



Department of
Rehabilitation & Correction

John R. Kasich, Governor
Gary C. Mohr, Director

Benjamin L. Cavataro
Prison Information Project
910 Legal Research Building
625 South State Street
Ann Arbor, MI 48109
prison.info.project@umich.edu

February 21, 2014

RE: Ohio Public Records Request

Dear Mr. Cavataro:

This letter is in response to your February 14, 2014 email to JoEllen Smith, Chief of Office of Communications, in which you make a request for public records. I have reviewed your request and my response follows. A copy of your request is attached for reference.

1. Any current prisoner handbook or manual, whether system-wide or institution-specific.

Please find attached inmate pamphlet on the inmate grievance procedure. Please note the pamphlet is tri-fold, but all sides should be copied.

2. All current prisoner grievance regulations, policies, guidelines, manuals, directives, rules, etc., including general grievance policies/guidelines/etc. and specific grievance policies/guidelines/etc. relating to, for example, healthcare or sexual assault.

The attached document, 5120-9-31, is the sole rule governing the inmate grievance procedure. Other ODRC policies may cover specific grievance guidelines, for example, policy 79-ISA-02. All policies and administrative rules of ODRC can be found on our website, at the link provided below.

<http://www.drc.ohio.gov/>

3. Any records, created or updated from 2003 to the present, tallying or reporting:
 - a. The number of grievances filed and resolved each year.
 - b. The categories or subject matter of grievances filed and resolved, and number of grievances in each subject matter category used.
 - c. Grievance outcomes or resolutions each year, by subject matter category and year.
 - d. Statistics or data on length of time to resolve grievances, by subject matter category and year.

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Please find attached records from 2007 to present, listed by year. Records dating prior to 2007 have been destroyed pursuant to our records retention policy.

4. Any current policy for prisoner mail or correspondence, including regular mail and legal mail, prisoner receipt of newspapers, magazines, newsletters and books.

All policies and administrative rules of the Ohio Department of Rehabilitation and Correction can be found on our website, at the link provided below.

<http://www.drc.ohio.gov/>

I hope this is helpful.

Sincerely,



Lauren Chalupa
Staff Counsel