

SECTION I - INTRODUCTION

This handbook is a general guide to aid you in your adjustment to the Warren Correctional Institution. This handbook will explain the programs, services, rules and regulations of this institution. It will also cover some departmental Administrative Rules and Regulations that will concern you. It is recommended that you read this handbook, as soon as possible, upon your arrival at the Warren Correctional Institution. It will be an invaluable tool to aid you in your adjustment to W.C.I. You will be expected to know and follow the rules and regulations of the institution. **IGNORANCE OF THE RULES AND REGULATIONS WILL NOT BE ACCEPTED AS AN EXCUSE.**

SECTION II - PHILOSOPHY

We are mandated by the State of Ohio to assure secure confinement and supervision of prisoners committed to us under the term or sentence prescribed by law, until legal release. Our mission is to assure that this confinement is safe, decent, and humane, in order to safeguard the community and provide for the inmate's health and well being. To accomplish this mission the staff of Warren Correctional Institution will provide services, programs and resources and facilities to aid you in your reintegration back into the community. We will see to it that every inmate has the opportunity to work and/or go to school, and that inmate idleness is kept to minimum. Ultimately, however, you are responsible for your behavior, conduct, and eventual rehabilitation. Your behavior and attitude greatly determines how you are perceived and treated by staff, as well as, other inmates. This institution has no tolerance for the use of illegal or other intoxicants by inmates. You can expect to be periodically tested to determine whether you have used intoxicants in the recent past. You can expect weekly searches of your property and housing area. If it is determined that you have used or possessed drugs and/or other intoxicants in this prison, you will be placed in Disciplinary Control and/or Local Control. After being released from Segregation, you will be placed on Mandatory Sanctions and placed in a restricted housing unit. While on sanctions, you can expect to have minimal privileges, specifically, very limited movements outside the unit, no contact visits from your friends or family, reduced earnings in your state pay, minimal commissary privileges, and restricted TV and radio privileges.

Whether you are placed in Local Control or in a restricted housing unit, you will be separated from other inmates in the general population until such time as you are able to convince the staff of this institution that you are able to live in the general population without abusing intoxicants.

SECTION III – EXECUTIVE STAFF

The Administration of the Warren Correctional Institution is responsible for the planning, organization and controlling of the institution. Each person in the Administration has certain duties and responsibilities for different functions and



programs within the institution. An explanation of the duties is given below.

A. WARDEN

The Warden has the authority to manage and direct all inmates, personnel (including contract and volunteer) and all programs and activities connected to the institution. Responsibilities include the development and administration of rules, goals, and directives of the institution and those issued by the Director of the department. The Warden is also responsible for compliance with Accreditation Standards. The following major departments and offices are directly responsible to the Warden:

1. Operations
2. Special Services
3. Administrative Assistant to the Warden
4. Institution Inspector
5. Institution Investigator
6. Administrative Assistant – L.R.O.
7. Business Administrator 2

B. INSTITUTION DEPUTY WARDEN - OPERATIONS

The Deputy Warden of Operations is the immediate supervisor of the:

1. Chief Correctional Supervisor (Major)
2. Unit Management Chief
3. Recreation Director
4. Maintenance/Garage

The Operations Deputy, through the Major, is primarily responsible for the custody staff within the institution.

C. INSTITUTION DEPUTY WARDEN – SPECIAL SERVICES

The Deputy Warden of Special Services has the responsibility of all institution support services.

1. Food Service
3. Ohio Penal Industries
4. Education
5. Mental Health Services
6. Religious Services
7. Recovery Services
8. Medical Health Services

If you have a question about a department under the supervision of any institution deputies, you should kite the supervisor of the department. If the problem cannot be

resolved at the department level, then you should kite the deputy responsible for the supervision for further assistance.

D. ADMINISTRATIVE ASSISTANT TO THE WARDEN

The Administrative Assistant to the Warden acts as the Warden's designee for the Administrative Review of all RIB dispositions responds and renders decisions regarding RIB appeals and approves or disapproves all Local Control placement recommendations. For those inmates placed in Local Control, the Administrative Assistant completes all 30-day Local Control reviews, which include either releasing or retaining inmates in Local Control.

The Administrative Assistant is appointed as a member of or may serve as chairperson of various institutional committees as directed by the Warden. The Warden may also refer various types of correspondence, kites, appeals, etc., to the Administrative Assistant for follow-up. Concerned visitors, members of outside agencies, or other members of the public may occasionally meet with the Administrative Assistant in the absence of the Warden or at the Warden's request.

Other areas under the jurisdiction of the Administrative Assistant include the Health and Safety Office. If you have a question about that area you should kite the Safety Officer. If your question cannot be resolved then you should kite the Administrative Assistant for further assistance.

The Administrative Assistant to the Warden also is in charge of ACA Accreditation and reports directly to the Warden. This individual is responsible for compliance with those applicable American Correctional Association standards for operating an adult correctional facility.

E. INSTITUTION INSPECTOR

The Inspector of Institutional Services investigates and processes inmate grievances and takes appropriate actions within the scope of his/her authority. Where appropriate, the Inspector makes recommendations to the institution Warden to affect a grievance resolution. The Inspector also monitors the application and enforcement of institutional and departmental rules and regulations to ensure that inmates are protected from personal abuse, corporal punishment, personal injury, disease, property damage, and harassment. Any questions regarding the grievance procedure should be directed to the Inspector of Institutional Services.

F. INSTITUTIONAL INVESTIGATOR

The role of the Institutional Investigator is not to be confused with that of the Institutional Inspector. The Investigator directs and supervises all investigation dealing with drugs, employee/inmate relationships, and violations of laws and rules by visitors as directed by the Warden. The Investigator also monitors the drug-testing program at

W.C.I., which is conducted by the Mandatory Substance Abuse Coordinator, **Inmate Sexual Assault and Misconduct pursuant to ODRC Policy 79-IAS-01 and the Prison Rape Elimination Act (P.R.E.A.)**. Also, the Investigator serves as liaison between the Warden and the Ohio State Highway Patrol and other law enforcement agencies. At the Warden's request, the Investigator may be asked to follow up on kites or other correspondence involving drugs, money, etc. All concerns that you feel should be brought to the attention of the Investigator may be done via the kite procedure, or at the request of the Warden or his designee.

G. ADMINISTRATIVE ASSISTANT – L.R.O.

The Following department is his/her responsibility:

1. Community services
 - a. Four Paws/Doggy Day Care

H. BUSINESS ADMINISTRATOR

Areas under his/her jurisdiction are:

- a. Cashier's Office
- b. Business Office
- c. Warehouse
- d. Commissary
- e. Quartermaster

The Business Administrator has the authority to procure all equipment and supplies for the institution.

SECTION IV - OPERATION

A. 3 TIER PRISON SYSTEM

The 3 Tier Prison System is designed to reduce violence and reduce recidivism by separating inmates into different tiers. WCI is a general population institution that houses Tier Level 3A and Tier Level 3B inmates. Unit 3 is designated as Tier Level 3B and Unit 1 and Unit 2 are designated as a Tier Level 3A. The different privileges for Tier Level 3A and 3B are as follows:

1. **Level 3B Standards of Operation**
 - a. One range may be out for movement at a time, alternate schedules for all 3B inmates.
 - b. Yard movement procedures would be established by the Warden 3B movement will be under escort or by pass only.

- c. Cell doors will remain secured.
- d. A minimum of 3 hours of out of cell time per day. This shall include the opportunity for a minimum of one hour of exercise per day outside of the housing
- e. Dayroom activities split by cells/range.
- f. Inmates will be assigned less desirable job assignments.
- g. 3B inmates will be provided programs, but more limited than 3A.
- h. No 3B inmates will be eligible for hardship transfers.
- i. No funeral or bed side visits

2. Level 3A Standards of Operation

- a. Yard movement will be established by the Warden – however, less restrictive than 3B.
- b. 3A will have more out of cell time and more opportunity for open ranges and day rooms. 3A inmates should be locked down later than 3B inmates.
- c. 3A will be offered more program opportunities.
- d. Inmate movement will be on a controlled basis, inmates must have a pass to leave the housing units, unless supervised mass movement. You must sign out of the unit before exiting the block. **(Failure to sign out of the unit before exiting, except for going to the Inmate Dining Room, will result in a conduct report for rules 21 and 35. This will result in a 15 days Captain Cell Isolation.)**
- e. Where operationally feasible, 3A and 3B inmates should have alternate schedules. (I.e. food service, recreation and commissary)
- f. Level 3A inmates that are found guilty in RIB will be considered for increase to Level 3B.
- g. 3A inmates will have preferred jobs assignments i.e.: administration, tutor, commissary, maintenance, OPI, laundry, and apprenticeship, etc.

Inmates in Tier Level 3B will have a privilege review completed on them once every six months to determine if they meet the requirements for Tier Level 3A. Criteria to be reduced from Tier Level 3B to Tier Level 3A includes RIB history, program involvement, job evaluation, interaction with staff, interaction with other inmates, and STG activity and level. Privilege level reviews will promote inmates in Tier Level 3B to obey the institutional rules and develop a pro-social attitude towards staff and inmates.

B. UNIT MANAGEMENT

The Warren Correctional Institution is designed under the Unit Management concept. The major objectives are:

1. To divide large numbers of inmates into well defined groups.

2. To increase the frequency of contacts and quality of relationships between staff and inmates.
3. To provide better observation of inmates.
4. To improve accountability and control by holding inmates accountable for their own self control and actions.
5. To provide differential program strategies/interventions for each inmate depending upon his needs abilities and ambitions.
6. To place special emphasis upon each of the following (in particular):
 - a. Institutional adjustment
 - b. Work skill acquisition and performance
 - c. Interpersonal communications
 - d. Positive self-esteem
 - e. Self-motivation
 - f. Problem solving techniques
 - g. Realistic goal setting
 - h. Education and training
 - i. Other life-skill acquisitions

The Unit Management team includes the following staff members:

UNIT MANAGEMENT CHIEF: Responsible for supervising Unit Management staff and administers institution-wide unit management/social services programs. Assigns tasks, monitors, plans, trains, monitors unit sanitation and evaluates staff performance. Conducts visual inspections of the unit as well as monitors and evaluates the security and sanitation of the units. The Unit Management Chief also serves as the institution's Reentry Coordinator and directly supervises the inmate job assignment and evaluation process conducted by the Unit Manager.

The Unit Management Chief also acts as the Warden's designee in reviewing the unit staff recommendations for a change in an inmate's security/supervision status as well as responding to inmate appeals.

UNIT MANAGER: Responsible for the overall operation of all phases of the units. Duties include coordinating the operations of the units, directing Unit Management staff and monitoring security procedures and practices in the unit. Monitors unit sanitation, including unit orientation, and chairs and participates in various institutional committees. The unit Manger is also responsible for unit staff annual evaluations to include the unit Correctional Officers within their unit. Conducts inmate job assignment functions to include reclassification and job evaluation process of inmates. Coordinates inmate cell move requests.

CASE MANAGER: Responsible for completing classification/reclassification and security review documents as required. Facilitates reentry programming, maintains inmate visiting lists, completes institutional summary reports, and attends various committees, R.I.B., and Parole Board hearings as needed. The Case Manager is responsible for managing a caseload of inmates and monitoring the inmates' progress through routine contacts. Conducts various investigations as assigned.

CORRECTIONAL COUNSELOR: Regularly tours the unit and the work assignment areas to resolve inmate concerns and investigates complaints, to include property issues. Correctional Counselors' duties include; serving as a unit hearing officer, regularly inspecting the unit to maintain a safe and clean living environment, guiding the work of the unit Correction Officer and assists the unit officer with scheduling housing unit porters and with custody duties as needed. The Correctional Counselors directly supervise the housing unit laundry attendants.

UNIT SECRETARY: Responsible for unit files, processes correspondence, distribute mail, and serves as liaison between unit and departments. Serves on various unit and institutional committees as needed. Scans appropriate documents to On Base System. Collects information and transfers to various documents and reports.

CORRECTION OFFICER: Responsible for assuming the duties which are essential to carrying out the rules and regulations applicable to their unit in particular and the institution in general. Their efforts are essential to maintaining a safe, secure, and clean unit.

Inmate Programs

Ranges of resources are available to meet the various social needs of inmates under case management. These resources including reentry programming such as Thinking for a Change, Inside out Dad, Victim Awareness and Money Smart are offered several times each year by assigned case managers. If there is a specific need or program that you would like to see met, discuss this with your unit staff. For information regarding various reentry programs, groups, or institutional activities, an institution listing updated annually by the Unit Management Administrator is distributed to all Case Managers and copies are retained in the main library. Contact your Case Manager if you would like to review the listing. The listing is titled "Groups, Programs and Activities Listing".

Prison Reentry Assessment and Planning

The Department of Rehabilitation and Correction provides a holistic and systematic approach to prepare you for a successful reentry into the community. This process begins at your admission into the DRC and continues until your final release from supervision. Reentry planning will address programming and essential habilitation needs, linkages to the community, and appropriate community supervision activities subsequent to release.

The Ohio Risk Assessment System and the Reentry Accountability Plan maintained are designed to assess your needs and identify programs that will lead you from further criminal activity. It provides links to resources and services inside and outside the institution to allow you to become a productive member of society upon your release. Within 30-90 days of your arrival at Warren Correctional Institution, your Case Manager will interview you and explain the process in detail.

Crisis Intervention

Inmates with serious problems regarding family issues, depression, suicide thoughts, violent thought or actions directed at others, etc. should contact their unit staff immediately. The Unit Manager, Case Manager, or Correctional Counselor will notify the Mental Health Services department for referrals when necessary on an emergency basis. If a unit staff member is unavailable, you should notify the unit correction officer or work supervisor in your area. Appropriate referrals will also be made to the Chaplain when deemed necessary.

Individual Counseling

Inmates requesting routine, personal adjustment, or behavior counseling should meet with their Case Manager or Counselor during their normally assigned unit hours. These hours are posted in each unit staff's office window in the living areas. If you are unable to meet with the unit staff during normal office hours, send a kite to him/her with the nature of your problem.

For example, indicate if you need to work with the unit staff on anger control, adjustment to the institution, problems with your cellmate, etc. You may also want to indicate that your problem will require more than the routine 15-minute interview granted for routine questions regarding matters such as visiting concerns, security designation forms, etc.

Annual Needs Assessment

A survey of inmates is conducted each year by the Unit Management Administrator regarding quality of life issues, personal well-being, staff services and programs, and personal safety and security. All institutions are mandated to conduct this type of survey. Inmates participating in the survey are randomly selected from a computer printout. This process allows you the opportunity to express your opinions. You do not include your name on the questionnaire form. The results of the survey are compiled and shared with department supervisors with the anticipation of improving services and operations if needed.

C. DAILY SHIFT ACTIVITIES AND SCHEDULE

a. Merit Units 1A, 1B.

6:00 AM Formal count.

6:30 AM (Or when count clears) Pill call.

6:35 AM Therapeutic diets are first called to breakfast followed by OPI, Maintenance workers, Community Service Workers, Education Students, and on-duty Food Service workers to breakfast

6:35 AM Merit status and general population called to breakfast.

7:00 AM Sick call medication line with passes only (when units are called and you are en-route to breakfast, if you are going to sick call and medication line, go to the infirmary and then to breakfast).

7:00 AM Showers open (2B only). Unit laundry rooms open.

8:00 AM Showers open, ice machine open. 1st shift porters begin cleaning. Commissary will call for scheduled units. Laundry room opens.

9:00 AM Dayroom open, unit library open, telephones on, TV rooms open.

9:30 AM Showers closed.

10:15 AM Dayroom closed.

10:20 AM All work inmates report back to units for count. Laundry room closed.

10:30 AM Formal Count (standing count).

11:01 AM (Or when count clears) OPI, Maintenance, Community Service workers, education students and on-duty Food Service workers called to lunch. Showers open, dayroom open, and ice machines open. Porters out to clean. Laundry room open.

11:01 AM (Or when count clears) Merit status and General Population to chow & Pill call.

12:30 PM Units, barbershop open. Showers closed. Commissary will call for scheduled units.

2:00 PM 2nd Shift porters out to clean

3:15 PM Barbershop closed. Recreation Closed

3:15 PM Dayroom closed. Showers closed.

3:20 PM Laundry Room closed.

3:30 PM Formal count (standing).

4:01 PM (Or when count clears) Merit status, and then general population called to dinner.
Dayroom and unit library open.

4:15 PM Recreation opens for Cardio/40 and Over passes.

5:15 PM Commissary will call for scheduled units.

5:30 PM Barbershop open, porters out to clean.

6:00 PM Gym/outside recreation open (weather permitting) for scheduled units.

6:30 PM Pill Call.

8:20 PM Gym/outside recreation closed.

9:00 PM Telephones off. Showers closed to general population's inmates, but open to cell restriction inmates.

9:15 PM Dayroom closed. Laundry room closed. Ice machine closed.

9:20 PM Showers closed to cell isolations inmates, ice machine closed.

9:30 PM All inmates secured in cells, formal count.

10:10 PM Formal count.

10:30 PM Mail distributed.

12:00 AM Formal count.

2.00 AM Formal count.

4:00 AM Formal count.

4:30 AM Early wake up Food Service workers and inmates scheduled for transports.

5:00 AM Food Service workers to work.

b. General Population Units 2A-2D

- 6:00 A.M. Formal count.
- 6:35 A.M. (Or when count clears) Pill call. Dayroom opens according to Unit 2 Dayroom schedule. Showers, laundry room, phones open and JPay kiosk machines open.
- 6:35 A.M. Therapeutic diets are first called to breakfast followed by OPI, Maintenance workers, Education Students, and on-duty Food Service workers to breakfast
- 6:35 A.M. Merit status and general population called to breakfast.
- 7:00 A.M. Sick call medication line with passes only (when units are called and you are en-route to breakfast, if you are going to sick call and medication line, go to breakfast first and then to the infirmary).
- 8:00 A.M. Porters begin daily cleaning activities.
- 10:15 A.M. Dayroom closed. Porters sweep and mop common areas. Laundry room closed.
- 10:20 A.M. All work inmates report back to units for count.
- 10:30 A.M. Formal count (standing count).
- 11:00 A.M. (Or when count clears) OPI, Maintenance, education students and on-duty food service workers called to lunch. Showers open, dayroom open, and JPay kiosks open. Porters out to clean. Laundry room open.
- 11:01 A.M. (Or when count clears) Merit status and General Population to chow & Pill call.
- 1:15 P.M. Dayroom open according to Unit 2 Dayroom schedule
- 2:05 P.M. Recreation open according to recreation schedule
- 3:15 P.M. Dayroom closed. Porters sweep and mop common areas.
- 3:20 P.M. Laundry Room closed. All work inmates report back to units for count.
- 3:30 P.M. Formal count (standing count).
- 4:01 P.M. (Or when count clears) Merit status, and then general population called to dinner. Dayroom opens according to Unit 2 Dayroom schedule. Showers, laundry room, phones open and JPay kiosk machines open.
- 4:15 PM Recreation opens for Cardio/40 and Over passes.
- 6:00 PM Recreation and Institutional Library open per Institutional schedule. Dayroom/Showers open per Unit 2 dayroom schedule.
- 7:25 PM Dayroom closed.
- 7:35 PM Dayroom open according to Unit 2 Dayroom schedule.
- 8:20 PM Evening Recreation closed.
- 8:55 PM Dayroom, laundry room, and showers closed
- 9:20 PM Showers closed. Lockdown cell house for count.
- 9:30 P.M. All inmates secured in cells, formal count.
- 10:10 PM Formal count.
- 10:30 P.M. Mail distributed.
- 10:30 P.M. Formal count.
- 12:00 A.M. Formal count.

- 2:00 A.M. Formal count.
- 4:00 A.M. Formal count.
- 4:30 A.M. Early wake up Food Service workers and inmates scheduled for transports.
- 5:00 A.M. Food Service workers to work.

(For Unit 2 General Population Housing Unit Schedule) *Dayroom activities out of cell time will be as follows:

Dayroom Time	Odd Date	Even Date	Odd Date	Even Date	Odd Date	Even Date	Odd Date	Even Date
6:30 am – 8:15 am	Top Range	Lower Range	Top Range	Lower Range	Top Range	Lower Range	Top Range	Lower Range
8:30 am – 10:15 am	Lower Range	Top Range	Lower Range	Top Range	Lower Range	Top Range	Lower Range	Top Range
11:05 am – 1:05pm	Top Range	Lower Range	Top Range	Lower Range	Top Range	Lower Range	Top Range	Lower Range
1:15 pm – 3:15 pm	Lower Range	Top Range	Lower Range	Top Range	Lower Range	Top Range	Lower Range	Top Range
4:00 pm – 6:30 pm	Top Range	Lower Range	Top Range	Lower Range	Top Range	Lower Range	Top Range	Lower Range
6:45 pm – 9:15 pm	Lower Range	Top Range	Lower Range	Top Range	Lower Range	Top Range	Lower Range	Top Range

c. General Population Units 3A-3D

- 6:00 AM Formal count.
- 6:30 AM Pill call (Units will be called by medical)
- 6:35 AM Therapeutic diets are first called to breakfast followed by OPI, Maintenance workers, Community Service Workers, Education Students, and on-duty Food Service workers to breakfast
- 6:35 AM General population called to breakfast by unit under escort.
- 7:00 AM Sick call medication line with passes only (when units are called and you are en-route to breakfast, if you are going to sick call and medication line, go to the infirmary and then to breakfast).
- 7:30 AM Recreation opens per institutional Unit 3 recreation schedule.
- 6:30 AM (this is according to the post orders) Dayroom opens for specified range per calendar day. Even days bottom range out first, odd days top range out first. Showers open, laundry room open, TV room open, telephone on. Porters begin cleaning.
- 8:40 AM 1st session of recreation releases.
- 8:50 AM Recreation opens per institutional Unit 3 recreation schedule.
- 10:00 AM 2nd session of recreation releases. Inmates begin to return from job assignments. Showers closed.
- 10:15 AM Dayroom and laundry room closed. Porters sweep and mop common areas before lock down.
- 10:30 AM Formal Count (standing count).

- 11:01 AM (Or when count clears) OPI, Maintenance, Community Service workers, education students and on-duty Food Service workers called to lunch.
- 11:01 AM** General Population to chow & Pill call (Units will be called by medical). Dayroom opens for specified range per calendar day.
- 11:10 AM Recreation opens per institutional unit 3 recreation schedule. Pill call for unit 3 per low road traffic released for movement.
- 11:45 AM Inmates assigned to education with 12:30 pm class released to chow.
- 12:20 PM 3rd session of recreation releases
- 12:30 PM Recreation opens per institutional unit 3 recreation schedule.
- 1:40 PM 4th session of unit 3 recreation releases.
- 3:15 PM** Dayrooms closed for preparation of count
- 3:30 PM Formal count (standing count).
- 4:01 PM (Or when count clears)** Dayroom open.
- 5:05 PM Unit 3 called to chow by pod.
- 6:30 PM Dayroom closed.
- 7:00 PM Dayroom open per alternate range schedule
- 8:50 PM Dayroom/Showers closed in preparation for evening lock down.
- 9:30 PM All inmates secured in cells, formal count.
- 10:10 PM Formal count.
- 10:30 PM Mail distributed.
- 12:00 AM Formal count.
- 2:00 AM Formal count.
- 4:00 AM Formal count.
- 4:30 AM Early wake up Food Service workers and inmates scheduled for transports.
- 5:00 AM Food Service workers to work.

(For 3D Sanctions General Population Housing Unit Schedule) *Day room activities out of cell time will be as follows:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 am – 10:00 am	Lower Right Range	Top Left Range	Lower Left Range	Top Right Range	Lower Right Range	Top Left Range	Lower Left Range
1:00 pm – 3:00 pm	Top Right Range	Lower Right Range	Top Left Range	Lower Left Range	Top Right Range	Lower Right Range	Top Left Range
4:00 pm – 6:00 pm	Lower Left Range	Top Right Range	Lower Right Range	Top Left Range	Lower Left Range	Top Right Range	Lower Right Range
7:00 pm – 9:00 pm	Top Left Range	Lower Left Range	Top Right Range	Lower Right Range	Top Left Range	Lower Left Range	Top Right Range

Dayroom activities consist of: Showers, phone (emergency only. In case of emergency or attorney calls, inmates must contact Unit Staff), programming, laundry room, TV room and or setting at the dayroom tables. No inmate will be allowed in the dayroom without being seated. There will be no standing around. If no seats are available, the inmate(s) will stay in his/their cell.

DAILY SHIFT ACTIVITIES AND SCHEDULE FOR W.C.I. ON SATURDAYS, SUNDAYS AND HOLIDAYS

- 6:00 A.M. Formal count.
- 6:30 A.M. (Or when count clears) Pill call.
- 8:00 A.M. Showers open, ice machine open. Porters begin cleaning.
- 8:00 A.M. Gym or outside recreation (weather permitting) for scheduled housing units. Laundry room opens.
- 9:30 A.M. Showers closed.
- 10:20 A.M. Gym/outside recreation closed.
- 10:30 A.M. Formal count (standing).
- 11:00 A.M. (Or when count clears) Merit status followed by general population called to brunch. Dayroom open.
- 11:05 A.M. **(Or when count clears)** Pill call.
- 12:00 PM Gym/outside recreation open (weather permitting) for scheduled housing units.
- 12:30 PM Showers closed porters out to clean.
- 1:30 PM Laundry room closed.
- 2:05 PM Recreation open per schedule.
- 3:15 PM Recreation ends, return to housing units.
- 3:20 PM Formal count (standing).
- 3:30 PM Merit status followed and general population inmates called to dinner.
- 4:15 PM Recreation opens for Cardio/40 and Over passes. Porters out to clean.
- 6:00PM Pill Call**
- 7:30PM Showers open
- 8:20 PM Gym/outside recreation closed.
- 9:00 PM Telephones off. Showers closed to inmates but opens for cell isolation inmates.
- 9:15PM Dayroom closed. Laundry room closed.
- 9:20 PM Ice machines and showers closed.
- 9:30 PM All inmates secured in cells, formal count.
- 10:30 PM Formal count.
- 12:00 A.M. Formal count.
- 2:00 A.M. Formal count.
- 4:00 A.M. Formal count.
- 4:30 A.M. Inmates awake for work in dining room.
- 5:00 A.M. Food service inmates to work.

D. INSTITUTION RULES AND REGULATIONS

The below listed rules and regulations are only a ***partial*** list of the rules and regulations that you will be expected to obey while you are at this institution. These are included as

a guide to proper behavior. You are expected to read and understand all the departmental and institutional rules and regulations set forth within this handbook.

1. All inmates are to be on their beds for all counts, except the standing count at 10:30 A.M. and **3:30 PM**
2. Absolutely **NO** BORROWING OR LENDING ANY ITEMS.
3. I.D. badges must be worn and visible on your outer most garments when you are outside your cell. Only exception is to and from showers.
4. All inmates are to be properly dressed in their state clothes when leaving the unit with the exception of going to and from recreation.
5. You are not to enter a unit or cell in which you do not live.
6. Do not go in areas marked "**OFF LIMITS**" or "**OUT OF PLACE**" without a pass.
7. Maintain good personal hygiene.
8. Keep your cell area clean and uncluttered.
9. Do not exceed property limits. You may be required to provide proof of ownership for items in your possession at any time.
10. No line jumping when going to meals, commissary, infirmary, etc.
11. Do not destroy state property, including vandalizing walls, furniture, clothing, etc.
12. You are not to possess money.
13. Tattooing is prohibited.
14. You are not to remove any items not authorized from your work site.
15. No running on the compound other than in the recreation area.
16. No loitering outside unit doors or on the walkways.
17. Inmates are not permitted in office areas or other restricted areas without staff supervision and/or observation.
18. Address all staff with respect.
19. The display of inmate towels in individual cells will be limited to the following areas only:

(1) Towel on top of the footlocker

(1) Towel on top of the desk

(1) Towel on top of the wardrobe unit

(1) Towel permitted on the foot of the bed while drying **only**, however, it cannot obstruct the officers' view.

Towels are not permitted:

~on cell floors

~on front of wardrobe units

~on front of wardrobe drawers

~on toilets

~on window sills or bars

~to be taped down

~on chairs

~on sinks

~on trashcans

Inappropriate displays of towels may result in the issuance of a conduct report and seizure of the towel(s).

20. Windows to inmates' cells must be kept uncovered and unobstructed at all times to ensure inmates and staff safety.

If you have any questions regarding these rules, contact your unit staff. Additional general rules are posted on the housing area bulletin boards.

The following is a list of specific instructions on how and where personal and state property will be arranged in each inmate's cell:

- The wardrobe unit will be located next to the sink. No items may be attached to the outside (left or right) of the drawer cabinet or desk. Pictures, calendars, memos, notes, hooks, etc. are to be placed inside the cabinet. Televisions must be placed directly on the desk or cabinet unit.
- TV antennas are the only items permitted in the cell windows (including windowsills). Windows must be unobstructed at all times.
- Only one (1) foot locker per inmate. Exceptions to this rule are with prior written approval of the Institution Inspector, for excessive current legal material. Assigned legal mail foot locker will be stored in the Vault and inmates must contact unit staff to gain access. Foot lockers cannot be placed to block the vision of the back wall.
- Only one (1) chair per cell is permitted. A towel may be loosely draped over the chair while drying.
- Wall hooks (maximum of 3 per inmate) purchased from the commissary may be placed on the door wall and the sidewall between the cell door and the foot of the beds. Only clothing items are permitted on the walls. Clotheslines are *not permitted* in cells.
- Beds must be neatly made before leaving the cell Monday through Friday. While drying, towels may be neatly hung on the end of the beds. They cannot hang past the bedsprings of the top or bottom bunk, so as not to obstruct the view of the pod officer. A coat or robe may be neatly hung on the bedposts as long as the officer's view is unobstructed.
- Cells must be clean and organized at all times. You are not permitted to use wax on cell floors.
- Cleaning supplies cannot be stored inside the cells.

Be sure to check the bulletin boards in your unit for any updated or new rules and regulations.

Securing Cell Doors- All cell doors will be locked at all times. Key rounds will be made every thirty minutes by the officer to allow inmates to move in and out of the cells. The door will then be re-secured. The pod is not locked down, Inmates are still free to use

the dayroom, phones and microwave during authorized times. However, the cell doors will be locked.

Cell doors in Units 1A, 1B & 1D are not required to be locked at all times. However, if an inmate chooses to lock his door that is acceptable.

E. ORIENTATION

Upon arrival at Warren Correctional Institution, all incoming inmates will be processed through the receiving area in Building #5. Each inmate shall be issued the WCI's Inmate Reception Handbook and the WCI Inmate Handbook. The WCI Inmate Handbook must be returned to the Correctional Counselor assigned to the inmate's housing area within 14 days after receipt. Also upon arrival each inmate will be informed verbally about the inmate grievance process & how to access medical/mental health services. Written & oral information will also be provided at this time covering sexual assault.

Each inmate will be assigned to a housing unit by the Count Office and to specific unit staff to ensure supervision & personal contact. Correctional Counselors will be meeting with each inmate within seven (7) days of arrival to complete a unit orientation in regards to specific rules and regulations. After the initial interview process the Case Manager will have formal contact with each inmate on their caseload no less than once each year and increase contacts when the inmate approaches his release date. These formal contacts with the inmate will be held to discuss the progress of the inmate and any other related unit issues or current needs.

A general institutional orientation is conducted for all newly received inmates within two weeks of arrival, except in unusual circumstances. Presenters from the Records Office, Education Department, Recovery Services, Inspector's Office, Mail/Visiting, Investigator's Office, Unit Management, Cashier's Office, Food Service, Quartermaster, the Major, Medical Services, and Mental Health Services will provide information concerning the services their departments provide. The Warden and Deputy Warden of Operations will attend the orientation to discuss expectations and answer questions.

During orientation week you will also meet with your Case Manager to complete a work history and later to discuss institution job possibilities with the Unit Manager during job reclassification.

F. KITES

Kites are utilized in order to provide for a system of two-way communication between all levels of staff and inmates. These are used to communicate with a specific staff member or to contact a certain department. When sending a kite, be specific as to your questions and/or requests. **Do not** kite several people or departments with the same request. If you are unsure as to whom to contact, ask your unit staff or correctional officer. Kites are not to be sent to other inmates. A Correction Officer or other appropriate staff member must sign each kite before it can be sent. Kites can be obtained from the unit Correction Officers.

G. PASSES

The pass system is similar to an appointment. When you receive a pass, it means you are to report to what may normally be an **“OUT OF PLACE”** area, e.g. Medical Services, Education, Mental Health Department, Inspector’s Office, Visiting, etc. Upon receiving the pass, you must sign out of the unit before exiting the block and you are to report to the specific area at the time indicated on the pass. **(Failure to sign out of the unit before exiting, except for going to the Inmate Dining Room, will result in a conduct report for rules 21 and 35. This will result in a 15 days Captain Cell Isolation.)** Give your pass to a work supervisor or correction officer in the area. Conduct your business. Make sure that when you leave, your pass is returned to you and is signed. You are responsible for returning the pass to your work supervisor or housing unit officer.

H. CLASSIFICATION/RECLASSIFICATION

Security Review Classification

Initial classification is completed at the Correctional Reception Center. Once assigned to W.C.I., your supervision / security level will be reviewed every twelve- (12) months. The reclassification committee will address the following:

1. Current supervision status
2. Evaluate progress and recommend modifications as needed
3. Review release eligibility
4. Review current job performance evaluation
5. Review current and past reentry program participation

Job Reclassification

Job assignments of inmates are made by a committee of two staff members who are assigned the task of reviewing and placing inmates into job assignments. The chairperson of the committee will be the Unit Manager.

Procedures

1. Upon arrival at WCI, the inmate’s job assignment will be placed in the Orientation status. The Unit Manager, within seven days, but not more than 14 days will review the inmate’s work history and assign a job.
2. Whenever an inmate is considered for a Routine work assignment at WCI the job recommendation will be posted on the Case Manager or Counselor’s office window for review at least 48 hours in advance of the change in job assignment. Appeals of Routine Job Reclass can be made to the Unit Management Chief.
3. Institution staff will have the inmate sign a 48 hour notice of the job assignment committee hearing acknowledging the date of the hearing and the recommended job assignment.

4. At the Job Assignment Committee hearing, the inmate will be advised of his new work assignment.
5. The inmate can appeal the decision of the job assignment committee to the Unit Management Administrator in writing within five days. The decision of the U.M.A. is final.
6. Being found guilty by the hearing officer or by RIB for job related offenses can be cause for job removal. An inmate not performing their work duties or receiving a poor job evaluation from their worksite supervisor can be removed from their job and must have another job assigned after attending the Job Assignment Committee Hearing.
7. When an inmate is new to the institution he is put on a Porter 5 status. Porter 5 is an inmate who takes care of himself and his cell. He is paid \$12 per month. If he wants a job he must seek a job by kiting the different departments.

I. IDENTIFICATION BADGE

Inmates will be issued an ID badge at their respective reception center. This ID badge will be worn on the left breast pocket or shirt collar, in plain view at all times on your outer most garment. Any time a staff member requests your ID; you must give it to them. If you lose your ID, you must report it to the Captain's Office immediately. Any changes in appearance (i.e., grow and/or shave a beard or mustache) will require you to obtain a new badge again at your own expense. Replacement charge is \$5.00. Replacement I.D. clips are available in the commissary for .25.

Pod location labels will be attached to the inmate ID badge identifying the inmate's pod location. Tampering, removing, and/or loss of the pod location label will result in a conduct report and a replacement fee of \$3.50.

New Release Badges and Information

The Ohio Department of Rehabilitation and Corrections will provide a Release Identification card to all eligible offenders upon their release (expiration of sentence, parole, or other approved release status) from an institution/facility. The offender will be escorted to the ID department to verify the offender's social security number through DOTS Portal. Upon verification the Release ID will be generated and given to the staff member. The original inmate ID card will be disposed of by the ID officer. If no current and valid ID is available, the offender shall be issued a new Offender Release Card even if DOTS Portal shows the social security number is not verified. The front entry officer will keep the green ID card at this time.

J. MAIL AND VISITING

Written information, "WCI Visiting Rules and Regulations", regarding procedures governing visitation shall be made available within 24 hours of arrival by Unit Staff. At a minimum, the information will include:

- WCI is located at 5787 State Route 63, Lebanon, Ohio 45036.
Visiting Reservation Number (513) 932-9741

Directions to WCI:

From Columbus: take I-71 South to St. Rt. 123 (St. Rt. 123 turns into St. Rt. 63 in Lebanon). Turn right (west) through Lebanon. The 2nd institution is on the left side of the road past Lebanon Correctional Institution.

From Cincinnati: take 75 North to exit 29. Go to stop light and make a right onto St. Rt. 63. Go straight and after the railroad tracks it is the first institution on the right.

From Dayton: take I-75 South to exit 29 (St. Rte. 63) turn left on 63 institution will be on your right approximately ½ miles down the road.

- **Days and hours of visitation: W.C.I. visiting hours are:**

There will be three sessions offered daily, Wednesday through Sunday excluding holidays. The sessions will last two (2) hours.

The time for each session will be:

12:00 pm – 2:00 pm

2:30 PM - 4:30 PM

5:00 PM - 7:00 PM

All visitors are still required to make a reservation and still permitted to visit twice per month. Reservations will be taken by telephone from 1:00 PM – 6:00 PM (Wednesday through Sunday). The reservation number is 513-932-9741. Walk-in reservations will be taken from 3:00 pm. until 4:30 PM (A walk-in reservation is when a visitor physically comes into front entry and makes a reservation with the visiting officers). Visitors traveling long distances may be considered for additional visiting sessions.

- Approved dress code and identification requirements for visitors: Appropriate attire is required for visiting. Visitors OVER 12 years of age are NOT permitted to wear the following:

SHORTS (12 & UNDER OK)

SEE-THROUGH CLOTHING

TANK TOPS

SKORTS

TIGHT-FITTING CLOTHING

MUSCLE SHIRTS OVERALLS

WRAP AROUND SKIRTS

BREAK AWAY PANTS

SPANDEX SHORTS

ANY SLEEVELESS CLOTHING

HALTER TOPS

CULOTTES

DRESS/SKIRT (Must be to the knees)

STRAP T-SHIRT

UNDER WIRE BRA

No one is permitted to wear clothing with gang/club insignia or obscene gestures. Also, proper undergarments are required. **INAPPROPRIATE ATTIRE COULD RESULT IN DENIAL OF SCHEDULED VISIT!**

NO ADDITIONAL CLOTHING SHALL BE BROUGHT INTO THE INSTITUTION

ALL VISITORS, THEIR PROPERTY AND VEHICLES ARE SUBJECT TO BE SEARCHED AT ANY TIME WHILE ON STATE GROUNDS.

PHOTO IDENTIFICATION (All visitors over 18 yrs. old must present photo identification: DRIVERS LICENSE, STATE I.D., WELFARE I.D., EMPLOYMENT I.D., and AND MILITARY IDENTIFICATION)

Amish Visitors: Those individuals identifying themselves as Amish may visit one time only after which they are to be informed that they must obtain one of the following items and present it when they arrive for their next visit:

- a. State identification without a picture; or
- b. A letter from the local county sheriff, prosecutor, judge, or health department, indicating that the individual is who they say they are, with the signature of the visitor notarized; or
- c. A letter from an elected state official (congressman, representative, senator, etc.) indicating that the individual is who they say they are, with the signature of the visitor notarized.
- d. The visitor should then sign in; with the visiting officer/supervisor comparing the signature on the letter to the signature provided that day. If there is any question as to the similarity in the signatures, a supervisor must make the determination regarding the individual being able to visit.

Items authorized in visitation room. Visitors are only permitted to bring the following articles into the visiting room at Warren Correctional Institution:

- **Car Keys**
- **Change Purse**
- **Photo Identification -Drivers License, State I.D., Welfare I.D., Employment I.D., And Military Identification**
- **Money card purchased from entry. \$5.00 initial activation, limit no more than \$43.00 total on a card. NO MONEY ALLOWED IN THE VISITING ROOM.**
- **A SEE-THROUGH CLEAR PLASTIC DIAPER BAG WITH NO MORE THAN THREE (3) BABY BOTTLES (NO GLASS), THREE (3) JARS OF BABYFOOD AND THREE (3) DIAPERS**
- **TAMPONS or SANITARY NAPKINS (reasonable number)**
- **ALLOWED TO CARRY BABY SEATS, INFANT CARRIEER/CAR SEATS**

MEDICATION: All prescription medication must be left in a visitor's vehicle or in WCI entry building (in secure locker). If medication is required to be taken during the

visit, arrangements must be made during visit processing (with visiting officer), so that the visitor may return to the Entry Building or their vehicle to take the medication. (Any exception to this rule would be those cases where the visitor is required to carry certain medication (i.e. nitroglycerin tablets) for certain diseases (i.e. heart disease, asthma, etc.) The visitor will then be instructed to leave the medication with the officer on duty in the visiting room.

- **No items are to be brought into the institution with the intent of giving them to the inmate. When caught a suspension will be imposed.**
- **Special rules for children:** The children's playroom will be open during regular visiting hours. The visiting room officer will shakedown the children's playroom prior to the start of the visiting session. The visiting room officer will seat inmate(s)/visitor(s), whose children will be using the playroom, at a table near the playroom so the inmate(s)/visitor(s) will be able to observe the children at play. The only children permitted in the playroom will be those from walking age to 12 years of age. Inmate's visitors are responsible for watching and supervising their children while in the playroom. Parents/Guardians are responsible for the behavior and safety of their children while on institutional grounds. Disruptive behavior by children is reason for termination of a visit. Toys are not permitted to leave the playroom, to be thrown or misused. No food or beverages are permitted in the playroom. The visiting room officer is the only person authorized to operate the VCR and television. Inmates are not permitted access to the playroom. The visiting room officer will ensure that the playroom rules are followed and will report any misconduct to the inmate's visitor(s). If deemed necessary, the visiting room officer may close the playroom.
- **Special visits:** Special visits may be arranged through the unit staff.

VISIT LIST: Immediate family consists of Mother, Father, Aunt, Uncle, Spouse, Children, Stepchildren, Grandchildren, Brother, Sister, Grandmother, Grandfather, and Half-Siblings. Son-in-law, Daughter-in-law, Sister-in-law, Brother-in-law, Mother-in-law, and Father-in-law will only be considered immediate family while the binding marital relationship is intact. Step-parents or adopted parents may be considered within the definition of immediate family when it has been verified that the inmate was raised by this individual as a result of re-marriage, death, desertion, or absences of a parent. The offender 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. Offenders who have more than fifteen visitors (this total includes tentatively and approved visitors) on their visiting list with the effective date of this policy shall have all their visitors grandfathered. Visitors under the age of **18** must be accompanied by a parent or legal guardian, and must have a birth certificate and notarized note from the parent or legal guardian if not present. The burden of proof of relationship is on the inmate and his family. Inmates are permitted to have one attorney of record and one minister of record on their list. Any additions or deletions to your visiting list can be completed by contacting your Case Manager. The visiting

applications, forms, and policies are now available on the Internet and can be accessed by your family members at anytime.

ANY QUESTIONS THAT YOU MAY HAVE CONCERNING YOUR LIST SHOULD BE DIRECTED TO THE CASE MANAGER. Each approved visitor may visit two (2) times per month. No more than five visitors will be permitted to visit at one time, these numbers include walking children.

VISIT RESERVATIONS: All visits must be scheduled by reservation only. Reservation requests must be made by phone or in person while on visit by the approved visitor. Reservations will not be accepted more than 30 days in advance of the date requested and no less than 72 hours prior to the visit. The W.C.I. visit office will has a special phone for taking visit reservations. Hours for making reservations are:

Wednesday through Sunday: 1:00 PM to 6:00 PM

Reservation Number: (513) 932-9741

Walk-in Reservations: 3:00pm – 4:30pm only (Walk-in reservation means visitors may come to the institution in person from 3:00 – 4:30 to make a reservation on Wed-Sun.

No visits will be permitted until the inmate has been at the institution for seven working days. Visitors should have the name, number, and cell location of the inmate they are requesting to visit ready at the time they call.

All cancellations must be made (by telephone) 72 hours prior to the scheduled visit. If the visitor fails to notify the visit office in advance of a cancellation, you will be notified that another “no show” by this specific visitor will result in a 30-day suspension for this visitor. If, after a 30 day suspension and visitor again fails to cancel a reservation in a timely manner, a 60-day suspension will be imposed. If another failure to cancel occurs, a 90-day suspension will be imposed.

No visits on Monday, Tuesday, and Holidays. Visitors will receive a copy of the rules from the Visiting Department that govern visiting procedures. The above is just a general overview of the visiting policy and procedure. Specific questions regarding mail/visiting issues should be directed via kite to the Mail/Visiting Department.

JPAY VIDEO VISITING

All individuals requesting a video visit shall be approved or tentatively approved visitors only per department policy. JPay video kiosks are located in housing units appropriate for video visiting. Inmate and approved visitors can set times for visiting (these times **SHALL NOT** infringe upon count). This allows those who wish to visit with an inmate to enter into a subscription through a third-party website. Friends and family who wish to find rates and further information can locate the link for this website at www.drc.ohio.gov or www.jpays.com.

These video visits are recorded and reviewed by staff for inappropriate behavior. All visitors must adhere to all applicable visiting rules as if they were visiting in person. Conduct reports will be written upon discovery of any rule violations.

Video visits do not count against the number of regular allowed in-person visits.

Please note that the JPay service should not be used by Attorneys to communicate with inmates as the audio cannot be disabled and it will not be treated as confidential.

INCOMING MAIL

1. All incoming mail must have the inmate's complete name, number, cell location, and address of this institution. A complete return address is also required.
2. No "postage due" or COD's accepted.
3. Inmates are not permitted to belong to book or record clubs.
4. Inmates are permitted to receive books, magazines, and newspapers; however, they must be mailed directly from the publisher or distributor, not from family and friends.
5. All incoming cassette tapes / and CD's must be new and wrapped in their original packaging. No blank tapes/ and CD's are permitted. Tapes / and CD's must come from mail order purchase.
6. Inmates are not permitted to receive Money orders through the mail
7. With the exception of legal mail, all incoming mail will be opened and inspected to intercept cash, checks, money orders, or contraband.
8. Inmates are permitted to receive the following items inside first class mail:
 - 1) Three (3) embossed envelopes per letter
 - 2) Three (3) photographs (no larger than 5x7 and no Polaroid). If more than 3 are sent, all will be returned.
 - 3) Five (5) newspaper clippings, each no larger than 8 ½ x 11.
 - 4) Five (5) pamphlets or brochures (simple, single page no larger than 8 ½ x 11, bi-fold or tri-fold).
 - 5) Blank stationary or five (5) single pages copied material, one sided, 8 ½ x 11(including materials copied from the Internet).
9. Blank stationary or five (5) single pages copied material, one sided, 8 ½ x 11(including materials copied from the Internet).

10. Any contraband found under Section 2921.36 of the Ohio Revised Code will be seized as evidence. Inmates shall not trade, sell, barter, loan, or give away any item of their personal property at any time. Upon an inmate's release or other departure from an institution, the inmate may, with the Warden's written approval, donate personal property to the institution. Inmates shall be given the opportunity to either destroy, donate, or send home any contraband found. Inmates have seven **business** days after notification to render a decision.
11. Publications and music entering the institution shall be screened by the **Mailroom Supervisor**. If these items are found to be obscene or inflammatory, they will be sent to the **Department's Publications Screening Committee** and withheld from the inmate until a decision is made.
12. Inmates are **NOT** to send writing materials or envelopes through the mail to other inmates.
13. The third shift-housing officer will distribute all mail after 10:00 PM. Mail will be slid under the door of the cell in which the addressee houses. Items that will not fit under the door (books, etc.) will have a form attached to them. This form advises the inmate that he has mail that will not fit under his door and that he must take this form to the first shift housing officer in the morning to receive the items.
14. Inmates in segregation are permitted to write and receive letters on the same basis as inmates in the general population; however magazines will be held until they are released from segregation. Mailroom Officer will hand deliver legal mail to inmates in Segregation, IOP, and Medical.
15. Excluding weekends and holidays, incoming letters will not be held longer than 48 hours. However, this rule does not prohibit the holding of mail for inmates who are temporarily absent from the institution (e.g., hospital, court, etc.)

INCOMING PACKAGES

1. Level 3 inmates are eligible to receive packages from approved vendors. However, inmates who have been sent to outside hospitals or who are assigned to disciplinary control or local control are ineligible to order or receive packages.
2. Consistent with Administrative Rules 5120-9-33, Package and Property Restrictions, the amount of packages that inmates receive are based upon the security level. There are two types of packages permitted: food and sundry. Packages may only be received by an approved vendor.

Security Level	Number of Packages per Year	Limitations
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Level 1	4	Maximum of (2) two food only boxes
Level 2	3	Maximum of (2) two food only boxes
Level 3	3	Maximum of (1) one food only box
Level 4A	2	Maximum of one (1) food only box
Level 4B and 5	0	No Packages Permitted
Death Row	3	Maximum of one (1) food only box

NOTE: In institutions whose physical construction facilitates the housing of inmates with different security designation, inmates will be permitted to receive the number of packages from sources identified consistent with their security level.

3. Packages ordered from "Access" may contain those items identified on the "APPROVED INMATE PACKAGE LIST", which is available in each housing unit. Below are the approved items with their possession limit and value limit:

ITEM	VALUE LIMIT	POSSESSION LIMIT
Headphones (ear bud, ear plug, or clear plastic only)	\$25.00	1
Radio/Cassette, CD Player, Walkman style, clear plastic (ear bud, ear plug, or clear plastic)	\$50.00	1
Television, 12" or 13" B&W or color, earphone jack (clear case only)	\$250.00	1
Typewriter, Manual or electric (no external memory, no password capability)	\$250.00	1
Dress shoes, black or brown, no patent leather or suede, 1" heel limit, no platforms, no shank	\$75.00	1 pair
Work boots are not permitted to be ordered while at WCI. Work boots will be allowed if coming from another institution (grandfathered) black or brown, no steel toes, no shanks, height no more than 6" as measured from floor	\$75.00	1 pair
Tennis shoes (predominantly black or white)	\$75.00	1 pair

Sports shoes (turf or multi-purpose) (predominantly black or white)	\$75.00	1 pair
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* When purchasing shoes and other items, you must be in compliance with property limits and clothing allotments.

4. Food and sundry items shall not be mixed in the same package.
5. All packages will be opened and inspected to intercept cash, checks, money orders, or other contraband. Any items received in a package considered contraband will be confiscated. The inmate may choose to have the item returned at the inmate's expense, destroyed, or donated, per the Warden's discretion. The inmate has seven business days to render a decision.
6. The institution will not be responsible for losses of inmate property unless it was caused by the negligence of personnel.
7. If a package entering the institution contains contraband that by entering the institution violates a state or federal law, the entire package will be seized and turned over to the proper authorities for appropriate action. The person sending the package will be subject to arrest and prosecution under Section 2921.36 of the Ohio Revised Code. In some cases, the inmate may also be subject to disciplinary action.
8. Excluding weekends and holidays, packages will not be held for more than 72 hours. However, the rule does not prohibit the holding of packages for inmates who are temporarily absent from the institution (e.g., hospital, court).

ORDERING OF PACKAGES FROM VENDORS

Catalogs and order forms are available upon request from the package room staff, unit staff and institution library. Order forms are available from the unit block officer and re-supplied by the unit case manager and unit correctional counselor. These approved lists are reviewed often and subject to change, so please consult the Vendor lists for the most current information prior to submitting your cash slips to prevent disruptions in getting your order processed.

The following is the procedure for ordering from an approved vendor:

1. Fill out the order form from one of the approved vendors list. Place your name/number on the order form or mailing envelope and complete a cash slip. Attach the cash slip, order form, and envelope together. Orders may be placed by friends/family members by telephone or internet to approved vendors.
2. Order form, cash slip, and envelope are to be submitted to unit staff for review and signature.

3. Unit staff forwards order forms, envelopes and cash slip to the Package Room.
4. The Package Room will review and approve if the inmate is allowed to receive the package. After approval, the Package Room officer will forward the paperwork to the Cashier's Office.
5. The inmate receives the pink copy of the cash slip and the order form copy, after the Cashier's Officer has processed the order.
6. The vendor receives order form, processes the order, and ships it to the institution's package room.
7. Upon receipt, the Package Room Officer will examine the package for contraband, issue a pass for the internal mailroom, and deliver the package to the inmate. At this time the inmate will receive the original copy of the vendor's invoice.
8. The institution maintains a record of packages received and will ensure that the total allowable packages are not exceeded.
9. If a package is sent from an unapproved source or you refuse a package from an approved vendor, you will have the option of returning the package at your expense or having the package destroyed. If the package is returned to sender, it will not count towards the permitted package total. If there is a refusal to make a disposition or a request for package to be destroyed, it will be deducted from your permitted total.

NOTE: IF AN INMATE KNOWINGLY ORDERS FEMALE RELATED ITEMS (I.E., PANTIES, BRAS, EARRINGS, ETC.) OR ANY OTHER ITEMS THAT ARE NOT PERMITTED IN THE INSTITUTION, THE ENTIRE PACKAGE WILL BE CONSIDERED CONTRABAND, WITHHELD, AND RETURNED TO THE VENDOR AT THE INMATE'S EXPENSE. THE RETURNED PACKAGE WILL COUNT AS ONE OF THE TWO PACKAGES PERMITTED FOR THE YEAR.

OUTGOING MAIL

Inmates may send as many letters as they wish as long as they include the complete name and address of the receiving party and the inmate's complete return address, including cell location. **INMATES MAY NOT SEND** obscene or threatening letters that plan criminal acts or letters that violate state or federal law; write to any person after you have been notified that they do not wish to receive your letters; write to any person, firm, or association for the purpose of asking for money or property, without approval of the Managing Officer, this shall include requests to those persons on the inmate's approved visiting list.

Free legal mail will be provided to those inmates who qualify under ODRC Policy 59-LEG-01. Kite the Cashier's Office if you have any questions regarding free legal mail. Indigent

inmates, as defined in policy, receive a specified postage allowance to maintain community ties.

- **"Indigent inmate." An inmate is considered indigent if, at the time of the request for medical services, the inmate has earned or received less than twelve dollars during the immediately preceding thirty-day period, and if the inmate's account balance has not exceeded twelve dollars at any time during the immediately preceding thirty day period.**

When the inmate bears the mailing cost, there is no limit on the volume of letters the inmate can send or receive or on the length, language, content or source of mail or publications except when there is reasonable belief that limitation is necessary to protect public safety or institutional order and security.

Inmates are permitted to send sealed letters to a specified class of persons and organizations, including but not limited to the following: courts, counsel, officials of the confining authority, state and local chief executive officers, administrators of grievance systems and members of the paroling authority. "Legal Mail" addressed to inmates, bearing the return address, of an attorney-at-law, a public service law office, a law school legal clinic, court of law, or the correctional institution inspection committee, may be opened and inspected for contraband only in the presence of the inmate-addressee.

Excluding weekends and holidays, outgoing letters will not be held longer than 24 hours of receipt.

FORWARDING OF MAIL

The mail office will forward all first class letters and packages received after an inmate's transfer or release, if the forwarding address is known or returned to the sender in a timely manner.

JPAY EMAIL

ODRC has begun using an electronic mail system to allow family and friends to use modern day email to correspond with inmates. To be clear, this program does NOT provide inmates with direct email access. Rather, it allows those who wish to correspond with an inmate to enter into a subscription through a third-party website. Friends and family who wish to find rates and further information can locate the link for this website at www.drc.ohio.gov or www.jpays.com.

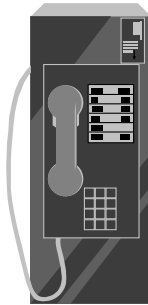
Please note that the JPay service should not be used by Attorneys to communicate with inmates as the mail will not be treated as confidential.

JPAY MONEY ORDERS

Inmates are no longer permitted to receive Money Orders as of September 17, 2012. All money orders will be returned to sender. Inmates who receive money orders will be required to pay for postage and envelope to return the item.

Member of the community will have to be an approved or tentatively approved visitor to send funds. The name (first and Last) and date of birth of the visitor must match their state issued ID exactly for them to be able to send money orders. If it does not, the money order will be denied.

K. TELEPHONES



ATTENTION TELEPHONE USERS

The following inmate rules of conduct govern the appropriate use of the inmate phone system.

Rule 54: Unauthorized use of telephone or violation of mail and visiting rules.

Rule 55: Use of telephone or mail to threaten, harasses, intimidate, or annoy another.

Rule 56: Use of telephone or mail in furtherance of any criminal activity.

The Personal Identification Number (PIN) system for inmate telephones is GLOBAL TEL. LINK used at this institution. Inmates will use a combination of their inmate I.D. number and their PIN when placing telephone calls. PIN numbers are assigned by and any questions regarding an inmate PIN number should be directed to GLOBAL TEL. LINK's automated system by dialing 1*1995#. Inmates are under advisement to use only their own PIN when placing calls. **Any use of another inmate's PIN can result in disciplinary action.**

Inmates are only permit to make one (1) 15 minute phone call per hour.

The telephone will automatically disconnect after 15 minutes. The disconnection will take place after two warning messages. The first warning will be heard 60 seconds before the disconnection. The last warning message will be heard 10 seconds before disconnect.

If an inmate is at the end of his 15-minute telephone call, and there is no one scheduled for the next 15-minute time slot, he will be permitted to make another phone call.

In cases where emergencies arise, permission must be obtained from unit staff to receive an additional call. Also, inmates are reminded that because all calls are subject to being monitored, any calls placed to an attorney regarding any legal matters are not legally recognized as privileged communication. If you wish to have privileged communication you should do so in person or via the mail in accordance with appropriate departmental administrative regulations and/or policies. In the event of an urgent legal matter, inmates may contact their unit staff to request arrangement of an unmonitored telephone call. Telephone calls with an attorney that have been cleared and approved by the Warden and/or designee shall not be monitored.

Any inmate who fails to comply with this procedure will be subject to disciplinary action.

Phone calls may be made after 9:00 am except during count until 9:00 pm.

Inmates are reminded that placing three way calls is prohibited and can result in disciplinary action. Should there be any questions please contact your unit staff for assistance.

1. All calls must be made **collect**. Dial directly by dialing "0" plus the number.
2. All calls must be placed to a non-coin (**NO PAY PHONES**) telephone to the person legally responsible for the charges.
3. No incoming calls are permitted.
4. No harassing or threatening calls are permitted.
5. No calls will be made which are detrimental to the security of the institution.
6. No calls will be made that are a violation of law.
7. 3-way calls are not permitted.
8. No calls will be made that facilitates a violation of the DRC Administrative Rules, or policies, or the Ohio Revised Code.

9. No calls will be made for the purpose of organizing, financing, or soliciting funds.
10. Inmates shall only use their assigned “pin” numbers.
11. Generally, inmates in security control, disciplinary control, local control and Administrative Control may place emergency or legal call only when approved by the Warden or designee.

Most housing units have four telephones, which can be utilized by inmates. Telephones are to be used on a first come, first use basis. ***If no other inmates are waiting to use the telephones, then the same inmate can make more than one call.*** However, if a problem arises with this practice, the housing unit officer may implement a phone list. The phone list would be kept at the officer’s desk and inmates would sign up for specific time slots.

GLOBAL TEL. Link/Verizon Business has implemented an allowed call list program that limits you to a maximum of **15** approved phone numbers per inmate.

To Add/Delete/or check the status of a number you can access your Allowed Calling List by following these instructions:

- Go to Inmate Payphone and press 1 for English or 2 for Spanish
- Dial **#44**
- Press 1 for English or 2 for Spanish
- Enter your State ID and PIN
- Follow the voice prompts to
 - Press 1 to add a new number
 - Press 2 to delete a number
 - Press 3 to check the status of a number

When checking the status of a number you will receive the follow responses:

- “Pending Approval” the system has not received a response from the called party and is still trying to contact the called party.
- “Denied”, the called party has denied your request to have their number added to your allowed list.
- “No Response” The called party has not responded to the automated request in the 5 day period. You will need to delete the number and re-add it to your allowed list.
- “Approved”, the number is approved and can called.

Note: Billing Blocks!!!

If the called party has a billing block on their line the system will allow you to add the number to your Allowed Calling List; however you will **NOT** be able to call this number until the billing blocks are cleared. The system will notify you of the billing block when you try to place a call to the number.

If you have any questions or complaints regarding your Allow List, please call our Complaint Line by dialing **1** (for English) or **2** (for Spanish), *, **1995**, # then leave a message describing the problem you are having with the system.

ALL CALLS ARE SUBJECT TO BE MONITORED

TOUCHPAY SYSTEM

TouchPay provides a payment option for family or friends to make a deposit to an inmate's account using the following options: (only approved visitors may deposit money onto an inmate's account.)

1. Kiosk – A Touch Pay Kiosk machine is located in the entry building of WCI. The hours of operation are: Monday-Tuesday 8:00 am – 4:00 pm, Wednesday-Sunday 8:00 am – 7:30 pm. Funds are added using cash or use the card reader to swipe their credit/debit card and once approved, the money will post to the inmate account with in 24 hours.
2. IVR (Interactive Voice Response System) – Through an automated phone system payments can be made using a credit/debit card or electronic check by phone and once approved, the money will post to the inmate account with in 24 hours.
3. Internet- Payments can be made at <http://payments.TouchPaydirect.net> and by filling in the inmate and facility information in the appropriate fields make a payment using a credit/debit card or check (electronic check) and once approved the money will post to the inmate account with in 24 hours.

L. PERSONAL APPEARANCE/GROOMING

Grooming will be in accordance with AR 5120-9-25. There are sufficient shower facilities in the housing areas to permit inmates to shower daily. All inmates are required to shower at least three times a week.

Hair will be kept neatly trimmed and not extend over the ear or shirt collar. Hair and hairstyles shall not protrude more than three inches from the scalp. Braids and plaits may be worn, subject to the limitations of this rule. Sideburns, beards, and mustaches must be neatly trimmed. Facial hair must not protrude more than 1/2 inch from the skin. The following hairstyles or facial hair are not permitted: Initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (excluding natural baldness), weaves, and dreadlocks . Other hairstyles not specifically listed herein may be prohibited if they are determined to be either a threat to security or contrary to other legitimate penological concerns, as determined by the office of prisons. Barbers are required to abide by these regulations. Do not ask the barber to disregard the grooming styles code. If any changes are made in your appearance, i.e. hairstyles, remove/growth of beard or mustache, you must be photographed for a new ID at your expense.

Inmates will be provided with hair care services that comply with applicable health requirements.

Inmates will be allowed freedom in personal grooming except when a valid interest justifies otherwise. Inmates' freedom in personal grooming cannot conflict with the institution's requirements for safety, security, identification, and hygiene.

Fingernails and toenails shall not extend beyond the tips of the fingers or toes.

Barbershop Services

In order to utilize the barber services you must sign up on the barber sheet in your housing unit. The sheets will be collected and the barbershop officer will then issue a pass indicating the time you need to report for your hair cut.

Barbershop Schedule

Hours 12 – 3 pm & 5 – 7 pm

MONDAY	2A & 2B
TUESDAY	2C & 2D
WEDNESDAY	3A & 3B
THURSDAY	3C & 3D, 1A
FRIDAY	1B, 1C & 1D

Closed on Saturday & Sunday

M. PERSONAL PROPERTY POSSESSION LIMITS

The value of the total property possessed by an inmate is \$300.00. The maximum limit on total property, excluding televisions and other titled property is **2.4 cubic feet**.

STATE ISSUED

1	blankets	2	jackets
2	sheets	1	hat
1	pillow case	1	belt
3	shirts	1	laundry bag
3	pants		

PERSONAL ITEMS

2	sweat shirts		
2	sweat pants	5	socks
3	gym shorts	5	underwear
12	handkerchiefs	5	T-shirts
3	sweater (see personal shirts)	1	house shoes
2	pajamas	1	ring
1	slippers	1	robe
3	thermals (sets)	1	glove (cloth)
1	belt	3	board games / cards
1	radio		legal kit (per A.R.'s)
1	tape player		writing paper (reasonable)
15	cassette tapes/CD's	5	pens
1	CD player	1	MP4 player
	batteries (reasonable amount)	10	pencils
1	headphones	25	envelopes
1	watch	1	address book
1	clock	1	water jug
1	calculator	2	cups
1	typewriter	1	lock (V-60 series only)
1	guitar		books (per A.R.'s)
1	harmonica		magazines (reasonable)
1	sunglasses	30	loose photos
2	eyeglasses	1	blankets
1	contact lenses	5	washcloths
1	dress shoes	5	towels
1	gym shoes		
	newspapers (reasonable, one week)		
6	personal shirts (no red or writing)		
1	Televisión/Digital Converter Box		

N. CONTROL OF CONTRABAND

Searches shall be conducted of inmates, their property, the physical plant of the institution, vehicles, visitors, employees and other persons, other areas and items as needed to detect, control and remove contraband from the institution, to prevent its entrance into the institution and to provide for its disposition. Searches shall be conducted in a manner, which will avoid unnecessary force, embarrassment, or indignity to the inmate.

Manual or instrument inspections of body cavities shall be conducted only when there is reason to do so and when authorized by the warden or designee. Medically trained personnel will do this inspection or correctional personnel thoroughly trained by health care personnel and are conducted in privacy.

Visual inspections of inmate body cavities shall be conducted based on a reasonable belief that the inmate is carrying contraband or other prohibited material. The inspection will be conducted in private by trained staff.

Disposition of Contraband - All items of contraband acquired during searches shall be confiscated and turned over to the shift supervisor. A report must be written describing the contraband and stating when and where the contraband was found. This report shall be turned over to the shift supervisor, who will initial and date the report, and forward to the Chief Security Supervisor or his designee. The Chief Security Supervisor or his designee shall either dispose of the contraband or forward it to the proper authority for appropriate action. Officers identifying inmates possessing contraband will submit a disciplinary report.

O. ODRC INMATE RULES OF CONDUCT (5120-9-06)

Rules 1 – 7 Assault and Related Acts

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

Rules 8 – 10 Threats

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

Rules 11 – 14 Sexual Misconduct

- (11) Non-consensual sexual conduct with another, whether compelled:
 - (a) By force,
 - (b) By threat of force,
 - (c) By intimidation other than threat of force, or,
 - (d) By any other circumstances evidencing a lack of consent by the victim.
- (12) Non-consensual sexual contact with another, whether compelled:
 - (a) By force.
 - (b) By threat of force,
 - (c) By intimidation other than threat of force, or,
 - (d) By any other circumstances evidencing a lack of consent by the victim.

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

Rules 15 – 19 Riot, Disturbances and Unauthorized Group Activity

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

Rules 20 – 23 Resistance to Authority

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

Rules 24 – 26 Unauthorized Relationships and Disrespect

- (24) Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
 - (a) Sending personal mail to an employee at his or her residence or another address not associated with the department of rehabilitation and correction,
 - (b) Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the department of rehabilitation and correction,
 - (c) Giving to, or receiving from an employee, any item, favor, or service,
 - (d) Engaging in any form of business with an employee; including buying, selling, or trading any item or service,
 - (e) Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee.
 - (f) For purposes of this rule "employee" includes any employee of the department and any contractor, employee of a contractor, or volunteer.
- (25) Intentionally grabbing, or touching a staff member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person.
- (26) Disrespect to an officer, staff member, visitor or other inmate.

Rules 27 and 28 Lying and Falsification

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

Rules 29 – 35 Escape and Related Conduct Rules

- (29) Escape from institution or outside custody (e.g. transport vehicle, department transport officer, other court officer or law enforcement officer, outside work crew, etc.) As used in this rule, escape means that the inmate has exited a building in which he was confined; crossed a secure institutional perimeter; or walked away from or broken away from custody while outside the facility.
- (30) Removing or escaping from physical restraints (handcuffs, leg irons, etc.) or any confined area within an institution (cell, recreation area, strip cell, vehicle, etc.)
- (31) Attempting or planning an escape.
- (32) Tampering with locks, or locking devices, window bars; tampering with walls, floors or ceilings in an effort to penetrate them.
- (33) Possession of escape materials; including keys or lock picking devices (may include maps, tools, ropes, material for concealing identity or making dummies, etc.)
- (34) Forging, possessing, or obtaining forged, or falsified documents which purport to effect release or reduction in sentence.
- (35) Being out of place.

Rules 36 – 38 Weapons

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

Rules 39 – 43 Drugs and Other Related Matters

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

Rules 44 – 47 Gambling, Dealing and Other Related Offenses

- (44) Gambling or possession of gambling paraphernalia.

- (45) Dealing, conducting, facilitating, or participating in any transaction, occurring in whole or in part, within an institution, or involving an inmate, staff member or another for which payment of any kind is made, promised, or expected.
- (46) Conducting business operations with any person or entity outside the institution, whether or not for profit, without specific permission in writing from the warden.
- (47) Possession or use of money in the institution.

Rules 48 – 51 Property and Contraband

- (48) Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
- (49) Destruction, alteration, or misuse of property.
- (50) Possession of property of another.
- (51) Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given.

Rules 52 and 53 Fire Violations

- (52) Setting a fire; any unauthorized burning.
- (53) Tampering with fire alarms, sprinklers, or other fire suppression equipment.

Rules 54 – 56 Telephone, Mail and Visiting

- (54) Unauthorized use of telephone or violation of mail and visiting rules.
- (55) Use of telephone or mail to threaten, harass, intimidate, or annoy another.
- (56) Use of telephone or mail in furtherance of any criminal activity.

Rules 57 and 58 Tattooing and self-mutilation

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

Rules 59 - 61 General Provisions

- (59) Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other inmates, or to the acting inmate.
- (60) Attempting to commit; aiding another in the commission of; soliciting another to commit; or entering into an agreement with another to commit any of the above acts.
- (61) Any violation of any published institutional rules, regulations or procedures.

Definitions for Rule Violations

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

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

Serious physical harm to persons: 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.

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

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

Possession: 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.

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

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

P. HEARING OFFICER

Whenever you break an institutional rule, the staff member witnessing the violation will complete a conduct report. The conduct report will list the specific rule violation(s) and summarize the incident. You will be provided a copy of the conduct report prior to your hearing on the violation. The Hearing Officer (your unit correctional counselor) will review conduct reports for form and content. The Hearing Officer is authorized to accept, modify, withdraw or return a conduct report to the writing staff member for correction or revision.

The Hearing Officer shall meet with the inmate named on the conduct report as soon as practicable. The Hearing Officer will ask the inmate to admit or deny the violation and ask for the inmate's statement regarding the violation. The Hearing Officer may interview staff or other inmates regarding the violation.

The Hearing Officer shall determine whether a violation has occurred and if it is found that there are some facts to support the conclusion that the inmate violated a rule, the Hearing Officer may impose any of the following dispositions:

- Refer the inmate for treatment/counseling
- Recommend a change in housing or job assignment
- Issue a warning or reprimand
- Recommend to the Warden that the inmate be required to make restitution
- Recommend to the Warden that contraband be disposed of in a manner consistent with the Administrative Code
- Restrict privileges or assign up to four hours of extra work duty for each rule violation
- Refer the conduct report to the RIB for formal disposition

All Hearing Officer dispositions are electronically forwarded to the RIB chair for an administrative review and 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. Hearing Officer dispositions shall not be considered for purposes of classification.

If a conduct report is referred to RIB, the Hearing Officer shall inform the inmate of their procedural rights, which the inmate may waive in writing. The inmate has the right to a period of time of no less than 24 hours after the service of the conduct report before his appearance at the RIB. The inmate has the right to have the staff member who wrote the conduct report present at the RIB hearing. The inmate may request in writing, on an appropriate witness request form, a reasonable number of witnesses.

Q. RULES INFRACTION BOARD

The RIB is a two-member panel selected by the Warden. Inmates will appear before the RIB when they have been issued a conduct report that has been referred by the Hearing Officer.

No inmate shall appear before the Rules Infraction Board sooner than 24 hours following the receipt of the written conduct report as approved by the Hearing Officer, unless the inmate, by a free and voluntary waiver, desires a hearing in a shorter period of time. All waivers shall either be in writing and made a part of the record, or be made orally before the Rules Infraction Board and electronically recorded.

Once before the panel, the inmate will be informed of the rule violation(s), the nature of the behavior described in the conduct report, and asked to admit or deny the rule

violation(s). You will be given the opportunity to explain the incident at hand, and the panel will question you. Any evidence in the case will be brought forward. The disciplinary committee's decision will be based solely on information obtained in the hearing process, including staff reports, the statements of the inmate charged and evidence derived from witnesses and documents. An RIB panel may at any time prior to or during an RIB hearing, change the designation of the rule(s) alleged to have been violated based on the conduct report, testimony, or evidence presented at the RIB hearing.

The RIB panel, and subject to the Warden's approval, may impose the following penalties for a guilty finding:

- Placement of the inmate in disciplinary control.
- Recommend that the inmate be referred to the local control committee for possible placement in local control.
- Recommend that the inmate receive a security review and/or transfer to another institution.
- Order the disposition of contraband in accordance with the Administrative Code.
- Recommend to the managing officer that the inmate be required to make reasonable restitution, or that his earnings are reduced pursuant to the Administrative Code.
- Order that the inmate be denied a deduction from his or her minimum or definite sentence (if the inmate is eligible for such deduction), for a definite number of months after the violation occurred in accordance with the Administrative Code.
- Order restrictions on personal privileges following an inmate's abuse of such privileges or facilities or when such action is deemed necessary by the Warden for the safety and security of the institution or well-being of the inmate.
- Order such actions as deemed appropriate, including assignment of extra work and any dispositions available to the hearing officer.

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

All RIB cases are recorded and maintained on file at the institution. If found guilty, the inmate may appeal the RIB decision to the Warden's Administrative Assistant within 15 calendar days from the inmate's receipt of the RIB panel's disposition. The Administrative Assistant may affirm or reverse the RIB panel's determination of guilt; and may approve, or modify the penalty imposed. The Administrative Assistant may also return the matter to the RIB panel for reconsideration or rehearing to address procedural errors or to consider additional evidence. The Administrative Assistant shall decide the appeal within thirty days of its receipt and shall notify the inmate of the decision in writing. The inmate has the right to appeal the decision of the Administrative Assistant to the Director under certain circumstances.

R. SECURITY CONTROL (S/C) & DISCIPLINARY CONTROL (D/C)

An inmate may be placed in Security Control for any of the following reasons:

- Investigation prior to the issuance of a conduct report of other administrative action, criminal prosecution
- Pending a hearing before the rules infraction board (RIB) when the inmate poses a threat or danger to himself, others, institutional property, the security of the institution, or its orderly operation
- Pending a transfer to another institution when the inmate poses a threat or danger to himself, other, institutional property, security of the institution, its orderly operation, or the inmate's security level is incompatible with the security level of GP

An inmate who has been found guilty of a rule violation by the RIB may be placed in Disciplinary control. An RIB panel may impose up to fifteen days in disciplinary control for a single violation or series of violations arising out of a single incident. An RIB panel may impose consecutive penalties of up to fifteen days for two or more unrelated violations, not to exceed a total of thirty days. An RIB panel may impose an additional fifteen days in disciplinary control if the panel determines that an inmate violated a rule while placed in disciplinary control. No combination of offenses shall require an inmate to continuously serve more than thirty days in disciplinary control.

Inmates placed in either security control or disciplinary control shall receive the following cell privileges:

- Access to legal material and services.
- Mail and kite privileges.
- Opportunity for recreation exercise, outside the cell, no less than one-hour per day, five days per week.
- Opportunity to shower and shave no less than five times per week.
- Personal hygiene articles, including, at minimum, a toothbrush, toothpaste, deodorant and soap.
- Cell furnishings to include a toilet, washbasin, running water, bunk mattress, sheets, and blankets.
- State issued clothing and apparel.
- Personal shower shoes.
- Adequate light for reading.
- Access to medical services and/or mental health services as needed.
- Adequate food.
- Access to Administrative Rules in the 5120-9 series.
- Access to approved department policies.
- Visits by authorized department staff.
- Access to cleaning articles for cell sanitation.

Segregation Uniform

Segregation inmates will keep state blues (2 Pants and 2 Shirts) wear while being assigned to segregation. When a Segregation inmate is out of his cell but remaining in the Segregation Unit (going to RIB, interviewed by Sergeants, Mental Health, Staff, etc.)

the inmate will be required to wear his state blues (pants and shirt). When a Segregation inmate is out of his cell but exiting the Segregation Unit (going on a visit, going to MHS, interviews by Inspector or Investigators, etc.) the inmate will be required to wear state blues (shirt and pants).

S. LOCAL CONTROL (L/C)

A Local Control placement hearing may be initiated by the recommendation of the RIB, Unit Manager, Chief of Security, Warden or Deputy Warden. The hearing will be conducted by a three-member panel appointed by the Warden. The panel will make a recommendation to the Warden for placement if it determines that:

1. The inmate has demonstrated a chronic inability to adjust to the general population.
2. The inmate's presence in the general population is likely to seriously disrupt the orderly operation of the institution,

Placement in L/C is for an indefinite period, but shall not exceed 180 days unless approved by the Regional Director. You may appeal the L/C placement to the Director within five days after you receive your written notice. The Administrative Assistant to the Warden will interview you on a monthly basis. A decision will be made based upon your adjustment and the seriousness of the rule violation, whether to release or continue the placement for another thirty day period.

T. MERIT STATUS

Housing area 1A is designated for merit status inmates. It will be policy that if a W.C.I. inmate wishes to be considered for merit status he must first kite the Unit 1 Correctional Counselor for consideration. Once the Unit 1 Correctional Counselor has received the kite the inmate name will be placed on a waiting list when the inmate's name moves to the top of the list his records will be reviewed to determine if the inmate meets the following merit status entrance requirements.

Entrance Requirements

1. Reception inmates must wait 90 days before kiting for consideration.
2. No RIB convictions during the last 12 months.
3. Only two (2) hearing officer dispositions within the last 6 months.
4. No Rule 14, 17, 36, 39, 40, or 41 convictions within the last two (2) years.
5. Inmate's last work evaluation must have scored no less than 35.
6. No refusals to participate in recommended Reentry programs within the past twelve months.
7. No STG level of 2 or 3. Level 1 will be reviewed on a case by case basis by the Major.
8. No security risk as determined by the Deputy Warden of Operations and/or Major.

Once an inmate receives merit status, he will be issued a color-coded merit badge. This badge will be worn at all times and will be displayed on the left collar or shirt pocket.

Merit Removal

The following criteria will constitute removal from merit status:

1. A conviction by RIB or three convictions within the last 180 days by a hearing officer will constitute immediate removal.
2. Inmates receiving a work evaluation that is below 35 points and/or removed for work related issues.
3. Once an inmate is removed from the merit status, there will be a 180-day waiting period before he can request to be considered again for merit status.
4. Any security risk as determined by the Deputy Warden of Operations or Major.

Merit cells will be established as follows in order to maintain racial balance: 1/3 all black cells, 1/3 all Caucasian cells, 1/3 integrated cells. The beds will be randomly assigned from the merit waiting list.

Inmates **will not** be allowed to select their cellmate. The cell placements are to be random. The most senior inmate in the cell will have bed selection priority unless waived in writing.

Merit Status Incentives

1. One extra visit per quarter.
2. Out of Cell time begins at 6:35 AM each day.
3. Cell doors are not required to be locked during open dayroom hours.

Merit Status 2A

Housing area 2A is designated for merit status inmates. It will be policy that if a W.C.I. inmate wishes to be considered for merit status he must first kite the Unit 2 Correctional Counselor for consideration. Once the Unit 2 Correctional Counselor has received the kite the inmate name will be placed on a waiting list when the inmate's name moves to the top of the list, his records will be reviewed to determine if the inmate meets the following merit status entrance requirements.

Merit Status Incentives

1. One extra visit per quarter.
2. Out of Cell time begins at 6:35 AM each day.
3. Cell doors are not required to be locked during open dayroom hours.

U. MERIT PLUS STATUS

The merit plus housing is located in Unit 1B. In order to be eligible to reside in this unit an inmate must first reach merit status in Unit 1A or Unit 1D. Any merit inmate wishing to transfer to 1B must send a kite to the Unit 1 Correctional Counselor and a waiting list will be maintained based upon the date of when the kite was received. As open beds become available inmates will be called in order from the waiting list. If an inmate refuses the move his name is removed from the waiting list and must wait 180 days before kiting again requesting to be placed back on the list.

The following privileges will be offered to merit plus inmates:

1. All the privileges that currently exist for all merit status inmates.
2. Access to recreation anytime the inmate is off duty and recreation is open.
3. First housing area called to meals.
4. Access to showers from morning release until evening lockdown in accordance with the shower cleaning schedule.
5. Visitors can request reservations less than 72 hours in advance in accordance with availability.
6. \$140 spending limit on purchases through the commissary with the understanding that approved commissary levels in cells must be maintained.
7. Through scheduling, may do own laundry.
8. Access to library anytime the inmate is off duty and the library is open.

Inmates will be removed from merit plus status using the same criteria as regular merit status.

V. FAITH BASED HOUSING MERIT 2A

A designated housing unit or dorm, with a “focus” group of offenders participating in faith-based and social service programming. A faith-based housing unit is structured and purpose driven. The offenders are involved in activities that build a sense of community, such as peer mentoring, community services, program aids, inmate organizations and other inmate job responsibilities.

****** To enroll or determine selection criteria, kite the Unit Manager
Unit 2.**

The unit will be inclusive of all faith affiliations. Participation is voluntary; no offender will be mandated to participate. Offenders will be screened for participation based on program criteria, space and other logistical issues.

Program and Activity Options:

1. Life Skill Classes
2. Personal Responsibility and Accountability Classes
3. Reentry and Re-Integration Classes
4. Corrective Thinking Programs, such as “Thinking for a Change”
5. Anger Management and Conflict Resolution
6. Celebrate Recovery
7. Effective Communication Skills (Verbal and Non-Verbal)
8. Stress Management
9. Wellness/Healthy Living
10. Parenthood/Marriage Curriculum
11. Purpose Driven Life Classes and other Self-Help Curriculum

W. FIRE SAFETY

It is important that all inmates and staff are familiar with fire and safety procedures. The fire escape routes for your housing unit are clearly posted.

Fire drills will be conducted throughout the year. You will be expected to leave the building in a safe, swift, and orderly manner.

Disciplinary procedures will be taken against anyone found tampering with fire equipment and/or creating a fire hazard. Do not accumulate excess newspapers or magazines. Do not attach any paper pictures on the wall. Discard out dated issues or send them home. Be familiar with evacuation plans that are posted for both your living unit and your job site.

X. INMATES WITH DISABILITIES



If you need an accommodation because of a disability, notify the A.D.A. Coordinator/Health and Safety Officer, of the type of accommodation you are requesting. The following is routinely provided:

For inmates with hearing problems:

- Interpreters / translators as needed
- TTY machines and amplified telephones
- Visual fire alarm systems
- Notification of wake-up calls or other announcements
- Close captioned televisions

For inmates with severe vision problems:

- Braille or large print reading materials
- Readers

For inmates using wheel chairs for mobility:

- Ramps
- Assistance as needed

Accommodations listed above are not exhaustive but illustrative of some possibilities. Decisions are made on a case-by-case basis as needed by the individual.

Y. RECREATION

The recreation department of Warren Correctional Institution offers a number of diverse recreational activities in both the active and passive areas.

There are a number of intramural leagues in activities ranging from basketball to handball as well as varsity teams that are selected by tryout, who engage in competition with outside teams from the surrounding area.

The outdoor facilities include two softball diamonds adjacent to the recreation buildings, three handball courts, a multi-purpose field, asphalt running and/or walking area, two half-court basketball areas, a full-court basketball area, horseshoes, and horseshoe pit.

Indoor facilities include a collegiate size basketball court with six backboards and an area designated for chin-ups, sit ups and jumping rope.

In each housing area, the dayroom will have card tables. Board games can be checked out from the Recreation Director's office.

Hours for the use of indoor, outdoor, and unit recreation activities will be posted in each housing unit.

Current movies will be shown on a weekly basis via DVD players in each housing unit.

Z. INMATE ORGANIZATIONS

Arts and Crafts Association

This is an institutional program that provides inmates with an opportunity to exercise their artistic capabilities, to share their skills and knowledge, and to develop a positive attitude toward helping others and giving back to the community. Any inmate is eligible to join. Annual membership fee is \$5.00.

Music Association

The Music Association offers five (5) different classes: bass, keyboard, guitar, drums, and vocal. There are inmate members, on a professional level, that instructs classes. The program also has music rooms that are supplied with equipment so that those who are advanced can express themselves in a positive way. An inmate must demonstrate the ability to play an instrument, sing or have an interest in learning how to play an instrument or how to sing in a group setting before admittance into the program. Annual membership fee is \$5.00.

AA. COUNT OFFICE

1. Tracks all inmate movement on a daily basis.
2. Provides shift personnel with information needed to conduct count.

BB. CELL MOVE REQUESTS

Any inmate at WCI requesting a cell move must send a kite to the unit correctional counselor. Cell move requests can be obtained from the unit block officer, Correctional Counselors and /or Case Managers. The Unit Manager team will check to see if the inmate meets the criteria to be eligible for a cell move.

Any inmate requesting a cell move must meet the following criteria:

1. No RIB dispositions within 90 days.
2. Must be in the present cell for a period of 6 months to be eligible for a cell move.
3. Once it has been determined that the inmate has met all the requirements for a cell move, his name and number will be forwarded to the count office for a cell move by the Unit Manager.
4. Once the inmate receives the cell move he must stay in that cell for 6 months.
5. Inmates must request moves within the same housing unit that they live in. No cell moves are allowed from one unit to another unit.

Inmates will not be allowed to select their cellmates when requesting cell moves. Inmates are permitted to move into a cell with an immediate family member (i.e. brother/stepbrother & father/son). Case Managers must verify proof of relationship.

SECTION V - SPECIAL SERVICES

The Special Services Department is located in the building adjacent to the visiting room. The Special Services Department is responsible for the distribution of approved passes to the shift personnel. The following staff and/or departments function under the Special Services Department.



A. EDUCATION

The Warren Correctional Institution is part of the Ohio Central School System, a school district chartered by the Ohio Department of Education, to provide educational programming to inmates incarcerated within the Ohio Department of Rehabilitation and Correction. The Department will ensure that all qualified students have access to the following classes and programs regardless of race, disability, sex, age, native origin, creed, religion, sexual orientation, ancestry, or any other legally protected classification, in conformance with eligibility and priority enrollment guidelines. **ALL EDUCATION PROGRAMS ARE OFFERED TO INMATES FREE OF CHARGE.**

Academic Programs

Literacy / ABE

Literacy is a mandatory academic program for all inmates who score at or below 230 on CASES or below a 6.0 reading level and do not possess a high school diploma or GEED verified by the Ohio Central School System. Inmates assigned to the program are assigned receive education programming in 2B. Individualization and one to one peer tutoring are highlights of this program, which focuses on the improvement of reading, math and life skills.

Pre-GED

Participation in the Pre-GED program may be used to satisfy the mandatory enrollment criteria established by Ohio Revised Code 5145.06 and DRC 57-EDU-01, for inmates who score between 231 and 239 on CASAS or between 6.1 and 9.0 on the TABE assessment test and do not possess a high school diploma or GED verified by the Ohio Central School System.

Separate morning and afternoon classes concentrating on writing skills, literature and the arts, mathematics, social studies, and science are held weekdays in the education building.

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Participation in the Pre-GED program may be used to satisfy the mandatory enrollment criteria established by Ohio Revised Code 5145.06 and DRC 57-EDU-01, for inmates who score between **231** and 239 on CASAS or between 6.1 and 9.0 on the TABE assessment test and do not possess a high school diploma or GED verified by the Ohio Central School System.

Separate morning and afternoon classes concentrating on writing skills, literature and the arts, mathematics, social studies, and science are held weekdays in the education building.

GED

The GED program may be used to satisfy the mandatory enrollment criteria as established by Ohio Revised Code 5145.06 and DRC 57-EDU-01 for those inmates who score 240 and above on the CASAS or a reading level score of 9.1 and above on the TABE and do not possess a high school diploma or GED verified by the Ohio Central School System. Separate morning and afternoon classes concentrating on writing skills, literature and the arts, mathematics, social studies, and science are held weekdays in the education building. An emphasis is placed on writing the GED essay, higher math skills to include algebra and geometry, and calculator skills needed to successfully achieve the General High School Equivalency Diploma.

High School Options

The principal, assistant principal, and or guidance counselor shall determine those inmates whose needs can best be met through the high school options program. The high school options program is designed to allow those inmates who are within three (3) units of graduating high school to complete their diploma at their parent institution. Please kite the guidance counselor or school administrator if you meet the criteria.

Special Education

It is the policy of the Department of Rehabilitation and Correction to locate, identify, and evaluate inmates below twenty-two years of age who have a confirmed or

suspected disability and provide a free appropriate public education in accordance with federal and state guidelines. Regardless of age, all inmate-students who are identified as requiring special placement because of physical, mental, emotional, or learning disabilities will be placed in educational or career-technical programs commensurate with their abilities, needs, and interests. Any inmate may be referred to an Intervention Assistance Team at any time by DRC staff, parents (for those under 18), or the student themselves for academic difficulties. Any inmate with a suspected disability is encouraged to kite the special education teacher, guidance counselor, and/or school administrator.

Mandatory Education

Ohio Revised Code 5145.06 – Establishment of school system for all institution (B)(1). The Department of Rehabilitation and Correction shall require each prisoner who has not obtained a high school diploma or GED to take courses leading toward an Ohio certificate of high school equivalence, an Ohio high school diploma pursuant to section 3313.61 of the Revised Code, or courses that provide vocational training. If a prisoner has obtained a high school diploma, the department shall encourage the prisoner to participate in a program of advanced studies or training for a skilled trade.

DRC 57-EDU-01

Inmates who have not attained a high school diploma or GED or had such verified by the Ohio Central School System will complete at least two quarters (excluding all segregation time or outside court / medical restrictions exceeding 10 days) of appropriate academic or career tech programming.

Enrollment Procedures

Those inmates wishing to enroll in academic programming should kite the guidance counselor or school administrator. Priority shall be given to the following groups of inmates:

1. Inmates under 22 years of age who are identified as a student with a disability or a student who is suspected of having a disability.
2. Inmates under 22 years of age
3. Mandatory education inmates with the earliest release or parole consideration dates.
4. Inmates who have not obtained a high school diploma or GED and are in the process of being hired to work for an Ohio Penal Industries shop.
5. Voluntary students on a first-come, first-served basis.

Assessment scores older than two years will not be used for placement. A new assessment must be given before adding the inmate to the appropriate waiting list.

Career Technical Programs

Career-Technical education programs will be integrated with academic programs and structured to be relevant to the career-technical needs of inmates and to be relevant to employment opportunities in the community. The following career technology programs are offered at Warren Correctional Institution:

Electronics / Computer Repair

The career tech electronic / computer repair program is an open entry / open exit program requiring at a minimum 450 hours with a maximum of 720 hours. Students will acquire a workable knowledge of basic electricity, AC/DC, C Tech Network Cabling, and C Tech Fiber Optic Cabling. Pre and posttests are given and certification is awarded to successful completers.

A second component of the program will soon be added to include A-Plus Certification – Computer Repair to include hardware and software application.

Horticulture

The career tech horticulture program is a comprehensive entry-level course, which includes the study of soils, plant sciences, landscape design, plant identification, propagation, pest control, sales, and nursery management. The classroom, the comprehensive book and video library, the 2,400 ft. green house, and the grounds of Warren Correctional Institution form the “learning lab” for students to gain the necessary skills to acquire employment in this industry.

Students who successfully complete the program earn a certificate from the Ohio Central School System. They are also eligible to earn the industry recognized Horticulture Certificate from the Ohio Nursery and Landscape Association.

Career Enhancement

This is a non-traditional education program designed to serve short term offenders with sentences between 91 days to 365 days. However, if open program slots become available they should be filled with offenders serving longer sentences. The Career Enhancement Programs will cover a variety of employment readiness, trade skills and safety issues. Program participants will be scheduled in the afternoon in order to allow participation in morning and evenings in other program areas. These programs will be delivered by existing education staff including career technical teachers, academic teachers and other staff.

Enrollment Procedures

Inmates wishing to enroll in a career tech program should send a kite to the guidance counselor and/or school administrator. Admission to career technical education programs shall be based upon student interest, time to complete the entire program,

request, and a reading achievement level of 231 or above on a C level test or higher on the CASAS or a reading achievement level of 8.0 or above on the TABE.

Please note: Students will be enrolled in only one career technical program during their incarceration in order that the maximum number of interested and eligible inmates may have access to career technical training. Choose your program carefully. Priority shall be given to the following groups of people:

1. Inmates under 22 years of age who are identified as a student with a disability or a student who is suspected of having a disability.
2. Inmates with the earliest release or parole consideration date, insuring that the inmate has sufficient time to complete the program.

Academic and Career-Technical Education Counseling

Inmates will have access to academic and career technical education counseling throughout their incarceration within the Department of Rehabilitation and Correction. The school guidance counselor will be available to inmates through the inmate kite system and during posted office hours to ensure that interested inmates can obtain information concerning educational programming.

Apprenticeship Programs

The Apprenticeship Program consist of inmates who have been selected and placed under an apprenticeship agreement with the Local Apprenticeship Advisory Committee for on-the-job training in one of the skilled crafts covered by the Multi-Craft Apprenticeship Committee Agreement.

Enrollment Procedures

1. Each inmate who is interested in applying for admittance into an approved apprenticeship program must obtain a written request to the Apprenticeship Coordinator or Assistant Apprenticeship Coordinator.
2. The following criteria must be met:
 - a. Applicants must be at least eighteen (18) years of age.
 - b. Applicants must have enough time remaining on their sentence to complete at least one half of the required training schedule hours of their apprenticeship prior to release.
 - c. Applicants must be physically able to perform all work required of the craft as determined by the institution Medical Director of designated health authority.
3. All inmate requests for admittance into an approved apprenticeship program shall be reviewed by the Local Apprenticeship Advisory Committee for appropriateness of the craft and institution need.

4. Inmates who are accepted into an apprenticeship program shall complete a Department of Labor Apprenticeship Agreement (D.O.L. Form) that will be forwarded to the Career Technical Education Director to be registered with the Department of Labor.

ALL EDUCATION PROGRAMS ARE OFFERED TO INMATES FREE OF CHARGE.

B. Library Services

Library services include a general library, which consists of fiction, nonfiction, reference and closed reference volumes, periodical research resources, compact discs and video documentary (audio/visual) material, and an assortment of various newspapers and magazines. The law library contains law books and on-line service from West Law that address both Federal and State regulations, general materials and a copy of the Administrative Regulations.

Books may be checked out of the general library with proper identification. Periodicals must remain in the library so current events and major news changes are available to all inmates. Audio/visual materials cannot be checked out but are available for “in house” use by reservation only. Legal reference materials and regulations cannot be checked out of the law library, but all legal information is available to any inmate to use in the law library area with proper identification and a valid pass. The general library will be opened 5 days per week, schedule subject to change. Hours are routinely posted both within the pods and upon the window of the library.

The legal library is open during regular library hours. Passes are good for (1) one hour and fifteen sessions per day. Inmates must come to the library during their assigned time to sign up for the law library or send a kite requesting a law library pass. It is a violation of the rules for you to pay or deal for legal services. If someone you know has been asked to pay or deal for legal assistance, please notify you your unit manager or law librarian.

“It is a violation of institutional rules for inmates to require payment of any kind for providing legal assistance. No inmate shall be required to pay or deal for legal services. If you or someone you know has been asked to pay or deal for legal assistance, please notify your unit manager or the law librarian.”

No inmate shall hold himself/herself out in any manner as a paralegal or an attorney at law or as authorized to practice law in any capacity.

Each pod has a library with reading materials available for reading. The pod libraries are open and close with the dayroom.

The Library is on the same schedule as the recreation schedule. If your unit is called for recreation then your unit also has library. **Library stops permitting entry when Recreation does.**

These hours are posted and subject to change. Pod libraries are accessible during hours the main library is closed.

The library schedule is posted in the housing units as the schedule changes are coordinated with the recreation schedule.

Library Schedule:

Sunday	12:15 – 3:15 4:30 – 7:45	(Same as Rec. Schedule)
Monday	12:15 – 3:15 4:30 – 7:45	(Same as Rec. Schedule)
Tuesday	7:30 – 10:15 12:15 – 3:15	(Same as Rec. Schedule)
Wednesday	7:30 – 10:15 12:15 – 3:15	(Same as Rec. Schedule)
Thursday	7:30 – 10:15 12:15 – 3:15	(Same as Rec. Schedule) <u>IOP Only</u>
Friday	Pod Library	
Saturday	Pod Library	

C. MENTAL HEALTH SERVICES

The Mental Health department provides inmates with individual counseling, group counseling, psychological testing and evaluations for the Parole Board and administrative staff. It also offers crisis intervention and psychiatric referrals. If an inmate wants help with a personal problem, or adjustment problems, he should contact the Mental Health Services department by kite. The kite should specify exactly what type of problems the inmate is experiencing. If an inmate has an emergency need he should have a staff member contact Mental Health.

Evaluations for the Parole Board are written only at the board's request. You will be interviewed and tested prior to your hearing date.

D. RELIGIOUS SERVICES

Religious ministries of numerous faiths are available at WCI through the Interfaith Chapel. Approved opportunities are provided to practice one's faith according to guidelines coordinated by the ODRC Central Office Religious Services Administrator in consultation with judicatory clergy of respective faiths.

The Interfaith Chapel at WCI generally provides Protestant Christian congregational ministries Sunday through Saturday; Catholic Christian on Monday; Islamic on Tuesday, Thursday and Friday; and Jehovah's Witnesses on Wednesday; an Assembly of Yahweh on Saturday. Other recognized faith ministries are provided as announced. For a more specific up-to-date schedule of religious services ministries provided, please consult with the Chaplain or refer to your appropriate unit/pod bulletin board. To activate your Clergy of Record option in the visiting area, please consult your case manager.

Everyone should register a religious preference on a Religious Services Intake Form available in the Chapel. It is important to consult with the Chaplain for a request to consider a change and/or an accommodation of religious practice. It is also important to consult with the Chaplain regarding approved items for your faith group such as prayer caps, worship aids, educational material, religious jewelry, and other religious accessories before ordering those items.

If you have any questions or concerns about your spiritual needs, please contact Chaplain Stricklin. The Chaplain is available on limited bases for a brief Pastoral care and counseling.

E. RECOVERY SERVICES

The Recovery Services department offers a variety of programs at WCI including outpatient groups for general population inmates, a 90 day inpatient residential treatment program, mandatory programming, AOD Education Aftercare; 2 AA & NA.

The Recovery Services Department utilizes volunteer services to help conduct programming for our inmate population. You may contact the Recovery Services department for a current schedule of all volunteer (delete) services.

This information is given to all inmates at orientation and posted in the Chapel area.

The following outpatient groups are offered on the specified days. To become a participant in a particular group, send a kite to the designated counselor:

- | | | |
|-----------|---------|--|
| Wednesday | 8:30 AM | <u>Recovery Maintenance:</u> Send a kite to Recovery Services and ask to be placed on the Friday waiting list.
Prerequisites: TRP & AOD Bright Future Program. (CBT Residential Program) |
| Mondays | 9:00 AM | <u>Grassroots Violence Prevention:</u> Send a kite to Ms. Eulenburg Recovery Services. You will be added to the waiting list. |
| Mondays | 6:45 PM | <u>Narcotics Anonymous:</u> Send a kite to Mr. Hawkins, Recovery Services. You will be added to the waiting list. (Support Group) |

Monday	1:00 PM	<u>Affects of Addiction Group:</u> Facilitated by Mr. Hawkins, Recovery Services. You will be added to the waiting list by RMT, Case Manager or Recovery Services Staff. (Effects of Addiction Group) (You must have a Recovery Services Level score of R 1 or R 2.)
Tuesday	5:30 PM	<u>12 AA Steps Study Group:</u> Send a kite to Ms. Eulenburg Recovery Services. You will be added to the waiting list.
Tuesday	5:30 PM	<u>Big Book Study Group:</u> Send kite to Ms. Eulenburg Recovery Services. You will be added to the waiting list. (Support Group)
Tuesday	6:45 PM	<u>Alcoholics Anonymous:</u> Send kite to Ms. Eulenburg Recovery Services. You will be added to the waiting list. (Support Group)
Tuesday	8:30 AM	<u>Mandatory Drug Program:</u> Inmates found guilty by RIB of Rules 39, 41 & 43.
Thursday	8:30 AM	
Wednesday	1:00 PM	<u>Addiction & Recovery:</u> Send kite to Ms. Eulenburg Recovery Services. You will be added to the waiting list.
Friday	1:00 P	<u>Meditation Group:</u> Send kite to Mr. Hawkins, Recovery Services. You will be added to the waiting list. Meets bi-monthly.
Friday	1:00 PM	<u>Relapse Support Group:</u> Send kite to Mr. Hawkins, Meets bi-monthly. Must have completed Relapse Prevention. (Aftercare)

Mandatory Drug Education: is facilitated by Mr. Hawkins. You will be periodically tested for drug use while here at WCI. If you test “positive” for drug usage, you will be required by R.I.B. to attend Mr. Hawkins Mandatory Drug Education class and for second offense you will be required to attend the 2B AOD Residential Program.

We also have a **(CBT) Residential Alcohol and Other Drug Treatment Program** called “**Bright Future**”. This is a 4-month CBT program that offers extensive alcohol and other drug treatment. If you are interested in the “Bright Future” program, send a kite to Mr. McDaniel/Recovery Services and ask for an application to be placed on the waiting list or speak to your case manager. All inmates must have a Recovery Services Level of 3 or 2 to be eligible. This program is an Earned Credit approved program and a Reentry Approved program.

The AOD Residential Unit is a self-contained, in-house program designed to meet the needs of offenders who are identified to have an alcohol and/or other drug problem.

Beds are designated on the AOD Residential Unit (Unit 2B) for the purpose of intensified alcohol and/or drug treatment for inmates here at Warren Correctional Institution.

Inmates may be placed on the unit through one of the following:

1. An inmate is assessed through an intake process as having substance use disorders.
2. Referral by staff members based on documented evidence or RMT/ORAS.
3. Those reporting self-admitted chemical abuse and verified dependency or abuse.
4. All inmates admitted into the program must be a Recovery Services Level or RSL 2 or RSL 3.
5. Also, inmates will be placed in the program based on their Release date or Parole Board Date.

The Recovery Services department offers a variety of programs at WCI including outpatient groups for general population inmates, a 90 day inpatient residential treatment program, mandatory programming, AOD Education Aftercare, AA & NA.

The Recovery Services Department utilizes volunteer services to help conduct programming for our inmate population. You may contact the Recovery Services department for a current schedule of all volunteer (delete) services.

This information is given to all inmates at orientation and posted in the Chapel area.

The following outpatient groups are offered on the specified days. To become a participant in a particular group, send a kite to the designated counselor:

Wednesday	TBA	<u>Recovery Maintenance:</u> Send a kite to Recovery Services and ask to be placed on the Friday waiting list. Prerequisites: (AOD, Bright Future Program)
Thursday		
) Monday	5:30 PM	<u>12 Steps NA Study Group:</u> Send a kite to Mr. Brown Recovery Services. You will be added to the waiting list.
Mondays	6:45 PM	<u>Narcotics Anonymous:</u> Send a kite to Mr. Hawkins, Recovery Services. You will be added to the waiting list. (Support Group)
Tuesday	8:30 AM	<u>Mandatory Drug Program:</u> Inmates found guilty by RIB of Rules 39, 41 & 43.

Tuesday	5:30 PM	<u>Advanced 12 Steps Study Group:</u> Send kite to Mr. Brown Recovery Services. You will be added to the waiting list. Must have completed 12 Steps Study Group.
Tuesday	5:30 PM	<u>Big Book Study Group:</u> Send kite to Mr. Brown Recovery Services. You will be added to the waiting list. (Support Group)
Tuesday	6:45 PM	<u>Alcoholics Anonymous:</u> Send kite to Mr. Hawkins Recovery Services. You will be added to the waiting list. (Support Group)
Tuesday	8:30 AM	<u>Mandatory Drug Program:</u> Inmates found guilty by RIB of Rules 39, 41 & 43.
Thursday	8:30 AM	
Wednesday	1:00 PM	<u>Addiction & Recovery:</u> Send kite to Recovery Services. You will be added to the waiting list.
Friday	1:00 P	<u>Meditation Group:</u> Send kite to Mr. Hawkins, Recovery Services. You will be added to the waiting list. Meets bi-monthly.
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We also have a **Residential Alcohol and Other Drug Treatment Program** called “**Bright Future**”. This is a 3-month CBT program that offers extensive alcohol and other drug treatment. If you are interested in the “Bright Future” program, send a kite to Mr. McDaniel/Recovery Services and ask for an application to be placed on the waiting list or speak to your case manager. All inmates must have a Recovery Services Level of 3 or 2 to be eligible.

The AOD Residential Unit is a self-contained, in-house program designed to meet the needs of offenders who are identified to have an alcohol and/or other drug problem. Beds are designated on the AOD Residential Unit (Unit 2B) for the purpose of intensified alcohol and/or drug treatment for inmates here at Warren Correctional Institution.

Inmates may be placed on the unit through one of the following:

1. An inmate is assessed through an intake process as having substance use disorders.
2. Referral by staff members based on documented evidence or RMT
3. Those reporting self-admitted chemical abuse and verified dependency or abuse.

F. INMATE HEALTH SERVICES

Medical Health Services provide 24-hour nursing coverage, seven days a week to all inmates at Warren Correctional Institution. Inmates will have unimpeded access to health care. Inmates will not be refused services based on a lack of funds. The Inmate Grievance Procedure may be used for processing complaints regarding health care.

There is a \$2.00 co-pay for medical visits (dental is excluded). The co-pay charge is to see the Registered nurse. If the nurse refers the inmate to the physician or advanced level provider, there is not an additional charge. The following are exceptions to the medical co-pay system:

- 1) Indigent inmates
- 2) Appointments of services initiated by a department employee or contact worker, if significant problem is identified
- 3) Referrals and Follow-Up **if ordered** by a physician or advanced level provider
- 4) Mental Health care
- 5) Intake and periodic physical examinations per protocol/policy
- 6) Tuberculosis testing
- 7) Test results
- 8) Preventive health education
- 9) Treatment for injuries sustained **while** performing a prison work assignment
- 10) Per order of the Warden/designee

The following medical health services are available:

Physician/Advanced Level Provider	Dental
Pharmacy	X-Ray
Laboratory	Podiatry
Optometry	

Procedure for Nurse Sick Call

Health Service Request (HSR) Forms can be obtained in the units and are to be filled out and dropped into one of the Medical Sick Call boxes located in the dining rooms. The boxes are checked daily at 8:00 A.M. Those inmates who request services are placed on the nurse sick call list and passed to the infirmary to be seen in nurse sick call. This generally occurs 24-48 hours after medical retrieves the slip, unless deemed urgent by Medical.

Nurse Sick Call is held daily beginning at 7:00 A.M. and in the afternoon beginning at 2:15 P.M.

Medical Sick Call

Medical Sick Call is held a minimum of 5 days a week. It is generally the result of the nurse sick call visit based on referrals from the nurse. The nurse practitioner and physician participate in physician's sick call.

EMERGENCIES

If an **EMERGENCY** of a medical or dental nature arises in one of the units or other area, the officer will call the infirmary and a nurse will receive information as to the situation. If the situation is determined to be urgent, the inmate will walk or be brought to the infirmary and assessed for additional needs. If the situation is determined to be life threatening, the nurse will dispatch medical personnel to the scene, to initiate treatment.

If lab and x-ray tests are ordered during a medical visit, result information will be sent to you via the mail service within the institution.

To see the foot doctor, you must sign up for nurse sick call and will be charged a co-pay of \$2.00. At that time, you can express your desire for podiatry services.

Daily Pill Call: 6:30 A.M. - 8:00 A.M.
 11:05 A.M. - 12:30 PM
 6:00 PM - 8:30 PM

Any medication brought from another institution will be confiscated upon your arrival and sent to Medical Services. If your medical records indicate the continuance of the medication, you will receive the medications. Expired medications will be destroyed. Always keep the label on any medication you receive and keep all medication in its original container. Do not combine your medicine into one bag or bottle or it may be confiscated. In order to obtain a refill for medication, fill out a Health Services Request Form listing the name of the medications to be refilled and place it in the Medical Sick Call box. If your medication has a sticker for a refill, peel and place on the Health Services Request Form. These requests will be obtained and processed, if any refills are available. If you do not receive the medication, you may not have any refills available, at which time you will need to sign up for Nurse Sick Call, if you still need treatment. Please allow 6-8 days for refills to be made available. If the medication has expired and if additional medication is needed, sign up for Nurse Sick Call for a new prescription.

Inmate Orientation to Dental Care Access

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

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

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

- Uncontrolled bleeding
- Broken Jaw
- Constant intense pain
- Extreme swelling and or infection

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

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

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

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

Medical Lay-in Instruction Sheet

1. Locked in cell.
2. May go to meals in the dining hall.
3. May shower at time set by the block officer.
4. You may go to the commissary.
5. May go to visits.
6. May honor passes.
7. No gym, yard recreation, movies, work assignment or general library permitted while on medical lay-in.
8. School attendance will be determined on a case-by-case basis.
9. You will be required to wear a red ID wristband on your right wrist while on medical lay-in. It will be removed by one of the nurses **only** when you are taken off medical lay-in. Removal of this band by you or anyone other than medical staff will result in disciplinary action.
10. Do not cover the red ID wristband for any reason. If you have an injury to the wrist or hand in which the red band is to be applied on, nursing staff may place the band on the other wrist.

The Medical Lay-in Instruction Sheet must be on your person at all times while you are outside your cell, with the exception of showers.

The Mental Health department provides inmates with individual counseling, group counseling, psychological testing and evaluations for the Parole Board and administrative staff. It also offers crisis intervention and psychiatric referrals. If an inmate wants help with a personal problem or adjustment problems, he should contact Mental Health Services department by kite. This kite should specify exactly what type of problem the inmate is experiencing. Mental Health Services are available for all inmates who feel the need for services.

SECTION VI - ADMINISTRATION

A. CASHIER OFFICE

The Cashier's Office handles all inmate accounts; active, inactive waiting to be transferred and inmate releases.

All accounts are now being handled electronically. Following is a breakdown of transactions processed by the Cashier's office and the proper procedure for handling such items:

Money Orders/Personal Checks – Money orders are no longer being accepted by the institution...personal checks and/or cash also will not be accepted.

Kiosk Payments/JPAY – Kiosk/JPAY payments are funds processed by outside sources **who now must be on the inmate's approved visiting list.** The cashier's office does not have any control over these funds being posted to an inmate's account. The outside source can place monies on an inmate account via telephone, internet and/or KIOSK machine which is located at each institution across the state. Funds processed using the KIOSK system will be posted to the inmate's account within a 24 hour period. Receipts are the responsibility of the person placing the funds on the account.

State Pay - state pay is processed by the Operation Support Center (OSC) and recorded electronically by the tenth (10th) day each month. Questions concerning the amounts of posted pay or discrepancies should be directed to the Unit Manager.

Electricity Usage Co-Pay - Inmates in possession of one or more electronic appliances for all or any part of a month will be subject to a one dollar (\$1.00) electricity usage co-payment charge for that month.

Electricity Usage Co-Pay Exemptions - The monthly electricity usage co-payment charge shall not be collected from an inmate under any of the following circumstances:

1. An inmate is indigent as defined by this policy.
2. An inmate is subject to court-ordered debt as defined by this policy.
3. An inmate is able to show he or she is assigned to a security level at which use of electronic appliances is not permitted.
4. An inmate is able to show that no electronic appliances are in his or her possession.
5. An inmate is exempted from the electricity usage co-payment by the Managing Officer.

Electricity Usage Co-Payment Grievance Procedures - Inmates may contest an electricity usage co-payment charge by utilizing the inmate grievance procedures as provided in Administrative Rule 5120-9-31, Inmate Grievance Procedure. Pursuant to this rule, the inmate's first step is to send an Informal Complaint (DRC4151) to the cashier supervisor.

For additional information concerning the Electricity Usage Co-Pay refer to ODRC Policy 61-PRP-03 and Administrative Regulation 5120-5-14.

O.P.I. Pay - O.P.I. pay is calculated by the O.P.I. supervisor. The pay is processed electronically by the tenth day of each month. Discrepancies in the amount received and/or inquiries should be directed to the O.P.I. supervisor.

All Other Income - all other funds received by the Cashier's office to be placed on an inmate's account will be reviewed and may require backup paperwork. Refunds from outside sources will be accepted, only if a purchase initiated from the inmate's account, by the inmate. Income such as government checks (VA Comp. Estate, Tax Refunds, etc.) will require backup paperwork. Questions concerning what information is needed should be directed to the Cashier's office via a written kite.

Disbursements - deductions from an inmate's account will be done by a completed cash slip, signed and dated by the inmate and approved and dated by staff personnel. Any cash slips requiring that a check be issued needs to be approved by unit staff, Warden, Deputy Warden and other authorized personnel. No cash slip will be processed for a check if not properly approved. Partial payments are not permitted. Any checkout to an individual must be done only to a person on the inmate's approved visiting list and/or approved by the Warden and/or designee.

Joining outside clubs such as record clubs, pen pal groups, ect...are **NOT** permitted. Checks to be written for \$100.00 or over must have prior approval by the Warden **or designee**. Any questions concerning cash slips deductions should be directed to the Cashier's office via a written kite.

Releases - inmates being released may be entitled to EPC funds (gate money). These funds are based on the time of incarceration and the status of the release. Parole violators and shock paroles are not to receive EPC funds. Furloughs will receive EPC funds if available when notice of release has been received from the court or records office. Inmates going out on detainers will no longer receive gate pay. The inmate will be brought to the Cashier's window as his final stop before going out of the institution to receive any funds on his account. The funds released will consist of the personal balance remaining, advanced pay owed to the inmate, and the EPC funds if available. All postage charges for personal items being sent home should be processed prior to the release date. Exception to the rule: Weekend releases will be processed on the last business day proceeding the inmate's actual release. The funds will be counted out to the inmate and the inmate will sign the cashier's release form as receipt.

Note, if the inmate owes for any outstanding debts such as court fines, RIB fines, child support, etc. all personal funds will be taken and the inmate will only receive gate pay at

the time of release. The release form will then be placed in the envelope with the funds and sealed in the presence of the inmate. The packet will then be given to the Shift Commander on duty via the sergeant who brings the inmate to the cashier's office for final release disbursement.

Investments— Inmates are only allowed to purchase Certificates of Deposits (CD) in the amount of \$500.00 and up. You are required to have an account balance of \$100.00 plus the CD amount to be purchased. For additional information and/or questions, kite the Cashier's office. All requests for purchases require a completed cash slip approved by unit staff.

Kites - questions concerning inmate accounts should be directed to the Cashier's office. All kites received are processed within five working days. Kites should contain the inmate's name, number, and lock location. Specific information needed would be dates, amounts, names of persons involved and the reason for the kite. Inmates are required to keep all receipts and to maintain their account balance.

Court Papers – Proceedings in Forma Pauperis Papers Documents will be processed as received by the cashier's office within a two-week period. Note, print outs will no longer be sent to the inmate. To process this document, the form needs to be completed in its entirety, signed and dated by the inmate. Once court form is ready for mailing, forward it to the cashier's office along with a self-addressed envelope and cash slip for any additional postage. This office will complete its part of the form, sign, date, and attach a print out for mailing to the court. Once the cashier's office has completed the court document, the inmate will be brought to the cashier's office by unit staff where the inmate will insert court document into the envelope which then will be sealed in front of the inmate. The cashier will then forward the sealed envelope to the mailroom. Any part of the above instructions not followed could cause delay in processing of said papers. If you have a deadline to meet, DO NOT wait until the last minute to file papers and expect to have them completed immediately; it takes at least two (2) weeks for processing.

Court Collections- Warren Correctional Institution is presently processing payments owed by inmates for court fees, child support, etc. You will be notified before any collection is initiated, except for child support. Documentation will be forwarded to you for all funds removed with the exception of child support and RIB fines. Questions concerning court collections should be directed in a kite to the cashier/designee.

Phone Calls - phone calls concerning the inmate's account are to be placed by unit staff, Warden, Deputy Warden, Commissary and other authorized personnel. Correction Officers or unauthorized personnel should not call the Cashier's office for inmate inquiries.

PERSONAL HYGIENE ITEMS FOR INDIGENT INMATES

1. Inmate must notify his Unit Staff in writing with his request for state issued personal hygiene items.

2. The Unit Staff member **will verify with the Cashier's Office** that the inmate is indigent.
3. Once the Unit Staff member receives notification of indigency, he/she will pick-up a personal hygiene package from the Segregation Unit.
5. The Unit Staff member will give the personal hygiene package to the inmate and forward a written receipt of the items signed by the inmate to the Cashier's Office.
6. The Unit Staff member issuing the personal hygiene package will also sign and date the receipt of items list.
7. This receipt will be copied and forwarded to the A.C.A. Office. The original copy of the receipt will be scanned to the inmate's ONBASE file for documentation.

B. Commissary

The Warren Correctional Institution Commissary is operated to generate profits that will benefit the Inmate population. Utilization of the Commissary facility is a privilege, not a right, and should be treated as such.

Spending Limits –As of 2012, Inmates housed in Unit 3 will be allowed to spend an amount not to exceed \$90.00 for general purchases once every two week period. Inmates Housed in Unit 2 will be allowed to spend an amount not to exceed \$110.00 for general purchases once every two week period. Merit Inmates housed in Unit 1A, 1B, and 1D may spend up to \$140.00 for general purchases once every two week period. Items that are not considered general purchases, and do not count toward the specified spending limits are Titled Items, Clothing, Batteries, and Over the Counter Medications, and Vitamins.

Quantity Restriction on Certain Items – There are amount of purchase restrictions placed on certain items. These items are subject to change. Restricted items include: (25) embossed envelopes, (25) Ramen soup/noodles, (5) bags of 8 ounce Coffee, and (5) 3-4 ounce bags of Coffee, (10) pouches of Tuna, (5) pouches of any other meat product, (3) of each type bag of chips, (5) of each type of cake. Other restrictions may be placed on certain items.

Titled Items – When items, which have been deemed to need ownership titling, are purchased from the Commissary, the Commissary will forward purchased items to the Vault for engraving and title issue. Do not have any official(s) contact the Commissary, or the Vault inquiring of the progress of the titling process, unless it has exceeded 5 business days since the date of purchase. You will receive an Institutional Pass when your item(s) is/are ready to be released from the Vault. When ordering a titles item make certain that you have written your Unit and cell location on your list, so that the vault will know where to issue the pass for item pick up.

Group/Club Sales – In the event that you purchase an item that has been implemented by a club or organization other than traditional Commissary sales it is imperative that you retain

your receipt for proof of purchase at time of item distribution. Any question you may have in regards to the sales, items, delivery should be addressed to the Club Advisor. If you are out of the institution, or in Segregation at the time of distribution, you will not be eligible to receive your purchase. Refunds will **not** be issued.

Phone Time – Phone time credits are sold in the Commissary. They are to be available in Five Dollar increments. You will be allowed to purchase up to One Hundred Dollars worth of Phone Time Credits every store day. Refunds will not be issued for Phone Time Credits. In most instances Phone Time Credit will be applied to your account within a 48 hour period, in some instances it may take longer. Any problems you have in regards to Phone Time Credits must be addressed with the provider, not the Commissary.

Hours of Operation – Each unit will have the opportunity to shop once every two weeks. You will shop on your regular designated “Store Day”, unless prior notice is given to Unit officials. In the event your commissary schedule should need to be changed you will receive notice. Commissary will be closed on all State observed holidays. Generally this will push your units “Store Day” back one day. Your unit will be called to the Commissary for each Morning Session, when the Commissary is ready to receive Inmate traffic. Inmates who leave the unit for the Commissary, prior to that unit being notified, will be considered “Out of Place”. Morning Session will end at 10:00 a.m. Afternoon Session will generally be from 12 p.m. – 3:00 p.m.; Evening Session will begin at 4:45 p.m. “Last Call” will be announced by contacting the effected Unit(s) via telephone. Block Officer will make the announcement.

Identification/ Receipt – All Inmates must have their State Issued Inmate I.D. to enter the Commissary. No other form of identification will be accepted. If you have lost your I.D., you will need to Contact the Vault and request that new one be issued. It is your responsibility to report your I.D. has been lost or stolen to the Commissary Manager. If your I.D. is lost, or missing you must report to the Commissary at the beginning of operational hours and meet with the commissary manager on duty. You will be sold one item to ensure that your I.D. cannot be used by another inmate; you will complete your shopping at last call. Money will not be reimbursed to your account in the event that another inmate utilizes your Inmate I.D. to make purchases from the Commissary. Remember that issuance of a new inmate I.D. does not void your former I.D. You are strongly urged that you continue to shop first before general order processing occurs to insure that your funds are not exploited by another Inmate in possession of your I.D. You will be charged for any re-issue of a State Identification Card. Possession of another Inmates I.D. in the commissary is a direct violation of Institutional Rules. If you are found to be in possession of another inmate’s I.D. while in the Commissary for ANY reason, you will be issued a Conduct Report, and Commissary Restriction will be imposed. You may not obtain another Inmates account balance for any reason. You may not shop for another Inmate under any circumstance. After your order has been filled, and processing of your order begins, the first thing you will be given is your Inmate I.D. card, and your Free Envelope (once monthly). At the end of processing your order the last thing you will be given is your receipt of purchase. At this time, you need to remove your purchases, to allow the next Inmate in line to receive their purchases. Retain your receipt for your records, and for proof of purchase. Utilize your receipt to insure that all items you requested to purchase are accounted for before exiting the Commissary. Once you leave the Commissary, no shortage claims will be corrected. Once

you are satisfied that your order has been filled properly, Leave the Commissary. Loitering will not be tolerated.

Collecting, trading, or dealing of items with other inmates in the Commissary area will result in items being confiscated as Contraband, and a Conduct Report issued to both Inmates involved in the transaction.

Make up List – If an Inmate is not listed to shop with his unit for any reason, it is the responsibility of that inmate to contact unit staff, to request a make up day be issued. A make up day will not be granted for Segregation releases. It will ultimately be at the discretion of the Commissary Manager. If an Inmate is absent from the Institution on the day that his unit shops, a make up day will be issued. Make up days will not be issued because your account balance was not reflective of money that has not yet posted to your account.

Incorrect Balance – Contact the Cashier’s Office. The Commissary has nothing to do with your account.

Overspending – When an Inmate overspends by ordering more that can supported by the funds in the Inmates account, the last item scanned will be removed. Your account balance is offered to you before orders are accepted, along with an updated price list posted in the lobby of the commissary. If you overspend, it will be at the discretion of the commissary manager to determine what you will receive. If an inmate over spends excessively, that inmate will be ordered to shop at last call, so the processing of orders is not hindered.

Segregation/ Medical Inmates – May complete and submit an Order form prior to the designated delivery date. Order forms will be delivered to the Commissary. Commissary will then process and deliver allowable items.

Sanction Inmates – Inmates placed on Mandatory Sanctions are subject to a \$20.00 spending Limit, with item restrictions in place. Allowable purchases are Hygiene, coffee, and writing materials.

Cell Isolation – Inmates that are placed on Cell Isolation may shop at “Last Call” only. A limit of \$20.00 may be used to purchase hygiene items and writing materials only.

Commissary Restriction –Inmates that are placed on Cell Isolation may shop at “Last Call” only. A limit of \$10.00 may be used to purchase hygiene items and writing materials only.

C. FOOD SERVICE

All W.C.I. inmates with the exception of those placed in the segregation unit will eat their meals in the main dining room.

The food service officer will announce chow over the telephone to the unit officer. At this time, the inmates should go to eat. **Once an inmate’s unit has been called for any meal by the Food Service Officer, the inmate has ten (10) minutes to report to the**

inmate dining room. One hour and forty-five minutes will be allowed for meals under normal circumstances.

You will be counseled by the Health Care Administrator or the Diet Technician about monitoring your own diet. Handouts will be provided to you concerning your diet. A modified diet list for medical reasons will be provided by the medical department to the Food Service Manager. This list will be kept current monthly.

When entering the dining areas, hats, headbands, and other headgear are to be removed. You must scan your ID at the inmate meal registration scanner located on each entrance of the dining halls. Proper clothing (in compliance with the Institution Dress Code) will be worn in the dining rooms. State shoes or tennis shoes with socks must be worn in the dining rooms. Sandals, house shoes or thongs are not to be worn unless authorized by medical health services for medical reasons. Shirttails must be tucked in. You must go through the serving line as directed by Custody staff.

The inmate server has been instructed as to the portions to be served. Do not argue with him. We do not make provisions for seconds on any food item. Take any complaints you may have to the Food Service Manager on duty. When you leave the serving line, you must sit on the same side of the dining room as the serving line you went through. You are not to return to the serving line for any reason. When you are finished eating, do not loiter - make room for the next inmate. Take your tray, plastic ware all cereal boxes, etc., to the designated area for proper disposal. Anyone observed leaving their trays, plastic ware or cereal boxes, etc., on the tables will be subject to disciplinary action.

Do not remove food items of any type from the dining facility. Exceptions will be diabetic snacks and food issued during Ramadan. All plates, trays, cups, bowls, and plastic ware will remain in the dining facility. At no time are these items to be removed.

Line jumping, loud and boisterous talking and horseplaying will not be tolerated at any time. Saving seats will not be permitted. Any inmate sitting at a table must have a food tray in front of them. Inmates placed on cell restriction will sit at assigned tables.

Books, newspapers, magazines, radios (including walkmans and portable tape players), empty glass or plastic containers or personal cups, food items, commissary items, athletic clothing and equipment, soiled or excess clothing will not be permitted into the dining facility. These items must be secured in your cell.

All Special Diets are served in the secondary dining hall. The security (pod) officer will call for Special Diets when notified by the Food Service Department that chow is being served.

All inmates who are issued a Diet Order are required to report to the secondary chow hall to receive their meal within ten (ten) minutes of being notified by the pod officer.

All inmates are required to present the Correctional Food Service Co-Coordinator with both their State issued ID and Diet Card.

Expired cards are subject to confiscation and a current Diet Order from medical is required to obtain any type of special diet.

Inmates who do not report to receive a meal will be logged as refusing their meal in the Diet Log book.

D. QUARTERMASTER/LAUNDRY

You will be provided with suitable clothing that is properly fitted, climactically suitable, durable, and presentable. Any additional institution clothing in excess of your issue will be considered contraband. State issued shirts and pants **MUST** be tagged by the Quartermaster with your name and number. They are **not to be altered, nor is the inmate ID number to be defaced**. Clothing repair will be obtained by kite and pass only. You are responsible for keeping all of your state issue secure at all times from theft or being lost. It is your responsibility to sign a cash slip for all state issue that you can not produce.

Special items such as overalls, gloves, lightweight jackets, etc., will be issued to the job supervisor only. He/she will issue as needed and will be responsible for collecting them if the inmate is reassigned.

You will maintain an issue of: 3 blue pants, 3 blue shirts, 1 blue jacket, 1 hooded sweatshirt, 1 pair of state issued shoes/boots, 1 blanket, 1 laundry bag, 2 sheets, 1 towel, 1 washcloth, 1 pillowcase, 3 pair of socks, shorts, and 3 T-shirts, if and when feasible. The laundry bag is issued for the purpose of sending personal clothing (socks, shorts, towels, T-shirts, etc.) state blues to the unit laundry.

Before any inmate can receive any reissue of clothing and related items, he must kite the Quartermaster and obtain a quartermaster slip for the items needed. The re-issue of clothing items/linens are done on an annual basis, or at the discretion of the Quartermaster. Items must be traded one-for-one (i.e., turn in 1 pair of pants, get one pair of pants).

Inmates assigned to specific details will be issued seasonal clothing as needed by their assigned department. Inmates are permitted to possess a limited amount of personal clothing. Refer to the current list of approved items for sundry packages under A.R. 5120-9-33 for limitation on the types, values, and amount of personal clothing.

Proper ID cards will be required and by pass only before entering clothing room. Proper clothing will be required when entering the Quartermaster. **You are out of place at any time you are found inside of the Quartermaster without a pass and you will be issued a conduct report.**

Upon transferring to another institution, inmates will use their laundry bag to take the following items along with them to the next institution: (3) pair of blue pants, (3) blue shirts, (3) pair socks, (3) pair underwear, (3) T-shirts, (1) pair boots, (1) towel, (1) washcloth when feasible. Any other items are to be returned to the Quartermaster. Inmates will be charged for any missing items.

LAUNDRY ROOM PROCEDURES FOR HOUSING UNITS

1. All laundry rooms will be opened between 8:00 a.m. and 9:00 PM daily for laundry services.
2. All inmates will have their clothes turned into the Laundry Attendant by 8:30 a.m. each day. After this time no clothes will be accepted. **NO EXCEPTIONS.**
3. Inmates must provide their own laundry detergent for personal clothing to be washed. Clothes will not be accepted on personal clothes day if laundry detergent is not in the laundry bag when submitted. Once an inmate receives underwear, t-shirts, socks, and towels from the quartermaster these items become their personal clothing items and are to be laundered as such.
4. All laundry rooms will follow the below schedule:

MONDAY: State Blues/Kitchen Whites/Linens
TUESDAY: State Blues/Kitchen Whites/Linens
WEDNESDAY: Personal Clothes Only
THURSDAY: Personal Clothes Only
FRIDAY: State Blues/Kitchen Whites/Linens
SATURDAY: Personal Clothes Only
SUNDAY: Personal Clothes Only
*** Linens are considered **STATE** issue sheets, pillowcases, and state issued blankets.
5. Inmate Laundry Attendants are the only inmates permitted in the laundry room. Any other inmate found in this area is considered out of place and subject to discipline.
6. All laundry detergent will be distributed and secured by the Correctional Counselor. State laundry detergent will be issued on Wednesdays or the next available day by the Quartermaster. No state detergent will be issued on Wednesday, Thursday, Saturday and Sundays when personal items are being washed.
7. Laundry Room Attendants' schedules are as follows:
8:00 a.m. – 2:00 PM First Shift
2:00 PM – 9:00 PM Second Shift

8. Each laundry attendant will be scheduled to work six (6) hour shifts every day (excludes meals and count time). A schedule will be maintained by the Unit Manager or his/her designee and posted in the unit office next to the laundry room.
9. Laundry attendants will be responsible for sanitation of the laundry room during their shift. This will include sweeping, mopping, dusting and cleaning of the machines. Also, at the end of each shift, the screen within the vent above the dryer needs to be cleaned thoroughly.
10. The Quartermaster may request through the Unit Manager on occasions to have assistance in providing laundry services (i.e. jumpsuits, winter coats, etc.). If this occurs, the Unit Manager will post a memo stating the procedures to be followed.

E. OHIO PENAL INDUSTRIES

The Warren Correctional Institution has made a provision for employing inmates through a correctional industry.

The correctional industry, O.P.I. (Ohio Penal Industries) manufactures tubular office seating furniture, general purpose seating, notebook binders, shelving units, computer workstations, lockers and other special projects. The work force is made up of numerous occupations ranging from clerical, engineering/drafting, machinists, welders, quality assurance inspectors, etc. The facility generally operates production 6.5 hours a day, five days a week.

In order to gain employment at the factory, you must apply for a job. This procedure is as follows: the Unit Manager or Designee advertises for this individual job/position by placing notice on the bulletin board in each housing unit. This job/position bid includes the placement open and the requirements necessary to qualify you for the opportunity. Each person applying for the position must kite the Unit Manager or Designee expressing their interest and fill out an application. If they meet the necessary minimum qualifications, they will be given an equal opportunity in the job selection. OPI provides a realistic work program which enables inmates to develop good work habits and attitudes. Orientation is provided to inmates entering the OPI Industrial Training Program on assignment conditions, including safety and operating instructions for equipment, hours of work, the pay, special rules, and personnel policies etc. affecting the inmate workers.

OPI Inmate Pay levels

Pay Grade 5	.21 per hour
Pay Grade 4	.27 per hour
Pay Grade 3	.35 per hour
Pay Grade 2	.42 per hour
Pay Grade 1	.47 per hour

Inmate Benefits

The purpose of benefits is to make OPI shops similar to private industry and encourage proper inmate attitude and responsibility.

Personal Leave

Personal leave credit can be used per OPI policy and is earned at the following rates;

- i. 1 to 18 months @ 3 hours per month
- ii. 19 to 42 months @ 6 hours per month
- iii. 43 months and over @ 9 hours per month

Sick Leave

Each inmate assigned to OPI will receive sick time on the basis of three hours per month for up to 36 hours total accumulation for the year. Sick leave can be used per OPI policy.

Longevity

Inmates who have completed a minimum of fifteen months in an OPI assignment are eligible to receive longevity pay in addition to current pay level, at the following per hour rate:

1. Fifteen to twenty-nine months @ \$0.04 cents
2. Thirty to forty-four months @ \$0.08 cents
3. Forty-five months or more @ \$0.10 cents

Any circumstances concerning inmate compensation and benefits not list in this manual will be per OPI policy.

Any other questions pertaining to the operation, hiring, etc., at OPI can be answered by kiting Mr. Bush, OPI Manager

SECTION VII – SENTENCING INFORMATION

Sentence Calculations:

The Record Office in the institution no longer does sentence calculations. If you have a question pertaining to your sentence or jail time credit you must contact the Bureau of Sentence Computation in writing. Their address is PO Box 2650, Columbus, OH 43216.

PAROLE BOARD:

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

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

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

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

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

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

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

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

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

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

Any inmate granted a release date and who is seeking an out-of-state placement upon release from the institution should be aware that out-of-state placements can take significantly longer to process than in-state placements and can ultimately be disapproved by the potential

receiving state. Inmates should also develop alternative release plans to the out-of-state placements and should discuss their placement plans with their Case Managers well in advance of their release dates to ensure ample time is available to submit their requests via Interstate Compact.

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

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

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

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

If you are an eligible SB2 inmate and are recommended for the program, a notice will be forwarded to the Judge(s) who sentenced you for the crimes for which you are currently incarcerated. The Judge has statutory authority to veto (deny) your transfer into this program. If you are serving a sentence for a felony 1, 2 or 3 offense of violence, notice will also be provided to the victim(s) of your offense(s).

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

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

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

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

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

DNA:

DRC is required to collect DNA samples from every inmate prior to your release.

Sex Offender Registration:

If you are designated as a Sex Offender you will be registered before you are released from the institution. Upon release you are required to register within 3 days of release with the county where you will be residing.

Detainers /Warrants:

You will be notified of any detainer or warrant that is received by the Institution. You will then be given an opportunity to file a Fast and Speedy Trail if appropriate. You can file for Fast and Speedy on any **untried** felony or misdemeanor offense. You cannot file for a Fast and Speedy on any charges which you have already been convicted, traffic violations, or unpaid fines. Inmates are responsible for the cost of certified mail to file fast and speedy unless determined to be indigent.

LEADS checks are run 30 days prior to your release and again the day of your release. If there is an active warrant, that agency will be contacted and given the opportunity to pick you up.

SECTION VIII – COMMUNITY JUSTICE

Community Justice is a way of viewing, understanding and responding to crime and the effects it has on victims, communities and offenders. Crime is recognized as harm done to a person(s) and/or community and the aim of justice is to promote understanding, accountability and healing. Offenders are held personally responsible to their victim(s) and/or community for making amends and, to the extent possible, helping repair the damages and injuries they caused.

In this handbook you have reviewed several sections that discussed, in part, unit and institution programs. It is the policy of the Ohio Department of Rehabilitation and Correction and the Warren Correctional Institution to include some element of community justice in all groups, activities and programs. Inclusion of these community justice elements into all groups, activities and programs is not intended to nor do they further punish you for the crime that you have committed. As outlined above, the aim is for you to be able to make amends in some way with yourself, your victim and/or the community that you caused harm to.

Two or more of the following elements shall be included, as appropriate, in all inmate groups, activities and programs:

- Community Service
- Restitution
- Victim Empathy
- Inmate Accountability / Responsibility
- Community Involvement

Victim offender mediation is also an element of community justice. Victim offender mediation is a process which provides interested victims the opportunity to meet the offender, in a safe and structured setting, with the goal of holding the offender directly accountable for their behavior while providing important assistance and compensation to the victim. With the assistance of a trained mediator, the victim is able to let the offender know how their crime affected him or her, to receive answers to questions they have and to develop a plan for the offender to be held accountable for the losses they incurred. The offender is able to take direct responsibility for their behavior, to learn the full impact of what they did and develop a plan for making amends to the person(s) they violated.

Any questions regarding community justice programming at WCI can be directed in a kite to the Administrative Assistant to the Warden, Mrs. J. Bush, who serves as the Community Justice Liaison for WCI.

Any questions regarding victim services, victim offender mediation and the victim impact program here at WCI can be directed in a kite to the Victim Services Coordinator, Mr. Johnson, Case Manager or Nurse Dawson in Mental Health Residential Treatment Unit.

SECTION IX – INMATE GRIEVANCE PROCEDURE

As stated prior in the handbook, the Inspector of Institutional Services investigates and processes inmate grievances.

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 employee which directly affects the inmate grievant and which is presented for resolution through the process outlined below.

WHAT IS THE PURPOSE OF THE INMATE GRIEVANCE PROCEDURE?

The grievance procedure is a method of formally presenting complaints to the Department of Rehabilitation and Correction when an inmate 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, disciplinary action against employees and inmates 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 Institution Hearing Officer proceedings. A complaint relating to a specific disciplinary decision will not be considered in the grievance process. An appeal process is available in this area. In addition, complaints unrelated to institutional life i.e. 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 the jurisdiction of the courts or other agencies will be considered.

GUARANTEE AGAINST REPRISALS

The Department of Rehabilitation and Correction is committed to maintain a safe, secure and humane environment for inmates and staff and recognizes that an effective grievance procedure goes hand-in-hand with this commitment. As an inmate, you are encouraged to use the grievance procedure in order to resolve complaints, which cannot be effectively resolved by unit staff. You are protected in several ways from any form of reprisals.

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

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

Finally, only the Inspector, with the approval of the Chief Inspector or designee, can initiate disciplinary action against you for intentionally falsifying information in an Informal Complaint, a Grievance, or Grievance Appeal. You may also be subject to disciplinary action for disrespectful, threatening or otherwise inappropriate comments made in an Informal Complaint, Grievance or Grievance Appeal.

In short, you are protected for use of the grievance procedure unless you lie or deliberately make a false statement with the intent of seriously injuring another person.

ADDITIONAL INFORMATION

The inmate grievance procedure is stated in Rule 5120-9-31 of the Ohio Administrative Code. Related information may also be found in Rules 5120-9-29, 5120-9-30 and 5120-9-32, which along with other rules, is available in the institution law library.

USING THE GRIEVANCE PROCEDURE

The Inmate Grievance Procedure shall be comprised of **three (3) consecutive steps** fully described below. Whenever feasible, your complaints should be resolved at the lowest step possible. There is a specific form designated by the Chief Inspector to use for each step. Only forms designated by the Chief Inspector may be used in this process. Such forms shall be reasonably available to inmates regardless of their disciplinary status or classification. Inmates shall not be required to advise a staff member, other than the Inspector of Institutional Services, of the reason the form is being requested.

1. STEP ONE: THE FILING OF AN INFORMAL COMPLAINT

Before filing a formal grievance under the inmate grievance procedure, it is necessary to attempt to solve a complaint informally. The “Informal Complaint Resolution Form” is to be used as the first step in filing a grievance. Follow the following steps in informally solving the complaint:

- a. Contact your Correctional Counselor or Case Manager concerning the matter. If he/she is unable to help you with your problem, ask for an “Informal Complaint Resolution Form”.
- b. Within fourteen **(14) calendar** days of the date the event giving rise to the complaint, you must file an Informal Complaint. You are required to write out your complaint on the Informal Complaint form. You must fill in

your name, number, and housing assignment on the form. State your complaint **clearly** and **specifically**. Include **who** is involved, **what** is involved, **when** it happened, and **how** it happened.

The Informal Complaint Resolution should be directed to the supervisor of the staff member, or department most directly responsible for the particular subject matter of the complaint.

c. Inmate then distributes the colored copies as follows:

- Pink copy to the Inspector**
- White and canary copy to the supervisor**
- Goldenrod copy is retained by the inmate**

For example: You have a complaint about medical treatment, send the form to the Medical Services Supervisor. If you do not know who to send it to, ask your Correctional Counselor or Case Manager for assistance.

d. Staff shall respond in writing within **seven (7)** calendar days of receipt of the Informal Complaint. If the inmate has not received a written response from the staff member within reasonable time, the inmate should immediately contact the Inspector either in writing or during regular open office hours. The Inspector shall take prompt action to ensure that a written response is provided to the Informal Complaint within **three (3)** calendar days. If a response is not provided by the end of the fourth day, the Informal Complaint step is automatically waived and you may request a Grievance Form from the Inspector.

e. The supervisor responds on the Informal Complaint form, returns the white copy to the Inspector and the canary copy to you.

f. The filing of an Informal Complaint may be waived if it is determined by the Inspector that there is a substantial risk of physical injury to the grievant.

2. STEP TWO: THE FILING OF THE NOTIFICATION OF GRIEVANCE

a. If you are dissatisfied with the Informal Complaint response, or the Informal Complaint process has been waived, you may obtain a Notification of Grievance Form from the Inspector. If the Inspector decides that the grievance is of an emergency nature, immediate action will be taken. The inmate must file all grievances no later than **fourteen (14)** calendar days from the date of the Informal Complaint response or waiver of the Informal Complaint Step. The Inspector may also waive the timeframe for the filing of the Notification of Grievance for good cause.

b. The Inspector shall provide a written response to the Grievance within **fourteen (14)** calendar days of receipt. If the Inspector needs more time,

you will be notified of the reason for the delay. Any extension exceeding **twenty-eight (28)** calendar days from the date the response was due, must be approved by the Chief Inspector or designee.

1. STEP THREE: THE FILING OF AN APPEAL OF THE DISPOSITION OF GRIEVANCE

- a. The Inspector will give you a written decision on your grievance on a form titled "Disposition of Grievance". If you are dissatisfied with the decision of the Inspector, you may have it reviewed by sending an appeal to the Chief Inspector within **fourteen (14)** calendar days of the date Disposition of Grievance. Appeal forms are available through the Inspector. For good cause the Chief Inspector or designee(s) may waive such time limits.
- b. The Chief Inspector or designee shall provide a written response within **thirty (30)** calendar days of receipt of the appeal. If additional time is required, you will be notified of the reason for the delay. **The decision of the Chief Inspector or designee is final.** Grievance appeals concerning medical diagnosis or a specific course of treatment shall be copied to the Office of Correctional Healthcare for additional review and response.
- c. Grievances against the Warden or Inspector must be filed directly to the Office of the Chief Inspector within **thirty (30)** calendar days of the event-giving rise to the complaint. Such grievances must show that the Warden or Inspector was personally and knowingly involved in a violation of law, rule or policy, or personally and knowingly approved or condoned such a violation. The Chief Inspector or designee(s) shall respond within **thirty (30)** calendar days of receipt of the grievance. The Chief Inspector or designee(s) may extend the time in which to respond for good cause, with notice to the inmate. **The decision of the Chief Inspector or designee is final.**