

Toledo Correctional Institution



Inmate Handbook

(Effective May 2014)

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CHAPTER 1: GENERAL INFORMATION

The purpose of the Inmate Handbook is to provide you with information about the Toledo Correctional Institution (ToCI) that will help you during the time you are here. In this manual, you will find information about various departments within the Institution that might assist you. Also, this handbook details the rules and regulations you will be expected to follow, so you should become very familiar with its contents.

Several distinct housing statuses exist at Toledo Correctional Institution. There is a section for each specific housing status. The portion of this handbook, which is describing a specific housing area's rules, is applicable to only that housing area. All other rules are applicable to all Toledo Correctional Institution inmates.

Your cooperation and compliance with the rules and regulations will result in a more relaxed environment at Toledo Correctional Institution. It is important that all inmates and staff work within the rules and policies to help promote cooperation and respect. The unit staff and correctional officers are here not only to ensure the proper operation and maintenance of the institution, but also to assist you within the institutional guidelines. The institutional staff is here for your safety and security.

Institutional rules, regulations, policies and procedures are governed by the Ohio Administrative Code. Administrative Regulations are cited throughout this Handbook, such as AR 5120-9-53. You may read these regulations in the library accessible to your individual housing area.

ADMINISTRATION

The administration of the Toledo Correctional Institution is responsible for your safety and security and for planning, organizing, and controlling the operations of the Institution. Various individuals in the administration have certain duties with each person being responsible for different functions or programs within the institution.

Warden: The Warden is responsible for the complete operation of the institution. The Warden is the person charged by law to confine you in this institution until you are lawfully released. Although many of the conditions and programs in the institution are a result of the wishes of the Warden, the law and the policies of the Ohio Department of Rehabilitation Correction place certain restrictions on the position. Thus, the Warden must see that the institution and its programs are operating as well as possible within the limits placed upon it. The Warden's duties are primarily administrative and managerial. It is possible for anyone to kite the Warden. Because of the wide-ranging responsibilities and duties of the position, the Warden often directs designees to respond to some of the kites received. There are many

demands upon the Warden's time and thus **an inmate should only kite the Warden in matters of great importance and if it is felt that no one else can solve the problem.**

Deputy Warden of Operations: The Deputy Warden of Operations (DWO) has been delegated the decision-making responsibility for most aspects of inmate services and operational functions. This includes Maintenance, Security, Unit Management, Recreation and other routine operational responsibilities. This person also serves on several committees and acts as Warden in their absence.

Deputy Warden of Special Services: The Deputy Warden of Special Services (DWSS) at the Toledo Correctional Institution has the programming responsibility for the following institutional departments: Religious Services, Education (Academic and Vocational), Library, Mental Health Services, Community Service, Medical, Food Service and Recovery Services. This person also serves on several committees and acts as Warden in their absence.

Warden Assistant: The Warden Assistant is the supervisor over such departments as Records, Network Administration, Health & Safety and Staff Training. The Warden Assistant reviews all RIB / LC / Hearing Officer cases and answers RIB appeals. In addition, the Warden's Assistant is responsible for handling media inquiries. This person may act on behalf of the Warden through written correspondence and inmate interviews. Inmates are welcome to kite the Warden Assistant with concerns, however it is noted that an inmate should only kite with matters of great importance when the proper chain of command is exhausted.

Major (Chief of Security): The Major is responsible for the overall enforcement of security for the institution. He is the immediate supervisor over all shift-to-shift operations and enforcement of all policies related to security.

Chief of Unit Management (Unit Management Administrator): The Chief of Unit Management oversees the consistent operation of unit management in compliance with the Ohio Plan, the Three Tier System and ODRC policies and procedures. The Chief of Unit Management supervises all unit staff and is the direct supervisor for the Unit Managers. The Chief of Unit Management reports directly to the Deputy Warden of Operations.

Unit Manager: The Unit Manager is the administrative head of the unit and in that capacity is accountable for all inmates, staff and events in the unit and those events impacting staff and inmates assigned to the unit. The Unit Manager supervises all staff in their unit, including regularly assigned Corrections Officers and reports directly to the Chief of Unit Management.

Investigator: The Institutional Investigator is responsible for administrative and inmate-related investigations, as well as overseeing the operation and monitoring of the inmate telephone system. The Investigator often works in conjunction with the Ohio State Highway

Patrol. Inmate correspondence requesting review by OSHP should first be sent to the Investigator.

Business Administrator 3: The Business Administrator (BA3) has the responsibility of overseeing the entire fiscal operation of the institution. The BA3 is the direct supervisor of the following staff: OPI Penal Industries Manager, Quartermaster, Commissary, Warehouse, Business Office, and Cashiers Office.

Inspector of Institutional Services: Warden's designee for the dissemination of the Inmate Grievance Procedure, as described in Administrative Rule 5120-9-31. This person also serves as the liaison between the Office of the Attorney General, CIIC, and the inmates.

Operational Compliance Manager: This person has the responsibility of monitoring compliance with DRC/TOCI policies, ACA standards, and the Prison Rape Elimination Act.

INMATE KITE SYSTEM

DRC Form 2005 (a kite) is to be used by inmates when they wish to write a staff member concerning an institutional question, problem, and/or concern. The index of this handbook is designed to assist you in determining who to kite for various department issues.

The inmate shall write his name, number, the date, unit, lock, assignment and the name of the person the kite is to go to on the outside of the form. On the inside of the form the inmate is to write his question, problem, or concern. All kites are to be responded to within seven calendar days of receipt and sent back to the inmate. While getting the kite signed, an inmate must present his ID badge to the officer, to verify that the inmate name on the kite and badge corresponds.

TOBACCO USE

Toledo Correctional Institution and ODRC are tobacco free as of March 1, 2009. Possession of tobacco and tobacco paraphernalia is a violation of institutional rules. The offender caught with tobacco in their possession may be subject to discipline.

AMERICANS WITH DISABILITIES DISCLAIMER

It is the policy of the Department of Rehabilitation and Correction not to discriminate against individuals on the basis of disabilities in the provision of services, program assignments and other activities, as well as in making administrative decisions, and to provide reasonable accommodation to inmates when a demonstrated need exists. Inmates who need an accommodation shall complete the Inmate Reasonable Accommodation Request form and

submit it to the Institutional ADA Coordinator for inmates (as posted in your housing unit). The inmate's request shall be evaluated and considered based upon security concerns and the individual inmate's actual needs as verified by medical staff. Requests may be granted, denied or partially granted by providing an alternative accommodation. The Warden or designee must approve the ADA Coordinator's recommendation. The decision will be reported on the ADA Coordinator's action form, which will be returned to the inmate affected within 10 working days unless further investigation is warranted. A copy of the decision will be forwarded to the Operation Support Center ADA Coordinator for inmates. If the inmate disagrees with the decision, he may appeal to the Special Needs Assessment Committee in care of the Operation Support Center ADA Coordinator for inmates, through the Office of the Chief Inspector.

RECEPTION AND ORIENTATION

Inmates will be given access to an Inmate Handbook and /or Orientation in his own language (when possible), or have a translation done for him as arranged by Unit Staff. ALL INMATE HANDBOOKS ARE TO BE RETURNED TO YOUR UNIT STAFF WITHIN 14 DAYS OF YOUR ARRIVAL. Inmate handbooks are located in the Library and at each officer station for further reference.

In the event a literacy or language barrier problem exists, Unit Staff will verbally assist the inmate in understanding the information. All inmates will receive orientation within seven working days of arriving at Toledo Correctional Institution, excluding weekends and holidays. Orientation will occur for all inmates transferring from a reception center or another ODRC institution.

PREA: 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 department.

Upon completion of the Orientation, the inmate will sign and date that he did receive Orientation. Orientation may cover at minimum, the following areas:

| | | |
|-------------------|---------------------|--------------------------|
| Mental Health | Unauthorized Groups | American Disability Acts |
| Safety/Sanitation | Barber Services | Cashier's Office |

| | | |
|--|--|--|
| Classification / Reclassification | Transfers | Reentry / RMT / RAP |
| Unit Management | Inmate Programs | Education |
| Commissary | Inmate Grievance Procedure | Job Change |
| Offender Job Linkage | Release Preparation | Library / Law Library |
| Intensive Prison Program | Review of the Inmate Handbook | ORC 2923.42 – Unauthorized groups |
| Mail & Package Procedures | Visitation procedures | ORC 2907.03 – sexual activity & Unauthorized Relationships |
| Medical Services | Quartermaster / Laundry | ORC 2921.36 – Drug Traffic prohibition |
| Recovery Services | Recreation | Religious Services |
| Prison Rape Elimination | Cell Inspections | Contraband & Searches |
| Personal Property Limits | Rules 57 & 58 of the Inmate Rules of Conduct | Inmate Disciplinary Process & Range of Penalties |
| Application Process – State of Ohio Identification Card, birth certificate, Social Security Card, etc. | | |

However, this handbook is to be used to assist you after your orientation. You will be held accountable for the materials contained herein. Master copies are available in each housing unit and Library.

HANDBOOK ACCOUNTABILITY

You must sign a form indicating receipt of this handbook and you are responsible to return it in good order within 14 days of your arrival at the institution to your unit staff. Failure to do so will result in a charge of \$5.00 to your account. All officer stations in the housing units, as well as the library have additional copies of the handbook for your reference and review.

INMATE IDENTIFICATION

Every inmate is issued an ODRC Inmate Identification Badge that they must wear at all times outside of their assigned cell. If an inmate damages or loses their Identification badge, they will be charged \$5.00 for a replacement.

Every inmate is also issued and Identification Door Tag that MUST remain in their cell door window at ALL TIMES. If an inmate loses, damages or refuses to display this identification tag, they will be charged \$2.00 for a replacement.

UNIT STAFF

This institution utilizes the Ohio Plan and Unit Management Philosophy. Unit staff shall be viewed as the first line of command. Any questions, problems, or concerns that may arise should be discussed with the appropriate unit staff member or housing correctional officer. Although, all problems may not be resolved to the inmate's satisfaction, it is essential to discuss the situation with the unit staff first.

Unit Management Chief: The unit management chief is responsible for supervising all unit management staff, as well as oversees the services provided for inmate programming and job assignments. The UMC serves as the institution coordinator for the re-entry program / pre-release programs and coordinates with the Deputy Warden of Special Services the community service program.

Unit Manager: The Unit Manager is responsible for the overall operation of the Unit including directing, scheduling, and training. Duties include but are not limited to: supervises unit staff, informal complaints, unit admission, security classification, special visits, unit sanitation and inmate work assignments. The Unit Manager is a department head and attends regular meetings and serves on various committees within the Institution. When you are unsure of which department to contact, consult your Unit Manager.

Case Manager: The Case Manager is responsible for developing and implementing Social Service Programming within the Unit. This necessitates making contact with various community organizations and maintaining necessary information to facilitate programming. The Case Manager is responsible for managing a caseload of inmates which includes development and monitoring of inmate progress, verifying and approving visiting lists, completion of classification documents and necessary reports, Re-entry documentation, Parole Board Hearing preparation, and participation in various hearings and committees including Rules Infraction Board.

Correctional Counselor: The Correctional Counselors hold the rank of Sergeant. Correctional Counselors regularly tour the Unit and work assignment areas to resolve inmate concerns and to assure proper security measures are being enforced. This person is responsible for maintaining cleanliness and sanitation in the Unit. The Correctional Counselor also investigates complaints and theft/loss reports. The Correctional Counselors are to offer guidance to inmates assigned to the Unit. This person serves on various committees, such as Classification and Security Review and is the Hearing Officer for conduct reports. The Correctional Counselor assists inmates in coping with daily concerns of living in a correctional institution. In addition, the Correctional Counselor is in charge of bed assignments.

Unit Secretary: The Unit Secretary handles the clerical responsibilities for the Unit and its staff. This includes typing reports, maintaining Unit Files, placing information in files, scheduling interviews and meetings and also responds to routine communications from the public. The Secretary may serve on committees and act as a liaison between the Unit Staff and other institutional departments. The Unit Secretary does not address inmate concerns.

Unit Correctional Officer: Correctional Officers shall complete day-to-day security functions within the housing unit and participate in the unit's decision-making efforts where applicable. Any questions regarding contraband, shower procedures, off limit areas and other housing unit rules should be directed to the Housing Unit Officer first. **Housing unit officers shall not call other departments with questions; these types of questions shall first be referred to the Correctional Counselor.**

SOME SERVICES PROVIDED BY UNIT STAFF:

Notary Service - Kite or visit your Unit Staff.

Bed Moves - The Correctional Counselor (Sergeant) coordinates all bed assignments. **You may not move to another living area until your name appears on the move sheet as approved by the Count Office.**

GENERAL VISITING RULES & REGULATIONS

It is YOUR responsibility to inform family and friends of the visiting rules! Violation of any Toledo Correctional Institution (ToCI) rules/regulations by a visitor or inmate may result in a restriction or termination of visiting privileges. The requirements of an approved visitor and visitation procedure are also outlined specifically in the following policies, which are available in the Library: DRC Policy 76-VIS-01, Inmate Visitation; ToCI Policy V-02, Visitation Procedure.

- No inmate will be permitted visits until he has resided at the ToCI for seven working days.

- **Visitation Reservations:** May be made by contacting:

Toledo Correctional Institution

Visitation Department

P.O. Box 80033

2001 E. Central Ave.

Toledo, Ohio 43608

(419) 726-7977

Ext 7552

or email at drc.visitationtoci@odrc.state.oh.us.

- **Directions to Toledo Correctional Institution:**

From Columbus: Take Rt. 23 North to Rt.15 North to Findlay. Follow I-75 North to the Rt. 25/Downtown Toledo exit. (This exit ramp turns into Erie St. /one-way traffic.) Follow Erie St. through downtown until last light at Cherry St. Turn left. First light is Greenbelt Parkway – turn right. At last light (Galena St.), turn left. Follow ramp to Central Avenue and cross Central Ave. The institution will be on the right.

From Cleveland: Take the Ohio Turnpike/ 80-90 West to I-75 North (Exit 75). Follow I-75 North to the Rt. 25/Downtown Toledo exit. (This exit ramp turns into Erie St. /one-way traffic.) Follow Erie St. through downtown until last light at Cherry St. Turn left. First light is Greenbelt Parkway – turn right. At last light (Galena St.), turn left. Follow ramp to Central Avenue and cross Central Ave. The institution will be on the right.

From Dayton/Cincinnati: Take I-75 North to the Rt. 25/Downtown Toledo exit. (This exit ramp turns into Erie St. /one-way traffic.) Follow Erie St. through downtown until last light at Cherry St. Turn left. First light is Greenbelt Parkway – turn right. At last light (Galena St.), turn left. Follow ramp to Central Avenue and cross Central Ave. The institution will be on the right.

From Detroit/Michigan: Take I-75 South to I-280 South (Cleveland). Exit at Rt. 25. Turn left on Greenbelt North. At the light turn left to onto Galena Street and follow to the stop sign - Central Ave. The institution will be on the right.

- **Public Transportation Information:** Public Transportation is available through the following sources:

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| *Philemon Travels | 888-388-4833 | *Checker Cab Company | 419-243-2537 |
| *Eagle Cab | 419-255-2323 | *Yellow Cab of Toledo | 419-243-9900 |
| *TARTA | 419-243-7433 | *Greyhound | 800-231-2222 |

- **Frequency of Visits:** Every ToCI general population inmate, except for inmates in CIU will receive 5 visits per inmate, per month. Level 4A inmates will receive 4 visits per inmate, per month.

- **Visiting Hours:**

General Population: 8:00 am -11:30 am **or** 12:00 pm -3:00 pm Wednesday – Sunday (cut off time for morning entry at 10:00 am; cut off time for afternoon entry at 1:45 pm)

Reservations can be made from 8:30a-3:00pm and 6:00pm - 9:00pm Wednesday through Sunday at the Main facility. Reservations can be made up to 30 days in advance, as well as the same day of visitation, if openings are available. Mail / e-mail requests may be honored if space is available.

A total of (2) reservations can be made during (1) phone call. All day visits may be honored for those visitors traveling more than 120 miles each way, upon pre-approval of the offender's appropriate Unit Management staff. All day visits are considered "two" visits.

- **Visits for Segregation Inmates:** Segregation status inmates shall have opportunity for visitation unless there are substantial reasons for withholding such privileges. Security Control (SC) status inmates shall have the same access to visitation as general population Inmates, unless security or safety considerations dictate otherwise. Disciplinary Control (DC) and Local Control (LC) status inmates are only permitted one (1) visit per visitor per month, with a two-hour limit. The corresponding visitation hours are as follows:

Disciplinary Control: 8:30 am -11:30 am **or** 12:00 pm -3:00 pm Wednesday –
Friday

Local Control: 8:30 am -11:30 am **or** 12:00 pm -3:00 pm Wednesday –
Friday

- During scheduled visits, there will be a limit of four visitors at a time, including walking children. (Children ages 1 year and under are considered lap children.)
- All visitors 18 and over must present photo ID. Examples include a current Driver's License or state-issued Identification Card. Proof of relationship to the inmate must be provided to the ToCI staff when requested.
- All visitors must clear the Front Entry metal detector; unless a medical condition would prohibit such. Prior to the visitor entering the institution, a medical statement on letterhead from the visitor's physician must be sent to Unit Staff indicating reasons why visitor cannot clear the metal detector. Upon receipt of the letter, Unit Staff will verify and approve the visitor to enter the institution by placing a memo in the Visiting file.
- **Personal Property of Visitors:** All visitors and their personal effects are subject to search at any time as a condition of Visiting. All persons entering a detention facility are reminded that conveying or attempting to convey DRUGS, WEAPONS, or any type of CONTRABAND into a state detention facility is a violation of the OHIO REVISED CODE, Section 2921.36 and 2921.37.
- Visitors are not permitted to leave any items (money orders, packages, etc.) at the visiting office for inmates at anytime.
- Friends and family of visitors are not permitted to wait in the parking lot. Loitering on state property is not permitted. Those persons not visiting must leave state grounds.

- Visitors may not smoke in the institution, inside the perimeter fence or outside the front of the institution.
- Visitors are not permitted to approach any security fences or devices.
- Visitors are not permitted to bring any cell phones or PDA's into the institution.
- Any visitor found to be under the influence of drugs or alcohol will not be permitted to visit and may be subject to visiting suspension and/or arrest.
- All visitors shall have the opportunity to attend a visitor orientation session at their discretion. The orientation shall be held on a monthly basis by Unit Management Staff.
- Visitors must bring all items needed for the visit with them from their vehicle. Once the visitor has entered the institution, the visit will be terminated if the visitor should leave for any reason.
- Permitted Items: Visitors may bring the following items on a visit:
 - Diapers (3)
 - Car keys (1)
 - Towelettes
 - Pacifier
 - Handkerchief (1); Tissues (3)
 - Tampons and sanitary napkins
 - Baby bottles/baby food (no glass) (2)
 - Comb (pick-style combs must not be made of metal) (1)
 - All items not worn by the visitor must be brought in a plastic see-through bag.
 - Any items not permitted must be returned to their vehicle or placed in a locker secured.
 - Medication for Visitors: Only the amount of prescribed medication to be taken during the time of the visit for foreseeable emergencies (i.e. heart attack, seizures, asthma, etc.) will be permitted into the institution. Please inform the Front Entrance Officer of any medication. All medications must be logged in and out upon entering or leaving the institution. The visitor will be responsible for the medication while in the institution.
- Visitor Dress Code: Visitors must be dressed appropriately. **The following attire is not permitted:**
 - Tank tops, tube tops, bare midriffs or shirts above the waist
 - Halter tops, muscle shirts, sleeveless clothing, strap t-shirts, see-through clothing, spandex shorts/pants
 - Shorts, skirts, dresses higher than the top of the knee
 - No uniform attire, including medical 'scrubs'

- Clothing displaying gang/club insignia or obscene gestures and/or language
 - Any other type of clothing that is considered inappropriate such as stretch/form-fitting, low-cut, extremely tight fitting, writing of any kind across the seat, etc.
 - Males must wear appropriate male clothing and females must wear appropriate female clothing
 - All visitors must wear shoes and shirts. (Open toed shoes, sandals and mule-style shoes are permitted.)
 - Undergarments must be worn (i.e. bra, slip, underwear, socks, nylons)
 - If jogging suit jackets or zip-front shirts/blouses are worn, a t-shirt or blouse must be worn underneath.
 - Any other items of clothing deemed to be inappropriate by the Visiting Room Supervisor. **The Visiting Officer, with Supervisory approval, has the right to deny visiting for inappropriate attire.**
- Once processed, Visitors are required to go directly to the Visiting Room. Visitors are not authorized to enter any other area or office. Failure to comply with this mandate will result in the suspension of visiting privileges.
 - Inmate Dress Code:
 1. Jewelry shall be limited to one religious medallion worn on the neck and a wedding ring.
 2. No additional rings or watches shall be worn.
 3. All inmates shall wear the uniform of the day.

OTHER PROVISIONS

- Debit Cards: No currency is permitted in the institution visiting room. Debit cards are available for purchase (\$1.00 each) through the debit card machine located in Front Entry. Visitors are permitted to bring up to \$20.00 to purchase a debt on the card, or \$40.00 for a single parent with children. The limit is one debit card per adult.
- Photographs: Photographs may be taken during a visit, at a cost of two photos for \$5.00. To purchase, visitors must bring a \$5.00 blank money order, and no more than two \$5.00 money orders per visit. (No \$10.00 money orders.)
- Children under 18 years of age: An approved visitor who is either the child's parent or legal guardian must accompany all visitors under 18 years of age. Documentation naming the child's custodial parent or legal guardian must be presented in the form of a birth certificate or custodial court order every visit. (Certified birth certificates are required within 45 days after the child's birth. Birth records with footprints will not be considered as documentation.) This documentation will be maintained on file by the institution for future reference. An approved visitor, other than the parent or legal guardian, may bring in the minor child. Written notarized permission must be provided, on the Minor Child Visitation Form, specifying the name(s) of the visitor(s) whom may bring the child to visit and permission for the child to be searched. The form can be obtained from the unit staff. **This notarized permission slip is required for every visit.**

- Attorney / Clergy Visits: Attorneys / Clergy on record may schedule their visits with the Visiting Office no less than 24 hours prior to the requested appointment time. This is to ensure that adequate space is provided for the visitation.
- Special Visits: Special visits may be granted outside of the reservation process if there is still room in the visitation area, by the offender through the Unit Management staff. The Chief of Unit Management has final approval. Special visits may not be authorized more than once in a three-month period.
- Visitors under Parole/Probation/Community Control Supervision: Potential visitors who are under supervision must have written permission of both the Warden and the Parole/Probation officer in order to be approved for visitation.

VISITING ROOM RULES

- 1) Visitors will be assigned a table upon arrival into the Visiting Room and will remain at the table except for use of the vending machines or restroom facilities. Visitors and inmates will not move from table to table for the purpose of visiting other visitors or inmates.
- 2) Food consumed during visits must be purchased from the vending machines located in the Visiting Room. Only visitors are permitted to use the vending machines. Inmates are not permitted to handle debit cards and are not permitted access to the vending machine area.
- 3) All packaged food purchased from the vending machines shall be opened and served on a paper plate before returning to the table. No food shall be permitted to be eaten out of a bag. Paper plates are available at the officer's station.
- 4) Visitors are not permitted to exchange any articles with any inmate (i.e. shoes, jewelry, etc.)
- 5) Loud, disruptive or inappropriate behavior is considered unacceptable and is reason for termination of visiting privileges. Unacceptable behavior also includes inappropriate physical contact. A kiss and brief hug above the waist at the beginning and end of the visiting session is permitted. All public displays of affection must be respectable as determined by Visiting Room staff. The Visiting Officer has the authority to seat inmates across the table from their visitors if the officer deems it necessary to prevent inappropriate and/or unacceptable behavior. When seated at the table, inmates and visitors hands must be above the table. Holding hands is permissible.
- 6) Parents/Guardians are responsible for the conduct and safety of their children while on institutional grounds. Disruptive behavior by children is grounds for visiting

termination. Visitors, guardians and inmates are not permitted to physically discipline children while on state grounds.

- 7) Visitors must clear their table of trash and leave the premises immediately following the conclusion or termination of their visit.

REENTRY PROCESS

Offenders are provided with a holistic and systematic approach to prepare for a successful reentry into the community upon release. This process begins at the offender's admission into the department, and will continue until his or her final release from supervision. Reentry planning addresses an offender's programming needs, linkages to the community, and appropriate community supervision activities subsequent to release.

Upon the availability of the ORAS system to institutional staff, inmates committed after April 1, 2011 shall receive reentry related assessment and services through the use of the ORAS. Inmates assessed prior to the availability of the ORAS system shall continue to receive reentry related services as identified through RAP.

RAP PROCESS

A Reentry Accountability Plan (RAP) is an individualized plan designed to identify and target the offender's risk and needs areas through appropriate programming. The RAP is comprised of the static risk assessment, dynamic needs assessment, and program recommendations/participation.

For those inmates who were incarcerated PRIOR to April 1, 2011, upon transfer to ToCI, the offender who has been identified as reentry intensive will have their dynamic needs assessment maintained by their case manager. The dynamic needs assessment is an assessment of eight dynamic needs areas (domains) conducted on all offenders designed to determine appropriate programs or interventions to effect change in the offender's behavior. These dynamic needs areas (domains) include employment and education, marital/family, associates/social interaction, substance abuse, community functioning, personal/emotional orientation, and attitude. Programming recommendations will be made based upon the offender's dynamic needs.

Offenders that are identified as Reentry Intensive shall meet periodically with the Reentry Management Team (RMT). The RMT is a multi-disciplinary team comprised of members that have primary responsibility for developing and/or monitoring the offender's RAP. The teams consist of those individuals by nature of their role, and have ongoing and direct contact with the offender, as well as those individuals who have intermittent contact, but have some capacity to influence an offender's progress on the RAP. CORE and General Program recommendations may be made by the RMT for reentry intensive cases. Specific program

recommendations may be made if a representative is on the RMT with an expertise in that particular program area.

The RMT/Case Manager at ToCI has the authority to make specific CORE reentry program recommendations, and/or modify the CORE reentry program recommendations made at reception based on the review of the case and the availability of specific programming at ToCI. Program recommendations should match the needs of the offender as identified in the dynamic needs assessment.

Questions about the monitoring of your RAP should be directed to your Unit Staff.

Ohio Risk Assessment System (ORAS) Process

For all inmates entering the Department's reception center/parent institutions after the institution has access to the ORAS system, the classification specialists and/or unit staff shall follow the schedule set forth below:

- 6 Months or Less: For inmates sentenced to six months or less, classification specialists shall complete a Prison Screening Tool (PST) within 14 days of arriving at the reception center. Upon arriving at their parent institution, inmates who have scored as Moderate/High on the PST shall be directed to participate in rehabilitative programming if time permits. All inmates shall have at a minimum an Inmate Transitional Release Plan completed per Department Policy 78-REL-01, Transitional Release Planning.
- More than Six Months to Two Years: Inmates entering the Department with a sentence of more than six months to two years and upon arriving at their initial parent institution shall have a PIT completed by unit staff within 30 days of arriving at the parent institution.
- More than Two Years: Inmates entering the Department with a sentence of more than two years shall have a PIT instrument completed within 90 days of arriving at their parent institution by unit staff.

A Reentry Tool (RT) shall be completed for inmates to assist in the transition when released from prison. The RT assessment will be used according to the following schedule:

- 0 to 2 years of Actual Incarceration to Serve: An RT is not required.
- Greater than 2 years of Actual Incarceration to Serve: Within 180 days of release, Parole Board staff shall complete an RT on all inmates being released to supervision. An RT is not required on those inmates being released to Monitored Time.
- Parole Technical Violators: Parole Board staff shall complete an RT on all parole technical violators prior to re-parole.

A Prison Intake Tool (PIT) shall be completed for each offender. The PIT is a standardized assessment tool used to determine inmate risk and needs at the time they enter prison

ORAS Case Plan will be generated and will identify the inmate’s level of need in each dynamic risk factor domain. The Case Plan should augment other recommendations made by specialized assessments completed by mental health, recovery services, sex offender, and education staff. Program providers and case management staff will work together to manage the inmate and prioritize inmate needs and programming decisions. Domains that score as moderate, high, or very high risk will be targeted for programmatic or other intervention during the period of incarceration.

Reentry Program Enrollment and Monitoring for RAP and ORAS

With the exception of statutory requirements, program providers shall ensure that inmate enrollment reentry programs is prioritized according to the Case Plan and/or RAP in the following order:

- Inmates with 2 years or less remaining to serve who scored intensive on the RAP will be prioritized for programs that address domains with considerable need. Inmates with 2 years or less remaining to serve at their parent institution and with high or very high risk on the PIT.
- Inmates with moderate risk levels and high level of need in ORAS or considerable need in RAP should be enrolled only when there are too few high/very high risk inmates available to participate in the program and who have a high need in the particular domain for the program.
- Inmates with a score of low on the PIT shall receive essential habilitation services as outlined in Department Policy 78-Rel-01, Inmate Transitional Release Planning.

Any further questions regarding the Reentry process should be directed to the Chief of Unit Management.

PROGRAMS/PROSOCIAL ACTIVITIES

| | |
|---|-------------------------------------|
| Mental Health Individual Counseling (caseload only) | Safe People |
| Real Challenges for Real Men | Criminal Thinking Errors |
| *Victim Awareness | *Money Smart |
| Anger Management | Financial Peace |
| Health & Wellness | Choices |
| RIDGE Program – family planning & counseling | Community Service |
| Cage Your Rage | Pathways Computer |
| *Inside-Out Dads | Community Service |
| Institutional Housekeeping | *ABE/GED/PRE-GED |
| RESTORE | GED tutoring / Adult Literacy / ERR |

| | |
|---|--|
| The Ridge Project - TYRO | Advanced job Training (College) |
| Assistance Dogs | Administrative Office Technology |
| *Electronics/Computer Repair | You Are Who You Think You Are |
| *Fiber Optic-Based and Copper-Based System | University of Toledo People for Change |
| Self expression through Poetry | Music Appreciation-Recreation |
| Goals and Aspirations | Arts & Crafts-Recreation |
| Understanding Your Crime | *Thinking for A Change |

**Denotes Re-Entry Approved*

INSTITUTION PROGRAMMING

ToCI offers a wide variety of unit, recovery services and mental health programs. Certain programs meet Community Re-Entry Domain requirements. Additional programs may be added based upon institutional need. Please kite the Unit Manager Administrator for a listing of the institutional programs offered.

OFFENDER TRADITIONAL RELEASE PLAN (RELEASE PREPERATION)

Offenders will receive a variety of personal identification documents within 30-60 days of release. These documents may include but not limited to the following: Birth Certificate, Driver's License information, Veterans discharge status, Social Security Card, Reentry Resource Guide, Job History and Citizen Circle Application. Other referrals can be made to assist the offender in his release by contacting his unit staff.

Offenders shall also be afforded the right to participate in videoconferencing with potential employers, utilize the Ohio Means Job, be provided with assistance with housing, be provided with their institutional job history, provided a mentor if possible and be provided assistance with registering with the Ohio Benefit Bank.

Temporary ID Badges

Inmate are released with their inmate ID Badge.

Driver's License

The inmate's driving record along with fines may be forwarded to the inmate from the local BMV. In order for you to re-obtain a driver's license, any outstanding reinstatement fees must be paid. Driver's license information can be obtained through the Case Manager.

Any additional questions concerning reinstatement fees or payments can be sent by mail to the following address:

OBMV
Attn: Reinstatement Fees (Re-Fee)
PO Box 16520
Columbus, Ohio 43216-6520.

The payment check should include the inmate's full name, BMV Case Number and/or social security number.

Social Security Card

The Case Manager will assist any inmate who is in need of a replacement social security card. There is no cost to replace or apply for a Social Security card. You may obtain the application in the resource area of the library, during the community resource workshop or directly from

the Case Manager. Applications for new cards must be made at a local Social Security office in person. Social Security forms, as well as additional requirements to obtain a card may be obtained from the local Social Security Administration. Listings of local and/or regional Social Security Administration offices are available in the institutional library.

Birth Certificate

If you need to obtain a copy of your certified birth certificate, information regarding the process is located in the institution resource library. You may also receive this information by attendance at the specific community resource workshop. Your unit Case Manager is available assist you in obtaining a certified birth certificate as well.

Upon completion of the appropriate state application for a replacement birth certificate, a signed cash slip must be included to cover the appropriate cost and sent to the Cashier's Office. In addition, a self addressed stamped envelope and a stamped envelope addressed to the appropriate State Bureau of Vital Statistics should also be included with your application and cash slip. Birth certificates received at the institution will be kept in your Master File and provided to you upon release by records office personnel.

INSTITUTIONAL INSPECTOR'S OFFICE

WHAT IS THE PURPOSE OF THE GRIEVANCE PROCEDURE?

The grievance procedure is a method for inmates to formally present complaints concerning institutional life, and is to be used after an inmate has been unsuccessful in his attempt to have the problem resolved at an informal level (i.e. kites). Inmates are encouraged to attempt to resolve their problems first by kite to the area department head or supervisor. If the problem has not been resolved in a timely manner, then the inmate should seek a resolution at the informal complaint level this is the first step of the Inmate Grievance Procedure.

Seeking resolutions at the informal level involves filing an Informal Complaint by utilizing the Informal Complaint Resolution form, **which is sent to the supervisor or department head most directly involved with the problem** by kite (White and Canary [yellow] to the supervisor). The pink copy of the Informal Complaint Resolution goes to the Inspector's office in a kite. The Goldenrod (dark yellow) copy is retained by the inmate for personal records. If the problem can't be resolved at the informal level, you may kite the Inspector's Office for a Notification of Grievance form. NOTE: Informal Complaints should NOT be filed to the Inspector. The inspector cannot answer Informal Complaints per AR 5120-9-31.

The grievance procedure is designed to provide a broad range of remedies that may include changes to institutional policies and practices, restitution for loss of personal property, and/or disciplinary action against employees. When kiting the Inspector's office for Notification of Grievance forms, it is required that you provide the following information within your kite:

1. a brief description of your issue
2. the name of the direct supervisor you attempted to resolve the issue with
3. a copy of the responded to or not responded to Informal Complaint.

This is to assure that proper procedure, per Administrative Rule 5120-9-31, has been followed and will ultimately save you time in getting your issue addressed. If you are seeking to have the Informal Complaint step waived, you will need to adequately explain the situation in your kite. You cannot file a grievance without first filing an Informal Complaint unless the Inspector has waived that step.

If you have filed an Informal Complaint and not received a timely response, again per Administrative Rule 5120-9-31(J) (1), include a copy of that Informal Complaint in your kite or briefly explain your issue and whom you sent the informal complaint to. If you are requesting a Notification of Grievance form to file directly to the Office of the Chief Inspector, your kite needs to state as such and it will be provided. The above procedures are in compliance with Administrative Rule 5120-9-31 and approved by the Office of the Chief Inspector.

The Inmate Grievance Procedure has time limits written into it, whenever possible these will be adhered to. The Inspector of Institutional Services also monitors the application and enforcement of institutional and department rules and regulations, and conducts orientation for new inmates on the Grievance Procedure. All inmates are strongly encouraged to review Administrative Rule 5120-9-31 regularly.

WHAT IS NOT GRIEVABLE?

The grievance procedure is not designed to act as an additional or substitute appeal process in conjunction with the Rules Infraction Board, Security Classification, Sentence Computation, and other matters as specified by Administrative Rule 5120-9-31 (B). Inmate complaints unrelated to institutional life such as legislative action, policies and decisions of the Adult Parole Authority, and judicial proceedings are not considered grievances. No claim involving subject matter exclusively within jurisdiction of the courts or other agencies will be considered as a grievance.

USE OF FORCE AND USE OF FORCE WITHOUT A REPORT (5120-9-01, 02, and 03)

An instance where force has been used and documented is subject to Administrative Review as explained in AR 5120-9-02. The Inspector's office duty for investigating unreported use of force is outlined in AR 5120-9-03. However, any time force, as defined by AR 5120-9-01, is used an inmate may access the Inmate Grievance Procedure to file a grievance on the use of force whether it is documented or not. This is accomplished by kiting the Inspector's office and requesting a meeting to discuss filing a grievance about a Use of Force.

APPROPRIATE SUPERVISION (AR 5120-9-04)

Per AR 5120-9-04, discrimination with regards to supervision and administrative actions against any inmate or group of inmates, on the basis of race, color, religion, gender, sexual orientation, disability, age or national origin, by any staff member, or by any group or individual representing the department is strictly prohibited.

The term "inappropriate supervision" means any continuous method of annoying or needlessly harassing an inmate or group of inmates, including, but not limited to, abusive language, racial slurs, and the writing of inmate conduct reports strictly as a means of harassment. A single incident may, due to its severity, be considered inappropriate supervision for purposes of this rule.

Inmates may always address issues of alleged discrimination, including inappropriate supervision by utilizing the inmate grievance procedures in accordance with rule 5120-9-31 of the Administrative Code. Allegations of inappropriate supervision should **not** be addressed directly to the Inspector's office in an Informal Complaint Resolution (ICR); **a kite to the Inspector's office should be used with a description of the allegations. Inmates should not write "Inappropriate Supervision" on an ICR submitted to any supervisor, instead the inmate should explain what occurred in an ICR to the supervisor and send a kite to the Inspector's office as explained above.**

SEXUAL ASSAULT AWARENESS-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.

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 department.

The Unit Management Chief or their designees shall make appropriate housing assignments based upon PREA Classifications. The information shall be used to assist in housing, bed, work, education, and programming assignments. If it is learned that an inmate is subject to

substantial risk of imminent sexual abuse, staff shall take immediate action to protect the inmate at risk of victimization.

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

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

SELF-PROTECTION

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

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

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

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

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

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

RESPONSE

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

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

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

TREATMENT

Medical Services Responsibilities

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

Mental Health Responsibilities

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

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

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

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

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

INVESTIGATIONS

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

SAFETY

ALL SAFETY RULES AND REGULATIONS MUST BE OBSERVED!

Fire prevention shall be a priority in the minds of staff and inmates. Disciplinary action (and possible outside charges) will be taken against anyone tampering with fire equipment, breaking sprinkler heads, making a fire hazard, or hindering fire-fighting efforts. Fire drills will be conducted throughout the year as directed by the Warden. You will leave the building in a safe, swift and orderly manner. Fire evacuation and Tornado Response plans are posted in the housing units. Fire drills will be conducted at least quarterly and on all three shifts. In case of emergency, to decrease death or injury, personal property is to be stored in provided metal lockers/drawers.

TELEPHONES

All calls will be electronically monitored. Any privileged communication should be accomplished by mail or in person. By using the telephone system, you are giving your consent to such monitoring.

Telephone calls are a privilege. You are expected to read and abide by the following rules and schedule. Abuse of these rules and schedules will result in the loss of telephone privileges. Phones are open daily from 6:00 am - 9:30 pm. Phones are closed when dayrooms closure is announced and during institution counts. **Phones will be shut down when deemed operationally necessary.** You are not permitted to eat or drink while on the phones. Do not stretch the phone cord.

Inmates with hearing and/or speech disabilities and inmates who wish to communicate with parties who have such disabilities may be granted access to a TTY/TDD phone. Please contact your case manager to make arrangements for access.

If you experience any problems in completing a call, THE PERSON YOU ARE CALLING may contact GLOBAL-TEL LINK (GTL) at 1-800- 231-0193.

GENERAL TELEPHONE RULES

1. Three-way (3-way) calls or call forwarding are strictly prohibited and are a violation of DRC rules.
2. All calls will automatically be disconnected after fifteen minutes in length. If any staff orders you to get off the telephone, do so immediately. Failure to comply shall be grounds for disciplinary action.

3. All inmates will have access to the telephone only in their own cell block area.
4. One inmate will be allowed per phone use (talking) and 1 inmate is allowed in line waiting for the phone.
5. **Using another inmate's PIN# will result in a conduct report and sanctions.**

AUTO ENROLLMENT ALLOWED CALLING LIST PROGRAM

You can automatically manage your own phone number allowed list from the payphone. Under this program you are allowed:

- 15 approved numbers on your phone list

During the self learning period you should continue to call all the numbers you like; the system will automatically store the first 15 unique numbers that were accepted by the called party. NOTE: If you attempt to call a number and the called party DOES NOT ACCEPT, the number will NOT be added to your allowed list.

All numbers which are added by the Auto Enrollment System will require consent from the called party prior to any calls being allowed to be made to that number. Phone numbers that have billing blocks or with a non billable phone company will be allowed to be added to your call list. However, all call attempts to those numbers will be blocked until the billing issue is resolved.

INMATE TELEPHONE OPERATION

Lift Handset:

- Press 1 for English
- Press 2 for Spanish

Dial the phone number:

- **For Domestic calls** - (Area Code) + Number, then # sign.
- **For International Calls:** 011+ (Country Code) + (City code) + Number

Enter your PIN (Personal Identification Number)

PIN = ODRC Inmate ID Plus Secret PIN Number
 If your inmate number begins with A, use 2
 If your inmate number begins with R, use 7
 If your inmate number begins with W, use 90

Example:

Inmate ID A123-456 with PIN 7890 would enter the following:

| | | | | | | | | |
|---------------|---|---|---|---|---|---|---|-------|
| Inmate Number | A | 1 | 2 | 3 | 4 | 5 | 6 | + PIN |
|---------------|---|---|---|---|---|---|---|-------|

Enter the following to make a call:

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 |
|---|---|---|---|---|---|---|---|---|---|---|

On your first call you will be prompted to state your name.

Press 1 to make a Collect Call (the receiving party pays for the call)

Press 3 to make a Debit/Prepaid Call (the cost of the call is deducted from your PIN Phone account)

For Debit/Prepaid calls the system will announce the cost of the call and your PIN Phone account balance. Your call will connect if you have enough funds to complete at least a 2 minute call

Your call will then begin to process

If any of the following is attempted, your call may be **DISCONNECTED**:

- THREE WAY CALLING
- CALL CONFERENCING

If you are experiencing problems in completing a collect call, **THE PERSON YOU ARE CALLING** can contact GTL at 800-231-0193

If you are experiencing problems in completing a Debit/Prepaid call, please leave a message on the Ohio Offender Complaint system by dialing * 1995 from the offender phone

All calls may be monitored or recorded.

You may hear one of the following prompts from the system while your call is being processed:

- **“I’m sorry. This number is blocked from receiving collect calls at this time.”**

The person you are calling will need to contact his or her local phone company.

- **“I’m sorry. Inmate collect calls to this number are blocked by GTL.”**

The person you are calling should contact GTL at 800-231-0193 if they wish to receive your calls.

- **No one answered the phone**

Check the number and try to dial again.

- **The number you are calling is not on your allow calling list**
 - You will need to add the number to your “allow” list of numbers by dialing #44 from the offender phone system and following the instructions.
 - All numbers must be approved by the receiving party before any calls (Debit/Prepaid or Collect) can be processed

- **Your account has insufficient funds to complete this call**
 - Your Debit/Prepaid account does not have enough funds to complete at least a 2 minute call.
 - You will need to purchase additional phone time at the commissary

Note: If you have made several call attempts in the past 1 hour, your balance may have not been released from hold. If you feel your balance is not correct please wait at least 2 hours before trying another call. This will allow the hold amounts to be released.

Any additional problems using the inmate telephone system should be referred to the Institutional Investigator via kite.

INSTITUTIONAL VOLUNTEERS

Volunteers to Toledo Correctional Institution are not agents, servants, or employees of the Ohio Department of Rehabilitation and Correction. They are citizens of the community acting of their own freewill to volunteer their time and service to this institution. A departmental staff member in areas such as, unit management, religious services, education, etc. supervises the volunteers assigned to their areas. Volunteers are to have no contact with inmates outside the institutional activity, which is under the supervision of that particular department head.

An approved volunteer may be approved as a re-entry mentor if they are an active volunteer with no break in service for at least 6 months; have a recommendation from their organization, DRC Supervisory Staff and Volunteer Coordinator, and are approved by the Warden. These mentors may be approved to visit an inmate as the re-entry mentor of record as a professional visitor.

UNAUTHORIZED RELATIONSHIPS

Unauthorized relationships are relationships with any individual employed by the Department of Rehabilitation and Correction (DRC), or contracted to provide services within

ToCI, such as but not limited to temporary Food Service Workers and/or Religious Service Providers. Prohibited activities between inmates & employees/contractors include, but are not limited to:

1. The exchange of personal letters, pictures, phone calls, or information between a staff/contractor and inmate or between a staff/contractor and friends/family of an inmate.
2. Engaging in any other unauthorized personal or business relationship(s) between a staff/contractor and an inmate or between a staff/contractor and friends/family of an inmate.
3. Visiting with staff/contractor of DRC/TOCI.
4. Staff/contractors residing with any current or individual under the supervision of the DRC or under the jurisdiction of a criminal court.
5. Committing any sexual act between a staff/contractor and an inmate or offender under the supervision of the Department or under the jurisdiction of a criminal court.
6. Engaging in any other sexual conduct between a staff/contractor and an inmate or any offender under the supervision of the Department or under the jurisdiction of a criminal court.
7. Aiding and abetting any unauthorized relationships is punishable as well.

Instances of this nature should be reported promptly to the Warden or Investigator.

ACCESSIBILITY OF DEPARTMENT & TOCI POLICIES

Per DRC Policy 58-LIB-01, DRC Policies, Administrative Rules and ToCI Local Policies are available for review in the Inmate Library. Copies of policies and ARs can be made by the Library staff and cost \$0.5 per page. Please review the Library chapter for procedures on library copies. The Library policy manual is accessible to all inmates and updated upon policy revisions. If you have any questions regarding DRC Policies, AR's or ToCI Local Policies, please direct them via kite to the Warden Assistant.

ACA Standards are not made available. If an inmate wishes to obtain a copy, they must be purchased through the American Correctional Association.

CHAPTER 2: TOCI DEPARTMENTS

RECORDS OFFICE

Toledo Correctional Institution no longer has an in-house records office. Therefore, ToCI does not have any responsibilities regarding sentence calculations and other Records Office functions. The calculation of the length of your sentence is done by the Central Office

Bureau of Sentence Computation. **Kites and/or Informal Complaints regarding strictly sentence calculation issues cannot be answered by your institutional record office staff.** If you have a question or concern regarding the calculation of your sentence or any other records related questions you should first address it in a letter to:

Bureau of Sentence Computation

P.O. Box 2650
Columbus, OH 43216

Do not send a kite or Informal Complaint to the Bureau of Sentence Computation. Kites and Informal Complaints are institutional means of communication and are not appropriate to send to non-institutional staff.

If you are unable to resolve your issue with a letter to the Bureau of Sentence Computation, per Administrative Rule 5120-9-31(L) you may file a grievance directly to:

Office of the Chief Inspector

770 West Broad Street
Columbus, Ohio 43222-1419

If you have any questions about this procedure, please contact the Institutional Inspector.

RECORDS OFFICE OPERATION

The Records Office at the Operations Support Center (Central Office) is responsible for the following areas of inquiry:

- Releases (EST, EDS, PRC, PRD, POA, and Transitional Control)
- Earned Credit (duties shared with the TIE Department)
- Notification of Sexual Offender Registration and Child-Victim Offender Registration
- Parole Board (duties shared with Unit Management)
- Detainers
- Out to Court

JAIL TIME CREDIT

The sentencing court determines the amount of time the inmate served before being sentenced. The court must make a factual determination of the number of days credited. This information is required to be included within the journal entry imposing the sentence. If you feel you did not receive the amount of jail time you should have, you should write to the sentencing Judge, or contact your attorney to receive corrected jail time credit. **All correspondence dealing with Jail Time Credit needs to be sent to the Bureau of Sentence Computation, address above.**

PAROLE AND REVIEW HEARINGS

To find out when you are scheduled for a parole hearing, or to receive assistance in filling out parole plans, see your assigned Case Manager.

COMMUTATION (ORC 2967.07, AR 5120-1-1-20)

You are no longer scheduled for commutation hearings. You will have to file this on your own by writing:

Ohio Parole Board
770 West Broad Street
Columbus, Ohio 43222-1419

PER ORC 5120-9-21, YOU DO NOT HAVE ACCESS TO YOUR MASTER FILE.

If you need copies of legal papers, you must contact your attorney, or write to the proper agency in the county you were committed from.

NOTICE TO FOREIGN NATIONALS

After being received at this facility, any inmate who is not a citizen of the United States and wishes to contact his foreign diplomat should contact the Records Office at the above listed address. Records Office Staff will then research the master file and respond to the inmate with the telephone number and mailing address of the U.S. Immigration Service in Cleveland, Ohio. If after obtaining the necessary information and further assistance is needed, the inmate should contact the Case Manager. The Case Manager shall consider and treat this information as confidential.

All correspondence from the inmate to his foreign diplomat is subject to the privacy afforded other inmates through the United States Postal Service.

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 now conducted primarily 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.

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 Manager well in advance of their release date to ensure ample time is available to submit their request via interstate compact.

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 or the Record Office at your institution 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 calculated pursuant to Ohio Revised Code Sections 2967.13 on Parole Eligibility, 2967.19 on Deduction from Sentence for Faithful Observance of Rules; Procedures, 2967.191 on Credit for Confinement Awaiting Trial and Commitment, 2967.192 on Applicable Law by Time of Offense; Multiple Sentences, and 2967.193 on Deduction from Sentence for Participation in Certain Programs; Procedures.

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.

Chair Review: A required review by the Parole Board chair or one or more Parole Board members, as designated by the Parole Board chair, of specified parole board panel recommendations that includes approving the panel recommendations or rejecting the panel recommendation and referring the case to Central Office Board Review.

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

Projected Release Date Review (PRD): If granted a projected release date, the Board will conduct a file review of your case shortly before the release date to determine if release to parole is still warranted. Once you are granted a parole, please note that a Parole Board Member may check your progress while under supervision.

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 some felonies of the 3rd degree. PRC is discretionary for some 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.

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 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 determines that revocation of parole is appropriate, the Hearing Officer will forward a recommendation regarding the amount of time the offender should serve before again becoming eligible for parole to a Parole Board Member. The Parole Board Member will either approve or modify the Hearing Officer's recommendation and determine the 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 recommended by the Hearing Officer and approved by the Parole Board Member. The Parole Board must again recommend release.

In the case of a Post Release Control violator, the Hearing Officer will 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 Guidelines Manual.

IDENTIFICATION DEPARTMENT

The Identification Department is responsible for fingerprinting, photos and identification cards. Replacement cost is ten dollars (\$5.00) for an ID badge. You must get a new badge if yours is lost, mutilated or if you have a change of appearance. If you require a new ID badge for any reasons, see your Unit Correctional Counselor (Sergeant).

Every inmate is also issued an Identification Door Tag that MUST remain in their cell door window at ALL TIMES. If an inmate loses, damages or refuses to display this identification tag, they will be charged \$2.00 for a replacement.

FOOD SERVICE

Three full meals are served seven days a week from a seasonal master menu prepared by a licensed Dietitian. At various times throughout the year meals may be served as sack lunches or dinners. Prior notice shall be given during those times.

All meals exceed the recommended dietary allowances of good nutrition, and menus are heart healthy, which is sufficient for all cardiac and most all diabetic diets. Substitutions may be made when necessary.

When your housing unit officer calls for meals, you must move during the mass movement of your unit to the dining hall. Inmates are not permitted to move to chow after the mass movement stops and may only eat with their housing unit.

Level 4 Maximum Security Inmates are satellite fed in their housing units. Inmates in these units can eat in the dayroom of their housing units, as per the posted daily schedules. Level 4 Inmates can request vegetarian meals every 90 days by kiting the food service department.

You are permitted to bring one bottled condiment purchased through commissary with you into the dining hall. When entering the dining hall, you must be in the uniform of the day. Shirts must be buttoned and tucked in and your institution ID must be worn on your outer garment, upper left shirt collar, picture side out at all times while in the dining hall. Inmates will not be allowed to wear coats in the food service area. Food service also does not permit the wearing of hooded sweatshirts. The dining hall will close twenty minutes after the last inmate is served.

DINING HALL RULES:

1. All inmates shall enter the serving line as directed by the officer in single file. The serving line shall be kept moving at all times.
2. Do not jump / cut in line.
3. Do not ask for more food – one meal per inmate.
4. Do not ask that your food be given to another inmate.
5. YOU ARE NOT PERMITTED TO RETURN TO THE SERVING LINE ONCE YOU LEAVE IT, UNLESS OTHERWISE INSTRUCTED BY A STAFF MEMBER.
6. Inmates shall be directed to sit at an open seat by a staff member.
7. Once seated, stay seated until you are ready to leave.
8. No Loitering is permitted in the dining hall.
9. **No food or equipment may be taken from the food service area at any time.**

WHEN FINISHED EATING, take your tray, cups, fork, spoon, and any trash to the dish room window and place them in the appropriate places provided.

SPECIAL DIETS/VEGETARIANISM

Special diets are ordered through the Medical Department and are based upon a nutritional assessment by the Dietician. Those inmates who qualify for a special diet shall be given a diet pass to obtain their therapeutic meal from food services. Please review DRC Policy 68-MED-10 for more information on special diet order criteria.

Special diets for food allergies or intolerance are ordered by Medical only when medically necessary. Inmates should try to avoid any offending food. An inmate must have a medically

documented food allergy before a special diet may be ordered. **An inmate's statement that he has an allergy to a certain food is not appropriate or sufficient documentation.** ODRC does not recognize food preferences. If an inmate feels he has a food allergy, the inmate should file a Health Services Request with medical in order to receive a medical evaluation and treatment.

Kosher meals must be approved through the Religious Services Department. These meals will be warmed up by food service staff and inmates must eat the meal in the dining hall. **Inmates are not permitted to take these meals back to the housing units.**

Vegetarianism may lead to nutrient deficiencies. If you want to practice vegetarianism, seek professional education. You are responsible for your own dietary practices.

RECREATION DEPARTMENT

Toledo Correctional Institution recreation department offers sports, tournaments, officiating education clinics, movies, music and arts programming, and special events. The recreation yard includes a softball diamond, a volleyball court, a full size basketball court, two half basketball courts, a handball court, horseshoes, and isometric equipment for fitness. Programs will be posted in the housing units. Any inmates wishing to participate may respond to the program posting by sending a note to the recreation department and/or the Activity Therapist assigned to that program by the deadline.

Level 4 Inmates will follow the posted recreation schedule. Upper ranges and lower ranges will have recreation together. Level 4 inmates may NOT bring any personal musical instruments with them to recreation. Level 4 inmates also may NOT bring any knit bags with them to recreation. Any additional clothing brought with them must be carried by hand.

The recreation department will provide recreational equipment for programs to be used by the inmates. **Inmates use recreation equipment by submitting their ID badge; the badge will be returned when the recreation equipment is returned to Recreation Staff.**

Videos will be shown in the dayroom area. Movie schedules will be posted in the housing unit. Additional programming may be implemented when deemed feasible.

The indoor gymnasium can have a full court or half court basketball, volleyball and isometric equipment. Housing unit dayrooms will be equipped with board games and other activities as needed. A recreation schedule will be posted each month showing housing unit rotation for release to the recreation area including the yard.

RECREATION YARD RULES:

1. Recreation activities are a privilege and no inmate can leave their assigned job to attend recreation unless their supervisor has given permission to release that inmate. Work assignments supersede recreation.
2. When possible use walkways and stay off the grass.
3. There will be no grouping of more than three (3) inmates at anytime.
4. Inmates must remain 20 feet from the perimeter fence.
5. There is to be no communication, verbal or gesturing, with any person outside of the perimeter fence for any reason.
6. No abuse or misuse of equipment will be tolerated.
7. No horseplay, shadowboxing or disturbance of any kind will be tolerated.
8. Trousers must be worn at waist level and with a belt (if applicable).
9. No black-soled work boots are to be worn on the indoor basketball court.
10. No 'do-rags' are allowed while at Rec.
11. No loud noise or profanity will be permitted.
12. Walkmans with headphones are the only items permitted at Rec.
13. Exercise mats may not be used outside.
14. **NO SLAM-DUNKING OR HANGING from the rims of the basketball hoops will be permitted.**
15. No Food Service uniforms (white uniform clothing) are permitted at Recreation.
16. Dog Handlers must be with their respective dog at all times. Dogs may not be tied to bleachers or other equipment.
17. **MOVEMENT TO AND FROM RECREATION IS ONE WAY ONLY.** Once at recreation you remain there until halftime. Should you elect to return to the block at this time, you are not permitted to return to recreation for the second half.
18. On days when your housing unit does not have scheduled recreation, a recreation pass for a special event must be issued and in the possession of the housing unit officer before you can leave the housing unit to attend recreation. If you are scheduled to go on a pass, you will only be released at 'halftime'.

YOU MUST FOLLOW ALL POSTED RECREATIONAL DEPARTMENT RULES!

LAUNDRY SERVICES/QUARTERMASTER

CLOTHING AND LINEN

Soon after arrival to Toledo Correctional Institution the Quartermaster will issue you the following, Per DRC Policy 61-PRP-02, Inmate Clothing Issue.

- 2 sheets
- 2 blankets
- 1 pillow case
- 1 laundry bag
- 3 pr. state uniform pants (as needed)
- 3 state uniform shirts (as needed)
- 1 unlined state uniform jacket.
- 1 hooded sweat shirt

- 1 pair of state shoes (if needed)
- 3 sets of underclothes (as needed)
- 1 towel (as needed)
- 1 washcloth (as needed)

Note: Personally owned items will count towards the total issue quantities by the Quartermaster, INCLUDING personally owned footwear. Therefore, personal items such as underclothes, towels, and washcloths are counted when the total of clothing is assessed.

STATE UNIFORM AND LINEN EXCHANGES

TOCI shall provide inmates with the opportunity to exchange state issued clothing and linen only as previously issued clothing and linen is worn out, unless there is proof of an earlier need. Clothing and linen exchange shall not occur automatically but rather upon a written request, via kite to the quartermaster, who will schedule you to exchange the property items.

Exchange shall only occur on a “one for one” basis, meaning a shirt for a shirt, socks for socks, etc. Or with a verified inmate property theft/loss report (DRC 4194) which shows the loss was not caused by the inmate. In addition, the quartermaster will review all pertinent property records (i.e. Approved package list) to determine that you have not received any new items during the twelve-month re-issue period. If documentation reflects that you have received items that you are attempting to obtain re-issue for, the quartermaster must evaluate whether re-issue is necessary based on the quantities of items you have and the wear/tear of exchanged item(s). **The quartermaster will charge you for any unaccounted items prior to re-issuing.** If necessary, reimbursement for unaccounted items may be pursued through the appropriate disciplinary procedures. NOTE: **Only items that are worn out will be exchanged.**

LAUNDRY SERVICES

1. There are washing machines and dryers available in the housing units for inmate use. Quartermaster does not launder inmates’ personal clothing, linens or uniforms.
2. It is the inmate’s responsibility to properly take care of his own clothing. All efforts will be made to make repairs and adjustments to clothing before issuing another item. Clothing must be washed before being sent to quartermaster for repair. If you abuse the clothing issued to you a charge will be imposed. Quartermaster will issue clothing depending on size and availability.
3. It is imperative that you make sure you have all items that you signed for before leaving the Quartermaster. It is your responsibility to see that your clothes have ID tags and that they remain tagged.
5. It is imperative that you ensure the clothing issued to you is your size and fits, especially shoes and underwear.
6. All items issued from Quartermaster will be on an even exchange basis.

7. Any items lost or stolen will only be re-issued with a Theft/Lost Report..
8. If property loss is due to negligence of the inmate, he shall be charged accordingly for the cost of the item(s).
9. Inmates need to send a kite to the Quartermaster stating the exact items needed the size, and the problem with the current issue.
10. Entrance to the Quartermaster without authorization will result in a conduct report for Rule 35, Being out of Place. No Exceptions!

*Mop heads, dust-mop heads, and rags will be picked up on TUESDAYS & FRIDAYS.

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*Mop heads will be picked up on your housing unit's scheduled laundry day.

COMMISSARY

- The Commissary staff will contact the block officer to send groups of shoppers to the store. You are to come to the store in a group of 15.
- If you fail to make it to the store on your scheduled day you will not be able to shop until your next scheduled day. There are no make-up days. The ONLY exceptions to this rule are inmates who were out to court, out of the institution on a medical round trip, and inmates out of the institution on a funeral trip.
- Housing unit officers will pass out the commissary sheets prior to the housing unit going to the store. Inmates must have at least \$1.00 in their institutional account to shop at the commissary. An Inmate WILL NOT receive a commissary sheet if he has less than \$1.00 on their books. If you did not receive a commissary sheet for this reason, you are not permitted to shop for the week.
- You will receive your commissary slip the evening before your shopping day. Have your slip filled out correctly and legibly. Also, highlight the items you wish to purchase. This makes it easier to read and increases efficiency in the store.
- As your order is being processed you are expected to remain quiet and orderly at all times. There is no talking allowed in the commissary line. If you have a question about your order you may only ask the uniformed staff that works in the commissary. **Do not talk to the inmate workers.**

- A conduct report shall be written for a violation of any rules while in the commissary and you may lose your commissary privileges for the week.
- After you have received your order, make sure you check your order before you leave the commissary to ensure you have received your entire order. Inmates are only permitted to shop once per week and will not be permitted back to have misplaced orders filled.
- ONCE YOU LEAVE THE COMMISSARY AREA YOU MAY NOT RETURN.
- **Be sure to keep the receipt of your commissary purchases for your records.**
- NO ID, NO COMMISSARY!
- **The amount of money on your account up to sixty dollars (\$60.00) will be noted on your commissary order list. If you disagree with this amount, DO NOT ARGUE WITH THE COMMISSARY STAFF. They cannot make the appropriate changes. Kite the Cashier's Office.**
- All sales are final. Product(s) availability and pricing are subject to change, without notice.

COMMISSARY SCHEDULE

The schedule for the commissary days / hours shall be posted in the units. Please consult with your unit manager regarding the commissary schedule. The commissary schedule is subject to change based upon institutional activity.

Merit Vouchers: Merit vouchers will be redeemed according to the posted schedule. Please ensure you have money on your books if you are going to use your merit voucher for commissary. The following vouchers may be honored:

- Increase spending limit by \$10.00
- One extra shopping visit

CASHIER'S OFFICE

The Cashier is responsible for the internal fund accounts and bookkeeping of the institution's various funds. An individual account record shall be maintained for each inmate on the computer, which reflects all receipts and disbursements of funds.

- No money will be accepted at ToCI; all money must be deposited through the JPay system via kiosk, telephone or internet. In order to deposit money on an inmate's account, the person must be on the inmate's visitation list.

- Inmates will not be permitted to have or utilize any outside accounts (i.e. Savings, Checking, Charge, or Stocks), with exception of those incarcerated for less than one year when admitted to DRC. You will not be permitted to have involvement in outside business interests while incarcerated.
- Cash Slips are used for sending money outside the institution. All cash slips must be filled out completely and legibly. It is very important to make sure all three copies are legible; this is the inmate's responsibility. Illegible cash slips will be returned, therefore delaying the processing time. Please Refer to TOCI policy B-02, Cash Slip Procedures for additional information on the cash slip process. All cash slips MUST be witnessed by a staff member and approved by the appropriate supervising authority before being submitted to the cashier's office.
- Vendor and Catalog Orders: Envelopes are needed for all orders. Orders must be processed through the unit staff and approved by the Unit Manager or they will be denied.
- Demand statements will only be available to courts, upon request by the court free of charge. The court request must be provided as documentation. All other requests are honored at \$.05 per page.
- Photo Copies and Postage: Please refer to TOCI policy B-02 for procedures on postage and photo copies. Inmates are charged five cents per copy. All inmates except those in Segregation are to use a Copy Card. Copy cards are purchased thru the Library in even dollar amounts from \$1.00 to \$10.00. No credit will be given for any copies or legal mail. An inmate who is indigent will be entitled to free first class mail to courts of law only. Please refer to DRC Policy 59-LEG-01, Inmate Access to Court and Council for indigence eligibility requirements.
- At the time of lawful release, the total number of days an inmate has been incarcerated with the Department of Rehabilitation and Correction shall determine the amount the inmate shall be paid as follows:
 - 1-90 Days \$25.00
 - 91-180 Days \$40.00
 - 181-365 Days \$65.00
 - Over 365 Days \$75.00
- Those inmates released risk reduction, furlough, and transitional control shall be paid the amount of seventy-five dollars (\$75.00) and shall not receive payment again if returned to an institution due to a violation of the terms or conditions of their lawful release.

- Inmates released on shock probation, suspended or vacated sentence, or re-parole and inmates released on detainers, away with leave to court status for suspended or vacated sentence, or judicial release, shall be paid only that amount in their personal account.
- If you have any problems with your inmate account, you must contact your unit staff. If the problem is not resolved, you may then kite the Cashier's Office. Account information will not be released by the Cashier's office to inmate family members or staff.

STATE PAYROLL

An inmate's state pay is determined by the re-class job title, work availability, and attendance of the inmate. Inmates who are not available to work, due to a medical lay-in issued by the Toledo Correctional Institution medical services, or due to a confinement in segregation, will be paid at a reduced rate. State pay for inmate jobs is posted during the first week of each month for all inmates. For issues with state pay, an inmate needs to contact their Case Manager, Unit Manager or Unit Management Chief.

JOB ASSIGNMENTS

JOB CLASSIFICATION/RECLASSIFICATION

The Unit Staff will make recommendations for assignment based on the inmate's documented education level, work/program history, job or program availability, security level, pass access, and institutional needs. An inmate may be considered for reclassification when he has completed a program, for administrative reasons, or has a program change. Inmates may request reclassification themselves after completing 90 days in the same assignment without interruption, by sending a kite to the UMA. **All able-bodied inmates are required to work unless they are in an approved educational or training program.** If an inmate has an infectious disease they may not work in food service. Inmates seeking such restrictions must send a Health Services Request to medical for an evaluation. A doctor's order will be required to prohibit them from food service work.

EARNED CREDIT

Earned credit may be earned for Recovery Services program participation or OPI participation. Also, earned credit is possible for inmates re-classed as students in ABE, Pre-GED, GED, Advanced Job Training, Vocational Programs, and apprenticeships. The Record Office will determine earned credit eligibility. Recovery and Educational Services will determine who participated and met the standards for the programs earned credit. Inmates must be assigned from midnight of the first of the month to midnight of the last of a month to a parent institution to be considered for earned credit for the month.

EDUCATION DEPARTMENT

The Education Department will offer programs such as Adult Basic Education, GED Preparation, and Basic Literacy. Adult Basic Education is a mandatory academic program for all inmates who do not possess a high school diploma or GED verified by the Ohio Central School System. Please refer to DRC Policy 57-EDU-01 Inmate Assessment and Placement in Education Programs, for mandatory requirements.

The following are additional DRC Policies related to education for your reference:

- 57-EDU-11 for the available Special Education Services.
- 57-EDU-14 Tutor Training. Tutor training is available; if interested, kite the Guidance Counselor.

If you are interested in school programs, kite the School Administrator or Guidance Counselor. If not enrolled in an approved education or training program, all able-bodied inmates are required to work. There is no financial responsibility for inmates associated with participating in education programs.

ACADEMIC PROGRAMS

The Department of Rehabilitation and Correction and the educational staff at ToCI are committed to provide the fullest possible development of each inmate's talents and potentialities. Each inmate is different in terms of his educational needs and every effort is made to allow inmates to participate in meaningful educational activities. The Education Department operates on an open enrollment system. An inmate may enter the Education Program at any time during the quarter. A list of the classroom rules are given to the inmate upon starting his first day of class. Secondary education options are currently available. Please kite the Guidance Counselor, if interested.

The Academic programs for inmates include:

- GED: Inmates who score above 240 on the CASAS will attend this program.
- Pre-GED: Inmates who score between 227-239 on the CASAS will attend this program.
- ABE: Inmates who score below 227 on the CASAS will attend this program.
- The Computer Lab will be accessible to all students in the ABE/Pre-GED and GED programs.

VOCATIONAL PROGRAMS

ToCI currently offers the vocational programs of Administrative Office Technology and Electronics/Computer Repair. These programs are available at the Main Career Enhancement Modules are offered at the Main and the Camp. They are 5 week modules that teach various computer skills to those inmates who are 1 year or less to release. Kite the Guidance Counselor if interested in the programs.

APPRENTICESHIP PROGRAMS

Apprenticeship programs are available in approved areas of the institution, such as maintenance, OPI and Animal Trainer. Kite the Guidance Counselor if you are interested in this type of program. See DRC Policy 57-EDU-07 for further eligibility clarification.

LIBRARY SERVICES

The Toledo Correctional Institution Library provides access to comprehensive services to assist in meeting the informational needs of inmates for the purpose their personal development, leisure activities, and educational support. Library services are available daily, including evenings and weekends. The monthly library schedule is posted on all housing units, work areas and program areas.

Illiterate inmates, or inmates who have physical or mental impairments which prevent them from reading or writing, may request assistance in preparing their initial pleadings to be filed with a court. Such request should be made to the Librarian and the Librarian will make arrangement for providing necessary assistance.

Level 4 inmates will have access to library services within the housing unit. They will have access to the law library through the sign up sheets in the housing units M-F 10:30am-12:00pm.

TOLEDO CORRECTIONAL INSTITUTION LIBRARY RULES

The rules must be observed while visiting the library. Conduct reports will be issued to enforce these rules.

1. The library is to be used for reading and research only.
2. Inmates must wear state ID and uniforms when visiting library. ID has to be worn and seen all time except being deposited for checking out library material(s).
3. Inmate patrons have to sign in and out with name, number, and lock when entering and leaving the library within their assigned library schedule.
4. Patrons must keep the library quiet and orderly and do not walk or wander around in the library.
5. No food, beverage, commissary items, electronic devices, personal newspapers, magazines, or books are allowed in the library.
6. Patrons are not permitted behind the counter and the staff office station area. The red line is a mark for being out of place. The counter is for the checking in and checking out of library materials only and is not a place for reading.
7. Patrons are not permitted to use the bathroom located in the General Library under any circumstance.

8. CIRCULATION PROCEDURES:

- **Eligibility to borrow materials:** all inmate population will have the opportunity to check out books from the library.
 - **Length of loan:** each inmate patron is allowed to check out two books and one audiobook at a time for two weeks. Any violation of this limit will result in any available books on hold to be removed.
 - **Non-circulation materials:** legal materials, references, newspapers and magazines are to be used in the library only.
 - **Overdue/renewal:** books can be renewed for another two weeks if they are not requested by other patrons by bringing the book(s) back to the Library. No additional books can be checked out unless patrons return the items already checked out to them. Failing to return books on time will result in an overdue notice being sent and any available books on hold being removed. Failure to respond to the notice will result in a conduct report being written.
 - **Borrows' financial responsibility:** should an inmate patron damage or fail to return borrowed material a conduct report will be written and forwarded to the RIB for disciplinary action. The inmate patron will be expected to adhere to the recommendation of the RIB.
 - **Suspension of library privileges:** repeated library-related conduct reports, such as violating the library rules and/or procedures or unauthorized destruction of the library materials will be referred to RIB for possible suspension of library privileges.
 - **Pack-up Procedure:** when an inmate is packed up for the reasons of being released, transferred, or assigned to special housing units any book with a library ownership stamp (ToCI or any other library ownership stamp) should be returned to the library. Inmates should inform the Pack-up Officer that books need be returned to the Book Drop Box located in the front of Commissary Office and kite the Library within a week providing titles of books, pack-up date and officer's name, otherwise, inmates are responsible for any book lost from pack-up.
 - Any materials taken out of the library that are not properly checked out will be considered contraband. If any outstanding item needs to be returned to the Library for a particular reason prior to the due date, inmate patron must return it.
 - The library book that an inmate patron has checked out is for his use only. If the book that he has checked out is in the possession of another inmate, he will be issued a conduct report.
 - If the library does not have the book you want, you may make an Inter-Library Loan Request, and the library will get the book from an outside library. Request forms are available at the Circulation Desk.
9. RULES, POLICIES AND PROCEDURES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

ToCI LAW LIBRARY PROCEDURES

1. Legal materials:

The Law Library maintains minimum required legal materials that are listed on the DRC Policy 59-LEG-01 Appendix 1 on either Lexis or printed formats. Materials that are available through the Lexis will not be provided in printed format. All legal materials cannot be checked out or removed from the Law library.

2. Access:

- a. During scheduled pod's hours, inmates may access the Law Library on a walk-in basis.
- b. Inmates who cannot come to the Library during whole weekdays due to job assignments can come on Tuesday and Saturday by showing work ID and work schedule. Inmates who cannot come to Library for part of weekdays due to job assignments can come on Saturday by showing work ID and work schedule.**
- c. Pass will be issued for unit library hours, excluding above b. schedule, only to those inmates who have approved legal deadline to meet within three weeks. Inmates will need to sign up on pass requests.

3. Behind the service desk is "out of place" for inmate patrons.

4. Use of materials behind the service desk:

Patrons are to submit their badge to use these books, individual Administrative Rules, DRC Policies and ToCI Policies. Each patron is allowed to use two units of these materials at a time. The legal clerk should inspect these materials before and after uses.

5. Typewriters and typing computers:

- a. Typewriters are for one original legal work(s) to be sent to outside courts only. ** no duplicated typing.
- b. A user must submit ID for a ribbon/wheel and sign in on the typewriter Log; and return ribbon/wheel to the clerk desk after use.
- c. Procedures for Typing Computers are to be followed when inmates use typing computers.
- d. When there are not enough typewriters/typing computers for inmates to use at the same time, inmates will need to take turns using them. It will be based on a first come first served, and each inmate is allowed to use the typewriter for one hour per section.

6. Photocopies:

- a. Guidelines for Copier should be followed.
- b. Legal Forms: inmates need to use copy card to copy forms. DNA Application is free and a log will be kept to prevent abusing use of this form.

7. Legal kits:

Inmates may obtain a legal kit at no cost if he qualifies as being indigent. The inmate must kite the library claiming indigence. The librarian will then contact the Cashier's Office to verify indigence status. If verified, a form requesting a free legal kit is submitted to the Librarian.

8. Lexis Computers:

1. Inmate patrons must use ID to sign in and off with the inmate law clerk to use the computers.

2. Use of Computers will be based on a first come first served. There is a 30 minute time limit per day if someone is signed up and waiting on the computer. You will be asked to leave in the order in which you signed in, regardless of what you are doing.
3. One person per computer- no sharing computer, unless working with a legal clerk.
4. Computers are to be used for legal research only, including cutting and pasting to print cases. Computers may not be used for personal typing, such as motion, brief, memoranda, research texts or notes, and etc.
5. Computers will be shut down 10 minutes prior to library closing. File is to be saved with name-ID#-case name-date. (Example: Clinton-123456- State v Ada- 070909, no dot). Request of copy will not be processed if the file is not saved as above format. A file will be deleted after copy made or over three weeks old.
6. The Librarian or Library Staff has the final say on all computer issues.

LAW LIBRARY PROCEDURES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

ToCI INTER-LIBRARY LOAN (ILL) PROCEDURES

1. **TO ORDER BOOKS:** Each inmate may order one (1) book and request one blank form per month. Inmate patron should request blank form from the circulation desk, fills it out, and submits it back to the circulation desk. Requests excess of the limit or requests submitted by patron in another's name will not be processed. In the first week of following month, the librarian will process requests by using the State Library of Ohio intranet site or by sending requests to the Toledo Public Library.
2. **CHECKING INTER-LIBRARY LOAN (ILL) BOOKS IN AND OUT:** The patron will receive a notice when the book has arrived and he has one week from the notice date to pick up the book. Should the book not be picked up within that time frame, the book will be returned to the lending library. When the Inter-library Loan book is due, the patron has to return it on time. Patrons must return Inter-Library Loan books directly to the Librarian. Checking out and checking in of the Inter-Library Loan books is handled by Librarian/Library Staff only. Should the request item be unavailable, an unavailable notice will be sent to patron.
3. **DUE DATE & RENEWAL:** The due dates on Inter-Library Loan books are set by the lending library, not by the ToCI Library. Generally, Inter-Library Loan books are not renewable.
4. **FINANCIAL RESPONSIBILITY:** DRC Policy 58-LIB-01 should be complied. (VI. B. 2. e. states "an inmate requesting a book or materials through the interlibrary process shall sign an Institutional Interlibrary Loan Agreement (DRC2313) stating that funds to replace the materials or book will be withdrawn from the inmate's account if the materials or books are fund to be lost, stolen or damaged.")
5. **PATRON'S USE ONLY:** The Inter-Library Loan book an inmate patron orders is for his use only. If the book that he orders is in the possession of another inmate, he will be issued a conduct report.

6. **SUSPENSION OF LIBRARY PRIVILEGES:** Interlibrary Loan Agreement should be complied. (Violation of any of these statements will be cause for discontinuation of interlibrary loan privileges).
7. **NOTE:** Inmates assigned to Segregation, including C3-4 East pod will not be allowed to access ILL Service.
Procedures are subject to change without notice.
If an inmate patron has an outstanding overdue ILL book, his next request will not be processed.

TOLEDO CORRECTIONAL INSTITUTION LIBRARY READER ADVISORY SERVICES

- **ASSISTING PATRONS:** The Librarian and trained inmate library aides are available to assist inmate patrons.
- **ACCESS TO LIBRARY MATERIALS:**
 1. **Non-Fiction:** Accessed by CALL NUMBER using Dewey Decimal System. Books on the same subject are shelved together.
 2. **Fiction:** Accessed by the first three letters of the author. Books are arranged alphabetically.
 3. **Magazines and Newspapers:** Using badge system- patron turns in badge to get an item and when the item returned, gets the badge back.
 4. **Reference:** The library has a variety of encyclopedias, atlases, dictionaries, almanacs and etc. Each reference item has "REFERENCE" stamp on its back cover and also has Ref added to the call number. Reference materials are used in the library only.
 5. **Reserved Books:** Materials that are heavily requested will be placed in the reserved section. Patron can request reserved materials by asking the circulation staff.
 6. **Legal Materials:** Inmate legal clerks can provide legal assistance. This service is free. Inmate legal clerks are not allowed to charge for this. Typewriters are available, and are to be used for legal work only.

Library Services to Segregation Unit

1. General Books:
 - a. Paperback books are provided to the inmates assigned to the Segregation on book cart. The book cart is restocked periodically with a minimum of 120 books. Inmate patrons will check out and in the books according to the Circulation Procedure for Segregation Book Cart. No newspapers or magazines are permitted in the Segregation Unit. All books issued to the Segregation Unit remain the property of the institution library and will be treated with respect.
 - b. No Main General Library books for Segregation except LC status inmates who have special needs may kite for particular books, such as Spanish books for Hispanic inmates who can only read Spanish, large print books for inmates with low vision, and etc. Whether such requests will be fulfilled or not based on library staff's discretions.

2. Inmates assigned to the Segregation Unit are not allowed to access Inter-Library Loan service.
3. One set of Administrative Regulations, DRC Policies, ToCI Local Policies, and Inmate Handbook are available in the Segregation Unit. Inmates may review them by asking the Segregation Unit Supervisor or staff.
4. Legal books/materials: inmates must kite the Law Library, and the librarian will deliver the books/materials to the Segregation Unit and have them sign the "RESPONSIBILITY FORM". Each inmate is permitted a maximum of two units (a maximum of 5 printed pages at librarian's discretion is treated as a unit) of legal books/materials for one week at a time and they are not renewable. Any hardback legal book should be used only by the arrangement of the Segregation Unit Supervisor.
6. Copies: cash slip procedure is applied and for only legal papers to be sent to outside courts. Copies made for anything other than legal papers to be sent to outside courts will be at the discretion of the Librarian.
7. ToCI Library Rules and Procedures are applied to the Segregation Unit whenever applicable.
8. Library services to the Segregation Unit are subject to change without notice.

Library Services to 4A Inmates:

3. General Books and Circulations:
 - a. Selective fiction books, non-fiction books and reference books placed in a cabinet are for inmates to check out.
 - b. Circulation Procedures:
 - d. All circulations transactions are handled in the Unit within the assigned library schedule (see unit staff for Schedule).
 - e. Inmates have to check out and check in books through an assigned Library Aide.
 - f. An inmate patron has to show his ID to let library aide to write down his name and ID number when checking out books.
 - g. Each inmate patron is allowed to check out 2 books at a time for 2 weeks. No additional book can be checked out unless he returns the book(s) already checked out to him.
 - h. Books have to be returned on time without any damage.
 - i. Any books taken out from the cabinet that is not properly checked out will be considered as contraband.
 - j. Inmate patrons are accountable for borrowed books and must pay for any stolen, lost and damaged books.
 - k. When an inmate is packed up, any book with the ToCI Library Property stamp should be returned to the book cabinet.
2. Inter Library Loan:
 - a. ToCI Library's Inter-Library Loan Procedures is applied.
 - b. Inmate patrons turn in Inter-Library Loan request to Librarian by kite or in person.

- c. Librarian will deliver and pick up Inter-Library Loan books from C Unit.
- 3. Law Library: inmates come to use the Main Law Library on Monday through Friday from 10:30 a.m. to 12:00 p.m. by pass arranged by C Unit staff.
- 4. Legal Copy:
 - a. Cash slip procedure is applied.
 - b. Copy of Lexis and typing computer files is handled by Librarian and all other copies are done at the unit office.
- 5. ToCI Library Rules and Procedures are applied to the Level 4A- C Unit whenever applicable.
- 6. Library services to the Level 4A- C Unit are subject to change without notice.

Library Services to 3B Inmates:

- 4. General Books and Circulations:
 - a. Selective fiction books, non-fiction books and reference books placed in a cabinet are for inmates to check out.
 - b. Circulation Procedures:
 - l. All circulations transactions are handled in the Unit within the assigned library schedule (see Schedule).
 - m. Inmates have to check out and check in books through an assigned Library Aide.
 - n. An inmate patron has to show his ID to let library aide to write down his name and ID number when checking out books.
 - o. Each inmate patron is allowed to check out 2 books at a time for 2 weeks. No additional book can be checked out unless he returns the book(s) already checked out to him.
 - p. Books have to be returned on time without any damage.
 - q. Any books taken out from the cabinet that is not properly checked out will be considered as contraband.
 - r. Inmate patrons are accountable for borrowed books and must pay for any stolen, lost and damaged books.
 - s. When an inmate is packed up, any book with the ToCI Library Property stamp should be returned to the book cabinet.
 - c. Schedule:

| | | | |
|------------------------------|--------------------------------|-------------------------------|-------------------------------|
| WEEKDAY: ODD DAYS | 5:15-5:45 pm- W: Top Range | WEEKDAY: EVEN DAYS | 12:30-1:00pm- N: Bottom Range |
| | 5:45-6:15 pm- N: Top Range | | 1:00-1:30 pm- W: Bottom Range |
| | 7:00-7:30 pm-W: Bottom Range | | 2:30-3:00 pm- N: Top Ranges |
| | 7:30- 8:00 pm- N: Bottom Range | | 3:00-3:30 pm- W: Top Range |

| | | | |
|------------------------------|-------------------------------|-------------------------------|--------------------------------|
| WEEKEND: ODD DAYS | 12:30-1:00pm- N: Bottom Range | WEEKEND: EVEN DAYS | 5:15-5:45 pm- W: Top Range |
| | 1:00-1:30 pm- W: Bottom Range | | 5:45-6:15 pm- N: Top Range |
| | 2:30-3:00 pm- N: Top Ranges | | 7:00-7:30 pm-W: Bottom Range |
| | 3:00-3:30 pm- W: Top Range | | 7:30- 8:00 pm- N: Bottom Range |

2. Inter Library Loan:
 - a. ToCI Library's Inter-Library Loan Procedures is applied.
 - b. Inmate patrons can turn in Inter-Library Loan request to Library Aide during the library book-cabinet schedule or send it to Librarian by kite.
 - c. Librarian will deliver and pick up Inter-Library Loan books down the Unit.

5. Law Library:
 - a. Inmates should kite for pass to go to Law Library. Pass will be issued for assigned pod's library time only.
 - b. Law Library Procedures should be observed.
 - c. Pass has to be honored for legal work only. Abusing the use of pass will result in a disciplinary action.

4. ToCI Library Rules and Procedures are applied to A1-2 North & West Pods whenever applicable.

5. Library services to A1-2 North & West Pods are subject to change without notice.

Housing Unite Library Procedures for 3A Inmates:

- **MATERIALS:** 125 Variety of fictions and non-fictions books.
- **HOURS:** Detailed schedules will be posted with the Main Library schedules.
Monday: 8:00 – 10:00 a.m.; 6:00 – 8:00 p.m.
Sunday: 1:00 to 3:00 p.m. if Main Library is not open.
When scheduled day/time the Main Library is closed.
Holidays: 1:00 to 3:00 p.m.
- **CIRCULATION:**
 1. All inmates will have the opportunity to check out books from the Housing Unit Library.
 2. Each inmate will be allowed to check out one (1) book at a time for two (2) weeks.
 3. Housing Unit Library books need to returned to Housing Unit Library (not Main Library or Book Drop Box).
- **OVERDUE AND LOST BOOKS:**
 1. Inmate patrons failing to return books on time will receive an overdue notice. Failure to respond to the notice may lead to disciplinary action.

2. Inmate patrons are accountable for books borrowed and must pay for any stolen, lost and damaged book.
 3. Any book taken out of the Housing Unit Library that is not properly checked out will be considered as contraband and/or theft.
- **INMATE STAFF:** inmate library aides or library porters will be assigned to work at the Housing Unit Libraries. All aides or porters report to Librarian on every Thursday at 5:30 p.m. with all paperwork. The selection and training for these library aides and porters will comply with the Plan for Selection of Library Workers and Lesson Plan for Library Aides.
 - **UPDATE OF CABINETS:**
 1. Cabinets will be rotated every twelve (12) weeks.
 2. Books will be added to each cabinet between the cabinet rotations.
 1. Library services to the Limited Activity Pod are subject to change without notice.

TOCI LIBRARY RULES AND PROCEDURES ARE APPLIED TO HOUSING UNIT LIBRARIES WHENEVER APPLICABLE.

GUIDELINES FOR COPIER

1. Librarian/Library Staff will be responsible for the indirect supervision of inmate copier activities.
2. Inmates may copy any material that is not contraband within DRC Policies.
3. National and international copyright laws are applicable, copyrighted material may only be copied for an inmate's personal use.
4. Each inmate may purchase up to two (2) copy cards. Inmates will submit cash slips to librarian/library staff to purchase copy cards or to have zero value- copy cards reloaded. The cash slip must indicate for "Copy Card" or "Re-load Copy Card", copy card # (1 or 2), and the amount for the copy card.
5. Copy cards can be purchased in the following amounts: \$1, \$2, \$3, \$4, \$5, \$6, \$8, \$10, \$20.
6. The Cashier Office will process the cash slips, write down the inmate's name, ID number and copy card # if an initial card is issued, then forward these cash slips, copy cards with a list of those inmates who are getting them to the Librarian.
7. For re-load cards, inmates turn in zero value cards to Librarian by Wednesday and Friday and these cards will be re-loaded on Thursday and Saturday when the Library is closed between two sections.
8. A list of those inmates whose card is ready will be posted in the Library timely.
9. The inmates will pick up their copy cards from Librarian when it is their pod's library time. At that time the inmate will sign and date the cash slip to indicate that he received the copy card. The Library keeps the pink copy of the cash slip and the inmate will keep the yellow copy.
10. Before doing copies, an inmate will need to submit his ID and sign in on the Copier Log at legal desk. When done, he needs to sign out and his ID will be returned.
11. It is inmate's responsibility to make his own copies. Inmates who need help on how to use the

- copier can ask inmate legal clerks or borrow the copier manual from the legal desk.
12. Copies will not be replaced unless there is a copier error (paper jam, no toner) that does not allow for acceptable copies.
 13. Lost or damaged cards will cost \$2.00 to be replaced. Normal wear and tear on the card will not count as damaged. No reimbursement will be made for the remaining value of the cards that are lost, damaged, or worn and torn.
 14. There will be no refund, if an inmate is transferred or released.
 15. Conduct reports will be written for abuse of the copier.
 16. When an inmate is found copying contraband items, the copies and copy card shall be confiscated and a conduct report issued. The inmate will not be reimbursed for either the copies confiscated or the value of the remaining copies on the confiscated copy card. Inmates can also be restricted from purchasing copy cards for a period of times for misuse of copy card.
 17. Cash Slip Method will be used only for copies of LEXIS files, computer files, and for Segregation & Level 4A inmates' legal copies. General population inmates can not use the Cashslip method in their units or in the Library. Inmates requesting copies via cash slip will receive a conduct report.
 18. "OUT OF ORDER" sign will be posted promptly when the copier is out of service. The librarian or library staff will fix the problem after the library is closed or initiate repair service from the contractor. If the copier is out of service for three complete and consecutive days, the librarian/library staff will notify the Unit staff and the cashier via E-Mail. Once this notification is made, the inmates may process copies in the housing units with a cash slip. When the copier is repaired, the housing units will be notified, and the copy card process will again be enforce

PROCEDURES FOR USE OF TYPING COMPUTERS

- a. Inmate patrons need to sign in on individual Typing Computer Log before using the computer.
- b. Computers use will be based on a first come first served, and each inmate is limited to one hour if others are waiting.
- c. Typing Computer # 1 is reserved for legal clerk to perform assigned tasks by Librarian. An inmate Patron can use it only by Librarian's permission.
- d. One person per computer- no sharing computer, unless working with a legal clerk or a permitted inmate.
- e. Computers are to be used for legal document(s) typing only. Any non-legal typing file will not be printed and the paid cash slip will not be refunded. Also, any non-legal typing file will be deleted by Librarian without notice.
- f. Computers will be shut down 10 minutes prior to the library closing time. Make sure you have saved what you are working on by that time.

- g. Printing of document: cash slip is to be used for document printing. Document(s) to be copied must be saved as file with inmate's name & number, document name, and date. Example: Smith- 123456 Notice of Appeal 10-27-2012. Write down the number of pages beside the file name. The cost of each page is \$0.05. Also, computer number and total amount has to be written down on the cash slip.
 - h. A file will be deleted after being printed or it's date is over Three (3) weeks old.
9. Some basic legal forms in PDF format are available. However, these forms may need to be modified and it is your own responsibility if you choose to use them.
10. Illiterate inmates, or inmates who have physical impairment(s) which prevent them from typing, may make a request to Librarian for typing assistance.
11. The Librarian or Library Staff has the final say on all typing computer issues.

RELIGIOUS SERVICES

The Religious Services Department is coordinated by a full-time Chaplain. The Chaplain will be available to you regardless of your religious preference, or lack of religious preference. Additional contract clergy of specific faiths will be made available based on the identified needs of the inmate population. Some of the Chaplain's responsibilities include conducting and coordinating worship services, religious instruction, religious literature, pastoral counseling, inmate marriage requests and accommodation of legitimate religious needs.

The Chaplain is not a resource for free telephone calls, hygiene products, or advice on legal, medical, or parole issues.

The Chaplain may be contacted by sending a kite or when they are making their regular rounds or visits to the living units. In case of an emergency, a staff member can contact the Chaplain by telephone.

The Chaplains will assist you in the following areas:

RELIGIOUS ORIENTATION

Chaplains will be available to assist you in your particular religious needs. Religious services and programs for various faiths will be held in the Religious Services area. Religious programs and their time and location will be posted in your housing unit along with a calendar of events. Full state dress will be required when you come to the Religious Services area as well as when you participate in services outside the Religious Services area. Your

religious preference is based on your religious record from your previous institution. If you have not established a religious preference you will need to kite the Chaplain. Inmates wishing to contact religious groups or program providers should kite the Chaplain or the Deputy Warden of Special Services.

RELIGIOUS COUNSELING

A Chaplain or Contract Clergy should be available during normal working hours. Should the Chaplain or Contract Clergy not be available, in the case of an emergency, contact your assigned Unit Staff.

RELIGIOUS REPRESENTATIVE

You may have clergy person(s) identified on your visiting list as your “Minister of Record”. Where there is more than one minister at your church, mosque, or synagogue you may have additional individuals with permission from the Institution Chaplain. All ministers must complete the visitor application process, provide documentation of professional certification, and photo ID.

RELIGIOUS ITEMS/ACCOMMODATIONS

All requests for religious accommodations will follow DRC Policy 72-REG-02. You will be permitted to receive printed religious materials directly from publishers, distributors, your minister of record, etc. Some of this religious literature may be purchased through catalogs made available in the Chaplain’s Office. All religious items must have prior approval of the Institutional Chaplain. The approval will be based on the religious preference you have in your religious file. Items allowed may vary based on your stated religious preference based on DRC Policies Religious Services Policies.

SERIOUS FAMILY ILLNESS OR DEATH

Should a serious illness or death occur in your immediate family, your family should be advised to contact the Chaplain’s Office (during regular work hours) or the Shift Commander (evenings, weekends, and holidays). The reporting family member will need to provide their name, address, telephone number, and their relationship to you. They will need to provide the name and relationship of the individual who is seriously ill or deceased. In addition, they will need to provide the name of the hospital or funeral home, their address, phone number and the funeral arrangements. Your institutional records will be checked to verify your relationship to the individual and a call will be made to verify the illness or death. After the verification process is completed, you will be notified by the Chaplain or a staff member. They will provide you with the information and details regarding the serious illness or death. If you or your family requests a hospital bedside visit or funeral home private viewing trip, a review of your records will be made. The Warden or designee will approve or disapprove all trips. If a trip is approved, you or your family will be responsible for providing the transportation fees, which are based on mileage. If not approved, consideration can be given for a special visit with your family. **PLEASE NOTE: video visitation can be arranged if the funeral home has a video camera/computer. This can be arranged by your unit staff and the Bridge staff at Operation Support Center.** This will be considered PRIOR to an in-person

visit. If you have further questions about this procedure, please contact the Chaplain or your Unit Staff.

COMMON RELIGIOUS QUESTIONS AND ISSUES

1. How do I get married while incarcerated? *The Chaplain or contract clergy cannot perform weddings. Please send a kite requesting permission to get married and information will be sent to you.*
2. How can I have a religious ordinance or right, such as baptism, performed? *Kite the Chaplain for an interview.*
3. How can I attend Worship and religious education classes? *Regularly scheduled activities and special events will be posted in your housing unit.*
4. People often tease me because my religious beliefs are unusual. *You have the right to believe or hold to any religious beliefs you desire without harassment from others. However, the extent of resources available and/or the institution's interest in maintaining security, safety, health, discipline and order may limit religious practices.*
5. How can I have a religious leader or clergy visit me? *You are permitted to have outside clergy visit you. Your Case Manager can assist you with the necessary paperwork to have your "Minister of Record" added to your visiting list.*
6. How can I get a religious item not permitted in the prison? *Kite the Chaplain for the "Request for religious accommodation of religious practice" form DRC 4326 for the items consideration.*
7. What about wearing Religious Medals or Ornaments? *Those designed to be worn must be worn about the neck. Nothing may be worn in or through the ears or nose. No handmade medals, ornaments, head coverings, or clothes are permitted. These will be considered contraband and treated as such.*

IMPORTANT RELIGIOUS POLICY STATEMENTS

- All religious services are coordinated and supervised by a Chaplain.
- Inmate lead religious groups are not permitted. No inmate may lead or conduct religious services or activities.
- Inmate participation in religious services and programming will be strictly voluntary. Any faith-based programs will be identified as such.
- Inmates will have access to religious literature per AR 5120-9-19
- Inmates will have access to a Chaplain or their "Minister of Record"
- Inmates, unless otherwise restricted due to disciplinary confinement, will have access to religious programming.
- No inmate will establish a personal relationship with a contract clergy or religious volunteer. Inmates are not permitted to call or correspond with these individuals. An inmate is not permitted to give or receive personal items, materials, or gifts to or from volunteers.
- There will be no prayers, religious music or proselytizing during any secular events, including graduations, trainings, etc, other than memorial services.

MEDICAL SERVICES

Sick Call: To access medical care, you must fill out a Health Request form, which is available in your housing unit, and deposit the health request in the medical box located outside of the Commissary area. All Health Request forms are picked up nightly by the medical staff. A pass for medical will be issued within 48 hours. Sick call is held Monday through Friday (except on holidays). Healthcare will be rendered as needed. Level 4 inmates will receive medications, nurse and doctor sick call in the satellite medical room located in the hallway of the unit. Level 4 inmates will be seen in this area unless there is a need for x-rays, dental procedures or some other imminent need.

Financial Responsibility: All medical services initiated by an inmate through a Health Services Request form will carry at \$2.00 co-pay charge. All medical services initiated by an inmate through emergency procedures will be free if an actual emergency exists. A \$3 co-pay charge will be administered if it is determined that no emergency existed. The medical staff will determine if the situation was an actual emergency or not. Inmates who are indigent, as defined by DRC Policy 68-MED-15, will not be charged a co-pay fee. Inmates will not be charged for medication refills or for dental services. Other non-chargeable medical visits include all Mental Health care, scheduled Chronic Care Clinic visits, **required** physical exams, initial screens, initial Dental screens, and testing / X-rays ordered by the Doctor. Additionally, inmates will not be charged a co-pay for Preventive Healthcare Education. Every inmate is entitled to and will not be denied healthcare because of payment.

Emergency Medical Care: Emergency medical care is rendered for any illness or accident that is detrimental to the inmate's health or may cause death if care is not properly and immediately provided.

Chronic Illness: Individual inmates with chronic illness such as, but not limited to, Diabetes, Heart Disease, HIV, Hepatitis, etc. will be seen in the Chronic Care Clinic regularly to monitor and maintain health. All medications, treatments and sick calls related to a chronic illness are a part of health maintenance.

Generic Drugs: Frequently questions arise to the Medical Department regarding prescribed medications and generic drugs. The brand name is the name the manufacturer gives the drug. A generic drug has the same chemical make up as the brand name drug but is made by another manufacturer. Often when an inmate sees a specialist at an appointment outside the institution, the specialist may recommend a certain prescribed medication. When the inmate returns to the institution, the institution physician may change the medication that the specialist prescribes. This is because the institution physician must follow the DRC Drug Formulary and may substitute a similar or generic drug. Special permission must be obtained from Central Office before a non-formulary drug is used.

Physical Exams: ToCI shall make periodic physical examinations available to all offenders as outlined in protocol B-5, Health Examination Guidelines for Inmates. According to these

guidelines, Inmates 50 years and older are **required** to have physical exams once every year. Inmates between 40-50 years of age are required to have a physical exam once every two years and inmates under age 40 are required to have a physical exam once every five years. A refusal form must be signed and filed in the medical record if the applicable periodic physical exam is declined.

Annual Mandatory TB Testing: All inmates at Toledo Correctional Institution are required to have mandatory TB testing each year. Inmates who have tested positive in the past may be referred for a chest X-ray.

Notification of Next of Kin: You are required to fill out a notification of next of kin form when you arrive at our facility, designating the person to be contacted in the event of an emergency or death. These forms shall be reviewed upon your arrival to our institution and during your classification/reclassification reviews. Each January, a notice shall be posted on the housing blocks and in medical regarding the annual updating of the next of kin form. You may change or add information at any time to the notification of next of kin form by submitting such change in writing by kite to the Health Care Administrator or Unit Staff.

DENTAL SERVICES

Toledo Correctional Institution has a fully equipped dental clinic. All inmates, regardless of sentence length, are eligible for emergency and urgent dental care. Level 4 inmates will be escorted to dental by correctional staff and will be belly-chained with side cuffs.

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

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

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

Urgent Dental Care—Submit Health Service Request (HSR) form to dental explaining your problem – you can expect a pass to IHS within a day or two.

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

Routine Dental Care – Submit an HSR to dental explaining your problem. You will be placed on a list to have an examination and have your problem looked at and treated. If you will be in the DRC a year or less, you are only eligible for urgent dental care (unless you have a chronic medical condition or severe gum problems).

- Cavities
- Problems chewing
- Cleaning
- Dentures – Must have 3 years or more to serve in the ODR

MENTAL HEALTH SERVICES

Toledo Correctional Institution provides a wide variety of Mental Health Services, such as crisis intervention, individual counseling, and group counseling that are free of charge. If you wish to speak with Mental Health Staff, send a kite to Mental Health with your request. In emergency situations, or if you have concerns that need to be addressed immediately, contact your Unit Staff or housing unit Correctional Officer so you may receive mental health assistance as soon as possible. All level 4 inmate mental health services will be provided within the maximum security housing area.

RECOVERY SERVICES

Recovery services are available for screening, assessment, individual and group counseling, aftercare follow-up, and relapse prevention. Kite the recovery service staff for these services. Per AR 5120-9-9, inmates may be sanctioned to the LAP unit as a result of conviction of R39/40/43. Upon release from LAP, inmates are encouraged to kite Recovery Services to enroll in substance abuse programming.

INMATE MARRIAGES

Inmate Marriages are possible pursuant to ODRC policy 71-SOC-03. Inquiries for inmate marriages should be addressed to the Chaplain.

JPAY Kiosks

JPAY kiosks are located in the circle area of each unit. Inmates MUST be in the uniform of the day in order to use the kiosks Monday through Friday until after 4:30pm count clears. After that time, inmates must be reasonably dressed, meaning no flip flops, no tank tops and no do-rags. The kiosks cannot be used during count times.

Check with your Unit Sergeant for daily use schedules and rules.

If an inmate is using the kiosk and it freezes or won't allow an inmate to log in, the inmate needs to report the issue to staff. Staff will then notify the visiting supervisor so he/she can complete a ticket to send to the help desk to be fixed. That is all that can be done at the institutional level. Do not expect ToCI staff to be able to fix or troubleshoot problems with the kiosks.

CHAPTER 3: INMATE LIVING CONDITIONS

UNIFORM OF THE DAY

INMATE UNIFORM OF THE DAY includes:

- State issued uniform trousers
 - State issued uniform shirt
 - State issued uniform jacket (if desired)
 - State issued shoes
 - State ID Badge
1. Inmates must be in uniform of the day Monday through Friday from 7:30 a.m. until after the supper meal, outside of the dayroom. Uniform of the day should be worn in the following manner: state issued shirt buttoned up and tucked in, state issued pants with no pegged or cuffed legs worn correctly on the hips, proper shoes (no shower shoes or house slippers), and state ID badge displayed on the left side of shirt collar. Exception: Inmates are allowed to wear sweatshirts and shorts to recreation. No red or black personal clothing is permitted.
 2. "SAGGING"- The wearing of clothes pulled down below the waistline on the hips is not allowed at any time. If inmates' pants are sagging, they will be corrected and told to wear pants properly/correctly and/or required to wear a belt and/or check with the Quartermaster to see if they need a different pant size.
 3. When reporting to staff offices, you are expected to act maturely and show respect to staff members.
 4. Inmates working for the maintenance department will wear there regular uniform of the day attire to and from work. While working maintenance duties you will continue to wear your uniform of the day attire. At times, you may be permitted to remove your state issued shirt provided you are wearing a white T-shirt, in good repair, underneath. This is permitted only when the duties being performed make it necessary or if climate dictates.
 5. **Inmate dog handlers will dress in uniform of the day attire the same as all other inmates.**
 6. Inmates must wear either all state clothing or all personal clothing. No mixing of state and personal clothes is permitted.
 7. Approved sweatshirt and thermal underwear are to be worn under state issued clothing only, during the winter season.
 8. All other unusual clothing issues will be addressed on an individual basis, and will be governed accordingly, to provide for the best interest of the inmate and the institution.

NOTE: The standard uniform of the day is worn during regular working hours: Monday through Friday, 7:30 a.m. until after dinner and at all times when working after these hours. The uniform of the day will be worn at all meals, pill call, library, visits, and other

appropriate times such as committee interviews, etc. THE ONLY TIME UNIFORM OF THE DAY IS NOT REQUIRED IS WHEN YOU ARE PARTICIPATING IN SCHEDULED RECREATION ACTIVITIES.

Weekend/Holiday/After Hours: Uniform of the day is not required in the dayroom. Proper attire is required; all shorts must be of mid-thigh length or longer.

FOOD SERVICE WORKERS UNIFORM OF THE DAY REQUIREMENTS

When you are assigned to Food Service you will be issued specific uniform items (kitchen whites). These items will include T-shirts, pants, kitchen shirt (smock) or a white apron. There are expectations of personal hygiene; these will be explained to you when you are oriented to your job by Food Service Staff.

When you are going to work in Food Service your uniform of the day is the kitchen whites and/or apron issued to you. At all times when inmates are going to and from the kitchen you will wear a white T-shirt with a white smock over it, and white uniform pants. If you have been issued apron it will be neatly folded and carried in your hands, no exceptions. No personal clothing (i.e. sweaters, thermal underwear, etc.) is to be mixed with the food service worker uniform.

Upon returning to your housing unit, you will immediately change into the applicable state uniform; **kitchen whites are not to be worn for any other activity than going to and from the kitchen, or working in the kitchen.**

KITCHEN WHITES ARE NOT TO BE WORN AT RECREATION OR ANY OTHER VENUE WITHIN THE INSTITUTION, NO EXCEPTIONS.

DISCIPLINARY PROCESS

The inmate disciplinary process at ToCI shall be held in accordance with 5120-9-06, 5120-9-07, 5120-9-08, and 5120-9-11 of the Administrative Code, as well as DRC Policy 56-DSC-01, Inmate Discipline and ToCI Local Policy S1-03, Inmate Disciplinary Process.

CONDUCT REPORTS (TICKETS)

The DRC Rules of conduct and ToCI Rules of Conduct are explained on the following pages. When it is determined through observation or investigation that an inmate violated a rule of conduct established by AR 5120-9-06 or an institution rule, the staff member having the most direct knowledge regarding the incident is responsible for issuing a Conduct Report relative to the alleged violation

HEARING OFFICER PROCEDURES

The Unit Correctional Counselor (Sergeant) will serve as Hearing Officer and will conduct all initial conduct report hearings. Hearing Officer procedures shall be held in accordance with

AR 5120-9-07, DRC Policy 56-DSC-01 and ToCI Policy S1-03. Unit Sergeants shall be staff members designated as Hearing Officers.

The inmate shall sign and be provided with a legible copy of the Conduct Report. If the inmate refuses to sign/accept, the Hearing Officer should note the date, time and indicate, "refused to sign". A copy is still given to the inmate.

If the inmate waives participation in the hearing or refuses to participate in the hearing, the hearing officer shall make a written record documenting the waiver or refusal. The hearing officer may then either proceed with sanctions or refer the matter to the RIB. The hearing officer shall determine whether a violation has occurred. If the hearing officer finds that there are some facts to support the conclusion that the inmate violated a rule, the hearing officer may impose sanctions in accordance with AR 5120-9-07, OR may refer the matter to RIB for formal disposition. Any discipline administered by the Hearing Officer should be progressive in nature.

If deemed a minor violation, the Hearing Officer may impose any of the following penalties:

- Verbal warning or reprimand
- Recommend restitution
- Disposal of contraband
- Restrict privileges (i.e. cell isolation, TV, phone, radio restriction, etc.)
- Assign extra duty hours
- Refer inmate for counseling or treatment
- Recommend job or housing unit change

If the Hearing Officer determines that there is no reasonable basis that the inmate violated the rule infraction, the conduct report should be dismissed. If the inmate is in SC, the inmate shall be released upon approval of the RIB Chairperson.

If the inmate refuses to sign the Inmate Rights Form, the Hearing Officer shall document that the inmate has "refused to sign".

Conduct reports resolved at the Hearing Officer level are NOT appealable.

RULES INFRACTION BOARD

The Rules Infraction Board (RIB) shall be held in accordance with AR 5120-9-08 and DRC Policy 56-DSC-01 and ToCI Policy S1-03. The Rules Infraction Board will have the authority to impose or suspend the following action in disposing of rule infractions. The following are authorized dispositions.

- a. Placing the inmate in Disciplinary Control or a period from one (1) to fifteen (15) days for a single violation or series of violations arising out of a single event. in accordance with AR 5120-9-08. An RIB panel may impose consecutive penalties

of up to fifteen days for two or more unrelated violations, not to exceed a total of thirty days. An RIB panel may impose an additional fifteen days in disciplinary control if the panel determines that an inmate violated a rule while placed in disciplinary control. No combination of offenses shall require an inmate to continuously serve more than thirty days in disciplinary control.

- b. Recommend that the inmate be referred to the local control committee for possible placement in local control.
- c. Recommending that the inmate receive a security review and/or transfer another institution.
- d. Order the disposition of contraband in accordance with rule 5120-9-55 of the Administrative Code.
- e. Recommending to the Warden that the inmate is required to make reasonable restitution, or that his earnings are reduced by reduction of earnings pursuant to Administrative Regulation 5120-3-08.
- f. Order that the inmate be denied a deduction from his or her minimum or definite sentence (if the inmate is eligible for such deduction,) for a definite number of months after the violation occurred in accordance with rule 5120-9-56 of the Administrative Code.
- g. Order restrictions on personal privileges following an inmate's abuse of such privileges or facilities or when such action is deemed necessary by the warden for the safety and security of the institution, or the well-being of the inmate. Such restrictions shall continue only as long as it is reasonably necessary.
- h. Order such actions as deemed appropriate, including assignment of extra work, and any dispositions available to the hearing officer.
- i. Recommend additional education or group programming related to the nature of the inmate's offense.
- j. Per AR 5120-9-9, order placement in the Limited Activity Pod (LAP) up to 90 days and/or review every 90 days for release.

The RIB may conditionally suspend the imposition of any penalty cited above, on the condition that the inmate have no further rule violations for a period of six months from the date of the RIB disposition. If the inmate has no further violations during the six-month period, the penalty shall be treated as a reprimand. If the inmate violates the condition and is found guilty of a rule violation, the suspended penalty shall be imposed in addition to any penalty for the new violation.

Per DRC Policy 56-DSC-01, the RIB chairperson may postpone or continue a hearing for a reasonable period and good cause. The continuance shall be documented on the RIB disposition. Good cause includes:

- a. Preparation of the inmate's defense;
- b. Illness or unavailability of the inmate, relevant witness, or charging official;
- c. Further investigation of factual matters relevant to the charge(s);
- d. Pending criminal prosecution;
- e. Inmate's unacceptable behavior during the hearing process;
- f. Inmate's refusal to participate in a reasonable manner; or
- g. The inmate has a Serious Mental Illness.

No inmate placed in Disciplinary Control will be denied cell privileges. Cell privileges for inmates in segregation are outlined in DRC Policy 55-SPC-02. Abuse of cell privileges may be dealt with summarily by the staff member on duty in the segregation area (except in no event will kite, mail or medical services access be denied). This action will then be reported by such staff member to the Segregation Supervisor for review and approval, and reported in writing to the Major.

RIB Appeals: If you wish to appeal any decision by the RIB panel, appeal forms are to be sent by kite to the Warden's Assistant. Per AR 5120-9-8, the Warden Assistant shall decide the appeal within thirty (30) days of its receipt and shall notify the inmate of the appeal decision.

Upon receipt of the appeal decision, the inmate may request a review by the Director, care of Legal Services, of the RIB decision as affirmed or modified. RIB cases are eligible for further review **only 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, 25, 28-34, 36-40, 45, 46, 52, 53, 55, 56, 59 or;
2. The RIB 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.

THERE IS NO APPEAL FORM FOR THIS PROCESS. A copy of the inmate's original appeal form is sent to Legal Services for their review.

A copy of Legal Service's decision shall be provided to the inmate in written form within 30 calendar days of receiving the review notice with the inmate's signature by the Warden Assistant, unless there is good cause for delay.

Inmate Property in Segregation: Inmate property permitted while housed in SC/DC/LC status is contained in DRC Policy 55-SPC-02

Restitution Orders: If you are ordered to pay restitution through either the RIB process or the Hearing Officer process, a cash slip shall be processed in your name to have the restitution withdrawn from your account. You will have a choice to sign or “refuse to sign” the cash slip.

- Refuse to Sign: If you refuse to sign your cash slip, restitution is one-half of State Pay each month until your restitution is paid.
- Signature on Cash Slip: If you sign the cash slip, you will have the full amount deducted from State Pay and any money orders received. This means that if you do not have the full amount on your books, you will be taken to a Zero balance until the fine is paid in full.

NOTE: The sanction of Restitution is a sum of money paid in compensation of a loss or injury. Offenders are not purchasing the item that they are paying restitution for and will not receive the item to be sent home.

LOCAL CONTROL COMMITTEE

The Local Control Chairperson shall meet with offenders who are recommended placement on or before the date listed on the offender’s Notice of LC Placement form (DRC 2356). Per AR 5120-9-13.1, only INITIAL placements into Local Control are appealable to the Director. You may request the appeal form from the committee chairperson.

All LC appeals must be sent directly to Legal Services, which is the Director’s designee. LC appeal forms should be sent to the following address:

Department of Rehabilitation and Correction
Legal Services
770 West Broad Street
Columbus, Ohio 43222

INMATE RULES OF CONDUCT

(AR 5120-9-06)

Rules 1 – 7 Assault and Related Acts

- (1) Causing, or attempting to cause, the death of another.
- (2) Hostage taking, including any physical restraint of another.
- (3) Causing, or attempting to cause, serious physical harm to another.
- (4) Causing, or attempting to cause, physical harm to another.
- (5) Causing, or attempting to cause, physical harm to another with a weapon.
- (6) Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
- (7) Throwing any other liquid or material on or at another.

Rules 8 – 10 Threats

- (8) Threatening bodily harm to another (with or without a weapon).
- (9) Threatening harm to the property of another, including state property.
- (10) Extortion by threat of violence or other means.

Rules 11 – 14 Sexual Misconduct

- (11) Non-consensual sexual conduct with another, whether compelled:
 - (a) By force,
 - (b) By threat of force,
 - (c) By intimidation other than threat of force, or,
 - (d) By any other circumstances evidencing a lack of consent by the victim.
- (12) Non-consensual sexual contact with another, whether compelled:
 - (a) By force,
 - (b) By threat of force,
 - (c) By intimidation other than threat 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 attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
 - (a) Sending personal mail to an employee at his or her residence or another address not associated with the Department of Rehabilitation and Correction,
 - (b) Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the Department of Rehabilitation and Correction,

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

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

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

Rules 27 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, other court officer or law enforcement officer, outside work crew, etc.) As used in this rule, escape means that the inmate has exited a building in which he was confined; crossed a secure institutional perimeter; or walked away from or broken away from custody while outside the facility.

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

(31) Attempting or planning an escape.

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

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

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

(35) Being out of place.

Rules 36 – 38 Weapons

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

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

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

Rules 39 – 43 Drugs and Other Related Matters

- (39) Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
- (40) Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into a correctional facility.
- (41) Unauthorized possession of drug paraphernalia.
- (42) Misuse of authorized medication.
- (43) Refusal to submit urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions.

Rules 44 – 47 Gambling, Dealing, and Other Related Offenses

- (44) Gambling or possession of gambling paraphernalia.
- (45) Dealing, conducting, facilitating, or participating in any transaction, 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 telephone or violation of mail and visiting rules.
- (55) Use of telephone or mail to threaten, harass, intimidate, or annoy another.
- (56) Use of telephone or mail in furtherance of any criminal activity.

Rules 57 and 58 Tattooing and Self-mutilation

- (57) Self-mutilation, including tattooing.
- (58) Possession of devices or material used for tattooing.

Rules 59 - 61 General Provisions

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

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

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

TOLEDO CORRECTIONAL INSTITUTION RULES

The disciplinary violations defined by this section shall address acts that constitute a direct threat to the security or orderly operation of the institution. Any violation of a ToCI institutional rule shall be charged as a violation of **DRC Rule 61**. The institutional rule violated shall be included within the body of the conduct report.

INDIVIDUAL HOUSING AREA

1. **All windows will be uncovered and unobstructed at all times.**
2. Magazine pictures, personal items, or personal pictures attached or stuck onto walls or any institution furniture is prohibited.
3. No nude or semi-nude pictures are to be displayed on the walls, mirrors, doors, etc., at any time.
4. No articles will be used as rugs or carpets, except previously approved prayer rugs.
5. One inmate sleeps per his assigned bed. Inmates may only have personal contact with their own bed property. Inmates are not permitted to ever sit or lay on someone else's bed.
6. All beds will be made each morning prior to leaving the living areas (bed area) or by 7:15 a.m. (Exception: 3rd Shift workers only). All beds are to be made with all sides tucked in, state blanket on top and personal blanket neatly folded and placed on the foot of the bed. If inmates do not have any institutional obligations they are allowed to lie on their completely made-up bed covering up with their extra state or personal blanket only.
7. Mattresses shall not be short-sheeted (sheets tied in knots under the mattress) in any way.
8. Personal televisions may remain on during times decided by the institution, with headphones only. This practice may be specifically prohibited when deemed necessary (i.e. cell isolation or other sanctions).
9. Glass containers are not permitted.
10. Sinks: No water is to be left running for any reason.
11. Coats and laundry bags must be hung on the hooks under the TV shelf or on approved hooks sold in the commissary. This will be done in a manner that does not obstruct the officer's view.
12. Wet towels may hang at the head of the bed on the rail until dry. Once towels dry, towels shall be folded neatly and placed in the 2.4 storage area. No towels, blankets or other piece of cloth/material are to be draped inside the cell area on any appliance or furniture. This will be done in a manner that does not obstruct the officer's view.
13. Inmates in handicap cells: Nothing is to be hung on the handicap railing.

14. Property blocking airflow under the door to a cell is prohibited. Vents are not to be covered or plugged in any way.
15. Toilet paper should not be stockpiled and should be used as intended. Toilet paper rolls should not be used to block any portion of a cell, toilet or drain. Toilet paper should not be used to cover lights or wetted and clumped to the walls.
16. Windowsills are not to be used as bookshelves. Cardboard and mushfake bookshelves or TV stands are prohibited.
17. All personal radios, TVs and tape/CD players must be used with headphones in cells/bunks and in the dayroom at all times. Radios, TVs and tape/CD players must be turned off when the inmate leaves the cell/bunk area. The only exception to this is alarm clocks, if permitted in the designated housing area.
18. Personal TVs should be securely stored on the shelf/bookcase when not in use. If TVs are suspended in the air in any way, ToCI is not responsible for any damages if the tv falls.
19. Dayroom garbage cans will not be used as step-ladders or step stools to change the dayroom TV.
20. No excessive noise in the housing area or showers at any time.
21. Inmates shall not trade, sell, barter, loan, or give away any item of their personal property at any time.
22. Inmates shall not use any item, such as cardboard, towels, socks, bottle caps, etc. as a door stop or inserted in the door lock to keep the locking mechanism from locking or to hold the door open.
23. The call buttons located in the cells are to be used for emergencies ONLY.
24. Inmates shall not loiter on the upper ranges of housing units. Inmates must be in the dayroom area if not in their cells. Inmates in C Block can visit one other inmate at their door but they need to be standing or sitting at the door and not inside another cell. The cuffports shall remain closed.
25. Cuffports are to remain closed.
26. Inmates shall not obstruct or force open any slider doors or crash gates.

INMATE TELEPHONES

27. No phone use after dayroom closure is announced or during counts.
28. Three-way (3-way) calls or call forwarding are strictly prohibited and will be terminated if detected.
29. All calls will automatically be disconnected after fifteen minutes in length.
30. All inmates will have access to the telephone only in their own cell block/dorm area.
31. One inmate will be allowed per phone use (talking) and 1 inmate is allowed in line waiting for the phone.
32. Do not stretch the phone cord.
33. Using another inmate's PIN number is prohibited.

HOUSING AREA SHOWERS

34. No chairs or tables will be allowed in the individual housing areas or shower areas.

35. When going to and from the shower area, a shirt, pants, sweatpants or a bathrobe with undergarments must be worn.
36. Only one inmate per shower stall at a time.
37. Inmates may wear facial creams and ointments in the cell, but are not allowed to leave the cell while wearing these items unless under Doctor's permission.
38. Inmates will not spend excessive time in the showers.

ALL AREAS OF THE INSTITUTION

39. Inmates will not take personal items or commissary items (with the exception of a comb and a handkerchief) to their work areas at Toledo Correctional Institution.
40. Inmates will be responsible for cleaning up after themselves at all times.
41. No inmate will be permitted to pass out mail, newspapers, magazines, or kites.
42. No loitering is permitted in the front of the officers' area.
43. Do not cross the red lines on the floor; inmates doing so will be "out of place."
44. No loitering is permitted at entrance/exit area of the housing areas. Prior to release for meals, inmates are not permitted to congregate in large crowds at the entrance/exit of the housing area.
45. It is the responsibility of the inmate to make sure his clothing is properly tagged at all times.
46. Foul language and/or cursing in the presence of staff members or inmates will not be tolerated.
47. There will be no hair cutting within the housing unit. All hair cutting will be done by assigned barbers only and is permitted only in areas/rooms designated for barbering.
48. Announcing the presence of an Officer or other staff member is prohibited (i.e. "Man-in-the-house" or "6-5", "WOO-WOO", etc.)
49. Hats are not to be worn inside Toledo Correctional Institution. Exception: wave caps are permitted in individual bunk areas at night during sleeping hours. Ball cap style hats must be worn with the bill of the hat facing forward on the head. Doo-Rags are permitted in the housing units only.
50. Inmates are not permitted to wear sunglasses in the building unless documented by the medical department.
51. Homemade ("Mush-fake") items are not permitted anywhere in the Institution.
52. Shoes: hard-soled shoes (State issued or equivalent) or tennis shoes, including jogging shoes, shall be worn outside the housing unit only. Showers shoes may not be worn out of the individual bunk area, except to walk to the shower area or with medical approval. House slippers are permitted in the day room.
53. "SAGGING"- The wearing of clothes pulled down below the waistline on the hips is not allowed at any time.
54. Inmates are to be dressed in uniform of the day whenever entering staff offices, going to work, medical, chow, school, programs, religious services, mental health, recovery services, library, etc.
55. Inmate ID badge must be worn on upper left collar of the shirt for visual identification at all times.
56. Shoestrings must be worn in shoes.

57. Belts will be tucked through all belt loops, with no belt straps hanging. All of the belt must be inside of belt loops without excess belt displayed to either side of the waist.
58. Inmates working for the maintenance department will wear their regular uniform of the day to and from work, with work shoes specified for that purpose.
59. Inmate dog handlers will dress in uniform of the day attire the same as all other inmates.
60. When dayrooms are closed, all inmates are required to go to their individual cell/bunk areas, except for the dayroom porters for cleaning purposes.
61. Inmates participating in courtyard shall not communicate, in any way, with inmates inside the institution.
62. No loitering is allowed outside the dormitory windows or the windows on the yard. No communications, etc. shall be passed through the dormitory windows.
63. Food Service: No inmate is permitted to return to the serving line after receiving the meal they are served; one meal per inmate.

RECREATION

64. No inmate can leave their assigned job to attend recreation unless their supervisor has given permission to release that inmate. Work assignments supersede recreation.
65. Inmates are allowed to wear sweatshirts and shorts to recreation. No red or black personal clothing is permitted.
66. When possible use walkways and stay off the grass.
67. No food is permitted in the gym or on the Rec. Yard.
68. No sunbathing on the yard. T-shirts must be worn at all times.
69. There will be no grouping of more than three (3) inmates at anytime.
70. Inmates must remain 20 feet from the perimeter fence.
71. No loitering or communication, verbal or gesturing, with any person outside of the perimeter fence or at the court yard fences for any reason.
72. No abuse or misuse of equipment will be tolerated.
73. No horseplay, shadowboxing or disturbance of any kind will be tolerated.
74. Trousers must be worn at waist level and with a belt.
75. No black-soled work boots are to be worn on the indoor basketball court.
76. No 'do-rags' are allowed while at Rec.
77. No loud noise or profanity will be permitted.
78. Walkmans with headphones only are permitted at Rec.
79. Exercise mats may not be used outside.
80. No slam-dunking or hanging from the rims of the basketball hoops.
81. No Food Service uniforms (white uniform clothing) are permitted at Recreation, unless escorted by Food Service Staff.
82. Dog Handlers must be with their respective dog at all times. Dogs may not be tied to bleachers or other equipment.
83. Movement to and from recreation is one way only. Once at recreation inmates shall remain there until half-time. Inmates returning to the block during half-time are not permitted to return to recreation for the second half.

84. Inmates shall attend recreation during their housing unit recreation period only, unless a pass is issued by the appropriate staff. Recreation passes will only be released at half-time.

COMMISSARY

85. There is no talking allowed in the Commissary Line.
86. Once an inmate leaves the commissary area, they may not return to the commissary line.
87. Inmates must have their ID with them in order to shop at all times.

LIBRARY

88. The library is to be used for reading and research only.
89. Typewriters in the law library are for legal work only. Procedures for checking out the typewriter ribbons are strictly enforced.
90. Inmates have to sign in and out with name, number, and lock when entering and leaving the library within their assigned library schedule.
91. Inmates must keep the library quiet and orderly.
92. No food, beverage, commissary items, electronic devices, personal newspapers, magazines, or books are allowed in the library.
93. Inmates are not permitted in the area behind the checkout counter and posted Out Of Place area.
94. Inmates are not permitted to use the bathroom located in the General Library under any circumstance.

VISITATION

95. Inmates will not move from table to table for the purpose of visiting other visitors or inmates.
96. Inmates shall wear the uniform of the day. Jewelry is limited to one religious medallion worn on the neck and a wedding ring.
97. Food consumed during visits must be purchased from the vending machines located in the Visiting Room. Only visitors are permitted to use the vending machines. Inmates are not permitted to handle debit cards and are not permitted access to the vending machine area.
98. All packaged food purchased from the vending machines shall be opened and served on a paper plate before returning to the table. No food shall be permitted to be eaten out of a bag.
99. Visitors are not permitted to exchange any articles with any inmate (i.e. shoes, jewelry, etc.)
100. Loud, disruptive or inappropriate behavior is unacceptable. Unacceptable behavior also includes inappropriate physical contact. When seated at the table, inmates and visitors hands must be above the table. Holding hands is permissible.
101. Inmates are not permitted to physically discipline children while on state grounds.

DINING HALL

102. All inmates shall enter the serving line as directed by the officer in single file.
103. Line jumping/cutting in line is prohibited.
104. Each offender is permitted ONLY one meal with two beverages per meal session.
105. Inmates are NOT permitted to request their food be served to another inmate.
106. INMATES ARE NOT PERMITTED TO RETURN TO THE SERVING LINE ONCE THEY LEAVE IT, UNLESS OTHERWISE INSTRUCTED BY A STAFF MEMBER.
107. Inmates shall be directed to sit at an open seat by a staff member. Once seated, stay seated until you are ready to leave.
108. No Loitering is permitted in the dining hall.
- 109. No food or equipment may be taken from the food service area at any time.**

LIBRARY

106. Inmates have to sign in and out with name, number, and lock when entering and leaving the library within their assigned library schedule.
107. No loud talking or loitering.
108. No food, beverage, commissary items, electronic devices, personal newspapers, magazines, or books are allowed in the library.
109. Inmates are not permitted in the area behind the checkout counter and posted Out Of Place area. No reading at the counter.
110. Inmates are not permitted to use the bathroom located in the General Library and must use the Inmate bathroom.

INMATE MOVEMENT

111. All traffic will enter and exit from the main housing unit entrance.
112. Inmates must stop and wait to allow staff members to pass through the doorways.
113. Inmates are not allowed to enter other cells blocks/individual cells areas to which they are not assigned at any time. Inmates assigned to lower range cells will not be permitted on upper ranges. Inmates assigned to upper range cells will not be allowed to enter lower range cells. The only exception is cleaning details assigned by staff (See rule 24).
114. No running in the building at any time.
115. No movement after the day room is closed except for third shift porters.
116. All inmates should be on their assigned bed and quiet at count time, except for the standing count when the inmates should be standing quietly in front of their bunk.
117. No inmates will be permitted in the unit offices without the permission of the Unit Staff.
118. No horse-playing at any time.
119. Hallway traffic: there will be no handshaking, hugging, or conversing between inmates.
120. While walking, hands and arms will be natural down to the sides. No hands in pockets, pants, or shirt. No hands behind the back will be permitted.

121. Headphones are not permitted on the head while walking from one destination to another inside the building.

PERSONAL APPEARANCE AND GROOMING
(AR 5120-9-25)

The housing unit's Correctional Counselor supervises the block barbershops. The housing unit's Unit Manager in conjunction with the Correctional Counselor determines hours of operation.

Hair: Shall be kept clean and neatly trimmed at all times. Hair and hairstyles shall not extend over the ears or the shirt collar. Hair and hairstyle shall not protrude more than three inches from the scalp. The following hairstyles or facial hair are not permitted: initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (no irregular lengths or parts, excluding natural baldness), weaves, wigs, dreadlocks and shaved heads (clipper cut only). Other hairstyles not specifically listed herein may be prohibited if they are determined to be either a threat to security or contrary to other legitimate penological concerns.

Sideburns: Shall be trimmed and shall not extend below the bottom of the earlobe. Sideburns shall not be flared. They will be of an even width and will end with a clean, horizontal line. They must not protrude more than one-half inch from the skin.

Mustaches: Shall not extend more than one-half inch beyond the corners of the mouth in any direction and must not protrude more than one-half inch from the skin. They must be neatly trimmed at all times.

Beards: May be no longer than one-half inch from the face and must be clean and neatly trimmed at all times.

Braids: May be no longer than three inches (3") and must be taken out prior to trips outside of the institution. No patterns or designs are permitted; all braids will either be straight back or to the side. No box braids.

Personal Hygiene: All inmates are expected to maintain personal hygiene and shower at least twice weekly, unless medically prohibited with a signed authorization by the institution medical staff. Showers are available seven days per week.

A new I.D. shall be taken if a significant change in physical appearance has taken place. The new I.D. shall be at the inmate's expense if the change in appearance is occasioned by grooming changes. See the Identification Department section for further information.

Inmates shall maintain their appearance to conform to the standards set forth in AR 5120-9-25 and DRC Policy 65-GRM-01. Inmates refusing to do so shall be subject to appropriate disciplinary action, which may include requiring an inmate's hair to be cut or trimmed against his will. Forced haircuts shall only be given if the inmate is issued a conduct report and the Rules Infraction Board determines that the hairstyle or hair length is contrary to the AR.

Cell Isolation Unit (CIU)

Per AR 5120-9-9, Offenders may be placed in alternative housing by the RIB, Shift or Unit Staff when the following criteria have been met:

1. When the inmate has been found guilty by RIB of a second or more violation for Refusal to Lock; or,
2. When the inmate has been found guilty by the Sergeant (Hearing Officer) or RIB for any other violation of the inmate rules of conduct and the sanction is deemed an appropriate alternative to special management supervision.

Placement in CIU shall divert offenders who have been found guilty by the Rules Infraction Board (RIB) from the higher restriction status of special management to an alternative housing assignment as an intermediate sanction. These intermediate sanctions are intended to encourage inmates to comply with DRC and TOCI rules while motivating them to improve their conduct.

CIU PROPERTY: Offenders shall be permitted limited property, as outlined in AR 5120-9-09 and TOCI Local Policy U-03.

CIU PRIVILEGES: LAP is designed to motivate offenders to exhibit positive behavior, thus earning additional privileges not afforded to them in LAP.

- a. Mail & kite privileges on the same basis as inmates in general population
- b. Legal materials/services, Administrative Rules and DRC/TOCI policies may be accessed through kite to the Library.
- c. Access to medical/dental services through Health Request procedures.
- d. Pill call will be by normal pill call procedures.
- e. Access to mental health services for members on the MH caseload as indicated on treatment plan. All other offenders have access via kite.
- f. Access to Religious services via kite.
- g. Access to Educational services via kite.
- h. Clothing: STATE ISSUED blues, t-shirts, socks, and footwear ONLY. Personal underwear is permitted. Clothing may be exchanged on the same basis as general population.

- i. Access to laundry services through Quartermaster and/or housing unit laundry facilities. Issuance and exchange of linen and bedding on the same basis as general population inmates, but no less than once per week.
- j. Out of cell time: minimum of three (3) hours per day, seven (7) days per week. One (1) hour of which will be for recreation, indoor/outdoor.
- k. Access to barber services one time per week.
- l. Access to shower/shave daily.
- m. Phone privileges are suspended.
- n. Pay adjustment "C" - \$9.00 per month.
- o. Commissary: Offenders will be permitted to make commissary purchases once (1) per month with a \$30 spending limit. Items shall be limited to stationary supplies, personal hygiene articles and over the counter medications, as stated in the property section above.
- p. No electronic property permitted with the exception of a personally owned fan.
- q. For inmates convicted of R39/41/43, per DRC Policy 70-RVC-03, the inmate will pay for the first positive drug test and one drug test per month of their 90 day CIU commitment.

ADDITIONAL OPERATIONAL ISSUES FOR CIU:

- 1. Meal service shall be conducted in the chow hall.
- 2. Outdoor recreation shall be offered.
- 3. Offenders are not permitted to receive sundry, food or exempt packages. They will not be permitted to make mail order purchases.
- 4. Movement shall be considered "restricted movement". All offenders shall remain within the pod and shall honor passes to medical, dental and mental health.
- 5. In the event the inmate is found guilty by the RIB of additional misconduct while placed LAP, the placement period in LAP will be suspended. Following release from DC or LC, the inmate shall be returned to the LAP to complete the remaining sanctions and assigned time left to serve.

INMATE PROPERTY

Inmate personal property should be kept securely stored when not in use or when you are not present. You are required to take reasonable care and protect your property. Personal property should be consistent with Administrative Rules, DRC rules and institutional policies and must not exceed 2.4 cu. ft. YOU MAY BE CHARGED FOR REPLACING ALL UNSECURED STATE-ISSUED PROPERTY THAT IS LOST OR STOLEN.

LOST OR STOLEN PROPERTY

Per DRC policy 61-PRP-01, the following will be used to process claims of missing or misplaced inmate personal and state property:

1. Inmate will meet with their respective Unit Sergeant and file a Theft/Loss report – DRC 4194. *(This should take place if the unit Correctional Officer has not already started the Theft/Loss Report. If started by the Correctional Officer then the completed report is ready for the next step).* NOTE: YOU MUST HAVE PROOF OF PURCHASE AND/OR RECEIPTS FILED WITH YOUR THEFT/LOSS REPORT. FAILURE TO HAVE THE PROPER DOCUMENTATION COULD RESULT IN DENIAL OF YOUR CLAIM.
2. Once the Theft/Loss Report is completed, it is sent to the Unit Manager (or Segregation Supervisor, if the incident occurred in segregation). After the Unit Manager (or Segregation Supervisor) has reviewed the report for completeness and proper investigation, a disposition will be given on the Theft/Loss Report form.
3. Next, the Administrative Captain reviews the Theft/Loss Report form and a disposition is rendered. At this time, the Administrative Captain will forward the disposition to the appropriate area to follow the disposition given on the report. If warranted, a copy will be forwarded to the Inspector of Institutional Services for Court of Claims preparation.

Note: On a case-by-case basis, management may decide to waive portions of this process when deemed necessary. **The state will not be liable for loss or theft of items not secured in an inmate's assigned cell. An item is treated as contraband when you do not have specific authorization to possess it. Also, an inmate should not fill out a Theft/Loss Report, only staff members fill out this form. As well, inmate's do not receive a copy of the Theft/Loss report; once disposition has been rendered a copy is placed in the Unit File and unit staff may share the disposition with the inmate.**

PERSONAL PROPERTY (DRC POLICY 61-PRP-01)

Inmates may receive personal property from approved sources. Inmates may possess up to 2.4 cubic feet of **combined state and personal property**, excluding large titled items, state issued bedding, coats/jackets, permitted shoes, and any other property specifically exempted pursuant to DRC Policy 59-LEG-01, Inmate Access to Court and Counsel. Legal paperwork is included within the 2.4 requirement, unless the offender meets the eligibility for a legal box under 59-LEG-01 and the box has been issued accordingly.

INMATE PROPERTY LIMITS (DRC 2055)

The following are the approved property limits. NOTE: You may have any combination of these property items & state property within the specified limits; however, you still must adhere to the 2.4 requirements. (RA= reasonable amount; SP= special permission; GF= grandfathered item)

*Stamped envelopes may be a combination of envelopes that are purchased from Commissary and what may be sent in from family members according to DRC Policy 61-PRP-01, not to exceed 25.

| | | | | | |
|-----------------------------|------------|--------------------|------------|------------------------|------------|
| Title Items | LMT | Clock | 1 | Gloves | 1 |
| Cassette Player | 1 | Conditioner | RA | Handkerchief | 12 |
| Compact Disk Player | 1 | Deodorant | RA | Hat/baseball | 1 |
| Headphones | 1 | Emery Boards | RA | Hat/Stocking | 1 |
| Musical Instrument | SP | Hair Grease | RA | Pajamas | 2 |
| Radio | GF | Lotion | RA | Pants/Sweats | 2 |
| TV | 1 | Magic Shave | RA | Raincoat | 1 |
| Typewriter | 1 | Mirror | RA | Robe | 1 |
| MP3 Player (8GB) | 1 | Mugs/Glasses | 2 | Shirts/Sweat | 2 |
| MP3 Player (4GB) | 1 | Nail Clippers | RA | Shirts/T | 6 |
| Hand Held Game | 1 | Razor | RA | Shoes/Dress | 1 |
| Plug & Play Device | 1 | Razor Blades | RA | Shoes/Gym | 1 |
| Non-Titled Valuables | LMT | Shaver/Trimmer | RA | Shoes/House | 1 |
| Contact Lenses | SP | Soap Bars | 8 | Shoes/Shower | 1 |
| Glasses: Reading | 2 | Soap Dish | 2 | Shoes/Sport | 1 |
| Sun | SP | Shampoo | 2 | Shoes/Boot | 1 |
| Case | 1 | Shaving Cream | RA | Shorts/Gym | 3 |
| Medical ID Bracelet | SP | Toothbrush | 2 | Socks | 7 |
| Ring/Wedding | 1 | Toothpaste | 2 | Sweaters | GF |
| Watch | 1 | Wallet | GF | Thermal-Bottom | 3 |
| Watch Battery/Band | 1 | Food Items | LMT | Thermal-Top | 3 |
| Stationary Items | LMT | Beverage | RA | Towels | 5 |
| Art Supplies | RA | Cakes/Pastries | RA | Undershirts | 7 |
| Address book | 1 | Candy: Bags | 2 | Undershorts | 7 |
| Books | RA | Boxes | 2 | | |
| Letters/Papers | RA | Bars | 24 | Religious Items | LMT |
| Pencils | RA | Chips | 72 | Chain w/Medallion | 1 |
| Pens | RA | Cookies | 4 | Dashiki | 1 |
| Photo Album | RA | Coffee | 24 | Prayer Robe | 1 |
| Assorted Pictures | RA | Crackers | 4 | Prayer Rug | 1 |
| Stamped Envelopes | 25 | Cubed Sugar | 2 | Religious Beads | RA |
| Tablets | RA | Peanut Butter | 3 | Religious Book | 1 |
| Typewriter Ribbon | 6 | Seafood | 10 | Religious Headgear | 1 |
| Cards/Board games | 3 | Clothing | LMT | | |
| Other | LMT | Athletic Supporter | 2 | | |
| Brushes/Combs | RA | Belt | 1 | | |
| Cassette Tapes | 15 | Blanket | 1 | | |
| Compact Discs | 10 | Washcloths | 5 | | |

- Special Permission Property: Property that has been identified as an (SP) item on the Inmate Property Record (DRC 2055) may only be obtained by receiving written approval through the Warden or designee.
- Grandfathered Items: Items that have been designated as (GF) on the Inmate Property Record (DRC 2055) shall be permitted in accordance with DRC Policy 61-PRP-01. Grandfathered items are not allowed to be re-ordered if they are damaged or lost. This process and items to be 'grand-fathered' are the decision of the Major.
- Musical Instruments: The purchase of musical instruments by individual inmates shall be held in accordance with ToCI Policy Q-01, Musical Instruments. Inmates may possess one instrument limited to an acoustic/electric guitar or a portable keyboard that is used with headphones. Instruments may be ordered from the approved vendor's catalog that is available in the Recreation Department. All instruments must be titled. Having a personal instrument is considered a privilege and may be taken/required to be sent out if the program rules are broken. Please refer to TOCI Policy Q-01 for more information.
- Shoes: DRC Policy 61-PRP-01 permits inmates to be allowed two pair of certain types of shoes. As a result, your property record will be monitored. When you are ordering new shoes make sure you keep the pair of old shoes you are replacing, you will have to turn them in to be destroyed or sent home (at your expense) when picking up your new shoes at the Receiving and Discharge area.
- Titled Items: Your jewelry, power adaptors, radio, TV, cassette/CD player, MP3 player, hand-held gaming device and typewriter must have a ToCI institutional title. Each item must have your inmate number inscribed on it by the R&D staff. Electronic units must be of one-piece construction. No three-way plugs, patch cords, or extension cords will be permitted.
- Inmates shall not trade, sell, barter, loan, or give away any item of their personal property at any time. Inmates are not permitted to give away their property to other inmates upon release.
- Any property which exceeds the limits or 2.4 provisions may be deemed contraband and will be disposed of in accordance with Administrative Rule 5120-9-55.

CASSETTE/CD/MP3 PLAYERS, TYPEWRITERS AND TVs

- Headphones are not to be used as external speakers.
- Radios may be stereo, but must be portable (i.e. Walkman style radios) and must have a jack for headphones (unless grandfathered, with proof of ownership).
- Have no PA or recording capabilities.
- Have no short wave, CB, police, weather or TV bands, nor detachable speakers.

- **These items shall not be loaned, traded or borrowed.**
- TV screens cannot be larger than thirteen (13) inches diagonally.
- TVs must have adapter capability of holding a headphone or earplug.
- Typewriters must be manual or electric as approved by DRC Policy 61-PRP-01.

TV Cell Storage: Inmates can place tv's in the different areas of the cell and hang them at their own risk. **ToCI is not responsible for TV's broken during shakedowns when they are not stored securely.**

HOUSING UNIT TELEVISIONS

Televisions are 'open' during regular dayroom hours. Programming viewed will be by majority. No watching or listening to scrambled channels. If problems arise with channel choices on dayroom televisions, the majority rules, to settle the differences. **DO NOT PUT YOUR FEET ON CHAIRS OR TABLES. DO NOT USE GARBAGE CANS AS A STEP LADDER TO CHANGE THE CHANNELS.**

PROPERTY SEARCHES & CONTRABAND

Inmates and all facility areas are subject to search at any time to control contraband. During a shakedown, all inmate personal property, including state issued clothing items, commissary, legal material, and programming material must be inside your 2.4 cu. ft. property drawer/box. Other commissary items are at the discretion of the staff member performing the search, as instructed by the institutional policy. Items excluded from your 2.4 cu. ft. are, large titled items (i.e. TV, large radio, typewriter), property specifically exempted pursuant to 59-LEG-01 Inmate Access to Court and Counsel (E), state issued bedding, state issued coats/jackets, permitted shoes.

*****INMATES DO NOT HAVE TO BE PRESENT DURING SHAKEDOWNS*****

Due to the safety and security of the institution, the following items shall be considered contraband within the Toledo Correctional Institution:

- a. Can openers
- b. Cigars / cigarettes / tobacco
- c. Glass containers/products
- d. Matches
- e. Lighters
- f. Metal objects
- g. Any item altered from its original form
- h. Any other item as listed by policy/AR to be considered contraband

There are two forms of contraband, "Minor Contraband" and "Major Contraband". The type of contraband will determine its means of disposal per AR 5120-9-55.

"Major contraband" shall refer to items possessed by an inmate which, by their nature, use, or intended use, pose a threat to security or safety of inmates, staff or public, or disrupt the

orderly operation of the facility. Major contraband also includes any material related to unauthorized group activity that is found in the possession of an inmate. Any items referred to in section 2921.36 of the Revised Code shall also be considered major contraband, including deadly weapons or dangerous ordnance, drugs of abuse, intoxicating liquor and cash.

"Minor contraband" shall refer to items possessed by an inmate without permission and:

- a. The location in which these items are discovered is improper; or
- b. The quantities in which an allowable item is possessed is prohibited; or
- c. The manner or method by which the item is obtained was improper; or
- d. An allowable item is possessed by an inmate in an altered form or condition.

CONTRABAND DISPOSAL (AR 5120-9-55)

Minor contraband:

1. When appropriate, such items should be returned to their proper locations or to their original owners. However, if the item came into the inmate's possession through a violation of the rules by the original owner, such item may not be returned to the owner, if the original owner is an inmate.
2. Minor contraband received in the mail may be returned to the sender if the inmate agrees to pay postage costs.
3. Minor contraband, valued at one hundred dollars or less, may be destroyed, donated, or utilized by the institution for training or other official purposes by the order of the warden when the institution has attempted to contact or identify the owner of the personal property and those attempts have been unsuccessful or the inmate who owns the personal property agrees in writing to the disposal of the property in question.
4. Minor contraband, valued at over one hundred dollars, which may not be returned to the original owner if either an inmate or unknown and may not be returned to sender, may be destroyed or utilized by the institution for training or other official purposes upon the issuance of an order of forfeiture by the Lucas County Common Pleas Court.

Major contraband:

1. Contraband involved in a situation that merits criminal prosecution or disciplinary action shall be locked in a secure area designated for contraband or turned over to the Ohio State Highway Patrol.
2. When such items are no longer needed for disciplinary or criminal action, they shall be disposed of in accordance with AR 5120-9-55.
3. Contraband such as rings, watches, radios, televisions and tape players shall be stored in a secure place. Reasonable attempts should be made to return such items to their rightful owner if an inmate, or sent to the inmate's home at the inmate's expense. Contraband obtained in violation of the rules of the Administrative Code shall be subject to confiscation. If valuable contraband cannot be returned to the rightful owner, the warden may initiate forfeiture as specified in AR 5120-9-55.

4. Confiscated money shall be processed in accordance with rule 5120-5-08 of the Administrative Code.

MAIL/PACKAGES

(AR's 5120-9-17, 18, 19 & DRC Policies 75-MAL-02, 75-MAL-02)

ALL INCOMING AND OUTGOING MAIL WILL NOT BE HELD FOR MORE THAN 48 HOURS AND PACKAGES WILL NOT BE HELD FOR MORE THAN 72 HOURS (EXCLUDING WEEKENDS AND HOLIDAYS).

**IT IS YOUR RESPONSIBILITY TO INFORM YOUR FAMILY AND FRIENDS OF
TOLEDO CORRECTIONAL INSTITUTION'S MAIL RULES**

INCOMING MAIL (AR 5120-9-17)

Mail will be passed out on second (2nd) shift after the 4:00 pm standing count.

There is no limitation on the number of first class letters that an inmate may receive or the number of persons with whom an inmate may correspond.

1. **Inspection of incoming mail:** All mail, other than legal mail, shall be opened and may be read or copied in the institution mail office and inspected for the presence of contraband and unauthorized forms of funds. Once inspected, the written portion of the mail will then be delivered to the inmate, unless withheld in accordance with AR 5120-9-17.
2. "Legal mail" is mail addressed to an inmate clearly bearing the return address of an attorney-at-law, a public service law office, a law school legal clinic, court of law, or the correctional institution inspection committee. It may be opened and inspected for contraband only in the presence of the inmate-addressee.
3. Contraband found in the mail will either be destroyed or returned to the sender at the inmate's expense. The inmate may choose which method unless the contraband falls under ORC Section 2921.36 and then the contraband may be seized as evidence.
4. Funds received in an approved form in the mail to an inmate will be forwarded to the Cashier's Office. A stamp will be placed on the envelope indicating the date of receipt, and amount of funds.
5. All incoming mail should have the complete name, number and address, including housing unit of the inmate. There may be several inmates here with the same name.

EXAMPLE

Toledo Correctional Institution
Name _____ Number _____
PO Box 80033
2001 East Central Ave.
Toledo, OH 43608

6. Any mail received at Toledo Correctional Institution for an inmate that has been released or transferred will be forwarded to their last known forwarding address.
7. No 'postage due' or C.O.D. mail will be accepted.
8. Inmates may receive three embossed envelopes in each letter received. All embossed envelopes beyond three will be considered contraband.
9. Publications which are deemed obscene or inflammatory or appear on the Publications Screening Committee's list (per AR 5120-8-19, Paragraph F), will be dealt with as written in that regulation.
10. Only a reasonable amount of personal photos are permitted. As a result, no more than three photos per incoming letter are permitted, none larger than 5"x7". POLAROID PHOTOS ARE NOT ALLOWED.

PROCEDURES FOR WITHHOLDING CORRESPONDENCE:

1. The initial decision to withhold mail will be made by the mail room officer who is charged with inspecting the mail, with the concurrence of the mail room supervisor. The inmate-addressee and the author of the letter will be notified in writing that the mail was withheld. The notification will include a description of or a brief statement regarding the reason the correspondence is being withheld.
2. This notification of the decision to withhold will be sent to both the author of the letter and the inmate-addressee within seven calendar days, unless the warden determines that the notification will interfere with the conduct of a pending investigation.
3. Decisions to withhold mail may be appealed in writing to the warden within fifteen calendar days of the date of the mailing of the notification. The appeal should explain why the correspondence does not present a threat to the security and safety of the institution, its staff or inmates.
4. If you do not wish to appeal the withholding of your correspondence, you may choose for the mail to be returned to sender at your expense.
5. Failure to respond to the notice of withholding of correspondence form will constitute an acceptance of the decision and the correspondence will be destroyed.

OUTGOING MAIL (AR 5120-9-18)

Outgoing mail and kites may be dropped off when you go to chow in the mail containers located outside the commissary area.

There shall be no limitation on the number of letters that an inmate may send, nor any restrictions as to persons with whom an inmate may correspond, except identified in AR 5120-9-18.

1. Postage and embossed envelopes shall be available for sale in the commissary.
2. Inmates may send one letter each month at state expense. (See "Free State Envelope" section.)
3. Legal mail is mail addressed to an attorney at-law, a public service law office, a law school legal clinic, a court of law, Chief Inspector's Office, or the Correctional Institution

Inspection Committee. Such mail must be clearly addressed reflecting one of the above addressees' and be marked "legal mail" by the inmate.

4. Inmates may seal their own first class letters, except in instances where there is to be an enclosure of money or documents held by the institution.
5. All outgoing mail shall be clearly identified by the sender's name, institution number and return address in the upper left hand corner of the envelope. Any outgoing mail not so identified may be opened and read for the purpose of identifying the sender. All outgoing mail from inmates shall be stamped on the front or back of the envelope with a stamp identifying:
 1. that the letter is inmate correspondence; and
 2. the sending institution's name and address.
7. Inmates are prohibited from sending letters that are the following:
 - a. threatening;
 - b. incites, aids, abets and/or constitutes criminal activity or violations of departmental rules;
 - c. contains evidence of criminal activity and/or violations of departmental rules;
 - d. in code or cipher, and/or;
 - e. would present a threat to the safety and security of the institution, its staff or inmates.
8. Inmates are prohibited to send any letter to any person who has notified the warden that he or she is being harassed by the inmate and does not want to receive letters from the inmate. The inmate shall be advised in writing of such persons.
9. Inmates shall not send any letter to any person, firm, association, or other entity for the purpose of soliciting funds or property without the prior approval of the warden. This provision does not apply to lawful requests made by an inmate for funds from an individual approved to send money to the inmate.
10. Outgoing non-legal inmate mail may only be opened, read, copied, or withheld, when there is a reasonable belief that the inmate's correspondence meets one of the criteria listed above upon Operation Support Center approval. If, after reviewing such mail the warden or designee determines that it does not meet any of the above criteria, the mail shall be forwarded to the addressee. If the letter is determined to meet one of the above criteria, the letter may be copied and/or read and forwarded to the addressee or retained as evidence pursuant to an investigation and/or subsequent criminal or administrative proceeding, or returned to the inmate, as deemed appropriate by the warden or designee.
11. Outgoing legal inmate mail may only be opened upon Operation Support Center approval, if there is a reasonable belief that the mail contains contraband. If contraband is found, it shall be handled in accordance with AR 5120-9-55. Any non-contraband contents shall immediately be returned to the inmate who shall be given the opportunity to reseal such contents in another stamped envelope provided by the warden or designee, to be taken to the mailroom to be processed as outgoing legal mail.

Any violation of the preceding procedures and prohibitions by the inmate shall be considered a violation of the inmate rules of conduct and may result in disciplinary action.

Sanctions for such violations may include a restriction of the inmate's mail privileges for a specific period of time.

FREE STATE ENVELOPES

Envelopes will be handed out on Friday second shift on the first weekend of the month, along with regular mail. The envelopes will be picked up on the following Sunday night by third shift staff and will be mailed out on Monday morning. The Monday after the first weekend of the month is the only day the mailroom will accept 'Free State Envelopes'. Free letters should only be given to the officers collecting them. Free letters are not to be put in the designated mailboxes around the institution. The mailroom staff will not process free letters deposited in the regular mailboxes; only those received through the established 'free letter' procedure will be processed. FREE LETTERS ARE ONLY DISTRIBUTED ONCE A MONTH.

PRINTED MATERIAL

- The term "printed materials" means any publication, document, or record including but not limited to the following: newspapers, magazines, pamphlets, books, photographs, drawings, prerecorded magnetic audio tapes, and compact discs. The term, printed materials, does not include either personal letters or advertising mail as defined in AR 5120-9-17 (J) Incoming Mail.
- Nude Photographs: Inmates are **NOT** permitted to receive nude photographs. The term "nude photographs" refers to snapshots, Polaroid photos, photocopied or digitally produced pictures, etc. of an adult, child, or infant who is nude or partially nude above or below the waist and is displaying breasts, buttocks, or genitals. It does not include magazines, calendars or other professionally produced materials intended for commercial distribution. Such commercial materials do remain subject to review under the procedures for withholding printed materials.
- Newspaper clippings: Families are permitted to send inmates such things as obituaries, wedding announcements, birth announcements, graduation announcements, etc., that were clipped from their local newspaper. Therefore, inmates may receive up to five newspaper clippings in any one envelope. Five clippings shall be no more than five pieces of paper (each sheet no larger than 8½" x 11").
- Pamphlets, brochures, etc: Inmates may receive up to five simple pamphlets or brochures in a personal correspondence.
- Copied materials: The term "copied materials" includes both photocopied material and material printed or downloaded from a computer. Individuals may enclose up to five pages (one side, 8½" x 11") of copied material in a personal correspondence. Legal materials sent by an attorney or court are not subject to this limitation. Legal materials that have been sent out by an inmate to be copied by an outside copying service, and are being returned, are not subject to this limitation. Inmate

information photo copied or printed from the DRC web page is excluded unless specific prior approval is given.

- **STG Material**: Printed material that by its content is related to a specific Security Threat Group (STG) may be withheld if the presence of that material is deemed to be detrimental to the security, order, or discipline of the institution or to the rehabilitation the inmates. Within this context, printed material containing depictions of hand signs, or other symbols or insignia that appear to be related to an STG may be withheld if:
 1. The sign or symbol can be related to a specific STG, and;
 2. Might reasonably be seen as something that might promote, or enhance the image or visibility of the STG within the institution;
 3. Or may be seen as legitimizing gang behavior;
 4. Or may conflict with departmental efforts to discourage and prevent STG membership and recruitment.

- All printed materials are subject to review and inspection by the Publication Screening Committee. The Publication Screening Committee may confiscation the publication in accordance with AR 5120-9-19, if found obscene or inflammatory.

- Inmates may receive a reasonable number of printed materials **directly from a publisher or distributor**. Be aware that an inmate who buys a subscription to a magazine OR prerecorded magnetic audiotape/CD is taking a risk that the magazine or prerecorded magnetic audiotape/CD may be considered obscene or inflammatory at a later date. This is even if the magazine or prerecorded magnetic audiotape/CD is permitted at the time of purchase. This can occur when the publication changes significantly. All inmates are advised that ToCI will not be responsible for money spent on subscriptions to any magazines or the purchase of any prerecorded magnetic audiotapes/CDs, which are obscene or inflammatory.

- Inmates are **NOT** permitted to receive publications from the following, as they are not approved publishers or distributors: (including, but not limited to) Media Play, BMG Music Service, Barry Publications, King-Pin Records, etc.

- **Books Received from a Mail Order House**: Books must have been purchased in accordance with AR 5120-9-33 and be purchased prepaid through the Cashier's Office. You are not permitted to buy books, magazines and tapes on a 'bill me later' basis.

- Printed material is excludable if it is deemed to be detrimental to, or to pose a threat to the rehabilitation of inmates; the security of the Institution; or, the good order or discipline of the institution. Examples of such material include, but are not limited to printed material:

1. which facilitates, encourages, incites, promotes, or instructs in, criminal activity such as rioting or illegal drug use;
2. which depicts, encourages, incites, or describes activities Which may lead to, the use of physical violence against others;
3. which depicts, describes the procedures for, or instructs in the making, using, or concealing of weapons;
4. which depicts, encourages, or describes methods of, escape, such as instruction in picking locks or digging tunnels;
5. which appears to be written in cipher or code, or that instructs in the use of cipher or code;
6. which is sexually explicit material that by its nature or content poses a threat to the rehabilitation of inmates, the security, good order, or discipline of the institution, or facilitates, or encourages criminal activity. Sexually explicit material includes material which:
 - a. depicts or graphically describes genitalia in a state of arousal, such as male erection, or exposure of the clitoris; or,
 - b. depicts or graphically describes homosexual, heterosexual, or auto erotic sex acts including, but not limited to: fellatio, cunnilingus, masturbation, ejaculation, anal or vaginal sexual intercourse or penetration, or manual stimulation of genitals; or
 - c. depicts or graphically describes sexual activity involving children; or
 - d. depicts or graphically describes sexual activity involving sadism, sadomasochism, bondage, or bestiality, or excretory functions; or
 - e. depicts or graphically describes sexual activity which involves an unwilling participant or in which a participant is the subject of coercion; or
 - f. Depicts, graphically describes, encourages, promotes, or incites homosexual activity in the Institution.

PUBLICATION SCREENING COMMITTEE (PSC)

All printed material is initially screen by the mail/package room staff. The mail/package room staff shall forward to the PSC any printed material which is reasonably believed to be excludable under the provisions of AR 5120-9-19. The PSC shall review the printed material and decide whether the material may be permitted into the institution or should be excluded using the above listed criteria. If the PSC determines that the material may be permitted, then the material shall be forwarded to the inmate. If the material is determined to be excluded, this decision shall be forwarded to the inmate in writing.

1. Notice of withholding of the printed material shall include a brief explanation of the reasons for excluding the printed material.
2. Inmates may appeal the withholding decision by requesting a review by the Central Office Publication Screening Committee. Appeals should be sent to the Mail Room within 15 day of receiving the PSC's decision.

3. Those who do not wish to appeal the decision may choose the following options to dispose of the printed material:
 - f. mail the material to a person/publisher of your choosing at your expense;
 - g. Destroyed per AR 5120-9-55.
4. CD'S & TAPES: Each housing unit has a listing distributed by the PSC which includes all materials screened since 2004. This listing includes both denials and approvals. REVIEW THIS LISTING PRIOR TO MAKING ANY ORDERS FOR MUSIC. The PSC will attempt to utilize music lyrics when screening music material so that if denied, the tape/CD may be returned to the publisher at the inmate's expense. HOWEVER, lyrics are not available for all music choices and the tape/CD may be opened in order to screen the material. In incidents where this occurs, the tape/CD may not be returned to the publisher if denied.
5. ORDERING THE CLEAN VERSION OF THE TAPE/CD DOES NOT GUARANTEE THAT IT WILL PASS THE PSC. The PSC is looking at the content of the music as listed in the above criteria. Clean versions of music only omits swear words, which the PSC does not exclude.
6. MUSIC PERMITTED AT OTHER INSTITUTIONS MAY NOT BE PERMITTED AT TOCI.

PACKAGES (AR 5120-9-33)

OFFENDERS ARE NOT PERMITTED TO RECEIVE/ORDER PACKAGES DURING THE 7 DAY ORIENTATION PERIOD. PACKAGES MAY BE ORDERED/RECEIVED AFTER 7 DAYS AFTER THE OFFENDER'S TRANSFER INTO THE INSTITUTION.

- Packages may be received from approved vendors; the number permitted per year is directly related to your security level.
- **As of 01/01/2007**, Family members, friends and others (regardless of their inclusion on the inmate's approved visitation list) may order food and/or sundry packages, subject to the limitations of AR 5120-9-33, from an approved vendor.
- **As of 01/01/2007**, Inmates assigned to institutions with the following security designations are eligible to receive the corresponding total number of packages per year from any of the approved sources, subject to the exceptions noted below:

-Package allowances and limitations-

| SECURITY LEVEL | TOTAL NUMBER OF PACKAGES | LIMITATIONS |
|----------------|--------------------------|--------------------------------|
| Level 1 | 4 | Maximum of two food only boxes |
| Level 2 | 3 | Maximum of two food only boxes |
| Level 3 | 3 | Maximum of one food only box |

| | | |
|----------|---|------------------------------|
| Level 4A | 2 | Maximum of one food only box |
| Level 4B | 0 | No packages permitted |

VENDOR ORDERS

- Anytime an incorrect/damaged/unwanted order is returned to an approved vendor it will be shipped via US mail (unless the vendor has made other arrangements). **It is strongly recommended that such shipments be insured by the insurance program offered by the United States Post Office (USPS) at the inmate's expense. The institution will not be responsible for loss or damage of property once it is accepted by USPS.**
- ODRC Policy 61-PRP-01 states that orders placed with an approved vendor are a transaction between the respective vendor and the inmate. DRC/ToCI is not responsible for the property until it arrives at the warehouse. If a problem arises and it is believed that your order is unnecessarily delayed by the vendor, it is your responsibility to contact the vendor to have the problem resolved.

Inmate Levels and Privileges

ToCI houses three levels of inmates: 3A, being general population; 3B, being modified movement and 4A. 4A inmates are not to interact with level three inmates at any time. All three levels of inmates are separated by housing areas.

4A Standards of Operation:

- ❖ All classification and privilege review procedures related to level 4 are contained in DRC policies 53-CLS-06, 53-CLS-02 and 53-CLS-01.
- ❖ Once an inmate has advanced to level 4A, they will remain at that level until recommended for Level 3 or being placed back in at level 4B due to institutional misconduct.
- ❖ An inmate must remain in level 4A for at least 12 months, in which they have to remain RIB conviction free and have completed all Unit Team's program recommendations. If they complete these requirements, they may be considered for drop to level 3A. If an inmate receives an RIB conviction while in 4A, they will receive a special privilege review and be placed back into 4B and transferred to an appropriate 4B institution.
- ❖ Level 4A inmates will be escorted for all movement outside the unit.

- ❖ Recreation will occur daily according to the assigned recreation schedule. Recreation will occur in the dayroom, in courtyards and in the gymnasium.
- ❖ Inmates will have three to five hours out of cell time per day per range. This includes chow, recreation, programs, etc. Inmates will follow a schedule that allows scheduled times out per top and bottom ranges. The two ranges will not be out together. Inmates will be allowed to shower, shave and make phone calls during the out of cell times.
- ❖ Barber services will be arranged through the Unit Sergeant. The Unit Sergeant will assign a barber and set up barbershop hours.
- ❖ Inmates will have a \$100.00 spending limit per shopping trip. Inmates will shop every two weeks. This limit includes all special items except for phone time purchases. During scheduled commissary times, each range will be called one at a time and be escorted to the commissary until all are shopped.
- ❖ Inmates may receive personal property that may include items purchased from institutional commissaries and vendors. Inmates are eligible to receive one food and one sundry package per calendar year.
- ❖ Quartermaster requests will be completed by sending a kite to the Unit Sergeant. The Sergeant will determine if the request is valid and forward it on the quartermaster if necessary. The quartermaster will fill the request if approved, and items will then be picked up by the Sergeant and delivered to the inmate.

3B Standards of Operation:

- ❖ Only one range at a time may be out.
- ❖ Movement will be by escort or pass.
- ❖ A minimum of 3 hours of out of cell time per day, including one hour per day for recreation.
- ❖ More limited programs than 3A
- ❖ Not eligible for hardship transfers.
- ❖ Not eligible for funeral or bed side visits.

3B Privileges:

- ❖ Electronics
- ❖ Eligible for HB 86 earned credit, if eligible
- ❖ Food Sales – Not to exceed three times per year
- ❖ \$45.00 per week spending limit in commissary.

Privilege Level Reviews:

- ❖ 3B inmates are eligible for a privilege review every 6 months.
- ❖ Privilege level reviews are not appealable.

- ❖ The privilege review process-not to be confused with a Security Review-weighs appropriate inmate behavior, program compliance, proper interaction with staff and other inmates, and the absence of institutional misconduct.

Staff Offices

Inmates are not permitted in office areas or other restricted areas without staff supervision and/or observation. All staff office windows are kept uncovered and unobstructed at all times. Not more than three inmates at a time should be standing outside a staff members office, unless specifically called.

Level 3A GENERAL MAIN HOUSING UNIT DAILY SCHEDULE

| Time | Activity |
|-----------------------------------|---|
| 0000 | Count |
| 0200 | Count |
| 0400 | Count |
| 0600 | Count – Dayrooms, phones & showers open after count clears Insulin call after count clears |
| 0630 | Breakfast (ends at 8:00); Court Yard opens (WEEKENDS/HOLIDAYS ONLY) |
| 0700 | Commissary for assigned housing unit (MON – WED); Pill Call (ends at 8:30) |
| 0800 | Report to work assignments & programs; Recreation for assigned housing unit; Doctor’s Sick Call / Nurse’s Sick Call, Dental, Mental Health, Recovery Services open |
| 1000 – WEEKENDS /HOLIDAYS ONLY | All inmates return to their respective housing units; Dayroom closed for cleaning |
| 1030 | All inmates return to their respective housing units; Dayroom closed for cleaning; Count – WEEKENDS/HOLIDAYS ONLY; Dayroom, phones & showers open after count clears |
| 1100 | Count – Dayroom, phones & showers open after count clears; Brunch – WEEKENDS/HOLIDAYS ONLY (ends 1230) |
| 1130 | Lunch (ends at 1300) |
| 1200 | Pill Call (ends at 1300) |
| 1300 | Report to work assignments & programs; Recreation for assigned housing unit; Doctor’s Sick Call / Nurse’s Sick Call, Dental, Mental Health, Recovery Services open |
| 1445 | Commissary ends for assigned housing unit |
| 1530 | All inmates return to their respective housing units; Dayroom closed for cleaning |
| 1600 | Count – <u>Standing with picture ID visible on shirt</u> ; Dayroom, phones & showers open after count clears; Insulin call after count clears |
| 1630 | Dinner (ends at 1800) |

| | |
|------|--|
| 1730 | Report work assignments & programs; Recreation for assigned housing unit; |
| 1900 | Pill Call (ends at 2030) |
| 2030 | Recreation ends |
| 2100 | All inmates return to housing units |
| 2200 | Count time (Dayroom Close) |
| 2330 | Friday, Saturday & night before a State holiday Dayroom Close for D-Block |

NOTE: THIS HOUSING UNIT SCHEDULE MAY CHANGE WITHOUT NOTICE

Level 3B Schedule

A 1/2 North & A 3/4 North-- DAILY SCHEDULE

| WEEKLY SCHEDULE | | |
|-----------------|-------------------|---|
| ODD DAYS | 6:00am | Count Time |
| | 6:10am-7:00am | Chow--Everyone Locks Down |
| | 7:00am-8:30am | Recreation A 1/2 West & North |
| | 8:45am-9:15am | Dayroom & Showers (Top Range) |
| | 9:30am-10:00am | Dayroom & Showers (Bottom Range) |
| | 10:15am | Chow--Everyone Locks Down |
| | 11:00am | Count Time |
| | 12:00pm-12:30pm | Porters Cleaning |
| | 12:30pm-1:30pm | Dayroom & Showers (Top Range) |
| | 2:30pm-3:30pm | Dayroom & Showers (Bottom Range) |
| | 3:30pm-3:50pm | Porters out for Cleaning |
| | 4:00pm | Count Time |
| | 4:10pm-5:00pm | Chow--Everyone Locks Down |
| | 5:15pm-6:45pm | Dayroom & Showers (Top Range) |
| | 7:00pm-8:30pm | Dayroom & Showers (Bottom Range) |
| | 9:00pm-9:30pm | Porters Cleaning |
| 10:00pm | Count Time | |

| WEEKLY SCHEDULE | | |
|------------------|-------------------|---|
| EVEN DAYS | 6:00am | Count Time |
| | 6:10am-7:00am | Chow--Everyone Locks Down |
| | 7:00am-8:30am | Recreation A 1/2 West & North |
| | 8:45am-9:15am | Dayroom & Showers (Bottom Range) |
| | 9:30am-10:00am | Dayroom & Showers (Top Range) |
| | 10:15am | Chow--Everyone Locks Down |
| | 11:00am | Count Time |
| | 12:00pm-12:30pm | Porters Cleaning |
| | 12:30pm-1:30pm | Dayroom & Showers (Bottom Range) |
| | 2:30pm-3:30pm | Dayroom & Showers (Top Range) |
| | 3:30pm-3:50pm | Porters out for Cleaning |
| | 4:00pm | Count Time |
| | 4:10pm-5:00pm | Chow--Everyone Locks Down |
| | 5:15pm-6:45pm | Dayroom & Showers (Bottom Range) |
| | 7:00pm-8:30pm | Dayroom & Showers (Top Range) |
| | 9:00pm-9:30pm | Porters Cleaning |
| 10:00pm | Count Time | |

All Mass Movements will be escorted ie: Chow, Recreation

Passes only for other services: Medical, Recovery, Education, Visitation, Step It Up and Mandatory Program

Cell Ice Restriction Dayroom Time: 11:15am-12:15pm

NO one will remain dayroom during chow and recreation time

Porter Cleaning --No one allowed on the phone

Recreation and Library according to schedule

3B Inmates will not have a job outside of the unit

Effective 12-18-2013

SCHEDULE SUBJECT TO CHANGE AT ANYTIME

Level 4A Schedule

LEVEL 4A SCHEDULE

Follow 4A Rec Schedule

| | | |
|-------|-------|------------------------------------|
| 6:00 | 6:30 | START SHIFT AND COUNT |
| 6:45 | 7:15 | CHOW TOP RANGE |
| 7:30 | 9:15 | CHOW DAYROOM BOTTOM RANGE |
| 10:00 | 10:30 | UNIT CLEANING SCHEDULE A |
| 10:30 | 11:00 | CHOW BOTTOM RANGE |
| 11:00 | | COUNT |
| 11:00 | 11:30 | CHOW TOP RANGE |
| 11:30 | 1:00 | RECREATION TOP RANGE |
| 1:00 | 1:45 | DAY ROOM TOP RANGE |
| 1:45 | 2:30 | DAYROOM CLOSED/SHIFT CHANGE |
| 2:30 | 3:30 | UNIT CLEANING SCHEDULE B |
| 3:30 | 4:00 | CHOW TOP RANGE |
| 4:00 | | COUNT |
| 4:00 | 4:30 | CHOW BOTTOM RANGE |
| 4:30 | 6:00 | RECREATION BOTTOM RANGE |
| 6:00 | 6:45 | DAYROOM BOTTOM RANGE |
| 7:00 | 8:15 | DAYROOM TOP RANGE |
| 8:30 | 9:30 | UNIT CLEANING SCHEDULE C |

LEVEL 4A SCHEDULE

Follow 4A Rec Schedule

| | | |
|-------|-------|------------------------------------|
| 6:00 | 6:30 | START SHIFT AND COUNT |
| 6:45 | 7:15 | CHOW BOTTOM RANGE |
| 7:30 | 9:15 | CHOW DAYROOM TOP RANGE |
| 10:00 | 10:30 | UNIT CLEANING SCHEDULE A |
| 10:30 | 11:00 | CHOW TOP RANGE |
| 11:00 | | COUNT |
| 11:00 | 11:30 | CHOW BOTTOM RANGE |
| 11:30 | 1:00 | RECREATION BOTTOM RANGE |
| 1:00 | 1:45 | DAY ROOM BOTTOM RANGE |
| 1:45 | 2:30 | DAYROOM CLOSED/SHIFT CHANGE |
| 2:30 | 3:30 | UNIT CLEANING SCHEDULE B |
| 3:30 | 4:00 | CHOW BOTTOM RANGE |
| 4:00 | | COUNT |
| 4:00 | 4:30 | CHOW TOP RANGE |
| 4:30 | 6:00 | RECREATION TOP RANGE |
| 6:00 | 6:45 | DAYROOM TOP RANGE |
| 7:00 | 8:15 | DAYROOM BOTTOM RANGE |
| 8:30 | 9:30 | UNIT CLEANING SCHEDULE C |

When the food carts arrive the trays are to be passed out to all inmates.

Courtyards will be offered for 30 minutes to each range during their scheduled dayroom times.

Inmates that choose not to go to the gym for their recreation time are permitted to use the dayrooms during this time.

Inmates are not permitted to be on the phones except during their scheduled dayroom times.

Assigned porters are allowed out only during their assigned porter times.

Inmates are to remain locked down unless they have a pass, someone calls for them, or it is their scheduled time out. NO EXCEPTIONS

****This schedule is subject to change without notice****

WHO TO KITE INDEX

An inmate should only kite the Warden in matters of great importance and if it is felt that no one else can solve the problem.

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