inmates' account. The sender must attach a form that will need filled out by them and forwarded on to the address on that form. Once received by J-Pay, the funds will take approximately 10-14 days to reach the inmates account. The Cashier's Office will send out receipts to inmate's who receive funds through J-Pay. Funds can also be applied to an inmate's commissary or phone account through the Kiosk machine in the front lobby of our institution or any institutions throughout the state. Funds may also be applied to an inmate's account over the internet at www.OffenderConnect.com or by phone 1-888-988-4768. Funds posted to an inmate's account through Offender Connect will typically reach the inmate's account sometime overnight and be available to the inmate the following day. Information on these procedures should be posted in the block area or through Unit Staff.

Other Funds:

Other forms of monies that can be received and applied to an inmate's account are refund checks, child support checks, income tax checks (as long as in the inmate's name only), beneficiary checks or checks as the result of closing a savings account. Questions about any other types of monies being received by inmates should be directed to the Cashier's office in a kite.

Inmate Pay:

State pay is posted as determined by Central Office, not usually any later than the 10th of any month. The Cashier's Office is not responsible for the amount of state pay an inmate receives. That is determined by your work assignment. Inmates will not receive a full state pay if their pay category was reduced for one or more of the following reasons:

Category reduces for time in security, disciplinary or local control.

Category reduced for medical cell isolation, medical idle, limited duty status, or for hospital transfer.

Category reduced for being outside the institution for court.

Category reduced for being idle.

****Inmates placed in segregation under DC or LC status receive no state pay per AR 5120-3-08****

Your Account:

Inmates who wish to send money from their account must see their Case manager or Unit manager. Fill out a cash slip, take it to your case manager or unit manager to be witnessed by them and have it forwarded to the Cashier's Office. Any cash slip received in our office that requires a check to be sent out without a witnessing signature by Unit Staff will be returned to the inmate in order to acquire the appropriate signature. Inmates may only send funds to individuals who are approved or tentatively approved on their visit list. Any other questions about sending funds from your account should be addressed to the Cashier's Office in a kite.

Inmates are prohibited from opening a savings account while incarcerated. Inmates can purchase Certificates of Deposit and information is available through the Cashier Office by kiting them. If you do purchase a CD and transfer, the CD will be forwarded to your transfer institution. If you own a CD and are released, the CD will be given to you upon your release.

All questions regarding your account should be directed to us in the form of a kite. Kites are received daily and a log of all the kites are kept. Kites are generally answered the same day they are received and sent back immediately. Account balances will not be given to any one over the phone. You must kite our office to receive your balance in writing. If you kite and do not receive a response, re-kite.

Inmates who wish to receive a printout of their account must send a cash slip in a kite and a five cents per page charge will be applied. Please indicate a time period you want the print out for.

Electricity usage Co-Payment Program:

Per policy 61-PRP-03; Inmates in possession of one or more electronic appliance for all or any part of a month will be subject to a one dollar (\$1.00) electricity usage co-payment charge for that month.

Release Funds:

Inmates being released by Parole, Expiration of Sentence or Maximum Sentence will receive up to \$75.00 in release funds from the state, plus any funds remaining in their account. Inmates previously released on their current number will not receive the \$75.00.

COURT COLLECTIONS INFORMATION

The Lebanon Correctional Institution is required to comply with Administrative Code 5120-05-03 and forward monies from an inmate's account to the court upon the submission of a valid request by the court for court costs, fines, and/or restitution. The Court has submitted the attached paperwork requesting that the institution withhold money from your personal account to pay a court-related debt. You have the opportunity to provide valid exemptions and objections as to why some or all monies in your account should not be used to pay this court-ordered debt.

ACCOUNT PROCESS:

An inmate placed in collections will have his account placed on hold exempting \$25 per month which can be spent at his discretion (If the inmate has less than \$25 in his account in a 30-day period, no funds will be sent to the court for that month and he is considered indigent. (See INDIGENCY section below.).

1. The Warden's Collections Designee cannot increase or decrease the payment plan set forth in Administrative Rule 5120-5-03 (D).
2. All funds exceeding the \$25 per month in your account will be sent to the court on the case referenced. Should there be multiple cases, the payments will be made on one case until completely paid off and then moved on to the next case and so forth.
3. The \$25 left in your account after payment to the court is NOT limited to Commissary spending but includes all spending (i.e., medical co-pay, RIB, postage, fundraisers, and any other spending). Any spending that hits your account and is not rejected for Insufficient Funds will be deducted from the \$25 that month and if there is still money owed for that month, it will be the first thing to come from the \$25 the following month.
4. Any money orders or funds received into your account that is not from an exempt source will be sent to the court. No exceptions.
5. If you do not spend your entire \$25 one month, the positive balance left will be sent to the court the next month.

INDIGENCY:

While you may have been considered indigent by the court, the standards of indigence are different for wards of the state.

1. DRC Policy 59-LEG-01 states that an inmate is considered indigent if, during the 30 days immediately preceding the request, the inmate has earned or received less than \$9.00; AND, if the inmate's account balance has not exceeded \$9.00 at any time during the thirty (30) days immediately preceding the request.
2. No funds will be forwarded to the court while an inmate meets the standard of indigence as defined in DRC Policy 59-LEG-01.

PAYING OFF THIS DEBT:

You also have the following option regarding paying off this debt.

1. Have your family/friends send the money to the institution and the Cashiers Office will forward the money to the court on your behalf.
 - a. The Cashiers Office will send you a receipt for payments made on your behalf.
 - b. This receipt will show the balance remaining after each payment.
 - c. The hold will be removed when the balance on all court cases is \$0.00.

FILING A MOTION:

Filing of a motion to vacate or stay does not stop or delay the collection of these court costs. Only the court can stop or delay collection of these funds while a motion is pending.

1. If filing a motion, carefully read your journal entry and statement of costs to determine what type of costs you are being assessed. Be aware that there are different types of costs that may be ordered – court costs, fines, and/or restitution.
2. If the court rules in your favor on your motion, it is your responsibility to notify the Collections Designee. Provide all important information in your kite (case number, county, etc.)

COST BILLS:

The cost bill submitted to the institution shows the amount you owe through the date on the Statement of Costs and does not reflect costs added or payments made after that date.

1. It is your responsibility to contact the court if you have written proof that the stated obligation is incorrect.
2. If you do not have written proof, you must contact the court directly if you believe that the cost bill is wrong or you have questions regarding the charges. If found in your favor, you must ask the court to alert the Warden's Collections Designee.
3. The Warden's Collections Designee cannot make alternative payment arrangements outside of the court collections process.

A "Notice of Objection to Judgment for Payment" form (DRC1599) is included in this packet. Included with the packet is also a list of exemptions (DRC1598). In the event that you meet any of the criteria listed on the exemption list and wish to object to the payment of these costs, you must:

1. Write your specific objections or exemptions with pertinent details and how the requested exemption applies to you on the "Notice of Objection to Judgment for Payment" form.
2. Be able to provide proof of these exemptions.
3. Submit the "Notice of Objection to Judgment for Payment" form to the Warden's Collection Designee, not the court, by the due date on the "Court Order to Pay Stated Obligation" form.
4. If your written explanation is not submitted timely, then you waive your privilege to object or assert reasons why some or all of your account money should not be used for payment of these costs and you will have \$15 per month to spend.
5. If you are unable to fully explain your exemptions and/or defense in writing, you may request an informal discussion with me.
 - a. This discussion is optional and you must check "DO" on form DRC1599.
 - b. Write a statement as to what you want to discuss.
 - c. Do not leave this form blank and request an informal discussion. Many times an issue can be resolved without an informal discussion.
 - d. You must bring proof of your exemptions with you to the discussion.
 - e. You will receive a pass for an interview.

COMMISSARY

You are allowed to shop two times per month. The shopping schedule is posted in the window of the Commissary. The schedule is subject to change without notice. Your block officer will announce in the block for 20 shoppers at a time. At that time you may proceed to shop. Do not ask any staff member to call and check if you are able to shop. There are no make up days unless you went to outside court, medical round trip, or you were just released from being under investigation (and you were found not guilty). When you change cell locations you may initially be on the list for your old block. Check this so you do not miss your commissary day.

While you are in the Commissary line you are to be quiet and orderly. You must not cut line. Your order is processed in the order you entered. You are not permitted to form a line outside of the Commissary. Anyone behind the yellow line in the Commissary must leave. Once your ID has been taken, you must shop. If you leave for any reason you will not shop until your next shopping day. When you enter you must be in state blues and present your green ID badge. You will be given your balance at that time. LECI spending limit is \$130.00 per two week shopping cycle. No other amount above this will show on your balance. You must kite the cashier's office for your total account balance. Walk, but move as quickly as possible along the counter and select any available item on display. Once you pass one window you may not return to the previous one. The line moves forward, not backward. When you reach the last window there are no "add-ons" to your order, please do not ask. You are required to watch and make sure you receive all items requested. When you reach the end of the counter, your items will be totaled and the amount spent will be written on your receipt. Once your order is totaled you must sign the receipt and retain the 2nd copy for your records. You must make sure you have all items you purchased in your bag and that items are undamaged before you leave. ALL SALES ARE FINAL. No items will be replaced after you leave. Your ID will be returned to you once you sign your receipt. No trading or exchanging of items is permitted. If you are caught, all items will be taken and considered contraband. Small electronic appliances are purchased at your own risk and do not come with a warranty.

Stockpiling:

You must not stockpile commissary items. Buy only what you need at the time. When you stockpile commissary items, some may spoil, get stolen or present the impression that you are running a store of your own. Commissary food items will be considered contraband 14 days from date of purchase. A valid commissary receipt is required as proof of ownership for all items possessed. Food boxes will also be considered contraband 14 days from date received.

Titled Items:

Send a kite to purchase all titled items. Your request to purchase any titled item must be approved through the property room. Items will not be sold without this approval. Orders for titled items are placed at window one. When your order is totaled you will then be notified if your request was approved. Catalogs that sell titled items are kept in the unit staff offices, not in the commissary. You may get these catalogs from your unit staff.

CLOTHING ISSUE DEPARTMENT

When arriving at LECI all inmates shall be issued or allowed to possess the following items and quantities. Personally owned items **will** count towards the total issue quantities.

3	Undershirts	Retained by Inmate
3	Undershorts	Retained by Inmate
3	Pairs of Socks	Retained by Inmate
3	State blue shirts	Retained by Inmate
3	State blue pants	Retained by Inmate
1	State boot	Retained by Inmate
	(If necessary for work assignment)	
1	Laundry Bag	Retained by Inmate
1	Towel	Upon request by Inmate
1	Washcloth	Upon request by Inmate
1	Pillowcase	Return Item
2	Sheets	Return Item
1	Blanket	Return Item
1	Mattress	Return Item
1	Pillow	Return Item

Upon arriving at LECI the Quartermaster will review your property inventory before any clothing is issued. If any discrepancies exist below the total number of your items marked in the above list as (Retained by Inmate) and no Theft and Loss report is accompanied by the prior institutional for the unaccounted for items, a cash slip will be signed for the cost of the unaccounted for items. If you refuse to sign a cash slip the cost will be recovered through the disciplinary process. You will only be charged for items that can positively be identified as state issue. These items will only be replaced after a cash slip has been signed.

You will be provided the opportunity to exchange state issued clothing and linen on a basis of one time every 12 months, unless there is proof of an earlier need. After 12 months, clothing and linen exchange will not occur automatically, but rather upon written request via a kite. All reissues will be made at the discretion of the Quartermaster. If your clothes become worn or unserviceable due to normal wear, you may kite the Quartermaster for a pass for a clothing review. This is only a review, not an automatic reissue. If the Quartermaster finds that the items do need replaced they will be replaced at this time. All reissues will be made on a one for one trade in basis. For example, you have two old pairs of socks that need to be replaced. You must trade those old socks in to get two new pairs.

Any lost or stolen items must be reported to your unit sergeant or block officer and a Theft and Loss Report must be filled out by that staff member. No items will be replaced that were lost or stolen until the Quartermaster receives a signed copy of the Theft and Loss Report from the North Corridor. Theft and Loss Report passes will be issued as needed.

At no time are you authorized to alter any state issued item in any way. If you damage, alter, or lose any state issued item you will be subject to disciplinary action up to and including payment of restitution. Should your clothing need to be repaired, send a kite to clothing issue stating what repairs you need and a pass will be sent to you. Passes are run on a daily basis. Do not approach a work supervisor with a clothing issue problem. If you have a problem you must utilize the kite system. No kite, no pass.

LAUNDRY

Every cellblock has the opportunity to have their personal laundry washed by the institutional laundry. The schedule is posted in the block to which you are assigned, and your unit staff will have the schedule available. The night before your cell block has laundry call, the block laundry attendant will collect one bag from every inmate that wishes to participate. Your bag may contain state blues and/or personal items. This bag will be secured in the block laundry cart overnight and escorted to the laundry on the assigned day. That same day the block laundry attendant will return you laundry bag. You are responsible for keeping your laundry bag marked with your name and number on it.

Food service workers can exchange kitchen whites everyday. Every block has a kitchen white laundry cart. Place your soiled kitchen whites in this cart only. Block officers may check the carts to insure that kitchen whites are the only items in the cart.

FOOD SERVICE DEPARTMENT

Inmate Dining Room:

The Inmate Dining Room (IDR) typically serves approximately 8000 meals to inmates every day. As such, it is one area most important to every inmate.

Effective March 1, 2009, each inmate at every meal will be required to present a ID card to the food service coordinator on the serving line prior to receiving their meal.

IDR Meals & Menus:

The Dietary Operations Manager at Aramark prescribes IDR meal menus and serving portions. Every inmate in the Ohio Prison System is essentially served the same food at each meal every day, using the same menu. Weekly menus are posted throughout the Institution, and daily menus are posted in each dining room.

Here at LeCI, the Food Service Department makes a special effort to provide enhanced meals to inmates on holidays and other occasions of interest. These special meals are intended to allow inmates some opportunity to celebrate, despite confinement. As of this writing, holiday meals are offered on Thanksgiving and Christmas

Special Accommodation for Inmates with medically ordered diets:

There is a special diet line in the Inmate Dining Room. Inmates with special dietary needs can request an evaluation by submitting a health care service request which may result in a doctor's order for a medically ordered diet. The IDR prepares food in accordance with prescribed diets developed by a licensed diet technician in conjunction with medical staff. Inmates receiving a special diet will be given the diet line rules and guidelines prior to beginning this program. If an inmate has an allergy or special circumstances, this needs to be addressed with the institutional dietician and not with the Food Service Department.

Special Accommodation of Inmates on Religious Diets:

Special diets are allowed for religious purposes. Contact the Chaplain to arrange for special religious diets. At the lunch and dinner meals, a "vegetarian" alternative to the traditional meat entree is always available upon request on each serving line.

Job Opportunities in Food Service:

At any given time, as many as 200 inmates are employed by Food Service in the IDR area. Inmate workers are supervised by Aramark staff. Inmate workers prepare virtually all of the food served in the IDR. Inmates also serve the food, and perform cleaning, maintenance, and administrative duties necessary to deliver the meals. Food service worker's schedules are developed by the managers to meet institutional need. Contact your Unit staff regarding assignment to the IDR.

Contraband Food:

It is a violation of the Institution's rules and policies to remove food from the IDR area, or to possess such food outside the IDR area, and it will be considered as contraband, except as authorized by the Director of Food Service. Consumption of contraband food is a health risk. Since this food is not refrigerated, bacteria growth in the food can cause food-borne illnesses such as food poisoning.

Contacting Food Service:

The Food Service Department is dedicated to continually improving the quality of all food served, and the efficiency of its operations. Inmate comments and suggestions are always welcome, and should be addressed to the Aramark Director in a kite.

MEDICAL SERVICES

In order to be seen during sick call, inmates must complete a Health Services Request Form. This form may be obtained from the housing areas or the infirmary. When it is completed, place it in the white mailbox located inside the infirmary. Camp inmates place their request forms in the mailbox located across from the camp dining hall. Nurses will collect the forms at approximately 2:00p.m. daily. Inmates who are in isolation will be able to request a Health Services Request Form from the nurse who conducts announced daily rounds at approximately 11:00a.m. daily. After completing the form it is to be returned to medical staff. All request forms are read by a nurse. If the request is determined to be an emergency the inmate will be seen for sick call without delay. If the request is not determined to be an emergency the inmate will be sent a pass at a later date. There are no exceptions. Emergencies will continue to be seen when needed by staff referral. Security staff will not be involved in any manner in collecting Health Services Request forms.

Dental:

Lebanon Correctional has a fully equipped dental clinic. All inmates regardless of sentence length are eligible for emergency and urgent dental care. There is no co-pay for any dental procedure, whether performed by dental staff or a nurse.

Dental Emergency-the following are examples of emergencies

- Uncontrolled bleeding
- Broken Jaw
- Constant Bad Pain
- Large Amount of Swelling and or an infection

Notify any staff member of these issues. The staff member will notify the infirmary and you will be seen by **Inmate Health Service (IHS)** as soon as possible.

Urgent Care-the following are examples of dental needs

- A toothache, either constant or comes and goes.
- Broken painful Tooth
- Infection
- Large painful cavity

Submit a Health Care Service Request (HSR) form in the white medical boxes explaining your problem. Inmate Health Services (IHS) will send you a pass in a day or two. Watch for your pass and report to the infirmary at the time stated on that pass.

Routine Dental Care: the following are examples of routine dental needs

- Cavities
- Problems chewing
- Cleaning
- Denture- must have a length of stay in ODRC greater than 3 years.

You can see the dentist by completing a Request for Health Services form. This form it will not be returned to you. The appointments for routine care are made on a first come, first served basis. Inmates are not eligible for routine dental services until after one year of stay in ODRC. Emergency situations for dental will follow the same procedure as listed above for medical emergencies.

You can see the eye doctor by completing a Request for Health Services form. You will then be scheduled for a NSC appointment. You are entitled to new glasses every 2 years. Inmates may not have glasses mailed in to the institution.

If you are presently on psychiatric medications from your previous institution, our medical doctor will continue that medication. You will be seen by mental health services for evaluation with in 5 days of your arrival.

As described in Policy 68-MED-11, a Registered Pharmacist is authorized to substitute and dispense a generic medication for any drug prescribed by a physician. This substitution will not occur if the prescribing physician indicates "Dispense as Written." These substitutions will be made from the Drug Formulary developed by the DRC Pharmacy and Therapeutics Committee, which has identified drugs having a high degree of clinical and cost effectiveness.

All inmates taking controlled medications, (narcotics) or those inmates who are suspected of being unreliable, abusing their medications, or taking medications that must be dispensed by the nurse, will be required to come to the Infirmary to pick up their

medication dose by the nurse. You will only be allowed to enter the Infirmary for medication at the time the doctor ordered it. You must have your medication slip and your Institution badge to receive your medication. If you do not have the necessary paperwork you will be asked to return to your cell to get it. You will then be given your medication.

Be aware that we do not have one-day lay-ins here at LeCI. If you are ill or temporarily disabled due to an accident or other cause we have medical cell isolation (MCI). It is a mandatory three (3) days. The nurse will assess your medical problem and decide if you need to be on MCI. If so, he/she will place a red band on your right wrist with your name and number on it. If that red band comes off for any reason, you are to come directly to the Infirmary to have it replaced. The Infirmary and the Count Office does not take anyone off MCI Friday – Monday. You will be sent a pass to be taken off MCI by medical staff Tuesday-Thursday. When your band is removed, report back to your job. You will be given a list of rules and regulations from the Infirmary regarding MCI. If you fail to follow these rules, you may be issued a conduct report.

If the Infirmary issues you any items you will be required to keep a special pass with the item. Any item that needs to be returned to the infirmary will be indicated on the pass. Any item found to be without a pass will be considered contraband, will be confiscated, and you may receive a conduct report for it. Items that are in disrepair or altered will also be considered contraband.

We have a foot doctor that comes in twice a month. If you need to see him/her, you must complete a Request for Health Services form and will be sent to be evaluated by a Nurse via Nurse Sick Call and then referred to the Advanced Care Provider..

If the doctor feels that your medical problem requires you to see a specialist, you will be referred to either OSU Hospital or CMC in Columbus. Your referral may require face to face visit or a tele-med visit. You will be asked to sign a statement that says that on the day of your appointment you will honor that appointment. If you sign the statement and the day of the medical appointment you decide that you will not fulfill your appointment, you will receive a conduct report for refusal. You will also be charged \$20.00 for the wasted appointment. If you find out that you are receiving an out of state visit or the parole board is coming that day, you should notify your block officer or a unit staff member so they can let the medical secretary know so that he/she can reschedule you for a later date.

If you need a refill of your medication, you must complete a Health Care Service Request form indicating which medications you need by name or prescription (Rx) number. You will be sent a pass when it is ready to be picked up. Once your medication has expired you may not receive any more refills. You must complete a Request for Health Services form and be re-evaluated by a nurse. Please request refills 3-5 days before you run out of medication. Do not request refills of medication you are not taking. Excessive amounts of medication will be considered contraband and you will be written a conduct report for misuse of medication. You may also have to reimburse the state for the excessive amount of medication. In addition, any future prescriptions will be nurse administered.

Inmates over 50 years old will be scheduled for a yearly physical by the infirmary staff. It is your right to refuse the physical. Inmates 40-50 years old may request a physical every 2 years. Inmates under 40 may request a physical every 5 years. Inmates under 50 who want a physical must complete a Request for Health Services form indicating this.

Healthcare Services Co-payment:

Healthcare services co-payment guidelines are outlined in DRC Policy 68-MED-15.

No inmate shall be denied needed healthcare or treatment because of a lack of ability to pay. Inmates shall receive appropriate healthcare based on their present need, without regard to financial status. Inmates who request healthcare via a Health Services Request shall be charged a \$2.00 co-payment fee, unless the care is specifically exempted or waived in this policy. Emergency care will not be charged a co-pay. Medical staff will determine if the care is an emergency or non-emergency situation.

A member of healthcare staff will notify the cashier's office of the inmate to be debited, the date of the visit and the healthcare staff member who authorized the co-payment. The cashier will then debit the account of the inmate.

Services that are exempt from the co-payment charge include:

- Reception intake physicals and dental examinations;
- Visits for treatment of chronic disease in regularly scheduled chronic care clinics;
- All mental health care;
- Periodic physical exams as required by departmental policy;
- TB, HIV, or Hepatitis testing;
- Laboratory tests, x-rays and physical therapy visits, except for drug tests that demonstrate use of contraband drugs;
- Dental care;

Preventive Health Education:

Care provided at the infirmary, Corrections Medical Center (CMC), Oakwood Correctional Facility (OCF) (except CMC AND OCF cadre), Frazier Health Center (FHC), a community medical facility, or The Ohio State University Hospital following admission after an initial request for healthcare;

Follow-up visits ordered by the doctor or requested by a nurse will not incur a co-pay. Staff who recommend or refer inmates for subsequent visits to monitor the condition must record this direction in the inmate's medical chart, so that the inmate will not be charged for the subsequent visits. If new problems are presented for assessment during a follow-up visit, a new co-payment charge will be made.

RECREATION

Announcement and Activities:

When your block has recreation, an announcement will be made from Central Control permitting you to pass to the gymnasium. A wide range of recreation programs and activities are available. Send a Kite to the Recreation Director for additional information.

Outside Yard Recreation:

When weather permits, the outside yard recreation area may be opened. Again, an announcement from Central Control will be made to this effect. The institution will be divided into two groups; the groups will be recognized as the group 1 and group 2 for yard recreation. The order by which each group is allowed yard recreation will alternate daily as the following: The group that has morning rec. will also have afternoon rec. on the same day. The remaining group will have evening rec. Group 1 and Group 2 will rotate the next day.

Group One: D, F, A and B blocks

Group Two: J, H, G and E blocks

3B's = K – High & Low side rec. separately (on a rotating basis – 9:45 a.m. or 2:45 p.m.)

Gym Recreation:

***GYM IS CLOSED WHEN OUTSIDE WEATHER PERMITS YARD REC. WHEN THE GYM IS OPEN, ONLY THE BLOCKS LISTED WILL BE PERMITTED GYM REC. Over 40 Program: M, T, TH & F 7:00 am – 7:45 am,**

Group #1 = **G1:** D, F, B, A

Group #2 = **G2:** J, H, G, E (Note: J and H will not Rec. together due to large inmate numbers counted in the GYM)

Note: two blocks within each group will have GYM Rec. together either morning, afternoon or evening rec.

3B's = K – High & Low side rec. separately) (on a rotating basis - 9:45 a.m. or 2:45 p.m.)

You may take the following items to outside yard recreation: walkmans with tape players, MP3 players, guitar, music books, dominoes, cards, chess/checker sets, hand-held gaming systems and keyboards.

The following contact sports are not permitted: martial arts, boxing, wrestling, or contact football. Inmates are not permitted to gather in large groups ("large groups" to be defined as more than five inmates). Conducting of religious services or congregational-type prayer meetings is not allowed in any of the recreation areas. Further, do not litter the recreation areas. Currently you may play flag football at scheduled times.

Equipment Check Out:

You may check out certain recreation equipment in exchange for your ID badge. When you return the equipment, your badge will be returned to you. You are responsible for any damage done to recreation equipment.

The Recreation Department invites you to join us in our seasonal activities. They are similar to High School sporting events. The sporting events are classed as A-B-C level with the A league being the highest level. An Over 40 league is also offered.

Structured events are not required, but we highly recommend them to all residents here at Lebanon Correctional Institution to teach sportsmanship, fill idle time and relieve stress.

The Lebanon Correctional Institution, Recreation Department offers the following activities:

- MOVIE VIDEOS (CHANNEL 4)
- PING-PONG (INDOOR RECREATION ONLY)
- SOFTBALL
- BASKETBALL
- HANDBALL
- VOLLEYBALL

KICKBALL
HORSESHOES
SHUFFLEBOARD
VARIOUS BOARD GAMES (UNIT ACTIVITIES)
FLAG FOOTBALL
OVER 40 PROGRAM
DODGE BALL
BOWLING
PICKLE BALL
MUSIC PROGRAM
ART PROGRAM
OUTSIDE TEAM SPORTING EVENTS
BOCCE' BALL

The Recreation Department does not permit the following during recreation under any circumstances:

BOXING - SPARRING
MARTIAL ARTS
WRESTLING - HORSEPLAY
MORE THAN FIVE INMATES IN A GROUP
RED DESIGNATED AREAS OFF LIMITS
NO HAIR CUTTING ON THE YARD OR GYM
NO TACKLE FOOTBALL
NO GAMBLING
NO COMMISSARY ITEMS

ABSOLUTELY NO RED CLOTHING WILL BE PERMITTED ON THE RECREATION YARD OR IN THE GYMNASIUM.

Recreation activities are limited to approved activities. Hair cutting/styling is not allowed and clippers will not be permitted in the gym or on the yard.

Please do not misuse or abuse the recreation equipment provided for you. If equipment is defective please report it to the recreation staff. The recreation department will notify you of all developing sports events through the institutional television station (Channel 4) or through memos posted in the recreation department. Channel 4 will list all updates and recreation news.

If you are injured while on the Recreation Yard or in the Gymnasium, notify the recreation office on duty.

RELIGIOUS SERVICES

Because religion is seen as an important part of a person's life, opportunities have been provided at Lebanon Correctional Institution for the personal practice of one's faith. The institution does not control the personal faith that one holds, but only the practice of the expressions of one's religion on the basis of the legal code, space, time, and other practical considerations that are brought about by the nature of this institution. Individual study, practice and growth within the regular life of the institution are encouraged. Each inmate has access to his clergy person and the chaplains of the institution. If you want to arrange an interview or counseling session with a chaplain, send a kite and a pass will be issued to you as soon as possible.

Chapel of All Faiths:

The Chapel of LeCI is a house of prayer for all faiths. The Chapel area must have the respect and proper behavior of all that use it.

Scheduled Meeting:

Because of the number of inmates within the institution, space and time availability and other considerations, group religious meetings have been scheduled on a regular basis. These are under the direction of the Religious Services Department. There is one chaplain working within the Religious Service Department.

The following are several of the group programs scheduled on a weekly basis in the chapel area:

Protestant Services:

The institution employs one chaplain who is also a Protestant Minister. The following Protestant Worship Services are held: General Worship Service Saturday between 8 AM and 10 AM. At LeCC, General Worship services are held on Sunday Morning, and Bible Study is held Tuesday evenings.

Catholic Services:

The institution also contracts with one Catholic Priest. Mass is conducted on Saturday morning as scheduled in the Chapel and at LeCC. Catholic instruction is held on Wednesday evening.

Islamic Services:

The institution contracts with one part-time Imam to conduct Muslim Worship Services. Jumah prayer is held on Tuesday and Fridays in the Chapel area with additional meetings on Monday and Thursday afternoon.

Jewish Services:

The institution contracts with a part-time Jewish Rabbi to conduct Jewish services and counsel with inmates desiring his services.

Visiting Ministers:

Each inmate may designate one clergy person as his "Minister of Record," who may share two visits a month without it counting against visits allowed from the inmate's family and friends. This individual needs to complete a visiting application and provide a copy of documentation showing professional certification from his/her church in order to be placed on your visiting list. Please send a kite to your Case Manager or provide an addressed, embossed envelope to him/her during open office hours.

Faith Instructional Classes:

Various Faith Instructional Classes are conducted each week in the chapel. A complete schedule is available upon request and is given in orientation.

Other Services:

The religious Services Department also provides counseling religious material and literature, and other pastoral services that could aid you in your religious life. Any individual requests should be made known to the chaplains by kite. Greeting cards are also available by kite.

RECOVERY SERVICES DEPARTMENT

Substance Abuse Program Description:

The mission of the Recovery Services Department is threefold: To provide a variety of services to include identification, assessment, treatment-matching, education, and treatment of offenders in need of chemical dependency programming; To instill in offenders an improved sense of responsibility, accountability, and the ability to become productive citizens.

All Recovery Service Department Programming is available to all inmates meeting the criteria for entry into each service/component. Program participation will not be denied to any person or group of persons on the grounds of race, ethnicity, age, color, religion, sex, nation origin, sexual orientation, handicap or developmental disability according to Title VII of the Civil Rights Act of 1964, or any person with HIV infection, AIDS Related Complex or AIDS.

Support Groups Offered:

Circle for Reentry of Ohio: Programs for substance abusers to help achieve a drug free life and/or cope with the effects of drug/alcohol use. There is no earned credit for attendance in these groups.

Fellowship meetings related to substance abuse who meets on a weekly basis to share experiences, strengths and hope:

Alcoholics Anonymous: KITE "RECOVERY SERVICES" for passes. To be placed on the wait list, passes must be issued.

Narcotics Anonymous: KITE "RECOVERY SERVICES" for passes. To be placed on the wait list, passes must be issued.

Education Program:

Tobacco Education is available. The purposes of these groups are to provide education of the effects of drugs and the consequences.

Treatment / Counseling Groups:

The voluntary continuum of treatment, Treatment Readiness, Intensive Outpatient Program, Recovery Maintenance and Continuing Care is provided for selected inmates with an assessed history of AOD issues and recovery services level of R2 or

R3. This program is 15 hours per week for 12 weeks, each program and involves intake/assessment and individual and/or group counseling. The program components are: Orientation, Rational Thinking, Living with others, and Criminal Lifestyles and other journals. This program is very challenging and productive participation is expected to successfully complete. Enrollment: During the Institution's New Inmate Orientation Program, a presentation will be provided that describes all programming services and the staff to kite. Case Managers and other staff may make referrals. Inmates are encouraged to kite the Recovery Services Department for any of our services or programs. Watch the block bulletin boards for program postings.

THERE ARE WAITING LISTS FOR ALL PROGRAMS.

Discharge Policy:

Unexcused absences or non-productive behavior will lead to discharge from any program.

Earned Credit:

Earned Credit may only be awarded to eligible inmates for participating in the Intensive Outpatient Program and AOD education program with no excused absences according to your Recovery services level. According to the Ohio Revised Code statute 2967.193 and policies from Administrative Rule 5120-2-06, Earned Credit may only be awarded for NA/AA participation AFTER an inmate completes IOP program ONLY.

Participation documentation:

An inmate can request a "Summary of Participation" for any program attendance, utilizing the kite system, for parole board purposes, court documentation, or judicial release filings, etc.

You must have a pass to attend any programs.

MENTAL HEALTH SERVICES

LeCI's Mental Health Services Department provides outpatient mental health care to inmates including Crisis Intervention, Individual Counseling/Psychotherapy, Group Mental Health Programming and Psychiatric Services. All inmates are screened upon arrival to the institution. Services are provided on clinical assessment and not solely on an inmate's request. In addition to providing treatment services, the mental health services department also provides evaluations to the parole board at the board's request.

Contacting Mental Health Services:

Inmates can contact Mental Health by kiting. If an inmate has a more urgent need to see mental health staff, any staff member can call mental health services and arrange for the inmate to be seen. Mental Health Staff are available from 7:30 a.m. until 4:00 p.m., Monday through Friday. If an inmate is acutely distressed or suicidal after our regular hours, the Captain's Office will place him in a crisis cell and the inmate will be seen within twenty-four (24) hours. Below is a description of the specific services provided by the Mental Health Services Department:

Crisis Intervention:

Individuals who experience an emotional crisis including suicidal thoughts, depression, news of death-injury-illness of a family member or friend, or other distressing personal problems will receive crisis intervention services including counseling and other intervention to assist the inmate in resolving the crisis. Inmates experiencing an emotional crisis can request any staff member to contact mental health services for them.

Individual Counseling/Psychotherapy:

These services are provided for inmates when it is determined to be clinically needed. Inmates may kite mental health requesting counseling, but assessment of the nature of the problem will determine if this is the appropriate service.

Group Programming:

Anger Management – The focus will be on identifying your anger cues and how to best manage those situations.

Assertiveness Group – For those inmates who have difficulty asserting their own needs and wish to be more direct in getting their needs stated.

Stress Management – Group designed to teach more effective ways of coping with stressors in the environment.

Anxiety Management – Skills to deal with nervousness, worries, and anxiety.

Communication Skills –Interactive group to relearn how to communicate with others in the community 6-9 months prior to release. Will also address helping inmates discuss Mental Health issues with family members.

Sleep Hygiene- Intended to help you identify ways in which you can and can not enhance your quality of sleep.

Motivational Enhancement Group – For those diagnosed with both substance abuse problems and mental disorder;

Information to help motivate for treatment.

Managing Bipolar Disorder – Learning about and coping with the diagnosis of Bipolar Disorder.

Meditation – Learning mindfulness in an effort to reduce stress, anger, worry, and a host of other concerns.

Coping with Depression – Learning to live with depression in a way that brings greater contentment.

Grief work – For those inmates who have experienced recent or unresolved losses and wish to address those issues.

Self Esteem Workout – A group designed to explore and enhance self-esteem.

Male Responsibility Group - For those inmates wanting to live lives that provide them with the values and behaviors that encourage healthier lives with themselves, their loved ones, their families and their communities.

Adjustment to Prison – A group intended to help those inmates having difficulty adjusting to the prison community.

PTSD/Trauma – For those inmates who are struggling with the experience of severe trauma.

Changes That Heal – A foundational group to help identify emotions and help to make behavioral changes.

Medication Education – An important safeguard for you is knowing the nature and purpose of the medication you are taking, a group for men on the mental health caseload.

Life Skills- Interactive group to become up to date on information in your community prior to release.

Psychiatric Services:

Psychiatric services for inmates with more severe mental health problems are available including referral to a psychiatrist for medication. Inmates on the psychiatric caseload will receive ongoing individual and/or group mental health programming in addition to medication.

EDUCATION DEPARTMENT

It is the policy of the Ohio Department of Rehabilitation and Correction to provide academic and Career/Technical counseling as well as initial screening, assessment, and evaluation to determine each inmate's educational needs. Provisions are made to meet the educational and Career/Technical needs of inmates who require special placement because of physical, mental, emotional, and / or learning disabilities.

The Education Department at LeCI is part of the Ohio Central School System (OCSS) which is the school district chartered by the Ohio Department of Education to provide educational programming to inmates incarcerated within the Ohio Department of Rehabilitation and Correction.

Each inmate shall be assessed using the survey / appraisal form or the full battery variation of the Nationally Recognized Standardized Assessment and other assessments that are judged to be relevant and necessary.

All inmates who do not have a high school diploma or GED (General Education Development) will be required to complete at least 2 quarters of Adult Basic Literacy Education, Pre-GED, or GED program.

All inmates including those in isolation and at the camp will have access to academic and Career/Technical information throughout their incarceration at Lebanon Correctional Institution.

Educational programs include: ABE, Pre-GED and GED. Career/Technical Programs offered include: Food Production Management, Baking, Graphic Communication, and Administrative Office Technology. There are also several apprenticeship

programs available. Special education services are provided to inmates under the age of 22. These students receive priority enrollment for all education program.

Career Enhancement programs are a non-traditional program designed to serve short term offenders with sentences between 91 days and 365 days. These programs will cover a variety of employment readiness, trade skills and safety issues. These programs are offered on a 5 week cycle in the afternoons within the vocational areas of AOT, Graphic Arts, Baking, and Food production management.

In addition to the institution library the school provides to all inmates access to the academic library located in the school area. Inmates are thus encouraged to borrow textbooks and to use the institution library as well as inter-library loan services. If inmates are interested in receiving information regarding educational concerns or needs, they must kite the School Guidance Counselor or the School Administrator. Kites will be answered or passes issued in response to all educational concerns.

All educational programming is provided to inmates 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

COMPUTER POLICY

Inmates' access to computers and their peripherals and accessories are controlled by ODRC policy 05-OIT-11. It specifies the following dos and don'ts regarding inmates and microcomputers.

Inmates MAY NOT:

*Have access to storage media (floppy disks, CD's, zip cartridges, etc.) without the use strictly controlled sign-in and sign-out logs under supervision. Under no circumstances will an inmate be permitted to remove storage media from the assigned training or work area. Storage media is considered contraband and is not permitted for possession or receipt by an inmate.

*Be involved in specifying, designing, purchasing, installing, or operating any computer and/or network equipment or software that will be used in the administrative operations of the Ohio Department of Rehabilitation and Correction (i.e. count sheets, pass lists, bed rosters, any data entry involving confidential, sensitive, or security related information, etc.) Inmates are strictly prohibited from access to the Department Offender Tracking System (DOTS), Employee Relations System (ERS), Office Automation System (OASYS), and the Training, Industry and Education System (TIE).

*Have access to any computer that is connected with the departmental LAN and WAN system used for the mainframe, Inter- and Intra-net systems. Access to other LAN and WAN Systems for training or educational purposes is permitted only with the approval of the Warden. Inmates may not have access to modems, dial-up lines, file servers, network software or any other data communications equipment that is part of a Local or Wide Area Network.

*Receive or utilize a personal computer, electronic personal information manager, peripheral device or typewriter (with memory storage capacity) outside of an educational, vocational or work environment.

*Assign passwords to computers or files on a computer.

Inmates MAY:

*Utilize personal computers in approved OPI, Career/Technical and educational programs when under the direct supervision of a staff member.

*Perform non-administrative functions (such as desktop publishing, simple word processing, etc.,) with the written approval of the Warden or his designee. This work must be done on a stand-alone (non-network) computer and under the direct supervision of a staff member.

LIBRARY

The library offers a wide variety of services to all inmates. Mysteries, science fiction, westerns and general fiction and nonfiction are available to be checked out. Reference books, telephone books on microfilm, newspapers, magazines and other publications on microfilm and microfiche are available in the library. All audio-visual items must be used in the reference department only.

Library Rules For Inmate Use:

Everyone has to sign in when first entering the library.

Off-duty inmates and college students are to come to the library only when their range and block have been called. College students with passes have access to the library any time it is open. No one is allowed in the library without an institution badge. Your badge must be presented to check out books, to use the closed reference section, to use newspapers and magazines, and to use the cassettes. All identification badges (including college students' badges) are subject to inspection at any time. College badges must be current.

No food or drinks are allowed in the library.

No one is to stand in front of the windows to the corridor. The inmates who work in the magazine section are the only ones allowed in the magazine section. All others will be considered out of place. The library is not a dayroom or the yard. Grouping of chairs is not allowed. Do not put your feet up on other chairs or the tables. No sitting or lying on the floor. Inmates are allowed to check out four books for two weeks. Books can be renewed. Overdue notices will be issued for books or any other library materials that are overdue. If you receive a "Final Notice" for materials, you have three days in which to return these materials otherwise you will receive a conduct report and also be charged for the cost of the material in question.

While you are using any library materials, the care and condition of these materials is your responsibility. Be sure that you check for damage before you use library materials. If you discover any damage, report it to the librarian/assistant.

Dress Code:

- a. Daytime: state blues with shirt tucked in.
- b. Evening: state blues; also, T-shirts, sweaters or sweatshirts, as long as they have sleeves.
- c. No sweat pants, thermal underwear (unless under a state shirt), gym type clothes, or kitchen whites.

During State Week, the library usually opens after commissary opens at a time preset by the librarian/assistant. Do not yell into the library asking when the library will open.

Do not enter the library when the "Closed" sign is on the door. The only exceptions to this rule are (a) when you have a pass to the library or (b) you are getting personal books and papers checked to be sent out of the institution.

The library is not to be used as a waiting room for the commissary to open. Any inmate noticed running in and out several times while the library is open will be made to leave and will not be permitted to re-enter during that open period. Failure to observe this rule will result in a conduct report.

The restroom in the library is off-limits to everyone except library personnel.

Inmates may get their personal books and study materials checked out to be sent out of the institution Monday through Friday, usually between 8:00 a.m. and 8:30 a.m. Requests for another time must be put in a kite and sent to the library. Inmates who are expecting a visit or are leaving the institution should allow at least 24 hours for both the library and the mail/package room to handle their books and materials if they want them ready before their visit or exit from the institution.

Any behavior not allowed by the Inmate Manual will not be tolerated in the library. You can and will receive a conduct report, which may result in the loss of library privileges. Every inmate using the library is to have a book, magazine, or newspaper open. Every inmate is to find a seat, and to keep chatter to a minimum.

When the institutional library is closed inmates will have access to the satellite library located in your unit staff office area. A satellite library is also available in the recreation department when you are scheduled for inside recreation.

LeCI INMATE MARRIAGE PROCEDURES

Any inmate who wants to marry shall submit to the Deputy Warden of Special Services a written request (kite) for authorization to marry. The intended spouse must also submit a written statement (letter/email) verifying her intention to marry you.

The couple to be wed is responsible for obtaining a marriage license. The fiancé shall contact the Warren county probate court, apply for and obtain a marriage license.

An inmate's written request for a marriage ceremony to be performed in the institution shall be approved "unless" the Warden/designee has reason to believe that the marriage ceremony poses a threat to institution security, to rehabilitative concerns, or to the protection of the public.

The inmate or the inmate's intended spouse shall secure a person to perform the ceremony and shall provide an address and telephone number where this person may be contacted. This person must have an "authority to solemnize marriages" certificate issued by the Ohio Secretary of State.

The person selected to solemnize the marriage must be authorized by Ohio Revised Code Section 3101.08 to do so. A copy of the credentials mentioned above must be faxed to the institution prior to the ceremony being scheduled.

The inmate is entitled to have one witness present at the marriage ceremony. The witness must be an approved visitor from your visitation list. This request is subject to the approval of the Warden or his/her designee.

The inmate, the inmate's intended spouse shall pay and be solely responsible for all wedding expenses. The marriage ceremony which will take place in the visiting room shall be a private ceremony attended only by persons approved by the Warden/designee.

Once both letters are received requesting marriage, a person to perform the ceremony has been secured, their credentials are in my possession, the marriage license has been secured, and the potential witness has been approved, my office can be contacted to arrange a date. Weddings are conducted Monday thru Friday only (no holidays). Weddings begin promptly at 11:30am. If you wish to visit after the ceremony a visiting reservation must be made prior.

Your fiancée must apply for a marriage license at the Warren County probate court in Lebanon, Ohio. The intended bride will be required to show one government issued ID with photo. She must inform the court that you are a resident of the Lebanon Correctional Institution. They will charge a fee of \$48.00 (cash only) for the license. A certified copy of a divorce decree must be provided if either party has been previously married. The marriage license is good for 60 days from application date.

If you have any questions, feel free to send me a kite or stop me when I make my rounds.
Chae Harris, Deputy Warden Special Services

INMATE ORGANIZATIONS

Inmate organizations offer an opportunity for inmates to be involved in various activities of interest to them, and to belong to a group that contributes to both the prison and the outside community. Membership is voluntary and most of the organizations have some type of membership fee. You may contact your unit staff to find out where to apply for membership in a particular organization.

African Cultural Organization:

The ACO is an organization devoted to the study and understanding of African and African-American history and culture. It is open to all inmates who have an interest in this subject. The ACO offers classes and cultural events.

Seventh Step Foundation:

The 7th Step Foundation is an organization devoted to increasing self awareness with the eventual goal of successful reentry into society. The organization also runs a Youth Affairs program that is designed to help adolescents who are at risk for entry into the criminal justice system.

Vietnam Veterans Association:

The VVA is open to inmates who are veterans of the Vietnam War. It offers support services to its members and helps in accessing services from the Veteran's Administration upon release.

LECI Music Association:

The Music Association is open to all inmates interested in learning to play an instrument, participating in vocal performance, or be a part of a musical group. It is sponsored by the Recreation Department and holds most of its activities in the institution gymnasium.

American Heart Association Chapter/Inmate CPR Group:

Teaches CPR to selected inmates who are members. Also provides health information.

SELECTIVE SERVICE SYSTEM

"The Military Selective Service Act (MSSA) and a current Presidential Proclamation require that all males born since January 1, 1960, who have reached their 18th birthday, be registered with the Selective Service System." Males born since January 1960, who are 18 years old, should have registered already, unless they were incarcerated at the time they were required to register. Unless incarcerated, a person's registration should be accomplished during the 60-day period commencing 30 days prior to their 18th birthday. Persons who are incarcerated at the time they are required to register must register within 30 days of their release from confinement. Registration may be accomplished at any classified U.S. Postal Service Office within the United States, its territories or possessions.

OFFENDER TRANSITIONAL RELEASE PLANNING

Release preparation programming will be conducted for all offenders who are scheduled for release. The offender must be within 60 days of release.

The program is designed to better prepare the offender for his return to the community and future employment. The programming includes community resources, and workshops. The inmate is also given assistance in obtaining documents needed before returning to the community, along with job linkage assistance. This programming is prioritized by the amount of time you have prior to being released.

Offenders will be released from their job assignment to attend release programming and job linkage activities.

EMERGENCY EVACUATION

There are times when it may be necessary to evacuate certain areas of the institution such as during a fire, fire drill, or weather emergency. If this is the case, you will be directed by a staff member to the appropriate evacuation areas. You must not remain in your work area unless your work supervisor has given you specific clearance. In most cases, you will return to your cellblock. You must go directly to your cell and remain there until you receive further notice. If during an emergency situation, you cannot get to your cellblock, you are to follow the directions of the officer or work supervisor. You should proceed through the hallways quietly and orderly, but quickly. You are to familiarize yourself with signs posted throughout the institution, which describe fire zones and evacuation procedures. Below is a list of all fire zones:

- Zone 1 – West corridor (cell block area)
- Zone 2 – South corridor (from Central Control to the recreation field exit)
- Zone 3 – South corridor (from the South corridor grill gate to the Validation Shop)
- Zone 4 – East Corridor (Central Control to the Mud Room)
- Zone 5 – North corridor (Central Control to the Visit Room)
- Zone 6 – Visiting Room
- Zone 7 – Tunnel
- Zone 8 – LECI Camp

**Lebanon Correctional Institution
Fire Zones**

