



### **NEPRC Mission Statement**

The mission of Northeast Pre-Release Center is to reduce recidivism. This will be accomplished by providing evidence based programming, vocational training and community based programming.

### **UNIT MANAGEMENT MISSION/VISION STATEMENT**

The goal and mission of the Unit Management Staff at NEPRC is to be responsive to the concerns of staff and the needs of offenders. Our vision is to continually strive to develop and operate correctional services and programs that seek a balanced application of the concepts of accountability, responsibility and the gender responsive rehabilitation of our female offenders. Unit Management will work closely with community stakeholders in order to effect and facilitate successful reentry and reintegration of our offenders into society. NEPRC will set the standards of excellence in our agency in relation to the services and programs being provided by our Unit Management Staff.

Revised 12/1/2012

# NEPRC Inmate Handbook



2675 E. 30th Street  
Cleveland, Ohio 44115  
(216) 771-6460

**LaShann Eppinger**  
Warden



ITEM	POSS. LIMIT	MAX. SIZE PKG.
Candy Bars	24 bars	3 oz
Candy - see through bags, No foil wrapped, No hollow type	2 pkgs	16 oz
Cheese - sliced or brick (No pressurized cans, No metal or glass)	4 pounds	2 lb
Chili - all types, canned	6 cans	16 oz
Chips - all types including pretzels & snack mix, bagged or canned	72 oz/can/bag	N/A
Cocoa - water mixed type only, envelopes or container	12 env/2 pkg	N/A
Coffee - Instant	20 oz	N/A
Condiments - Catsup, mayo, mustard, relish, salt/black pepper	24 oz	N/A
Cookies - See through pkgs	4 pkgs	20 Oz
Crackers - All types, must be in inner liner	4 pkgs	16 oz
Drink Mix - Pre-sweetened only	80 oz	N/A
Instant Breakfast	4 pkgs	12 oz
Meat - any type, canned or plastic - No Bones	10 cans	16 oz
Meat - Dried sliced	4 pkgs	12 oz
Non-Dairy Creamer- Must be sealed plastic jar	3 jars	12 oz
Nuts - any type, plastic bag only, No shells	1 pound	8 oz
Olives – any style, metal can only	2 cans	8 oz
Pasta – Spaghetti, Lasagna, Ravioli, Any kind, dry or cooked	6 cans/pkgs	16 oz
Pastries – Any type fruit pies or donuts, Individually wrapped, single serving, No foil wrapping or metal pans	15 pkgs	5 oz
Peanut Butter – Factory packed, creamy only	4 pounds	N/A
Pickles – Factory plastic wrapped	1 package	16 oz
Pudding – Ready to eat only, cups/containers	8 cups or containers	5 oz
Seafood – Any style, canned, No shells	10 cans	16 oz
Sausage – Pre- cooked, Factory wrapped	2 pounds	N/A
Soup – Dried, envelopes Only	8 pkgs	N/A
Spreads and Dips – Any type, margarine, salsa, canned or in original plastic container	10 cans	6 oz
Stew – Any Type	4 cans	16 oz
Sugar – Cubes only	2 boxes	16 oz
Tea - Instant	24 oz	N/A

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## Introduction

The Northeast Pre-Release Center (NEPRC) uses the Unit Management concept, which provides an environment that motivates you to take advantage of your period of confinement through self-improvement. Many rules and procedures you are expected to follow will be explained to you by your assigned unit staff. Most of your questions and concerns can be answered by unit staff members, who can help you or inform you of the proper procedure to follow.

The purpose of this handbook is to notify you of the different departments within the institution and to provide you with general information that should help in your adapting to the rules and procedures of this facility. You should refer to this Manual, Unit Rules, and Administrative Regulations (commonly called AR's) when you need information. Administrative Regulations and most Department Policies can be found in the Library for you to read.

**This handbook has been loaned to you while you are at the Northeast Pre-Release Center and is your responsibility.** If your handbook is lost or damaged because of your negligence, you shall be subject to disciplinary action and will be required to pay for the replacement of the handbook. This handbook must be returned to the Quartermaster during the exit process, prior to leaving this facility.

Within one week of arriving at the Northeast Pre-Release Center you will attend an institutional orientation session. The purpose of this orientation is to give you information regarding institution programs and departments which will enhance your incarceration time. It is important to listen during each presentation, as most questions are answered at this time.

## Key Staff Position Descriptions

**WARDEN:** responsible for the overall operation of the facility; direct supervisor of all Deputy Wardens and Administrative Assistants.

**DEPUTY WARDEN:** direct supervisor of Unit Management Chief.

**BUSINESS ADMINISTRATOR:** responsible for overall fiscal management of the facility, direct supervisor of Food Service Manager, Cashier Supervisor, Business Office, Commissary and Quartermaster Supervisor, and Maintenance Supervisor.

ITEM	POSS. LIMIT	VALUE LIMIT
Religious Items, Cont.		
Dashiki	1	\$20
Prayer Robe	1	\$20
Prayer Rug – 27" x 54"	1	\$20
Shower Shoes – brown or black only	1	\$15
Socks – white cotton	7	\$4
Stock Hat- toboggan, no ski mask	1	\$10
Sweat Pants	2	\$15
Sweat Shirt	2	\$15
T- Shirts – crew neck only (cannot be tight fitting)	6	\$5
Thermal Underwear – set, white, no padded or quilted	3	\$25
Towels – bath size only; blue or green only	5	\$15
Typewriter Ribbons	6	\$10
Undershirt- male/ Brassieres- female White	7	\$3 / \$5
Under Shorts – male / Panties – female White	7	\$5
Wash Cloth – blue or green only	5	\$5
Wedding Band – no stones or gems	1	\$100
Wristwatch – date and time only	1	\$75
Typewriter Ribbons	6	\$10
Brassieres- female White	7	\$5
Panties – female White	14	\$5
Wash Cloth – blue or green only	5	\$5
Wedding Band – no stones or gems	1	\$100
Wristwatch – date and time only	1	\$75

Following are the possession limitations for food items:

ITEM	POSS. LIMIT	MAX. SIZE PKG.
Beans	6 cans	8 oz
Beef Tamales - Enchiladas	2 cans	15 oz
Bread Products - Bread, bagels, pita, etc. No fruit, nut or raisin	4 pkgs	16 oz

ITEM	POSS. LIMIT	VALUE LIMIT
Baseball Cap	1	\$10
Bath Robe	1	\$25
Belt- 1 1/2" black or brown leather with a belt buckle no larger than 2"x2"	1	\$15
Blanket- fire retardant, twin size, green or blue, no electric	1	\$35
Cards/Board Games- table type, non-gambling, no dice	3	\$10 ea.
Cassette Tapes- commercially recorded in original wrapper;	15	\$15 ea.
Clock- wind up only	1	\$15
Embossed Envelopes	25	
Earrings- female only per REG 5120-9-251 <b>POST ONLY EARRINGS</b>	2 pair	\$10
Gloves – black or brown jersey	1	\$10
Gym Shorts	3	\$10
Handkerchiefs – white, 15" x 15"	12	\$1
House Slippers – brown and black	1	\$25
Medical ID/Bracelet- written APPROVAL of Health Care Administrator	Reasonable	\$15
Mugs and Glasses – clear plastic, non-insulated	1 each	\$3
Pajamas	2	\$20
Rain Coat- clear plastic, may have hood	1	\$20
Religious Items – written APPROVAL of the Chaplain required		
Chain w/ medallion	1	\$20
Beads	1	\$20
Religious headgear (1) Fez, Hijaab, Tarboosh, Yarmulke, or Kufi (White Only)	1	\$20

**ADMINISTRATIVE ASSISTANT TO WARDEN:** acts as Warden's designee assigned to various committee's and projects, reviews dispositions of Rules Infractions Board, hears RIB Appeals and Appeals for Local and/or Administrative Control placement.

**INSTITUTION INSPECTOR:** an Administrative Assistant to the Warden; oversees the inmate complaint and grievance procedure and advises the Warden on policy issues.

**INSTITUTION INVESTIGATOR:** an Administrative Assistant to the Warden; investigates criminal activity within the facility, works with the Ohio Highway Patrol Investigator, monitors inmate telephones and mail, and advises the Warden on possible or actual criminal matters.

**MAJOR:** Chief Security Officer; supervises the Shift Captains and Administrative Captain.

**UNIT MANAGER CHIEF:** responsible for unit programs and operations within the facility; Supervises the Unit Manager, Case Managers and Sergeants. Recreation Services, Religious Services, and Recovery Services are also supervised by this area.

## Unit Management Staff

The housing units at the Northeast Pre-Release Center are operated under the concept of Unit Management. That is, institution staff are assigned to the housing unit to be available for you to quickly address any questions, problems, or concerns you may have. The Unit Staff is made up of the Unit Management Chief, Unit Manager, Correctional Program Specialist, Correctional Counselor, Secretary, and the Correction Officer. You should address questions and problems to these individuals first. The Unit Management Staff are the front line within your housing unit to address most of your issues and concerns while you are incarcerated.

## Unit Management Chief

The Unit Management Chief (UMC) is responsible for overseeing the roles, responsibilities and processes of Unit Management staff in a decentralized or centralized social services management format. The UMC may develop Centralized processes within unit management, while maintaining the unit based caseload management system for managing offender needs. The UMC shall ensure that at least one unit staff member visits the special management areas at least once per week. In the absence of unit staff, the UMC shall visit the special management areas at least once per week. Unit Staff will make weekly rounds to all housing areas.

## Case Manager / Correctional Program Specialist

The Correctional Program Specialist provides programs, performs classification and reclassification reviews, process visit applications, supports family contact, communicates with external sources in regards to your status, develops both your programs and release plan.

## Correctional Counselor:

The Correctional Counselor provides direction in coping with the day-to-day operational concerns of living in prison. Duties include: regular tours of the housing unit/dorm checking on sanitation, personal appearance and hygiene, resolving concerns, investigating complaints, inmate discipline, unit rules, property ownership, I.D.'s, mail and packaging, commissary, state pay, your inmate work assignments, serve on various committees, (i.e. classification, security reviews), yard procedures, off limit areas, and fire exit procedures. Correctional Counselors shall also serve as hearing officers for the unit conduct reports.

## Unit Secretary

The Unit Secretary handles the clerical responsibilities for the unit staff. These duties include: maintaining inmate unit files, scheduling interviews and committee meetings, processing Parole and PRC packets.

## Correction Officer

The Correction Officer (often referred to as "C.O." or "Unit Officer") is directly responsible for the security of the unit. Assigned to the unit by the Shift Commander, the C.O. is directly supervised by the Shift Supervisor and Unit Manager. The C.O. enforces unit rules and policies, and ensures that security as well as cleanliness and sanitation is maintained. You should see the C.O. if you are unsure of any rules or procedures.

## Unit Management Programs

- I Want my Life Back
- Moving On
- Money Smarts
- Responsible Family Life Skills
- Roots of Success
- Thinking for a Change
- Victim Awareness

## Possession Limits

Inmates at the Northeast Pre-Release Center are authorized to possess the following state-issued items and articles of clothing:

ITEM	POSSESSION LIMIT
Blanket/ Bedspread	2
Boots	1 pair - Food service, Yard crew, and maintenance snow crew only
Brassiere	7 RA
Coveralls	1 Snow crew and Yard Crew maintenance only
Gloves	1 pair Snow crew , yard crew, and maintenance only
Food Service Whites	2
Pants	2
Blouse	2
Jacket	1
Spring	1
Winter	1
Laundry Bag	1
Pants	2
Panties	14
Pillow Case	1
Nightgown	2 1
Robe	1
Sheets	2
Shoes- Regular	1 pair
Shoes – Athletic (Tennis)	1 pair
Shoes – Shower	1 pair
Socks	7 pair
State Issued Uniform:	
Tops	4 MAINT 5
Bottoms (Combination of pants, skirts, shorts)	4 MAINT 5
Sweatshirt (hooded)	1
Towel	3
Washcloth	3

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

8. A Certificate of Ownership (DRC4063) or other appropriate certificate as approved by the Regional Director 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.

9. An inmate may choose to send their personal property such as birth certificate, driver's license/state identification, social security card etc., outside the institution or it may be stored in an inmate's record office file and returned to the inmate upon release.

## INSTITUTION DEPARTMENTS & SERVICES

### Cashier

The Cashier's Office is located in the Administration Building. This Office maintains the internal accounts of the Institution which includes the Inmate Personal Accounts. All account balances carry over from the previous institution and are transferred the same day that the inmate is transferred, however, we cannot change any transactions done at another institution. Any questions regarding your personal account should be directed to the Correctional Counselor or by kite to the Cashier's Office. If the issue is about something done at another institution, you must kite that institution.

Requests to send out funds can be made for approved visitors only, unless approved in writing by the Warden. The request to send money to a person not on your visiting list can be made through your Correctional Counselor on a completed DRC 1004 form, Personal A/C Withdrawal Check-Out Slip. The request must also include a self-addressed embossed envelope. Check-outs are processed and mailed out on a weekly basis. All requests will be processed when received; if funds are not available, the check-out slip will be returned. We do not hold slips for state pay.

State pay is posted the Friday before the tenth of the month. Any pay owed from another institution is also posted at this time. Cashier does not calculate pay amounts.

Inmates with court-ordered obligations will be notified by the Warden's Collection designee at the Institution where the valid obligation is received. This process limits an inmate's spendable income to \$15.00 per month. All questions regarding court-ordered obligations should be directed by kite to the Warden's Collection Designee. Inmates with court-ordered obligations are not exempt from Medical debits.

Regular money orders are no longer accepted at the institutions. Money orders can be posted to accounts by kiosk at all institutions or by money orders sent to JPay. Instructions for JPay transactions are posted in all housing units and online. All questions concerning deposits should be directed to the Correctional Counselor or by kite to the Cashier's office.

Cashier's office will still accept government checks, refund checks, pension checks, etc. If you are expecting a check or want to pay off court cost, kite Cashier for prior approval/arrangements.

## Cellon

Hair appointments can be scheduled with the Cellon Supervisor Monday through Friday from 8:30 am to 10:00 am. Bring your commissary receipt when making your appointment. Students will not be scheduled during school hours.

Free hair cuts (trims, even ends, cuts to become in compliance with the Inmate Grooming policy) are offered on the last Wednesday of each month. Please kite the Cellon supervisor for an appointment. For all other services (Wash and Sets, Flat Iron, Style Cuts, etc) you must have money on your personal accounts, pay for your services and have your cash slip when making your appointment. **Services are by appointment only; passes will be issued for all appointments.** Hair-Braiders are available in each housing unit at no cost.

## Commissary

The units are called to shop in the order of the Dorm of the Month ranking. The unit that ranks the highest for the month shops first for the entire month. The Commissary will call you to shop by hallway. It is your responsibility to listen for your hallway to be called. Inmates are not permitted to be at Commissary until their dorm and hall have been called to shop. Commissary does hold a "Late Night Shop" once a week for those inmates who are at work, school, a visit, etc when their halls have been called. Inmates are not permitted to leave school or work to shop. **Inmates should not be near Commissary if not shopping, this is considered out of place.** Menus will be printed out on the first day of each work week. The menu will have your account balance on it up to \$100. If you have more than \$100 on your books you can exceed that \$100 by buying items that are on store special (the items on store special are underlined and italicized on your menu). However if you have less than \$100 on your account you will only be permitted to spend up to what is shown on your menu. A copy of the menu is posted in the units on the Commissary bulletin board quarterly. You must have your I.D. and your blue bag with you when you come to shop. You must turn in your own menu and you must remain in the Commissary line until your order has been sold to you. **It is your responsibility to check your receipt and your merchandise**

The Managing Officer shall also have the authority to establish institutional rules governing the storage of inmate legal materials. The institution shall make available to all inmates a means of securing 2.4 cubic feet of property.

4. Individual possession limits for any property, as indicated in section D (2) of this policy and on the Inmate Property Record - Disposition and Receipt - Male (DRC2055) or Female (DRC2369), shall be the total amount of combined state and personal property that an inmate may possess.

5. Any property which exceeds the limits stated in VI (A)(3) or (4) above, or is otherwise deemed contraband as defined in the DRC Dictionary will be disposed of in accordance with Administrative Rule 5120-9-55, Contraband, utilizing the Inmate Contraband Slip (DRC4219) and Contraband Control Slip (DRC4086). With the exception of any property excluded pursuant to VI (A) (2), above, personal property legitimately possessed prior to April 1, 2000 may be retained until such time as said property becomes unusable. The inmate must still conform to the 2.4 cubic feet property restriction.

6. 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. Upon an inmate's release or other departure from an institution, the inmate may, with the Managing Officer's written approval, donate personal property to the institution. In all cases, the inmate must sign a statement documenting the property being donated, to what institution it is being donated, and the effective dates of the donation. Such document and the inmate signature must be witnessed and signed by a staff member. The Managing Officer or Designee shall then sign indicating approval or disapproval of the donation. If approved, the institution may then utilize the property in any manner they deem appropriate. This may include loaning the property to another inmate. Any property where ownership is being transferred from an inmate to the institution shall be properly re-titled, stipulating ownership of the item to the institution and shall include the date of the transfer, who the original owner was, and the initial value listed on the original receipt or title. Property donated to the institution and subsequently loaned to an inmate remains the property of the institution and shall remain at the institution upon the inmate's release or transfer.



**Inmate Searches and Contraband Disposition** : All inmates and their property to include living areas are subject to search at any time, by any DRC employee. Strip searches will always be conducted by an employee of the same gender as the offender (female). Male employees can and will perform pat-down searches of inmates when the situation dictates it is necessary, however, male employees will, in non-emergency situations, request a female employee to conduct pat-down searches of inmates.

1. 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 inmate property shall be maintained in the inmate property file.

The inmate shall retain a copy of the inmate property record. Anytime an inmate's property is inventoried (i.e. transferred, segregation placement/release), the inmate shall sign and retain a copy of the inmate property record and a copy shall be forwarded to the inmate property file.

2. Information on the amount of personal property allowed to inmates will be provided to them during inmate orientation. In general, all Institutions will permit or exclude personal property consistent with this policy, Administrative Rule 5120-9-33, Packages and Property Restrictions, and the property limits set forth on the Inmate Property Record—Disposition and Receipt - Male (DRC2055) or Female (DRC2369). However, each Managing Officer may request permission to include or exclude certain items of personal property based on the security, safety, space, control or other need of a particular institution or individual. Such a request shall be made in writing to the Director's designee, the appropriate Regional Director. Approval of such requests shall be communicated in writing to the Chief Inspector and posted in the housing areas of the appropriate facilities.

3. 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 Department Policy 59-LEG-01, Inmate Access to Court and Counsel. The Managing Officer shall determine whether commissary items shall also be excludable from the 2.4 requirement. This determination shall be communicated to both staff and inmates.

**before you leave.** If there are any damages or discrepancies you must report it to the Commissary before you leave. If an inmate leaves Commissary, she forfeits the right to question her purchase. Commissary does not warranty any item sold. All electronic purchases will be sold on a separate receipt. That receipt will be signed by the inmate and will be taken to the Vault along with the item purchased. The Vault Officer will engrave the inmate's name, number, and the date on the item. The inmate will receive a property card when she picks the item up from the Vault. Receipts will not be reprinted for any reason. If you have an incentive for an extra shop you must notify the Commissary at least 24 hours prior to the day that you want to shop. If the inmate tells the Commissary she would like to shop on a day that the Commissary will not be shopping people (i.e. the day of inventory, etc.) the inmate will wait to shop until the next shopping day. You must have the amount you are spending written in the line provided for your total. If no total is written, the inmate will be sent back to their unit and will not be allowed to shop for the remainder of the day. Each inmate must carry their own bag back to their unit unless a No Standing Order has been presented to the Commissary ahead of time. If an inmate is on Commissary or Cell Restriction that inmate is only permitted to spend up to \$10 each week.

## Education Department

The Education Department offers educational programming to inmates at NEPRC free of charge. All programs have open entry/open exit to accommodate student educational needs. These programs include: basic academic skills, literacy, GED preparation, special education and career technical education opportunities to those that are eligible. Educational guidance services can be accessed as well. To access these services, please kite the school or see the School Guidance Counselor or the School Principle/Assistant Principle. Educational Programs Currently Offered:

ABE/Literacy (Adult Basic Education/Literacy)

Pre-GED and GED

Employability

Horticulture

Administrative Office Technology (A.O.T.)

Advanced Job Training Program (A.J.T.)  
(Youngstown State University)

Tutor Training

Special Education

### Apprenticeship Programs Currently Offered:

Cook  
Manager (Foodservice)  
Horticulturist  
Maintenance Repairer, Building  
Animal Trainer  
Landscape Management Technician  
Recovery Operator

## Food Service

Food Service prepares three (3) meals Monday through Friday . If you are planning to eat, you are to report to the dining hall with your unit. A 25 minute time period will be allotted after receiving your tray to eat. . Brunch meals will be served on weekends. Brunch is served at 11:00 am and housing units are called to eat. The Housing units will be called to all meals. Breakfast at approximately 6:45 a.m., lunch will be served immediately following a clear 11:00 a.m. institutional count and dinner at approximately 4:30 p.m. There will to be no loitering after your meal. Condiments can be taken into the dining room and they must remain in the original containers. The condiments must be in the clear plastic carrying bag purchased from the commissary

Special diet needs must be authorized by religious and/or medical services.

Inmates are required to see the medical department prior to classification to C.F.S. if you have medical problems that will inhibit you from performing your assigned duties. Inmates that are classified to C.F.S. will have an orientation on the day they are classed or re-classed at which time job assignments will be made. Inmates will serve a minimum of ninety-days once classified to C.F.S. When coming to work, inmates are to report to the C.F.S. Coordinator that is in charge of the area. Inmate workers shall wear their I.D. badges at all times. All inmates must be released by the C.F.S. Coordinator in their area. Food Service Workers shall not loiter in the yard in their white uniforms before, during or after completing their work assignments. Food Service workers shall take breaks inside the Pavilion next to B Building, while wearing the Food Service white uniforms.

Any touching, hugging, kissing between staff and inmates are prohibited. Any suspected inappropriate sexual activity between staff and inmates will be investigated. Under no circumstances is an inmate to become sexually or personally involved with a staff member. According to the Ohio Revised Code, when there is sexual contact between an inmate and a staff person (even if the inmate is a willing participant), a felony has been committed by the staff person. Northeast Pre-Release Center has a ZERO tolerance for sexual assaults of any nature. ALL cases will be reported to the Ohio State Patrol for prosecution. Sexual assaults should be reported to staff as soon as possible.

A Tipster Hotline is also available should you want to remain anonymous. Your family can call 1-866-238-0028 or 1-614-995-3584 to report sexual assaults. Tips may also be left on NEPRC's Investigator Tip Line by dialing \*9001

If none of the above mentioned staff members are available at the time of your complaint, inmates with immediate concerns are to report to any Supervisor and/or staff.

Examples of unauthorized relationships include, but are not limited to:

- Inmates and staff
- Staff and the family of inmates
- To exchange personal letters, pictures, phone calls or information with staff members or staff members family
- To engage in any other unauthorized personal or business relationship(s) with staff members or staff members family
- To visit any staff member or staff members family upon release
- To reside with any staff member upon release
- To commit any sexual act with any staff member
- To engage in any other sexual conduct or contact with any staff member or staff members family
- To aid and abet any unauthorized relationship between inmates and staff

Inmates under suspicion shall be required to report any knowledge or suspicion of an unauthorized relationship. The information shall be communicated with any supervisory staff available. Failing to report knowledge of a potential unauthorized relationship or withholding information concerning a potential unauthorized relationship may result in disciplinary action.

No selling, borrowing, lending or exchanging of personal and state property between inmates. Inmates cannot give another inmate food, candy, etc.

Nothing is to be posted on the unit bulletin board, doors or walls without the permission of the unit manager or designee, who will initial them.

**Inmates are not permitted to manicure each other's nails or eye-brows, or cut another inmate's hair (including washing & styling), or to perform any other cosmetic procedure except in an authorized program. Inmates are permitted to braid each others' hair—each housing unit has assigned "Hair-Braiders" who are not to paid in any way by inmates for their services.**

## Helpful Hints

Obey all institutional rules and regulations.

Keep your property cards.

Keep your property secured at all times.

Do not leave your property in the care of other inmates.

Keep approved visitation kites.

Watch unit bulletin boards for updates, changes and new information.

Maintain a positive attitude and manner.

Show respect for yourself and others.

Do not sell and trade items.

## Unauthorized Relationships

It is the goal of the Northeast Pre-Release Center to provide a safe and secure atmosphere in which inmates can complete the remainder of their sentences. It is important for staff and inmates to maintain a professional relationship.

If you are ever offered gifts from staff (i.e. gum, perfume, etc.), address, telephone numbers, or are given any other personal information concerning staff, contact the Institution Inspector, Investigator, Warden's Administrative Assistant, Deputy Wardens, or Warden. If you are ever threatened, coerced or approached by any staff member in any way that is inappropriate, report it immediately to the Institution Inspector, Investigator, Warden's Administrative Assistant, Deputy Wardens or Warden.

The Food Service Department has a Bakery Apprenticeship program. Details and requirements can be discussed with the Food Service Managers.

All inmates, whether working or coming to eat, must conduct themselves in an appropriate manner. There will be no loud talking, no profanity, no horseplay and no talking across the serving line. There are no radios or playing cards permitted in C.F.S. at anytime. Please keep in mind that random searches take place upon exiting CFS. **No inmate is permitted to take food out of CFS at anytime.**

## Institution Inspector

The Institution Inspector evaluates prison operations to make sure that rules are being followed. The Inspector also facilitates the inmate grievance procedure and investigates inmate complaints. The inspector takes action to correct problems, talks with both staff and inmates and notifies the Warden of potential institution concerns.

The grievance procedure is a way to express concerns or problems that may come up during your time in prison. This may include complaints about how you are treated, living conditions, staff, inmates, rules, policies and procedures. There are **three** steps in the grievance procedure. It is hoped that you will be able to resolve your problem at the lowest possible step. At each step you will have the chance to voice your problem and explain what happened.

Some things cannot be grieved through the grievance procedure. This is because they have their own separate appeal process. Information about these processes can be found in the library by looking at the Administrative Rules and policies. Some examples are hearing officer and RIB decisions, Local Control/Administrative Control, Security Classification, and Job Assignments, TC Placement and Adult Parole Authority decisions.

### Step One: Informal Complaint

If you have a problem that can not be resolved kite the staff supervisor working in the area of your concern. If this does not work, you may file an Informal Complaint . These forms are available from your Unit Officer or the Inspector. You only have 14 days from the time when the incident occurred to file an informal complaint. Complete this form neatly. Send the white and canary copies by kite to the area Supervisor. Send the pink copy to the inspector and keep the golden rod as your copy.

### **Step Two: Grievance**

A notification of grievance form is needed in order to file a grievance. You have 14 days from the date you answer to the informal complaint to file a grievance unless the inspector waives the time limit. Grievance forms are available only through the inspector, so write if you need a form. Explain who, what, where and when. If you need assistance with the form, ask your case manager or the inspector. After you have completed the form, attach the canary-yellow copy of the informal complaint, if it was answered, and send it to the inspector. The pink copy of the grievance form is yours to keep. The inspector will read your grievance and investigate it. Most of the time the investigation will be completed within 14 days. If more time is needed, the inspector will notify you. When the investigation is complete, the inspector will tell you what was found on a disposition of grievance form.

### **Step Three: Appeal**

Read the inspector's disposition. If your complaint is still not resolved or if you feel a mistake was made you may then appeal to the Chief Inspector. You have 14 days from the date of the disposition to appeal to the Chief Inspector. The inspector can provide you with an appeal form. Complete the form and explain why you do not agree with the inspector's decision. Stick to the facts and do not add new complaints. When you are done with the appeal form, attach it to copies of your grievance, disposition of grievance, and informal complaint (if any) and mail the appeal to the Chief Inspector.

If you believe that the inspector or warden broke a rule or let someone break a rule, then you may file your grievance to the Chief Inspector. You have 30 days from the date of incident to file your grievance. Get a grievance form from the inspector and complete it as you would any other grievance. Keep the pink copy and mail the other copies to the Chief Inspector: 770 W. Broad St. Columbus, Ohio 43222. The inmate grievance procedure is explained in Administrative Rule 5120-9-31 of the Ohio Administrative Code. More information may be found in Administrative Rules 5120-9-29 and 5120-9-30. These rules are available in the library.

All photographs are to be placed in a photo album, lock-box or drawer.

Photographs shall not be kept on desks, beds, etc.

Nothing is to be on your desk except your television, (a loose personal towel may be under it), books and writing materials and personal hygiene items used on a daily basis. Nothing additional is to be placed on top of the cabinet. Placement of personal television sets in rooms will be in a safe and secure manner.

All arts and crafts items are to be stored in your lock box or drawers while not being worked on with the following exceptions: one large quilt or afghan in progress, 2 paint canvasses in progress, community service quilting, painting or crocheting. Finished and purchased items must be mailed within seven days after completion. Items going home must be mailed through the Unit.

**Absolutely NO CLOTHING IS TO BE UNDER YOUR MATTRESS!**

Nothing is to be in the foyer area of your cells. All shoes and lock boxes are to be placed under your bed when not in use.

Rooms are to be cleaned and organized, according to procedures, prior to 8:30 A.M. on weekdays with the exception of 3<sup>rd</sup> shift workers who are excluded from the 8:30 A.M. deadline. All bunks are to be made, with the bedding sheet and blankets tucked under the mattress all the way around the bed. Clothes are not permitted beneath the mattress. Rooms are to be cleaned daily. Only 3<sup>rd</sup> shift workers and medical lay-ins can be sleeping under the covers between 8:30 AM and 4:00 PM.

Furniture is not to be moved, altered or rearranged without authorization. A copy of the authorized room layout is posted in the unit.

There is to be no loitering at or in the Officer's station.

Shoes are to be worn at all times, except in bed. Socks or footies must be worn with shoes. Shower shoes are not to be worn outside of your room. House slippers may be worn after 4:30 p.m. count in the unit. Slippers may not be worn to any program, CFS or job assignments or outside of the unit. Appropriate nightclothes must be worn when sleeping. Nightclothes and robes are not to be worn outside of your room.

Items are not to be taken to and from job assignments .

Inmates are permitted to place one (1) personal towel only under their television. The towel cannot be attached and must be loose so staff can inspect under the towel. Personal towels cannot be used as blankets.

Floor buffers may be used in the cells with permission of the Correction Officer and/or the Unit Sergeant.

It is the inmate's responsibility to send home excessive items that exceed the possession limit. Excessive plastic containers are considered contraband. An acceptable amount that will be permitted is three (3) plastic containers per inmate, plus one (1) plastic drinking cup and one (1) cup/mug per inmate.

Nothing is to be placed in the cell windows

Peep holes for showers and bathrooms cannot be covered.

Inmates will dress in the shower and/or bathroom and be completely dressed when leaving the cell. Hair rollers, pin curl clips, head wraps and hair nets are restricted to your cell only.

Inmates must be in uniform when going to Unit Offices or any institutional programs, work assignments, religious services, and visitation. Exceptions will be posted. Inmates will have their I.D. badge displayed on the upper left side of their outermost garment, picture side facing outward.

Personal clothing may be worn to CFS on weekends and holidays.

The dayroom TV's and VCR's will be controlled by the Recreation Aide **ONLY!!** Inmates that are not approved Recreation Aides are not to change the channels or volume of the TV's or play with the VCR's.

The dayroom will only be used for dayroom purposes. No radios, typewriters or musical instruments are allowed. Staff may delegate the use of this area for unit programs at any time.

Pool sticks are stored in the officer's station. Do not place anything on the pool tables when tables are not in use.

**During institutional count**, it is standard procedure that the staff member conducting the count visibly see a living, breathing person. If you are covered up and cannot be seen, the officer may have to interrupt you to verify that you are living and breathing.

## INFORMAL COMPLAINTS

IF YOU'RE INFORMAL COMPLAINT IS REGARDING....	YOUR COMPLAINT SHOULD BE SENT TO...	NEXT SUPERVISOR IN LINE.....
Bed Moves	Unit Correctional Counselor	Unit Management Chief
Captain	Major	Warden
Case Manager	Unit Management Administrator	Deputy Warden
Clothing & Bedding (Q.M.)	Lieutenant/Special Duty	Admin. Captain
Commissary	Commissary Manager	Business Administrator
Educational/Library	School Administrator	Warden's Assistant
Food Service	Food Service Supervisor	Business Administrator
Mail and/or Visitation	Lieutenant/Special Duty	Major
Maintenance	Maintenance Superintendent	Major
Medical/Health/Dental	Health Care Administrator	Deputy Warden
Mental Health	Psychology Supervisor	Deputy Warden
Officer or Lieutenant	Shift Captain staff member works for	Major
Outdates/Records/Jail Time Credit	BOSCO	BOSCO Bureau Chief
Recovery Services (Substance Abuse)	Recovery Services	Deputy Warden
Religious Services	Chaplain	Deputy Warden
Unit Officer & Unit Sergeant	Unit Management Administrator	Deputy Warden
Recreation	Unit Management Administrator	Deputy Warden

Please use the above table when submitting informal complaints. Remember to follow the distribution: Pink – Inspector; White and Canary to the Supervisor; Goldenrod – inmate keeps.

## Investigator

The Investigator is responsible for all potential criminal and administrative investigations which occur within the institution involving both inmates and staff. Investigations may be related to drugs, employee/inmate relationships, and any violation of rules by inmates, staff and/or visitors. The Ohio State Highway Patrol is the prevailing law enforcement agency over the Northeast Pre-Release Center and will also investigate all criminal cases.

**Sexual Assaults-** It is the policy of the Department of Rehabilitation and Correction to provide a safe, humane and appropriately secure environment, free from the threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation and tracking. Sexual Assault is defined as any contact between the sex organ of one person and the sex organ, mouth or anus of another person, or any intrusion of any part of the body of one person, or any object into the sex organ, mouth or anus of another person, by the use of force or threat of force. An inmate may report a sexual assault to any employee.

## Library

The Central Library & Law Library are both located in M-Unit with Satellite Libraries in all Housing Units. Library Hours are posted in all units. The Library has a variety of Books, both Fiction and Non-Fiction, Reference Materials, Newspapers & Magazines, Reentry Resource Materials, etc. The Law Library consists of the On-Line Lexis Nexus Computer, Legal Packets, Typewriters, and other legal materials.

## Mail - Incoming

Mail is picked up and delivered five (5) days a week, Monday through Friday. All mail except legal mail, is opened and inspected before you receive it. **For prompt delivery of your mail, it should have your complete name and number.** All letters must have a complete name and return address. Three (3) embossed envelopes per incoming letter are permitted.

Unauthorized Drugs” for the purposes of this rule, refers to any drug not authorized by institutional or departmental policy including any controlled substance, any prescription drug possessed without a valid prescription, or any medications held in excess of possession limits.

“Extortion” as used in this rules, means acting with purpose to obtain any thing of benefit or value, or to compel, coerce, or induce another to violate a rule or commit any unlawful act.

## Housing Unit Guidelines & Helpful Hints

Phone use will be limited to 30 minutes per call and will shut off automatically after that period of time. You may re-use the phone if no other inmates are waiting to use the phones. The Housing Officer assigned to the unit will ensure that the inmates vacate the phones after their time is up.

The Housing Unit Officer and Unit Correctional Counselor will be responsible for the inmate porters cleaning the unit. **Only supply porters and staff** are allowed in the supply closet, which is to be kept locked at all times when not in use.

Inmates are not permitted out of their rooms after 11:30 P.M., Sunday through Thursday nights. On weekends, (Friday and Saturday) and state observed holidays and evenings, inmates are not allowed out of their rooms after 1:50 A.M.

Personal TV and radios must be used with headphones at all times.

No excessive loud noises such as shouting, etc. will be permitted.

No objects obstructing the ventilation system in the cells or items hanging from the smoke detector or sprinkler system is permitted.

No items hanging from the end of the bed near the door or from the end of the bed. It is acceptable to hang items on the end of the bed closest to the wall. Nothing is to be placed at the ends of the bed except (1) TV, (1) light, (1) fan, (1) Religious book and a blanket. State issued coats and jackets are permitted behind the door.

Nothing is permitted to be taped or glued to the walls, desk, doors, dresser, bed, ceiling or lock boxes. Tape is not permitted in the housing units. Exceptions will be posted.

Inmates are to keep their feet off the walls and off of the chairs. Paper bags and cardboard boxes are to be disposed of.

## Rules 59 – 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 act.
61. Any violation of any published institutional rules, regulations or procedures.

### Definitions:

The following definitions shall be used in the application of these rules:

“Physical harm to persons” means any injury, illness or other physiological impairment, regardless of its gravity or duration.

“Serious physical harm to persons” means any of the following:

- Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment.
- Any physical harm that carries a substantial risk of death;
- Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;
- Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement;
- Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.

“Sexual conduct” means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

“Sexual contact” means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

“Possession” means either actual or constructive possession and may be inferred from any facts or circumstances that indicate possession, control or ownership of the item, or of the container or area in which the item was found.

Mail call is held after the yard closes at 3:30P.M. (The actual time may vary.) Mail delivered to a unit for an inmate who has been moved or transferred will be forwarded to the new unit by the Housing Officer. Released or transferred inmate mail will be returned to the Mail Room. The mail will then be forwarded to the appropriate destination. **You are responsible for leaving a correct forwarding address.**

Legal mail is mail between the inmate and a court of law, attorney, public services law office, law school, or legal clinic. All legal mail is logged upon receipt. The inmate shall be present during the opening and inspection of all legal mail. The inmate will sign for all legal mail. Certified, Registered, and Special Delivery correspondence will be handled as legal mail.

### Mail - Outgoing

The mail/kite box is located outside the Food Service Building. Mail is picked up Monday through Friday. Inmates in SC shall have their mail picked up by officers on second shift. Letters must be sealed and have complete return address, including name, number and institution address. Food or commissary items may not be mailed out. Outgoing mail without a complete return address may be confiscated and held 30 days to identify the sender. Incomplete outgoing mail not identified or claimed by the sender will be destroyed. Sending obscene or threatening letters is prohibited by Administrative Regulation 5120-9-18.

Embossed envelopes must be used for outgoing letters. **Stamps or envelopes with a stamp posted on them are contraband**, except cards/envelopes purchased from Commissary.

Check out slips can be obtained at the Housing Officer’s station and are used for overweight, oversized, and special delivery letters, as well as greeting cards, packages, and postal insurance.

Do not seal your mail/package before the cash slip is issued, as they have to be inspected. Cash slips to mail money out to approved sources can also be obtained from the Housing Officer’s station; however, a Correctional Counselor must authorize approval.

Regardless of your financial status, you shall receive one (1) free letter per month. Envelopes will be issued on Sunday during first shift on the first Sunday of the month. To receive your free envelope, you must sign for it, stating that you received it, to include S/C inmates. You may write to whomever you choose. The mailroom officer will place postage on these envelopes at state expense and deliver them to the United States Post Office within a time period no longer than (24) hours excluding weekends and holidays.

## Medical Services

The location of Medical is in building "B". The Medical Department is not a walk in clinic. You must have an appointment to be present in the clinic. **IF YOU WALK-IN THE MEDICAL DEPARTMENT WITHOUT AN APPOINTMENT, YOU WILL BE SUBJECT TO DISCIPLINARY ACTION AND YOU WILL BE TICKETED FOR BEING OUT OF PLACE.** If there is an emergency you must notify an officer. Tell the officer what the emergency is and the officer will notify Medical. Emergencies consist of matters that could cause loss of life or limb.

### Access to Care-Sick Call

The Northeast Pre-Release Medical Department provides the following services for which you must submit a health service request form for **routine** care:

- Dentist, Eye Doctor, Foot Doctor, Doctor's Sick Call, Nurse's Sick Call

To access any routine medical service simply pick up a Health Service Request form in your respective unit. Please fill out the top portion of the slip and drop it the white box with a red cross located in the B Building lobby. You should be as specific as possible as to what your concern is and what type of medications you need. If you are unsure, the Medical staff will decide if you need to see the doctor or the nurse.

If you have a **medical or dental emergency, ask the unit officer to call Medical immediately. Do not submit a Health Service Request for an emergency.**

*Chronic Care Patients will be automatically scheduled for Doctor's Sick Call. You do not need to put in a Health Service Request form for Chronic Care. You will be seen for your first Chronic Care Clinic appointment within three business days of your arrival to Northeast Pre-Release. If for*

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 – 47 Gambling, Dealing and Other Related Offenses

44. Gambling or possession of gambling paraphernalia.
45. Dealing, conducting, facilitating, or participating in any transaction, Occupying 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 of use of money in the institution.

### Rules 48 – 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 – 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.



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 and 28 Lying and Falsification

27. Giving false information or lying to departmental employees
28. Forging, possessing, or presenting forged or counterfeit documents

#### Rules 29 – 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 – 38 Weapons

36. Possession or manufacture of a weapon, ammunition, explosive or incendiary device.
37. Procuring, or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting or collaborating with another person to procure a weapon, ammunition, explosive or incendiary device or to introduce or convey a weapon, ammunition, explosive or incendiary device into a correctional facility.
38. Possession on plans, instructions, or formula for making weapons or any explosive or incendiary device.

#### Rules 39-43 Drugs and Other Related Matters

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

immediately so that we can schedule you. There is no charge for chronic care clinics.

We strongly encourage all females to have a pap smear and or pelvic exam yearly. Please sign up to be seen if you have not had one completed or are due. This is a free visit.

#### Physical Exams

Free Physical exams eligibility is as follows: Over 50 years old: yearly; 40—50 years old: every two years; under 40 years old: every five years. If you wish to have a physical, please contact the Medical Department.

#### Test Results

If you had lab tests completed, pap or pelvic exams, or outside medical appointments and would like to know results, please fill out a sick call slip to discuss such results with the physician. There is not a charge for this service.

#### Restrictions

The facility Medical Doctor can issue appropriate medical restrictions such as bottom-bunk or bottom range assignment only. The restriction must be issued by the NEPRC medical Doctor; previously issued restrictions from other facilities are not honored. Medical Restrictions must be reviewed and updated annually.

#### Medication Refills

If you take seizure, blood pressure, asthma, diabetes, HIV or glaucoma medications make sure that you do not run out!

An NEPRC doctor must rewrite all ORW and FPRC and TCI prescriptions. Prescriptions are not automatically refilled upon arrival at NEPRC. If you have a medication that has a refill available from NEPRC, please bring your medication card over to medical and turn in the refill sticker. This must be completed 7 days prior to running out of medication.

If you need a new prescription for medication, please sign up for sick call 7 days before running out to ensure that you do not run out. Please note that the expiration date listed on the card indicates when

the medication is no longer usable, not when the order expires. Medication pick-up at the pill room is Tuesday through Saturday 5:00pm to 5:30pm. Once you see the doctor and medication has been ordered, you may pick up your prescription the next day at the pill room. If you see the doctor in the evening, your meds will be ready in two days. All medications must be secured in your lock box.

All medication is to be taken as prescribed. Self-carry medications that are not taken as prescribed and/or life-sustaining medications that are found to have several missed doses will be confiscated and made Nurse Dispense Only. You are subject to discipline, Rule 42: Misuse of Authorized Medication.

Inmates must report to pill pass for all life sustaining medications. Your health is very important to us. Taking your medication as prescribed is your responsibility and should be taken very seriously.

Over the counter medications are available at the commissary for you to purchase. Tylenol, Ibuprofen (Motrin), Alleve, cold tablets, cough syrup, lotion etc... should all be purchased at the commissary.

### Going Home Medications

If you have been approved for parole or furlough, please sign up for the doctor to request "going home medications" at a minimum of two weeks prior to your release date. When you are leaving the institution, tell the officer behind entrance security desk that you have home going meds and medical will bring your medications up to you. If you require going home medications, you will be given a fourteen (14) day supply of medication to take with you.

### Medication Administration

Controlled medication pass times are as follows:

Morning:	7:30 am to 9:00 am
Noon:	12:15 pm to 1:30 pm
Evening:	6:00 pm to 8:00 pm

Short Term Offender Program Inmates receive their medications first at all medication administration times.

Please see posting in units regarding what time your unit is expected. Insulin administration and Accu checks are at 7:00am for morning 12:00pm for afternoon and 4:15pm for evening. You are expected to be prompt.

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 15-19 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 or, or perpetuating fighting.

### Rules 20-23 Resistance to Authority

20. Physical resistance to a direct order.
21. Disobedience of a direct order.
22. Refusal to carry out a work or other institutional assignments.
23. Refusal to accept an assignment or classification action

### Rules 24—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.

witness; however, he/she shall not address the witness directly. Questions shall be posed to the chairperson, who in turn will question the witness.

After considering testimony and evidence, the board will make a decision regarding guilt or innocence. If the inmate is found guilty, the board takes another vote to decide what disposition to impose. The RIB shall notify the inmate of its findings at the hearing. If the inmate is found guilty, the board shall inform the inmate that she may appeal the decision to the Warden or Warden's Designee within fifteen (15) days after receiving a copy of the disposition form.

## Inmate Rules of Conduct 5120-9-06

### Rules 1-7 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 8-10 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 11-14 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 or force
  - d. By any other circumstances evidencing a lack of consent by the victim

## Use of Generic Medications

In order to ensure quality and continuity of drug distribution and cost effective use of medications, each institution and pharmacy within the Ohio Department of Rehabilitation and Correction is to have and use a drug formulary. The drug formulary helps guide selection of the most cost effective pharmaceutical care for patients particularly those in classes where many therapeutic alternatives exist. The formulary identifies generic and references brand names for each formulary drug, daily dosing, formulation and cost information. It is not the purpose of the drug formulary to deny or delay a needed drug to a patient.

## Preventative Medicine

We encourage all inmates to take advantage of the yearly flu injections.

Yearly TB testing is mandatory for all inmates.

Dietary services and monthly education sessions are available for all inmates.

It is in your best interest to sign up for physicals, pap smears and pelvic exams.

When using disinfectant it is a mandatory precaution that all inmates wear safety goggles and plastic/rubber gloves. Only inmates wearing the proper safety equipment are to handle these chemicals. Any inmate found handling these types of chemicals and not wearing the appropriate apparel will receive a conduct report.

## **CO-PAY**

All Medical Services initiated through a Health Services Request Form will carry a \$2.00 co-pay charge. All Medical services initiated through emergency procedures will be free if an actual emergency exists. A \$3.00 co-pay charge will be administered if it is determined that no emergency existed. Dental services and Chronic Care Clinics are free of charge and every inmate in the custody of ODRC is eligible for a routine dental examination, cleaning and continuing oral health education at the end of each twelve month period of incarceration. You will not be denied treatment due to lack of funds, however, your personal account will be debited as the money is credited into your account. You may contest a co-pay charge. The first step is to send an Informal Complaint to the Health Care Administrator. See the Inmate Grievance Procedures portion of this handbook for the entire process.

## Mental Health Services

The Mental Health Department is located in H Unit. The services available include short term and long term individual counseling, group counseling, crisis intervention and medication for mental illness. Please note: We do not prescribe medications for sleep.

Mental Health office hours are from 8:00 A.M. to 4:30 P.M., Monday through Friday. To schedule an appointment, kite the Mental Health Department in H Unit. If you need immediate attention, please see your Unit Correction Officer who will contact the Mental Health Department on your behalf.

Mental Health Services offers a variety of programs for all offenders, including those on the Mental Health Caseload:

- Anger Management
- Detour
- Empty Chairs
- Generation Rx (for prescription pill addiction)
- Life Skills
- Open Doors
- Stealing Your Life Away
- Life Beyond Loss
- MOSAIC

*Mental Health also offers an intensive outpatient program for women with trauma histories, called MOSAIC. Offenders must have a minimum of 6 months to participate.*

If you would like to attend any program and you receive mental health services, please kite Mental Health with your request.

## Dental Care Access

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

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

- Impose any disposition set forth in AR 5120-9-07 such as; Recommend a change in housing or job assignment.
- Issue a warning or reprimand.
- Recommend to the warden that the inmate be required to make restitution.
- Recommend to the warden that the contraband be disposed of in a manner consistent with section 5120-9-55 of the Administrative Code.
- Restrict privileges or assign up to four hours of extra work duty for each rule violation.

Dispositions shall be submitted to the RIB chair for an administrative review to determine substantial compliance with applicable policies, procedures, and to determine that the disposition was proportionate to the conduct charged.

Upon this review, the RIB chair may approve the disposition, modify it, or return it to the hearing officer with instructions to refer the matter to the RIB for formal disposition. If it is determined that the infraction should be referred to the RIB, the inmate is permitted to request a reasonable number of witnesses to testify on her behalf at the RIB hearing. The number of witnesses deemed reasonable will vary with the facts of each case. The Hearing Officer must provide the inmate with a Witness Request Form. On these forms, the names of requested witnesses are submitted as well as the nature of their expected testimony.

When the inmate is referred to RIB, the Hearing Officer shall review the Inmate Rights Form with the inmate and explain the inmate's rights before the board as well as the potential penalties that could be imposed. An inmate has a right to 24 hours to prepare for the hearing from the time she receives a copy of the Conduct Report. An inmate has the right to call a reasonable amount of witnesses to support her story. If the presence of a particular witness causes a security threat to the accused, other inmates or staff, or the presence of the witness disturbs the orderly operation of the institution, the request for the presence of the inmate may be denied.

The RIB is a fact-finding body, which determines whether a rule of conduct has been violated. The board consists of two members. All RIB proceedings are documented in writing and by digital recorder. Each inmate appearing before RIB shall be notified of the charge(s) and of the nature of the evidence against her. The inmate will be asked how she pleads to the charges. After the plea is taken, the inmate shall have the opportunity to give her version of the events. Witnesses requested by the inmate and approved by the RIB chairperson shall have the opportunity to testify. The inmate may ask questions of each

## Discipline

Institution rules are designed to make you responsible for your own behavior and assist you in becoming a productive member of the community upon your release. Behavior which disrupts operations or threatens security or the safety of others will not be tolerated. You must obey institution rules, and it is your responsibility to know them. Rules of conduct are explained below. Should you violate a rule of conduct, you may receive a conduct report (a ticket), and your case may be heard by the Rules Infraction Board.

The **Rules Infraction System** enforces institution and department rules that are designed to maintain security and discipline. By administering the rules in a fair and impartial manner, rules infraction personnel aid in establishing respect for the rules and the staff.

The inmate disciplinary process begins with the charging officer providing a written conduct report, which cites the rule violation(s). The Hearing Officer will ascertain if rules have been violated and that the inmate charged has violated the rule. The Hearing Officer will then determine if there are sufficient facts to support the charge(s). If the ticket is accepted, it is then heard. The Hearing Officer's duties are to review rule violations to determine whether they should be dismissed or forwarded to RIB to determine the guilt or innocence of the rule violations.

In order to perform his/her duties, the Hearing Officer must interview the inmate. At the beginning of the interview, the Hearing Officer must inform the inmate of the charge and the supporting evidence. The Hearing Officer shall ask the inmate to plead guilty or not guilty. If the inmate pleads guilty, the Hearing Officer should ask the inmate's version of the facts before imposing the penalty. If the inmate pleads not guilty, the Hearing Officer shall notify the inmate that she has the right to make a statement in her defense. The Hearing Officer may consult with other staff deemed appropriate to reach a decision. A guilty finding must be supported by "some evidence" that the inmate committed the violation. The Hearing Officer determines the guilt or the innocence of the inmate. If the inmate is charged with the violation, the Hearing Officer determines whether there is probable cause that the inmate has committed the violation. If probable cause is found, the Hearing Officer may:

- Refer the rule infraction to RIB or;
  - Dispose of the infraction or;
- Refer the inmate for treatment, counseling, or other programming or;

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

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

**Urgent Dental Care**—Submit an Health Service Request (HSR) form to dental explaining your problem - watch for a pass to IHS within a day or two.

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

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

Cavities  
Problems chewing  
Cleaning  
Dentures – Must have 3 years or more to serve in DRC

## Packages

You may receive packages only from Access Securepak or Union Supply. Packages may not exceed thirty (30) pounds. All packages will have the complete name of the sender and the complete name and number of the inmate on the outside of the package.

All packages will have two itemized lists on the outside and one on the inside of the package. It will list the name, quantity and price of each item.

Items on the authorized lists may be received. Unacceptable items

shall be returned to the sender at Union Supply or Access Securepak's expense.

All NEPRC inmates are eligible to receive sundry, food and exempt boxes. Level 1 inmates may receive a maximum of four (4) boxes per calendar year. 2 Sundry Boxes and 2 Food Boxes. Level 2 inmates may receive a maximum of three (3) boxes per year; 2 sundry boxes and 1 food box, or 1 sundry box and 2 food boxes. Inmates are only permitted to receive a maximum of two (2) food boxes per year.

Level 1 and Level 2 inmates are permitted exempt boxes (example: shoes, boots, cd player, radio, headphones, fans and TV). There is no limit on exempt boxes as long as the inmate is within her possession limit of items. Books, tapes, and arts and crafts items are not counted as packages.

When property is issued with property cards, the property will not be destroyed by anyone but the vault officer. If property is lost or stolen, a property left loss report is to be filed.

Inmates who still have questions and concerns should contact their unit staff or kite the vault.

#### The Package Procedure is as follows:

1. Property listed on the forms may be received by the institution in packages and may be possessed by the inmates. Property not on the list, or exceeding authorized limits will be considered contraband.
2. Personal clothing will be blue or green, solid colors only.
3. Personal clothing must be in your appropriate size.
4. All packages are limited to thirty (30) pounds gross.

The inmate package procedure is detailed in A.R. 5120-9-33 and DRC Policy 61-PRP-01. This information is available for review upon request from the Central Library located in M-Unit.

**The Package List and catalogs are available in the Sergeant's Office and at each housing unit officer's station.**

#### Reentry Services

It is the policy of the Ohio Department of Rehabilitation and Correction to provide or support reentry programs that incorporate the principles associated with effective correctional programming. Effective reentry

exchange improper fitting, worn out, stained or torn clothing. Any stolen items must be verified by a theft report in order to be replaced without cost.

Any altered clothing or damage due to negligence will be at the inmate's expense. Any changes in this procedure will be posted on the unit bulletin boards.

Clothing exchange procedures will be conducted in the following manner:

1. Under garments (i.e.: bras, panties, socks) will be issued on a six month basis, or when deemed necessary by the Quartermaster.
2. There will be an undergarment and shoe make-up list for inmates who do not receive these items at the time of their issuance when the needed size is not in stock.
3. State clothing (pants, shirts, coats, sweatshirts, gowns, sheets, pillowcases, towels, washcloths) will also be issued on an annual basis. This will depend on information taken from the inmates' clothing record card, and the availability of Quartermaster clothing. All clothing will be exchanged at this time.

Before damaged items are replaced, these items will be closely screened for "normal wear and tear". All items damaged by alterations or malicious destruction will be replaced at the expense of the inmate. A clothing sign-up sheet will be posted weekly in each unit. All inmates requiring an exchange of articles or in need of undergarments **MUST** sign the list.

Emergency requirements must go through your Sergeant.

Standard issue amounts will be: 5 pair of panties, 3 bra and 5 pair of socks.

Standard issued items will be evaluated at the time of arrival to N.E.P.R.C. Any inmate who does not possess the amount of standard issued items will be given additional items at that time. Issuance of undergarments is based on an annual rotation determined by information taken from the inmate's clothing record card. All other emergencies must be directed to your Sergeant.

Undergarments will be issued when feasible and upon availability when deemed necessary by the Quartermaster. Securing inmate property is the responsibility of the inmate. Lost and damaged property will be the financial responsibility of the inmate. This does not include normal wear and tear. The need will be determined by the Quartermaster.

- 1 (one) Medical identification bracelet
- 1 (one) Ring—no stones or gems
- 2 (two) Pairs of earrings (matching sets only)
- 1 (one) Wristwatch—date & time only
- 1 (one) Necklace or neck chain (must have religious medallion or pendant attached and approval is required from Chaplain)
- 1 (one) Medal (Religious only)
- 1 (one) Set of beads (religious only)

Inmates may be prohibited from wearing jewelry items at their assigned work sites for safety and/or security reasons.

## Cosmetics

Inmates may wear a reasonable amount of make-up. Eyeliner will not exceed the eyebrow area. Staff may require an inmate to remove make-up if, in the judgment of a Supervisor, a significant change in physical appearance has taken place.

## Nails

Inmates are required to cut their fingernails and toenails. Fingernails and toenails shall not exceed beyond the tips of the fingers and toes.

## Hair

Hair shall be clean, neatly trimmed, and shall not extend below the middle of the back area in length. Hair length will be at least two (2) inches in length, unless there is a medical concern. Per AR 5120-9-25.1, (Appearance and Grooming of female inmates) braids may be worn subject to limitations of the AR and facial hair must not protrude more than one-fourth inch from the skin. The following hairstyles are not permitted: Initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (excluding bangs or natural baldness), weaves, dreadlocks and shaved heads. Hair coloring is permitted only by an individual properly licensed to provide such service and part of an authorized program. Wigs may be worn for medical purposes only if approved by the Warden. NEPRC has "Hair Braiders" assigned to each unit to assist you with braiding.

## Quartermaster

Upon arrival, you will be issued clothing and bedding. A clothing exchange list is located on the bulletin board in each housing unit. You are to sign your name, number, date and item you need. Remember, you are only allowed a clothing exchange every ninety (90) days. Upon notification, to report to the Quartermaster, you may report to

programming shall be based upon the dynamic needs areas identified on the Reentry Accountability Plan. Reentry programming shall begin at the institution and, if required in the RAP, shall continue into the community during the period of supervision.

## Inmate Records (NEPRC Does not Staff a Records Office)

When you are transferred to NEPRC, your Master File accompanies you. Your Master File contains documents such as Indictments, Journal Entries and Jail Time Credit. **YOU WILL NOT BE PROVIDED COPIES OF THESE DOCUMENTS.** If you wish to obtain copies, you must write to the Clerk of Courts in the jurisdiction in which you were sentenced. Your file will be reviewed for accuracy with one week of your arrival – if there are any changes, we will notify you.

**\*\*If your crime was committed PRIOR to July 1, 1996, you were sentenced under House Bill 261 (HB261).**

**\*\*If your crime was committed AFTER July 1, 1996, you were sentenced under Senate Bill 2 (SB2).**

## Jail Time Credit – A.R. 5120-2-04

Jail time credit is used to reduce your Expiration of Definite Sentence, Expiration of Stated Term, First Parole Hearing and/or your Maximum Expiration of Sentence date. The amount of jail time credit deducted from your sentence is obtained from your Journal Entry. If your Journal Entry does not indicate the specific number of days that you are to be credited, the Record Office CANNOT apply any jail time credit, this is only done by the Bureau of Sentence Computation.

If you feel that you have not received all the jail time credit that you are entitled, please contact your attorney or see the Library for assistance in filing for your Jail Credit. If you file for Jail Credit, make sure you request the **TOTAL** amount of jail credit that you believe you should have. Provide dates if possible. The **Bureau of Sentence Computation** can only credit you with the amount of jail credit given in the *most recent* Journal Entry from the court. (Example: If you have 50 days of jail credit and we receive a new entry that indicates, "Defendant granted 5 days of jail credit." We must then change your Jail Credit *from 50 to 5*.)

***ALL RESPONSES & JOURNAL ENTRIES MUST BE MAILED DIRECTLY TO THE BUREAU OF SENTENCE COMPUTATION, 11781 ST. RT. 762, ORIENT, OHIO 43146.*** When we receive additional jail credit for you, you will be notified.

## Good Time\*\* – A.R. 5120-2-05 & A.R. 5120-2-12

When your sentence has been computed, you will either have an EDS date or a First Hearing date. Your sentence will be reduced by various amounts of Good Time according to when your crime was committed and the law in effect at that time. Good Time can be taken away if you violate a rule of the institution and it is recommended by the Rules Infractions Board (RIB).

\*\* Senate Bill 2 inmates are NOT eligible for Good Time.

## Earned Credit – A.R. 5120-2-07 & 5120-2-08

Earned Credit is a method to reduce your Expiration of Definite Sentence, Expiration of Stated Term or your First Parole Hearing. Earned credit does NOT get applied to a Maximum Expiration of Sentence date. Senate Bill 2 inmates can only receive a total of 1 day per month.

Earned Credit can be earned for the following areas:

Minimum Security Status (1a's & 1b's) (HB261 ONLY)

- Education
- Program Participation
- Ohio Penal Industries
- Work Extension Programs

\*\* See your Unit Staff or Program Director for eligibility requirements.

Earned Credit is posted the first week of the month for the credit earned in the previous month. Only those inmates who earned credit will receive a slip notifying them of any change in their release date or Parole Board date.

Inmates confined in Security Control, Disciplinary Control, Local Control or Administrative Control for any part of any given month are not eligible to receive credit for that month.

Inmates who are receiving Earned Credit to reduce their initial Parole Board date should know that for scheduling purposes, any Parole Board date that falls AFTER the 15<sup>th</sup> day of the month has a Board date for the following month. EXAMPLE: If your Board date is 10/16/09, this would be a November 2009 Board date to be heard in September 2009. Once you have seen the Parole Board for your first hearing, you are no

garments are free from unnecessary stains. There is a laundry schedule posted on the bulletin board in each unit. The laundry room hours are generally from 8:00 A.M. to 8:00 P.M. seven (7) days a week. The laundry room is off-limits unless it is your job assignment or you have received authorization from the Unit Officer. **Eating, drinking, and loitering are prohibited in the laundry room at all times.**

An itemized clothing sheet will be filled out completely and submitted with clothing during posted times on all three (3) shifts. Returned laundry will be checked and clothing sheets signed in the presence of a laundry worker or Correctional Officer confirming the receipt of laundry items. The clothing sheets will be turned in to the assigned Correctional Officer.

## Personal Hygiene

To maintain good personal hygiene, you are encouraged to shower daily, but are required to shower at least three (3) times per week, or as needed. Hair is to be kept clean and neat. Footwear is to be worn at all times when not in bed, and shower shoes should be worn in the shower area in order to prevent foot diseases, slipping and injury. Shower times are after 6:45 A.M. count clears, to 10:30 P.M., seven (7) days a week.

Showers are not permitted during count times and **only one** inmate is permitted in the shower at a time.

Second and third shift workers will be permitted to shower upon returning to the unit after work. Facial ointments and creams are not to be worn outside of the unit.

## Earrings & Other Jewelry

Earrings are permitted. Hoop and stud types are not to exceed one-half inch in diameter. Dangle type, those that hang from or attach to a post or wire are not to extend more than one-fourth inch below the bottom of the earlobe. A maximum of two pair of earrings may be worn at one time. Earrings are not to be worn on any part of the body except the ears. This includes the nose, ears, eyelids, lips, etc.

Inmates are authorized to wear jewelry items consistent with the Department of Rehabilitation and Correction Possession Limits. In addition to earrings, the following items may be worn:

- 1 (one) Medical identification bracelet
- 1 (one) Ring – no stones or gems



## DRESS AND GROOMING

### Clothing

Clothing is to be kept clean, free of tears and holes, and shall not be altered in any way except for approved tailoring to meet institution standards. State issue clothing must be worn Monday through Friday from the time of the breakfast meal through the end of the evening meal. State issued clothing will be worn to all meals during the week, to commissary, or work assignments, Administration building, visitation, and to any institution or unit office, and any programs.

**Personal clothing may be worn while in rooms, weekends, holidays and after the evening meal during the week only. Inmates are not permitted to roll up their pant legs or shirt sleeves.**

State shirts must be buttoned. The collar must be turned down and visible. **State issued sweatshirts may only be worn over the state shirts, as long as the collar is out and showing.** Pants are not to be rolled up, pegged, cuffed or tucked into shoes, socks, or boots. Inmates taking assigned aerobics classes will be allowed to wear approved personal tops and bottoms during working hours.

Inmates are not permitted to iron crease designs on any clothing. Creases will only be permitted as follows; One crease on the arm of the shirt and one crease on each pant leg down the center.

Food Service/ Kitchen whites and the Yard Crew & Maintenance workers green shirts and hats are to be worn only when working.

See the "Quartermaster" Section for information on clothing exchange and damaged items.

Inmates are to be up and dressed in state-issued clothing from 8:30 am to 4:30 pm, Monday—Friday, excluding state holidays, with the exception of 3rd shift porters who are not included in this deadline.

Per policy and procedures, state-issued uniforms will be worn to all scheduled institutional functions: meals, sick call, AA/NA, visits, commissary, job assignments, religious services and studies, all staff offices and at all times in the A building.

### Laundry

Laundry workers assigned to each housing unit will wash and dry state and personal clothing and bedding. When turning in undergarments for cleaning, please be courteous and use proper care to make sure

longer eligible to receive Earned Credit.

### Transitional Control

The Parole Board screens for Transitional Control ten (10) months prior to your Expiration of Definite Sentence, Expiration of Stated Term or First Hearing. If you are eligible, you will meet with your Unit Staff at which time the Transitional Control program will be explained to you. *NOTE: When placed on TC, you do NOT have a choice as to which Halfway House you will be assigned. If you are from Cleveland, you may be placed in a halfway house in Cincinnati.* If approved for TC, you may leave when you are *within 180 days* of your release date. See the Law Library for eligibility requirements and the screening schedule.

### Judicial Release & Shock Probation (Applies to HB 261 only)

You may apply for Judicial Release & Shock Probation through the court / judge that sentenced you. These programs are not handled by the institution. Please contact your attorney regarding eligibility requirements.

### Warrant Checks & Detainers (Warden's Admin Asst)

If we have a warrant on file for you, we will notify you.

The Institution does **NOT** run a warrant check until the day prior to your release.

If you are sure that you have a pending charge, you need to Kite the Warden's Administrative Assistant with the following information:

County or City of pending charges  
Offense  
Case Number

When we receive this information from you, we will send a form letter to the agency and request that they send us a copy of their warrant. We will then assist you in filing for a Fast & Speedy Trial, if the charge is untried.

If you currently have a Detainer placed and you feel it should be removed, you need to write to the agency and ask that they send the Bureau of Sentence Computation a letter requesting that the Detainer be removed. We cannot remove a detainer without a written request from the Agency that placed it.

## Day of Release (Captain's Office)

On the day of your release, you will be called over to M-Building no later than 8:00 a.m. to begin the release process. This process should take approximately 30 minutes. You should instruct the person picking you up to wait in the Visitor Parking Lot between 8:00 and 9:00 a.m. \*\*If you need a ride to the bus station, notify the Vault Officer when you are being processed.

\*If your release date falls on a Saturday, Sunday or a Holiday, you will be processed on the last working day before your release date. You will then be released at 8:00a.m. on your actual release date.

## Transitional Control Releases

Prior to your release date, all TV's, radios and excess property **must** be mailed out. On the day of your release, all your property must fit into two (2) bags. You are not permitted to take food. Staff from the Adult Parole Authority or the Half-Way House will pick you up.

## PLEASE DIRECT YOUR QUESTIONS TO THE FOLLOWING CONTACTS :

If your question is regarding:	You must contact:
Sentencing/Calculation	Bureau of Sentence Computation
Detainers	Unit Staff-BOSCO
Jail Credit	Attorney or Judge
Transitional Control	Law Library
Release/Board Dates	Unit Staff—Case Manager
Security Reviews	Unit Staff—Case Manager
Account Status	Corr. Counselor—Cashier

## Recreation

Recreation offers a variety of programs covering sports, aerobics, weights, entertainment, cultural, leisure, arts & crafts, community service and photos. There is a monthly calendar posted in every unit. You are encouraged to maintain a good physical condition and participate in activities to make good use of your leisure time. You must be certified through the Recreation Department prior to using the weight and elliptical machines. You may not work out on weights more than 3 hours per week. Officers will log use of the weight equipment in log books provided

Personal TV's and radios must be used with headphones at all times. **Inmates cannot wear headphones to work, sick call, programs or in the dining room area.** Headphones are to be worn during the leisure hours only. This means anytime you are not working.

If personal televisions are in need of repair, please contact your Sergeant. Your Sergeant will make arrangements to send out televisions to obtain free estimates from qualified technicians. Once you have received the estimate, it is your responsibility to ensure that you have enough money on the books to cover the cost of the repairs.

The televisions in the dayroom are for everyone's use and are to be turned off at 11:30 P.M. on weekdays and 1:30 A.M. on Fridays, Saturdays, and on nights before a state holiday. The DVD / VCR is to be operated only by designated recreation aides in each unit. Television audio in the dayroom are now broadcast wirelessly to any FM radio. Inmates must use their personal radio to hear the audio from these televisions. If the situation should arise where there is a disagreement as to what channel to watch, the Housing Unit Officer should send all inmates who have personal TV's out of the day room area, then take an informal vote of those remaining in the dayroom areas as to what to watch. Volume control will be monitored by the Housing Unit Officer.

## DAYROOM RULES

Reading and writing materials are permitted

Approved games only (e.g., cards, chess)

### **NO GAMBLING**

**Doo-rag wave caps are only authorized to only be worn in your room and no where else.**

Approved gym clothing- no bathrobes or sleepwear permitted.

Hair braiding in the dayrooms is permitted by assigned Dorm Braiders only.

**\*Note: Eating and drinking in the dayroom is permitted, however, each inmate eating and drinking in the dayroom is expected to throw away their own trash and keep the area neat.**

## Town Hall Meeting

Periodic town hall meetings will be held in the housing units. The purpose of these meetings are to give you an opportunity to be informed of any changes in procedures, additional programs as they become available.

## Release Procedures

Releases are to report to the Quartermaster area in your state uniform with all other clothing and bedding items that were issued by the institution including your inmate handbook and state fans. All items that were issued by the institution will be checked. Any items that are missing or damaged will be paid for at the time of release.

You will change into your own clothing for release. Inmates who do not have personal clothing will be provided with state issued clothing. Personal property will be shaken down to insure that the releases are taking only their personal property.

Any personal documents (i.e. birth certificate, social security card) held by the Record Office will be given to you upon your release.

### **Giving away or trading property at the time of your release is not permitted!**

You will be escorted to medical for med pick-up and signing of the Release of Information for future use if needed. You will then be escorted to the Administration Building. The Cashier Office will issue going-home funds (if entitled), personal account, and state pay up to the date of release.

Parolees and Furloughees will receive their Certificate of Release. Definite sentence releases are given a "Restoration of Civil Rights", for which they must sign. Your identification badge will be confiscated.

Releases who have family or friends waiting will be released at the front entrance. Releases who do not have anyone picking them up or any other means of transportation are transported to the Greyhound Bus Station in Cleveland, Ohio. If transportation home presents problems, contact your Case Manager at least two weeks in advance so that arrangements can be made before your release date.

## Television and Radios

Personal TV sets in rooms are to be off by 12:00am, Sunday through Thursday and by 2:00am on Friday, Saturday and nights before state holidays. Placement of personal television sets in rooms will be in a safe and secure manner. Televisions may be placed on top of the cabinet or desk and at the end of beds. Towels are permitted to be placed under televisions.

to each unit by the recreation therapist. Movies are offered Friday nights through Tuesday afternoons. All recreation programs are a privilege and any disagreements may result in a loss of privileges.

## Religious Services

Religious services are conducted by the Chaplain . The office is located in K-142 and his office hours are Monday through Thursday, 2:00 PM-3:30PM. There are a number of religious services to attend and your participation is encouraged.

Religious activities are as follows:

Women's Spirituality	Women of Victory
Bible Studies ( All Books of Bible)	Divine Choir
Praise Dancers	Music Workshops/ lessons
Jehovah Witness Study	Silent Choir
Prison Fellowship Bible Study	Grief and Loss
Muslim Study	Protestant Worship
Catholic Mass	Buddhist Study & Practices
Gospel Choir	
Toastmasters	

A New Beginning Spiritual Library is located in K-141 . The library hours are as follows:

Monday, Tues., Wed., & Thurs, Friday 9:00– 1100am 1:00 p.m. to 3:00 p.m.

(Closed on Saturday & Sunday )

K Unit is an Inter Faith Dorm named Nikos Patheos ( Victorious path of God

Eligibility: No Segregation past six months, limited tickets last 6 months, Involved with personal faith and growth

Core values : Mutual Respect, Responsibility & Accountability, and Investment in One's Life.

Four Phases ( four 11 week Quarters)

1. *Religious Education - Intro Classes*
2. *Personal Responsibility/ soft skills, anger management, etc*
3. *Vocational / Job Readiness / Financial*
4. *Financial Planning / Family Reentry / Reintegration*

## Substance Abuse Department (Recovery Services)

The Substance Abuse Department offers individual and group counseling and several meetings especially for inmates with drug or alcohol related problems, including:

- Open Alcoholics Anonymous Meeting
- Open Narcotics Anonymous Meeting
- Changing Faces Intensive Outpatient Program (12 weeks)
- Tapestry

Recovery Services also offers groups provided by professionals representing community-based agencies to assist in re entry including:

- Treatment Accountability for Safer Community (TASC)
- Domestic Violence Groups and Domestic Violence weekly support groups
- Hispanic Urban Minority Alcoholism and Drug Abuse Outreach Program (HUMADAOP)
- Recovery in Motion

Please see the Recovery Services Department to sign up for these services in J-141.

Also, feel free to stop by the Recovery Services Library in J-142 to browse for recovery and 12 step materials

Please see the Recovery Services Department to sign up for these services.

## Telephones

Telephones are available in your unit Sundays through Thursdays from 7:00 a.m. to 11:30 p.m. and on Fridays and Saturdays from 7:00 a.m. to 1:50 a.m. except during count times or as directed by staff. Calls will be limited to 30 minutes. Abuse of telephone use, including use of other inmate's number and pin, could result in loss of telephone privileges and/or other discipline. INMATE PHONES CAN BE MONITORED AT ANY TIME. Inmate call lists will be limited to the first fifteen telephone numbers you call. During peak hours, inmates may be required to sign up at the C.O. station to make telephone calls. Instructions for telephone use and pin number information will be made available in each housing unit.

Emergency telephone call requests must be made through Unit Staff. All emergency call requests must be approved by the Unit Manager

There will be no loitering around the basketball court or the walkways between buildings "A" or "M" particularly during the arrival of inmates from O.R.W. and when inmate visitors are entering or exiting the institution. Also, no loitering is allowed around "B" Building during Parole Board Hearings. Yelling to visitors is prohibited.

## Out-of-Place

You are not permitted access to the administrative areas of the institution without proper authorization. The Administrative areas include all business offices, commissary, reception areas, medical services, etc., or any staff office. You are not permitted to be in any housing unit or room other than your own without prior authorization and without a pass. This includes the foyer area to another inmate's room. It will be considered out-of-place to cut across the grass between the buildings or across the center courtyard. You are not permitted to talk or pass items to visitors or other persons at the fence area. Inmates are not allowed to move the sitting benches for any reasons.

A red stripe is on the pavement at the entrance to all buildings. You are not permitted beyond that red stripe unless you live in that building, possess a pass for authorized business, or are attending a program. Inmates are not permitted in the Administration Building unless called by a specific department. Upon entering the Administration Building, notify the officer at the Entrance desk; he/she will notify the department or person you are to see. No through traffic is permitted. Inmates may only sit on the grass in the area between the pavilion and the volley ball court. Sitting in the grass is strictly prohibited.

## PASS System

Passes are generated by individual departments. A pass will be issued according to the information provided on the pass re-cap sheet. The following information will be contained on the inmate pass: Inmate name, number, lock, work site, appointment location, date and time. All passes are issued on third shift. Each inmate is responsible for her own pass.

**Inside Pass Only:** Pass generated from NEPRC Staff and have specific distribution instructions listed on the bottom.

**At Once Pass:** Pass issued by the Housing Unit Officer on an as needed basis.

## Inmates with Disabilities

Title II of the Americans with Disabilities Act (ADA) requires that the State and local government entities, regardless of size, provide equal access for persons with disabilities to programs, services, and activities of the entity. This means that inmates cannot be segregated, excluded or denied participation in any programs, service or activity offered by a correctional agency based solely on the fact that they have a disability.

The Ohio Department of Rehabilitation and Corrections and the Northeast Pre-Release Center (NEPRC) have institutionally assigned an inmate ADA Coordinator to assist qualified inmates with accommodations for their disabilities. Refer to housing unit bulletin boards for the Inmate ADA contact. If you have any concerns or needs to be addressed, please kite the ADA contact.

## Next of Kin Information

The inmate may change or add information to the Notification of Next-of-Kin Form by submitting such change in writing to your Unit Manager. Copies of the form will be forwarded as necessary for placement in your medical, unit and master files.

## Kites

Kites are available from the housing unit officers. Kites must be signed by a staff person before it is sent. You are to complete the front of the kite before you send it, and on the inside, explain the problem. Kite the person who deals with the area in which you are having the problem and send it to only one (1) person. If you send the kite to more than one (1) person about the same problem, it could result in a delayed response. Staff members should answer the kite within five (5) working days after they receive the kite. Kites are to be placed in the mailbox located outside CFS.

## Loitering

There is no loitering permitted near the officer's station, service areas, (such as commissary, library, medical, etc.), the segregation cells, doorways or windows, or other areas as instructed by staff. You are not permitted to loiter in any building entrance or around windows, dorm hallways, or room doors. Congregating or obstructing any passageway, stairway, or sidewalk is not permitted.

prior to the call being made. In the event you cannot contact a unit staff person, seek assistance from your Unit Officer, who will contact the necessary staff to assist you.

Calls to social service agencies, courts and lawyers (not made by you) must be requested in writing to your case manager who will then submit the request to the Warden's designee of approval.

All inmate calls are subject to being electronically monitored. Three (3) ways calls and call forwarding is strictly prohibited and such calls will be terminated when detected.

Contact the Investigator through the kite system if you experience problems with the phone system.

## Inmate Jobs

Newly arriving inmates will be in orientation status until they are re-classed the following week. Interviews will be done to determine specific job placements. A recommendation will be made and the inmate will be scheduled for a Job Classification hearing with the Classification Committee. A work evaluation will be completed after the initial 30 days of any job, yearly and for special needs. An inmates must remain on an assigned job for a period no less than 90 days. After a 90-day period has been completed the inmate may request a job change (via the kite system). A job change is not guaranteed *after 90 days. A Work evaluation will be forwarded to the work site to be completed by the inmate's supervisor. Upon completion and receipt of the work evaluation, the inmate may be scheduled for a job change. Inmates assigned to work at Correctional Food Service (CFS) will be required to work 90 days before being able to be re-classed to another institution assignment. After an initial job assignment at CFS, a minimum of forty-five days will be required before any internal job reassignments are possible barring any institutional need.*

Other job-related responsibilities include earned credit issuance, state pay issuance, release prep classes, pass issuance and offender job linkage.

## Visitation

Visitation is a privilege and meaningful contacts with family and friends are encouraged. Days and visiting hours are posted on the bulletin board within the Housing Units. Contact your Housing Officer for assistance if needed. **APPROVED VISITORS MUST CALL THE INSTITUTION TO MAKE A RESERVATION PRIOR TO A VISIT, THE**

**NUMBER IS (216) 771-6460 EXT. 2010, AND THEY MUST CALL DURING THE FOLLOWING DAYS AND TIMES ONLY:**

WEDNESDAY, THURSDAY AND FRIDAY

8:00—AM—10:30 AM; AND/OR 5:00 PM—9:00 PM

Inmates may bring the following items on the visit: one (1) comb or pick, one (1) wedding band, one (1) pair of prescription glasses, one (1) handkerchief and one (1) pair of earrings. These items will be noted by the shakedown officer before and after the visit. **Visitors and inmates shall not exchange articles such as jewelry or shoes—nothing.**

**Visiting List:**

You are responsible for the accuracy of your visiting list. Changes and/or corrections are to be made through the Case Manager. Approved visitors may visit as many times per month as they wish. **Inmates are allowed to receive a total of three (3) visitors at any one time** (in addition to an infant child, under 12 months old, that does not take a visitation chair). The Unit Management Chief will approve or disapprove, in advance, any group of visitors exceeding four (4) in number. See your Case Manager to initiate a Special Visit Request.

Visits may be denied or terminated, with approval of the Shift Commander or designee, in the case of loud, disruptive behavior, excessive physical contact; or abusive, disrespectful, or obscene conduct. Reasonable kissing and embracing at the beginning and end of a visit is permitted. The Visitation Officer shall complete an Incident and/or Conduct Report, and an inmate may be subject to disciplinary action, if found to be in violation of any visiting rule.

**Visiting Guidelines:**

All inmates and visitors will be directed to the visiting room by the Correction Officer. Individuals should not move to another seat once they have been seated.

Money, cellular phones, food, drink and tobacco shall not be brought in by the visitor. Vending machines are available. Visitors are permitted to purchase a vending card in the entry building. It is recommended that visitors bring in small bills to use in the vending card machine. Inmates shall not handle money. Visitors and inmates may purchase items from the vending machines, using vending cards only, and may purchase from institutional approved fundraisers to share with the inmate.

During a fire drill you are to leave the building immediately in a safe and orderly manner. You should know the evacuation plan for your unit and work area (the evacuation plan is located on the inmate's bulletin board).

In case of fire, follow the instructions of your officer and exit the building immediately. There are to be no items obstructing the ventilation system in the cells or items hanging from the smoke detector or sprinkler system. Additionally, inmates are prohibited from propping cell or cubicle doors open as this creates a violation of the Fire Code because the closed doors prevent the spread of fire.

Disciplinary action will be taken against anyone tampering with fire equipment, creating a fire hazard, and/or violating safety rules and regulations of the institution. All accidents and injuries must be reported immediately.

Protective / Safety clothing and equipment are to be worn only when working. Walk to the right on stairways, walkways, and hallways whenever possible. During any unusual circumstances not covered above, follow the directions given by staff.

Personal Protective Equipment (PPE) will be provided, and should be utilized when using cleaning chemicals if indicated on the MSDS Sheets. All offenders will receive orientation upon arrival to the facility. Part of this orientation will include the proper use and precautions when using the general cleaning chemicals.

You should know the safety procedure for your work area and follow the supervisor's instruction on the use of protective clothing, safety glasses, shoes, etc.

**Identification Badge**

Identification badges will be worn at all times, except while you are in your assigned room. The badge is to be worn on the outermost garment in the upper left, with the picture showing. If you change your outermost garment, you must then move your I.D. to your outer most garment and display it properly. Your I.D. is only to be worn on the left side, collar area. You must present your badge to any staff member upon request. **If you change your personal appearance, you will be required to purchase a new I.D. badge.** A lost or damaged badge must be replaced at the inmate's expense of \$5.00. Stickers, tags, pins, etc. are not permitted on your identification badge at any time.

## Count

Counts are taken at regular times throughout the day and night. The following are the count times for NEPRC:

2:00 A.M.  
6:00 A.M.  
11:00 A.M.\*  
4:00 P.M. Standing Count  
9:00 P.M.  
11:30 P.M.

\*Note: The 11:00 am count will take place at 10:00 am on weekends and state observed holidays.

You are required to stand by your bunk during 4:00 P.M. standing count. For all other counts, you are required to remain on your assigned bunk until count has cleared. You are required to refrain from doing anything that would make it difficult for staff to identify you during count. Your cooperation is expected, and you are to obey all orders given during count. Inmates may watch TV, or listen to radios, walkman's etc. during count. Headphones must be worn at all times. The officer shouldn't hear sounds from the device. Quiet is to be maintained during count. Appropriate dress is expected during any and all count times. Those on "out count" must remain in the area as assigned.

## Notification of Serious Illness or Death of a Family Member

Whenever an inmate receives information regarding the serious illness or death of an immediate family member (including grandparents), the inmate can see the Chaplain for an emergency call. When the death concerns someone that is not a member of the immediate family (uncles, cousins, aunts, nieces, nephews), the call should be made during routine phone hours. If the family made the effort to call in the information, the Chaplain should be notified for verification. In the Chaplain's absence, verification of serious illnesses or death will be verified by the Case Manager. All funeral and bedside visits will be arranged through the Warden's Office.

## Fire and General Safety

Fire prevention is important to all of us. NEPRC is a Smoke Free Facility and Smoking is not permitted. Fire drills will be conducted on a random basis.

A friend may be added or deleted from your visiting list by making a written request to the Case Manager. To add a friend or family member to your visiting list, a visiting application may be obtained from the Case Manager or may be downloaded from the DRC website at: [www.drc.state.oh.us](http://www.drc.state.oh.us). You are responsible for sending the application to your perspective visitor. Upon its return, the Case Manager will process the completed application and all offices concerned (Mail, Visiting) will be notified of any changes, additions, or deletions.

A friend may be added or removed from the visiting list only once every ninety (90) days. No changes will be made once you are within sixty (60) days upon your release date. The Case Manager will also notify, in writing, the inmate and the applicant of the decision on the application and the reason for such. Visitors can be excluded from the visiting list in accordance with Administrative Regulation 5120-9-15.

Unless special arrangements are made through staff, minor visitors, eighteen (18) years of age and younger, not accompanied by a parent or guardian, may not visit with an adult visitor. Parents or guardians of a minor must first submit written notarized permission to the entry officer prior to the minor visiting with someone other than their parent or guardian. Permission will be kept in the visiting file.

### Other Visits/Visitors:

Inmates housed in Security or Disciplinary Control will be escorted to and from the visiting room, in handcuffs, by a Correction Officer or Correction Counselor.

Inmates in isolation will conduct visits during standard visitation times. The visit may be canceled up until the time of the visit if the inmate displays inappropriate behavior. Cancellation of the visit will be made by the Warden or his/her designee only.

Special visits are permitted and should be requested through your Case Manager ten (10) days prior to the date of the visit. Special visits will only be granted for extenuating circumstances and require reservations. Special visits will be approved or disapproved by the UMA. You will then be notified of the decision. Special visits are only granted once every ninety (90) days. Special visits will be approved on a case by case basis.

To strengthen family ties between a mother and her children, a bonding visit may be substituted in place of a regular visit once per month. A bonding visit allows all of your children under the age of eighteen (18)

years to visit with one (1) approved adult visitor. To qualify for a bonding visit, you must have more than two (2) verified children under the age of eighteen (18) and have documentation processed by your Case Manager.

#### **Friend to Friend:**

Inmates who receive few or no visits can request a Friend to Friend volunteer. Application is to be made through the unit staff.

**\*INMATES ARE NEVER PERMITTED TO SOLICIT ANY VOLUNTEER TO SEND THEM PACKAGES, OR TO PUT MONEY ON THEIR ACCOUNT.**

#### **Minister and Attorney:**

May visit during normal visiting hours and may not bring additional visitors with them. **Spouses** of a minister or an attorney are **not** permitted. A minister or attorney must show proper identification and have prior approval.

Other professional visits must be requested through unit staff.

All arrangements are to be made before the date of the visit.

The visiting schedule will be explained to you by the Visitation Officer during the institutional orientation. You must submit kites for bonding visit approval at least three (3) working days (visitation working days) in advance of the requested date and no more than fourteen (14) days in advance to your Case Manager.

All new visitors must go through an orientation with the Visitation Officer before their first visit with you. Be sure to indicate on your visitation request that this is a first visit and you are requesting an interview for the individual.

#### **Visiting Hours:**

Tuesday, Saturday & Sunday: 8:00 am—5:30 pm  
Monday: 9:00 am—6:30 pm

*(Visiting is closed on Wednesdays, Thursdays, Fridays and all State Holidays)*

All visitors entering the institution should be reminded that conveying or attempting to convey drugs, weapons, money, cellular phones or any type of contraband into a state detention center is a violation of Ohio Law.

Visitors are expected to wear appropriate attire. The visiting supervisor has the right to deny a visit due to inappropriate clothing or behavior. **It is the inmates responsibility to notify your visitor of the visiting dress code and rules.**

No see through or tight fitting clothing.

No shorts except for children under 12 years old.

No skirts or dresses higher than the middle of the knee.

No clothing with gang/club insignias or obscene gestures or language.

No tank tops, tube tops, muscle shirts and no bare midriffs.

Shoes and shirts must be worn.

Appropriate undergarments must be worn (example: bra, slip, underwear)

**Transportation** for Visitors unable to drive to the institution for visiting purposes are available as outlined below. (The Prison Reform Advocacy Center provides transportation to most institutions in the state of Ohio. The transportation service listed below is currently the only service offering transportation to this area. )

New Connections Transportation Services 216-397-1253

**Directions** to the Northeast Pre-Release Center located at 2675 E. 30<sup>th</sup> Street, Cleveland:

#### From the South:

Take I-71 North to I-90 East. Take I-90 East 1/2 mile to I-77 South. Take 30th Street exit to the right. Institution is on the left side of the road.

#### From the North:

Take I-77 South to the 30<sup>th</sup> Street exit to the right. Institution is on the left side of the road.

#### **Classification & Reclassification**

Within seven (7) calendar days of admission to the institution, you will be notified to report before the Classification Committee.

*At this time, your security level will be explained and a job or school assignment will be designated. Periodically, your security level will be reviewed by unit staff for level increase and decrease. You will also be given an explanation of the Classification/ Reclassification procedures.*

*Your assignment will be for an initial period of ninety (90) days, after which time you may request a job change. Institutional need or disciplinary transfers may alter the ninety (90) day time period. Education and Psychological Testing results, previous work experience and skills, medical and physical limitations, security level, available job openings, and institutional needs will be taken into consideration when making your job assignment*