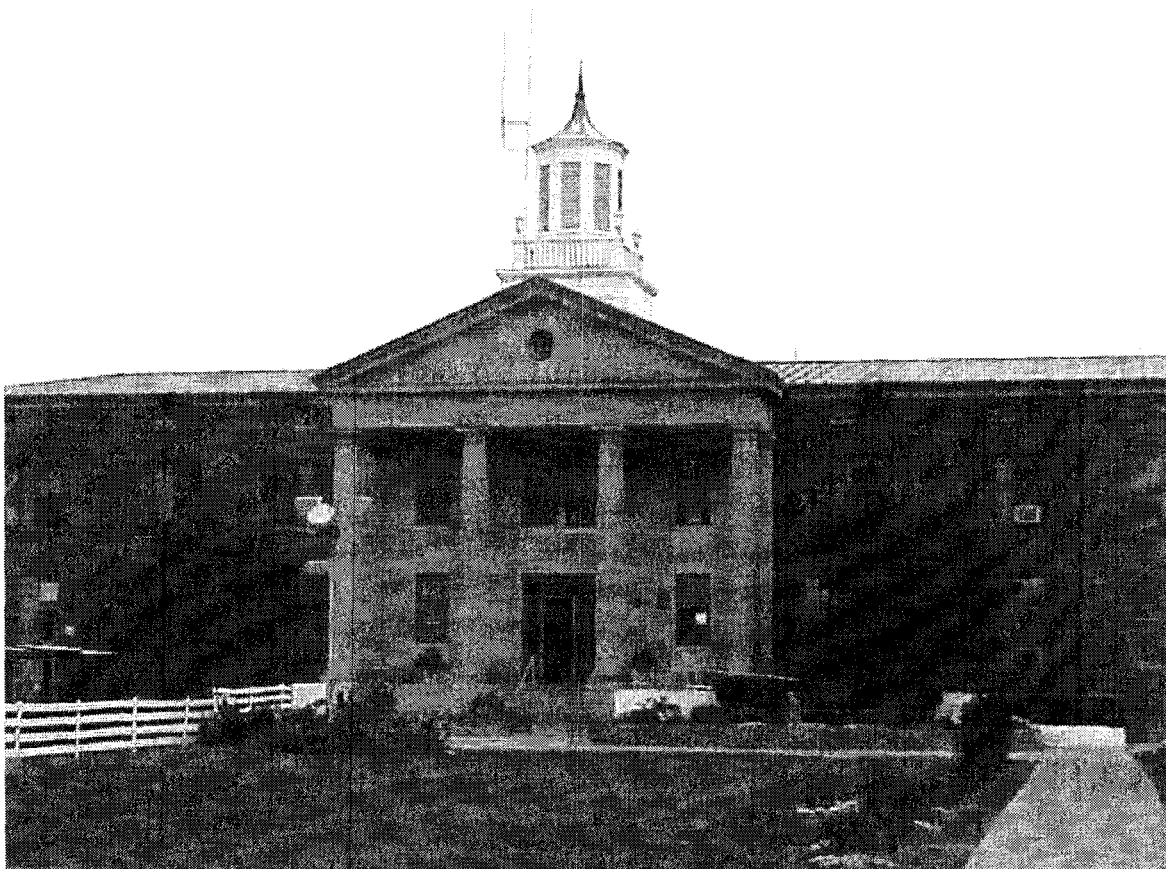


Chillicothe Correctional Institution



Inmate Manual

2013

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**Revised 2/2013

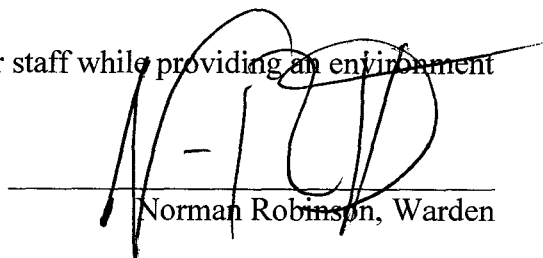
Chillicothe Correctional Institution Mission & Vision Statement

Mission

CCI through staff integrity and leadership will serve as a transforming agent promoting successful offender reentry.

Vision

CCI will strive for excellence and accountability for staff while providing an environment for offenders conducive to successful reentry.



Norman Robinson, Warden

Administrative Organization

The Warden is the chief official or the managing officer of the institution. All employees are accountable to the Warden and he holds the final say for all operations. The Warden then reports to his superiors within the Department of Rehabilitation and Correction and is guided by the policy-making matters by the limits of the Administrative Regulations and department rules.

Kiting the Warden is possible. This should only be considered when trying other institutional officials have been unsuccessful. The Warden may refer the kite to one of his subordinates or he may provide a written response. He has the authority to choose to conduct an interview with the inmate. All kites will be answered.

Reporting directly to the Warden are his administrative staff. The **Deputy Warden of Operations** supervises Recreation & Maintenance. The **Chief of Security** supervises all security, Health & Safety and the locksmith. The **Warden's Assistant** is responsible for the operation of the inmate disciplinary system or RIB, Network Administrator and the Training Officer. The **Business Administrator 3** supervises all fiscal operations within the institution. These include Commissary, Food Service, Business Office, Cashier's Office and the Farm. The **Deputy Warden of Special Services** supervises all Mental Health, Recovery Services, Religious Programming, Medical Services, Education and OPI. The **Unit Management Chief** supervises Unit Management.

Inmates who have a problem in the above areas should first attempt to resolve the problem directly with the department involved. If the attempt fails, kite the appropriate supervisor of that area.

A Spanish handbook is available upon request. If you need access to a Spanish interpreter, please request access via the kite system or through appropriate Unit or Security Staff. If a Spanish interpreter is needed RCI will be contacted for assistance.

Inspector of Institutional Services

The **Inspector of Institutional Services** inspects the institution's services on a daily basis to ensure that institutional as well as departmental rules affecting the services to inmates are being followed. To submit a complaint involving departmental or local institutional rules, policies, regulations, or procedures; you must first try to resolve your complaint verbally by contacting the appropriate staff member. If you prefer to present your complaint in writing, submit your kite to the particular area or you may request an informal complaint form from your unit staff or the corrections officer assigned to your housing unit. If your complaint is not resolved through the informal complaint, then contact the Inspector of Institutional Services and initiate the formal grievance procedure. In any case, you must attempt to resolve your problem informally. The Inspector has open office hours in his office located in the Mental Health building on Thursday's from 7:30 am – 10:30 am and at the Inmate Processing Center on Thursday's from 12:00 pm – 2:30 pm.

Some other duties of the Inspector of Institutional Services include:

- 1.) Investigating and processing of grievances made by inmates
- 2.) Investigating claims of inappropriate supervision.
- 3.) Investigating the loss of inmate property through Ohio Court of Claims

Complaints and Grievances

It should be noted that the grievance procedure is not designated to act as an additional or substitute appeal process in connection with the Rules Infraction Board or Institutional Hearing Officer proceedings. (Refer to AR 5120-9-31 (C))

Administrative Regulations 5120-9-31 specifies that a grievance may relate to any aspect of the institutional life. The grievance may concern departmental or local institutional policies, procedures, rules, regulations or the application of any.

When filing an informal complaint, remove the pink copy after completing the form, place it in a kite and send the pink copy to the Inspector of Institutional Services.

The Inspector will investigate the complaint, make recommendations concerning the grievance, and provide the inmate with a written notice of the resolution of the grievance and the reason for that decision. If you are dissatisfied with the decision then you may appeal in writing to the Chief Inspector in Columbus, Ohio.

Record Office-Bureau of Sentence/Computation

All inquiries regarding parole board hearings, release dates, earned credit, detainers, parole board concerns, calculations of sentence or jail time credit needs to be mailed to the Bureau of Sentence Computation, 770 West Broad Street, Columbus, Ohio 43222.

Items such as driver's licenses, social security cards, credit cards and other types of personal information cannot be part of an inmate's property. This office advises that inmates should send personal items home whenever possible. Only as a last resort will these items be placed in a folder in the cashier's office to be given to the offender upon release.

Rules Infraction Board (R.I.B.)

If you are charged with violating an institutional rule, you will receive a Conduct Report. A Hearing Officer will give you a copy of the Conduct Report and discuss the case with you.

If the Hearing Officer believes there is evidence to support a rule violation, they will issue a sanction or refer you to R.I.B. If they feel there is not enough evidence to support the violation, they will dismiss the rule violation.

The R.I.B. is a two member panel that will conduct a formal hearing concerning the charges made against you. R.I.B. may find you guilty or not guilty. If you are found guilty, R.I.B. may impose restrictions or disciplinary control time. R.I.B. may recommend a hearing before the 4B placement committee or LC Committee.

You may appeal the R.I.B. decision to the Warden/designee and you may appeal the Warden's decision to the Director.

If a finding of guilt is made for a rule violation by the RIB panel, and subject to the warden's approval, the RIB panel may impose the following penalties:

- (1) Placement of the inmate in disciplinary control: An RIB panel may impose up to fifteen days in disciplinary control for a single violation or series of violations arising out of a single 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 inmate violated a rule while placed in disciplinary control. No combination of offenses shall require an inmate to continuously serve more than thirty days in disciplinary control.
- (2) Recommend that the inmate be referred to the local control committee for possible placement in local control.
- (3) Recommend that the inmate receive a security review and/or transfer to another institution.

- (4) Order the disposition of contraband in accordance with rule 5120-9-55 of the Administrative Code.
- (5) Recommend to the managing officer that the inmate be required to make reasonable restitution, or that his earnings are reduced pursuant to rule 5120-3-08 of the Administrative Code.
- (6) Order that the inmate lose earned credit that otherwise could have been awarded or may have been previously earned as authorized by section 2967.193 of the Revised Code and rule 5120-2-06(N) of the Administrative Code.
- (7) Order restrictions on personal privileges following an inmate's abuse of such privileges or facilities or when such action is deemed necessary by the warden for the safety and security of the institution, or the well-being of the inmate. Such restrictions shall continue only as long as it is reasonably necessary.
- (8) Order such actions as deemed appropriate, including assignment of extra work, and any dispositions available to the hearing officer.
- (9) The RIB may conditionally suspend the imposition of any penalty cited above, on the condition that the inmate have no further rule violations for a period of 6 months from the date of the RIB disposition. If the inmate has no further violations during the six-month period, the penalty shall be treated as a reprimand. If the inmate violates the condition and is found guilty of a rule violation, the suspended penalty shall be imposed in addition to any penalty for the new violation, subject to paragraph (L) (1) of this rule.

There are now 61 rules that all inmates must follow at all times:

Inmate Rules

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 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

5120-9-06 (E) (6): "Unauthorized drugs," for the purposes of this rule, refers to any drug not authorized by institutional or departmental policy including any controlled substance, any prescription drug possessed without a valid prescription, or any medications held in excess of possession limits.

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

Note: Inmates are not permitted in office areas or other restricted areas without staff supervision and/or observation.

Barber Shop

AR 5120-9-25 establishes the barbershop rules. The following procedure will be followed in obtaining a hair cut:

The inmate barber shop is open Sunday thru Saturday except for holidays. You need to report to the barbershop (located outside E-1) between 12:30pm – 3:30pm to sign up for a hair cut. The hair cut will be given the same day you sign up. You may also sign up between 5:00pm – 7:30pm to obtain a hair cut that evening.

Barbers are permitted to cut hair and trim beards using clippers. The haircuts are given at no cost to you. You may get a hair cut whenever you are not on a job assignment or in class. The cuts are given to the inmates in order from the first to the last person there. Standing around the barbershop is not permitted.

Dress Regulations

The following dress code policy was implemented on February 5, 2013.

- 1) Dress Code in Living Areas. During the winter months, October through April, inmates are to be dressed in the uniform of the day Monday-Friday (excluding weekends and holidays) from 8:00 am through the 4:15 pm count (**This includes inside the housing units**). You will still be permitted to sleep without a shirt from 10:00 pm to 8:00 am.

A complete uniform includes:

- Blue state pants
 - A **white** T-shirt – must have sleeves, or Blue state shirt (8:00 am through 4:15 pm count)
 - ID on inmates left shoulder with picture facing out at all times unless sleeping
 - If the state shirt hangs 4-5 inches below the waistline (mid buttocks) **the shirt must be tucked in.**
- 2) During the summer months, May through September, inmates will be permitted to wear athletic shorts and t-shirts (**with sleeves**) from 8:00 am through the 4:15 pm count **in the housing units**. Once the 4:15 pm count has cleared undershirts/tank tops are permitted to be worn in the housing units. Inmates are permitted to sleep without a shirt from 10:00 pm to 8:00 am.
 - Athletic shorts – must come to the knee (no altered shorts or sweatpants)
 - T-shirts – must have sleeves (8:00 am through 4:15 pm count)
 - ID on inmates left shoulder with picture facing out at all times unless sleeping
 - 3) This only applies to living areas in the dorms. If you are entering staff offices or are outside of the housing unit, you are still required to be in a full state uniform (blue pants, blue shirts, and ID). Living areas: Beds are to be made by 8:00 am (Monday-Friday) excluding weekends and holidays. A properly made bed consists of a state issued blanket on top. Living areas should be kept clean, and personal items should be put away inside your locker box.
 - 4) Porters must be in dress blues whenever working.
 - 5) On days when the misters are on, and only these days, the inmates may travel to and from the recreation area in shorts and T-Shirt. However, they must understand that this is in transit only. If they plan on hanging out with friends or traveling to another building or site, they need to be in Blues. The purpose of this exemption is solely for traveling to and from the misters, that is all.

- 6) Headphones are **ONLY** allowed to be worn on the recreation yard and the dormitory. They are NOT ALLOWED to be worn in any other area.

In the Library, you will be required to be in inmate dress blues no matter what the time is.

Sunglasses are allowed, but wraparound, overly large and mirrored sunglasses are NOT allowed. They may only be worn outside (sunglasses). Refer to Regulation 5120-9-33 for more details. A work supervisor will determine if sunglasses can be worn for safety or work related reasons.

Tennis shoes or gym shoes may be worn anywhere other than the Industrial or Maintenance areas. A work supervisor will determine appropriate shoes for safety and/or job-related reasons.

Chillicothe Correctional Traffic Pattern

All activities north of the breezeway are to use the street in front of the dining hall and backstreet for access. There is to be no traffic by inmate through the breezeway without direct escort.

Breezeway area / North End Traffic

1. No traffic by any inmates through breezeway area without direct escort.
2. Inmates wishing to visit are to use backstreet past the dining hall, turn left at the crossway and go directly to the Inmate Visiting entrance. Inmates are to return to their dorm by reversing the same route.
3. Medical inmates are to use backstreet past the dining hall, continue to the road in front of A2 dorm and access the Dispensary.
4. A1 / A2 inmates are to use the road past A2 dorm, continue past the dining hall and use backstreet to access the south end of the compound.
5. The road that angles from the breezeway to the Dispensary is off limits to inmate traffic and is for staff use only.
6. All roads and sidewalks are considered action areas for movement only. There is to be no loitering.

Access to Post 5

1. Report to the gate by Hub area. The gate is routinely opened at 8:00 am and 12:30 pm for porters. If access to the reception building is needed at a different time, please have your dorm officer contact the Post 5 officer.

Access to the Chapel

1. All access to the Chapel will be from the front street to the west entrance of the Chapel.
2. No access from the center sidewalk. The center sidewalk is for staff use only.

Access to the Commissary

1. All access to the commissary is to be from the sidewalk directly across from C-unit. No access to the commissary from backstreet. Inmates must have a commissary number to be on this sidewalk or in this area. No other inmates are permitted in this area.

Access to the Inmate Processing Center

1. All inmates utilizing the Inmate Processing Center will access the center using backstreet. No inmates are to utilize the sidewalk directly across from C-unit to gain access to the center.

Access to Vault/Barbershop

1. All inmates are to access this area from the side street south of E-Units.

Access to OPI / Maintenance

1. All inmate access to OPI and Maintenance is to be from back street. No inmates are to be on back street south of the OPI gate.
2. Inmates are to use the street between maintenance and the old warehouse only as far as to access the maintenance area from back street.
3. The remaining street between maintenance and the old warehouse to the dorm area is off limits to inmates.

Access to Sherman School

1. All inmate access to Sherman School is to be from Front Street using the sidewalk that leads directly to the school.
2. Inmates are to not use the center walk area north of Sherman School without direct escort.

Center walk

1. Center walk is for use by staff only.
2. E-2 and F-2 Unit inmates are to use only the west entrance to the unit for inmate traffic. They are to enter/exit out of the unit to Front Street.
3. D-4 and D-5 Unit inmates are to enter/exit the unit from the west exit. They are to enter/exit out of the unit to Front Street.
4. D-1, D-2, D-3 Unit inmates are to use the main entrance/exit from the unit and head south (left) directly to the side street and access front street or backstreet. This is not a "hang out" area and is for entrance/exit only.
5. E-1 Unit inmates are to use the main entrance/exit from the unit and head south (left) directly to the Side Street and access front or back street. This is not a "hang out" area and is for entrance/exit only.
6. F1 Unit inmates are to use the main entrance/exit from the unit and head north (right) directly to the first sidewalk and turn left and access front street. This is not a "hang out" area and is for entrance/exit only.
7. Center walk is off limits to all inmate traffic with the only exceptions being those stated above for entrance/exits to D-4, D-5, E-1, and F-1 unit inmates. All other access is by direct escort only.

Temporary Dog handling areas

1. South of A-2 dormitory for restroom purposes only with leash.
2. Area behind C1 and C2 is for restroom purposes only with leash.
3. Area between E1 and Commissary is off limits.

Permanent Dog handling area

1. Fenced in area (east of A-2) will be available for the dog handlers

Classification

Inmates are expected to do some form of vocational training, school training, residential or perform full time useful work. Exceptions to this are those people who are confined to administrative or disciplinary action and those who are medically unable to work. Inmates are paid for their work as described in Administrative Regulation 5120-3-02.

The work assignment you receive is issued by the Unit Classification Committee, which will question you normally within 7 days of your completion of orientation. The committee will be interested in your past work history and schooling background, along with any special abilities or handicaps you may have. The committee will figure out the work/job assignment. The work you first receive may be temporary. You should be active in your search for employment by sending kites to the area supervisors that offer jobs in which you have experience/interest. You must stay in a job classification for at least 90 days unless there is an administrative or operational need.

All inmates being seen by either committee should know the following AR's.

- 5120-9-21 Inter-Institution Transfer
- 5120-9-28 Discrimination & Racial Issues
- 5120-9-34 Community Program Release Time
- 5120-9-52 Initial Classification of Inmates
- 5120-9-53 Classification & Reclassification of Inmates

Security Re-Classification

The classification process starts when an inmate enters the Department of Rehabilitation and Correction through Reception Center and a security designation instrument is used to determine the inmate's security level and the institution to which they will be assigned. Since all incoming reports may not be available when this determination is made, adjustments may be necessary after the inmate has reached their parent institution. Classification of the incarcerated breaks down into the following basic classifications:

Level 1 - Level 2 - Level 3 - Level 4 -Level 5

Chillicothe Correctional Institution is a Level 1 and 2 security institution. After your first screening upon your arrival, everyone assigned here will then appear before a security screening committee in your unit once a year, at which time an assessment of your progress will be made. Three decisions are possible at this time.

- (1) Your security level may be increased.
- (2) Your security level may be decreased.
- (3) Your security level may remain the same.

The action and recommendation of your unit's security screening committee will then be approved or disapproved by the Warden or his/her designee. You may appeal the action of your unit's screening committee, addressing your appeal in a kite to the Unit Management Chief (UMC). (Note: Special screenings will also occur prior to an inmate's release from Local Control or for a transfer to another institution).

Count

One of the most important things used to ensure the security of C.C.I is to take a proper head count. Counts will be conducted in accordance with institutional policies.

It is your responsibility to know the time of day and be in your assigned area at count times. During the hours that the inmates may be in the yard, the count siren will sound by (2) blasts of the siren. The count siren will only go off for 10:45am and 4:15pm counts. This is final warning for you to be in the area in which you are to be counted. In most cases it is your housing unit, but the places may be different if you are at work. Check with your work supervisor.

The beginning of count in the dormitories is indicated by two blasts of the dormitory buzzer. At this time, you must be on your bed or standing in the doorway of your cell or room. You must remain there until the count is clear you will be notified that count is clear by one blast of the dormitory count buzzer.

If you hear two blasts of the count buzzer, this means the first count was not correct and a new count must be taken. Inmates not in their proper place or disruptive at count are subject to disciplinary procedures. NOTE: At 9:00 p.m. there is a standing count for all inmates. A standing count means that an inmate must be standing next to their assigned bunk area. Not standing during the 9:00 p.m. count, or hindering any count in any fashion (including talking to the officer- except in emergency situations) is considered a violation of institutional rules.

Count Times:

5:00 a.m., 10:45 a.m., 4:15 p.m., 9:00 p.m., 11:00 p.m., 1:00 a.m., 3:00 a.m

Housekeeping

You, as an inmate, are required to clean your living area and dispose of trash in proper places. You must keep your living area in a neat and sanitary condition by cleaning it on a regular basis. Cleaning supplies are available (see Unit Staff for schedule). At no time are cleaning supplies allowed to be stored with your property. At any time you are subject to conduct a 2.4 pack-up. You may possess up to 2.4 cu. ft. of combined state

and personal property, excluding large titled items, state issued bedding, coats / jackets, permitted shoes, and any other property specifically exempted pursuant to DR&C Policy 204-01, Inmate Access To Court & Counsel (this exemption applies to the inmates legal work & extra legal locker). Commissary less than 14 days of purchase is exempt from 2.4 with commissary slips. The property limits for specific items established by policy shall not be exceeded. Educational books that the inmate is currently using are exempt as well.

Littering is not allowed and is not tolerated. Place all trash in trashcans. Windows to cells are to be uncovered and unobstructed at all times.

Identification

The operating hours of the Identification Department is from 7:00 a.m. to 3:00 p.m. Each new inmate, upon entering the Department of Rehabilitation and Correction is issued an identification card. You are to kite the I.D. Department if your I.D. is stolen or lost, or you have a change of appearance. Changes of appearance constitute such changes as plastic surgery, growth or removal of beards and/or mustaches, etc. You must wear your I.D. facing forward on your outermost shirt or coat at all times both inside your living area and all areas outside your living area, except during third shift hours.

On changes of appearance photos, you will be required to surrender your old I.D. card to the I.D. Department when you are notified to pick up your new I.D. card for which you will be charged. If your I.D. is lost or stolen there will also be a charge for replacement. You will be required to sign a cash slip for the replacement cost of your I.D. card.

Inmate Organizations

There are currently eight (7) approved inmate groups at the Chillicothe Correctional Institution: Tropical Fish Club, Art Club, Cultural Awareness, Jaycees, Stamp Club, Writer's Club & Vietnam Veterans of America. Inmate organizations occupy a great deal of leisure time for a significant part of the total inmate population. All groups are approved by the institution and operate under the guidelines established by published administrative regulations. Each group is monitored and supervised by a staff member who serves on a non-paid volunteer basis. Application for membership in a particular group may be acquired by contacting the group advisor.

Kites

The term "kite" is used to refer to the form used for inter-institutional communication. A kite will be used by an inmate in sending a message or request to an employee of the institution. The staff member receiving the kite will either answer your kite or forward it to the proper department. If you are faced with a situation of an emergency basis, contact one of the unit staff members immediately.

Housing

CCI has five designated housing titles (1) Privileged Level 2B, (2) Privileged Level 2A, (3) 2B Privileged Reintegration, (4) Program Units (A1, A2, C2) and (5) Death Row. New offenders arriving at CCI will be housed in population. Level 2A Privileged Housing has established criteria that must be met. Criteria for preferred housing are: 1) Housed at CCI for a minimum of 90 days (2) No RIB convictions with in the past 6 months and (3) out of Local Control (LC) for a minimum of 6 months. If you meet these criteria you are encouraged to contact your unit Sergeant and sign up for preferred housing. Placement into a particular preferred housing unit is made by the Count office based on institutional space. You cannot request a particular preferred housing dorm.

Leisure Activities

Inmates may use leisure time for set and normal recreation. After the 4:15 p.m. count on Monday-Friday, inmates may use the recreation day room, when available, for quiet activities (reading, playing cards, writing, chess, etc.). Other recreation facilities will be open according to the institution schedule.

Level 2B Privileged Housing (Dorm Schedules) (D-1, D-2, D-3, D-5, E-2, F-2)

Televisions:

Sunday to Thursday: TV's remain on until the 11:00 p.m. count

Friday, Saturday & Holidays: The inmate movies (on channel 5) will have a movie starting at 11:15 p.m. The TV's should be turned off after this movie, which in general will end at approximately 1:00 a.m.

***Headphones must be worn at all times!!

Dayroom Tables:

On all days, dayroom tables shall be closed when the TV area is shut down. However, after 10:00 p.m., at all times, the tables may only be used for quiet activities. This means that games/cards are not allowed.

Showers: On all days, showers will be shut down at 1:00 am

Bathroom/Water Fountain Access:

Should not be restricted unless there is a disruption or other activity that is outside normal operations.

Level 2A Privileged Housing: (C-1, E-1, D4, F-1)

Televisions:

Sunday to Thursday: TV's remain on until the 11:00 p.m. count

Friday, Saturday & Holidays: The inmate movies (on channel 5) will have a movie starting at 10:00 p.m. The TV's should be turned off after this movie, which in general will end at approximately 1:00 a.m.

***Headphones must be worn at all times!!

Dayroom Tables:

On all days, dayroom tables shall be open until 2:30 a.m.

However, after 10:00 p.m., the tables may only be used to read, write or study. After the TV's are shut down, there is to be NO Typing, Talking or Visiting with other inmates in the dayroom.

Showers:

On all days, showers will be shut down at 1:00 a.m.

Bathroom/Water Fountain Access:

Should not be restricted unless there is a disruption or other activity that is outside normal operations.

Program Housing: (A-1, A-2, C2)

A1- Horizon Program is considered specialized housing. Housing rules are defined by the program and Unit Management.

A2- Intensive Treatment Program (ITP), Renaissance (Recovery Services) and Limited Duty Unit:

Television:

Monday thru Friday: 6:00am to 7:30am

Monday thru Thursday: 4:15pm to 11:30 pm

Friday: 4:15pm to 1:00am

Saturday: 6:00am to 1:00am

Sunday: 6:00am to 11:00pm

Dayroom Tables:

On all days, dayroom tables shall be closed when the TV area is shut down.

Showers:

On all days, showers will be shut down at 1:00am

Bathroom/Water Fountain Access:

Should not be restricted unless there is a disruption or other activity that is outside normal operations.

Mail and Packages

Hours of Operation 7:00 a.m. – 2:30 p.m., Monday through Friday

Open window for mail and UPS packages.

Packages by pass only.

Incoming Mail, Electronic Mail and Packages

All electronic mail will be printed and delivered per the institution's mail delivery schedule. The offender response will be scanned and sent back at no charge to the offender. Cost is less than a first class stamp! Email packages range from \$1 to \$12 per month, family and friends sign up at www.JPay.com (credit/debit card required).

All incoming mail should have the inmate's committed name and number along with the sender's name and return address. Incoming mail and packages will be processed in accordance with Administrative Regulation 5120-09-17. Return of unauthorized items will be at the expense of the inmate. The institution does not assume responsibility for lost or damaged items.

All incoming mail, except legal mail as defined by Administrative Regulation 5120-09-17, will be opened by the mail office and inspected for money and prohibited items. All legal mail addressed to an inmate may be opened and inspected only in the presence of the addressed inmate. A pass will be sent and it is expected that all passes to the mail office be honored. Cash and personal checks will be returned to sender. All money orders must be sent through J-Pay..

First Class Mail Enclosures: Inmates may receive the following in a first class letter:

Photographs (3) NO POLAROID

Embossed envelopes (3)

Newspaper Clippings (5) each no longer than 8 ½" x 11"

Pamphlets or brochures (5) simple, single page no larger than 8 ½ x 11

Bi-fold or tri-fold

Copied material (5) single pages, one side, 8 ½" x 11"

Such enclosures are still subject to screening

Outgoing Mail and Packages

All outgoing mail should have the inmate's committed name and number. If packages comply, they will be processed in accordance with Administrative Regulation 5120-09-18.

Inmates are allowed a total of 25 embossed envelopes in their possession; they can receive 3 in each letter.

Outgoing packages will be mailed only to an approved visitor, and will be inspected and wrapped by the mail office.

Cash slips will be used for mailing certified letters, packages, legal mail and any authorized first class mail that is not pre-paid.

An inmate may send one letter per month at state expense. Envelopes will be issued the first Wednesday of each month.

Inmates are prohibited from sending obscene and/or threatening letters out of the institution.

Mail-General Rules

Inmates must show their I.D. card when picking up packages and/or mail at the mail office or in the housing unit. Inmates are required to have a pass or have their name and number appear on a posted call-out sheet before going to the mail office. *Inmates are responsible for advising family and friends of the mail policies.

Food and Sundry Packages:

The highlights include:

- Administrative Regulation 5120-9-33, Packages and Property Restrictions, revised effective January 1, 2007.
- Food and sundry packages for inmates will be required to be ordered through Keefe Group, Access SecurePak. Inmates will have access to catalogs/flyers/order forms for the program at the institution.
- Keefe Group, Access SecurePak's website is: www.ohiopackages.com. The website will provide information for family/friends regarding the available products. Questions can be directed to Keefe Group at 1-800-546-6283.
- Eligible inmates may now order food and sundry packages for themselves from Keefe Group, Access SecurePak. Payment must be made with an institution check drawn from the inmate's account (credit card orders from inmates are prohibited).
- Family members, friends and others (regardless of their inclusion on the inmate's visitation list) may order food and/or sundry packages, subject to the limitations of AR 5120-9-33, from the approved vendor, for the benefits of a designated inmate.

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

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

Additional Information:

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

Inmates are not allowed to receive packages while at Frazier Health Center, Correctional Medical Center or any other outside hospital.

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

Personal Hygiene

Personal hygiene is a necessity. Inmates are required to shower on a regular basis and maintain a neat and clean appearance at all times.

Telephones

Inmate telephones are provided in each unit for inmates to place collect calls to family and friends. Inmates must enter their pin number to activate the phone system. The system will automatically shut down after fifteen (15) minutes and all calls may be monitored. Telephone access is available from Sunday-Thursday 6:00 am to 11:00pm, Friday & Saturday 6:00am to 1:00am.

Add Money to an Offenders Personal Account (Kiosk)

Money is available to the offender the next business day following deposit. Service is available 24 hours a day / 7 days a week, Debit/Credit-Cash. Three new easy ways.

Kiosk: Located in the lobby of all Ohio Prisons,

Online at www.ODRCpayments.com

By telephone: 1-877-868-5358

Offender Institution ID # and ODRC Locator # 143201 Required

Cashier's Office

The Cashier's Office is in charge of all incoming and outgoing funds on the inmate's personal accounts. The following Administrative Regulations deal with inmate funds. It is the inmate's responsibility to follow all the requirements.

5120-05-02	Inmate Funds
5120-05-08	Confiscated Cash
5120-09-33	Packages

All inmates are responsible for keeping track of their account balance. Inmates should balance their account with their commissary balance. If an inmate feels that a mistake was made in the record of his account, he should kite the cashier. Be sure to include all information available as to why the mistake exists and the amount of the fund. Inmates will not be permitted to receive computer print-outs of their account. If an inmate needs individual help, they should see their case manager.

Going Home Pay

As required by the Administrative Regulation 5120-03-08 and Administrative policy #F-010, the inmate, who is on EDS, PRC, parole, shock parole, or parole following furlough, shall be given an amount as determined by the length of incarceration (which does not include jail time).

Inmates released on transitional control shall be paid the balance of their personal account and shall receive seventy-five dollars regardless of the total number of days he/she has been incarcerated. This will be paid to the inmate when he/she leaves the institution. These inmates shall not receive release payment again if returned to an institution due to violation.

Going home pay is NOT available for inmates released on vacated sentence, suspended sentence, shock probation, re-parole or re-prc. They shall be paid only the amount on their personal account.

Release funds listed as follows:

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

Over 365 days \$75.00

Inmates on an Away With leave (AWL) to court status for shock probation, suspended or vacated sentence, judicial release (or appeal bond) will not receive funds from their personal accounts until the Records Office informs the Cashier's Office that official proof of release has been received from the courts. At that time, the Cashier will issue a check to the inmate for the amount in their personal account. They will not be eligible for release funds.

Upon release, all inmates incarcerated before 1982 will receive the money that has already been earned in the EPC fund instead of monies from the release fund, if that amount is over \$75.00. If not, the standard release funds will apply. Inmate Gate Pay will not longer be issued to inmates being released on detainers or Away With Leave (AWL) to Court status for suspended or vacated sentence, or judicial release. Inmates being released directly from the institution to the community will still be permitted to obtain the Gate Pay. This will be effective starting July 2011

If an inmate needs to take the bus upon release, he should contact family/friends to obtain the funds to purchase the bus ticket. Any inmate without incoming funds or resources from family/friends and no funds in their account must see their unit staff to make arrangements with the Cashier's Office to purchase a bus ticket prior to their release day. Upon release, the inmate will be billed for that ticket purchase. If the money is not repaid and the recipient is re-incarcerated, the money for the ticket will be taken from his new account.

If an inmate has an outstanding debt upon release (i.e. court costs, rib costs, child support), his personal funds will be applied to his debt and he will only receive money from the release fund (if he is eligible). If his account balance is over \$100.00, he will receive \$100.00 in cash and the remainder will be in a check unless special arrangements have been made in advance.

Individual Investments

When an inmate has a balance of \$100.00 or over in his personal account, he may ask the cashier to invest that amount over \$100.00 in either the following:

U.S. Savings Bond-Series EE (min. amount to invest \$25.00, max. \$5,000)

Certificate of Deposit (min. amount to invest \$1,000, max. unlimited)

Certificates of deposit and savings bonds will be held in the cashier's office for safekeeping. Inmates may receive receipts for all transaction involving their invested money. Investments made by someone other than the cashier's office, after incarceration, must be held by the purchaser. Any savings bonds/C.D.'s that are sent out to approved visitors or power of attorney to hold are not permitted to be sent back into the institution. All savings accounts prior to incarceration should be closed or held by

someone with power of attorney. If an inmate is incarcerated for less than a year, they must notify the cashier's office if they plan to use an outside account.

State Pay

State pay is credited to the inmate's personal account the Friday before the 10th of each month. Inmates may spend their state pay beginning Monday of the following week.

Personal Account Receipts

In addition to the State Pay, the institution accepts money orders, cashier's checks and government checks from approved sources through the mail for deposit to personal accounts. All money orders, certified checks, and/or cashier's checks mailed into the institution must show the inmate's full name and institution number. Also, the sender's legible handwritten signature (can not accept a typed signature or it cannot be initials). Cash and personal checks will not be accepted through the mail. Inmates are expected to wait for at least seven (7) working days for money orders to be credited to their accounts. Refer to Administrative Regulation 5120-05-02 for limitations. Money Orders are posted daily (even during state pay). Funds are usually posted within three (3) working days.

Personal Account Expenditures

Inmates may spend the money in their personal accounts at the institution's Commissary or by signing cash slips that are witnessed by an institution staff member that has been approved to witness cash slips. All signatures must be legible and the inmate must use his incarcerated name.

Procedures for signing cash slips are available in the inmate's unit. An inmate may not sign a cash slip if he does not have the necessary funds on account to cover it. Signing cash slips with insufficient funds will result in a conduct report. To send money out of the institution, an inmate must attach an addressed (list inmate name & number and CCI return address and the address to where the funds are being sent) embossed envelope with the signed cash slip. Inmates may only send money to approved or tentatively approved visitors from their visiting list per AR. Embossed envelopes are to be purchased at the commissary. Cash slips should only be completed for additional postage on envelopes.

All cash slips are subject to the approval or rejection by the Warden or his/her staff. Inmates are not permitted to use cash slips to order merchandise for other inmates.

Cash slips used for group organization dues and an individual purchase from organizational sales will be scheduled by the inmate group advisor or a member of the inmate's unit staff.

In Forma Pauperis and Affidavit of Indigency Forms

All In Forma Pauperis and Indigency Forms must be accompanied with an addressed envelope and the postage cash slip when forwarded to the cashier's office. The Cashier's office will sign the forms and enclose it along with the six month certification of the inmates demand statement in the envelope and mail directly from the cashier's office to the courts.

Quartermaster

Inmates arriving at CCI will be issued the following items: 3 Blue State Pants, 3 Blue State Shirts, 2 Sheets, 1 Pillowcase, 2 Laundry Bags, 2 Blankets, 2 Towels, 2 Washcloths, 1 Winter Coat, 3 T-shirts, 3 Briefs, and 3 Socks – **(CRC Only)**.

New items will be issued upon arrival as long as it is available.

Quartermaster Hours:

Monday – Friday - 8:00 AM to 10:00 AM - 12:30 PM to 2:30 PM

Clothing Exchanges:

All exchange of clothing must be done between the hours of 12:30 PM and 2:30 PM on Monday, Wednesday, and Friday only.

Passes will be issued at 9:00 AM as needed.

Exchanges or repairs will not be completed on Tuesday or Thursday.

Laundry Bags and Blankets

Laundry Bags and Blankets are issued new. If new issues are not available, then used are issued. Blankets and laundry bags are re-issued only on a (as needed) basis and during exchange times.

Clothing Repairs:

All clothing that needs alterations or repair must be brought to the quartermaster (broken zippers, ripped seams, etc.) between 8:00 AM and 9:00 AM on a first come first serve basis and must be picked up by 2:30 PM on the same day. Clothing for alterations and repair is accepted on Monday, Wednesday and Friday only.

Clothing Requests:

All requests for clothing must be submitted via Quartermaster kite. If the item you requested is out of stock, you will be put on a waiting list and receive a pass when the items arrive.

Items available from the quartermaster are:

State Blue Pants, State Blue Shirts, T-Shirts, Briefs, Socks, Pillowcases, Towels, Washcloths, and Work Boots

The following items are frequently requested; however the Quartermaster does not stock them:

Belts, Gloves, Hats, Shoe Laces, Shoe Insoles

Whites:

Inmates that are transferred in from another institution will be eligible six months from their last issuance date from the previous institution. Six months from the date you enter the institution or from your last issuance date you may kite the quartermaster for your issue of whites. Sizes will be required. 6 month whites: 3) T-Shirts; 3) Briefs; 3) Socks will be issued once every six months.

Yearly Blues and Bedding:

The following items will be issued once a year: 1) State Blue Pant; 1) State Blue Shirt; Sheets, Pillowcases, Towel and Wash Cloths. Old Pants, Shirts, Sheets and Pillowcases must be turned in to receive replacements.

Out To Court and Going Home:

Inmates must bring the following items to the Quartermaster at 8:00 AM the day of their departure: 1) Coat, 3) State Shirts, 3) State Pants, 2) Blankets, 2) Sheets, 1) Pillow Case, 2) Laundry Bags.

Contraband

Any state clothing in excess of the amount listed above will be considered contraband and a ticket will be issued. Cell's will be searched on a random basis daily and logged on the daily cell search log.

All state shirts, blues pants, summer jackets, winter coats, and laundry bags must be tagged with the inmate's name and number. Any state item in the inmate's possession with no tag will be considered contraband and a ticket will be issued.

Searches

Be advised per the Ohio Department of Rehabilitation and Correction policy we are authorized to conduct searches of inmates, their property, the physical plant of the institution, vehicles, visitors, employees and other persons, other areas and items as needed to detect, control, and remove contraband from the institution, to prevent its entrance into the institution and to provide for its disposition.

Commissary

The commissary hours are from 6:30 am. – 4:00 pm., Tuesday through Friday on normal weeks and 6:30 am-2:00 pm on Holiday weeks. Last call is always one hour prior to closing time. If your commissary day is cancelled (due to fog, lock down, yard day, etc.) it may be rescheduled and we will provide notification to the affected inmate population's Unit Staff.

The shopping schedule will be posted in each unit. Inmates may spend up to \$225.00 on each shopping day. Titled items and purchases from inmate group sales do not count against the spending limit. Segregation status or a program requirement limits the products and amounts that can be spent. There is a possession limit of 25 stamped envelopes. Anything over this is contraband.

An inmate shopping at the commissary must have his shopping pass and be properly dressed in the uniform of the day. Hats, headphones, and sunglasses are not permitted. Laundry bags are required regardless of purchase amount. Entry into the commissary is to be through the entrance door only and never through the exit door.

All inmates must fill out order slips to purchase items from the commissary. The order slip must be turned in to the staff member at the entrance to the commissary prior to shopping. All orders will be filled from the slip. Talking inside the Commissary is only permitted if Commissary Staff asks the customer a question about his order.

Questions concerning inmate account balances are to be directed to the cashier's office. Receipts for titled items are to be kept for as long as the item is owned.

Commissary items over 14 days old must be placed in the inmates 2.4 locker box.

Dining Room

The hours for the dining room depend on the time when count clears. Breakfast is after the 5:00 a.m. count. Lunch is after the 10:45 a.m. count. Supper is after the 4:15 p.m. count.

To enter the dining room, you must have proper I.D. on you at all times and be dressed in proper uniform. Proper uniform includes blues, socks, shoes, NO hats, NO headbands and NO headgear. Relaxed dress after 4:00 p.m. and on weekends and holidays. You will have (10) minutes following the time your unit is called, to report to the dining room, or you will not be permitted to enter.

There are four serving lines:

- Line 1 is Diet, Regular and Meat Alternative
- Line 2 is Regular and Meat Alternative

Line 3 is Regular and Meat Alternative

Line 4 is Regular and Meat Alternative

The diet line serves those who have been issued diet passes for medical reasons. The Chaplain provides a list of inmates who have religious reasons for diets. Inmates who request meat alternative should show their ID at the serving window and keep it visible all the way through the line to insure they get the proper tray. You must have your I.D. with you to eat. Conduct is very important in the dining room. Any conduct violations while in the dining room will be considered very serious and disciplinary actions will follow.

Inmates should check their tray before leaving the line to insure all food items are on the tray. No offenders are permitted to return to the line after leaving.

Tumblers, trays, and sporks are not to be removed from the dining area. You must return these items at the window prior to departing the dining area.

All food items must be consumed in the dining hall with no-exceptions.

****SPECIAL NOTE: ANY JARS OR CONTAINERS BROUGHT TO THE DINING ROOM TO FILL WITH FOOD OR BEVERAGES ARE NOT PERMITTED AND WILL BE CONFISCATED!!**

Fire Plan

Each building has posted visible fire and evacuation plans. Each building is equipped with a fire alarm system. You must evacuate immediately as soon as you hear the alarm.

Inmates should follow all instructions given by staff during and after the evacuation.

Quarterly fire drills are conducted on all shifts. ALL UNITS MUST PARTICIPATE IN THESE DRILLS.

Laundry

The laundry for each housing area is scheduled to be done once a week. The officer in each housing unit will make sure all laundry has been turned in.

All state clothing must be tagged with the inmate's name and number. Clothing with no tag will be considered contraband.

Inmates are to mark their laundry bags with their name, number, and dorm or unit. Inmates are to place their socks, t-shirts, and briefs in the laundry bag and tie it securely.

The blues and all other colors that are not white need to be tied securely in a separate bag.

In some units at C.C.I there are washers and dryers. Laundry attendants are the only inmates authorized to operate the washers and dryers.

Clothes Lines are not permitted between the hours of 8:00 am and 4:00 pm in the housing units.

Sanitation

The Chillicothe Correctional Institution maintains a high standard of sanitation. All inmates, under the supervision of unit staff, are responsible for the sanitation of the unit. Living areas will be maintained in a high degree of cleanliness and neatness. Floors, windows, walks, toilets, sinks, doors and all furnishings will be kept clean and neat.

Protective Custody

Protective Custody may be requested whenever an inmate faces a threat to his person to such an extent that separation from the general population becomes necessary. An inmate, who wishes to be placed in Protective Custody Control, may present his request to a unit staff member or any other correctional staff person. An inmate will be placed in Protective Custody Control (Investigation-temporarily). However, the inmate will appear before a Protective Control Committee and the committee will present the reason(s) surrounding his request for Protective Control Placement to the Warden. The Warden shall make the final determination, regarding the request for Protective Custody. The Chillicothe Correctional Institution does not have a protective control unit. Those approved will be transferred to another institution.

Recreation

The recreation department consists of Clever's Gym and the outside yard. The gym is open (7) days a week, from 8:00 a.m. until 8:00 p.m. for the inmate population. The population gym has (6) pool tables, weight machines and a game room for table games. The recreation department provides all equipment needed to use the aforementioned areas. The equipment room is located in the front entrance of the gym. The gym is used in the winter to play basketball. Indoor volleyball and corn toss.

Outside recreation area consists of a paved ¼ mile oval track, (1) full size basketball court, 5 small basketball courts, (2) sand volleyball courts, (5) horseshoe pits, (4) shuffleboard courts, (2) pickle ball courts, (1) hackey sack court, and (2) softball diamonds.

The recreation department DOES NOT supply softball or basketball shoes. Intramural sports at CCI include basketball, softball, volleyball, pickle ball, shuffleboard, and horseshoes. Recreation provides softball gloves and has the ability to order softball cleats.

The necessary equipment for intramural sports can be checked out at Clever's Gym with your inmate ID. To purchase music equipment you will need to see Mr. Tackett at the gym.

Vault Policies and Procedures

The area in which property is stored (vault) is a safe and secure area. NO inmates have access to the records and/or inventory files.

Personal Items.

Whenever you leave the general population, whether you go to court, isolation, into the C.C.I Dispensary or to an outside medical facility, your personal items will be stored in the vault. An officer must itemize pack ups coming to the vault and an officer must escort you to the vault. If housed in Isolation, you will NOT be escorted to the vault.

Excessive Property

The vault officer at C.C.I is responsible for maintaining authorized inmate property limits, 2.4 cubic feet of property per inmate. Any property in excess of this amount must be sent home at the inmate's expense, or destroyed. The only exclusions are titled items, 1 commissary fan, 1 commissary light, 1 commissary blanket, current education books, and commissary purchased in the past 14 days or less.

Titled Property

The vault officer at C.C.I is responsible for shaking down all incoming property to be titled for possible contraband. This includes AM/FM radios, cassette players, televisions, typewriters, wristwatches, amplifiers, guitars, digital drums and electric keyboards.

Titled Items

Titled items may not be traded, loaned or sold to other inmates. If a titled item is lost or stolen, notify the unit officer. Have the officer fill out a theft and loss report and send a copy to the vault officer. Once a titled item is received, you must wait six months before you can replace it; only exception is for items sent out for repair during the six-month period.

The item(s) may be replaced with an identical model if they are not repairable. You may have only one of each type of titled items at any one time. In order to be eligible for a titled item, you must comply with the following requirements:

Wristwatches

Men's only. Time and date only. May be battery powered or manual wind. A serial number will be inscribed on the back of the case. Keep this in mind before sending for an expensive watch.

Typewriters

Must be manual or electric type and from an approved vendor only. The size will not exceed dimensions of 18" x 22" x 8" including the storage case if applicable. The

weight will not exceed 15 pounds including case if applicable. Typewriters may be stored outside the 2.4 cubic foot locker box. However, the inmate must bear in mind that the device will not be safely secure in this manner and that damage and theft possibility are greatly heightened. Word processor devices are not permitted in the institution.

Radios

Radios may be AM/FM (no other bands permitted) from an approved vendor only and should be clear. The maximum size: 12" x 12" x 20". No built in clocks. No detachable speakers. Combination radio and tape players are permitted. Dual cassette players are prohibited. No AC adapters or battery chargers. No headphones with built-in radios. Radios may be battery powered and have headphone capabilities. They cannot have record button unless purchased at another institution with button disabled.

Televisions (From vendor or commissary)

Personal TV's are permitted for inmates in privileged Level 2 housing. The maximum screen size for TV's is 15". Portable TV's only. TV's may be color or black and white. No battery powered units. No built-in clocks or radios. TV's must have headphone capabilities. The outer cabinet must be clear on all TV's.

If you wish to replace a titled item after the six-month waiting period has expired; you must dispose of your current item in one of the following manners:

- 1). Mail the item out of the institution prior to the new item being titled. Bring the old item with your title to the vault. You will sign a cash slip for the postage and may mail the old unit to anyone you choose.
- 2). Have the item destroyed. Do not destroy any titled items yourself. Bring it to the vault to be disposed of.

You may dispose of a titled item before the six-month period is over, but you will still not be permitted to replace it until the waiting period has expired.

******DO NOT DESTROY TITLED ITEMS OR TITLES. THEY MUST BE TURNED INTO THE VAULT.**

For answers to specific questions, refer to Administrative Regulation 5120-09-33. Or you may kite the vault officer.

Lost or stolen titled items must be reported immediately. If not found, turn title card into the vault. Then you must wait 90 days to replace items lost or stolen.

Visiting Information

Visiting is open seven days a week by reservation only. The individual who will be visiting must be approved, or tentatively approved, on the inmate(s) visiting list. Visitors may call the visiting office at (740) 774-7085 from 3:30pm to 9:30pm for reservations. Calls are received seven days a week. Reservations may also be made by

mail or electronic mail. Electronic mail address is DRC.VisitationCCI@odrc.state.oh.us
Reservations can be made only up to 30 days in advance. If an inmate already has a reserved visit for the day, then another day will need to be chosen. All mail-in requests must have a self-addressed, stamped envelope enclosed for a return confirmation. Weekend reservations are limited to two weekend days per month, per inmate. We will warn and/or restrict visitors who do not show up for their reservations. Cancellations are required 24 hours prior to the date of the reservation by calling (740) 774-7086 only. This line is in operation 24 hours a day, 7 days a week. Visiting is closed on the following holidays or as determined by the institution.

New Years Day	Independence Day
Memorial Day	Labor Day
Thanksgiving Day	Christmas Day

There are three visiting sessions – morning, afternoon and Saturday evenings.

- The morning session is from 8:00am to 12:00pm. Visitors will be permitted in the 2A building at 7:30am.
- The afternoon session is from 1:00pm to 5:00pm. Visitors will be permitted in 2A building at 12:30 pm. The evening session is from 5:30pm to 8:30pm every Saturday.
- Visitors are not permitted to form lines outside the building, but are to remain in their vehicles until the designated visiting times.
- Anyone arriving at the institution after 10:00am for the morning session or after 3:15pm for the afternoon session will not be permitted to visit.
- Visitors will not be permitted to make reservation for both sessions. Exceptions to this would be someone coming from out of state and their request for both sessions will be considered.

Visitors may not visit at a parent institution until receipt of a visitors application or unless already listed as an approved visitor by a reception facility. No visitor shall be admitted for visitation until the visitor's application is received tentatively approved, and verification of identity is established.

No more than five people may visit at a time; this includes children. If visiting two inmates, only five total may visit both inmates at the same time. Visitors must be on both inmates visiting list and visitors must be immediate family. Privileged 2A housing status inmates can receive four visits per month from each approved person on their visiting list. Privileged 2B housing status inmates can receive two visits per month from each approved person on their visiting list. Isolation visits will be approved for once a month per approved visitor. Local Control (LC) and disciplinary control (DC) status is two hour sessions, Security control status is four hour sessions. Weekend visits are not permitted for offenders in either of these statuses. An inmate-visiting list consists of a total 15 family members and or friends.

All visitors, 18 and older, must have a picture I.D. (drivers license, state issued ID, passport, military I.D. or human services I.D.) All visitors under the age of 18 must be

related to the inmate or accompanied by an approved visitor, who is either the child's parent or legal guardian. Documentation naming the child's custodial parent or legal guardian must be presented in the form of a birth certificate or custodial court order (crib cards are not accepted). This documentation will be kept on file for future use. Parents must provide a birth certificate. Guardians must provide guardianship papers as well as a birth certificate. In this case, the parent and/or legal guardian can grant permission for another approved visitor. This statement must specify the name of the adult accompanying the minor and permission for the minor to be searched if necessary. Copies of the birth certificate and legal guardianship will be accepted. Copies of notarized permission slips will not be accepted. Notarized statements and birth certificates are required for every visit. **NO EXCEPTIONS!**

Special Visits: In the event of family emergencies or special circumstances, ODRC policy allows for special visits. Special visits must be prior approved, but no reservation is required. You need to contact unit staff immediately if you need a special visit.

CONVERSION TO CASHLESS VENDING SERVICES

On September 2, 2008 Chillicothe Correctional Institution converted to cashless vending services in the Inmate Visitation area. Inmate visitors are no longer permitted to bring cash into the institution, all inmate visitors who wish to purchase merchandise from the vending machines will have to use the cash to card machine located at the 2-A entry building prior to entering the institution.

The new card purchases require \$ 5.00. Cost of the Debitex card is \$2.00 and is initially dispensed with a \$3.00 credit. Additional credits may be purchased in the amount of \$5.00, \$10.00 or \$20.00. Cards hold a maximum of \$43.00 in credits.

Money orders: All money orders must be sent through J-Pay.

Dress Code: Visitors entering the institution are encouraged to dress comfortably and in casual attire. Clothing shall fit in an appropriate manner and conform to institutional regulations as approved by the Warden. Visitors shall abide by the following guidelines or will not be permitted to enter the institution to visit. This dress code applies to males, females and children.

Appropriate Attire:

Shoes, shirts shorts, dresses and skirts, may be worn but must be to the knee.

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

- d. Any clothing that inappropriately exposes undergarments.
 - e. Skirts, dresses, shorts, skorts, or culottes with the hem or slit above the mid-knee.
 - f. Wrap-around skirts/dresses or breakaway type pants, exceptions approved religious attire.
 - g. Clothing with any gang related markings.
 - h. Clothing with obscene and/or offensive pictures, slogans, language and/or gestures.
 - i. Form-fitted clothing made from Spandex or Lycra or other similar knit material such as leotards, unitards, bicycle shorts, tight jeans, bibs, or tight pants.
 - j. Clothing with inappropriate holes/rips, including shoulder cut-outs.
5. No more than one wristwatch or pocket watch will be permitted.
6. Purses, handbags, backpacks, or similar items are not permitted. Diaper bags, infant carriers, and car seats for infants and toddlers are permitted, but are subject to regular search procedures.
- Clear plastic bags are preferred in place of diaper bags. Diaper bags may include:
- a. A reasonable number of diapers and baby wipes in a see through container.
 - b. Three plastic baby bottles and or drinking cups.
 - c. Three plastic containers of baby food
 - d. One pacifier
7. No more than 2 keys. (No alarms, electric door openers, cell phones, pagers or pda's).
- a. Prescription glasses only, tampons and sanitary napkins (only amount needed).
 - b. One picture I.D.
 - c. One pack of unopened playing cards.
 - d. Officers are not permitted to hold personal items for visitors behind the counter while they are visiting. No exceptions.
8. All visitors are subject to clear the metal detector. The following items often prevent clearance of the metal detector:
- a. Hairpins
 - b. Bras with metal under wires
 - c. Certain boots and shoes
 - d. Clothing with multiple zippers
 - e. Excessive jewelry

Wearing inappropriate clothing may result in a visitor not being allowed to visit or not clearing the metal detector. If you are wearing a wig, toupee, or hairpiece you may be required to remove it. If you are inappropriately dressed or cannot clear the metal detector you will not be allowed to visit until your next scheduled visit day.

Visiting Family Information

**Chillicothe Correctional Institution
15802 State Route 104 North
Chillicothe, Ohio 45601
(740) 774-7080**

From Columbus: Take 71 South to the Stringtown Road exit. Turn left (east) onto Stringtown until it dead ends at Rt. 104. Turn right (south) on 104 for approximately 36 mile. We will be on the left hand side of the road, just past Hopewell Cultural Center.

From Cincinnati: Take 71 North to US 35. Turn right (East) on 35 to State Route 104. Turn left (North) on 104. We will be on the right side of 104 approximately 2 miles from 35.

The Chillicothe Correctional Institution would like to welcome you as a new visitor. This letter is for your information, and to ensure the visiting rules and guidelines are presented to you and understood before your visiting begins. There is handicap parking located in front of and to the left of the main building; Loitering in the parking lot and around the main building is prohibited. Visitors are not permitted to approach security fences or devices.

Visitors with special needs such as wheelchair assistance should inform the officer at the time the visitor makes his/her reservation.

Upon entering the main building, visitors must take a number and have a seat until the number is called. The visiting processing area has lockers available for those individuals who ride the public transportation system. Anyone who drives and has items not permitted to go inside the institution must return those items to their vehicle. All visitors must adhere to the dress code. All visitors must have photo identification. Forms of identification may include driver's license, military I.D., or state issued identification.

After processing through the visiting office, you will be required to empty all items from your pockets and proceed through the metal detector. All visitors must clear the metal detector before visiting. Visitors will be issued an identification badge and a visiting pass. Visitors are responsible for keeping the badge and pass while visiting. The badge must be displayed on the chest area at all times while visiting. Upon completion of visiting, the badge and pass must be returned to the officer in the main building.

The following is a list of available transportation to and from the institution.

Chillicothe Transit System 140 E. Water Street Chillicothe, Ohio
Phone (740) 773-1569

C.J. Taxi Service 16 S. Brownell Chillicothe, Ohio
Phone (740) 775-5966

Passages Bus Service from Cleveland, Ohio
Phone (216) 881-6776

Love Connection Bus Service from Cincinnati, Ohio
Phone (513) 681-4129

General Visiting Rules:

Any unacceptable behavior or conduct can result in immediate refusal or termination of a visit. Administrative re-instatement will be required prior to the next visit.

Visitors must leave promptly when the visit session is over. If you are being dropped off, be sure you are being picked up on time, and if you are not able to visit that you have transportation.

Loitering in the parking lot is prohibited.

The visiting room officers will assign visitors to tables.

Parents or guardians are responsible for the conduct and safety of their children. At no time should children be left unattended. You are responsible for your child's behavior.

Normal displays of affection will be permitted as would be encountered in a public setting. Heavy petting will not be tolerated at any point during the visit. Be respectful to other visitors.

Visitors are not permitted to approach security fences or devices.

Visitors are expected not to use inflammatory and abusive language while visiting. This also includes the use of "cuss" words.

Visitors are not permitted on the premises until 7:30a.m. No exceptions.

A personal search may be required at any time the officer feels it is necessary. Anyone who refuses to be searched will be prohibited from visiting. Violating or attempting to violate any rules of conduct may lead to the loss of visiting privileges. All persons entering a correctional facility are reminded that the Ohio revised code 2921.36 prohibits the conveying of articles into a prison to aid escape or conveying of intoxicants, medicines, drugs, weapons, parts of ammunition of any type. Visitors conveying such articles will be prosecuted.

Social Services

Under the Unit Management system currently practiced at C.C.I., case managers under joint supervision of the Unit Manager and the Unit Management Chief provide direct care services. The case managers have their offices located inside the housing units so that they are accessible to the inmates housed there.

The **case managers** will give assistance in dealing with the following:

- Personal problems
- Family Problems
- Difficulties with outside agencies

Self improvement efforts including available programs
Parole plans
Questions about security screening instruments
Questions about institutional summary reports
Visiting problems and visiting lists
Social problems and lists
Social security matters, etc.
Re-Entry Accountability Plans

Unit Management Chief

The Unit Management Chief oversees the entire unit management system. Their responsibilities include:

Immediate supervisor of all unit managers
Conducts frequent inspections of the living areas
Responds to appeals
 a.) Security Reclassification
 b.) Job reclassification
 c.) Special Visit Requests

The facility utilizes the Unit Management concept. The Unit Management Team is responsible for the safety, security, custody, and control of all inmates in a unit.

The Unit Team has responsibility and authority to directly affect most areas of inmate concern. This places decision-making staff within easy access to inmates. Inmates are encouraged to consult with the appropriate Unit Staff before contacting other departments. The Unit Staff members are:

Unit Manager: The Unit Manager is responsible for the overall operation of all phases of the unit.

Case Manager: The Case Manager is responsible for developing and implementing social service programming. This position is responsible for managing a caseload of inmates, monitoring inmate progress, serving as a member of various committees, counseling of inmates and addressing their problems and concerns.

Unit Correctional Counselor/Sergeant: The Correctional Counselor/Sergeant regularly tours the unit and the work assignment areas to resolve inmate concerns, investigates complaints and offers guidance to inmates assigned to the unit.

Unit Correction Officers: The Correction Officers will complete day-to-day functions within the unit and participate in the unit's decision-making effort.

*Notary and Copy services will be conducted during open hours as posted in all living units. These services will be handled at the Inmate Processing Center. Only authorized legal documents will be copied.

Counseling

Counseling is available through Unit Staff, the Recovery Services Coordinator, Mental Health and the Religious Program. By kiting the appropriate program, you may be scheduled for individual or group counseling. Please refer to specific program areas.

PAROLE BOARD:

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

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

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

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

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

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

First Hearing - A regular parole release consideration hearing calculated pursuant to Ohio Revised Code Sections 2967.13 on Parole Eligibility, 2967.19 on Deduction from Sentence for Faithful Observance of Rules; Procedures, 2967.191 on Credit for Confinement Awaiting Trial and Commitment, 2967.192 on Applicable Law by Time of Offense; Multiple Sentences, and 2967.193 on Deduction from Sentence for Participation in Certain Programs; Procedures.

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

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

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

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

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

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

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

SPECIAL CONDITIONS: Special conditions of release (either parole or PRC) are imposed by the Parole Board and must be adhered to while under supervision. These special conditions include, but are not limited to: mental health screening and programming if indicated, sex

Mandatory Sex Offender Education Program

The Mandatory Sex Offender Education Program is a non-residential, 24 session psycho-educational program. The program typically meets twice a week and is designed for medium-high to high risk sex offenders. The program addresses denial and minimization and provides basic education for inmates who choose to go on and take the Comprehensive Sex Offender Program. Offenders learn about empathy and the important role it plays in relationships, the effects of sexual assault on victims and the community, thinking errors and negative behavior cycles. The MSOEP is required for all medium-high and high risk sex offenders and is designed to encourage offenders to accept responsibility for their offense and upon completion, enroll in the Comprehensive Sex Offender Program. This is done utilizing a straightforward educational approach, with out confrontation or requiring offenders to discuss their own offense. All offenders, currently incarcerated on a sexually oriented offense can voluntarily enroll in the program regardless of their risk level, within 5 years of their release or parole board date.

Comprehensive Sex Offender Program

The Comprehensive Sex Offender Program is a non-residential program that can be completed in 9 to 18 months, once an offender has completed the MSOEP. The program focuses on identifying and changing thinking errors, improving communication and coping skills, offense disclosure, identification of the offender's sexual assault cycle and intervention strategies the offender can use, to choose not to re-offend. The CSOP also addresses risk factors and assists the offender in developing a Risk Management Plan. The Risk Management Plan helps the offender identify high risk situations, as well as the skills and resources each may need reduce the risk of future offending behavior. All offenders, currently incarcerated on a sexually oriented offense can voluntarily enroll in the program, regardless of their risk level, with in five years of their release or parole board date. The Sex Offender Program Director normally has office hours on Mondays from 8:30-10:00am and Fridays from 1:00-2:30pm. Please take advantage of the office hours, rather than sending a kite.

Recovery Services

The Recovery Services Department at CCI works with inmates who have an alcohol or other drug problem. There are 2 types of services available. For those who require a more intensive program, they can chose to apply for our residential (Renaissance) program. For those who do not have enough time or want a little less structure in their program, they can apply to our outpatient programs.

Renaissance is a 3 month residential treatment program. Inmates will reside in A2 while in the program. This is a full-time job, hours include Monday – Friday 7:30 AM to 4:15 PM and attendance at General population NA/AA meetings. All hours after those times are on your own. This is a cognitive therapy based program. There are 6 journals you go through, fill out and discuss in small groups. You must have at least 6 months and be 6 months clear of any tickets, when a cohort starts, to complete this program. We prefer to have those with more than 15 months to wait until another cohort

starts but you can kite and be added to the waiting list in case space becomes available. You will be expected to participate in this program. This program is for those inmates who have admitted they have an alcohol or other drug problem and are willing to try to make a change.

The outpatient services at CCI are education in nature. We have NA, AA, Smoking Cessation (Stopping For Life), BB/12-Steps Discussion Group, and AOD General Education, for more information, please contact Recovery Services.

Religious Services

The Religious Services Program provides religious services directly through the institution chaplain or provides for them through the contract chaplain and religious volunteers.

The Following are the scheduled religious worship services here at CCI:

Islam

Protestant

Catholic

Jewish

Jehovah Witness

Seventh Day Adventist

The spiritual needs of other faith groups are also accommodated through Religious Services.

In addition to worship services, there are several regularly scheduled religious programs as well as special programming. These programs take place in the Religious Services area.

The chaplain and contract chaplains are available for pastoral counseling by appointment or on a walk-in basis.

Ordinarily a pass is not required to attend worship services or scheduled programs. If there is a conflict with work or school assignments, a pass can be provided.

The schedule of services and programs is posted each week in the dorms and on the bulletin board outside of Religious Services.

Access to some religious items and services specific to particular groups may be dependent on the individual's declared religious affiliation as recorded in the Department's data base (DOTS).

Inmate on Inmate Sexual Assault

The Department of Rehabilitation and Correction takes all incidents of Sexual Assault very seriously. Inmates are encouraged to report to staff members anytime they have knowledge of a Sexual Assault, whether they were the victim or not. Engaging in any sexual contact with other inmates is forbidden by the inmate code of conduct and allegations of sexual assault that are substantiated will be prosecuted.

Victims shall be treated fairly and every effort will be made to protect the victim while minimizing the interruption of privileges.