

Ri.C.I.

***Richland Correctional
Institution***



**Inmate Handbook
Revised For 2014**

If you are having a problem with Language/Literacy barriers, contact your unit staff for assistance. This inmate handbook is available in English and Spanish in each unit at the C/O post. You must leave your offender ID card with the officer to borrow the unit handbook. Upon return of the handbook, your ID card will be returned to you.

i tienes un problema con Idioma/ barreras de la Alfabetización, contacto tu unidad provee de personal por ayuda. Este manual del preso es disponible en inglés y español en cada unidad al C/ O anuncia. Debes salir tu ofensor ID tarjeta con el funcionario pedir prestado el manual de la unidad. En retorno del manual, tú ID se te volverá tarjeta.

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Introduction

Richland Correctional Institution is a Reintegration/General Population Institution in the 3 tier prison system. Reintegration is the process, based on a pro-social model, of integrating institutional and community resources to facilitate re-entry and reduce recidivism. Reintegration will focus on inmate accountability and instilling responsibility. Transitioning responsibility to inmates will be one of our primary focuses; this being accomplished by creating a pro-social environment. The other primary focus of Reintegration will be obtaining the necessary job skills to secure employment upon release.

Richland Correctional Institution is also an educational/vocational themed institution. There are a wide variety of educational and vocational classes offered along with self-help programs in recovery services, financial management, emotional/relationship management, and faith based programs. All opportunities offered here support the Ohio Department of Rehabilitation and Correction's vision to reduce crime in Ohio and mission to reduce recidivism among those we touch.

It is the mission of the Richland Correctional Institution to serve the citizens of Ohio by keeping sentenced offenders securely and safely in a humane environment. The institution will strive to provide the opportunity for offenders in our care to reenter society with a greater potential to make positive contributions to the community. This will be accomplished by helping the offenders to acquire knowledge, self-discipline and self-understanding. We will transparently use public resources in the most effective and efficient manner possible toward these ends.

During incarceration at Richland Correctional Institution, it is highly recommended that every offender take the opportunity to prepare for Reintegration/Re-Entry into the community by gaining tools through active participation in available programming. This includes school, programming and work assignments. The preparation process starts with personal accountability. This handbook provides information about services, procedures, rules and the expectations of Richland Correctional Institution. At times, rules, policies or procedures need to be changed before this book is updated. Any policy, rule or procedural changes will be posted in the affected areas.

Directions

From Cleveland: Take I-71 South to U.S. 30. Turn West on U.S. 30 to S.R. 545. Turn North (left) on S.R. 545 to institution on the left.

From Columbus: Take I-71 North to U.S. 30. Turn West (left) on U.S. 30 to S.R. 545. Turn North (left) on S.R. 545 to institution on the left.

Mailing Address

Richland Correctional Institution
P.O. Box 8107
Mansfield, Ohio 44901

419-526-2100

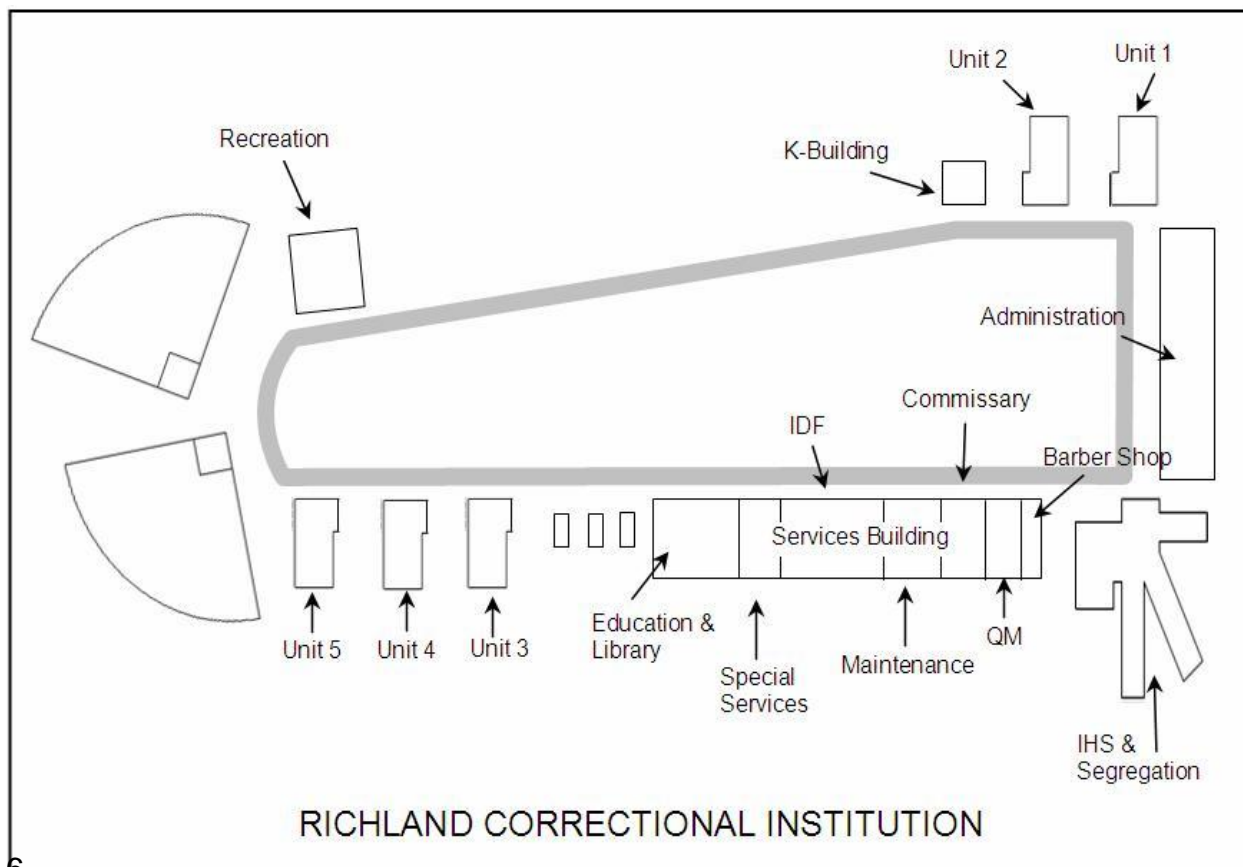
*Please make sure sender puts offender's name and number on envelope. Also, the sender must put his or her name and address for return verification purposes.

Facility Address

Richland Correctional Institution
1001 Olivesburg Rd.
Mansfield, Ohio 44905

419-526-2100

Facility Layout



Master Schedule: Monday – Friday

Time	Activity
06:00 am	Lights on, Count begins
06:10 am	After count clears, Food Service workers and Special Diets are assembled
06:20 am	After count clears, Food Service workers, Special Diets and Pill Call offenders are released
06:30 am	Breakfast release starts
07:30 am	Release for programs, work assignments and recreation
07:35 am	1 st Shift porters report to officer who signs them in
08:00 am	ALL BEDS MUST BE MADE
10:00 am	TOILET PAPER EXCHANGE UNTIL 11:00 (WEEKLY)
10:10 am	Education called to lunch (afternoon students only, excluding breaks)
10:35 am	1 st Shift porters released from jobs and signed out
11:00 am	Count
11:10 am	After count clears, Food Service workers and Special Diets are assembled for lunch
11:20 am	After count clears, Food Service workers, Special Diets, Students and Institutional Workers are released.
11:30 am	Announce a ten (10) minute movement to Education (excluding school breaks) and lunch in living and common areas
12:35 pm	1 st Shift porters report to officer who signs them in
12:45 pm	Offenders released to programs, work assignments
01:50 pm	1 st Shift porters released from jobs and signed out
02:20 pm	2nd Shift porters report to officers who sign them in
02:30 pm	Nurse's sick call
03:35 pm	2 nd Shift porters released from jobs and signed out
04:00 pm	Count
04:10 pm	After count clears, mail and passes are distributed at the beds
04:20 pm	After mail call, assemble Food Service workers, Special Diets
04:30 pm	Food Service workers and Special Diets released
04:35 pm	Offenders released for dinner
05:05 pm	All dayrooms open for general activities
05:30 pm	Offenders released to programs, work assignments, and recreation
06:00 pm	2 nd Shift porters report to officer who signs them in
06:00 pm	Nurse's dressing change
07:30 pm	Pill Call
08:30 pm	2 nd Shift porters released from jobs and signed out
09:00 pm	Count
09:30 pm	Lights Out – Quiet Operation
10:05 pm	3 rd Shift porters report to officer who signs them in
11:15 pm	Count
02:00 am	Count
04:00 am	3 rd Shift porters released from jobs and signed out
04:30 am	IDF workers wake up for work
05:00 am	IDF workers released

Master Schedule: Saturday & Sunday

Time	Activity
06:00 am	Count begins
06:30 am	Release Diabetics & Pill Call to Infirmary
07:30 am	Release for programs, work assignments and recreation
07:35 am	1 st Shift porters report to officer who signs them in
08:00 am	Restroom cleaning starts
09:35 am	1 st Shift porters released from jobs and signed out
10:00 am	ALL BEDS MUST BE MADE
11:00 am	Count
11:10 am	After count clears, Food Service workers and Special Diets are assembled for lunch
11:20 am	After count clears, Food Service workers and Special Diets are released
11:30 am	Announce brunch in living and common areas
12:35 pm	1 st Shift porters report to officer who signs them in
12:45 pm	Offenders released to programs, work assignments, and recreation
01:50 pm	1 st Shift porters released from jobs and signed out
02:20 pm	2 nd Shift porters report to officers who sign them in
03:35 pm	2 nd Shift porters released from jobs and signed out
04:00 pm	Count
04:20 pm	Assemble Food Service workers, Special Diets
04:30 pm	Food Service workers and Special Diets released
04:35 pm	Offenders released for dinner
05:05 pm	All dayrooms open for general activities
05:30 pm	Offenders released to programs, work assignments, and recreation
06:00 pm	2 nd Shift porters report to officer who signs them in
06:00 pm	Nurse's dressing change
06:05 pm	Restroom cleaning
07:30 pm	Pill Call
08:30 pm	2 nd Shift porters released from jobs and signed out
09:00 pm	Count
09:30 pm	Lights Out in sleeping area
10:05 pm	3 rd Shift porters report to officer who signs them in
10:10 pm	Restroom cleaning
11:15 pm	Count
01:00 am	Dayrooms close
02:00 am	Count
04:00 am	3 rd Shift porters released from jobs and signed out
04:30 am	IDF workers wake up for work
05:00 am	IDF workers released

Unit Management

Richland Correctional Institution is a Level 1, Level 2, Reintegration, security institution. Like all Ohio Correctional Institutions, Richland Correctional uses the Unit Management system. The majority of issues, concerns and questions will be addressed by the unit staff assigned. It is the mission of the units to be responsive to the concerns of the staff and needs of the inmates.

- Unit 1 A/B – Reintegration/Wellness Unit
 C/D – Residential Therapeutic Recovery Environment /Reintegration

- Unit 2 A/B – General Population/Dog Program
 C/D – Orientation/General Population

- Unit 3 A/B – Achievement Dorm/Ashland University
 C/D – Education/General Population

- Unit 4 A/B – General Population/Limited Movement Unit
 C/D – General Population

- Unit 5 A/B – Faith Based/General Population
 C/D – General Population

Unit Team

Each unit is assigned one Unit Manager, 2 Case Managers, 2 Correctional Counselors (Sergeants), a Secretary and Correctional Officers. Each unit team member has a role with addressing offenders' concerns during incarceration and preparation of release. They work a varied schedule. If you are having a problem with Language/Literacy barriers, contact your unit staff for assistance. This inmate handbook is available in English and Spanish in each unit at the C/O post. You must leave your offender ID badge with the officer to borrow the unit handbook. Upon return of the handbook, your ID badge will be returned to you.

Unit Manager

The Unit Manager directs the total unit operation, acting as a "mini-warden". This includes supervision of assigned unit team members, responsibility for all activities/processes impacting the unit and monitors compliance with policies and procedures within assigned housing area.

Correctional Counselor (Sergeant)

The Unit Correctional Counselor's primary responsibility is to resolve daily inmate issues BEFORE they become significant matters, incidents or grievances, and is

responsible for security, safety and sanitation within the unit. The Unit Correctional Counselor also investigates complaints and refers the offender to appropriate personnel when necessary. Serves as a hearing officer within the assigned unit; determines dispositions on disciplinary issues and makes referrals to Rules Infraction Board when necessary, and may fill in as acting unit manager in his/her absence when necessary.

Case Manager

The Case Manager is responsible for coordinating and implementing Re-Entry programs, providing individual and group counseling, along with assisting Offenders with their Re-Entry Accountability Plan (RAP) and Ohio Risk Assessment System (ORAS) case planning. Case Managers perform a wide range of duties such as supervision reviews, transfer requests, crisis intervention, family and visiting issues, any paperwork necessary for release and may fill in as acting unit manager in his/her absence when necessary.

Unit Secretary

The Unit Secretary is responsible for assisting the unit team such as job reclassification, processing paperwork, posting dorm information and any tasks designated by the Unit Manager.

Correctional Officers

Correctional Officers are responsible for the day-to-day security and sanitation functions within the Units. They also provide guidance to offenders.

Town Hall Meetings

Monthly Dorm Town Hall Meetings will be scheduled to address quality of life issues and institutional concerns. Meeting dates and times will be posted in your dorm, and all offenders interested may attend.

Specialty Units

Reintegration Dorm

The Reintegration Dorm has a mission to provide an environment that fosters pro-social values and behavior. The unit strives to focus on inmate accountability and instilling responsibility. Transitioning responsibility to inmates will be one of our primary focuses; this will be accomplished by creating a pro-social environment. The other primary focus of reintegration will be obtaining the necessary jobs skills to secure employment upon release, as well as, returning as a restored citizen. Participants of the Reintegration Housing Unit will be required to sign a contract that mandates the

offenders to fulfill 6-8 hours of daily meaningful activities/program participation. This unit is housed in H1. The Reintegration Housing Unit has several residential incentives to include:

- 6 ½ mattress
- 20 minute phone calls;
- A dayroom programming
- Phone access until 1:45 a.m.
- Dayroom access/lights until 1:45 a.m.-daily showers close at 1:45 a.m.
- Vending machines
- Property limit incentive
- Access to convection oven
- Preferred job assignments
- Unit led programming (offender led).

The following criteria must be reviewed utilizing DRC 3207 Reintegration Unit Screening Form. The below criterion is reviewed:

Section One Must answer YES to questions in Section One

1. Does the inmate have more than 90 days left on their sentence (or to parole hearing)?
2. Does the inmate have less than 6 years left on their sentence (or to first eligible release date)?
3. Is the inmate's security Level 1 or 2?
4. Does the inmate want to be in the unit (good adjustment and attitude), do they have a good work record and does the unit team where they currently reside recommend the placement? Unit Manager recommending:

Section Two The Unit Team will assess any questions answered with a Yes in this section and will consider the information when making their recommendation.

1. Does the inmate have any pending rule violations before the Rules Infraction Board? Explain:
2. Has the inmate been found guilty by Rule Infraction Board for any rule violation in the past year? Explain:
3. In the past 6 months, has the inmate received (and been found guilty of) more than 3 conduct reports of any kind?
4. Does the inmate have a felony detainer? Explain:

Inmates who meet the requirements, and would like to reside in this dorm shall kite the H1 Unit Manager to be assessed and placed on the waiting list.

Meaningful Activities

Offenders in the Reintegration program must have 6-8 hours daily of meaningful activities. These activities include, but are not limited to: Community Service, Education, Library, Mental Health, Religious Services, Recreation Organized Sports, Unit

Programming, Offender Led Programming, Tutoring, American Red Cross, Ribbon Project, Gardening, Offender Job Assignment , Recovery Services Programming, Mentoring, etc. These activities may have sign-in sheets to document your participation.

Wellness Unit

The Wellnes Unit is designed to focus on promoting healthier living through programming, incentives, weight management and mental health. This unit is located in H 1 Lower. To be considered for placement in this dorm, kite the H 1 Unit Manager for assessment.

Residential Theraputic Recovery Environment

The Residential Theraputic Recovery Environment is housing for those on the Recovery Path. This enviroment involves behavioral modification principles and structure, supported through CBT groups, various educational classes and 12-Step recovery support. This unit is housed in H1 Upper.

To be placed in this dorm you must have placement in the TRP/IOP program or significant involvement in Ancillary Recovery Services. Kite the 1 House Unit Manager to be assessed for placement in this dorm.

Achievement Dorm

The Achievement Dorm is a living environment characterized by a higher level of expectations regarding sanitation, individual and group responsibility. This unit is housed in H3 Lower A/B. Privileges include:

- 1 extra visit per month for a total of 5
- Permission to receive and possess permissible music instruments
- 20 minute telephone calls
- Phones open until 1:45 am
- Lights on until 1:45 am daily-showers close at 1:45 am
- Exposure to other recreational activities and privileges not available to general population as developed

To be considered for entry to the Achievement Dorm you must meet the following requirements: No RIB guilty findings for the past 6 months

Inmates who meet the requirements, and would like to reside in this dorm shall kite the H3 Unit Manager to be placed on the waiting list.

Ashland University

Ashland University Lab is located in the back dayroom of H 3 Lower. Classes are held in the AU Lab, in the Education Building and in the ODR areas. Enrollment in AU classes **DOES NOT** require a housing unit change.

Education Dorm

The Education Dorm is located in H 3 Upper. Students placed in the ABE/Literacy program may be moved to this dorm if space is available. Classes are held in the front and middle dayroom.

Faith Based Dorm

The Faith Based Dorm resembles a “faith community” that meets the spiritual, holistic and universal needs of the inmates. This dorm is centered on an interfaith theme which is structured, and purpose driven, with a core set of clear and central goals of reducing recidivism and violence while strengthening community connections, tolerance and acceptance of one another. This unit is housed in H5 Lower B. To be considered for entry to the Faith Based Dorm you must meet the following requirements:

- Must meet the reintegration criteria
- No RIB guilty findings for past 6 months
- Must have a minimum of 12 months left on sentence
- Must have a stated faith/religion
- Recommendation/referral from the reintegration committee

Inmates who meet the requirements, and would like to reside in this dorm shall kite the H5 Unit Manager to be placed on the waiting list.

Kiosk System Usage

Kiosks have been placed in all housing units. Once fully operational the services these kiosks provide will enable offenders to get information for themselves, that various staff members normally provide. These services include e-mails, commissary fund balances, demand statements, music downloads to your MP3 player, video visitation, approved visitors list, programming status, security level/review date, transfer information, outdate/parole board date, food box availability, checking for detainers and J-Pay FAQ's (facts and questions) . For Housing Units with the Kiosk Systems installed and fully operational, offenders will be permitted to use the terminal 20 minutes, twice a day with a 1 hour wait between sessions. This applies to all kiosk services except video visitation. See the **Video Visitation** section of this handbook for visitation rules/availability. The terminals will be available for offenders use starting at 7:00 a.m. until 10:30 p.m., 7 days per week. Additional services may be added at a later date. Changes will be posted in the housing units.

No kiosks will be installed in segregation, therefore inmates will not be able to access any kiosk services while in segregation.

Unit staff will monitor all activity on the Kiosk System.



BUNK AREA FLOOR PLAN

Housing Unit Rules

Richland Correctional Institution is a Level 1, Reintegration, security institution. Like all Ohio Correctional Institutions, Richland Correctional uses the Unit Management system. An offender's housing dorm is his assigned unit. There are currently 5 units at RiCI. Within the units are assigned unit staff along with officers who assist offenders with addressing problems, concerns, questions as well as enforcement of housing and institutional rules. Every offender is expected to know the rules and follow them without being reminded. The bulletin boards and offender circuit TV will serve as communication devices to provide offender with rules, updates and general information.

All buildings, including housing units, are smoke free at Richland Correctional.

Possession of tobacco/tobacco products is strictly prohibited at Richland Correctional.

1. Dayrooms A and B are designated as activity space for offenders. Dayroom C is designated for scheduled programming events (except for H2 lower which is utilized for the dog program handlers). As soon as dorm count clears, offenders are permitted to use the B dayroom. Dayroom A may be used as soon as the dorm is called for meals by offenders who wish to engage in quiet type activities such as mushfaking, reading,

and studying. The microwave and ice machine may be used before dorm is called to meals. **Offenders ARE NOT permitted to congregate in the A dayroom WAITING to be called for meals.**

2. All beds must be made by 8:00 a.m. Monday through Friday and by 10:00 a.m. on weekends and holidays. Beds are to be made in the military style. A state blanket must be the outer linen. Three edges of the outer blanket are to be tucked under the mattress in a neat fashion. The head of the bed (where blanket is un-tucked) is defined as that end closest to the wall. When not being used, pillows will be placed at the head of the bed. Personal blankets, when not in use, may be folded neatly at the foot of the bed, covering no more than 25% of the surface of the bunk. Personal blankets may not be the outer linen of a made bed. Offenders may lie on top of the bed and cover up, once the bed has been made.

3. No towels are to be draped off the sides of the bed.

4. No towels are to be on the TV stand, put under or draped over TV's.

5. Locker boxes must be under the bed when not in use.

6. Only **wet towels** are permitted to hang from the foot/head of the bed. Offenders on the **top bunk** will utilize the **head of the bed** to hang wet towels. Offenders on the **bottom bunk** will utilize the **foot of the bed** to hang wet towels.

7. **State coats, jacket (hoodie/robe) and or net bag** will be permitted to hang at the head bed rest only. Offenders on the **top bunk** will utilize the **right side**. Offenders on the **bottom bunk** will utilize the **left side**, unless hooks have been mounted on the wall behind the bed.

8. All shoes are to be placed under the bed.

9. All trashcans are to be placed at the foot of the bed.

10. Offenders are permitted to have 2 arts & crafts projects (one project that is being worked on and one that is completed) no larger than 12"x12"x24". All other items and materials are considered part of the offender's 2.4 personal property. However, offenders are only permitted to have the project that is being worked on in their possession. The completed project must be stored in Arts and Crafts, or in the unit storage room. It is the responsibility of the offender to contact Arts and Crafts or assigned Unit Manager. The project may only be stored for a limit of 30 days. The purpose of storage is the project is in transition (waiting to mail or take on a visit).

11. Offenders are required to maintain a clean living area. The following is required on a daily basis: beds made, clothes neatly folded, and proper use of trashcans. The bunk area must be kept neat and orderly in accordance with the photographs displayed in the unit bulletin board, and in this handbook.

12. Nothing is to be taped or affixed to the bed, ceiling, windows, walls, bars, pipes, or footlockers or wall units.

13. State issued institutional clothing must be worn when outside the housing unit (i.e. blue shirt and trousers), Monday through Friday 6:00 a.m. through the clearance of 4:00 p.m. count. Offenders must wear state clothing between the hours of 8:00 a.m. to 4:00 p.m. in A dayroom and offices. In B dayroom, offenders are permitted to wear gym shorts or jogging pants and T- Shirts with sleeves. State issued jacket or coat is optional, depending upon the season and weather conditions. Offenders are also required to wear state issued clothing when honoring passes, attending meals, chapel services, special events, visiting, education/library and programming. Offenders may wear casual attire when going to and from the gymnasium or recreation field, and during off-duty hours which are defined as the clearance of (4:00 pm count until the closing of the yard), Monday through Friday, and all day Saturday, Sunday, and holidays. Sunglasses are permitted, with the exception of wrap around, excessive size, and mirrored sunglasses. Sunglasses may be worn outside only.

14. All clothing must fit properly and be worn in a proper manner. Sagging pants will not be tolerated. State shirts must be buttoned (except the top button), tucked into pants, and the collar down at all times. Pants shall not be rolled up, tucked into socks, or pegged, and must be zipped and buttoned at all times. Anytime an offender reports to a job assignment he must be in a state uniform, even if the job assignment is in the dorm.

15. No kitchen whites are to be worn in the dorm common areas. They are to be worn to and from, and while at work in food service only.

16. Offenders are required to wear identification badges at all times. The only exception to this rule is if the offender is in his bed area, shower, or participating in recreational activities (i.e. playing basketball, softball, etc.). ID badges will be worn on the upper left chest area, on the outer garment with the picture facing out when entering or leaving the dormitory. If other state issued badges (medical, education, etc.) have been issued, they must be behind the ID badge. The ID picture must reflect present appearance.

17. Offenders must be completely covered from the waist to the knee when going to and from the showers.

18. No food items or chairs are permitted in the shower, restroom or telephone areas at any time.

19. The wearing of bathrobes and pajamas is only permitted in the sleeping and restroom areas.

20. Count times are 11:15 p.m., 2:00 a.m., 6:00 a.m., 11:00 a.m., 4:00 p.m. (which will be a standing count that requires all offenders to stand), and 9:00 p.m. During

count, all offenders are to remain on their beds (except 4:00 p.m. which will be a standing count that requires all offenders to stand) from the time count is called until the official institution count has been cleared. **Failure to remain on your bed may result in discipline. There is no talking until count is clear.** During counts, offenders are not to cover themselves in such a manner as to conceal themselves from visibility. The counting officer must be able to see and ascertain that he/she is counting a breathing human body. If concealed in such a manner as to hinder this procedure, the officer is authorized to use lighting and/or movement to ensure they are counting an offender. TVs and radios will be off while the officers are counting in the sleeping area.

21. From 9:30 p.m. to 6:00 a.m., the bed area is to be a **quiet** area. The lights will be off during these hours. There will be **NO** activity in the bed area during these hours except reading, playing solitaire, or listening to music/watching television with headphones.

22. Common areas will close at 11:00 p.m. (1:00 a.m. on Friday, Saturday and holiday eves) with the exception of Achievement Dorm, H3 lower and Reintegration Dorm, H1 Lower/Upper. All offenders will remain on their bunks and remain quiet unless going directly to or from the restroom, or otherwise **authorized** by the officer.

23. To control moisture in the restroom areas, it is necessary to turn off the showers at particular times. Showers are open from 6:00 a.m. to 10:00 a.m., 11:30 a.m. to 3:45 p.m., 5:00 p.m. to 10:00 p.m. Food Service workers required to report to work at 4:30 a.m. will be permitted to shower from 4:00 a.m. to 4:30 a.m.

24. The dorm officer will announce meal times. Offenders will remain in their housing units until notified to go to the Inmate Dining Facilities (IDF). Once the dorm is called offenders have **ten** minutes to leave the unit and be in IDF. Inmates are NOT allowed to congregate in the A dayroom, awaiting being called to chow. The state blue uniform is required dress to attend all meals.

25. Offenders are responsible for their personal and state issued property at all times.

26. Offenders are not permitted to enter a dormitory or bay area in which they are not assigned without proper authorization; this is a violation of Rule 35, **OUT OF PLACE!**

27. There will be no horseplay, i.e. running, yelling, slamming of cards or other game pieces, such as chess or checker pieces, on the recreation tables.

28. Radios, cassettes, books, letters, and other personal property will not be taken in the job area.

29. Only one pillow and mattress per bed, unless authorized by medical.

30. Keep feet off the walls, tables, and chairs.

31. No chairs are permitted to block the aisle ways or doorways.
32. No items permitted to be attached or hanging from the top bunk springs or side of the bed.
33. Displaying nudity or provocative pictures is prohibited.
34. Inmate fans must be in their original condition with the front cover/guard in place. If they have been altered, they will be considered contraband and removed.

Telephone Use

- Phones will be **closed** ten minutes prior to all counts.
- Phones are turned on at 6:00 am and turned off for the evening at 11:00 p.m. Monday through Friday and 1:00 a.m. on Saturday and Sunday nights with the exception of the Achievement Dorm, H3 Lower and Reintegration Unit, H1 .
 - NO HARASSING OR THREATENING CALLS WILL BE MADE
 - NO CALLS WILL BE MADE WHICH ARE DETRIMENTAL TO THE SECURITY OF THE INSTITUTION
 - NO CALLS WILL BE MADE THAT ARE A VIOLATION OF THE LAW
 - NO 3-WAY CALLS WILL BE PERMITTED
 - NO CALLS WILL BE MADE THAT FACILITATE A VIOLATION OF THE ODRC POLICIES, ODRC ADMINISTRATIVE RULES, OR THE OHIO REVISED CODE
 - NO CALLS WILL BE MADE FOR THE PURPOSE OF ORGANIZING, FINANCING, OR SOLICITING FUNDS
- **Offenders shall use their assigned "PIN" numbers.** It is the offender's responsibility to remember and secure your "PIN" number.
- There are 8 pay phones per floor (4 on A side, 4 on B side).
- Phone calls are limited to 15 minutes for general population and 20 minutes for Achievement Dorm/Reintegration Dorm offenders. At the end of the call time period, the phone call will automatically disconnect. There will be 2 warning prompts prior to the disconnection of the call.
- The first warning prompt will be 60 seconds prior to termination of the call and will state **"You have 60 seconds to complete call"**
- The second warning prompt will be 10 seconds prior to the termination of the call and state **"You have 10 seconds to complete this call"**
- **NO OTHER WARNINGS WILL BE GIVEN**

ALL PHONE CALLS ARE SUBJECT TO MONITORING/RECORDING

- Procedures regarding phone usage may be posted by unit staff.

- **The time frame between calls may be limited at the discretion of administration.**
- Money may be added to an offenders GTL Telephone Debit Account 24 hours a day/7 days a week, using the kiosk machine located in the lobby of all Ohio prisons. Money is available the next business day following the deposit. The machine accepts cash, credit or debit cards. The offender ID number is required. Deposits can also be made online at www.offenderconnect.com or by calling 1-888-265-1238. Online or phone deposits require the ODRC **Site Code 86** in addition to the offender ID number. There is no limitation on who may place money in your phone account.

NOTE: Any changes to the above rules will be issued by the Deputy Warden of Operations and posted in the housing units.

Communications/Kite System

There are several ways for offenders to communicate with staff; during staff visits (rounds) to housing units, service areas, and job assignments, the kite system, and open office hours with staff.

The term “kite” is used to refer to a written form used in institutional communication between offenders and staff. A kite should be used when an offender is seeking information, sending a message, or requesting an answer to a question/concern. Kites are to be used for routine problem solving. Kites can be obtained from the dorm officer. The offender will need to complete all information required on the front of the kite. Briefly state the message, or need for information/assistance. A staff member will need to sign/witness the kite before the offender sends it, in order to verify the identity of the sending offender, which will reduce the risk of delay in a response. The kite should be sealed and placed in the kite box designated for such purpose. Response time is 7 calendar days under normal conditions (DRC 50-PAM-02). Do not send multiple kites to numerous departments concerning the same matter. This will delay the response.

ONLY DRC DEPARTMENTS ACCEPT KITES

Do **not** try to send a kite to an outside agency such as the Public Defenders Office. Kites are for DRC departments only, such as BOSC (Bureau of Sentence Computation), Operation Support Center (Central Office) etc.

Mail Office

The mail office handles incoming and outgoing mail, including electronic mail. Kiosks will soon be operational in each housing unit that have a variety of services for the offenders, including electronic mail (e-mail). The mail office will continue to handle all

electronic mail until these kiosks are fully operational. No kiosks will be installed in segregation, therefore inmates will not be able to access their e-mail while in segregation. Questions concerning mail operation should be sent by kite to the mail office supervisor.

All offender packages will be handled in accordance with ODRC Policy 61 PRP-01 Offender Personal Property and ODRC Administrative Rule 5120-9-33 Packages and Property Restrictions.

There are no restrictions/limitations on the number of letters that may be sent out. See ODRC Administrative Rule 5120-9-18.

Mail Delivery

Mail, including electronic mail, will be passed out in the housing units daily after 4 p.m. count. When the kiosks are fully operational, electronic mail will no longer be handled by the mail room staff. Offenders are required to remain on their bed, until count clears and mail is passed out. Offender must be present to receive his mail.

Incoming Mail

All incoming mail/electronic mail will be handled in accordance with Administrative Rule 5120-9-17 Incoming Mail, and must have offender's full name and institutional number. Without full name and number in the address of incoming mail, it will cause delays in the delivery of mail. All incoming mail, with the exception of legal mail, WILL BE OPENED AND INSPECTED for contraband in the Mail Office upon receipt. LEGAL MAIL WILL BE OPENED AND INSPECTED FOR CONTRABAND IN THE PRESENCE OF THE OFFENDER. Offenders must sign a receipt for any Legal Mail.

All 3rd and 4th Class mail (junk mail) will not be forwarded to the offender and will be disposed of in accordance with ODRC Administrative Rule 5120-9-17 Incoming Mail. Newspapers, magazines, periodicals, and books **MUST** be sent directly from the publisher or company and be in accordance with ODRC Administrative Rule 5120-9-19 Printed Material, and ODRC Policy 75-MAL-01 Inmate Mail.

ALL MATERIALS ENTERING THE INSTITUTION ARE SUBJECT TO INSPECTION.

**EFFECTIVE SEPTEMBER 17, 2012, THE INSTITUTION MAIL OFFICE
WILL NO LONGER ACCEPT FUNDS FOR DEPOSIT TO YOUR
PERSONAL INMATE ACCOUNT . THIS INCLUDES
PERSONAL CHECKS, MONEY ORDERS OR CASH.**

**ALL FUNDS WILL BE HANDLED THROUGH J-PAY. SEE CASHIER SECTION FOR
FULL DETAILS.**

Legal Mail

Offenders are permitted to receive and possess a reasonable amount of legal materials per ODRC Policy 59-LEG-01 Access to Courts & Counsel. Legal mail will be promptly distributed to offenders. Passes will be distributed to offenders to receive their legal mail.

Outgoing Mail

It is mandatory that the offender's name and number be listed on all outgoing mail. All outgoing mail will be handled in accordance with ODRC Administrative Rule 5120-9-18 Outgoing Mail. The Mail Room will open any outgoing mail without a name and number in the return address section. If the sender cannot be identified, the envelope and contents will be held in the Mail Room for 30-day period to see if it is claimed by the sender. If letter cannot be identified or claimed after a 30-day period, the envelope and contents will be destroyed. Offenders are permitted to send one (1) first class letter at state expense each month. The mail office will distribute free letter envelopes each month to the units for distribution. Any mail that exceeds regular postage will require a cash slip attached to the envelope.

If transferred or released, mail will be forwarded, if a forwarding address is available. If an address is not available, such letters and packages will be returned to the sender. A log of returned mail will be kept in the Mail Room.

Mailboxes for outgoing mail are located in each entry to the Inmate Dining Facility.

Packages (Food and Sundry)

The highlights include:

- ODRC Administrative Rule 5120-9-33, Packages and Property Restrictions, is revised effective April 15, 2010.
- Food and sundry packages for offenders will be required to be ordered through Keefe Group, Access SecurePak or Union Supply Direct. Offenders will have access to catalogs/flyers/order forms for the program at the institution.
- Keefe Group, Access SecurePak has a website at www.ohiopackages.com The website will provide information for family/friends regarding the available products. Questions can be directed to Keefe Group at 1-800-546-6283.
- Union Supply Direct has a website at www.ohinmatepackage.com The website will provide information for family/friends regarding the available

products. Questions can be directed to Union supply Direct at 1-855-247-6094.

- Eligible offenders may order food and sundry packages for themselves from Keefe Group, Access SecurePak or Union Supply Direct. Payment must be made with an institution check drawn from the offender's account (credit card orders from offenders are prohibited).
- Family members, friends and others (regardless of their inclusion on the offender's visitation list) may order food and/or sundry packages, subject to the limitations of ODRC Administrative Rule 5120-9-33, from the approved vendor, for the benefits of a designated offender.

OFFENDER SECURITY STATUS	TOTAL YEARLY BOXES	FOOD BOXES
Level 1	4	2
Level 2	3	2
Level 3	3	1
Level 4A	2	1
Level 4B, 5A, 5B	0	0
Level Death Row	3	1

- Exceptions: Non-cadre offenders assigned to a reception center, offenders temporarily assigned to a medical center, offenders assigned to outside hospitals, or offenders in disciplinary control, local control, and intensive prison programs **may not** receive packages.

Additional information:

- **Free** packaging materials and shipping/handling costs for all internet orders.
- Reduction of costs for phone/mail/fax orders as packaging materials and shipping/handling will cost only \$4.
- Keefe Group, Access SecurePak and Union Supply Direct, will provide postage paid post cards for offender use if there is a problem with an order.
- Keefe Group, Access SecurePak and Union Supply Direct, will provide post cards for offenders to use to make comments/suggestions regarding the program.
- Keefe Group, Access SecurePak and Union Supply Direct, will be responsible to cover shipping costs of returned packages or forwarded packages.

Offenders are not allowed to receive packages while at Ohio State University Medical Center, Franklin Medical Center (formerly Correctional Medical Center) or any other outside hospital.

Offenders assigned to reception, disciplinary control, local control, administrative control or shock incarceration programs are not permitted to receive packages.

Offender Property/Inventory

Occasionally it becomes necessary for the institution to “pack-up” or have an offender “pack-up” ALL OF HIS BELONGINGS. This shall be done in the presence of, or by, an institutional employee, normally a member of the unit team. After the pack-up, the staff member shall sign and date the inventory sheet. The offender is also required to sign the inventory sheet indicating he agrees with the quantity and description of all items packed and that the list reflects the total of ALL his possessions. Offenders are permitted to have 2.4 cubic feet of personal property. Excluded are large titled items, current schoolbooks and 1 cubic foot of commissary, in accordance with ODRC Policy 61-PRP-01 Inmate Personal Property.

An offender shall “pack-up”/get “packed-up” when he is: placed in Security Control, sent on a round-trip for an out-to-court appearance, or other reasons (property will be kept in the after hours vault or the main compound vault in Receiving). Any property that does not fit into the footlocker shall be considered minor contraband and may either be sent home at the offender’s expense or destroyed according to ODRC Administrative Rule 5120-9-55 Contraband.

Offenders released on Parole or EDS may take their property with them. Offenders released on furlough can only take the total of one (1) footlocker (2.4 cu. ft.) of property with them.

Current legal material may be kept at the institution. All other legal material must be sent out. Any property purposely left behind for safekeeping with a “bunkie” or not intentionally packed shall be considered contraband and the offender(s) subject to disciplinary action, a Rule 51.

Beginning 9-8-2011, offenders in possession of one or more **electronic appliances** for all or any part of a month will be subject to a **one dollar (\$1.00) electricity usage co-payment charge for that month**, in accordance with ODRC Administrative Rule 5120-5-14 Electricity Usage Co-Payment and ODRC Policy 61-PRP-03 Electricity Usage Co-Payment Program. Definition of electronic devices, exemptions or refund information can be located in the Law Library, in the aforementioned ODRC Administrative Rule and ODRC Policy.

Appearance and Grooming

Appearance is an important aspect of first impression, and a matter that should be considered with pride. All offenders are required to maintain a good appearance and hygiene while at Ri.C.I., which shall include required showers and regular haircuts, in accordance with ODRC Administrative Rule 5120-9-24 Appearance and Grooming of Male Inmates and ODRC Policy 65-GRM-01 Inmate Hair Care. Hair and hairstyles shall be kept clean. Braids may be worn subject to the limitations of this rule. Hair may not be worn in braids at any time the offender is being transported out of the institution. The following hairstyles or facial hair are not permitted: initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (excluding natural baldness), weaves, and dreadlocks. Male inmates are not permitted to wear earrings

The Barber School provides services free of charge. It is located next to the commissary building. Haircuts are limited to 2 per month, on a first come first serve basis...**NO PASSES WILL BE ISSUED.** When entering you must present your institutional ID badge to be scanned into the computer (used for tracking purposes) and when the haircut is finished, your ID badge will be returned and you will be signed out of the Barber School. To accommodate all units, the barber school will be open for haircuts 5 days per week, in both the AM and PM. General population may enter the school any day or time of the hours of operation. **Please note that offenders are advised to get haircuts on their own time...no excused passes for missing school or work assignments will be issued.**

Barber School Hours of Operation

8:00 am-10:10 am (last call for cuts is 9:30 am) Monday –Friday

11:30 am-2:00pm (last call for cuts is 2:00pm) Monday-Friday

HOLIDAYS EXCLUDED AND YARD MUST BE OPEN

Inmates are not permitted to manicure each other's nails or eyebrows, style or cut another inmate's hair except in an authorized program.

Searches and Contraband

Offender's property and possessions, all facility areas, vehicles, visitors, employees and other persons, areas and items, are subject to search at any time. Random searches and shakedowns will be conducted to prevent/control contraband entrance into the institution. Contraband disposition will be handled per ODRC Administrative Rule 5120-9-55 Contraband.

Job Classification

It is the policy of the Richland Correctional Institution to require all general population offenders to work while incarcerated. The institution shall provide full time work and/or program assignments for all offenders in general population. The work assignments will, as closely as possible, provide an assignment that approximates the work day in the community.

All initial job assignments will be given during the orientation process phase. The assignment will be determined by such information as job availability, offender's interests and the needs of the institution. Offenders may be required to be at least 90 days in current job to be eligible for a change. Offenders will be given a job change for the following reasons: Offender's request for job change after 90 days; recommendations by the Rules Infraction Board (RIB); probation removal after 30 days; request for transfer to another institution or unit; placement in protective custody or community release; reduction in supervision level; out to court more than seven days; local control placements; administrative reassignment at anytime; or other reasons specified by a member of the Administrative Staff.

If an offender wishes to request a job change, he must send a kite to the Unit Manager. Your kite must include current job assignment along with the specific job change request. If interested in an educational/vocational apprenticeships assignment, an offender must contact the Guidance Counselor's Office, located in the Education Department.

Offender Identification

Identification Cards – All offenders will be issued an Identification Card with his picture on it. This card must be visibly displayed on his outermost shirt/jacket at all times.

If an Identification Card is lost, it must be reported (by kite) immediately to the Identification Department. A signed cash slip must accompany the kite. A duplicate Identification Card will be issued within one (1) week, during which time his Commissary privileges will be suspended. Each duplicate Identification Card will cost **\$5.00**. Temporary provisions for lost IDs may be issued by Unit Staff in order to eat, attend recreation, etc.

It is the responsibility of the offender to notify the Identification Department (by kite) of any change in his appearance, such as growing (or shaving) a beard or mustache. A new Identification Card will be made at his expense, and he will be charged \$5.00 for the replacement Identification Card.

Offenders must carry their Identification Card to any institution to which they may be transferred. Trading, mailing out, or any mutilation or misuse of the Identification Card is a Rule 49 violation.

Compound Rules

Control center will announce when yard is open. Loitering on the yard will not be permitted and offenders should go to those areas when they have been permitted access, in a timely fashion. While on the compound, observe the following rules:

1. Proper Dress is as follows: state blue shirt, state blue pants, state/personal tennis shoes or boots. **No other foot attire is permitted outside.** Plain ball cap, approved religious hats, state issued jacket or coat is optional. When wearing Proper Dress, offenders must have their state blue shirt tucked in and their pants pulled up to their waistline. ODRC Administrative Rule 5120-9-25 states: "Inmates must be neatly and fully dressed at all times when outside their living area in the uniform of the day or appropriate attire as established by the institution".
2. Casual Attire is as follows: state/personal pants or shorts, state/personal shirt, state/personal tennis shoes or boots. **No other foot attire is permitted outside.** Plain ball cap, approved religious hats, state issued jacket or coat is optional. Ball caps with team logo's are **ONLY** permitted while playing softball.
3. Wave caps are not permitted outside of the Unit at any time.
4. State ID's are required to be worn properly and visible (picture facing outward) on the upper left chest area at all times.
5. Offenders are required to wear state issued clothing (Proper Dress) Monday thru Friday from 6:00 AM to the **clearance of 4:00 p.m. count.** After the clearance of 4:00 p.m. count and on weekends and Holidays, offenders may wear Casual Attire.
6. Offenders are required to wear state issued clothing (Proper Dress) when honoring passes, attending pill call, attending meals, going to Commissary, going to K-Building, during special events, Visiting, Education/Library, Programming and while on their jobs. **NO MATTER WHAT TIME OF DAY.**
7. Offenders may wear Casual Attire when going to and from the Recreation Building, the part of the yard north of the fence by the Recreation Building, Basketball Courts, Handball Courts, Horseshoe Pits, Volleyball Court and approved walkways.
8. Offenders are permitted to go shirtless in the part of the yard north of the fence by the Recreation Building, Basketball Courts, Handball Courts, Horseshoe Pits and inside the Recreation Building, **except for the WEIGHT CAGE and in the ARTS AND CRAFTS room. ID's STILL MUST BE DISPLAYED ON THEIR PERSON.**

9. Sunglasses are permitted on the yard, with the exception of wrap-arounds, and excessive size and mirrored sunglasses. Sunglasses are not permitted to be worn inside of any building.
10. Monday thru Friday from 6:00 AM to the clearance of 4:00 p.m. count, offenders are **ONLY** permitted to use the Walkways, Basketball Court and Conversation Pits from the center light post #7 north (towards the Recreation Building- **BEHIND THE ORANGE LINES**). Anything south (towards the Administration Building) of light post #7 is closed (this includes the South Basketball Court, the Conversation Pits and the Walkways) until the clearance of 4:00 p.m count.
11. Weekends, Holidays and after the clearance of 4:00 p.m. count, offenders are permitted to use the Walkways from in front of the K-Building to the Walkway in front of the North IDF (Inmate Dining Facility) north (**behind the purple lines**). This includes the Walkway that gives access to the 2 south most Conversation Pits. Any Walkway south of them is closed and considered **OUT OF PLACE.**
12. Offenders will be allowed to use the mailbox inside of North IDF door when the yard is open and going to meals. However, Monday thru Friday before the clearance of 4:00 p.m. count you must be in Proper Dress.
13. During all meals, offenders are **NOT** permitted to use the upper Walkways and the Walkways leading to them.
14. Offenders are not permitted to carry any items with them on the yard, with the exception of programming materials that are for current programs (this does include arts and crafts going to Recreation, school books going to class, etc.). Clear cups or bottles with water **ONLY** (no colorations at all in the container or water). There also must not be anything wrapped around the cup or bottle. Walkmans radio/CD/MP3 players with headphones are permitted on the yard. **Nothing else is allowed on the yard at anytime.**
15. Offenders that are housed in 3, 4 and 5 House are **NOT** allowed on the Walkway in front of 1 and 2 House without a pass for any reason.
16. Offenders that are housed in 1 and 2 House are **NOT** allowed on the Walkway in front of 3, 4 and 5 House without a pass for any reason.
17. Offenders are permitted to do exercises or stretches outside. They must do so north of the fence by the Recreation Building or in the Recreation Building. You are not allowed to participate in any type of fight training (for example: shadow boxing, martial arts, etc) anywhere on the yard or in Recreation.
18. Offenders may **ONLY** run/jog on the track that circles the softball fields.

19. Offenders must stay 15 feet from the perimeter fence and the north side of 5 House **at all times.**
20. Offenders are not permitted to use the Concrete Walkways or Benches that run along the front of the buildings.
21. Offenders must use the Gate next to the Recreation Building when travelling to and from the part of the Yard north of the fence.
22. Offenders are not permitted to loiter on any Walkway at any time. Walkways are for walking, **NOT STANDING.**
23. Offenders are not permitted to loiter when going to and from Visiting. This means you can not stand on the Walkway and/ or yell at visitors, or anyone else.
24. Offenders are **STILL PERMITTED** to take 1 packet of powdered drink mix and 1 container hot sauce to the chow hall. They must return the items to their bed areas prior to recreating.
25. The DOG HANDLERS are still permitted to exercise and train their dogs in the areas currently being used.
26. There is **NO HAIRCUTTING** permitted on the yard.
27. Offenders en route to IHS (Inmate Health Services/Infirmary) must use the main sidewalk then turn onto the walkway that is in front of the bench near the red baron garage. This sidewalk must be used to enter and exit IHS. **USING THE CONCRETE INCLINE WALKWAY AT THE SIDE WILL NOT BE PERMITTED** due to safety concerns. This area will be considered **OUT OF PLACE.**

Disciplinary Process

This institution has no tolerance for the use of illegal drugs or other intoxicants by offenders. Offenders will be periodically drug tested. Periodic searches of property and housing area will be conducted. If it is determined that an offender has used or is in possession of drugs or other intoxicants, he will be placed in Disciplinary Control and/or Local Control or Limited Movement Unit (LMU).

It is the policy of RiCI, as it is in all institutions operated by the Ohio Department of Rehabilitation and Correction, that discipline be imposed in a manner and degree to the extent necessary to achieve corrective behavior. Disciplinary action shall not be imposed on any offender until a hearing is conducted where the accused offender is given the opportunity to present a defense on his behalf. A guilty finding shall be based

on evidence that the offender did violate a rule of conduct with the intent to violate the rule.

Offenders who knowingly possess materials related to an unauthorized group will be subject to having the item confiscated and a Conduct Report issued.

If charged with violating a rule of conduct, the offender charged will be afforded the opportunity to present a defense. Processing of discipline should be as follows:

Hearing Officer

Once the offender receives a copy of the conduct report, a Unit Staff member designated as a "Hearing Officer," usually the Correctional Counselor assigned to the unit, shall conduct an informal hearing. The Hearing Officer shall determine if probable cause exists based on evidence that the offender purposely violated the alleged rule(s).

The Hearing Officer is authorized to:

- Determine guilt and impose penalties
- Determine that probable cause exists to support a Rule violation and refer the case to the Rules Infraction Board

There is no appeal process for the Hearing Officer's decision.

The Chairman of the Rules Infraction Board administratively reviews all actions of the Hearing Officer.

In the event that the Hearing Officer refers the offender to the Rules Infraction Board, the Hearing Officer shall be responsible for advising the offender of his rights and complete all forms relative to those rights.

Rules of Conduct

Administrative Regulations 5120-9-06 "Rules of Conduct"

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 of force, or,
 - d. By any other circumstances evidencing a lack of consent by the victim.
13. Consensual physical contact for the purpose of sexually arousing or gratifying either person.
14. Seductive or obscene acts, including indecent exposure or masturbation; including, but not limited to, any word, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person.

Rules 15-19 Riot, Disturbances and Unauthorized Group Activity

15. Rioting or encouraging others to riot.
16. Engaging in or encouraging a group demonstration or work stoppage.
17. Engaging in unauthorized group activities as set forth in paragraph (B) of rule 5120-9-37 of the Administrative Code
18. Encouraging or creating a disturbance.
19. Fighting – with or without weapons, including instigation of, or, perpetuating fighting.

Rules 20-23 Resistance to Authority

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

Rules 24-26 Unauthorized Relationships and Disrespect

24. Establishing or attempt to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
 - a. Sending personal mail to an employee at his or her residence or another address not associated with the department of rehabilitation and correction,
 - b. Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the department of rehabilitation and correction,

- c. Giving to, or receiving from an employee any item, favor or service,
- d. Engaging in any form of business with an employee; including buying, selling, or trading any item or service,
- e. Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee.**
- f. For purposes of this rule "employee" includes any employee of the department and any contractor, employee of a contractor, or volunteer.

** Rule 24 section E **ONLY** will be rescinded January 2014. The AR's will be changed accordingly to reflect this.

- 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 Rules

- 29. Escape from institution or outside custody (e.g. transport vehicle, department transport officer, or 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 produce a weapon, ammunition, explosive or incendiary device or to introduce

or convey a weapon, ammunition, explosive or incendiary device into a correctional facility.

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

Rules 39-43 Drugs and Related Matters

39. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
40. Procuring or attempting to procure unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into a correctional facility.
41. Unauthorized possession of drug paraphernalia.
42. Misuse of unauthorized 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, occurring in whole or in part, within an institution, or involving an inmate, staff member or another for which payment of any kind is made, promised or expected.
46. Conducting business operations with any person or entity outside the institution, whether or not for profit, without specific permission in writing from the warden.
47. Possession or use of money in the institution.

Rules 48-51 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 phone or violation of mail & 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.

Rule 57-and 58 Tattooing and Self-Mutilation

57. Self-mutilation, including tattooing.
58. Possession of devices or materials used for tattooing.

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 inmates.
60. Attempting to commit; aiding another in the commission of; soliciting another to commit; or entering into an agreement with another to commit any of the above acts.
61. Any violation of any published institutional rules, regulations or procedures.

A complete copy of the Rules of Conduct may be found in the Law Library

Rules Infraction Board

These rules may change as departmental policies change.

The Rules Infraction Board (R.I.B.) is a two-member committee charged with the responsibility to conduct a formal hearing (electronically recorded) based on alleged Rule violations referred to this committee by a designated Hearing Officer. Repeated violations of a rule(s) where a determination is made that the penalties for violations have served no deterrent effect constitute a rule for which penalties may be imposed following a hearing by the R.I.B. At the formal hearing, the offender is authorized to provide a defense, which may establish his innocence or mitigate his involvement in the alleged infraction. The offender is afforded all rights outlined during the Hearing Officer process including the right to witnesses and to challenge the evidence against him.

After the presentation of all evidence, the R.I.B. shall determine if evidence exists to support the alleged violation and that the accused offender violated the rule. If a guilty decision is rendered, the offender shall be given a copy of the R.I.B. findings and advised of his rights to appeal the decision.

The Managing Officer or designee administratively reviews all decisions of the Rules Infraction Board. The purpose of this review shall be to determine if:

- The offender has been validly charged with the proper Rule infraction
- There is no prejudicial violation of the offender's due process rights
- There is factual evidence to support the charge
- The penalty imposed is authorized and appropriate

In the event the offender wishes to appeal the decision of the R.I.B. the offender shall be provided with the necessary form at the conclusion of his hearing. The appeal must be forwarded to the Managing Officer within 15 days after the hearing relative to any or all of the above review criteria.

Should the offender disagree with the finding of the initial appeal, the offender may direct a final appeal to the Director of the Department of Rehabilitation and Correction if

the R.I.B. decision as affirmed or modified by the Warden under paragraph (N) of this rule in the following circumstances:

1. The inmate was found to have violated one of the following rules: Rules 1-6, 8, 10-12, 15-17, 24, 28-34, 36-40, 45, 46, 52, 53, 55, 56, 59 or;
2. The R.I.B. decision as affirmed by the Warden refers the inmate for either a security level review to consider an increase to level 3, 4 or 5; or privilege level review to consider placement in level 4B or 5B, or;
3. The decision refers the inmate to the local control committee to consider placement

After receipt of the initial response. Forms for filing this appeal shall be sent electronically. The decision of the Director is final.

- 5120-9-06 Offender Rules of Conduct
- 5120-9-07 Conduct Report and Hearing Officer Procedures
- 5120-9-08 Disciplinary Procedures for Violations of Offender Rules of Conduct before the Rules Infraction Board

All Administrative Regulations are available for inspection at the offender Law Library, located in the Education Building.

Segregation

Security Control

An offender may be placed in security control for the following reasons:

- An investigation is required prior to the issuance of a rule violation notice or an administrative action
- Offender's security level is incompatible with the security level of the general population
- There is a threat or danger to the security of the institution, offenders, staff, institution property, or the offender himself, or threat of disruption of the orderly operation of the institution.

Disciplinary Control

The Rules Infraction Board has the authority to place an offender into Disciplinary Control for a period of one (1) to fifteen (15) days, upon a finding of guilty. The Rules Infraction Board may impose consecutive sentences for two or more unrelated violations, but no offender shall remain in disciplinary control for more than (30) thirty consecutive days.

Local Control

An offender may be placed in Local Control, according to Administrative Regulation 5120-9-13, when it has been determined he has demonstrated a chronic inability to adjust to the rules, or his presence in the general population is likely to seriously disrupt the orderly operation of the institution.

An offender considered for Local Control placement shall appear before the Local Control Committee and be afforded the opportunity to be heard concerning the proposed placement.

Offenders in Local Control may send and receive mail and law materials. Offenders may not receive food or sundry packages. If packages are received while in Local Control, they shall be returned to sender at the offender's expense. State pay is \$3.00 per month.

Protective Control

Protective Control offenders are those offenders who are separated from the remainder of the general prison population due to concerns for their personal safety.

The Richland Correctional Institution does not have a Protective Control Unit. An offender may be held in Security Control Status (See Administrative Rule 5120-9-11) pending an investigation and/or decision regarding Protective Control Placement.

An offender has the right to be reviewed for Protective Control in accordance with Administrative Rule 5120-9-14.

During a Protective Control hearing, if it is determined that the offender violated a Rule, a Conduct Report will be written.

Drug Testing

In accordance with the Department of Rehabilitation and Correction policy, offenders are subject to random urine testing and/or for cause tests to detect drug usage. Refusal to take a drug test will be considered an admission of guilt and the offender will be charged with a Rule 43 violation. If an offender tests positive, he will be charged with a Rule 39 violation and appropriate disciplinary measures will be taken. More than one Rule 39 violation will result in greater levels of discipline.

Inappropriate Relationships with Staff

It is a violation of Rule 24 for an offender to engage or attempt to engage in a personal relationship with a DRC employee.

In addition, it is a violation of the Employee Standards of Conduct for a DRC employee to engage in any unauthorized relationship, business, personal or sexual, with any offender. Any offender who has knowledge of any such relationship or attempt to establish such a relationship should report this fact to the Institutional Investigator.

Inspector of Institutional Services

Administrative Code 5120-9-29 establishes and defines the position of Inspector of Institutional Services. The Inspector will facilitate all aspects of the offender grievance procedure as established by Administrative Rule 5120-9-31.

Additional duties of the Inspector of Institutional Services are as follows:

- Investigation and processing notification of grievances made by offenders
- Investigating claims of inappropriate supervision (AR 5120-9-04)
- Investigating claims of use of force where no use of force report was written
- Investigating offender property loss through the Ohio Court of Claims
- Indigency - Issues dealing with claims of indigency (i.e. medical, legal, and hygiene) should be directed to the Institutional Inspector via kite or in person

The Administrative Regulation (AR) for appropriate supervision is 5120-9-04-Appropriate Supervision, Discrimination and Racial Issues. This is available to read/copy in the Law Library. All claims of inappropriate supervision must use the grievance procedure

What is a Grievance?

A grievance is a formal complaint filed with the Inspector of Institutional Services about any aspect of the institutional life that affects an offender. This may include complaints about how offenders are treated (appropriate supervision), living conditions, staff, rules, policies and procedures. Using the offender grievance procedure can resolve many complaints and correct problems.

What is the purpose of the Offender Grievance Procedure?

The grievance procedure is a method of formally presenting complaints to the Department of Rehabilitation and Corrections when an offender has been unsuccessful in attempting to resolve a complaint through normal channels. This procedure is designed to address offender complaints related to any aspect of institutional life that directly and personally affects the grievant.

Using the Grievance Procedure

There are three steps in the procedure. It is hoped that the Offender will be able to resolve his problem at the lowest possible step. At each step, the Offender will have the chance to voice his problem and explain what happened. If the Offender has a problem, he should not wait! Each step of the offender grievance procedure has specific time limits.

Step One: Informal Complaint

When the offender has a problem, he should talk to or kite staff working in the area. If this does not work, he can file an informal complaint form. These forms are available in the unit and the library. **The offender only has 14 days from when the problem happened to file the informal complaint.** The form is easy to complete. Fill in all the blanks, write neatly, and be brief. Explain who, what, where and when. Use a new form for each problem. After the form is completed, send the white and canary copies, by kite, to the **department or supervisor in charge of the area of the complaint.** Unit staff or the Inspector can tell the offender who to send it to. Send the pink copy to the Inspector. The goldenrod copy is for the offender to keep.

When the staff member receives the complaint, they will investigate and respond within 7 days. The offender should receive their answer on the canary-yellow copy of the form. If he does not receive an answer within 7 to 10 days then he should contact the Institutional Inspector. If the complaint is not resolved, he may file a grievance. Some types of complaints need quick action, such as if the offender could be physically harmed, or has experienced an unreported use of force. If this should occur, the offender should let a supervisor know and then tell the Inspector. If he experiences inappropriate supervision or retaliation, he should contact the inspector directly. The Inspector may tell him to file a grievance instead of starting with an informal complaint.

Step Two: Grievance

A notification of grievance form is needed in order to file a grievance. **The offender has 14 days from the date he has received the answer to the informal complaint to file a grievance, unless the Inspector waives the time limit.** Only the Inspector can give an offender a grievance form, so he must kite the Inspector and ask for one. The form is easy to complete. Fill in all the blanks, write neatly, and be brief. Explain who, what, where, and when. **Stick to the facts.** After he has completed the grievance form, he should 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 his to keep.

Disposition of Grievance

The Inspector will read the grievance form. The Inspector will then investigate the grievance. The Inspector may need to talk to the offender or other people, look at rules

or other records. Most of the time the inspector will finish the investigation in 14 days. If the Inspector needs more time, he will let the offender know. When the investigation is complete, the Inspector will notify the offender about what they found on a disposition of grievance form. The Inspector will send him the canary-yellow copy of the grievance he filed, the canary-yellow copy of any informal he sent, and the completed disposition of grievance.

Step Three: Appeal

The offender should read the inspector's disposition. If the complaint is still not solved or if he feels a mistake was made then he may appeal to the Chief Inspector. He has 14 days from the date of the disposition to appeal to the Chief Inspector. He can request an appeal form from the Inspector. He will read the instructions on the form. Be sure to fill in all the blanks, write neatly and be brief. Explain why he does not agree with the Inspector's decision. Stick to the facts. Do not add new complaints. When he is done with the appeal form, attach to it copies of the grievance, disposition of grievance, and informal complaint (if any). Mail the appeal form to the Chief Inspector. The Chief Inspector's address is on the form. The office of the Chief Inspector will read what he sends with his appeal. They may talk with the Inspector, other people, or review rules. The office of the Chief Inspector will then make a decision on the appeal. They may find that the Inspector correctly answered the complaint. This is called "affirmed." They may find that more investigation is needed, or tell the inspector what to do or change. This is called "modified." They may feel that the Inspector's decision was wrong. This is called "reversed." The offender will receive the decision of the Chief Inspector in about 30 days. If they need more time to investigate, they will let him know. Decisions made by the Chief Inspector's office are final.

Grievances About the Inspector/Warden

If the offender believes that the Inspector or Warden broke a rule or let someone else break a rule, then he may file a grievance to the Chief Inspector. The offender has 30 days from the date of the incident to file his grievance. He does not need to file an informal complaint. He requests a grievance form from the Inspector. He will fill it out like he would any other grievance. The pink copy is his to keep. Mail the other two pages to the Chief Inspector, 770 West Broad St., Columbus, Ohio 43222.

What is not "grievable"?

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

- Hearing officer and RIB decisions
- Local Control
- Security Classification
- Job assignment

Some of the other things that cannot be grieved are:

- State Laws
- Court matters/Judge's orders
- Adult Parole Authority actions or decisions

Guarantee Against Reprisals

The Department of Rehabilitation and Correction is committed to maintaining a safe, secure and humane environment for offenders and staff and recognizes that an effective grievance procedure goes hand-in-hand with this commitment. The offender is encouraged to use the grievance procedure in order to resolve complaints, which have not been or cannot be effectively resolved informally by staff. He is protected in several ways from any form of reprisal.

First, any and all records of his participation in the grievance procedure are confidential and are not available to the Parole Board, unless the record establishes that he deliberately lied to seriously injure someone.

Second, all employees are prohibited from discriminating, insulting or taking any action against the offender for the good faith use of the grievance procedure (AR 5120-9-04).

Finally, AR 5120-9-31, Paragraph (G) states that if it is found that an offender has intentionally falsified information in an informal complaint, grievance or grievance appeal, only the Inspector of Institutional Services, with the approval of the Chief Inspector or designee, has the authority to initiate disciplinary action against the offender. In short, the offender is protected for use of the grievance procedure unless he lies or deliberately makes a false statement with the intent of seriously injuring another person.

Court of Claims

- (A) If an offender in a state correctional institution has a claim against the Department of Rehabilitation and Correction for the loss of or damage to personal property and the amount claimed does not exceed three hundred dollars, before commencing an action against the Department of Rehabilitation and Correction in the Court of Claims of Ohio, the offender shall file the claim as a grievance directly to the Inspector of Institutional Services.
- (B) The claim shall be filed as a grievance no later than ninety days prior to the expiration of the time allowed for commencement of a civil action based upon the loss or damage to property under section 2743.16 of the Revised Code. Pursuant to section 2743.16 of the Revised Code, civil actions against the state for the loss of or damage to personal property shall be commenced no later than two years after the date of accrual of the cause of action or within any shorter period that is applicable to similar suits between private parties. The filing of the claim as a grievance does not toll the time allowed for the commencement of a

civil action based upon the loss or damage to property under section 2743.16 of the Revised Code.

- (C) The Inspector of Institutional Services shall provide a written response to the claim filed as a grievance within 14 days of receipt. The written response shall summarize the offender's claim; describe what steps were taken to investigate the claim, and the Inspector of Institutional Services' findings and decision. If the offender's claim is determined to have merit, the Inspector of Institutional Services, subject to the Warden's concurrence, shall make an offer to compromise the claim to the offender.
- (D) If the offender accepts the offer to compromise, a payment shall be made to the offender's institutional account from general revenue funds appropriated to the Department of Rehabilitation and Correction. Such payment is subject to withdrawal from such account as may be necessary to pay a court ordered obligation pursuant to rule 5120-5-03 of the Administrative Code. The offender's acceptance of an offer to compromise and payment credited to the offender's institutional account shall constitute a full and complete release of liability for the claim. Such a compromise payment shall be the exclusive remedy against the Department of Rehabilitation and Correction and the State of Ohio.
- (E) If the Department of Rehabilitation and Correction denies the grievance or does not compromise the claim at least sixty days prior to the expiration of the time allowed for the commencement of a civil action based upon the loss or damage under section 2743.16 of the Revised Code, as set forth in paragraph (B) of this rule, the offender may commence an action in the Court of Claims of Ohio under chapter 2743 of the Revised Code to recover damages for the loss or damage.

Americans with Disabilities Act Policy

It is the policy of the Ohio Department of Rehabilitation and Correction to address ADA 4.1.4, Occupancy Classification, as an entity. Whereby five percent (5%) of the total housing units available will meet the accessibility standard or a minimum of one institution per security classification.

It is the policy of the Ohio Department of Rehabilitation and Correction to house offenders in a manner that provides for their safety and security. Appropriate institution programs and activities will be accessible to offenders with disabilities/handicaps.

All offenders requesting accommodations under the Americans with Disabilities Act should kite the ADA Coordinator. This information is posted in the housing units. There is no separate complaint process for offenders to pursue these types of complaints.

Sexual Assault/PREA

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

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

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

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

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

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

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

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

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

PREVENTION/DETECTION

All inmates shall be screened and assessed upon admission to the Department and for all subsequent intra-system transfers. All inmates shall be assessed for risk of sexual

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

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

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

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

SELF-PROTECTION

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

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

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

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

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

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

RESPONSE

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

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

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

TREATMENT

Medical Services Responsibilities

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

Mental Health Responsibilities

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

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

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

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

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

MEDICAL AND MENTAL HEALTH FOLLOW-UP

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

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

INVESTIGATIONS

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

Record Office

The Record Office is responsible for maintaining a Master File for all offenders within the Department. Information in this file is confidential and only that deemed to be public will be given out. Offenders may obtain information regarding their file through the kite system. Whenever there is a change or correction, an update and correction display will be forwarded to the offender.

NOTE: The Records Office is now centrally located at the Operations Support Center. Letters accepted at:

**Central Record Office
P O Box 2650
Columbus, Ohio 43216**

**THERE IS NO RECORDS OFFICE ON SITE
TO CONTACT THEM, YOU MAY WRITE AT YOUR OWN EXPENSE OR KITE.**

**YOUR KITE MUST BE ADDRESSED TO:
OPERATION SUPPORT CENTER RECORDS OFFICE**

Jail Time Credit is defined as credit for the time that an offender serves in county confinement before, during, and after sentencing. Per Corder vs. Wilson, it is the Judge's responsibility to designate to the Department in a journal entry the number of days of confinement prior to sentencing. The record office does not give jail time credit. Jail time credit must be given through a Journal Entry and signed by a Judge then forwarded to the Bureau of Sentence Computation (BOSC). Conveyance time is time spent in jail from the day after sentencing and ending with the day prior to admission to prison. All calculations of offender sentences are calculated through BOSCO, P.O. Box 2650, Columbus, Ohio 43216, 614-466-3749.

**BOSC WILL ACCEPT KITES-MAKE SURE THE KITE IS ADDRESSED TO BUREAU
OF SENTENCE COMPUTATION**

If the offender feels there is an error in the number of days of credit given, it is his responsibility to contact the sentencing judge to correct the error.

Administrative Regulations 5120-2-06 and 5120-2-07 provide guidelines for determining the eligibility of offenders for earned credit. The Record Office is responsible for screening the offender's file to determine eligibility. Section 2967.193 of the Ohio Revised Code provides additional ways an offender may earn reduction of his minimum or definite sentence. Earned credit does not reduce the maximum expiration date. An offender may accumulate this credit by productive participation in qualifying programs. Productive participation means an offender was in the program on the first day of the month, remained in the program the entire month and maintained a certain level of attendance. The instructor of the program is responsible for tracking this information and forwarding it to the Special Services Secretary for computer entry on the last day of each month. The information is uploaded to the Record Office computer and the Release/Parole Board dates are then reduced by the amount of credits received. The earned credit slips are printed and a copy forwarded to the unit secretary for distribution to the affected offender.

Earned Credit Comparison

We have offenders serving sentences under 3 different laws. This section will address key components of the laws, involving Earned Credit (good days). If you have questions about which law you were sentenced under, see the law library.

House Bill 261-“old law”:

- May earn up to 3 days per month for minimum security status
- May earn up to 7 days per month
- Once earned, cannot be forfeited
- Eligible if serving life sentence that is diminished, not full
- Eligible if serving actual incarceration that is diminished for a definite or indefinite sentence

Senate Bill 2-“new law”:

- No credit for minimum security status
- May earn 1 day per month, regardless of participation in various programs
- May be lost through R.I.B.
- Not eligible if serving life or indefinite term
- Not eligible if serving a mandatory term

House Bill 86

- Up to 5 days per month for certain offenders
- All sex offenders excluded from any earned credit
- Excludes most Felony 1 and 2 offenders from eligibility for expanded credits
- Includes provisions for GPS monitoring for the 1st 14 days following release for offenders who earn over 60 days of credits while incarcerated
- Caps overall earned credit and/or program completion credit at 8%
- Program completion credits-5 days earned 1 time on second program completion

An aggregation is the merging of two or more Master files to ensure that all required time is served. Parole or Probation Violators that return to prison with a new sentence will be issued a new number and their old file and sentence combined with the new. Violators who return without a new charge will keep the number on which they were initially admitted. If after admission they receive new charges, they must be issued a new number and an aggregation is required.

Each month Parole Board hearings are held at the institution, usually the last week of the month. At that time the offender may be given a POA date. **POA MEANS PAROLE ON OR AFTER AND DOES NOT NECESSARILY MEAN THAT THE OFFENDER WILL BE RELEASED ON THAT DATE.** There are 60 days between the time the offender appears before the board and the POA date. This time allows APA to assign a parole officer and to conduct a placement investigation. Once that has been completed, the parole unit will send the Record Office a Parole Release Certificate giving authorization to release.

Transitional Control is a short-term program to facilitate the transition between a prison environment and the community during the months immediately prior to the end of the prison term. Screening criteria to determine eligibility can be obtained from the case manager.

The Department recognizes an offender's right to legally change his/her name. However, offenders do not have a right to require prison officials to change their internal record-keeping and identification procedures. When an order of a name change is received, the Record Office must verify its authenticity. Once verified, a copy will be sent to appropriate staff so they may update their records. The offender's identification badge and clothing labels should be reissued with the new name added as an AKA. The offender shall bear the cost to change the name on the identification badge and clothing labels. The new legal name shall not excuse an offender from obeying an order directive given by an employee using the commitment name. Offenders may not, however, be forced to refer to themselves by the commitment name.

TO FILE FOR A MOTION OF AVAILABILITY FOR OUTSTANDING CHARGES/PENDING INDICTMENTS

Please send a **kite** to the DETAINER SECTION of the CENTRAL RECORD OFFICE. Make sure you include the charge, the case number, the arresting agency and all related information about the pending case. Staff will prepare the request for fast and speedy trial (both instate and out of state requests) and send them to the institution for your signature. The Detainer section will mail these signed forms out on your behalf. The facility address is:

Central Records- Operation Support Center
77 W. Broad St.
Columbus, Oh. 43222

Recovery Services

Richland Recovery Services provides programming and activities that address the drug/criminal lifestyle and prepare participants for successful reintegration. Our continuum of care consists of self-help groups, alcohol and other drug education, process groups, intensive outpatient treatment, recovery maintenance groups, continuing care participation, and a residential therapeutic recovery environment. IOP groups are "earned credit" approved, and typically have a waiting list. Participants are placed into these groups based on their severity of need and other variables, i.e., outdate, parole date, motivation, etc. Education groups also have a waiting list; however, they **ARE NOT** "earned credit" approved, and typically have the capacity for a larger amount of participants.

Ancillary programs offered by Recovery Services typically do not have a waiting list and are offered to the general population. Participants do not have to receive a pass in order to participate. Ancillary programs are offered for those on the Recovery Path, as a component of that path, as well as offered for those that are on other paths, but wish to engage in recovery support.

Recovery Services Programs

- Treatment Readiness Program (TRP): 4 weeks, must be screened to have moderate or severe need.
- Intensive Outpatient Program (IOP): 12 weeks, must complete TRP to attend.
- Recovery Maintenance: 8 weeks, must complete TRP and IOP to attend
- Continuing Care: Ongoing, must have completed TRP, IOP and Recovery Maintenance.
- 12-Step Class: 12 weeks, 1 hour weekly, education on the 12-steps
- Alcohol and Other Drug Special Topics: 12 weeks, 24 hours.
- AOD Videos: Open to general population and current program participants. Times and days to be announced.
- LMU Recovery Services: Various ancillary and educational services offered to those sanctioned to participate in the Limited Movement Unit due to alcohol and drug related rule violations. Individuals involved with these programs are eligible for sanction reductions based on successful participation.
- Evening Process Group: open to anybody to process issues relevant to recovery or reintegration.

12-Step Meetings DO NOT REQUIRE A PASS

- Alcoholics Anonymous (AA): Mondays 1:30 pm Big Book discussion and 6:30 pm Speaker Meeting
- Narcotics Anonymous (NA): Tuesdays 1:30 pm Basic Text and 6:30 pm Speaker Meeting

Mental Health

Programming provided by the mental health department is for offenders who are on the mental health caseload. Group members of ongoing or open groups, are added and dropped as needed. Other groups are closed groups that meet for a specified number of sessions. Group members for both types of groups are obtained through referrals

from the mental health staff. Offenders can access mental health services by kiting Mental Health, or by staff referral. Mental Health Crisis Services are available during regular business hours. Offenders utilizing crisis services must **first** notify unit staff. They will complete a referral and you will be sent down.

Anger Management Group

This is a closed group focusing on offenders on the mental health caseload who have anger management difficulties. The group focus is on identifying sources of anger and developing/implementing appropriate coping strategies.

Depression Management Group

This group is for persons on the mental health caseload who struggle with depression. It processes causes, symptoms and treatments, primary of which are cognitive behavioral in nature, related to improving mood and daily functioning.

Psychology of Incarceration

This group identifies and discusses the Criminogenic Needs, areas of functioning that effect one's re-entry, and Self-Imposed Limitations, or thoughts that contribute to incarceration and inhibit successful re-entry.

Commitment to Change

This is a two-part evidence based group. It is a cognitive behavioral intervention designed to help people stop using thinking errors (no one was hurt, I am the victim, etc.) in order to get what they want, to recognise the tactics used to reinforce thinking errors (generalization, diversion, minimization, etc.) and to fully understand both the positive and negative consequences of behaviors. The target population consists of offenders that chronically use these thinking patterns: antisocial personalities, offenders that are always looking for a new hustle, offenders that have not accepted responsibility for their actions or choices, those with predatory behaviors and crimes, those that do not understand the impact of their actions, offenders that are highly self-involved, etc. This intervention is geared towards self-awareness as a vehicle for change. Due to the target population, this group may be inappropriate for offenders that are easily targeted, bullied, or highly emotionally vulnerable. While these groups are offered in order, offenders may enter them at the beginning of any specific group.

1. Thinking Errors- 15 weeks
2. Tactics & Consequences- 15 weeks

MTREM

MTREM is a group CBT model for the male trauma victim. It is designed to work with negative attitudes and beliefs, as well as learned responses and behaviors, often associated with trauma victims. The group focuses on self-awareness, male stereotypes, acceptance and appropriate ways to deal with emotions. As a psychotherapy group, enrollment is not open for all offenders. Referrals must be diagnosed with Post traumatic Stress Disorder or have otherwise been through a traumatic event.

Stress Management Group

This group focuses on teaching mental health caseload patients to cope with stress utilizing relaxation techniques. It lasts 5-6 weeks and meets weekly.

Medication Noncompliance

A group for offenders who are currently ordered psychiatric medication but are not taking the medication as ordered. Medication education and the importance of daily medication compliance is discussed.

Medication Change

A group for offenders who have had a recent change ordered by their prescriber. This is a time for questions and answers about the medications and the change ordered along with education about their medications.

Medication Discontinuation

This is a group for offenders who have recently had their medications discontinued by their prescriber. Education will be offered, along with a time for questions and monitoring for any reoccurrence of mental health symptoms.

Medication Education

This is a psycho-educational group that focuses on psychiatric medications.

Medical Services/Programming

Medical care at Richland Correctional Institution is provided 24 hours daily. Routine and emergency services are available. Every staff member is licensed to practice in his/her respective specialty.

Nursing, Medical, Dental, Optometry, Podiatry, and some specialty services are available on site at RiCI. Other specialty services are available off-site.

Nurse's Sick Call is a screening clinic, which is held Monday through Friday except on holidays. If the offender has a health problem and needs to be seen at Nurse's Sick Call, each offender will fill out a Health Service Request Form and place it in one of the medical boxes in the entry of the dining halls or infirmary. If it is necessary to refer him to the doctor, the nurse will place him in the Advanced Level Provider's book and he will be passed at the earliest available time. Nurse's Sick Call is held in segregation daily. The offender can ask the nurse for a Health Service Request Form. He can fill it out and give it back to the nurse. He will be seen by the nurse and treated accordingly. Over-the-counter medications will be passed out on an as-needed basis. Passes will also be issued for medications, when necessary. He must show his ID to receive his medications. Some medications will be issued at the pill call window on a single dose basis at specific times during the day. Other medications will be issued in multi-dose form. All medications **MUST** be taken as directed by the prescriber; the instructions are on the label. Medications not taken must be returned to the Inmate Health Services (IHS) Department. Out-dated medication is considered contraband. Medication **MUST** remain in the same package in which it was dispensed. Generic substitutions will be made by the Central Pharmacy whenever possible. A refill kite is necessary for refills on medications that have remaining refills. These kites are available in the infirmary. The offender will submit the refill request in one of the designated boxes when he has 7-8 days supply remaining. The refill kite should include the refill label located on the medication package. If the label is not available, the offender's name and number, and the medication name is required at minimum. It is the offender's responsibility to ensure that his refill requests are submitted in a timely manner, so medication is available. If no refills are left, he will need to sign up for Nurse's Sick Call.

Ri.C.I. medical staff will review medication orders and restrictions from other institutions, and will re-issue until seen by an advanced provider. It is the offender's responsibility to keep his medications secured. **HE WILL NEVER GIVE HIS MEDICATION TO, OR ACCEPT MEDICATION FROM ANOTHER OFFENDER.** Medication taken incorrectly can be hazardous to the offender's health. These rules were developed for offender safety. If, after arriving at Ri.C.I., the offender is not receiving the medication he was taking prior to coming to this institution (i.e. insulin, heart medicine, blood pressure medicine, seizure medicine), notify IHS immediately.

A number of non-prescription medication and products are available in the Commissary, which may resolve some minor medical issues. Other medical concerns, however, must be addressed through Nurse's Sick Call. The purchase of some basic medicine cabinet items may help to make the offender more comfortable until he can be seen at Nurse's Sick Call. If non-prescription medications are given to the offender in Nurse's Sick Call, they will be in short supply and the offender will be required to purchase additional amounts through the Commissary as needed.

If an emergency situation arises, the offender should contact his dorm officer, unit staff, job supervisor, etc. They will make the arrangements for him to be seen at the infirmary.

Appointments for off-site specialty medical care are scheduled in advance. RiCI will utilize telemedicine clinics as much as possible. A doctor will see the offender on a television screen. The offender can talk with him, while he examines the offender and he can talk to the offender. This will save the offender the discomfort of being transferred to FMC (Franklin Medical Center formerly CMC)/OSU to see the same doctor. This service will be provided in the clinic. If the offender wishes to refuse a medical trip, he must do so **BEFORE** the day of the trip. If the refusal is not requested at least 24 hours prior to the trip, it is too late for someone else to be scheduled in the offender's place. If he agrees to the trip and then refuses on the day of trip, a conduct report may be written and discipline handled by the Rules Infraction Board. Attorney visits and Parole Board Hearings are the only justifiable reasons for refusal.

Dental

Richland Correctional has a fully equipped dental clinic. All offenders, regardless of sentence length, are eligible for emergency dental treatment and urgent dental care. There is no co-pay for emergency dental treatment and urgent dental care.

Dental Emergency – Have your dorm/housing officer or any other staff person contact Inmate Healthy Services (IHS) as soon as possible. Dental Emergencies include the following: uncontrolled bleeding, broken jaw, pain that keeps you awake, infection and visible swelling.

Urgent Dental Care – Submit a Health Service Request (HSR) form to dental explaining your problem. HSR forms are located outside the Dental Clinic. Watch for a pass to IHS within a day or two. Urgent issues include the following: toothache (pain is constant or comes and goes), broken denture, infection, large painful cavity and painful bleeding gums.

Routine Dental Care – Offenders at Richland Correctional Institution are not eligible for routine dental care until they have served one full year of incarceration. Also, your total sentence must be greater than one year to be eligible for routine dental care. If you have been incarcerated for a year, and want routine dental care, submit a HSR to dental explaining your problem. Routine dental care includes the following: dental exams with necessary x-rays, teeth cleanings and fillings. If eligible for routine dental care an offender requesting this care is placed on a list, and will receive a pass once it is his turn. All routine dental services start with an oral examination and necessary diagnostic x-rays. Exams, x-rays and cleanings are offered annually when requested. There is no co-pay for routine dental care.

Full and Partial Dentures – An offender must have already served one full year of a 3 year or more sentence to be eligible for any full or partial denture fabrication. You are not eligible for full or partial state issued dentures if you have eight (8) or more back teeth present for chewing. Any full or partial state issued dentures are the offenders responsibility. They will be replaced as necessary only every eight (8) years. Dentures or partials lost, stolen or broken will be replaced at the offenders cost.

The infirmary is an extremely busy place. If the offender receives a pass, he is expected to appear at the scheduled time. The pass will be honored only from 15 minutes before to 10 minutes after the scheduled time. Failure to show up after a pass is issued may result in a conduct report.

Physicals

Offenders over 50 years of age will be passed to come to HIS on the month they were born and offered a physical every year. Offenders between 40 and 50 years of age will be offered a physical every two (2) years. This will also occur the month they were born. Offenders under 40 years of age will only be eligible for a physical every 5 years. Remember that the intake physical received by the offender at reception is considered a full physical, so eligibility is based on the date of that physical. Offenders over 40 years of age will automatically be passed for a physical and need not kit IHS.

Health Fair

The Medical Department hosts a Health Fair annually, and staff provides offenders with glaucoma checks, blood pressure checks, blood sugar checks and body fat analysis. Mental Health and Recovery Services provide education about various Mental Health and recovery topics.

Health Service Co-Pay Policy

We adhere to the Health Service Co-Pay Policy 68-MED15: the offender will be subject to a \$2.00 charge when he is examined by the medical staff when services are initiated through a Health Service Request form. All medical services initiated by an inmate through emergency procedures will be free if an actual emergency exists, however a \$3.00 co-pay will be charged to the offender if it is determined that no emergency actually existed. No one will be denied needed health care or treatment based on ability to pay. Everyone will receive appropriate health care based on their present need without regard to financial status.

Religious Services

The religious programs at Ri.C.I. are coordinated and led by two (2) full-time chaplains. Contract chaplains of specific faiths are made available based on the identified needs of the offender population.

The chaplains will assist offenders in the following areas:

Religious Orientation

The chaplains provide orientation for newly arrived offenders weekly during the formal orientation session, in the orientation dorm. The chaplains have an open door policy in the afternoons. The ODRC requires offenders to have their religious preference on file. This information may be very important should a personal or family emergency happen while incarcerated. If no preference has been established, offenders will need to follow the procedure stated in DRC policy 72-REG-02.

Religious Services

Religious Services provides programs for a variety of faiths in the Religious Services Center. A schedule of these activities is posted in each lock and in the chapel. State clothing is required any time offenders come to the chapel or wants to see one of the chaplains. **Generally a pass is not needed to come to worship services. A pass is needed to be absent from work or during evening winter movement hours.**

Religious Accommodation/Jewelry

If a religious book, jewelry, head covering, or religious garb is needed, the Offender will need to contact a chaplain for an Inter Office Memo to order any religious materials. The chaplains will verify the religious preference and issue an IOC. **Do not order any religious items, including books without the chaplain's permission. The item will be returned by the Package Room. Specific religious accommodations other than that which is normally allowed for a religious preference must follow the procedure of DRC policy 72-REG-02.**

Religious Counseling

One or more of the Chaplains will be available during normal working hours. Should a Chaplain not be available, in case of emergency, contact unit staff.

Religious Representative

An offender may have one clergy person identified as a minister of record. A case manager can add a minister of record to the offender's visiting list.

Worship Opportunities

These include Protestant, Catholic, Islamic, and Jewish services and Jehovah's Witness.

Serious Family Illness or Death

Should a serious illness or death occur in the Offender's immediate family, his family should contact the Warden's Office, The Chaplain's Office (during regular work hours), or switchboard operator or Shift Captain (evenings, weekends, and holidays). The family member will need to provide basic information such as name, telephone number, name of hospital or funeral home, attending physician's name, or funeral arrangements. The institution records (i.e. master, unit or visiting files) will be checked for verification of family member's relationship and a call will be made to the hospital or funeral home to verify illness or death. Only after the verification process is completed, will the Offender be contacted by a staff member to provide him with information and talk with him. If the family or offender requests a hospital bedside or funeral home-private viewing trip, a review of all information will be made and the Offender will be interviewed by a staff member. If a trip is approved, the family will be responsible for providing transportation fees, which are based on mileage. Consideration can also be given for a special visit with the Offender's family. The Warden or his designee will approve or disapprove the trip.

Marriages in the Institution

Offenders desiring to be married while incarcerated at RiCI must provide a license to marry from Richland County Probate Court or the county of residence of the future spouse. They must also arrange through their future spouse an authorized licensed person to officiate the ceremony. This person must provide a copy of his/her license by the State of Ohio Authority to Solemnize Marriages. Upon completion of the aforementioned paperwork, The Chaplain's Office will coordinate a time and date in the visiting room for the marriage ceremony. Any costs for license and remuneration, for clergy will be assumed by the offender and his future spouse. Wedding bands may be ordered through the inmate catalogue (Access Securepak Sundry order form).

Study Programs

- **Catholic Study (RCIA)** – A study of major Catholic doctrines taught by a local deacon or priest leading to baptism and membership in the Catholic Church.
- **Jummah Prayer** – Weekly Islamic prayer on Friday afternoons.
- **Islamic Taleem** – A study of Islamic teachings and doctrine.
- **Arabic Study** – A study of the Q'uran in Arabic.
- **Jehovah's Witness** – Weekly Bible study, usually Tuesday afternoon.
- **Music Preparation** – There is a choir for everyone. See the schedule or talk to a Chaplain.

- **Video Ministry** – Friday morning Islamic videos, and Saturday morning Christian videos, sometimes Spanish language videos in the chapel.
- **Fellowship of Christian Athletes** – This is the first chapter of this vital Christian organization in the U.S. inside a prison. This group sponsors athletic events, special speakers and athletic workshops. See the chaplains for an application and a mission and vision statement.
- **Prayer and Share** – This is a follow up ministry to Kairos and for those who wish to pray and share with each other. This usually happens on Wednesday afternoons.
- **Weekly Volunteer Worship** – Volunteer groups from various churches lead out in worship and Bible study on a weekly basis, usually Sunday afternoons at 1:00 p.m. in the chapel.
- **Catholic Retreat** – Quarterly, our local Catholic community sponsors a one-day retreat in the chapel. This retreat, based on Chrisio, is oriented toward a deeper walk with god.
- **Future Events** – The chapel program is dynamic. Look for future FCA Retreats and Days of Reflection retreats as well as other programs to meet the needs of our residents.
- **Sabbath School**– An excellent quarterly Bible Study held on Saturdays in the afternoon.

Musical Groups

There are at least 2 different musical ensembles that provide worship leadership for various services.

Angel Tree Program

This program provides free gifts for children of offenders at Christmas. It is provided by area churches. Watch for the sign up in August of each year. Accurate information as to the whereabouts and the caretakers of the children must be provided.

Special Holiday Observances

The chapel sponsors the celebration of Christmas, Easter, Ramadan, Eid feasts, and Passover. Watch for announcements and sign ups. These events happen by Religious preference and are for the faith group in question. (For example, Non-Muslims do not participate in Ramadan). See the chaplain.

Special Community Events

From time to time special events occur on the yard and in the chapel. These events are open to all. Watch for them.

Library Services/Law Library

The RiCI Library offers a variety of materials for our offender's use. Most materials found in a typical public library can be found in the RiCI Library. Offenders may also request books not found in our library through the library's Interlibrary Loan Program. The RiCI Library subscribes to a wide variety of newspapers and magazines. Reference materials are generally those materials that are not read through to the end. These materials are available in the Reference and Re-Entry Resource area. Offenders must surrender their ID to use them, and the materials do not leave the library. We have very few phone books available in the Re-Entry Resource area. A schedule of library hours is posted in each dorm. Hours may vary due to operational needs.

Only library workers are permitted behind the counters. All others are OUT OF PLACE, and a conduct report will be issued.

A copier is available for offenders to make copies at their own expense. The copier requires a valid debit card, which may be purchased at the commissary for \$2.00. This will make 40 copies at the copy machine (copies are \$.05 each). You may own up to 20 debit cards at one time. Cash slips will **NOT** be used to make copies. When the copier is unavailable for an extended period of time, alternative arrangements will be made for **LEGAL COPIES ONLY**.

Beginning August 30, 2013, the copier will only be available when library staff is present.

IHS/Segregation/Limited Movement Unit (LMU)

General reading materials are provided to those offenders confined to the IHS/Segregation/LMU areas. The library provides a cart of books and makes rounds each week. New books are delivered monthly. Reference questions/services may be addressed through the kite system.

Law Library

The Law Library is open when the Library is open. **ALL REQUIRED LEGAL MATERIALS** per DRC 58-LEG-01, are available in the Law Library either in book form **OR** on the Lexis-Nexis computers. All legal materials must be used in the Law Library area. All Adult Correctional Institution American Correctional Association (ACA)

Standards, ODRC Administrative Rules, ODRC Policies and RiCI Policies are available upon request, except Security Policies. Also a variety of commonly used legal motion blanks (ie. Jail Time Credit, Judicial Release, etc.) are available. Offenders must surrender their ID badge to receive the original motion and **MUST copy the original with your copy debit card on the inmate copier.** DO NOT WRITE on the original. Upon return of the original, the ID badge will be returned. Destruction of an original legal motion will result in a conduct report.

Lexis-Nexis online legal materials are available in the Law Library. These computers also have the ODRC Administrative Rules on them. The 4 computers in the Law Library are provided to assist offenders with their cases. Reservations are required and can be made at the Law Library Desk. You may have only 1 reservation per day. If you have a reservation, and someone else is at the computer, notify library staff and they will see that you get your turn on the computer. Copies of cases printed are \$.05 per page and a debit card is required. Library staff will send your case law to the offender copier upon request, and you must use your debit card to get the items printed. If you have problems using the Lexis-Nexis Computers, see a law clerk, and they will provide assistance. If you are still having a problem, see the library staff, and they will assign a law clerk to look up case law for you and send it to be printed. You will be required to have a debit card for copies and you must submit a list of case law that you want. It will be made available to be printed, in most cases within 24 hours (1 day), according to library staff availability. When the Lexis-Nexis computers are not operational, the library staff can get specific case law for you upon request, through The State Library. The Lexis-Nexis computers are for **RESEARCH ONLY**. Drafting motions/documents is prohibited and will result in a conduct report.

The courts will accept legibly handwritten briefs; however, typewriters are available in the library typing room when the library staff is present. These typewriters are for **LEGAL USE ONLY**. No personal materials may be typed (personal letters, books, etc.). Prohibited typed materials are considered contraband and will be confiscated, and a Conduct Report will be issued. Typing all in bold is prohibited and will result in a conduct report. Typewriters, ribbons and printwheels are available in the library office from library staff in exchange for the offender's ID. There are times that the typing room is closed for programming, no library staff, etc., and typewriter use will not be permitted. A calendar of scheduled closings will be posted, but occasionally emergencies do arise and require closures not previously posted.

Offenders whose job classification requires all-day attendance (who have no other options but the evenings to do legal work) may request a law pass to use the law library for both evening sessions during winter movements. This is limited to those who are in school or classified to a job that **requires** your attendance **BOTH MORNING AND AFTERNOON SESSIONS!**

Richland Correctional Institution **DOES NOT** provide attorneys/paralegals or public defenders for offenders legal issues. Offenders may contact the Public defenders Office for assistance.

THEY DO NOT ACCEPT KITES!

Ohio Public Defenders Office
250 E. Broad St. Suite 1400
Columbus, Ohio 43215
1-800-686-1573
www.opd.ohio.gov

Public Notary services are currently provided by various staff members. Check in the library for names, location, times and availability for these services.

Legal Kits: Offenders kite the Institutional Inspector if they are indigent. An offender is considered indigent if his account balance has not exceeded \$12.00 at any time during the 30 days preceding the request. All materials in a legal kit are available for purchase in the Commissary.

IHS/Segregation/LMU Legal Services

ALL legal services (motions, case law, research etc.) are available by **kite** to offenders confined to the IHS/Segregation/LMU areas. For a speedy and accurate response, be as specific as possible when asking for service. Offender's are not removed from segregated area's to come to the library/law library. The library staff will make copies for those confined to segregated area's. Offenders send their materials to be copied to the library **THROUGH THE KITE SYSTEM**. Include instructions about number of copies, needed. Place all materials that need to be copied inside an envelope with a kite attached to the outside, or between 2 kites. Offenders will be charged \$.05 per page on a cash slip for all copies.

ALL DRC/RICI policies and AR's are available to **read** in segregated areas. Ask the C/O for the index and you can then choose which policy/AR you need. If an offender wants to own a policy/AR, kite the law library. There will be a \$.05 per page charge on a cash slip for all copies.

IHS/Segregation/LMU offenders need to kite the Inspector for notary services.

PAROLE BOARD

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

assist with the identification of programming needs and to answer questions about supervision activities. If you have any questions regarding any of the Parole Board functions, you should kite the institutional Parole Board Parole Officer.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

program. If you are serving a sentence for a felony 1, 2 or 3 offense of violence, notice will also be provided to the victim(s) of your offense(s).

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

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

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

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

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

Voting Rights

Ohio Revised Code 2961.01 provides that:

- A person **incarcerated for a felony is incompetent** to be an Ohio elector (they may **NOT** vote). Once these rights are lost, the person **MUST** re-register to vote.
- During a period of **Community Control, Parole, Post-Release Control** or **Conditional Pardon**, an otherwise competent elector is once again permitted to register to vote in Ohio.
- Upon final discharge or reversal of the felony conviction, an otherwise competent elector is once again permitted to register and to vote in Ohio.

For more information on revocation/restoring your voting rights, see the Re-Entry Resource Library/Law Library areas in the Library.

Re-Entry

Re-entry means “going home to stay” for offenders. It requires that offenders are prepared to be released. Upon admission, all offenders are assessed to identify problems/program needs (domains), along with risk of re-offending. Programs offered are designed to address specific criminal behavior/awareness education to life skill tools. Offenders committed after April 1, 2011 will receive re-entry related assessment and services through the use of the Ohio Risk Assessment System (ORAS). The Prison Intake Tool (PIT) will be used to determine offender risk and needs. Offenders assessed prior to April 1, 2011 will continue to receive re-entry related services through the Re-entry Accountability Plan (RAP). The offender will periodically meet with staff to review his ORAS/RAP and discuss progress. Offenders who are determined to be at a high risk of re-offending will meet more frequently with staff. Re-Entry programming (listed below) offers group/individual counseling to all enrolled offenders.

Note: Enrollment into re-entry approved programming is based on outdate, level of risk of re-offending and level of need. Please see assigned Case Manager for details. No offender will be excluded from any programming based on sex, race, religion, color, national origin, age or disability.

What are domains? These are identified areas which an offender may have a need. Specific programming will be recommended, if a domain is considered to be a risk factor for re-offending.

Re-Entry Domains-ORAS Domains

Re-Entry Domains Key

1. Associates/Social Interaction
2. Attitude
3. Community Functioning
4. Employment
5. Education
6. Marital/Family Relations
7. Personal/Emotional Orientation
8. Substance Abuse

ORAS Domains Key

1. School/Employment
2. Family/Social Support
3. Criminal History
4. Criminal Lifestyle
5. Substance Abuse/
Mental Health

PROGRAM	RE-ENTRY DOMAIN NUMBER	ORAS DOMAIN NUMBER
ABLE/Literacy	4-5	1
Pre-GED	4-5	1
GED	4-5	1
High School	4-5	1
Career Technical	4-5	1
Career Enhancement	4-5	1
Employability of the Ex-Offender	4	1
Advanced Job Training	4-5	1
Youth Transition Program	4-5	1
Apprenticeship	4-5	1
Commercial Drivers License (CDL)	4-5	1
Inside Out Dad	6	2
Money Smart	3	1-3
Cage Your Rage	7	3-4-2
The Ridge Project	2-3-6-7	2-4
Personal Responsibility of Violence (PROVE)	2-3-7	2-4
Recovery Services (Alcohol and other Drug) AOD Education Program	8	5
Intensive Outpatient Program	1-2-3-7-8	5-4
Thinking for a Change	1-2-3-7	3-4
Victim Awareness	1-2-3-7	3-4

EDUCATION/PRO-SOCIAL PROGRAM DESCRIPTIONS

Education Department

The Education Department at RiCI offers a variety of academic and vocational programs, (vocational program descriptions are listed in section below). Qualifications for most programs are based on standardized test scores (the test that was given at CRC or LorCI, and any test the Offender may take for further participation in educational programs). Offenders for whom a high school diploma or GED cannot be verified will be added to the waiting list as mandatory status. They will serve no less than 180 days (6 months) in an academic program, based on priority enrollment criteria. Programs up to the completion of high school and/or the GED are available at no cost to offenders.

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

Trent Patterson-Asst. Superintendent
Ohio Central School System
OCSS/TEC
P. O. Box 779
London, Ohio 43140

ABLE Literacy/Pre-GED Instruction/GED Instruction and Work Study

Focuses on reading and math skills to achieve the GED. Eligibility is based on the TABE (Test of Adult Basic Education)/CASAS (Comprehensive Adult Student Assessment) scores:

1. **ABLE/Literacy Unit** – Offenders with reading scores **below 6.1 TABE or below 227 CASAS** will be placed in this program. As this is also a residential program, offenders assigned as ABLE students would also live in Unit H3.
2. **Pre-GED** – Offenders with reading scores **between 6.1 and 9.0 TABE or between 227 and 240 CASAS** would be placed in this program.
3. **GED (High School Equivalency)** – Offenders with reading scores **above 9.0 TABE or above 240 CASAS** would be placed in this program.

Offenders who do not meet the requirements for mandatory educational programming, or those who withdraw prior to completing a high school diploma or GED, but after serving their mandatory school time, remain eligible to enroll in educational programming on a voluntary basis. The names of offenders who apply for voluntary education programming shall be placed on a waiting list and enrolled in school on a first come, first served basis, after enrolling all mandatory offenders, using the priority criteria.

Career-Technical (Vocational)

There are nine (9) career-technical programs available:

1. **Administrative Office Technology** – This computer-based program prepares individuals to provide administrative support services in a variety of business settings. A minimum of 300 hours are required for MOS Certification. Computer programs offered: Keyboarding, Office Technology, Professionalism, Database, Financial Functions, Business

- Math, Office 2003, Resume` Writing, Records Management, Employability Skills, Spread Sheets, Desktop Publishing, and Publisher 2003.
2. **Barbering** – An 1800-hour program designed to qualify students for licensing examinations by the Ohio State Barber Board.
 3. **Carpentry** – A program that provides learning experiences involving layout, fabrication, assembly, and installation of structural units. A minimum of 300 hours are required for certification. Completions will be placed on the National Center for Construction Education Research (NCCER) Registry.
 4. **Auto Collision Repair** – Provides theory and application in the needed skilled areas of sheet metal, welding, refinishing and damage estimating, and analysis repair. A minimum of 300 hours are required for ASE Certification.
 5. **Visual Communications/Commercial Arts** – A program of theory that includes lab and classroom work pertaining to Safety, Basic Studio skills, Basic Drawing Skills, Design, Hand Lettering, Typography, Photography, Digital Media, Production Art, Business Function, and Self Marketing. A minimum of 300 hours are required for OCAP Certification.
 6. **Drafting Occupations** – A program of theory and practical work related to the gathering and translation data of specification; and the planning interpretation of mechanical/architectural drawings and sketches, to include board and computer generated drawings. A minimum of 300 hours are required for OCAP Certification.
 7. **Drywall** – A program of classroom and shop experience concerned with the hanging and finishing of drywall, texturing, and patterns of ceilings and walls, and all forms of repairing drywall and plaster. A minimum of 300 hours are required for NCCER Certification.
 8. **Graphic Occupations** – A program of theory, laboratory, and shop work that pertains to the printing industry, which includes typesetting, layout, composition, presswork and binding. A minimum of 300 hours are required for ONLA Certification.
 9. **Horticulture** – A program that educates offenders on the nursery and greenhouse industry. A minimum of 300 hours are required for ONLA Certification.

Career Enhancement Modules

There are six (6) career enhancement programs available:

1. Administrative Office Technology
2. Carpentry
3. Auto Collision Repair
4. Visual Communications/Commercial Arts
5. Drafting
6. Drywall/Plastering

These are five (5) week courses that will teach different sections of the career technical programs. Offenders are eligible to take a total of eight (8) module classes during each incarceration. The career enhancement program allows offenders the opportunity to sample a career technical program before making a choice to sign up for the full year-long program. A certificate of completion will be presented to all offenders who complete the modules.

Employability of the Ex-Offender

All students enrolled in the Career Technical (Vocational) and Career Enhancement Modules will receive assistance in resume writing, job interview skills and computer time in the CAIL Lab (when available) to work on their resumes.

Certificate of Achievement and Employability House Bill 86

This certificate is a way the ODRC can indicate that a soon-to-be-released inmate has performed exceptionally while under ODRC's control. To be eligible, certificate applicants must have completed one program from each of the following 4 areas:

Vocational

- Career Technical
- Apprenticeship
- Advanced Job Training

Cognitive/Behavioral

- Thinking For a Change
- Therapeutic Community
- Intensive outpatient Treatment Program
- Succeeding at Home Treatment Program
- ADAPT

Achievement & Rehabilitation

- Career Enhancement
- ABE

- Pre-GED
- GED
- High School Diploma
- Anger Management
- Cage Your Rage
- Stress Management Program
- P.R.O.V.E.
- Victim Awareness

Community Service

- Successfully completed 120 hours or more of Community Service

What the Certificate can do for you:

A person who earns this Certificate must receive individualized consideration from a state licensing agency when applying for an employment-related license. The Certificate only applies to the field of employment in which the person was trained through the ODRC vocational program. The Certificate supersedes any statute or regulation that creates an automatic, mandatory bar to that license (e.g. “no one with a felony record”). Instead, the licensing agency must decide whether the individual holding the Certificate is, in fact, fit for the license. The agencies retain the discretion to deny licenses in appropriate cases. This allows exemplary, rehabilitated former offenders to access jobs in industries in which they are qualified to work. Employers who hire Certificate holders are protected from negligent-hiring liability. This removes the fear of litigation that often dissuades businesses from hiring.

You may apply no earlier than 1 year prior to your release and no later than your release date. For more information, see your unit staff or the school principal, assistant principal.

Senate Bill 337

Senate Bill 337 addresses several issues that will increase your chances of a successful re-entry into society and reduced prison sentences. Judicially driven, at your sentencing, a judge may now place you in a “risk reduction” category and you may receive a deduction from your sentence for completing certain programs while incarcerated (Ohio Revised Code 2967.193). Also upon your release, certain “collateral sanctions” have been removed. Previously, convicted felons have been excluded from obtaining certain jobs or licensures. Now **some** of these restrictions have been lifted, allowing **some** convicted felons more access to jobs. For complete details see the Law Library to see the full text of the bill and restrictions.

Advanced Job Training

Ashland University offers four (4) certificate areas:

1. Basic management,
2. Office Skills,
3. Retail Sales
4. Hospitality management.

H-3 Lower is the designated college dorm/classroom area. To be eligible for enrollment in a state-funded advanced job training program, an offender must meet the following criteria:

- a. Applicable admissions criteria, as specified by the college or university
- b. Have attained a high school diploma or GED
- c. Have attained a total reading score of 8.0, or 231 or higher on CASAS, the nationally recognized standardized assessment adopted by the Ohio Central School System
- d. Have less than five (5) years to a Parole Board hearing or release from incarceration but enough time to complete at least one (1) term of enrollment
- e. Have been found guilty of no more than two (2) Rule Violations by the full Rules Infraction Board (RIB) within the past rolling calendar year
- f. Have not previously completed one (1) two-year program or two (2) one-year programs offered through the Ohio Penal Education Consortium
- g. Have agreed to and signed the Terms of Enrollment Agreement (DRC 4286)

Offenders may kite the **On-Site Advanced Job Placement Program Coordinator** for further information.

Apprenticeship Programs

Offenders are provided an opportunity to work with individuals certified in various trades. The offenders are assigned to mentors and given hours toward state competency testing. The offenders must have 75% attendance and may be eligible for 1 to 5 days of earned credit. **Apprenticeships available at RiCI are HVAC, Cooking, Dog Handling, Janitorial Service, Food Service Manager, Landscape management Tech and Recovery Operator.** They are directed by the Deputy Warden of Special Services. If interested, kite the School Principal.

Inside Out Dad

This program focuses on parenting during incarceration, and parenting education. This is a twelve week program.

Money Smart

This program focuses on financial education and management. This is a twelve week program.

Cage Your Rage

This is an eight (8) week program specializing in helping offenders identify and develop methods to control their anger/rage. The goal is to enable offenders to become functional individuals in an institutional setting, as well as in society. Certificates will be given upon completion.

The Ridge Program

This is a program for “Building a Legacy of Strong Families”. These classes are designed to empower youth, marriages and families so they can withstand and overcome negative influences. The Ridge program also sponsors a CDL Class in joint cooperation with Trainco, that will allow **qualified offenders**, to get their CDL (Commercial Drivers License). See unit staff for requirements/enrollment options.

PROVE (Personal Responsibility of Violence Elimination)

The purpose of this program is to eliminate abusive, personal violence toward another person. This is a twelve week program.

Recovery Services AOD (Alcohol and Other Drug) Education Program

This program provides AOD treatment and education services that impact offender lives. This program is an outpatient program that is offered two (2) hours a week for 12 weeks.

Intensive Outpatient Program

This program provides Alcohol or Other Drug (AOD) treatment services that impact offenders' lives. This program is an outpatient program that is offered 15 hours per week for 12 weeks.

Thinking for a Change

The program provides the offender with education to take charge of their lives by learning more effective ways of thinking, restructuring, problem solving and social skills. This is a twelve week program.

Victim Awareness Program

This is a state-standardized program. The focus of this program is to educate the offenders on the effects their crimes have made on the victims and/or their families. The program makes the offender accountable for their actions. The offenders are given a pre and post test, homework assignments, and are exposed to victim impact panels. The group opens and closes with a poem written by a victim of the victim's family member. This is a twelve week program.

Commercial Drivers License (CDL)

This is an innovative new program offered at RiCI, and PCI that will place qualified offenders in a program to receive a Commercial Drivers License, and possibly place them in jobs upon release. The program begins with the application process (completed in the housing unit). Interviews with various staff members and program coordinators will be completed, and a medical exam is performed. Offenders will then be referred to the classroom self guided study program to prepare for the permit test. The permit test is administered in the Education Department by the Bureau of Motor Vehicles on a monthly basis. Once the written test has been successfully completed, offenders will receive a temporary instructional permit card and begin in cab training. The final step is to go to the CDL test site to obtain a CDL license. This program is sponsored by The Ridge Project and partnered with Trainco and P. I. & I. Motor Express. If you are interested see your unit staff for further information.

Other Programs Available

Education Programs/General Information

Special Education

If an offender comes into RiCI with an active Individualized Education Plan (IEP) **regardless of TABE/CASAS scores**, is under the age of 22, does not possess a verified high school diploma or GED, and if there is space, he will be assigned to school.

Special Population Status

Offenders assigned to segregation, LMU, or infirmary status may receive educational services by kiting the school Principal/Asst. Principal.

Tutoring

To be a tutor, the Offender:

- Must have a GED or High School Diploma
- Go through the Ohio Certified Tutor Training, or have a certificate on file
- If assigned as a Literacy Unit tutor, must live in ABE Housing Unit (H3 Upper)
- Must agree to accept tutoring assignment for a minimum of 6 months

GED Test

In order to GED test, the Offender must have taken the Pre-GED test and received an average score of 450 overall, with no score lower than 420 on any of the five test areas.

Post Secondary Education

Comprehensive post-secondary employment skills and approved colleges and universities offer curricula.

Special Education

Refers to an Education Program for students who have been identified formally as having a disability and who are under 22 years of age.

Title One/Youth Transition Program

Refers to a Federally funded Education Program for students who are under 22 years of age and who are functioning at least two grade levels below accepted guidelines.

Attendance

As a student or worker in Education, Career-Technical, or Library Services, attendance is important. **IF** the Offender is eligible for earned credit (good day), his attendance is vital. Education jobs eligible for earned credit at this time: Student, ABE; Student, Pre-GED; Student, GED; Student, Career-Technical; Student, Advanced; Tutor, Advanced Job Placement; Tutor, Literacy Unit; Tutor, School; Tutor, Certified; Career-Technical Aide.

Transitional Release Planning

All offenders will receive essential habilitation services. Essential habilitation services are a basic set of services that all offenders must have access to in order to facilitate community re-entry following any period of incarceration. For all offenders lacking personal identification documents, such as birth certificate, driver's license, State of Ohio ID, veteran's discharge status, Form DD-214, eligibility for Ohio Benefit Bank services, and Social Security card, information will be provided on how to access and receive these items prior to release, usually during a release preparation class or by your unit staff (per DRC Policy 78-REL-01). You should be automatically be passed for the Release Preparation class, if you are within 6 months of going home. If you have not attended this class, kite the guidance office. Information on access to current driver's license, the Federal Bonding Program, Work Opportunity Tax Credit Program and the Welfare-To-Work Tax Credit, will be given, to help offenders gain employment upon release. Applications for a Social Security card and certified copies of Birth Certificates are available in the library. See Library staff.

Prior to release, offenders will discuss with assigned unit staff, release transportation, housing plans, and community resources. Offenders will have the opportunity to receive a print out of institutional job history. APA will host a monthly workshop available to all offenders being released within six (6) months. The workshop will assist the offender with an understanding of expectations while under supervision and available resources in the community.

All offenders will have access to the Re-Entry Resource Center in the institution. This is located in the Library. Books and computers are available to assist the offenders on their successful re-entry. Ohio means Jobs computers help offenders prepare to enter the workforce by allowing offenders to search jobs in their area and resumes to be submitted and "held" until activation upon release, at their local One-Stop Jobs and Family Services Center. The institution will schedule and annual community resource fair. The fair will consist of community service providers that provide training, education, financial aid, and career development for offenders re-entering their communities. The date for this program will be posted in all housing units and advertised on channel 9.

Community Resource Room

In the K-Building we have a Community Resource Room which provides access to Reintegration and General Population offenders to use the Pathways Computers (4 more are located in the library). These computers contain a wealth of information and educational components to assist in your successful re-entry. These computers contain Basic Computer & MS Office training, Khan Academy, Veterans Information, and a "learn to type" program. Offender led programming includes Connect Ohio, Adobe, Web Design, Keyboarding, Goodwill Job Readiness and Microsoft Office. Offender aides are there to assist you in using the computers also. The requirements for using this area, is to complete Connect Ohio first and then you may sign up for any additional programming. The wait list goes by outdate, and Reintegration offenders receive first consideration.

Recreation

General Information

Open: Check the current posted schedule for the days and hours of operation.

Direct any interest in a particular area via the kite system. All kites are to be directed to the General Activity Therapist (GAT).

General rules and guidelines pertaining to the recreation area are posted on the bulletin board in the lobby of the Recreation complex. IOC's are posted in the housing units to keep the general population updated of current events.

The multi-purpose room in the recreation center is used for many activities (by offender groups for meetings and activities), and by the general population during open hours.

Intramural Sports (to be announced)

A complete program of both seasonal and tournament play for the following: basketball, softball, volleyball, handball and horseshoes.

All intramural sports shall be offered at different levels of play based on player's ability and age. No offender will be discriminated based upon ability or age.

Arts and Crafts

- Personal orders for art supplies from approved vendors
- Wood working
- Basic drawing
- Basket weaving
- Airbrush
- Jewelry
- Painting-beginners through advanced
- Many Community Service Projects
-

Music

- Concerts
- Music Classes including guitar, music theory and hip hop.
- Music slots for bands and rappers
- Scheduled days to order personal music equipment

Sports

- Darts
- Softball
- Handball
- Volleyball
- Horseshoes
- Soccer
- Basketball
- Bocce Ball
- Jogging Track
- Officiating classes for softball and basketball
-

Programs

- Aerobics
- High Intensity Calisthenics including Insanity
- Yoga
- Use of Weight Enclosed Machines
- Olde Skool Program (age 40 and over)
- Healthy Start Program
- Bingo
- Basketball and softball tournamnets
- Arts and craft classes
- Wii tournaments
- Game Day-Sunday's at 1:00 pm Wii tournaments

Watch your bulletin board for other tournaments, classes and special events throughout the year.

Laundry /Quartermaster

The following items will be issued to each offender upon arrival at Richland Correctional Institution:

- | | |
|-----------------------|------------------------------------|
| 1- Laundry Bag | 1- Bath towel (white) |
| 1- Wash cloth | 3- Pairs of socks |
| 2- Sheets | 1- Pair of state shoes (if needed) |
| 3- Underwear | 2- Blankets |
| 3- T-shirts | 3- State blue pants |
| 3- Shirts/Smock style | 1- Coat |
| 1- Sweatshirt | |

ANY ITEMS THAT ARE NOT SUPPLIED AT THE TIME OF ARRIVAL WILL BE ISSUED BY PASS WHEN AVAILABLE.

**PERSONAL ITEMS OWNED SHALL COUNT TOWARDS THE MINIMUM
TOTAL ISSUE QUANTITIES PER DRC 61-PRP-02**

There are self-serve laundry facilities available in each unit for personal and state clothing. Blankets will be collected within the unit on a monthly basis and sent to the laundry for cleaning. The offender will not get back the same blanket that was turned in, but he will get back the same number. State or personal blankets are not to be washed in the unit laundry facilities.

Any lost or stolen items will not be replaced without a proper theft report submitted by the unit staff. If the loss is due to negligence, the offender will be required to provide reimbursement for those items.

**THE LAUNDRY/QUARtermaster AREA IS NOT RESPONSIBLE FOR ANY
PERSONAL ARTICLES OF CLOTHING.**

All clothing exchanges will be made by use of the pass system only. **All items are on a one-for-one exchange.** Offenders may kite the Quartermaster to make exchanges. Include the following information in the kite: Item returning: example, kitchen whites; item to be exchanged: example, pants that are too small (include size needed); alteration: Pants too long, etc. **NO SPECIAL TAILORING WILL BE DONE.**

Repair days are as follows: Monday and Wednesday mornings 8:30 AM to 10:00 AM, Pick up after 1:00 PM. Holidays excluded.

Upon release from RiCI, all offenders will be responsible for all the state items issued to them during their incarceration at RiCI. Any items that cannot be accounted for will be charged to the offender prior to release. Any items that are altered by the offender shall be considered destruction of state property and the offender may be issued a conduct report and may be charged for the item.

DO NOT GO TO THE QUARtermaster AREA WITHOUT A PASS!

Cashier's Office

The Cashier's Office processes all transactions related to offender personal funds (i.e. postage and copy fees, Commissary purchases, posting State Pay, RIB fines, court costs, etc.).

Inquiries

Offenders are NOT to ask staff members to make telephone inquiries to the Cashier's Office on their behalf. Any offender with a question or concern regarding his account should kite the Cashier's Office. Offenders are to use the **Commissary Scanner** to check on their account balance or the new kiosks installed in each dorm.

Transfer of Funds

Personal balances are automatically transferred (in or out) within one day of the transfer date. Offenders will be permitted to shop at the Commissary on their first regular shopping date, as long as funds are available on their account. Locks (if accepted) will be charged to the account prior to regular Commissary shopping.

Money Orders

EFFECTIVE 9-17-2012 NO MONEY ORDERS WILL BE ACCEPTED AT THE INSTITUTION.

Due to changes in the Administrative Regulation 5120-5-02, all money orders must be from an **approved or tentatively approved visitor** and the institution will not accept money orders in the mail. All money orders will be handled through J-Pay. Every time a visitor sends in a money order, they must complete the Money Order Deposit form, found on the J-Pay website (www.JPay.com). Visitors must use the form (for the state of Ohio). Visitors will also need to send in a copy of their driver's license (or state ID or passport) with each money order. J-pay has committed to a 3 business day posting. This will not affect who can pay for inmate phone call credits.

See the visiting section, in this handbook, for instructions on how someone can apply to be on your visitor list.

Money orders may not exceed \$200.00, unless approved in advance by the Warden. See unit staff for details on this procedure.

The Warden determines any approval in advance for large checks received from a bank for closing accounts, estate settlements, etc. See unit staff for more information.

A fee of \$1.50 will be deducted from the money order prior to forwarding the funds to the inmate.

Call Customer Service to have a copy of the money order deposit form (required) mailed to your approved visitors if they do not have computer access to get one.

The address for J-Pay is:

JPay Lockbox
P O Box 277810
Miramar, FL. 33027
Customer Service: 866-333-5729

Money Kiosk

Kiosks are located in the lobby of all Ohio prisons that anyone can use to add money to your telephone account. **ONLY APPROVED/TENTATIVELY APPROVED VISITORS MAY ADD MONEY TO YOUR PERSONAL ACCOUNT.** Phone accounts are not affected by this rule. The machine accepts cash, credit/debit cards and is available 24 hours/day, 7 days/week. The money is available the next business day after the deposit. The person depositing money will need your offender ID number to add funds. Funds may also be added by calling **1-888-988-4768** or online at www.offenderconnect.com. These options will also need your offender ID number and the **SITE CODE 86** (Richland Correctional). To add money for phone calls, phone **1-888-265-1238**. Customer Service 1-800-231-0193.

Investments

Offenders with account balances exceeding \$100.00 may instruct the Cashier's Office to invest the excess funds in Certificates of Deposit at a local financial institution. In order to invest, a detailed cash slips must be completed and forwarded to the Cashier's Office (it is advisable to have a Case Manager assist with this). The original documents related to such investments will be retained in the Cashier's Office for safekeeping – copies will be forwarded to the offender.

Offenders are prohibited from utilizing outside accounts such as savings, checking, charge accounts or stocks per A.R. 5120-5-02.

Pay

State Pay, shoeshine, barbershop and arts and crafts commissions are posted monthly and funds are available no later than the week of the 12th.

Cash Slips

Cash slips must be filled out properly and completely in order to be processed, including a legible offender signature. An appropriate unit staff member must witness all offender signatures on cash slips. Positive identification will be needed prior to any unit staff member signing a cash slip. NOTE: Press hard when completing cash slips. This is a 3-part form. The Warden or designee must approve cash slips for amounts OVER \$100.00. These must initially be forwarded to the Operation's Department, with accompanying documentation that offender funds are available, and purpose for sending funds.

Commissary

Offenders may shop up to 2 times per month per the Commissary shop cycle schedule. The shopping cycle is run in order of the last digit on your ID, 0's, 1's, 2's, 3's, 4's, 5's,

6's, 7's, 8's, 9's. This cycle takes 2 weeks and is run twice per month, 1 shopping trip for state pay week and 1 shopping trip on non-state pay week. Level 1 offenders are permitted to spend \$230.00 on each shopping date, level 2 offenders are permitted to spend \$180.00, as well as spending additional amounts over the spending limit for special items, such as TV's, radios, electronics, and titled items; those items that are marked with a dollar sign (\$).

A Commissary Shopping List is given out during Orientation for your first shopping experience. Once you have shopped, you will be given your receipt and a new Commissary Shopping List. Do not lose the Commissary Shopping List you are given. You must have this in order to shop, and they are not provided in the dorms. Fill your list out BEFORE coming to the Commissary. The Commissary has a list of OUT OF STOCK items that is posted on the white board. Make any necessary changes BEFORE passing in your list. If there is an item that is out of stock, you may substitute that item for another of like kind. (Example: out of chocolate chip cookie, may substitute another cookie that is in stock.) If there is a NEW item on the board, write it on your sheet with the amount requested.

Debit cards for the Reintegration Dorm (unit 1 lower) vending machines are sold through Commissary. The cost of the card is \$2.14 and you may add from \$5.00 to \$100.00 onto the card. These cards are good only for the vending machines in 1 Lower.

Make sure your Commissary Shopping List is correct before handing it to the officer. Give your list and ID to the officer as he collects the slips. The officer will have you come in when it is your turn to shop. Once in the lobby, follow the line and check your order in the window. As your tub is being emptied on the counter, items are being sorted, move along the line with your order. If something is missing from your order, let the workers know. **DO NOT ASK THE WORKERS OR STAFF TO ADD ANYTHING OR CHANGE YOUR ORDER.** Your order will be processed and passed out to you, with your receipt, ID and Commissary Sheet for your next shopping day. Check your order **BEFORE** you leave. If there is a mistake let the officer know.

THERE WILL BE NO ADJUSTMENTS ONCE YOU LEAVE THE COMMISSARY!

Sign a copy of the receipt and put it in the receipt box. Keep the other copy for your records.

Please bring your laundry bag with you to carry all items purchased from the Commissary. No plastic bags will be given out.

Offenders may look up their account spending limit on the day they are to shop. The Look-Up Machine will only show their spending limit, unless they have a balance less than \$100.00, then it will show the total on their account. The Look-Up Machine is located in the window in front of the Commissary. Kiosks located in each dorm will be able to show account balances when they are fully operational.

Additional items to note:

1. Shoppers must be in proper uniform and have a badge that will scan, in order to shop.
2. Any display of disrespect will result in disciplinary action.
3. No offender may purchase for another offender.
4. Absolutely no loitering, littering, or spitting on the walkway will be permitted in or around the Commissary.

Meals

Offenders have ten (10) minutes to exit the dorm. Dorm Officers announce "Last Call." After that the entry door should be secured.

Food Service

Aramark Correctional Services prepares and serves three (3) meals each day in accordance with a menu prepared by the Dietary Operations Manager. All meals will meet the Healthy Eating Dietary Guidelines for Americans. Substitutions may be made when necessary per DRC Policy 60-FSM-02.

Meals are served after count is clear.

Before and after mealtime, the Inmate Dining Hall will be closed to offenders not assigned to Food Service.

RULES FOR OFFENDERS EATING IN THE DINING ROOM

The following rules regarding offenders utilizing institution dining facilities will be strictly enforced:

1. Once your dorm officer has called for offenders to report to the dining room for meals, each offender has a maximum of 10 minutes to exit the dormitory and arrive at food service in order to go eat. Failing to arrive within the allotted time may result in a conduct report. Each dormitory will be escorted, single file, to the dining room under fog plan.
2. When in the dining room, get in line, keep the line moving.
3. There will not be any double lines and no bucking of/or jumping meal lines.
4. All offenders **MUST** wear State issued pants and shirts and either State issued or personal shoes. Appropriate attire should include shirts tucked in and buttoned, and shoes tied. Jackets are optional. State IDs are to be placed on the left side of the outermost garments. **NO FLIP FLOPS OR SHOWER SHOES WILL BE PERMITTED IN THE DINING AREAS UNLESS AUTHORIZED BY THE MEDICAL DEPARTMENT.**

5. **ALL HEADGEAR AND SUNGLASSES MUST BE REMOVED UPON ENTERING THE DINING ROOM (EXCLUDING RELIGIOUS ITEMS).**
6. NO personal cups, hats, or eating utensils will be permitted in the Dining Room. Each offender will be provided one spork.
7. No personal conversations with Food Service offender workers while in line.
8. There will be no seconds and no going back to the serving line to get a forgotten item. Attempting to reenter the line after being served may result in a conduct report and/or removal from the Dining Room.
9. At the serving counters, offenders ARE NOT permitted to reach into the food containers. Offenders can decline a particular food item and they must take only the amount of food that is served.
10. There will be **NO** loud talking or yelling/shouting in the Dining Rooms.
11. There will be **ABSOLUTELY NO** visiting from table to table and **NO VISITING FROM ONE DINING AREA TO ANOTHER. Once the Offender has been seated, he may not leave his seat for another seat. He will be asked to leave food service. This rule will be strictly enforced.**
12. There will be **ABSOLUTELY NO FOOD UTENSILS TAKEN FROM THE DINING ROOMS.**
13. **NO FOOD OR BEVERAGES WILL BE TAKEN FROM THE DINING ROOM.**
14. There will be no trading or giving away food in the serving lines.
15. No condiments or beverages will be taken from the Dining Halls.
16. All offenders not assigned to Food Service WILL leave the Dining Room upon completion of their meal. **NO LOITERING AT THE TABLES OR IN THE DINING AREAS.**

Safety and Sanitation

Safety

It is the mission of the RiCI Health and Safety Department to provide a clean and safe environment for all staff and offenders. Don't take home anything you did not bring here, other than education and rehabilitation.

Sanitation

Sanitation is a high priority in any correctional facility. Proper sanitation can avoid many problems such as disease, rodents, and insects. In order for us to maintain a clean and healthy living environment it is up to everyone to do their part. This includes maintaining your bed area and proper hygiene.

Clutter will not be permitted under or around the Offender's bed. Cardboard that is not part of an arts and crafts project is prohibited.

Blood Spill

Do not clean up blood yourself; RiCI has a crew dedicated to the cleanup of blood spills. The Blood Spill offenders are trained for the proper cleanup methods and utilize special chemicals approved by the Department of Health, to eliminate any known bloodborne disease. We don't want to spread a problem around.

Chemicals

Chemical safety is very important; misuse of chemicals can cause injury or be fatal. All Material Safety Data Sheets (MSDS's) are available in the Safety Department upon request. The following is a brief breakdown of our cleaning/sanitizing chemicals:

CHEMICAL	APPLICATOR	PURPOSE	COLOR
Disinfectant 256	Spray Bottle	Disinfectant Only	Light Green
Glass & Plastic Cleaner	Spray Bottle	Heavy Duty Cleaner	Light Blue
All Purpose Degreaser	Spray Bottle	Window Cleaner	Clear
All Purpose Cleaner	Bucket Only	Floor Cleaner	Light Orange
Orange Powder 311	Bucket Only	General Cleaner	Orange/Green

REPORT ALL INJURIES TO STAFF!

Fire Drills

All fire drills at RiCI are treated as a real fire. We conduct 36 fire drills every 3 months, as per policy. Fire drills are conducted so that we are prepared for emergency situations. When the fire alarm activates in the daylight hours, exit your current area,

move to the main sidewalk. When the fire alarm activates during nighttime hours, staff will instruct you whether to evacuate or not. In the event that a housing area is closed for an extended period of time, recreation will become the temporary housing area.

In the event of a fire and/or fire drill, all offenders will return immediately to their dormitories, unless the fire or drill is in their dormitory area. Those experiencing the fire and/or drill are to follow the evacuation procedure. In such an event, these offenders will be notified of the proper reporting area by the supervisor assigned to their area. In the event of a fire in which offenders must be evacuated from their living area, plans have been made for the evacuation into an alternate living area. Fire drills will be held with or without prior notification and at irregular intervals. In all cases, it is extremely important that all offenders and employees move in an orderly manner. Obey all direction and orders given and remain calm and quiet at all times so that everyone will be able to hear all orders and directions, and obey them accordingly.

REMEMBER – Panic and disorderly conduct can be a worse threat to human life than fire and smoke.

Protection from Smoke

A fire in a dormitory or work area will produce a large amount of thick, black, choking and dangerous smoke. The following procedures are recommended for the offender's safety in case of a fire:

- Don't panic. The dormitory and area involved will be evacuated.
- If the dormitory or work area has a large amount of smoke in it, don't stand upright. Smoke and heat rise making it impossible to breathe. Always stay as low as possible and get to the nearest emergency exit. Move fast and safely.
- Once the area is cleared, offenders will not stand around or try to assist or watch the fire. Firefighters (Institution and/or City) equipped with air masks/fire fighting equipment are assigned to handle the firefighting. Standing around will interfere with the fire fighting units that are attempting to handle the situation.

Fire Protection

Fire Prevention

Most fires are preventable. You can do your part by following some simple rules:

Electrical Safety:

- Only approved outlets expanders may be used; they must be TVSS rated and have a reset switch. All other outlet expanders, power taps, multi-plugs, etc. are contraband as per State Fire Code. They cannot hang by the cord, the power strip must be attached to the bed or wall.
- No triple taps
- No stingers
- No tapping one plug into another
- No repairing of electrical equipment

Paper/Common Combustible Safety:

- No excessive storage of books/newspapers/magazines
- Personal property must be limited to the 2.4 rule
- Keep all clothing, containers of any kind, rags, towels, and flammable materials off anything that generates heat
- Do not make homemade lamps or lampshades

Fire Safety Devices

Under no circumstances should any fire safety systems be tampered with. This includes but is not limited to sprinkler heads, smoke/heat detectors, and fire pull/key stations. There are cameras everywhere, and you will be billed for any destruction of the fire system.

DEVICE	COST
Sprinkler Head	\$18.00 - \$24.00
Smoke Detector	\$75.00
Heat Detector	\$55.00
Alarm Cage	\$100.00
Service Call	\$350.00 minimum

Emergency Evacuation Procedures

In the event of an emergency that would require evacuation, evacuation charts are located throughout all areas of the institution, within 5 feet of each primary and secondary evacuation exit. Each chart identifies a primary (red) and secondary (blue) evacuation route.

TORNADO DRILLS: In the event of a tornado emergency, the control center shall make the announcement of “**TORNADO WATCH.**” If the emergency is upgraded, the control center shall make the announcement of a “**TORNADO WARNING,**” offenders and staff will report to their shelter-in-place locations. Implement appropriate shelter-in-place procedure (clear the yard, evacuate to designated buildings, offenders return to their housing units). All people in the upper units are to move to the lower unit and seek shelter.

General Visitation Information

The facility address for visitation: Richland Correctional Institution
1001 Olivesburg Rd.
Mansfield, Ohio 44903
419-526-2100

Mailing address: P.O. Box 8170
Mansfield, Ohio 44901

Directions

From Cleveland: Take I-71 South to U.S. 30. Turn West on U.S. 30 to S.R. 545. Turn North (left) on S.R. 545 to institution on the left.

From Columbus: Take I-71 North to U.S. 30. Turn West (left) on U.S. 30 to S.R. 545. Turn North (left) on S.R. 545 to institution of the left.

Administrative Regulation 5120-9-15 details the rules governing visitation. It is the offender's responsibility to inform his visitors of all rules, regulations, policies, and procedures related to visiting. Visiting plays an important role during incarceration for both offenders and visitors. In order to facilitate a positive experience, it is necessary that a clear understanding of the rules and procedures is understood. Visiting is one of the avenues for offenders to prepare for a successful Re-entry to society. All offenders shall wear the standard state issue dress while on visit, including underwear, socks, state shoes/boots and state ID. Offenders will be strip-searched prior to and after their visit. To maximize the benefits of visitation, the following rules have been established:

Visitation Schedule

- Reservation Only
- Tuesday through Saturday
- Tuesday through Friday Split Session Times
7:45 a.m. – 10:30 a.m.
12:00 p.m. – 2:45 p.m.
- Saturday Split Session Times

7:30a.m.-10:30 a.m.
11:30a.m. – 2:30p.m.

Visitation Rules

- Permitted four visits a month
- Total of five visitors permitted at one time per visit
- If visitor does not show up for reservation, it will be counted as a visit. However, if a visit is cancelled in advance, it will not count.
- Reservations can be made up to 30 days in advance.
- Effective 12-1-2012, reservations will be based on an even/odd system on **Saturdays ONLY**. If the offender ID number ends in an odd number, visits can only be on an odd numbered day, even numbers on even numbered days only. Tuesday through Friday visitation will be open to any inmate no matter what his offender ID number is.

Visitation Request Procedures

- Telephone Reservation
Visit requests are accepted by the visitor calling the institution at **419-526-2100**, **follow the prompts**. These telephone requests can be made on Monday through Friday from 8:00 a.m. – 11:00 a.m. Telephone reservations can be made Saturday and Sunday from 6:00 p.m. to 8:00 p.m.
- In Person
Requests can be made in-person during visitation hours 7:45 a.m. – 2:00 p.m.
- Email
An email can be sent to: DRC.VisitationRiCl@odrc.state.oh.us requesting a reservation.

When requesting a reservation, the following information should be provided: Offender name, offender number, date of reservation, session am/pm, and number of total visitors. Once a reservation has been approved, a confirmation number will be provided. This confirmation number should be kept as a reference when registering in at the institution on the day of the scheduled visit.

No visits will be permitted on the following holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day.

Transportation/Parking

There are different transportation companies throughout Ohio that provide transportation from various cities to and from the institution. This information is posted on both offenders' bulletin boards and in the visiting area.

The parking area for visitors is located at the first left turn onto the institutional grounds on the hill right in front of the Ohio State Reformatory. The parking area must be utilized by all offender visitors except for visitors who have properly marked handicapped vehicles with the handicapped identification card properly in view. The handicapped parking area is located directly in front of the main entrance area to facilitate ease of entry and exit. Any vehicle discovered parked in a handicapped parking space and not displaying the handicapped identification card will be towed at the owner's expense and subject to fines.

Number of Visits Allowed

Offenders are permitted to a specific number of visits per calendar month depending on their status.

- General Population Offenders: Four visits per month, with a maximum of five visitors per visiting session including children.
- Security Control: Same as general population offenders.
- Disciplinary/Local Control: Limited to one visit per visitor per month. Weekdays only.

Who May Visit/Visit Definitions

Visiting List

An offender may have up to 15 visitors (family and/or friends), not including any listed attorney of record and or clergy of record. This does not include children. Once the child is 18 years or older then they are included in the 15. There are two ways a potential visitor can be added to an offender's visiting list. The first way is the offender can make the request through his Case Manager for an application to be sent to the visitor. Applications are available in spanish for the non-english speaking visitors. The second way is the visitor can go to www.drc.ohio.gov and click on the "Quick Link" to visiting, print the application and send it to the offender's Case Manager for processing. However, the offender must make the request through his Case Manager, to add a visitor. Please communicate with the offender if you chose the second method. No visitor or offenders shall be admitted for visitation until the visitor application is received

and verification of identity has been established. Visitors may be placed on more than one DRC offender visiting list as long as they are in good standing.

Visitation applications may be denied for the following reasons:

- a. The visitor's presence in the institution could reasonably pose a threat to the institution's security, or disrupt the orderly operations of the institution.
- b. The visitor has a past record of disruptive conduct.
- c. The visitor is directly related to the offender's prior criminal behavior.
- d. The visitor will not have a positive effect on the offender's attitude, behavior, or overall adjustment.
- e. The visitor is under parole or probation supervision, and does not have the written permission of both the Warden and the parolee's parole officer. Offenders, including family, under probation or parole supervision must have the written permission from his/her parole/probation officer and approval for visitation privileges six (6) months after his/her release from a correctional facility.
- f. Required documentation has either been falsified and/or incomplete forms were returned for processing.

Family members on Parole/Probation must have written permission from their Supervising Officer and Warden/Designee of the institution prior to visiting.

Offenders may add or remove visitors by notifying their unit staff. There are no restrictions on how often an offender may change/remove visitors.

Tentatively Approved Visitors

Family and/or friends who have completed and submitted a visiting application. The application must be reviewed and approved by the offender's case manager. It is the offender's responsibility to notify friends and/or family of the visiting application status.

Approved Visitor

The visiting application has been approved by the offender's Case Manager and verification of identity has been established upon first visit.

Visitors are not permitted to deliver packages, correspondence, money or printed materials directly to offenders. All such items shall be processed through the Package Room, Mailroom, Money Kiosk or J-Pay.

ONLY APPROVED/TENTATIVELY APPROVED VISITORS MAY ADD FUNDS TO AN INMATES PERSONAL ACCOUNT

Visitor Application Packets can be printed from the ODRC website: www.drc.ohio.gov or you can get see your unit staff for forms.

Note: You can find the approved vendors, along with instructions for ordering procedures, at www.ohio.packages.com or www.ohinmatepackage.com

Child: Any person under the age of 18 years. There are two ways a minor child can be admitted for a visit. The first is if the offender is the biological parent of the minor child, and the second is if the minor child is accompanied by an approved visitor who has been given written permission, to bring the child on a visit, by his/her custodial parent or legal guardian. The **Authorization for Minor Child Visitation** form must be notarized and presented at the time of the visit.

Amish Visitors

May visit once at which time they will be advised to obtain for future visits state identification without a picture, or letter from local county sheriff, Prosecutor, Judge or Health Department, elected state official (congressman, representative, senator, etc.) indicating that the individual is who they say they are with the signature of the visitor notarized.

Guardian

An approved visitor who has been given notarized permission to accompany a child on a visit.

The offender can request the case manager to send out an **Authorization for Minor Child Visitation** form or the visitor can request a form at the visit desk upon arrival at the institution for visitation. This permission can only be granted by the custodial parent or legal guardian and must specify the name of the visitor(s) accompanying the child, and permission for the child to be searched. This form must be renewed annually (once a year) and can only be used for children who are the immediate family of the offender.

Immediate Family

Mother, father, adoptive parents, aunt, uncle, husband, wife, children, stepchildren grandchildren, brother, sister, stepsiblings, half-siblings, grandfather, grandmother and great-grandparents. Son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law and father-in-law will only be considered immediate family while the binding marital relationship is intact. Step-parents, adoptive parents and/or foster parents may be considered within this definition when it has been verified that the offender was raised by this individual as a result of remarriage, death, desertion, or absences of a parent (verification may include, but is not limited to, marriage certificates, court decrees, adoption orders, etc.) Common-law marriages will only be approved if they

were recognized by a court of law as commencing prior to October 10, 1991, in accordance with O.R.C. 3105.12.

Clergy of Record

One clergy member may be placed on the visit list as clergy of record. Clergy are to visit alone with the offender; and are not to be counted as part of the monthly total number of visits. Proper identification will be required. Clergy shall not be allowed to deliver packages, correspondence, money or printed materials to any offender except when authorized in writing by the Warden or designee.

Attorney of Record

One attorney may be placed on the visiting list as attorney of record. Any other attorney who wishes to visit must have prior approval from the Warden and proper identification will be required. Provisions will be made to insure attorney-client confidentiality. Attorney visits do not count toward the overall monthly visit limit.

Entrance Procedures

Identification for Entrance

Any person entering the institution to visit who is 18 years of age or older will be required to present picture identification. Appropriate picture identification includes driver's license, employment identification, State of Ohio ID, Medicaid ID, school ID, or Military ID. Children under the age of 18 will be required to present a form of identification which is a birth certificate. The birth certificate **must** be presented at **every** visit.

Effective January 1, 2014 visitors will no longer be permitted to wear watches into the institution.

1. All attire worn upon entry into the facility must be worn throughout the duration of the visit, with the exception of appropriate outerwear such as a coat and gloves.
2. Appropriate undergarments must be worn (i.e. bra, slip and underwear).
3. No additional clothing is permitted to be carried into the facility.
4. Inappropriate attire includes, but is not limited to:
 - a. See-through clothing of any kind.
 - b. Tops or dresses that expose the midriff or have open backs or open sides (such as any sleeveless clothing, halter tops, tube tops, cropped tops, tank tops, and muscle shirts).

- c. Low-cut clothing cut in a manner that exposes the chest.
 - d. Any clothing that inappropriately exposes undergarments.
 - e. Skirts, dresses, shorts, skorts, or culottes with the hem or slit above the mid knee.
 - f. Wrap-around skirts/dresses or break-away type pants.
 - g. Clothing with any gang related markings.
 - h. Clothing with obscene and/or offensive pictures, slogans, language and/or gestures.
 - i. Form-fitted clothing made from Spandex or Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans, or tight pants.
 - j. Clothing with inappropriate holes/rips, including shoulder cut-outs.
5. No more than one wristwatch or pocket watch will be permitted.
6. Purses, handbags, backpacks, or similar items are not permitted. Diaper bags (must be clear) and infant carriers, are permitted, but are subject to regular search procedures. Clear plastic bags are preferred in place of diaper bags. Diaper bags may include:
- a. A reasonable number of diapers
 - b. Three plastic baby bottles, three plastic containers of baby food and diapers/wipes (must be in a clear bag)
 - c. One pacifier
7. All visitors are subject to clear the metal detector. The following items often prevent clearance of the metal detector:
- a. Hairpins
 - b. Bras with metal underwires
 - c. Certain boots and shoes
 - d. Clothing with multiple zippers
 - e. Excessive jewelry

Once the visit officer issues a visit pass, the visitor(s) will then be processed for entrance. The visitor(s) will empty all pockets and remove jackets and outer garments. The officer will search these items. Any items not permitted will be required to be placed in a locker for temporary storage. Please leave excessive metal items in a visitor's vehicle or at home. (i.e. excessive jewelry, metal buckles, steel toed shoes, etc.) No cell phones, radios or photography equipment of any kind will be allowed. If you wear a pacemaker, the visitor must bring documentation from a certified medical professional. Visitors are not permitted to give any offender ANY item for any reason at any time during a visit without written authorization from the Warden. Only the following items are permitted into the visiting room:

- Photo ID
- \$40.00 on a debit card is allowed, one per adult visitor **No cash or change**

allowed in the visiting room

- Car keys/locker keys (car keys are to be a door key and ignition key only (No electronic door openers or locks allowed)
- One clear plastic bag
- Comb or brush (one only)
- Prescription medications, for duration of visit only, and must be logged at the officer's desk. Oxygen, heart monitors, wheelchairs, crutches, walkers, inhalers and nitro-glycerin tablets only will be permitted into the institution.

Visiting Terminations/Restrictions

All visitors will be assigned a seat, this will not be deviated from, a choice where to sit will not be given. Visits may be terminated and visitors temporarily or permanently restricted from visiting whenever a visiting rule is violated. **Visitors must conduct themselves in an appropriate manner.** Visitors that have children with them also must be responsible for those children as they must be under adult/parental supervision at all times while in the visiting room. Refreshments and food are available in the vending machines. At no time are visitors permitted to share refreshments and food with any other offender except the one they are visiting. Anything in bags must be placed on paper plates. Children under 10 years of age must be accompanied by an adult at all times. The visitor shall remove all unconsumed items at the end of the session, and the offender shall clear tables. Visitors may not leave the Visiting Room and return without prior approval of the Shift Commander.

An approved visitor may be denied access to visit for reasons including, but not limited to:

- a. A visitor refuses to show appropriate and bona fide identification, such as a driver's license
- b. A visitor refuses to submit to a search
- c. A visitor appears to be under the influence of an intoxicating substance
- d. There is sufficient space for visiting (terminations of earlier visits are to occur before denying a visit due to lack of space) or prior reservations were not secured, when required
- e. Possession of contraband that is prohibited by DRC policy and/or state law
- f. Inappropriate dress, as defined by the Warden or designee (Refer to the General Visiting Instructions (DRC2274))

- g. Any circumstance that presents a threat to the security of the institution, staff, visitor and/or offenders

Physical Contact

A visitor and offender may display a reasonable kiss and embrace at the beginning and at the conclusion of the visit. Excessive or inappropriate physical contact (including kissing) will result in termination of the visit and the visitor will be subject to being restricted from visiting for an extended period of time or restrictions may be permanent.

Photo Rules

Token for photos must be purchased prior to entry to visit room. No hand signs, gestures of any kind, including "peace" signs or "joking" gestures. No kneeling, except with small children. Pictures are to be taken with your visitor only, no other visitors or offenders are permitted. Failure to follow these rules will result in termination of your visit as well as confiscation of the pictures without reimbursement.

Ohio Reads Room

Upon entering the visiting room, at the officers' station, visitors may make arrangements to utilize the reading room. There are two types of reading room sessions. The formal reading session is when the reading room aid reads to the children, and the informal session is where the reading room aide is available to hand out books/supplies to the children. Both types of sessions are available on all visiting days when a reading room aide is available. Children are expected to behave in an appropriate manner while in the reading room and **ALL CHILDREN UNDER THE AGE OF 5 MUST BE ACCOMPANIED BY AN ADULT.**

Special Visits

Offender requests for a Special Visit must be made in writing to the Case Manager with the approval of the Unit Manager, and contain the desired visitor's name, address, phone number, reason for the visit and relation to the offender. The Warden's decision to grant or deny the request, with a reason, shall be communicated to the offender.

A special visit shall not be granted more than once in any three month period.

The following factors shall be considered, but not limited to, in granting a special visit:

- Distance of the person from the institution
- Ability of the visitor to be of assistance to the offender
- The number of visitors on the offender's visitor list

- The number of visits an offender has received from those on his visiting list
- Crisis situations

Special visitors must sign an acknowledgment form before visiting. Offenders that are granted a special visit may not receive another for a period of 90 days.

Special Management Visits

Offenders housed in Security Control will receive the same visiting privileges as general population Tuesday through Saturday.

Offenders housed in Disciplinary and Local Control are restricted to one visit per approved visitor for two (2) hours every thirty (30) days, on weekdays only (Tuesday through Friday). No food or drink allowed during the visit. The visit will occur in the non-contact visit area and the offenders will remain in restraints at all times. All offenders in Security, Disciplinary or Local control shall be cuffed and wear an orange shirt with white sleeves and blue pants.

The Managing Officer or his designee reserves the right to deny visiting to any offender housed in Local Control and Disciplinary Control.

Any changes to the Visit Rules will be posted in the Housing Units and common areas.

The Warden/designee reserves the right to deny visiting.

Video Visits

Two kiosks have been installed on each floor of every housing unit, which will become operational soon. One function of these kiosks will be video visiting. It is important to remember that this facility continues to ultimately govern Video Visitation rules. Below you will find a list of what you will need to keep in mind.

Video Visitation Rules

- All individuals requesting a video visit must be approved or tentatively approved.
- All visitors must adhere to all applicable visiting rules as if they were visiting in person. If they are unclear of the rules for visiting, they should contact the prison at which the inmate resides.
- These rules include restrictions on clothing including overly revealing clothing, form-fitting clothing, and clothing that displays offensive, illegal or gang-related messages.

- There shall be no displays of nudity, pornography, sexual acts, sexual poses, violence, drug use, gang signs, weapons, general gang activity (including clothing) or any other illegal activity.
- **All visits are monitored and recorded.** Visits may be terminated for any violation of the rules listed herein. In addition, restrictions/suspensions may be issued which affect not only video visits but visiting in person (**including the ability to send money**).
- Even if a visit is not terminated during the actual visit, a review of a recorded visit which reveals violations of prison rules may result in suspension or termination of visiting privileges after the fact. There is no statute of limitations as to how far back a review of a previous visit can be used to suspend/terminate current visiting privileges.
- Video visits do not count against the number of regularly allowed in-person visits. Attorneys and clergy may video visit if they are on the approved visiting list. **Audio recording cannot be disabled.** Therefore, when private communication is required in-person visiting is recommended because all video visits are subject to being monitored and privacy rules do not apply.
- Video visits do not count against the number of kiosk sessions allowed per day.
- Video visitation consists of 30 minute sessions, but can last up to 60 minutes if the visitor has paid for an extended session.
- Video visitations will be available to offenders in general population housing units 7 days per week.
- Video visitations will be available mornings, afternoons and evenings. The times allocated are: 7:00 a.m. until 10:00a.m., 12:30 p.m until 3:30 p.m and 5:30 p.m until 8:30 p.m.

Community Service

Offenders perform tasks for the community from within the institution and outside or fences as well. This provides community awareness, restitution, and accountability. The Community Service program at RiCI is dedicated to the support of the community through the offender volunteers. RiCI is in support of local and non-profit organizations. The Community Service program is a way for offenders to “Give Back” to the community. RiCI offenders have completed over 350,000 hours of community service since activation.

Pound Puppy Program

An apprenticed program to train dogs that have been rescued from shelters. Training involves teaching dogs basic obedience, dog grooming, identifying disease and animal first aid. It is an intensive program that requires offenders to be in charge of a dog 24/7.

The trained dogs are then placed for adoption. Offenders must be ticket free for 6 months and not have a child endangerment or animal abuse charge to apply for the program. Anyone with prior dog handler experience is encouraged to apply for the program by kiting the Pound Puppy Program Coordinator.

Reading Room

Offenders work in the Reading Room in visitation, holding formal and informal reading sessions with visiting children and help families promote reading skills.

Stamps for Children

Stamps are recycled from used envelopes. Once the offenders trim the stamps, they are donated to Boy's Town.

Miscellaneous Projects

Offenders have participated in the past on several one-time only projects benefitting area agencies such as The United Way, Mansfield Area Inner Group, Richland County Fairgrounds, Richland County Rehab Center, Mansfield City Schools, Camp Perry, Malabar Farm, UMADAOP, Malabar Farm, and Ohio Veterans Home.

Inmate groups have also donated thousands of dollars to various community organizations such as Cleveland Food Bank, Catholic Charities, Meals on Wheels, Mansfield City Schools etc.

Offender Groups/Organizations

No inmate shall be permitted to become an active member in any group within an institution until that group has been approved pursuant to this rule. An "unauthorized group" is defined as:

When inmates engage in group activities when that group has not been authorized pursuant to this rule, or a group has received authorization pursuant to this rule, but engages in activities inconsistent with or beyond those authorized, such inmate and or group shall be deemed to be engaged in unauthorized group activities and subject to discipline consistent with rules 5120-9-06, 5120-9-07 and 5120-9-08 of the Administrative Code.

Rule 17 violation

The inmate shall receive information regarding unauthorized group activities. Unauthorized group activities are prohibited by Rule (17) of Administrative Rule 5120-9-06, Inmate Rules of Conduct. All inmates shall not engage, whether individually or in concert with others, in:

- i. Forming. Organizing, promoting, encouraging, recruiting for, or participation in, etc., an unauthorized group;
- ii. Possessing, creating, reproducing, using or circulation, etc., any material related to an unauthorized group;
- iii. Communicating support of association with or involvement in any unauthorized group. The form of communication may be verbal (written or spoken) as through codes, jargon, etc., or non verbal communication as through hand signs, symbols, displays, drawings, graffiti distinctive clothing, hair styles, colors, ornaments, etc;
- iv. Participation in criminal activities or disruptive activities such as disturbances, riots, fostering racial or religious hatred, or union activities;
- v. Violating institutional rules or directives or state or federal laws.

For more information see the Law Library.

Multicultural

This group looks at various races, religions and ethnic groups to acknowledge various cultural holidays, events and other culturally diverse issues. The program will attempt to highlight events on a quarterly basis.

Drama Group

This group will enhance offender skills in the area of theater concepts. Knowledge will be given on production, direction and acting skills. The offenders will also benefit by learning various ways to handle situations. The group will host plays for staff and offender audiences.

IVA (Incarcerated Veterans of America)

This group will seek to encourage, foster, and promote the improvement of all veterans.

Red Cross

This is a chartered branch of the Richland County Chapter of the American Red Cross. This group helps offenders to become familiar with life-saving skills through instruction in CPR, First Aid, disease prevention, and safety. Internationally recognized certifications are issued for successful completion of some courses.

NAACP Prison Project

This group is a chartered branch of the NAACP and focuses on re-entry initiatives for the successful re-integration of offenders back to their respective communities. The RiCI branch is the first prison branch chartered in 10 years anywhere in the nation. There are approximately 250 active members.

Friends of the RiCI Library

This group helps offenders to become more involved in the use of library services, and sponsors programs and activities to aid the reintegration of our population into society, development of the library and community donations.

Fellowship of Christian Athletes (FCA)

This group is a Christ-centered organization that ministers the gospel of Jesus Christ through athletics and evangelistic events.

Cut and Paste Media

This program works closely with all institutional departments including Graphic Occupation, Administrative Office Technology, the Recreation Department, the Special Services Department, the Religious Services Department, and the offender groups in the production and development of finished video products. Offender groups include; The Fellowship of Christian Athletes, Inmate Veterans of America, Fine Arts, NAACP, Financial Literacy and Real Estate, Toastmasters, Red Cross, RBN (Richland Broadcasting Network), Friends of the Library, The Pound Puppy Program and The Bird Program. C & P's objectives are to increase job and apprenticeship opportunities, reduce offender idleness, to acquire technical knowledge, to improve written and verbal communication skills, provide training videos for staff and offenders as well as implementing them on Offender Channel 9, provide delinquency prevention videos for the youth, to provide fund raising through video cards, membership badges, bulletins, ads, photos and an annual fund raiser while implementing creativity and professionalism with offenders.

The Fine Arts Association

This is an umbrella organization with 4 semi-independent departments; Art, Music, drama and Ad Hoc. It's mission is to provide an outlet for accomplished offender artists and those wishing to explore their creative vision, whether that individual is a craftsman, sketch artist, painter, actor or musician, through classes, seminars and workshops.

Innovative Programs

Reading Room

The Ohio Reads program focuses on the reading skills of students with K-4th grade reading levels. The Ohio Reads program is designed to provide the children (with the parent's permission) in RiCI Visiting Room the opportunity to participate in scheduled reading activities. The children are also encouraged to borrow books to take back to

their seats to read to the parents during scheduled visits in hopes of fostering positive parent and child relationships. RiCI's Reading Room Aides are offenders involved in Community Service. Each aide is screened and interviewed by a panel prior to recommendation for this program as a volunteer.

Cut & Paste (C&P) Video Productions

This program works closely with Graphic Occupations, Administrative Office Technology and the Recreation Department in the production and development of finished video products. C&P's objectives are to increase job and apprenticeship opportunities, reduce offender idleness, improve written and verbal communication skills, provide training videos for staff and offenders, provide delinquency prevention videos for youths, and to implement professionalism with offenders. C&P produces weekly programs for the RiCI population which include but are not limited to religious, recovery and multi-cultural programming along with various volunteer guest presentations. The program provides support to RiCI's staff for in-service training unavailable elsewhere.

Offender Photos

The institution attempts to promote the family structure by allowing offenders to take photographs with family members during the visitation process.

Victim Impact Panel

Occasionally the institution hosts presentations that allow primary and/or secondary victims to express how the offender's offense has affected their lives.

Volunteers

Richland Correctional Institution acknowledges the concept of volunteers in two formats. The first acknowledges all volunteers from the community that provide services or programming to the offender population. Any person wishing to volunteer must complete a Volunteer Application Packet from the Volunteer Coordinator with final approval from the Warden.

Staff members from Richland Correctional Institution may volunteer for programs at the facility or agencies in the community. Anyone volunteering for community agencies should report this information to the Volunteer Coordinator at the institution.

The Volunteer Coordinator will forward a final report to Central Office annually. One Community Volunteer person and one Staff Volunteer will receive recognition at an annual banquet.

Occasionally it is necessary to change/revise local procedures. These changes will be posted in the affected areas and may differ from what is in this book until the next revision.

THIS BOOK MUST BE RETURNED TO THE UNIT
SGT AFTER 2 WEEKS !

Violations will result in a conduct report

Revised 11-7-2013
Approved
M. Bradshaw, Warden