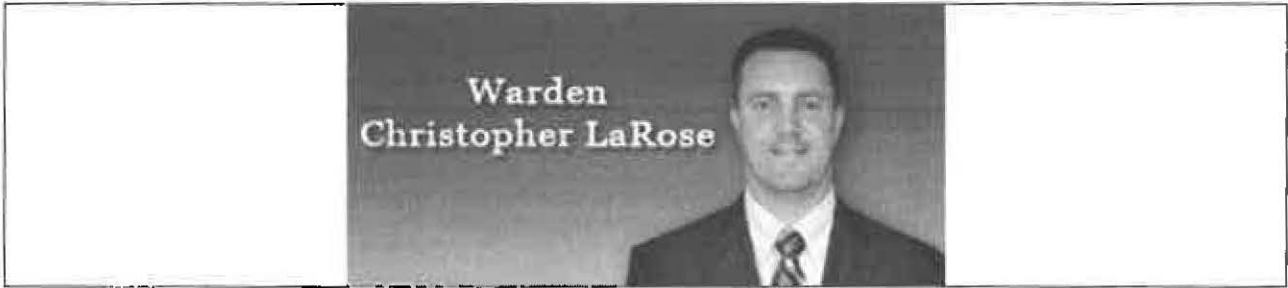


TCI OFFENDER HANDBOOK



May 2014

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OFFENDER HANDBOOK - INTRODUCTION

The purpose of this manual is to help offenders become familiar with this institution and the various centralized departments within it. It contains information describing facilities, programs, and services available as well as general policy regarding conduct. Offenders should refer to this manual and unit rules when requiring information. In addition, Administrative Regulations and DR&C policies affecting offenders are located in the library. Offenders are expected to read this manual and may review Administrative Regulations (commonly referred to as A.R.'s) to become familiar with their content. Specific rules, guidelines, and procedures relating to the various departments within this institution also exist and may be posted in those departments.

Upon arrival at TCI, cellblock assignments are given. Offenders shall undergo an orientation process. The orientation shall consist primarily of presentations regarding the various departmental functions. It is important to listen during the presentation; most questions will be answered at this time.

This manual is on loan while at TCI and the responsibility for it lies with the person it is assigned to. If the manual is lost, stolen, or damaged due to negligence, it may result in disciplinary action, which can include restitution for replacement costs of \$6.00. The manual must be returned to TCI during the transfer/release process from this institution.

Trumbull Correctional Institution is a tobacco-free facility.

UNIT STAFF

This institution utilizes the Social Services model. The 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 Block Officer first. Although all problems may not be resolved to the offender's satisfaction, it is essential that the offender discuss the situation with Unit Staff first.

UNIT MANAGEMENT ADMINISTRATOR

The Unit Management Administrator is responsible for the overall operation of the units. Duties include but are not limited to: supervising all Unit Staff, informal complaints, grievance procedures, unit admission, security classification appeals, job classification appeals, visiting suspension appeals, and special visits.

CASE MANAGER

The Case Manager helps to develop social services within the unit. Duties include: but not limited to counseling, sentence data, parole data and parole plans, detainers, annual and special security reviews, classification and reclassification, Offender programs, visiting list, requests for inter-institutional transfers, and release dates. Other duties include serving on various committees, (i.e. classification, security reviews), and preparing Institutional Summary Reports.

CORRECTIONAL COUNSELOR

The Correctional Counselor provides direction in coping with the day-to-day operational concerns of living in prison. Duties include: but are not limited to regular tours of the block/dorm checking on sanitation, personal appearance and hygiene, resolving concerns, investigating complaints, offender discipline, unit rules, property ownership, identification badges, mail and packaging, commissary, state pay, tour offender work assignments, serve on various committees, (i.e. classification, security reviews), yard procedures, off limit areas, and fire exit procedures. Correctional Counselors shall also serve as Hearing Officers for the unit Conduct Reports.

SOCIAL SERVICES SECRETARY

The Social Services Secretary handles the clerical responsibilities for Unit Staff. These duties include: maintaining offender unit files, scheduling interviews and committee meetings, copying and signing offender cash slips.

BLOCK CORRECTION OFFICER

The Correction Officer shall complete the day-to-day security functions within the cell block and participate in the unit's decision-making efforts where applicable. Any questions, comments, concerns related to counts, room sanitation, fire exits, sick call, mail, laundry, contraband, shower procedures, off limit areas and other block rules should be directed to the Block Officer first. Block Officers will not call other departments with questions; they will first refer the offender back to the Correctional Counselor or other appropriate Unit Staff member.

Offenders are encouraged to consult with the appropriate Unit Staff before contacting other departments. Hours are posted in the block, listing the times offenders are authorized to walk

in to see Unit Staff. This places decision-making Unit Staff within easy access to offenders. The uniform-of-the-day is required to enter a Unit Staff member's office. A notary service is available; ask Unit Staff for information on how to contact institutional notaries.

AMERICAN DISABILITIES ACT

If you have a documented disability in your medical record, which limits your abilities in one or more major life activities, you may be eligible for ADA services. Major life activities include: self-care, walking, hearing, seeing, speaking, breathing, learning and working.

ADA services may include: assistive devices, interpreter services, TTY machine usage, or other reasonable accommodations, which would not interfere with the safety and security of the institution.

Offenders can contact the ADA Coordinator through their Unit Staff.

CELL BLOCKS

Offenders are expected to adhere to all block and personal rules of conduct. The following is a list of block rules. Offenders are expected to ask questions of Unit Staff and read the bulletin boards and the televised offender information Channel 10. **IGNORANCE OF THE RULES, POLICIES, OR PROCEDURES SHALL NOT BE ACCEPTED AS AN EXCUSE FOR WRONGDOING.**

BLOCK RULES

1. Cell searches are done on a random basis. However, this can also be done as a result of information obtained or reasonable suspicion (Offender does not need to be present during shake down). Pat-down searches can and shall be done by any staff member at anytime. If any contraband is found or the staff member finds it necessary, strip searches may be conducted. During a cell shakedown the inmates from that cell shall be directed to remain on the picnic bench in the view of the officer NOT conducting the cell search.
2. Offenders are required to shower three times per week. Offenders are required to maintain a clean living area; part of the state pay received is for upkeep of living areas. The following is required on a daily basis: beds made, clothes hung up or neatly folded vents, sink, toilet, floor, window sill and bars cleaned, trash removed (the use of paper bags for trash can liners is prohibited). TV antennas are not to extend outside of the window. Cells are to be ready for inspection by 8:00 a.m. weekdays, 10:00 a.m. weekends and holidays. **THERE SHALL BE NO CLOTHES LINES USED INSIDE OF THE CELLS.**
3. **NO OFFENDER, or ANY PART OF AN OFFENDER'S BODY IS TO BE IN ANOTHER OFFENDER'S CELL. OFFENDERS ARE NOT AUTHORIZED TO ENTER ANOTHER BLOCK OTHER THAN THEIR OWN. BOTH OF THE ABOVE ARE CONSIDERED OUT OF PLACE. OFFENDERS MUST SIGN OUT OF THE HOUSING UNIT WHEN LEAVING FOR WORK/PROGRAMMING AND SIGN BACK IN UP THEIR RETURN.**

Offenders that do not live on the top range are not to be on the top range. Offenders that live on the top range, may go to and from their cells, no loitering is permitted.

4. There are four (7) phones per cellblock. Phone calls are limited to fifteen (15) minutes. Offenders are required to enter their offender number and PIN Number prior to making a call. The Block Officer shall ensure that offenders vacate the phone room when other offenders are waiting. Staff may tell offenders to vacate the phones before their time is up. **Phone calls are a privilege, not a right. PHONES CAN BE MONITORED AT ALL TIMES AND CONVERSATIONS MAY BE RECORDED. THREE WAY CALLS AND BACK-TO-BACK CALLS ARE NOT PERMITTED.** Procedures regarding phone usage may be posted in the blocks and televised on the offender information channel. Remote call forwarding is considered the same as 3-way calling and is not allowed. If you are found to be using a remote call forwarding number you will be subject to discipline. This includes automatic remote call forwarding numbers.

The Hearing Officer or Rules Infraction Board may suspend telephone privileges for violations. Offenders in the Special Management Unit (segregation) may place emergency or legal calls only when approved by the Warden or designee.

5. There is only JPay unit per Cell block.
6. If an offender occupies a single cell, he must ensure that the door is locked every time he leaves the block. If sharing a cell and both offenders are leaving the block, the cell door must be locked. If sharing a cell and one of the offenders is in the block, the cell door does not have to be locked; however the state will assume no responsibility for the loss of property if this is done. Locking the cell door is for the protection of offender's personal property. Offenders shall not tamper with nor place foreign objects in door jams, locks, hinges, etc. Offenders not adhering to this instruction are subject to disciplinary action.
7. All cleaning supplies and equipment must be checked in and out with the block officer. I.D.'s must be exchanged for equipment and supplies. Any cleaning supplies or equipment stored in cells shall be considered contraband. Personal protective equipment is encouraged while using chemicals. Goggles and gloves will be available for your use.

Block porters are responsible for cleaning the block; however, each offender is responsible for placing all trash generated by them into the trash cans. Offenders, even porters, are not authorized to be in the supply closets, which are to be secured at all times. Only issued cleaning supplies are to be used on the floors; floor buffers are not to be used in cells.

8. All electronics must be operated on headphones at all times. Excessive noise is not permitted. Walkman radio/tape players, mp4, and CD players may be utilized in the recreation area; however they may not be worn on the yard or taken to work or programs. No equipment shall be operated through keyboards or other musical equipment, the equipment will be considered contraband if operated inappropriately.
9. The institution Laundry Department washes state issued bed linen. Follow the posted memorandums for times and delivery/pick-up rules. All other clothing is washed in the

housing Units. The schedule is posted in the blocks. The block laundry attendant does all clothes washing.

10. Adhere to the property possession limits. Offenders shall not lend, trade, borrow, sell, or give any of their possessions to any other offender. Offenders must be able to prove ownership of everything in their possession. Offenders are not authorized to possess any item belonging to another offender, or any item that was owned by an offender that has left the institution.

Offenders are required to maintain all "pack-up", commissary, sundry/food box slips. Failure to maintain this information is a violation of rules. Offenders are also required to maintain receipts for all purchases.

11. Safety first! Fire prevention is important. No tobacco or tobacco-related materials are allowed. In case of fire drills, leave the building in a swift, safe, and orderly manner. Offenders are expected to know the proper safety and/or evacuation procedures for their work and living areas. Exit routes are posted in the Housing Units and work areas.
12. Do not place anything in or over the ventilation systems or hang anything from the sprinkler system. Nothing is to hang on the end of the bed nearest the door or on the sides of the bed.
13. The only item allowed to be hung on the cell wall is a calendar of the current year. There should be no lewd or pornographic material posted within open view. Only TCI issued name cards shall be placed in the cell door windows (only at the top of the window) and all windows shall be kept clean. No other items are permitted to be placed in the cell windows.
14. Chairs or other items shall not be placed outside of the cells.
15. Keep feet off the walls, tables and chairs.
16. The dayrooms are open after the 6:00 a.m. count clears until closed each night at posted times. The study room shall **ONLY** be used for reading, writing or studying. **UNIT STAFF** may designate the use of the study room for unit programs at any time. No food, drink, radios, typewriters or game playing is allowed in the study rooms.
17. Furniture arrangements are not to be changed! Only one pillow and mattress per bed, unless authorized by medical order. Armchairs or school desks are not authorized in the cells.
18. Stay clear of all block entrances, inside and out. Only one offender is authorized to approach the officer's desk at a time. Offenders must remain behind the taped line unless authorized to come closer. The taped lines within the blocks designate out of place areas. Offenders shall not enter the hallway that connects the blocks, unless authorized or in **possession of a pass. If waiting to see a staff member, waiting is authorized on either side of the block entry doors to the center section.**

19. Dress code:

Identification badges are to be worn showing the picture side out, over the left chest and over the outer most layer of clothing any time an offender leaves his cell. Pictures, stickers or any other items are not authorized to be placed on the I.D.

State uniform and appropriate footwear must be worn outside the cell blocks any time an offender leaves the block. This includes entering the Unit Staff areas within the block.

State shirts must be buttoned (except the top button), tucked into the trousers and the collar down at all times to include the state smocks. Trousers shall not be rolled up, tucked into socks, or pegged, and must be zipped and buttoned at all times. Pants shall not sag. Any time an offender reports to a job assignment, he must be in uniform of the day, even if the job assignment is in the cellblock. Slippers, open toe shoes, and shower shoes cannot be worn outside of the block. The only time an offender can leave the block in personal clothing is when the offender is going to and from recreation. **Red and Black clothing is prohibited.**

"Sagging" of state or personal clothing is not authorized.

Personal clothing shall include sweatpants, gym shorts, T-shirts, sweatshirts and tennis shoes. Clothing must be appropriately worn. Clothing cannot be altered. Clothing must be in good repair at all times.

Approved headgear (including religious) may be worn in or out of the block. Only approved religious headgear may be worn into the offender dining area. Food service workers may be required to wear issued caps. Offenders may wear personal clothing as described above in the cellblock in they're off duty hours. This is the only time personal shirts other than T-shirts may be worn. Skullcaps may be worn inside the Housing Unit, to exclude the unit offices. Skullcaps may be worn outside of the Housing Unit underneath a hat, out of sight. Sunglasses may not be worn indoors unless prescribed by a doctor. Lounging in the Housing Unit's "common areas" in bathrobes and pajamas is not permitted.

Offenders are responsible for checking the current list of approved items for sundry packages under DRC Policy 61-PROP-01. Any additional clothing, state issue or personal, in excess of the allowable possession limits shall be considered contraband and the offender may be subject to disciplinary action.

20. Offenders shall adhere to the grooming criteria as outlined in Administrative Regulation, 5120-9-25 (Appearance and Grooming of Male Offenders).

21. Offenders shall be visible in their assigned cells during count and may not exit the cell until count has cleared. The staff member conducting the count must visibly see skin and movement. If an offender is covered up and cannot be seen, he may be awakened. Offenders not in place at count shall be subject to serious disciplinary action.

OFFENDER COUNT

TCI COUNT TIMES

2:00 AM
4:00 AM
6:00 AM
11:00 AM
4:00 PM {STANDING COUNT}
9:30 PM
11:00 PM

The offender population at TCI is formally counted several times each day. In addition to these established counts, the count procedure shall also be conducted at any time deemed necessary by appropriate supervisory staff.

Offenders shall be visible in their assigned cells during count and may not exit the cell until count has cleared. The staff member conducting the count must visibly see skin and movement. If an offender is covered up and cannot be seen, he may be awakened. Offenders not in place at count time shall be subject to serious disciplinary action.

Count shall be announced prior to beginning the actual counting procedure. At the time of the announcement, Offenders are to return to their cells and remain on their beds in such a position as to be readily visible to the officer conducting count. During Standing Count offenders shall stand in plain view next to their bed or sit in an upright position on their bed. Offenders shall remain in their cells until the count clear signal is given. The offender shall have his state ID in the window. If the ID doesn't exactly match his appearance i.e facial hair, hair style the inmate is responsible for the cost of a new ID. Offenders shall remain in their cell until the count clear signal is given.

4pm count is a standing count all inmates are to be standing and required to have their ID in hand, so that the officer is able to compare the inmate to the ID.

The cellblock doors are locked at count times. Offenders are ordered to be in their cell unless on "out count".

Nothing is to hang on the end of the bed facing the cell door. The officer's view must remain unobstructed.

During counts, offenders are not to cover themselves in such a manner as to conceal from visibility. The counting officer must be able to see and determine that he/she is counting a breathing human body. The officer must see skin and movement.

If concealed in such a manner as to hinder this procedure, the officer is authorized to use a flashlight, overhead light and/or physical contact to ensure they are counting an offender.

Offenders not in their proper area, who deliberately attempt to conceal themselves, or conduct themselves in such a manner as to disrupt the count procedures, shall be subject to serious disciplinary action.

IDENTIFICATION DEPARTMENT

Offenders must wear their identification badge (I.D.) at all times outside the cells. It is to be displayed over the left breast, on the outermost garment. Offenders are to immediately present identification badges to any staff member upon request.

Lost or stolen identification badges must be reported to Unit Staff and a report filled out. Failure to report a missing Identification badges is a violation of rules.

A new identification badge is required when there has been a significant change in personal appearance: weight, hairstyles, growth/removal of beard or mustache. Replacement costs for any reason shall be at the offender's expense. The cost of replacement is \$5.00 and \$.50 for a new clip. Possession of an I.D. is necessary to gain entrance to all approved areas of the institution. Any privileges may be suspended during the time an offender is without an I.D.

Kite the I.D. department to request a new I.D. or fingerprints. The I.D. department shall send a pass informing the offender of the date and time to report. Offenders must sign a cash slip at the time of re-photographing.

OFFENDER PROPERTY INVENTORY

Occasionally it becomes necessary for the institution to "pack-up" or have an offender "pack-up" ALL OF HIS BELONGINGS. This shall be done in the presence of, or by, an institutional employee, normally a Correction Officer. After the pack-up, the officer shall sign and date the inventory sheet. The offender is also required to sign the inventory sheet indicating he agrees with the quantity and description of all items packed and that the list reflects the total of ALL his possessions. In his absence, his cellmate (who assists in the "pack-up") shall sign.

All items must fit inside the offender's footlocker (2.4 cubic feet) including: clothing, personables, shoes, commissary and legal material. Any offender that has legal material that cannot fit into his locker box may request, in writing, an additional locker box through his Case Manager. The approval for the extra box **must** be approved by the Deputy Warden of Operations and will be stored in a secured designated area.

Exceptions to the 2.4 compliance for offender property are as follows:

- 2 Weeks of Commissary (must show proof)

- 1 Lamp

- 1 Fan

- 1 Cooker

- 1 Personal Blanket

- Large, titled, items; i.e., television, guitar, musical instrument

- State issued coats/clothing/bedding and permitted shoes

- Current legal litigations with approval by the Case Manager

- Approved Arts and Crafts projects

All other items must fit into a 2.4 cubic foot locker box. The above exclusions are specific to this institution only. When an offender is transferred to another institution, they will be expected to meet the 2.4 compliance, without these exclusions.

An Offender shall "pack-up" or have their property "packed-up" by their cellmate under direct supervision of TCI staff when he is: placed in Security Control (property shall be locked in the segregation vault), housed in the TCI Infirmary, sent on a round trip for an out-to-court appearance, or other reasons. All property shall be logged and locked into the property vault in R&D for safekeeping. Offenders released on Parole or EDS/EST may take their property with them. Offenders released on Transitional Control can only take the total of one (1) footlocker (2.4 cubic ft.) of property with them.

When required to "pack-up" during a shakedown, or 2.4 inspections, only commissary items listed on the Offenders most recent two commissary receipts, within the last month, will be excluded from the 2.4 provisions. Any commissary in excess of the two commissary receipts must be stored in the 2.4 locker box. Offenders must have receipts for all commissary items in their possession.

Any authorized property that does not fit into the footlocker shall be considered contraband and may either be sent home at the offender's expense or destroyed according to AR 5120-9-55, Contraband. Any property purposely left behind for safekeeping with a "cellie" or not intentionally packed shall be considered contraband and the offender(s) subject to disciplinary action.

KITES

The term "kite" refers to the form used in intra-institutional communication between offenders and staff.

Kites may be obtained from the Block Officer. Kites are to be used for routine problem solving and communication.

Complete all information, i.e.: name, number, cell block, cell number, work assignment, and the department or employee the kite is being sent to. Briefly state the message, or need for information/assistance.

Completed kites should be sealed and placed in the mailbox outside the offender dining room. Offenders housed in Segregation and the Infirmary will have kites collected by the assigned officer.

Do not send multiple kites to numerous departments concerning the same matter. This may only serve to delay the response.

An officer must sign kites, prior to it being sent to the designated area /staff member.

PASSES

A formal pass is a written direct order for an offender to report to a specific place at a specific time. These passes shall be delivered on 3rd shift (after 10 p.m.) The offender is required to sign the pass.

Approximately 10 minutes prior to the appointed time to report, the offender should see the Block Officer, or other appropriate staff person to sign the pass. The pass must be presented to the person from whom it was issued; they shall sign the pass at the end of the meeting. When applicable the offender must report back to work, school, or block. Passes are not optional. Offenders must honor passes whether they wish to or not.

An "at once" pass means an Offender is to report to a certain place immediately.

Visiting passes: If expecting a visit, the Block Officer should be notified of the offender's whereabouts: recreation, school, work, library, etc. This will help maximize the time that can be spent on the visit. Offenders are not to leave their assigned areas early to get ready for a visit. Offenders shall sign in and out of the block as they leave and return.

VISITATION

Offender visiting is covered under DR&C 76-VIS-01. State Holidays: unless posted in advance, there will be no visiting on state holidays. It is the policy of the Trumbull Correctional Institution to provide a visiting operation that is safe, secure, and orderly, and to create a positive atmosphere for offenders, visitors, staff, and afford every reasonable courtesy and assistance as our security concerns shall allow.

General Information

Offender visiting is provided pursuant to DRC Policy 76-VIS-01. It is the offender's responsibility to inform his visitors of all rules, regulations, policies, and procedures related to visiting him.

Only visitors on the approved visiting list are permitted to visit. Proper identification must be shown (one picture ID).

Visitation hours are from 7:45 am to 2:45pm, Wednesday through Sunday. There are two visiting sessions. The first session begins at 7:45 am to 10:45 am. The visitors must be here by 9:00 am. Visiting begins at noon for the second session; visitors must be here by 1:00pm. This sessions ends at 2:45 pm.

Visits must be scheduled 4 days in advance no earlier than 30 days. The visit must be canceled 4 days prior if the visitors will not be coming. If they do not cancel the offender will be charged for the visit as if the visitor came to visit.

The visitation schedules shall be posted in each block; these schedules shall outline the amount of visits and times of visits authorized for offenders housed in each block.

Weekday visits are on Wednesday, Thursday and Friday; weekend visits are on Saturday and Sunday. There is absolutely no visiting on Monday and Tuesday. Offender on Disciplinary and Local Control status visits on Wednesday, Thursday, and Friday only.

There is no visitation on state holidays, as follows:

**New Years Day, Martin Luther King, Jr. Day, Presidents Day,
Memorial Day, Independence Day, Labor Day, Columbus Day,
Veteran's Day, Thanksgiving Day, Christmas Day**

All offenders transferred to TCI will not have a visit for five (5) working days in order to allow ample time to receive and process files from their previous institution.

Each offender shall have an approved visitors list on file in the visit office. The offender is responsible for the accuracy of this list. Changes and/or corrections shall be made through his Case Manager.

Immediate Family: Mother, father, aunt, uncle, husband, wife, children, stepchildren, grandchildren, brother, sister, grandmother, grandfather, and half-siblings. Son-in-law, daughter-in-law, brother-in-law, mother-in-law, and father-in-law will only be considered immediate family while in the binding marital relationship is intact. Stepparents or adoptive parents may be considered within this definition when it has been verified that the offender was ge, death, desertion, or absences of a parent.

Common law wives are not recognized unless declared prior to October 1991. Documentation is required. Unless previously declared, common-law spouses must be listed as friends on the approved visiting list.

Children under 18 years of age may visit with their parents or guardian who is approved visitors. They may also visit with an approved visitor when accompanied by a notarized letter from the parent or guardian giving permission for the child to visit with the offender. The minor children will not count towards the 15 visitors on an offenders visiting list.

A copy of the birth certificate must be provided on the first visit with minor children. This certificate will be kept on file. Any minor child, including the offender's, must be added to the approved visitors list once he/she has reached 18 years of age.

The mother of an offender's child is considered as a friend, not a relative, if not married to the offender.

With the exception of attorneys and official visitors, each potential visitor must complete a Visiting Application (DRC2096). Visitors entering the institution shall conform to regulations in accordance with DRC General Visiting Instructions (DRC2274). The offenders visiting list can list up to fifteen (15) visitors, regardless of the relationship, excluding any listed attorney of record, clergy of record or children under the age of eighteen years old.

No visitor of offenders shall be admitted for visitation until the visitor application is received and verification of identity has been established. Visitors may be placed on more than one DRC offenders' visiting list as long as they are in good standing. The Warden/designee may approve visitors to visit with more than one offender during a scheduled visit if all involved are

immediate family members and/or approved visitors. This does not include clergy-of-record. All visitors must register upon each visit and show bona fide identification.

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

Visitor Guidelines

All persons entering TCI are subject to search and arrest if found to be in violation of the Ohio Revised Code 2921.36 and/or 2921.37, conveying into a correctional institution a deadly weapon, ammunition, drugs of abuse, or any intoxicating liquor. Persons so found are to be detained for arrest by law enforcement officials

Visitors may be stripped searched according to ORC 5120.421, when there is reasonable suspicion that the person is conveying contraband. Refusal to submit to any search will result in denial of visiting for that particular visiting session and may result in permanent loss of visiting privileges.

Visitors shall be subjected to search of all items and must successfully pass through the metal detector before entry is authorized. Visitors wearing pacemaker's surgically implanted metal pins, plates, and etc. are required to inform the officer prior to entering the metal detector. Documentation must be provided as proof of such condition.

Visitors aged 18 and older must produce valid photo I.D. (driver's license, passport, welfare I.D., work I.D., state I.D., etc.) prior to each visit. First time visitors shall sign and receive a copy of the visiting rules. The officer shall co-sign the form and place the signature slip in the offender's file.

Visitors who are not permitted to enter, for any reason, will be required to leave the grounds. They will not be permitted to wait in their car for other visitors who rode with them. In cases where the visitor refuses to leave, the other parties who rode with them shall be terminated from visiting.

Visitors may only be on the institutional grounds 30 minutes prior to and 30 minutes after visitation.

Visitor exclusion

A person may be excluded from visiting, for the following reasons:

The visitor repeatedly violated visiting rules

The visitor continually failed to control children

Sexual physical contact

The visitor refused to submit to a search, in which case he/she may be restricted from visiting at any DRC institution

Falsifying information on the visitation application

The visitor exhibits other behavior and actions, which the Warden/designee, at their discretion, determines, may jeopardize the security of the institution.

The visitor is directly related to the offender's prior criminal behavior.

The visitor does not have a positive effect on offender's attitude, behavior or adjustment.

They are not on the approved visiting list.

Items permitted by visitors

- A. TCI vending debit card. (No wallets, monies, purse or change purses)
- B. One (1) comb, pick style comb (not to be constructed of metal) or one (1) hair brush
- C. One (1) handkerchief
- D. Tampons or sanitary napkins (a reasonable amount)
- E. Sufficient prescription medication for the length of the visit (all medications will remain at the officer's desk)
- F. Locker keys and/or one car key (no car alarms or keyless entry)
- G. Coats (Must be removed once inside the visit room)
- H. Five (5) photographs (non-Polaroid). Must be presented to visit process officer during processing
- I. Three (3) clear plastic baby bottles (no glass)
- J. One (1) clear plastic baby food containers (no glass)
- K. Four (4) diapers
- L. Ten (10) baby wipes (stored in clear plastic bag)
- M. Religious items (i.e. Kufi (white only), tarboosh, yarmulke may be worn but must be manually inspected.
- N. Visitor issued badge

Items not permitted by visitors

- A. Any item that would be considered inflammatory, obscene or a security risk.
- B. Smoking material, matches, cigarette lighters, and tobacco products.
- C. Newspapers, umbrellas, purses, wallets, diaper bags, glass of any kind, food or drink of any kind except baby food.
- D. Hats, gloves, toys, crayons, coloring books, baby seat or carriers.
- E. Any paper currency or coins.

All unauthorized items shall be left in the visitor's automobile or stored in lockers provided until after the visit (i.e. Purses). The institution is not responsible for items left in lockers. Lockers left locked after visitors are processed out shall be opened by institution personnel and emptied at the end of the day.

Visitor Dress Guidelines

The following examples of clothing are not appropriate to be worn by visitors and shall result in a denial of the visitor to enter the institution:

See through clothing, tank-tops, tube-tops, muscle shirts, bare midriff clothing, shorts, skirts or dresses above the middle of the knee, clothing with gang/club insignias or obscene gestures and/or language, form fitting clothing and spandex/stretch pants are not permitted.

Shirts, shoes, and appropriate undergarments, i.e. bra, slip, and underwear must be worn. Failure to do so will result in the visitor not being authorized to enter.

The visiting supervisor reserves the right to deny visiting for inappropriate attire. Any attire not listed above which is clearly provocative or disruptive to the visiting process shall result in a restriction for that day.

Offender Guidelines

All offenders will wear the standard state issue dress while on visit, including underwear and socks. Offenders will be strip-searched prior to and after their visit.

Offenders may bring the following items on a visit: belt, wedding band, prescription glasses, handkerchief (white). There is no smoking permitted in the visiting area. Offenders are not permitted to be in possession of paper currency or coins. The visitor will remove all unconsumed items at the end of the session, and the offender will clear the table he was sitting at.

When seated by the visiting staff, visitors must remain in their assigned seats unless granted permission by the visiting officer to move.

Offenders and visitors shall not exchange articles except with the **prior** approval of the Warden or designee. Legal or similar documents may be brought in (with prior approval) for offender signature after being screened by the visiting staff.

Visitors may not leave the visiting room and return without prior approval of the shift commander.

Former offenders may only visit with prior written permission from the Warden/designee.

Visits may be terminated in cases of loud, abrasive, disrespectful, obscene, disruptive conduct, or excessive physical contact or due to overcrowding in the visit room. Reasonable kissing and embracing are authorized at the beginning and end of each visit.

Attorney Visits

An Attorney-of-Record may visit during regular visiting hours. Requests for weekend attorney must be made 24 hours in advance of the visit. The attorney must be licensed in the State of Ohio. The Warden's prior approval is needed for attorneys other than your Attorney-of-Record to visit.

Visits by attorneys may be visually monitored but conversations shall not be monitored.

Whenever possible, the private visiting rooms shall be provided for attorney visits.

Clergy Visits

Offenders may list one (1) Minister-of-Record on their visiting list. An offender may request an application for a clergyperson to become a minister-of-record from Unit Staff or from the Chaplain. After the application is approved the clergy person will be listed, as the offender's Minister-of-Record, and will be permitted two (2) professional visits per month during regular visiting hours. These visits will not be charged as regular visits. A clergy person named on an offender's initial reception center visiting list but not approved as the offender's minister-of-record may be given a one-time courtesy visit. Clergy may not leave money or packages for offenders without prior approval of the Warden.

Clergy may leave literature for an offender with the visiting officer who will forward it to the institutional Chaplain for review. The institutional Chaplain must approve clergy credentials/applications. The offender or the minister-of-record through the Chaplain's office may request special clergy visits during crises.

Special Visits

Offender requests for a special visit, must be made in writing to the Case Manager and contain the desired visitor's name, address, reason for the visit and relationship to the offender. Special visits are for individuals **not** listed on the offender's approved visiting list. The Warden's decision to grant or deny the request shall be communicated to the offender.

A special visit shall not be granted more than once in any three-month period. The following factors shall be considered, but not limited to, in granting a special visit:

- 1. Distance of the person from the institution (200 miles or more)**
- 2. Ability of the visitor to be of assistance to the offender.**
- 3. The number of visitors on the offender's visitor list.**
- 4. The number of visits an offender has received from those on his visiting list.**
- 5. Crisis situations.**

Special Management Visits

Per DRC Policy, 55-SPC-02, offenders in Security Control shall have the same access to visitation as general population offenders unless security or safety considerations dictate otherwise. Offenders housed in Disciplinary Control and Local Control can receive one visit per visitor per month for a two (2) hour limit. Offenders on Security Control status may receive visits on Wednesday, Thursday, Friday, And Saturday. Disciplinary and Local Control status visits on Wednesday, Thursday, and Fridays only. One visit is authorized per offender per day.

Offenders housed in the special management unit will visit in orange or white coveralls and restraints unless the Warden/designee orders otherwise. Food and drink is not allowed on visits for Security Control, Disciplinary Control and Local Control. All offenders from the segregation unit must be escorted to and from the visiting room. All offenders returning from a visit or any other area must be strip-searched for contraband. VISITS FROM SEGREGATION WILL BE NO-CONTACT VISITS.

Property Approved for pick-up by Visitor

An offender who has received a release date (Parole, Conditional Release, EDS and EST) may send his items out on a visit one (1) week prior to departure.

The offender shall bring the items to his Unit Staff. The offender must prove ownership of all items being sent out (title cards, commissary slips, pack-up slips, etc.). Items shall be taken to the package room prior to the visit. Packages will not be permitted to enter the visit room. Packages not picked up at the end of the visit will be returned to the offender and/or mailed out at the offender's expense.

A cash slip, signed and addressed, along with an Inter Office Communication signed by the Unit Manager authorizing the pick up, must accompany all items being sent out on a visit.

Picture Taking on Visit

A limit of five (5) pictures per adult visitor may be taken on a visit. Offenders will not be permitted to take pictures with another offender. Pictures are paid for by money order only.

MAIL

All incoming and outgoing mail is processed in accordance with A.R. 5120-9-17 and A.R. 5120-9-18. **Mail in the form of first class letters addressed to offenders shall not be withheld except as provided in rule 5120-9-17. There shall be no limitation on the number of first class letters that an offender may receive.** All mail, except legal correspondence shall be opened by the institution mail office and screened for contraband and unauthorized forms of funds. **Any first class letters/packages received after an offender has been transferred or released will be forwarded in a timely manner.**

Mail is delivered to and picked up from the post office Monday through Friday (excluding holidays). All incoming mail must have the offenders name, number, and housing assignment on the envelope. It is the responsibility of the offender to inform family and friends of housing assignment and number. All outgoing mail must have the offender's name, number, address and zip code on the envelope. Mail is normally picked up by 9:00 a.m. Outgoing mail must be dropped in the mailboxes located in front of Food Service. Outgoing mail must be in embossed envelopes. TCI offenders are not authorized to sign cash slips for simple postage. The mailroom will not affix simple postage to any non-stamped envelope; you may purchase an embossed stamp at Commissary. Letters that may require more than simple postage should be addressed to the mailroom with cash slip attached.

Internal mail (all mail within the institution) will be placed in the kite boxes located in the blocks. Internal mail will be processed at least once per day, five days per week, excluding Saturdays and Sundays. Do not use another offender's name or number when sending or receiving mail. Offenders may not use company names, variations of name, number, address (in whole or part) as a box or apartment number, this could cause the offender to be guilty of misrepresentation. Only embossed envelopes are permitted for use.

Free letters will be issued on the first Sunday of every month.

Per DRC Policy 59-LEG-01, Offender Access to Court and Counsel, upon request and approval of the Institutional Inspector, an indigent offender shall receive one free legal kit. An offender may make such request once every thirty days.

Cash slips may be required for overweight, oversized, certified or special delivery postage. No cash slip is permitted for regular postage. Be sure the cash slip specifies legal or certified mail when applicable.

Mail is delivered to the blocks once each day, excluding weekends and holidays. The Block Officer conducts "Mail" call. Mailroom staff will call for offenders if they have legal mail. Offenders must show their ID and sign for the legal mail. It shall be opened in front of each offender and screened for contraband.

A reasonable amount of printed materials may be received pursuant to A.R. 5120-9-19. Printed material does not include personal letters.

Printed material is described as newspapers, books, magazines, pamphlets, photographs, drawings and pre-recorded magnetic tapes and CDs. Tapes must be commercially recorded and factory sealed. Polaroid photographs must have the backing removed. Polaroid photographs that do not have the backing removed shall be returned to the sender at the offender's expense.

Printed materials may be received, with prior approval, from a publisher/ distributor. Such materials may not be received on a "bill later" basis.

Materials believed to be obscene or inflammatory shall be withheld from the offender at the mailroom supervisor's discretion. The offender may request review by the Publication Screening Committee pursuant to A.R. 5120-9-19 (E).

PACKAGES

Packages are covered under DRC 61-PRP-01, Offender Personal Property. Packages may only be ordered from state approved vendors only.

Vendor books are available from the Unit Block Sergeant.

All packages shall be fluoroscoped and weigh no more than 30 pounds. The package will not be accepted if over the weight limit.

Mail order purchases, including printed materials, must be paid for in full at the time of ordering. **OFFENDERS ARE NOT PERMITTED** to enter into contracted, C.O.D.'s or "bill later" arrangements.

Offenders may only make mail order purchases from institutional approved vendors.

Offenders who have been sent to outside hospitals or assigned to Disciplinary Control and Local Control are not permitted to receive food or sundry packages and will not make mail order purchases.

TITLED PROPERTY

Certain personal items, which offenders may possess, require an institutional certificate of ownership referred to as a "title". All items requiring a title, whether purchased from the commissary, obtained in an approved package, or mail order purchase, shall be kept in the package room for inspection and titling. These items include (but are not limited to) watches, typewriters, radios, tape players, televisions, large musical equipment, rings, necklaces chains and religious items. The offender shall receive a pass to pick up the item(s) as soon as the inspection and title process is complete.

Offender property cannot be loaned, traded, sold, given or transferred to another offender. Titled items found in the possession of an offender other than its true owner shall result in disciplinary action taken against the offender. Disciplinary action shall also be initiated against the true owner should it be found he is implicated in the improper possession of that item.

Any titled item, which is lost or stolen, must be reported to the Correction Officer, Unit Staff, or work supervisor at the time the item is discovered missing. The title for the lost/stolen item, along with a Theft/Loss Report form signed by both the offender and the staff member investigating the loss, must be turned in to the appropriate Unit Staff member for proper handling. The package room officer is to receive and maintain a copy of the Theft/Loss Report and title as a possible aid to the recovery of that item.

Titled items shall require a six-month time limit before voluntary replacement shall be approved.

Notify the package room officer about any titled item to be voluntarily disposed of. The item and title must be turned in to the package room officer before replacement shall be permitted.

CONTRABAND

There are two types of contraband as defined in A.R. 5120-9-55: Major and Minor.

Contraband

There shall be two classes of contraband as defined in this rule. Contraband shall be classified as "major" or "minor" contraband. This distinction shall determine the method or manner of disposition of such contraband.

"Major contraband," as used in this rule, 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," as used in this rule, 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.

BARBERSHOP

Offender grooming procedures are governed by DRC Policy 65-GRM-01, Offender Hair Care, and AR 5120-9-25, Appearance and Grooming of Male Offenders. TCI provides a barbershop staffed by offender barbers. This permits the offender in general population an opportunity to meet the personal grooming code dealing with haircuts as set forth in A.R. 5120-9-25.

A sign-up list will be posted at the officer's desk in each block.

Haircuts are conducted Monday thru Friday 8:00 am - 3:00 pm. The Barbershop Officer will notify the block when to send offenders over. The Block Officer will give the name and number of the offenders who will be leaving the block to the Barbershop Officer. Those offenders will report directly to the barbershop with their ID.

Offender's hair must be clean in order to get a haircut. Offender hairstyles shall be neatly trimmed and shall not extend over the ears or shirt collar. Hair cannot be longer than 3 inches from the scalp. The following hairstyles are not permitted: initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (this excludes natural baldness), weaves, and dreadlocks. Braided hair is permitted. Other hairstyles not specifically listed may be prohibited if they are determined to be either a threat to security or contrary to other legitimate penological concerns.

Sideburns, beards and mustaches must be neatly trimmed. Facial hair may not stick out more than one-half (1/2) inch from the face.

Battery operated beard trimmers are approved and may be purchased from the commissary. The barbershop shall trim beards and it will be counted as a haircut.

Those offenders who are in violation of existing standards shall be required to comply. Failure to do so may result in disciplinary action and/or action being taken to bring individuals into compliance.

OFFENDERS ARE RESPONSIBLE FOR MEETING THE GROOMING STANDARDS!

DISCIPLINARY PROCESS

It is the policy of TCI as in all institutions operated by the Ohio Department of Rehabilitation and Correction, that discipline be imposed in a manner and degree to achieve corrective behavior. Disciplinary action shall not be imposed on any offender until a hearing is conducted

where the accused offender is given the opportunity to present a defense on his behalf. A guilty finding shall be based on evidence that the offender did violate a rule of conduct, and/or that he intended to violate the rule.

RULES OF CONDUCT

Administrative Regulation 5120-9-06 "Rules of Conduct" effective July 19, 2004, establishes rule violations. The disciplinary violations defined by this rule shall address acts that constitute an immediate and direct threat to the security, orderly operation of the institution, or to the safety of its staff, visitors and offenders, (including the offender who has violated the rule), as well as other violations of institutional or departmental rules and regulations.

Dispositions for rule violations are defined in rules 5120-9-07 and 5120-9-08 of the Administrative Code.

A. OFFENSES:

- (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.
- (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
- (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.
- (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.

- (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.
- (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 offender.
- (27) Giving false information or lying to departmental employees.
- (28) Forging, possessing, or presenting forged or counterfeit documents.
- (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 offender 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.
- (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.
- (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.
- (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 offender, 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.
- (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.
- (52) Setting a fire; any unauthorized burning.
- (53) Tampering with fire alarms, sprinklers, or other fire suppression equipment.
- (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.
- (57) Self-mutilation, including tattooing.
- (58) Possession of devices or material used for tattooing.
- (59) Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other offenders, or to the acting offender.
- (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.

(D) No offender shall be found guilty of a violation of a rule of conduct without some evidence of the commission of an act and the intent to commit the act.

(1) The act must be beyond mere preparation and be sufficiently performed to constitute a substantial risk of its being performed.

(2) "Intent" may be express, or inferred from the facts and circumstances of the case.

(E) Definitions: The following definitions shall be used in the application of these rules.

(1) "Physical harm to persons" means any injury, illness or other physiological impairment, regardless of its gravity or duration.

(2) "Serious physical harm to persons" means any of the following:

(a) Any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment;

(b) Any physical harm that carries a substantial risk of death;

(c) Any physical harm that involves some permanent incapacity, whether partial or total, or that involves some temporary, substantial incapacity;

(d) Any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement;

- (e) Any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain.
- (3) "Sexual conduct" means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal cavity of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.
- (4) "Sexual contact" means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.
- (5) "Possession" means either actual or constructive possession and may be inferred from any facts or circumstances that indicate possession control or ownership of the item, or of the container or area in which the item was found.
- (6) "Unauthorized drugs," for the purposes of this rule, refers to any drug not authorized by institutional or departmental policy including any controlled substance, any prescription drug possessed without a valid prescription, or any medications held in excess of possession limits.
- (7) "Extortion," as used in these rules, means acting with purpose to obtain any thing of benefit or value, or to compel, coerces, or induces another to violate a rule or commit any unlawful act.

DISCIPLINARY PROCESS

TCI's policy of progressive discipline fits the punishment to the violation. When an offender is charged with violating a rule of conduct, the staff member alleging the violation shall submit a report which cites the specific rule(s) violated, and the facts support the violation, in writing on the appropriate form.

Conduct report and Hearing Officer Procedures.

- (D) Initial screening and preliminary procedure. The Hearing Officer shall evaluate conduct reports for form and content.
- (1) The Hearing Officer shall determine whether the conduct report cites the correct rule, identifies the charged offender and cites sufficient facts to support the charged violation. The Hearing Officer is authorized to accept, modify, withdraw or return a conduct report to the staff member for correction or revision.
- (2) The Hearing Officer shall determine if the offender named in the conduct report is on the institution's mental health caseload and if so, request a mental health assessment for RIB.
- (E) Hearing Officer - offender interview. The Hearing Officer shall meet with the offender named on the conduct report as soon as practicable. The Hearing Officer shall note the date and time of the meeting on the conduct report and provide the offender with a copy. If the offender refuses to accept the conduct report, the Hearing Officer shall note that fact on the report. The Hearing Officer shall inform the offender of the rule violation alleged, the behavior constituting the violation, and the right of the offender to make a statement regarding the violation. The Hearing Officer may either decide and dispose of the violation or refer the violation to the RIB for hearing.
- (F) Hearing officer - deciding and disposing of rule violations. The Hearing Officer may decide and dispose of violations where the alleged conduct is amenable to the dispositions under this paragraph. In such cases:
- (1) The Hearing Officer shall ask the offender to admit or deny the violation and ask for the offender's statement regarding the violation.
- (2) The Hearing Officer may interview staff or other offenders regarding the violation.

(3) If the staff member issuing the conduct report has indicated that he or she wishes to appear at the hearing of the conduct report, the Hearing Officer shall contact the staff member before making any determination in the case.

(4) If the offender 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 under this paragraph or refer the matter to the RIB.

(5) 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 offender violated a rule, the Hearing Officer may impose any of the following dispositions:

(a) The Hearing Officer may refer the offender for treatment, counseling, or other programming.

(b) The Hearing Officer may recommend a change in housing or job assignment.

(c) The Hearing Officer may issue a warning or reprimand.

(d) The Hearing Officer may recommend to the Warden that the offender be required to make restitution.

(e) The Hearing Officer may recommend to the Warden that contraband be disposed of in a manner consistent with section 5120-9-55 of the Administrative Code.

(f) The Hearing Officer may restrict privileges or assign up to four hours of extra work duty for each rule violation.

(G) Recording the Hearing Officer's decision and disposition of a rule violation. When the Hearing Officer disposes of a rule violation, the Hearing Officer shall complete and sign the Hearing Officer disposition form indicating the name and number of the offender, the nature of the rule violation or violations, the date and time of the interview, the Hearing Officer's findings, and any sanction(s) imposed.

(1) Such dispositions shall be recorded in the offender's file and shall clearly note that the Hearing Officer made the disposition.

(2) Such dispositions shall not be considered for purposes of classification.

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

(4) Upon review, the RIB chair may approve the disposition, modify it, or return it to the Hearing Officer with instructions to refer the matter to the RIB for formal disposition.

(H) Referral to the Rules Infraction Board (RIB). The Hearing Officer may refer a conduct report to the RIB for formal disposition. In such cases, the Hearing Officer shall ask the offender to admit or deny the violation and ask for the offender's statement regarding the violation. The Hearing Officer shall then determine whether to recommend staff assistance for the offender. The Hearing Officer shall advise the offender of his or her rights under this rule and the possible consequences of such hearing before the RIB.

(1) Staff assistance: Each institution shall maintain a list of staff members who are eligible to provide staff assistance to offenders. The Hearing Officer should recommend staff assistance from that list when:

(a) The offender appears to be functionally illiterate, not fluent in English, or is otherwise unable to respond to the allegations before the RIB due to the offender's limited mental or physical capacity, or;

(b) The complexity of the issues makes it likely that the offender will be unable to collect and present the facts necessary to adequately respond to the allegations before the RIB.

(2) The Hearing Officer shall inform the offender of the following procedural rights, which the offender may waive in writing:

(a) Time of hearing. The offender has the right to a period of time of no less than twenty-four hours after the service of the conduct report before his or her appearance at the RIB.

(b) Presence of charging official. The offender has the right to have the staff member who wrote the conduct report present at the RIB hearing.

(c) Witnesses. The offender may request a reasonable number of witnesses. The offender's request for a witness shall be in writing on an appropriate witness request form. The request shall include the name of the offender witness requested, and shall state the nature of the information expected to be provided by the witness. The chairperson of the RIB shall approve or deny any request for offender witnesses in writing, explaining the basis for the decision on the designated form.

(3) The Hearing Officer shall inform the offender that the rule violation might result in the loss of earned credit authorized by section 2967.19 of the Revised Code and DRC Policy 80-INC-02, Earned Credit for Productive Program Participation, and obtain a written acknowledgement from the offender that he or she has been so informed.

The aforementioned information covers the general procedures relative to rule infractions and the disciplinary process; however, more specific information is contained in the Administrative Regulation, which include:

- 5120-9-06 Offender Rules of Conduct.
- 5120-9-07 Conduct Report and Hearing Officer Procedures.
- 5120-9-08 Disciplinary procedures for violations of offender rules of conduct before the rules infraction board.

The Disciplinary procedures for violations of offender rules of conduct appear before the Rules Infraction Board.

(I) Administrative review. The warden or designee shall review RIB panel decisions to assure compliance with the procedures, rights and obligations set forth in this rule. The warden or designee may approve, modify or reject a panel's determination of guilt. The warden or designee may not reject a determination of not guilty, but may refer such a case back to the RIB panel for reconsideration if relevant information was overlooked or new information becomes available. The warden or designee may approve the penalty, or modify the penalty imposed from among the penalties available to the RIB panel. The warden or designee may also refer a case back to the RIB panel for reconsideration when procedural errors have occurred within the case. The warden or designee shall provide the offender with written notification of the review findings.

(J) Appeal of RIB decision. An offender may appeal the decision of the RIB panel by submitting the form designated for that purpose to the warden or designee within fifteen calendar days from the offender's receipt of the RIB panel's disposition. The warden or designee shall review the RIB determination to determine whether it was supported by sufficient evidence, and that there was substantial compliance with applicable procedures, and that the disposition and any sanction imposed were proportionate to the rule violation.

(1) The appeal shall state the offender's allegations of procedural error and/or objections to the RIB panels, determination of guilt or penalty imposed.

- (2) The warden or designee may affirm or reverse the RIB panel's determination of penalties available to the RIB panel. The warden or designee may also return the matter to the RIB panel for reconsideration or rehearing to address procedural errors that may have occurred within the case or to consider additional evidence.
 - (3) The warden or designee shall decide the appeal within thirty days of its receipt, and shall promptly notify the offender of the appeal decision on a form designed for that purpose. The form shall also include notice that the offender may request a review of the warden's decision by the director, and the procedure for such a request.
- (K) Request for review by the director. The offender may request a review by the director of the RIB decision as affirmed or modified by the warden under paragraph (J) of this rule in the following circumstances:
- (1) The offender 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 offender 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 offender to the Local Control committee to consider placement.

SECURITY CONTROL (Administrative Regulation 5120-9-11)

An offender may be placed in Security Control (SC) from the general offender population for investigation prior to a hearing, when a rule of conduct has allegedly been violated, or if any of the following situations apply:

1. An investigation is required prior to the issuance of a rule violation notice or an administrative action.
2. There is a threat or danger to the security of the institution, offenders, staff, institution property, or the offender herself, or a threat of disruption of the orderly operation of the institution.

Offenders in Security Control shall have the same access to visitation as general population offenders unless security or safety considerations dictate otherwise.

DISCIPLINARY CONTROL (Administrative Regulation 5120-9-11)

The Rules Infraction Board (RIB) has the authority to place an offender into Disciplinary Control (DC) for a period of one (1) to fifteen (15) days, upon a guilty finding.

The Rules Infraction Board may impose consecutive sentences for two (2) or more unrelated violations, but no offender shall remain in Disciplinary Control for more than thirty (30) consecutive days.

Offenders in Disciplinary Control shall be limited to one (1) visit per visitor per month, during week days, with a two hour limit. Disciplinary Control status visits on Wednesday, Thursday, and Friday only. One visit is authorized per offender per day.

LOCAL CONTROL (Administrative Regulation 5120-9-13.1)

An offender may be placed in Local Control (L.C.), according to Administrative Regulation 5120-9-13, when it is has been determined that the offender has demonstrated a chronic

inability to adjust to the rules, or her presence in the general population is likely to seriously disrupt the orderly operation of the institution.

An offender considered for Local Control shall appear before the Local Control Hearing Officer and be afforded the opportunity to be heard concerning the proposed placement. L.C. reviews are done every thirty (30) days.

Offenders in Local Control shall be limited to one (1) visit per visitor per month, during week days, with a two hour limit. Local Control status visits on Wednesday, Thursday, and Fridays only. One visit is authorized per offender per day.

CASHIER'S OFFICE

The Cashier's Office processes all incoming and outgoing funds on the offender's personal and release accounts according to Administrative Regulations 5120-3-08 (offender compensation), 5120-5-02 (offender funds), and 5120-9-33 (packages).

State pay is credited to each offender's personal account each month. Check the block bulletin board for the date. The Cashier's Office is only responsible for posting your earned dollar amount. Should an offender have a question concerning his state pay, kite the Unit Secretary who is under the direction of the Unit Management Administrator.

Each offender may receive funds from anyone on their approved visiting list. All monies received must come from offenderconnect or Jpay the institution will no longer accept money orders at the institution. Any funds being sent out from an inmate's account must be to an approved visitor from the visiting list. This does not apply to vendor orders.

Offenders should expect to wait from one (1) to five (5) working days for outside funds to be credited to their account. Refer to A.R. 5120-5-2 for limitations.

Offenders may invest monies in excess in their account in certificates of Deposits (6-month period at \$1,000 minimum investment). Offenders must have a Power of Attorney to make investments.

Offenders are prohibited from utilizing outside accounts (savings, checking, charge and stocks) per A.R. 5120-5-2.

Anytime an offender feels that an error exists in the record of his account, the offender should kite the Cashier. Be certain to provide all information available as to why the error exists and the amount in question. A good place to start would be the last correct commissary balance.

CASH SLIPS

Cash slips are issued and witnessed by Unit staff. All cash slips for \$100 dollars or more must receive the approval of the Warden/ designee.

An offender may not sign a cash slip unless the offender has the necessary funds to his account to cover it. Signing cash slips without sufficient funds could result in disciplinary action.

An offender must have prior approval to sign a cash slip without necessary funds. This can only be done to send out legal mail.

Cash slips for offender organizations and activities are issued and approved by the staff person responsible for that activity and shall be deducted the next state pay. All information on the cash slip must be legible.

COMMISSARY

Trumbull Correctional Institution operates an offender commissary pursuant Administrative Regulation 5120-5-05. Shopping the Commissary is a privilege and any misuse or abuse of the rules and regulations concerning the commissary could lead to disciplinary action and loss of shopping privileges.

The commissary is run on a 90-day rotating schedule. A schedule will be posted in the living areas and on the offender information television channel. Offenders are permitted to shop once each commissary cycle. The spending limit is \$60.00 for Level 3A and \$55.00 for Level 3B Inmates Any item exceeding \$10.00 and all medicines will be exempt from this limit. State weeks are scheduled for the 10th of each month. If you disagree with the amount listed, do not argue with the commissary staff, they cannot change it. Kite the cashier's office regarding personal funds or state pay. You must have at least \$.50 posted to your account to shop. Level 3B inmates must have \$1.00 to shop and anybody with \$1.00-\$5.00 is permitted to only purchase hygiene items and) writing accessories (15 West only)

Prior to shopping you will receive a commissary list with your name, number and balance. It is important that you use the list sent to you for the current cycle, as it will contain your current balance and the most current items and prices. Place a number next to the item you wish to purchase. Your commissary list must be legible.

Mark the substitute box if you are willing to take a like product in place of items out of stock. If you do not mark the substitute box we will assume that you do not want a substitution. Prices are subject to change without notice and the commissary cannot guarantee a supply of items at all times.

All offenders must be in proper uniform and have an I.D. card in good condition, which properly depicts your picture, name and number before being allowed to shop. **YOU MUST HAVE A PHOTO ID, NO EXCEPTIONS.** Only 15 (fifteen) offenders in the commissary line at one time. Once your list and ID are turned into the window you are now shopping. If the offender leaves the commissary and his name is called he forfeits his right to shop for that cycle.

No exchange for an item once the offender has left the store. Offenders are required to bring their own bag. Items will be scanned for price by staff and handed to the offender to bag. After receiving items, the offender is required to legibly sign the sales receipt complete with his number. The offender will then have his ID badge returned to him.

Be prepared to fill out your list prior to coming to commissary this keeps the line moving. If an offender holds up the line or takes too long his sales receipt may be ended and the offender will be done shopping.

Offenders shall not be authorized to proceed to the head of the line for any reason. There is to be no loitering or littering in the commissary or surrounding area. Items should be checked prior to leaving the area for any errors. Once your order is completed you must leave the area. Additional rules are posted in the commissary area.

QUARtermaster

Trumbull Correctional Institution is considered a parent institution for most offenders who come here. Upon arrival male offenders are entitled to be issued varying quantities of clothing, linen, and hygiene items. The TCI Quartermaster has discretion to reduce the following quantities if the offender already possesses or arrives with some of these items. Sometimes, additional or substituted clothing will be issued in quantities and types as determined by an offender's work assignment.

A standard clothing issue generally consists of the following: (3) undershirts, (3) under shorts, (3) pairs of socks, (1) coat (dependent upon weather conditions), (1) spring jacket (dependent upon weather conditions), (3) state blue shirts, (3) state blue pants, and (1) pair of state shoes. Coats, sweatshirts, state blue shirts, and state blue pants must be returned upon release. The issuance of state boots is dependent upon an offender's work assignment. A standard linen issue generally consists of the following: (1) towel, (1) washcloth, (1) laundry/commissary bag, (2) sheets, (1) pillowcase, (1 or 2) blankets (dependent upon time of year). Sheets, pillowcases, and blankets must be returned upon release. Hygiene items are issued after it is determined that an offender makes less than \$12.00 in the past 30 days per DRC Policy 59-LEG-01. See A.R. 5120-9-25 and DRC Policy 61-PRP-02, Offender Clothing Issue for further clarification.

Special or seasonal items of issue: coveralls, jackets, gloves, hooded sweatshirt, etc., shall be issued as needed for the offender's specific job assignment, or weather conditions. This is done with the approval of the offender's department head supervisor.

An Offender Property Theft/Loss Report must be obtained from the offender's appropriate Unit Staff before an offender can receive a re-issue of clothing or related item due to lost/stolen property. A Theft/Loss Report must be completed by Unit Staff. A search of the area and the proper form signed by both the offender and the staff person conducting the search must be completed and on file. If property loss is due to the offender's negligence, he shall be charged accordingly for replacement cost(s).

TCI shall provide offenders with the opportunity to exchange state issued clothing on a basis of one time every twelve months. Exchange shall only occur on a "one for one basis", meaning a shirt for a shirt, socks for socks, etc. or with a verified offender property Theft Loss Report that shows the loss of state items. Offenders are only eligible for an exchange upon written request via a kite to the Quartermaster.

State-issued pants, shirts, coats shall have the offender's number imprinted on a label and attached to the clothing. These items are not to be altered, except by the TCI Quartermaster. The number is not to be defaced in any way. Offenders are responsible for assuring their clothing remains labeled.

Offenders can visit the Quartermaster by pass only. Offenders must present their I.D. badge before conducting business at the Quartermaster. The Quartermaster shall attempt to make repairs first before an item is replaced. No loitering in the Quartermaster or surrounding area. Any additional institution clothing in excess of the amount issued may be considered contraband.

Any item of state issue that is altered by the offender shall be considered destruction of state property, and the offender may be issued a conduct report and may be charged for the item. Offenders shall be issued up to the minimum quantity. Personally owned items will count towards the minimum total issue quantities, with the exception of personally owned footwear.

LAUNDRY

Trumbull Correctional Institution provides for all offenders access to self-serve washing machines for the purpose of washing all clothing. Tennis shoes are NOT to be placed in the self-serve washing machines and dryers.

The Laundry Department shall conduct a linen exchange on a weekly basis. All sheets, pillow cases, and blankets must be exchanged on a one-for-one basis. The washing schedule for linen shall be posted in the blocks. If the washing schedule is unavailable, please see your Block Officer or Unit Staff.

The Laundry Department attendants will process and wash all laundry. Individual bags of laundry will be returned to the blocks for drying. An offender must be certain that his laundry bag is secured tightly to eliminate the possibility of lost or stolen laundry items. The laundry bag must have the offender's name and number on it. Schedules for days and times of each range are posted in the block.

Laundry is in the middle of a possible transition. As for right now the offenders still have access to self-serve washing machines in all blocks except for 15 west. 15west brings their personal clothing bags to the laundry every Tuesday and Thursday morning where it is washed, dried and then picked up and distributed. 15west blankets will be washed once a quarter. The individual laundry bags should be secured tightly and needs to have the inmates name and number on it. As for the other blocks we still conduct a linen exchange weekly on a one-for-one basis.

FOOD SERVICE

Food Service prepares three (3) meals each day, excluding weekends and holidays, from a master menu prepared by the state dietitian. All meals meet or exceed recommended daily dietary allowance for good nutrition. Substitutions may be made when necessary.

Blocks are called to meals on a rotating basis. When the Block Officer calls "standby for chow", offenders are expected to get ready. Approximately three to five minutes later the Block Officer shall call "chow". As soon as the main group leaves the block for chow, the officer shall lock the door. Inmates will go to chow in a group. Offenders are to report directly to the offender dining room. Offenders who do not leave for chow with the main group shall be in violation of Rule 23. Once the door is locked, offenders will come to the chow hall and receive a conduct report for a violation of Rule 23.

Before leaving the block for meals, offenders are expected to have their state issued button down or state issued chambray tucked in. The state shirt must be visible and over thermal sweatshirts. A sweatshirt without a hood must be placed under the state issued shirt. Their I.D. badge must be on the outermost garment, placed on the upper left side. Upon entering the chow hall hats must be removed at the door. Religious head gear is the only exception unless there is a medical issue or concern.

The Block Officer shall arrange escort and/or observation to the dining room from the block. If the meal is not being served, offenders shall not be permitted to go to the dining room.

All offenders who have a prescribed diet order from a physician and/or dentist will receive a diet card.

To receive the appropriate meal(s), all offenders must present their request/diet order to the coordinator with their I.D. badge for each meal.

When entering the dining room, get in line to be served. The offenders shall be given a selected group of tables to be seated at. While in line, the offender must take one tray, one cup, one fork and one spoon. Keep the line moving, do not jump line, do not reach across the line, do not ask for more food, and do not ask that your food be given to another offender. Loud or boisterous talking will not be permitted.

Only after the offender is seated may the offender pass food to another offender and only to an offender at his table. Remain seated until finished eating. There is no returning to the serving line. No eating twice. No loitering at the tables after eating.

Food items (i.e. fruit, juice, etc.) are not to be taken from the Dining Room. Offenders will be permitted to bring their own condiments (i.e. seasonings, condiments and sauces) and cups to the dining room. The breakfast meal is the only meal cups are supplied for. For the lunch, dinner, and brunch meal offenders are permitted to bring cups with lids. The drinking container must have a lid. Upon the completion of the meal the cup must be emptied prior to leaving the dining hall.

When finished eating take tray, cup, spork, and plate to the cleaning area. The plastic ware must be acknowledged by a staff member prior to leaving the dining room. Any food service item found outside the food service area is considered contraband. No food, cups, or utensils are to be taken from the dining room.

Offender kitchen and dining room workers are to remain in their assigned work areas and no visiting is permitted during meals.

GRIEVANCES

The grievance procedure is designed to allow offenders to make valid complaints about any aspect of institutional life. The grievance procedure is described in Administrative Regulation 5120-9-31.

- What is a grievance?

A grievance is a complaint about any policy, rule, practice or act by the Department of Rehabilitation and Correction or its employees, which directly affects the offender and is presented for resolution through the process outlined below.

- What is the purpose of the Offender Grievance Procedure?

The grievance procedure is a method of formally presenting complaints to the Department of Rehabilitation and Correctional when an offender has been unsuccessful in attempting to resolve a complaint through normal channels. The procedure is designed to provide a broad range of remedies, including changes in institutional policies and practices, restoration or restitution for loss of personal property, and disciplinary action against employees and offenders who willfully violate institutional rules.

- What is not "Grievable"?

The grievance procedure is not designed to act as an additional or substitute appeal process in connection with the Rules Infraction Board or Institutional Hearing Officer proceedings. A complaint relating to a specific disciplinary decision shall not be considered in the grievance process. A complete appeal process is available in this area. In addition, complaints unrelated to institutional life such as legislative action, policies and decisions of the Adult Parole Authority, judicial proceedings and sentencing, are not considered grievances. Further, no claim involving subject matter exclusively within their jurisdiction of the courts or other agencies shall be considered.

- The Inspector of Institutional Services.

The Inspector of Institutional Services (IIS) investigates and processes offender grievances and takes appropriate action within the scope of his or her authority. Where appropriate, the Inspector makes recommendations to the warden to affect a grievance resolution. The Inspector of Institutional Services also monitors the application and enforcement of institutional and departmental rules and regulations. Any questions regarding the grievance procedure should be directed to the Inspector of Institutional Services.

- Using the grievance procedure.

If an offender has a complaint, the offender should try to resolve it through the Sergeant, or by contacting the department or the staff member responsible for the area related to their complaint via the kite system. If the matter remains unresolved, the offender may submit an Informal Complaint Resolution form. This form should be directed to the department or

employee best able to address the offender's complaint. **DO NOT** send Informal Resolution Complaint forms to the Inspector to address just the pink copy for tracking purposes. Offenders may expect a response within seven (7) days. If a response is not received kite the Inspector and he or she will notify the department or staff member to respond. If an offender is dissatisfied with the response, kite the Inspector of Institutional Services for a Notification of Grievance. If the Inspector decides that the grievance is of an emergency nature, immediate action shall be taken.

The Inspector may require that the grievance be stated in detail on a grievance form entitled "Notification of Grievance". If the offender needs assistance in filling out the form, the offender should kite the Inspector. The grievance form contains certain questions in regard to the handling of an offender's grievance.

Each offender grievance should be resolved within fourteen days. If the Inspector needs more time, the offender shall be notified of the reason for the delay.

The Inspector shall give the offender a written decision on the grievance on a form titled "Disposition of Grievance". If the offender is dissatisfied with the decision of the Inspector, the offender may have it reviewed by sending an appeal to the Chief Inspector within five days. Appeal forms are available through the Inspector.

The chief Inspector shall accept jurisdiction over a grievance, which has not been handled by the Inspector of Institutional Services, only if the Inspector or the Managing Officer (Warden) is a part. In order for the chief Inspector to become so involved, the grievance must indicate that the Inspector or Managing Officer (Warden) violated a law or policy in some way.

A decision on the offender' appeal, or grievance, should be made by the office of the chief Inspector within 30 days of receipt. If additional time is required, the offender shall be notified of the reason for the delay. The entire process is designed to take no longer than ninety (90) days, unless there is an extension of time.

- Guarantee against reprisals.

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

First, any and all records of the offender's participation in the grievance procedure are confidential, and are not available to the parole board, unless the record establishes that an offender deliberately lied to seriously "injure" someone.

Second, all employees are prohibited from discriminating against an offender, from insulting an offender, or from taking any act against an offender for the good faith use of the grievance procedure.

Finally, the Inspector is the only staff member who can issue a conduct report to an offender for using the grievance procedure. In short, the offender is protected for use of the

grievance procedure unless the offender lied or deliberately made a false statement with the intent of seriously injuring another person.

- Additional information

Related grievance information may also be found in Administrative Regulation 5120-9-29, 5120-9-30, 5120-9-31, & 5120-9-32 along with other rules, are available in the institution law library.



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) 728-3155
- By emailing DRC.ReportSexualMisconduct@odrc.state.oh.us

Within 7 days of your arrival or transfer to an institution you will watch an Ohio Department of Rehabilitation and Correction, Prison Rape Elimination Act (PREA) education video. The video will inform you of ODRC's zero tolerance policy against sexual misconduct. The video is

in English with a deaf interpreter. It also is closed caption with a Spanish outline at end of video. If you need additional assistance understanding anything in the PREA inmate education video or institution inmate handbook, see your unit staff.

PREVENTION/DETECTION

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

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

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

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

SELF-PROTECTION

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

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

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

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

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

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

RESPONSE

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

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

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

TREATMENT

Medical Services Responsibilities

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

Mental Health Responsibilities

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

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

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

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

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

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.

UNAUTHORIZED RELATIONSHIPS

A relationship between an offender and any ODRC employee to include volunteers contractors, interns which has not been approved by the Warden, in writing.

Examples of prohibited activities include; but are not limited to:

1. The exchange of personal letters, pictures, telephone calls, or personal information with an offender;
2. Visiting with any offender;
3. Entering into a business enterprise with an offender;
4. Residing with an offender;
5. Committing any sexual act with an offender;
6. Engaging in any other sexual contact or misconduct with an offender;
7. Aiding and abetting any unauthorized relationship.

Offenders may report any knowledge or suspicion of an unauthorized relationship to any staff member. This information shall immediately be communicated to one of the following: the Inspector of Institutional Services, the Investigator, or the Warden.

MEDICAL SERVICES

The Medical Department is staffed by Registered and Licensed Practical Nurses who are licensed by the State of Ohio to practice nursing and are supervised by a designated Health Services Administrator (HSA). The HSA interfaces with health service providers in the community and state to provide continuity of care.

In accordance with DRC Policy 68-MED-01 and federal law, all offenders have access to medical staff 24 hours per day, 7 days per week. Routine access to medical services is made by completing a Health Service Request form and placing it in the designated box outside of the institution dining room. The Health Service Request forms are picked up every night by the nursing staff after 8:00 pm. A Registered Nurse reviews each Health Service Request form and schedules the patient for nurse sick call or other appropriate appointment.

Nurse Sick Call is scheduled twice daily, seven days per week. It is completed once on day shift and once on afternoon shift. All access to medical services is by pass only, except for a case of emergency or acute onset illness that cannot be postponed until the next scheduled sick call.

Doctor Sick Call is scheduled daily Monday through Friday, except holidays. Except for chronic care, patients are generally scheduled to see the doctor after they have been seen at nurse sick call and the medical issue cannot be treated according to the DRC approved nursing protocols.

Individuals with chronic illnesses will be seen at regularly scheduled intervals based on guidelines set forth in DRC Policy 68-MED-19 for the management of chronic disease. Chronic diseases include, but are not limited to: Diabetes, High Blood Pressure, High Cholesterol, Seizures, Asthma, and Infectious Diseases such as HIV, AIDS and Hepatitis. Frequency of evaluations is based upon the stability of the patient's condition. Physical examinations will be offered annually to all patients over 50 years of age, every 2 years to all patients 40 to 50 years of age, and every 5 years to patients under the age of 40.

Offenders on medication that is controlled federally or by the institution must come to the Infirmary to receive each dose of the medication. All offenders who are taking prescribed medications are issued a pass to come to the pharmacy at the appropriate time for administration.

The nursing staff also issues keep-on-person medications, otherwise known as "KOPs." When the pharmacy receives a refill or new order of a medication for a patient, he or she will be issued a pass to come to the pharmacy. The patient will receive a 30 day supply of medication to be self-administered according to the physician's order. All KOP medications are issued at the discretion of the institution medical director. A pass will be issued with the time and date that the medication is available to be picked up at the pharmacy. All patients are required to sign for their respective medication(s), which indicates the date and number of pills received.

Offenders must show their I.D. badge to receive medication. All medication must be taken as prescribed by the doctor. All medication that is not taken must be returned to the Pharmacy. All outdated medication is considered contraband. It is essential the medication remain in the same package that it was issued in or it will be considered contraband.

Medication that an offender brings from another institution shall be reviewed by medical staff for continued use. Offenders may continue to receive that medication until it is gone at the discretion of the parent institution's medical director. Prior medication may be changed as medically necessary by the medical director to properly manage the medical condition.

Except for chronic care medications, offenders must sign up for sick call to be re-evaluated for more medication(s) before any new prescriptions can be reordered, which requires \$2.00 co-pay.

Offenders will not be charged co-pay for medication refills, regardless of an offender-initiated Health Services Request form (DRC5373). If a Health Services Request form (DRC5373) for a refill also contains requests for other non-exempted services, the appropriate fee will be charged. Institution medical directors prescribe medications that are on a DRC approved drug formulary. The formulary is primarily comprised of lists of generic medications. Non-formulary medications may be used in the event that the patient is not responding well to the generic brand.

Anytime medical care is requested, the offender is expected to report to the medical department at the scheduled time. Failure to do so is considered a "no show" and may result in a conduct report for out of place.

DENTAL CARE ACCESS

Trumbull Correctional Institution has a fully equipped dental clinic. All offenders, regardless of sentence length, are eligible for emergency and urgent dental care.

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 the medical department as soon as possible for any of the following:

- Uncontrolled bleeding**
- Broken jaw**
- Constant, severe pain**
- Large swelling and or infection**

Urgent Dental Care – Submit a Health Service Request (HSR) form to dental explaining your problem (examples below) – watch for a pass to Medical within a day or two.

- Toothache – constant pain or pain come and goes**
- Broken tooth**
- Broken denture**
- Infection**
- Large, painful cavity**

Routine Dental Care – Submit a Health Service Request to the dental department 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). Examples are:

- Cavities**
- Problems chewing**
- Cleaning**
- Dentures – Must have 3 years or more of sentence left to serve in ODRC**

HEALTHCARE SERVICES CO-PAYMENT

As of March 17, 1998 the Healthcare Services Co-payment program was implemented throughout the Department of Rehabilitation and Correction. Offenders are assessed a \$2.00 co-payment for scheduled medical services and a \$3.00 co-payment for non-emergency, unscheduled medical services. Offenders are not charged for emergency services, specialty and/or dental services. No offender will be denied medical services because of a lack of ability to pay. A.R. 5120-5-13 regulates this assessed fee.

Services that are exempt from the co-payment charge per DRC 69-MED-15, Co-Payment Procedures, include:

1. Offenders who are indigent, as defined by this policy, will not be charged a co-pay fee. All offenders will receive appropriate health care based on their present medical needs without regard to financial status. No offender will be denied needed health care or treatment because of inability to pay.
2. Offenders will not be charged co-pay for medication refills, regardless of an offender-initiated Health Services Request form (DRC5373). If a Health Services Request form (DRC5373) for a refill also contains requests for other non-exempted services, the appropriate fee will be charged.
3. Offenders will not be charged co-pay for medical services provided in an in-patient setting, including but not limited to Apple Glen, Frazier Health Center, CMC long-term and short term units, RTUs, OCF psychiatric patients, and institutional infirmaries.
4. Offenders will not be charged co-pay for dental services.
5. Offenders will not be charged co-pay for medical services initiated by policy-defined staff reporting requirements, such as but not limited to sexual assaults, use of force, and accident reports.
6. Visits for treatment of chronic disease in regularly scheduled chronic care clinics.
7. Mental health crisis intervention and/or outpatient care.
8. TB, HIV, or Hepatitis testing. (Offenders caught obtaining prison tattoos may be subject to fees for infectious disease testing at the discretion of the Rules Infraction Board).
9. Laboratory tests, X-rays and physical therapy visits. (Offenders may be subject to fees for drug tests to determine the use of illegal substances at the discretion of the Rules Infraction Board).
10. Preventive health education.
11. Care provided in the institution Infirmary, Corrections Medical Center, a local community medical facility or the Ohio State University Medical Center.
12. An offender who is referred by the healthcare staff for diagnostic tests or specialty consultation.

A copy of the Correctional Healthcare Services Co-payment policy is available in the offender library. If you have a question in regard to the policy, you may ask the medical staff at a visit or you may ask the Institutional Inspector.

MENTAL HEALTH SERVICES

Within 14 days of reception at Trumbull Correctional Institution, all offenders will be contacted by a Mental Health staff person for an orientation to Mental Health Services and an intake-screening interview is done. The conditions of confidentiality are explained during the orientation. A form is provided for each offender upon arrival. The form is reviewed with the

offender and upon completion; the offender's signature is required. The information on the form is as follows:

Mental Health Services are provided at Trumbull Correctional Institution by a staff of Mental Health Professionals. Services available include:

1. Assistance in dealing with stressful problems such as emotional distress, divorce, adjustment to the death of a loved one, or adjustment problems within the institution.
2. Group or individual counseling which allows you to examine your past behavior patterns and explore other coping styles.
3. Specialty group counseling.
4. Crisis stabilization services and hospitalization, if necessary.

If an offender wishes to speak with mental health staff about routine matters, such as scheduling for group or individual counseling, they are instructed to send a kite to the Mental Health Department.

In an emergency situation, or if an offender has concerns that need to be addressed immediately, they are instructed to contact their Case Manager or any Correctional Officer, so that they may receive mental health assistance as soon as possible.

Should an offender believe that the Mental Health Services offered are not adequate, they are to kite mental health staff, submit an informal complaint to the Mental Health Administrator, or file an Offender Grievance according to A.R. 5120-9-31.

Current programming available through Mental Health is Wellness programs.

SUICIDE PREVENTION

The goal is to reduce the potential for suicides and suicide attempts by offenders and to minimize the harm when suicide attempts occur. The procedures are consistent with security requirements and accepted mental health practices.

Warning signs

1. Depression
2. Verbal threat of suicide (with or without a specific plan)
3. History of suicidal attempts and/or gestures, and /or self-mutilation
4. History of suicide with in the family
5. Recently suffered a loss (e.g., death, relationship, etc.)
6. Recent sexual assault or threat of such in the future, other offender conflict, victimization.
7. Poor health or terminal illness
8. Further legal problems (e.g., indictments, conviction, parole set – off, etc.)
9. Institutional problems (e.g., classification, disciplinary, unwanted transfer, etc.)
10. Increased hours of isolation (e.g., segregation, protective custody, etc.)

11. Stopped –attending groups, work assignments, mental health sessions, and medical appointments, refusing visitors.
12. Experienced an anniversary of a sad event.
13. Giving away possessions, packing belongings, cleaning cell, writing farewell letter.

What to do?

Immediately notify a staff member! Explain what you are feeling or what you observed.

In the event you have witnessed a serious suicide attempt, and wish to speak to someone for critical incident stress debriefing please notify your Unit Staff or mental health via kite.

RELIGIOUS SERVICES

General Invitation

The institution's Chaplain coordinates religious programs for the various religions represented in the offender population. The Chaplain is available for personal counsel, assistance with family matters and to aid in crisis upon request, and make rounds in all of the units of the institution, including Segregation and the Infirmary on a regular basis.

Services and Programs

Currently, Protestant, Catholic and Islamic worship services are offered weekly. Numerous study classes are also offered weekly including Bible Study, Prison Fellowship, Taleem, Jehovah Witness meetings, and a variety of developmental interdenominational/interfaith classes.

Attendance at TCI religious programs is by pass only. TCI offenders should kite the Chaplain to receive a pass if they are interested in attending services or classes. Monthly schedules of services and classes are posted in the Housing Units and may be requested from the Chaplain's Office.

Religious Literature

Offenders may receive religious mail in accordance with A.R. 5120-9-19. Such material may be received from anyone on the offender's visiting list or from legitimate religious organizations. Various types of literature are also available through the Chapel's Religious Resources Center.

Religious Property

Personal property of a religious nature may be received through the mail **with prior approval from the Chaplain**. Religious property is restricted to those items appropriate and necessary for the practice of the religion with which the offender is affiliated. The Package Room issues titles to offenders for religious property.

Ministers of Record

Information regarding clergy visits and privileges is discussed under the "VISITING" section of this handbook.

Death Notices and Bedside Visits

The institutional Chaplain routinely handles passing of information to offenders from family and/or friends regarding deaths and serious illnesses. Funeral trips and bedside visits are considered on a case-by-case basis per DRC Policy 76-VIS-03. Offender families may contact the Chaplain's office in the event of a family emergency.

Contacting the Chaplain

Routine requests (appointments) should be made through the kite system. In an emergency, an offender may ask any staff member to contact the Chaplain by phone on his behalf.

RECOVERY SERVICES

Recovery Services assists offenders in beginning to recover from addiction. Drugs, alcohol, and addictive behaviors are a major contributor to being in prison. The Intensive Outpatient program (IOP) is for those who choose to begin to live sober.

Recovery Services offers a **Voluntary 8-week Tobacco-Cessation program**, both at TCI and TCC. Sign up at Orientation, or kite Recovery Services to join.

TCI Recovery Services provides Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) programming. As of this writing, our AA and NA meetings run back to back on Tuesday evenings. The focus is solidly on Recovery (*what you are doing to Recover, today*), not on what you did to get here.

Recovery Services programs are aimed at both chemicals (alcohol, cocaine, marijuana, etc.) and behaviors (gambling, eating, sex, etc.). The core program is the **Intensive Outpatient (IOP) Program**, for those that want to take their recovery to a deeper level. It is *intensive*: The program meets fifteen hours per week, across four days. It requires attendance at AA and NA. It involves a lot of homework, looking inward, and self-disclosure. It lasts 4 months. It is not easy, but for those willing to take the risk, and willing to expose themselves to a program of rigorous self-honesty the results can be profound.

RECORD OFFICE

The Record Office maintains the offender master files, which contain the sentencing documentation. Types of documentation found in the master file include indictments, journal entries, jail time credit, earned credit, parole board information and all other documentation as it relates to the calculation of an offender's release date. The contents of an offender's master file are not a matter of public record and will not be copied pursuant to any records request under the Freedom of Information Act or the Ohio Public Records Act. Requests for court documentation must be requested from the court directly.

When an offender's time is calculated, a House Bill 261 definite sentence will have an Expiration of Definite Sentence (EDS); an indefinite sentence will have a parole board date along with a maximum sentence date. Senate Bill 2 (SB 2) convictions will have an Expiration of Stated Term (EST). Cases that have more than one type of sentence will have a controlling case. The controlling case is the one that will keep the offender incarcerated the longest.

Jail Time Credit is deducted from the maximum sentence. The courts determine jail Time Credit. For any questions concerning Jail Time Credit you should contact the courts or county jail directly.

Good Time applies to time deducted from an offender's sentence for good behavior (obeying the rules of the institution). Refer to A.R.'s 5120-2-05 and 5120-2-12. SB2, crimes committed on or after July 1, 1996 are not eligible for good time.

Earned Credit is used to reduce an offender's Expiration of Definite Sentence (EDS), Expiration of Stated Term (EST), and/or the parole board date. SB2 is the original EST date reduced up to one (1) day earned credit a month for participation in an approved program. Examples are education, NA, AA, etc. HB 261 receives earned credit for minimum status, program participation, education, etc. A .667 date is the earliest date an offender can be released or paroled. TCI policy is that the 12-step program must be completed first then the offender continues in the AA or NA program to receive earned credit. Refer to A.R.'s 5120-2-06, and 5120-2-07.

The Case Manger determines Transitional Control eligibility ten months prior to the parole board date or release date. Ten months prior to a parole board date or a release date, their Unit Staff shall interview offenders and the Transitional Control program will be explained.

Parole Board and Review Screening lists are posted in all blocks each month.

RELEASE DEFINITIONS:

Risk Reduction Sentence: This is a provision of HB86 and applies to those inmates sentenced on or after 9/30/2011. Offenders may be eligible to be released after serving 80% of the aggregated non-mandatory prison terms if the offender participates in programming and/or treatment. The court decides at sentencing whether an offender will receive risk reduction sentence. If the court imposes a risk reduction sentence, it requires the ODRC to perform an assessment of the offender's needs and risk of reoffending and prescribes appropriate programming and/or treatment. Offenders given risk reduction sentences are not entitled to earned credit. Risk reduction inmates will be supervised by the APA at least until their 100% date and therefore may be placed in an "at large" status and have lost time applied to the sentence. They may be returned to prison as violators and require a revised calculation and certification.

TRANSITIONAL CONTROL: the purpose of the transitional control program is to provide the offender who is able and willing to accept a concentrated program of vocational training, educational training, or employment, the means of early release and reintegration into the outside community. After satisfactory participation or completion of the transitional control program, the offender may become eligible for parole. Offenders who are serving a definite

sentence (HB 261) or stated term (SB2) will be released from transitional control when their sentence expires.

PAROLE: release from prison of an offender who is serving an indefinite sentence who has not completed serving the full term of the sentence. A parolee will be subject to meet certain conditions set by the parole board and will be under the supervision of the Adult Parole Authority. SB2 offenders are not eligible.

PROJECTED RELEASE DATE (PRD): the parole board is allowed the option at either a first hearing, continued hearing or technical parole violator hearing to set an actual on or after release date. SB2 offenders are not eligible.

SHOCK PAROLE: the prisoner has not previously been convicted of any felony for which, pursuant to sentence, he was confined for thirty (30) days or more in a penal or reformatory institution in this state or in a similar institution in any other state. He must be serving at least more than a one (1) year sentence and cannot be serving actual incarceration or gun time. There are some crimes that can exclude an offender from shock parole. SB2 offenders are not eligible.

EXPIRATION OF DEFINITE SENTENCE (EDS): a prisoner released after serving a term of imprisonment for a specified number of months or years, minus any applicable jail time credit and earned credit.

EXPIRATION OF STATED TERM (EST): a prisoner released after serving a term of imprisonment for specified number of months or years minus any jail time credit or earned credit. (Crime committed on or after July 1, 1996)

POST RELEASE CONTROL (PRC): this is a period of supervision by the Adult Parole Authority after a release from imprisonment that includes one or more post-release control sanction(s) available. SB2 offenders only. Refer to ORC 2967.28.

SHOCK PROBATION: after an offender is incarcerated in prison, the judge grants the offender probation and orders him released from prison. The prisoner is generally subject to supervision by the Adult Probation Department until his supervision is successfully completed. (Suspended Sentence) (Crime committed prior to July 1, 1996).

JUDICIAL RELEASE: after an offender is incarcerated in prison, the judge grants the offender a judicial release and orders him released from prison. The prisoner is subject to supervision by the Adult Probation Department until his supervision is successfully completed. The offender's attorney and the court handle this type of release. (Crime committed on or after July 1, 1996)

PROBATION: the judge sentences the prisoner to prison but initially grants him probation and orders him released. The prisoner is generally subject to supervision by the Adult Probation Department until his supervision is successfully completed. (Initial suspended sentence) (Crime committed prior to July 1, 1996)

COMMUNITY SANCTION: the judge sentences the prisoner to prison by initially placing him under residential or non-residential sanctions. (Crime committed on or after July 1, 1996; SB2)

Review Hearings for clemency by the Governor are made by application to the parole board. Applications may be obtained by writing to the parole board. Offender's can get the address from Unit Staff.

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 offenders 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: Offenders 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 offender'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 offender 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. Offenders 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 offenders 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.

TRANSITIONAL CONTROL PROGRAM: Transitional Control is completing the end of your sentence at a halfway house while participating in a full-time employment or education program. Your Case Manager will advise you if you meet the minimum eligibility criteria for consideration of transfer into this program. At that point, you have the option to either waive or request participation. If you request consideration to be transferred to this program, Parole Board staff will review your case to determine whether or not participation in the program will be recommended. A file review will be completed on all offenders serving an eligible SB2 sentence. This is done no sooner than 10 months prior to your scheduled release date and the maximum amount of time you can participate in the program is 180 days. You can still be considered for transfer into this program up to 120 days prior to your scheduled release date.

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

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

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.

RECREATION

GENERAL INFORMATION

Days and hours of operation for the Recreation Department are posted for TCI.

Direct any interest in a particular area via the kite system. All kites are to be directed to the Activity Therapist Administrator II. This will ensure that the appropriate activity therapist receives it.

General rules and guidelines pertaining to the recreation area are posted on the bulletin board in the lobby of the recreation area and on the offender information television channel, channel 10. Updates on recreational activities are posted in the living areas on a continuous basis.

The Multi-Purpose Room is used for the Arts & Crafts program and other classroom activities. A monthly schedule will be posted.

Classes in painting, crafts, drawing, art appreciation, music theory & application and poetry writing will be offered. Dates and times of classes will be posted.

A complete intramural sports program will be offered for both seasonal and tournament plays. All intramural sports will be offered at different levels of play based on player's ability (A league & B league).

A music program is provided for the offenders. There are music groups available in the music program covering jazz, R & B, Blues, Country & Western, Rap and Gospel. There are classes on how to play the guitar, drum and keyboards.

JOB ASSIGNMENTS

The Reentry Coordinator deals with offender concerns regarding institutional jobs, offender payroll and earned credit. If you have questions regarding these areas, information can be obtained by kiting the Reentry Coordinator. All able bodied offenders will receive a job at classification/reclassification.

Offenders remain in a work assignment for 90 days before a request can be made for a job change. It is best to get a recommendation from a work area supervisor for a new job. You will be removed from a job assignment for a work related conduct report, poor work evaluation, poor attendance, punctuality, rotation after one year, or security of the institution.

Offender pay is computerized to eliminate errors. Pay is posted monthly for the previous month's work. The pay is posted the first week of the new month.

Earned credit is also computerized for accuracy. It is posted during the first week of the new month. Earned credit is lost (as is pay) when an offender is placed in segregation. It is also lost for poor attendance, unexcused absence, and lack of productive participation in a program.

Pay ranges are:	Unskilled	\$17.00/per month
	Semi-Skilled	\$18.00/per month
	Skilled/Technical	\$19.00/per month

OHIO CENTRAL SCHOOL SYSTEM

It is the vision of the Ohio Central School System that all offenders of the Department of Rehabilitation and Correction will be provided the necessary academic job training and social/emotional skills required for successful reentry to society as effective, participating, and productive citizens.

The Ohio Central School System acknowledges that each student is different in terms of his/her education needs and desires and should be dealt with on the basis of these individual differences. Programs therefore, will be designed to serve this multiplicity of differences. Individuals are counseled and encouraged to participate in those education endeavors that will most effectively aid them in strengthening self-image, creating positive attitude, and developing or increasing the quantity and quality of coping skills needed to successfully reenter today's highly complex and technical society.

In certain cases, participation in education is mandatory.

SCHOOL RULES

1. Report directly to your classroom on scheduled time. You must sign in with your teacher. Classes will be called for 10 minutes prior to class starting.

2. Time schedules for the morning and afternoon sessions are:
 - Academic Classes:** AM 1 - 8:00 AM - 9:15 AM
 AM 2 - 9:15AM - 10:30 AM
 PM 1 - 1:00 PM - 2:15 PM
 PM 2 - 2:15 PM - 3:30 PM

 - Career Development:** 8:00 AM - 10:30 AM
 - Career Enhancement:** 1:00 PM - 3:30 PM

 - AJT Youngstown State University:** 8:00 AM - 10:30 AM
 1:00 PM - 3:30 PM
 5:30 PM - 8:30 PM

3. Tardiness/absenteeism: teachers will take attendance daily. All students must be in their respective classrooms at their scheduled time. The only exception will be for late chow.

4. Proper dress code - all offenders must be properly dressed in state issued pants and shirts. I.D. Badges must be worn and visible. Button down shirts must be tucked in.

Polo shirts do not have to be tucked in. NO HATS ARE TO BE WORN IN THE BUILDING

5. No loitering in the school building. This includes the restroom, hallways or around the officer's desk.
6. No food or beverages are permitted in or around the school building.
7. Student must have a pass to leave their classrooms. Students must return to classroom after being dismissed from honored pass.
8. Disruptive and inappropriate behavior will not be tolerated. You will be removed for disruptive behavior and a conduct report will be written.
9. Illness – student must report to school and will be dismissed at the discretion of the School Administrator.
10. Restroom: one offender at a time utilizing the restroom. You must have a restroom hall pass from your classroom instructor prior to using the facilities.
11. Do not bring any personal items to school i.e.: tapes, magazines, commissary, or other personal items. If personal items are found they will be confiscated, tagged contraband, and a conduct report written.
12. Conferences with the Assistant Principal and/or Education Specialist must be by a written pass issued from your teacher or by kite.
13. Earned Credit - One unexcused absence/tardy will cause you to lose your Earned Credit for the month.
14. Fire/tornado drills: you must comply with the directions for fire and tornado drills. These directions are posted throughout the building.
15. Haircuts must be done opposite class times. Last call for Commissary will be exercised by the Education Officer.

EDUCATION PROGRAMS

Educational Programming is mandatory in the State of Ohio for those incarcerated who do not have a high school diploma or a GED. A waiting list is maintained for all programming. The order of mandatory enrollment is determined by the following:

- Special Needs Students
- Offenders under twenty-two (22) years of age
- Out-date
- Space availability for non-mandatory offenders

Enrollment into Career Technical programs or the Youngstown State University – Advanced Job Training program is based on admission requirements and interest. Please send a kite to the Education Department expressing your interest.

Academic Education:

Adult Basic Literacy Education (ABE & LITERACY)
Pre-General Education Development (PRE-GED)
General Education Development (GED)

Vocational Career Development 1 year program

Computer Aided Drafting (CAD)
Food Service Management

Vocational Career Enhancement

This is a five (5) week module program addressing specific areas in the Computer Aided Drafting program and food service management. You can enroll into eight (8) eight modules under your current number. Kite the Education Department for listings and enrollment.

Apprenticeship

- Plumbing - 6000 hours
- Welding - 6000 hours- Vacant
- HVAC - 6000 hours
- Building Maintenance

Youngstown State University

- Post secondary/employment skills training in Business Courses
- United Purpose: Offender group and student organization through YSU and DRC

Education Specialist/Guidance Counseling Services

Orientation
Enrollment
Assessment
Educational Counseling

LIBRARY / LAW LIBRARY SERVICES

The Library schedule is divided into specific times assigned to each housing area. The TCI Library is open 5 days a week with each block being assigned approximately 5 hours per week. Schedules are posted in each block, the Library, and on the inmate information television channel 10.

Weekly rounds to Segregation and the Infirmary are done by Library Staff. Request for specific library services should be sent via kite to Library Staff.

The following services are provided at the TCI Library:

1. Westlaw available (legal documents)
2. Computers for YSU assignments, legal work, vocational lessons and institutional inmate programming
3. Typewriter use – upon request

LIBRARY / LAW LIBRARY RULES

1. All inmates may leave at half-time or end of session ONLY.
2. Offenders must wear state uniform; shirts must be tucked in and pants pulled up no recreational clothing are permitted; no hats allowed.
3. Offenders must have their I.D. badge to enter and use any library services.
4. Books may be checked out for 21 days; books may be renewed twice. You must bring the book in to the library to renew it.
5. Reference and Legal materials may not leave the library. Offenders will be held financially responsible for lost, stolen or defaced books issued or found in their possession.
6. Conduct reports will be issued for overdue books.
7. No commissary, food or drinks permitted in the library or educational area.
8. No talking or disruptive noises or behavior in the library.
9. You must sign up for library time for yourself only.
10. No copies will be made without a copy card. A pre-paid cash slip must be submitted to print from the Lexis Nexis service.
11. All inmates who enter the library must sign in on the Library Sign-In sheet. You must also sign additional forms to use services such as LexisNexis, Typewriters, Word Processors, and Reentry Computers.
12. The Inter Library loan program requires that seven [7] dollars be encumbered from your inmate account for the duration of your time in the program. Inmates in 3B status may not use ILL services.

UNIT PROGRAMMING

There are a number of beneficial programs offered by unit management. If an offender is interested in participating in unit programming, please contact the Unit Staff for a listing of current offerings. Below is the final list of approved Inmate Groups. Please ensure all fundraising for various events are completed in conjunction with an authorized inmate group.

Inmate Groups	Staff Advisor
LINX	
NAACP	
Toastmasters	
United Purpose	
VET	
Wordmasters	

REENTRY

Reentry means, "Going home to stay." This philosophy requires that offenders are prepared to be released. It means that they are better off at the time of release than at the time of their admission. This systemic approach to prepare an offender for successful reentry into the community begins at the offender's admission into the department and continues until the offender's final release from supervision. Reentry planning will address an offender's programming needs, linkages to the community, and appropriate community supervision activities subsequent to release. Offenders will be expected to comply with their Reentry Accountability Plan.

There are six major areas that are focused on under reentry:

- Offender assessments and reentry planning
- Offender programming
- Family involvement
- Employment readiness and discharge planning
- Offender supervision
- Community justice partnerships

Each offender will develop a Reentry Accountability Plan (RAP). The plan is developed with the offender by either the Case Manager or with the Reentry Management Team (RMT). Offenders will be classified as either Reentry Basic or Reentry Intensive based upon their Static Risk Assessment. Those offenders that are Reentry Intensive and are within 36 months of release will be looked at for priority in institutional programming. Reentry Basic offenders will develop their RAP with their Case Managers.

The Reentry Accountability Plan is an individualized plan designed to identify and target an offender's risk and needs through appropriate programming.

The Reentry Management Team is multi-disciplinary team that has primary responsibility for developing and/or monitoring an offender's RAP. The team consists of those individuals who, by nature of their roles, have ongoing and direct contact with the offender, as well as those that have intermittent contact, but have some capacity to influence an offender's progress on the RAP.

During the development of the RAP, eight (8) domains will be looked at:

- Employment
- Education
- Marital/Family
- Associates
- Substance Abuse
- Community Functioning
- Personal/Emotional
- Attitude

In order to determine the level of need for a domain being assessed, each domain will be coded using one of the following designations:

- Factor seen as an asset to community adjustment
- No immediate need for improvement
- Some need for improvement
- Considerable need for improvement

Those domains that are rated as in "considerable need for improvement" or "some need for improvement" will normally be targeted for programming or other intervention during the periods of incarceration, or while the offender is subject to a period of community supervision.

An offender may be recommended for an institutional transfer for programming needs if necessary.

THIS HANDBOOK HAS BEEN REVIEWED AND APPROVED BY:

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