

# **INMATE HANDBOOK**

## **General Population**

**Mansfield Correctional Institution**

**PO Box 788**

**Mansfield, OH 44901**

**1150 North Main Street**

**Phone Number: 419-525-4455**

**Effective March 1, 2000**

**Revised**

**Effective May 18th, 2014**

### **DRUG FREE ENVIRONMENT**

Mansfield Correctional Institution has zero (no) tolerance for the use of illegal drugs or other intoxicants by inmates. You can expect to be periodically tested to determine whether you have used illegal drugs or intoxicants in the recent past. You can expect periodic searches of your property and housing area. If it is determined that you have used or possessed illegal drugs or other intoxicants, you may be placed in Disciplinary Control, Local Control, and/or the Limited Privilege Housing at ManCI. You can expect to have minimal privileges which will include very limited movement, no visits from your friends or family, reduced earnings in your inmate pay, and minimal commissary privileges.

### **TOBACCO FREE WORKPLACE**

Effective March 1, 2009 it is the policy of the Ohio Department of Rehabilitation and Correction to promote and maintain a tobacco product and smoke free workplace within all facilities and offices of the Department, consistent with Ohio Revised Code (ORC) Section 5145.32 and Chapter 3794: and AR 5120-9-59.

Possession of tobacco and smoking shall be prohibited in all buildings, offices and other enclosed areas of the Department of Rehabilitation and Correction (ODRC).

#### **Spanish Handbook Available**

A Spanish Version of this handbook is available by request for those inmates who do not speak English. Please request this from your Unit Staff.

#### **El Manual español Disponible**

Una el española de Versión del este el está disponible por la demanda para esos presos que manual ningún inglés del hablan. Por favor pida esto de su Personal de la Unidad.

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## **Introduction**

This document provides you with information about the services, procedures, rules and expectations of the Mansfield Correctional Institution (ManCI). You are responsible for your actions. The decisions and choices you make will allow you to progress through the system. Should you fail to make responsible decisions and choices, you will be subject to the consequences of your actions. Your behavior will determine your level of privileges, your job, and access to programs.

Community Justice Principles are implemented in all ManCI Programs and day to day activities. Community Justice is a way of viewing, understanding, and responding to crime and the effects it has on victims, communities, and offenders. Crime is recognized as harm done to a person (s) and/or community, and the aim of justice is to promote understanding, accountability and healing. Offenders are held personally responsible to their victim (s), and/or community for making amends and, to the extent it is possible, helping repair the damage and injuries they caused.

You will be provided orientation by your Unit and Institutional staff. Orientation will give you information about the availability of programs, the Rules of Conduct, Grievance procedures, and the function of various departments. Feel free to ask any questions. It is important that you listen and learn all you can during this orientation period. You will be expected to know the basic rules and procedures of the Institution. The availability of jobs and your job assignment will be explained by Unit staff.

The Mansfield Correctional Institution is a Level 3 security institution, which houses privilege level 3A and level 3B inmates. Level 3A inmates will be defined as a non- disruptive STG member 6 months ticket free and/or discretion of the Unit Manager. The inmates housed in a level 3B pod have not met the qualifications to be housed in a level 3A pod.

The majority of your problems, questions and issues will be taken care of within your assigned housing unit. Mansfield Correctional Institution consists of Units 1, 2, 3, 4 and 5 which houses general population inmates. Unit 4C and 5AB houses GP inmates with limited privileges. Units 1, 2, 3, 4 and 5 staff consist of a Unit Manager, (2) Correctional Programs Specialists, (2) Correctional Counselor/Sergeants, (2) Secretaries and Unit Correction Officers. Read the specific unit information and staff roles in this handbook.

The Mansfield Correctional Camp, ManCC, is a Level 1 security facility located outside the main compound. ManCC staff consists of a Unit Manager, (2) Correctional Program Specialists, (2) Correctional Counselors/Sergeants, (1) Secretary and Unit Correction Officers.

## **DIRECTIONS TO MANCI**

Directions to the Mansfield Correctional Institution are as follows: Interstate 71 to Mansfield, OH. Mansfield lies midway between Cleveland and Columbus. State Route 30 West to State Route 13 North. State Route 13 North will go by Mansfield Correctional Institution. Current transportation service information is posted in the Entrance Building and on housing unit bulletin board.

## **Unit Staff Positions**

### **Unit Manager**

- Is the administrative head of the unit and in that capacity is accountable for all inmates, staff and events in the unit and those events impacting staff and inmates assigned to the unit
- Is responsible for the development of the unit plan and unit mission, objectives, schedules, policies, programs and provides input into post orders.
- Provides direct supervision for all staff assigned to the unit which includes directing, scheduling and leave approval (other than correction officers), evaluating, training, counseling, recognizing staff and being responsive to staff concerns
- Chairs re-classification and other unit team meetings
- Creates an environment rich with innovation to support continuous quality improvement
- Makes daily rounds through the unit to evaluate operations, communicate with staff and inmates, and makes rounds through other areas in the facility where unit inmates may be temporarily housed, programmed and/or work.
- Meets weekly with the Shift Supervisors regarding Unit Officer's performance and uses the observations made by the Shift Supervisor during their rounds to improve the unit.
- Fills in for other unit staff when not available
- Will attend roll call to exchange information pertinent to unit operations, as needed.
- Initiates an after action review of all significant incidents for the purpose of preventing or reducing the scope of future incidents. The Unit Manager reviews all incidents related to the unit.

### • **Case Manager**

- Is assigned to a unit with a caseload of inmates and is part of the unit team responsible for providing services and programs from the offenders' entry to release from prison.
- Case Managers are available to inmates and will meet routinely with them to discuss adjustment and progress.
- Recommends changes in the inmate classification or program assignment to the unit team and maintains necessary records.
- Is responsible for communication with all external agencies regarding inmates on their caseload.
- Develops, promotes and supports the inmate's compliance with their individual program plan.
- Supports positive family contact and interaction.
- Delivers programming and creates productive activities for the inmates in the unit.
- Makes regular rounds in their unit and special housing units [e.g. segregation and medical].
- May serve as acting Unit Manager in the absence of the Unit Manager.

- Supports and participates in the work being performed by the unit manager, correctional counselor and correction officer to reflect a team approach and to ensure that priority needs get addressed in the unit.

- Fills in for other unit staff when necessary.

- **Correctional Counselor**

- Has working knowledge and background in security and inmate disciplinary procedures.
- Is part of the unit team and may serve as the acting Unit Manager in the absence of that person.
- Maintains a caseload of inmates.
- Is responsible for resolving daily living issues of inmates before they become more significant and lead to incidents.
- Is empowered and expected to address issues with affected departments.
- Makes regular rounds in the housing unit and special housing units where unit inmates may be assigned [e.g. segregation]. Communicating with staff and inmates to resolve matters of concern and promotes direct supervision.
- Provides guidance and direction to the Correction Officer regarding management of the unit.
- Ensures the unit is operating in a safe and secure manner and anticipates situations through maintaining excellent communication with officers and inmates.
- Serves as a member of the unit team that makes decisions regarding re-classification/ job changes/outside assignment and plans unit activities.
- Makes rounds through areas where inmates on his/her caseload are assigned to work.
- Supports and promotes compliance with the inmate's case plan.
- May deliver and/or coordinate programming and activities for the inmates in the unit.
- Supports and participates in the work being performed by the unit manager, case manager and correction officer to reflect a team approach and to ensure that priority needs get addressed in the unit.
- Fills in for other unit staff when necessary.
- Is trained and familiar with all data systems used by unit staff and can effectively record and save information to share with unit team.

- **Unit Correction Officer**

- This position is part of the unit team. The Correction Officer is under the direct supervision of the Unit Manager and is supported by the other members of the unit team.
- Executes duties as outlined in the unit plan and post orders.
- Completes all assigned security checks and maintains an effective level of communication with the inmates assigned to the unit.
- Supervises inmate workers in the unit and maintains necessary inventories of supplies and chemicals

### Inmates With Disabilities/ADA Coordinator for Inmates

If you need assistance because of your disability, notify the ADA Coordinator, Mrs. Julie Hensley, Healthcare Administrator, indicating the type of assistance that you require.

The following assistance is routinely provided upon request.

#### For inmates with hearing problems:

- Interpreters/Translates as need
- TTD machines and amplified phones
- Visual fire alarm systems
- Visual notification of wake-up calls or other announcements
- Closed captioned televisions

#### For inmates with sever vision problems:

- Braille or large print reading materials
- Readers

#### For inmates using wheel or mobility:

- Ramps
- Handrails in showers

### Barber Shop/Grooming

The institution Barber Shop is located adjacent to the Quartermaster on the South side of the compound. Inmates may sign up with the officers in their housing pod to schedule a haircut. Each inmate is expected to be in compliance with Administrative Regulation 5120-9-25, which in part states **“hair shall be clean, neatly trimmed, shall not extend over the ears or the shirt collar and shall not protrude more than three inches from the scalp. Braids may be worn subject to the limitations of this rule. The following hairstyles or facial hair are not permitted: Initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (excluding natural baldness), weaves, and dreadlocks. Other hairstyles not specifically listed herein may be prohibited if they are determined to be either a threat to security or contrary to other legitimate penological concerns, as determined by the office of prisons. Hair may be searched or checked for length at any time. Hair may not be worn in braids at any time the inmate is being transported out of the institution. Sideburns, beards, and moustaches must be clean and neatly trimmed. Facial hair must not protrude more than one-half inch from the skin.** Employees are required to enforce the appearance and grooming regulations. Failure to comply with the appearance and grooming regulations may result in disciplinary action.

If you have religious beliefs that conflict with this requirement you may request religious accommodations by contacting the Chaplain pursuant to DRC Policy 72-REG-01.

### Cashier's Office

The Cashier's Office processes ALL outgoing funds and some incoming funds. You may ONLY receive money from people who are listed on your visit list. There are currently 4 options that can be utilized to have funds put on your account.

1. Using the KIOSK machines at any State's Correctional Institutions.
2. Over the telephone by calling 1-888-988-4768 for Commissary accounts and 1-888-265-1238 for the phone accounts.
3. Via the internet by logging onto [www.offenderconnect.com](http://www.offenderconnect.com) and following the prompts.

Using the 3 methods above money should post to your account within 24 hours.

4. Money orders are sent to JPAY. Family members and friends can log onto [www.japay.com](http://www.japay.com) for the form and directions on how to send money orders. Money orders should post to your account within 3 days of being received.

\*\*\*\*Checks for monthly VA Comp, Death Benefits, Refunds from Catalog companies, Tax checks, etc... any check that IS NOT a printed money order will still be received and processed by the Cashier's Office.

You may only send money to inmates at other DRC facilities with the prior approval of both institution Wardens. See Unit Staff for the proper form.

Refer your questions about your job classifications and state pay to the Unit Management Chief's office. The Cashier's Office only knows the amount of an inmate's credited state pay. They do not answer questions about job descriptions or pay categories.

**Outgoing money requests**-In order to have money withdrawn from your inmate account and sent out to someone or to a vendor you must follow these procedures:

**\*\*IMPORTANT\*\***- YOU CAN ONLY SEND MONEY OUT TO PEOPLE WHO ARE LISTED ON YOUR VISIT LIST, and approved vendors.

1. Fill out DRC form 1004 Personal A/C Withdraw Check Out Slip.

Complete the following sections:

Institution

Name of who the check is to be made out to

Complete Address of where the check is to be sent

Amount of the check

2. Sign where it says Inmate's Signature: Number: Block & Cell Location
3. YOU MUST HAVE YOUR FORM APPROVED AND WITNESSED BY YOUR UNIT STAFF. THEY MUST SIGN AND STAMP YOUR WITHDRAW SLIP, AND THEY WILL TURN IT INTO OUR OFFICE.
4. You must attach an envelope with the check out slip that includes your complete return address including your name and inmate number, and the receiver's address.

Depending on the amount of the request for withdraw from your account it may need to have additional signatures. However, this will be taken care of by the Unit Staff.

## ManCI Clinic

### **ManCI Clinic Inmate Orientation**

**ManCI has a medical clinic that is staffed 24 hours a day, 7 days a week.**

### **GENERAL POPULATION:**

#### Sick Call

General population inmates may place inmate requests for healthcare services slips in sick call boxes daily. Sick call boxes are located outside the inmate dining halls. Medical staff will pick up the requests daily. Nursing Sick Call (NSC) is held Monday thru Friday mornings. General Population Doctors' Sick Call (DSC) is held Monday thru Friday.

A pass will be issued for the inmate to report to the clinic for NSC and DSC.

#### Pill Call

Regular pill call is held 2 times a day, as follows: (approximate times)

6:30 a.m.-when pod is called to breakfast

7:00 p.m.

Self carry meds are available by pass at 9:30am Monday through Friday.

#### **Special Management Unit (SMU) Areas (S/C, D/C, L/C) Sick Call**

Medical staff will pick up inmate requests for healthcare services daily. Nursing Sick Call is held Monday thru Friday. Over the counter medication will be distributed in minimal amounts at the nurse's discretion in S/C and L/C. Referrals will be made to the medical doctor, foot doctor, and eye doctor as needed. Doctors report to the SMU area Mondays thru Fridays, as needed, or you may receive a pass to come to the clinic.

#### Outside Dorms (ManCC)

Camp inmates may place inmate requests for health services in the sick call box daily. The sick call box is located outside the clinic room in the main hallway. Medical staff will pick up the requests daily. NSC will be held Monday thru Friday. The doctor reports to the Camp Mondays thru Fridays as needed or you may receive a pass to come to the clinic. No Walk-In appointments are accepted for Doctor's sick call, you must be referred by a nurse. Pill call is held daily at approximately 7:00 a.m. and either before or after the 9:00 p.m. count.

#### Emergencies

If you are injured, or have an acute illness, notify a staff member. They will contact the clinic.

If immediate treatment is necessary, you will be instructed to go to the clinic or, if necessary, you will be transported to the clinic. Depending on the problem, you may be instructed to submit a request for healthcare services for Nurses' sick call.

#### Consultants at ManCI

Foot doctor – referred through NSC or kite

Eye Doctor – referred through NSC or kite

Medication may be distributed 2 ways, self-carry or nurse administered. Self-carry medication is given to the inmate in limited amounts. A pass will be issued for pick up at a specified time. All

re-orders of medication need to be done at NSC. Nurse administered medications (controlled) are given at the above listed pill call times. You will receive a medication pass with the time(s) marked for reporting to pill call. The white copy is for you to keep, **this is your pass**. The pink copy is to be given to the pod officer. If you need a new medication pass, sign up for NSC. **It is your responsibility to keep your medication current. This can be done at NSC.** Refill slips or Health Service Request forms for refills should be placed in the boxes outside the chow hall. A pass will be issued for pick up.

### **INMATE HEALTH SERVICES REQUEST FORMS**

It is the inmate's responsibility to fill out the request for health services form and place it in the sick call box. Request for health services slips will be made available to the inmates in the pods. Lock down areas may request a form from medical staff. Staff shall assist inmates if the inmate is unable to complete the form for any reason.

### **MEDICAL CO-PAYMENT**

**Pursuant to DRC Policy 68-MED-15, Correctional Healthcare Services Co-payment, under section (VI)(B), a medical co-payment charge will be assessed for medical services when applicable.** The policy is available in the Library for your review.

A \$2.00 co-payment will be assessed for medical services pursuant to DRC Policy 68-MED-15. A \$3.00 co-payment will be assessed if an inmate is seen for an emergency but is not sent to the local emergency room or admitted to the Infirmary due to the emergency.

### **DENTAL CARE ACCESS**

ManCI has a fully equipped Dental Clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care. There is no co-payment for dental procedure, whether performed by Dental staff or a nurse.

**Dental Emergency** – Ask the officer in your housing area or any other staff person to contact the Dental Clinic or the Infirmary as soon as possible. Dental Emergencies may exist for:

Uncontrolled bleeding

Broken jaw

Constant, severe pain

Large swelling and/or infection

**Urgent Dental Care** – Submit a Healthcare Services Request form (HSRF) to dental explaining your problem – Watch for a pass to the Dental Clinic or Infirmary within a day or two. Urgent Dental care consists of:

Toothaches

Broken tooth

Broken denture

Infection

Large painful cavity

**Routine Dental Care** – Submit a HSRF to dental explaining your problem. You will be placed on a list to have an examination and have the problem evaluated and treated.

Routine dental care consists of:

Cavities

Problems chewing

Cleaning

Dentures – Must have 3 years or more to serve with ODR&C

**Commissary:**

- Each Unit is assigned a day to shop.
- Each inmate will shop on his assigned day. If an inmate misses his assigned day due to circumstances beyond his control, he should contact his Unit staff.
- One day prior to your Unit Commissary day, you will receive a commissary order form. When you have completed your order form, turn the order in to a Unit staff member. The form will be sent to the Commissary.
- When you go to the Commissary your order will be filled, checked out, and totaled in your presence. Watch your order as it is scanned to be sure you receive the items you ordered. Any discrepancy must be discussed before completion of the sale with the Commissary staff. **Sign and keep your copy of the commissary receipt. Keep your copy of the commissary receipt to prove valid ownership and value of the items purchased.**
- If you have an account irregularity, ask your Unit staff for assistance.
- Once you are in the Commissary line, you must remain in the line until you get your Commissary items.
- **Do not highlight commissary forms**

**Educational Programs:**

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

Name/ Title : Mr. Melton, Inspector

Address/Location: Mansfield Correctional Institution

Phone Number: Please send a Kite

**Educational Programs up to the completion of High School and/or the GED are available at no cost to inmates.**

### **College Program**

Requirements: High School Diploma or GED, less than five (5) years to the parole board or EDS. Reading level of 8.0 / 231 and above on the CASAS, scores no older than 2 years, and no more than (2) guilty charges for rule violations in a rolling calendar year are also required for acceptance and must be a 3-A status. Offenders must have enough time to complete 1 term prior to release date or Parole Board date + 60 days. ..

Courses are given by Ashland University and are regular college credits (can be transferred to other colleges). Certificates may be earned in Pre-Employment skills, Basic Business, Basic Management, Office Skills, Office Management, and Hotel/Restaurant Management. Any person interested that meet the listed requirements should send a kite to the Education Dept. attention Principal.

### **Academic Educational programs**

Mandatory Education: According to the revised DR&C mandatory education policy 57-EDU-01, all inmates without a GED or High School Diploma must go to school for six (6) months or 2 quarters of GED level, and actively participate in class. Mandatory Education starts over if you become re-incarcerated. Offenders within 90 days of release will not be considered for mandatory enrollment. Offenders with the earliest release or parole consideration dates are given priority enrollment. Priority is given to inmates who/are:

- Have an active Individual Education Plan (I.E.P.)
- Under 22 years old.
- And the earliest release date.

ABE: Adult Basic Education is for a reading level of 0.0 – 6.9 or below 229 on the CASAS to utilize. Tutors live in the same pod as students to assist in programming in

(2-C and 3-D) and A dorm at ManCC. There are computer labs available for students to utilize.

Pre-GED: requires a reading level of 7.0 on a TABE or 230 up to and including 239 on a C level or higher CASAS.

GED: GED classes require a reading level of 9.1 on a TABE and above 240 or higher on a C Level or higher CASAS. GED classes count toward mandatory education.

### **Apprenticeship Programs**

Apprenticeship offers several advantages to inmates. Apprenticeship programs are eligible for earned credit. The Ohio Central School System issues certificates for 50% completion. The Ohio Department of Labor issues certificates for 100% completion.

An inmate must have enough time left before Parole/ EDS to earn at least a 50% certificate (1/2 of the required hours) to be approved for enrollment.

Mansfield Correctional Institution offers the following apprenticeships.

Animal Trainer (4000 Hrs)

Building Maintenance (4000 Hrs) Carpentry (8000 Hrs)

Cook (4000 Hrs) Heating and Air Conditioning (6000 Hrs.) Janitorial (2000 Hrs) Landscape Management Tech.(2000Hrs)

Laundry Machine Repair (6000 Hrs) Machine Operator O.P.I. (2000 Hrs)

Machine Setter O.P.I. (8000 Hrs) Building Maintenance Repair (4000 Hrs.)

Plumber (8000 Hrs) Quality Control Insp. O.P.I. (4000 Hrs) Stitcher (garment) (8000 Hrs) Welder (Combination) (6000 Hrs)

Janitor (2000 Hrs.)

Recovery Operator (2000 Hrs)

### **Career Development Programs**

At Mansfield Correctional Institution, the Education Department offers Vocational Masonry and Vocational Horticulture. For acceptance into any Vocational program:

- You must have at least a 8.0 reading level or score 231 or higher on C level CASAS test.
- Inmates with a 3-A status and with earliest release dates/parole board or EDS are given priority.
- If you are interested in being put on the waiting list, or would like more information, kite the Education Guidance Counselor.

Inmates without a High School Diploma or GED are encouraged to continue working on them after graduation.

Career Development classes count towards the mandatory education requirement.

### **Career Enhancement Programs**

The Career Enhancement (CE) programs are offered in Masonry & Horticulture and are five (5) weeks in length. All CE classes include safety, trade skills and employability skills such as: Interview, resume writing, job search, etc.

Requirements:

- No reading level required
- No job reclass required
- Earned credit approved
- Any offender can take up to 8 modules
- Must be within one year of release

## **Fire Safety**

- A fire in a cell will produce a large amount of smoke. More people die from smoke than the fire. The following procedures are recommended for your safety.
- First, don't panic. Your pod will be evacuated and you will be removed from the area.
- Once you are out of your housing Unit, do not try to assist or stand around and watch. Smoke can be dangerous. You will be directed to a safe evacuation area.
- General Population cells have emergency call buttons located beside the cell door, push the button in case of fire. If you are housed in segregation, pound on the door to attract attention. An employee will provide assistance.
- If help does not come immediately, wet a soft cloth, such as a T-shirt, place this cloth over your face, position yourself on the floor next to the door and pound on your door to attract attention.
- Your cell is equipped with an automatic sprinkler system. This is for your safety, do not cover or tamper, in any manner, with this device.
- Do not accumulate newspapers, cardboard, books, or magazines. Do not remove the cover from an electrical receptacle or light switch.
- Unscheduled fire drills will be held. All are to evacuate the area as rapidly as possible.

\*\*Have nothing covering the bulbs on personal lights ie... tissue, oils, cardboard, paper, any combustible materials. Exposed wires found on any electrical devices such as personal lights, fans, TVs, radios, musical instruments will be deemed as a fire hazard . The items can be confiscated as contraband.

3-Way/5-Way electrical adapters are not permitted unless they are equipped with a reset button. Power strips are permitted and need to be secured to the wall or to a flat surface while in use. \*\* Cell ceiling lights are to be left uncovered from pictures and papers.

## **For Your Safety**

1. Report ALL injuries to the clinic, small cuts could become infected.
2. Report ALL puncture wounds (i.e. nails, wire, etc.) to the clinic; puncture wounds may or may not bleed and may cause gangrene or other infections.
3. Backs, fingers, knees, and elbows are easily injured.
4. Any injury should be medically examined and a medical report should be filed.
5. Never permit anyone to attempt to remove a foreign object from your eyes, get medical help.
6. Keep your cell clean, dirt breeds infection.
7. Report unsafe conditions (i.e. broken steps, guard rails, worn or broken electrical fixtures or cords).
8. No tobacco products or smoking are permitted. Help prevent fires.

9. When using any machinery, keep safety guards in place.
10. No horseplay in any shop or around machinery.
11. Do not run or horseplay on the steps or balconies.
12. Do not use any unapproved electrical cord or plugs.
- 13. Do not give or receive tattoos.**
- 14. Hand washing is your best safeguard against transmission of germs and infection.**
15. Read and follow ALL safety instructions.

**Inmate Grievance Procedures – Problem Resolution – AR 5120-9-31**

When an inmate has a problem relating to institutional life, it is his responsibility to attempt to solve the problem by contacting the appropriate supervisor by kite or in person.

The inmate grievance procedure requires inmates to utilize the Informal Complaint Resolution (ICR) process before submitting a formal grievance to the Inspector’s office for investigation. Informal Complaint Resolution forms are available through Unit staff upon request. Also, the Inspector’s office will supply these forms by written request.

If you have a complaint, submit the informal complaint to the supervisor of the area most directly related to your problem. The following list will assist you in determining the appropriate supervisor to address your complaint. If you don’t know the supervisor’s name you may address the ICR by title as indicated or ask Unit staff. Please closely follow the instructions on the form. Contact staff is listed in ascending order of area responsibility.

If you feel your complaint has not been answered by the informal complaint response you may contact the Inspector’s Office for a grievance form. Complaints against the Warden or Inspector must be filed as grievances to the Chief Inspector’s Office.

Staff/ Inmate Relations	Direct Supervisor of Employee Involved
Safety & Sanitation	Unit Manager or Area Supervisor

**Direct Reports to Warden**

Warden’s AA, Labor Relations, Investigators

**Areas Under Direction of Deputy Warden of Operations**

<u>Area of Concern</u>	<u>Area Supervisor</u>
Security	Shift Captain – Major
Housing Unit	Unit Manager - Unit Management Chief
Mail/Packages/Visiting	Mail/Visit Supervisor – Administrative Captain

Segregation	Segregation Supervisor – Administrative Captain
Recreation	Recreation Supervisor
Personal Property	Unit Manager/Vault Supervisor

**Areas Under Direction of Deputy Warden of Administration**

<u>Area of Concern</u>	<u>Area Supervisor</u>
Food Service	Aramark Food Service Director
Commissary	Commissary Supervisor – Business Admin. III
Cashier’s Office	Cashier – Business Admin. III
Business Office	Business Admin. III
Maintenance	Maintenance Supervisor
Laundry/QM	Direct report to DWA
Ohio Penal Industries	OPI Manager/Assistant
Farm	Farm Manager/Assistant

**Areas Under Direction of Deputy Warden of Special Services**

<u>Area of Concern</u>	<u>Area Supervisor</u>
Medical	Health Care Administrator/Assistant
Dental	Dentist
Mental Health	Mental Health Supervisor
Library/Legal Services	Principal/Asst. Principal
Education	Principal/Asst. Principal
Recovery Services	Recovery Services Supervisor
Religious Services	Direct Report to DWSS

**Informal Complaint Resolution and Grievance Procedures:**

1. Informal Complaint Resolutions (ICR) must be filed to the appropriate supervisor within fourteen (14) days of the date the inmate became aware of the problem. Send the pink copy of the ICR to the Inspector’s office for tracking purposes.
2. If your informal complaint form is filed with the wrong staff member, the form will be returned to you with the proper information as to who to file the complaint with. File another ICR to the correct supervisor immediately, **prior to filing a grievance**; include both ICR responses with your grievance.

3. The supervisor will investigate and respond to the complaint within seven (7) days of receipt. If there is a specific policy that applies it should be noted in the response. The supervisor is to forward the white ICR to the Inspector and return the canary copy to the inmate. If you do not receive a timely response from the supervisor, kite the Inspector and request assistance in obtaining a response **prior to filing a grievance**.

4. If you disagree with the supervisor's response, you may pursue the matter through the Grievance process. Kite the Inspector's office to request a notification of grievance form (NOG). Complete the grievance form and attach a copy of the answered ICR Informal Complaint Resolution form (which has the staff member's response), and any receipts, inventories, or other relevant information you wish to be considered with the grievance form and send it to the Inspector of Institutional Services for investigation. You may state why you believe the supervisor's response did not resolve the problem. Your entire grievance must be on the appropriate form. The Inspector will investigate your complaint and provide a disposition of the grievance within fourteen (14) calendar days. If additional time is required, you will be notified in writing.

5. If you disagree with the Inspector's disposition, you may appeal in writing to the Chief Inspector's office within fourteen (14) calendar days of the disposition. Kite the Inspector's office to request appeal forms. Grievance appeals shall contain a clear, concise statement explaining the basis for the appeal. You are to submit the ICR, Notification of Grievance, Disposition, Appeal form, and any relevant receipts/ documents you wish to be considered in your appeal. You will receive a computer generated appeal response, but none of the documents submitted will be returned to you. The Chief Inspector will respond to the appeal within 30 days of receipt unless written notification of an extension is given, at which time you will be notified in writing.

6. Property grievances are answered pursuant to AR 5120-9-32, Inmate Property Claims. Property informal complaints must be initiated within one year and 9 months of the loss. When you receive the ICR response, you are required to file a subsequent grievance within fourteen (14) calendar days and comply with the normal time constraints pursuant to AR 5120-9-31 The Inmate Grievance Procedure.

7. Administrative rules relevant to the grievance procedure are available in the Library for your review: AR 5120-9-29, The Office of the Inspector of Institutional Services; AR 5120-9-30, The Office of the Chief Inspector; AR 5120-9-31, The Inmate Grievance Procedure; AR 5120-9-32, Inmate Property Claims; AR 5120-9-03, Use of Force with no report; AR 5120-9-04 Appropriate Supervision.

### **General Population Housing Rules**

- You are expected to behave like a responsible adult. You are expected to follow each rule and be responsible for your property and your cell.
- Each inmate is required to keep his cell clean, orderly, and in compliance with each rule.
- All of your possessions must be stored in your locker box. See list of property excluded from 2.4 cubic feet in Property Limits, page 21.
- Damage to your cell or its fixtures as a result of abuse will be repaired at your expense.

- Each theft is to be reported immediately to your pod Correction Officer.
- Mushfaked hooks are not permitted, in any form.
- **Authorized** plastic hooks, purchased in the Commissary, may be affixed to the end of the wall locker and/or the wall adjacent to the foot of the bunk bed.
- One wash cloth and one towel may be neatly placed at the end of the bunk farthest from the door or on the authorized plastic hooks.
- Approved clothing, not in use, must be in the cabinet, laundry bags, or on the authorized plastic hooks.
- No rugs, (or towels, blankets, etc., used as rugs) are permitted, except for authorized prayer rugs that are used **during** prayer. Prayer rugs may only be used while inside your cell.
- No articles may be used to block the gap between the bottom of the door and the floor.
- Approved footwear must be placed on the floor beneath the bottom bunk.
- Laundry bags must be hung from the end of the bunk farthest from the door.
- No pictures, posters or **other materials**, including blankets and towels may be fixed to the walls, lockers, windows, doors, plumbing fixtures, lights or ceilings.
- Clear visibility of your entire cell from the doorway must be maintained at all times.
- No door blocks are to be placed in the frame to keep the cell door from opening or closing. It is **absolutely forbidden to obstruct the locking mechanism in any way.**
- **No items** may be placed so as to block the view through the cell window or the door window **in any fashion.**
- Footlockers, when not being used, must be stored under the bed.
- Walkman type radios, CD players, and cassette players with headphones may be taken to the recreation areas.
- **NO SMOKING IS PERMITTED at ManCI.** You are not permitted to possess any type of tobacco or tobacco products effective March 1, 2009.
- If you leave the institution AWL or are moved to Security Control, Disciplinary Control, or Local Control, you must pack ALL of your belongings (including TV, radio, etc.). Failure to do so may result in the improperly stored items being confiscated and/or sent home at your expense.
- Antennas are not to be fixed to the walls or bars in any way. Antennas are not to be extended out of the cell window.
- Mushfake antennas are prohibited and will be confiscated.
- You are not permitted in any cell except your own.
- Loitering on the range in front of the cells or doorways is not permitted.
- If you cell on the bottom range, you are not permitted to be on the top range.
- You are permitted to enter only those areas designated for your use.

- You must be in your cell at all Counts, unless authorized for out for count.
- After the 6:00 AM Count, the pod lights will be turned on and breakfast will be announced in the pods.
- Cell lights (except personal lamps from the Commissary) are to be turned out at 11:00PM.
- You may not make or use any material for lampshades.
- You may not place any material, paint, coloring, oils, etc. on the light bulbs. Such bulbs will be considered contraband and confiscated.
- You may use only two multiple outlet plugs per cell. They must be plugged directly into the electrical outlet.
- You must be properly dressed in State clothing when you leave your pod.
- Gym clothes may be worn when going to and from the Gym.
- Drinking cups are not permitted to leave the pod.
- Shirttails are to be tucked in before you leave your pod.
- Pants are to be secured around the waist and not allowed to “sag” or slide below the waist.
- ID badges must be worn on the outer garment at all times when out of your cell. ID badges must be worn on the left-hand side clamped on the outer collar, or clamped to the upper left chest pocket of the outer garment. Badges may not be affixed to your belt or shirttail. Your picture must be visible at all times.
- Lost ID badges will be replaced at your expense at a cost of \$5.00.
- Your appearance must match the picture on your ID badge or it will be replaced at your expense at a cost of \$5.00.
- Your body must be decently covered (waist, chest, groin & buttocks) when going to and from the showers. A towel is not to be used for coverage. Shirts, robes, and shorts, pants, or sweats must be worn.
- You must report to your job assignment or pass on time. You may leave your assignment only if you have a visit or a pass.
- No loitering is permitted when going any place outside your pod. In transit, you must go directly from one location to another. You are allowed five minutes for transit from any location to any other location.
- When traveling across the compound you must display your pass in your hand and make it available for staff inspection upon request. You are to continue moving while on the walkways and are not permitted to loiter. Inmates are not allowed to walk on the grass areas except for supervised inmates performing lawn maintenance/gardening functions or dog handlers exercising dogs in the designated areas.
- Recreation is permitted during designated times only, in designated areas in your pod, in the Gyms, and in the recreation yards connected to the gyms. Exercising in the common areas of the housing pods is prohibited.

- Excessive loud noises will not be tolerated in the housing area at any time.
- You will be called for breakfast, lunch, and supper. At this time you will assemble on the pod floor. You will have 3 minutes to exit the pod after your pod is called. Foot patrol officers are responsible for the orderly flow of inmate movement throughout their assigned zones. The Foot Patrol Officer has the authority/discretion to direct you to wait and assemble until he/she releases you to proceed to the dining room.
- No items, except an authorized chair, may be placed under the desk portion of the wall locker/cabinet unit.
- Wall locker/cabinet units must be placed on the wall where the sink is located, with the desk portion next to the window.
- Stringed instruments must be placed in the corner between the sink and the desk.
- Typewriters, when not in use, must be placed underneath and at the head of the bunk farthest from the door.
- Radios may only be placed on the top surface of the wall cabinet when in use. When not in use, the radio must be stored some place other than on the top surface of cabinets, footlockers, and chairs.
- TV's may only be placed on the top surface of the wall cabinet.
- Headphones must be used to listen to TV's, Radios, CD and Cassette Players.
- No food items may be removed from the dining room or stored in your cell, bag lunches; dietary bags are authorized on an individual basis.
- No items may be attached to the bedsprings, or otherwise attached to the bottom of bunks.
- Clear multiple power cords are available in the commissary. No extension cords are permitted in the cells.
- You may not place anything over an air vent or the cell overhead light.
- Should an emergency occur when you are locked in your cell, push the emergency button located beside the door in general population cells. If you are housed in segregation, pound on the door to attract attention. An employee will provide assistance.

### **JPay**

Below is a list of frequently asked questions and answers pertaining to JPAY. If you need further assistance please speak with your Unit Staff.

1. How do I obtain my kiosk password?  
You will need to register on the kiosk and a temporary password will be generated, which will be printed and delivered to you via the institutional mailroom.
2. How do I change my kiosk password?  
Once you have successfully logged in, you will see the option to "Change Password". You will then have to answer the security questions in order to change your password.

3. How does my family schedule a video visit?  
The approved visitor will see the Video Visitation option on their Jpay.com account. By selecting "Schedule Visit" they will be prompted to select a specific date and time, confirm, and payment method will need to be completed. Once they successfully scheduled a video visit the inmate will be notified on the kiosk.
4. If my video visit gets cancelled, due to technical difficulties does my family get their money back? How do they go about getting their money back?  
Your family can contact JPay's 24 Hour Customer Support at (800) 574-5729 for further assistance.
5. Can I plug my JPay4 player into the kiosk for software updates? What about if I still have the JP3 player?  
Yes, you can plug your JP4 player into the Kiosk for updates, but not the JP3 Player.
6. I own an Access JP Player, and I still eligible for a free upgrade?  
As of January 1<sup>st</sup>, 2014 the free upgrade program expired. Any inmates who formerly owned Access Players and wish to purchase the JP4 device will need to pay \$49.99 plus applicable taxes.
7. How do I go about getting my JP4 player fixed?  
You will submit a ticket to JPay reporting the specific issue/s you are experiencing with your JP4 Player. JPay's Media Support Team will review your account and attempt to troubleshoot the issue. If the issue is not resolved, JPay will then issue an RMA number, you must be within JPay's warranty period to receive an RMA Number. You will then take your broken JP4 and all of its accessories (headphones, charger, etc.) to the property room, along with a note containing your RMA number clearly marked. The property room will ship the player to JPay (JPay will pay for the shipping), JPay will ship a repaired device within 30-45 days. All music files we be able to be re-downloaded once you receive your replacement device.

### **Kite Procedure**

Kites are a type of correspondence from inmates to staff for answers to specific questions, concerns, requests for forms, or problems. A kite should be written to address an issue before the informal complaint process begins. Kites are available at the C/O station in each pod. You may expect a response to the kite within seven (7) business days. Write the kite to the appropriate supervisor. See the Inmate Grievance Procedure section for the Supervisor listing.

### **Problem Area/Who to Contact**

Medical	Health Care Administrator
Dental	Dentist
Psychological	Psychology Supervisor

Mental Health	Mental Health Supervisor
Safety & Sanitation	Unit Staff
Maintenance	Pod Officers or Unit Staff
Food Service	Deputy Warden of Special Services
Laundry, QM	QM Supervisor
Commissary	Commissary Supervisor
Cashier	Cashier Supervisor
Personal Property	Unit Staff
Educational	Guidance Counselor
Vocational	Guidance Counselor
Inmate Groups	Unit Management Chief (UMC)
Job Assignments	UMC's Office
Library/ Legal Services	Librarian
Recovery Services	Recovery Services Coordinator
Religious Services	Chaplain's Office
Mail/ Packages	Mail Office Supervisor
Visiting	Administration Captain/Unit Manager
Staff/ Inmate Relations	Supervisor of Employee Involved
Security Classification	Case Manager
Housing/ Institutional Assignment	Unit Manager
Special Management Unit	Special Management Unit Supervisor
Protective Control	Unit Staff
Rule Infraction	Disciplinary Appeal Process

### **Library**

The Library provides the following services:

- Materials for your informational, recreational, and personal development needs. The Library also maintains research materials for those inmates enrolled in school and college programs.
- General and Legal information services to all inmates. Access to the Legal Library service is by pass only. In order to get a pass, inmates must send a kite to the Librarian. Walk-ins may be approved on an individual basis, dependent on available space.
- Lexis/Nexis computers are available for inmates on legal pass or approved walk-ins. Lexis/Nexis computers contain on-line access to legal documents to facilitate legal research. Legal clerks are available to assist you.

- DRC Policies and Administrative Rules are available in the library pursuant to DRC Policy, 58-LIB-01, Comprehensive Library Services.
- Approved Vendor Catalogs and order forms are located in the library for your convenience.

Library hours: The Library is open seven days a week including Holidays, evenings and weekends at the regular scheduled times. Each Unit has a specific schedule of days and time for use of the Library. The schedules are posted in each Unit. Extra Library time is provided for high school and college students.

Inmates on unit cell restriction, Security Control, Disciplinary Control, or Local Control may obtain assistance and/or information by kiting the Library.

#### **Limited Privilege Housing Unit (4C)**

4c is a Limited Privilege Housing Unit that runs according to (AR 5120-9-09). Inmates in a Limited Privilege Housing Unit (4C) are given the same recreational movement as inmates in general population. These inmates are given limits on commissary, and phone privileges. An inmate may be placed in limited privilege housing unit for up to 30 days after refusing to accept a cell assignment (conduct report rule #23). If after 30 days the inmate refuses to accept a cell assignment the hearing officer can assign the inmate to an additional 30 days in Limited Privilege Housing. This process can be repeated up to 180 days. If at 180 days the inmate refuses to accept a general population assignment a ticket will be written and the case will be referred to RIB. Nothing prevents an inmate from accepting a general population housing assignment at any time during his placement in a limited privilege housing unit.

#### **Limited Privilege Housing Unit (5B)**

The choices you make before you came to, and while you're at the Mansfield Correctional Institution will determine whether you're are placed in Unit 5. Unit 5 encompasses both the recently reopened 5 A/B and the Special Management Unit – SMU (Segregation). This housing area is still considered general population and is currently running under the AR 5120-9-09 "Limited Privilege Housing Assignments." Unit 5 also encompasses the Special Management Unit (segregation). This area houses inmates that for Security Control, Disciplinary Control and Local Control.

If you are placed in Unit 5 A/B, your privileges will be limited, your movement will be more controlled, and fewer services will be accessible to you. The unit staff will review your behavior and accomplishments every 30 days to determine if you should be moved to another 3B pod. At the time of the review, you could possibly even be moved to a 3A pod. If you demonstrate poor decision making, you could be retained for another 30 days or placed in SMU.

You may be placed in SMU for several reasons. You may be placed in Security Control for investigation, pending a conduct report, or pending transfer to another institution. You may be placed in Disciplinary Control if you are seen at the Rules Infraction Board and they determine time in SMU is appropriate. You may also be placed in Local Control if you are seen by the Local Control Committee and they recommended to the warden you be placed for 30 days. If the warden approves placement, you will be reviewed every 30 days and not to exceed 180 days total.

The rules are different in Unit 5. Remember, 5 A/B is still general population, but you will have limited privileges while housed in this area. SMU is segregation, so the privileges and allowed property is even more limited.

### **Barber**

Barber services will be offered in 5 A/B twice a month. You must sign up to have services completed ahead of time at the CO's desk. SMU inmates will have barber services offered to you once a month. You must sign up as well when the officer makes rounds and asks if you want services.

### **Commissary**

Commissary will be offered weekly to inmates in Unit 5. 5 A/B inmates will be given a sheet of allowed items to purchase from the commissary. They must return this slip to the officers and the items will be delivered to the unit. Upon delivery, you must visually inspect each item and sign that you received everything you purchased. SMU inmates will have the same procedure in place, but only certain inmates may shop. Inmates that are in Security Control – Investigation and Disciplinary Control will not be allowed to shop until their status changes or they are released from SMU.

### **Hygiene**

5 A/B inmates are expected to purchase their own hygiene items from the commissary. SMU inmates are expected to purchase items as well, except for inmates in Security Control – Investigation and Disciplinary Control. Hygiene items will be provided by the unit staff weekly for your use.

### **Laundry**

5 A/B inmates will have access to a washer and dryer in each pod for personal clothing on a schedule. The laundry porter will take the personal bags of clothing and wash them for you. SMU inmates will have access to wash personal clothes and exchange orange uniform weekly. All inmates in Unit 5 will have the main laundry will collect and clean sheets weekly. They will also collect and clean blankets monthly.

### **Mail/Packages**

Mail will be passed out on 2<sup>nd</sup> shift in both 5 A/B and SMU. 5 A/B inmates are allowed to receive 2 sundry packages a year, but NO food packages will be allowed while housed in 5 A/B. SMU inmates are not allowed to receive packages until they are released or transfer out of the area.

### **Meals**

5 A/B meals will be served in the unit three times a day. You are expected to get your tray when you are instructed to by the officers and sit at one of the tables on the pod floor. SMU meals will be served in the cell three times a day. You are to get your tray through the cuff port and return the tray upon completion of the meal.

### **Passes**

5 A/B inmates may go on the following passes when they are issued by the respective department. It is expected that inmates report to the pass in a timely manner and upon

completion of the pass, report directly back to 5 A/B. Being out of place will result in a conduct report.

- Doctor Sick Call
- Eye Doctor
- Foot Doctor
- X-Ray
- Dental
- Mental Health Group
- RIB
- Religious Services
- Law Library
- Visit Room

SMU inmates will only go on a pass escorted. These passes are very limited and not frequent.

**Out-of-Cell Time:**

This applies to inmates housed in 5 A/B. You will be given 3 hours a day out of your cell. This includes recreation, meals, showers, phone time, and leisure time. The only other time you may be out of your cell is on an approved pass.

**Personal Property:**

Your personal property will be limited in Unit 5. 5 A/B inmates that own items that are not on the allowed items list, will have them inventoried and placed in the vault until they are moved to another unit. SMU inmates have a small amount of personal items you are allowed to have. Please see below:

**Mail**

Mail is picked up at the Mansfield Post Office Monday through Friday. General mail will be delivered to the inmates by the Unit staff Monday through Friday after the 3:45 PM Count. Letters must have your complete address, including inmate number. Inmates may receive funds from any source with two exceptions:

- You may NOT receive funds from any individual under DRC supervision
- You may NOT receive funds that are believed to be intended for illegal purposes

Incoming mail is opened and inspected for contraband. Funds in the mail are sent to the Cashier's Office for deposit to your account. Funds may be placed on your personal account with the Kiosk Machine located in the institution lobby, by telephone or online. If you receive a package or legal mail, a pass will be issued and you can pick the mail up at the inside mail office.

Your complete address must be in the upper left-hand corner of the envelope on outgoing mail. Your name and number must be included. Mail drop boxes are located in the dining rooms and the entry to the upper vocational area. Drawings are not permitted on the front/exterior of outgoing envelopes. To send certified mail, or to send property home, kite the Mail Office to arrange for these services. Withdrawal slips must be completed for any needed postage. If your letter weighs more than one ounce you will be charged additional postage consistent with USPS rates.

Inmates who wish to make mail order purchases for publications (CDs, cassette tapes, books, or subscriptions), sundry and food packages must submit a complete description of items to be ordered, reasons for the purchases, price, and withdrawal slip to the Unit staff for approval.

Inmates may receive e-mail from family/friends with a J Pay account. The Mail Office will print the e-mail and send to the Inmate. The Inmate will keep page 1 of the e-mail and complete a handwritten response on page 2. The response is returned to the Mail Office through institution mail to be scanned/returned to the sender.

### **Nude Photographs**

Pursuant to DRC Policy 75-MAL-02 the term "nude photographs" refers to snapshots, Polaroid photos, photocopied or digitally produced pictures, etc. of an adult, child, or infant who is nude or partially nude above or below the waist and is displaying breasts, buttocks, or genitals. It does not include magazines, calendars or other professionally produced materials intended for commercial distribution. Such commercial materials do remain subject to review under the procedures for withholding printed materials.

The possession of nude photographs constitutes a threat to the security, order and discipline of our institutions; is disruptive to institutional operations; and is detrimental to the objectives of rehabilitation of inmates. **Therefore, inmates are not permitted to receive nude photographs.** Nude personal photographs may be handled as minor contraband pursuant to AR 5120-9-55 Contraband, without the necessity of screening pursuant to AR 5120-9-19 (C) Printed Material.

### **Mental Health Services**

If you wish to speak with Mental Health Staff about routine matters, such as scheduling for counseling, send a kite to the mental health dept. In an emergency situation, or if you have concerns that need to be addressed immediately, contact your Unit Staff, or any staff member so that you may receive mental health assistance as soon as possible. A medical nurse is available 24 hours a day.

Individual supportive services and psychotherapy are available as well as group sessions to address issues related to managing incarceration, stress and anger management, grief and loss, and managing mental illness. There are open office hours Monday thru Friday for staff assistance. Unit staff can contact the Mental Health Department for you and additional information may be requested to determine when you will be seen.

### **Ohio Penal Industries (OPI)**

OPI is the manufacturing division of the Ohio Department of Rehabilitation and Corrections. OPI is a correctional training program for approximately 2,100 incarcerated men and women in shops at correctional institutions. Inmates participate in these programs at no cost to taxpayers. OPI is self-supporting through revenue from its sales. The program receives no funding from Ohio's General Revenue Fund.

OPI is a supplier of goods and services to state and local government agencies, public educational systems, and not for profit organizations. Sales are in the area of \$32 million per year. OPI is a large-scale purchaser of goods and services which support many businesses in small and large communities.

OPI supplies many of the needs of the correctional system including furniture, clothing, cleaning supplies, printing, eyeglasses, and dentures.

OPI is a correctional program: teaching work habits and skills to men and women who typically have no prior meaningful employment experience and, once released, will need legitimate work. Participation in the Ohio Penal Industries contributes to higher post release employment success and lowers the recidivism (return to prison) rate.

OPI has inmates involved in different apprenticeship programs that are approved by the U.S. Department of Labor. It represents a major tool for eliminating idleness, a leading cause of disruptiveness within prison fences.

OPI offers the following apprenticeship programs:

Machine Setter I-A (8,000 hours or approximately 4 years)

Machine Operator I-A (2,000 hours or approximately 1 year)

Janitor I-A (2,000 hours or approximately 1 year)

Inmates seeking employment in OPI must be level 3A status, have a high school diploma or GED, no segregation placement for six months, one year no Local Control, no escape record and also must not be found guilty of any Institutional rule violation in the last 60 days. If you meet the qualifications, you may seek employment by kiting OPI. All OPI workers are required to be housed on the north side of the compound.

### **Orientation Process**

All inmates entering Mansfield Correctional Institution will be passed to and complete newload orientation within 7 days of their arrival to MANCI. Orientation covers all items listed on the DRC 4141 form "Orientation Checklist" (see attached).

- Receipt of Handbook
- Verbal Explanation of the Grievance System
- Verbal and written Explanation of how to access Medical/Mental Health services
- Sexual Misconduct (written and oral information on prevention, self-protection, reporting and treatment counseling)
- Mental Health/Psych/Suicide Awareness Video
- Inmate Disciplinary Process & Range of Penalties
- Unauthorized Groups- AR 5120-9-06 Rule-17
- American Disability Acts
- Safety / Sanitation
- Cashier's Office/Commissary/Inmate Funds
- Classification / Reclassification / Institution Transfers
- Intensive Program Prison/Transitional Control
- Reentry-RMT-RAP& Release Preparation & Reentry

- Introduction to Unit Staff/Rules/Mission
- Education (Testing, Orientation)
- Identification Department
- Job Coordinator- Job Change
- Offender Job Linkage
- Library/Law Library
- Cell Inspections/Cell Assignments
- Risk Reduction Sentence
- HB86/SB337/80% Judicial Release
- Inmate Grievance Procedure/Inspector
- Application Process- State of Ohio identification card, social security card, birth certificate, driver's license.
- Explanation of Mail & Visiting Procedures
- Contraband & Searches/Personal Property Limits
- Medical Services & Pharmacy
- Nutrition Services
- Quartermaster/Clothing/Laundry
- Religious Services
- Recovery Services
- Recreation
- Ohio Revised Code 2921.36- Prohibits drug trafficking by offenders
- Ohio Revised Code 2907.03—Prohibits sexual acts with any individuals under supervision
- DRC Policy 31 –SEM-07—Unauthorized Relationships
- PREA Education Video
- PPE/Safe Usage of Cell Cleaning Chemicals
- While in the Orientation pod all inmates will be reviewed to determine whether they are privilege level 3A or 3B.

### **Packages**

Inmates may receive personal property from sources approved by the Director/designee. Approved sources may include institutional commissaries and vendors. A copy of all documents that itemize offender property shall be maintained in the offender property file. The offender shall retain a copy of the Inmate Property Record. Any time an inmate's property is inventoried

(i.e. transferred, segregation placement/release), the inmate shall retain a copy of the Inmate Property Record and a copy shall be forwarded to the inmate property file.

In general, the institution permits or excludes personal property consistent with Administrative Rule 5120-9-33 Packages and Property Restrictions, DRC 61-PRP-01 Offender Personal Property, and the property limits set forth on the Inmate Property Record – Disposition and Receipt (Inventory form) – Male (DRC 2055).

Inmates may possess up to 2.4 cubic feet of combined state and personal property, excluding large titled items, state issued bedding, coats/jackets, permitted shoes, and any other property specifically exempted pursuant to DRC Policy 59-LEG-01, Inmate Access to Court and Counsel.

1. Inmates shall not trade, sell, barter, loan or give away any item of their state or personal property at any time. Inmates shall not make or facilitate commissary or vendor purchases for other inmates.
2. Inmates may be required to provide proof of ownership for any item of their personal property at any time.
3. A Certificate of Ownership (DRC 4063) will be issued for certain items of personal property. Whenever possible, the inmate/owner's institutional number will be permanently affixed to such titled items.
4. All items ordered from a vendor, by an approved visitor, must fit into one box not to exceed 24"X16"X12". If an order arrives in more than one box, each box will count towards the number of packages the inmate is eligible to receive. Any package received over the inmate's stated limit will be returned at the inmate's expense.
5. Packages from approved vendors may not weigh more than thirty (30) pounds.
6. The following items will not be considered a package when purchased from an approved vendor separately from any other item and are considered an exempt package:

Headphones

Radio/Cassette/MP3 player/CD Player (Walkman style)

Television

Typewriter (manual or electric)

Tennis Shoes

Dress Shoes

Sports Shoes (ordered with Recreation approval only)

7. Inmates may order typewriter ribbons and typewriter wheels from a local office company if the item ordered is not available from the approved vendor or commissary. These items will not count as a package.

In accordance with Administrative Rule 5120-9-33 and DRC Policy 61-PRP-01 the following are the number of packages an inmate may receive and the approved sources:

**Security Level # of Packages/ Approved Source Limitations**

Level 1	4	Approved Vendor	Maximum of two (2) food only boxes
Level 2	3	Approved Vendor	Maximum of two (2) food only boxes
Level 3	3	Approved Vendor	Maximum of one (1) food only box
Level 4A	2	Approved Vendor	Maximum of one (1) food only box
Level 4B/5	0	N/A	No packages permitted
Death Row 3	2	Approved Vendor	Maximum of one (2) food only boxes

AR 5120-9-31 and DRC Policy 61-PRP-01 are available in the institution library for your review. Vendor Catalogs and order forms are also available in the Library. This will provide specific information regarding the approved vendors, available items, and how to make a purchase from a vendor. After the information is obtained, you must obtain Unit Staff approval on the cash withdrawal slip and order form. Any individual may order a package for you directly from the approved vendor via mail, telephone, or e-mail.

If an inmate orders items that are not in the approved catalog, or orders items that are female oriented (bras, underwear, female jewelry and any specified female product that is sold as such) the package will be counted as a package received for that year and all the items in the package will be returned at the inmate's expense. If any staff member discovers, during the processing of an inmate's order, that an inmate is attempting to order any of the above mentioned items the order form will be returned to the inmate and a copy placed in the unit file for future reference of eligibility. Attempting to place an order for any of these items will count as a package received for the year.

**Package return procedure:**

Upon receiving a package, if the inmate discovers he needs to return an item to the vendor, the inmate must keep the property in his cell and follow the procedure indicated below:

1. Send a kite to the Mail Office, or Unit staff in the case of ManCC, requesting to return the item(s) to the vendor.
2. The Mail Office will send a pass to general population inmates for the purpose of returning the property to the vendor.
3. The inmate will present, to the staff member processing the package for return, a completed cash slip for the required shipping and handling charge, the package receipt the vendor sent, the merchandise, and a letter to the vendor explaining why the merchandise is being returned/exchanged. All packages being sent to the vendor will be shipped via UPS. Access provides a shipping label for this purpose. If items are being exchanged versus being returned the inmate is required to pay \$4.00 shipping and handling in addition to any price difference in the items being exchanged.

## Passes

1. Unit Correction Officers will distribute passes to you as they are received.
2. Fifteen minutes before the report time on the pass, have the pass signed by your immediate supervisor, or pod Correction Officer.
3. When you arrive at the destination indicated on the pass, give the pass to the appropriate staff person. When the interview or activity is completed, the staff person signs the pass, indicating the time signed, and returns it to the inmate.
4. Then return to your job or housing unit depending upon what time you are dismissed.
5. Medical passes will be issued as needed.
6. When traveling across the compound, you must display the pass in your hands at all times.
7. There is a five-(5) minute allowance to reach your destination.

## Pod Laundry

- Your assigned laundry days are posted on the pod bulletin board.
- On your scheduled day, you may turn in two (2) bags.
- One (1) bag for your white items, including sheets.
- One (1) bag for your colored items.
- On your second assigned day you may turn in one bag.
- It is recommended you do not mix white and dark colored items as they will be washed together.
- Do not put tennis shoes or slippers in your bag.
- Do not turn in blankets, as they will be washed at specific times. A notice will be posted in your pod when your blankets may be laundered (state and personal blankets).
- You must present your ID badge when you pick up your laundry.
- Laundry slips are available at the pod laundry room.
- You must have a completed laundry slip for each bag. Have these slips filled out before you go to the laundry room.
- The laundry room workers will check each bag, laundry slip, and sign the top to indicate that all items are in the bag.
- The laundry worker will also sign the slip when it has been finished. If you feel that any items are missing, report this to your pod officer in writing at once. The laundry supervisor will review any reports the next working day. (You must report any problems to the pod officer first.)
- The laundry room will open as soon as the workers return from the breakfast meal. Turn in your bags as soon as possible, to allow time to complete your laundry the same day. Laundry will not be accepted after 8:30 a.m.

- The only reason for a make up day will be if you were not in your pod that day, an example would be if you were taken to an outside hospital before the laundry room opens.
- Your Unit Staff must approve any laundry room schedule changes.
- On your scheduled day, place your laundry bags with a completed laundry slip in each bag at the laundry room door when you leave for breakfast.

### Printed Material

You may receive a reasonable number of printed materials directly from a publisher or distributor, including newspapers, magazines, calendars, pamphlets, books, photographs, and drawings. Cassette tapes and music CDs must be ordered/received from a publisher or distributor. No bootleg cassettes or CDs are permitted. You may possess a maximum of fifteen (15) cassette tapes and ten (10) CDs. You may possess a reasonable amount of printed materials; remember they must be included in your 2.4 cubic feet of personal property. ManCI staff screens all incoming printed material. All printed material, which is judged to be obscene or inflammatory, will be withheld from the inmate and processed according to Administrative Regulation 5120-9-19.

### Property Limits

#### **Personal Property**

Your personal property (including state issued shirts, pants, and underclothing) must fit into a 2.4 cubic ft. footlocker. Personal property is any item that you are permitted to receive pursuant to DRC Policy 61-PRP-01, AR 5120-9-33, and AR 5120-9-19. Commissary and/or vendor package **food** items are exempt and do not need to fit into the locker box if purchased/received within the previous two-week period. After the two-week period, commissary and vendor food items may be kept a reasonable length of time as determined by expiration dates but they must fit into the locker box as part of your 2.4 cubic feet of property. Non-food Commissary items must fit into your 2.4 cubic feet of property. However, non-food commissary items may be retained a reasonable length of time as determined by staff. (For example: a fan or lamp may be in your possession until it is no longer in working order.) It is unreasonable to believe consumable items such as soft drinks, cookies, chips, etc. would not be consumed (used) within one month from purchase. Any commissary food item(s) that will not fit into the locker box after the two-week exemption period or were purchased an unreasonable time prior to the search may be considered contraband and subject to confiscation in accordance with AR 5120-9-55. **Inmates are required to provide a commissary slip and/or receipt for proof of purchase for all personal property including commissary and vendor package items in their possession or they may be considered contraband and subject to confiscation in accordance with AR 5120-9-55.**

Inmates may possess only personal property items received through an institutional commissary and/or vendors identified by the director or designee. Vendor catalogs are available in the institution Library. Musical instruments and arts and crafts supplies must be approved through the Recreation Department. Publications are subject to screening pursuant to AR 5120-9-19.

A complete list of authorized items, quantity and value, is available from your unit staff, DRC form 2055, Inmate Property Record, lists individual property limits. It is your responsibility to select the items and quantity you wish to possess in order to meet the 2.4 cubic feet limit. **You must provide proof of ownership for all personal property in your possession.** Failure to have proof of ownership will result in the property being confiscated. Examples of proof of ownership are:

- Ownership Cards (title), (Titles are not proof of ownership in and of themselves; they must be accompanied by a valid receipt for purchase.)
- Mail Office receipts
- Commissary Slips
- Package receipts for Sundry/Food boxes

The following items may be purchased and are exempt from the permitted 2.4 cubic feet of personal property. Possession limits are indicated in parenthesis.

Television (1) Typewriter

Educational books for current term

Food items (see above criteria) Shoes (pursuant to policy)

Approved string instruments (1)

Current legal material **in excess** of 1.2 cubic feet

(1 footlocker of excess legal material, over 1.2 cubic feet, may be stored in the unit with authorization from Unit Manager).

### **State Property**

- You are authorized to have the following state issued items. These items are exempt from the 2.4.
- 1 winter coat
- 1 hooded sweatshirt
- 1 pair state shoes/boots
- 2 sheets, 2 blankets

### **State Property in 2.4**

You are authorized to have the following state issued items and they are required to fit in your 2.4 cubic feet of personal property pursuant to DRC Policy 61-PRP-02.

- 3 state shirts, 3 pair state pants, 3 pair state socks
- 3 pr. state underwear, 3 pair state undershirts
- 1 belt
- 1 hand towel

- 1 wash cloth
- 1 laundry bag
- 1 sweatshirt

### **Property Limits on Transfer to another institution**

Inmates are permitted to take 2.4 cubic feet of personal property with them when they transfer to another institution. A 2.4 inventory of your property is different from the requirements cited when you are in general population. You will be passed to R&D before your transfer to pack your property.

All of your personal property must fit into the 2.4 box. This includes your state issued clothing and underwear, up to 1.2 cubic feet of legal material and commissary purchases including food. (Walkman's and CD players, fans, and lamps are required to fit in the 2.4.)

The only exceptions are:

Large titled items: televisions, typewriters, guitars, keyboards, etc.  
and approved shoes.

If you have prior written authorization to possess more than 1.2 cubic feet of current legal material you will be permitted to take one 2.4 cubic feet box of current legal material in addition to the 1.2 cubic feet of current legal material in your personal property 2.4 box.

### **Quartermaster Procedures**

Upon arrival at ManCI, the Quartermaster will issue you state clothing and linens. You are responsible for maintaining your clothing. You must see that your clothing is regularly laundered.

Clothing may not be altered. Any clothing that is altered is contraband clothing. Contraband clothing will be confiscated, a conduct report will be issued and the inmate will be required to pay for the clothing.

No clothing will be exchanged or repaired unless it is clean. Clothing will be exchanged once annually, with the exception of repairs, which will be handled as needed. If you have a clothing emergency, discuss the matter with a Unit staff member, so arrangements may be made to resolve the problem.

If you need any services of the Quartermaster Department, you must send a kite to the Quartermaster. Lost or stolen state issued clothing must be reported immediately to the Correction Officer who will complete a theft report. The Quartermaster will receive a copy of the theft report from the Major's office after processing.

If it is determined you are responsible for destruction, alteration, or misuse of property you will receive a conduct report for a Rule 49 violation. The Rules Infraction Board will determine if you are at fault and will require restitution if you are.

When you are issued your state items, verify that you have been issued the correct size and quantity.

Any inmate caught with excessive clothing will receive a conduct report for a Rule 49 violation, destruction, alteration, or misuse of property or a Rule 51, possession of contraband. All excessive clothes will be confiscated.

To exchange clothing, inmates must have the clothing to be exchanged with them when they report to the Quartermaster.

Emergency clothing issues will be coordinated between Unit staff and the Quartermaster Supervisor.

## **RECORDS**

As some of you may be aware, the parent institution prison record offices have closed.

**Effective June 4, 2012**, all record office duties have transferred to a central record office and combined with the Bureau of Sentence Computation and Records Management, located at their Operation Support Center in Columbus.

. If you have a question or concern regarding a **record office matter**, please see your unit staff to discuss.

If you have a question regarding a **detainer issue or a fast and speedy trial request**, you may kite the Central Record Office at the Operation Support Center.

. If you have a question regarding your **sentence computation**, you may Kite BOSCOM at the Operation Support Center.

Letters will still be accepted and should be addressed to: **Central Records Office**  
**P.O. Box 2650**  
**Columbus, OH4321**

## **Recovery Services Programs**

For inmates seeking help to overcome drug or alcohol related problems, ManCI has specifically trained staff members offering the following programs. To attend any of the following programs, kite Recovery Services.

- Treatment Readiness Program
- Cognitive-Behavioral Treatment (CBT) – Intensive Outpatient Program (IOP)
- Recovery Maintenance

## **Recreation Program**

### **ManCI and MCC**

Recreation is offered daily at scheduled times on a rotating basis. ManCI general population has two gymnasiums and two recreation yards, north and south sides of the compound. The gymnasium areas offer an exercise room with stationary equipment, along with other exercise

equipment, a music room, and multi-use courts for basketball, handball, volleyball, and special programs or events.

Outdoor Recreation areas offer a quarter mile asphalt track, two basketball courts, volleyball on asphalt, three handball courts, and a pavilion with stationary exercise equipment.

A variety of programs are offered throughout the year to include, but not limited to: basketball, softball, volleyball, handball, fantasy sports, horseshoes, fitness programs, arts and crafts, music and movies. Recreation hosts tournaments, contests, and special events throughout the year.

Each general population housing area has a ping pong table and a 5 exercise station. Playing cards and board games are available and are replaced once a year and for in-pod tournaments.

ManCC has 2 indoor dormitory areas with enclosed weight equipment, pool tables, foosball tables, stationary bikes, and other exercise equipment. There is also music equipment available for inmates who go through the training process prior to access. The outdoor area has basketball courts, handball, volleyball, a new asphalt track, horseshoes pits, and a softball field.

**Information about recreation and other institution areas is posted on the bulletin boards and on the ManCI information channel 31.**

### **Re-entry Accountability Plan/ORAS**

An individualized plan designed to identify and target the offender's risk and needs areas through appropriate programming. The development and monitoring of the Reentry Accountability Plan (RAP) may begin at reception and / or at the parent institution, and continues throughout the term of incarceration, including any period of community supervision that follows.

Any inmate admitted to DRC after May, 2011 will receive a PST (Prison Screening Tool) at reception, regardless of their sentence. If they score moderate high to high they will have a PIT (Prison Intake Tool) conducted on them once they reach their Parent Institution, within 90 days. These two tools are utilized to measure an inmate's level of risk, and assist in determining appropriate programming. If an inmate is serving one year or less no PIT will be conducted on them.

### **Re-entry Approved Programs**

#### **Employment/Education Domains**

- Pre-GED, GED, ABE, Ashland University Program (All by Education)

#### **Marital/Family Relations**

- Ridge Program (Tyro-Dads)
- Inside Outside Dads (Unit Management)

#### **Associates/Social Interactions**

- Thinking for a Change (Unit Management)

### **Substance Abuse**

- Outpatient Counseling of: Intensive Outpatient Program (Recovery Services), AOD Education, Aftercare Program (Recovery Services)
- Narcotics Anonymous, Alcoholic Anonymous (Recovery Services)
- Inmate drug testing program (random, program and for cause) (Recovery Services)

### **Community Functioning**

- Transitional Release Checklist process by Unit Management
- Money Smart (Unit Management)
- Thinking for a Change (Unit Management)

### **Personal/Emotional Functioning**

- Assertiveness Group, Stress Management, Communication Skills, Motivational/Coping with Depression, Anger Management and Anxiety (Mental Health Services)
- Thinking for a Change (Unit Management)
- Victim Awareness (Unit Management)
- Cage Your Rage (Unit Management)

### **Release Preparation Programming**

It is the policy of the Ohio Department of Rehabilitation and Correction to provide a holistic and systematic approach to prepare an offender for a successful reentry into the community. This will begin at the offender's admission into the department, and continue until his or her final release from supervision. Reentry planning will address an offender's programming needs, linkages to the community, and appropriate community supervision activities subsequent to release. Offenders will be expected to comply with their Reentry Accountability Plan.

### **Releases**

When you are released from Mansfield Correctional Institution the institution will permit you to take your institution identification with you. You may go to the Social Security Administration and apply for a duplicate Social Security card if you do not possess one. They will provide you with a print out that will suffice until you receive the duplicate card in the mail. You may go to the Bureau of Vital Statistics/Health Dept. in the county of your birth and obtain a certified copy of your birth certificate. These two forms of identification may be used to apply for a driver's license or state identification. If you wish to obtain a birth certificate prior to your release you may request forms through your Case Manager.

## **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.

### **Religious Services Department**

The Chaplains and/or Contractors of the Religious Service Department are available seven days a week for public worship, religious instruction, and pastoral care/ counseling of inmates.

There are two (2) full time Protestant Chaplains assisted by the Clergy of other religious bodies as needed. Many local, lay, and clergy volunteers also assist.

**Weekly Religious Services Schedule (passes are required for attendance)**

**Sunday:**

- 8:45 a.m. Protestant Worship Services in Upper Vocational
- 12:30 p.m. Mentoring 2<sup>nd</sup> and 4<sup>th</sup> Sundays in the Chapel
- 5:30 p.m. Protestant Worship Services in the ManCC Visit Room

**Monday:**

- 8:45 a.m. Reformers Unanimous in the Chapel
- 1:30 p.m. Taleem in the Chapel
- 5:00 p.m. Jehovah Witness Studies in the ManCC Visit Room
- 5:00 p.m. Islamic Studies in the ManCC Visit Room (*once a month*)
- 6:30 p.m. Worship Team Rehearsal in Upper Vocational
- 6:30 p.m. McLain Bible Studies in the Chapel
- 6:30 p.m. Messianic Jewish Studies and Prayer in Upper Vocational

**Tuesday:**

- 8:45 a.m. Soundword Ministry in the Chapel
- 5:00 p.m. Bible Studies in the ManCC Visit Room
- 6:30 p.m. Bible Studies (*1<sup>st</sup> Tuesday of each month*), and Prayer in Chapel
- 6:30 p.m. Discipleship I Bible Studies in the Chapel
- 6:30 p.m. Advance Discipleship II Bible Studies in the Chapel

**Wednesday:**

- 8:45 a.m. Outside Group Mentoring (*1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month*) in the Chapel
- 8:45 a.m. Inmate Group Mentoring (*2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month*) in the Chapel
- 1:30 p.m. Advanced Discipleship Studies in the Chapel
- 6:30 p.m. Spanish/Protestant Worship and Bible Studies in the Chapel
- 6:30 p.m. Bill Glass Studies in the Chapel
- 6:30 p.m. Worship Team Rehearsal in Upper Vocational

**Thursday:**

- 8:45 a.m. St. Mary's Bible School (*last Thursday of each month*) in Upper Vocational
- 8:45 a.m. Jehovah Witness Studies in the Chapel
- 7:00 p.m. Prayer Meeting Service in the ManCC Visit Room

**Friday:**

- 1:45 p.m. St. Mary's Bible School (*last Friday of each month*) in Upper Vocational
- 2:30 p.m. Jummah in the Chapel
- 5:00 p.m. Jummah in the ManCC Visit Room
- 6:30 p.m. Bill Glass Follow-Up Studies in the ManCC Visit Room

**Saturday:**

- 8:30 a.m. Catholic Mass, Confession, and Centering Prayer in the Chapel
- 12:30 p.m. Catholic Mass in the ManCC Visit Room
- 5:00 p.m. Mennonite Bible Studies in the ManCC Visit Room

*The schedule is subject to change. You may view the schedule and posted changes in Religious Services.*

**Rules Infraction Board (RIB)**

The Rules Infraction Board (R.I.B.) is a two-member committee charged with the responsibility to conduct a formal due process hearing based on alleged rule violations referred to this committee (5120-9-08 (B) ).

If you receive a conduct report for a rule violation, wait until you are called to the Hearing Officer before discussing the matter. Do not discuss the report with other staff members, they cannot interfere with the discipline process. The Hearing Officer will contact you regarding the alleged rule(s) infraction. If you are to be heard by the Rules Infraction Board you will be notified of the time and place of the hearing. You are expected to be prompt. Decisions of the Rules Infraction Board may be appealed to the Managing Officer (Warden) or designee and then to the Director of the Department of Rehabilitation and Correction.

Disciplinary sanctions range from verbal warnings through 15 days Disciplinary Control time. Sanctions may also include a recommendation for Local Control, inmate separations, and/or an increase in security level. Other disciplinary sanctions may include cell isolation, recreation restrictions, loss of telephone, packages, visiting privileges, or commissary restrictions based on the rule violation.

**Rules Infractions:**

Conduct Reports will be issued for violations of the following rules:

**Rules 1 through 7: Assault and Related Acts**

1. Causing, or attempting to cause, the death of another
2. Hostage taking, including any physical restraint of another
3. Causing, or attempting to cause, serious physical harm to another
4. Causing, or attempting to cause, physical harm to another
5. Causing, or attempting to cause, physical harm to another with a weapon

6. Throwing, expelling, or otherwise causing a bodily substance to come into contact with another

7. Throwing any other liquid or material on or at another

Rules 8 through 10: Threats

8. Threatening bodily harm to another (with or without a weapon)

9. Threatening harm to the property of another, including state property

10. Extortion by threat of violence or other means

Rules 11 through 14: Sexual Misconduct

11. Non-consensual sexual conduct with another, whether compelled:

a. By force

b. By threat of force

c. By intimidation other than threat of force, or

d. By any other circumstances evidencing a lack of consent by the victim

12. Non-consensual sexual contact with another, whether compelled:

a. By force

b. By threat of force

c. By intimidation other than threat of force, or

d. By any other circumstances evidencing a lack of consent by the victim

13. Consensual physical contact for the purpose of sexually arousing or gratifying either person.

14. Seductive or obscene acts, including indecent exposure or masturbation; including, but not limited to, any word, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person.

Rules 15 through 19: Riot, Disturbances and Unauthorized Group Activity

15. Rioting or encouraging others to riot

16. Engaging in or encouraging a group demonstration or work stoppage

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

18. Encouraging or creating a disturbance

19. Fighting, with or without weapons, including instigation of, or perpetuating fighting

Rules 20 through 23: Resistance to Authority

20. Physical resistance to a direct order

21. Disobedience of a direct order

22. Refusal to carry out work or other institutional assignments

23. Refusal to accept an assignment or classification action

Rules 24 through 26: Unauthorized relationships and Disrespect

24. Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:

- a. Sending personal mail to an employee at his or her residence or another address not associated with the Department of Rehabilitation and Correction
- b. Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the department of rehabilitation and correction
- c. Giving to, or receiving from an employee, any item, favor, or service
- d. Engaging in any form of business with an employee; including buying, selling, or trading any item or service
- e. Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee
- f. For purposes of this rule "employee" includes any employee of the department and any contractor, employee of a contractor, or volunteer

25. Intentionally grabbing, or touching a staff member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person

26. Disrespect to an officer, staff member, visitor or other inmate

Rules 27 through 28: Lying and Falsification

27. Giving false information or lying to departmental employees.

28. Forging, possessing, or presenting forged or counterfeit documents.

Rules 29 through 35: Escape and Related Conduct

29. Escape from institution or outside custody (e.g. transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc.) As used in this rule, escape means that the inmate has exited a building in which he was confined; crossed a secure institutional perimeter; or walked away from or broken away from custody while outside the facility.

30. Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within an institution (cell, recreation area, strip cell, vehicle, etc.)

31. Attempting or planning an escape

32. Tampering with locks, or locking devices, window bars; tampering with walls, floors or ceilings in an effort to penetrate them

33. Possession of escape materials; including keys or lock picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.)

34. Forging; possessing, or obtaining forged or falsified documents which purport to effect release or reduction in sentence

35. Being out of place

Rules 36 through 38: Weapons

36. Possession or manufacture of a weapon, ammunition, explosive or incendiary device

37. Producing, or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting or collaborating with another person to procure a weapon, ammunition, explosive or incendiary device or to introduce or convey a weapon, ammunition, explosive or incendiary device into a correctional facility

38. Possession of plans, instructions, or formula for making weapons or any explosive or incendiary device

Rules 39 through 43: Drugs and Other Related Matters

39. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance

40. Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into a correctional facility

41. Unauthorized possession of drug paraphernalia

42. Misuse of authorized medication

43. Refusal to submit urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions

Rules 44 through 47: Gambling, Dealing and Other Related Offenses

44. Gambling or possession of gambling paraphernalia

45. Dealing, conducting, facilitating, or participating in any transaction, occurring in whole or in part, within an institution, or involving an inmate, staff member or another for which payment of any kind is made, promised, or expected

46. Conducting business operations with any person or entity outside the institution, whether or not for profit, without specific permission in writing from the warden

47. Possession or use of money in the institution

Rules 48 through 51: Property and Contraband

48. Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property

49. Destruction, alteration, or misuse of property

50. Possession of property of another

51. Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given

Rules 52 and 53 Fire Violations

52. Setting a fire; any unauthorized burning

53. Tampering with fire alarms, sprinklers, or other fire suppression equipment

Rules 54 through 56: Telephone, Mail and Visiting

54. Unauthorized use of telephone or violation of mail and visiting rules

55. Use of telephone or mail to threaten, harass, intimidate, or annoy another

56. Use of telephone or mail in furtherance of any criminal activity

Rules 57 and 58: Tattooing and self-mutilation

57. Self-mutilation, including tattooing

58. Possession of devices or material used for tattooing

Rules 59 through 61: General Provisions

59. Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other inmates, or to the acting inmate

60. Attempting to commit; aiding another in the commission of; soliciting another to commit; or entering into an agreement with another to commit any of the above acts

61. Any violation of any published institutional rules, regulations or procedures

Sanitation Policy

Your cell is your living quarters and it is your responsibility to keep it clean. Keep all unused commissary tightly closed and do not take food from the dining room to your living area. Empty trash cans, sweep, and mop your floors daily. Make your bed when you get up each day. Keep your living area neat and clean at all times.

Day rooms and laundry rooms are used by everyone. Do your part to keep them clean. Don't throw paper or other trash on the floor. Use the containers provided for trash. Do not throw trash out of your cell window or on the compound.

The recreation yards, gyms, and library areas are provided for your use during your free time. Your help is needed to maintain a clean and sanitary area. Put trash in the containers provided. No work or street shoes are to be worn on the gym floor.

The dining room will be kept clean at all times. Do not throw food on the floors. Empty your food tray in designated area. **Food will not be taken out of the dining room. Approved dietary bags are permitted.**

Take a shower daily and keep your clothes clean. A high standard of personal hygiene is expected.



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.

## INVESTIGATIONS

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

## **PRISON RAPE ELIMINATION ACT**

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

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

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

### **Showers**

- The showers may be used during your free time. You may use the shower closest to your cell. Only one inmate at a time is permitted in each shower stall. Your body must be decently covered (waist, chest, groin & buttocks) when going to and from the showers. A towel is not to be used for coverage. Shirts or robes and shorts, pants, or sweats must be worn.
- Shower curtains/Doors must remain completely closed while in the shower.

### **Spanish Handbook Available**

A Spanish Version of this handbook is available by request for those inmates who do not speak English. Please request this from your Unit Staff.

### **El Manual español Disponible**

Una el española de Versión del este el está disponible por la demanda para esos presos que manual ningún inglés del hablan. Por favor pida esto de su Personal de la Unidad.

### Emergency Spanish Translation Tips

(C/Os—if a Spanish speaking inmate needs help, show this to them in order to let you know what the problem is.)

I need to see the Doctor right away.
--------------------------------------

Yo necesito ver el Doctor en seguida.
---------------------------------------

Please contact the interpreter for me.
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Por favor avise al intérprete para mí.
--

There's a problem with my cellie.
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Hay un problema con mi cellie.
--------------------------------

I need to see the Psych department.
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Yo necesito ver la sección de Psych.
--------------------------------------

My life is in danger.
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Mi vida está en el peligro.
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### Telephone Calls

Inmates are permitted to make outside calls using the phones in their housing pod designated for this purpose. These are collect call phones only. Inmates may purchase phone minutes through the Commissary. Inmates may not use any other telephones without the approval of staff members in charge.

- Inmate telephones are available for use throughout the day (6:30 a.m. - 8:45 p.m.) with the exception of count times and lockdowns.
- Each inmate housing area has telephones available for use during your recreation periods.
- The use of telephones is a privilege, which may be revoked for misuse or as a disciplinary sanction.

- All calls must be made collect. However, a prepaid option is available at a reduced rate to the people you are calling. They should call 1-877-372-4330 to set up this account. Customer Service for inmates families regarding GTL issues is 1-800-231-0193. Any issues you have with GTL may be directed to them by dialing \*1995. This will allow you to leave a voicemail and a GTL representative will send you a response via mail. You may also request a new pin # by dialing \*1995.
- ODRC staff and GTL staff are not permitted to give you a copy of your call list. It is your responsibility to know the phone numbers on your call list.
- You must use your PIN # to activate the phone. Your PIN # is based on your Inmate ID Number:
- The "A" in your ID # converts to a "2". If you have an old "R" it converts to a "7"
- ☐ Example: Inmate number A123-456 + a 4 digit code number which is randomly assigned, followed by the # sign
- ☐ Converts to: 2-123-456 + 9999 #
- The first time you use the phone you will be asked to state your name. Your response will be recorded and used for all subsequent calls on your PIN number. Make sure what you say is what you want everyone you call to hear.
- The length of each phone call is limited to 15 minutes.
- You will be limited to a maximum of 15 approved telephone numbers that you may call. Directions for making changes to your allowed number list are posted in the housing unit.
- Do not allow other inmates to use your PIN # to place calls, you may be held accountable for the inappropriate calls made by that person.
- You are not permitted to make three-way calls and conference calls.
- **ALL inmate calls are monitored and recorded.** By using the phones you are consenting to the monitoring & recording of these calls.
- Confidential conversations (e.g. with attorneys) should be conducted through mail or visits.
- No harassing or threatening calls will be made.
- No calls will be made for the purpose of organizing, financing, or soliciting funds from persons not on your visiting list.
- To listen to your call list press #44.
- If you have any problems with the telephone system, you should attempt to resolve the problem by dialing \*1995 first. If the problem persists you can kite the Investigator for assistance.

### **Television Repair**

If your television needs repaired, kite the Mail Office to request a repair form. The repair form must be completed in its entirety, with a description of the problem.

Warranty repair service is available for RCA, KTV, and Skyworth televisions with proof of purchase and warranty information.

Out of warranty repair service for Skyworth televisions requires a pre-paid check for \$50.00 payable to Skyworth Electronics to cover labor and return shipping. The television will be repaired and returned to the customer within 14 working days of receipt of the television. This service excludes damage to the LCD panel. If there is damage to the LCD panel a written estimate will be forwarded to you.

Obvious physical damage to the television is not covered under warranty.

Out of warranty repair service: RCA and KTVs

Costs will be determined for out of warranty service and the inmate will be notified. Payment must be received before the television will be returned to the inmate. Please allow up to 4 weeks for repairs.

### **Tender Loving Dog Care Program (TLDC)**

This program provides a community service by working with dogs of various ages and breeds that may be taught basic social skills so they can be adopted. Assignment to the TLDC program is based on the following criteria:

- Satisfactory completion of the screening process.
- 6 months clear of any rule infractions
- Have no crime involving animal cruelty
- No sex offenses

1. Inmates wishing to be placed on the waiting list should submit a kite to the TLDC Supervisor.
2. You will be screened and interviewed by the T.L.D.C. Supervisor
3. The final approval is made by the T.L.D.C. Supervisor

### **Visiting**

Mansfield Correctional Institution (ManCI)  
1150 North Main Street  
Mansfield, OH 44901  
Mailing address: PO Box 788; Mansfield, OH 44901  
(419)526-2000 ext. 1007 Visit Reservations

All persons entering ManCI are reminded that conveying or attempting to convey drugs, weapons, or any type of contraband (cell phone, tobacco, etc.) into a state detention facility is in

violation of Ohio Revised Code (ORC) section 2921.36 and 2921.37. Whoever is found to violate the above sections will be subject to arrest and prosecution. All persons entering the facility are subject to search procedures as a condition of visiting.

### **Directions to ManCI**

Take I-71 to U.S. 30 West to the Main Street (Route 13 North) exit. Turn right onto Route 13 North. Institution is approximately one half mile on the right side of the road.

### **Visiting Schedule and Rules**

All visits must be reserved, by the visitor, no more than thirty (30) days in advance but must be made no less than two weeks in advance of the visit, by writing to the Visit Office or making the reservation by phone.

### **Reservations**

Persons wishing to visit with our offender population must make a reservation requesting approval for a particular date. The person making the reservation is required to be a member of the visiting party or the visit will be terminated. Reservations must include the visiting session desired and names of persons who will accompany the person making the reservation, on the visit. Reservations can be made by phone or by mail using a specific form developed especially for visitation. Reservation forms will be made available in the housing units and visit office.

### **ManCI General Population (GP) Schedule**

To make a phone reservation call (419) 526-2000 ext. 1007.

\*\*Sessions are as follows:

1st SESSION      7:15 to 9:45 am must be here by 8:00am

2nd session      10:00am to 12:45 pm must be here by 11:15am

3rd session      1:15 pm to 4:30pm must be here by 3:15 pm

Visiting Days: Wednesday through Saturday - No visitation on Sundays, Mondays, Tuesdays, or state holidays.

Approved visitors can make reservations over the phone at the below times. Visitors may still mail in reservations.

Monday-Friday      8:30 A.M. to 8:00 P.M.

Saturday              4:00 P.M. to 8:00 P.M.

Sunday                7:00 A.M. to 1:00 P.M.

                             3:00 P.M. to 8:00 P.M.

Number of Visits: Each inmate is eligible for a maximum of six (6) visits per calendar month (does not include Attorney, Clergy or Merit visits)

Number of Visitors: A maximum of five (5) approved visitors (including children) per visit session.

#### **ManCI Security Control (S/C)**

**Security Control status inmates will receive contact visits in accordance with the ManCI General Population visitation schedule.** Certain S/C inmates may be excluded from this rule when safety and security considerations dictate otherwise.

Excluded inmates will be permitted the following visitation privileges:

Non-contact visits only with the visits conducted in the SMU/DR Visit area

**Visiting Hours:** 8:00 a.m. until 11:00 a.m. or 11:30 a.m. to 2:30 p.m.

**Visiting Days:** Wednesday, Thursday, or Friday

**Reservations:** Required for all S/C non-contact visits

**Number of Visits:** Maximum of six (6) visits per calendar month per inmate

**Number of Visitors:** Maximum of three (3) approved visitors (including children) per visit session

#### **ManCI Special Management – Disciplinary Control (D/C) and Local Control (L/C)**

Non-contact visits only with visits conducted in the SMU/DR Visit Area

**Visiting Hours:** 8:00 a.m. – 11:00 a.m. or 11:30 a.m. – 2:30 p.m.

**Visiting Days:** Wednesday, Thursday, or Friday

**Reservations:** Required for all D/C and L/C visits

**Number of Visits:** Maximum of one (1) visit per approved visitor per calendar month

**Number of Visitors:** Maximum of three (3) approved visitors (including children) per visit session

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

Each inmate can place up to fifteen (15) visitors on his visit list, regardless of relationship, excluding his attorney of record, clergy of record, children under the age of eighteen (18) years old.

All visitors under 18 years of age must be related to the inmate being visited or accompanied by an approved visitor who is the child's parent, legal guardian or guardian. Documentation naming the child's custodial parent or guardian must be presented in the form of a birth certificate or custodial court order at each visit.

• A notarized Authorization for Minor Child Visitation Form must be provided for a child that is not accompanied by a custodial parent or legal guardian when visiting his/her father. This form must indicate the name(s) of the guardian(s) list on the approved visiting list that may bring the

child to visit and permission for the child to be searched. The inmate shall not be permitted to sign off on the minor child's visitation form as the guardian or legal guardian as he cannot be the custodial parent while he is incarcerated. This form must be presented at each visit. The form must be updated annually. Changes to the form must be in writing and notarized.

With the exception of attorneys and official visitors, each potential visitor must complete a Visiting Application. No visitors shall be admitted for visitation until the Visitor Application is received and verification of identity has been established.

Each visitor, with the exception of attorneys, must sign a copy of the Declaration of Understanding and General Visiting Instructions prior to the visitor visiting the inmate the first time. Visitors entering the institution shall conform to regulations in accordance with the DRC General Visiting Instructions. Visitors must present valid picture identification (driver's license or state identification) prior to each visit.

Visitors may be placed on more than one DRC inmate visiting list as long as they are in good standing. Visitors may visit more than one inmate at a time **if all involved** are immediate family members and are on the inmate's approved visit list.

#### **Obtaining a Reservation:**

Reservations may be made in writing or by phone. Reservations may be made thirty (30) days in advance but must be made no later than two weeks in advance. Written reservations must be postmarked 2 weeks in advance. Written reservation requests must include a self-addressed stamped envelope so that a confirmation can be mailed to the visitor. Written reservation requests that do not include a self-addressed stamped envelope will not be processed. Once a reservation is made by a visitor, no cancellations will be accepted. A reservation made and not used will be counted as a visit.

#### **Institution Designated Holidays:**

No visits will be permitted on state observed holidays. Designated state holidays include:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

#### **Proper Visitors Attire:**

The institution reserves the right to deny entrance for visitor(s) who are not dressed appropriately. All attire worn upon entry to the institution must be worn throughout the duration of the visit, with the exception of appropriate outerwear such as coats and gloves. Appropriate undergarments (i.e., bra, slip and underwear) shoes and shirts must be worn. No additional clothing is permitted to be carried into the institution. Inappropriate attire includes, but is not limited to:

- See-through clothing of any kind
- Tops or dresses that expose the midriff or have open backs or open sides (including sleeveless clothing such as halter tops, tube tops, cropped tops, tank tops and muscle shirts).

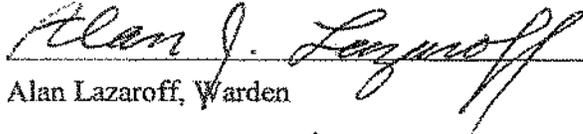
- Low-cut clothing cut in a manner that exposes the chest.
- Any clothing that inappropriately exposes undergarments.
- Skirts, dresses, shorts, skorts, or culottes with the hem or slit above the mid-knee.
- Wrap around skirts/dresses or break-away type pants.
- Clothing with any gang related markings
- Clothing with obscene and/or offensive pictures, slogans, language and/or gestures.
- Form-fitted clothing made from Spandex, Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans or tight pants.
- Clothing with inappropriate holes/rips, including shoulder cut-outs.

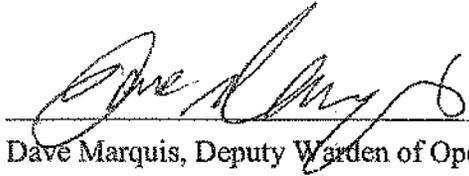
When you receive a visiting pass, report to the visit room. You will be subject to a strip search. You are permitted to bring only your ID badge, wedding band, visiting pass, prescription glasses, belt, and/or religious medallion with chain. (Not applicable for SMU visits.) You must wear state shirt, state pants, you may wear a white t-shirt only, under shorts may be solid white, solid blue or solid green. You may wear a state jacket or state sweatshirt as an outer garment, which will remain in the shakedown area during your visit. If you bring any item other than those listed, you will be required to take them back to your pod before you are permitted to visit. The officers are NOT responsible for such items. You may not receive any items during your visit or take anything, except what you brought with you to the visit, out of the visit room.

- Counseling sessions with your minister of record, attorney of record, or a detective are permissible during the regular visiting hours. These visitors should contact the visit office to make arrangements.
- You may request that a certain person be granted a special visiting pass by writing to your Case Manager. Special visits must be for unusual or unique reasons. Special visits are not to be used to supplement your visit list. Special visits must first be approved by your Case Manager.
- If you are free of guilty findings from the Rules Infraction Board for a period of sixty (60) consecutive days, you will be eligible for one (1) merit visit per calendar month. You must notify the Unit staff of the name of the person whom you wish to be your merit visitor. The merit visitor must be chosen from your approved visiting list. The merit visit will be canceled if the Rules Infraction Board finds you guilty of a rule infraction before the visit.
- You are required to observe appropriate standards of public decency at all times during your visit. Normal displays of affection appropriate for public conduct are permitted, such as kissing / embracing at the beginning and the end of a visit, and hand holding during the visits. Disorderly or improper conduct may cause your visit to be terminated and possible restriction of your future visiting. You are not allowed to walk around and visit other tables. You must get permission from the officer before getting up to move from your table. You will respect staff, visitors, and other inmates at all times when you are in the visiting area.
- All food and beverages must be purchased from vending machines and consumed prior to the end of the visit.
- All money must be mailed to inmates in the form of a money order. Visitors may not leave money with the inmate when they visit.

- If a visitor is an approved family member of more than one inmate, the visitor may visit those inmates together in one visit with the Warden's permission. But, if a visitor is on the approved friend visiting lists of more than one inmate, the visitor may not visit with more than one inmate at the same time.
- Inmates are strip-searched each time they use the restroom during the visits.
- Photographs may be taken with your visitors. A kiosk to purchase photograph tokens is available in the entrance building. Visitors must purchase tokens prior to entering the institution.
- Visitors may purchase debit cards in the entrance building, and have funds credited to the cards, for use in the vending machines in the visit room. No money is permitted. Visitors must purchase debit cards prior to entering the institution.
- Contact inmate unit staff if you have questions regarding visiting.

**Approved By:**

  
Alan Lazaroff, Warden

  
Dave Marquis, Deputy Warden of Operations