

GRAFTON REINTEGRATION CENTER

2014 INMATE HANDBOOK



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INTRODUCTION

The purpose of this manual is to help inmates become familiar with GRC and the various centralized departments within it. It contains information describing facilities, programs, and services available, as well as general policy regarding conduct. Inmates should refer to this manual or unit rules when needing information. A copy of this handbook will be located at the Correction Officer's desk. The handbook can be reviewed in exchange for an inmate ID. In addition, Administrative Regulations and DRC Policies are located in the library. Inmates are expected to read this manual and may review Administrative Regulations and DRC Policies to become familiar with the content of specific rules, guidelines, and procedures relating to the various departments.

Upon arrival to GRC, inmates will receive an institutional orientation from their case managers and housing correctional counselors. This overview will consist primarily of presentations regarding various department functions. It is important to listen during the presentation; most questions will be answered at that time.

UNIT MANAGEMENT STAFF

This institution utilizes the unit management concept. The Unit Management Team will be viewed as the first line of command. Questions, problems, or concerns that arise should be directed to the appropriate unit staff member. Some problems may not be resolved to the inmate's satisfaction; however, it is essential that the inmate discuss the situation with the appropriate unit staff member first.

UNIT MANAGER

The Unit Manager is responsible for the overall operation of the unit. Duties include, but are not limited to: discipline, informal complaints, grievance procedures, and unit mission. Unit Staff hold job reclass, security reviews and L/C Placement hearings and daily office hours. GRC Unit Manager screens for all inmates to be placed at GRC.

CASE MANAGER

The Case Manager helps to develop social services within the unit. Duties include: counseling, initial contact/RAP Plans, parole data and parole plans, periodic RAP reviews and classifications, security level, visiting list, (transitional control), Re-Entry programs, institution transfers, special visits, pre-release Re-Entry programming and daily office hours.

CORRECTIONAL SGT/COUNSELOR

The Correctional Sgt/Counselor works to assist you, the inmate, in coping with the day-to-day operational concerns of living at Grafton Correctional Institution. Duties include: making regular tours of unit checking on sanitation, personal appearance and hygiene, resolving concerns, investigating complaints, offering guidance, inmate discipline, bed moves, unit rules, property ownership, ID's, mail and packaging, commissary, state pay, tour work assignment areas, serve on various committees (i.e., classification, job assignments, security), yard procedures, off limit areas, fire exits procedures, and daily office hours.

UNIT CORRECTION OFFICER

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

Again, inmates are encouraged to consult with their appropriate Unit Staff before contacting other departments. At most times, an open-door policy is in effect. This places decision-making unit staff within easy access to you, the inmate. Inmates are required to wear the uniform-of-the-day before entering a unit staff member's office. A Notary Service is available; ask your staff.

UNIT MANAGEMENT CHIEF

The mission of the Unit Management Chief is to provide, within a scope of its responsibility, a safe, humane living environment that is sensitive to inmate needs as well as security concerns. The Unit Management Chief's objective is to enhance the inmate's social functioning by identifying and assessing the individual and group needs of the general inmate population and implementing programs and services to address those needs.

Unit Management Chief's overall goal, by acting as an advocate and resource through the Unit Management System, is to afford inmates the opportunity to attain success in becoming successful members of society upon release by continually striving to maintain and strengthen family and community ties.

The Unit Management Chief is responsible for the supervision of the Unit Management System and the staff to ensure consistency and quality in the operation of each unit.

Inmates are expected to resolve their concerns by utilizing the established chain of command (Sergeant, Case Manager, and Unit Manager). Access to staff supervision offices will be as follows:

DORM LIVING

Inmates are expected to adhere to all dorm and personal rules of conduct. Inmates are expected to ask questions of unit staff using the proper chain of command and to regularly read the bulletin boards for information regarding additional rules and regulations. **IGNORANCE OF THE RULES, POLICIES, OR**

PROCEDURES WILL NOT BE ACCEPTED AS AN EXCUSE FOR VIOLATIONS OF SAID RULES, POLICIES AND PROCEDURES.

The following is a list of dorm rules.

Dorm Rules

1. Bed and locker searches are completed on a random basis; however, they may also be conducted as a result of probable cause. Any staff member can perform pat down or property searches. If contraband is found, or the staff member finds it necessary, a strip search may be conducted.

2. Inmates are not authorized to enter another sleeping area other than their own. Inmates are not permitted to walk or loiter on the rear aisle; this is for staff use only. Trashcans are not permitted in this rear aisle. Loitering in any aisle is prohibited. Violation of this rule will constitute a violation of Rule 35, Out of Place, of the Rule of Conduct.

3. Nothing is to be placed or adhered to the walls, bunks, tables, or windows.

4. No items shall be hung at the end (foot) of the bunk (except towel on lower rail), which includes any clothing, state or personal, or from the underside of the top bunk.

- Towels should be hung as follows: Head of the bed on the corner, or the top bunk is hung at the head of the bed on top rail, Inmate on the bottom bunk should hang towel at the foot of the bed bottom rail only. The head of the bunk is defined as the side closest to the wall.
- Outerwear (spring/winter coats and raincoats), towels, along with 2 net bags are permitted to be hung at the head of the bunk.
- If the unit has hooks available for each bunk, inmates will utilize the hooks and the head of the bed only.

5. After the institutional count clears, inmates are permitted to use microwave, ice machine, laundry, or exercise equipment and rear dayroom (if applicable). After a good count in the unit, inmates

may use the restroom (toilets and urinals only). Front dayroom will remain closed until the yard is open.

6. All cleaning supplies and equipment will be checked in and out with the dorm officer. Cleaning times are typically 6am-8am and 6pm-8pm. If times differ, the Sergeant will post in pod. Inmates will be issued two rolls of toilet tissue per week.

7. No excessive or loud noises from radios, TV's, shouting, etc. Radios, televisions, tape players and CD players must be operated with headphones at all times (inside or outside the building). Radios, tape players and CD players may not be taken to job sites or programming.

8. Adhere to the property limits (refer to Administrative Rule 5120-9-33 and DRC Policy 61-PRP-01). Inmates will not lend, trade, borrow, sell or give ANY of their possessions to another inmate. Inmates must be able to prove ownership of everything in their possession. Inmates are required to maintain all pack-up, commissary, package, old sundry box, or food box lists. Failure to maintain this information is a rule violation and may result in confiscation and disciplinary action. Items purchased in the commissary will be considered contraband two (2) weeks from the date of purchase, if they are unable to be placed in the locker box.

9. Lights out (this includes TV's and lamps) is at 1:00 a.m. on Sun.-Thurs., 2:00 a.m. Fri/Sat. Inmates are to remain in or on their beds after this time. No noise will be permitted. Bathrooms may be used (toilets and urinals only), but inmates will not congregate. Hygienic acts may resume after the 5:00 a.m. count has cleared. Inmates are permitted to watch t.v. after this time. The only exception to this rule is kitchen workers who are scheduled in the kitchen that morning for breakfast. Any late night sporting event that goes beyond lights out will be looked at on an individual basis. The Shift Commander/Unit Manager may revoke late night privilege due to inmate misbehavior. In the event a late night would be revoked, lights out will be initiated at 9:00 PM for the dorm during this period.

10. Safety first! Fire prevention is important. Aisleways are to remain clear at all times for emergency purposes. In the event of a fire drill, leave the building in a swift, orderly manner. Inmates are expected to know the proper safety and/or evacuation procedures for their work and living areas as posted.

11. Keep feet off the walls, tables and chairs. Leaning on the walls will not be permitted.

12. Dorm entrance/exit and aisles will remain clear at all times. Inmates will not be permitted to loiter around office doors or the officer's station. No loitering between pod door or the circle walkway in the yard.

13. Inmates will not tamper with nor place, foreign objects in doorjamb, locks, hinges, etc. Inmates not adhering to this instruction will be subject to disciplinary action.

14. Inmates will be visible in their assigned bunks during count.

15. All inmates must be dressed, have beds made, and areas clean by 8:00 a.m. Monday – Friday, 10am on weekends and holidays. Inmates may lie back down on a made bed, under one blanket, after 8:00 a.m.

16. Locker boxes will be stored underneath the bed anytime an inmate is not in the bunk area. Locker boxes and mattresses will remain with the corresponding Unit and Bunk and will not move with the inmate when he is moved to a different location. Any inmate found moving or in the possession of an extra locker box or mattress without permission will receive a conduct report for Disobedience of a Direct Order, Rule #21.

17. The only items permitted to be placed on the floor are the locker box, 3 pair of footwear and laundry soap. One net bag with dirty clothes may be stored under the bed closest to the wall. All other items will be stored in the locker box or net bag.

18. A personal fan may hang by its manufactured clamp from the solid portion of the bed frame. The cord to the fan must not dangle. The fan cover must remain on the fan at all times.

19. At no time will the sleeping area of the housing unit be used for exercising (Sit-ups, push-ups, etc.) The recreation hall and recreation yard have designated areas for these activities.

20. No personal items such as cups, food, headphones, CD players etc. may be brought into any area of the inmate services building unless they directly pertain to that area. Example: If you are working on a project in the library, your project items would not be permitted to be brought into the chow hall.

21. No personal items will be placed on the half walls in the bed space. If cable is provided, no antennas should be used in the pods. However if not provided, the base that holds the inmate's antenna should be no longer than **12** inches and can be on this wall. Inmates that live on the outer wall of the dorm cannot have the base of antenna higher than one brick above the bunk.

22. Inmates may not wear shower shoes (open toe) in the front dayroom. Inmates may not wear doo rags outside the unit (or in staff offices).

BED MOVES

Each inmate is eligible for a bed move, to an empty bed only, every 6 months. (Exception: moving to a specialized housing unit, Therapeutic Community, RTU, and GRC) All requests for bed moves must be addressed to the Correctional Counselor in the building in which you wish to move by utilizing the kite system. Kites will NOT be accepted by the correctional counselors any sooner than 15 days before the bed will be available. If more than one inmate requests the same bed, the bed will be given to the inmate with the most time in his current bed. If an inmate kites for a cell but the cell is filled administratively, the kite request is voided. Inmates who can prove that they are brothers or father and son MAY be celled together.

Grafton Correctional Institution reserves the right to make administrative bed moves for institutional need or security reasons, with approval by the Unit Manager

RESTRICTED AREAS

Inmates are not permitted to be in the Administration Building area without proper authorization. All inmates entering the Administration Building will do so at the Shift Captain's office entrance. Violation of this rule will result in disciplinary action.

Red lines have been placed in strategic areas within the institution. Some lines represent areas in which inmates should not loiter, others that not permitted without staff authorization. This rule will be strictly enforced. Inmates are not permitted to loiter between the housing unit and the circle. Inmates are not permitted to loiter at the services building including waiting for departments to open. Unless walking to the services building for a specific need, inmates will remain behind the red line (near the start of recreation and the circle).

All inmates will return to their living units following chow.

Inmates are not permitted to cut across the grass. Inmates are permitted on paved areas only (excluding the recreation yard). Inmates are not permitted to sit in grass in the circle in front of units.

Outdoor Recreation is defined as "within the track." Inmates wanting to sit in grass must be in Outdoor Recreation. If not at Outdoor Recreation, inmates should never be in the grass.

Inmates are not permitted to be in any housing unit or bay, other than their own assigned area, without authorization.

Inmates will not sit or lean on split rail fence.

DRESS CODE

State issued tans will be worn outside the housing units Monday through Friday, 5:00 a.m. until the 4:00 p.m. count **clears, except** when going to Recreation. State tans must be worn to all meals except weekends and holidays (see Food Service) and to all

institutional functions such as work, college, visiting staff offices, school, AA/NA, etc. This also includes any programming or activities in which outside guests are in attendance. Inmates may wear personal shirts with sleeves and State pants to the Library and Chapel on weekends only. State blues do not have to be worn inside the housing units during an inmate's off-duty hours unless they are visiting staff offices. Inmates wearing personal clothing on the yard after 4:00 p.m. are not permitted to stop or gather in front of programming areas such as the school/commissary complex, the dining halls, the Chapel, or Medical.

- State shirts must be buttoned (except top 2 buttons), tucked into trousers with collar down at all times.
- A shirt must be worn at all times except when sunbathing, playing on the basketball court or at the gym/weightlifting area.
- Trousers will not be rolled up, tucked into socks or pegged and must be zipped at all times.
- You may wear shorts, sweatpants, T-shirts and sweatshirts when going to the gym/recreation area (you may not use main walkway as a recreation function or to and from recreation, you must use track.)
- At no time will it be permissible for pants to “sag”.
- No open toed shoes are permitted on the yard.
- Skull caps in housing unit only.
- Sunglasses may not be worn indoors unless prescribed by a doctor.
- Slippers, thongs and shower shoes cannot be worn outdoors.
- Lounging in the housing unit's 'common areas' in bathrobes and pajamas is not permitted.
- No hats will be worn in such a manner as to conceal yourself from identification.
- Hats are to be worn with the bill facing straight forward to the front.
- No red items of clothing are to be possessed by an inmate. Black clothing is also prohibited, except for gloves, shoes and grandfathered skullcaps and socks.

- Personal clothing is permitted on a limited basis. You are responsible for checking the current list of approved items for sundry packages under Administrative Regulation 5120-9-33, also for their descriptions, values and possession limits.
- Any additional clothing, state issued or personal, in excess of the allowable possession limits will be considered contraband and the inmate may be subject to disciplinary action.
- Your State issued Inmate ID Badge will be worn on your most outer garment on the upper, front, left pocket or collar with the photo showing.
- **AT NO TIME** will an inmate be exposed in the nude except in the act of changing clothes or showering.

SANITATION

You are responsible for maintaining a high level of sanitation in your bed area, your housing unit, and any work area.

Floors, windows, walls, sinks, toilets, vents, and all other furnishings will be kept clean and neat. Keep all your areas clear of any laundry, pictures, posters, drawings, etc. Do not use windows, windowsills, or walls for storage, antennae or hanging laundry. Inmates are not permitted to possess cardboard.

Recycling collection points are located in various places throughout the facility. Please only put the requested items in these containers.

Assigned porters will be used to maintain sanitation of all areas of the building.

SHOWERS/PERSONAL HYGIENE

Inmates must be dressed while in the dayroom area and going to/ from the showers. You are permitted to wear a bathrobe with

pants underneath. Towels are not considered appropriate clothing. Inmates are required to shower at least three (3) times per week. Only one inmate at a time is permitted in a shower stall. Inmates who fail to maintain good personal hygiene will be ordered to shower while under supervision of Correction Staff. Inmates are required to cut fingernails and toenails. Fingernails and toenails are not to exceed beyond the tips of fingers/toes.

TELEPHONES

Each living area has access to telephones. The use of the telephones is a privilege and may be revoked for misuse or rule violation. All calls must be made collect. The length of each phone call is limited. Hours, frequency and length of calls will be determined by your specific unit plan. Three-way calls and conference calls are prohibited, and are subject to disciplinary action. ALL inmate calls are monitored. Confidential conversations (e.g. with attorneys) should be conducted through mail or visits. No calls will be made that are in violation of a law. No harassing or threatening calls will be made. No calls will be made for the purpose of organizing, financing, or soliciting funds. Please provide your family with Global Tel Link's phone number (1-800-231-0193) (1-877-372-4330 for pre-paid accounts) in case there are problems with your phone calls. Call lists are limited to 15 numbers. Additionally, if you experience problems with your greeting, dial 1*1995, or 2*1995 for Spanish. Inmates will manage their call list by dialing #44 from an inmate phone. The use of another inmate's phone privileges is strictly prohibited. Inmates are not to give out their PIN to other inmates.

INMATE COUNT

The inmate population at GRC is formally counted a number of times each day. In addition to these established counts, the count procedure will also be conducted at any time deemed necessary by appropriate supervisory staff.

GRC COUNT TIMES:

2:00 am
5:00 am
10:50 am
4:00 pm “Standing Count”
9:30 pm
12:00 am

Count will be announced prior to beginning the actual counting procedure. At the time of the announcement, inmates are to go to their bed and remain in such a position as to be readily visible to the officer conducting count. During count times, inmates are not to cover themselves in such a manner as to conceal themselves from the officers conducting count. The officer must be able to see and ascertain that he or she is counting a breathing human body. The officer must see skin and movement. If an inmate is concealed in such a manner as to hinder this procedure, the officer is authorized to use a flashlight, overhead light, and/or physical contact to insure they are counting the inmate.

All movement of inmates will cease during count. Inmates will remain on their bunks until the institution count is cleared. After a good count in the unit, inmates may use the restroom (toilets and urinals only). Absolutely no movement, noise, or talking within the dorm is permitted until the institution count is complete and accurate.

The 4:00 p.m. count is a standing count. All inmates will stand in plain view, next to their bunks, until the officers have completed the dorm count.

Inmates are required to be on their bunks unless they are on work assignment, in which case they will be on “out count.”

Inmates not in their proper area, who deliberately attempt to conceal themselves in such a manner as to disrupt the count procedures, will be subject to disciplinary action.

IDENTIFICATION DEPARTMENT

Inmates must wear their ID's at all times outside of their sleeping area. It is to be worn showing the picture side out, over the left breast, on the outer most garments. Inmates will immediately present ID's to any staff member upon request.

Lost or stolen ID badges must be reported to unit staff and a report filled out. Badges replaced due to being lost or stolen will be at the inmate's expense. Failure to report a missing ID is a violation of rules. The cost of a replacement ID is \$5.00. The cost of an ID clip is 50 cents.

Inmates will follow the administrative rule A.R. 5120-9-25 on hair and facial hair. A new ID is required when there has been a significant change in personal appearance: hairstyle, growth or removal of facial hair (beard or mustache). If within these rules, Unit Staff will ask the inmate to purchase a new ID. Replacement cost will be at the expense of the inmate. You must see your Unit Sergeant for a replacement ID Badge.

Possession of an ID is necessary to gain entrance into all approved areas of the institution. Privileges may be suspended during the time an inmate is without an ID. Therefore, it is necessary to be very careful in maintaining and securing the ID.

INMATE PROPERTY / PACK-UP

Occasionally, it becomes necessary for the institution to "pack-up," or to have an inmate "pack-up" all of his belongings. This will be done in the presence of, or by an institutional employee. After the pack-up, the officer will sign and date the inventory sheet. The inmate is required to sign the inventory sheet indicating that he agrees with the quantity and description of all items listed, and

that the list reflects the total of ALL of his possessions. ALL items must fit inside the inmate's net bag (2.4 cubic feet) including clothes, personal items, shoes in excess of (3) pairs, commissary, and legal material. The only exception to this would be TV's, (3) pairs of shoes, soap powder and coats.

Inmates are responsible for checking the current list of approved items for sundry packages. Any additional clothing, state issued or personal, in excess of the allowable possession limits will be considered contraband and the inmate may be subject to disciplinary action.

When an inmate is packed-up, all property will be logged and locked into the property vault or the sergeant's closet. Inmates released on Parole, Post Release Control, Transitional Control, or End Definite Sentences may take their property with them. Inmates released on furlough can only take the total of one (1) footlocker (2.4 cubic feet) of property with them.

Any authorized property that will not fit into the footlocker (2.4 cubic feet) will be considered minor contraband and may either be sent home at the inmate's expense or destroyed according to Administrative Regulation 5120-9-55. Any property purposely left behind for safekeeping with another inmate, or not intentionally packed up, will be considered contraband and the inmate(s) will be subject to disciplinary action for violation of Rule 51 and/or Rule 50.

KITES

The term "kite" is used to refer to the written form used in intra-institutional communication between inmates and staff. A kite should be used when an inmate is seeking information, sending a message or requesting an answer to a question. Kites may be obtained from the dorm officer.

Kites are to be used for routine problem solving and communication. If you are unsure whom to address with your question, see your housing officer.

Kites are not to be used as petitions or a means of “mass complaints” from more than one inmate. Inmate initiated petitions will not be honored. Each inmate must file his own complaint in a separate kite. Any violation of this will be considered an unauthorized group activity and a conduct report issued accordingly.

Complete all information, in pen if possible i.e., name, number, dorm, bed number, work assignment and the department or employee to whom the kite is being sent. Briefly state the message or need for information or assistance. A staff member **MUST** sign the kite or it will be returned.

Completed kites should be sealed and placed in the inmate mailbox designated for such purposes. Do not send multiple kites to numerous departments concerning the same matter. This may only serve to delay the response. Once the staff member receives the kite they will have seven (7) days to respond to you.

CASHIER’S OFFICE

State Compensation

State compensation is credited to each inmate’s personal account before the 10th of each month. Inmate payroll is addressed in Administrative Regulation 5120-3-08. The cashier’s office is only responsible for posting the inmate’s earned dollar amount.

Personal Account Receipts: Funds deposited to an inmate’s account must be sent by mail to JPAY, thru the internet, or deposited utilizing the kiosk located in the front entry building. A person must be an approved or tentatively approved visitor on the inmate’s visit list to deposit money to his account.

Inmates should expect to wait from one (1) to five (5) working days for outside funds to be credited to their accounts. Refer to Administrative Regulation 5120-5-02 for limitations.

Inmates may invest money in excess of one hundred (100) dollars in their accounts on either U.S. Savings Bonds (Series EE - six (6) month period - \$50 dollar minimum investment), or Certificate of Deposit (CD - six (6) month period - \$1,000 minimum investment).

Inmates are prohibited from utilizing outside accounts, i.e., savings, checking, charge accounts, and stocks per Administrative Regulation 5120-5-02.

Any time an inmate feels that an error exists in the record of his accounts, that inmate should advise the cashier. Be certain to provide all information available as to why the error exists and the amount in question. A good place to start would be the last correct commissary balance.

Cash slips must be signed and witnessed by any Unit Staff. Cash slips that are in excess of one hundred (100) dollars must receive the approval of the Warden or Warden Designee.

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

COMMISSARY

GRC operates an inmate commissary pursuant to Administrative Regulation 5120-5-05. **Shopping at the commissary is a privilege.** Any misuse or abuse of the rules and regulations concerning the commissary could result in disciplinary action and loss of commissary privileges.

The commissary will no longer send out commissary sheets or assign groups for shopping. Commissary item lists will be available at the officer's desk for review.

You must get your balance from J-PAY and/or scan your badge at the first window prior to shopping. The store will be open for general population from 8:00am – 10:15am and from 12:00 pm –

3:15 pm. Inmates who need special accommodations (AOT,IPP,IOP etc.) will shop on their designated day between the hours of 7:00 am – 8:00am on non state weeks and between the hours of 6:00am- 8:00am during state weeks. There will be monthly schedules posted in each housing unit and in the commissary department.

It is the inmate's responsibility to make it to commissary on his scheduled day. Failure to do so may result in the loss of commissary privileges for that week.

You will be allowed to spend whatever your balance is, not exceeding \$100.00, excluding electronics, phone time and medications over \$10.00.

You are responsible to watch your items until they reach the cashier's window. At that time, you need to make the staff member aware of any missing or incorrect items. Once you leave the counter, you will not be allowed to return. ALL SALES ARE FINAL.

Any item(s) purchased that requires a title will be forwarded to R&D for engraving and issuance of said title. The inmate will be notified when the article is ready for pick-up.

Disciplinary Control inmates are NOT PERMITTED commissary purchases. Inmates assigned to Local Control will be restricted to the purchase of hygienic items, once per month.

Additional rules are posted in the commissary area.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.
THE COMMISSARY DOES NOT GUARANTEE A SUPPLY OF ALL ITEMS.

CONTRABAND

There are two (2) types of contraband as defined in Administrative Rule 5120-9-55:

1. Major Contraband is any item(s) possessed by an inmate which by its nature, use, or intended use poses a threat to security or safety of inmates, staff or public, or disrupts the orderly operation of the facility. Any item referred to in Section 2921.26 of the Ohio Revised Code shall also be considered MAJOR CONTRABAND.

Any major contraband will be confiscated and disposed of in accordance with Administrative Rule 5120-9-55 and will result in disciplinary action.

2. Minor Contraband is any of the following:

- Any item possessed by an inmate without permission;
- Any item found where the location is improper;
- Any allowable item that is found to be over possession limits;
- Any item for which the manner or method of obtaining it was improper;
- Any allowable item, which is possessed by an inmate in an altered form or condition;
- Any item not in the original container is considered contraband.
- Any item considered minor contraband under this rule might be confiscated and disposed of in accordance with the Administration Regulation 5120-9-55 and may result in disciplinary action.

UNAUTHORIZED GROUP ACTIVITY

Unauthorized group activities are prohibited by Rule (17) of Administrative Rule 5120-9-06, Inmate Rules of Conduct. No inmate shall engage, whether individually or in concert with others, in:

- i. Forming, Organizing, promoting, encouraging, recruiting for, or participation in, etc., an unauthorized group;

- ii. Possessing, creating, reproducing, using or circulation, etc., any material related to an unauthorized group;
- iii. Communicating support of association with or involvement in any unauthorized group. The form of communication may be verbal (written or spoken) as through codes, jargon, etc., or non verbal communication as through hand signs, symbols, displays, drawings, graffiti distinctive clothing, hair styles, colors, ornaments, etc;
- iv. Participation in criminal activities or disruptive activities such as disturbances, riots, fostering racial or religious hatred, or union activities;

DISCIPLINARY PROCESS

It is the policy of GRC, as in all institutions operated by the Ohio Department of Rehabilitation and Correction, that discipline be imposed in a manner and degree to the extent necessary to achieve corrective behavior. Under no circumstances will the discipline imposed exceed the maximum penalties established for that rule violation.

Disciplinary action shall not be imposed on any inmate until a hearing is conducted where the accused inmate is given the opportunity to present evidence on his behalf. A guilty finding shall be based upon evidence presented to the rules infraction board.

RULES OF CONDUCT

Administrative Regulation 5120-9-06, "Inmate Rules of Conduct," defines 61 rules that address acts that constitute an immediate and direct threat to the security or orderly operation of the institution, or to the safety of it's staff, visitors, and inmates, (including the inmate who has violated the rule,) as well as other violations of institutional or departmental rules and regulations.

- (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.²¹
- (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.
- (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.

- Inmate Handbook
- Postings in any area of the facility
- Inmates shall not taunt or in any way harass a police dog
- No horseplay, including play fighting, wrestling, shadow boxing, etc.
- Dorm aisles are to remain clear at all times.

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

HEARING OFFICER

All reports of rule violations shall be submitted to the staff members designated as the Hearing Officer (H.O.). The H.O. shall evaluate conduct reports for form and content.

The H.O. shall determine whether the conduct report:

- A. Cites the correct rule
- B. Identifies the charged inmate
- C. Cites sufficient facts to support the charged violation

The H.O. is authorized to accept, modify, withdraw, or return a conduct report to the staff member for correction or revision. As soon as practical, the hearing officer shall meet with the inmate named on the conduct report. At this time, the inmate will be furnished with a copy of the conduct report.

The Hearing Officer shall determine whether a violation has occurred.

The Hearing Officer is authorized to:

- 1) Determine guilt and impose penalties in accordance with AR 5120-9-07
- 2) Refer the case to the Rules Infraction Board for disposition

The Chairman of the Rules Infraction Board administratively reviews all actions of the Hearing Officer. The Chairman's review of the action is final.

In the event the Hearing Officer refers the inmate to the Rules Infraction Board, the Hearing Officer is responsible for advising the inmate of his rights and completing all necessary forms.

RULES INFRACTION BOARD

The Rules Infraction Board (RIB) is a two-member committee charged with the responsibility to conduct a formal due process

hearing (digitally recorded) based on alleged rule violations referred to this committee by a designated hearing officer.

At the formal hearing, the inmate is authorized to provide a defense, which may establish his innocence or mitigate his involvement in the alleged infraction. The inmate is afforded all rights outlined during the hearing officer process, including the right to witnesses and to challenge the evidence against him.

After the presentation of all evidence, the RIB shall determine if evidence exists to support the alleged violation and whether or not the accused inmate violated the rule. If a guilty decision is rendered, the inmate shall be given a copy of the RIB findings and be advised of his rights to appeal the decision.

The managing officer or designee administratively reviews all decisions of the Rules Infraction Board. The purpose of this review shall be to determine if:

- The inmate has been validly charged with the proper rule infraction
- There is no prejudicial violation of the inmate's due process rights
- There is factual evidence to support the charge
- The penalty imposed is authorized and appropriate

In the event the inmate wishes to appeal the decision of the RIB, the inmate shall be provided with the necessary form at the conclusion of his hearing. The appeal must be forwarded, in a kite, to the managing officer within fifteen (15) days after the hearing relative to any and all of the above review criteria.

Should the inmate disagree with the findings of the first appeal, the inmate may direct a final appeal to the Director of the Department of Rehabilitation and Correction within thirty (30) days after the receipt of the initial appeal response. However, only the following rules may be appealed to the Director: Rules 1-6, 8, 10-12, 15-17, 24, 25, 28-34, 36-40, 45, 46, 52, 53, 55, 56, and 59. If you are charged with a rule violation that is not listed but you have been recommended for placement in local control you may appeal

to the Director. The instructions for filing this appeal are contained in the response from the initial appeal. The decision of the Director is final.

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

- 5120-9-06 Inmate Rules of Conduct
- 5120-9-07 Conduct Report and Hearing Officer Procedures
- 5120-9-08 Disciplinary Procedures for Violations of Inmate Rules of Conduct before the Rules Infraction Board
- 5120-9-11 Security Control and Disciplinary Control

SECURITY CONTROL

An inmate may be placed in Security Control (SC) from the general inmate population when any of the following situations apply:

- 1) When needed to facilitate an investigation prior to the issuance of a conduct report or other administrative action or criminal prosecution
- 2) Pending a hearing before the RIB;
 - When the inmate poses a threat or danger to himself/herself or others, to institutional property, or to the security of the institution; and/or,
 - When the inmate poses a threat of disruption to the orderly operation of the institution
- 3) Pending transfer to another institution
- 4) As a temporary housing assignment for inmates to facilitate an inmate's appearance in judicial or administrative proceedings.

DISCIPLINARY CONTROL

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

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

LOCAL CONTROL

An inmate may be placed in Local Control (LC) according to Administrative Regulation 5120-9-13.1, when it has been determined that:

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

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

Inmates in LC may send and receive mail and law materials

Inmates housed in Segregation may not receive food or sundry packages. If packages are received, they shall be returned to sender at the Inmate's expense. Phone privileges are also limited during this time and must be approved by the Major.

BUNK RESTRICTION

Bunk/Cell Restriction Rules

If inmates are on Bunk Restriction; their movements will be limited to the following:

- Institutional passes, job assignments, meals, religious services, AA/NA meetings, visits, commissary, ECT.
- 1 hour of recreation in the unit from 0930-1030(week days only)* if your job assignment interferes with your morning recreation time your hour will be from 1800-1900(6pm-7-pm) With C.O.'s permission
- 1 hour on 2nd shift to clean your area, shower, and do laundry from 1900-2000(7pm-8pm) With C.O.'s permission
- NOTE: ONLY WASH ONE JUMPSUIT AT A TIME.
- Library from 1pm-2pm when open.
- You must sign out every time you leave the unit.
- NO PHONE USAGE.
- You will be required to wear your jumpsuit at all times. Your state blue pants and shirts will be turned in to the unit sergeant.
- NO MICROWAVE USAGE.
- ANY VIOLATION WILL BE SUBJECT TO FURTHER DISCIPLINE FOR DISOBEDIENCE OF A DIRECT ORDER.
- Video visits on KIOSK are allowed during recreation time only.
- Commissary will be restricted to hygiene and writing needs only.

First offence: 7 days restriction

- Second offence: 15 days restriction (all electronics will be stored)
- Third offence: 30 days restriction (all electronics will be stored)

All property will be turned in except for 3 pairs of socks, 3 t-shirts, 3 underwear, education books, coat, gloves, shower shoes, boots, work related clothing. Mail and pictures received on bunk restriction.

GRIEVANCE PROCEDURE

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

I. What is a grievance?

A grievance is a complaint about any policy, rule, practice or act by the Department of Rehabilitation and Correction, Grafton Reintegration Center, or it's employees, that directly affects the inmate and is presented for resolution through the process outlined below.

II. What is the purpose of the Inmate Grievance Procedure?

The grievance procedure is a method of formally presenting complaints to Grafton Reintegration Center when an inmate has been unsuccessful in attempting to resolve a complaint through normal channels. The procedure is designed to provide a broad range of remedies, including changes in institutional policies and practices, and disciplinary action against employees and inmates who willfully violate institutional rules.

III. What is not "grievable?"

The grievance procedure is not designed to act as an additional or substitute appeal process in connection with Rules Infraction Board or institutional Hearing Officer Proceedings. This grievance process cannot be used to replace a system that has it's own appeal process, i.e. job reclass. A complaint relating to a specific

disciplinary decision shall not be considered in the grievance process. In addition, complaints unrelated to institutional life such as legislative action, policy and decisions of the Adult Parole Authority, judicial proceedings and sentencing are not considered grievances. Further, no claim involving subject matter, exclusively within the jurisdiction of the courts or other agencies, shall be considered.

IV. The Inspector of Institutional Services

The Inspector of Institutional Services investigates and processes inmate grievances and takes appropriate actions within the scope of his authority. Where appropriate the inspector makes recommendations to the institution Warden to affect a grievance resolution. The Inspector of Institutional Services also monitors the application and enforcement of institutional and departmental rules and regulations. Any questions regarding the grievance procedure should be directed to the Inspector of Institutional Services.

V. Using The Grievance Procedure

If an inmate has a complaint, he should first try to resolve it through the Case Manager or contact the department of the staff member responsible for the area related to his complaint. The inmate may use an "Informal Complaint Resolution" form for this purpose. This form MUST be directed to the supervisor of the department or employee involved in the inmate's complaint. Do not send the original of the Informal Complaint Resolution forms to the Inspector, only the pink (last) copy. Inmates may expect a response within seven (7) calendar days. If an inmate is dissatisfied with the response, he should contact the Inspector of Institutional Services. The Inspector may resolve the matter without requiring an inmate to file a written grievance form. If the Inspector decides that the grievance is of an emergent nature, immediate action shall be taken.

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

Each inmate grievance should be resolved within fourteen (14) calendar days. If the Inspector needs more time, the inmate shall be notified of the reason for the delay.

The Inspector shall give the inmate a written decision on a form titled "Disposition of Grievance." If the inmate is dissatisfied with the decision of the Inspector, the inmate may have it reviewed by sending an appeal to the Chief Inspector within fourteen (14) calendar days of the date of the disposition of the grievance. Appeal forms are available through the Inspector.

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

The office of the Chief Inspector should make a decision on the inmate's appeal or grievance within thirty (30) calendar days of receipt. If additional time is required, the inmate shall be notified of the reason for the delay. The entire process is designed to take no longer than ninety (90) days, unless the inmate agrees to an extension of time.

VI. Guarantee Against Reprisals

The Department of Rehabilitation and Correction and GRC are committed to maintaining a safe, secure and humane environment for inmates and staff and recognize that an effective grievance procedure goes hand-in-hand with this commitment. Inmates are encouraged to use the grievance procedure in order to resolve complaints, which cannot be effectively resolved by unit staff, and to address allegations of discrimination, harassment, abusive language or actions that could be construed to be inappropriate supervision. The inmate is protected in several ways from any form of reprisal.

First, any and all records of the inmate's participation in the grievance procedure are confidential and are not available to the

Parole Board unless the record establishes that an inmate deliberately lied to seriously “injure” someone.

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

Finally, the Inspector is the only staff member who can issue a conduct report to an inmate for using or abusing the grievance procedure. In short, the inmate is protected for use of the grievance procedure unless the inmate lied or deliberately made a false statement with the intent of seriously injuring another person.

VII. Additional Information

Grievance and Informal Complaint information may be found in Administrative Rule 5120-9-31 and 5120-9-14 regarding Protective Control, which is available in the institution law library. Administrative Rule 5120-9-14

MAIL

All incoming and outgoing mail is processed in accordance with Policy 75-MAL-01 and Administrative Rule’s 5120-9-17, 5120-9-18, and 5120-9-19. All incoming mail shall be opened by the institution mail office and screened for contraband, except legal correspondence (mail addressed to an inmate clearly bearing the return address of an attorney-at-law, a public service law office, a law school legal clinic), which shall be opened in the presence of the inmate.

Inmates may receive the following in a 1st class mail enclosure:

- (3) Photographs (no larger than 5x7)-NO POLAROIDs, NO NUDITY
- (3) Embossed envelopes
- (5) Newspaper clippings (no larger than 8 ½ x 11)
- (5) Pamphlets or brochures -simple, single page (bi- or tri-fold) no larger than 8 ½ x 11
- Blank stationary or copied material, (5) single pages, one-sided 8 ½ x 11 (including materials copied from the internet- excluding material from DRC web page)

Inmates receiving legal mail, or mail that must be opened in the inmate's presence, shall be called for by the Unit Manager or designee. The inmate must sign for the item(s) and present his State ID upon request. The mail shall be opened in front of the inmates and screened for contraband.

Mail is taken to, and picked up from, the post office each day, Monday through Friday. No mail will be processed on Saturdays, Sundays, or Holidays. All outgoing mail must have the inmate's name, number, address, and zip code on the envelope as the return address. Mail is normally picked up by 8:00 a.m. All outgoing mail must be dropped in the mailbox located in front of food service. Outgoing mail must be in an embossed envelope. Letters that may require more than simple postage should be addressed to the recipient and dropped in the mailbox with a signed cash slip attached.

Do not use another inmate's name or number when sending or receiving mail. Inmates may not use company names, variations of names, numbers, and addresses, (in whole or part) as a box or apartment number; this could cause the inmate to be guilty of misrepresentation.

Inmates may send one postage-free letter each month.

Cash slips may be required for overweight, oversized, certified or special delivery postage. Be sure that the cash slip specifies legal or certified mail, when applicable.

Mail is delivered to the dorms once each day, excluding Saturday, Sunday and Holidays. The dorm officer conducts "Mail Call." A reasonable amount of printed materials may be received pursuant to Administrative Regulation 5120-9-19. Printed material does not include personal letters.

Printed materials are defined as newspapers, books, magazines, pamphlets, photographs and drawings. Music tapes must be ordered from an approved vendor (such as Music by Mail). Tapes must be commercially recorded and factory sealed. Music will be

screened pursuant to Administrative Rule 5120-9-19. Any cassette or CD with a parental advisory sticker will automatically be reviewed by the publication screening committee. All others will be reviewed on a case-by-case basis.

Inmates may receive printed materials when received from an authorized publisher or distributor. Such materials may not be received on a “bill later” basis.

Materials believed to be obscene or inflammatory according to Administrative Rule 5120-9-19, shall be withheld from the inmate at the Mail Supervisor’s discretion. The inmate may request a review by the Publication Screening Committee pursuant to Administrative Regulation 5120-9-19.

Correspondence may also be withheld in accordance to Administrative Rule 5120-9-17.

PACKAGES

Minimum-security inmates may receive a total of four (4) packages a year, from the ODRC approved package vendor. Each minimum-security inmate may receive a maximum of two (2) food packages per year. The two (2) food packages are included in the four permissible yearly package quota. Lists are available from Unit Dorm Officers upon request. All packages are subject to the rules as stated in DRC Policy 61-PRP-01 and Administrative Regulation 5120-9-33.

Music by Mail is approved for cassette tapes and compact disc players.

See Unit Staff for approved vendors for food and sundry packages.

Inmates may make mail order purchases from institutional approved vendors only. Inmates housed in Special Management (i.e. Security, Local, or Disciplinary Control) may not receive packages.

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 benefit of a designated inmate.

Mail order purchases, including printed materials, must be paid for in full at the time of ordering. Inmates are not permitted to enter into contracts, C.O.D.'s or "bill later" arrangements.

TITLED PROPERTY

Certain personal items that inmates may possess require an institutional certificate of ownership, referred to as a "title". All items requiring a title, whether purchased from the commissary, obtained in an approved sundry package or mail order purchase shall be kept in the R&D storage room for inspection and titling. These items include but are not limited to: TVs, radios, tape players, compact disc players, rings, watches, necklaces, chains, and religious items. The inmate shall be notified as soon as the inspection and the titling processes are complete.

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

Any titled item, which is lost or stolen, must be reported to the Correction Officer, Unit Staff, or Work Supervisor at the time that the item is discovered missing. The title for the lost/stolen item, along with a signed Property Theft/Loss form must be turned in as soon as possible to aid in the recovery of that item.

Titled items shall require a six-month time limit before voluntary replacement shall be approved. Contact the package room concerning items to be sent out for repairs.

Kite the package room officer about any titled item to be voluntarily disposed of. The item and title must be turned in to the Unit Staff before replacement is permitted.

BARBERSHOP

GRC provides a barbershop staffed by inmate barbers in the service area. This permits the inmate general population an opportunity to meet the personal grooming code dealing with haircuts as set forth in A.R. 5120-9-25.

The Barbershop is open Monday through Friday 7:00 am - 10:00am, 12:30pm - 3pm, 5:00pm - 7:30pm and closed on holidays. Inmates will be in state issued tans at all times. Inmates will sign-in.

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

Sideburns, beards and mustaches must be neatly trimmed. Facial hair may not stick out more than one-half ($\frac{1}{2}$) inch from the face. The barber will not trim beards. Beard trimmers are available in the commissary and are not to be used for cutting hair other than intended.

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

IT IS THE SOLE RESPONSIBILITY OF THE INMATE TO COMPLY WITH GROOMING STANDARDS. FAILURE TO DO SO MAY RESULT IN DISCIPLINARY ACTION.

RECREATION

The Recreation Department is responsible for providing a variety of recreational opportunities, which include team and individual activities, fitness activities, arts and crafts, music activities, and movies. Tournaments and leagues are monitored by Recreation Staff. Available activities are, but not limited to, basketball, softball, volleyball, flag football, soccer, various board games, cards, bocce ball, badminton, horseshoes, corn hole, ladder golf, pool, ping pong, air hockey, foosball, dominoes, and limited workout equipment. **Outdoor recreation is defined as “inside the track.”**

The Recreation Hall is open seven days a week during the following hours:

Hours	Housing Units
7:30 am – 10:30 am	All Housing Units
12:30 pm – 3:30 pm	All Housing Units

Hours	Days	Housing Units
5:45 pm – 8:00 pm	Sunday – Wednesday	C1 Housing Unit
5:45 pm – 8:00 pm	Monday – Thursday	C2 Housing Unit
5:45 pm – 8:00 pm	Tuesday – Friday	C3 Housing Unit
Hours	Day (<i>Please note</i>)	
5:45 pm – 8:00 pm	Saturday <i>only</i> 40 and older	

All outdoor equipment will be called in ten minutes before the Recreation Hall closes at each time period mentioned above. A separate Recreation Hall schedule will be posted for the winter months due to limited space.

All outside recreation not involving equipment is terminated when the Yard closes.

General rules and regulations pertaining to the Recreation Department and to each specific activity are posted in the Recreation Hall. ID badges are mandatory to check out recreation equipment. Recreation clothes are permitted inside and outside

recreation when the Yard and Recreation Hall are open. Inmates assigned to recreation as their work assignment are required to wear their state blues while at work. Any rule violation may result in the suspension of recreation privileges.

Information on recreation activities will be posted regularly on the Recreation Bulletin Board in the housing units. Any interests or suggestions regarding recreation activities should be sent via the kite system to the attention of the Recreation Supervisor.

QUARTERMASTER

Inmates shall be issued (3) State uniforms upon arrival, if not already in possession of same from parent institution. A standard clothing issue consists of: (1) laundry bag, (0-2) sheets, (0-2) blankets, (0-1) pillowcase, (3) state pants, (3) state shirts, (1) state twill jacket, (0-1) state hooded sweatshirt. (1) Pair of state footwear. (Personal clothing counts toward issue)

Jackets and Hooded sweatshirts are only issued during appropriate weather conditions.

Winter special issue (1) Winter Parka, (1) pair of thermals (1) pair of brown jersey gloves (1) knit hat (1) State boots. (Winter issued must be authorized and requested by Inmate's supervisor or doctor's order)

All uniforms must be permanently labeled with inmate name and number

Per DRC 61-PRP-02 Clothing Policy, all personal clothing counts towards issue. If inmate has a personal sweatshirt, he will not receive a state issue (that is for all items, gloves, hats, thermals, blankets, sheets)

Requests to exchange items needing to be resized or repaired shall be made using the kite system. All kites must be properly filled out with size, types and reason for exchange. If kite is not filled out properly, it will be returned to the inmate.

Inmates may only visit the Quartermaster by PASS or permission from the QM.

Upon release from the institution, inmate will receive a pass to return all state issued items. After showing the required amount of items, inmates file will be closed. Any un-accounted for items will be charged to the inmate. Inmate will be required to sign a cash slip or proper disciplinary process will be followed.

LAUNDRY

Inmates will have access to washers and dryers in the dorms through the laundry porters, per posted procedures. Personal clothing and blankets will be the only items cleaned "in house." Laundry days are by bunk and a schedule is posted by the laundry room. Do not put shoes of any kind in the washers and or dryers.

Whites and blues may be washed at the institutional laundry on Tuesday and Friday.

If you have documented allergies to laundry detergent, special exceptions may be made.

GOING HOME

WEEKDAY RELEASES

If you are being released Monday through Friday, you will be told to report to the Quartermaster at a specific time. You will need to have all of your state clothing, personal whites and your bed linens with you, along with your personal property,

Inmate Handbook and I.D.Badge. Upon your release, you will be charged for any state property not returned upon your release. You will be dressed out in release clothing and sent to R & D to complete your processing. The R & D Officer will escort you to the Medical Department and then to the Administration Building where you will be seen by the Cashier's Office.

A shift Captain or Lieutenant will then escort you out of the facility.

WEEK-END OR HOLIDAY RELEASES

If you are being released on Saturday, Sunday or a holiday, you will be told to report directly to the Medical Department at a specific time. You will need to have all of the above listed items with you. The officer on duty will collect your state property and then have you escorted to the Administration Building for release. The Cashier's Office will see you on Thursday or Friday previous to your release date.

ARRANGING TRANSPORTATION

FAMILY PICK-UPS

The release process is time consuming and begins until at least 8:00 A.M., at the earliest.

You should instruct your ride not to arrive at the facility before 9:00 A.M. This will minimize their wait time.

BUS RIDERS

All inmates who will be taking the bus home will be taken to the bus stop at the county line by a correctional officer. From there, you can take the bus to the Cleveland Terminal to make your connection.

FOOD SERVICE

Food service prepares three (3) full meals each day Monday thru Friday, and a brunch meal on Saturday, Sunday and all holidays, from a master menu prepared by a state dietitian. All meals meet or exceed recommended daily dietary allowances for good nutrition. Substitutions may be made when necessary.

The front dayroom is closed until the dorm is called to chow. Loitering by the housing unit door is not permitted. After Chow has been called, the inmates will have 5 minutes to exit the dorm. The dorm officer will then call, "last call for chow". Inmates wishing to

go to chow after this time shall be in violation of Rule 61 of the Rules of Conduct.

If the meal is not being served, inmates are not permitted in the dining room without authorization.

Inmates are required to be properly dressed in the state uniform, with their ID badge prominently displayed on the upper left, outer-most garments.

When entering the cafeteria, the inmate is to get in line to be served. The inmate is to stay behind the red line until directed by the dining officer to come forward to present his badge for scanning. Once the badge has been scanned, the inmate will get in line and then be given one tray, one spork, and one cup. Inmates will be given one serving of each item on the line. The inmate will be responsible to check his tray to ensure that all items are there, because once the inmate leaves the line, he will not be permitted to reenter. Keep the lines moving! Inmates are not to jump lines.

Remain seated until finished eating. There are no seconds in the serving line. No loitering at the tables after eating. No personal food, beverages, or utensils are to be brought into the dining hall, with the exception of individual condiment packages and/or small plastic bottles purchased in commissary. In addition, notebooks, papers, pens, etc are prohibited from being brought into the dining hall. The only food items permitted to be carried out of food service are dietary snacks and/or personal condiments that were brought by the inmate.

When finished eating, each inmate is to take all his items to the cleaning area. Food and utensils are not to be taken from the dining hall. Any food service item found outside of the food service area is considered contraband.

Inmates are not allowed to use the restroom in the dining hall while meals are being served.

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

MEDICAL SERVICES

The Medical Department is staffed by RN's & LPN's who are licensed by the State of Ohio to practice nursing and are supervised by a designated Health Care Authority. Health care services at GRC are provided by MTC Medical.

Access to medical and dental is made possible by completing a "Health Services Request Form (DRC 5373)" (not a regular kite), and placing it in the sick call box located in the housing unit. The Health Services Request forms are picked up every morning, by the medical staff, at 11:00 a.m. The requests for medical services will be scheduled within 48 hours for the Nurse's Sick Call. All other requests (dental, mental health, medication re-orders) will be sent to that department.

Nurse's Sick Call is held on a daily basis. All access to medical services is by pass only.

Doctor's Sick Call is by pass only. The nurse shall evaluate the inmate first and then schedule the inmate as needed to see the doctor. For individuals with chronic illnesses, the doctor will automatically schedule them to be seen on a recurring basis. Physical examinations will be scheduled on an annual or biannual basis, as required.

Inmates on medication controlled federally or by the institution must come to medical during pill call times to receive each dose of the medication. Pill call times are posted in each housing unit. The nursing staff, at the discretion of the physician, will issue Keep-On-Person (KOP) medications. A pass will be issued with the time and date the medication will be available for pick up.

Medications ordered by the physician can be substituted with the generic form, when available.

Inmates must show their ID badges to receive medication. All medication must be taken as prescribed by the doctor. All medication not taken must be returned to medical. All outdated medication is considered contraband. It is essential the medication remain in the same package in which it was issued.

Medical staff shall review medication that an inmate brings from another institution. Inmates may continue to receive that medication until it is gone, with physician's approval. Prior medication may be changed as medically necessary by the medical staff to properly manage the medical condition.

Non-essential medications that are prescribed on a short term basis will only be re-ordered after an inmate has been re-evaluated in sick call. If an inmate takes medication routinely, it will be re-ordered from the pharmacy after the inmate sends a health service request to inform staff that a refill is needed. This request should be sent to medical 7 to 10 days prior to the medication running out.

Any time medical care is requested, the inmate is required to show up in medical at the scheduled time. Inmates have the right to refuse any appointment or treatment, but are required to sign a Release of Responsibility (ROR). Failure to do so is considered a "no show" and may result in a conduct report for "disobedience of a direct order." Please review

MENTAL HEALTH SERVICES

Within 14 days of reception at Grafton Reintegration Center, all inmates will be contacted by a Mental Health staff person for an orientation to Mental Health Services and an intake-screening interview. The conditions of confidentiality are explained during the orientation. Upon arrival, a form is provided for each inmate. The form is reviewed with the inmate and upon completing; the inmate's signature is required. The information on the form is as follows:

Mental Health Services are provided at Grafton Reintegration Center by a staff of Mental Health Professionals. Services available include:

1. Assistance in dealing with stressful problems such as emotional distress, divorce, adjustment to the death of a loved one, or adjustment problems within the institution.
2. Group or individual counseling which allows you to examine your past behavior patterns and explores other coping styles.
3. Psychological evaluations, when requested by the Parole Board or Ohio Department of Rehabilitation and Correction.
4. Referral to a psychiatrist, if necessary, for treatment with medication.
5. Specialty group counseling.
6. Crisis stabilization services, residential treatment and hospitalization, if necessary.
7. On-going psychiatric care.

The mental health department will conduct daily triage of sick call requests for mental health services. Those requests or referrals from staff requiring emergency evaluation will be handled immediately. Routine sick call visits will be scheduled and completed in less than ten (10) days from receipt of request.

HEALTH CARE SERVICES CO-PAYMENT

Inmates at GRC will be assessed a \$2.00 co-payment for medical services while incarcerated. This fee will be assessed whether the inmate requests treatment or not. In the case of an inmate claiming a medical emergency, where medical staff determines no emergency is present, and the co-payment will be \$3.00. No inmate will be denied medical care because of a lack of ability to pay. Administrative Rule 5120-5-13 regulates this assessed fee. The fee shall not be charged in the case of the following:

- An inmate who is referred by the health care staff for specific further testing or consultation
- An inmate who receives an exempted service as explained below

Services that are exempt from the co-payment charge include the following:

- Intake physicals
- Visits for treatment of chronic disease in regularly scheduled chronic care clinics
- Mental health and/or crisis interventions care
- Periodic physical exams as required by departmental policy
TB, HIV, or Hepatitis testing, unless found guilty of Rule Violation 58 – Self Mutilation or Tattooing
- Laboratory tests, x-rays and physical therapy visits, except for drug tests, which indicate use of contraband drugs
- Preventative health education
- Care provided at the infirmary or a community medical facility following admission after an initial request for health care
- Dental Services.
- Medical Emergencies

A copy of DRC Policy 68-MED-15, Bureau of Medical Services Co-Payment Procedures, is available in the inmate library. If you have a question in regard to the policy, you may ask the medical staff at a visit or you may ask the institutional inspector.

RELIGIOUS SERVICES

The Chaplain at GRC is responsible for the coordination of all religious programs for the various religions represented in the inmate population. The Chaplain is also available for personal counsel, assistance with family matters, and to help assist in crisis upon request. The Chaplain also makes rounds in all the housing units, segregation, and the infirmary on a regular basis.

The schedule of religious services is posted in the chapel and in the housing units on a monthly basis, and also may be requested from the Chaplain's office.

Inmates may receive religious mail in accordance with Administrative Rule 5120-9-19. Such material may be received from anyone on the inmate's visiting list or from legitimate

religious organizations. Various types of religious literature are also available through the Chaplain.

Personal property of a religious nature may be received through the mail with prior approval from the Chaplain. Religious property is restricted to those items appropriate and necessary for the practice of the religion with which the inmate is affiliated. Titles are issued for such property. Such items that come in and are not approved will be sent back at the inmate's expense.

The institutional Chaplain routinely handles the passing of information to inmates from family and/or friends regarding deaths and serious illnesses. Funeral trips and bedside visits are considered on a case-by-case basis, and must be approved by the Warden. Inmate families may contact the Chaplain's office in the event of a family emergency.

Routine requests for appointments to see the Chaplain should be sent via the kite system. In the event of an emergency, an inmate may request any staff member to contact the Chaplain by phone on his behalf.

RECOVERY SERVICES

The Recovery Services staff at GCI/GRC believes that alcohol and/or drug dependence is a large part of what brought many of you to prison. The choices you have made: to drink, to use drugs, to commit crimes, to live a certain type of lifestyle have led you to where you are today. Our programs address not only alcohol/drug use, but also the thinking and behavior errors that preceded the crimes for which you have been convicted.

The treatment programs outlined below are designed to help you learn the skills needed to ultimately live a sober, drug-free, and crime-free life.

THE TREATMENT READINESS PROGRAM (TRP)

(Earned Credit Approved Program)

This program is the mandatory first phase in our Alcohol/Drug treatment series. This program has each participant explore his own using/drinking past and consequences as well as introduce the concepts of "Attitude Checks" and the "Readiness Statement." In order to be admitted to this program, inmates must score a qualifying score on the TCU screen. We also consider the official out date. This program lasts four weeks and meets five days per week for two hours with an additional five hours per week of additional programming.

THE INTENSIVE OUTPATIENT PROGRAM (IOP)

(Earned Credit Approved Program)

This program is phase II for inmates who have requested to participate in the alcohol/drug treatment series. The goal of the Intensive Outpatient Program is for participants to examine their criminal and addictive thoughts, attitudes, and beliefs and offer a way to change them. The IOP lasts a total of twelve (12) weeks and encompasses a total of 15 hours of AOD programming per week.

CONTINUING CARE PROGRAM

(Earned Credit Approved Program)

Following completion of a DRC IOP program, inmates are encouraged to enter phase III of treatment: the Continuing Care Program. This Program meets for one two-hour continuing care group per week. The Program lasts for eight (8) weeks and is designed both to review skills learned in the IOP and to prepare an offender to address his specific relapse triggers and recovery needs. Following completion of the Continuing Care program, inmates may continue earning earned Credit by attending one AA/NA meeting per week each month.

Remember - The responsibility for your success belongs to you and you alone.

12-STEP GROUPS

12-Step meetings are open to all inmates in the institution. No requirements need to be met in order to attend these meetings,

just show up. Keep watch for notices posted in the Housing Units and in the Recovery Services/Education building for the latest information on these meetings.

These programs encourage you to look at yourself, take responsibility for your actions and learn new ways to make better life-decisions. If you master these skills and take them with you when you leave, you can have a future of unlimited success and freedom. But, as always...it will be YOUR choice.

SMOKING CESSATION

Smoking Cessation is an open program to any inmate interested in learning about the impact of smoking on both themselves and others. Techniques to stop smoking are also discussed. This is an eight (8) week certificate program. If interested, come talk to us in Recovery Services.

PRISON RAPE ELIMINATION ACT (PREA)

It is the policy of the Ohio Department of Rehabilitation and Correction to provide a safe, humane, and appropriately secure environment, free from the threat of sexual misconduct for all inmates by maintaining a program of prevention, detection, response, investigation, and tracking. The Department shall maintain a zero tolerance for sexual misconduct in its institutions and in any facilities with which it contracts for the confinement of inmates. Sexual misconduct among inmates and by staff towards inmates is strictly prohibited. All allegations of sexual misconduct and/or sexual harassment shall be administratively and/or criminally investigated.

YOU HAVE THE RIGHT NOT TO BE SEXUALLY ABUSED OR HARASSED.

Incidents or Suspicions of Sexual Abuse, Sexual Harassment and Retaliation

Can be reported to ANY STAFF Member:

- Verbally to ANY STAFF MEMBER

- In Writing to ANY STAFF MEMBER
- Operations Support Center (614) 995-3584
- Outside Agency Hot Line (614) 728-3155
(No cost to call from inmate Phone)

Inmates shall be given the opportunity to remain anonymous upon request to the outside agency.

There will be **NO** retaliation for reporting incidents of sexual abuse or harassment.

Family and friends can report allegations of sexual abuse, sexual harassment, and retaliation on your behalf:

- By calling (614) 995-3584
- By emailing
DRC.ReportSexualMisconduct@odrc.state.oh.us

Within 7 days of your arrival or transfer to an institution you will watch an Ohio Department of Rehabilitation and Correction, Prison Rape Elimination Act (PREA) education video. The video will inform you of ODRC's zero tolerance policy against sexual misconduct. The video is in English with a deaf interpreter. It also is closed caption with a Spanish outline at end of video. If you need additional assistance understanding anything in the PREA inmate education video or institution inmate handbook, see your unit staff.

PREVENTION/DETECTION

All inmates shall be screened and assessed upon admission to the Department and for all subsequent intra-system transfers. All inmates shall be assessed for risk of sexual victimization or abusiveness within 72 hours of intake and upon transfer to another institution. These screenings shall be initiated in the PREA Risk Assessment System by medical personnel during intake medical assessments and shall be completed by unit management within the 72 hour period. No sooner than 15 days, but no later than 30 days from the inmate's arrival at any

institution, the inmate shall be reassessed regarding their risk of victimization or abusiveness based upon any additional, relevant information received since that institution's intake screening of the inmate. Unit management shall complete the assessments. As a result of these screenings, inmates shall be assigned a PREA Classification.

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

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

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

SELF-PROTECTION

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

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

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

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

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

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

RESPONSE

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

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

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

TREATMENT

Medical Services Responsibilities

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

Mental Health Responsibilities

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

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

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

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

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

INVESTIGATIONS

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

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

The institution investigator shall monitor all cases of retaliation.

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

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

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

VISITATION

It is the policy of Grafton Reintegration Center to provide a visiting operation that is safe, secure, and orderly. To create a positive atmosphere for inmates, visitors, staff, and to afford every reasonable courtesy and assistance as our security concerns will allow.

General information

Administrative Regulation 5120-9-15 details the rules governing visitations. It is the inmate's responsibility to inform his visitors of all rules, regulations, policies, and procedures relating to visiting inmates. Identification requirements information for visitors can be received from the Case Managers.

The facility is located on State Route 83 in Grafton, Ohio.

Grafton Reintegration Center
2000 S. Avon-Belden Rd.
Grafton, Ohio 44044
(440) 748-5000

* Directions to the facility are located in the back of this handbook. Local transportation to the facility is available through various private companies and up to date contact information is available on the inmate visitor board in the entry building as well as on the information boards located within the housing units. Local transportation to this facility is available through the following companies: Greyhound Bus Station, Lorain County Cab Company and Safe and Reliable Cab Company.

The visitation schedule will be posted in each dorm; these schedules will outline the amount of visits and time of visits authorized for inmates housed in each dorm.

- Visitation is held on Friday, Saturday, and Sunday with each day broken into two (2) half day sessions.
- The morning session will be from 8:00 AM to 12:00 PM (Open to all visitors)
- The afternoon session will be from 1:00 PM to 5:00 PM (By odd/even schedule only)
- There will be no processing of visitors after 9:45 a.m. for the morning session and after 2:45 PM for the afternoon session.
- Inmates housed at GRC are permitted up to five (5) visits per month
- Inmates are permitted a total of four (4) visitors, including children
- The last digit of the inmate's number will determine the day he is permitted to visit. If the last digit of the inmate's number is odd (as in 1, 3, 5, 7, 9), he is only permitted to visit on odd numbered days, not to exceed his authorized number of visits allowed per month. If the last digit of the inmate's number is even, (0, 2, 4, 6, 8,), he is only permitted to visit on even numbered days, not to exceed his authorized number of visits allowed per month.
- If the visitors come to visit on the wrong day, they will not be permitted to visit on that day nor will they be charged with a visit for that day.

There is no visitation on the following holidays:

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

Visitors may only send authorized items through approved vendors.

Each inmate will have an approved visitor's list (maximum of 15 approved visitors) on file in the visitation office. The inmate is responsible for the accuracy of this list. Changes and/or corrections will be made through his Case Manager.

Immediate Family is considered as follows: Parents, husband, wife, children, stepchildren, step-siblings, grandchildren, brother, sister, grandmother, grandfather, uncle, aunt, and half-siblings. Son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, and father-in-law will be considered immediate family while the binding marital relationship remains intact. Stepparents, adoptive and/or foster parents may be considered within this definition when it has been verified that the inmate was raised by this individual as a result of re-marriage, death, desertion, or absence of a parent.

Common-law wives are not recognized unless declared prior to October 10, 1991. Documentation is required. Unless previously declared, common-law wives must be listed as friends on the approved visiting list.

All visitors under 18 years of age must be related to the inmate being visited, or accompanied by an approved visitor who is the child's parent, legal guardian or 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 at the first visit. This documentation will be maintained on file by the institution for future reference.

In cases where the inmate's child visits and a custodial parent or legal guardian does not accompany the child, a notarized Authorization for Minor Child Visitation Form (DRC4371) must be provided, specifying the name(s) of the guardian(s) listed on the approved visiting list who may bring the child to visit and permission for the child to be searched. This notarized Authorization for Minor Child Visitation Form (DRC4371) may be

mailed in or delivered at the time of the first visit, with the letter being electronically maintained by the institution. If the letter is not notarized, the child is not to enter the institution. This form must be updated annually. Any changes to the list must be in writing and notarized. An incarcerated parent cannot service as the authorizing signature on the Authorization for Minor Child Visitation Form (DRC4371).

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

In some cases, the incarcerated parent may not be listed on the child's birth certificate. It is the inmate and/or custodial parent's responsibility to provide verification of paternity. The inmate may provide a receipt of the "acknowledgement of paternity" form through Vital Statistics and/or a child support enforcement collection order may serve as verification of relationship.

Friends must be over 18 years of age and may not be on probation or parole. The mother of an inmate's child is considered a friend if she is not married to the inmate.

It is the responsibility of each inmate to notify a prospective visitor of approval or denial of application. Visiting will not be permitted until approved by the institution. The final approval/disapproval will be made at an interview on the visitor's first visit. *All visitors entering GRC must show a valid state issued photo ID.

Proof of any claimed relationship must be verified prior to the approval of the visitation application. This requires that birth or marital records be presented to substantiate immediate family relationships.

Visitation applications may be denied for the following reasons:

1. The visitor's presence in the institution could reasonably pose a threat to the institution's security, or disrupt the orderly operations of the institution
2. The visitor has a past record of disruptive conduct
3. The visitor is directly related to the inmate's prior criminal behavior
4. The visitor will not have a positive effect on the inmate's attitude, behavior, overall adjustment, or reentry efforts
5. The visitor is under parole supervision, and does not have the written permission of both the Warden and the parolee's parole officer. Offenders under probation or parole supervision must have the written permission from his/her parole/probation officer and approval from the Warden in order to visit.
6. The visitor is a current or past Department of Rehabilitation and Correction or MTC employee, volunteer, or independent contractor and has not received written authorization from the Warden
7. The visitor was a victim of the inmate's crime, either under the current incarceration or any previous incarceration(s), unless the Warden/Designee grants approval. The Warden/Designee may contact the Office of Victim Services for consultation, in which case the Office of Victim Services will provide a written opinion. The Warden/Designee grants final approval. Unit staff are responsible for ensuring that these steps are taken prior to ANY victim being allowed to enter the institution for a visit
8. Falsification of any required documentation and/or incomplete forms will be returned for process

Visitor guidelines

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

Visitors will be subjected to search of all items and must successfully pass through the metal detector before entry is authorized. Visitors wearing pacemakers, or other medical

devices, must notify the officer prior to entering the metal detector.

When seated by the visitation staff, inmates must remain in their assigned seats unless permission has been granted by the visiting officer for them to move. Visitors may not leave the visiting room and return without prior approval of the shift supervisor.

Inmates and visitors will not exchange articles except with the prior approval of the Warden/Designee. Legal or similar documents may be brought in with prior approval of the warden, but must leave with the visitor. All approved documents will be screened prior to their acceptance.

In cases in which an unauthorized visitor refuses to leave the premises, the proper authorities will be contacted, and the visitor within the facility will have his/her visit terminated.

In the event that children are present during the visit, it will be the responsibility of the visitor to monitor them. Visits may be terminated on the basis of unruly and disruptive children.

Vending machines are available inside the visitation area. Change machines are available.

Items permitted in visitation:

A personal locker key, legal documents to be signed (with prior approval, and must leave with the visitor), photo identification and AVI card. If applicable, two non-glass clear baby bottles, two containers of baby food (no glass), four diapers, diaper wipes in a clear bag, one pacifier, one teething ring and one bib, may be brought in along with one change of baby clothes and a baby blanket.

Medication is not permitted on the facility unless prior authorization has been given. Life-sustaining medications, i.e., nitroglycerin and inhalers are permitted. Medication must be left with visiting room officer.

All unauthorized items including purses and like items will be left in the visitor's automobile or stored in lockers provided until after the visit ends. The institution is not responsible for items left in lockers. Lockers left locked will be opened by institution personnel and emptied at the end of the day.

Visitor dress guidelines

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

See-through clothing, shorts (unless worn by children under 12 yrs. old), sleeveless clothing, bare midriff clothing, skirts/dresses above OR that have slits above the middle of the knee, clothing with gang/club insignias, obscene gestures and/or language, form fitting clothing, and open toed shoes/sandals are not permitted.

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

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

Inmate visitation guidelines

All inmates will wear the standard issue dress while visiting, to include underwear and socks. Inmates will be strip-searched prior to and after their visits.

Inmates may bring the following items on a visit:

- Belt, wedding band, prescription glasses and handkerchiefs (white).

Inmates will not handle money. The visitor will remove all unconsumed items purchased from vending machines during visitation at the end of the visit, and the inmate will clear the table.

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

Inmates may hold hands with their visitor for the duration of the visit. No other physical contact will be permitted with the exception of a hug and kiss hello and goodbye. Inmates are allowed to hold their children.

Attorney Visits

An attorney-of-record may visit during regular visiting hours. The attorney must be licensed in the State of Ohio. The Warden/designee's prior approval is needed for attorneys other than your attorney-of-record to visit.

Visits by attorneys will be visually monitored, but conversations will be confidential between attorney and client.

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

Clergy Visits

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

The institutional Chaplain must approve clergy credentials/applications. Special clergy visits, during crises, may be requested by the inmate or the minister-of-record through the Chaplain's office.

Special Visits

Inmate requests for special visits must be made in writing to the Unit Manager and contain the desired visitor's name, address,

reason for the visit, and relationship to the inmate. Requests should be made a minimum of seven (7) days prior to the date of the requested visit, whenever possible. Special visits are for individuals not listed on the inmate's approved visitation list. The Unit Manager's decision and an explanation for that decision shall be communicated to the inmate. The warden/designee will have final approval.

A special visit shall not be granted more than once in any three-month period. The following factors shall be considered when a special visit request is being reviewed:

- Distance of the visitor from the institution.
- Ability of the visitor to be of assistance to the inmate.
- The number of visitors on the inmate's visitation list.
- The number of visits the inmate has received from those on his visitation list.
- Crisis situations.

Special Management

Inmates housed in Disciplinary Control, Local Control or Bunk Restriction may receive one two- (2) hour visiting session every thirty (30) days per approved visitor. These inmates will be restrained and wear white coveralls to the visit. A maximum of two (2) approved visitors may visit at any one time. All visits will be no contact. Food and drink are not permitted.

Inmates housed in Security Control will be permitted the same access to visitation as general population inmates (5 visits per month) and will visit in white coveralls and restraints, unless the Warden/designee orders otherwise. All visits will be no contact. Food and drink are not permitted.

All inmates from Special Management housing areas shall be escorted to and from visitation in restraints, and will be strip-searched before being placed back into their housing areas.

The Warden/Designee reserves the right to deny visitation at any time.

JAIL TIME CREDIT

Jail Time Credit is deducted from the maximum sentence. The courts determine Jail Time Credit. The institution record office will not be calculating your sentence for release dates. For all Jail Time Credit issues or concerns that you or your family have please contact the sentencing court and request that a corrected Jail Time Credit journal entry be sent to:

Bureau of Sentence Computation
PO BOX 450
Orient, Ohio 43146

If you are serving more than one sentence and those sentences are running concurrent, you will remain in prison until you serve the sentence that has the longest incarceration time.

GRC Staff CANNOT file motions for you to include requests for Judicial Release or Vacating of Fines.

EARNED CREDIT

Senate Bill 2 (SB2) sentences apply to offenders who were convicted of a crime which occurred on or after July 1, 1996. SB2 offenders are eligible to receive one day a month off their sentence with successful completion of approved earned credit programming.

To receive this credit, offenders must enter an approved program on the first day of the month, continue participation through the end of the month and attend a minimum of 75% of the scheduled program sessions. An unexcused absence during a month will result in the forfeiture of the earned credit for that month.

Information on eligible earned credit programs can be provided by your Case Manager.

If during your participation in an approved earned credit program you do not receive monthly credit, please contact the program facilitator for the program in question.

TRANSITIONAL CONTROL

Transitional Control is intended as a short-term program to facilitate the transition between a prison environment and the community during the months immediately prior to the end of a prison term.

All offenders who meet the criteria to be screened for Transitional Control will be offered the chance to participate in the program by their Case Managers.

Program Eligibility is determined utilizing a screening process that is completed by the Parole Board Parole Officer. This screening will occur 4 to 8 months prior to an eligible offender's release date.

The Parole Board Parole Officer will order a pre-sentence investigation (PSI) prior to the screening process. **DO NOT REQUEST A PSI, WE CANNOT ORDER THIS DOCUMENT FOR YOU.**

Offenders with less than 4 months left to serve on their sentences are not eligible to be screened for Transitional Control.

PAROLE BOARD

Parole in Ohio is subject to the absolute discretion of the Board. Discretion, by its very nature, is subject to the changing norms and context in which it is exercised. The Board is vested with the responsibility to determine when an inmate is suitable for release. Under Ohio law, an inmate has neither the constitutional nor inherent right to be conditionally released on parole before the expiration of the maximum term of his or her sentence. Additionally, the Ohio Supreme Court has specifically held that Ohio inmates have no right to rely on a particular set of parole

guidelines, or have parole guidelines in effect at the time of conviction applied at subsequent parole hearings. Thus, it is clearly established that Ohio inmates do not have a constitutionally protected liberty interest in parole or parole procedures. Furthermore, the Board may modify conditions of parole, or modify parole release procedures, as long as the modifications are not contrary to Ohio statute.

HEARING TYPES:

First Hearing. This is the initial hearing at which an inmate can be considered for parole based upon the sentencing court's order and statute. The hearing is held on or about the date when the inmate has completed the imposed minimum sentence, as calculated by BOSCO, and has become parole-eligible. The purpose of the hearing is for the Board to determine if the inmate is suitable for release.

Continued Hearing. This is a subsequent hearing conducted if release is not granted at the first hearing. Currently, pursuant to O.A.C. § 5120:1-1-10, a continued hearing can be scheduled no further than ten (10) years from the first hearing, or a previous continued hearing.

Full Board Hearings. Although the outcome of all parole hearings is public information, institutional parole release hearings and deliberations are closed to the public. However, effective July 1, 1996, Senate Bill 2 created Full Board Hearings which permitted participation by a victim or other designated interested parties in a hearing subsequent to the institutional hearing and upon acceptance of a petition. R.C. § 5149.101 provides that when the Board initially believes an inmate may be suitable and proposes parole or re-parole, a Hearing Officer, Parole Board Member or the OVS may petition for a Full Board hearing. The Board considers the petition and decides by majority vote whether to conduct the Full Board hearing

EDUCATION

The Education Department offers educational programming to inmates at GRC free of charge. All programs have open

entry/open exit to accommodate student educational needs. These programs include: Adult Basic Education (ABE), Pre-GED, GED preparation, career technical, and special education services to those who are eligible. Educational guidance services can be accessed as well. To access these services, please kite the school.

EDUCATIONAL PROGRAMS CURRENTLY OFFERED:

ABE (Adult Basic Education)

Inmates with reading levels up to and including 6.0 on the TABE Test or 226 on the CASAS Test are placed into ABE classes. ABE students will receive instruction in Reading/English, Math, and Communication Arts.

Pre-GED (Preparation for the General Education Development Test)

Inmates having reading scores between 6.1 and 9.0 on the TABE Test, or 227 to 239 on the CASAS Test (C Level or higher), are eligible for Pre-GED. In this program, students will receive instruction in Reading/Language Arts, English, Math, Social Studies, Science, and Communication Arts.

GED (General Education Development)

Inmates with a reading score of 9.1 and above on the TABE Test or 240 or above on the CASAS Test (C Level or higher), are eligible for GED. In this program, students will receive instruction in Reading/Language Arts, English, Math, Social Studies, Science, and Communication Arts.

SPECIAL EDUCATION

Special Education programming, assessment, and intervention is available to qualified inmates under 22 years of age.

EDUCATION INTENSIVE PROGRAM PRISON

The Education Intensive Program Prison is an early release program that inmates who are deemed eligible participate in for 90 days. They are then are released under strict post-release supervision. Inmates are given Concentrated Academic Training, Intensive Vocational Skills Enhancement (C-Tech Cabling Course), Character Education, Reentry Skills Acquisition (Transitional Education Program), and Community Service.

CAREER TECHNICAL PROGRAM

GRC presently has one career technical program available to eligible inmates. To qualify to be placed on the waiting list, an inmate must have a TABE reading score of 8.0 or above, or a CASAS reading score of 231 or above. An inmate may not have been enrolled in any other career technical class under his present number. The class takes approximately 12 months to complete, so the students must have enough time to complete the program. To be placed on the waiting list, kite the guidance counselor. A brief description of the career technical class is provided below.

AOT (Administrative Office Technology)

The administrative office technology curriculum consists of keyboarding, Windows, Word, Excel, and Power Point. Students also develop competencies in the areas of language arts, mathematics, social skills, and employability skills.

APPRENTICESHIP PROGRAMS OFFERED:

Animal Trainer – This program is designed to teach offenders skills in basic dog obedience, animal behavior, and overall animal care.

Cook – This program instructs the inmate participants in basic food prep, food service sanitation, and baking.

LIBRARY SERVICES

The library services at the Grafton Reintegration Center are designed to meet the informational, educational, recreational, and personal developmental needs of the inmates. The library is staffed by a full-time librarian, and a support staff of trained inmate workers.

Library services include access to reading material, fiction and non-fiction, reference material, newspapers, and magazines. Interlibrary Loans are also available per library procedure. DRC, Institution policies and Administrative Regulations are also available through the library. Notary services and legal copies are also available at designated times. When the library is closed, inmates must see unit staff for notary and copy services.

Full library services are available for special population units to include (If inmates are on Bunk Restriction): reading material, access to legal materials per procedure, and photocopies of legal materials. Also, there is access to word processors for drafting legal materials and legal letters.

The library includes a Law Library. It is staffed by inmate legal clerks and supervised by the Librarian. Reference and research services are provided involving questions of law, regulations, policies, and inmate rights. Assistance in the preparation of court filings and legal forms for specific motions/actions are also available. Inmates are not to be charged for any service by other inmates. Direction and assistance in the Law Library is free.

Current days and hours of operation for the library and law library are posted in each housing unit, in the library, in the school area, and various other areas. The library operates evening and weekend hours.

RE-ENTRY AND CASE MANAGEMENT

Reentry, under the “Ohio Plan,” does not signify just “letting offenders go” after doing their time. It requires that offenders are *prepared* to be released. It means that they are better off at the time of release than at the time of their admission.

As part of the Ohio Plan, the Department of Rehabilitation and Correction has adopted a new vision, mission, and slogan governing offender reentry.

*Vision – **To reduce crime in Ohio.***

*Mission – **To reduce recidivism among those we touch.***

*Slogan - **Reentry Means “Going Home to Stay”***

REENTRY PLANNING:

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

Addressing Criminogenic Needs Through Offender Programming: Programming for offenders will target their criminogenic needs, that is, the dynamic risk factors of offenders that can change over time.

Family Involvement in Reentry: DRC will develop new avenues for engaging families during an offender's incarceration through the adoption of a Family Orientation Program at all three Reception Centers, the formation of a Family Council, and innovative policy changes calling for greater family involvement during confinement and/or any period of community supervision that follows.

ORAS:

For all inmates, regardless of length of sentence, reception center classification specialists shall complete a Prison Screening Tool (PST) and face sheet within 30 days of arriving at the reception center or prior to an inmate's transfer to a parent institution. Upon arriving at their parent institution, inmates who have scored as Moderate/High on the PST shall be directed to participate in rehabilitative programming, if time permits. All inmates shall have at a minimum, an Inmate Transitional Release Plan completed per Department Policy 78-REL-01, Transitional Release Planning.

RAP:

The case manager will monitor and update the Reentry Accountability Plans for those inmates designated as Reentry Intensive. They shall also refer the Intensive inmates to reentry-approved programs. All other inmates (Basics) will have notes recorded in RAP6 screens in DOTS Portal and receive essential habilitation services as outlined in Department Policy 78-REL-01, Inmate Transitional Release Planning. Notes will include significant contact regarding adjustment, staff recommendations and/or issues that may affect the inmate's behavior, release plans, etc.

RELEASE PREPARATION:

Participation in Re-entry Programs is available for inmates through Unit Management and Education.

For offenders lacking personal identification documents, applications for these personal identification documents shall be provided during the orientation process at their parent institution, if

the offender is within two years of release. Unit staff shall make information available on how to obtain the required documents at the offender's expense and document the information on the Offender Transitional Release Plan. Offenders serving over two years shall have the information provided upon request. Such documents include, but are not limited to, the following:

- Birth certificate
- Driver's license
- Veteran's Discharge status form DD-214
- Social Security card

If you need information concerning the Re-Entry Programs, contact your Case Manger or Unit Manager. More information is available in DRC Policy 78-REL-01 in the Library.

COMMUNITY SERVICE

GRC has a Community Service Coordinator who is responsible to work closely with the local community to set up volunteer programs for inmates. A select group of inmates will be eligible to participate in Community Service activities off grounds. Other activities will be made available for inmates to work on in the units. Community Service projects allow inmates the opportunity to give back to the community as part of their restitution to society. Projects and activities that are available will be posted in the housing units.

NOTARY

Notary services will be available with the Unit Secretary and in the library, see posted hours in the Library.

ELECTRICAL APPLIANCE CO-PAY PROGRAM

Per DRC Policy 61-PRP-03 (electricity usage co-pay program) inmates are subject to \$1.00 a month fee if they possess one or more electronic appliance.

AMERICAN DISABILITIES ACT

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

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

Inmates can contact the ADA coordinator through their unit staff.

DIRECTIONS TO GRC

From Akron:

I-77 to OH-18W (exit 137B-Medina). Follow 18W to Oh-252/OH-57/Columbia Road. This turns into OH-57/Erhart Rd. and then turns into OH-57. Turn LEFT onto OH-57/OH-303 and then RIGHT onto OH-57/Avon Belden Road/Wooster Avon Lake Road. Go straight onto Avon Belden Road/OH-83. Take OH-83 to GRC (about 2 miles). GRC is on the left.

From Canton:

I-77N to OH-8N. Take the OH TURNPIKE ext. Keep LEFT at the fork in the ramp and merge onto I-80W. Take exit 9 towards OH-10. Keep RIGHT at the fork in the ramp and merge onto LORAIN Rd. Turn slight LEFT onto OH-83 and follow OH-83 to GRC (about 4.3 miles). GRC is on the right.

From Cleveland:

I-90W to I-71S. Follow I-71S to exit number 239 (OH-237S/Airport/Berea/I-480W/Toledo). Merge onto Berea Frwy and take the I-480 exit (exit 238) towards Toledo. Merge onto 480W and stay straight onto OH-10W. Keep left at the fork in the ramp and turn left onto the S. East Bypass. Turn slight right onto

Grafton Road. Turn left onto Royalton Road. Turn right onto Avon Belden Rd/OH83 and go straight to GRC (about 2 miles). GRC is on the right.

From Cincinnati:

I-71N to OH-83 (about 195 miles). OH-83 is exit 204 towards Lodi/Wooster. Turn left onto Avon Lake Road/OH-83. Stay straight on OH-83 to GRC (about 20 miles). GRC is on the left.

From Columbus:

I-71N to OH-83 (about 96 miles). OH-83 is exit 204 towards Lodi/Wooster. Turn left onto Avon Lake Road/OH-83. Stay straight on OH-83 to GRC (about 20 miles). GRC is on the left.

From Dayton:

I-75N to I-70E (exit 61A towards Columbus). I-70E to 270N (exit 93B towards Cleveland – about 60 miles). I-270N to I-71N (exit 26B – about 17 miles). I-71N to OH-83 (about 83 miles). OH-83 is exit 204 towards Lodi/Wooster. Turn left onto Avon Lake Road/OH-83. Stay straight on OH-83 to GRC (about 20 miles). GRC is on the left.

From Findlay:

US-224W to I-75N. Take I-75N to OH-795/I-80/Ohio Turnpike/I-90 (exit 195 towards Perrysburg). Merge onto Ohio Turnpike which becomes I-80E. Stay on I-80E about 78 miles to exit 9 towards OH-10. Keep right at the fork in the ramp and merge onto Lorain Rd. Turn slight left onto OH-83 and follow OH-83 to GRC (about 4.3 miles). GRC is on the right.

From Lima:

US-33W towards Columbus/State St. Follow US-33W to I-70W towards Columbus. Take I-70W to I-71W (exit 101A towards Cleveland). I-71N to OH-83 (about 95 miles). OH-83 is exit 204 towards Lodi/Wooster. Turn left onto Avon Lake Road/OH-83. Stay straight on OH-83 to GRC (about 20 miles). GRC is on the left.

From Mansfield:

Follow OH-13N/N Main St. and turn right onto Longview Ave E./W. Longview Ave. Turn left to take the US-30E ramp and merge onto US-30E. Take the I-71N exit towards Cleveland. I-71N to OH-83 (about 26.5 miles). OH-83 is exit 204 towards Lodi/Wooster. Turn left onto Avon Lake Road/OH-83. Stay straight on OH-83 to GRC (about 20 miles). GRC is on the left.

From Toledo:

Ohio Turnpike (I-80/I-90) East towards Cleveland to exit 9 (about 78 miles). Keep right at the fork in the ramp and merge onto Lorain Road. Turn slight left onto OH-83 and follow OH-83 to GRC (about 4.3 miles). GRC is on the right.

From Youngstown:

I-680N to I-80W towards Cleveland. Keep right at the fork in the ramp and merge onto I-80W. Follow I-80W to exit 9 (about 66 miles). Keep right at the fork in the ramp and merge onto Lorain Road. Turn slight left onto OH-83 and follow OH-83 to GRC (about 4.3 miles). GRC is on the right.

ALL VISITORS ENTERING GRC MUST SHOW A VALID STATE ISSUED PICTURE ID


Wardens Signature

12/30/2014
Date