

BELMONT CORRECTIONAL INSTITUTION



**INMATE HANDBOOK
2014**

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**BELMONT CORRECTIONAL INSTITUTION
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(740) 695-5169**

**DRIVING DIRECTIONS TO BELMONT CORRECTIONAL
INSTITUTION**

FROM WHEELING, WEST VIRGINIA AND POINTS EAST

The institution is located on State Route 331, approximately ½ mile north of Interstate 70. When traveling on I-70 West, take exit 213. At the traffic light located at the end of the ramp; turn right onto State Route 331. Drive approximately ½ of a mile and the institution is on the left. The institution entrance is immediately past the large blue water tower on your left. Turn left onto the grounds. At the stop sign, turn left to go to the Correctional Camp or turn right to go to the Main Compound.

FROM COLUMBUS, OHIO AND POINTS WEST

The institution is located on State Route 331, approximately ½ mile north of Interstate 70. When traveling on I-70 East, take exit 213. At the end of the ramp, turn right onto Route 40 and immediately get in the left lane. You will proceed approximately 150 yards to a traffic light; turn left at the light on to State Route 331. Drive approximately 1 mile and the institution is on the left. The institution entrance is immediately past the large blue water tower on your left. Turn left onto the grounds. At the stop sign, turn left to go to the Correctional Camp or turn right to go to the Main Compound.

BELMONT CORRECTIONAL FROM MAJOR OHIO CITIES

- Cleveland: I-77 South to I-70 East, approximately 2 hours and 45 minutes
- Columbus: I-70 East, approximately 2 hours
- Cincinnati: I-71 North towards Columbus, then I-70 East, approximately 3½ hours

PUBLIC TRANSPORTATION TO BELMONT CORRECTIONAL INSTITUTION

The Family Connection	1-330-898-7963 or 1-866-633-4196 (Call for schedule)
Passages Prison Transportation	1-216-881-6776
My Taxi Transportation Service	1-216-526-7005 or 1-216-441-0836
Life Line Transportation	1-216-622-0380

Crest Transportation Services	1-216-991-0958
LTL – Lee’s Transportation/Limousine	1-216-456-6490
Junie’s Affordable Transportation	1-216-795-1705 or 1-216-269-6636
Tailor2You Transportation	1-216-551-0205

INTRODUCTION

This manual is on loan to you while at BeCI and it is your responsibility to keep it in good shape. If the manual is lost, stolen or damaged due to negligence, it may result in disciplinary action, which may include paying to replace it. The manual must be returned to BeCI during the release preparation process.

The purpose of this handbook is to provide you with general guidelines to follow as an offender and to inform you of the various departments within the institution. In addition to this handbook, there are Administrative Rules and policies that deal with various aspects of institutional life. The Administrative Rules, DRC policies and Belmont policies are available in the Library. Whenever you want information about the department or this institution, you should consult this handbook, the Administrative Rules, the policies or a staff member. The Administrative Rules, DRC policies and BeCI policies may be revised at any time. It is your responsibility to check with the Library from time to time to see if any changes have been made so that you may have the most up to date information.

You should study this handbook, as it will aid you in your adjustment to the rules you are expected to follow during your stay here. You will be responsible for any information in this book.

ZERO TOLERANCE

This institution has zero tolerance for the use of illegal drugs or other intoxicants by offenders. You can expect to be periodically tested to determine whether you have used intoxicants in the past. You can expect periodic searches of your property and housing areas. If it is determined that you have used or possessed drugs or other intoxicants in this prison, you may be placed in Disciplinary Control and/or Local Control. **IF YOU USE OR POSSESS ILLEGAL DRUGS WHILE INCARCERATED IN BELMONT CORRECTIONAL INSTITUTION YOU MAY FACE CRIMINAL CHARGES UNDER THE OHIO REVISED CODE.**

WARDEN

The Office of the Warden is responsible for the overall management and direction of Belmont Correctional Institution. As a result of this institution’s commitment to unit management, this office delegates its authority to make daily decisions regarding institutional matters to unit staff prior to taking official administrative actions. If issues can not be resolved within the units, then procedures are available through the Institution Inspector’s office.

It is the intent of this facility to maintain a productive and safe environment. Offenders who accept their assignments, become involved in programming, and take responsibility for their actions will find an incentive system managed by the units. Job and program assignments will be made consistent with a plan designed to assist offenders in becoming employable and productive workers in the institution and upon their return to society.

The Warden and the administrative staff will regularly tour all areas of the institution.

CORRECTIONAL WARDEN'S ASSISTANT

You will have contact periodically with the Correctional Warden's Assistant (CWA) as he/she often acts as the Warden's designee in either responding to matters or handling investigations to report back to the Warden. The CWA chairs committees and has the responsibility of responding to Rules Infraction Board appeals to the Warden. The CWA is also responsible for conducting administrative reviews of all RIB decisions.

The Warden may refer various types of outside correspondence and kites to the Correctional Warden's Assistant's Office for investigation and appropriate decisions. Situations that require investigation by the Warden's Office may be referred to the appropriate area for follow up action.

Concerned visitors, members of law enforcement agencies, departmental personnel, and other public citizens may confer with the CWA in the Warden's absence or at the Warden's direction.

The Correctional Warden's Assistant is also responsible for the supervision of the Staff Training Department, Health and Safety Officer, and serves as the Facility Point of Contact (FPOC) person for the American Correctional Association (ACA) and DRC Management Audit process.

RECORD OFFICE

ODRC operates a centralized Bureau of Sentence Computation (BOSC). BOSC maintains a Master File Record containing an accurate and complete record pertaining to the incarceration of each offender. Copies of official court documents sentencing you to this Department are included in your Master File. Court documents include sentencing entries, jail time credit and indictments. All sentence calculation is completed by BOSC. If you have any questions regarding the computation of your sentence or application of Jail Time Credit you must write a kite or letter to the BOSC. You need to continue to consult with unit staff with questions regarding your scheduled release date and amount of Jail Time Credit you have been granted. Your unit staff has a significant amount of information available in the computer system and should be your first point of contact. If they are not able to assist you, they will refer you to BOSC.

ORIENTATION

Upon arrival at Belmont Correctional Institution, you will be assigned to a 6 House and will begin orientation. The Orientation Lecture consists primarily of presentations

regarding various departmental functions. It is important to listen during the presentations as most questions will be answered at this time.

The orientation process will provide you with written materials and/or translations in your own language. If you have difficulty reading, you should notify a staff member for assistance.

RECLASSIFICATION COMMITTEE

Job Classification/Reclassification Committee consists of unit staff from your unit. This committee will give you an initial job assignment when you arrive and change your job as requested by another department.

Job Reclassification Committee is held within the unit. The committee will determine your initial job placement within 7 days of your arrival. Tell the committee what experience you have; you may be needed in a particular area. The Reclassification Committee is responsible for moving you from assignment to assignment. These moves are based upon recommendations from areas of the institution such as Food Service, Recreation, and housing unit staff. You may write an area to request a job when you arrive. That area will put in the request if they wish for you to work in that area.

You must remain on your job for 90 days before requesting another job. You may only move to another job before 90 days if your security status is being raised, your performance is not adequate, you receive a conduct report, you have a separation order, or there is an institutional need for you to work in another area.

Job promotions will be made within the department with a recommendation from the department supervisor. A job evaluation will be completed by the supervisor and he/she will put in the request. Again, you must work in an area for 90 days before being moved to another position. A promotion is considered to be another position.

Once a classification is done, you have the right to appeal the job decision to the Unit Management Chief (UMC). The UMC will consider your needs as well as the needs of the institution when making a determination of your appeal.

Your job classification/performance file that begins with orientation and continues until you are transferred or released will be maintained on the Department's computer system and can be provided to you prior to release. Job performance evaluations will be completed by your work supervisor. After you have worked your initial 30 days, your supervisor will complete an Inmate Performance Evaluation. This evaluation will mark the end of your probation. You will also receive a performance evaluation annually. Whenever you are considered for a promotion, demotion or removal, your supervisor will prepare a special performance evaluation. All evaluations are filed in your unit file.

INMATE PAY

Offenders are paid only for the work performed. You will be paid according to Administrative Rule 5120-3-2, A1-A7

Orientation Pay

\$3.00 per month

Segregation Pay:

Security Control	\$3.00 per month
Disciplinary Control	\$0.00 per month
Local Control	\$0.00 per month
Medium Security Level Pay	\$18.00 per month
Minimum Security Level Pay	\$20.00 per month

For every month that you work, state pay will be posted to your account in the following month. For example: If you work in November, your state pay will be posted in December. You will receive your pay for December in January and so on. For any questions or concerns about state pay, please kite the Administrative Professional in the Deputy Warden of Special Services' Office.

OPI OPERATIONS

Ohio Penal Industries (OPI) is a correctional training program throughout Ohio for more than 1,500 incarcerated offenders that instills good work habits, provides marketable skills in various trades, and teaches business management, social skills, responsibility, and accountability for behavior. OPI's mission is to assist Ohio prisons in the management of offenders through training and by producing quality cost efficient products and services; thereby, contributing to their successful re-entry to society.

The Toilet Paper Shop at BeCI manufactures and produces 1-ply and 2-ply standard toilet paper rolls. It provides training, certification, and apprenticeship opportunities. Offenders work 6.5 hour days and 32.5 hours a week. In addition to receiving marketable job skills, offenders receive excellent pay and have the opportunity to receive longevity increases and personal/sick time.

EMPLOYMENT AT OPI

Vacancies in OPI will be posted in the housing units and other accessible areas. In order to work at OPI, offenders must:

1. Have a high school diploma or GED and it must be on record with the Ohio Central School System.
2. Offender will need to kite the OPI Supervisor to request an employment application packet that must be filled out prior to being interviewed by shop staff.
3. Once the offender is selected, the shop will submit the paperwork for the re-class to OPI.
4. Upon being re-classed, the offender will complete an orientation process and begin his assignment in OPI.

5. In the event an offender is interviewed, but not assigned to OPI, he must re-kite the shop to have his name placed back on the waiting list.

PAY

Inmates assigned to OPI shops are compensated by levels established specific for correctional industries. Within this system there are several benefits for the assigned inmates.

There are five (5) pay grades, with pay grade one being the highest. Those pay rates and their average monthly pay is as followed:

PG # 1 - \$.47 cents = \$64.16

PG # 2 - \$.42 cents = \$57.33

PG # 3 - \$.35 cents = \$47.78

PG # 4 - \$.27 cents = \$36.86

PG # 5 - \$.21 cents = \$28.67

Amounts are based on 21 days @ 6.5 hours per day

Those inmates completing a minimum of 15 months in an industry assignment are eligible to receive a longevity pay increase. Rates are as follows:

15-29 months = \$.04 cents

30-44 months = \$.08 cents

45 months + = \$.10 cents

Supplemental pay is added to current pay rate

UNIT STAFF

BeCI operates under the Unit Management concept. Unit staff shall be viewed as the first line of command. You should discuss any problems, concerns or issues that arise with the appropriate unit staff member. It is essential that you go to your unit staff first with any problems.

UNIT MANAGER

The Unit Manager is responsible for the overall operation of the unit. The Unit Manager's duties include but are not limited to: discipline within the unit, answering informal complaints, approving unit/ dorm moves, approving/ denying special visits and making decisions concerning security classification. The Unit Manager is also the supervisor for all unit staff and is in charge of all direct and indirect services in the unit.

CASE MANAGER

The Case Manager helps to develop social services within the unit. Case Managers conduct Ohio Risk Assessment Surveys (ORAS), develop case plans with appropriate programming, help offenders prepare parole plans, process visitation forms, approve/deny visitation, complete security review instruments, participate in job reclassification, process transitional control/furlough paperwork, process hardship transfer paperwork, make segregation rounds, facilitate programs and complete institution summary reports.

CORRECTIONAL COUNSELOR

The Correctional Counselor is also known as the Dorm Sergeant. The Correctional Counselor provides direction in coping with day to day operational concerns of living in prison. The Sergeant's duties include making regular rounds of the housing unit to check sanitation, safety issues, and offender personal hygiene. The Correctional Counselor also resolves conflicts, investigates complaints, enforces offender discipline, enforces unit rules, and verifies property ownership. The Correctional Counselor also assists in the vendor purchasing process by completing cash slips. The Correctional Counselor enforces yard rules, off-limit areas, fire procedures, and serves as the Hearing Officer for unit conduct reports. The Correctional Counselor is also responsible for completing unit orientation for new offenders.

UNIT CORRECTION OFFICER

The dorm Correction Officers complete day to day security functions within the housing dorm. The officer shall participate in the unit's decision-making efforts where applicable. Any questions, comments or concerns related to count, room sanitation, fire exits, sick call, mail, laundry, contraband, shower procedures, off-limit areas and other dorm rules should be directed to the dorm officer.

Again, you are strongly encouraged to consult with the appropriate unit staff before contacting other departments. Unit staff hours are posted in the unit. You are required to wear your state issue blues when entering a unit staff member's office.

NOTARY SERVICE

Notary Service is handled by your Unit Manager and various other staff members throughout the compound. Please check with your unit staff on the availability of notaries.

HOUSING UNITS

1 HOUSE

1 House is a General Population dormitory containing 250 beds. Both sides of 1 House are double-bunked. Except for the first row of B-side, each bunk area contains a clothing wardrobe and is separated by a partition. The first row of B-side is for new inmates, for inmates released back into General Population from Segregation, and for inmates who are not following the rules and regulations. It is used as an incentive and as a motivator for positive behavior.

Additional incentives to offenders living in 1 House may include:

1. One additional late night per week
2. Additional movies

3. Two microwaves but a third microwave is provided when dorm is behaving and clean.
4. One ice machine
5. Recreation tournaments: cards, ping pong, and other activities to be determined by the Unit Manager
6. Dog Program - dog handling is an incentive.
7. Janitorial Apprenticeship Program
8. Inside Out Dads and Cage Your Rage programs
9. Community Service Programs: Pop Tabs for Ronald McDonald, Flash Cards, Save a Puppy Program, Crocheting gloves, hats, and stuffed animals, etc.

2 HOUSE

2 House is a General Population Dorm with 272 beds. Additional incentives to offenders living in 2 House may include:

1. Recreation tournaments: cards, ping pong, and other activities to be determined by the Unit Manager
2. Community Service - paper flower arrangements for cancer patients.
3. Janitorial Apprenticeship Program

3 HOUSE

3 House houses offenders age 35 and older. 3 House has double bunks and it has partitions. 3 House provides a living environment that is conducive for the older offender. 3 House offers the following programs:

1. Thinking 4 a Change
2. Short-Haired German Pointer Dog Program
3. Janitorial Apprenticeship Program
4. Recreation tournaments: cards, ping pong, and other activities to be determined by the Unit Manager

To apply for 3 House, offenders must send a kite to the 3 House Sergeant and meet the following criteria:

1. Offender must be 35 years of age or older
2. Offender must be 6 months clear of any rule violations
3. Offenders with bottom bunk restrictions will be placed on a waiting list and will move into 3 House when a bottom bunk becomes available
4. Offenders can be removed from 3 House for any RIB conviction

4 HOUSE

Belmont Correctional Institution's Military Dorm (4 House) will provide inmates with a safe and secure living environment that is conducive with the ideals of the American Veteran so that they can reintegrate back into society as a proud productive citizen and prepare a select number of inmates for future Military Service. The goal of the dorm is reducing recidivism. Programs that are offered in 4 House are:

1. Military Preparation Program
2. 12-Step Recovery
3. Mechanical Drawing
4. Thinking 4 a Change
5. Dealing with Loss
6. Veterans Administration PTSD Program
7. Over 40 Physical Fitness, Under 40 Physical Fitness
8. The Ohio Job & Family Services Job Linkage Program.

In order to apply for the Veteran Programs in 4 House, a kite must be sent to the B-Unit Manager requesting admittance and listing branch of service. A DD 214 must be supplied by the offender to prove Veteran status.

In order to apply for the nine-week Military Preparation Program, the offender must submit a kite requesting admittance to the B-Unit Manager. Offenders must pass a screening process and personal interview. All accepted applicants will be moved to 4 House for the start of the program

5 HOUSE

5 House is a general population dormitory with 272 beds:

1. Janitorial Apprenticeship Program and dorm tournaments.

2. Recreation tournaments: cards, ping pong, and other activities to be determined by the Unit Manager

6 HOUSE

6 House is the Orientation dormitory and has 75 beds specifically for orientation. Within their 1st week of being here at BeCI they will go through orientation for BeCI in 6H. Then they will be subject to getting moved out of 6H to other GP dorms.

:

1. Janitorial Apprenticeship Program
2. Recreation tournaments: cards, ping pong, and other activities to be determined by the Unit Manager

7 HOUSE

7 House is a general population dorm. 7 House offers the following programs:

1. Janitorial Apprenticeship Program
2. Recreation tournaments: cards, ping pong, and other activities to be determined by the Unit Manager

8 HOUSE – POP DORM

8 House is also known as the POP Dorm. POP Dorm stands for Positive Opportunity Program Dorm. The POP Dorm combines three separate programming opportunities within one setting: the "Close Proximity Dorm," the "Sexual Offender Program Dorm," and the "Faith-Based" Dorm. 8 House offers the following programs:

1. Janitorial Apprenticeship Program
2. Recreation tournaments: cards, ping pong, and other activities to be determined by the Unit Manager
3. BeCI 8-House Book Club: The "BeCI 8-House Book Club" meets each Friday morning in the back TV room of 8-house. We review various assigned readings from selected books. The books vary in title and content. During our review we discuss the author, time period, major social concerns of the time period, the author's message etc. We respect and encourage each participant's views and insights. This program is only open to inmates that live in 8-House.
4. BeCI Faith-Based Program: The BeCI Faith-Based program meets at least twice weekly to cover different character building traits. This program is open to all beliefs and those that do not practice a belief. Throughout the program we devote time to studying and understanding all Faiths. Participants are classed into this program as their assigned job. We use various videos, guest speakers, small group formatting, etc, to study and develop an understanding of a variety of different Faiths. This program is multi-faceted. It is designed to use individual lesson plans to develop character, strengthen our faith, and learn more about all faiths. This program is only open to inmates that live in 8-House.

5. Other programs: RAM program and many community service projects and a crochet program.

Close Proximity Dorm

The Close Proximity Dorm houses some of the most acutely ill or physically-challenged individuals at BeCI. 8 House offers a centralized location. It is the closest housing unit to Inmate Health Services (IHS) and is directly across from the Chow Hall.

Since these individuals require the services of the Medical Department on a regular basis, this dorm's close proximity to IHS reduces the response time of the nursing staff in the event of an emergency. Several inmates trained as "First Responders" are assigned to this dorm.

Sexual Offender Programming

Belmont Correctional Institution provides a unit-based sex offender program for inmates who reside in the same housing unit within the prison, as designated by the Managing Officer. This unit-based program utilizes the housing unit environment to ensure that core correctional practices are incorporated in the housing unit and in the programming. This unit-based program is designed to provide a system of sex offender services to male inmates classified as sex offenders for the purpose of reducing the risk of sexual re-offending thereby enhancing public safety and future risk to victims.

This program is a Comprehensive Sex Offender Program which is mandatory for the following inmates designated as sex offenders:

- a. The inmate scores high risk or medium-high risk to sexually reoffend. Inmates shall be prioritized by risk level.
- b. The inmate is within thirty-six (36) months of release. Inmates who have Parole Board hearings and score high or medium high risk to sexually reoffend shall be referred at the discretion of the Parole Board.
- c. The inmate was excluded from the Comprehensive Sex Offender Program due to barriers that required services that cannot be reasonably obtained in the program, but have resolved issues so that they can participate in the program. This determination shall be made at the inmate's Annual Classification Review. If the inmate is able to participate in the Comprehensive Sex Offender Program, he shall be transferred to an institution with the program, and the Director of Sex Offender Services shall be notified.

Inmates who meet the following exclusionary criteria shall not be placed in the Comprehensive Sex Offender Program, as these criteria represent barriers beyond the scope of the program or requiring services that cannot be reasonably obtained in the program. These barriers include:

- a. Serious mental health issues that are not stabilized by a medication regime.

- b. Significant health issues: This shall include inmates who are designated on the Medical Classification Grid as Class 3 and Class 4.
- c. Functional limitations impacting placement as determined by Medical Protocol B-13, Evaluation for Functional Limitations Impacting Placement.
- d. Intellectual impairment that impacts the inmate's ability to participate in cognitive-behavioral programming
- e. Posing a risk to self or others as documented by a mental health professional.

Due to the mandatory nature of the program, if an inmate refuses to participate in the Comprehensive Sex Offender Program the disciplinary process shall proceed as follows:

1. A designated sex offender program staff person shall meet with the inmate to discuss the policy, expectations regarding attendance and participation, and possible sanctions for non-compliance.
2. First Offense - If an inmate refuses to comply, the designated sex offender program staff person or other appropriate individual shall issue a conduct report for "Refusal to carry out work or other institutional assignment" (Rule 22). A conviction of Rule 22 in this context may be disciplined with any of the following sanctions:
 - a. Cell or cubicle isolation
 - b. Commissary restrictions
 - c. Package restrictions
 - d. Loss of audio/video equipment
 - e. Money order restriction
 - f. Restrictions on offender funds incoming/outbound
 - g. Other sanctions as recommended by sex offender program staff and/or hearing officer.

Faith-Based Dorm

The faith-based program is a 12-month volunteer program that welcomes inmates of all faiths and seeks to unite corrections and the faith community to affect an inner transformation of inmates and to change the BeCI prison culture to one that promotes pro-social behavior. The purpose of the program is to assist inmates in areas such as religious diversity, financial accountability, contemporary issues, marriage and family skills, personal relationship, leadership skills and addictive issues from a spiritual perspective. The forty-two participants involved in this program live together for a year affording them the opportunity to develop positive long-term in-depth relationships. The inmates are expected to attend religious services on a regular basis, participate in a mandatory daily devotional time, and encouraged to commit to community service projects. The future goal is to have community service volunteers serve as mentors and spend quality time with an inmate to help him grow spiritually and socially with decision-

making, goal-setting, family relationships and release issues. These mentors would provide a listening ear and offer words of wisdom from their own experiences and from scripture.

BELMONT CORRECTIONAL CAMP

Belmont Correctional Camp is a minimum-security environment committed to rehabilitation, personal growth and individual responsibility. If you are interested in becoming a Camp inmate, you must meet the following criteria:

1. You must be eligible for Level One (1) Security
2. 5 years or less to release date or parole board date
3. No history or current conviction of Kidnapping, Abduction, or Escape including Absconding While under Supervision to Another State.
4. No conduct reports resulting in an RIB conviction within the past 12 months prior to camp screening
5. No conduct reports resulting in any other sanctions within 6 months of camp screening
6. Good work evaluations and programming
7. Desire to work outside, on the grounds of the institution, or in the community
8. Pre/Post Sentence Investigation or Offender Background Investigation report
9. No active detainer, including Immigration
10. No current offenses involving the serving of a life sentence i.e. Aggravated Murder
11. High notoriety cases decided on a case by case basis

Programming at the Camp includes:

1. Community Service
2. Golden Endings Dog Program
3. Janitorial Apprenticeship
4. Recovery Operator (Recycling) Apprenticeship
5. Dog Grooming/Handling Apprenticeship
6. Cage Your Rage

7. Victim Awareness
8. Intensive Outpatient Program (IOP)
9. Outside work program to include grounds, car wash, Administration Building Porter
10. Educational programming
11. Turf Maintenance Vocational programming
12. Narcotics Anonymous (NA) – Tuesday nights at 6:00 p.m.
13. Alcoholics Anonymous (AA) – Monday nights at 6:00 p.m.
14. Garden Program
15. Music Program

Camp inmates are permitted to purchase and possess their own personal TV's.

Camp inmates have access to vending machines and can buy a vending card.

If you meet all of the listed criteria and you wish to move to the Camp, see your Case Manager to be screened.

SOUTH SIDE REINTEGRATION DORM

REINTEGRATION UNIT: With the new 3-Tier System Offenders will be classed to a Security Level that reflects and rewards their behavior. Offender working their way to Level 1 who have less than six (6) months to serve until their release or next Parole Board date may apply to the Reintegration Unit. The Reintegration Unit shall focus on programming and reentry goals. BECI's Reintegration Unit is the EMPOWERMENT UNIT. The main goal of all activities in the Unit is to transition responsibility to offenders with a goal of reducing recidivism by increasing personal responsibility and accountability through increased involvement in the decision making processes of the Unit and involvement in rules enforcement to encourage personal and moral development with the ultimate goal of a successful reintegration for all participants. Each Participant will be required to participate in 8 to 12 hours of meaningful activities per day with participation in at least two of the Pathways. The Program Pathways are defined below. Each Pathway contains a multitude of programs either Staff led or Offender led.

12 Pathways to Empowerment:

Wellness Pathway
Recovery Services Pathway
Faith Based Pathway
Education Pathway
Vocational Pathway
Community Service Pathway

Pro-Social Pathway
Veterans Pathway
Family Connection Pathway
Victims Pathway
Residency Pathway
Mental Health Pathway

Belmont Correction Camp
Positive Pathways Reintegration Unit
Handbook & Rules

Mission

The BECI Positive Pathways Reintegration Unit shall focus on inmate accountability and instilling responsibility while transitioning responsibility to offenders by creating a pro-social environment of Positive Modeling and Offender accountability with the ultimate goal of successful rehabilitation and reintegration for each offender.

Definitions (alphabetical order)

Case Manager:

The Case Manager is responsible for developing and implementing social services programs within the unit. This necessitates making contact with various community organizations and maintaining necessary information to facilitate programming. The Case Manager is responsible for managing a caseload of inmates, which includes development of individual treatment plans, monitoring inmate progress, completion of classification documents and necessary reports. Case Managers will also participate in various hearings and committees pertaining to inmates in their specific caseload, including Rules Infraction Board and Parole Board hearings. Case Managers will assist the Unit Manager with their duties as needed and may act as Unit Managers in their absence.

Correctional Counselors:

The Correctional Counselor regularly tours the unit and the work assignment areas to resolve inmate concerns. The Correctional Counselors also investigate complaints and offer guidance to inmates assigned to the unit. This person serves on various unit committees such as classification and security review, and is a member of the Hearing Officer panel for assisting inmates in coping with daily concerns of living in a correctional institution. . Correctional Counselors will assist the Unit Manager with their duties as needed and may act as Unit Managers in their absence.

Correctional Officer:

The Correctional Officer is under the direct supervision of the Unit Manager and is supported by the other members of the unit team. They execute duties as outlined in the unit plan and post orders. They complete all assigned security checks and maintain an effective level of communication with the inmates assigned to the unit. They supervise inmate workers in the unit and maintain necessary inventories of supplies and chemicals. They make rounds throughout all assigned units in compliance with the post orders providing a physical and direct presence within the inmate population. Serve as a member of the unit team that makes decisions regarding reclassification & job changes.

Peer Advisor:

Peer Advisors shall be selected by the Unit Staff to serve as aides to the Resident Advisor to assist with all aspects of the Reintegration Unit and the Resident Advisors duties. The Inmates selected for this position shall be expected to assist the Unit Officers and other Unit Staff with maintaining the sanitation level of the Dorm and with maintain the behavior expectations of their assigned areas. Peer Advisors shall be tasked with assisting the Resident Advisors and the Unit Staff with counseling other offenders and serve as a positive model for other offenders in the Unit.

Peer Driven Conflict Resolution:

Is a process whereby offenders can resolve conflicts or address concerns utilizing Resident Advisors, Peer Advisors and Positive/Negative Interlocks in order to increase personal responsibility and accountability by involving all offenders in the decision making processes of unit and rules enforcement while encouraging personal and moral development as well as modeling with ultimate goal of successful reintegration.

Positive/Negative Interlock:

This is a form that any offender or staff member may write to make an offender aware of their positive or negative behavior. An Interlock may be marked as either Negative or Positive. Interlocks shall be submitted to the Resident Advisor or to any Unit Staff Member and may be anonymous. The Interlock shall not cancel a necessary conduct report but may be used in conjunction with or in lieu of a conduct report by staff. Interlocks shall be used to instill responsibility and transition responsibility to inmates to be accountable for one another's as well as their own actions and behavior.

Reintegration:

This is the process, based on a pro-social model, of integrating institutional and community resources to facilitate re-entry and reduce recidivism.

Reintegration Unit:

The Reintegration Unit shall be South Dorm. This Dorms programs and interactions shall be based upon a pro-social model, of integrating institutional and community resources to facilitate reentry and reduce recidivism by increasing programming, providing a dorm like atmosphere wherein the dorm will have plants, posters, murals, freestanding computers and satellite library resources within the dorm, staff will make efforts to augment programming with offender led programs and provide access to resources to assist with a successful reentry.

Resident Advisor:

The Resident Advisor will be selected by the Unit Staff for each side of South Dorm. This inmate will have completed a portion of the Reintegration Unit Program or comparable Behavior Modification Program. The Resident Advisor (RA's) responsibilities will be assist the Unit Staff in counseling other offenders, providing programming and serving as a leader to their assigned area to insure that all offenders are participating in the Reintegration Model and Goals of the Unit. The RA shall be tasked with responding to Step 1 of the Positive/Negative Interlock and shall report to the Unit Staff and assist with all other steps of the Positive/Negative Interlock as well as all activities of the Reintegration Unit. The RA shall serve as a model to all offenders and shall uphold the highest level of behavior expectation for the unit.

Resource Center: Computer access within the Reintegration Unit with staff assistance for community resources and databases.

Unit Manager:

The Unit Manager is responsible for the overall operation of all phases of the housing unit, including directing, scheduling, training, and evaluation of the unit staff. The Unit staff will develop the unit plan, which outlines the security policies and programming in the unit; decisions regarding inmates in the unit, such as classifications and minor discipline. The Unit Manager is a departmental head and attends regular meetings with other Unit Managers and department heads to remain and improve management of the institution. The Unit Manager will be responsible for the drafting, revising and enforcing the rules of the Belmont Correctional Institution.

Unit Secretary:

The Unit Secretary handles the clerical responsibilities for the unit and its staff. This includes typing reports, maintaining unit files, placing information in files, scheduling interviews and meetings, and responding to routine communications from the public and inmates. The Secretary may also serve on committees and act as liaison between the unit and other institution departments.

Daily Schedules

Each Offender in the Reintegration Unit shall be issued a Daily Schedule for the Month. This schedule shall be a guideline for each Offender to follow detailing their work and program requirements.

Reintegration Path System/Path Descriptions/Programs

Wellness Path - Included within all paths, the Well-Being Path includes programming that fosters an individual's mental, emotional and physical well-being. Mental Health Programs and Care, Medical Programs and Care, Nutrition, and Recreation (Art & Crafts, Music Program [minimally including Steve Popovich Legacy Foundation], Physical Fitness).

Education Path - Includes all programming that allows an individual to pursue their GED, high school diploma, apprenticeship, Adult Basic Education, Pre-GED, GED, Advanced Job Training, or Career Enhancement.

Vocational Path - Includes all programming that an individual can pursue to obtain a career tech certificate or licensure towards their career goal. These programs include Cosmetology, Landscape Management, Horticulture, Optical, Building Maintenance, Graphic Arts, Animal Trainer or Groomer, recycling apprenticeship and other approved career tech and Apprenticeship programs.

Pro-social Program Path - Includes all reentry approved programs, unit based programs and other institution specific programs including but not limited to: Cage Your Rage, Thinking for a Change, Victims Awareness, Money Smart, other Unit Programs and other reentry approved institution specific program.

Recovery Path - Includes all programming related to an individual's substance abuse/addiction treatment and recovery. AA/NA/CODA/GA Meetings, Intensive Outpatient Program, Tapestry, and other recovery based programs.

Community Service Path - Requires the inmate to complete 90 hours of community service per quarter. Institution specific community service options.

Family Connection Path - Encourages positive family connections through programming and visitation privileges. This path offers Responsible Family Life Skills, Becoming a Responsible Father, Strengthening Step-Families and other Institution specific family connection programs.

Faith Based Path - Includes all programming that allows an individual to pursue their spiritual growth through faith based programming and linkages to the faith community.

Employment Links and Community Connections

As an inmate in the Reintegration Unit is nearing release they will be afforded the opportunity to be linked to resources for employment purposes and for support in the community

Release Preparation

- According to DRC Policy [78-REL-01](#) Unit Staff shall make information available on how to obtain a birth certificate, driver's license, Veterans Discharge Status Form DD-214 and a Social Security Card for inmates prior to their release.
- Community Linkage to medical, mental health and recovery services.
- Access to clothing bank.
- Reintegration Portfolio: Achievement and Employability Certificate if applicable, Resume, Reentry Plan (all documents will also be provided electronically).
- Drug Screening will be required before release.
- The opportunity for a meaningful face-to-face (video conferencing) contact with a member of the community.

GENERAL DORM INFORMATION

Your dorm and your bed are your home while you are at BeCI. You will spend a major portion of your day there and for this reason you are expected to adhere to all unit and dorm rules. You are expected to ask questions of unit staff and to read the bulletin boards. **Ignorance of the rules, policies or procedures will not be accepted as an excuse for wrongdoing.**

Unannounced searches of you, your living area or other areas of the institution shall be conducted as often as necessary to ensure the safety and security of the Institution.

Searches are conducted to detect and prevent the introduction of contraband, to recover missing or stolen property and to prevent escapes or other disturbances. Searches shall be conducted in a manner that will avoid unnecessary force, embarrassment or indignity.

GENERAL UNIT/ DORM RULES

1. As of March 1, 2009, all Ohio Department of Rehabilitation and Correction institutions are tobacco free.
2. Searches are done on a random basis; however, they can be done as a result of information obtained from various sources or based upon a reasonable suspicion. Pat-down searches can and will be done by any staff member at any time. If any contraband is found or if the staff member finds it necessary, a strip search may be conducted.
3. You are required to shower at least three times a week. You are required to maintain a clean living area. Part of the state pay you receive is for upkeep of your living area. You are also required to do the following on a daily basis: make your bed, fold your clothing neatly, clean the floor of your bed area, and remove trash from your bed area. The use of paper bags as trash cans is prohibited.
4. **YOU ARE NOT AUTHORIZED TO ENTER A DORM/ HOUSING UNIT OTHER THAN THE ONE TO WHICH YOU ARE ASSIGNED. GOING INTO A DORM/HOUSING UNIT TO WHICH YOU ARE NOT ASSIGNED, WITHOUT PERMISSSION, IS CONSIDERED OUT OF PLACE AND A CONDUCT REPORT WILL BE ISSUED.**
5. **YOU ARE ONLY ALLOWED TO BE IN YOUR ASSIGNED BED AREA WITHIN YOUR DORM. GOING "SIDE TO SIDE", WITHOUT PERMISSSION, IS CONSIDERED OUT OF PLACE AND A CONDUCT REPORT WILL BE ISSUED.**
6. There are six pay phones per house: 3 on A-side and 3 on B-side. Phone calls are limited to 15 minutes per call. The unit officer will ensure that offenders vacate the phone when other offenders are waiting. Staff may tell you to vacate the phone before your time is up. **Phone calls are privileges, not rights.** PHONES ARE MONITORED AT ALL TIMES. Procedures for using the phones may be posted by unit staff.
7. Unit dayrooms are opened after the 6:00 a.m. count clears and are closed at times posted in the dorms. The living areas are to be quiet during institutional count. Living areas are also quiet from 9:30 p.m. until 6:30 a.m. every day.
8. All cleaning supplies and equipment must be checked in and out with the dorm officer. You must exchange your offender ID for equipment and supplies. Housing dorm porters are responsible for cleaning the dorm, HOWEVER, YOU ARE RESPONSIBLE FOR PLACING YOUR OWN TRASH INTO THE TRASH CANS. No offenders, even porters, are authorized to be in the supply closet.
9. Radios, televisions and CD players must be operated on headphones at all times. Excessive noise is not permitted. Televisions and radios are to be turned off when not in use.

10. The institution laundry washes state-issued clothing and bedding only. Follow the posted memo for laundry times and pick up/delivery rules. **DO NOT SEND YOUR PERSONAL CLOTHING TO BE WASHED IN THE INSTITUTIONAL LAUNDRY. IF YOU SEND PERSONAL CLOTHING TO THE INSTITUTIONAL LAUNDRY AND IT IS LOST, THE INSTITUTION IS NOT RESPONSIBLE FOR REPLACEMENT OR REIMBURSEMENT.**
11. You must adhere to the property possession limits. You are permitted to maintain 2.4 cubic feet of property. Please refer to BeCI 04-16-01 Inmate Property and DRC 61-PRP-01 Inmate Property for definitions of 2.4 and more specific information about what is and what is not included in 2.4.
12. You may not lend, trade, borrow, sell or give away ANY of your possessions to any other offender. You must be able to prove ownership of everything in your possession. Keep all titles, pack-up slips, food box lists, sundry box lists and commissary receipts. You are not authorized to possess any item belonging to another offender or any item that was owned by an offender who has left this institution.
13. You may be required to provide proof of ownership for any item of your personal property at any time. Commissary slips will be accepted as proof of ownership for non-titled items from the commissary. **YOU SHOULD KEEP SLIPS FROM THE LAST 45 DAYS. ONLY SLIPS FROM THE LAST 45 DAYS WILL BE ACCEPTED AS PROOF OF OWNERSHIP.**
14. You must clean your personal living space daily. Your bed must be made by 7:30 a.m. Monday through Friday and by 10:00 a.m. on the weekends and holidays. Your clothing must be folded neatly and may be kept under your mattress; however, this is not considered a SECURE area. If your clothing is under your mattress, it must not be visible. Your bed must be made to the satisfaction of the dorm officer or other staff member supervising the dorm.
15. **SAFETY FIRST!** Fire prevention is extremely important. In case of fire drills, leave the building in a swift, safe and orderly manner. You are expected to know the proper safety and/or evacuation procedures for your work place.
16. Do not place anything in the ventilation systems or hang anything from the sprinkler systems.
17. Nothing is to be taped or adhered to your bed, or to the ceiling, windows, walls, floors, bars or locker box lids. Only BeCI issued name cards shall be placed on the beds.
18. Chairs or other items shall not be placed in front of any doors.
19. Keep your feet off of the walls, tables and chairs.
20. You may have only one mattress per bed unless you are authorized more by a medical order.

21. Stay clear of all unit entrances, inside and out. Only one offender is authorized to approach the officer's desk at a time. You must remain behind the taped line unless you are authorized to come closer. The taped lines within the units designate OUT OF PLACE areas.
22. Only issued cleaning supplies are to be used on the floors.
23. Dress Code: You must wear your offender ID showing the picture side out, on your outermost garment, and over your upper left chest area. You are required to wear your ID at all times and in all areas of the institution except for the bed area, bathroom or showers in your dorm.
24. State blue uniforms will be worn for visits or when honoring passes to all areas of the institution. Do-rags or toboggans/skull caps must be removed before you enter any area of the institution outside of the gated bunk area. They must also be removed before entering any employee's office.
25. NO kitchen whites are to be worn in the dorm common areas or on the yard. They are to be worn to and from work and at work ONLY. Aprons will be issued to specific workers in Food Service and retrieved before the worker leaves Food Service.
26. Your state uniform shirt must be buttoned (except for the top button) and tucked into your uniform pants. Your shirt collar must be down at all times and your pants may not be rolled up, tucked into socks or pegged. Your pants must be zipped up and buttoned at all times. Any time you report to a job assignment, you must be in state uniform even if your job assignment is in the dorm. YOUR PANTS CAN NOT BE SAGGING! Pants must be worn around your waist area.
27. IF WORN PROPERLY, wave caps/do-rags may only be worn in the dorm living areas.
28. Personal clothing may be worn to and from Recreation. Personal clothing shall include sweatpants, gym shorts, tee shirts, sweatshirts and tennis shoes.
29. Your clothing must be appropriately worn. Your clothing may not be altered and must be in good repair at all times. Approved headgear (including religious) may be worn in or out of the dorm. Only approved religious headgear may be worn to the inmate dining area. Food service workers are required to wear work-issued caps.
30. You may wear your personal clothing in the dorms during your off duty hours. Do-rags/wave caps are not to be worn outside of the dorm.
31. You must be completely covered from the waist to the knee with shorts or a bathrobe when going to and from the showers. You must also have on footwear. YOU MUST LEAVE THE SHOWER AREA WITH SHORTS OR A ROBE ON. YOU CANNOT LEAVE THE SHOWER AREA AND RETURN TO THE BED AREA WITHOUT HAVING ON PROPER UNDERCLOTHES.
32. Sunglasses may not be worn indoors unless prescribed by a doctor.

33. You are responsible for checking the current list of approved items for sundry packages under Administrative Rule 5120-9-33 and DRC 61-PRP-01. You must also be aware of item descriptions, value and possession limits. Any additional clothing, state issue or personal, in excess of the allowable possession limits shall be considered contraband and you may be subject to disciplinary action.
34. **At count times you are to remain on your bunk and quiet until count is cleared. At the 4:10 p.m. count you will “stand” at the end of your bunk facing the aisle-way with your ID properly worn.**
35. Mop heads may not be washed in the unit laundry room.
36. You may not lounge in the dorm’s common areas in your bathrobe or pajamas.
37. You may request one bed move every six months. There will be no exceptions. Dorm moves are made by the dorm Sergeant. If you go to Segregation, you lose your seniority and you will have to wait another six months from the day you are released from Segregation before you may request a bed move.
38. You may not request dorm to dorm moves except under special circumstances.
39. During count times, the restrooms will be opened when there is a good dorm count. At the 11:10 a.m. and 4:10 p.m. counts, the kitchenette area will be closed until the dorm is called to chow.
40. You are to be up and have your bed made by 7:30 a.m. Monday through Friday and by 10:30 a.m. on weekends and holidays. The only exception to this rule will be for third shift porters who worked the night before.
41. You are absolutely not permitted to make “tents” in your bed area.
42. If you have problems with the phone system, you should dial *1995.
43. You may not possess more than two blankets; either 2 personal, 2 state or one of each.
44. Porters are required to work the following schedules:
 - a. First shift: 6:00 a.m. - 2:00 p.m.
 - b. Second Shift: 2:00 p.m. – 10:00 p.m.
 - c. Third Shift: 10:00 p.m. - 6:00 a.m.
45. If you sleep on the top rack you are permitted to have your locker box pulled out “slightly” to use when you are stepping up into your bunk. Otherwise, your locker box must remain completely under the bed. There may be occasions, such as when they are stripping the floors, when you are required to place your locker box on the bedsprings. You may not place any property on the divider walls at any time.

46. **Nothing is to be hanging from any area of your bunk** with the following exceptions: a towel/ wash cloth may be hanging from the head of your bunk (on the metal part of the bunk.) **ABSOLUTELY NO CLOTHES LINES. NOTHING IS TO BE HUNG FROM UNDER THE TOP BUNK OR FROM UNDER THE BOTTOM BUNK.**
47. At no time will shower shoes/ house shoes be permitted outside of the housing unit unless prescribed by medical staff.
48. There is **NO LOITERING** outside of the housing unit. If you are not playing basketball or at the picnic tables, you must be on the walkway traveling to another area.
49. There is to be no horse-playing, running, yelling, or slamming of cards or other game pieces (such as chess or checker pieces) on the recreation tables.

UNIT PROGRAMS

ROOTS OF SUCCESS

“Roots of Success” is a comprehensive environmental literacy course which increases students understanding of environmental issues and offers solutions. Students will be able to strengthen basic academic skills, to research and prepare for jobs in the green economy, to promote community participation in environmental decision making, and learn to live more eco-friendly lives while incarcerated and upon release into their communities.

Anybody can apply as there are no criteria for admittance to the program. “Roots of Success” is an excellent program for an offender with no need for programming or for an offender who has a lengthy sentence and is not eligible for other programs.

If interested in this program, contact your unit staff, Ms. L. Taylor in Recovery Services, or Mr. Kolvek, 2 House Case Manager for sign-up information.

INMATE CPR CLASSES

Basic Adult CPR, Blood borne Pathogens, and First Aid classes are offered to offenders. There are no pre-requisites for classes; however, participants must be able to pass the written tests and the physical skills assessments. Offenders interested in the program should send a kite to Lt. Ziants. For informational purposes, list any previous training you have had in the last 5 years pertaining to the classes.

STANDARD ADULT FIRST AID PROGRAM

Learn how to respond to common first aid emergencies, including burns; cuts; head, neck and back injuries and more. This is an introductory basic first aid class focusing on responding and reacting to emergency situations. Certification is not available upon completion of this program. A certificate of completion will be issued upon completion.

INMATE GROUPS

JAYCEES (Junior Chamber of Commerce)

The main purpose of the BeCI Jaycees Chapter is to aid in the reintegrating its members into society by helping them become positive and productive citizens while honing their talents and energies through education, community service and charitable work. Programs offered by the BeCI Jaycees chapter are BeCI Jaycees Coalesce Community Service Projects, proposal and speech writing, cover letter and resume writing, application and interviewing skills, effective speaking, goal setting, and other job readiness programs. Each offender will be asked to pay a onetime membership fee of \$6.00.

BIVO

Belmont Correctional Institution started a Chapter of the Belmont Incarcerated Veterans Organization on September 1, 2012. The organization is open to any offender at Belmont Correctional Institution that has served in any branch of the United States Military and has a DD 214 as proof of service. Belmont Incarcerated Veterans Organization will assist offenders in obtaining their DD 214's. Belmont Incarcerated Veterans Organizations motto is "Veterans Helping Veterans". Their goal is to provide offenders with a safe and secure living environment that is conducive with the ideals of the American Veteran so that they can reintegrate back into society as a proud productive citizen, all with the goal of reducing recidivism. Belmont Incarcerated Veterans Organization is committed to fundraising with funds gathered donated to outside veteran groups.

SAFETY AND SANITATION

RESPONSE FOR FIRES AND / OR FIRE DRILLS

In the event of a fire all offenders will return immediately to their dormitories. If you are not in your dormitory and the fire is in your dormitory you will have to report to another area. You will be advised of where to go by a staff member. If there is a fire in your dormitory while you are there and it is necessary to evacuate, you will be evacuated to another living area. Fire drills will be held without notification and at irregular intervals. During a fire drill or in the event of an actual fire evacuation, it is important that you move in an orderly manner and remain calm and quiet at all times so that you will be able to hear and obey any orders or directions given to you.

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

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

1. **FIRST: DON'T PANIC!** The dormitory and area involved will be evacuated. You will be removed from the smoky area. Once you are clear, don't stand around and try to assist or watch the fire. Firefighters (St. Clairsville) equipped with air masks and other fire fighting equipment are assigned to handle the fire.

2. **SECOND:** If your dormitory or work area has a large amount of smoke in it, don't stand upright. Remember that smoke and heat rise and you will not be able to breathe if you are in a high place or are standing straight. Stay as low as you can and get to the nearest emergency exit. Move fast and as safely as you can.
3. **THIRD:** Again, don't panic. Leave the dormitory or work area quickly but in an orderly manner. Don't stay and watch. You may be in the way of the firefighters that are attempting to handle the situation.

FIRE PREVENTION

All clothing, containers of any kind, rags, towels and flammable materials of any kind are to be kept off of anything that generates heat.

A "stinger" is a fire hazard and is considered contraband. They are prohibited and if you are found to have one in your possession disciplinary action will be taken.

Fire detection and suppression equipment such as hoses, extinguishers etc., are for your protection. **DO NOT TAMPER WITH ANY FIRE EQUIPMENT.**

EMERGENCY EVACUATION PROCEDURE

A fire evacuation sign will be posted within five (5) feet of each primary and secondary evacuation exit. Each sign will show a floor diagram, the evacuation route and the evacuation exit.

SANITATION

Keep your area clean and free of trash at all times. Clutter will not be permitted under or around your bed area.

All beds are to be made military style by 7:30 a.m. Monday through Friday and by 10:30 a.m. on weekends and holidays. Your bed is to remain made until 4:45 p.m. everyday including weekends and holidays.

It is also your responsibility to help keep the restrooms, showers and floors clean. If your bed is by a window, it will be your responsibility to keep the window wall clean.

No clothes are permitted to hang at the foot of the bed. The only items that you may hang at the top of your bed are your laundry bag, coat, a towel and a washcloth. If you have been given permission to possess a hooded sweatshirt, this may also be placed at the head of the bed.

You are not permitted to use any object to create a "tent" around your bed area that may obscure a direct view of your bed and bed area.

Shoes may be lined up in a neat manner under your bunk.

You are not permitted to attach any pictures, posters or calendars to your bunk, footlocker, wall locker or wall.

You may not place paper/ plastic bags or boxes under or behind your beds.

INMATE COUNT

BECI COUNT TIMES

You will be counted at the following times:

6:00 a.m.	11:10 a.m.	4:10 p.m. (Standing Count)	
9:00 p.m.	11:30 p.m.	2:00 a.m.	4:00 a.m.

The 4:10 p.m. count is a standing count. You are required to be standing at the foot of your bunk during this count.

The entire offender population is formally counted seven times each day. Additional counts may be taken at any time deemed necessary by appropriate supervisory staff.

You are to remain on your bunk from the time that count is called until count has cleared unless otherwise authorized by the officer. **THERE IS NO TALKING DURING COUNT.**

AFTER the officers announce "Clear Count," you are permitted in all areas except for the quiet area or outside of the housing unit. The quiet area will be opened when the dorm is called for chow.

During count times, the housing unit doors are locked and you are to be on your bed.

During count, you are not to cover yourself in such a way as to conceal yourself from the counting officer. The officer must be able to see you and to determine that he or she is counting a breathing human body. The officer must see skin. If you conceal yourself in such a way that you hinder this procedure, the officer is authorized to use a flashlight, overhead light, and/or physical contact to ensure that the officer is counting an offender.

If you are not in your proper area, if you are deliberately attempting to conceal yourself, or if you conduct yourself in such a way that you disrupt count, you will be subject to serious disciplinary action.

IDENTIFICATION DEPARTMENT

You must wear your ID at all times when you are off of your bed. Your ID is to be worn on the upper left chest area of your outermost piece of clothing or on your coat with your picture showing. You must immediately present your ID to any staff member upon request.

If your ID is lost, stolen or broken you are responsible for the replacement cost of that ID. The replacement cost is \$5.00. Failure to report a missing or broken ID is a violation of the rules.

If you significantly change your appearance, you will be required to get a new ID. For example if you grow or shave off a beard or a mustache or change your hairstyle, this is considered a significant appearance change.

When you are issued an ID you will also be issued a zip strip. This zip strip designates the dorm to which you are assigned and must be attached to your ID at all times.

You must have your ID to gain entry to all approved areas of the institution. You must have your ID to shop at the Commissary, to eat in the chow hall, to report for work or school, to use the equipment in Recreation, or to participate in other activities. Any of your privileges may be suspended if you do not have your ID. Therefore, it is very necessary for you to be careful in the maintenance and security of your ID.

You have the right to legally change your name for religious or other reasons. You must have a certified copy of the judicial order or entry which orders the name change. You will be required to purchase a new ID with the new name added as an "a/k/a" (For example: Joe Smith a/k/a Abdul Muhammad #000-000). You will be responsible for the \$5.00 cost of the new ID badge.

You may have your fingerprints taken for BCII or FBI offense records. You shall fill in the information or have the Law Library assist you in completing the card and sending it out.

New ID's are made Monday-Friday (9:30 a.m. – 10:30 a.m.) in the Receiving & Discharge Department. Inmates must have an institutional pass to get a new ID. You will have to sign a cash slip at the time that you receive your new ID.

YARD RULES

ID'S

1. You are expected to wear your ID on your outermost garment in the upper left chest area unless you are at Recreation.
2. ID must have the proper housing color strip (zip strip) attached.
3. No offender will be released for Phase 1 without a valid Phase 1 ID.

CLOTHING

1. You must properly wear your full state uniform at all times. Your full state uniform consists of blue state shirt, blue state pants and approved footwear. Your shirt must be tucked in, **YOUR PANTS CANNOT BE SAGGING**, and there can be no rips or tears in your clothing. Your pant legs cannot be pegged. The only time you do not have to be in full state uniform is in the following situations:
 - a. To and from Recreation

- b. After the 4:10 p.m. count
 - c. Weekends and holidays
- 2. You must wear your shirt at all times except while on the Recreation fields. You may remove your shirt on unit basketball courts (Monday-Friday) after 4:10 p.m. count and all day on weekends and holidays.
- 3. Kitchen whites are not permitted on the yard unless you are traveling to and from your Food Service assignment.
- 4. You may not cover your face at any time that you are on the yard.
- 5. You may not wear open toe shoes or slippers on the yard at any time.
- 6. You may not carry extra shoes on the yard with the exception of cleats which you may carry to and from recreation and basketball shoes if going to the gymnasium for a game.
- 7. No shower shoes are permitted on the yard.

GENERAL

- 1. You may not gather in groups greater than five and there may not be two groups close to one another.
- 2. There is no loitering in the following areas:
 - a. Any and all walkways (or within 10 feet of either edge)
 - b. In front of the housing units
- 3. You cannot stop on the yard with Commissary items.
- 4. You are permitted to jog on the North Recreation yard only (above the divider fence).
- 5. Playing cards and games are permitted on the yard; however, as rule one states, no grouping up in groups of more than five or having two groups close to each other.
- 6. You may listen to your radios with headphones on in all open areas of the Recreation yard; however you may not have headphones on your ears (listening) while you are walking on the walkways.
- 7. The following are not allowed on the yard:
 - a. Newspapers
 - b. Magazines
 - c. Photos
 - d. Hair-braiding
- 8. If you require assistance moving property, you may use authorized handcarts.

9. You will not be permitted to arrive for a pass or work assignment more than 15 minutes before the designated time on the pass or the work assignment.
10. Sitting is permitted only in designated areas.
11. You are required to stay at least 20 feet from the north side of 4 House at all times.
12. You may not be within 20 feet of the unit guard shacks.
13. The only authorized area for sunbathing is the grassy area north of the Recreation area and east of the outdoor basketball courts.

OFFENDER WALKWAYS

1. The unit walkways are off limits to all offenders except those assigned to that unit.
2. Once the unit walkway splits, only those offenders assigned to that specific dorm may be on that walkway.
3. Dorm basketball courts and picnic tables may be used only by the offenders assigned to that dorm. No more than eight offenders at a time are permitted to play basketball. Four offenders may sit on the grass waiting to play the winners.
4. You must use the approved walkway when traveling to and from any area. Small walkways in front of the Administration Building, Segregation, IHS, chow hall building and between dorms are off limits to offenders unless under staff escort.
5. The Administration Building is considered a "restricted area". You are required to have a pass to enter this building unless you are assigned to work there or are being escorted by staff.
6. All movement past the intersection of Food Service towards the Administration Building is monitored. Only offenders on pass, en route to work assignments or on designated Commissary dates are permitted access to this area.
7. NO offenders are permitted in the Captains Office without prior permission, have a pass, or are under staff escort.
8. **ABSOLUTELY NO SPITTING ON ANY WALKWAY ON THE COMPOUND. IF YOU ARE CAUGHT SPITTING ON A WALKWAY, ANY STAFF MEMBER IS AUTHORIZED TO GIVE YOU A DIRECT ORDER TO CLEAN IT UP AND YOU MAY RECEIVE A CONDUCT REPORT FOR A RULE 61!**

DISCIPLINARY PROCESS

It is the policy of the Belmont Correctional Institution, as in all institutions operated by the Ohio Department of Rehabilitation and Correction, that discipline be imposed in a

manner and degree to the extent necessary to achieve corrective behavior. Disciplinary action shall not be imposed on an offender until a hearing is conducted where the accused offender is given the opportunity to present a defense on his behalf. A guilty finding shall be based on evidence that the offender did violate a rule of conduct with the intent to violate a rule.

RULE VIOLATIONS

1. Causing, or attempting to cause, the death of another.
2. Hostage taking, including any physical restraint of another.
3. Causing, or attempting to cause, serious physical harm to another.
4. Causing, or attempting to cause, physical harm to another.
5. Causing, or attempting to cause, physical harm to another with a weapon.
6. Throwing, expelling, or otherwise causing a bodily substance to come into contact with another.
7. Throwing any other liquid or material on or at another.
8. Threatening bodily harm to another (with or without a weapon).
9. Threatening harm to the property of another, including state property.
10. Extortion by threat of violence or other means.
11. Non-consensual sexual conduct with another, whether compelled:
 - a. By force,
 - b. By threat of force,
 - c. By intimidation other than threat of force, or,
 - d. By any other circumstances evidencing a lack of consent by the victim.
12. Non-consensual sexual contact with another, whether compelled:
 - a. By force.
 - b. By threat of force,
 - c. By intimidation other than threat of force, or,
 - d. By any other circumstances evidencing a lack of consent by the victim.
13. Consensual physical contact for the purpose of sexually arousing or gratifying either person.
14. Seductive or obscene acts, including indecent exposure or masturbation; including, but not limited, to any word, action, gesture or other behavior that is sexual in nature and would be offensive to a reasonable person
15. Rioting or encouraging others to riot.

16. Engaging in or encouraging a group demonstration or work stoppage.
17. Engaging in unauthorized group activities as set forth in paragraph (B) of Rule 5120-9-37 of the Administrative Code.
18. Encouraging or creating a disturbance.
19. Fighting - with or without weapons, including instigation of, or perpetuating fighting.
20. Physical resistance to a direct order.
21. Disobedience of a direct order.
22. Refusal to carry out work or other institutional assignments.
23. Refusal to accept an assignment or classification action.
24. Establishing or attempting to establish a personal relationship with an employee, without authorization from the managing officer, including but not limited to:
 - a. Sending personal mail to an employee at his or her residence or another address not associated with the Department of Rehabilitation and Correction,
 - b. Making a telephone call to or receiving a telephone call from an employee at his or her residence or other location not associated with the Department of Rehabilitation and Correction,
 - c. Giving to, or receiving from an employee, any item, favor, or service,
 - d. Engaging in any form of business with an employee; including buying, selling, or trading any item or service,
 - e. Engaging in, or soliciting, sexual conduct, sexual contact or any act of a sexual nature with an employee.
 - f. For purposes of this rule "employee" includes any employee of the Department and any contractor, employee of a contractor, or volunteer.
25. Intentionally grabbing or touching a staff member or other person without the consent of such person in a way likely to harass, annoy or impede the movement of such person.
26. Disrespect to an officer, staff member, visitor or other inmate.
27. Giving false information or lying to departmental employees.
28. Forging, possessing, or presenting forged or counterfeit documents.
29. Escape from institution or outside custody (e.g. transport vehicle, Department transport officer, other court officer or law enforcement officer, outside work crew, etc.) As used in this rule, escape means that the 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 5120-9-06 3 to effect release or reduction in sentence.
35. Being out of place.
36. Possession or manufacture of a weapon, ammunition, explosive or incendiary device.
37. Procuring, or attempting to procure, a weapon, ammunition, explosive or incendiary device; aiding, soliciting or collaborating with another person to procure a weapon, ammunition, explosive or incendiary device or to introduce or convey a weapon, ammunition, explosive or incendiary device into a correctional facility.
38. Possession of plans, instructions, or formula for making weapons or any explosive or incendiary device.
39. Unauthorized possession, manufacture, or consumption of drugs or any intoxicating substance.
40. Procuring or attempting to procure, unauthorized drugs; aiding, soliciting, or collaborating with another to procure unauthorized drugs or to introduce unauthorized drugs into a correctional facility.
41. Unauthorized possession of drug paraphernalia.
42. Misuse of authorized medication.
43. Refusal to submit urine sample, or otherwise to cooperate with drug testing, or mandatory substance abuse sanctions.
44. Gambling or possession of gambling paraphernalia.
45. Dealing, conducting, facilitating, or participating in any transaction, occurring in whole or in part, within an institution, or involving an 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.
48. Stealing or embezzlement of property, obtaining property by fraud or receiving stolen, embezzled, or fraudulently obtained property.
49. Destruction, alteration, or misuse of property.
50. Possession of property of another.
51. Possession of contraband, including any article knowingly possessed which has been altered or for which permission has not been given.
52. Setting a fire; any unauthorized burning.
53. Tampering with fire alarms, sprinklers, or other fire suppression equipment.
54. Unauthorized use of telephone or violation of mail and visiting rules.
55. Use of telephone or mail to threaten, harass, intimidate, or annoy another.
56. Use of telephone or mail in furtherance of any criminal activity.
57. Self-mutilation, including tattooing.
58. Possession of devices or material used for tattooing.
59. Any act not otherwise set forth herein, knowingly done which constitutes a threat to the security of the institution, its staff, other 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.

THE DISCIPLINARY PROCESS

Belmont Corrections policy on progressive discipline fits the punishment to the violation. If you are charged with a violation a rule of conduct, the staff member alleging the violation shall submit a report which cites the specific rule or rules violated, its number and the facts supporting the violation in writing on the appropriate form.

THE HEARING OFFICER

DUTIES

1. Conduct a hearing in accordance with AR 5120-9-07 to determine if you violated the rule or rules specified on the conduct report. If the hearing officer believes you violated a rule or rules, he or she must decide whether the behavior is serious enough to warrant referral to the Rules Infraction Board (RIB). In cases where the hearing officer determines there is a rule violation, but the case does not merit referral, he or she may impose any disposition set forth in AR 5120-9-07 (Appendix 4).
2. For an offender referred to the RIB, advise you of your rights before the panel, advise pre-Senate Bill 2 offenders that a guilty finding could result in the loss of good time, and determine whether you need to be referred to mental health in accordance with DRC Policy 56-DSC-01 or otherwise needs staff assistance.

PROCEDURES

1. In order to perform his/her duties, the hearing officer must interview you. There are two forms associated with the interview, the Hearing Officer's Report and your Rights Form. The hearing officer must complete the Hearing Officer's Report in all cases. When you are referred to RIB, he/she must complete your Rights Form.
2. At the beginning of the interview, the hearing officer must inform you of the charge and supporting evidence. The hearing officer shall ask you to plead guilty or not guilty. If you plead guilty, the hearing officer should ask for your version of the facts prior to imposing a penalty. If you plead not guilty, the hearing officer shall notify you that you have the right to make a statement in your own defense. The hearing officer may consult with other staff deemed appropriate to reach a decision. In all cases, the hearing officer should make a reasonable attempt to contact the charging official prior to rendering a decision. Discussions the hearing officer has with witnesses, including the charging official, shall take place in your presence unless security reasons require otherwise. In order to find you guilty, the hearing officer must determine that a violation occurred and the accused committed the violation. This finding must be supported by some facts indicating you are guilty. Those facts should be made part of the record.
3. If the hearing officer decides that your behavior does not merit referral to the RIB, the hearing officer must contact the charging official if the charging official indicated he or she wished to have input at the disciplinary proceeding. The charging official may present an oral or written statement to the hearing officer before the hearing officer imposes a disposition. The statement must be made or read in the presence of the offender.
4. Each decision is subject to review and approval/disapproval by the RIB Chairperson. If the Chairperson believes the RIB should hear the case, the Hearing Officer's decision will be vacated and the disciplinary process shall continue in accordance with AR 5120-9-07 & AR 5120-9-08.
5. When you are referred to RIB, the hearing officer shall review your Rights Form with you and explain your rights before the board as well as the potential penalties that could be imposed. You have a right to 24 hours to prepare for the hearing from the time you receive a copy of the Conduct Report. In most cases,

you have a right to the presence of the charging official at the hearing. You have a right to call a reasonable number of witnesses to support your story. These rights are listed on the form. You may choose to exercise the rights or waive them. The hearing officer should have you check the blocks on the form indicating whether you waive/do not waive each right. The form also contains statement indicating that you could lose good time if convicted at RIB. The only offenders eligible to lose good time are those incarcerated for crimes which occurred prior to July 1, 1996. All offenders incarcerated for crimes that occurred on July 1, 1996 or after are not eligible for good time. The distinction arises out of legislation that went into effect on July 1, 1996 known as Senate Bill 2.

6. If you are being referred to RIB, the hearing officer must assess your ability to participate in the disciplinary process pursuant to AR 5120-9-07 and DRC Policy 56-DSC-01. Depending on the circumstances, you may have already been evaluated by Mental Health staff and cleared to participate. If this has been done, it will be noted on a Mental Health Evaluation form accompanying the case file. Regardless of whether Mental Health staff has reviewed the case, the hearing officer should always make his or her own conclusions regarding the offender's state of mind. These should be reported on the appropriate portion of the Mental Health Evaluation form. If necessary, the hearing officer should refer or re-refer an offender to Mental Health.
7. If you indicate that you wish to call witnesses, the hearing officer shall furnish you with Witness Request forms. It is your responsibility to complete the form(s) with the Hearing Officer. The hearing officer is not authorized to rule on witness requests; that is the responsibility of the RIB Chairperson.

RULES INFRACTION BOARD (RIB) PURPOSE AND COMPOSITION

1. The RIB is authorized to conduct hearings, evaluate facts, and determine guilt or innocence of offenders charged with violations referred to the RIB by the hearing officer. In the event of a guilty finding, the RIB imposes penalties. The panel is comprised of two members, designated chairperson and secretary. Both participate in deciding an individual case. The chairperson also supervises the proceedings. The secretary is responsible for preparing written documentation of the hearing.
2. **IMPARTIALITY:** The RIB is a fact-finding body. Therefore, it is essential that it remain neutral throughout the proceeding. No member may have a personal interest or involvement in the case. The staff member, who wrote the Conduct Report, observed the behavior described on the Conduct Report, or participated in/conducted the investigation that led to the rule violations cited on the Conduct Report may not sit on the RIB panel. At the same time, the fact that an individual somehow learned of the alleged violation is not in itself a basis for disqualification. During the hearing, no panel member may act as an accuser or defender of the offender. Members must conduct themselves in a professional manner.

LEVELS OF SECURITY

1. **Security Control (SC)** – Security control is a form of administrative isolation that is used to house an offender when:
 - a. Needed to facilitate an investigation prior to the issuance of a conduct report or other administrative action, criminal prosecution;
 - b. Pending a hearing before the rules infraction board (RIB);
 - c. When the offender poses a threat or danger to himself or others, to institutional property, or to the security of the institution or, When the offender poses a threat of disruption to the orderly operation of the institution
 - d. Pending transfer to another institution;
 - e. When the offender poses a threat or danger to himself or others, to institutional property, or to the security of the institution; and/or, when the offender poses a threat of disruption to the orderly operation of the institution or, the offender's security level is incompatible with the security level of the general population.
 - f. As a temporary housing assignment for offenders to facilitate an offender's appearance in judicial or administrative proceedings.

2. **Disciplinary Control (DC)** – Disciplinary control is a form of administrative isolation for an offender who has been found guilty of a rule violation by the RIB, pursuant to rule 5120-9-08 of the Administrative Code. An RIB panel may impose up to fifteen days in disciplinary control for a single violation or a series of violations arising out of a single event. 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 offender violated a rule while placed in disciplinary control. No combination of offenses shall require an offender to continuously serve more than thirty days in disciplinary control.

3. **Local Control (LC)** – Local control is a program placement for offenders if the warden determines after a hearing that the offender has demonstrated a chronic inability to adjust to the general population or the offender's presence in the general population is likely to seriously disrupt the orderly operation of the institution.

DISCIPLINARY APPEALS PROCESS

MANAGING OFFICER REVIEW

1. Offenders may appeal the decision of the RIB to the managing officer utilizing the "Notice of Disciplinary Appeal" form (DRC4027) within fifteen days of receiving the dispositional summary.
2. The appeal process is distinct from administrative review. It affords the offender the opportunity to raise issues not readily apparent from the hard copy record assessed during administrative review. More importantly, it preserves the offender's right of further appeal to the Director in the event that the managing officer or designee upholds the RIB decision.

3. If the offender does not submit his/her appeal within the fifteen-day limit, the managing officer/designee may refuse to consider same.
4. The managing officer/designee will use the same criteria in evaluating an appeal as is used in administrative review, and is authorized to uphold, modify, or reject the RIB decision.
5. The managing officer/designee shall supply the offender written notification of the appeal finding within thirty days of the appeal's receipt.
 - a. In some cases, the managing officer's/designee's decision is final.
 - b. In other cases, the managing officer/designee is required to notify the offender of the offender's right to request a Director's review of the managing officer's decision. These cases include:
 - i. Guilty findings for rule violations listed in AR 5120-9-08(O)(1),
 - ii. Dispositions referring the offender to local control, or dispositions recommending a security increase to level 3, 4, or 5
 - iii. Privilege level review to consider placement in levels 4B or 5B
6. The notification is stated on the "Warden's Decision on Appeal/RIB" form (DRC4374). If the offender wishes the Director's review, he must indicate so on this form and return it to the Warden.

REVIEW BY THE DIRECTOR

1. If the offender is eligible for and wishes review by the Director, the managing officer shall promptly compile a complete record of the proceeding (including confidential information) and forward it to Legal Services at Central Office. Legal Services will examine the record to determine if there was substantial compliance with all applicable rules, policies and procedures, whether sufficient evidence exists to support the decision in question, and that the disposition was appropriate.
2. Legal Services, on behalf of the Director, may take any of the following actions on appeal: (a) affirm the decision; (b) remand for correction of the record; (c) reverse the decision in whole or part and remand the case without bar to further proceedings; or (d) reverse the decision in whole or part with bar to further proceedings. A decision will usually be affirmed where no prejudice occurred during the process. A decision may be remanded for correction of the record when the written record, especially the disposition form, has been improperly completed. Modification occurs where the disposition is not authorized or appropriate, or where the evidence supports a rule violation other than the one stated in the Managing Officer's decision. A decision will be reversed and remanded without bar to further hearing where prejudicial error occurred and the error can be corrected. A decision will be reversed with bar to further proceedings where the error cannot be corrected by rehearing the case. **Legal Services will render a decision within thirty days of receiving the request for review and associated records.**

GRIEVANCE PROCEDURE

The grievance procedure is designed to allow you to make valid complaints about any aspect of institutional life. AR 5120-9-31 describes the grievance procedure and is available in the Library for you to read. It is important that you take the time to read and understand the AR so that you will know how to go about finding a resolution for any problems you might encounter.

THE INSPECTOR OF INSTITUTIONAL SERVICES

The Inspector investigates and processes offender grievances and takes appropriate actions within the scope of her authority. Where appropriate, the inspector will make recommendations to the Warden to resolve an offender grievance. The Inspector also monitors the application and enforcement of institutional and departmental rules and regulations. Any questions about the offender grievance procedure should be addressed to the Inspector.

WHAT IS A GRIEVANCE?

A grievance is a complaint about any policy, rule, practice or act by the Department or its employees that directly affects or impacts you. In other words, you can file a grievance about something only if it directly affects you. You can not file a grievance about something that happened to another offender or about something you only heard about.

WHAT IS THE PURPOSE OF THE INMATE GRIEVANCE PROCEDURE?

The grievance procedure is in place to give you a way to formally present complaints to the Department when you have been unable to get the complaint resolved through less formal methods. For example, if you have a problem with a particular department, the first thing you should do is send a kite to the supervisor of that department. Once you get the answer back from the supervisor, if your problem has not been resolved you can then begin the steps of the grievance process.

The grievance procedure is designed to give a broad range of remedies including changes in institutional policies and practices, restoration or restitution for loss of personal property, and disciplinary action against employees and offenders who willfully violate institutional or departmental rules.

WHAT IS NOT GRIEVABLE?

The grievance procedure is not an appeal process. You can not file a grievance on areas or processes that have appeal processes such as RIB and Job Reclassification. You may not file a grievance about issues that fall under the jurisdiction of the courts, legislative actions, policies and decisions of the Adult Parole Authority, judicial proceedings and sentencing.

USING THE INMATE GRIEVANCE PROCEDURE

If you have a problem you should first try to resolve it through your unit staff or by contacting the department with which you have are having a problem. If you are unable to get a resolution to your problem, you may initiate the offender grievance process.

1. The first step of the process is the INFORMAL COMPLAINT RESOLUTION.

- a. **You must file an Informal Complaint within 14 days from the date of the alleged problem or incident about which that you are complaining. If you wait longer than 14 days you will be over the time limit to be able to file a complaint.**
- b. When you write an informal complaint, be sure to write your complaint clearly and be very specific about the problem. There are four copies in an informal complaint. MAKE SURE YOU WRITE HARD ENOUGH SO THAT YOUR WRITING SHOWS UP ON ALL FOUR COPIES.
- c. Once you have completed the Informal Complaint you will send it out as follows:
 - i. Orange copy (the back page): You keep for your records
 - ii. Pink copy: Send to the Inspector so that she can log it
 - iii. White & pale yellow copies: Send both copies to the **supervisor of the area or employee with which you are having a problem.** Example: You have a problem with a case manager in your dorm. You complete the Informal Complaint. You keep the back page (orange copy). You send the pink copy to the Inspector and you send the white and pale yellow copies to the Unit Manager.
- d. **The Inspector answers grievances; she does not answer Informal Complaints.**
- e. Once you have filed an Informal Complaint, you should expect to get an answer from the supervisor within 7 calendar days. If you have not received a response by 7 days, you will need to send a kite to the Inspector.

2. The second step in the process is the NOTIFICATION OF GRIEVANCE.

- a. Once you have received your answer back to your Informal Complaint you may decide that you are not satisfied with the answer and you want to file a Grievance. At this time you will need to send the ANSWERED COPY of your Informal Complaint to the Inspector in a kite and ask her for a GRIEVANCE FORM. The Inspector will send you a grievance form. **IF YOU DO NOT SEND THE ANSWERED COPY OF THE INFORMAL COMPLAINT THE INSPECTOR WILL NOT SEND YOU THE GRIEVANCE FORM.**
- b. *If you are filing a grievance on the Warden or the Inspector you do not need to send an answered Informal Complaint to the Inspector to request a Grievance form. Simply state in the kite that you need a Grievance form to file a complaint on the Warden or the Inspector.*
- c. **YOU MUST FILE YOUR GRIEVANCE WITHIN 14 DAYS FROM THE DATE OF THE ANSWERED INFORMAL COMPLAINT OR YOU WILL BE OVER THE TIME LIMIT TO BE ABLE TO FILE THE GRIEVANCE.**
- d. There are three pages in a Grievance form. MAKE SURE THAT YOU WRITE HARD ENOUGH SO THAT YOUR WRITING SHOWS UP ON ALL THREE COPIES.
- e. You should write out your complaint very clearly, being very specific. Make sure you write the date, time and location that the incident or problem occurred and list any witnesses you know of.
- f. Once you have completed the Grievance form you will send it out as follows:

- i. Pink copy (the back page): You keep for your records
- ii. White & pale yellow copies: Send both to the Inspector
- g. Once the Inspector receives your grievance she will have 14 days to investigate your complaint, to write a response and send it to you. The Inspector's response is called a Disposition of Grievance. If it is going to take longer than 14 days for the Inspector to answer your complaint she will notify you in writing. If you do not agree to the delay you may elect to file your complaint directly to the Chief Inspector at Central Office.

3. The third step of the process is the APPEAL TO THE CHIEF INSPECTOR.

- a. When you receive the Disposition of Grievance from the Inspector, if you are not satisfied with the response you may file an Appeal to the Chief Inspector. To get the Appeal form you just need to send a kite to the Inspector and request the form.
- b. You need to send your Appeal to the Chief Inspector within 14 days after you get the Disposition of Grievance from the Inspector.
- c. You should receive an answer to your Appeal within 30 days. If additional time is required the Office of Chief Inspector will notify you in writing.
- d. IF YOU WANT TO FILE A GRIEVANCE ON THE WARDEN OR THE INSPECTOR, YOU DO NOT HAVE TO FILE AN INFORMAL COMPLAINT. YOU JUST NEED TO ASK THE INSPECTOR FOR A GRIEVANCE FORM AND THEN YOU SEND IT DIRECTLY TO THE CHIEF INSPECTOR.

GUARANTEE AGAINST REPRISAL

The Department of Rehabilitation and Correction is committed to maintaining a safe, secure and humane environment for offenders and staff and recognizes that an effective grievance procedure goes hand in hand with this commitment. You are encouraged to use the grievance procedure in order to resolve complaints. You are protected in several ways from any form of reprisal.

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 shows that you deliberately lied to deliberately hurt someone.

Second, all employees are prohibited from discriminating against you for the good faith use of the grievance procedure.

Finally, the Inspector is the only staff member who can issue a conduct report to you for using the grievance procedure. If you use the grievance procedure to disrespect, use abusive language towards, or to deliberately make false statements with the intent of seriously harming someone, the Inspector can issue you a conduct report.

INFORMATION RELATED TO THE GRIEVANCE PROCEDURE CAN BE FOUND IN THE LIBRARY IN ADMINISTRATIVE RULES 5120-9-29, 5120-9-30 and 5120-9-31.

INVESTIGATOR

The Investigator's responsibilities include the exploration of serious rule violations that have occurred on prison property. These rule violations include but are not limited to, sexual assaults, drug conveyance, serious physical assaults, unauthorized relationships, and escapes or attempted escapes. Serious rule violations that are criminal in nature will be investigated by the Ohio State Highway Patrol and submitted to the local prosecutor's office.

DRUG CONVEYANCE

Drug conveyance and usage will not be tolerated. Charges will be pursued against you and your visitor. Illegal conveyance of drugs on to the grounds of a correctional facility is an F3 for both you and the person conveying the drugs into the prison. All parties involved will be prosecuted. You will also receive a security increase, permanent restriction placed on your visitor, and an institutional transfer.

SEXUAL ASSAULT

See PREA at the end of this Handbook

PHONE SYSTEM

The offender phone system provider is Global TelLink (GTL). Every offender is required to record his name into their account and keep their PIN number secure. In the event your friends or family are unable to accept your calls, they may call GTL customer service at 1-800-231-0193. A pre-paid account, with a discounted call rate, may be established by calling 1-877-372-4330.

Family and friends can deposit funds into your phone account in the following ways:

- www.OffenderConnect.com – accepts credit or debit cards
- Kiosk located in all prison and APA buildings – accepts cash, credit, and debit cards
- Calling 888-265-1238 – accepts credit and debit cards

TRANSACTION FEES MAY APPLY TO ALL DEPOSITS

Do not have offenders help you set up your phone account. If you need assistance, ask your unit staff. Three way calling is not allowed. Misuse of the telephone will result in a conduct report being issued.

HOW TO MAKE A PHONE CALL:

Lift Handset:

- Press 1 for English
- Press 2 for Spanish

Dial the phone number:

- For Domestic calls (Area Code) + number, then # sign
- For International calls: 011 + (Country Code) + (City Code) + number

Enter your PIN (Personal Identification Number)

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

Example:

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

Inmate Number	A	1	2	3	4	5	6	+ PIN			
Enter the following to make a call	2	1	2	3	4	5	6	7	8	9	0

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

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

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

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

Your call will then begin to process.

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

- THREE WAY CALLING
- CALL CONFERENCING

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

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

***** ALL CALLS MAY BE MONITORED OR RECORDED *****

KITES

A "KITE" is a form that you can use to communicate in writing to staff. You can find kites in the dorm and most areas of the institution. You should use kites when you need to ask a staff person a question, to send them a message or to request a meeting.

To properly send a kite, you should fill in all of the blanks on the front of the kite: your name, number, lock and the name of the person you are sending the kite to. You will also need to have a staff member sign the front of the kite to verify that the kite is being sent legitimately. You should write your message or question inside the kite and then fold it and seal it before placing it in the box on the yard that is designated as the "kite box."

Do not send multiple kites to multiple departments asking the same question. This will only delay your answer.

INMATE PASS SYSTEM

ALL OFFENDER MOVEMENT IS CONTROLLED AND SUPERVISED BY STAFF. This includes individual and group movement within the institution. Your movements will be controlled by the Pass System.

The department requesting that a person be passed will be responsible for ensuring that the pass request is entered into the Pass System. The pass will be given to you by the officer in the dorm. **YOU ARE REQUIRED TO HONOR ALL PASSES!**

There are two types of passes: standard and priority. Standard passes, such as those for Quartermaster and offender group activities, are generally handed out by the dorm officer the evening before the scheduled pass time. Priority passes, such as those for Inmate Health Services or Visiting, may be handed out ahead of time or may be "at once." "At once" means that you need to honor the pass as soon as you receive it.

Priority passes take precedence over standard passes. For example, if you have a standard pass to go to the Quartermaster and receive a priority pass for the same time to go to a visit, you would honor the Visiting pass over the Quartermaster pass and there would be no negative consequences for doing so.

It is your responsibility to maintain possession of your passes and to arrive on time to your pass destination. You should always arrive in a timely manner but should never be more than 15 minutes early for a pass.

VISITATION

It is the policy of Belmont Correctional Institution to ensure an environment that provides an effective rehabilitation effort, establishes a normal social atmosphere and satisfies the requirements of the BELMONT CORRECTIONAL INSTITUTION.

GENERAL INFORMATION

Administrative Rule 5120-9-15 details the rules governing visitation. It is the offender's responsibility to inform his visitors of all rules, regulations, policies, and procedures related to visiting.

VISITATION SCHEDULING

Visiting is scheduled Wednesday through Sunday.

No visiting on Mondays, Tuesdays and/or State Holidays.

Reservations are made for morning, afternoon or all day sessions.

Visiting reservation procedure is as follows:

1. Morning visitation will begin with visitor processing beginning at 7:45 a.m. with the visitation session ending at 11:15 a.m.
2. The afternoon visitation session will begin with the visitor processing at 11:45 a.m. and the session ending at 3:00 p.m.
3. If a reservation is made for both a morning and afternoon session, the visit will count for the two visits allowed for that particular visitor for that month.
4. If a reservation is not honored, it will count towards the number of allowed visits.

All visits are scheduled by reservations only. Reservations can not be made beyond 30 days.

Reservations are made by calling 740-695-8138 for the Main Compound or 740-695-5169 ext. "6" for the Camp. 8:00 a.m. to 3:00 p.m. Wednesday through Sunday. Reservations can also be made by email: DRC.VisitationBECl@odrc.state.oh.us.

Each approved visitor is allowed to visit two (2) times per month. A maximum of four (4) visitors (excluding non-walking children) may wish to visit at the same time with the parent or legal guardian must make prior arrangements through their unit staff before the visit is to occur.

VISITOR APPLICATION AND PROCESSING PROCEDURES

The Approved Visitors List for immediate families is initially completed at Reception Center and all completed and approved applications will be honored at BeCl.

Each offender is permitted to have up to 15 approved visitors who are family members or friends. This number excludes any listed Attorney of Record and/or Clergy of Record. The Warden may authorize additional visitors.

Each potential visitor must complete a Visitation Application (DRC2096) including immediate family members, friends, and members of the clergy. The unit case manager maintains the list and all visitors must be approved through the application process and their names transferred to the Approved Visitors List. This requires that birth or marital records be presented to substantiate immediate family relationships. The visitor is

required to read and sign the visiting rules and return it with their visiting application to the following address:

Belmont Correctional Institution
Visiting Application Enclosed
P. O. Box 540
St. Clairsville, Ohio 43950

With the exception of attorneys and official visitors, each potential visitor must complete a Visitation Application for approval. Visitors entering the institution shall conform to regulations in accordance with DRC General Visiting Instructions.

No visitor of offenders admitted after March 15, 1999 shall be admitted for visitation until the visitor application is received and verification of identity has been established. Visitors may visit with more than one offender provided they are an immediate family member and approved on the visiting list for each offender. This does not include an Attorney of Record or Clergy of Record.

The application must be tentatively approved by unit staff prior to the first visit.

Each visitor, with the exception of attorneys, must sign a copy of the Declaration of Understanding and the General Visiting Instructions prior to visiting with an offender for the first time.

If an offender is transferred from another institution with an "Approved Visiting List," it will be honored.

Persons may be excluded from visiting for just cause, subject to the approval of the Unit Management Administrator or Designee (AR 5120-9-15 paragraph C).

ADDITIONS: Once transferred from Reception, offenders may request that a person be added to their visiting list at their new institution.

Approved visitors will be added or deleted at the offender's written request to the case manager. The offender is responsible for initiating the process of adding a visitor by supplying the case manager with the visitor information and an addressed envelope. The case manager will send out the visitation application to the applicant and process the completed application upon its return. The case manager is responsible for notifying all concerned offices (Mail & Visiting) of additions or deletions.

DELETIONS: Offenders may delete visitors from the visiting list. Family members shall not be removed except for cause, official notice of death, or legal termination of the relationships.

All visitors must register upon each visit and show bona fide identification.

An offender's married brother/sister-in-law must provide a copy of their marriage license at the first visit before they will be allowed to visit.

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

Visitors shall not enter any areas of the institution except for approved visitation areas, as determined by the Warden or designee, and approved routes to and from those areas.

Visitors shall not be allowed to deliver correspondence, money or printed materials directly to offenders. Correspondence and printed materials shall be processed through the Mailroom. Money may be added to the inmate's account utilizing the kiosk in the lobby. In addition, offenders shall not be permitted to convey any property to a visitor without the written consent of the Warden or designee.

Visitation applications may be denied for the following reasons:

1. The visitor's presence in the institution could reasonably pose a threat to the institution's security, or disrupt the orderly operations of the institution; or
2. The visitor has a past record of disruptive conduct; or
3. The visitor is directly related to the offender's prior criminal behavior; or
4. The visitor will not have a positive effect on the offender's attitude, behavior, or overall adjustment; or
5. The visitor is under parole or probation supervision, and does not have written permission of both the Warden and the parolee's parole officer. Offenders, including family, under probation or parole supervision must have the written permission from his/her parole officer and approval from the Warden in order to visit. Individuals may apply for visitation privileges six (6) months after his/her release from a correctional facility;
6. The visitor is a current or past Department of Rehabilitation and Correction employee, volunteer, or independent contractor and has not received written authorization from the Warden; or
7. The visitor was a victim of personal injury or harm of the offender's crime, either under the current incarceration or any previous incarceration(s), unless the Warden/Designee grants approval; or
8. Required documentation has either been falsified and/or incomplete forms were returned for processing.

VISITORS UNDER THE AGE OF 18 YEARS OLD

1. All visitors under 18 years of age must be related to the offender being visited or accompanied by an approved visitor who is either the child's parent or legal guardian.
2. Documentation naming the child's custodial parent or legal guardian must be presented in the form of a birth certificate or custodial court order at the first visit. It is the responsibility of that parent or guardian to provide the copy and present it to the staff upon their arrival.

3. In cases where the offender's child visits and custodial parent or legal guardian does not accompany the child, a notarized Authorization for Minor Child Visitation Form must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list that may bring the child to visit and permission for the child to be searched. This form must be updated at least annually. Any changes to the list must be in writing and notarized.
4. BeCI Visiting room has a reading room and various games available for offender parent and child interaction. The offender and the guardian of the child are responsible for following the reading room rules of operation.
5. Visitors under 18 years of age are not permitted to send money or packages.

VISITOR DRESS GUIDELINES

1. Visitors must wear appropriate clothing.
2. The Managing Officer or designee reserves the right to refuse and terminate any visit due to inappropriate clothing.
3. All attire worn upon entry into the facility must be worn through out the duration of the visit with the exception of appropriate outerwear such as coat and gloves.
4. No additional clothing is permitted to be carried into the institution.
5. Shoes must remain on at all times.
6. Length of skirts and dresses must be below the knee. Slits cannot be above the middle of the knee and no slits in the front. Button-up or wrap around skirts and dresses are not permitted.
7. A lined skirt or dress will be considered at officer's discretion.
8. Appropriate undergarments must be worn. Sport bras are permitted but must fit tightly at the bottom and be covered with proper clothing.
9. Tank tops, T-tops, muscle shirts, spaghetti straps, shorts, skorts or culottes are not permitted.
10. Children under 12 years of age may wear shorts (proof of age required).
11. Clothing with gang/club insignias, obscene gestures, or language is not permitted.
12. Bare midriffs, see-through clothing, clothing torn or with holes are not permitted.
13. No spandex or Lycra clothing, tights, leggings, or biker shorts.
14. No tight jeans, pants or shirts.

15. Cleavage cannot show.

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

Visitors may be strip searched according to DRC 5120.421, when there is reasonable suspicion that the person is conveying contraband.

Refusal to submit to any search shall result in denial of visiting for that particular visit session and may result in permanent loss of visiting privileges.

Visitors shall be subject to search of all items and metal detector and/or pat down searches prior to being authorized entry.

Visitors wearing pacemakers must notify the officer prior to entering the metal detector.

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

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

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

Visitors may add money to the offender's personal account or phone account by using the kiosk located in the Front Entry. Instructions for its use are supplied in the visitation check in area and on the kiosk machine.

EXCLUDED VISITORS

A person may be excluded from visiting. Some of the reasons are:

1. The visitor's appearance possesses a threat to security or disrupts orderly operations.
2. The visitor has a past record of disruptive conduct.
3. The visitor is under the influence of drugs and/or alcohol.
4. The visitor refuses to submit to search, show proper identification or acts suspicious.
5. The visitor is directly related to the offender's prior criminal behavior.

6. The visitor does not have a positive effect on offender's attitude, behavior, or adjustment.
7. Any person not listed on the Approved Visiting List.

PERMITTED ITEMS VISITORS MAY BRING INTO THE VISITING ROOM

1. Car keys /keyless entry
2. Visitors cannot bring cash into the Visiting Area. A vending card can be purchased at the Front Entry with a \$5.00 bill. More value can be added to this card in increments of \$1.00, \$5.00, \$10.00 or \$20.00 for a total not to exceed \$50.00. There are no refunds of unspent funds for any reason including institutional transfer.
3. Photo identification and copies of birth certificates.
4. Baby diaper bag – the bag may include a reasonable amount of diapers with baby wipes in a plastic see-through bag, 3 bottles (plastic only), 3 plastic containers of baby food, 1 sippy cup, and 1 pacifier.
5. Infant carrier or car seat for toddlers (subject to regular search procedures)
6. No more than one wrist watch or pocket watch.
7. Visitors and offenders are not permitted to exchange articles such as shoes, clothes, jewelry, etc.
8. Prescription medications will be logged in at the visiting counter and secured at the Officer's desk. The medication should be in the prescribed bottle with **ONLY** the amount needed for the length of the visit. When medication is needed, the visitor will report to the Officer's desk.
9. Visitors may not leave the visiting room and return without prior approval of the Shift Commander.

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

SPECIAL VISITS

1. Special visits are to be initiated by the offender or other persons subject to prior approval of the Warden or his designee.
2. Circumstances that may warrant a special visit include the following:
 - a. Visitors who do not visit on a regular basis (at Wardens discretion).

- b. Clergy
 - c. Persons significant to the offender for purpose of crisis intervention.
3. No more than one special visit per every 3-month period. To process a Special Visit request, see your unit staff.
 4. Special visits are normally scheduled based on reservation slots available.
 5. The Special Visit process will not be used to override the reservation policy.

CLERGY VISITS

One clergy is added as a separate category and does not occupy family or friend space on the visiting list. Church letterhead and ordination certificate may be required.

NO-CONTACT VISIT

Offenders that present a security risk (housed in Segregation) or have a medical condition that prevents physical contact between the offender and visitor may have a no-contact visit only when authorized by the Warden or designee.

ATTORNEY VISITS

Special arrangements can be made through the Warden or his designee if retained after the offender's incarceration.

COURTESY VISITS

A one-time visit granted by the Warden or designee when a visitor's application is pending approval or when other administrative changes/ delays exist.

OFFENDER DRESS GUIDELINES

1. Offenders shall wear state blues (shirt and pants) and shoes while visiting.
2. Offenders may bring the following items on the visit:
 - a. belt
 - b. one (1) comb or pick
 - c. one (1) wedding band
 - d. one (1) pair of prescription glasses
 - e. one (1) handkerchief (white)
3. These items shall be noted on offender's visiting pass by the Shakedown Officer prior to and after the visit.

OFFENDER GUIDELINES

1. All offenders shall wear the standard issue state issue dress while on visit, including underwear and socks. All offenders in Segregation Unit Status shall be escorted to the Visiting Room by a correction officer.

2. All offenders will report to the Visiting Room shake-down area and will receive a thorough strip-search before and after a visit.
3. Seating will be assigned by the Visiting Officer. At no time will the chairs or tables be moved. Moderate kissing or embracing at the beginning and end of each visit is permitted.
4. There is no smoking permitted in the visiting area or on state grounds.
5. Offenders shall not handle money or vending cards. All unconsumed items shall be removed by the visitor at the end of the session and table shall be cleared by the offender.
6. When seated by the visiting staff, offenders must remain in their assigned seats unless going to or from the vending machines with visitors only or if granted permission by the Visiting Officer to move.
7. Visitors may purchase food and drink items for the offenders from the machines.
8. No food or drink items can be taken from the Visiting Room back to the dorms.
9. Offenders and visitors shall not exchange articles except with the prior approval of the Warden or designee. Legal or similar documents may be brought in (with prior approval) for offender's signature after being screened by the Visiting Staff.
10. Former offenders may only visit with prior written permission from the Warden/designee.
11. Visits may be terminated in cases of loud, abusive, disrespectful behavior or conduct, and excessive physical contact. Reasonable kissing and embracing is authorized at the beginning and end of each visit. Visiting room rules are attached as an appendix to this handbook.

INMATE PROPERTY INVENTORY

You may possess up to 2.4 cubic feet of personal property. All of your property except for any property specifically exempted must be able to fit into your locked locker box. Any property that you have that is not on the exempted list that does not fit into your locked locker box will be considered contraband. You will be required to sign a form agreeing to either send it home or have it destroyed.

1. *Your state uniforms must fit in your locker box.*
2. All religious items must fit into your locker box.
3. All legal work must fit into your locker box unless you have been issued a legal box by the Inspector of Institutional Services.

The items that do not have to fit into your locked locker box are:

1. State issue and personal blankets
2. State issue coats
3. State issue work uniforms (for example: kitchen whites)
4. Shoes
5. Library books, text books (if your are in school) and program manuals
6. Materials/ supplies for dogs possessed by offender identified as primary or back up dog handlers
7. Large titled items: for example, TV, typewriter, large radio. * Titled items such as walkman, headphones, watches, lamps are not considered "large titled items" and must fit into your locked locker box when your are 2.4'd.

If you are in placed Segregation, go on a round trip, go out to court or are removed from the housing unit for any other reason you will be packed up. Your property will be kept in the vault in the Receiving and Discharge area. You will be required to read and sign the offender pack up list that will be completed by the staff persons doing the pack up.

If you are released on Parole, PRC or end of sentence you may take your property with you. If you are released on Transitional Control (TC) you will only be permitted to take one (1) footlocker (2.4 cubic feet) of property with you.

Any property that is deemed contraband for any reason will be disposed of in accordance with Administrative Regulation 5120-9-55.

If you have items that you have been permitted to legitimately possess at other institutions but that are not permitted at BeCI, you *may* be permitted to keep them under the 'grandfather clause.'" This is not guaranteed and is up to the Warden's discretion. If you have legitimately possessed an item and it is not allowed at the Belmont Correctional Institution, you will be required to send it home or store it in the BeCI Warehouse.

YOU MUST KEEP ALL OF YOUR RECEIPTS FROM THE COMMISSARY, PACKAGE LISTS FROM THE PACKAGE ROOM, INVOICES OR RECEIPTS FROM VENDORS, TITLES, AND PACK UP SLIPS. YOU WILL BE REQUIRED TO PROVIDE THESE RECEIPTS, PACKAGE LISTS, INVOICES, TITLES, OR PACK UP SLIPS TO THE STAFF WHEN YOU ARE 2.4'D OR PACKED UP. THIS DOCUMENTATION IS YOUR PROOF OF OWNERSHIP AND LEGITIMATE POSSESSION OF PERSONAL PROPERTY. ANY ITEM OF PERSONAL PROPERTY THAT YOU HAVE THAT YOU CAN NOT PROVE YOU EITHER ORDERED, RECEIVED IN A FOOD OR SUNDRY BOX, OR PURCHASED THROUGH A VENDOR OR THE COMMISSARY WILL BE CONSIDERED CONTRABAND AND WILL BE CONFISCATED. IT IS NOT STAFF RESPONSIBILTY TO TRACK DOWN YOUR RECEIPTS OR OTHER DOCUMENTATION. IT IS YOUR RESPONSIBILITY TO HAVE ALL NECESSARY DOCUMENTATION READY TO PRESENT TO STAFF.

IT IS DEPARTMENT POLICY TO CONDUCT SEARCHES OF OFFENDERS, THEIR PROPERTY, 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 IT'S ENTRANCE INTO THE INSTITUTION AND TO PROVIDE FOR ITS DISPOSITION.

PROPERTY CLAIMS

If you have personal property that is lost, stolen or damaged while in the possession of BeCI staff, you may elect to file a property claim for reimbursement. You must follow the proper procedure.

1. You are required to have a Theft/ Loss Report completed for any property that is lost or stolen.
2. You must submit an Informal Complaint Resolution (ICR) to the supervisor of the staff person who had possession or control of your property when it was lost, stolen or damaged.
3. Once you receive the answer to the ICR, you may file a grievance to the Inspector. When you file the grievance you will be required to submit all documentation proving value, legitimate possession, purchase of, and/or receipt of each and every item that you are claiming. **DO NOT FILE A CLAIM IF YOU DO NOT HAVE THE DOCUMENTATION TO PROVE YOUR CASE.**

The Inspector will investigate your grievance and will determine whether or not to reimburse you. You will receive the answer in a Disposition of Grievance

MAIL

All incoming and outgoing mail is processed in accordance with AR 5120-9-17 and 5120-9-18. All mail, except legal correspondence shall be opened by the mailroom staff and screened for contraband, cash, checks or money orders. Legal correspondence shall be considered mail addressed to an offender clearly bearing the return address of an attorney-at-law, a public service law office, a law school clinic, or the Correctional Institution inspection Committee.

In accordance with Policy 61-PRP-01, all incoming letters are permitted to contain the following items:

1. Money orders are no longer accepted at ODRC institutions. Methods of adding money to an inmate account can be located in the Cashiers section of this handbook.
2. Photographs (3) - no larger than 5 x 7, no Polaroids, no nudity

3. Embossed envelopes (3)
4. Newspaper clippings (5) (no larger than 8½ x 11)
5. Pamphlets or brochures (5) (simple, single page, no larger than 8½ x 11)
6. Blank stationary (5 sheets)
7. Copied material (5) single pages, one sided, 8½ x 11 (including materials copied from the Internet). Such enclosures are still subject to screening and at the possible exclusion from the institution under AR 5120-9-19.

Mail is delivered to and pick up from the Post Office each day, Monday through Friday. There is no mail on Saturday, Sunday or holidays. All outgoing mail must have your name, number, address and zip code on the envelope. Mail is normally picked up between 7:30 a.m. and 8:00 a.m. All outgoing mail must be dropped in the mailboxes located in the central walkway. Free letters are processed once per week (Wednesday). Each offender is permitted to mail out ONE FREE LETTER per month.

Outgoing mail must be in embossed envelopes. You are not authorized to sign cash slips for simple postage. Simple postage is the regular cost of sending a regular weight envelope. Letters that may require more than additional postage should be addressed to the dorm Sergeant.

Internal mail (mail that is being sent within BeCI) shall be placed in the kite boxes located in the housing units. Internal mail shall be processed at least once per day, five days per week. Internal mail will not be processed on Saturday, Sunday or holidays.

Do not use another offender's name or number when sending or receiving mail. You may not use company names, variations of a name, number or address as a box or apartment number. Doing so could cause you to be guilty of misrepresentation.

Cash slips will be required for overweight, oversized certified or special delivery postage. No cash slip is permitted for regular cost postage. **If you want to send something certified mail or legal mail you need to make sure the cash slip specifies certified or legal mail.**

Mail is delivered to the housing units every day except for Saturday, Sunday or holidays. Incoming and outgoing letters are held up for no longer than 24 hours between the time they arrive at the institution and the time they are delivered to the housing units, except for weekends and holidays. "Mail call" is conducted by the dorm officer.

You will receive a pass if you have legal mail. You must have your offender ID and will have to sign for your legal mail. It will be opened in front of you and screened for contraband.

A reasonable amount of printed material may be received per AR 5120-9-19. Printed material does not include personal letters.

Printed material is described as newspapers, books, magazines, pamphlets, photographs, drawings, cassette tapes and CDs. Tapes and CDs must be commercially recorded and factory sealed. Polaroid pictures are not permitted per policy.

Printed material such as newspapers, books, magazines and pamphlets may only come from a publisher or distributor. Cassette tapes or CDs may be sent directly from a distributor or may come in sundry boxes. Photographs and drawings may be sent in letters. No arts and crafts items permitted.

Printed materials believed to be obscene or inflammatory will be withheld at the Mail Supervisor's discretion. You may request a review by the Publication Screening Committee per AR 5120-9-19 (G)

BeCI will make every effort to forward first class letters and packages to you if you are transferred or released. All mail will be forwarded to the appropriate institution if you are transferred. If you are released and leave a forwarding address, your mail will be forwarded. **If you are released and you refuse or neglect to leave a forwarding address BeCI will be unable to forward your mail.**

JPay e-mails that are received through the JPay Services are available on the Kiosk machines in the Units. New passwords are sent out from the Mailroom.

PACKAGES

The number of packages an offender is eligible to receive in each calendar year depends on his security level. Minimum-security offenders are permitted to receive a total of four (4) boxes per year, two of which may be food boxes. Medium-security offenders are permitted to receive one a total of three (3) boxes per year, two of which may be food boxes.

All food and sundry packages must be purchased through Access Securepak and Union Supply. Offenders should contact their dorm officer for Sundry or Food Package lists. Packages not received from Access Securepak or Union Supply will be refused and returned to the sender at the offender's expense or through the Contraband process.

Offenders housed in Segregation regardless of status or on bunk restriction may not receive packages. Offenders housed in an outside medical facility cannot receive packages.

Offenders must be classified into a job before they or a family member can order a box. While in orientation status, a box cannot be ordered.

MAIL ORDER PURCHASES

Mail Order Purchases, including printed materials, must be paid for in full at the time of ordering. Offenders are not permitted to enter into contracts, COD or "Bill Later" arrangements. CDs and other items must come directly from the distributor and cannot come from family and friends.

All orders must be submitted through the unit staff for approval. If approved, the Cashiers Office shall verify that funds are available, including postage. A cash slip is then signed by the offender and a unit staff member.

TITLED PROPERTY

All personal items of value which you may possess require an institutional certificate of ownership referred to as a "title." All items requiring a title, whether purchased from the Commissary, vendor or obtained in an approved package or mail order purchase, shall be kept in the Package Room for inspection and titling. These items include, but are not limited to, watches, alarm clocks, typewriters, radios, headphones, tape players, adapters, televisions, musical instruments, fans, rings, necklaces, and chains.

When items are purchased or received, the item(s) will be sent to the Package Room where your name and number will be engraved on the item, if applicable. A card will be printed up with your name, number, and description of the item including make, model, serial number, and color.

You will receive a pass to pick up the item(s) as soon as the titling process is complete. Allow a reasonable period of time for the processing of the title. You will sign the title along with the Package Room Supervisor. You will receive one (1) portion of the card to show ownership of the property and must be able to produce the title when requested. The other portion will be placed in your package file.

Offender property on the Main Compound cannot be loaned, traded, sold, given, or transferred to another offender. Camp offenders may transfer titled property under the guidelines of the Titled Property Transfer Policy. Titled items found in the possession of an offender other than its true owner shall result in disciplinary action against that offender. Disciplinary action shall be initiated against the true owner should it be found that he is implicated in the improper possession of that item.

Any titled item that is lost or stolen must be reported to the correction officer, unit staff, or work supervisor at the time the item is discovered missing. The title for the lost/stolen items, along with a Lost/Stolen Property form signed by both the offender and the staff member investigating the loss, must be turned into the appropriate unit staff member for proper handling. The Packaging Officer is to receive and maintain a copy of the Lost/Stolen Property Form and title as a possible aid to the recovery of that item.

Titled items shall require a six month time limit before voluntary replacement shall be approved. Contact the Package Room concerning items to be sent out for repairs. Kite the Package Room officer about any titled item to be voluntarily disposed of. You will be passed to the Package Room and a cash slip will need to be completed if applicable. The items and title must be turned into the Package Room Officer before a replacement shall be permitted.

You can send out titled items but must first prove ownership of the items with the title card. The title will be surrendered to the Package Room Officer and the information noted and kept in your file. The items will be sent out at your expense.

When an offender receives a new number after serving a sentence under another number, the offender must kite the Package Room Officer to set up a time to bring his

items up to the Package Room for re-titling and re-engraving with the offender's new number.

CONTRABAND

There are two types of Contraband as defined in AR 5120-9-55: Major Contraband and Minor Contraband.

MAJOR CONTRABAND

Any item(s) in your possession which by their nature, use or intent pose a threat to the security or safety of offenders, the public or which disrupts the orderly operation of the institution. Any item referred to in Section 2921.26 of the Ohio Revised Code shall be considered Major Contraband.

MINOR CONTRABAND

Items(s) considered contraband under this rule might be confiscated and disposed of in accordance with AR 5120-9-55. This includes:

1. Items possessed by you without permission
2. Items found in an improper location (for example: If you have a radio that belongs to your buddy, it is contraband because you have it and it is not yours)
3. Items over the 2.4 possession limit
4. Items in which the manner or method by which it was obtained was improper (for example: If you trade your buddy five "Honey Buns" for his Walkman, this is considered dealing and these items would be considered contraband).
5. Items that are in an altered condition

CASHIERS OFFICE

The Cashiers Office processes funds on the offender's accounts according to AR 5120-3-02 (Inmate Labor Assignments), AR 5120-5-02 (Inmate Funds), and AR 5120-9-33 (Packages).

State pay is credited to your personal account each month. Check the dorm bulletin board for the date. Payroll is addressed in AR 5120-3-02. The Cashiers Office is only responsible for posting your earned dollar amount. Should you have a question concerning your state pay, kite the Administrative Professional assigned to the Deputy Warden of Special Services Office.

MONEY ORDERS - JPAY

JPay will only receive (printed) money orders for deposit to the inmates' Trust account. Money orders will only be accepted from "approved" or "tentatively approved" persons on the inmate's visiting list.

The JPay website is: <http://www.jpayers.com/> Ohio-specific information is limited at this time.

The JPay address to which money orders are to be sent is:

JPay Lockbox
P. O. Box 277810
Miraman, FL 33027

Sender must include the following:

1. Money Order Deposit Form - Form is available on-line, in visiting rooms, or by calling the JPay toll free number to have copies mailed to them
2. Copy of sender's Driver's License, State ID or Passport – This documentation must be included every time a money order is sent. The name on the identification document must be the SAME as the name they used to register as a visitor for the inmate and the depositor/visitor's date of birth (DOB) must also match.

The JPay telephone number for Customer Service is: 1-800-574-5729.

OTHER TRUST DEPOSITS – OFFENDER CONNECT

Family members and friends who are "approved" or "tentatively approved" on the inmate's visiting list are able to use the kiosks at the institutions, the OffenderConnect telephone (IVR) system, and the OffenderConnect website to deposit cash or use a credit card to deposit funds to the inmate's Trust account. The institutional code for all ODRC facilities is "86."

Deposits made via kiosk will require the depositor to swipe his or her Ohio Driver's License or State ID. The name and date of birth (DOB) on the swiped ID must match the "approved" or "tentatively approved" name and DOB on the inmate's visitor list. Out of State ID's cannot be used on the kiosk machines.

Deposits made via OffenderConnect telephone (1-888-988-4768) or website (www.offenderconnect.com) requires the depositor to be "registered" with OffenderConnect. The name registered with OffenderConnect must match the "approved" or "tentatively approved" name on the inmate's visitor list, and the DOB must match.

GTL/OffenderConnect is responsible for assisting customers with deposits made via its systems – kiosk, telephone, and website. ODRC staff may need to be able to direct the depositor to the correct numbers for assistance. The GTL/OffenderConnect customer service number is [1-800-231-0193](tel:1-800-231-0193).

PHONE DEPOSITS - GTL

Deposits to an inmate's PIN debit (telephone) account can still be made by anyone, regardless of whether he or she is on the inmate's visiting list or not. The telephone number to make these deposits is: 1-888-265-1238.

INVESTMENTS

You may invest in certificates of deposit. A balance of one hundred dollars (\$100.00) must be kept on your account. A cash slip must be filled out in order to deduct the amount for investment. The cashier will keep all original documents in the Cashiers Office.

PAY

State pay, OPI pay, car wash, shoeshine, barber, and dog grooming payroll and Industrial Arts commissions are available to everyone on the first available shopping day of state week.

Anytime you feel that an error exists in the record of your account, you should kite the cashier. You are not to ask staff members to make telephone inquiries to the Cashiers Office on your behalf. Kites are answered within five (5) business days. Be certain to provide all information available as to why the error exists and the amount in question. A good place to start would be the last correct balance.

CASH SLIPS

All cash slips must be approved and witnessed by unit staff. The cash slip must be filled out properly to be processed. Information necessary to process the cash slip includes: name of institution, date, dollar amount, name and address, reason, offender signature (legible), number, lock location, and approval signature. The cash slip will be returned to you if not completed correctly.

The cash slip may be forwarded to the Cashiers office via unit staff or the Mailroom. The cashier will verify your funds and process accordingly. If you do not have the funds needed, the cash slip will be marked "insufficient funds" and returned to you. If you are sending money outside of the institution, you must include an embossed envelope. The Cashiers Office will put the check number on the cash slip and return a copy to you.

Inmates are restricted from sending money out to any person who is not on their visiting list unless approved by the Warden.

In all instances the Cashiers Office will retain a copy of the cash slip and one copy will be returned to you.

Inmates are not to have blank/unprocessed cash slips.

RELEASE PAY

Upon lawful release from BeCI, you will receive gate pay (if eligible), state pay (if eligible), and the money in your personal account.

Gate pay is not paid to you if you are released on shock probation, vacated sentence, suspended sentence, judicial release, 80% court release, prison sanction time, or if you have already been paroled on a number, came back as a parole violator and paroled again. Parole violators back on the same number do NOT receive gate pay. If you have been issued a new number, you do receive gate pay.

Offenders leaving on a detainer or offenders released while away on court status do NOT receive gate pay.

Offenders being released to immigration do NOT receive gate pay.

At the time of your release, the total number of days you have been incarcerated with the Department of Rehabilitation and Correction (jail time does not count) will be determined. You will be paid gate pay as follows:

1-90 days	\$25.00
91-180 days	\$40.00
181-365 days	\$65.00
Over 365 days	\$75.00

State pay will be paid to you based on the number of days you were incarcerated in the month of release. Example: If you are scheduled to be released on the 15th of the month, you will receive state pay for the 14 days you were incarcerated.

You will not be permitted to shop at the Commissary 10 business days prior to your release date.

COMMISSARY – MAIN COMPOUND

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

No offender may purchase for another offender.

Prices are subject to change without notice. The Commissary cannot guarantee a supply of all items at all times.

Commissary shopping on the Main Compound consists of two shopping cycles with a weekly spending limit of \$115 for Level 1, \$90 for Level 2A, and \$65 for Level 2B offenders.

1. ALL SHOP: Offenders are permitted to shop once per day, every day during the week providing they have available funds and are not on Commissary, bunk or any type of restriction.
2. STATE WEEK: Offenders can only shop on the designated day for their housing units. This information will be provided by the monthly calendar that is posted in every dorm and all appropriate areas. State pay cycle falls on the week of the

10th each month. Commissary will have a shopping calendar posted. **Commissary, bunk or any type of restriction will shop during State Week only.**

BALANCE CHECK

Only on your scheduled shopping day will you have access to checking your account balance before shopping. During State Week, only the scheduled housing unit is permitted at the Commissary. Therefore, if 1 House is scheduled to shop and you are from 2 House, Commissary staff will not have your balance. Daily shopping is open to all housing units. You may check your balance once for the entire week; you cannot return additional times to keep checking your balance. Staff will know if you checked your account because your ID was scanned when you arrived. Balances are also available on the Kiosk Machines in the dorms.

COMMISSARY CALENDAR

Prior to start of the shopping cycle, a Commissary Calendar will be posted in each housing unit. Commissary will shop per the designated calendar each month. The Commissary calendar is subject to change due to institutional operations such as fog plans and yard closures. If this occurs a new calendar will be provided ASAP with the appropriate changes.

COMMISSARY SHEETS

Each housing unit will be given new commissary sheets every week by the Commissary staff. Each housing unit will be responsible for distribution of the commissary sheets to the offender population on their designated shopping day. Commissary will not have any commissary sheets to distribute to the offenders.

GENERAL SHOPPING PROCEDURES

1. The amount you have to spend during each shopping cycle is based on your security level.
 - a. You may spend this amount in one day or spend a portion of it per day. Example: If you spend \$20.00 on Monday, your remaining spending balance would be \$80.00
 - b. Exceptions to the limit are made for items that are designated exempt on the Commissary sheet published each month. Examples include phone time, televisions, fans, lamps, shorts, socks etc. These items will be marked by a \$ on the Commissary sheet. Example: \$____ Socks
2. Offenders can check their spending balance once per week. After you shop your new balance will be printed on the bottom of your sales receipt. It is your responsibility to keep track of your spending balance. The system resets every Monday. Balances are also available on the Kiosk Machines in the dorms.

3. During State Week, the Commissary will provide a balance more than once to an offender when he is expecting funds to be applied to his account.
4. Make sure you have a revised commissary sheet with the current month.
5. Make out your list as correctly as possible. Be sure to include your name, number and lock on your list. Have your list prepared and check your totals.
6. Each offender shopper is required to stand in line and wait until the Commissary staff calls them to shop. This is to maintain order and keep the Commissary sales line operating within the allowed time. Anyone entering the Commissary that is not designated to shop that day will be considered out of place and a conduct report will be issued (Rule 35).
7. When entering the Commissary to shop:
 - a. Present your commissary list and your ID badge to the staff member or officer when you are called into the Commissary.
 - b. All offenders must be in proper uniform and have an ID badge in good condition that properly depicts that offender before being allowed to shop
8. Proceed in line to the first window where your badge will be scanned.
9. Watch the screen to view your total balance.
 - a. Your total balance will print on your Commissary receipt.
 - b. If you need to make changes to your sheet, please ask for your commissary list back to correct any mistakes.
 - c. If you disagree with the balance amount listed, do not argue with the staff. Commissary staff cannot change your balance. Kite the Cashier regarding personal funds or the Administrative Professional assigned to the Deputy Warden of Special Services' Office regarding state pay.
10. It is your responsibility to check and watch your order. Once you leave the Commissary there will be no returns or double shopping. **Commissary is not responsible for any items left at the Commissary!**
11. No loitering or littering will be permitted in or around the Commissary.

MAKE UP DATES

There will be no make-up days for offenders that were in Segregation on their shopping day and/or waiting for their money to be posted to their account (NO EXCEPTIONS!!). Commissary will do make-up days for offenders who were on a round trip, at IHS or out to court. Some exceptions will apply such as 30 days or longer since they shopped. Commissary will ensure that every offender with funds will be provided the opportunity to shop at the Commissary at least once within 30 days.

TITLED ITEMS

Any item purchased that requires a title shall be forwarded to the Package Room for issuance of a title. A pass will be issued when the item is ready for pick-up.

INMATE COPIER CARDS

When purchasing inmate copier cards, note that there are no returns on the cards. You cannot use this card at any other institution as these cards are only valid at the institution where purchased. You will not be reimbursed for any unused copies should you be transferred.

CAMP COMMISSARY

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

Offenders are permitted to shop four times per month and limited to \$115.00 per week. The only exceptions to this limit are for items designated as "exempt" on the commissary sheet published each month.

State pay cycle falls on the week of the 10th of each month. Balances are available on Tuesday afternoon while Camp Commissary is being stocked. If the delivery date is different than a Tuesday, you may check your balance on the day of delivery. If you disagree with your amount listed, do not argue with Commissary staff as they cannot change it. Kite the Cashier regarding personal funds or the Administrative Professional assigned to the Deputy Warden of Special Services' Office regarding state pay. Balances are also available on the Kiosk Machines in the dorms.

GENERAL CAMP COMMISSARY PROCEDURES

1. The Camp Commissary price list is updated every week. Have your list prepared and check your totals.
2. Present your commissary list and your ID badge to the officer or staff member when you are called. All offenders must be in proper uniform and have an ID badge in good condition that properly depicts that offender before being allowed to shop.
3. Do not leave the line until you are called to the window for your order. If you leave the line, you will not be permitted to return to shop for that week.
4. Do not walk in front of the person shopping at the window.
5. Do not ask the cashier to get your balance or to return an item while staff is shopping as staff can only shop one person at a time. Offenders are not authorized to proceed to the front of the line for any reason.

6. Keep the line moving at all times. If an offender holds up the line or takes too long, the offender's ticket will be ended and the offender will not shop for the remainder of the current shopping cycle.
7. No one is to be at the window except the shopper.
8. Watch as the Commissary Clerk is filling your order to be sure that it is correct. Staff will scan your items for price and forward them to be bagged. If you overspend, the last item will be removed. Commissary staff will not allow you to overspend your balance.
9. Sign the Commissary receipt with your name and number and retain the pink copy. Under no circumstances will adjustments be made once you leave the checkout window.

Any display of disrespect may result in disciplinary action.

No offender may purchase for another offender.

Do not loiter or litter in the Commissary or surrounding area.

Any item purchased that requires a title shall be forwarded to the Package Room for issuance of a title. The offender will be issued a pass when the article is ready for pick-up.

Prices are subject to change without notice. The Commissary cannot guarantee a supply of all items at all times.

INMATE COPIER CARDS

When purchasing inmate copier cards, note that there are no returns on the cards. You cannot use this card at any other institution as these cards are only valid at the institution where purchased. You will not be reimbursed for any unused copies should you be transferred.

TELEVISIONS

OFFENDER PURCHASED TELEVISIONS

An offender is able to purchase a television through the Commissary if:

1. He has funds available.
2. He is not on a commissary restriction.
3. He does not have a television currently titled to him.

Offenders purchasing a TV should review DRC Policy 61-PRP-03 Electricity Usage Co-Pay Program.

Televisions are a privilege and misconduct could result in the loss of your television for a specified period of time as ordered by the Hearing Officer (Dorm Sergeant) and/or the Rules Infraction Board.

An offender in court collections who is requesting an exemption to be able to purchase a television should contact his unit staff for additional direction.

BECI LOANER TELEVISION PROGRAM

A set number of televisions are utilized for a loaner television program that is administrated by the unit staff. The Unit Manager will maintain a list of inmates interested in the loaner TV Program. As televisions become available, inmates will be selected to receive a loaner based on various criteria to include good behavior, and positive programming, Loaner televisions will remain the property of BeCI and additional rules and requirements may apply. See your unit staff for additional information.

TV RULES

1. TV must be watched at all times with headphones.
2. TV must be turned off when you are away from your bed area.
3. No loaning, selling or dealing of your TV to other inmates.
4. Your TV is to be at your assigned bed area at all times.
5. No wiring changes to the TV or cable wires.
6. You are responsible for the purchase of your own headphones.
7. Once installed, the TV is to be in the mounting bracket at all times and in the designated area. BeCI is not responsible for damage to an inmate television unless it is in the possession of a staff member or under the direct control of a staff member.
8. A television is a privilege. If you are found guilty of a Conduct Report, the Hearing Officer may impose the sanction of "Loss of Audio/visual Equipment for a specified period of time."

QUARTERMASTER

You must have a pass and ID before entering the Quartermaster.

Whites (briefs, socks, and t-shirts) will be issued at the Reception Center. Upon arrival at Belmont Correctional institution, offenders will receive items per DRC Policy 61-PRP-02.

State-issued pants, shirts, and coat are not to be altered, except by the Quartermaster. If you alter any item of state issue, it will be considered destruction of state property and you may be issued a conduct report and may be charged for the item.

All clothing will be replaced according to DRC Policy 61-PRP-02.

If you are assigned to a specific detail, you will be issued clothing as needed. Special items such as gloves will be issued with job supervisor approval only. The supervisor will issue these items as needed and will be responsible for collecting them if the offender is reassigned.

Any state-issued item missing, stolen, or confiscated **MUST HAVE A THEFT/LOSS REPORT COMPLETED** and submitted to the Unit Manager or designee for appropriate processing. A copy of the theft/loss report will be received from the Inspector's Office confirming the item is to be replaced at state or offender cost. If you must be issued the item before the Inspector's decision, you will be required to sign a Cash Slip and it will be held until the Inspector determines if the state or if you will pay the replacement cost. If the state is to pay, the Cash Slip is destroyed. If you are responsible for the cost, the slip will be forwarded to the Cashiers Office.

INMATE QUARTERMASTER CAP SHEET PROCEDURE

1. Do not send kites to the Quartermaster for scheduling. Instead, sign up on the cap sheet that is posted in each unit. If you need to have a state item replaced or repaired, you must still sign up on the cap sheet. Only items that are state-issued will be considered.
2. Cap sheets will be picked up by the Quartermaster runner weekly, according to the schedule. In the event of a fog plan, other arrangements will be made to pick up the cap sheet.
3. After the Quartermaster has reviewed the cap sheets and, if you are eligible, you will receive a pass telling you when to report to the Quartermaster.
4. Each Sergeant will receive a copy of their housing unit's cap sheet after the offenders have been to the Quartermaster. This cap sheet will inform him or her as to which offenders came to the Quartermaster, which offenders did not report, what items the offender received, which offenders did not receive the items they requested and the reason why they did not receive these items.

CAMP/INSTITUTIONAL TRANSFER

If you are being transferred to the Camp, you must turn in all state-issued items with the exception of briefs, t-shirts, socks, towel, washcloth and boots. You will be issued a jumpsuit if you do not have personal clothing to wear during this move to the Camp. The above listed guidelines will also be followed when an offender is transferred to another institution with the exception of the state-issued blues/khakis.

RELEASE

When being processed for release, you must return all state-issued blues/khakis, parka, laundry bags, sheets, and blankets to the Quartermaster at the time of your release.

Locker boxes are to be cleaned first then taken to Quartermaster/Receiving and Discharge.

You are encouraged to wear home your own clothes such as sweats. BeCI no longer allows "going home boxes". BeCI will provide you with sweat pants if you do not have going home clothes.

LAUNDRY

LAUNDRY SCHEDULE

A monthly laundry schedule will be posted in the dorms.

MAIN COMPOUND GENERAL LAUNDRY PROCEDURE

Offenders wishing to have their laundry washed by the institution laundry will carry their laundry in their mesh bag to the institution laundry where it will be inventoried and checked in by a laundry porter under the direct supervision of the Laundry Coordinator. Offenders will report back to the laundry at scheduled pick up times to collect their cleaned laundry.

1. Laundry drop off time is 7:30 a.m. – 8:30 a.m.
 - a. The laundry must be in the mesh bag but not tied or secured. Upon arrival at laundry, the offender will have his ID checked and he will inventory his clothing with the laundry porter who will mark the inventory on a check list along with the offender's name, number and dorm. The laundry porter will ensure that the bag is properly marked with the offender's name and number and that it is properly secured.
 - b. The offender will sign his name verifying that he dropped his laundry off.
 - c. If the bag is not properly labeled or is stuffed too full or if there are other issues that the Laundry Coordinator determines will hinder the ability to properly launder the items.
 - d. An offender with a work schedule that prohibits him from making the scheduled drop off time will need to be released from his work site for a period long enough to enable him to get to his laundry and then return to his job. A laundry schedule will be provided to each area supervisor so that they can confirm each offender's scheduled laundry day.

2. Laundry pick-up times are from directly after noon chow until 2:30 p.m.
 - a. Upon arrival at the institution laundry to pick up their bag of laundry, the offender will once again inventory his clothing with a laundry porter.
 - b. The offender will sign his name verifying that he has collected his laundry and that it is all there.
 - c. Offender returns to his dorm with his laundry.

All precautions are made to protect your laundry. It is your responsibility to protect your own items by securing your laundry bags and labeling it with your **name** and **number**. Any bags containing clothing other than state issued will be returned to the dormitory

unwashed. Proper name and number must be used to claim your bag if it is lost or misplaced.

CAMP LAUNDRY PROCEDURE

Camp laundry schedule will be posted in the dorm. Laundry bags will be escorted by staff to the Main Compound Laundry.

BLANKET PROCEDURE

Blankets are done quarterly and the day will appear on the monthly schedule that is posted in each dorm.

FOOD SERVICE

Food Service Department prepares three full meals each day, from a master menu prepared by the State Certified Dietitian. All meals meet or exceed recommended daily dietary allowances for good nutrition. Substitutions may be made when necessary.

Substitute trays are served on Lines 2 & 3. Diet trays are served on Line 2. Meals are served after count is clear. Dorms are called to chow on a rotating basis. If the meal is not being served, you shall not be permitted to go to the dining hall.

Inmates are permitted to bring personal flavored drink mixes to the inmate dining rooms. The dining rooms serve coffee, milk, and fortified drink at the breakfast meals and water is served at the noon and evening meals.

FOOD SERVICE PROCEDURES

1. When entering the Dining Hall, get in the line to be served.
2. BeCI does not assign seating. Seating is open, but limited to the dining room in which you are served. Crossing dining rooms is prohibited.
3. Spoons and forks are not available in the line. A spork is issued from behind the line with each tray.
4. Keep the lines moving at all times.
5. Do not jump line.
6. Do not reach across the line.
7. Do not ask for more food or ask to give your food to another inmate.
8. Only after you are seated may you pass food to another inmate and only to an inmate at your table.
9. Remain seated until finished eating.

10. No loitering at the tables after eating.
11. You are permitted (per security) to bring your own seasonings with you.
12. When finished eating, take tray, cups, spork, and leftovers to the cleaning area (dish room window).
13. You are not permitted to take any food items from the dining room.
14. No loitering or stopping permitted in the dining room.
15. Kitchen and dining room workers are to remain in their assigned work areas and NO visiting is permitted during meals.

INMATE HEALTH SERVICES (IHS)

The Belmont Correctional Institution offers 24-hours per day, 7-days per week medical coverage. Services are provided by professional, credentialed, licensed staff.

Many services provided at the facility are subject to a co-pay; however, services will not be denied based on ability to pay.

WELLNESS INITIATIVE

It is everyone's responsibility to strive for good health. Many diseases can be prevented by basic lifestyle changes. The physicians and nurses in IHS will utilize your commissary list and other resources to take a look at your lifestyle habits and make recommendations based on these habits.

Wellness also means coordinating your care with Recovery Services and Mental Health. For instance, inmates with a history of drug and alcohol addiction may be offered services and counseling by both Mental Health and Recovery Services.

ACCESS TO CARE

Health Service Requests (HSR) are available in the housing units as well as the medical building.

1. When sending an HSR, be sure to include a brief description of the problem that you are having and make sure the HSR is filled out completely.
2. The HSR can be dropped off in the Medical box in the chow hall or in the box in the medical building.
3. The HSRs will be triaged by the nursing staff and a pass will be issued within 48 hours.
4. All passes to Medical are mandatory and supersede all other passes.

5. You must arrive 10 minutes prior to the printed time on your pass to be considered timely.
6. Nursing staff may decide to forward your HSR directly to the Dental Department to expedite your request.

In the event of an **emergency** or **crisis** situation, contact your dorm officer who will contact IHS to inform them of the situation. This includes dental emergencies. All non-emergent situations should be handled via the HSR system as explained above.

The medical building does not have an “open door” policy. You must have a pass to enter IHS or be subject to a conduct report.

NURSE SICK CALL PROCEDURE (NSC)

NSC is able to address many issues that arise. NSC is always the first step in the process. It is up to the nurse to refer you to the doctor if it is their opinion that they cannot handle your concerns at the NSC level.

DOCTOR’S SICK CALL (DSC)

DSC includes a variety of disciplines that may include doctors, nurse practitioners, podiatrists, optometrists, dentists, etc. You must be referred by a nurse to these clinics. These clinics have a limited number of appointments so you must honor your pass. You need to arrive 10 minutes prior to our appointment. If you arrive late for your appointment, you will be turned away.

If you fail to attend your scheduled appointment, you will not be automatically rescheduled. A conduct report will be issued and you will need to send an HSR for NSC and start the process over again.

If you are referred for specialty consultation by the institutional Physician there may be a fee for cancellation. If you agree to the specialty appointment in advance by signing the (DRC 5082) Notification of Medical Appointment, and later refuse on the Day of the trip, a Conduct Report (DRC 4018) should be written, the Rules Infraction Board (RIB) shall consider discipline, and a \$20.00 administrative fee may be charged for the late cancellation. The RIB panel shall consider excuses and mitigating circumstances.

Dental Services are available at BeCI at no cost to the inmate. This does not include dentures. The dentist or dental assistant will be able to guide you through your plan of care and eligibility requirements.

CO-PAYMENTS

Most medical services are subject to a co-pay. The policy that governs this process can be located in the Library under 68-MED-15. The charge for medical services is as follows:

- | | |
|-----------------------------------|--------|
| 1. Nurse Sick Call | \$2.00 |
| 2. Renewal of Expired Medications | \$2.00 |

3. Emergency Appointment that is Non-Emergent	\$3.00
4. Emergency Appointment that is an Emergency	\$0.00
5. Doctors Sick Call Initiated through NSC	\$0.00
6. Rotating Chronic Care Clinics Initiated by Doctor	\$0.00
7. Dental Services	\$0.00
8. Mental Health Appointment	\$0.00

Emergency is defined as an event that requires immediate intervention and an admission to the infirmary or a trip to an outside hospital.

PILL PASS PROCEDURE

If you are receiving medication that is nurse-dispensed, you must have a pass. Distribution times are as follows:

1. Morning Pill Pass
 - a. Starts at 7:30 a.m. Pass ends at 8:15 a.m.
 - b. You must be in line by 8:00 a.m. to be considered timely.
2. Afternoon Pill Pass
 - a. Starts at 12:30 p.m. Ends at 1:15 p.m.
 - b. You must be in line by 1:00 p.m. to be considered timely.
3. Evening Pill Pass is controlled by dorm. Pill pass times are as follows:
 - a. 1 House – 6:00 p.m.
 - b. 2 House – 6:15 p.m.
 - c. 3 House – 6:30 p.m.
 - d. 4 House – 6:45 p.m.
 - e. 5 House – 7:00 p.m.
 - f. 6 House – 7:15 p.m.
 - g. 7 House – 7:30 p.m.
 - h. 8 House – 8:00 p.m.

Pills will not be handed out after 8:15 p.m.

CARRY MEDICATION

Many medications can be carried. It is your individual responsibility to send a request for a medication refill before your medications run out. **Please send in your request 7 to 10 days before you run out to ensure that you get your medications in time.** All medications have a sticker at the top that can be removed and attached to an HSR for renewal purposes. Note that medications also have an expiration date. Medications

that are expired will not be renewed automatically and will require you to see a physician before receiving a new order.

You will be issued a pass to pick your medications up after they arrive.

IHS RULES OF CONDUCT

1. The medical building is designated as a quiet area. There will be no excessive noise permitted in the facility. This includes the lobby and waiting areas.
2. The lobby area will be open during pill pass times as a shelter from poor weather. Inmates who are loud or disruptive will be asked to leave the area.
3. Headphones, food, drinks and any other item that is not part of your state-issued clothing will not be permitted in the medical building. **State dress is required in this building.**
4. The use of the restroom will be at the discretion of the correction officer assigned to the area.
5. You must have a pass to enter the medical facility. Inmates who are in the area without a pass will be issued a conduct report for Rule 25, "Out of Place."
6. All medical passes are mandatory. Failure to honor a pass will result in being issued a conduct report.

THINGS MEDICAL DOES NOT DO

1. Medical does not write orders for state-issued clothing or footwear. See the Quartermaster for these items.
2. Medical does not do bed moves. The only exception is for a medically-related bottom bunk restriction which requires a clinical indication by the physician. The actual move (in-house or to a different unit) is at the discretion of the Court Lieutenant.
3. Medical does not order "extra mattresses, extra blankets, etc" without clinical indication as determined by the physician.

OVER THE COUNTER MEDICATIONS (OTC)

The Medical Department will not write prescriptions for OTC medications. These medications are available in the Commissary at a cost that is very reasonable. These medications include ibuprophen, Tylenol, Tums, cough suppressants and a variety of others.

In the event that it is not your day to shop, the Medical Department is able to write you a pass to purchase the particular OTC item only. You will not be able to purchase anything other than what is written on your pass.

It is your responsibility to budget your State pay to include everything that you might need during the month. This includes purchasing hygiene items, cold remedies and medications for basic aches and pains.

RECOVERY SERVICES PROGRAMS

The Recovery Services mission statement states, "Recovery Services is responsive in providing a continuum of alcohol and other drug (AOD) treatment services for the offender population." Below is a list of the programs and services currently available to offenders at BeCI:

1. **Open AA/NA meetings** are available to all offenders. There is no waiting list and no pass is required to attend. Participation is voluntary. We will track attendance.
 - a. **AA (Alcoholics Anonymous)** - Meetings are held weekly on Monday from 5:45pm to 6:45pm at the Camp and from 7:00pm to 8:00pm at the Main Compound.
 - b. **NA (Narcotics Anonymous)** - Meetings are held weekly on Tuesday from 5:45pm to 6:45pm at the Camp and from 7:00pm to 8:00pm at the Main Compound.
2. **IPP (Intensive Program Prison)** - This intensive program is designed to provide an alternative to traditional incarceration by providing sentence reduction for offenders who meet stringent specified criteria. At sentencing your Judge can recommend or have no comment about your placement in IPP. The screening for IPP is started at reception. The Judge may or may not approve or have no opinion of you enrolling in the program and the Warden also signs off on your eligibility. Offenders need to be at 5 years or below EDS. Offenders participating in the program will follow a regimented program involving a highly structured routine. The core program is Cognitive Behavioral Therapy (CBT), which entails 10 hours of class work per week. There are also 10 hours of ancillary services weekly to include community service.
3. **IOP (Intensive Outpatient Program)** - The Intensive Outpatient Program is a 180-hour program that provides treatment services delivered daily for a minimum of 15 hours a week. A minimum of ten of the hours must be cognitive behavioral treatment specific. The remaining hours will consist of ancillary services. To be eligible one must meet admission criteria and then are placed on a waiting list at your request. The priority for treatment is driven by release date.
4. **AOD Treatment Readiness Program** – The AOD Treatment Readiness Program is a 60-hour program delivered daily for a minimum of 15 hours a week. A minimum of ten of the hours must be cognitive behavioral treatment specific. The remaining hours shall consist of ancillary services.

5. **Continuing Care Services** – Services are provided following the successful completion of a Recovery Services Treatment Program that consist of a 2-hour professionally facilitated group meeting held weekly for a total of 8 weeks.
6. **Individual Counseling** – Counseling is available to offenders currently participating in IOP. Other departments within the institution can make referrals to the Recovery Services department when they believe an offender is in need of our services.
7. **Veterans for Recovery** – This Voluntary program uses a 12-step model for inmates affected by the effects of war or combat. The program currently is open to Veterans in 4 House only and the meets Wednesday at 1:00 p.m. to 2:30 p.m.
8. **Inmate Led AA/NA Orientation Meetings, Big Book Study Groups, 12 Step Study groups** and coming soon an NA Step Group for individuals who are not currently in a recovery service program and have more than 1 year to serve on their sentence. For more information on those inmate led programs, talk to one of the chairman at the open AA/NA meetings or KITE the Recovery Services Supervisor Staff.

MENTAL HEALTH SERVICES

A full range of outpatient mental health services is provided to the incarcerated population at Belmont Correctional Institution. The direct services are provided by mental health professionals representing the following disciplines: psychiatry, psychology, social work, and nursing. Services include individual as well as group therapy to treat individuals who suffer from emotional problems that may inhibit their functioning in the general population. Psychiatry staff is available to assess, treat, and monitor individuals who demonstrate a need for medication. Whether you arrive at BeCI from a reception center or were transferred from another facility, you will be seen by a member of the Mental Health staff for a Mental Health Orientation and, if appropriate, a Mental Health screening will be completed. The screening provides you an opportunity to address any psychological problems or difficulties. The limits of confidentiality which apply to a correctional setting are consistently followed by the Mental Health services staff and are explained during the screening process.

Mental Health Services is located between the cafeteria and the School/Library. You may request services by sending a kite. During regular hours, you may walk-in to Mental Health Services to address a crisis or emergency. Additionally, any correction officer or other staff members may refer an offender for services. All referrals and kite requests, as well as responses to such, are treated quickly and professionally.

The Parole Authority may request an evaluation to assist in arriving at an appropriate disposition regarding your sentence. The Parole Board is the only agency that may refer you for a Clinical Risk Assessment. However, for those on flat time, the sentencing court may also request an evaluation but this request can only be honored if directed by the Warden of BeCI.

Mental Health staff is available to those who are confined to the Segregation Unit at BeCI. Rounds are made weekly for the purpose of providing an ongoing assessment of the offender's functioning while he is confined to this unit. Additionally, weekly rounds

are conducted in the housing units. This provides an additional opportunity to assess mental health needs and arrange for the delivery of specific services.

If you have been receiving services and you are considering SMI (seriously mental ill) throughout your incarceration, it is important that these services continue after your release from prison. This is arranged by a community linkage social worker that will meet with you and formulate after release plans in your proposed community of residence.

The Community Adjustment Program/Intensive Treatment Program (CAP) is a 90-day cognitive behavioral therapy program, for those who are diagnosed with a mood or anxiety order that meets three days a week for the 90-day period. The mission of the program is to empower individuals to recognize that thoughts and feelings can control one's moods. The program helps participants to identify thinking errors and criminogenic risk factors that can be changed and replaces how one thinks with new thoughts and feelings to change one's mood and reduce the likelihood of recidivism. The program will become your job while you are attending. Referrals to the program will be made by your assigned Mental Health liaison.

There is no charge for any Mental Health services.

Suicide Awareness & Prevention

Prison Brings Enormous Amounts of Loss:

Freedom Privacy Self-Esteem Support Identity

It's Normal to Have Cycles of Strong Feelings:

Denial Bargaining Acceptance

Learn To Recognize High-Risk Behaviors in Yourself & Others:

Depression: Sad Mood, Fatigue, Loss of Interests, Sleep Changes, Irritability,
Appetite/Weight Changes, Feeling Guilty or Worthless, Poor
Concentration, Feeling Helpless/Hopeless, Crying

Thoughts or a Plan for Suicide: Talking About Death, Having a Suicide Plan, Giving
Away Possessions, Important Anniversary, Sudden Uplifted
Mood, A Means of Suicide (method)

WHAT CAN YOU DO?

Acknowledge and Accept Your Emotions
Talk to Someone ---Talking About Suicide DOES NOT Cause Suicide

If you or Someone You Know is Feeling Desperate or Suicidal ---TELL STAFF
CREATE HOPE FOR YOURSELF and OTHERS -----MENTAL HEALTH CAN HELP

CRITICAL INCIDENT STRESS DEBRIEFING

Traumatic Events Do Not Impact Everyone in the Same Way

Debriefing is available to all offenders following suicidal incidents, suicide watches, assaults, prolonged threats, and/or deaths of an offender or a staff member.

If You Are In Need Of a Debriefing:

Offenders Contact:	Mental Health Services
After Hours Contact:	Shift Commander

RELIGIOUS SERVICES

The Religious Service Department is here to ensure that you have an opportunity to participate in practices of your religious faith that are deemed essential by the faith judicatory according ODRC Religious Service policy number 72-REG-01. There is one full-time/ one contact Protestant Chaplain, two contract Catholic Chaplains, a contract Islamic Chaplain, two volunteer Jehovah Witness Chaplains and one contract Jewish Chaplain to assist in the following areas:

RELIGIOUS ORIENTATION

Your unit staff will meet with you and explain the religious programs and available religious services as well as information concerning funerals and deathbed visits, pastoral counseling and how to have your minister placed on your visiting list.

Your religious preference is based on your religion record from your previous institution. If no religious preference has been established, you will need to follow the procedure stated in the above-mentioned religious service policy.

RELIGIOUS SERVICES/PROGRAMS

1. All religious services and programs for various faiths on the Main Compound are held in the Multi-Purpose Building.
2. A schedule of all services and religious activities will be posted in the Multi-Purpose Building and housing units. State clothing will be required for all services.
3. The following Re-Entry classes are meant to meet your needs and assist you in returning back to your community and in becoming a productive citizen.
 - a. Active Parenting Ages 1-4
 - b. Marriage and Family
 - c. Tyro Dads (Ridge Project)
 - d. Divorce and Recovery

- e. Safe People
- f. Spiritual Formation (small groups)

You may kite the chaplains if you would like enroll in any of the listed classes.

RELIGIOUS COUNSELING

One or more chaplains will be available during normal working hours.

1. The Catholic Chaplain is available on Tuesdays from 1:00 p.m. until 3:30 p.m.
2. The Islamic Chaplain is available every other Wednesday; 1:00 p.m. on the main compound and 6:00 pm at the camp.
3. The Jewish Chaplain is available every fourth Tuesday from 5:30 p.m. until 8:00 p.m.

In case of an emergency and the chaplain is not available, contact your unit staff.

RELIGIOUS REPRESENTATIVE

1. You may have one clergy person identified on your visiting form as your Minister of Record.
2. Your Unit or Case Manager will assist you if you should have any questions or want to have your minister to visit you as your Minister of Record

RELIGIOUS ITEMS

You are permitted to receive printed religious material. All literature (religious or secular) is classified as normal institutional literature.

1. All other religious items are classified as packages unless sold by BeCI Commissary.
2. Individual religions may have differing criteria for religious items. See DRC policy that applies to your religion of record.
3. You must have the institutional chaplain's approval **prior** to purchasing the following items:
 - a. Religious Chain w/medallion.
 - b. Religious beads (no red)
 - c. Religious headgear
 - d. Dashiki
 - e. Prayer robe/Tallit (white only)
 - f. Prayer rug
 - g. Altar cloth
 - h. Wand
 - i. One deck of tarot cards
 - j. One deck of rune cards

- k. Small bowls
- l. Salt
- m. Oil
- n. Stones or minerals

4. You must wait for a written response from the Chaplain before ordering any religious item. The approval will be based on what you stated in your institutional file as your religious preference.

SERIOUS FAMILY ILLNESS OR DEATH

FAMILY MEMBER CONTACT PROCEDURES

1. In the event that a serious illness or death occurs in your immediate family, your family should contact the Chaplain's Office or the switchboard officer (press 0) on evenings, weekends, and holidays.
2. Your family will need to provide the chaplain with basic information such as name, telephone number, name of hospital or funeral home, attending physician's name, or funeral arrangements.

ILLNESS/DEATH VERIFICATION

1. The chaplain will call the hospital or funeral home to verify illness or death. Only after the verification process is completed will you be notified to provide you with the information and to talk with you.
2. The Unit Manager or his/her designee will check your master or unit file to verify that the deceased is a family member.

DEATHBED/FUNERAL TRIPS

1. If you or your family requests a hospital bedside visit, the attending doctor will be asked to provide a written statement stating that from his professional opinion your loved one only has 24 to 72 hours to live.
2. If you/your family requests a funeral home visit, the chaplain will verify the time, date and place of the funeral.
3. If either trip is approved, the ill/deceased must be a family member which will include spouse, child, stepchild, parent, stepparent, sibling, step or half sibling, grandparent or any person who has, in effect, been in such a relationship with you per policy 76-VIS-03.
4. If you were raised by someone other than your father and mother, you must have your family to provide some type of legal document. Examples of this documentation are school records, medical records, and/or human services records. Submission of this relationship documentation should be done within four weeks upon your arrival at BeCI or as soon as you are informed about the illness/death.

5. Web based visits shall be determined prior to trip authorization.
6. If a trip is approved, your family will be responsible for providing transportation fees which are based on mileage.
7. If you are not allowed to go, consideration can also be given for a special visit with your family. The Warden or her/his designee will approve or disapprove the trips or visits.
8. The following issues will make you **NOT** Eligible for Private Funeral Viewing/Bedside visit.
 - a. If you have a record of more than three (3) felony commitments (including current commitment), and
 - b. You have two or more felony commitments for a crime of an assaultive nature including current commitment.
9. The following shall be minimum qualifications for an escorted visit to either a bedside or private viewing:
 - a. No history of an escape within the last ten (10) years
 - b. A security classification of Level 1, 2, or 3A
10. Family Eligible at Private Funeral Viewing/Bedside
 - a. You must be classified as minimum security
 - b. You may have no more than three pre-approved family members present at the viewing.
11. Other factors are considered in approving a funeral/bedside visit per policy 73-VIS-03.

*The decision to permit an inmate an escorted deathbed or funeral visit is solely within the discretion and professional judgment of the Managing Officer. No inmate is entitled to or otherwise has a right to such a visit.

VOLUNTEER SERVICES

A schedule of volunteer services is available to all offenders and is posted in appropriate areas of the institution.

RECREATION DEPARTMENT

GENERAL INFORMATION

Check the current posted schedule for the days and hours of operation of the Recreation building and the Recreation yard.

Direct any interest in a particular area via the kite system. All kites are to be directed to the Activity Therapy Administrator II. This ensures that the proper General Activity Therapist receives it.

General rules and guidelines pertaining to Recreation Department are posted on the bulletin board in the lobby next to the equipment room.

The multi-purpose room in the Recreation Department is used for many activities. A winter schedule is posted every November for the winter months.

INTRAMURAL SPORTS

A complete program of both seasonal and tournament play for the following activities: basketball, softball, volleyball, handball, racquetball, flag football, horseshoes, soccer, corn hole, badminton, wiffleball, kickball and others.

All intramural sports shall be offered for different levels of ability and ages. Weight lifting is offered. The BeCI weight lifting procedure is posted in the Recreation Department. A physical fitness/ aerobic program is also offered quarterly.

The Recreation Department also offers an Arts & Crafts Program. An application may be picked up in the Recreation Department.

BeCI also has a music program. Tryouts are done quarterly and applications may be picked up in the Recreation Department in the months of December, March, June & September.

EDUCATION DEPARTMENT

PHILOSOPHY

Belmont Correctional Institution (BeCI) along with the Ohio Central School System (OCSS) meets individual needs through meaningful educational programming. Services include Adult Basic Education, High School Options, Pre-GED and GED classes, Special Education services, career-technical programs, and apprenticeship programs, each free of charge. It is the goal of this institution to strengthen self-image and communication skills, create a positive attitude, as well as provide life skills needed to reenter today's society.

BeCI and OCSS adhere to the statement, "Equal Educational Opportunities are offered without regard to race, color, national origin, sex, or disability. "

All academic and vocational programs are recognized, certified and/or licensed by the State Department of Education or other recognized agencies having jurisdiction.

ACADEMIC PROGRAMS

The academic classes are divided into three areas: Adult Basic Education (ABE), Pre-GED and GED. This allows you to work at your own learning pace. Those without a verified high school diploma or GED may be required to attend school as a mandatory

job classification for a minimum of six months. Those who do have a high school diploma or GED are responsible for contacting the guidance office to verify it is on record.

Class placement is determined by CASAS test scores from the Reception Center. The CASAS test is a skill-based assessment in reading and math.

All academic classes are offered in the morning and afternoon. Students are scheduled to attend classes Monday through Friday.

ACADEMIC CLASS DESCRIPTIONS

1. **ADULT BASIC EDUCATION:** A student is assigned to Adult Basic Education (ABE) if he has a CASAS reading score of 226 or below. Classes are available in the Education Building and at the Camp. These classes provide basic instruction in reading, math, and language arts.
2. **PRE-GED:** Students are assigned to Pre-GED classes with a CASAS reading score from 227 to 239 on a C level test or higher. Classes are held in the Education Building as well as at the Camp. The five areas of math, language arts (reading and writing), science, and social studies are the focus of Pre-GED classes.
3. **GED:** Students with a reading score of 240 or higher on a C level test or higher are assigned to GED classes. Classes are held in the Education Building and at the Camp and focus on the same five areas as the Pre-GED classes at this higher learning level.
4. **FAST TRACK GED:** Students with a reading score of 243 and a math score of 228 or higher may be assigned to these classes. Classes are held in the Education Building on the Main Compound and meet several times per week.
5. **SPECIAL EDUCATION:** Special Education services are also available to those who qualify. The Special Education teacher should be contacted through the kite system for more information.
6. **HIGH SCHOOL OPTIONS:** Those who have earned a significant amount of high school credits and who have passed majority of the Ohio Graduation Test may qualify to earn their high school diploma through the High School Options program. Those seeking more information should kite the Principal.

CAREER-TECHNICAL EDUCATION: Three career-technical programs are available on the main compound including: Administrative Office Technology (AOT), Barbering, and Plumbing. The Camp offers one career-technical program which is Horticulture/Turf Management. Career-technical classes run Monday through Friday in both the morning and afternoon. In order to qualify for career-technical programs, you must have a CASAS reading score of at least 231 on a C level or higher test with at least one year remaining on your sentence.

You may only enroll in one career-technical program per offender number. Once enrolled in a career-technical program, you are not eligible for an institutional transfer until you have completed the program.

Those wishing to enroll in a career-technical program should kite the Guidance Office to be placed on the waiting list for that particular program.

CAREER-TECHNICAL PROGRAM DESCRIPTIONS

1. ADMINISTRATIVE OFFICE TECHNOLOGY (AOT): AOT classes focus on the many uses of modern technology to produce competitive job skills. Students take academic classes focusing on advanced math as well as a practical experience.
2. BARBERING: Barbering classes are for those who meet the criteria set by the Ohio Barbering Board. Students in this program experience every aspect of barbering which includes textbook/classroom lessons and practical experiences. Completers of the program take the Ohio Barber license test and could be licensed barbers in the State of Ohio. Potential students must have at least three years remaining on their sentence.
3. PLUMBING: Plumbing students have hands-on learning for all areas of the profession. Students participate in textbook/class lessons and work at the mock-stations to learn the trade of plumbing.
4. HORTICULTURE/TURF MANAGEMENT: Those enrolling in this career-technical program study different types of plants, drainage problems, planting seasons, and more. Not only do those enrolled grow plants for BeCI beautification, but also provide community service outside the Institution.

SHORT TERM OFFENDER CAREER ENHANCEMENT 5-WEEK PLUMBING CLASS: Each five week class teaches one plumbing skill, employability skills, and an OSHA 10-hour safety course. Policy requires priority enrollment to those sentenced to 365 days or less.

TRANSITIONAL EDUCATION PROGRAM (TEP): The TEP class is a job skills readiness program developed to help students become more confident and educated in their attempt to become a more employable member of society. TEP will help students to become more focused, set appropriate goals and enhance job skills. The program consists of a number of components: distance learning, computer usage, interviewing, and class discussion. Upon completion of the program, students receive a certificate, a copy of their résumé, and student workbook. Upon release from the institution the students will have access to the TEP website. This site will house one's résumé for updates and access for one's continued job search, e-mail account, and continued support in one's journey for productive employment.

APPRENTICESHIP PROGRAMS – MAIN COMPOUND

There are several apprenticeship programs available to inmates on the Main Compound. Programs and contact persons are as follows:

1. Janitorial Program – Contact Unit Staff

2. Carpentry – Contact Maintenance Supervisor
3. Building Maintenance Repair – Contact Maintenance Supervisor
4. Cook Apprentice – Contact Food Service Manager

APPRENTICESHIP PROGRAMS – CAMP

There are several apprenticeship programs available to inmates on the Camp. Programs and contact persons are as follows:

1. Janitorial Program – Contact Unit Staff
2. Animal Trainer – Contact Unit Staff
3. Landscape Apprentice – Contact Horticulture teacher
4. Recovery Operator (Recycling) - Contact Unit Staff

PROVISION OF EDUCATIONAL SERVICES TO SEGREGATED OFFENDERS

The BeCI Education Department will provide education, Library services and materials to special population offenders when a request is made through the kite system. The following personnel should be contacted: Guidance Counselor, Librarian, Special Education, or the Principal.

The appropriate educational staff will review those who are assigned to the Special Education program within ten (10) days of being placed in special or segregated housing units.

In addition, those who are assigned to special population or segregation status for more than sixty (60) days will be provided with educational and Library services upon request.

EARNED CREDIT

Students are eligible to receive earned credit if their sentencing permits and they meet the following requirements:

1. Enrolled by the first of the month
2. Attend class at least 75% of the time
3. No unexcused absences
4. No program-related conduct reports

Earned credit is processed on the first business day of the following month and usually posts 24-48 hours following its completion. If you have questions pertaining to earned credit, contact the Principal.

CORRESPONDENCE SCHOOL

Prior to enrolling into a correspondence school, approval must be received from the Principal. The correspondence classes must be from an accredited school and the school must be willing to abide by the security concerns of the institution. Those who enroll in correspondence school must be able to completely pay for classes on their own.

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

Name/Title : Trent Patterson – Assistant Superintendent
Ohio Central School System

Address/Location: OCSS/TEC P.O.Box 779
London, Ohio 43140

BECI BARBER SCHOOL

It is the policy of BeCI that offenders will use the Barber School to maintain proper hair grooming as set forth by the Ohio Department of Rehabilitation and Correction.

BECI BARBER SCHOOL HOURS

The Barber School will close at least 30 minutes prior to all institutional counts. Barber School hours will be posted on the bulletin boards in all dorms.

Haircuts will be provided on a monthly basis, unless prior arrangements by the appropriate staff member(s) have been made before arriving at the Barber School. Hair and hairstyles shall be clean and neatly maintained.

RULES OF THE BARBER SCHOOL

ALL RULES WILL BE STRICTLY ENFORCED

1. A reasonable amount of time will be allotted for each haircut as determined by school supervisor.
2. Remain seated in the waiting chair until you are called to the barber chair.
3. NO FOOD OR DRINK IS PERMITTED IN THE BARBER SCHOOL
4. NO excessive noise.
5. No cutting in line, strictly first come, first served.
6. Your hair must be **clean and dry** (no grease) before you arrive at the Barber School in order to get a haircut.

All haircuts will be in compliance with the Inmate Grooming Standards A.R. 5120-9-25. **If it is determined that you are in violation of this A.R., you may be subjected to a mandatory (forced) haircut.**

1. Braids and plats may be worn but are subject to the limitations of this rule.
2. The following hairstyles or facial hair are not permitted:
 - a. Initials
 - b. Symbols
 - c. Dyes
 - d. Multiple hair parts
 - e. Weaves
 - f. Dreadlocks
 - g. Hair disproportionately longer in one area than another (excluding natural baldness).
3. The warden may approve wearing a wig for medical reasons or in conjunction with medical treatment.
4. Other hairstyles not specifically mentioned here may be prohibited if they are determined to be either a threat to Security or contrary to other legitimate penological concerns.
5. All hairstyles may be searched or checked at anytime.
6. Hair may not be worn in braids at anytime you are being transported out of the institution.
7. Sideburns, beards and mustaches must be neatly trimmed.

LIBRARY SERVICES

The Library at the Belmont Correctional Institution services the offenders housed in the Main Compound, Camp, Infirmary and Segregation.

Library services at BeCI currently include:

BOOKS: The Library provides offenders at BeCI with a variety of fiction and non-fiction reading materials which can be checked out of the Library for a period of two weeks. Your ID Badge is required to check out books and must be presented to the worker on duty so the book can be properly logged out. A small collection of reading materials is also maintained in the Segregation and Infirmary areas. If you are in one of these areas, you should check with the officers or staff on duty to gain access to these materials. The Library staff currently makes one trip per week to the Segregation Unit to sign books out and deliver legal copies. You are responsible for the books checked out to you.

NEWSPAPERS AND MAGAZINES: The Library currently subscribes to numerous newspapers and magazines. Newspapers and magazines can be used in the Library

only. To use them in the Library, you must present your ID badge to the Library worker at the circulation desk. The ID badge will be held as security until the item borrowed is returned.

LAW LIBRARY: The Law Library is currently accessible during regular Library hours. Most legal material is available using the Law computer system. Law materials are NOT to be taken from the Law Library. A sample copy of many legal forms can be obtained from the legal clerks in the Law Library.

Legal materials are also delivered to offenders in the Segregation and Infirmary housing units. Offenders needing legal materials in these areas must kit the Library and state what materials are needed. These items will then be delivered to the offenders.

PHOTOCOPIES: There is a copier available in the Main Compound Library on which you can make photocopies. You are required to have a copy card to use this copier. The only time a cash slip will be utilized will be for offenders in Segregation (legal copies), Infirmary housing units, and urgent legal filings, which will be determined by the Library staff. Copy cards can only be purchased at the Commissary. There are no refunds on copy cards once purchased and copy cards are not transferable to other institutions.

REFERENCE: The reference section contains a number of reference books which are available for use in the Library only. You must leave your ID badge while using these items. Reference books include encyclopedias, dictionaries, almanacs, college books, GED study material with books.

AUDIO/VISUAL: The audio section of the Library is for listening to books on tape. The Library has fiction, non-fiction, self-help and language tapes available. There is a video listing book from which you may choose a title from many different kinds of videos such as National Geographic, PBS, and sport biographies. Most videos are 45 minutes to one hour in length. Your ID badge must be given to watch either a video or listen to a book on tape.

RE-ENTRY INFORMATION: The library contains numerous resources to assist with re-entry. Many books are available in the library re-entry section. All offenders are encouraged to use the re-entry computers to access the MUSCLE directory and Ohio Means Jobs. Information is available for every county in Ohio.

NOTARY SERVICE: The librarians will provide notary services for law materials as available.

ADMINISTRATIVE RULES (ARs) AND POLICY: The required policies and Administrative Rules are available for all offenders to access in the Law Library.

MAIN LIBRARY SCHEDULE

Sunday	12:40 PM to 8:20 PM
Monday	7:50 AM to 3:30 PM
Tuesday	7: 50 AM to 8:20 PM
Wednesday	7:50 AM to 8:20 PM
Thursday	12:40 PM to 8:20 PM

Friday
Saturday

Closed
Closed

OFFENDERS WITH DISABILITIES (ADA)

It is the policy of the Department of Rehabilitation and Correction and the Belmont Correctional Institution not to discriminate against individuals on the basis of disabilities in the provision of services, program assignments and other activities, as well as in making administrative decisions, and to provide reasonable accommodation to offenders when a demonstrated need exists. If an offender feels that he has any issue as it relates to a disability, he needs to send a kite to the Offender ADA Coordinator, which is the Health and Safety Coordinator (HSC) at Belmont Correctional Institution, of the type of assistance needed. He will then be passed to the HSC's office to be interviewed and given an Inmate Reasonable Accommodation Request form. Then, the offender will fill out the form and indicate the modification or accommodation requested. The offender's request shall be evaluated and considered based upon security concerns and the individual offender's needs as verified by medical staff. The request may be granted, denied, or partially granted by providing an alternate accommodation. The ADA Coordinator's recommendation must be approved by the Warden or designee. The action will be reported on the ADA coordinators action form which will be returned to the offender within ten (10) working days, unless further investigation is needed. A copy of the decision will be forwarded to the Central office ADA Coordinator for Offenders. If an offender disagrees with the decision, he may appeal the decision to the Special Needs Assessment Committee in care of the Central Office ADA Coordinator for Offenders. All decisions will be made on a case by case basis.

DEFINITIONS

1. **AMERICANS WITH DISABILITIES ACT (ADA):** The act which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government, services and telecommunications.
2. **AMPLIFIED HANDSET:** A telephone with a volume control to increase sounds to aid people with hearing impairments.
3. **ASSISTIVE DEVICE:** Any device used to aid a person with a disability to function more normally. Examples include canes and walkers.
4. **BLIND:** Having a vision impairment not correctable to central vision acuity of 20/200 or a visual foiled no greater than 20 in the better eye.
5. **CLOSED CAPTION DECODER:** A device used with televisions and movies to allow a person who cannot hear to understand what is being said by providing written subtitles to spoken text. All televisions purchased in the United States are required by law to have a closed caption decoder.
6. **DEAF:** Having a profound hearing loss and relying primarily on visual communication such as sign language, lip reading, writing and gestures.

7. **DISABILITY:** Under ADA, a person has a disability if he/she:
- a. has a physical or mental impairment that substantially limits one or more of the major life activities of the individual,
 - b. has a record of such impairment, or
 - c. is regarded as having an impairment.

If you should have any questions about this entire process, send a kite to the Health and Safety Coordinator or see the unit staff in the housing unit you are assigned to and they will assist you in starting this process or answering your questions.

PHOTO PROJECTS

RECREATION

RECREATION PHOTO PROJECT - MAIN

You may have your photo taken on the first and third Wednesday of every month in Recreation. All photo sessions will be supervised by BeCI staff.

RECREATION PHOTO PROJECT - CAMP

Camp offenders may have their photos taken on the 5th and 15th of the month. All photo sessions are supervised by BeCC staff.

RECREATION PHOTO PROJECT RESTRICTION AND GUIDELINES

1. You do not have to wear your full state uniform for pictures; however, you must wear at a minimum, long pants and a t-shirt with sleeves. You may wear a hat if it is worn in an appropriate fashion. Hat must be worn forward and not tilted.
2. Any gang sign will result in immediate forfeiture of your money and the picture. A conduct report will also be issued.
3. There may be a maximum of five (5) offenders per photo. All offenders must be dressed appropriately.
4. The photo backdrop will be a plain white background. No props will be permitted.
5. All photos will be full body shots; no head shots.
6. You may sit in a chair in your photo; however, there will be no slouching or no turning the chair backwards.

7. Pictures taken during the month on the 5th and 15th at the Camp and the 1st and 3rd Wednesday of the month in Recreation will be turned over to the ATA II for review. After the ATA II approves the photos, the photos will be returned to the offenders by the Recreation staff. If the ATA II does not approve the photos, the photos will be confiscated and the offender forfeits the money.
8. The cost of each photo is \$2.50 per photo. There is a limit of five (5) photos per session.

A complete listing of the photo procedures and rules are posted in the Recreation Building.

VISITATION PHOTO PROJECT - MAIN COMPOUND VISITING

You may have a photo taken of yourself and your visitor(s) during visiting hours Wednesday through Sunday at the Camp and the Main Compound visiting rooms. All photo sessions will be supervised by BeCI staff.

VISITATION PHOTO PROJECT - MAIN

1. The visitor will utilize the vending cards to purchase photo credits from the vending machines.
2. Cost per picture is \$2.50.
3. The visitor will present the photo block to the Visiting officer.
4. Visitors must adhere to the dress code as stated in the visitation policy.
5. Any gang sign will result in immediate forfeiture of your money and the picture. A conduct report will also be issued.

VISITATION PHOTO PROJECT - CAMP VISITING

You may have a photo taken of yourself and your visitor(s) during visiting hours Wednesday through Sunday at the Camp. All photo sessions will be supervised by BeCC staff.

VISITATION PHOTO PROJECT - CAMP

1. The visitor will submit a money order for the exact amount of photos to be taken by a supervised offender photographer.
2. The visiting officer will write out a receipt and give the original to the visitor. A copy of the receipt will be returned to the offender after the Cashiers Office posts the money to his account.

3. The visiting officer will have the offender fill out a cash slip for the photos to be taken. A copy of the cash slip will be returned to the offender after the Cashiers Office deducts the amount from the offender's account.
4. Visitors must adhere to the dress code as stated in the visitation policy.
5. Any gang sign will result in immediate forfeiture of your money and the picture. A conduct report will also be issued.

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.