

OHIO DEPARTMENT OF REHABILITATION AND CORRECTION



January 2014



LONDON CORRECTIONAL INSTITUTION  
P. O. BOX 69  
LONDON, OHIO 43140

To: Offenders Housed at the London Correctional Institution  
From: D. Timmerman-Cooper, Warden  
Re: INMATE HANDBOOK

All offenders at LOCI will be given the opportunity to review a handbook for 14 days. The handbook must be returned to staff after the 14 day review. It is the responsibility of each offender to read the handbook and be familiar with its contents. By following the rules that are enclosed in this handbook, each offender will be better able to adjust to daily life at the London Correctional Institution.

The custody, security, and physical welfare of each offender are among our prime concerns; however, programs, activities, and other services are of equal interest and importance.

It is your responsibility as an offender at the London Correctional Institution to take advantage of the programs which are offered; these programs will enhance your marketable skills upon release.

*"He who enters here leaves not hope behind."*

\_\_\_\_\_  
D. Timmerman-Cooper, Warden  
London Correctional Institution

\_\_\_\_\_  
Date

RETURN THIS HANDBOOK TO  
YOUR UNIT MANAGER WITHIN 14  
DAYS OF YOUR ARRIVAL.

THIS HANDBOOK IS ALWAYS  
AVAILABLE FOR REVIEW THROUGHOUT YOUR  
INCARCERATION AT THE LONDON  
CORRECTIONAL INSTITUTION. IF YOU WOULD  
LIKE TO REVIEW THIS HANDBOOK DURING  
YOUR INCARCERATION, PLEASE REQUEST A  
COPY THROUGH YOUR UNIT STAFF OR A COPY  
CAN ALSO BE REVIEWED IN THE LIBRARY.

PLEASE ENSURE THAT THIS  
HANDBOOK IS RETURNED TO  
YOUR UNIT WITHIN 14 DAYS  
FROM YOUR ARRIVAL.

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## **INTRODUCTION**

London Correctional Institution  
Post Office Box 69  
1580 State Route 56  
London, Ohio 43140  
(740) 852-2454  
(740) 852-4845 FAX

### **Directions:**

EAST (COLUMBUS): Interstate 70 West, to Exit 72 (St Rt. 56, Summerford, London Exit) St Rt. 56 South 2 miles. Institution entrance will be on your right.

WEST (DAYTON): Interstate 70 East, to Exit 72 (St Rt. 56, Summerford, London Exit) St Rt. 56, South 2 Miles. Institution entrance will be on your right.

SOUTH (CINCINNATI): Interstate 71 North, towards Columbus. Take exit 75, St Rt. 38, North, towards London OH, in London; take St Rt. 56, North 2 miles. Outside of London, institution entrance will be on your left.

NORTH (CLEVELAND): Interstate 71 South to Columbus, Interstate 270 by-pass to interstate 70. Take Interstate 70 West towards Dayton. Take Exit 72 (St Rt. 56, Summerford, London exit) North 2 miles. Institution entrance will be on your right.

London Correctional Institution is a Level 1 and Level 2 security institution. This handbook talks about the Administrative Regulations. The Institutional Library has a complete copy of the Administrative Regulations as well as many departmental regulations.

*"You have a duty to inform your family about the rules that pertain to them."*

This handbook will explain the rules and regulations of the London Correctional Institution. Offenders must also refer to the Unit and Library bulletin boards; changes in rules will be posted at those locations. Institutional Orientation and the Handbook are merely guidelines for your expected conduct at this institution. If you are unable to read, we will provide assistance. The Institutional Cable Channel is channel #35; special announcements will be aired 24 hours a day.

## WARDEN

### Mrs. D. Timmerman-Cooper, Warden, LoCI

The Warden is responsible for the complete operations of the London Correctional Institution and is charged by law with the responsibility of confining offenders until they are legally released.

- Offenders should first try to resolve problems through their Unit Management staff. Chain-of-Command is to be followed at all times.
- Offenders may "kite" the Warden.
- Offenders may approach the Warden when inside the Institution providing she is available.

#### Warden's Expectations:

- Offenders shall follow the rules and regulations as set forth by the Department of Rehabilitation and Corrections.
- Offenders shall be dressed appropriately and neatly to include: shirts being tucked in, identification cards worn on the outermost garment, and proper fitting clothing.
- Offenders shall be courteous and respectful to both staff and other offenders.
- Offenders shall participate in programming.

## ADMINISTRATION

### DRC Policy 50-PAM-01 thru 50-PAM-04

**Special Services/Operations Deputy Warden:** This person directs, controls, plans, and coordinates special services (psychiatric, medical,, psychological, security, and unit management) in the institution in accordance with policies and regulations. This Deputy serves as liaison between the Warden's Office and Special Services staff and department heads. Serves and functions as chairperson on various committees dealing with inmate welfare. This deputy advises the Warden on institution special services and oversees and is responsible for implementation of the Security/Operations, Reentry Programming and Release Preparation Program, Unit Management, Medical, and Mental Health.

**Administrative Deputy Warden:** This person is responsible for all the financial affairs of the institution. This Deputy oversees the operation of the Recovery Services, Education, Religious Services, Commissary, Quartermaster, Recreation, OPI, Farm, Powerhouse, and Water Treatment Plant. If an inmate has any problems in any of these areas, he should kite this Deputy.

**Chief of Security (Major):** This person is responsible for all Security Staff .In addition, the Major is responsible for overseeing all security measures within the institution and ensuring the safety and security of staff, visitors and inmates. Inmates may kite the Major in regards to concerns/issues in these areas, but should first try and resolve the concern/issue with the supervisors of these areas. There areas include Security, Maintenance Department, Food Service, ID Department, Clothing Issue, Mail/Visiting, Transportation, and RIB/SMH and serves under the direction of the Deputy of Special Services/Operations.

**Unit Management Chief:** The Unit Management Chief is the Administrative Supervisor of the Unit Management staff. This supervisor reviews institutional security instruments, job appeals, and visiting appeals. This office coordinates the Parole Board functions. Transitional Control, 120 Conditional Release Program, House Bill 180, and Habitual Sex Offender Status are administratively screened by the UMC. Additional responsibilities include Americans with Disabilities Act (ADA) Coordinator, and the London Education and News System (L.E.N.S.). The Unit Management staff should process all inmate concerns. You should kite the Unit Management Chief's office

only after first contacting all other Unit Management staff. He also serves under the direction of the Deputy of Special Services/Operations.

**Inspector:** The Inspector of Institutional Services investigates and processes inmate grievances and takes appropriate actions within the scope of his/her authority or makes recommendations to the Warden to affect their resolution. The Inspector's office is located in the Administrative Hallway.

**Administrative Assistant:** The Administrative Assistant has been designated to represent the Warden in a number of areas. These areas include oversight of withholding printed material and visiting restrictions, review of Rules Infraction Board decisions, and answers correspondence directed to the Warden.

The Administrative Assistant is the liaison between the institution and BOSCO. Any questions about or problems regarding your sentence should be sent to the Bureau of Sentence Computation, 770 W. Broad St. Columbus, OH 43222.

**SEXUAL ASSAULT**  
DRC Policy 79-ISA-01



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

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

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

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

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

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

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

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

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

### **PREVENTION/DETECTION**

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

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

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

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

### **SELF-PROTECTION**

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

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

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

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

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

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



## **RESPONSE**

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

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

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

## **TREATMENT**

### Medical Services Responsibilities

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

### Mental Health Responsibilities

Offenders referred to mental health by medical services following an allegation of sexual abuse shall be seen by an independently licensed mental health professional 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.

## **MEDICAL AND MENTAL HEALTH FOLLOW-UP**

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

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

## **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.

### **AMERICANS WITH DISABILITIES ACT (ADA)**

**DRC Policy 64-DCM-02**

It is the policy of the Department of Rehabilitation and Corrections 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 accommodations to inmates when a demonstrated need exists. Inmates who need an accommodation shall complete the Inmate Reasonable Accommodation Request Form, obtained from and submitted to the Institutional ADA 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 Warden or Warden's designee must approve the ADA Coordinator's recommendation. The decision will be reported on the ADA Coordinator's recommendation. The decision will be reported on the ADA Coordinator's Action Form, which will be returned to the inmate affected within ten (10) working days unless further investigation is warranted. A copy of the decision will be forwarded to the Central Office ADA Coordinator for Inmates. The UMC is the Inmate ADA Coordinator.

### **VICTIM COORDINATOR**

**DRC Policy 03-OVS-03**

The Victim Coordinator is responsible for all victim issues that occur at London Correctional Institution. If you have a visitor who is the victim of your case or has been a prior victim and is requesting visitation, you must first send the visiting application to the victim/visitor. The victim must submit a letter to the victim coordinator along with the application when returning it to the institution. Once the visiting application is received, the application will be reviewed by the victim coordinator and the Warden. All victim visitations must be approved by the Warden. The Warden has the discretion to approve or deny any visiting application. If you have questions concerning the victim visitation process, please contact the London Correctional Institution Victim Coordinator.

**HEALTH & SAFETY DEPARTMENT**  
**DRC Policy 10-SAF-03 thru 10-SAF-14**

**Reporting Fire or Emergencies:** If a fire or emergency situation occurs remain calm, report the situation to a staff person immediately. Give location and description of the emergency (fire).

**Fire Drill Procedure:** When the fire alarm is sounding, stop what you are doing and immediately proceed to the primary or secondary fire exit. These exits are posted and the Fire evacuation plan posted in your unit. Walk, do not run, and proceed down the stairs and away from the building. Assemble in the designated area to be counted. Remain assembled until given instructions to move toward designated area or the area that was just evacuated. Remember to read and know the posted safety and emergency posted in your unit.

**How to Read the Fire Evacuation Plan:**

- Red Arrows-Primary (First) evacuation route.
- Blue Arrows- Secondary evacuation route.
- Red Pictures-location of fire extinguishers.
- Yellow Pictures- Location of Emergency Escape Breathing Apparatuses'.

**Fire Lanes:** Fire lanes will be marked by yellow, and are not to be blocked at any time.

**Smoking:** As of March 1, 2009, tobacco products of any type, lighters and/or matches will be prohibited.

**Accident Reporting:** If you are injured, it is your responsibility to report the injury to a staff member so that you can be treated and file an accident report (DRC 4198).

**Chemical Control and Sanitation:** You are allowed to have chemicals to clean your living area or if you are a dorm porter. *You must turn in your ID for any chemical that you get.* Once you are done using the chemical, it must be returned to the officer to get your ID back.

**DEPUTY WARDEN OF SPECIAL SERVICES/OPERATIONS**

**OPERATIONS SUPERVISOR/**  
**Stockade Weekday Activity Schedule**

This institution has a schedule for weekdays. It is different on the weekends and holidays. The following schedule and any changes are posted on the dorm bulletin boards and announced on the P.A. system.

5:00 a.m.	Count
	Breakfast as soon as count clears
7:15 a.m.	Farm, O.P.I. and Maintenance Work Call
8:00 a.m.	Work Call/School/Vocational
8:15 a.m.	Recreation Opens
8:30 a.m.	Visiting Opens
10:40 a.m.	Inmates return to housing units for count
11:00 a.m.	Count (Stockade and Camp)
11:30 a.m.	When Count Clears – Work call for OPI
	Lunch for remainder of population

	Recreation opens per scheduled unit
3:30 p.m.	Yard Closes
3:40 p.m.	Inmates return from work for count
4:00 p.m.	Standing Count (Stockade and Camp)
4:30 p.m.	When count clears, dinner meal starts
	Recreation opens per schedule
7:30 p.m.	Pill Call
8:30 p.m.	Recreation and Yard Close (Seasonal)
9:00 p.m.	Count
12:00 a.m.	Count
3:00 a.m.	Count

**Inmate Searches**  
**Security Policy**

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

**Personal Property**  
**DRC Policy 61-PRP-01**

Your property should be kept securely stored when not in use or when you are not at your area. London Correctional Institution is not responsible for your lost or stolen items. Purchase locks at the commissary and use it on your locker box and locker.

**YOU ARE NOT ALLOWED TO HOLD OR POSSESS ANY PROPERTY WHICH DOES NOT BELONG TO YOU!!!**

**State Property**  
**DRC Policy 61-PRP-02**

All inmates being released E.D.S., Parole, Post Release Control, or Transitional Control, etc., will be required to turn in the clothing they were issued while at LOCI. Those inmates who don't have the correct amount of clothing that was issued will be held financially responsible prior to release. It is suggested that the day before release, the inmate come to the Clothing Room with these items and sign-off at this time. In the event that this cannot be done on the previous day, when the inmate is dressed-out to be released, he will be required to bring these items with him.

**Appearance, Grooming, Hygiene, & Barber Services**  
**Administrative Rule 5120-9-25**

Inmates are expected to maintain good hygiene and grooming standards. At a minimum, you must shower at least two times a week. Hygiene items can be purchased through the commissary. Fingernails and toenails shall not extend beyond the tips of the fingers or toes.

A.R. 5120-9-25 states that inmates hair shall be kept neatly cut and clean at all times. Facial hair must also be kept neat and clean. Inmates will not be permitted to style, braid or cut each others hair, except those authorized in the barber school. If an inmate's hairstyle is significantly different than that on his ID he will be required to purchase a new ID at his own expense.

If you want to grow a beard or change your appearance in any way, you must kite the Major. After you change your appearance, you will be charged \$5.00 for a new ID card.

The barber school is open to all inmates according to posted schedules.

#### Institutional Barber Schedule:

Monday(s)	A - UNIT 1, 2, 3, and 4
Tuesday(s)	B - UNIT 1, 2, and 3
Wednesday(s)	C - UNIT 1, 2, and 3
Thursday(s)	D - UNIT 3 and 4
Friday(s)	D - UNIT 1 and 2

Each Unit will schedule their own inmates on their assigned day of the week. If you need a haircut, see your Unit Corrections Officer or Unit Sergeant on your barber school day. Schedules are subject to change without prior notice. Check your Unit Bulletin Boards for notices.

#### Standard Inmate Uniform

Stockade inmates will wear state-issued blue pants, shirt, and state issued jacket (if desired). Level 1A/outside worker inmates will wear state-issued tan pants, shirt, and state issued jacket (if desired). Either state or personal shoes may be worn. This is the standard dress from 6:00 a.m. until after evening count on weekdays. Blue pants and blue shirt must be worn at all meals. The shirt must be tucked in. I.D.'s must always be worn on the upper left outer garment. On Saturdays, Sundays, and Holidays, either a t-shirt or personal shirt may be worn. During weekdays, state shirts are required to be worn for evening meals. Pants must be pulled up, waist high, no sagging will be permitted.

#### Identification Department

This department is responsible for fingerprinting, photos, and identification cards. Replacing an I.D. badge will cost \$5.00. You must get a new I.D. if yours is lost, stolen, damaged, or if you have a change in appearance. Kite the Vault Officer for replacement of or a new I.D.

The ID department is located in the Transportation Receiving area. This is the area where you were when you got off the bus.

An Inmate can have their ID's replaced between the hours of 7:45AM-10:30AM and 12:00PM-1:45PM, Monday thru Friday. This time is for walk ins, there is no pass needed.

To have your ID replaced, you can kite the ID department or have your Unit Manager call for emergency replacement. If you can not locate your ID, make sure the Commissary is informed of this so they can make sure someone else is not trying to use your ID.

Each unit has a different color beads designating their Housing Unit. This will be given to you at the time of your arrival in transportation. It is your responsibility to go to transportation if you move dorms to get new color to designate your housing unit change. This is important so that you are not out of place. Food Service and Commissary Department utilizes this method for housing purposes for when dorms are called to these areas.

Your ID must be worn on your outer most garment in the area of the left pocket (left upper chest) with the picture showing.

**Mail Regulations and Procedures**  
**Administrative Rule(s) 5120-9-17 and 5120-9-18 / DRC Policy 75-MAL-01**

**Hours:** The Mail office is open Monday thru Friday, 7:30am to 4:00pm, but is closed on all state observed holidays. The Stockade mailroom is open from 12:00pm-3:00pm.

**Free Mail:** All inmates are allowed to send one free letter a month. Free letters are picked up on the first Wednesday of each month at 8:00am from the free mailboxes. If the First is a Wednesday, the free letters will be picked up the following Wednesday. Free envelopes can be obtained from the second shift dorm officers. Any free mail letters placed in the regular mailboxes will be returned to the sender.

All mail sent out must have the inmates name, number, and institution address on the upper left-hand corner of the envelope. If a letter does not have this information, it shall be opened and returned to you.

**Legal Letters:** After receiving a pass, all inmates will pick up special delivery letters, certified mail and legal mail at the inside mailroom window, located in the Front Keys area. These items will be inspected in the presence of the inmate.

**Regular Mail:** The mail will be delivered to the housing units Monday through Friday (except holidays) after 2:00pm. The mail will be passed out by the 2nd shift officers. If an inmate wants to send out a package, he must take it to the mail room window during operating hours. Inmates must have appropriate funds on their account to pay for postage and the package must be inspected prior to being mailed out. Therefore, don't seal the package before you bring it to the window.

**Money:** All funds will be handled by JPAY/www.offenderconnect.com. Please see your unit staff and unit bulletin boards for further details at any time from any one unless they are an "Unapproved Source." Please refer to A.R. 5120-5-02 for information.

**Publications, Books, Magazines, CDs:** A.R. 5120-9-19 indicates what kind of material inmates may receive. If you want to order something from either Union Supply or Access Securepak, see a member of the unit staff for a catalog. When the item arrives at the Institution, the inmate will be passed to go to the package room. The inmate will be required to show proof of purchase when picking up the package. Mail order purchases are not considered packages. All packages must have a packing slip located inside the package stating what is included in the package. Any packages which do not have this packing slip will be returned at the inmate's expense. CD players are no longer accepted through the mail or package system.

**Forwarding Mail:** If an inmate transfers to another institution, the LOCI will forward any mail received through internal mail. If an inmate is released, he will need to fill out a forwarding address form with the records office so any additional mail that is received by this institution can be forwarded to his new address. Mail will only be forwarded for up to thirty days.

**Incoming Mail:** All incoming mail must have a return address and the inmate's name and number legible on the outside of the envelope. No more than three pictures per envelope are permitted and no Polaroid pictures are allowed. Inmates may receive embossed envelopes only and there can only be three per letter sent. No loose stamps will be accepted. No gang signs of any kind will be tolerated. No nude photos will be permitted. Any item that is not permitted will be withheld and the inmate will receive a notice for the item. The inmate is required to return the notice with-in ten days or the item will be destroyed in accordance with A.R. 5120-9-55.

**Outgoing Mail:** All outgoing mail must have a return address and must have correct postage. Any large envelopes that may require additional postage must be taken to the package room and additional postage will be placed on the envelope at the inmate's expense. All outgoing mail is picked up at 7:30am, Monday-Friday, excluding Holidays.

Packages: There are three types of packages: sundry, food and exempt. Sundry packages contain personal property such as clothing. Food packages contain food items only. Exempt packages contain electronics or shoes only. All sundry, food, and exempt packages are purchased from Access/Keefe group or Union Supply Company. Order forms are available in the units and library. Family members may order online or mail in orders will be accepted. Level 1 security inmates are permitted to receive four boxes per year, but only two food boxes are permitted. Level 2 security inmates are only permitted three boxes per year, two of which can be food boxes.

**Visiting Rules and Regulations**  
**DRC Policy 76-VIS-01**

FOR RESERVATIONS/CANCELLATIONS CALL (740)845-0174 or e mail at

[drc.visitationloci@odrc.state.oh.us](mailto:drc.visitationloci@odrc.state.oh.us)

PHONE CALLS ARE ACCEPTED

Wednesday through Saturday, 10:00am to 11:00am, 1:15pm TO 2:15pm and 4:30pm TO 5:30pm

“The mission of the London Correctional Institution (LOCI) Visiting Supervisor and Staff is to provide inmates and their visitors, the opportunity to interact, visit in a pleasant, secure, safe, family environment.” This is a responsibility we do not take lightly. These Rules and Regulations are in place to assist us in providing you with this kind of environment in which to visit. To ensure these rules will be strictly followed and enforced. Failure to follow these Rules and Regulations shall result in the denial or termination of your visit and the loss of visiting privileges.

The Department of Rehabilitation and Corrections has zero tolerance for the conveyance of drugs, alcohol, weapons, and other prohibited items into its institutions. Ohio Revised Code (ORC) Section 2921.36:

**2921.36 Illegal conveyance of weapons, drugs or other prohibited items onto grounds of detention facility or institution.**

(A) No person shall knowingly convey, or attempt to convey, onto the grounds of a detention facility or of an institution, office building, or other place that is under the control of the department of mental health and addiction services, the department of developmental disabilities, the department of youth services, or the department of rehabilitation and correction any of the following items:

(1) Any deadly weapon or dangerous ordnance, as defined in section 2923.11 of the Revised Code, or any part of or ammunition for use in such a deadly weapon or dangerous ordnance;

(2) Any drug of abuse, as defined in section 3719.011 of the Revised Code;

(3) Any intoxicating liquor, as defined in section 4301.01 of the Revised Code.

(C) No person shall knowingly deliver, or attempt to deliver, to any person who is confined in a detention facility, to a child confined in a youth services facility, to a prisoner who is temporarily released from confinement for a work assignment, or to any patient in an institution under the control of the department of mental health and addiction services or the department of developmental disabilities any item listed in division (A)(1), (2), or (3) of this section.

(D) No person shall knowingly deliver, or attempt to deliver, cash to any person who is confined in a detention facility, to a child confined in a youth services facility, or to a prisoner who is temporarily released from confinement for a work assignment.

(E) No person shall knowingly deliver, or attempt to deliver, to any person who is confined in a detention facility, to a child confined in a youth services facility, or to a prisoner who is temporarily released from confinement for a work assignment a cellular telephone, two-way radio, or other electronic communications device.

Every effort will be made to prosecute to the fullest extent of the law any person found to be in violation of the section of the ORC. NO smoking is permitted by visitors or anyone on institutional property. Additionally, any person's arriving at the institution with the appearance of being intoxicated or having the odor of drugs or alcohol on their person, will not be permitted to visit and may be subject to arrest by the Ohio State Highway Patrol.

**It is your responsibility to assist your visitor by informing them of the following information:**

### **Before Visiting Ensure The Following**

You must be an approved visitor to visit. Either you must have filled out a visitor's application at the Corrections Reception center, or received an application from this institution, filled it out, returned it and received approval to visit. If you have not received approval to visit, you will not be permitted to visit. If you are not sure you are on the inmates visiting list or approved to visit, contact the inmate. Visiting applications can be obtained from the inmate or online. Each inmate is limited to 15 people on their visiting list, regardless of what the relationship is to the inmate; family or friend. This amount does not include attorneys or the minister of record. You may only be on one inmate's visiting list. You may be permitted to be on more if you are related to all the inmates you are requesting to visit. Individuals with prior felony criminal convictions may be excluded from visiting, except members of the inmate's immediate family. Immediate family members may apply for visitation privileges six (6) months after their release from supervision of a correctional authority.

All visitors under probation/parole supervision or with a prior felony criminal conviction must have written permission from their parole officer to visit, or proof of release from supervision, and written permission from the warden of this institution to visit.

### **How to schedule visits:**

***All visits are by reservation only.*** Only the individual who will be visiting and is an approved visitor can make reservations. Reservations can be made by email at [odrc.visitationloci@odrc.state.oh.us](mailto:odrc.visitationloci@odrc.state.oh.us). This is the preferred method of scheduling. They may also call (740) 845-0174, between the times of 10:00 am to 11:00 am, 1:15 pm to 2:15 pm and 4:30 to 5:30 pm, or in person, at the visiting office, Wednesday through Saturday.

Visiting Days: Wednesday through Saturday – Closed Sunday, Monday, Tuesday and all state holidays.

Visiting Hours: A.M. Session: 8:15 am to 10:45 am - must arrive before 10:00 am

NOON Session: 11:30 am to 2:00 pm - must arrive before 1:15 pm

P.M. Session: 2:45 pm to 5:15 pm - must arrive before 4:30 PM

Visitors may only make three (3) reservations at a time. Reservations are not accepted any earlier than 30 days in advance and no closer than three days (72 hours) in advance of the date you wish to visit.

When calling for a reservation ***know in advance, have ready***, the following information: inmate's name, institutional number, the day(s) requested, which session(s), AM, NOON or PM. Each visiting session counts as one (1) visit, so an all day visit counts for three (3) sessions. Visiting for AM and NOON for 2 sessions back to back, that counts as 3 or 2 visits. If you are visiting an inmate housed in C-3 you can come for up to six (6) sessions per month. If you are visiting an inmate housed in C-1, you may visit up to four (4) sessions per month. All other inmate visitors may receive up to three (3) sessions per month.

When making reservations by phone, you will be given a reservation confirmation number. When making reservations in person, you will be given a reservation confirmation card, and if by e mail, a return email. These are given to the visitor, for their protection, so that in the rare occasion an error is made in their reservation, this



confirmation number/card will show us where the error was made, and if it was made by us, they will not be unfairly turned away.

If you cannot make it on the day you have reserved, you must cancel 72 hours in advance so others may have an opportunity to visit. If you do not cancel, do not show for your reservation, you will lose one of your visits for the month. For example, if you are permitted 3 visits a month, make a reservation, but fail to show for that reservation, you will lose one of those 3 visits for the month leaving you with two.

Only five people can visit at one time, this does not include children who are not walking. If you are visiting 2 or more inmates, only 5 visitors total may visit all inmates at the same time. Remember every one must be on all inmates visiting list to visit with all the inmates in that visit, at the same time.

For safety, security reason, you are not permitted onto the institution grounds, 30 minutes prior to the start of the visit you have reserved. If you arrive too early you will be asked to leave institutional grounds, until the proper time. You must arrive 45 minutes prior to the end of your scheduled visit. If you arrive too late, you will not be permitted to visit. If you have 2 back to back visits or all day visit scheduled, you will be permitted to stay in the visiting room, until the end of your scheduled visit. But if you leave the visiting room for any reason during this time, you will not be permitted to return.

Visitors are required to park only in the designated visitor's parking lot. This is the first long parking lot to your right, when you enter the institution grounds. Handicapped parking for visitors is at the end of the visitor's parking lot and to the left of the Institution. Lock all valuables in your car and lock your car. Make sure you have brought all items from your vehicle needed during your visit. Once you enter the lobby, your visit will be terminated if you should leave for any reason. Smoking by visitors is not permitted anywhere on institutional grounds, if you are not visiting you must leave institution grounds; you are not permitted to wait in the parking lot or lobby.

Cell Phones/Beepers/Pagers/Still-Video Cameras are not permitted into the institution, these items must be left in your vehicle, and do not bring them into the lobby. If you are found in possession of a cell phone in the lobby, you may have your visit denied, and loose your visiting privileges. No photography/video taping is permitted on the institutional grounds. If you are found taking photographs/video taping, the camera will be confiscated, and you will be escorted off institutional grounds.

Appropriate attire is required for visiting, inappropriate attire includes, but is not limited to the following items, and all visitors must conform to the following rules, concerning attire:

- No see through clothing of any kind.
- No tops or dresses that expose the midriff or have open backs or open sides (such as any sleeveless clothing such as halter tops, tube tops, cropped tops, tank tops, and muscle shirts).
- No low cut clothing cut in a manner that exposes the chest.
- No clothing that inappropriately exposes undergarments.
- No skirts, dresses, shorts, skorts, or culottes with the hem or slit above the mid-knee.
- No wrap-around skirts/dresses or break-away type pants.
- No clothing with any gang related markings.
- No clothing with obscene and/or offensive pictures, slogans, language and/or gestures.
- No form-fitted clothing made from Spandex or Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans, or tight pants.
- No clothing with inappropriate holes/rips, including shoulder cut-outs.

Per Ohio Department Rehabilitation and Correction Visiting Policy 76-VIS-01, If a visitor fails to follow this policy, and arrives for a visit dressed inappropriately, they will be given a warning the first time, and this warning recorded in departmental visiting tracking system, on the 2<sup>nd</sup> offense they will be restricted from visiting for 3 months, 3<sup>rd</sup> offense, 6 months, 4<sup>th</sup> offense one year, and on the 5<sup>th</sup> offense they will be permanently restricted from visiting. This policy will be strictly enforced.

Failure to follow this dress code, will result in the denial of a visit. Additionally, each subsequent violation of the dress code, can result in loss of visiting privileges for 30, 60, 90 days, and up to and including permanent restriction, for each violation.

Visitors are permitted to bring the following items into the visiting room.

- Rescue or immediate need medication – such as inhaler, or nitro.
- 10 pictures, no Polaroid's, to show to the inmate, but they cannot be given to the inmate
- Items required for a baby, a baby carrier, 3 diapers, wipes, formula, baby food (in sealed container) , pacifier, 2 baby bottles, 1 sip cup. ALL clear, plastic, no glass, no metal.
- Photo ID – REQUIRED
- 1 watch, 2 each only of rings/necklaces/earrings – or other jewelry, such as hair barrettes etc.
- Or any other item you have received prior written permission, from the Warden or his/her designee, to take into the visiting room.

All other items must be secured in a locker. All visitors must clear a metal detector, no exceptions – if you have a pace maker, or any other medically necessary item, that might be affected by the metal detector, bring documentation from a certified medical professional. No removal of clothing will be permitted to enable clearing the metal detector – so the day of your visit, leave at home, and keep to a minimum metal objects on your person such as belt buckles, excessive jewelry, do not wear steel toe boots and the like. All persons and their personal effects are subject to search AT ANY TIME as a condition of visiting

### Visiting Room

Visitors may purchase pictures to be taken, while visiting. Tokens can be purchased in the vending machines; each token represents one picture purchased. When called, for photos to be taken, give the token to the photographer. Each inmate is permitted to keep up to 3 photos. When taking pictures, you must follow these rules:

- You must stand side by side, shoulder to shoulder, your body facing the photographer – no front to front or front to back standing
- No hand signs, gestures of any kind, including “peace” signs, “joking” gestures
- You can take pictures with your visit only, no other visitors or inmates
- No kneeling, except with a small child

Failure to follow these rules will result in your picture being confiscated, and receiving no refund.

Visiting room officer will assign you a seat. Visitors and Inmates are not permitted to go to other visitor's areas with the purpose of visiting with other visitors or inmates. Inmates are not permitted to go to the vending machines. And when ending the visit, you must say your good-byes at your seats, visitors cannot walk the inmate to the front or visitors exit.

Leave your medication with the visiting room desk officer, and when needed, you can get your medication from the officer.

Visitors are not to give any item to any inmates with the exception of the food purchased in the vending machines or pictures taken in the visiting room. Inmates are not permitted to take any items out of the visiting room with the exception of 3 pictures taken in the visiting room.

If a visitor has two visiting sessions back to back or an all day visit, you are to remain in the visiting room until the end of your scheduled visit. Once you enter the visiting room, you will not be permitted to leave and then re-enter.

Once you leave the visiting room for any reason, that is the end of your visit and you must leave institutional grounds.

The visiting room is a family environment. Wives, girlfriends, mother of child and female friends are not permitted to sit next to the inmate. They must be seated across the table from one another. You are not permitted to move tables or chairs. You are permitted a brief kiss and hug at the start and end of your visit, and hand holding during the visit. Signs of affection, such as touching, kissing and hugging at any other time are not permitted. Additionally, any inappropriate touching is strictly prohibited and will not be tolerated. Failure to follow these rules will result in the immediate termination of your visit and loss of visiting privileges with no warnings given. Any loud, disruptive behavior will also result in termination of your visit.

Parents/Guardians are responsible for the behavior, safety of their children while on institutional grounds, and in the visiting room, and must accompany them at all times. The reading room and the inmate aid are to be utilized for quiet reading of books and the entertainment of the children. This inmate aid is not a baby sitter. Failure to properly supervise your child and any disruptive behavior by children is reason for termination of a visit.

Special visits can be requested for special circumstances every 90 days for situations such as death or illness of a family member, or other crisis intervention, or for an individual who is not an approved visitor, whose presence would be of significant benefit to the inmate, and not present a security concern to the institution. These visits are arranged through the inmate's unit case manager, and may be approved only if the inmate has not had a special visit in the last 90 days and he is not on disciplinary status.

### **Visiting Transportation**

Transportation to and from the London Correctional Institution is available from various providers. These providers, along with the eligible transportation locations are made available and updated regularly on the Housing Unit bulletin boards. There is also taxi service available in the area.

### **JPay/Kiosk**

Each housing unit has JPay Kiosks available in the dayrooms. Each inmate is permitted two sessions per day, up to twenty minutes each. Approved visitors may schedule video visits through the JPay website. Video visits are thirty minutes each and may be extended, if the Kiosk is available. Video visits are subject to monitoring and regular visiting rules are in effect. Restrictions from all visiting privileges may result from rules violated during a video visit.

### **Kites**

#### **DRC Policy 50-PAM-02**

A "Kite" is a way that inmates can communicate in writing with institutional staff or departments. Kites are available in all living areas and may be obtained from the unit staff. Offenders may write their question, request, or concern on the kite and address the kite to the appropriate staff or institutional department. Staff will respond in seven (7) days.

### **Inmate Clothing Issue**

#### **DRC Policy 61-PRP-02**

Upon arrival at the London Correctional Institution, all offenders receive standard clothing issue, which consists of:

3 Pairs of State Blue Pants (1 New, 2 Old)	2 State Sheets
3 State Blue Shirts (1 New, 2 Old)	1 State Pillow Case

1 State Blue Coat  
1 State Belt  
1 Towel  
1 Washcloth

1 State Blanket  
\* If needed, Socks, Briefs, and T-Shirts

SHOES: Upon entrance to LOCI, if an offender is not already assigned state issue shoes (boots), and is eligible to receive a pair, he may Kite the Laundry Supervisor to request a pair.

CLOTHING RE-ISSUE SCHEDULE: After all initial issues are completed; there will be strict adherence to the re-issue schedules. Re-issue for all new items is 180 Days (6 Months). Old State Blues can be exchanged every 90 days. Coats are not subject to re-issue and are considered a permanent 1-time issue. Winter coats will be issued from October 1<sup>st</sup> thru March 1<sup>st</sup>.

LOST OR STOLEN LAUNDRY: All issues are your responsibility to keep secure in your housing unit. The Laundry does not honor "Lost/Stolen Item Reports".

CLOTHING REPAIRS: At any time, if clothing is in need of repair, you DO NOT need to Kite. Practice is for you to write your name and number on a piece of paper, fold up the garment, and place the paper in the pocket of the garment. You may then bring the state issue trousers to the Laundry for repair (no shirts).

QUESTIONS PERTAINING TO CLOTHING: In the event you have a Clothing Issue Question, you should utilize the Kite System. If you are eligible for clothing re-issue, you will be passed to the Laundry for the re-issue. In the event that you are NOT ELIGIBLE for re-issue, your Kite will be returned explaining why you were not eligible.

UNIT STAFF: Unit Staff are not to be your first attempt to make contact with the Laundry for any reason. You are to use the Kite System First. Unit Staff will place a call to the Laundry only if your situation is an EMERGENCY.

### Laundry Services

One laundry room is located in each housing unit. Offenders who have purchased their own laundry soap from the commissary may place their dirty clothes in their laundry bags (laundry bags must be clearly marked) and turn them in at the Unit Laundry Room according to each unit schedule. Offenders may turn in one bag of dark clothes and one bag of white clothes. Offenders will be given two (2) laundry bags; one for white clothes and one for colored clothing. Laundry bags must have the offenders name and number on them. If any of these are missing, the clothes will not be washed.

BEDDING EXCHANGE: Exchange is pre-scheduled and done per Unit. Please refer to the posted schedule located on the bulletin board in your Unit or seek clarification from your Unit Sergeant.

SHEET EXCHANGE: Exchange is done on a weekly schedule. To exchange sheets and pillowcases, you must bring your dirty sheets and pillowcase to the Laundry during the exchange period.

BLANKET EXCHANGE: Blanket exchange is done once (1) per month. Please refer to the posted schedule on the bulletin board in your Unit or seek clarification from your Unit Sergeant. Blanket exchange is always conducted the second full week of each month.

INDIGENCY: If you are indigent, you may send your dirty laundry to the main Institution Laundry on the scheduled Unit Day. Please speak to your Unit Sergeant to clarify your assigned day of the week.

## UNIT MANAGEMENT CHIEF

### Unit Management

#### DRC Policy 74-UMA-01

Is a concept that was developed to take the larger offender population and divide it up into smaller, manageable groups. With this concept in mind, the institutions can provide a broader scope of treatment for offenders to prepare them for returning home with a better chance of not returning to prison.

### Chain of Command

The "Chain of Command" starts at the lowest level to resolve any issues or complaints an offender may have. The lowest level being first the Unit Corrections Officer and depending on the extent of the issue or complaint, the offender is to see the Unit Correctional Counselor (Sgt.) and/or the Unit Case Manager and finally the Unit Manager. It is expected that inmates will use the chain of command to address concerns within the unit.

### New Arrival Orientation Program

#### DRC Policy 52-RCP-10 thru 52-RCP-10b

Upon arrival to the institution, each inmate shall receive a copy of the inmate handbook. The handbook will give information into the daily living procedures, rules and regulations, available services, educational and vocational opportunities, visiting information, and much more. You will have a mandatory institution orientation within 7 days of your arrival and will have the opportunity to ask questions of the various institution departmental personnel. We hope you take advantage of the many opportunities that exist at the London Correctional Institution and upon your release, have a successful reintegration into society. "Reentry means going home to stay."

### Job Linkage

We screen all new inmates to recommend placement according to the Offender Job Linkage Program (OJL). The Idea behind the OJL is that while a man is doing time, his time should work for him so he is less likely to re-offend.

### Reentry Program

#### DRC Policy 02-REN-01 thru 02-REN-03

Vision Ohio's system of reentry will provide opportunities for offenders to successfully connect as productive members of society. Through active partnerships with all stakeholders, reentry will contribute to safer communities and an enhanced quality of life.

Mission The Reentry Initiative is a holistic and systematic approach that seeks to reduce the likelihood of additional criminal behavior. Beginning at sentencing and extending beyond release, reentry will assess, identify, and link offenders with services specific to the needs. This will be accomplished through associations with community partners, families, justice professionals, and victims of crime.

Slogan Reentry Means "Going Home to Stay"

Contact the Deputy Warden of Operations, Education Department, or your unit staff for a list of available reentry programs offered at London Correctional Institution.

### Incentive Program

Inmates who satisfactorily complete RAP recommended programs and meet other criteria can receive incentives while remaining free of conduct reports. These incentives are offered through the Ohio Offenders Performance Merit System (OOPMS).

# London Correctional Institution Program Directory

Revised: January 20, 2014

Education (1)		Community Functioning (5)	
Adult Basic Literacy Edu. (ABLE) - 1	H. Sadongo/ S. Stegner		
GED Instruction - 1	H. Sadongo/ D. Moose	Money Smart - 1	L. Ottenberg
		Money Smart - 1	
High School - 1	H. Sadongo	Thinking for Change - 1	J. Hildreth/S. Carter
GED Examination - 2	H. Sadongo	Opportunities for New Directions (OIC) - 2	P. Powell
Pre GED Instruction - 1	H. Sadongo/ P. Schenk	T.O.U.C.H. – 2	B. Heard
Special Education - 2	J. Puhl	<b>Personal/Emotional (6)</b>	
Transitional Education Program - 1	P. Schenk	<b>Mood Disorder – (Mental Health)-2</b>	<b>S. Armstrong/T. Rowe</b>
		<b>Thinking for a Change – (Mental Health)- 1</b>	<b>S. Armstrong/ T. Rowe</b>
		<b>Thinking for a Change – (Mental Health) - 1</b>	<b>B. Forbes/K. Nichols</b>
<b>Marital/Family (2)</b>		Thinking for Change - 1	J. Hildreth /S. Carter
Keys to Loving Relationships - 1	C. Hargrave	Win-Win - 2	J. Glispie
Inside Out Dad - 1	T. Campbell/C. Brann	Cage Your Rage -1	M. Boley
WinWin – Families Together - 2	J. Glispie	Health U -2	Not Offered at this time
<b>Associate/Social (3)</b>		Health Living ( Mental Health) -2	T. Rowe/B. Forbes
Thinking for Change - 1	J. Hildreth/S. Carter	Cage Your Rage	Vacant
Thinking for a Change - 1	L. Peterman	Cage Your Rage/Holistic Integrative (Mental Health)	K. Nichols/ B. Forbes
		Prison Adjustment/HIP –(Mental Health) - 2	E. Seward
Orientation	J. Glispie	Stress Management – (Mental Health)	K. Nichols
		Detour/HIP –(Mental Health) -2	B. Forbes/ K. Nichols
		<b>Attitude (7)</b>	
		PROVE (Personal Respon. For Viol.) - 1	T. Davis / C. Brann
		Thinking For A Change - 1	J. Hildreth/S. Carter
<b>Substance Abuse (4)</b>		Victim Awareness - 1	J. Glispie
Alcoholics Anonymous ( Tuesday) - 2	M. Reine	Victim Awareness-1	P. Powell
Alcoholics Anonymous ( Wednesday) - 2	J. Hayes	Thinking for A Change- 1	L. Peterman
Continuing Care - 2	M. Bellamy		
Drug Education - 2	M. Bellamy		
Dual Recovery Anonymous –( Monday)- 2	C. Hargrave	<b>Employment (8)</b>	
Narcotics Anonymous –(Thursday)- 2	L. Sanders	Advanced Job Training (Urbana) - 1	B. Mitchell
		Apprenticeship Programs - 1	K. Chapman
Renaissance Residential Treatment R2-R3 – 1	Recovery Services	Apprenticeship PUPP - 1	K. Mason
Intensive Prison Program IPP ( A4) - 1	M. Reine	Apprenticeship 4 PAWS- 1	B.Heard
Substance Abuse & Mental Illness - 2	K. Nichols/Seward/Forbes	Career Tech (Auto Mechanics) - 1	B. Pierce
New AOD Education Program/Learning 4 Life (R1) - 1	C. Hargrave	Career Tech (Barbering) - 1	B. Crawford
Pathway 2 Freedom (Waiting list/Renaissance)	C. Hargrave	Career Tech (HVAC) - 1	H.Sadongo/M. Jacobs
Life w/o a Crutch (Waiting list list/Renaissance)	C. Hargrave	Career Tech (Web Design) - 1	H. Sadongo/ Gollah
<b>1 – REENTRY APPROVED</b>	<b>2 – NOT REENTRY APPROVED</b>	<b>3 – PENDING REENTRY APPROVAL</b>	

**Inmate Groups and Activities**  
**Administrative Rule 5120-9-37 / DRC Policy 73-GRP-01**

Inmate groups include the Madison County Jaycees, Cultural Awareness, Stamp Club, Seven Step Program, Victim Awareness Alumni Association, and the Animal Assistance Group. If you have an interest in becoming a member of one of these organizations, you should kite the group advisor.

Mrs. K. Mason is the Inmate Groups Coordinator

London Correctional Institution offers 5 inmate groups, which are addressed below. If you are interested in becoming a member, you must contact the Group Advisor, as indicated below. All groups provide a specific purpose to its' membership as well as annually donating to a charity of their choice. Groups are:

- CULTURAL AWARENESS ASSOCIATION  
Advisor: D-Unit Staff Sgt.  
PURPOSE: The Cultural Awareness Association seeks to educate and to provide a positive community-oriented environment to all cultures by transforming hate, prejudices, ignorance, bigotry, racism, and fear into love, brotherhood, peace and unity.
- MADISON COUNTY JAYCEES  
Advisor: B-Unit Staff Sgt.  
PURPOSE: To provide young people the opportunity to develop personal and leadership skills through local community service and organizational involvement, while expanding the Junior Chamber movement.
- SEVEN STEP FOUNDATION  
Advisor: D-Unit Staff Sgt.  
PURPOSE: Seven steps to freedom.
- STAMP CLUB  
Advisor: C-Unit Staff Sgt.  
PURPOSE: To help foster, encourage, and promote the purposes of collecting stamps in general as well as exchanging stamps and positive values. To improve growth and development of cultural knowledge (history, space, geography, industries); to develop channels of communication with one another to maximize self-realization and enrichment of our lives, and enhance life's fulfillment. To provide an avenue for inmates that do not participate in sports activities or other programs.
- VICTIM AWARENESS ALUMNI ASSOCIATION  
Advisor: D-Unit Staff Sgt.  
PURPOSE: For graduates of the Victim Awareness program to continue their involvement and education inside the institutional setting concerning victims. VAA helps to provide monetary funds to victims of crimes in the community.
- ANIMAL ASSISTANCE GROUP  
Advisor: A Unit Sgt.  
PURPOSE: Caring and attending to the needs of the animals on the grounds of the institution; membership limited to those inmate in Level 1 Khakis as well as inmates participating in the animal trainer programs.

Reference is to be made to DRC Policy 73-GRP-01, Requirements for Secular Inmate Groups, which can be located in the Law Library.

**Intensive Program Prison**  
**Administrative Rule 5120-11-02 / DRC Policy 52-RCP-08**

There are several things we do at LoCI that will have a positive impact on the BIG WIG. These include the IPP program at LoCI (**Intensive Program Prison**) 5120-11-03. This is an intensive substance abuse program where eligible participants will complete a 90 day program at the camp and then be released to the community under a year of supervision. Criteria for the program include but are not limited to:

- No detainers
- Must be 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> degree felony with no violence or physical harm to others
- No sex offenses
- No Actual Incarceration
- No Betraying Public Trust offenses
- Must be less than 60 months to release and at least 90 days to complete program
- No current or prior escapes
- No STG disruptive behavior
- Positive institutional adjustment
- Must be at least 18 years of age
- No illegal conveyance of weapons, drugs, or prohibited items onto the grounds of correctional facility
- other relevant standards like MH and medical approvals, etc.
- Must have Judges' approval

The Intensive Program Prison (IPP) is a prison sentence reduction program that must be approved by the sentencing judge. IPP programs include:

See your Recovery Services staff to ask about your eligibility.

**Housing**

Offenders are assigned a dormitory and a bed. Available space, your job, and your adjustment are considered in this dormitory and bed assignment. In the housing unit, you are given a footlocker and a locker for your clothes and other belongings. An offender is responsible for his bed area. It must be kept clean and orderly at all times. Any employee of this institution may inspect any inmate's living area at any time. All windows are to be left unobstructed at all times.

**Bed Moves**  
**LoCI Policy 4F-002**

When you first arrive at the London Correctional Institution, you will be assigned a housing unit and bed location. These are done randomly, and as beds are available. There are several specialty housing units which include; Older Offenders unit - B-1 Unit, Renaissance Program - A-4 Unit, Community Service and Faith-based Unit – D-4 Unit, Correctional Camp units-C-3, and Merit Housing unit C-1. You may kite the individual unit managers to gain information on how to be moved into these units.

If you are dissatisfied with your current bed location, this issue must be discussed with your unit staff. It is London Correctional Institution's policy not to make unnecessary bed moves. Therefore, bed moves will be made only in limited circumstances and only after legitimate security concerns are considered. Non-discretionary bed moves will be made in order to comply with medical conditions, programming and inmate separation orders. All others require unit staff approval and the authorization by the Unit Management Administrator.



## Housing Unit Regulations and Cubicle Rules

1. During Count, you must remain on your bed until the count is cleared and the Correctional Officer advises that the restrooms are opened. The dayrooms may be opened when count clears. During the 4:00 p.m. count, you must be sitting up on your bed with your feet hanging over the edge of the bed. No one is permitted to sleep or be under the covers for this count.
2. Bedding: Each inmate shall be issued/allowed the following bedding: One (1) Mattress, two (2) sheets, one (1) State pillow, one (1) personal blanket, and one (1) state blanket. All inmates are required to exchange their sheets and clean their mattress one (1) time per week.
3. Clothing: Failure to comply with the below rules can result in disciplinary action.
  - Inmates shall wear state issued blue pants and shirts, during regular working hours from 6:00 a.m. to 4:30 p.m. Clothing should be neat and orderly at all times. Shirttails are to be tucked into the pants while walking through the institution and in the unit offices. This is anywhere outside of your cell or cubicle. No "sagging" will be permitted.
  - All kitchen workers will wear blue pants and white shirts for food service, only during working hours, after work they will wear their blue shirts.
  - Inmates must display their identification badges on the outermost garment, above the waist at all times.
  - After 4:30 p.m., and all day on weekends and holidays, inmates may wear sweat pants, personal shirts and shorts in dayrooms/living units/ to and from recreation field & 6 yard. Hats, hoods, or other head coverings (except religious head coverings) cannot be worn inside the living units. During the night, inmates using the restroom may wear their "doo rags" to and from their cubicles, only.
  - Clothing cannot be altered in anyway, nor may inmates layer shorts over thermal underwear /sweat pants/ State Clothing. The practice of ironing pleats or designs in clothing is prohibited.
  - Appropriate shorts must be worn in the dayrooms and to and from the restrooms before 6:00 a.m. and after 4:30 p.m. and all day on weekends and holidays. The shorts must be in good repair (no holes, no cut-off shorts, spandex, boxers, briefs, or mush fake shorts are permitted). Absolutely no underwear alone will be permitted. Shirts must be worn at all times.
4. Showers: You must wear pants, robe, or gym shorts, to and from the shower. You must be appropriately covered upon leaving the shower stall. No showers until 6:00 a.m. No clothing is to be left to dry in the washrooms. If Clothing is left, it will be confiscated. The shower closes at 8:45 p.m. and may be closed at other times for cleanup. Late workers can take Showers when authorized by the Shift Captain or higher authority.
5. Inmates are not permitted to use the bathroom sinks for the cleaning of cups, bowls, utensils, etc. These must be washed in the dayroom sinks. In addition, inmates are not permitted to wash clothing in the sinks or shower stalls. The laundry facility must be utilized for such cleaning.
6. Commissary: Inmates shall be permitted to shop at the institution commissary at regularly scheduled times. A commissary schedule shall be posted on the housing area bulletin board. Inmates should use their discretion when purchasing commissary items. All inmate property must fit into his own locker. Any inmate found to be in possession of another inmate's property will be issued a conduct report. Inmates should keep their commissary receipts for the prior thirty (30) days as proof of purchase. It will be the inmate's responsibility to stay within the possession limits for all commissary and food/sundry box items.

7. Headphones will be used at all times when playing radios, tape players or personal TVs. Violations may result in disciplinary action as well as confiscation of the item. Even though your appliance is on headphones, you must stay within acceptable noise limits.
8. Running or any type of exercise is prohibited in any part of the housing unit, except where designated equipment exists.
9. Mail will be distributed by the second shift officers.
10. Inmates are not permitted to loiter or be seated at the Unit Officers desk. There will be no loitering in aisle ways, around trashcans and doorways, in the laundry area, restroom, or in restricted fire areas. Only four inmates will be permitted at any of the dayroom tables and inmates must be seated if remaining in the dayroom area.
11. It will be the inmate's responsibility to monitor the unit bulletin boards for passes. All inmates must honor their passes.

### Cubicle/Cell Rules

1. Nothing shall be permitted to be placed upon or hanging from cubicle walls, (except the TV shelf) or on top of the wall locker. The top of walls will remain clear of items at all times, including TV/Radio antennas. Nothing shall be hung or placed in front of the cubicle doorway to obstruct the view of staff. Nothing is to be hung over the end of bed facing the cubicle doorway, sides or center bars of the bed that blocks viewing. Inmates are not permitted to utilize clotheslines for drying wet clothing.
2. No rugs, towels, or other types of material will be used as floor coverings. Religious rugs are the exception, during religious activities only. Nothing will be used as a cover on TVs, radios or shelves.
3. Laundry (Clean) bags should be hung at the end of the bed furthest from the entry of the cubicle. Dirty Laundry Bags will be kept on the floor under the bed.
4. All beds will be made military style, with a state blanket on top, sides tucked in from 8:00 a.m. (10:00 a.m. on weekends and holidays) until 4:30 p.m. or before you go to your job assignment if reporting to work prior to 8:00a.m. The only exception will be third shift workers who may sleep during the day but their beds must be made at night while working. Inmates wishing to take a nap are expected to make their beds by the times listed and may use a blanket to cover up with. Bed areas are expected to be kept clean, neat and orderly at all times by those inmates assigned to that cubicle and in the format posted with these rules. This will be strictly enforced with no exceptions.
5. Nametags shall remain in proper position at all times including these three locations: aisle end of bed, wall locker door, and top of footlocker. Inmates are not to move, destroy or deface nametags in any fashion.
6. Nothing is permitted on the cubicle floor but your locker box, trash can, the number of shoes that are within property limitations, dirty clothes bag, typewriter, and musical instruments (one per inmate). These must be stored under the bottom bunk when not in use, except the trash can. Any extra items found on the cubicle floor will be confiscated. All other property (except authorized education books/materials) must go in your locker box, wall locker and clothing bags. Winter coats may be hung over your clean laundry bags on back of your bed. 2.4 property limits will be strictly enforced. Note: No property can be left out, including cups, pictures, etc...Wet towels are to be hung up on the end of the bed frames near

the inside cubicle wall, only until dry and then they should be put away. In addition, there will be no paper bags, plastic bags, or cardboard inside cubicles. Please be aware you and your property can be searched by any staff member at any time.

7. Sitting on locker boxes is permitted.
8. It is the responsibility of each inmate to secure his property at all times to prevent theft, using locker boxes. If you have something stolen, you are advised to contact your unit staff as soon as possible in order to complete a theft/loss report.
9. Visiting between living pods will not be permitted. For example, inmates living on one side of the restroom may not be on the other side bed area. Visiting on the same side of the living pod will be permitted between 8:00 a.m. and 8:55 p.m., Sunday through Thursday, with permission of all occupants in that cubicle. At no time, will there be more than three (3) inmates permitted in a two-man cubicle. On Fridays, Saturdays, and nights before holidays, visiting will be extended until 11:45 p.m. Games such as chess, checkers, dominoes, cards, etc., may be played in dayrooms when the dayroom is open, 6:30 AM to 11:30 PM Sunday through Thursday and until 1:00 AM Friday, Saturday and nights before a holiday. Solitaire is the only game permitted in cubicles.
10. Items permitted on the TV shelves are: television, (1) radio, per inmate, one clock per inmate and 1 fan per inmate, or if a clip type it can be clipped on the bed.
11. As of March 1, 2009, LoCI is a tobacco free facility.
12. Beds will be made and cubicles will be cleaned prior to 8:00 a.m. Monday through Friday, and by 10:00 a.m. on weekends and Holidays. Third shift workers and inmates wishing to take a nap are expected to make their bed as soon as they get up, before leaving the cube.
13. No power strips or multiple plug cords are allowed.
14. Chemicals will be issued for personal cleaning only between the hours of:
  - 6:00 a.m. - 8:00 a.m.
  - 2:00 p.m. - 3:30 p.m.
  - 6:30 p.m. - 8:00 p.m.

### Telephones

#### **Administrative Rules 5120-9-17 and 5120-9-20**

Phones are located in the housing units for placing collect calls only. Inmates' use of telephones to place calls to parties outside of the institution is conditioned on their consent to these calls being electronically monitored. As such, these telephone calls are not appropriate for legally recognized privileged communication. This can occur in person or through the mail, subject to the provisions listed in Administrative Regulations 5120-9-17, 5120-9-20, and DRC Policy 312-02. Call forwarding and three-way phone calls are strictly prohibited, these calls will be terminated when detected.

Inmate telephones will be available from 6:00 a.m. to 11:00 p.m. daily. Instructions on usage are posted in each housing unit.

GTL contact information  
1-800-231-0193

## Emergency Phone Calls

Emergency calls are only given for situations that are verifiable such as a family member passing away or being in the hospital for something that is life threatening or the offender's lawyer can call or write the institution for us to set up a call. ONLY VERIFIABLE EMERGENCIES WILL BE CONSIDERED.

## Security Classification and Appeal Process

### Administrative Rules 5120-9-25 and 5120-9-53

Inmates will be notified at the Reception Center of the Classification decision (Security Status/Parent Institution Placement) and of rights to request reconsideration. This request of reconsideration must be done within five (5) days to the Chief of the Bureau of Examination and Classification after being notified. Such a request must state in detail the reasons supporting such request. The decision on reconsideration shall be final.

The Institution Classification Committee shall review the supervision level of all inmates at time intervals established by the Committee, but no less than annually (1 time per year). Whenever a change in supervision level is done, a conference between the inmate and at least one (1) member of the Institution Classification Committee shall be held. The inmate shall be notified orally of the recommendation of the Committee and of his right to appeal the recommendation to the managing officer or his designee (Unit Management Chief). The inmate may further appeal the decision to the Bureau of Classification within five (5) days after being notified of an adverse decision. The decision of the Bureau of Classification shall be final.

In addition, with the implementation of the 3 Tier Prison System, LoCI will place any inmates who arrive at this facility through a security upgrade from Level 1 or through a security downgrade from Level 3 in a privilege level 2B housing unit for initial assessment and review for adjustment to the facility (D1/D2). This review will range from 1 month through 6 months based on the inmate's behavior at the facility. Further, inmates who are convicted of a Rules Infractions offense will be reviewed for placement in the LOCI Sanction Unit (A-3) for a period of 90 days. Inmates will be able to reduce this placement by attending programming and work assignments. While in the sanction unit, inmates will have their privilege level changed to a B with most reducing only upon release from sanctions.

## Inter-Institutional Transfers

### Administrative Rule 5120-9-21

An offender must meet the following criteria to be considered for an institutional transfer: one year clear of any conduct reports and one year at the London Correctional Institution. "*Hardship Transfers*" to facilitate visiting is requested by the offender kiting his Unit Case Manager or Unit Manager stating the reasons for the transfer (Example: Family member medical condition prohibiting them from traveling long distances or transportation issues). Additional documentation will be needed to complete the transfer request from the offender's family (Example: Letter from family member). "*Educational Transfer*" for vocational programming is requested by the offender through the Education Department. Once approved by the Education Department the offender's paperwork is forwarded to his Unit Staff for approval and then to Operation Support Center Bureau of Classification for final approval.

## **PAROLE BOARD:**

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

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

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

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

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

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

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

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

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

Any inmate granted a release date and who is seeking an out-of-state placement upon release from the institution should be aware that out-of-state placements can take significantly longer to process than in-state placements and can ultimately be disapproved by the potential receiving state. Inmates

should also develop alternative release plans to the out-of-state placements and should discuss their placement plans with their Case Managers well in advance of their release dates to ensure ample time is available to submit their requests via Interstate Compact.

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

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

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

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

If you are an eligible SB2 inmate and are recommended for the program, a notice will be forwarded to the Judge(s) who sentenced you for the crimes for which you are currently incarcerated. The Judge has statutory authority to veto (deny) your transfer into this program. If you are serving a sentence for a felony 1, 2 or 3 offense of violence, notice will also be provided to the victim(s) of your offense(s).

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

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

In parole cases, if the Hearing Officer/Board Member determines that revocation of parole is appropriate, the Hearing Officer/Board Member will forward a recommendation regarding the amount of time the offender should serve before again becoming eligible for parole to the Parole Board

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

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

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

### **HB 86 and SB 337**

This is new legislation that the department is now implementing. Briefly, HB 86 involves the opportunity for earned credit and 80% release recommendations, and SB 337 involves Certificates of Achievement and Employability, Record Sealing, and professional license eligibility. Your Case Manager will provide more information as it becomes available.

### **Job Assignments**

Job Assignments are made by the Unit Classification Committee. Administrative Regulation (5120-3), Department of Rehabilitation and Correction Policy, and London Correctional Institution Policy states that the Unit Classification Committee will be made up of:

- Unit Manager or Designee - Chairperson
- Unit Case Manager - Member
- Unit Correctional Counselor - Member
- Unit Secretary - Member
- Correctional Officer – Member

➤  
➤ THE UNIT CLASSIFICATION COMMITTEE

The Committee makes job assignments based on the compatibility of the inmate's supervision and security needs. An example would be if the inmate were requested for the Infirmary. If he is in for a crime that involved drugs, the committee probably would not place him there. The Committee will make the decision and place the inmate in another appropriate job.

Institutional need: Institutional need is defined as the inmate has skills to perform an institutional job that no other inmate possesses. An example would be someone who can do plaster work (not drywall).

Any individual needs of the inmate: Some inmates transfer into this institution to attend educational programs. When the school calls for the inmate to attend that specific program, he will be immediately placed into that program. Until that time, he will be assigned a work assignment by the classification committee. Once that inmate has completed or dropped from that program, he will be sent back to his parent institution. London Correctional Institution is not the parent institution for inmates transferred here to attend school.

➤ INITIAL JOB ASSIGNMENTS

Food Service, Porter, Laundry, etc. are all entry-level positions. Nearly all inmates who come into the institution are placed in an entry-level position. The Administrative Regulation (5120-3), Department Policy and Institutional Policy recommend placement in an entry-level service track for an adjustment period of 90 days. This way the inmate gets to know where everything is located and how the institution runs.

➤ REQUESTING A JOB CHANGE

There are several ways to ask for a job change. The inmate can write the unit manager or a job supervisor requesting a job change. There are three requirements for getting a job change.

1. 90 days on the current job.
2. 90 days clear of CONDUCT REPORT
3. No separations on anyone already working in that area.

➤ EARNED CREDIT

**Earned Credit** for Productive Program Participation (5120-2-06 and DRC policy 80-INC-02) is a means for eligible inmates to receive days off their sentences for participation in approved programs. Some of these include:

- A. Educational/Academic Programs to include:
  - i. Adult Basic Literacy Education
  - ii. Pre-GED
  - iii. GED and High School
  - iv. Advanced Job Training Programs
  - v. Career Technical Education
  - vi. Apprenticeship Programs
  - vii. Work Extension Program Assignments
  - viii. Career Enhancement
  - ix. Vocational Programs (TEP)
- B. Ohio Penal Industries
- C. Alcohol and Drug Treatment Programs, to include:
  - i. Therapeutic Communities
  - ii. Alcohol and other Drug Treatment Residential Units
  - iii. Alcohol and other Drug Intensive Outpatient Programs
  - iv. Recovery Services Alcohol and Other Drug Education Programs

Earned credit is a reduction in your sentence or time to the parole board. Earned credit is processed on the first working day of the month. The amount you can earn is determined by the law. If you were sentenced under the old law House Bill 261, you can earn up to seven (7) days a month. If you were sentenced after 1997, you were sentenced under the new law. You can only earn one (1) day of earned credit a month. The records office, through the sentencing court, will determine what law you fall under. Those areas that award earned credit are education, OPI, and some recovery service programs. The earned credit Administrative Regulation is 5120-2-6. If you feel you should have received earned credit and did not get your monthly earned credit slip, first check with your work supervisor to see if they recommended you for credit; then check with your unit staff to see if they have your slip.

➤ STATE PAYROLL



State payroll is processed at the end of the month. If you have a question about how much you earned or about your account balance, you need to kite the Cashier.

**Unauthorized Relationships**  
**DRC Policy 31-SEM-07**

Unauthorized relationships between inmates and staff members are prohibited. An unauthorized relationship can include, but is not limited to:

- Engaging in any personal or business relationship(s) with a staff member; including buying, selling, or trading any item or service.
- The exchange of personal letters, pictures, telephone calls, or information with a staff member.
- Visiting with a DRC employee.
- Residing with any individual currently employed by DRC.
- Committing any sexual act with any DRC employee.
- Engaging in any other sexual contact with a DRC employee.
- Engaging in any other sexual misconduct with a DRC employee.
- Aiding and abetting any unauthorized relationship.
- Giving to, or receiving from an employee, any item, favor, or service.

If you have information concerning a potential unauthorized relationship between an inmate and DRC employee, you are required to report such information to the Warden or Investigator.

**Unauthorized Groups**  
**Administrative Rule 5120-9-37 / DRC Policy 73-GRP-01**

Engaging in any unauthorized group activities as set forth in paragraph (B) of Rule 5120-9-37 of the Administrative Code.

An inmate shall not knowingly engage in, whether individually or in concert with others, in:

- (A) Forming, organizing, promoting, encouraging, recruiting for, or participation in, etc., an unauthorized group;
- (B) Possessing, creating, reproducing, using, or circulating, etc., any material related to an unauthorized group;
- (C) Communication support of, association with, or involvement in any unauthorized group. The form of communication may be verbal (written or spoken) as through codes, jargon, etc., or non-verbal (conduct) as through hand signs, symbols, displays, drawings, graffiti, distinctive clothing, hairstyles, colors, ornaments, etc.;
- (D) Participating in criminal activities, or disruptive activities such as disturbances, riots, fostering racial or religious hatred, or union activities; and
- (E) Violating Institutional Rules or Directives, or State or Federal Law.

Failure to comply with above notice may result in disciplinary action.

### Drug Trafficking (By Offenders)

Ohio Revised Code 2921.36

The Ohio Revised Code prohibits drug trafficking by offenders.

5120-9-06 (E) (6): "Unauthorized Drugs," for the purpose of this rule, refers to any drug not authorized by institutional or departmental policy including any controlled substance, any prescription drug possessed without a valid prescription, or any medications held in excess of possession limits.

### Sexual Acts (While Under Supervision)

Ohio Revised Code 2907.03

Sexual acts are prohibited by any individuals under supervision.

### Inmate Health Services

DRC Policy 68-MED-01 thru 68-MED-19

Medical staff is available at London Correctional Institution 24 hours per day, seven days per week. Should you become acutely ill or injured, notify a staff member and the medical staff will be notified. It is the responsibility of the Medical Director to determine appropriate and necessary medical treatment. All medical services initiated by an inmate through emergency procedures will be free if an actual emergency exists. The medical staff will determine if the situation was an actual emergency or nonemergency.

Podiatry Services are available at London Correctional Institution and conducted in Inmate Health Services. You will need to fill out a Health Service Request form for podiatry services. You will be seen in Nurses Sick Call and then referred to the Podiatrist. You will be scheduled as time permits.

A fully equipped Dental Clinic is available at London Correctional Institution. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care. You must fill out a Health Service Request form for dental services. If you have a dental EMERGENCY (for example severe pain, swelling, difficulty swallowing, or bleeding) please have a staff member call medical. There is no copay for dental treatment. Dental emergencies are scheduled first. Cosmetic dental work will not be provided.

Optometry Services are available at London Correctional Institution. An inmate must fill out a Health Service Request form to request an eye exam. You will be scheduled as soon as possible. An inmate is entitled to an eye exam and glasses every four (4) years unless changes in your vision have occurred. Lost or broken glasses will be replaced at the inmate's expense unless the Institutional Inspector determines the loss or damage was caused by the institution's neglect.

Most medications will be issued to an inmate in a multi-dose form. You will be responsible for taking your medication as prescribed by the physician. You are permitted to pick up prescribed medication that does not have to be controlled between 9:30am and 10am on Mondays through Fridays. A list of those people who have meds to collect is posted in the dorms. Medications that are not picked up will be returned to the pharmacy and the inmate will be given a conduct report. After the medication is ordered, the inmate has two (2) days to pick up the prescription. Some medications cannot be carried and you will be required to attend pill call which is held three times per day at I.H.S. You must come with your dorm to pill call.

Nurse's Sick Call is scheduled Monday thru Friday for acute illnesses. You must access health care by filling out a Health Service Request form. Your medical complaints are triaged by the nursing staff and a determination is made whether it is necessary for you to see the physician. **All medical services initiated by an inmate through a Health Services Request form (DRC 5373) will carry a \$2.00 co-pay charge.**

Physician's Sick Call is conducted Monday through Friday. You must see the Nursing Staff before seeing the physician. Complaints and problems should be addressed through the kite system to the medical department.

## HEALTH EXAMINATION GUIDELINES FOR INMATES Physical Examinations

The following frequencies for tests and examinations are based on the recommendations of the *US Preventive Service Task Force 2005*:

### Male Inmates Over Age 50 – every year:

- Digital rectal exam;
- Hemocult test;
- Monthly testicular exam by the inmate and by the practitioner at the physical;
- Complete vital signs;
- Risk factor assessment for sexually transmitted infections annually, with appropriate testing if indicated (i.e. HIV, syphilis, hepatitis);
- Lipid profile;
- Fasting glucose; and
- Prostate Specific Antigen (PSA), ages 50-75 only.

### Male Inmates ages 40-50 – every 2 years:

- Digital rectal exam;
- Hemocult test;
- Complete vital signs;
- Risk factor assessment for sexually transmitted infections annually, with appropriate testing if indicated (i.e. HIV, syphilis, hepatitis);
- Lipid profile;
- Fasting glucose;
- Monthly testicular exam by the inmate and by the practitioner during the physical examination;
- PSA for African – American males only.

### Offender Co-Pay DRC Policy 68-MED-15

There is a \$2.00 or \$3.00 co-pay fee for all Health Care Services except where exempted by policy. There is never a co-pay charge for dental. No offender shall be denied needed healthcare or treatment because of inability to pay.

### Pharmacy DRC Policy 68-MED-11

Pharmacy shall supply all medications ordered by the Medical Director. The Medical Director and Pharmacist follow a medication formulary. Some medications are self-administered while others are controlled. If medications are ordered your name will be on a Carry Med List posted in the dorm and in I.H.S. If your medications are self-administered, it is your responsibility to fill out a Health Service Request Form requesting a refill or a reorder. It takes 7 business days to process and receive refills.

**Nutrition Services**  
DRC Policy 68-MED-06 thru 68-MED-07

Upon your arrival, your medical chart will be screened to determine the need for a nutritional referral. If a referral is deemed necessary, you will receive a pass to see the dietician within 30 days.

**Mental Health Services**  
DRC Policy 67-MNH-01 thru 67-MNH-16

The Department of Mental Health offers a variety of clinical services and group programming for individuals residing at London Correctional Institution. You may kite the Mental Health Department to discuss, on an individual confidential basis, such concerns as personal problems, institutional adjustment difficulties, depression, anxieties, family-related matters and experiences creating mental and emotional stress.

The Mental Health Department at London Correctional Institution was recently designated to serve as an Intensive Outpatient Program (IOP) for persons suffering with mood disorders. This program is currently in a start-up mode in early 2012. The mental health staff are currently working to develop therapeutic interventions, hire staff, organize group sessions, and schedule the utilization of needed space to meet the requirements set forth by ODRC for such a program. Once all clinical staff are recruited and in place, the LoCI Mental Health Department will consist of a part-time psychiatrist, a psychology supervisor, two staff psychologists, two psychology assistants, two social workers, an activity therapist and two registered nurses. In addition to the IOP, the mental health department is responsible for operating a Wellness Program which is available to all LoCI inmates. The primary mental health mission is to serve and help LoCI inmates adjust to the prison environment at LoCI and function appropriately in our residential, open yard and work settings. Persons identified as potentially suffering with a mental illness will be offered appropriate mental health services designed to help the individual manage problem symptoms. Persons needing mental health services will be placed on the mental health caseload and receive both individual and group treatment. Those in need of medications will be seen by a psychiatrist or Nurse Practitioner for treatment. The following gives some additional information relevant to the kinds of service available at LoCI:

Crisis Interventions	Mental Status Assessments for persons in SMH
Psychological Assessments	Psychological testing
Biosocial Assessments	Staff consultations
Group Therapy	General Wellness Exercises and Information
Individual Therapy	SSI Assistance ( <b>Only for Persons who are</b>
Medication Counseling and Monitoring	<b>Diagnosed by Psychiatry with Serious Mental</b>
Mental Health Evaluations	<b>Illness – C-1 Classifications)</b>

Mental health staff will also make regular rounds in all segregation areas to assure that inmates who need services receive them and to ensure that no inmate is placed in segregation solely because of mental illness. The goal is to implement the most effective mental health interventions based upon the evaluation findings. A Quality Assurance program is ongoing to assure individuals rights to Quality Care are followed.

**Suicide Prevention**  
DRC Policy 67-MNH-09

Any inmate who hears another inmate verbalizing a desire or intent to commit suicide, observes an inmate making an attempt or gesture, or otherwise believes a fellow inmate is at risk for suicide, should take immediate steps to ensure that the inmate is continuously observed and prevented from harming himself until appropriate security staff are notified of the potential risk of suicide.

All inmates should be aware of Suicide Prevention Techniques. These essentials are:

- ☉ Stay alert to what other inmates around you say. Notice any important changes in their behavior.
- ☉ Communicate with the other inmate – ask for clarification about suspicious statements. Let him know you have noticed some questionable behavior. Ask him to comment about what he's thinking...or planning.

Please be aware of a variety of signs that could indicate suicidal risk.

### Verbal Clues

- ☉ "I can't take it anymore."
- ☉ "Life isn't worth living anymore."
- ☉ "I wish I were dead."
- ☉ "Everyone would be better off if I were out of the picture."
- ☉ "I'm thinking of killing myself."
- ☉ "You won't have to worry about me much longer. I'm getting out of this."
- ☉ "I won't be a problem for anyone much longer."
- ☉ "Don't worry. I'm leaving this scene tonight."

### Behavioral Clues

- ☉ Giving away prized possessions.
- ☉ Writing farewell notes.
- ☉ Making out a will.
- ☉ Putting personal affairs in order.
- ☉ Was quiet, appeared depressed for a period of time and now is cheerful and telling everyone how he'll miss them.

### Somatic Clues

- ☉ Chronic Headaches
- ☉ Chronic Muscle aches
- ☉ Chronic stress
- ☉ "Quietly" crying (e.g., on his bunk)
- ☉ Frequent or regular visits to the infirmary
- ☉ Hygiene habits begin to deteriorate
- ☉ Sleep difficulties
- ☉ Weight loss or rapid weight gain
- ☉ Withdrawn

### Emotional Clues

- ☉ Confusion
- ☉ Exhaustion
- ☉ Feelings of helplessness
- ☉ Feelings of hopelessness
- ☉ Feelings of loneliness
- ☉ Feelings of worthlessness
- ☉ Irritability
- ☉ Social Withdrawal

It is important to remember that all of these kinds of statements and behaviors may be associated with suicidal risk.

If you believe a fellow inmate may be at risk of suicide, you should contact the corrections officer in your living, work or dining area (wherever you may be at the time) as soon as possible.

## DEPUTY WARDEN OF ADMINISTRATIONS

### Recovery Services DRC Policy 70-RCV-01

This department provides alcohol / drug treatment and educational programming for inmates screened to have alcohol and other drug (AOD) abuse/dependence. Educational programming is for all inmates who desire AOD information from drug education to how to have healthier interpersonal relationships. Recovery Services offers the following:

#### I. Treatment Programs

*The Renaissance Residential Treatment Program(RRTP)* is a 4 month earned credit approved, cognitive behavioral treatment program for inmates with Recovery Service Level 2 or 3 (R2, R3). This includes the new 1 month Treatment Readiness Program, i.e. a pre-treatment component that prepares the participant for treatment. In addition, there is a 2-month Continuing Care Service component for those participants who complete the RRTP and are referred by the Program Coordinator.

*"We're Entirely Ready" AoD Intensive Program Prison* is a 90-day Residential Program based on the Cognitive Behavioral model. Inmate participants live in the same unit as RRTP participants. All participants must score R2 or R3 on the TCU screening instrument. All participants must meet the screening criteria to be eligible. All eligible candidates must have letters requesting participation sent to their judges. Judges can approve, disapprove, or have no opinion. The program capacity is 12 – 15 inmate participants and there are a minimum of 20 hours of program activities per week. Usually program candidates are informed of their eligibility at the Reception Centers. Kite Mr. Bellamy or Ms. Reine for more information.

#### II. Educational Programs

*The Learning 4 Life AoD Program* is an educational program for Recovery Service Level 1 (R1) inmates only. It is a 3-month educational program that impacts their knowledge of the consequences and effects of alcohol and other drug use. **It is no longer earned-credit approved.**

Additional educational classes meet once a week and are 10 weeks in duration. Classes include: Drug Education, "Powerless No More"-12-Step Class, and "Keys to Loving Relationships". Kite Recovery Services and identify the class you want to take.

#### III. Self Help Fellowship Meetings

We offer Alcoholics Anonymous, Narcotics Anonymous, and Dual Recovery Anonymous Fellowship meetings Monday through Friday. Kite Recovery Services and request a meeting brochure that will give you all of the details.

**Religious Services**  
**DRC Policy 72-REG-01**

Chaplains are available to you regardless of your religious beliefs. Some of the things that the Chaplain provides are religious instruction, worship, religious literature, pastoral counseling, and accommodation of religious needs. The Chaplain's primary focus is your spiritual needs. The chaplain is NOT the source of free telephone calls, hygiene products (unless referred by Unit Staff), or advice on legal or parole issues. You can contact the Chaplain by kite or on a regular visit. In an emergency, a staff member can contact the Chaplain by telephone.

The Chaplain's do not perform weddings. However, you may request a handout from the Religious Service Center Office that details this process.

The Chaplains can assist offenders in obtaining religious items while incarcerated. Please feel free to kite the Chaplain for a handout describing this process.

A monthly schedule of religious activities is posted in each of the living areas; no passes are required.

You are permitted to designate a "Minister of Record" on your visitation list. Unit Staff can provide the appropriate form for this individual to be added to your visitation list. This individual is permitted two visits per month after they have been approved and added to your visitation list.

Baptisms can be performed by policy. Please kite the Chaplain for a handout describing this process.

All religious services are coordinated and supervised by a Chaplain. No offender may lead or conduct a religious service; therefore, offender led groups are not permitted. Congregate services will be held in the Religious Service Center and inmate participation in all religious services is voluntary. All offenders have access to religious literature and religious programming.

**Religious Service Center Annual Chapel Programs**

<b><u>MONDAY</u></b>	<b><u>THURSDAY</u></b>
1:00 pm Native American Ceremony 1:00 pm RPMP Worship/Study(twice per month) 6:00 pm Bible Study/video 6:00 pm Choir Practice 6:00 pm Jobs For Life	1:00 pm PROVE 6:00 pm Yoke Fellowship/Heritage Memorial
<b><u>TUESDAY</u></b>	<b><u>FRIDAY</u></b>
8:30 am/1 pm Ridge Project 1:00 pm Discipleship 2:30 pm Prayer and Share 6:00 pm Rosary Prayer 6:00 pm Bible Study	9:30 am Devotions 2:30 pm Jum'u'ah Prayer
<b><u>WEDNESDAY</u></b>	<b><u>SATURDAY</u></b>
9:00 am Music Class 9:15 am Taleem 1:00 pm Catholic Study 2:00 pm Catholic Mass 2:00 pm Native American Ceremony 6:00 pm Apostolic Discipleship 6:00 pm Worship Services	8:30 am Mentoring/Bible Study Class 8:30 am Native American Ceremony 1:00 pm Jehovah's Witness 1:00 pm Worship Services as Scheduled (Kairos as scheduled)
	<b><u>SUNDAY</u></b>
	8:00 am Bible Study 8:00 am Catholic Study  1:00 pm Protestant Worship Service

**Education Department**  
**DRC Policy 57-EDU-01 thru 57-EDU-14a**

The Education Department at London Correctional Institution is a part of the Ohio Central School System, which is accredited by the Ohio Department of Education. Since Education is a key tool for the successful Re-Entry into society, London's staff and Education Department are committed to taking an active role in teaching their students.

All programs are available to you at no cost. The scheduling of the programs is flexible, allowing you to proceed at your own learning pace, while priority enrollment is determined by EDS date. Upon completion of the standardized assessment and assignment to a parent institution, all inmates who have not attained a high school diploma or GED must enroll in a program of the Ohio Central School System. If an inmate claims to have earned a high school diploma or GED, but the OCSS does not have official verification, the inmate must be placed on the waiting list and consequently into school. If verification is obtained it shall be documented on the School Record-Transcript, and the inmate shall be removed from the waiting list or class.

Following is a brief description of the educational programs available at London Correctional Institution:

Special Education: A Certified Special Education Teacher is available to help students identify with learning disabilities or other special educational needs.

Literacy Unit: Non-operational at this time.

Adult Basic Learning Education Classes: ABLE classes concentrate on basic academic skills within the scope of general education.

General Education Development: GED preparation class's focus on the areas necessary for passing the standardized test. These classes are divided by levels of achievement and are available to full-time students during the day.

High School: A High School Diploma issued from the Ohio Central School System to those taking part in the High School program at London Correctional.

College: Those who have completed high school or have a GED may qualify to attend College. Columbus State Community College offers a one-year certificate in Dental. Urbana University offers a certificate of hours in general courses for Business.

Tutor Program: Those of you interested in helping others achieve their educational goals might consider the tutor program. This program operates within all academic programs. Once you have completed training through Correctional Education Association Tutor Training, you will be able to provide one-on-one assistance to students in need.

Career Tech: These programs combine applied academics and skills competency-based curriculum. Current programs offerings are: (Barbering & Heating Venting & Air Conditioning HVAC). Also, out at our correctional camp we offer (Auto Tech & Web Design).

Apprenticeship: Apprenticeship programs in various workplace skills can lead to a skills certification recognized by the Department of Labor. Presently the London Correctional Institution offers apprenticeships in the field of Animal Trainer, Cook, Waste Water Treatment, Farm Equipment Mechanic and Farm Worker general.



Education Office Hours  
Tuesday 8:30 to 10:30 and 1:30 to 3:30

➤ EDUCATIONAL PROCESS

The process of the Education Department is by waiting list. Your file arrives here when you do. In that file is your transcript information taken at CRC, or Education obtained during your course of incarceration, if transferring from another institution. If you are a new felon, you should have filled out paperwork requesting a transcript from your local high school. Most of the time your transcript does not arrive here when you come to the institution. The Education Department looks at your reading score and places you in one of three categories (ABE, Pre-GED, or GED). From this you are entered onto a waiting list and considered a mandatory student until proof of a GED or High School diploma arrives here at the institution.

➤ HIGH SCHOOL

We have a High School at the institution. Students are placed in the high school from the GED waiting list. It is an option, an option that you should take. The reason is if your out date is beyond two years, it is unlikely that you will get into GED class until you are within 9-12 months from your EDS date. There is a constant addition to the waiting list when new people enter the institution with a shorter sentence; this pushes you further down the waiting list. If you meet all the criteria and you are selected to go to the High School do so because it also prepares you to take the GED if the situation occurs where you are no longer able to complete the work for your high school diploma.

WAITING LIST

Once you come off the waiting list and enter into school (which is determined by the most recent out date going into class first), you are required to go to school for a minimum of six months. If you are in isolation during your six months, time stops until you reenter general population. If you are serious about your education beyond the six months, you should make considerable effort to improve on the test given at the end of each quarter to progress to the next level until your GED is obtained.

➤ CAREER TECH PROGRAMS

Other options are Career Tech programs are (Barbering, HVAC, Web Design, & Auto Tech) for which you must possess an 8.0/231 reading level and have no prior enrollment to a career tech program under your current number. Again, these programs are based on a waiting list with most recent out date first. If interested, you must send a Kite to the Education department requesting to be put on the waiting list for the program of interest.

Barber School

*The purpose of Barbering:*

Barbering is the study of the art of performing techniques such as haircutting and styling, shaving, massaging, facial treatments, trimming and styling the beard and mustache and chemical services. These make up the majority of services performed in the Barbering Styling Shop. The Vocational Barbering Program at this London Correctional Institution has been provided to train students in our system. It prepares students for the Ohio State

Barber Board Examination. In order to be successful, the student must be motivated to study and work hard toward this skill.

*Length of training:*

This unique training program is divided into Three (3) areas of study as follows:

1. Theoretical study in a classroom.	100 HRS
2. Scientific Barbering Practice	200 HRS
3. General Barber Practice (Clinic Floor)	<u>1500 HRS</u>
Total Clock Hours	1800 HRS

Completion Requirements will also include a total of no less than 800 haircuts and 100 shaves. Testing will be on-site at LoCI by the Ohio State Barber Board.

Credit will be given for accumulated hours in other Barber Colleges only with approval of the State barber Board of Barber Examiners. A transcript of grades and progress will be furnished upon written request. A diploma will be awarded to those students who have successfully completed the required 1800 hours of training and successfully passed an examination conducted by this college. Diploma (Certificates) will only be mailed from Central Office in a Career Passport upon the inmates release from incarceration. Required passing grade is 85%.

Upon licensing the Barber is qualified for employment in a Barber shop, or to independently own and operate their own Barber shop.

*Qualifications:*

1. You must have at least 2 years to the Parole Board hearing or release date.
2. You must be 90 days clear of court. (No R.I.B. Dispositions)
3. You must kite the school Guidance Counselor and have them put your name on the waiting list for Barber School.
4. You, for enrollment, must be at least 17 years of age, show proof of an Eighth Grade education or an equivalent education as determined by an examination conducted under the supervision of the Department of Education
5. An official copy of your Birth Certificate mailed to the LoCI's Buckeye Barber College. This certificate will then be placed in your files in the Institutional Record Office.
6. VDRL Blood Test.
7. You must be approved by the State Board before starting class.

**Library**  
DRC Policy 58-LIB-01 thru 58-LIB-03

Sunday	Closed	Closed	Closed
Monday	Closed	Closed	Closed
Tuesday	10:00 am – 10:30 am	11:30 am – 3:30 pm	4:30 am – 5:30 pm
Wednesday	10:00 am – 10:30 am	11:30 am – 3:30 pm	4:30 am – 5:30 pm
Thursday	8:00 am – 10:30 am	11:30 am – 3:30 pm	Closed
Friday	8:00 am – 10:30 am	11:30 am – 3:30 pm	Closed
Saturday	8:00 am – 10:00 am	11:30 am – 3:30 pm	Closed

**Law Library**  
DRC Policy 58-LIB-01 thru 58-LIB-03

Sunday	Closed	Closed	Closed
Monday	Closed	Closed	Closed
Tuesday	10:00 am – 10:45 am	11:30 am – 3:45 pm	4:30 am – 5:45 pm
Wednesday	10:00 am – 10:45 am	11:30 am – 3:45 pm	4:30 am – 5:45 pm
Thursday	8:00 am – 10:45 am	11:30 am – 3:45 pm	Closed
Friday	8:00 am – 10:45 am	11:30 am – 3:45 pm	Closed
Saturday	8:00 am – 10:15 am	11:30 am – 3:45 pm	Closed

Offenders can only use the Library during leisure time; it is not to be used during work hours.

The Law Library is open five days a week. Offenders are only permitted to use the Law Library in their leisure time. Legal Work can be completed in the Law Library, legal information can be researched, and/or paperwork can be notarized. Photocopies of legal work will be charged in the amount of .05 cents per copy.

Offenders are permitted to request assistance from other offenders with legal work in areas deemed acceptable by the Warden. However, legal work must remain in your personal possession at all times. Offenders cannot charge you for helping with your legal work or have monetary profit from helping with your legal work. This is covered under DRC Policy 59-LEG-01.

DRC Policy 56-LIB-01 states if you borrow a book from the Library you are financially responsible even if the book becomes lost or stolen. You will be issued a conduct report and the matter will be resolved by the Rules & Infractions Board.

Library books must be returned within seven days or an overdue notice will be sent. You will receive two more notices at one week intervals. Failure to respond will result in a ticket and RIB may require you to pay for the book. Books may be renewed up to three times.

Your institutional identification is required to utilize the library, to check out books, use a magazine or newspaper, make copies, use of a VCR and use of a typewriter.

Videos may be watched during Library hours. There is a wide selection of approximately four-hundred videos including National Geographic, old comedy hits, horror movies, westerns, music videos, as well as a variety of other videos.

In the event that a book requested is not available, the Library may be able to get the book for you by borrowing it from another Library. When borrowing a book, you must be 90 days free of an RIB ticket. When you receive the book you must complete a cash slip for the amount of the book. Once the book is returned you will get your cash slip back.

The Library sponsors a Chess Club twice a week in the Library. The Chess Club hours are Saturday and Sunday from 1:00 pm to 3:30 pm. You have to bring your own chess set. Each unit also offers library books for use.

**Legal Services**  
**DRC Policy 59-LEG-01**

Each inmate shall have access to counsel and courts by means of attorney visits and the ability to correspond in writing with both. To insure that inmates have access to the courts, the institution provides the necessary amount of time and resources to prepare legal materials, including legal reference materials. The Law Library is in the institution library. Inmates are available to assist in a limited way with legal research. The clerks can also provide inmates with standard legal forms, for example, affidavits of verity or affidavits of indigence.

Computers are available for legal typing only. In order to use the Law Library, you must sign in and sign out. Law Library hours are posted in the library. Legal kits are available to all inmates regardless of financial status. Indigent inmates who wish to have a legal kit should contact the Institutional Inspector. Legal copies can be purchased for \$.05 a page with a cash slip. Law books are available for reference only. Notary Public services are available in the units and library.

**Offender Transitional Release Plan**  
**DRC Policy 78 REL-01**

At the reception centers each offender shall be issued a reentry folder, in which he/she is responsible for maintaining all reentry resources and information provided to them for use upon his/or her release to the community.

Facility staff shall assist each offender in obtaining personal identification documents prior to their release or assist in starting the application planning process if time constraints prevent otherwise.

For offenders lacking personal identification documents, applications for these personal identification documents shall be given to all offenders during the orientation process at their parent institution. Designated staff shall assist the offender with obtaining the required documents at the offender's expense, and document the application on the Offender Transitional Release Plan (DRC 4443).

Pursuant to Department Policy 78-REL-05 Reentry Resource Center, all offenders shall have access to the Reentry Resource Center in their facility, to encourage and assist them in taking personal responsibility for preparing for their transition to release.

Offenders shall be permitted to participate in videoconferences with potential employers for those returning to the Cuyahoga County (PROES) or are of veterans status (STRIVE). Any offender meeting any one of the two requirements can receive more information through Education to participate.

Commissary  
Administrative Rule 5120-05-05 / DRC Policy 24-CAS-05

- Weekly shopping limit is \$80 for Level 2. Level 2 90 and \$115 for B3 offenders. Spending limits will change to be in compliance with the 3 Tier System.
- LOCI is open Commissary shopping. You may shop as many times you want ON YOUR shopping day or UNLESS otherwise posted on the monthly schedule. Schedules are posted throughout the institution and on the inmate TV channel.
- Commissary will open Monday through Thursday at 6:45 am. The doors will lock at 10:00 am for 11:00 count time and re-open at 11:45 am for anyone purchasing phone time **ONLY if it is your shopping day!** At 12:00 pm all orders will be taken until 3:00 pm when doors are locked for 4:00 pm count then again open after 4:45pm and shop until 6:00 pm
- You **MUST** have your own laundry bag in order to shop.
- **DO NOT** exchange any items! Anything found in your possession and you **DO NOT** have a receipt for it is contraband and will be confiscated!
- You **MUST** have a dorm dot on your ID to shop. Ask your C/O, unit manager, case manager or Sgt. for a dorm dot.
- You are required to keep your receipt for purchased items as proof of purchase. Another receipt will **NOT** be provided! Receipts will **ONLY** show the difference between what you spent and the \$80 spending limit.
- Commissary restriction may **ONLY** spend \$20 per week – hygiene items and other permitted items only and shop **1 TIME ONLY**. Sanctions/Restriction offenders who attempt to place an order for items other than permitted items will **NOT SHOP** the remainder of the shop cycle (that week) and an additional conduct report will be written.
- Sanctions/Restrictions offenders who are transferred in from other institutions **MUST** complete stated term of sanctions here at LOCI.
- SMH will shop every other week and limited items only and \$20 spending limit.
- Any offender on a medical round trip and other wise did not have a chance to shop, will shop with the dorm they moved to. If dorm has already shopped you will shop the day after you have physically moved **DURING STATE WEEK ONLY**, shop 1 time and if you do not shop that day, you will shop on the next scheduled day. Any other week you will shop according to the schedule.
- Offenders may only stand in line within the turn style (metal bars). Any one on the side of the bars or outside of the turn style is **OUT OF PLACE** and will be given a direct order to leave. You are **ONLY** permitted in Commissary line if you are shopping. If you have **NO MONEY**, you are out of place!
- **PHONE TIME**: You may **ONLY** purchase \$100 maximum within a 10 day period. Sanctions and or Commissary Restriction **CAN NOT** purchase phone time (ODRC policy).
- A Commissary shopping list will be provided on channel 35 and posted throughout the institution. You **MUST** have a list in order to shop. If you make your own list, please put it in order of the Commissary list starting with counter 1 and so on. Prices are subject to change without notice. A new list is provided every state week.
- Appliances such as TV's, radio, headphones do not count towards your spending limit. These items are taken to the title office on Monday's of the following week to be titled. You **MUST** have your receipt to pick up your purchase and can be picked up normally on that Tuesday.
- Over the counter medications can **ONLY** be purchased 1 at a time and **ONLY** 1 of a like medication at a time. Example: 1 pain reliever.
- When the yard is closed or the stockade/camp is locked down Commissary will be closed. You will be forced to shop **1 TIME ONLY**.
- Please speak clearly to counter worker when placing order and make sure your items are placed in your bucket and that you receive the correct quantity and item.
- When shopping in Commissary Please keep noise level to a minimum. So, that we may process orders accurately. You must make sure you have all items before you leave. Check all items and your receipt before you leave. Once you leave **DO NOT RETURN**.

- Offenders are RESPONSIBLE to maintain their own account balance. Commissary does NOT give out account balances. Kite Cashier's office for demand statement for your account balance.
- NO LINE JUMPING OR SAVING A PLACE IN LINE FOR ANYONE. DO NOT RUN TO GET IN LINE FOR COMMISSARY!!!! Otherwise Commissary will CLOSE!
- NO EATING, DRINKING, NO HATS or HEADPHONES/RADIOS permitted in commissary line or inside Commissary.
- YOU MUST BE DRESSED IN STATE BLUES TO SHOP! No kitchen whites! No sagging or hands in your pants or you will be asked to leave.
- Offenders may scan their ID **once** a week on your shopping day. If you shop and then scan your ID, computer will display, "Already Shopped".
  - When scanning your ID, *PLEASE* wait until balance clears before scanning another ID.
  - Scanner will NOT show entire account balance; ONLY the spending limit or balance will show if less than spending limit.
  - Scanner will be available from 6:15am until 3pm ONLY.
  - Once you scan your ID, *PLEASE* do not re-scan it. You **must** wait until the following week to scan again.
  - *PLEASE* be mindful of others by following these instructions. If instructions are not followed, the scanner will not scan.
  - DO NOT ask or question education area staff members in regard to the scanner. Send all questions or concerns in the form of a kite to Commissary.

\* Any additional questions and or concerns, you MUST KITE Commissary.

The Commissary will prepare the order list. We will only prepare a sheet for inmates with \$3.00 or more in their

#### ➤ COMMUNICATING WITH THE COMMISSARY

The Commissary attempts to offer a wide variety of items for sale to the inmate population of LoCI, with respect to security concerns, space limitations, etc. Should there be items an inmate may want to see offered for sale in the Commissary, the inmate should utilize the Kite system to communicate with the Commissary. All Kites should be addressed to the Commissary Manager. All communication(s) should be clear and concise in what is requested. All efforts will be made to reply within a reasonable amount of time.

#### ➤ RECEIPTS

On occasion, inmates are the subject of shakedown by institutional staff. It is advised that an inmate keep receipts of his most recent Commissary purchase to provide proof of purchase of the Commissary items in his possession.

#### ➤ ELECTRONICS & APPLIANCES PURCHASES

Inmates who purchase electronics and/or appliances through the Commissary, it is required that you keep the pink copy of your receipt to be able to 1) pick up your purchase when a pass is issued for you to do so; 2) provide proof of ownership, in addition to your title; and 3) warranty purposes. Please be advised that if you already own certain types of appliances (headphones, walkman radios, etc.) you may not be able to have a title issued and a refund will be issued at the Commissary's earliest convenience. Any inmate possessing electronics & appliances will be required to adhere to AR 5120-5-14, Electricity Co-pay.

## Cashier's Office

- Commissary and GTL phone accounts transferred electronically when you arrived at London. You may access your account balance at the kiosk in the day room of your dorm, or kite the Cashier's Office to request your account balance. You may send a \$.05 cash slip to the Cashier's Office if you would like a printed Demand Statement of your account.

State Pay is paid the first week of each month. Your pay is prorated for the time worked when you transfer and also when you are released. Your rate of pay is based on the job you are assigned.

An inmate is considered indigent if 30 days immediately preceding the request, the inmate has earned or received less than \$12 and his balance has not exceeded \$12 within the 30 days prior to the request.

Any inmate who has titled electronic devices will pay \$1 toward the electricity co-pay. This is automatically deducted from State Pay.

It is your responsibility to update your visiting list to ensure your visitor's names are listed correctly. Only the "approved" or "tentatively approved" visitors are permitted to deposit money to your commissary account. At this time, any person is permitted to deposit funds onto your GTL Phone account, they do not have to be an approved visitor. Certain circumstances permit a deposit on your account from a non-routine source, i.e. estate check, settlement, etc. These are approved by and at the discretion of the Warden.

- In-coming Funds: Deposits are no longer processed at the institution level. Money orders are processed by JPay and should be sent to JPay, P.O. Box 277810, Hollywood, FL 33027.

Offender Connect and JPay both accept electronic deposits via telephone or website. Offender Connect services the kiosks in the lobby of each ODRC Institution in Ohio. A deposit can be made at any ODRC kiosk location and the money will be deposited to your account here at London. Any issues with deposit transactions are resolved through JPay or Offender Connect.

JPay	800-574-5729	<a href="http://jpay.com">jpay.com</a>
Offender Connect	888-988-4768	<a href="http://offenderconnect.com">offenderconnect.com</a>
GTL Phone	800-231-0193	

- If you wish to send money out, you must complete a cash slip, have it signed by a unit staff member, and attach an addressed envelope. You are only permitted to send money to "approved" or "tentatively approved" visitors on your visiting list. A list of approved vendors is available in the dorms for purchases of clothing and sundries.

## COURT COST AND CHILD SUPPORT

- The Child Support Enforcement Agency will notify you directly of your withholding obligation. 25% of your state pay will be deducted and sent to the Child Support Processing Center monthly. Receipts of child support deductions are not provided. You may request a copy of your payment log sheet quarterly, or you may Kite on a monthly basis to get the amount that was deducted.

If you need a 6 month breakdown of your income and expenses, you can obtain the forms at the Law Library and then send it to the Cashier's Office for certification.

- The Clerk of Courts of your offending county will submit a Journal Entry along with the Cost Bill of the amount due for fines, fees, restitution, etc. The Unit Staff will provide you a packet regarding the debt collection prior to the debt being added to your account. You have 14 days to appeal the decision. At the end of the 14 days, if your appeal is waived or denied, the deductions for payment from your account will begin. All funds are subject to court-ordered collection. This includes deposits from visitors and also state pay up to \$25.00. The remaining \$25.00 is available on your account the first of each month and must be budgeted throughout the calendar month. If you have less than \$25.00 there will be no deductions made. If you file a federal suit, you must pay the filing fees. 20% of your previous month's balance (state pay and money orders) is deducted until the cost is paid in full.
- Upon your release you will receive the balance of your commissary account, pro-rated state pay and also gate pay for time served as the date admitted to ODRC. You will receive \$25.00 gate pay for 1-90 days served; \$40.00 for 91-180 days served, \$65.00 from 181-365 days served and \$75.00 for 365+ days served. You will not receive gate pay if you have violated parole or transitional control and back on the same number, if you have been granted judicial release while out-to-court, or if you leave this institution under the supervision of a detainer. Upon release, you must purchase your own bus fare. Bus fare can be purchased for you under special circumstances but only at the discretion of the Warden.
- If you have any questions or concerns with your account, please Kite the Cashier's Office.

### Cashiers Office / Court Ordered Payments DRC Policy 24-CAS-01 thru 24-CAS-08

- Money from your last institution will come with you.
- Upon your arrival you will be permitted to purchase a \$2.50 hygiene bag and also \$5.00 or \$10.00 lock from the Commissary.
- All money orders are now processed by JPAY and are not processed at the institutional level. All money orders must be from an approved person on your visiting list. Further, any amount exceeding \$200 must be approved by the Warden. JPAY Customer Service number is 866-333-5729 for any questions regarding money orders.
- If you wish to send money out, you must complete a cash slip with an addressed envelope attached. In addition, you may only send out money to approved visitors on your visiting list. The Warden must approve any money orders sent out that are \$300.00 and over.
- You must order from the approved Vendors only; each Vendor will have a list of approved items such as shoes, clothes, CD players, etc.



- State pay is posted the first week of the month for the previous month's payroll. Your last institution should pay you what you earned up to the day you were transferred and that will be included with the money they send you from your account. If there are any discrepancies in your pay, you need to kite the Business Office.

#### COURT COST AND CHILD SUPPORT

- Child support will be deducted from your state pay only if we receive the notice from the Bureau of Support. If we receive an order for support, we will deduct 25% of your state pay only and send that amount to CSPC. We do not send you receipts of child support deductions. You may request a copy of your payment log sheet quarterly, or you may Kite on a monthly basis to get the amount that was deducted.
- Court ordered payments – If we receive certified copies of the Journal Entry stating you owe the county court cost along with the Cost Bill, the Collections Designee will verify that the documents are valid. You have 14 days to appeal the decision. At the end of the 14 days, if your appeal is denied, we will process the deductions for payment from your account. We will deduct all but \$25.00. If you have less than \$25.00 there will be no deductions made. We are permitted to deduct state pay and any money orders that are received.
- Federal filing fees – If you file a federal suit, you must pay the filing fees. We take 20% of your previous month's money (state pay and money orders) until the cost is paid in full.
- Upon your release you will be paid what is left in your personal account, plus state pay up to the day you are released, and going home money (gate pay).
- You will receive \$25.00 gate pay for time served of 1 to 90 days; \$40.00 from 91 to 180 days, \$65.00 from 181 to 365 days and \$75.00 for any time served over 1 year. If you are a parole violator back on the same number or you received a judicial release you will not receive any gate pay. If you are going by bus and you have enough of your own money, you must buy your own ticket. If you do not have the money to get where you are going, we may at the discretion of the Warden, furnish the bus ticket.
- If you have any problems with your account, please Kite the Cashier's Office. Do not have your Unit Staff call for balances, etc. Please Kite!

#### Recreation Department DRC Policy 77-REC-01

The Recreation Department features an outdoors 340-yard paved asphalt track, softball diamond, football and soccer field, handball court, four (4) horseshoe pits and 10-hoop outside basketball courts.

The gymnasium features a 33-machine weight room, 6-hoop basketball court and multi-purpose room with handball court exercise equipment and two (2) music rooms. The basketball court also serves as a volleyball court.

#### GENERAL RULES:

1. Never rest or put feet on gym walls. No state shoes or boots are to be worn on the basketball court at any time. Tennis shoes only are to be worn on the basketball court.
2. No walkman, radios, headphones or water jugs in the gym at any time.

3. Anyone caught participating in any disruptive activities will be removed from the gym pending RIB proceedings. **No disruptive activity will be tolerated!**
4. Misuse of state property will be subject to disciplinary action. If you are not sure how to use the equipment after reading the posted instructions or signs, always ask a staff member before going any further.
5. There will be no loitering. You must take a seat unless you are being physically active or participating in game activities. Also, no hair braiding.
6. During any intramural or institutional activity in which Recreation officials (refs) make judgment calls, the calls will be final. Any vulgar language or harassment towards an official, opposing team member or spectator will result in immediate suspension and court ticket.
7. All inmates using recreation equipment located in the equipment room will surrender their badge before receiving the equipment. Only one badge will be accepted per person. No inmate can check out equipment for another inmate. All recreation equipment must be turned in at the end of the recreation period.
8. No food or drinks are permitted in the gym.
9. No kitchen, dining room, or hospital whites (clothing) are to be worn in the gym, on the recreation field or 6-yard. Gym bags are prohibited inside the Recreation building (to include white net laundry bags).

### Schedules:

The Recreation Department offers intramural sports year round; to include softball, football, basketball, soccer, handball, horseshoes and volleyball. Tournament(s) such as handball, horseshoes, volleyball, softball and basketball are scheduled throughout the year. The Recreation Department sponsors an institutional softball and basketball team, which competes against outside organized teams.

The Recreation Department post flyers in all dormitories to advise inmates of recreation activities. If you are interested in participating in any of the intramural activities you must report to the gym and sign up for the events as instructed on the flyer.

Please see the Recreation Schedule of hours for Weight Room and Recreation Field Activities.

### Weight Room Procedures:

You must go to the Gym and your badge will be scanned. You are allowed three (3) hours in the weight room a week. If you go into the weight room for a period of ten (10) minutes and leave, that counts as one (1) hour. So, use your hours wisely. Also, the use of loaning your weight card to someone or using someone else's weight card will not be tolerated! Misuse of weight cards is a violation of procedure, and you will be subject to disciplinary action.

### Arts and Crafts Program:

The Recreation Department provides an Arts and Crafts Program to LOCI Inmates. The Art Room, which is located in the Recreation Building, has a thirty (30) cabinet facility for inmates to showcase their artistic abilities. Inmates are assigned to the Art and Crafts Program on a six (6) month rotation.

Artwork such as woodwork, acrylic paintings, drawings and basic artwork is permissible. All art and craft products are only ordered from the Dick Blick Catalog. The Recreation Department is responsible for all incoming and outgoing materials, projects, sales, etc.

**Ohio Penal Industries (O.P.I.)**  
**Administrative Rule 5120-3-05**

Ohio Penal Industries (O.P.I.) offers the following jobs: OPI Dental Lab (makes full and partial dentures) and Yamada (makes car parts for Honda).

In order to apply for an O.P.I. position, an offender must already have a G.E.D. or High School Diploma. When there is a vacancy there will be an O.P.I. Job posting placed on the Unit Bulletin Board. At that time, an offender will request an application from his Unit Staff.

If an offender has previous O.P.I. experience within one (1) year from another institution (and transfer was for other than disciplinary reasons), they should request an application from Unit Staff to be forwarded to O.P.I. for consideration upon their arrival at LOCI.

**ADMINISTRATIVE ASSISTANT**

**Rules of Conduct**  
**Administrative Rule 5121-9-06**

Rule violations shall include those rules whose violation constitutes an immediate and direct threat to the security of the institution, its staff, visitors, inmates, or the inmate who has violated the rule.

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

**Rules**

- Rule 1 Causing, or attempting to cause, the death of another.
- Rule 2 Hostage taking, including any physical restraint of another.
- Rule 3 Causing, or attempting to cause, serious physical harm to another.
- Rule 4 Causing, or attempting to cause, physical harm to another.
- Rule 5 Causing, or attempting to cause, physical harm to another with a weapon.
- Rule 6 Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
- Rule 7 Throwing any other liquid or material on or at another.
- Rule 8 Threatening bodily harm to another (with or without a weapon).
- Rule 9 Threatening harm to the property of another, including state property.
- Rule 10 Extortion by threat of violence or other means.
- Rule 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.
- Rule 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.
- Rule 13 Consensual physical contact for the purpose of sexually arousing or gratifying either person.
- Rule 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.
- Rule 15 Rioting or encouraging others to riot.
- Rule 16 Engaging in or encouraging a group demonstration or work stoppage.

- Rule 17 Engaging in unauthorized group activities as set forth in paragraph (B) of Rule 5120-9-37 of the Administrative Code.
- Rule 18 Encouraging or creating a disturbance.
- Rule 19 Fighting, with or without weapons, including instigation of, or perpetuating fighting.
- Rule 20 Physical resistance to a direct order.
- Rule 21 Disobedience of a direct order.
- Rule 22 Refusal to carry out work or other institutional assignments.
- Rule 23 Refusal to accept an assignment or classification action.
- Rule 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.
- Rule 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.
- Rule 26 Disrespect to an officer, staff member, visitor, or other inmate.
- Rule 27 Giving false information or lying to departmental employees.
- Rule 28 Forging, possessing, or presenting forged or counterfeit documents.
- Rule 29 Escape from institution or outside custody.
  
- Rule 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.).
- Rule 31 Attempting or planning an escape.
- Rule 32 Tampering with locks, or locking devices, window bars; tampering with walls, floors, or ceilings in an effort to penetrate them.
- Rule 33 Possession of escape materials; including keys or lock picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.).
- Rule 34 Forging, possessing, or obtaining forged or falsified documents which purport to effect release or reduction in sentence.
- Rule 35 Being out of place.
- Rule 36 Possession or manufacture of a weapon, ammunition, explosive or incendiary device.
- Rule 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.
- Rule 38 Possession of plans, instructions, or formula for making weapons or any explosive or incendiary device.
- Rule 39 Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
- Rule 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.
- Rule 41 Unauthorized possession of drug paraphernalia.
- Rule 42 Misuse of authorized medication.
- Rule 43 Refusal to submit urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions.
- Rule 44 Gambling or possession of gambling paraphernalia.
- Rule 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.
- Rule 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.
- Rule 47 Possession or use of money in the institution.
- Rule 48 Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
- Rule 49 Destruction, alteration, or misuse of property.
- Rule 50 Possession of property of another.
- Rule 51 Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given.
- Rule 52 Setting a fire; any unauthorized burning.
- Rule 53 Tampering with fire alarms, sprinklers, or other fire suppression equipment.
- Rule 54 Unauthorized use of telephone or violation of mail and visiting rules.

- Rule 55 Use of telephone or mail to threaten, harass, intimidate, or annoy another.
- Rule 56 Use of telephone or mail in furtherance of any criminal activity.
- Rule 57 Self-mutilation, including tattooing.
- Rule 58 Possession of devices or material used for tattooing.
- Rule 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.
- Rule 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.
- Rule 61 Any violation of any published institutional rules, regulations or procedures.

No inmate shall be found guilty of a violation of a rule of conduct without some evidence 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.

### Inmate Disciplinary Process Administrative Rule(s) 56-DSC-01 thru 56-DSC-07

The rules infraction system enforces institution and department rules that are designed to maintain security and discipline. Listed in this handbook is a list of all rule violations. It is your responsibility to read and know the rules.

The inmate disciplinary process is found in Administrative Regulations 5120-9-06 through 5120-9-011. A copy of the complete AR's is located in the Law Library.

If an offender violates an institutional or departmental rule, he will receive a conduct report. Regardless of who writes the conduct report, a Hearing Office (usually a Correctional Counselor) will hear it first in the inmate's unit.

The Hearing Officer may impose one of the following:

- Refer for counseling/treatment
- Recommend change in housing or job
- Issue warning or reprimand
- Recommend that the inmate be required to make restitution
- Recommend that contraband be disposed of
- Restrict privileges or assign extra duty

Appeals are made to the Rules Infraction Board (RIB) Chairperson.

If an inmate is found guilty of a rule, he will be referred by the Hearing Officer to the Rules Infraction Board for a hearing. Every inmate will be granted due process concerning the hearing procedure (Refer to A.R. 5120-9-07 (I) through 5120-9-08). The process and inmate's rights are explained to every inmate throughout the steps. He will be required to sign documents indicating that he has been informed of his rights. Appeals of all RIB decisions are forwarded to the Managing Officer (Warden).

After the Managing Officer issues a decision, a further appeal should be directed to the Director's Office of DR&C. The Director's decision is final. Read the Administrative Rules, ask questions, and be informed.

The following outline is designed to mirror, in brief, the inmate disciplinary process as presented in the Administrative Regulations:

Charging Official (5120-9-07 A, B) Provides written conduct report citing rule violation(s):

- Written factual description specifying evidence.
- Signature of charging staff member.

- Presents report to the Administrative Review Officer.

Hearing Officer (H.O.) (5120-9-07 D, G, E, F, H, I) Determines if:

- A violation occurred.
- Determination if the offender committed the violation charged.

Decisions of Hearing Officer may include:

- Affirmed.
- Modified.
- Returned to Managing Officer for reconsideration.
- Reversed-purge case from inmate's file.
- No further appeal.
- Forward written decision and reasons to appropriate staff if probable cause for a rule violation exists.
- Refer to the Rules and Infractions Board (RIB).

In all rule violations referred to RIB, the Hearing Officer shall:

- Provide witness request forms, unless waived.
- Inform offender that evidence intended to be produced through witness testimony must be stated on witness request forms.
- Inform offender that he is entitled to charging officer's presence, unless waived.
- Inform inmate that he is entitled to 24 hours notice, unless waived.
- Determine need for counsel substitute.

Rules Infraction Board (RIB) (5120-9-08 A, B; 5120-9-09 E, F, G)

- Composed of two members.
- Have no personal interest.
- Have no independent knowledge of the conduct report.
- Offenders have the right to be heard in own defense.
- Offenders may call a reasonable number of witnesses to testify.
- Witnesses may be subject to disciplinary action for lying.

Witnesses appearing before the RIB include:

- Charging official, unless waived.
- Confidential statements.
- Credibility of witness determined by considering the following:
  - Appearance and demeanor.
  - Disciplinary/criminal history.
  - Against interest to testify.
  - Ulterior motive(s).
  - Corroborated by evidence.
  - Observed conduct.
  - Previously provided reliable evidence.
  - Record or reputation for lying/dishonesty.
  - Consistency.
  - Detail provided.
  - Willingness to appear.
  - Professional experience and judgment of RIB member.
  - All witness waivers in writing or made part of electronic record "Some Evidence" required for finding of guilt.

Each member of Rules and Infraction Board vote separately on:

- o Rule violated by offender.
- o Disposition to be assessed.
- o Advises offender right to appeal to Managing Officer within 15 days of RIB disposition.

Assesses disposition for offenses

- o Disciplinary Control (1 to 15 days).
- o Refer to reclassification and recommend transfer.
- o Recommend Local Control and Disciplinary Control.
- o Confiscate contraband.
- o Recommend restitution or other appropriate disposition.
- o A written record is made of the decision and the supporting reasons and a copy is to be given to the offender.

Managing Officer (M.O.) (5120-9-09 K, M) Appeal filed within 15 days to determine valid/proper rule charged:

- Prejudicial violation of procedural right.
- "SOME EVIDENCE" in record to support guilt.
- Penalty authorized.
- Advises inmate of right to appeal to the Director within 15 days of receipt of the decision of the Managing Officer.

Director of DRC (5120-9-09 M) Reviews/acts upon appeal within 30 days.

Appeals may be summarily denied where

- Offender has not complied with procedural requirements, appeal does not state grounds that constitute prejudicial error.
- Issues not raised in appeal to the Managing Officer.

**DECISION SHALL BE FINAL WITH A BAR TO FURTHER APPEAL.**

### **Bureau of Sentence Computation** **Detainers, Warrants, and Pending Charges**

You will be notified if we become aware of any detainer, warrant, or untried indictment, information or complaint pending against you. Unit staff will assist you with filing for fast & speedy trial unless the charges are "untried". The charge of Failure to Appear or Contempt of Court for fines, cost, or failing to appear after conviction is not eligible for fast & speedy trial.

BOSCO is not always aware of all outstanding charges pending against you. Therefore, if you become aware of any charges pending against you, and you wish to dispose of those charges while you are incarcerated, notify the Bureau of Sentence Computation via a Kite that you are requesting assistance with filing the appropriate papers for a fast and speedy trial if applicable. You must indicate in your kite what charges are pending, the court in which the charges are pending and if possible the case number.

### **Jail Time Credit** **Administrative Rule 5120-2-04**

Jail time credit is the total number of days you were confined in county confinement before, during and after sentencing. It is the court's responsibility to designate the number of days you were confined prior to sentencing. This information was reported to the Bureau of Sentence and Computation by the court through the commitment papers accompanying you at the time you were admitted at the Reception Center. Conveyance time is the number of days confined after sentencing awaiting transfer from the county to the Reception Center and was

either reported to the Bureau of Sentence and Computation by the Sheriff or was calculated by the Bureau of Sentence and Computation when you were admitted at the Reception Center. If you believe you have not received the appropriate amount of jail credit, you must file a motion to the sentencing court requesting additional jail credit. The Bureau of Sentence Computation will accept court papers granting jail credit when it is received directly from the court only. No other form of reporting jail credit will be accepted. Any questions/concerns regarding you jail credit should be directed to the Bureau of Sentence Computation by letter.

**Earned Credit**  
**DRC Policy 54-WRK-01**

When offenders arrive at the Corrections Reception Center the Bureau of Sentence and Computation staff determined if you were eligible to receive earned credit. Offenders release dates will be reduced by the appropriate number of earned credit days allowed, depending on if you sentenced under Senate Bill 2 (new law) or HB 261 (old law). The amount of earned credit each offender has earned on the first working day of every month is then determined. That information is then forwarded to the Record Office on the first working day of every month for processing. Offenders will receive an earned credit slip indicating how much earned credit was received, to include your new release date within the first working week of each month. In accordance with your sentencing guidelines; once you have arrived at the parent institution, your earned credit will be "turned on" if applicable.

SB2 sentences (crimes committed on or after 7-1-96) can only receive 1 day per month for approved program participation.

HB 261 sentences (crimes committed prior to 7-1-96) can receive up to 7 days off the sentence per month, earning down to your .667 (2/3) date. You can never be released any sooner than your early (.667) date. The breakdown of the 7 days is as follows.

- 3 days for maintaining minimum status
- 2 days for approved educational program participation
- 2 days for special programs or certain job classifications

Earned credit eligibility is determined as follows:

- HB 261:            Cannot be serving a period of incarceration for a gun specification.  
                         Cannot be past your first hearing date (indefinite sentences only)  
                         Must not have reached your .667 date.
- SB2:                Cannot be serving a period of incarceration for a gun, repeat violent offender or major drug offender specification.  
                         Cannot be serving a life, indefinite or mandatory sentence.  
                         Cannot be serving a sanction for a violation of PRC  
                         (NOTE: May become eligible after completion of the gun specification or mandatory sentence if no other disqualifying conditions apply.)



## INSTITUTIONAL INSPECTOR

### Grievance Procedure Administrative Rule 5120-9-31

A grievance is a complaint about a policy, practice or act by the Department of Rehabilitation and Correction or its employees which directly affects the inmate and which is presented for resolution through the process outlined below. Within fourteen (14) calendar days of the date of the event giving rise to the complaint, the inmate shall file an informal complaint to the direct supervisor of the staff member or department most directly responsible for the complaint. Staff shall respond within seven (7) calendar days (excluding weekends and holidays) of receipt. If the inmate does not receive a response, the inmate should immediately contact the Inspector of Institutional Services. If the staff member fails to answer the Informal Complaint within four (4) calendar days, then the Informal Complaint step is automatically waived. All inmate grievances must be filed by the inmate no later than fourteen (14) calendar days from the date of the informal complaint response or waiver of the informal complaint step. The Inspector of Institutional Services is responsible for investigating your formal complaint (Notification of Grievance).

The Inmate Grievance Procedure is set forth in Administrative Regulation 5120-9-31. The Administrative Regulations are available for viewing in the law library. The inmate grievance procedure will not serve as an additional or substitute appeal process for those issues or actions which already include an appeal mechanism beyond the institutional level or where a final decision has been rendered by Operation Support Center.

#### ➤ LOCATION

The Institutional Inspector's Office is located in the main hallway.

#### ➤ OPERATING HOURS

Open office hours are Monday through Thursday, 8:30 A.M. to 10:30 A.M. under normal institutional conditions. Inmates who cannot come during open office hours should have their dorm officer or unit staff calls to make arrangements for another time.

#### ➤ INTRODUCTION

When you have problems or questions about daily prison life there are employees who can help. You should contact an employee who works in the area where you are having a problem. You can either talk to the staff person or kite them. For example, if your property is stolen, your correction officer and unit staff is are there to help you.

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

#### ➤ PURPOSE OF THE INMATE GRIEVANCE PROCEDURE

The grievance procedure is a way to voice concerns or problems that come up during your time in prison. This may include complaints about how you are treated, living conditions, staff, inmates, rules, policies and procedures. Using the grievance procedure can resolve many complaints and correct problems.

There are three steps in the procedure. It is hoped that you will be able to resolve your problem at the lowest possible step. At each step you will have the chance to voice your problem and explain what happened. If you have a problem, do not wait! Each step of the inmate grievance procedure has a specific time limit.

#### ➤ INSPECTOR OF INSTITUTIONAL SERVICES

Each prison has an Inspector of Institutional Services. The Inspector watches prison operations to make sure that rules are being followed. The Inspector also runs the inmate grievance procedure and investigates inmate grievances. The Inspector takes action to correct problems, talks with both staff and inmates, and lets the warden know what changes are needed. Ask the Inspector any questions you may have about the inmate grievance procedure.

#### ➤ FILING COMPLAINTS

Per AR 5120-9-31, Inmate Grievance Procedure, you are to send the Informal Complaints to the immediate supervisor of the area that you are complaining about. The supervisor has 7 days (5 business days) to respond to the Informal Complaint. If you do not receive the response back within 7-10 days, you may kite

the Inspector, who will contact the supervisor. At that time, the supervisor will have 4 days to respond to the Informal Complaint. If the supervisor fails to answer the Informal Complaint, the inmate may request a Notification of Grievance from the Institutional Inspector.

➤ NOTIFICATION OF GRIEVANCES

The only grievances, which are to be filed directly to the Inspector, are the following:  
Use of Force without reports and major cases of Inappropriate Supervision. You may skip the Informal Complaint form for these reasons only.

All issues must be addressed at the lowest level possible prior to progressing to the grievance level.  
All other issues not listed can be addressed with your unit staff.